

Carbon emissions reduction plan

Policy
September 2023

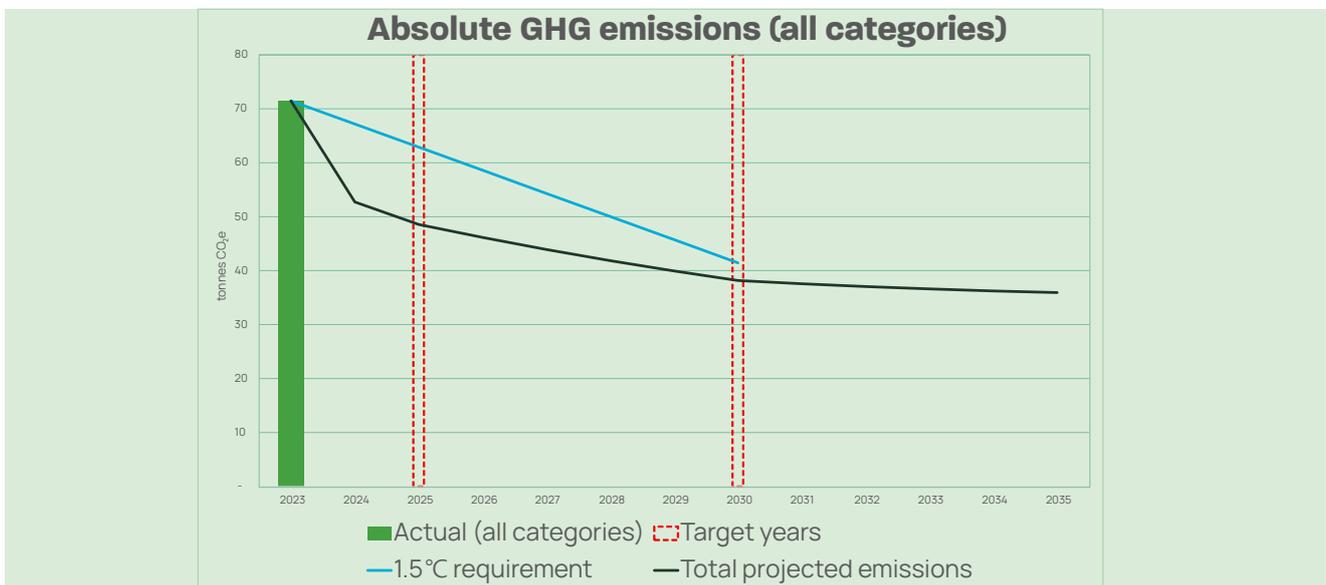
Targets

- Our carbon emissions for the 2022-2023 financial year were **71.5 tonnes**. Our plan is to reduce by a minimum of 21 percent by 2025 and by 42 percent by 2030.



66% of our emissions come from air travel, and a further 22% are related to travel - such as rental cars, travel in private vehicles, accommodation and taxis. Another 8% of our emissions come from commuting.

If we reduce all our emissions except our travel emissions, we will not reach our target. Conversely, if we only make significant reductions to our travel emissions, we will reach our target.



Reduction initiatives

Key ■ Complete ■ In progress ■ Planned

Focus Area	Initiative	Target	Responsibility	Accountability	Start date	Completion date
Business travel	New travel policy to be approved by the Board. The policy will set guidelines and limits on when and how business travel can be approved.	37% reduction in total business travel emissions by 2025. Approximately 53% reduction in total business travel emissions by 2030	Board	Chief executive	22 Aug 2023	Policy approved by Board on 23 August 2023. Implementation ongoing.
	All travel will be considered on a case-by-case basis as per the policy.		All managers	Responsible manager	22 Aug 2023	Ongoing
	Encourage shuttle bus and taxi sharing from the airport		All teams	Responsible manager	1 Jul 2023	Ongoing
	RFAs to look to combine field visits and stakeholder meetings to make the most of the travel opportunity.		Operation team	Operations manager	1 Jul 2023	Ongoing
	Provide tools to allow field staff to do some site work remotely. Test out the following options: adding LIDAR data in the system to improve visualisation of terrain from the desktop; providing a mechanism for geotagged photos to be submitted and visualised on the map system could remove the need for a field visit.		GIS team	GIS manager	Late 2023	
Cloud storage	Accurately scope the emissions relating to cloud server use. Adapt Work with our providers (ESRI for GIS team and Somar for Comms team) to collect this information. Look to reduce these emissions if possible.	Have accurate data on emissions relating to cloud storage. 3 areas - GIS, Microsoft and website.	GIS and comms/ engagement teams	GIS manager and communications manager	Mid 2023	3 streams. GIS data is capture complete. Other two aiming for mid-2024.
Commuting	PUBLIC TRANSPORT - counting a percentage of your travel time as work time.	5% reduction in total commuting emissions each year.	All managers	Chief executive	October 2023	Ongoing
	MONTHLY OFFICE TARGETS - we will set a monthly commuting carbon target for the office. If the target .		All managers	Chief executive	October 2023	Ongoing

Our plan

Travel

We are introducing a new [travel policy](#) [internal link] that focuses on reduction consolidation and mode shift. This policy guides all travel decisions by all staff, regional field advisors (RFAs) and board members. We will also look to apply the policy to travel by consultations or contractors, where we have operational control. Its guiding value is that we want to do our bit for the environment, for the public sector and all of New Zealand by ensuring that we travel only when there is a genuine operational need, and by selecting cost-effective and carbon-friendly options that are represent a good use of staff time.

Three components of our travel policy

1. Intentional travel replaces travel by default

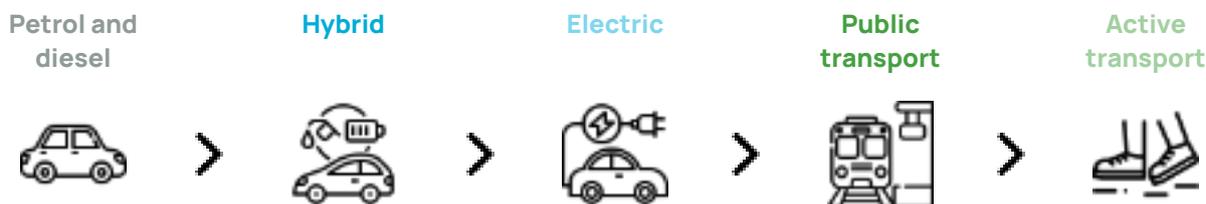
Before each journey we will consider, at a managerial level, if the value of the travel outweighs the cost. We will consider if we can achieve the same or a similar outcome without travelling.

2. Reduce air travel

Where possible, we will limit our air travel by eliminating unnecessary trips by shifting to alternative modes of transport, combining trips, reducing the size of travel parties and or eliminating unnecessary trips by shifting to alternative modes of transport where appropriate.

3. Mode shift for short trips

Each time we move some of our travel kilometres a step along the spectrum from diesel to active transport, we make a significant reduction in our emissions.



Commuting

We will continue to support staff in choosing public transport and active transport options to commute. This includes a [flexible work policy](#) [internal link] that allows them to align work start and finish times with public transport journeys and regular engagement in events such as Aotearoa Bike to Work Month, which promotes mode shift to active transport.

