

Council Workshop

AGENDA

Notice of Workshop Te Pānui o te Hui:

A Council Workshop will be held on:

Date: **Tuesday 10 March 2026**
Time: **10 am**
Venue: **Camellia Chambers, Civic Offices,
53 Hereford Street, Christchurch**

Membership Ngā Mema

Chairperson	Mayor Phil Mauger
Deputy Chairperson	Deputy Mayor Victoria Henstock
Members	Councillor Kelly Barber
	Councillor David Cartwright
	Councillor Melanie Coker
	Councillor Pauline Cotter
	Councillor Celeste Donovan
	Councillor Tyrone Fields
	Councillor Tyla Harrison-Hunt
	Councillor Nathaniel Herz Jardine
	Councillor Yani Johanson
	Councillor Aaron Keown
	Councillor Sam MacDonald
	Councillor Jake McLellan
	Councillor Andrei Moore
	Councillor Mark Peters
	Councillor Tim Scandrett

6 March 2026

Principal Advisor

Mary Richardson

Chief Executive

Tel: 941 8999

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Note: This forum has no decision-making powers and is purely for information sharing.

To find upcoming meetings, watch a recording after the meeting date, or view copies of meeting Agendas and Notes, go to:

<https://www.ccc.govt.nz/the-council/meetings-agendas-and-minutes/>



TABLE OF CONTENTS NGĀ IHIRANGI

- 1. Apologies Ngā Whakapāha 3**

WORKSHOP ITEMS

- 2. New Zealand Transport Agency Update 5**

Scheduled time - 10 am

[Presenter: James Caygill, Director Regional Relationships and Richard Osborne, Regional Manager, System Design]

The workshop will consider item 5 at this time and then items closed to the public between 11.15am and 2.30pm

- 3. Cathedral Square Revitalisation Project Update 21**

Scheduled time - 2.30 pm

[Presenter: Hannah Pirie, Senior Project manager]

- 4. Council Greenhouse Gas Emissions Inventory FY 2024/2025 31**

Scheduled time - 3 pm

[Presenter: Carey Graydon, Principal Advisor Climate Resilience]

- 5. Items Closed to the Public 67**

The workshop will return to open session at 2.30pm

1. Apologies Ngā Whakapāha

[An apology for leave of absence from Councillor McLellan.](#)

2. New Zealand Transport Agency Update

Reference Te Tohutoro: 26/72613

Presenter(s) Te Kaipāhō: James Caygill, Director Regional Relationships and Richard Osborne, Regional Manager, System Design

1. Detail Te Whakamahuki

Purpose and Origin	<ul style="list-style-type: none"> New Zealand Transport Agency - Waka Kotahi (NZTA) representatives have requested an opportunity to brief the Council on current priorities and their role within the system. This is one of a series of presentations to Councils that NZTA have scheduled early in the current Council triennium and ahead of the publication of the draft 2027-37 Government Policy Statement on Land Transport (GPS) scheduled for May 2026.
Timing	This information session is expected to last for 60 minutes.
Outcome Sought	<p>The purpose of the presentation is to:</p> <ul style="list-style-type: none"> provide an overview of NZTA's role, our legislation and current transport priorities; and outline how the National Land Transport Programme is prepared, and address funding and other matters.
ELT Consideration	ELT have been advised of the NZTA request to present.
Next Steps	n/a
Key points / Background	<ul style="list-style-type: none"> NZTA is the Crown entity responsible for allocating and investing funding from the National Land Transport Fund. It publishes its planned investment programme every 3 years in the National Land Transport Programme following publication of the GPS Land Transport. Specific agency functions of importance to its relationship with the Council include the management of land transport funding on behalf of the Crown; oversight of planning and delivery of public transport; and managing the state highway system. The Council receives a 51% funding subsidy from NZTA for eligible items in our continuous Maintenance, Operations and Renewals programme. Improvement projects are approved for funding on case-by-case basis and can receive subsidy if they align with government priorities in the GPS Land Transport. A recent example is the Pages Road Bridge project.
Useful Links	<ul style="list-style-type: none"> Home NZ Transport Agency Waka Kotahi

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	New Zealand Transport Agency - Update Presentation	26/465110	7

Signatories Ngā Kaiwaitohu

Author	Jane Cameron - Team Leader Transport
Approved By	John Higgins - General Manager Strategy, Planning & Regulatory Services

Christchurch City Council

March 2026



What we do

Developing a land transport system to help New Zealanders get the most out of life

- We work in partnership with iwi, local government and others to plan, invest, and develop the land transport system.
- We're also regulators of the system
- We're investing in the land transport system to ensure it's safe, accessible and easy to use - supporting the Government's priorities for economic growth
- We help plan communities to ensure they're great places to live, with better access to public transport and walking and cycling facilities.
- We facilitate well-planned transport investment to deliver social and economic benefits.
- We're embracing new technology and responding to change.

NZ Transport Agency

Our roles



Planner

Work with others to plan the land transport system, with a focus on the state highway network



Investor

Manage the NLTF and invest allocated funds into the land transport system



Regulator

Improve safety and reduce the risk of harm in the land transport system



Deliverer

Deliver a significant programme of digital and physical improvements to the land transport system



Asset manager

Maintain and operate the state highway network, NZ's most valuable asset



Customer service provider

Be a core provider of services to access, pay for and use the land transport system

Our regulatory role

We ensure the land transport system is safe, effective and efficient for everyone in New Zealand

The areas we regulate	
Drivers	Road user behaviour and licensing private, commercial and motorcycle drivers, driving instructors, driver training officers and course providers
Vehicles	Licensing and certifying the fitness of all registered vehicles and the individuals and organisations that inspect, repair and certify vehicles on behalf of NZTA
Commercial transport	Operators licensed to operate goods, taxi and rideshare, bus and shuttle services, rental services, and tow trucks.
Rail safety	Rail operators, rail access and maintenance providers, infrastructure and premise owners
Revenue collection	Road user charges, fuel excise duty, road tolls, regional fuel tax
Road network	Road Controlling Agencies (NZTA and local councils) in control of roads, with responsibility for maintenance, construction, upgrades and traffic management

NZ Transport Agency

Our legislation

What guides us

- NZTA is a Crown entity and as such we are **required to give effect to government policy.**
- Our governing act is the Land Transport Management Act 2003 (LTMA).
- The LTMA and other pieces of legislation, such as the Land Transport Act 1998, or the Crown Entities Act 2004 determine our roles, give us the authority to act and set out our powers.
- The LTMA defines 3 core functions:
 - Investment
 - Infrastructure
 - Regulation

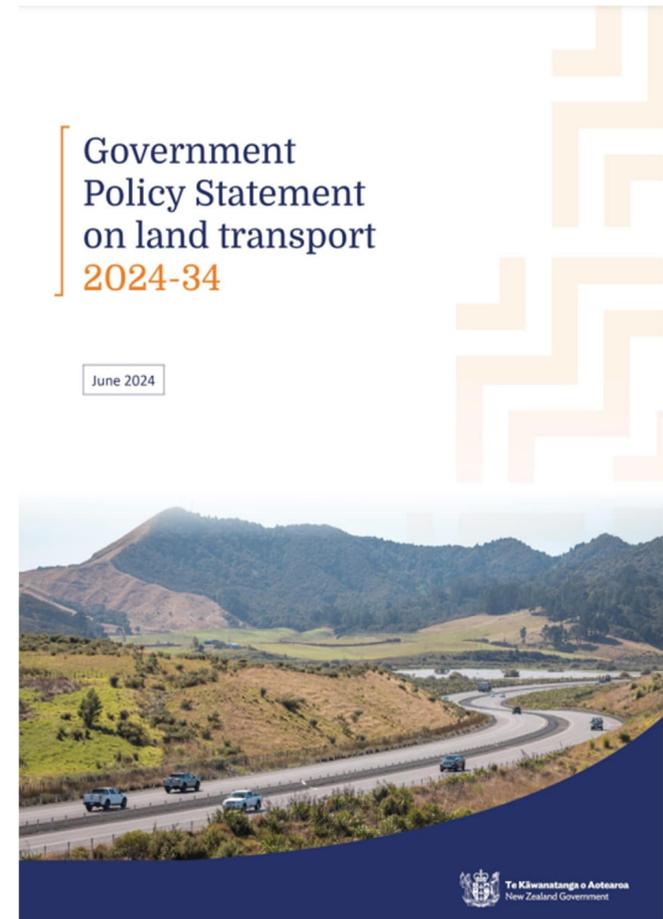
NZ Transport Agency



Government Policy Statement on land transport (GPS)

- The GPS is developed every 3 years by the Ministry of Transport.
- It outlines the Government's priorities for investment in the land transport system.
- The GPS directs where to focus our investment. It estimates the revenue expected from the National Land Transport Fund (NLTF) during the 3 years and specifies how it will be spent.
- It also details the categories for investment (activity classes) and their funding levels.
- NZTA's investment decisions must align with the GPS outcomes.

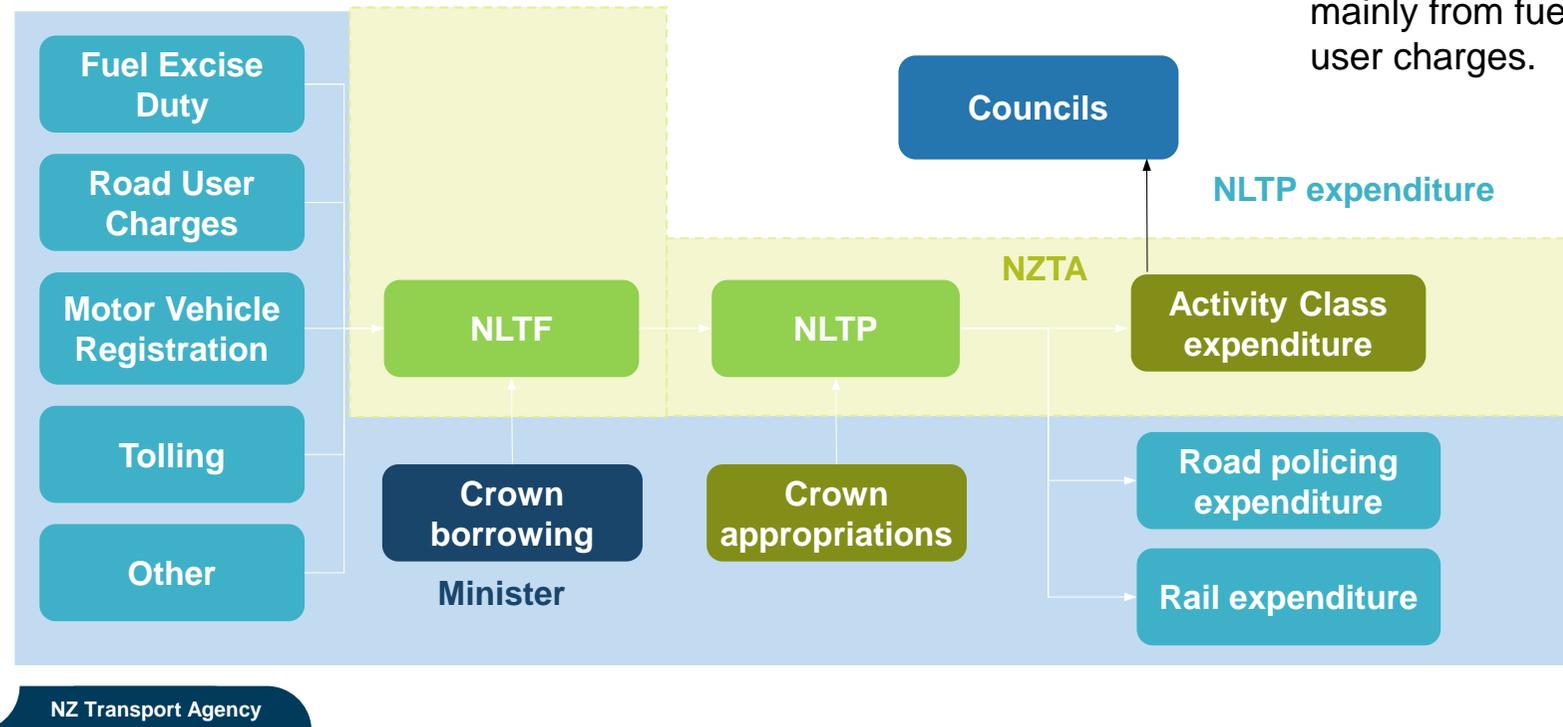
NZ Transport Agency



National Land Transport Fund (NLTF)

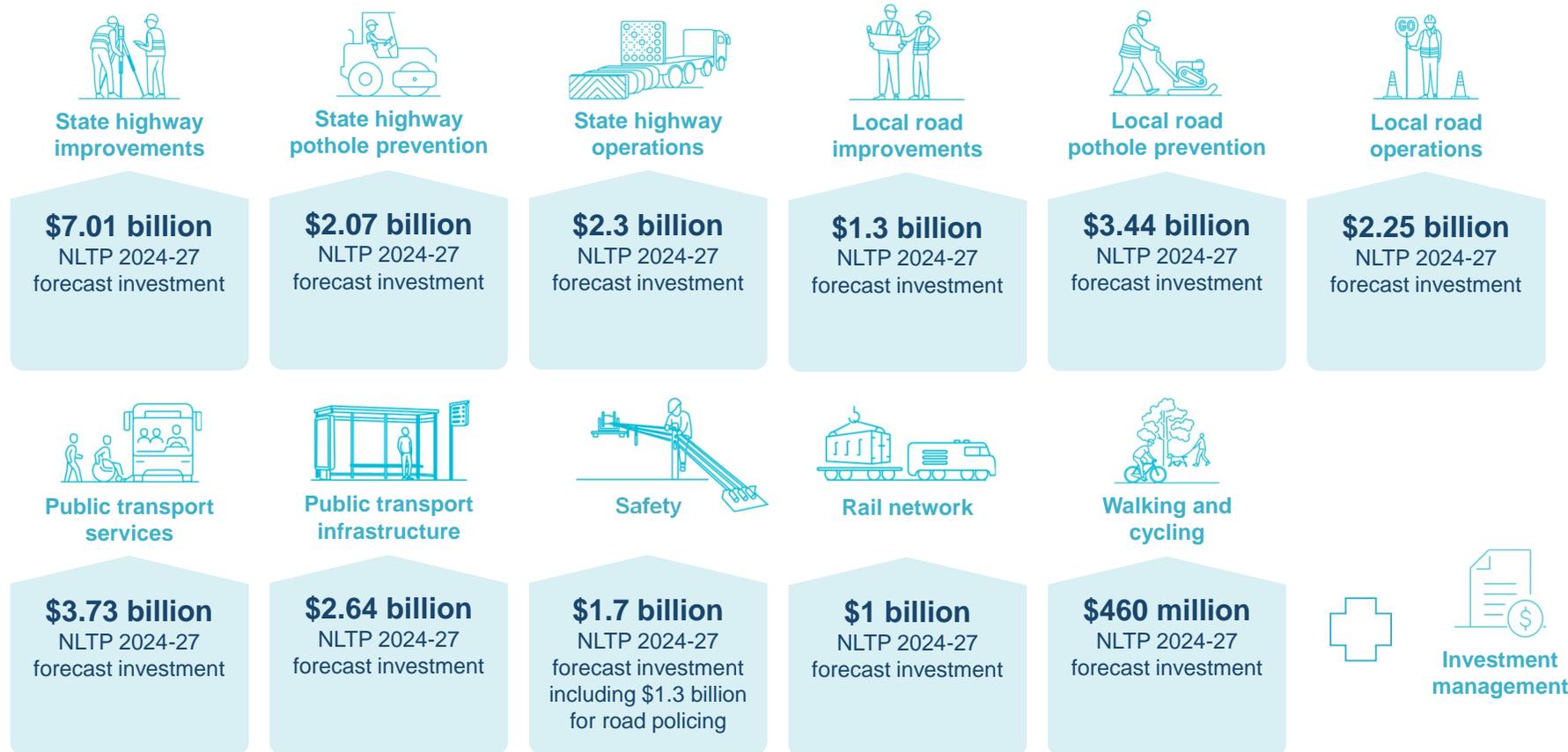
Existing revenue and expenditure model for giving effect to the GPS

NLTF revenue



- The NLTF is used exclusively to fund the maintenance, operation and improvement of New Zealand’s land transport system.
- Revenue in the NLTF comes mainly from fuel taxes and road user charges.

Activity classes



NZ Transport Agency

Regional Land Transport Committees and Plans (RTCs & RLTPs)

- Regional Transport Committees (RTCs) prepare Regional Land Transport Plans (RLTPs)
- Established under LTMA, run by regional councils, members come from the regional council, local councils and NZTA
- RLTPs set out each region's land transport objectives, policies, and measures for the next 10 years - and the programme of regional activities to be considered for inclusion in the NLTP
- Information in each region's RLTP feeds into the NLTP to provide a whole of New Zealand programme of funding, maintenance and improvements for the land transport system. If it isn't in the RLTP it can't be in the NLTP.
- Development of the next RLTP that will feed into the 2027-30 NLTP

NZ Transport Agency

CANTERBURY REGIONAL COUNCIL
Kaunihera Taiao ki Waitaha



Draft Canterbury Regional Land Transport Plan

2024-34

Prepared by the Regional Transport Committee, a collaboration of the region's councils and Waka Kotahi NZ Transport Agency
November 2023



State Highway Investment Proposal (SHIP)

- The SHIP outlines our proposed investment in the SH network
- It is our bid, as a Road Controlling Authority (RCA), for funding into the NLTP to maintain, operate, renew and improve the State Highway network
- We submit our proposal for the State Highway in each region in the SHIP – for inclusion in the RLTP, to be considered for the NLTP
- If a State Highway project isn't in the SHIP, it can't be in the RLTP, which means it can't be in the NLTP.

NZ Transport Agency



National Land Transport Programme (NLTP) development

- The NLTP is the 3-year programme that sets out the activities that may be funded from the NLTF.
- The 2024-27 NLTP seeks to make the land transport network safe, resilient, and reliable to boost economic growth and productivity
- The NLTP changes over time in response to the dynamic nature of the activities within the programme.

NZ Transport Agency Waka Kotahi
National Land Transport Programme
2024-27



NZ Transport Agency

Funding Assistance Rates (FARs)

- NZTA sets a **funding assistance rate (FAR)** for each council.
- A FAR is how much of a council's project, included in the NLTP, is funded from the National Land Transport Fund
- These activities include local road maintenance and improvements, walking, cycling, and public transport services and infrastructure
- FARs are set for each NLTP period and across the country average 53% - these range from 51% to 88%
- We will review our FAR policy and confirm it before the next NLTP.

NZ Transport Agency



2027 NLTP

- Work is well underway to prepare for the 2027 NLTP
- The draft GPS is in development by the Ministry of Transport – to be released for consultation next year
- If there is any change in government in 2026, it is likely the GPS will be reviewed and a new draft provided early 2027
- We always receive significantly more requests for funding than there is available funds.
- In the 2024-27 NLTP we received requests for \$28.7 billion in funding – more than \$5 billion above our forecast revenue.

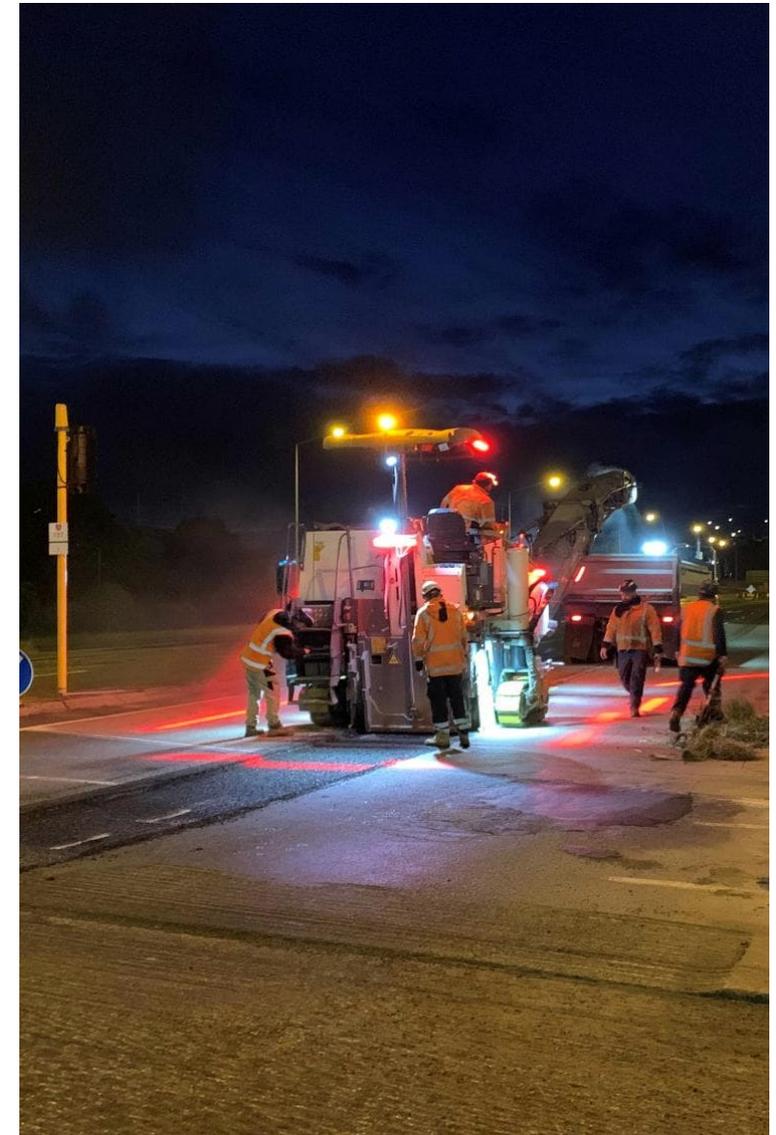
NZ Transport Agency



Other requirements

- Councils need to be able to have the funding to pay for the projects they put in their RLTP
- If a project is significant for your region but does not meet the priorities in the GPS, then the council has the option to fund it 100% through local share
- There is a new requirement under the GPS for reporting. RCAs need to meet these requirements – it is an expectation of funding
- We audit your programme to ensure the funding we provide is being invested as agreed
- You need to ensure you have good procurement processes.

NZ Transport Agency



Maintenance

Integrated Delivery Contracts (IDM)

- Preferred suppliers were nominated prior to Christmas
- We are currently working through final negotiations and contract signing processes
- We remain on track to start the new contracts on 1 May 2026
- Internal and supplier on-boarding starting, alongside other key activities such as Network Outcomes Contract (NOC) contract closeout.

NZ Transport Agency



3. Cathedral Square Revitalisation Project Update

Reference Te Tohutoro: 26/428179

Presenter(s) Te Kaipāhō: Hannah Pirie, Senior Project manager

1. Detail Te Whakamahuki

Purpose and Origin of the Workshop	<ul style="list-style-type: none"> To provide an update to council on the Cathedral Square Revitalisation Project. This is the third update, with the last update being 17 February 2026.
Timing	This workshop is expected to last for 30 minutes.
Outcome Sought	That Council are kept up to date on progress with the Cathedral Square Revitalisation Project.
ELT Consideration	This content of this workshop has not been considered by ELT.
Next Steps	<ul style="list-style-type: none"> Expressions of interest will be sought to develop a revised plan for Cathedral Square. A further briefing is being planned in relation to the design objectives.
Key points / Background	<ul style="list-style-type: none"> A programme exists for improving Cathedral Square. Several stages have already been implemented (e.g. outside the Distinction Hotel). The programme largely involves resurfacing and roading improvements. As a result of feedback and recognising the importance of Cathedral Square as a key civic space for the city, staff are reconsidering the programme to explore opportunities to improve outcomes. Staff are proposing an EOI be initiated for a revised design to be developed, primarily for the central part of Cathedral Square. This briefing will focus on the EOI and communications/engagement proposed. A next workshop is being planned in relation to the design objectives for a revised plan.
Useful Links	<ul style="list-style-type: none"> N/A

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Whiti-reia Cathedral Square Presentation	26/465421	23

Signatories Ngā Kaiwaitohu

Author	Hannah Pirie - Senior Project Manager
Approved By	Mark Stevenson - Head of Planning & Consents John Higgins - General Manager Strategy, Planning & Regulatory Services

Whiti-reia Cathedral Square

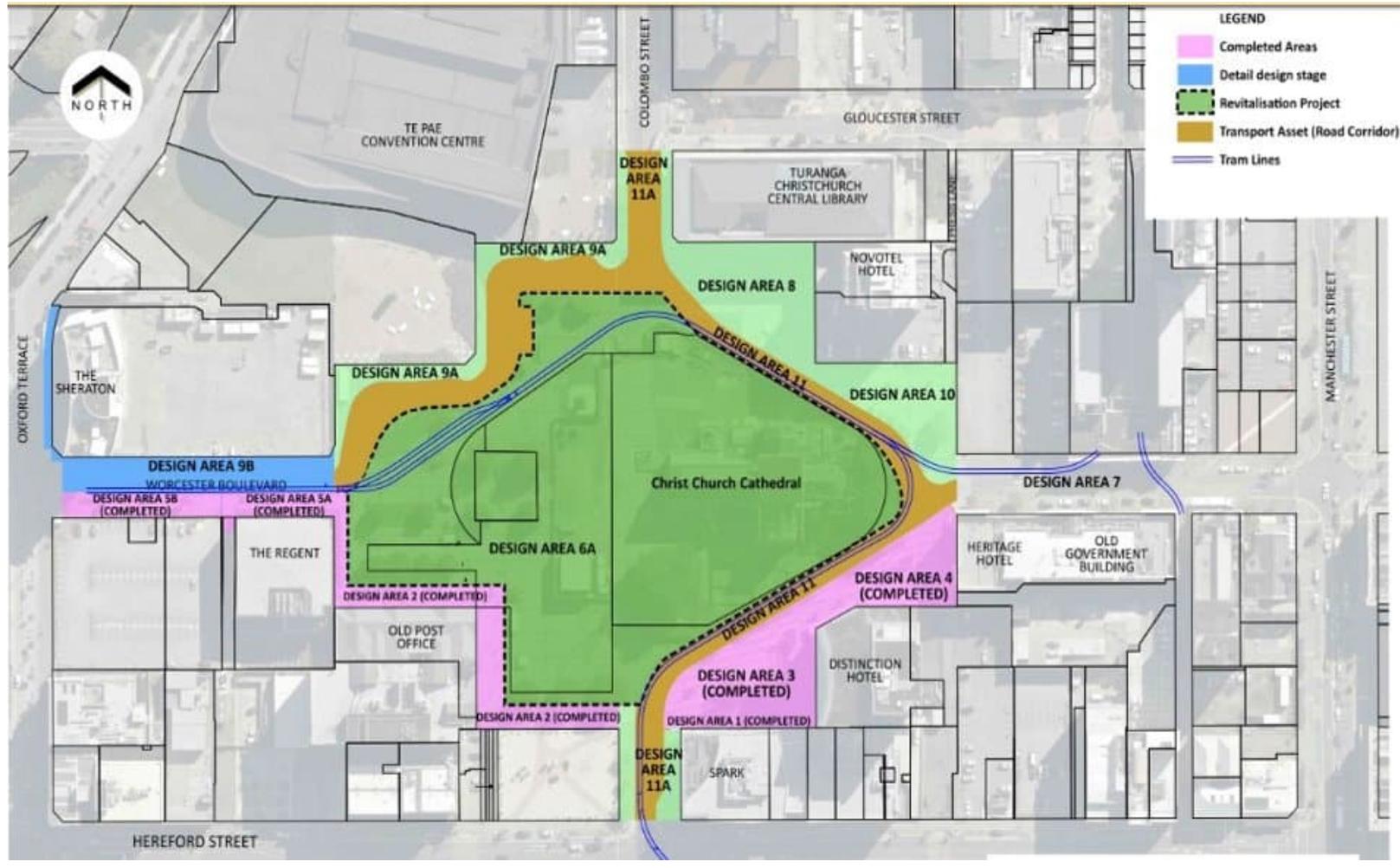
Supporting private investment &
revitalisation of The Square

*Council briefing
10th March 2026*

Recap

- Previous workshop - 17th February.
- Several stages of current programme delivered (e.g. outside Distinction Hotel).
- Council approved Stage 9b – timed to be completed prior to the Sheraton Hotel opening.
- Stage 9a being worked on. Needs to be progressed to support proposed new hotel between Square and Te Pae.
- Process for updated concept for Square commencing.

6 March 2026



6 March 2026

EOI Procurement Process

- Staged procurement to appoint an integrated design team to support the revitalisation and long-term rejuvenation of Whiti-Reia Cathedral Square.
- An Expression of Interest (EOI) will be released on the 10th March 2026 to shortlist suitably qualified design teams, with evaluation and shortlisting completed by late April 2026.
- Shortlisted teams will then be invited to submit proposals under a Request for Proposal (RFP) process in May–June 2026, with contract award anticipated in July 2026.
- The initial commission will be limited to concept design

6 March 2026

Proposed engagement approach – cont'd

- Engagement with Council.
- Engagement with neighbouring landowners.
- Engagement with key stakeholders.
- Public consultation.
- Need to strike the balance between too little and too much engagement and public consultation.
- Further detail will be provided in subsequent presentations.

6 March 2026

Timeline

- EoI made public.
- Workshop on objectives.
- Further engagement with neighbours.
- Develop concept design.
- Public consultation on concept.
- Council decision.
- Detailed design.
- Construction.

6 March 2026

Questions?

6 March 2026

4. Council Greenhouse Gas Emissions Inventory FY 2024/2025

Reference Te Tohutoro: 26/350927

Presenter(s) Te Kaipāhō: Carey Graydon, Principal Advisor Climate Resilience

1. Detail Te Whakamahuki

Purpose and Origin of the Workshop	<ul style="list-style-type: none"> This presents the independently audited and verified results of the Council Greenhouse Gas Emissions Inventory for the financial year 2024/2025. This relates to a Level of Service in the Long Term Plan to measure and report annually on the Council’s greenhouse gas emissions.
Timing	This workshop is expected to last for 30 minutes.
Outcome Sought	The Council receives an update on the organisation’s greenhouse gas emissions.
ELT Consideration	ELT and relevant Heads of Service have been consulted regarding a draft Emissions Reduction Plan.
Next Steps	<p>The Inventory will be published on the Council website.</p> <p>A draft Emissions Reduction Plan will be presented to a Council workshop.</p> <p>The Inventory is done annually and next year will include sequestration from trees (removals).</p>
Key points / Background	<p>This report includes:</p> <ul style="list-style-type: none"> A short presentation An overview of Council greenhouse gas emissions, with a summary of changes since the last inventory, and next steps The independently verified Council Greenhouse Gas Emissions Inventory for FY 2024/2025.
Useful Links	<ul style="list-style-type: none"> https://ccc.govt.nz/environment/climateaction/our-climate-emissions-target.

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Council Greenhouse Gas Emissions Inventory FY24/25 presentation	26/408057	33
B 	Council Greenhouse Gas Emissions Inventory FY24/25 overview memo	26/407491	37
C 	Christchurch City Council Greenhouse Gas Emissions Inventory FY24/25	26/407716	40

Signatories Ngā Kaiwaitohu

Authors	Lisa Early - Team Leader Climate Resilience Carey Graydon - Principal Advisor Climate Resilience
Approved By	David Griffiths - Head of Strategic Policy & Resilience John Higgins - General Manager Strategy, Planning & Regulatory Services

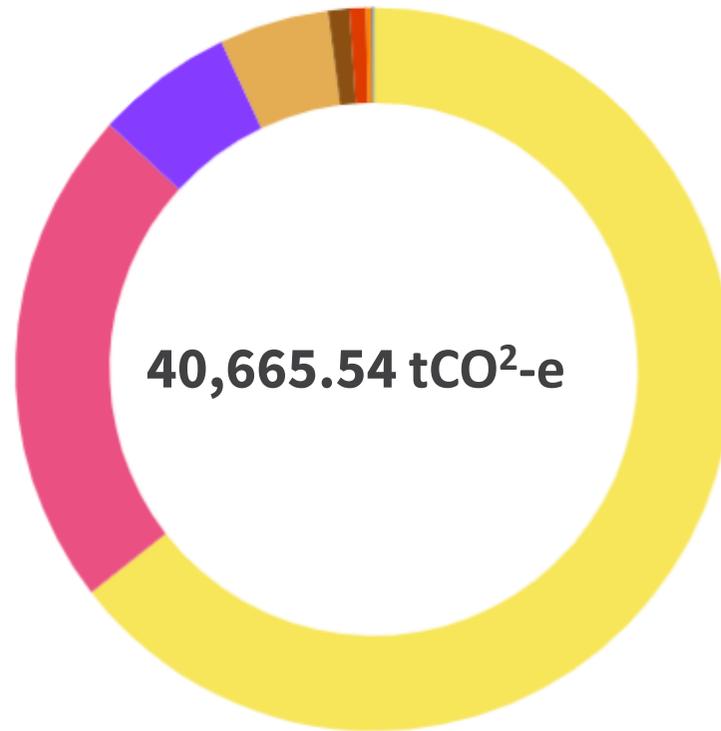
Council Greenhouse Gas Emissions Inventory FY2024/25

Council Workshop
10 March 2026

Council Greenhouse Gas Emissions Inventory

- Council set a greenhouse gas emissions target for the organisation of ‘being net carbon neutral by 2030’
- Our annual Greenhouse Gas Emissions Inventory is independently verified
- Allows us to identify areas for emissions reduction
- New emissions sources included this year:
 - Staff commuting and working from home
 - More Parks maintenance activities
 - New facilities which opened during the year

Inventory results FY 2024/25



Waste water treatment Electricity Fuel Staff Commute Waste Business Travel Refrigerants Freight

Results analysis and next steps

- After a reduction between FY23 and FY24, there was an increase from FY24 to FY25 of 7,811.54 tCO₂-e, mainly due to:
 - Significant increase in the emissions factor for electricity (not from increased usage)
 - Increased influent loading into the Christchurch Wastewater Treatment Plant
 - Inclusion of staff commuting and working from home emissions for the first time
 - Increase in mobile fuel use, likely linked to Parks services coming in-house, somewhat offset by a decrease in stationary diesel
 - Staff will present a draft Emissions Reduction Plan to a Council workshop
 - This Inventory shows gross emissions. Next year the Inventory will include sequestration from trees (removals) to give a net position.
-

Memo

Date: 27 February 2026

From: Carey Graydon, Principal Advisor Climate Resilience

To: Mayor and Councillors

Council Greenhouse Gas Emissions Inventory FY 2024/25

1. Purpose

- 1.1 The purpose of this memo is to present the Council's Greenhouse Gas Emissions Inventory for Financial Year 2024/25 (the Inventory).
- 1.2 This memo relates to a Level of Service (17.0.23.2) to 'Provide support and advice on measuring and reducing greenhouse gas emissions'.

2. Background

- 2.1 The Council has set a greenhouse gas emissions target for the organisation of 'being net carbon neutral by 2030'. Reporting on emissions via the Inventory enables the Council to report transparently on the volume and source of emissions, and to track progress towards its target.
- 2.2 Staff have prepared a Greenhouse Gas Emissions Inventory for financial year 2024/25 (**Attachment C**). The Inventory accounts for the Council's own operations and includes emissions from all business units within the Council and all Council operated facilities. Emissions from CCOs are excluded as they report separately. The Inventory aligns with ISO 14064-1, a standard commonly used by councils and other organisations across New Zealand when measuring an organisational greenhouse gas emissions footprint.
- 2.3 The data in the Inventory was independently audited and verified by Toitū Envirocare. The Council met all requirements of the standard and achieved the technical assurance levels of 'reasonable assurance' for the majority of the Inventory, and 'limited assurance' for several sources which are harder to quantify and verify.
- 2.4 This Inventory accounts for the Council's gross emissions only, so does not include sequestration from trees (removals). Mapping work is underway to enable removals from trees to be included in the next inventory. This will allow the Council to measure progress against the organisational target to be net carbon neutral by 2030 for its operations.

3. Emissions Inventory Results FY 2024/25

- 3.1 In FY 2024/25 Council operations were estimated to produce a gross 40,665.54 tonnes of carbon dioxide equivalent (tCO²-e). Figure 1 illustrates the Council's total gross emissions by source.

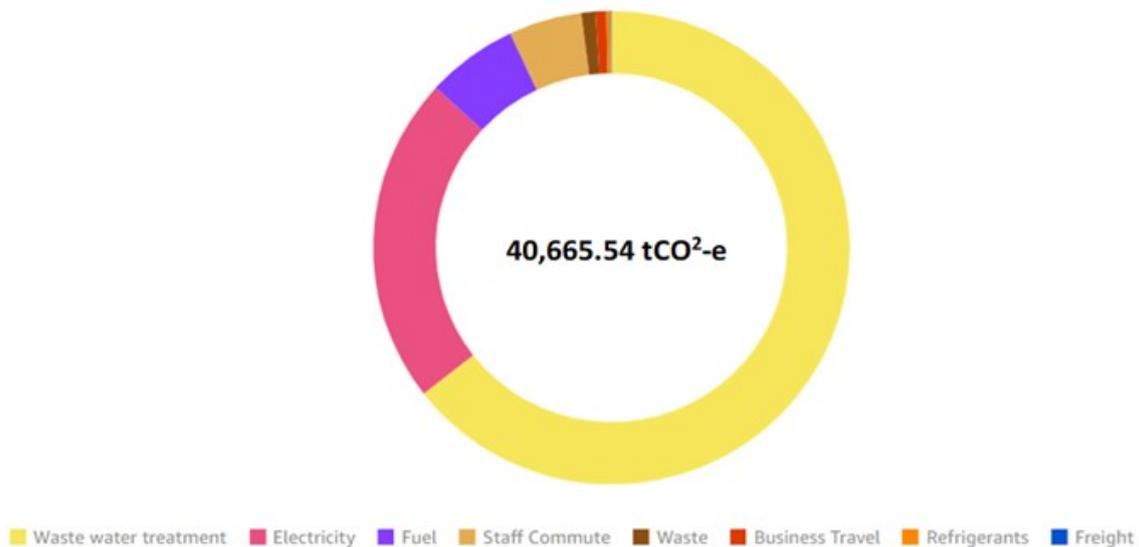


Figure 1. Christchurch City Council greenhouse gas emissions by source FY 2024/25.

3.2 The majority of the Council's operational emissions came from wastewater treatment (approximately 64.4%). These emissions primarily consist of methane and nitrous oxide resulting from biological processes. Emissions associated with powering the plants and pumping wastewater etc. are categorised under electricity and fuel.

3.3 Electricity emissions are produced via fossil fuel energy generation in the national grid. Approximately 22.4% of the Council's emissions were from electricity. Key sources of the Council's electricity use include wastewater collection, water supply, sports and recreation facilities, and streetlights.

3.4 Emissions from fuel contributed approximately 6.2% of Council emissions. Key sources of fuel include mobile combustion of diesel and petrol used to power vehicles (approximately 3.3%), and stationary combustion of fuels such as diesel for heating at times, or in back-up generators.

4. New Emission Sources

4.1 There are two notable new inclusions impacting Council emissions since the last Inventory. These are the estimation of emissions from staff commuting and working from home for the first time (approximately 5% of FY 2024/25 emissions), and the inclusion of some Parks maintenance services that were brought in-house during FY 2024/25. In addition, emissions from new facilities which opened during the financial year are included for the first time.

5. Changes Since Previous Inventory

5.1 In the FY 2023/24 Inventory, the Council reported 32,854.15 tCO²-e. This means reported emissions increased by 7,811 tCO²-e or around 23%.

5.2 Key reasons for the increase in emissions include:

- There was a significant increase in the emissions factor for electricity compared to the previous year. While Council electricity consumption dropped slightly overall, the emission factor increase meant

emissions from electricity increased by approximately 34%. The factor is set by the Ministry for the Environment and is based on the emissions from the national grid, which is heavily impacted by 'dry years' when less hydro-generation is produced and is replaced by fossil fuel generation with higher emissions.

- Emissions from wastewater treatment increased. The main reason for the increase was the organic and nutrient influent loading into the Christchurch Wastewater Treatment Plant was higher than the previous year.
- Staff commuting and working from home emissions were included for the first time. This added approximately 2020 tCO²-e to the total reported emissions.
- Bringing Parks maintenance contracts in-house led to emissions from these activities being included in the Council's Inventory.
- New Council facilities were opened during FY 2024/25 (or reported a full year of operations for the first time).

5.3 One positive area was a 305 tCO²-e reduction in stationary diesel emissions (approximately 24.5% reduction from the previous period).

6. Emissions Reduction Planning

6.1 Staff have been preparing a draft Emissions Reduction Plan to ensure the Council continues to take cost effective measures to reduce its operational emissions where practicable. The draft Plan focuses on practical reductions from key emissions sources identified in the Council Greenhouse Gas Emissions Inventory and builds off progress to date. Staff will present the draft Emissions Reduction Plan to the Council at a workshop to receive feedback.

6.2 The next Long Term Plan process presents an opportunity to ensure any necessary investments are made to help achieve the Council's net zero emissions target for 2030 and beyond.

Greenhouse Gas Emissions Inventory

Christchurch City Council

Prepared by (lead author): Carey Graydon, Principal Advisor Climate Resilience - Christchurch City Council

Date: 13/02/2025

This report has been prepared in accordance with ISO 14064-1:2018 and is audited by Toitū Envirocare.

Verification Status - Level of Assurance: Reasonable and Limited

Measurement period: 01/07/2024 to 30/6/2025

Base year period: 01/07/2022 to 30/6/2023

Contents

Contents	2
Introduction	3
1. Organisation description	3
2. Statement of intent	3
3. Person responsible / Author	4
4. Reporting Period	4
5. Organisational boundary and consolidation approach	5
Excluded emissions sources	8
Reporting Boundaries	10
Methodology	11
Historical Recalculations	14
Data selection and collection, including assumptions and uncertainties	15
Emissions Inventory Results	20
Biogenic CO ₂ Emissions	23
Performance monitoring	23
Significance criteria used	24
References	26
Appendix A: Emissions Factors Used for Inventory	27

Introduction

This report is the annual greenhouse gas (GHG) emissions inventory report for Christchurch City Council. The purpose of this report is to quantify the GHG emissions that can be attributed to Christchurch City Council's operations within the declared boundary and scope for the July 2024 to June 2025 period.

This report has been prepared in accordance with ISO 14064-1:2018.

1. Organisation Description

The Christchurch City Council is a New Zealand Territorial Authority. It provides a variety of public services in line with its responsibilities under the Local Government Act 2002. Key activities undertaken by the Christchurch City Council include water supply, wastewater collection and treatment, storm water management, solid waste management, provision of transportation infrastructure, street lighting, arts and cultural facilities, parks, recreation and community facilities, and the provision of regulatory services.

The Council acknowledges its operations can have a direct impact on the environment, and it considers climate impacts as part of its decision-making. The Council is committed to measuring, managing, and reducing its operational greenhouse gas emissions.

2. Statement of intent

This inventory forms part of the Council's commitment to measure and manage down its greenhouse gas emissions. The intended uses of this inventory are:

- To transparently record the Council's operational greenhouse gas emissions.
- To ensure compliance with the requirements of the ISO-14064:2018 greenhouse gas emissions reporting standard.
- To assist with emissions reduction planning for Council's operations.
- To monitor progress against our organisational target of 'being net carbon neutral by 2030' for our operations.

Intended users of this report include, but are not limited to:

- Council staff
- Council's Executive Leadership Team
- Council Elected Members
- Christchurch residents.

This inventory will be presented to the Mayor and Councillors and then published on the Council's website to ensure it is publicly available.

3. Person Responsible / Author

Carey Graydon – Principal Advisor, Climate Resilience, has responsibility for authoring this report. David Griffiths - Head of Strategic Policy and Resilience, reporting to John Higgins – GM, Strategy, Planning and Regulatory, is responsible for overseeing the Council's emission inventory monitoring and reduction performance, as well as reporting results to the Executive Leadership Team.

The Executive Leadership Team has collective responsibility for managing budgets and resourcing across the organisation to meet its greenhouse gas emissions targets. The Executive Leadership Team report progress annually to Elected Members.

The Climate Resilience Team provides advice to the organisation on emissions reduction and removals opportunities.

4. Reporting Period

Measurement period of this report: 01/07/2024 – 30/06/2025

Base year measurement period: 01/07/2022 – 30/06/2023

Frequency of reporting will be annual.

This base year period was selected because it represents the first year in which we had access to a materially complete set of data records for forming the inventory for the Toitū audit. The Local Government financial year was selected to best align to our financial reporting cycles.

The Council has previously reported emissions inventories under the CEMARS and carboNZero programme for the financial years 2015/16 – 2018/19. As the methodology changed significantly in the way we measure emissions from our wastewater treatment processing (our largest source of emissions), and a wider set of emissions were captured, it was determined that using the 2022/23 period as a base year for reporting and emissions reduction planning would be most appropriate.

5. Organisational boundary and consolidation approach

Organisational boundaries are set with reference to the methodology described in the ISO 14064-1:2018. The standard allows two distinct approaches to be used to consolidate GHG emissions: the equity share or control (either financial or operational) approaches.¹

The Christchurch City Council uses the 'operational control' consolidation approach to defining its boundaries. The Council's emissions inventory applies to all business units in the Council itself, including those in the following Groups: Office of the Chief Executive, Strategy, Planning and Regulatory Services, Citizens and Community Services, City Infrastructure, Finance, Risk and Performance, and Corporate Services.

All Council owned and operated facilities are included in this scope. Council premises leased to third parties, such as cafes at Council's pools and libraries, are intended to be excluded from the scope. However, unless such premises have their own dedicated electricity supply (ICP), at this time Council's BraveGen ESP dashboard will include their electricity use together with that of the Council facility that the premises are part of, as they are unable to be separated at this stage.

Since the FY22-23 inventory, separate electricity use data has been gathered for the Ilex Café and the Kiosk in the Botanic Gardens, South Library Café, and for the stores located in the Christchurch Bus Interchange and Brighton Mall. The electricity used by these facilities has been excluded from this inventory.

Any third parties, including Council Controlled Organisations (CCO), Council Controlled Trading Organisations (CCTO), and related Trusts are excluded from the scope. CCOs, CCTOs and Trusts have their own sustainability policies and are responsible for reporting and managing their own emissions.

Table 1. below shows an overview of those companies and trusts.²

Table 2. below provides an overview of Council Groups and key services and activities they provide.

¹ Control: 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.

² Dormant subsidiaries such as CCHL (2), CCHL (4), CCHL (5), and Christchurch Networks Limited are shelf companies with no staff or ongoing operations, and zero associated GHG emissions, and are not shown in the table.

Table 1. Organisational boundary

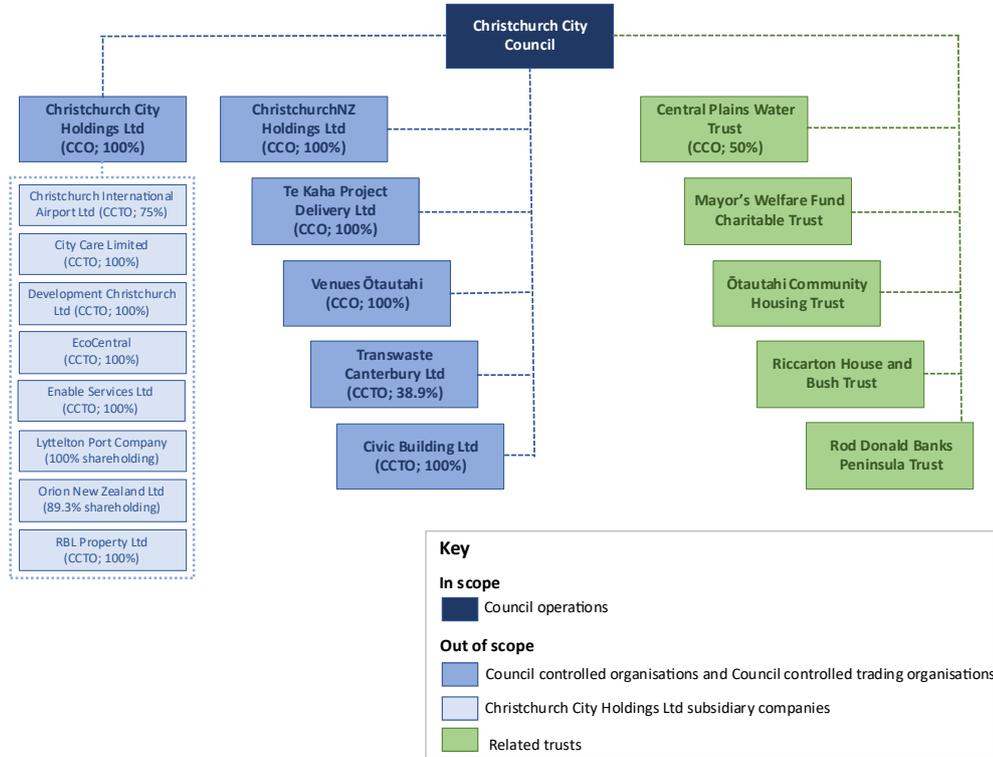


Table 2. Council Groups and key activities

Council Group	Unit	Key Functions and Activities
Office of the Chief Executive Group	Te Tiriti Partnerships, Legal & Democratic Services, Office of Mayor & Civic Services, Communications & Engagement	Mana whenua and Te Tiriti relationships, Administrative support, Council and committee support, Advisors to CE and Mayor, Democratic services, Legal services, LGOIMA/official information requests, Civic & international relations, Media response and advice, Marketing, Community engagement, Public and internal communications.

Council Group	Unit	Key Functions and Activities
Strategy, Planning and Regulatory Services Group	Building Consenting, Planning & Consents, Regulatory Compliance, Strategic Policy & Resilience, Greater Christchurch Partnerships.	Residential and commercial building consents and inspections, Code compliance with building consent conditions, LIMs and PIMs, Climate change policy development and advice, Strategic asset management planning & advice, Policy and strategy development and advice, and Bylaw reviews, Planning and Strategic Transport, Resource Consents, RMA Compliance, Case Management & Relationships, Heritage, Urban Design, Climate Hazards Adaptation Planning, Development Support/Business Support, Alcohol licensing, Animal management, Customer services and triage, Compliance and investigations, Food safety and environmental health.
Citizens and Community Services Group	Art Gallery, Citizen & Customer Services, Parks, Recreation, Sports & Events, Vertical Capital Delivery, Libraries & Information, Community Support & Partnerships.	Christchurch Art Gallery and Akaroa Museum, Customer services, including Call centre, Walk-in customer services, payments etc., Regional and community park operations-planting & maintenance, Biodiversity, Botanic Gardens, Hagley Park planning, operations and maintenance, Nursery planning and operations, Sports facilities planning, operations & maintenance, Sports programmes, Tūranga (central Library) and community libraries, Community board governance support, Community development and engagement, Community partnerships and funding, Civil defence & emergency management.
City Infrastructure Group	Three Waters. Transport & Waste, Technical Services & Design, Programme Management Office.	Transport policy & planning, Environmental health officers, Animal control, Land surveying, Road transport design, Architectural design, structural engineering, Geotechnical and natural hazards advice, Water supply planning and delivery, Wastewater planning and delivery, Wastewater treatment plant operations, Stormwater and flood management, Freshwater ecology – water quality and ecology monitoring and reporting, Water investigations and advice, including backflow prevention and trade waste, Transport asset planning, Roding projects management, maintenance renewals, Contract management for Kerbside waste collection, Recycling, Transfer stations, and Organics processing. Monitoring Burwood landfill and closed landfills, Waste minimisation projects.
Finance, Risk and Performance Group	Finance, Procurement & Contracts, Risk & Assurance, Corporate Planning & Performance.	Internal corporate services, Corporate financial planning, Accounting, CCO performance monitoring and reporting, Procurement and contract support, Health, safety & wellbeing, Risk and assurance, Research & monitoring, Long Term Plan, Annual Plan processes.

Council Group	Unit	Key Functions and Activities
Corporate Services Group	Digital/CIO, Innovation & Improvement, Facilities & Property, Business Support, People & Capability.	IT, Cyber security, Facilities planning, Contract management including facilities maintenance and repairs, Facilities operations, Business support, Continuous improvement, Smart Christchurch project management, Human resources, Organisation development, Recruitment.

The Unit list is correct at the time of this report. Key functions and activities may move between units, however they are unlikely to change significantly.

Excluded emissions sources

Emissions from activities on land and properties leased from Council, including grazing on Council land, are currently excluded from scope. Steps are underway to ensure that data is collected on grazing numbers so this can be included in future inventories.

For this inventory, stationary lubricant data has only been collected for two of our largest facilities, the Christchurch Wastewater Treatment Plant, and the Civic building. We have not counted any chemicals or fertilisers used in our parks in this inventory but are taking steps to collect this information for future inventories.

This inventory excludes water supply consumption and the usage of wastewater services under Category 4. This is to avoid double counting of the emissions that are produced by Council, and therefore included in Category 1 and 2. Christchurch City Council has confirmed that it will retain direct control of drinking water, wastewater, and stormwater services, deciding on an In-House Delivery Model. This means water service delivery associated greenhouse gas emissions will still be considered within the reporting boundary.

The only freight transportation included in this inventory is the supply of water (via contracted water tankers) in the case of supply disruption. All other sources of freight are excluded as we do not have sufficient information currently available, and as it is undertaken by third parties it falls outside the organisational boundary. Emissions from this source are also likely to be small compared to Council’s total emissions.

The emissions associated with chemical production are excluded from this inventory. Chemicals, such as chlorine, are produced by third parties, and fall outside of the Council’s organisational boundary. The emissions associated with the application of fertiliser are excluded as we have limited data at this time. The emissions associated with purchased goods and services and capital goods are also excluded as we have insufficient data at this time to accurately categorise them to be able to apply appropriate emission factors.

Table 3. Summary of excluded emission sources

Excluded emissions	GHG emissions ISO category	Rationale
Fertiliser application	Category 1	Insufficient data. This is being investigated for inclusion in future inventories.
Freight transport (other than from water tankers for water supply)	Category 3	We currently do not hold comprehensive data outside of water tankers for water supply. Data could potentially be collected in \$ spent, but tkm was not readily available. Given the likely small impact on the total emissions, we have chosen to exclude other freight on a de minimis basis.
Purchased goods and services, including capital goods	Category 4	Insufficient data at this time to accurately categorise and apply appropriate emission factors.
Water supply and wastewater services (category 4)	Category 4	We have excluded this source from Category 4 (aside from water tanker delivery) as the Council directly supplies these services for the community and already accounts for those emissions in Category 1 and 2.
Chemical production	Category 4	We do not hold comprehensive data for this emissions source. Chemicals such as chlorine are produced by third parties and fall outside of the Council's organisational boundary.
Agricultural leases	Category 5	We do not have sufficient data to estimate emissions from agricultural leases.
Leased out Council owned properties and land	Category 5	Insufficient data. We are unaware of any significant sources from leased properties when compared to Council's total inventory.

Refrigerant liability

We are continuing to collect information to estimate our refrigerant liability across Council facilities. As this is in its early stages, the data is being collated into a spreadsheet and has not yet been entered into BraveGen (noting that liabilities data will not impact on actual annual emissions totals). We aim to incorporate available liability data in future reporting. However, emissions from refrigerants used in Council operations have been included in the inventory report where available.

Gross emissions

This report focuses on the Council's gross emissions only. Removals are not reported in this year's inventory. The Council intends to report on net emissions in future years. A policy to account for direct removals from Council owned and controlled trees has been developed and is in the data

collection phase. This will enable us to measure progress against our organisational goal of being net carbon neutral for our operations by 2030.

Reporting Boundaries

The GHG emissions sources included in this inventory were identified with reference to the methodology described in the ISO 14064-1:2018 standard.

To identify emissions sources from Council activities, Council staff used the previous list of sources collected for its Resource Efficiency Greenhouse Gas Emissions (REGGE) data and prior emissions inventories as a starting point, and reviewed asset data to ensure all Council facilities and sites were included. Finance staff assisted with identifying invoices from relevant suppliers, which could be used to identify emissions sources.

Staff also held discussions with teams across Council to sense check the existing data sources, consider any new Council activities or delivery methods which may have any potential new sources, and then determine which additional sources should be included in this inventory. Facilities staff with expertise in energy management also assisted with identifying potential sources. For the FY22-23 inventory, Council staff also received guidance from BraveGen ESP staff (who have expertise in carbon inventories and are supplying our emissions inventory software), to ensure the Council was collecting sufficient sources of emissions data to comply with the ISO 14064-1:2018 standard.

As Three Waters is such a large component of the Council's overall emissions, a greater focus has been applied to that area. The Three Waters Unit has a position focused on climate resilience, and was able to provide advice on the wastewater treatment processes and emissions and additional related sources such as overflow estimates, allowing for a comprehensive view of Three Waters data.

The emissions sources deemed significant for inclusion in this inventory were classified into the following categories, as defined under ISO14064-1:2018:

- 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.
- Limited sources of indirect GHG emissions (Categories 3-4): GHG emissions that occur as a consequence of the activities of the company, but occur from sources not owned or controlled by the company.

No emissions sources were identified in Category 5 (indirect emissions associated with the use of products from the organisation), or Category 6 (indirect emissions (other sources)) as these fall outside the organisational boundary.

Methodology

Quantification approaches

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

- Emissions = activity data x emissions factor

All emissions were calculated using externally verified emissions factor sources such as those provided by the Ministry for the Environment, the United Kingdom Government or based on Intergovernmental Panel on Climate Change (IPCC), or Water New Zealand (Water NZ) guidance. The intent has been to use the most specific and relevant factor for the activity type being quantified.

IPCC's 'AR5 no climate-carbon feedback' factors were used in this year's inventory, unless otherwise stated³.

Global Warming Potential (GWP) values used for the inventory

When compiling this inventory, the Council primarily used the emissions factors built into the BraveGen platform. This system multiplied the tonnes of various GHG emissions entered with the corresponding emissions factors for the relevant Global Warming Potential - to provide total emissions in a carbon dioxide equivalent (CO₂-e), unless otherwise specified. The emissions factors used for each type of emission are listed in the Council's BraveGen ESP platform. The emissions factors used are from the Ministry for the Environment's Measuring emissions guide 2025⁴ and are based on the IPCC guidance unless otherwise stated. For various categories of Recycled Waste, BraveGen ESP use the United Kingdom Government's Conversion Factors 2025⁵. See Appendix A for a full list of emissions factors used in this inventory.

Wastewater methodology

One notable exception to the general emissions calculation methodology is the estimation of emissions from 'Wastewater Treatment (and network overflows)'. These emissions were estimated

³ This aligns with the latest guidance from Ministry for the Environment, contained in the Measuring Emissions Detailed Guide: 2024, that uses the Global Warming Potentials from the IPCC, 2014, Fifth Assessment Report. '[Measuring Emissions: A guide for organisations: 2024 Detailed Guide](#)'. | Ministry for the Environment. Overview of changes since previous update.

⁴ [Measuring emissions guide 2025 | Ministry for the Environment](#). 2025 Emissions Factor Workbook, Ministry for the Environment https://environment.govt.nz/assets/publications/Measuring-Emissions-Guide-2025/EmissionFactors_Workbook_2025_2.xlsx

⁵ [Greenhouse gas reporting: conversion factors 2025 - GOV.UK](#)

based on calculations and emission factors from the Water New Zealand 'Carbon accounting guidelines for wastewater treatment: CH₄ and N₂O' (August 2021, referred to as the Water NZ Guidelines)⁶. The 'Measuring emissions: A guide for organisations: 2024 summary of emission factors' from the Ministry for the Environment recommends using the Water NZ Guidelines for calculations. For consistency with our other emission factors, we have chosen to apply the Intergovernmental Panel on Climate Change's 'AR5 no climate-carbon feedback' global warming potential factors in this year's inventory.

Calculations for the Christchurch Wastewater Treatment Plant (CWTP) (the largest wastewater treatment plant) were based on plant specific sampling and operational data where available. A simplified approach was taken for the much smaller Banks Peninsula wastewater treatment plants. Emissions have been calculated individually for each of the Wainui, Duvauchelle, Akaroa, and Tikao Bay plants by using population-based assumptions, as site specific data is not available at the same granularity as at the CWTP. Additionally, emissions associated with wastewater network overflows were estimated using equations adopted from the Water NZ Guidelines.

The population assumptions used for Banks Peninsula wastewater treatment plants were estimated by using an approximation of the population serviced by each wastewater treatment plant, based on the number of connections. After the inventory was submitted for verification, Council staff finalised a revised methodology to assign population figures to those Banks Peninsula plants. As the impact of the revised population methodology was only 0.005% of all reported wastewater treatment (and network overflows), a decision was made not to use the new figures and amend the inventory totals for this year. However, we intend to use the updated methodology next year subject to audit.

Staff commuting and working from home

Staff commuting emissions were estimated based on data gathered in a travel survey undertaken in May 2025. The survey was sent to all Council staff across all business units and facilities, including Councillors. The response rate for the survey was 45% of year end full-time equivalent staff. The survey data was then used to estimate commuting emissions from the entire Council workforce by scaling up the results on a proportional basis. An assumption was made that staff worked 45.6 weeks a year (assuming 4 weeks annual leave and public holidays).

Staff commuting emissions were calculated by multiplying the total distance travelled by each mode, with the relevant emissions factor for each mode to provide totals by mode. These were then added together to provide the total emissions.

The selected modes were chosen where possible to align with Ministry for the Environment 'default emission factors' for different vehicle types (e.g. petrol car, diesel car, petrol hybrid, electric vehicle, bus etc.). The '2015-2020 fleet' figures were used to estimate motorcycle emissions as there was no single default factor provided, and the 'petrol hybrid' default factor was

⁶ [Carbon accounting guidelines for wastewater treatment: CH₄ and N₂O | Water New Zealand](#). Emission Factors.

selected for taxi / uber travel. Active modes such as walking / jogging, cycling and scootering / skateboarding were assumed to have an emissions factor of zero, as were e-bikes and e-scooters (as the Ministry does not publish factors for them and indications are that they would be non-material compared to other modes).

This inventory also includes emissions data from staff working from home. This data was collected for the first time as part of the staff commuting survey (above) and the data was scaled up in the same way to cover results for non-respondents. The number of working from home days was multiplied by the default Ministry for the Environment emissions factor, then scaled up proportionally to cover all staff. The number of working days for full time equivalent staff was assumed to be 228 days, or 45.6 weeks (assuming 4 weeks annual leave and public holidays and anniversary days).

This data represents our best efforts to estimate emissions from staff commuting and working from home, but due to the wide range of roles and employment types at the Council, and potential seasonal variations, there is a level of uncertainty around the data.

Refrigerants

The refrigerant losses data recorded is the total amount of various refrigerants purchased for the Council by our suppliers. Refrigerant liability is mapped by facility. There are still limitations to the data for Three Waters refrigerant losses and liabilities. Work is underway to create a register of Three Waters heat pumps. Once updated, this information will be included in future inventories.

Information management procedures

The Council uses BraveGen ESP as its primary platform to hold its emissions information. Related procedure documents are kept in the Council's electronic document and records management system (TRIM) to ensure staff have access to the information. This level of data management enables the Council and individual units to make more informed emissions reduction decisions.

The emissions data is manually entered into the BraveGen ESP system, and the original invoices or spreadsheets are also stored in the system. Some parts of this process may become more automated in the future if suppliers are able to supply the invoices or data in a compatible form to be automatically uploaded.

Changes since previous inventory

There have been some minor changes to the methodology to ensure that the inventory better reflects the Council's organisational emissions activities.

This inventory includes emissions from staff travel and working from home for the first time. Previously, this data was not available. A travel survey was undertaken in May to provide an

estimate of staff commuting emissions and working from home emissions – see full details in the methodology section above.

Previously rental car data was estimated on assumed daily usage rates, but this year we are using volumes of CO₂-e provided by our travel provider Orbit World Travel.

This inventory includes emissions associated with Parks maintenance for the first time. Previously, Parks maintenance was performed by contractors, and was therefore outside the reporting boundary of the inventory. This contract expired in June 2024, and Council decided to bring the Parks maintenance service entirely in house from 1 July 2024, meaning emissions from Parks maintenance now lie within the inventory boundary. This includes emissions from electricity use at new Parks depots, as well as fuel and electricity use for a number of new Parks vehicles and tools. An update has also been made where we have discovered diesel delivered to Hagley Park and Ngā Puna Wai Sports Hub, previously described as ‘stationary’ has been used for mowers and tractors, so is now reclassified as ‘mobile’ fuel where separation of usage is known.

This inventory also includes emissions associated with diesel exhaust fluid (DEF) for the first time. AdBlue can be used in diesel vehicles with Selective Catalytic Reduction technology to reduce emissions of nitrous oxides (NO_x), however the use of AdBlue slightly increases the carbon footprint of the fuels consumed by the vehicles using it and is reported as a Category 1 emission this year. The emission factor used for AdBlue was provided by Toitū Envirocare Emission Factor Information Paper – Adblue (2022).

Energy generated by wood pellets has been removed from this year’s inventory, as the Council no longer uses energy from wood pellets in its facilities.

As we now have sufficient data on a source of biogenic CO₂, this has been included separately outside Categories 1-6 for the first time, as required by ISO 14064-1. See table 8.

Historical recalculations

Historical recalculations have been undertaken as part of this inventory. Base year (Financial Year 2022/23) emissions were recalculated by revising the impact of updated emissions factors and changes to methodologies. The decision to recalculate was made because two significant changes had occurred related to calculations for Landfill Gas and Electricity.

The Council does not operate landfills, so it does not report on any emissions associated with those activities. Under the category of ‘Landfill Gas’, the Council only reports on the volume of gas that has been captured and combusted to be used by the Council as fuel energy or flared. In the base year calculations, the reporting of Landfill Gas was incorrectly treated as methane. The Ministry for the Environment guidance now advises that where methane is collected and flared or combusted for energy, the carbon dioxide emitted from the combustion process is regarded as part of the natural carbon cycle, and it is not provided with an emission factor as it has no net

effect on greenhouse gases⁷. Following that guidance, the previously reported volume of emissions from Landfill Gas in Categories 1-6 of the base year inventory has been changed to zero. This resulted in a reduction of 3,336.29 t CO₂-e from the original base year inventory.

The other source with a notable change is electricity, due to a change in the emission factor for the 2022/23 period which was subsequently updated in the Ministry for the Environment's Measuring emissions guide 2025. Applying the revised emission factors to the electricity usage data resulted in an increase of 1,165.38 t CO₂-e. There was also a decrease of 123.5 t CO₂-e for Electricity, Transmission & Distribution Losses.

This has resulted in a revised total of 31,432.62 t CO₂-e for Financial Year 2022/23. This is an overall reduction of 2,294.4 tCO₂-e from the originally verified total of 33,727.04 t CO₂-e. These results appear in Table 5 below. The auditors verified the changes to the base year inventory (and did not reverify the entire inventory).

An organisational recalculation procedure is being developed to guide when and how recalculations should be made in the future.

Data selection and collection, including assumptions and uncertainties

This inventory represents the Council's best efforts to estimate its greenhouse gas emissions. However, there is a level of uncertainty inherent in all reporting of greenhouse gas emissions. Emissions are not directly measured – instead they have been estimated via calculations using specific activity data (such as quantity and type of fuel used) with published emissions factors for each activity type, to provide a total quantity of emissions. These are presented as an amount of carbon dioxide equivalent (CO₂-e), with the results dependent on that data quality.

In general, when preparing its greenhouse gas emission inventories, the Council assumes all supplier data provided is complete and accurate (for example, volumes of fuel or quantity of electricity purchased), and that the published emissions factors are correct, and that 'default' emissions factors are acceptable in the absence of more local or site-specific emission factors. Wastewater treatment emissions likely have greater uncertainty than most other sources, as the calculations require a number of assumptions, inputs, and use of default factors. Assumptions are outlined in table 4 below.

⁷ Ministry for the Environment, 2024. [Measuring-emissions Detailed-guide 2024 ME1829.pdf](#)

Table 4. Data collection methodology and assumptions for included emission sources.

GHG emissions category (ISO 14064-1:2018)	GHG emissions source subcategory	Overview of Activity source data	Explanation of uncertainties or assumptions around data and evidence	Use of default and average emissions factors
Category 1: <i>Direct emissions and removals</i>	Direct emissions from stationary combustion	-Diesel (stationary) -Stationary LPG -Landfill gas -Lubricants stationary engines	It is assumed the data sources are complete and accurate. All source data is derived from supplier records.	The most accurate emissions factors were selected for all sources.
	Direct emissions from mobile combustion	-Fleet Fuel – Diesel -Fleet Fuel – Petrol -Fleet Fuel - AdBlue -Fleet lubricants	It is assumed the data sources are complete and accurate. All source data is derived from supplier records.	The most accurate emissions factors were selected for all sources.
	Wastewater treatment and network overflows emissions	-Wastewater treatment -Wastewater network overflows	Calculations are based on figures and methods in the Water NZ guidelines. Plant specific data was used where available.	Plant specific loading data was used for the Christchurch Wastewater Treatment Plant where available. Banks Peninsula loading data was instead based on population estimates and assumed average values. Both methods utilise emission factor values and equations from the Water NZ Guidelines where more specific local or site specific information was not available.
	Direct fugitive emissions arising from the release of GHGs in anthropogenic systems	-Refrigerants (heating and cooling)	It is assumed the data sources are complete and accurate. All source data is derived from maintenance records.	The most accurate emissions factors were selected for all sources, as all refrigerant types are directly correlated to the available GWP of the gas type.
	Direct emissions and removals from land use, land use change and forestry	-Fertiliser -Land use change / forestry	We have not collected data on fertiliser use, however this is being investigated for inclusion in future inventories. No significant land use change has occurred.	n/a
Overall assessment of	Medium. There is high confidence in data from stationary and mobile fuel use, but there is greater uncertainty around refrigerants, lubricants, and fertilisers. Wastewater calculations			

uncertainty for category 1	have a higher degree of uncertainty due to the range in the default factors used in combination with the calculation inputs, and the number of assumptions required.			
GHG emissions category	GHG emissions source or sink subcategory	Overview of Activity data and evidence	Explanation of uncertainties or assumptions around data and evidence	Use of default and average emissions factors
Category 2: <i>Indirect GHG emissions from imported energy</i>	Indirect emissions from imported electricity	-Electricity -Energy generated by woodchips. (The burning of the woodchips produces process heat used in the Christchurch Wastewater Treatment Plant operations. Indirect emissions from imported energy are reported in category 2 as per ISO 14064-1 - appendix B.3.2.)	It is assumed the data sources are complete and accurate. All source data is derived from supplier records.	Average emissions factors were used for electricity, and default emissions factors were used for energy generated by woodchips. (Note that the biogenic CO ₂ from wood chips is reported separately outside category 1-6.)
Overall assessment of uncertainty for Category 2 emissions	Medium. There is high confidence that the quantity of imported energy is correct.			
GHG emissions category	GHG emissions source or sink subcategory	Overview of Activity data and evidence	Explanation of uncertainties or assumptions around data and evidence	Use of default and average emissions factors
Category 3: <i>Indirect GHG emissions from transportation</i>	Emissions from Business travel	-Air travel (domestic, long and short haul, business/economy), -Hotels -Rental cars -Private cars -Taxis	It is assumed the data sources are complete and accurate. All source data is derived from supplier customer activity reports.	The most accurate emissions factors were selected from the available data – e.g., air travel split by type of flight and class, hotels by country etc.
	Emissions from upstream transport and distribution for goods	-Freight transport	We currently do not hold comprehensive data outside of water tankers for water supply. Freight is undertaken by third parties and it falls outside of our organisational boundary. It also likely has a small impact on	The most accurate emissions factors were selected from the available data.

			total emissions, and is not included in this inventory.	
	Emissions from staff commute	Staff transport to and from work	Data is derived from an all-of-staff travel survey, including Councillors. The response rate for the survey was 45% of full-time equivalent staff, and this data was used to estimate emissions from the entire Council workforce. When estimating these emissions, it was assumed that the data collected was representative of all Council staff across all facilities and business units.	Emissions factors were selected from the available data to ensure an appropriate balance of accuracy/survey usability and response rate. They include: - All default private car type emission factors. ⁸ - All motorcycle emissions factors for vehicles produced 2015-2020. ⁹ - The national average bus emissions factor. ¹⁰
	Staff working from home	Staff working from home energy use	Data is derived from an all-of-staff travel survey, including Councillors. The response rate for the survey was 45% of full-time equivalent staff, and this data was extrapolated to estimate emissions from the entire Council workforce. It is assumed that this data is representative of all Council staff across all facilities and business units.	The 'default' working from home emission factor was selected as most accurate for the available data.
Overall assessment of uncertainty for	Medium/High. Some uncertainty around staff business travel (e.g. size of rental cars, hotel averages etc.) and freight. There is greater uncertainty on staff commuting and working from home data, as assumptions had to be made that the results of respondents would reflect the results of staff who had not completed the survey.			

⁸ [Measuring emissions guide 2025 | Ministry for the Environment](#) *Emission Factors Workbook 2025* (Default emissions factors – Private car default - petrol diesel, petrol hybrid, diesel hybrid, PHEV (petrol/electricity, diesel/electricity) Electric).

⁹ [Measuring emissions guide 2025 | Ministry for the Environment](#) *Emission Factors Workbook 2025* (2015-2020 Fleet, Motorcycle).

¹⁰ [Measuring emissions guide 2025 | Ministry for the Environment](#) *Emission Factors Workbook 2025* (Public transport passenger travel emissions factors – Bus, National Average for Bus).

Category 3 emissions				
GHG emissions category	GHG emissions source or sink subcategory	Overview of Activity data and evidence	Explanation of uncertainties or assumptions around data and evidence	Use of default and average emissions factors
Category 4: <i>Indirect GHG emissions from products used by an organisation</i>	Transmission and distribution losses	-Electricity - Transmission and Distribution Losses	It is assumed the data sources are complete and accurate. All source data is derived from supplier customer activity reports.	Average T&D factors used
	Materials and Waste	-Waste to landfill -Recycled waste	Local MfE factors used for landfill waste, some uncertainty around using UK based recycling factors.	DEFRA factors used for various categories of recycling
	Biosolid disposal to land application	- Biosolids disposal to land application	Calculations are based on figures and methods in the Water NZ guidelines. Biosolids amounts were based on invoice data.	Estimations utilise emission factor values and equations from the Water NZ Guidelines where more specific local or site-specific information was not available.
Overall assessment of uncertainty for Category 4 emissions	Medium. Good information on Transmission and Distribution Losses. There is confidence in the accuracy of the volumes of various types of recycling, but some uncertainty around accuracy of recycling factors. There is a higher degree of uncertainty for biosolids application to land due to the range in the default factors used and the number of assumptions required.			
Category 5: <i>Indirect emissions associated with the use of products from the organisation</i>	Out of scope			
Category 6: <i>Indirect emissions (other sources)</i>	Out of scope			

EMISSIONS INVENTORY RESULTS

Inventory Summary

Table 5. GHG emissions summary for period 01 July 2024 to 30 June 2025, with recalculated baseline year 2022/23

Category	Previously reported base year total emissions (tCO ₂ -e) 2022/23	Recalculated total emissions (tCO ₂ -e) 2022/23 ¹¹	Total emissions (tCO ₂ -e) 2024/25
Category 1: Direct emissions	24,279.25	22,392.69	27,162.23
Category 2: Indirect emissions (<i>imported energy</i>)	5,413.60	6,578.98	8,617.39
Category 3: Indirect GHG emissions (<i>transportation</i>)	331.57	331.56	2,351.70
Category 4: Indirect emissions (<i>products used by organisation</i>)	3,702.62	2,129.40	2,534.23
Category 5: Indirect emissions (<i>use of products from the organisation</i>)	n/a	n/a	n/a
Category 6: Indirect GHG emissions (<i>other sources</i>)	n/a	n/a	n/a
Total direct emissions	24,279.25	22,392.69	27,162.23
Total indirect emissions	9,447.79	9,039.94	13,503.32
Total gross emissions	33,727.04	31,432.62	40,665.54

¹¹ Rounding of individual categories means they do not add precisely to the total of 31,432.62 tCO₂e.

Table 6. GHG emissions summary by source: 01 July 2024 to 30 June 2025

Category (ISO 14064-1:2018)	Scope	Emission Source	Emissions (tCO ₂ -e)
Category 1: Direct emissions	1	Diesel (stationary)	940.02
		LPG (stationary)	56.28
		Lubricants	26.21
		Fleet Fuel - Diesel	1,106.08
		Fleet – AdBlue	0.29
		Fleet Fuel - Petrol	225.55
		Wastewater Treatment (and network overflows)	24,705.03
		Refrigerants	102.77
		Fertiliser	n/a
		Land use change / forestry	n/a
		Total Emissions CATEGORY 1	27,162.23
Category 2: Indirect emissions (<i>imported energy</i>)	2	Electricity	8,454.23
		Energy generated by wood chips	163.16
		Total Emissions CATEGORY 2	8,617.39
Category 3: Indirect GHG emissions (<i>transportation</i>)	3	Air Travel	176.23
		Hotels	8.83
		Rental Cars	7.57
		Private Cars	106.99
		Taxis	0.62
		Freight transport distribution	31.42
		Staff Commute	2002.2
		Staff working from home	17.84
		Total Emissions CATEGORY 3	2,351.70
	3	Electricity -T&D losses	642.96

Category 4: Indirect emissions (<i>products used by organisation</i>)		Waste to landfill	387.24
		Recycled waste	1.69
		Biosolid disposal to land application	1,502.33
		Total Emissions CATEGORY 4	2,534.23
Category 5: Indirect emissions associated with the use of products from the organisation	3	Out of scope	n/a
Category 6: Indirect emissions from other sources	3	Out of scope	n/a
		TOTAL EMISSIONS	40,665.54

Table 7. Direct Category 1 emissions by gas

Category 1 Emission source	Emissions by gas (converted to CO2-e)							
	CO2	CH4	N2O	HFCs	PFCs	SF6	other	Total (CO2-e)
Wastewater (treatment plant process & effluent, and network overflows)	-	10,452.1	14,253.0	-	-	-	-	24,705.0
Refrigerants	-	-	-	102.8	-	-	-	102.8
Fuel ^{12, 13}	2,321.8	8.2	24.2	-	-	-	0.3	2,354.4
Total Category 1	2,321.8	10,460.2	14,277.1	102.8	-	-	0.3	27,162.2

¹² Includes stationary lubricants burnt as fuel.

¹³ Includes fleet lubricants.

Biogenic CO₂ Emissions

Biogenic CO₂ emissions are quantified in table 8 below. These emissions are part of a short-term carbon cycle where carbon is absorbed and then released by plants. As required by ISO 14064-1, they are quantified and reported separately from (or outside of) Categories 1 – 6 (shown in tables 5, 6 and 7). We currently only have data for biogenic CO₂ emissions from the burning of woodchips (which produces process heat used in operations at the Christchurch Wastewater Treatment Plant). For future inventories, the Council will continue to consider if we have data on other potential sources of biogenic CO₂.

Table 8. Biogenic CO₂

Biogenic CO ₂ Emission Source	Description	Total reported emissions outside Categories 1-6 (tCO ₂ e)
Woodchips	Burning woodchips produces process heat used in the Christchurch Wastewater Treatment Plant. The biogenic CO ₂ component produced from burning the woodchips is listed here (note this component is required to be reported separately to the other emissions produced from the burning of woodchips, e.g. methane, which are reported in Category 2).	4,965.62

Performance Monitoring

The Council will monitor its greenhouse gas emissions on an ongoing basis through its BraveGen ESP platform. The Council will report on its results annually, after verification has occurred.

Organisational emissions reduction planning is currently underway, with key reduction opportunities being identified for the organisation. Work has also begun to quantify removals so they can be included in future inventories, with the annual results compared against the Council's emissions targets.

Staff in key units across the Council will be responsible for identifying emissions reduction opportunities within their units, relevant to their activities.

Significance Criteria

The Council’s intention is to include all available sources of emissions under Category 1 and 2.

When considering additional sources for inclusion in Category 3 and 4, key considerations were available data sources (e.g., what we could collect for the eligible period), the estimated magnitude of emissions (size of the source compared to organisational total), and the degree of influence the Council has on the emissions. As a public sector organisation, staff also reviewed guidance in the Carbon Neutral Government Programme (CNGP) on what should be considered a significant source for inclusion (noting this was to inform thinking only, and that Councils are not required to comply with that programme). In general, where information was readily available, we included it within scope if it aligned with our reporting boundary.

For example, staff business travel was included in Category 3 as the decision for that travel was made within the organisation, and we hold receipts for the different emissions sources involved, such as airfares, taxis, and hotels etc., and could reasonably influence those emissions by varying business travel policy. We also hold good information on waste and recycling across Council sites, so included that data under Category 4. Likewise, data on Transmission and Distribution Losses was readily available and included in scope. This year emissions from staff commuting and working from home were included as we have now collected the relevant data.

Insufficient data meant we excluded emissions from livestock on agricultural leases and land and properties leased from Council, fertiliser use, purchased goods and services including capital goods, and limited the reporting on freight.

See Table 9 below for a summary of the significance criteria used.

Table 9. Significance criteria

Emissions source	Likely magnitude of emissions (compared to overall inventory)	Data availability	Public sector guidance	Level of influence	Include in inventory ?	Key determinant for decision
Staff commute	Moderate	yes	If practicable	moderate	yes	Available data, moderate magnitude, moderate influence
Staff working from home	low	yes	If practicable	moderate	yes	Available data, moderate influence

Staff business travel	low	yes	yes	high	yes	Good data, high influence
T&D losses	moderate	yes	yes	low	yes	Good data, moderate magnitude
Freight transport	low	limited	If practicable	moderate	Yes, noting limited data is only available from water tankers	Limited data, but sufficient to include data from water tankers.
Agricultural Leases	moderate	no	If practicable	high	no	Insufficient data.
Leased out Council properties and land	unknown	no	If material and available data	moderate	no	Insufficient operational data from the third parties who lease from Council
Purchased goods and services, including capital goods	unknown	limited	If material and available data	moderate	no	Insufficient data to accurately categorise different types of purchased goods and services to calculate the emissions impact.
Waste and Recycling	moderate	yes	yes	high	yes	Available data, high influence.
Water Supply and Wastewater services (Category 4)	low	yes	yes	moderate	no	Double counting - if included. As Council supplies those services it already counts these in Category 1 & 2 (aside from water

						tanker supply)
Chemical production	unknown	limited / outside boundary	If practicable	low	no	Limited data availability, low influence, largely outside boundary
Fertiliser application	unknown	very limited	yes	high	no	Insufficient data. This is being investigated for inclusion in future inventories.

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.

Measuring emissions guide: 2025. Ministry for the Environment, New Zealand. [Measuring emissions guide 2025 | Ministry for the Environment](#)

Greenhouse gas reporting: conversion factors 2025. Department for Energy Security and Net Zero, United Kingdom. [Greenhouse gas reporting: conversion factors 2025 - GOV.UK](#)

Carbon accounting guidelines for wastewater treatment: CH4 and N2O. Water New Zealand (Water NZ Guidelines), 2021. [Carbon accounting guidelines for wastewater treatment: CH4 and N2O | Water New Zealand](#)

Emissions Factor Information Paper - AdBlue. Toitū Envirocare, 2022.

APPENDIX A: Emission Factors Used for Inventory effective from 01-07-2024 (Update with final factors used this year from BraveGen).

Emission Factor Group (EFG)	Resource Type (EFG)	Category (EFG)	UoM (EI)	Region (EFG)	Emission Factor Description	Factor tCO2e	Factor Source
AdBlue	Mobile Combustion	Fuel	t	New Zealand	AdBlue	0.000259800000	Toitū Emission Factor Information Paper. March 2022.
Air Travel - Domestic Business (km) MFE	Air Travel - Domestic Business (km)	Business Travel	km	New Zealand	Air Travel - Domestic Business (km) with RF - National Av	0.000194283080	MFE Measuring Emissions Guidance Workbook. May 2025. Travel. Domestic air travel passenger. W/ Ra
Air Travel - Domestic Economy (km) MFE	Air Travel - Domestic Economy (km)	Business Travel	km	New Zealand	Air Travel - Domestic Economy (km) with RF - National Av	0.000194283080	MFE Measuring Emissions Guidance Workbook. May 2025. Travel. Domestic air travel passenger. W/ Ra
Air Travel - Domestic Premium Economy (km) MFE	Air Travel - Domestic Premium Economy (km)	Business Travel	km	New Zealand	Air Travel - Domestic Premium Economy (km) with RF - N	0.000194283080	MFE Measuring Emissions Guidance Workbook. May 2025. Travel. Domestic air travel passenger. W/ Ra
Air Travel - International Long Haul Business (km) MFE	Air Travel - International Long Haul Business (km)	Business Travel	km	New Zealand	Air Travel - International Long Haul Business (km) with RF	0.000428587630	MFE Measuring Emissions Guidance Workbook. May 2025. Travel. International Air Travel. W/ Radiative
Air Travel - International Long Haul Economy (km) MFE	Air Travel - International Long Haul Economy (km)	Business Travel	km	New Zealand	Air Travel - International Long Haul Economy (km) with R	0.000147790360	MFE Measuring Emissions Guidance Workbook. May 2025. Travel. International Air Travel. W/ Radiative
Air Travel - International Long Haul Premium Economy (km) MFE	Air Travel - International Long Haul Premium Eco	Business Travel	km	New Zealand	Air Travel - International Long Haul Premium Economy (k	0.000236461640	MFE Measuring Emissions Guidance Workbook. May 2025. Travel. International Air Travel. W/ Radiative
Air Travel - International Short Haul Business (km) MFE	Air Travel - International Short Haul Business (km)	Business Travel	km	New Zealand	Air Travel - International Short Haul Business (km) with R	0.000226397170	MFE Measuring Emissions Guidance Workbook. May 2025. Travel. International Air Travel. W/ Radiative
Air Travel - International Short Haul Economy (km) MFE	Air Travel - International Short Haul Economy (km)	Business Travel	km	New Zealand	Air Travel - International Short Haul Economy (km) with F	0.000150938150	MFE Measuring Emissions Guidance Workbook. May 2025. Travel. International Air Travel. W/ Radiative
Air Travel - International Short Haul Premium Economy (km) MFE	Air Travel - International Short Haul Premium Eco	Business Travel	km	New Zealand	Air Travel - International Short Haul Premium Economy (k	0.000150938150	MFE Measuring Emissions Guidance Workbook. May 2025. Travel. International Air Travel. W/ Radiative
Chlorine production - Chlorine Gas (kg)	Chemical production	Chemical production	kg	New Zealand	Chlorine production - Chlorine Gas (kg) (EuroChlor)	0.000800000000	2022 EuroChlor Data – LCIA Results in 2022 Report (page 4 of PDF).
Chlorine production - Sodium Hypochlorite (kg)	Chemical production	Chemical production	kg	New Zealand	Chlorine production - Sodium Hypochlorite (kg) (EuroChl	0.000740000000	2022 EuroChlor Data – LCIA Results in 2022 Report (page 4 of PDF)
Diesel (L) MFE	Diesel (L)	Fuel	L	New Zealand	Diesel (L)	0.002680680600	MFE Measuring Emissions Guidance Workbook. May 2025. Fuel. Transport fuels (sum of gases used)
Diesel stationary (L) MFE	Diesel stationary (L)	Fuel	L	New Zealand	Diesel stationary (L)	0.002679858460	MFE Measuring Emissions Guidance Workbook. May 2025. Stationary Combustion Fuel. Commercial Use
Electricity (kWh) MFE	Electricity (kWh)	Electricity	kWh	New Zealand	Electricity (kWh)	0.000101118950	MFE Measuring Emissions Guidance Workbook. May 2025. Purchased energy. Purchased energy - Annu
Electricity T&D Losses (kWh) MFE	Electricity T&D Losses (kWh)	Electricity	kWh	New Zealand	Electricity T&D Losses (kWh)	0.000007690300	MFE Measuring Emissions Guidance Workbook. May 2025. T&D losses. Electricity Transmission and dist
Hotel Stay - AU (room night) MFE	Hotel Stay - AU (room night)	Business Travel	room night	New Zealand	Hotel Stay - AU (room night)	0.034119415830	MFE Measuring Emissions Guidance Workbook. May 2025. Travel. Hotel Stays
Hotel Stay - CN (room night) MFE	Hotel Stay - CN (room night)	Business Travel	room night	New Zealand	Hotel Stay - CN (room night)	0.058306251000	MFE Measuring Emissions Guidance Workbook. May 2025. Travel. Hotel Stays
Hotel Stay - GB (room night) MFE	Hotel Stay - GB (room night)	Business Travel	room night	New Zealand	Hotel Stay - GB (room night)	0.010378755410	MFE Measuring Emissions Guidance Workbook. May 2025. Travel. Hotel Stays
Hotel Stay - IT (room night) MFE	Hotel Stay - IT (room night)	Business Travel	room night	New Zealand	Hotel Stay - IT (room night)	0.015333210000	MFE Measuring Emissions Guidance Workbook. May 2025. Travel. Hotel Stays
Hotel Stay - JP (room night) MFE	Hotel Stay - JP (room night)	Business Travel	room night	New Zealand	Hotel Stay - JP (room night)	0.037397162780	MFE Measuring Emissions Guidance Workbook. May 2025. Travel. Hotel Stays
Hotel Stay - NZ (room night) MFE	Hotel Stay - NZ (room night)	Business Travel	room night	New Zealand	Hotel Stay - NZ (room night)	0.010307849120	MFE Measuring Emissions Guidance Workbook. May 2025. Travel. Hotel Stays
Hotel Stay - SG (room night) MFE	Hotel Stay - SG (room night)	Business Travel	room night	New Zealand	Hotel Stay - SG (room night)	0.023305414110	MFE Measuring Emissions Guidance Workbook. May 2025. Travel. Hotel Stays
Hotel Stay - SK (room night) MFE	Hotel Stay - SK (room night)	Business Travel	room night	New Zealand	Hotel Stay - SK (room night)	0.045619966560	MFE Measuring Emissions Guidance Workbook. May 2025. Travel. Hotel Stays
Hotel Stay - UAE (room night) MFE	Hotel Stay - UAE (room night)	Business Travel	room night	New Zealand	Hotel Stay - UAE (room night)	0.054724472830	MFE Measuring Emissions Guidance Workbook. May 2025. Travel. Hotel Stays
Hotel Stay - US (room night) MFE	Hotel Stay - US (room night)	Business Travel	room night	New Zealand	Hotel Stay - US (room night)	0.014239889370	MFE Measuring Emissions Guidance Workbook. May 2025. Travel. Hotel Stays
Landfill gas (m3)	Landfill Gas	Landfill Gas	m3	UK	Landfill Gas (m3) (UKBEIS)	0.000324086400	UK Government GHG Conversion Factors for Company Reporting. 2025 Flat file V1.0 Bioenergy. Biogas. I
Landfill Waste - Bio Sludge (t) MFE	Landfill Waste - Bio Sludge (t)	Waste	t	New Zealand	Landfill Waste - Bio Sludge (t) - Waste (known compositi	0.134400000000	MFE Measuring Emissions Guidance Workbook. May 2025. Waste. Waste to landfill with gas recovery
Landfill Waste - Contaminated Recycling (t) DEFRA	Landfill Waste - Contaminated Recycling (t)	Waste	t	UK	Landfill Waste - Contaminated Recycling (t) - Waste Dispo	0.520532700000	UK Govt. June 2025. V1. GHG Conversion Factors for Company Reporting. Waste Disposal. Refuse. Comr
Landfill Waste - General Mixed Commercial (t) MFE	Landfill Waste - General Mixed Commercial (t)	Waste	t	New Zealand	Landfill Waste - General Mixed Commercial (t) with LFGR	0.203308400000	MFE Measuring Emissions Guidance Workbook. May 2025. Waste. Waste to landfill with gas recovery
LFG as Energy	Fuel	Fuel		NZ		0.000000000000	
LPG (kg) MFE	LPG (kg)	Fuel	kg	New Zealand	Stationary Fuel Industrial Use - LPG - kg (MFE)	0.002966315097	MFE Measuring Emissions Guidance Workbook. May 2025. Fuel. Stationary Combustion Fuel. Industrial
LPG (t) MFE	LPG (t)	Fuel	t	New Zealand	Stationary Fuel Industrial Use - LPG - t (MFE)	2.966315097000	MFE Measuring Emissions Guidance Workbook. May 2025. Fuel. Stationary Combustion Fuel. Industrial
Non-emission (None)	Non-emission (None)	Non-emission	None	None	Non-emission (None)	0.000000000000	No Source, Place holder for zero usage inventory or out of scope inventory
Petrol Premium (L) MFE	Petrol Premium (L)	Fuel	L	New Zealand	Petrol Premium (L)	0.002422697311	MFE Measuring Emissions Guidance Workbook. May 2025. Fuel. Transport fuels (sum of gases used)
Petrol Unleaded (L) MFE	Petrol Unleaded (L)	Fuel	L	New Zealand	Petrol Unleaded (L)	0.002383126923	MFE Measuring Emissions Guidance Workbook. May 2025. Fuel. Transport fuels (regular) (sum of gases
Private car mileage (km) MFE (Average private car - petrol)	Private car mileage (km)	Business Travel	km	New Zealand	Private car mileage (km) MFE (Private Car - Average - Pet	0.000244368460	MFE Measuring Emissions Guidance Workbook. May 2025. Travel. Car Default Emission Factors (sum of
Recycled Waste - Cardboard (t) DEFRA	Recycled Waste - Cardboard (t)	Waste	t	UK	Recycled Waste - Cardboard (t) Paper and board: board	0.004685680000	UK Govt. June 2025. V1. GHG Conversion Factors for Company Reporting. Waste Disposal. Paper. Paper
Recycled Waste - Comingle Materials (t) DEFRA	Recycled Waste - Comingle Materials (t)	Waste	t	UK	Recycled Waste - Comingle Materials (t) Most common re	0.004685680000	UK Govt. June 2025. V1. GHG Conversion Factors for Company Reporting. Waste Disposal. Paper. Paper
Recycled Waste - Food Waste (t) DEFRA	Recycled Waste - Food Waste (t)	Waste	t	UK	Recycled Waste - Food Waste (t) Organic: food an drink v	0.008983110000	UK Govt. June 2025. V1. GHG Conversion Factors for Company Reporting. Waste Disposal. Refuse. Orga
Recycled Waste - Glass Mixed (t) DEFRA	Recycled Waste - Glass Mixed (t)	Waste	t	UK	Recycled Waste - Glass Mixed (t) Glass - Open-loop	0.004685680000	UK Govt. June 2025. V1. GHG Conversion Factors for Company Reporting. Waste Disposal. Other. Glass
Recycled Waste - Green Waste (t) DEFRA	Recycled Waste - Green Waste (t)	Waste	t	UK	Recycled Waste - Green Waste (t) - Organic: mixed food a	0.008983110000	UK Govt. June 2025. V1. GHG Conversion Factors for Company Reporting. Waste Disposal. Refuse. Orga
Recycled Waste - Paper & Cardboard (t) DEFRA	Recycled Waste - Paper & Cardboard (t)	Waste	t	UK	Recycled Waste - Paper & Cardboard (t) Paper and board	0.004685680000	UK Govt. June 2025. V1. GHG Conversion Factors for Company Reporting. Waste Disposal. Paper. Paper
Recycled Waste - Paper (t) DEFRA	Recycled Waste - Paper (t)	Waste	t	UK	Recycled Waste - Paper (t) Paper and board: paper - Clos	0.004685680000	UK Govt. June 2025. V1. GHG Conversion Factors for Company Reporting. Waste Disposal. Paper. Paper
Recycled Waste - Plastic (t) DEFRA	Recycled Waste - Plastic (t)	Waste	t	UK	Recycled Waste - Plastic (t) Plastics: average plastics - Clo	0.004685680000	UK Govt. June 2025. V1. GHG Conversion Factors for Company Reporting. Waste Disposal. Plastic. Plastic
Recycled Waste - Polystyrene (t) DEFRA	Recycled Waste - Polystyrene (t)	Waste	t	UK	Recycled Waste - Polystyrene (t) Plastics: PS (incl. forming	0.004685680000	UK Govt. June 2025. V1. GHG Conversion Factors for Company Reporting. Waste Disposal. Plastic. Plastic
Recycled Waste - Recycle Mixed Commercial (t) DEFRA	Recycled Waste - Recycle Mixed Commercial (t)	Waste	t	UK	Recycled Waste - Recycle Mixed Commercial (t) Most com	0.004685680000	UK Govt. June 2025. V1. GHG Conversion Factors for Company Reporting. Waste Disposal. Plastic. Plastic
Recycled Waste - Tyres & Rubber Products (t) DEFRA	Recycled Waste - Tyres & Rubber Products (t)	Waste	t	UK	Recycled Waste - Tyres (UK BEIS)	0.004685680000	UK Govt. June 2025. V1. GHG Conversion Factors for Company Reporting. Waste Disposal. Construction.
Refrigerant 134a (kg)	Refrigerant HFC 134a	Fugitive Emissions	kg	New Zealand	Refrigerant 134a (kg) - MFE	1.300000000000	MFE Measuring Emissions Guidance Workbook. May 2025. Refrigerants and other gases. Refrigerants ar
Refrigerant R22 (kg)	Refrigerant	Fugitive Emissions	kg	New Zealand	Refrigerant R22 (kg) - MFE	1.760000000000	MFE Measuring Emissions Guidance Workbook. May 2025. Refrigerants and other gases. Refrigerants ar
Refrigerant R32 (kg)	Refrigerant (kg)	Fugitive Emissions	kg	New Zealand	Refrigerant R32 (kg)	0.677000000000	MFE Measuring Emissions Guidance Workbook. May 2025. Refrigerants and other gases. Refrigerants ar
Refrigerant R407c (kg)	Refrigerant R407c	Fugitive Emissions	kg	New Zealand	Refrigerant R407c (kg) (MFE)	1.624210000000	MFE Measuring Emissions Guidance Workbook. May 2025. Refrigerants and other gases. Refrigerants ar
Refrigerant R410a (kg)	Refrigerant R410a	Fugitive Emissions	kg	New Zealand	Refrigerant R410a (kg) - MFE	1.923500000000	MFE Measuring Emissions Guidance Workbook. May 2025. Refrigerants and other gases. Refrigerants ar
Refrigerant R417a (kg)	Refrigerant R417a	Fugitive Emissions	kg	New Zealand	Refrigerant R417a (kg) (MFE)	2.127322000000	MFE Measuring Emissions Guidance Workbook. May 2025. Refrigerants and other gases. Refrigerants ar
Refrigerant R744(kg)			kg			0.001000000000	MFE Measuring Emissions Guidance Workbook. May 2025. Refrigerants and other gases. Refrigerants ar
Rental Car - Compact (CO2 kg) MFE	Rental Car - Compact (CO2 kg)	Business Travel	CO2 kg	New Zealand	We now have report with CO2 value provided so we use	0.001000000000	Orbit remit
Rental Car - Economy (CO2 kg) MFE	Rental Car - Economy (CO2 kg)	Business Travel	CO2 kg	New Zealand	We now have report with CO2 value provided so we use	0.001000000000	Orbit remit
Rental Car - Electric (km) MFE	Rental Car - Electric (km)	Business Travel	km	New Zealand	Rental Car - Electric (km) MFE	0.000022637540	MFE Measuring Emissions Guidance Workbook. May 2025. Travel. Car Default Emission Factors (sum of
Rental Car - Full Size (CO2 kg) MFE	Rental Car - Full Size (CO2 kg)	Business Travel	CO2 kg	New Zealand	We now have report with CO2 value provided so we use	0.001000000000	Orbit remit
Rental Car - Intermediate (CO2 kg) MFE	Rental Car - Intermediate (CO2 kg)	Business Travel	CO2 kg	New Zealand	We now have report with CO2 value provided so we use	0.001000000000	Orbit remit
Rental Car - Standard (CO2 kg) MFE	Rental Car - Standard (CO2 kg)	Business Travel	CO2 kg	New Zealand	We now have report with CO2 value provided so we use	0.001000000000	Orbit remit
Road Freight - HGV Diesel >=30000kg	Road Freight	Road Freight	km	New Zealand	Road Freight - HGV Diesel >=30000kg (MFE) 2015-2020	0.001493943301	MFE Measuring Emissions Guidance Workbook. May 2025. Freight Transport. Road freight for heavy goc
Sea freight - container ship (tKt)	Freight	Freight	tKt	New Zealand	Container Ship Average	0.000016120000	MFE Measuring Emissions Guidance Workbook. May 2025. Freight Transport. Sea freight emission facto
Stationary Lubricants (L) MFE	Stationary Lubricants (L)	Fuel	L	New Zealand	Stationary Lubricants (L) MFE (Light Fuel Oil - industrial us	0.002963348406	MFE Measuring Emissions Guidance Workbook. May 2025. Fuel. Stationary Combustion Fuel. Industrial
Taxis (km) MFE	Taxis (km)	Business Travel	km	New Zealand	Taxi usage (km) Taxi Travel Regular	0.000162262760	MFE Measuring Emissions Guidance Workbook. May 2025. Travel. Car Default Emission Factors
Tonnes CO2e	Tonnes CO2e	Tonnes CO2e	tCO2e	New Zealand	Tonnes CO2e	1.000000000000	tCO2e input, no source
Vehicle Lubricants (L) MFE	Vehicle Lubricants (L)	Fuel	L	New Zealand	Vehicle Lubricants (L) MFE (Light Fuel Oil - Transport Fuel	0.002981910743	MFE Measuring Emissions Guidance Workbook. May 2025. Fuel. Transport fuels (sum of gases used)
Wood Chip - Biogenic CO2 (GJ)	Wood chip	Wood chip	GJ	UK	Wood Chip - Biogenic CO2 (GJ) (UKBEIS)	0.097222300000	UK Government GHG Conversion Factors for Company Reporting. 2025 Flat file V1.0- outside Scopes: Co
Wood Chip (GJ)	Wood chip	Wood chip	GJ	UK	Wood Chip (GJ) (UKBEIS)	0.003194447000	UK Government GHG Conversion Factors for Company Reporting. 2025 Flat file V1.0 Bioenergy. Biomass
Wood Pellets - Biogenic CO2 (t) MFE	Wood Pellets - Biogenic CO2 (t)	Fuel	t	New Zealand	Wood Pellets (t) Wood - Industrial - Biogenic	1.698793066700	MFE Measuring Emissions Guidance. May 2025. Fuel. Biofuel & Biomass. Biomass - Manufacturing Use
Wood Pellets (t) MFE	Wood Pellets (t)	Fuel	t	New Zealand	Wood Pellets (t) Wood - Industrial	0.028861760000	MFE Measuring Emissions Guidance. May 2025. Fuel. Biofuel & Biomass. Biomass - Manufacturing Use

5. Items Closed to the Public

The information session/workshop items noted from the next page will not be open to the public under the sections of the Local Government Official Information and Meetings Act 1987 (LGOIMA) outlined in the table on the following page. The full wording of the noted LGOIMA sections is found in [section 6](#) or [section 7](#) of the Act.

In the Council's view, these reasons for exclusion are not outweighed by public interest considerations in section 7(1) favouring their release.

The public can ask the Ombudsman to review this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

ITEM NO.	GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	SECTION	SUBCLAUSE AND REASON UNDER THE ACT	PUBLIC INTEREST CONSIDERATION	POTENTIAL RELEASE REVIEW DATE AND CONDITIONS
6.	LYTTELTON PORT COMPANY LTD - DRAFT STATEMENT OF INTENT 2026/27	S7(2)(B)(II), S7(2)(H)	PREJUDICE COMMERCIAL POSITION, COMMERCIAL ACTIVITIES	TO PROTECT SENSITIVE INFORMATION THAT COULD, IF IT BECAME PUBLIC PREJUDICE LPC'S COMMERCIAL OUTCOMES, THE PROTECTION OF WHICH OUTWEIGHS THE PUBLIC INTEREST.	31 JULY 2026 AFTER THE FINAL SOI FOR 2026/27 IS PUBLISHED.
7.	ORION NEW ZEALAND - DRAFT STATEMENT OF INTENT 2026/27	S7(2)(B)(II), S7(2)(H)	PREJUDICE COMMERCIAL POSITION, COMMERCIAL ACTIVITIES	TO PROTECT SENSITIVE INFORMATION THAT COULD, IF IT BECAME PUBLIC PREJUDICE ORION'S COMMERCIAL OUTCOMES, THE PROTECTION OF WHICH OUTWEIGHS THE PUBLIC INTEREST.	31 JULY 2026 AS SOON AS THE FINAL SOIS FOR 2026/27 ARE PUBLISHED.
8.	2026 DRAFT WASTE MANAGEMENT AND MINIMISATION PLAN	S7(2)(B)(II), S7(2)(H)	PREJUDICE COMMERCIAL POSITION, COMMERCIAL ACTIVITIES	THERE IS CONSIDERABLE PUBLIC INTEREST IN THE WASTE MANAGEMENT AND MINIMISATION PLAN. HOWEVER, THIS WILL BE LARGELY SATISFIED DURING THE PUBLIC CONSULTATION PROCESS. BY DISCUSSING THIS MATTER PUBLICLY AT THIS STAGE, IT COULD PREJUDICE THE COMMERCIAL POSITION OF COUNCIL WHICH OUTWEIGHS THE PUBLIC INTEREST.	1 JULY 2027 UPON CONFIRMATION THAT THE WASTE MANAGEMENT AND MINIMISATION PLAN HAS BEEN ADOPTED.
9.	COASTAL HAZARD ADAPTATION PLANNING: WHERE TO NEXT?	S 7(2)(F)(I)	FREE AND FRANK DISCUSSION	WE WOULD LIKE TO FACILITATE FREE AND FRANK DISCUSSIONS.	8 APRIL 2026

				SOME OF THE POTENTIAL CHALLENGES IN AREAS OF OUR DISTRICT WHICH NEED TO BE DISCUSSED ARE SENSITIVE. THEY REFER TO PARTNER AGENCIES, COMMUNITY SENTIMENT AND CENTRAL GOVERNMENT DIRECTION. THE DECISION MEETING ON 8 APRIL WILL BE PUBLIC.	PERMANENTLY CONFIDENTIAL. DECISION MEETING ON 8 APRIL WILL BE PUBLIC.
10.	CWTP WORKS BRIEFING	S7(2)(1)	CONDUCT NEGOTIATIONS	THE COUNCIL IS REQUIRED TO CARRY OUT NEGOTIATIONS WITHOUT IMPACTING ITS ABILITY TO NEGOTIATE. THIS OUTWEIGHS THE PUBLIC INTEREST.	28 MARCH 2027 ONCE THE CONTRACT HAS BEEN AWARDED.