



NEW ZEALAND QUALIFICATIONS AUTHORITY  
MANA TOHU MĀTAURANGA O AOTEAROA

QUALIFY FOR THE FUTURE WORLD  
KIA NOHO TAKATŪ KI TŌ ĀMUA AO!

20 October 2021

Tēnā koe

## Official Information Act Request

Thank you for your transferred request of 22 September under the Official Information Act 1982 for the following information:

- Have you got a policy inside your department for zero-carbon use by 2025 and what is the official wording of it?
- What mechanisms are you using to measure and verify your department's emissions?
- When can we expect your first report on these emissions?
- What structure have you set up with how many staff, such as a zero carbon committee?
- What are the main areas you have identified to meet mitigation and reduction goals?
  - For each of these, what is your work plan?
- When do you plan to phase out coal?
- Have you begun your transition to phase in Electric Vehicles (EVs) and reduce your fleet size?

Please find below responses to your questions.

1. Have you got a policy inside your department for zero-carbon use by 2025 and what is the official wording of it?

NZQA has an Environmental Sustainability policy that includes the following:

- NZQA is committed to, and shall proactively consider, environmental sustainability in its operating practices.
- NZQA shall be proactive in introducing initiatives to reduce, or eliminate where possible, practices that could harm the wider community or the environment.
- NZQA shall be proactive in encouraging practices in the wider supplier community to sustain or improve the environment.

NZQA is in the process of collating its carbon consumption data within its business operations, with a view to developing targets and monitoring measures to progressively reduce its carbon use overtime, with targeted zero carbon emissions by 2025.

2. What mechanisms are you using to measure and verify your department's emissions?

NZQA will be participating in the Toitu's environmental care programme, including an annual audit to verify the level of emissions. This programme will include the development of measures, management and mitigation of emissions.

3. When can we expect your first report on these emissions?

NZQA has started collecting carbon emission data for internal consumption. External reporting will be available from 2022/23 onwards.

4. What structure have you set up with how many staff, such as a zero-carbon committee?

NZQA is not currently seeing the need to employ additional staff to manage the recording, management and reporting of carbon emissions, although some initial set-up capability may be required. NZQA does not currently have a zero-carbon committee, with the organisation's progress on managing carbon emissions and any reduction initiatives reported to the Strategic Leadership Team.

5. What are the main areas you have identified to meet mitigation and reduction goals?  
a. For each of these, what is your work plan?

The main areas where NZQA has identified the ability to meet mitigations and reduction goals, together with the associated work plan, is as follows:

Printing and distribution of secondary examination papers – NZQA has implemented digital exams and scanning technology that will be used to scan paper-based exams for digital marking. This will significantly reduce the amount of paper to be printed and distributed (i.e. couriered) across New Zealand for the annual NCEA examination cycle.

Travelling – This represents a significant part of NZQA's business engagements with stakeholders. In recent years, a significant amount of these travelling requirements has been replaced with video conferencing meetings. In addition, staff are encouraged where possible, to consolidate travel plans across stakeholders' meetings to reduce the number of repeat trips to the same region.

Building services – The consumption of electricity is an area where NZQA has progressively been replacing its high energy consumption appliances and lighting systems with low energy rating alternatives.

6. When do you plan to phase out coal?

NZQA does not use coal.

7. Have you begun your transition to phase in Electric Vehicles (EVs) and reduce your fleet size?

NZQA has a very small fleet of vehicles and has not begun to transition to EVs. However, when replacement for these vehicles is due, a low emission vehicle such as EV, Plug in Hybrid or Hybrid will be procured.

As part of the commitment to open and transparent government, NZQA is proactively releasing responses to Official Information Act requests which are of public interest. NZQA intends to publish its response to this request on its website in the next quarterly release of documents. Your name and contact details will be removed before publication.

If you require further assistance or believe we have misinterpreted your request, please contact [redacted] in the Office of the Chief Executive, email [redacted]@nzqa.govt.nz or telephone (04) 463 [redacted].

If you are dissatisfied with our response, you have the right, under section 28(3) of the Official Information Act 1982, to lodge a complaint with the Office of the Ombudsman at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz). You can also telephone 0800 802 502 or write to the Ombudsman at PO Box 10152, Wellington, 6143.

Nāku nā



Dr Grant Klinkum  
Pouwhakahaere/Chief Executive