



Reference: 24-OIAD-018

9(2)(a)

25 November 2024

9(2)(a)

Response to your Official Information Act Request

Thank you for your email of 6 November 2024 requesting the following under the Official Information Act 1982 (the Act):

- *Is your agencies continuing to pursue the carbon neutral public service targets?
- If so, please provide any documents showing how this is being implemented*
- *The total spend on this target broken down by year since the targets were implemented (including but not limited to internal staff numbers, external spend, capital spend, offset spend)?*
- *Total EV's brought since the targets were implemented broken down by year?
- Please provide notes on type of car.*
- *Total spent on agency emissions inventories by year since implementation.
- Please provide the most recent inventory.*
- *How much is spent on voluntary carbon offsets? (Not the ETS)
- Please provide information on consultants for this and the total offsets.*
- *Any consideration or actions involving Agricultural emissions.*

The scope of your request was interpreted to be for information held by Aroturuki Tamariki, the Independent Children's Monitor from 1 July 2023, the first financial year that we were required to report emissions for:

- a. whether Aroturuki Tamariki is working towards meeting the gross emission reduction targets outlined in the CNGP
- b. documentation showing how we are pursuing those targets

- c. total spend related to meeting those targets (including internal staff numbers, external spend, capital spend, offset spend)
- d. number and type of electric vehicle (EV)s purchased since the targets were introduced (by year)
- e. total spent on our emissions inventory by year plus a copy of our inventory
- f. how much we have spent on voluntary carbon offsets, including associated consultants and total offsets
- g. any consideration or actions involving agricultural emissions.

The Independent Children's Monitor is committed to supporting the government's aim to reduce carbon emissions through the Carbon-Neutral Government Programme (CNGP), including continuing to pursue the required targets. We do this by trying to operate in an emission- and energy-efficient way and considering greenhouse gas emissions in our operational decisions. Because our monitoring function requires us to regularly visit communities around the country, our ability to reduce travel-related carbon emissions is somewhat limited. However, we have a number of initiatives to help reduce our emissions. These include, where possible:

- Choosing electric or low-emission rental vehicles or taxis
- Ride-sharing
- Minimising non-essential travel
- Improving the quality and accuracy of our data for our emissions reporting
- Encouraging staff behaviours that lower emissions

I have identified three documents in scope of your request that contain information relating to how we are pursuing our carbon emissions reduction targets under the CNGP. You can find information regarding these in the attached document schedule.

Two documents are released to you in full. However, the release of our Annual Report is refused under section 18(d) of the Official Information Act (the Act), as *the information requested is or will soon be publicly available*. You can find a copy of our Annual Report, which contains our approach to managing our carbon emissions, here <https://www.aoturuhi.govt.nz/about-us/corporate-documents/annual-report>.

The Independent Children's Monitor was established on 1 May 2023, and as such, we used the 2023/24 financial year to work with Toitū Envirocare to measure our base-year emissions and establish our emissions inventory. Our total spend to date on our carbon emissions activities is \$17,412 (excluding GST) paid to Toitū Envirocare, which includes our year 1 and 2 annual membership fees and our base-year audit fee. We have also committed 0.25 full-time equivalent of internal staff resource to manage and report on our carbon emissions.

Our current emissions inventory and how the Independent Children’s Monitor plans to pursue CNGP targets can be found in the attached document 1.

The Independent Children’s Monitor does not hold any information related to carbon offsetting, purchasing of EVs, or consideration or actions involving agricultural emissions. These parts of your request are refused under section 18(e) of the Act - *that the document alleged to contain the information requested does not exist.*

You have the right to seek an investigation and review by the Office of the Ombudsman of my decision to withhold information relating to this request, in accordance with section 28(3) of the Act. The relevant details can be found on their website at:

www.ombudsman.parliament.nz.

Please note that due to the public interest in our work, Aroturuki Tamariki publishes responses to requests for official information on our [OIA responses page](#). If you have any queries about this, please feel free to contact us on info@aroturuki.govt.nz.

Ngā mihi nui



Arran Jones
Chief Executive

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Document schedule

Document no.	Document date	Content	Decisions	OIA sections applied
1	30 June 2024	Inventory Management Report 2324_Independent Children's Monitor_CR_Org	Release in full.	N/A
2	7 August 2024	2023-2024 Carbon Emissions Measurement and Reporting_Cover Memo	Release in full.	N/A
3	10 October 2024	Independent Children's Monitor Annual Report 1 May 2023 – 30 June 2024	Refused in full.	18(d)

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GREENHOUSE GAS EMISSIONS INVENTORY AND MANAGEMENT REPORT

Toitū carbonreduce programme

Prepared in accordance with ISO 14064-1:2018 and the Technical Requirements of the Programme



Independent Children's Monitor Agency

Prepared by (lead author): Sarah Lount

Dated: 17 September 2024

Verification status: Reasonable for categories 1 & 2 and Limited for remaining categories

Measurement period: 01 July 2023 to 30 June 2024

Base year period: 01 July 2023 to 30 June 2024

Approved for release by:

A handwritten signature in blue ink, appearing to read "Arran Jones".

Arran Jones, Chief Executive of The Independent Children's Monitor | Aroturuki Tamariki

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This work shall not be used for the purpose of obtaining emissions units, allowances, or carbon credits from two or more different sources in relation to the same emissions reductions, or for the purpose of offering for sale carbon credits which have been previously sold.

The consolidation approach chosen for the greenhouse gas inventory should not be used to make decisions related to the application of employment or taxation law.

This report shall not be used to make public greenhouse gas assertions without independent verification and issue of an assurance statement by Toitū Envirocare.

AVAILABILITY

This report will be made available on our intranet. The document will also be available on request for members of the public.

REPORT STRUCTURE

The Inventory Summary contains a high-level summary of this year's results and from year 2 onwards a brief comparison to historical inventories.

Chapter 1, the Emissions Inventory Report, includes the inventory details and forms the measure step of the organisation's application for Programme certification. The inventory is a complete and accurate quantification of the amount of GHG emissions and removals that can be directly attributed to the organisation's operations within the declared boundary and scope for the specified reporting period. The inventory has been prepared in accordance with the requirements of the Programme¹, which is based on the Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (2004) and ISO 14064-1:2018 Specification with Guidance at the Organization Level for

¹ Programme refers to the Toitū carbonreduce, Toitū net carbonzero and the Toitū climate positive programmes.

Quantification and Reporting of Greenhouse Gas Emissions and Removals². Where relevant, the inventory is aligned with industry or sector best practice for emissions measurement and reporting.

Chapter 2, the reduction plan and progress report, forms the manage step part of the organisation's application for Programme certification.

See Appendix 1 and the related Spreadsheet for detailed emissions inventory results, including a breakdown of emissions by source and sink, emissions by greenhouse gas type, and non-biogenic and bio-genic emissions. Appendix 1 also contains detailed context on the inventory boundaries, inclusions and exclusions, calculation methodology, liabilities, and supplementary results.

This overall report provides emissions information that is of interest to most users but must be read in conjunction with the inventory workbook for covering all of the requirements of ISO 14064-1:2018.

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² Throughout this document 'GHG Protocol' means the *GHG Protocol Corporate Accounting and Reporting Standard* and 'ISO 14064-1:2018' means the international standard *Specification with Guidance at the Organizational Level for Quantification and Reporting of Greenhouse Gas Emissions and Removals*.

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EXECUTIVE SUMMARY

This is the annual greenhouse gas (GHG) emissions inventory and management report for Aroturuki Tamariki | Independent Children's Monitor covering the measurement period 01 July 2023 to 30 June 2024.³

Table 1: Inventory summary

Category (ISO 14064-1:2018)	Scopes (ISO 14064-1:2006)	2024
Category 1: Direct emissions (tCO ₂ e)	Scope 1	0.00
Category 2: Indirect emissions from imported energy (location-based method*) (tCO ₂ e)	Scope 2	9.60
Category 3: Indirect emissions from transportation (tCO ₂ e)	Scope 3	97.12
Category 4: Indirect emissions from products used by organisation (tCO ₂ e)		5.69
Category 5: Indirect emissions associated with the use of products from the organisation (tCO ₂ e)		0.00
Category 6: Indirect emissions from other sources (tCO ₂ e)		0.00
Total direct emissions (tCO₂e)		0.00
Total indirect emissions* (tCO₂e)		112.42
Total gross emissions* (tCO₂e)		112.42
Category 1 direct removals (tCO ₂ e)		0.00
Purchased emission reductions (tCO ₂ e)		0.00
Total net emissions (tCO₂e)		112.42

*Emissions are reported using a location-based methodology. See section 1.2.1 for details.1.2.1

³ Throughout this document "emissions" means "GHG emissions". Unless otherwise stated, emissions are reported as tonnes of carbon dioxide equivalent (tCO₂e).

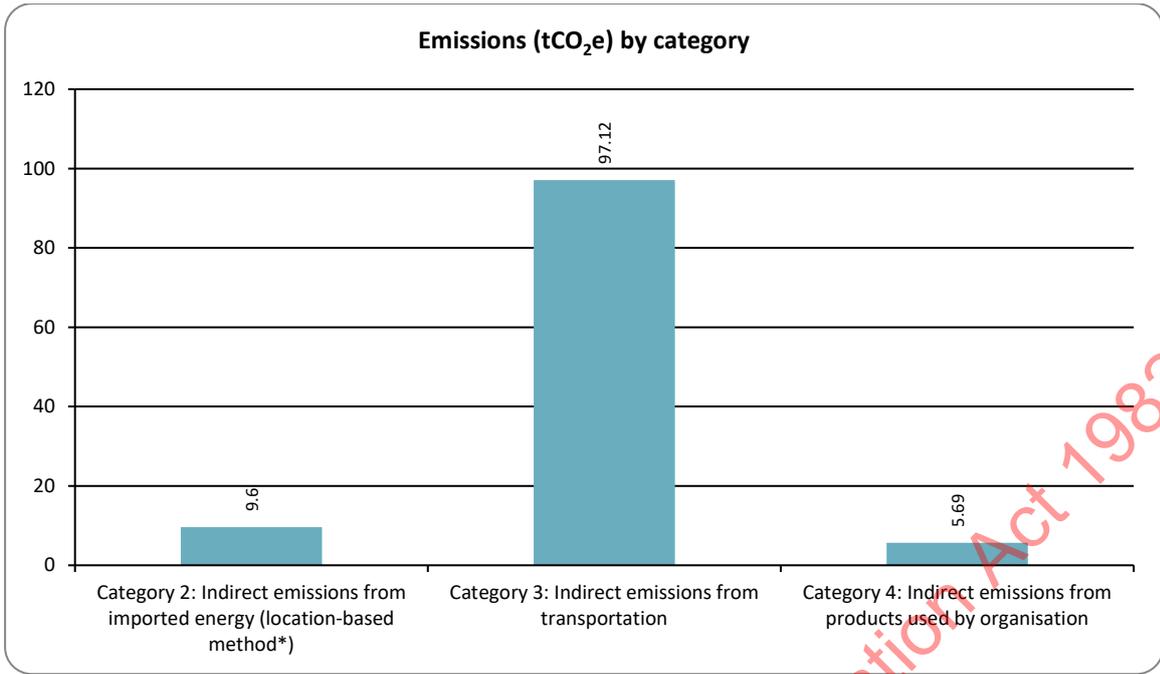


Figure 1: Emissions (tCO₂e) by Category for this measurement period

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CHAPTER 1: EMISSIONS INVENTORY REPORT

1.1. INTRODUCTION

This report is the annual greenhouse gas (GHG) emissions inventory and management report for Aroturuki Tamariki | Independent Children's Monitor.

This report provides the base year GHG emission estimates for Aroturuki Tamariki | The Independent Children's Monitor. As a public sector organisation, we are committed to minimising our carbon emissions when carrying out our monitoring obligations. We will use our emissions estimates to guide our emission-reduction plan to fulfil our overall sustainability policies and meet our obligations as a public sector departmental agency.

The inventory report and any GHG assertions are expected to be verified by a Programme-approved, third-party verifier. The level of assurance is reported in a separate Assurance Statement provided to the directors of the certification entity.

1.2. EMISSIONS INVENTORY RESULTS

Table 2: Emissions inventory summary for this measurement period

Measurement period: 01 July 2023 to 30 June 2024.

Category	Toitū carbon mandatory boundary (tCO ₂ e)	Additional emissions (tCO ₂ e)	Total emissions (tCO ₂ e)
Category 1: Direct emissions	0.00	0.00	0.00
Category 2: Indirect emissions from imported energy (location-based method*)	9.60 Electricity	0.00	9.60
Category 3: Indirect emissions from transportation	88.31 Air travel domestic (average), Car Average (unknown fuel type), Private Car average (fuel type unknown), Taxi (regular)	8.82 Accommodation - New Zealand, Working from home	97.12
Category 4: Indirect emissions from products used by organisation	2.86 Electricity distributed T&D losses, Waste landfilled LFGR Office waste, Waste landfilled No LFGR Office waste	2.83 Wastewater for treatment plants (average), Water supply	5.69
Category 5: Indirect emissions associated with the use of products from the organisation	0.00	0.00	0.00
Category 6: Indirect emissions from other sources	0.00	0.00	0.00
Total direct emissions	0.00	0.00	0.00
Total indirect emissions*	100.77	11.65	112.42
Total gross emissions*	100.77	11.65	112.42

Category	Toitū carbon mandatory boundary (tCO ₂ e)	Additional emissions (tCO ₂ e)	Total emissions (tCO ₂ e)
Category 1 direct removals	0.00	0.00	0.00
Purchased emission reductions	0.00	0.00	0.00
Total net emissions	100.77	11.65	112.42
Emissions intensity		Mandatory emissions	Total emissions
Annual average FTE - FTE - annual average as reported to PSC (gross tCO ₂ e / persons)		1.77	1.97
Operating revenue (gross tCO ₂ e / \$Millions)		8.49	9.47

*Emissions are reported using a location-based methodology. See section 1.2.1 for details.1.2.1

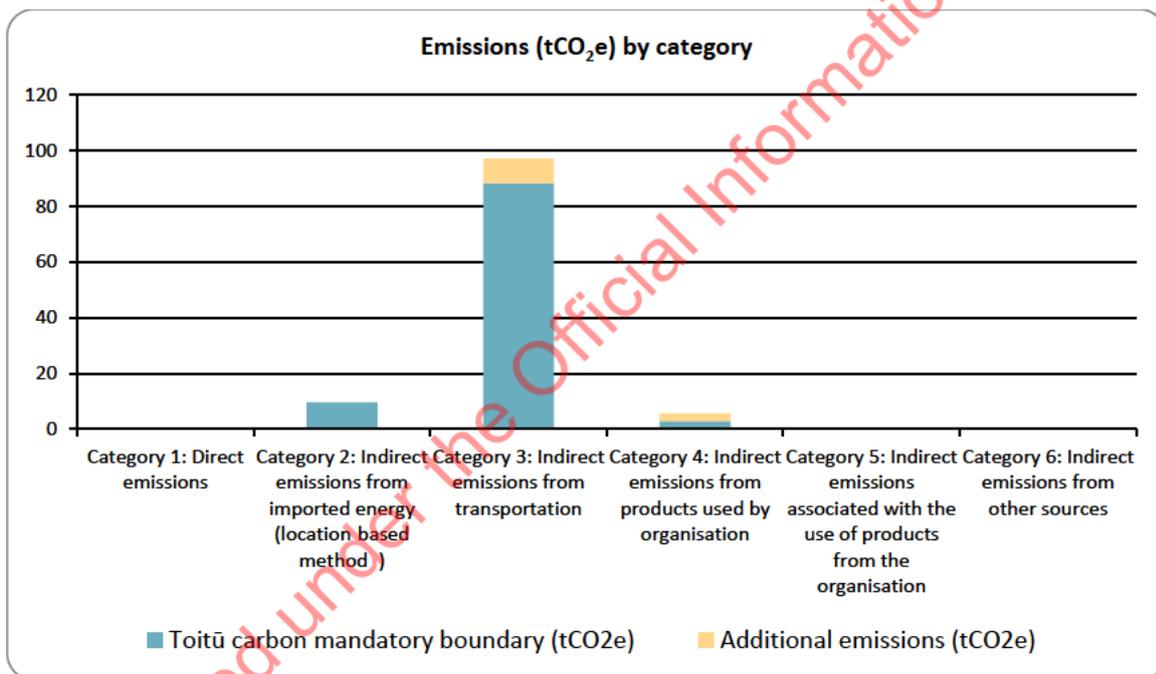


Figure 2: Emissions (tCO₂e) by category

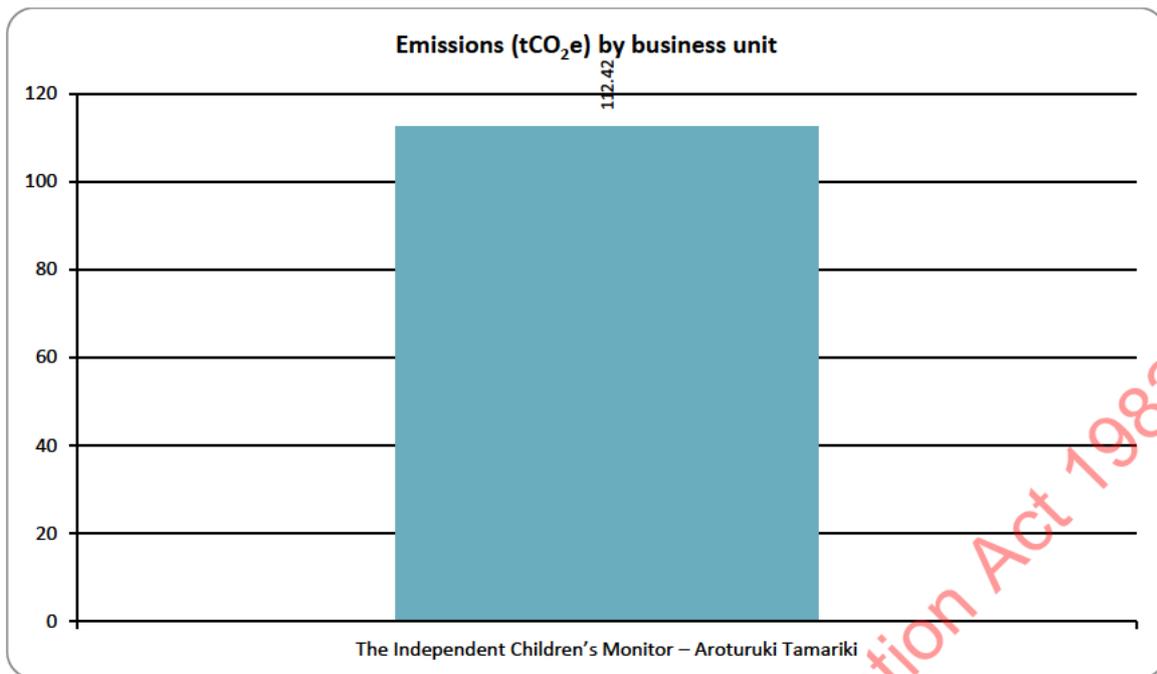


Figure 3: Emissions (tCO₂e) by business unit

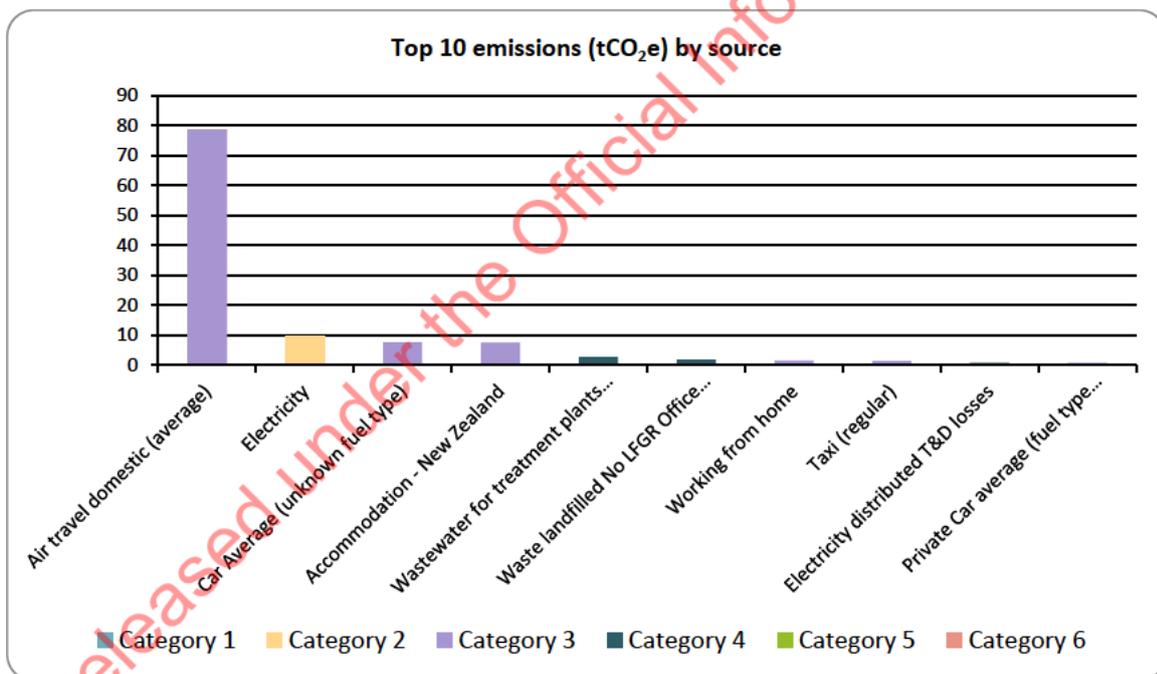


Figure 4: Top 10 emissions (tCO₂e) by source

1.2.1. Dual reporting of indirect emissions from purchased and generated energy

All purchased and generated energy emissions are dual reported using both the location-based method and market-based method. Dual reporting illustrates the role of supplier choice, onsite renewable energy generation and contractual instruments in managing indirect emissions from energy alongside any ongoing energy efficiency and reduction efforts.

The Independent Children’s Monitor – Aroturuki Tamariki aligns to location-based reporting for tracking energy related emissions and reductions over time.

Table 3. Dual reporting of indirect emissions from imported energy

Category	Location-based methodology (tCO ₂ e)	Market-based methodology (tCO ₂ e)
Category 1: Direct emissions	0.00	0.00
Category 2: Indirect emissions from imported energy	9.60	9.93
Category 3: Indirect emissions from transportation	97.12	97.12
Category 4: Indirect emissions from products used by organisation	5.69	5.69
Category 5: Indirect emissions associated with the use of products from the organisation	0.00	0.00
Category 6: Indirect emissions from other sources	0.00	0.00
Total direct emissions	0.00	0.00
Total indirect emissions	112.42	112.75
Total gross emissions	112.42	112.75
Category 1 direct removals	0.00	0.00
Total net emissions	112.42	112.75

1.3. ORGANISATIONAL CONTEXT

1.3.1. Organisation description

Aroturuki Tamariki is an independent departmental agency hosted by the Education Review Office (ERO), who provide us with back office corporate services. We employ 57 staff and have three offices, which are located in Wellington, Auckland, and Christchurch. Our role is to monitor the oranga tamariki system as required by the Oversight of Oranga Tamariki System Act 2022 to ensure it is operating in a way that supports positive outcomes for tamariki (children), rangatahi (young people) and their whānau (families). Nearly two thirds of our workforce are operational, with our monitoring teams out in the community directly engaging with those experiencing the system.

Commitment to certification

Aroturuki Tamariki is committed to supporting the government’s aim to reduce carbon emissions. Our goal is to operate in an emissions- and energy-efficient way where the management of our GHG emissions is a key consideration in our operational decisions. We aim to maximise all opportunities for energy savings throughout the organisation to demonstrate our commitment to being an environmentally responsible organisation that contributes to national carbon reduction targets.

GHG Reporting

By joining the Carbon Neutral Government Programme and fostering a working culture that considers the environmental impacts of its activities and operations, Aroturuki Tamariki hopes to show the public and the Government that it carries out its monitoring obligations in a responsible and accountable way.

Climate Change Impacts

We conduct several monitoring visits a year to different regions around the country, covering all regions over a three-year period. Any extreme weather events are likely to prevent or delay this work. We travel by air and/or car to some remote locations, which means we rely on the integrity of the roading network.

1.3.2. Statement of intent

This inventory forms part of the organisation's commitment to gain Toitū carbonreduce certification. The intended uses of this inventory are:

Intended use and users

Our intended use and users include: our Minister and the Government, our Executive Leadership Team, the Carbon-Neutral Government Programme, the general public, and the Carbonreduce certification programme.

Other schemes and requirements

This inventory will support our commitment to making sustainability and carbon emissions a key consideration in our practice and operational decisions. The inventory outlines areas where we will be able to make meaningful improvements in our GHG emission profile on our journey to becoming carbon neutral. It provides a baseline measure against which we can compare our future emissions and ensure we are following a reduction pathway that aligns with the requirements of the Carbon-Neutral Government Programme. This inventory will also help us to identify areas of risk from future climate change that may impact on our ability to meet our monitoring obligations.

1.3.3. Person responsible

General Manager, Corporate Strategy and Insights, Shelley Tyson is responsible for overall emission inventory measurement and reduction performance, as well as reporting results to top management. General Manager, Corporate Strategy and Insights, Shelley Tyson has the authority to represent top management and has financial authority to authorise budget for the Programme, including Management projects and any Mitigation objectives.

State any other people/entities involved

Staff from the Education Review Office, who have several years of relevant experience have provided support and guidance specific to carbon emissions reporting.

Senior Advisor Strategy & Performance, Sarah Lount. Sarah Lount has a background in research and data management.

Top management commitment

The Aroturuki Tamariki Executive Leadership Team has a strong commitment to measuring and reducing carbon emissions generated through our monitoring activities. As a new public sector organisation, our first-year reporting will be used as a base to measure our overall GHG emissions and to develop an emissions management and reduction plan fulfilling year 1 requirements.

From year 2 onwards, the Aroturuki Tamariki Executive Leadership Team will support the development of a more comprehensive emissions management plan. Emissions measurement and management will be an agenda item for the Leadership Team on a quarterly basis.

Management involvement

The Leadership team was given updates on progress in data collection and the General Manager, Corporate, Strategy and Insights had final sign-off of the IMR.

The results of our emissions activity will be reported annually to our Chief Executive and Leadership Team.

1.3.4. Reporting period

Base year measurement period: 01 July 2023 to 30 June 2024

This year is our first year as an independent departmental agency, which allows us to collect a full year of data on which to base our inventory.

Measurement period of this report: 01 July 2023 to 30 June 2024

We will report annually according to the financial year, to align with our other reporting requirements.

Base year management period: 01 July 2023 to 30 June 2024. This year is our first year as an independent departmental agency, which allows us to collect a full year of data on which to base our inventory.

1.3.5. Organisational boundary and consolidation approach

An operational control consolidation approach was used to account for emissions.⁴

Organisational boundaries were set with reference to the methodology described in the GHG Protocol and ISO 14064-1:2018 standards.

Justification of consolidation approach

The operational control consolidation approach is appropriate as the agency has authority to introduce and implement its operating policies and has practical control over its operations and resulting emissions.

Organisational structure

Figure 5 shows what has been included in the context of the overall structure.

Aroturuki Tamariki has offices in Wellington, Auckland and Christchurch. The Wellington office is our head office and accommodates the Executive Leadership Team, back office, and support staff, as well as operational staff. Auckland accommodates operational staff and Christchurch has primarily operational and some back-office staff. All three offices have been identified as being within this emissions inventory.

⁴control: the organisation accounts for all GHG emissions and/or removals from facilities over which it has financial or operational control. equity share: the organisation accounts for its portion of GHG emissions and/or removals from respective facilities.

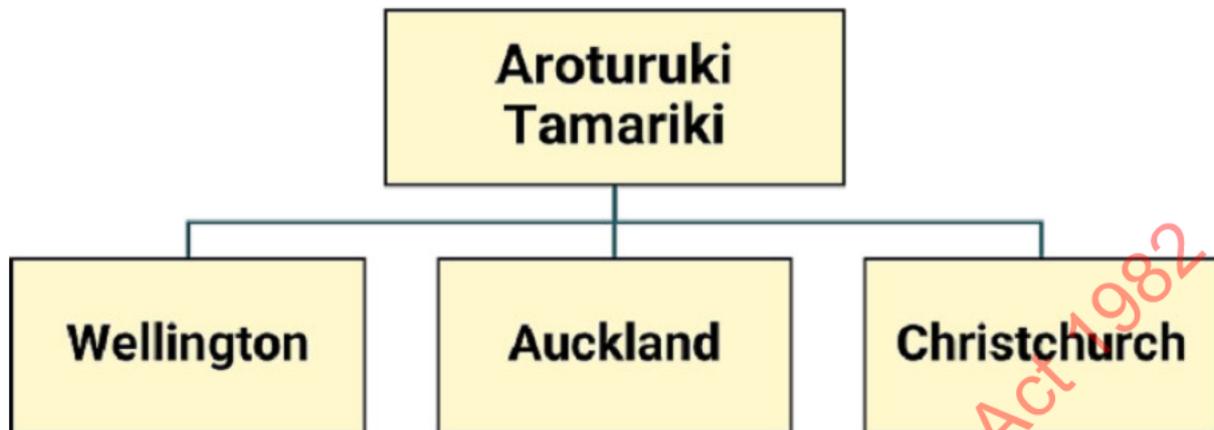


Figure 5: Organisational structure

Table 4. Brief description of business units, sites and locations included in this emissions inventory

Company/Business unit/Facility	Physical location	Description
Aroturuki Tamariki Wellington Office	Level 3, 50 The Terrace, Wellington	This is the head office location; accommodating the Executive Leadership Team, back office and operational staff.
Aroturuki Tamariki Auckland Office	Ground Floor, Building C, Millenium Centre, 600 Great South Road, Greenlane, Auckland	This office accommodates operational staff.
Aroturuki Tamariki Christchurch Office	Level 1, 813 Colombo Street, Christchurch	This office accommodates operational and back office staff.

1.3.6. Excluded business units

No business units were excluded.

CHAPTER 2: EMISSIONS MANAGEMENT AND REDUCTION REPORT

2.1. EMISSIONS REDUCTION RESULTS

No commentary on organisational performance against target measures has been included, as this is our base year.

Table 5: Comparison of historical GHG inventories

Category	2024
Category 1: Direct emissions (tCO ₂ e)	0.00
Category 2: Indirect emissions from imported energy (location-based method*) (tCO ₂ e)	9.60
Category 3: Indirect emissions from transportation (tCO ₂ e)	97.12
Category 4: Indirect emissions from products used by organisation (tCO ₂ e)	5.69
Category 5: Indirect emissions associated with the use of products from the organisation (tCO ₂ e)	0.00
Category 6: Indirect emissions from other sources (tCO ₂ e)	0.00
Total direct emissions (tCO₂e)	0.00
Total indirect emissions* (tCO₂e)	112.42
Total gross emissions* (tCO₂e)	112.42
Category 1 direct removals (tCO ₂ e)	0.00
Purchased emission reductions (tCO ₂ e)	0.00
Total net emissions (tCO₂e)	112.42
Emissions intensity	
Annual average FTE - FTE - annual average as reported to PSC (gross tCO ₂ e / persons)	1.97
Annual average FTE - FTE - annual average as reported to PSC (gross mandatory tCO ₂ e / persons)	1.77
Operating revenue (gross tCO ₂ e / \$Millions)	9.47
Operating revenue (gross mandatory tCO ₂ e / \$Millions)	8.49

*Emissions are reported using a location-based methodology. See section 1.2.1 for details.1.2.1

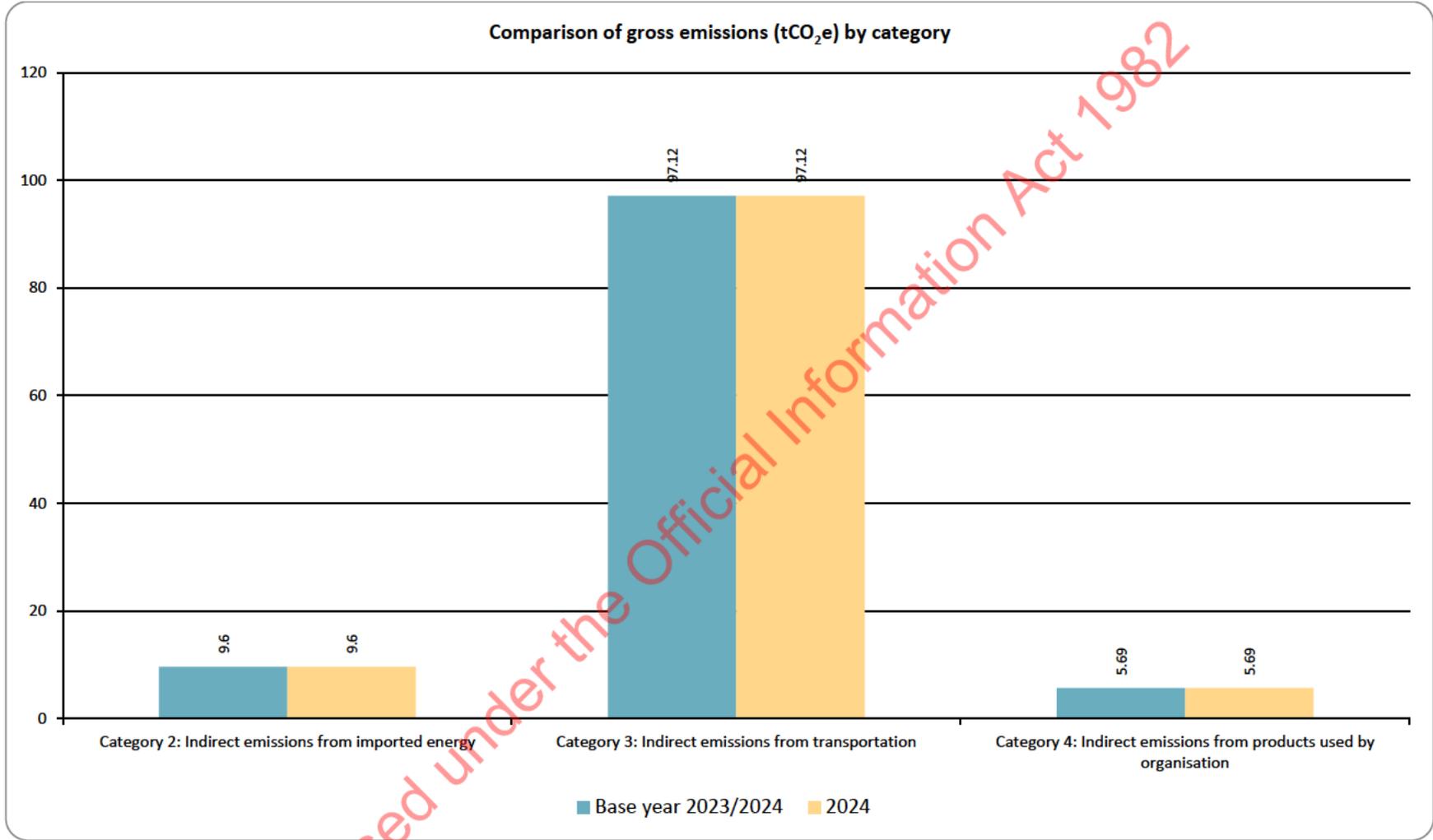


Figure 6: Comparison of gross emissions (tCO₂e) by category between the reporting periods



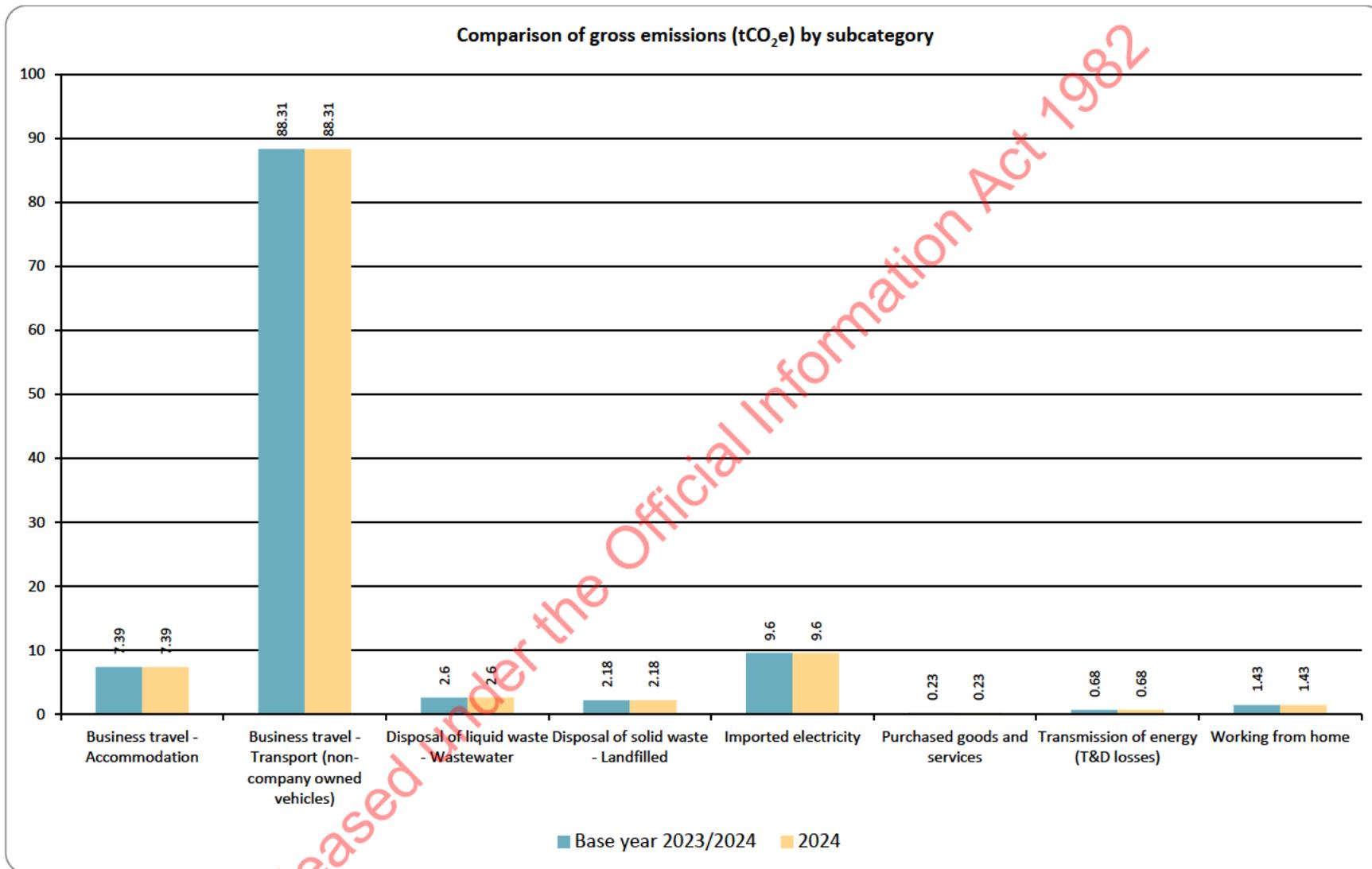


Figure 7: Comparison of gross emissions (tCO₂e) by subcategory between the reporting periods



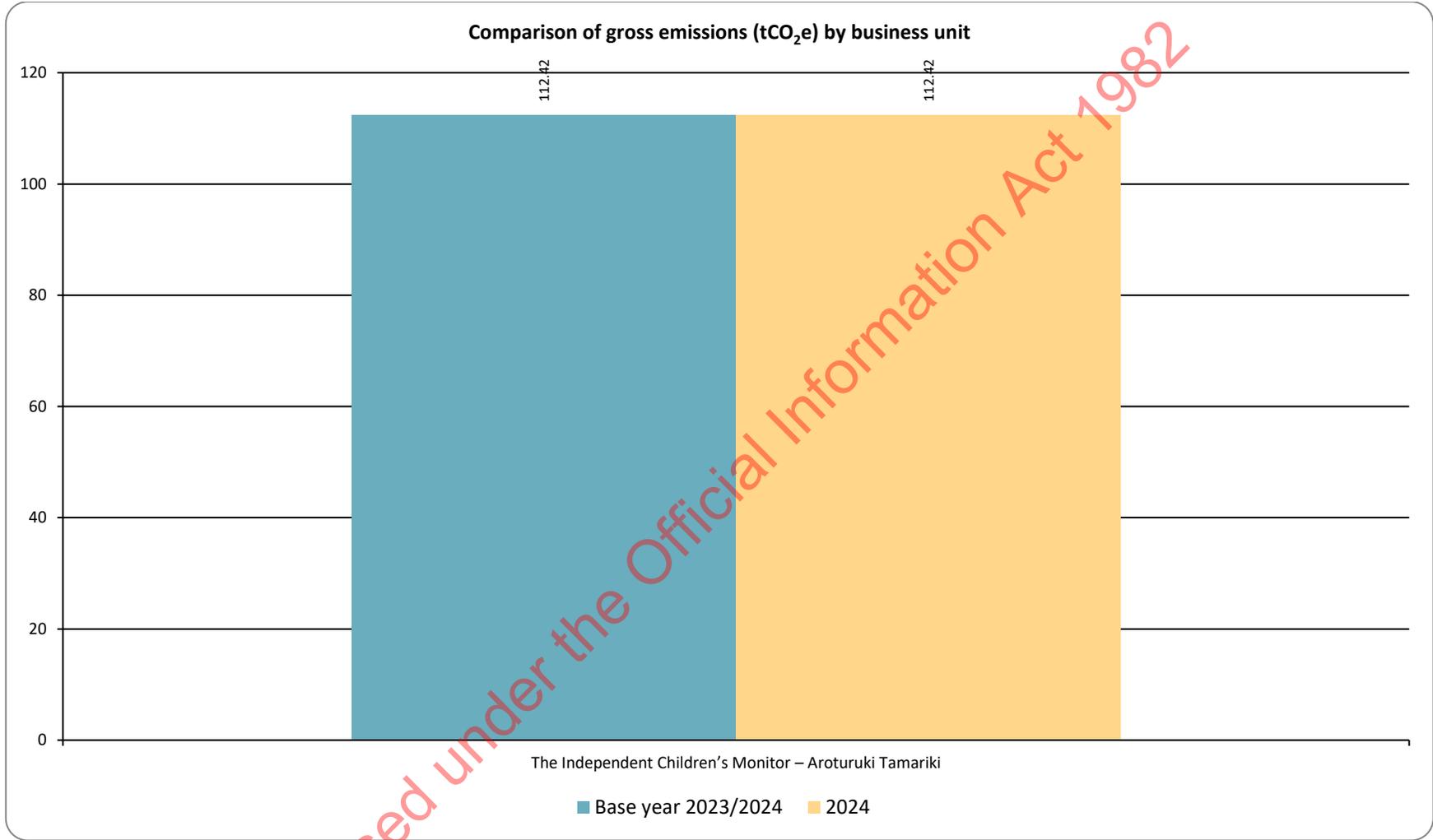


Figure 8: Comparison of gross emissions (tCO₂e) by business unit between the reporting periods



Performance against target has not been provided

Figure 9: Performance against target since base year

Table 6. Performance against plan

Performance
(No information supplied)

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2.2. SIGNIFICANT EMISSIONS SOURCES

Significant sources

Our main emissions sources are air travel, electricity, rental cars and accommodation.

Activities responsible for generating significant emissions

Travel to regional communities throughout New Zealand is essential for our monitoring activities. This travel is a mix of air travel and rental cars, and involves hotel stays over a number of days.

Influences over the activities

Because travel is essential for our organisation's function, it will be difficult to reduce emissions resulting from business travel; however, we are investigating ways to optimise this travel by ensuring our travel is well planned. This helps us to ensure accommodation stays are minimal and well located. To try to reduce air travel-related emissions, we will take direct flights from major centres in larger aircraft where possible. Travel not directly related to our monitoring activities has already been reduced, and we have travel policies in place to ride-share and use lower-emission vehicle options such as electric vehicles when we use rental cars, shuttles, or taxis.

Significant sources that cannot be influenced

We have limited ability to reduce emissions from electricity. For two of our three offices, our electricity is paid for in a lump sum in our property lease invoices which includes other utilities. This means we are unable to change suppliers easily to prioritise those using greater renewable sources. We already encourage energy-conscious behaviour in our offices and will continue to encourage this.

2.3. EMISSIONS REDUCTION TARGETS

The organisation is committed to managing and reducing its emissions in accordance with the Programme requirements. Table 7 provides details of the emission reduction targets to be implemented. These are 'SMART' targets (specific, measurable, achievable, realistic, and time-constrained).

Our targets were set using CNGP and Toitū guidance and chosen to meet the expectations of a public sector organisation in line with CNGP requirements. To develop any additional targets, we will refer to relevant policy and initiatives across the public sector and assess them for applicability and suitability to our organisation; these targets will be developed and confirmed for our Year 2 reporting.

Performance against our targets will be reported in our Year 2 reporting.

Table 7. Emission reduction targets

Target name	Baseline period	Target date	Type of target (intensity or absolute)	Categories covered	Target		KPI	Responsibility	Rationale
Reduce Category 1 and 2 emissions in compliance with Toitū Rule R6.4a and CNGP requirements	2024	2030	Absolute	Categories 1 and 2 combined	42%	To be developed and confirmed at Year 2 reporting	Absolute	Shelley Tyson, General Manager Corporate Strategy & Insights	The target was set using CNGP guidance and chosen to meet the expectations of a public sector organisation according to CNGP requirements. Our reduction pathway will be developed and confirmed for year 2 reporting.
Reduce Category 3 emissions in compliance with Toitū and CNGP requirements	2024	2030	Absolute	Category 3	42%	To be developed and confirmed at Year 2 reporting	Absolute	Shelley Tyson, General Manager Corporate Strategy & Insights	The target was set using CNGP guidance and chosen to meet the expectations of a public sector organisation according to CNGP requirements. Our reduction pathway will be developed and confirmed for year 2 reporting.

2.4. EMISSIONS REDUCTION PROJECTS

In order to achieve the reduction targets identified in Table 7, specific projects have been identified to achieve these targets, and are detailed in Table 8 below.



Table 8. Projects to reduce emissions

Objective	Project	Responsibility	Completion date	Potential co-benefits	Potential unintended consequences	Actions to minimise unintended consequence
Optimise organisation-wide travel for monitoring visits	Investigate options for prioritising direct flights in larger aircraft	Team Coordinators	30/06/2025	None anticipated	Benefit could be offset by commute to main centres	Use low-emissions vehicles
	Ensure travel optimisation is actively considered in any schedule changes during monitoring visits	Regional Managers; Team Coordinators	Ongoing	Reduction of emissions across all business travel sources	None anticipated	n/a
Reduce organisation-wide electricity use	Introduce energy-use awareness campaigns in each office	Te Rōpū te Taiao	30/06/2025	Influence staff energy-use behaviour in non-work settings	None anticipated	n/a
Focus on low-emission rental vehicles	Investigate the feasibility of only using electric or hybrid rental vehicles	Team Coordinators	Ongoing	May encourage staff to get low-emission vehicles for their personal use	None anticipated	n/a

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Table 9 highlights emission sources that have been identified for improving source the data quality in future inventories.

Table 9. Projects to improve data quality

Emissions source	Actions to improve data quality	Responsibility	Completion date
Air travel	Determine emissions according to aircraft size	Strategy & Performance Team	30/11/2024
Business travel	Determine emissions according to travel purpose (for monitoring vs other travel)	Strategy & Performance Team	30/11/2024
Electricity	Determine new electricity supplier for Auckland office; confirm direct receipt of Wellington office data	Business Support	30/11/2024
Rental cars	Determine emissions according to car type and fuel used	Strategy & Performance Team	30/11/2024
Waste to Landfill	Confirm whether waste from two of our offices goes to an LFGR or non-LFGR landfill	Business Support	30/11/2024
Water supply	Confirm whether we can get access to our water usage in our Auckland office	Business Support	30/11/2024

2.5. STAFF ENGAGEMENT

A staff-led environmental-awareness group, Rōpū te Tajao, meets bi-monthly to discuss initiatives that support our reduction of emissions at both an office- and organisational-level. They also drive initiatives and produce ad hoc internal news articles to raise awareness of how we can reduce emissions both professionally and personally.

Staff are given ad hoc updates on our emissions-related activities during fortnightly whole-organisation meetings, such as results of our staff commuting and WFH survey, our commitment to optimising travel arrangements, and emissions-reduction initiatives.

2.6. KEY PERFORMANCE INDICATORS

Table 10. Key Performance Indicators (KPIs).

KPI	Rationale of using the additional KPI
Operating revenue (\$ million)	Mandatory requirement
Full Time Equivalent (FTE)	FTE count influences a significant portion of our emissions source activities including working from home and business air travel

2.7. MONITORING AND REPORTING

There will be quarterly reporting of all emissions and progress reports on meeting our targets at Leadership Team meetings.

APPENDIX 1: DETAILED GREENHOUSE GAS INVENTORY

Additional inventory details are disclosed in the tables below, and further GHG emissions data is available on the accompanying spreadsheet to this report (Appendix1-Data Summary Aroturuki Tamariki | Independent Children's Monitor.xls).

Table 11. Direct GHG emissions and removals, quantified separately for each applicable gas

Category	CO ₂	CH ₄	N ₂ O	NF ₃	SF ₆	HFC	PFC	Desflurane	Sevoflurane	Isoflurane	Emissions total (tCO ₂ e)
Stationary combustion	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mobile combustion (incl. company owned or leased vehicles)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Emissions - Industrial processes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Removals - Industrial processes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Leakage of refrigerants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Treatment of waste	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fugitive Emissions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Treatment of wastewater	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Emissions - Land use, land-use change and forestry	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Removals - Land use, land-use change and forestry	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fertiliser use	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Addition of livestock waste to soils	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Addition of crop residue to soils	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Addition of lime to soils	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Enteric fermentation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Open burning of organic matter	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Electricity generated and consumed onsite	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Medical gases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Exported electricity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total net emissions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Table 12. Non-biogenic, biogenic anthropogenic and biogenic non-anthropogenic CO₂ emissions and removals by category

Category	Anthropogenic biogenic CO ₂ emissions	Anthropogenic biogenic (CH ₄ and N ₂ O) emissions (tCO ₂ e)	Non-anthropogenic biogenic (tCO ₂ e)
Category 1: Direct emissions	0.00	0.00	0.00
Category 2: Indirect emissions from imported energy	0.00	0.00	0.00
Category 3: Indirect emissions from transportation	0.00	0.00	0.00
Category 4: Indirect emissions from products used by organisation	0.00	4.46	0.00
Category 5: Indirect emissions associated with the use of products from the organisation	0.00	0.00	0.00
Category 6: Indirect emissions from other sources	0.00	0.00	0.00
Total gross emissions	0.00	4.46	0.00

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A1.1 REPORTING BOUNDARIES

A1.1.1 Emission source identification method and significance criteria

The GHG emissions sources included in this inventory are those required for Programme certification and were identified with reference to the methodology described in the GHG Protocol and ISO 14064-1:2018 standards as well as the Programme Technical Requirements.

Sources and sinks were calculated using expenditure data from when we were first established in May 2023 until October of the same year. This was extrapolated to a full year. All emission values were calculated using Toitū eManage with emissions factors provided by the programme.

Significance of emissions sources within the organisational boundaries has been considered in the design of this inventory. The significance criteria used comprise:

- All direct emissions sources that contribute more than 1% of total Category 1 and 2 emissions
- All indirect emissions sources that are required by the Programme.

No changes to the significance criteria have been made since this inventory was initially developed in the base year.

A1.1.2 Included sources and activity data management

As adapted from ISO 14064-1, the emissions sources deemed significant for inclusion in this inventory were classified into the following categories:

- **Direct GHG emissions (Category 1):** GHG emissions from sources that are owned or controlled by the company.
- **Indirect GHG emissions (Category 2):** GHG emissions from the generation of purchased electricity, heat and steam consumed by the company.
- **Indirect GHG emissions (Categories 3-6):** GHG emissions that occur as a consequence of the activities of the company but occur from sources not owned or controlled by the company.

Table 13 provides detail on the categories of emissions included in the GHG emissions inventory, an overview of how activity data were collected for each emissions source, and an explanation of any uncertainties or assumptions made based on the source of activity data. Detail on estimated numerical uncertainties are reported in Appendix 1.

Data collection and management is overseen by a senior advisor in our Strategy & Performance team, who has data expertise. We have a clear Standard Operation Procedure document that outlines the source, frequency and responsibilities for collecting each type of data. Quality control is carried out with each data set we receive (including checking for outliers and completeness). Access to the raw data files is limited to key staff. In future years, we will also conduct periodic reviews of our data sources and sinks, and emission factor selection to look for opportunities to improve the accuracy and certainty of our emissions reporting.

Table 13. GHG emissions activity data collection methods and inherent uncertainties and assumptions

GHG emissions category	GHG emissions source or sink subcategory	Overview of activity data and evidence	Explanation of uncertainties or assumptions around your data and evidence	Use of default and average emissions factors	Pre-verified data
Category 2: Indirect emissions from imported energy	Imported electricity	Electricity	It is assumed the data sources are accurate. Consumption information was estimated for one month for the Auckland office due to a late change of supplier and difficulties accessing the data. Consumption information was collected from two different energy management companies (Wellington and Auckland offices), and directly from invoices (Christchurch office).	The most accurate emissions source was selected for this source.	No
Overall assessment of uncertainty for Category 2 emissions and removals		12%	Medium		
Category 3: Indirect emissions from transportation	Business travel - Transport (non-company owned vehicles)	Air travel domestic (average)	It is assumed the data sources are complete and accurate. Sources include reports from our travel consultant and credit cards and invoices obtained through the finance tracking system of our host agency the Education Review Office (ERO).	A default average aircraft emission factor was used, rather than based on aircraft size. A small minority of flights that were booked by credit cards and invoice reimbursement used the airport departure and arrival locations to estimate the passenger km.	No
	Business travel - Transport (non-company owned vehicles)	Car Average (unknown fuel type)	It is assumed the data sources are complete and accurate. Sources include reports from our travel consultant (km travelled) and credit cards and invoices (using dollar value conversion) obtained through the finance tracking system of our host agency the Education Review Office (ERO).	A default average was used for this emission source to represent our rental car activity.	No
	Business travel - Transport (non-company owned vehicles)	Taxi (regular)	It is assumed the data sources are complete and accurate. Sources include reports from our travel consultant and credit cards and invoices obtained through the finance tracking system of our host agency the Education Review Office (ERO).	A default average was used for this emission source based on dollar value spent. Distance data was unavailable for taxi travel.	No

GHG emissions category	GHG emissions source or sink subcategory	Overview of activity data and evidence	Explanation of uncertainties or assumptions around your data and evidence	Use of default and average emissions factors	Pre-verified data
	Business travel - Accommodation	Accommodation - New Zealand	It is assumed the data sources are complete and accurate. Sources include reports from our travel consultant and credit cards and invoices obtained through the finance tracking system of our host agency the Education Review Office (ERO).	The most accurate emissions source was selected for this source.	No
	Business travel - Transport (non-company owned vehicles)	Private Car Average (fuel unknown)	It is assumed the mileage claims submitted by staff are reflective of distances travelled, and that sources are complete. Sources include mileage claims through the finance tracking system and invoices.	A default average was used for this emission source as the finance tracking system does not note the type of vehicle used by staff.	
	Working from home	Working from home	Data was obtained from a staff survey and aimed to represent one week of their regular travel into the office. This was extrapolated to a full year. It is assumed that this one week represents the average commuting behaviour of our staff.	The most accurate emissions source was selected for this source but based on some estimation.	No
Overall assessment of uncertainty for Category 3 emissions and removals		18%	Medium		
Category 4: Indirect emissions from products used by organisation	Purchased goods and services	Water supply	Data was obtained using the default per capita method in the 2024 CNGP guide for measuring emissions.	The average default factors were selected for water supply. We are investigating whether we can get usage data for our Auckland site that will be extrapolated pro rata to the rest of the organisation to improve accuracy.	No

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GHG emissions category	GHG emissions source or sink subcategory	Overview of activity data and evidence	Explanation of uncertainties or assumptions around your data and evidence	Use of default and average emissions factors	Pre-verified data
	Disposal of solid waste - Landfilled	Waste landfilled LFGR Office waste, Waste landfilled No LFGR Office waste	Data were extrapolated to one year from two weeks of daily weighing of our mixed waste in each office. It is assumed those two weeks are representative of our general waste activity.	The average default emissions factor for office waste was selected for the Auckland and Christchurch office sites. These were classified as non-LFGR sites, as we do not know which landfill our waste is delivered to. We are investigating whether we can get information which waste firms handle our rubbish and the landfills they use.	No
	Capital goods	Wastewater for treatment plants (average)	Data was obtained using the default per capita method in the 2024 CNGP guide for measuring emissions.	The average default factors were selected for our wastewater treatment.	No
	Transmission of energy (T&D losses)	Electricity distributed T&D losses	Data was obtained using the method recommended by the 2024 CNGP guide for measuring emissions.	The average default factors were selected for the landfill sites.	No
Overall assessment of uncertainty for Category 4 emissions and removals		34%	High		

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A1.1.3 Excluded emissions sources and sinks

Emissions sources in Table 14 have been identified and excluded from this inventory.

Table 14. GHG emissions sources excluded from the inventory

Business unit	GHG emissions source or sink	GHG emissions category	Reason for exclusion
Aroturuki Tamariki	Emissions from upstream transport and distribution for goods - freight/couriers	Scope 3: Indirect emissions from transportation	Our estimates show this source is 0.01% of our total estimated emissions. This was excluded based on the de minimis rule.
	Emissions from leased assets - property rental	Scope 3: Other indirect emissions	This source is 2.20% of our overall emissions but was excluded based on our inability to influence this source, and it falling outside our intended use and users.
	Emissions from leased assets - refrigerant gas from air-conditioning	Scope 3: Other indirect emissions	Refrigerant gas use associated with office air conditioning was determined to be scope 3, rather than scope 1 as maintenance and servicing is undertaken by the landlord. Regardless of this, none of the units required gas top-ups in the last year, so would be excluded based on the de minimis rule, regardless of scope.
	Emissions from purchased goods and services - consultancy fees	Scope 3: Indirect GHG emissions from products used by organization	Our estimates show this source is 1.90% of our total estimated emissions. This was excluded because a sizeable proportion of these costs are likely to be from one-off costs relating to our establishment as a departmental agency and unlikely to represent any future emissions from this source.
	Emissions from purchased goods and services - paper and publication costs	Scope 3: Indirect GHG emissions from products used by organization	Our estimates show this source is 2.30% of our total estimated emissions. This was excluded because a sizeable proportion of these costs are likely to be from one-off costs relating to our establishment as a departmental agency and unlikely to represent any future emissions from this source.

A1.2 QUANTIFIED INVENTORY OF EMISSIONS AND REMOVALS

A1.2.1 Calculation methodology

A calculation methodology has been used for quantifying the emissions inventory based on the following calculation approach, unless otherwise stated below:

$$\text{Emissions} = \text{activity data} \times \text{emissions factor}$$

The quantification approach(es) has not changed since the previous measurement period

All emissions were calculated using Toitū emanage with emissions factors and Global Warming Potentials provided by the Programme (see Appendix 1 - data summary.xls). Global Warming Potentials (GWP) from the IPCC fifth assessment report (AR5) are the preferred GWP conversion⁵.

Where applicable, unit conversions applied when processing the activity data has been disclosed.

There are systems and procedures in place that will ensure applied quantification methodologies will continue in future GHG emissions inventories.

A1.2.2 Supplementary results

Holdings and transactions in GHG-related financial or contractual instruments such as permits, allowances, verified offsets or other purchased emissions reductions from eligible schemes recognised by the Programme are reported separately here.

A1.2.2.1 DOUBLE COUNTING AND DOUBLE OFFSETTING

There are various definitions of double counting or double offsetting. For this report, it refers to:

- Parts of the organisation have been prior offset.
- The same emissions sources have been reported (and offset) in both an organisational inventory and product footprint.
- Emissions have been included and potentially offset in the GHG emissions inventories of two different organisations, e.g. a company and one of its suppliers/contractors. This is particularly relevant to indirect (Categories 2 and 3) emissions sources.
- Programme approved 'pre-offset' products or services that contribute to the organisation inventory
- The organisation generates renewable electricity, uses or exports the electricity and claims the carbon benefits.
- Emissions reductions are counted as removals in an organisation's GHG emissions inventory and are counted or used as offsets/carbon credits by another organisation.

Double counting / double offsetting has not been included in this inventory.

Details

(No information supplied)

⁵ If emission factors have been derived from recognised publications approved by the programme, which still use earlier GWPs, the emission factors have not been altered from as published.

APPENDIX 2: SIGNIFICANCE CRITERIA USED

Table 15. Significance criteria used for identifying inclusion of indirect emissions

Emission source	Magnitude	Level of influence	Risk or opportunity	Sector specific guidance	Outsourced	Employee engagement	Intended Use and Users	Include in inventory?
Electricity	Significant (>5% of estimated total)	No	No	Yes	No	Yes	Yes	Yes
Staff working from home	Significant (>5% of estimated total)	Yes	No	Yes	No	Yes	Yes	Yes
Accommodation (Hotel stays)	Significant (>5% of estimated total)	Yes	No	Yes	No	Yes	Yes	Yes
Rental cars/taxi	Significant (>5% of estimated total)	Yes	No	Yes	No	Yes	Yes	Yes
Mileage	De minimus (<1% of estimated total)	Yes	No	Yes	No	No	Yes	Yes
Water Supply	De minimus (<1% of estimated total)	No	No	Yes	No	No	Yes	Yes
Wastewater	De minimus (<1% of estimated total)	No	No	Yes	No	No	Yes	Yes
Postage/courier	De minimus (<1% of estimated total)	No	No	Yes	No	No	Yes	No
Stationery Supplies	De minimus (<1% of estimated total)	No	No	No	No	No	No	No
Photocopying	De minimus (<1% of estimated total)	No	No	No	No	No	No	No
Cleaning	De minimus (<1% of estimated total)	No	No	No	No	No	No	No

Emission source	Magnitude	Level of influence	Risk or opportunity	Sector specific guidance	Outsourced	Employee engagement	Intended Use and Users	Include in inventory?
Staff Recruitment Fees	De minimus (<1% of estimated total)	No	No	No	No	No	No	No
Rental and Tolls Mobile	De minimus (<1% of estimated total)	No	No	No	No	No	No	No
Rental & Op Computer Lines	De minimus (<1% of estimated total)	No	No	No	No	No	No	No
SAAS implementation costs	De minimus (<1% of estimated total)	No	No	No	No	No	No	No
IT licence and subscription costs	De minimus (<1% of estimated total)	No	No	No	No	No	No	No
Assets purchases<\$1500	De minimus (<1% of estimated total)	No	No	No	No	No	No	No
Maintenance Computer Equipment	De minimus (<1% of estimated total)	No	No	No	No	No	No	No
Maintenance Furniture & Fittings	De minimus (<1% of estimated total)	No	No	No	No	No	No	No
Insurance	De minimus (<1% of estimated total)	No	No	No	No	No	No	No
Rental property fees	Significant (>5% of estimated total)	No	No	No	No	No	No	No
Publications	Moderate (1-5% of estimated total)	No	No	No	No	No	No	No
Catering and Hospitality	De minimus (<1% of estimated total)	No	No	No	No	No	No	No

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Emission source	Magnitude	Level of influence	Risk or opportunity	Sector specific guidance	Outsourced	Employee engagement	Intended Use and Users	Include in inventory?
Gifts to external	De minimus (<1% of estimated total)	No	No	No	No	No	No	No
Outsourced Processing Costs Payroll	De minimus (<1% of estimated total)	No	No	No	No	No	No	No
Fees Legal Consultancy	De minimus (<1% of estimated total)	No	No	No	No	No	No	No
Fees Consultancy Other	Moderate (1-5% of estimated total)	No	No	No	No	No	No	No
Domestic Fees Courses & Seminars	De minimus (<1% of estimated total)	No	No	No	No	No	No	No
International courses & training	De minimus (<1% of estimated total)	No	No	No	No	No	No	No
Venue Hire	De minimus (<1% of estimated total)	No	No	No	No	No	No	No
Office kitchen supplies	De minimus (<1% of estimated total)	No	No	No	No	No	No	No
Fees Professional membership Subscription	De minimus (<1% of estimated total)	No	No	No	No	No	No	No
Health and Safety	De minimus (<1% of estimated total)	No	No	No	No	No	No	No

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APPENDIX 3: CERTIFICATION MARK USE

We will display the certification mark on our public website.

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APPENDIX 4: REFERENCES

International Organization for Standardization, 2018. ISO 14064-1:2018. Greenhouse gases – Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals. ISO: Geneva, Switzerland.

World Resources Institute and World Business Council for Sustainable Development, 2004 (revised). The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard. WBCSD: Geneva, Switzerland.

World Resources Institute and World Business Council for Sustainable Development, 2015 (revised). The Greenhouse Gas Protocol: Scope 2 Guidance. An amendment to the GHG Protocol Corporate Standard. WBCSD: Geneva, Switzerland.

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APPENDIX 5: REPORTING INDEX

This report template aligns with ISO 14064-1:2018 and meet Toitū carbonreduce programme Organisation Technical Requirements. The following table cross references the requirements against the relevant section(s) of this report.

Section of this report	ISO 14064-1:2018 clause	Organisational Technical Requirement rule
Cover page	9.3.1 b, c, r 9.3.2 d,	TR8.2, TR8.3
Availability	9.2 g	
Chapter 1: Emissions Inventory Report		
1.1. Introduction	9.3.2 a	
1.2. Emissions inventory results	9.3.1 f, h, j 9.3.3	TR4.14, TR4.16, TR4.17
1.3. Organisational context	9.3.1 a	
1.3.1. Organisation description	9.3.1 a	
1.3.2. Statement of intent		TR4.2
1.3.3. Person responsible	9.3.1 b	
1.3.4. Reporting period	9.3.1 l	TR5.1, TR5.8
1.3.5. Organisational boundary and consolidation approach	9.3.1 d	TR4.3, TR4.5, TR4.7, TR4.11
1.3.6. Excluded business units		
Chapter 2: Emissions Management and Reduction Report		
2.1. Emissions reduction results	9.3.1 f, h, j, k 9.3.2 j, k	TR4.14, TR6.18
2.2. Significant emissions sources		
2.3. Emissions reduction targets		TR6.1, TR6.2, TR6.4, TR6.6, TR6.8,
2.4. Emissions reduction projects	9.3.2 b	TR6.8, TR6.11, TR6.12, TR6.13, TR6.14, TR6.15
2.5. Staff engagement		TR6.1, TR6.9
2.6. Key performance indicators		TR6.19
2.7. Monitoring and reporting	9.3.2 h	TR6.2
Appendix 1: Detailed greenhouse gas inventory	9.3.1 f, g	TR4.9, TR4.15
A1.1 Reporting boundaries		
A1.1.1 Emission source identification method and significance criteria	9.3.1 e	TR4.12, TR4.13
A1.1.2 Included emissions sources and activity data collection	9.3.1 p, q 9.3.2 i	TR5.4, TR5.6, TR5.17, TR5.18,
A1.1.3 Excluded emissions sources and sinks	9.3.1 i	TR5.21, TR5.22, TR5.23
A1.2 Quantified inventory of emissions and removals		
A1.2.1 Calculation methodology	9.3.1 m, n, o, t	
A1.2.2 Historical recalculations		
A1.2.3 GHG Storage and liabilities		
A1.2.3.1 GHG stocks held on site		TR4.18
A1.2.3.2 Land-use liabilities	9.3.3.	TR4.19

A1.2.4 Supplementary results		
A1.2.4.1 Carbon credits and offsets	9.3.3.3	
A1.2.4.2 Purchased or developed reduction or removal enhancement projects	9.3.2 c	
A1.2.4.3 Double counting and double offsetting		
Appendix 2: Significance criteria used	9.3.1.e	TR4.12
Appendix 3: Certification mark use		TR3.6
Appendix 4: References		
Appendix 5: Reporting index		

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Memo

Our carbon emissions report submitted for 2023-2024 base-year verification and next steps

To: Leadership Team

From: Sarah Lount, Senior Advisor Strategy and Performance

Approved by: Shelley Tyson
OR Consulted with: Alison Hill

Date: 7 August 2024

Security level: In Confidence

Action: **Note** the contents of our attached carbon emissions Inventory Management Report.

Note that we will need to have a finalised emissions-reduction plan, including our proposed steps to achieve those reductions by 1 December 2024.

Note that we need to start considering our emissions now when booking travel if we're to meet our targets.

Agree specific actions and responsibilities

Purpose

1. To inform the Leadership Team about:
 - a. the status of our carbon emissions reporting (see attached document)
 - b. discuss avenues and next steps for reducing emissions to achieve our mandatory emissions reduction target.

Aroturuki Tamariki is required to measure and report its carbon emissions

2. As a departmental agency in the public sector, we have an obligation under the Government's Carbon-Neutral Government Programme (CNGP) to become carbon neutral from 2025 and have an emissions profile in alignment with a 1.5°C reduction pathway.
3. The CNGP asks public sector organisations to:
 - measure, verify and report their emissions annually
 - set gross emissions reduction targets and longer-term reduction plans
 - introduce a plan to reduce their organisation's emissions
 - offset remaining gross emissions from 2025 to achieve carbon neutrality.

Our base-year carbon emissions verification is underway

4. On 26 July, we submitted our base-year carbon emissions data and Inventory Management Report (IMR) to undergo verification by Toitū via audit (on 16 August) for the 2023-2024 reporting year. This base-year emissions position will be used for comparison in future years, to show our progress in achieving our carbon-reduction targets.
5. We measure electricity (a Category 2 emissions source), business travel (including flights, rental cars, accommodation, taxis, and staff mileage claims), working from home, waste/rubbish, and water supply and waste (all Category 3 emissions).
6. Unsurprisingly, aside from electricity usage, our provisional data shows that our main emissions sources are related to our business travel (air travel, rental cars and accommodation).

Our mandatory reduction target of 42% by 2030 will require an agreed plan of action

7. We need to have agreed emissions reduction targets and a reduction plan by 1 December 2024.
8. Our provisional targets can be seen in Table 7 of our IMR; they are:
 - To reduce combined Category 1 and 2 emissions (for us, this is only electricity) by 42%, in compliance with Toitū Rule R6.4a and CNGP requirements

- To reduce Category 3 emissions by 42% (all our remaining emission sources), in compliance with Toitū and CNGP requirements
9. To achieve these targets, our provisional emission projects/steps are set out in Table 8 of the attached IMR, they are to:
- Optimise organisation-wide travel for monitoring visits: investigate prioritising flights from major centres in larger aircraft; ensure monitoring-related travel is well planned and actively considered in any changes to monitoring visits
 - Focus on low-emissions rental vehicles: investigate feasibility of using only electric or hybrid vehicles
 - Reduce organisation-wide electricity usage: introduce energy-efficiency awareness campaigns in each office
10. Our IM report notes that “travel is essential for our organisation’s function, meaning it will be difficult to reduce emissions resulting from business travel. However, we will be investigating ways to optimise this travel to ensure our travel is well planned; for example, ensuring accommodation stays are minimal and well located to reduce vehicle travel. Travel not directly related to our monitoring activities has already been reduced.”

What happens next...

11. After our audit on 16 August, our Toitū consultant will help us finalise our targets and projects to ensure they are appropriate. I will update LT on these at this point.
12. Before 1 December 2024, we will finalise reductions targets and a reduction plan that outlines our projects/steps to achieve those targets for our CNGP reporting.
13. As an organisation, we will need to make sure emissions are a key consideration when organising or changing travel plans. This should be implemented now, and driven and reinforced by the Leadership Team, when approving travel plans.

Questions for discussion:

14. For each of the projects outlined in section 10, please discuss:
- a. what actions need to be taken and responsibilities for them
 - b. whether there are other opportunities for reducing our emissions, and the actions they would require

Recommendations

I recommend that you:

- a. **Note** the contents of our carbon emissions IMR report for our base year, including our provisional emissions reduction targets
- b. **Note** that, for our CNGP report submission on 1 December 2024, we need to have a finalised emissions-reduction plan, including our proposed steps to achieve those reductions
- c. **Note** that we will need to implement our emissions reduction projects now if we're to meet our targets
- d. **Discuss and agree** specific actions and responsibilities

Approver Alison Hill | Manager PPP

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