



# GREENHOUSE GAS EMISSIONS INVENTORY REPORT

Toitū carbonreduce and Toitū carbonzero programme



## Bay of Plenty Regional Council

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Base year: 01 July 2018 to 30 June 2019

Verification status: Reasonable

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## GREENHOUSE GAS EMISSIONS INVENTORY SUMMARY

**Table 1: GHG emissions data summary.**

	2019	2020	2021
Scope 1	683.52	671.45	658.75
Scope 2	267.65	218.36	207.74
Scope 3 Mandatory	206.03	134.10	125.08
Scope 3 Additional	22.35	15.35	7.60
Scope 3 One time	0.00	0.00	0.00
Total gross emissions	1,179.56	1,039.25	999.17
Certified green electricity	0.00	0.00	0.00
Purchased emission reductions	0.00	0.00	0.00
Net GHG emissions (all scopes)	1,179.56	1,039.25	999.17
Total gross GHG emissions per Turnover/revenue (\$Millions)	8.15	7.50	7.30
Total mandatory GHG emissions per Turnover/revenue (\$Millions)	8.00	7.39	7.25

*Note: total mandatory emissions includes scope 1, scope 2, and scope 3 (i.e. excludes scope 3 one-time and scope 3 additional). Refer to inventory spreadsheet for full time series.*

**Table 2: Gross organisation GHG emissions by scope for current measurement year.**

Indicator	tCO <sub>2</sub> e
Scope 1	
Passenger vehicles - default age	0.22
Transport fuels	658.53
Scope 2	
Electricity	204.79
Passenger vehicles - post-2015	2.96
Scope 3	
Electricity	17.55
Freight	0.73
Passenger vehicles - default age	9.56
Scope 3 Additional	7.60
Transport - other	48.41

Indicator	tCO <sub>2</sub> e
Waste	48.84
Total	999.17

**Table 3: GHG emissions inventory summary by scope and business unit.**

Component gas	Scope 1	Scope 2	Scope 3	Total	Removals	After removals
CH <sub>4</sub>	1.45	7.95	49.78	59.18	0.00	59.18
CO <sub>2</sub>	646.00	199.51	81.86	927.37	0.00	927.37
HFCs	0.00	0.00	0.00	0.00	0.00	0.00
N <sub>2</sub> O	11.30	0.29	1.04	12.62	0.00	12.62
NF <sub>3</sub>	0.00	0.00	0.00	0.00	0.00	0.00
PFCs	0.00	0.00	0.00	0.00	0.00	0.00
SF <sub>6</sub>	0.00	0.00	0.00	0.00	0.00	0.00
Total	658.75	207.74	132.68	999.17	0.00	999.17

**Table 4: Mobile and stationary combustion of biomass.**

Biomass	Quantity	Tonnes Biogenic CO <sub>2</sub>
No activity recorded	n/a	n/a

**Table 5: Deforestation of two hectares or more.**

Source	Mass	tCO <sub>2</sub> e
Deforestation tCO <sub>2</sub> e (tCO <sub>2</sub> e)	0.00	0.00

**Table 6: GHG stock liability (see Table 13: for mass of individual gases).**

Source	Units	Quantity	Potential Liability tCO <sub>2</sub> e
No activity recorded	n/a	n/a	n/a

**Table 7: Land-use liabilities.**

Type of sequestration	Liability tCO <sub>2</sub> e
Contingent liability (carbon sequestered this reporting period)	0.00
Potential sequestration liability (total carbon stock)	0.00

**Table 8: Renewable electricity generation on-site.**

Renewable generation on-site	kWh generated	tCO <sub>2</sub> e avoided
No activity recorded	n/a	n/a

**Table 9: Purchased emissions reductions.**

Type of emission reductions purchased	Amount	tCO <sub>2</sub> e
Certified green electricity (tCO <sub>2</sub> e)	0.00	0.00
Purchased emission reductions (tCO <sub>2</sub> e)	0.00	0.00
Total	0.00	0.00

## 1 INTRODUCTION

This report is the annual greenhouse gas (GHG) emissions<sup>1</sup> inventory report for the named organisation. The inventory is a complete and accurate quantification of the amount of GHG emissions 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 **measure**-step<sup>2</sup> of the Programme, which is based on the *Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (2004) and ISO 14064-1:2006 Specification with Guidance at the Organization Level for Quantification and Reporting of Greenhouse Gas Emissions and Removals*<sup>3</sup>. Where relevant, the inventory is aligned with industry or sector best practice for emissions measurement and reporting.

Bay of Plenty Regional Council are committed to being a key contributor in shaping a low carbon, resilient future for the Bay of Plenty. Their Climate Change Action Plan forms the foundation of this planning framework. As an organisation, the Bay of Plenty Regional Council have two main emission reduction goals:

1. Identify how we, as a Council, will reduce our own greenhouse gas emissions, and encourage and support emissions reductions within the Bay of Plenty
2. Explore how we can support adaptation and resilience within Bay of Plenty communities

## 2 STATEMENT OF INTENT

This inventory forms part of the organisation's commitment to gain Programme certification.

This inventory reports into the Toitū carbonreduce programme. The intent of this audit report is to measure, monitor, and report our carbon footprint to determine areas where we can improve and through action, make reductions to our carbon footprint in subsequent years.

## 3 ORGANISATION DESCRIPTION

Bay of Plenty Regional Council (BOPRC) is a local authority governed by elected members of Council under the Local Government Act 2002.

The role of local authorities is to lead and represent their communities. The council must engage with the community and encourage community participation in decision-making while considering the needs of people currently living in the community with those who will live there in the future.

Bay of Plenty Regional Council's work guides and supports the sustainable development of the Bay of Plenty. We want to make sure our region grows and develops in a way that keeps its values safe for future generations.

A major focus of our work involves looking after the environment. We manage the effects of people's use of freshwater, land, air, and coastal water. We also have a broader responsibility with others for the economic, social, and cultural well-being of the regional community.

Thriving together - mō te taiao, mō ngā tāngata - for the environment, for the people.

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<sup>1</sup> Throughout this document "emissions" means "GHG emissions".

<sup>2</sup> Programme refers to the Toitū carbonreduce and the Toitū carbonzero programme.

<sup>3</sup> Throughout this document 'GHG Protocol' means the *GHG Protocol Corporate Accounting and Reporting Standard* and 'ISO 14064-1:2006' means the international standard *Specification with Guidance at the Organizational Level for Quantification and Reporting of Greenhouse Gas Emissions and Removals*.



## 4 ORGANISATIONAL BOUNDARIES INCLUDED FOR THIS REPORTING PERIOD

Organisational boundaries were set with reference to the methodology described in the GHG Protocol and ISO 14064-1:2006 standards. The GHG Protocol allows two distinct approaches to be used to consolidate GHG emissions: the equity share and control (financial or operational) approaches. The Programme specifies that the operational control consolidation approach should be used unless otherwise agreed with the Programme.

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

At Bay of Plenty Regional Council, we are focused on our four community outcomes: A healthy environment, freshwater for life, safe and resilient communities and a vibrant region. We work with partners and stakeholders across the region, including local and Central Government, Māori, volunteer groups, and the private sector.

As of the 30th June 2020, the number of Employees within the Bay of Plenty Regional Council was 448, with 359 of those people being employed as full time permanent, 89 as part time permanent and 26 as fixed term employees. The organization is sectioned into 4 groups, which are Corporate, Integrated Catchments, Regulatory Services, and Strategy/Science.

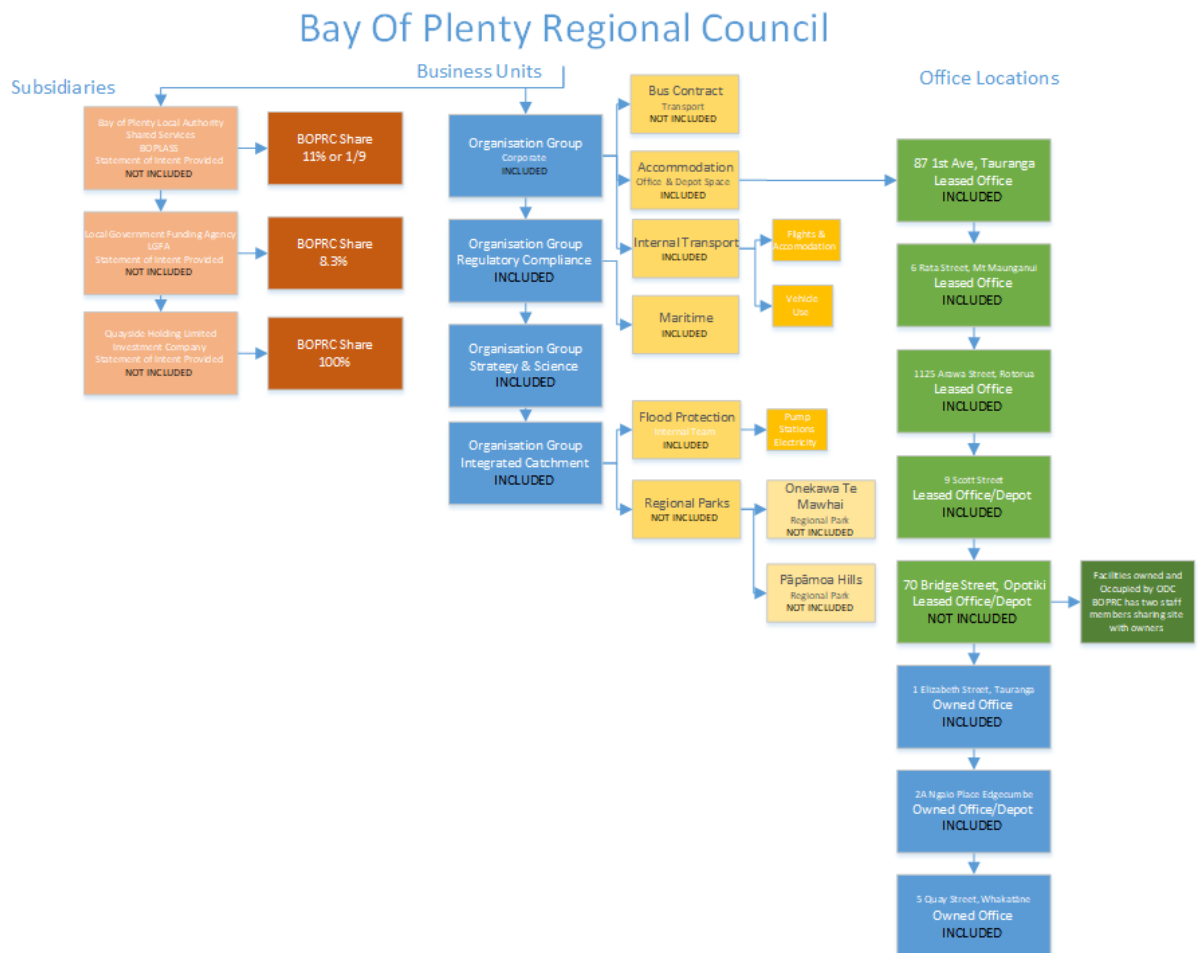


Figure 1: Organisational structure.

In March 2020, we moved from 1125 Arawa Street to 1118 Fenton Street in Rotorua. Data (Electricity) from 1118 Fenton street is included in the report. However, this building is not

mentioned in the Org Structure yet. This is a leased building. Subsidiaries have also been excluded from the inventory.

**Table 10: Brief description of business units in the certifying entity.**

Business unit	Address	Purpose
Organisation Group - Corporate	Regional House, 1 Elizabeth Street, Tauranga	Sustainable regional well-being.
Organisation Group - Regulatory Compliance	120 Devonport Road, Tauranga	Managing the effects of using freshwater, land, air and coastal waters, by developing regional policy statements and the issuing of consents
Organisation Group - Strategy and Science	Regional House, 1 Elizabeth Street, Tauranga	Managing rivers, mitigating soil erosion and flood control.
Organisation Group - Integrated Catchment	6 Rata Street, Mount Maunganui	Regional emergency management and civil defence preparedness.
	5 Quay Street Whakatāne	Regional land transport planning and contracting passenger services.
	2 Ngaio Place, Edgecumbe	Harbour navigation and safety, oil spills and other marine pollution.
	1118 Fenton Street, Rotorua	Rural catchments, Land management and Compliance team
	9 Scott Street, Rotorua	

## 5 ORGANISATIONAL BUSINESS UNITS EXCLUDED FROM INVENTORY

Excluded business units are the projects that may be funded by the Bay of Plenty Regional Council but outside the operational control, this includes both emissions created as well as activities that would be considered to generate carbon credits. The regional parks are excluded as BOPRC does not have direct operational control and the farms are leased to local farmers.

## 6 GHG EMISSIONS SOURCE INCLUSIONS

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 14064-1:2006 standards. Identification of emissions sources was achieved via personal communications with Bay of Plenty Regional Council staff and cross-checked against operational expenditure records for the reporting period. These records were viewed in order to see what activities may be associated with emissions from all of the operations.

As adapted from the GHG Protocol, these emissions were classified into the following categories:

- **Direct GHG emissions (Scope 1):** GHG emissions from sources that are owned or controlled by the company.
- **Indirect GHG emissions (Scope 2):** GHG emissions from the generation of purchased electricity, heat and steam consumed by the company.
- **Indirect GHG emissions (Scope 3):** GHG emissions required by the Programme that occur as a consequence of the activities of the company but occur from sources not owned or controlled by the company. Inclusion of other Scope 3 emissions sources is done on a case-by-case basis.

After liaison with the organisation, the emissions sources in Table 11 have been identified and included in the GHG emissions inventory.

**Table 11: GHG emissions sources included in the inventory**

Default Scope	Emissions source	Preferred data collection unit	Alternative data collection units	Data source(s)
Scope 1	Diesel	Litres		Direct request to supplier
Scope 1	Diesel - Vessels	Litres		Direct request to supplier
Scope 1	Petrol	Litres		Direct request to supplier
Scope 1	Petrol Premium - Vessels	Litres		Direct request to supplier
Scope 1	Petrol Regular - Vessels	Litres		Direct request to supplier
Scope 1	LPG	kg		Direct request to supplier
Scope 2	Car Medium (BEV) - Electricity Consumption - Post 2015	km		Data pulled from GPS information
Scope 2	Electricity	KWh		Direct request to supplier & invoice details
Scope 3 Mandatory	Airtravel Domestic	pkm		Direct request to air travel provider
Scope 3 Mandatory	Airtravel Long Haul	pkm		Direct request to air travel provider
Scope 3 Mandatory	Airtravel Short Haul- International	pkm		Direct request to air travel provider
Scope 3 Mandatory	Freight Road	kg		Direct request to supplier - Average calculation based on limited data
Scope 3 Mandatory	Truck (General)	km		Data pulled from GPS information

Default Scope	Emissions source	Preferred data collection unit	Alternative data collection units	Data source(s)
Scope 3 Mandatory	Waste to landfill mixed waste	kg		Data provided by supplier through sub contractor provider
Scope 3 Additional	Accommodation AU	VN		Direct request to air travel provider
Scope 3 Additional	Accommodation NZ	VN		Direct request to air travel provider
Scope 2 Additional	Accommodation USA	VN		Direct request to air travel provider

## 6.1 Other emissions – HFCs, PFCs and SF<sub>6</sub>

We use HFCs but they are excluded (e.g. due to *de minimis* or operational control reasons). We use air conditioning units in our offices. We have obtained data for our Whakatane office. However, we have not obtained the data for our Tauranga office yet.

No operations use perfluorocarbons (PFCs), Nitrogen Trifluoride (N<sub>3</sub>) nor sulphur hexafluoride (SF<sub>6</sub>), therefore no holdings of these are reported and no emissions from these sources are included in this inventory. BOPRC does not operate a fixed fire protection system or operate any commercial refrigeration units. therefore are unlikely to emit the above POFC's, NF<sub>3</sub>'s or SF<sub>6</sub>'s.

## 6.2 Other emissions – biomass

No biomass is combusted in the operations and therefore no emissions from the combustion of biomass are included in this inventory. Regular combustion of biomass products are not part of operational business

## 6.3 Other emissions – deforestation

No deforestation has been undertaken by the organisation on land it owns and that is included in this inventory. Therefore no emissions from deforestation are included in this inventory.

## 6.4 Pre-verified data

No pre-verified data is included within the inventory.

# 7 GHG EMISSIONS SOURCE EXCLUSIONS

Emissions sources in Table 12 have been identified and excluded from the GHG emissions inventory.

HVAC refrigerant emissions source: These emissions were excluded from the baseline year due to *de minimis* exclusion and operational control. Three of our office buildings were recently refurbished and all air conditioning units replaced. An adequate audit of units for this year will not be representative of future emissions. Also, there is not adequate data to present a baseline for refrigerant emissions. However, we have recorded the data for the financial year 2020-2021 and have presented it in this year's Carbon Reduce plan.

**Table 12:** GHG emissions sources excluded from the inventory

Business unit	GHG emissions source	GHG emissions level scope	Reason for exclusion
Corporate	HVAC refrigerant - R22 and R410A	Scope 1	<i>de minimis</i> exclusion and operational control. 3 office buildings were being refurbished and all air on units replaced. An adequate audit of units for this year will not be representative of future emissions. Also, there is not adequate data to present a baseline for refrigerant emissions. However, we will record the data for the financial year 2020-2021 and present it in our next year's Carbon Reduce plan.

Business unit	GHG emissions source	GHG emissions level scope	Reason for exclusion
Corporate	General office waste	Scope 3 - Mandatory	General office waste was excluded in the baseline year due to the cleaning provider not collecting data on waste. A project to improve this data collections is listed in the BOPRC Emissions Management and Reduction Plan and will be reported in 2020-2021.
Corporate	Freight	Scope 3 - Mandatory	Freight (t/km) that was undertaken by courier services other than CourierPost were not counted as data was unable to be provided or captured. A project to improve the collection of this data will be undertaken as part of the BOPRC Emissions Management and Reduction Plan
Corporate	Diesel/Truck	Scope 3 - Mandatory	The emissions from the trucks used to relocate our office buildings are excluded due to de minimus.

## 8 DATA COLLECTION AND UNCERTAINTIES

Table 11 provides an overview of how data were collected for each GHG emissions source, the source of the data and an explanation of any uncertainties or assumptions made. Estimated numerical uncertainties are reported with the emissions calculations and results.

All data was calculated using Toitū emanage and GHG emissions factors as provided by the Programme (see Appendix 1 - data summary.xls).

A calculation methodology has been used for quantifying the GHG emissions inventory using emissions source activity data multiplied by GHG emissions or removal factors.

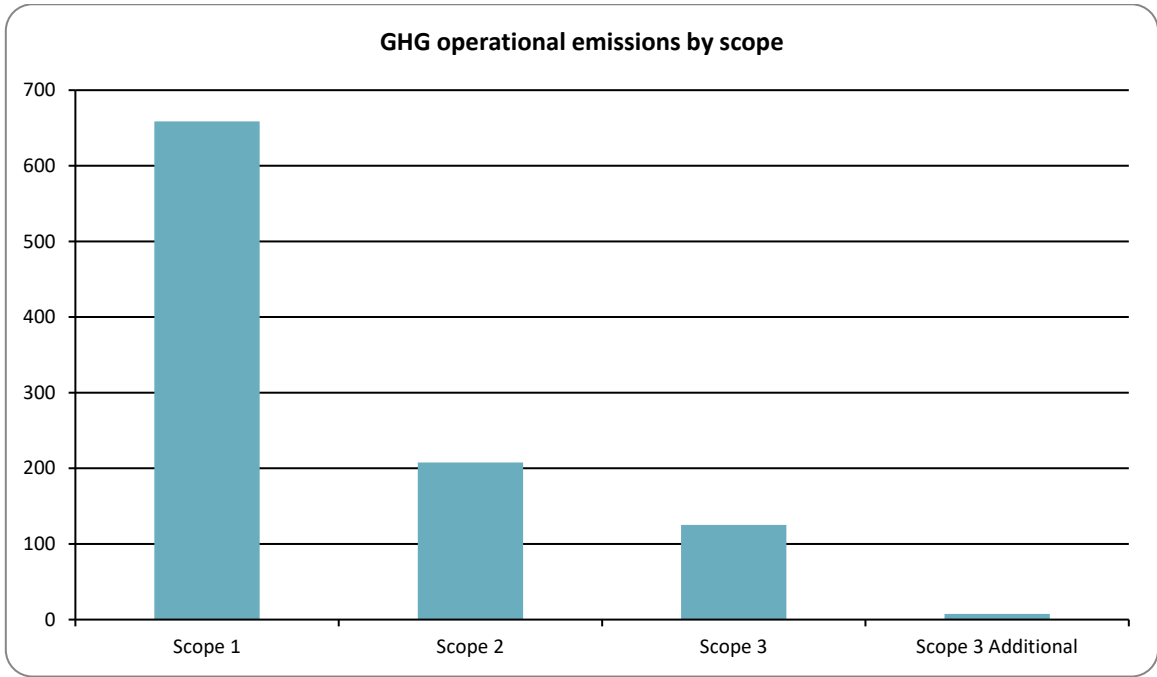
The Waste (landfill) volume was uncertain for the last year as we had started our contract with Waste Management (July 2020). We do have recorded information/data for the current financial year. As per the BOPRC emissions reduction and management plan, we have installed worm farms in our office premises to divert green waste from landfills. The data collection process was set up after July 2020 and we have included information on our waste to landfill for the years 2020-2021. As we did not have a regular data collection process for the previous years, our waste to landfill emission may be higher than our baseline year, FY 2019-2020.

Similarly, we also have information on the refrigerants used from one of our offices (Whakatane). This data was not included in the previous years. We are still in the process of fetching the use of refrigerants at our Tauranga office. As the Rotorua office is leased, we are not including the refrigerant information related to our Rotorua office.

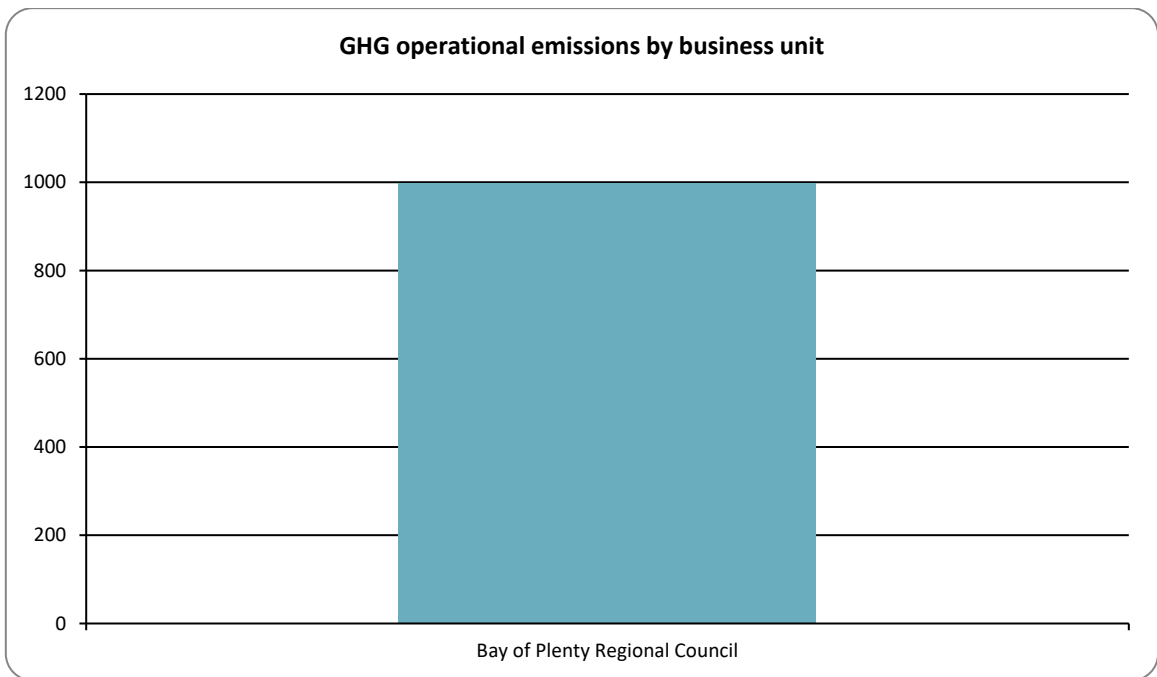
## 9 GHG EMISSIONS CALCULATIONS AND RESULTS

GHG emissions for the organisation for this measurement period are provided in Table 1 where they are stated by greenhouse gas, by scope, by business unit and as total emissions.

2018-2019 was our baseline year of reporting. We have made a 8% overall reduction in carbon emissions.

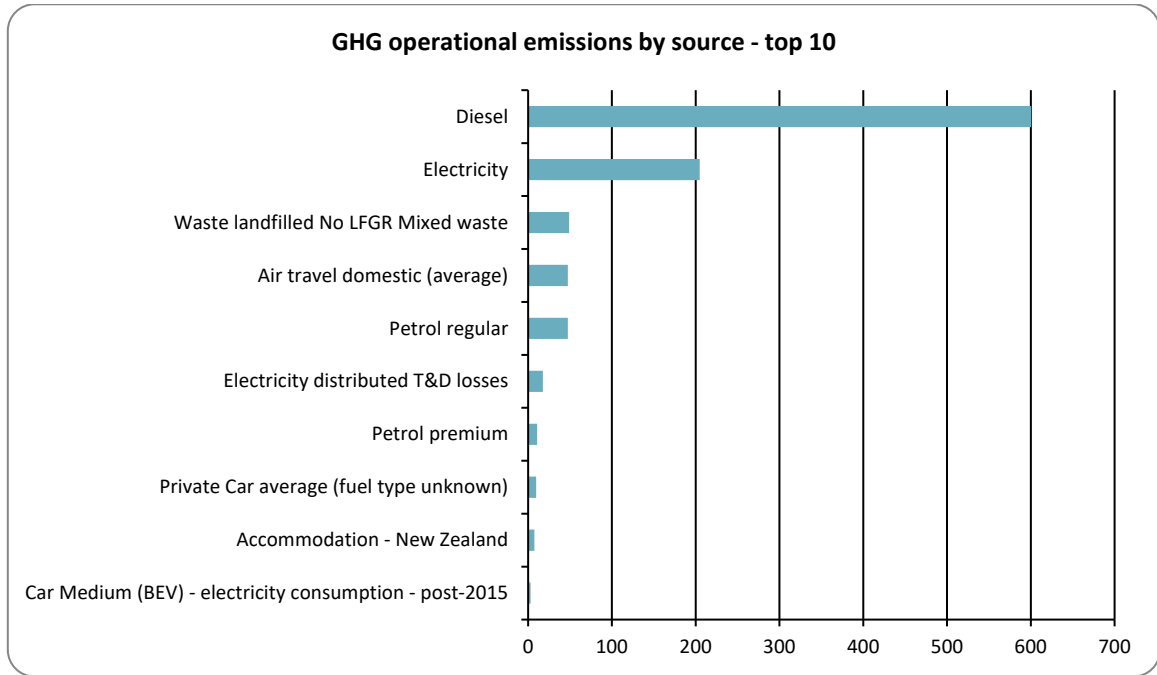


**Figure 2: GHG emissions (tonnes CO<sub>2</sub>e) by scope**



**Figure 3: GHG emissions (tonnes CO<sub>2</sub>e) by business activity.**





**Figure 4: GHG emissions sources by source.**

GHG results and comparison 2018-2020						
GHG emissions - 2018 - 2019						
Component gas	Scope 1	Scope 2	Scope 3	Total	Removals	After removals
CH <sub>4</sub>	1.68	12.03	15	28.71	0.00	28.71
CO <sub>2</sub>	669.8	255.38	211.72	1,136.90	0.00	1,136.90
HFCs	0.00	0.00	0.00	0.00	0.00	0.00
N <sub>2</sub> O	12.04	0.25	1.66	13.95	0.00	13.95
NF <sub>3</sub>	0.00	0.00	0.00	0.00	0.00	0.00
PFCs	0.00	0.00	0.00	0.00	0.00	0.00
SF <sub>6</sub>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>683.52</b>	<b>267.65</b>	<b>228.39</b>	<b>1,179.56</b>	<b>0.00</b>	<b>1,179.56</b>
GHG emissions - 2019 - 2020						
Component gas	Scope 1	Scope 2	Scope 3	Total	Removals	After removals
CH <sub>4</sub>	1.46	10.38	2.53	14.37	0.00	14.37
CO <sub>2</sub>	658.28	220.51	178.08	1,056.87	0.00	1,056.87
HFCs	0.00	0.00	0.00	0.00	0.00	0.00
N <sub>2</sub> O	11.49	0.21	2.07	13.78	0.00	13.78
NF <sub>3</sub>	0.00	0.00	0.00	0.00	0.00	0.00
PFCs	0.00	0.00	0.00	0.00	0.00	0.00
SF <sub>6</sub>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>671.24</b>	<b>231.11</b>	<b>182.68</b>	<b>1,085.02</b>	<b>0.00</b>	<b>1,085.02</b>
Percentage reduction (%)	0.00	0.00	0.00	0.00	0.00	0.00
Component gas	Scope 1	Scope 2	Scope 3	Total	Removals	After removals
CH <sub>4</sub>	-13.1	-13.7	-83.1	-49.9	0.00	-49.9
CO <sub>2</sub>	-1.7	-13.7	-15.9	-7.0	0.00	-7.0
HFCs	0.0	0.0	0.0	0.0	0.00	0.0
N <sub>2</sub> O	-4.6	-16.0	24.7	-1.2	0.00	-1.2

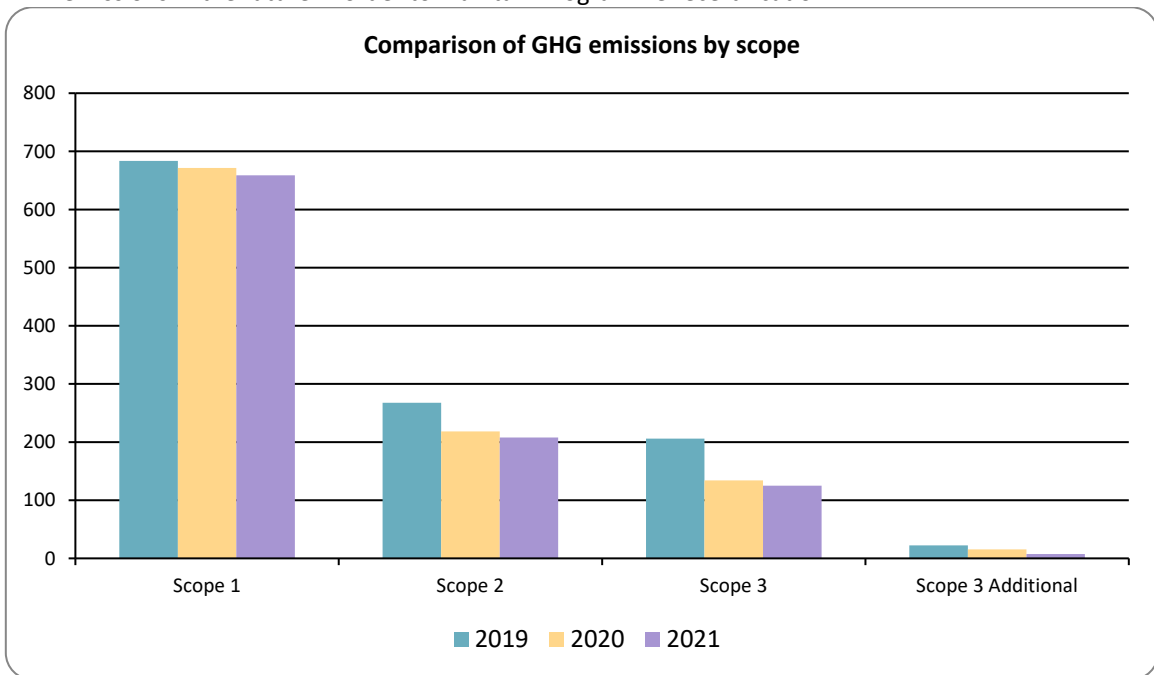
GHG results and comparison 2018-2020						
NF <sub>3</sub>	0.00	0.00	0.00	0.00	0.00	0.00
PFCs	0.00	0.00	0.00	0.00	0.00	0.00
SF <sub>6</sub>	0.00	0.00	0.00	0.00	0.00	0.00
Total	-1.8	-13.7	-20.0	-8.0	0.00	-8.0

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 certified entity.

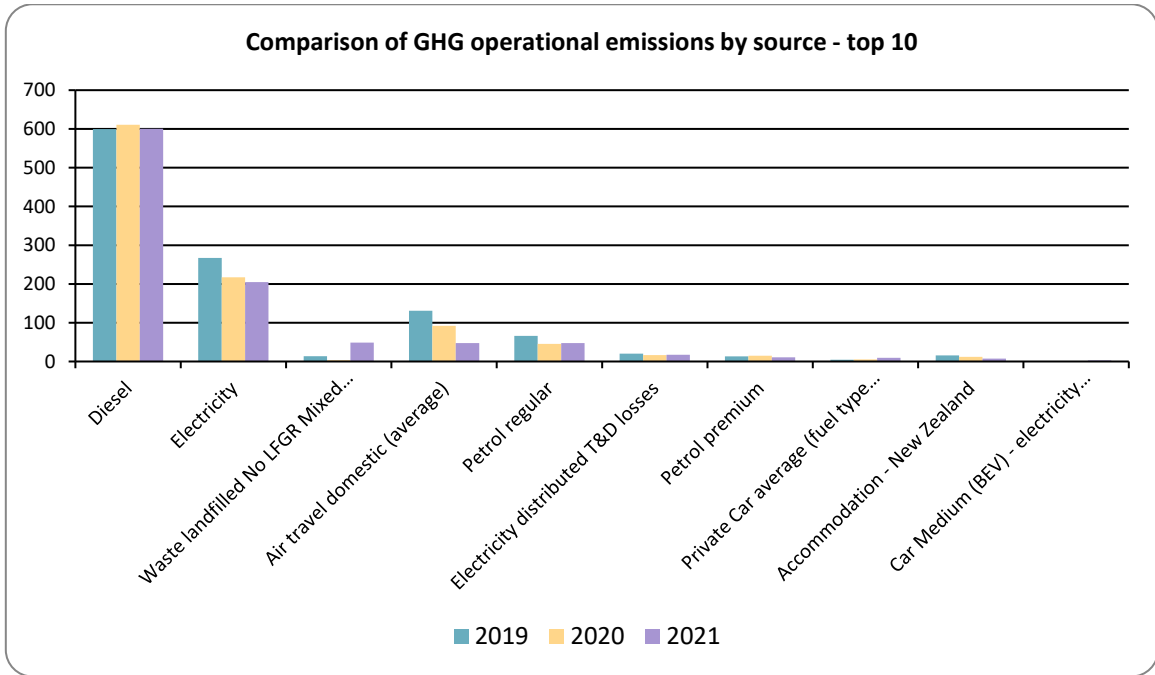
## 10 EMISSIONS REDUCTIONS AND REMOVALS ENHANCEMENT

GHG emissions for the organisation for the current reporting period are detailed in Table 1. A significant reduction in Methane emissions. Methane (CH<sub>4</sub>) is estimated to have a GWP of 28–36 over 100 years. Methane emitted today lasts for about a decade and it is important to note that we have halved Methane emissions. The Council's carbon footprint has reduced by 6% overall. However, major reductions are from Scope 3 emissions, followed by Scope 2. We will be working to reduce our Scope 1 emissions in the coming years.

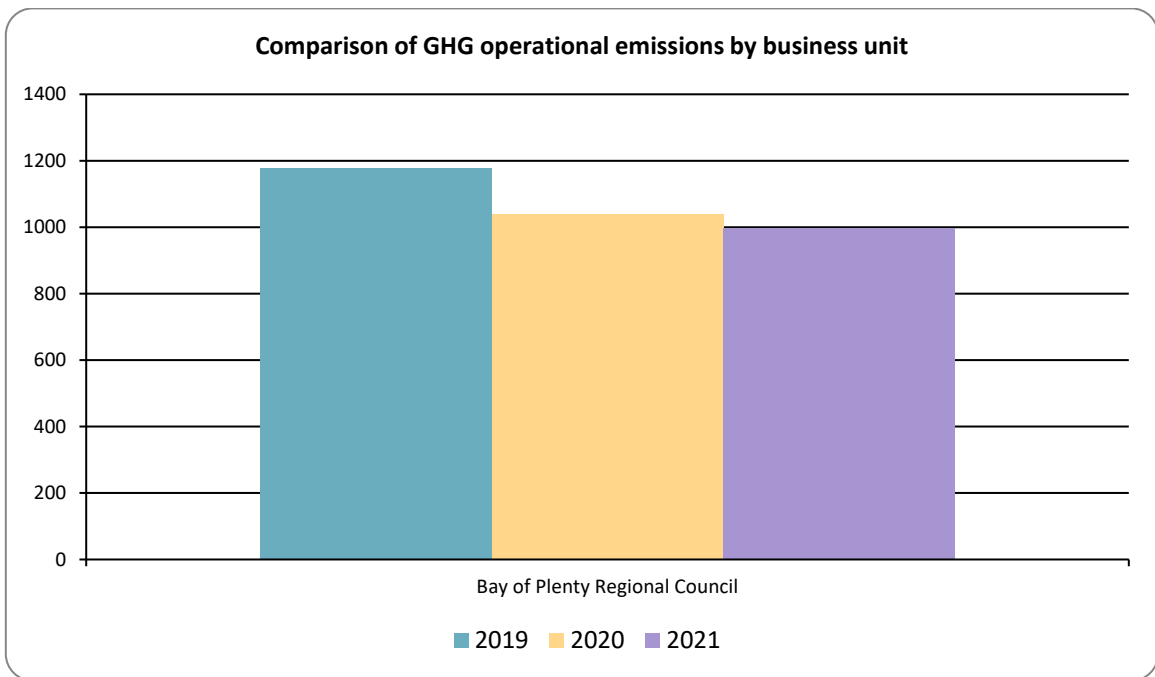
The organisation will have an updated management plan in place for managing and reducing emissions in the future in order to maintain Programme recertification.



**Figure 5:** Comparison of GHG operational emissions by scope between the reporting periods.



**Figure 6:** Comparison of GHG operational emissions by emissions sources between the reporting periods.



**Figure 7:** Comparison of emissions by business unit between the reporting periods.

## 11 LIABILITIES

### 11.1 GHG stocks held<sup>4</sup>

HFCs, PFCs and SF<sub>6</sub> represent GHGs with high global warming potentials. Their accidental release could result in a large increase in emissions for that year, and therefore the stock holdings are reported under the Programme (Table 13).

GHG stocks have not been reported in this inventory.

**Table 13:** HFCs, PFCs and SF<sub>6</sub> GHG emissions and liabilities.

Business Unit	Source	Units	Amount held - start of reporting period	Amount held - end of reporting period	Potential Liability tCO <sub>2</sub> e
No activity recorded	n/a	n/a	n/a	n/a	n/a

### 11.2 Land-use change

Organisations that own land subject to land-use change may achieve sequestration of carbon dioxide through a change in the carbon stock on that land. Where a sequestration is claimed, then this also represents a liability in future years should fire, flood or other management activities release the stored carbon.

Land-use change has not been included in this inventory. Bay of Plenty Regional Council funds, and participates in, land use change projects that includes conversion of land to forestry and native trees, however we are unable to include this as sequestration as the land is not owned or controlled by Council.

## 12 PURCHASED REDUCTIONS

Purchased reductions could include certified “green” electricity, verified offsets or other carbon-neutral-certified services. Organisations may choose to voluntarily purchase carbon credits (or offsets) or green electricity that meets the eligibility criteria set by a regulatory authority. The reported gross emissions may not be reduced through the purchase of offsets or green tariff electricity.

Purchased emission reductions have not been included in this inventory. No emission reductions have been purchased. Bay of Plenty Regional Council will endeavor to reduce emissions through focused projects and actions before resorting to purchasing emission reductions external to the organization.

Certified green electricity has not been included in this inventory.

We generate on-site renewable electricity, and this is included in the inventory. As part of our building renovation projects at our Tauranga and Whakatane sites, we have installed both photovoltaic panels and wind turbines that generate electricity to be consumed on site. Any excess consumption will be fed back to the grid once suitable supporting equipment has been sourced and installed

## 13 DOUBLE COUNTING / DOUBLE OFFSETTING

Double counting/offsetting refers to situations where:

- Parts of the organisation have been prior offset.
- The same emissions sources have been reported (and offset) in both organisation and product.

<sup>4</sup> HFC stock liabilities for systems under 3 kg can be excluded.

- 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 (Scope 2 and 3) emissions sources.
- 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. There is no double-counting in this inventory.

## 14 REFERENCES

International Organization for Standardization, 2006. ISO 14064-1:2006. Greenhouse gases – Part 1: Specification with guidance at the organisation level for quantification and reporting of greenhouse gas GHG 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.

## 15 APPENDIX 1: GHG EMISSIONS DATA SUMMARY

More GHG emissions data is available on the accompanying spreadsheet to this report:  
(no documents provided)