



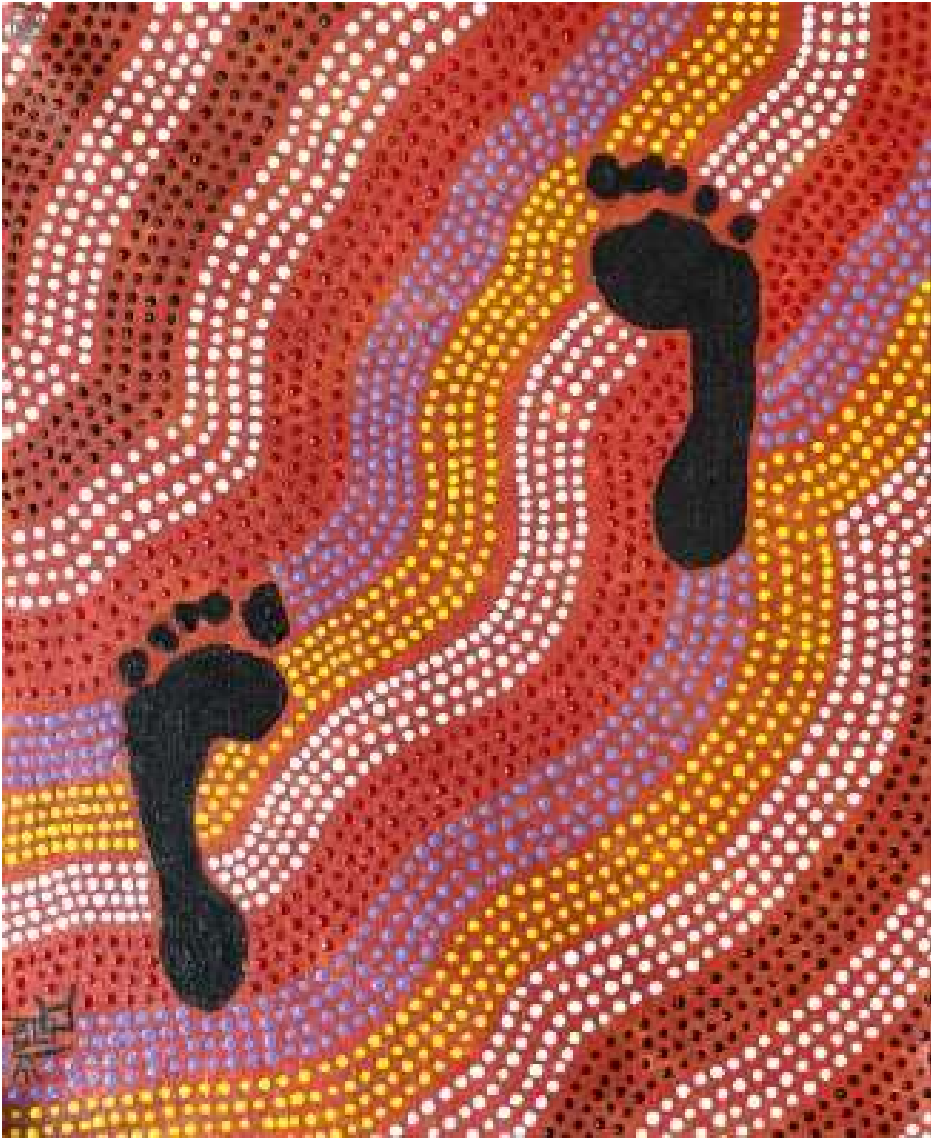
Australian Government
Independent Parliamentary
Expenses Authority

Independent Parliamentary Expenses Authority Emissions Reduction Plan 2024

August 2024



Acknowledgement of Country



The Independent Parliamentary Expenses Authority (IPEA) acknowledges the Traditional Owners and custodians of the of the lands on which we work, and we pay our respects to their Elders past, present and emerging.



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Accountable Authority endorsement

The Australian Government released the NetZero in Government Operations Strategy in November 2023, setting out the overall approach and action required by Commonwealth entities to achieve the APS Net Zero 2030 target.

The NetZero in Government Operations Strategy represents a strong commitment by the Australian Government to lead by example on emissions reduction and contribute to the decarbonisation of Australia's economy.

IPEA is committed to the achievement of the Government's APS NetZero 2030 target. IPEA is following the APS NetZero 2030 target in full, as per the NetZero in Government Operations Strategy.

This Emissions Reduction Plan describes the priorities and actions IPEA is taking to reduce its operational emissions and contribute to the APS NetZero 2030 target.

Annwyn Godwin

IPEA CEO

August 2024



Emissions Reduction Plan

Purpose

IPEA is responsible for managing and implementing emissions reduction initiatives set by the Australian Government's [Net Zero in Government Operations Strategy](#) (the Strategy) developed by Department of Finance. The Strategy sets out the Australian Government's approach to achieving net zero greenhouse gas emissions from its operations by 2030 and the reinstatement of public emissions reporting.

The goal of this Emissions Reduction Plan is to provide a pathway for IPEA to contribute to the achievement of the APS Net Zero 2030 target through emissions reduction activities. This plan encompasses existing and new priorities and actions within IPEA to reduce emissions.

This Emissions Reduction Plan has been completed in accordance with the Strategy, associated guidance and reporting standards for annual emissions reporting.

Net zero greenhouse gas emissions

APS Net Zero 2030 is the target set by the Australian Government to achieve net zero greenhouse gas emissions from government operations by the year 2030. It includes scope 1 and scope 2 emissions from activities in Australia and its territories, as described in the Strategy.

The APS Net Zero 2030 target applies at the aggregate level to non-corporate Commonwealth entities and generally covers the entirety of the entity's organisation. From an organisational perspective, this means minimising the greenhouse gas emissions that are within our control.

Governance and reporting

Progress against actions identified within this Emissions Reduction Plan, and any additional measures adopted, will be included in our annual reports. This, combined with annual emissions reporting, will be used as a measure of IPEA's progress towards reducing its emissions.

As part of the Net Zero in Government Operations Annual Progress Report, the Department of Finance will aggregate these measures to provide whole-of-Australian Government emissions reporting.

IPEA Operational context

IPEA is an independent statutory authority in the Finance portfolio, with advisory, reporting and auditing responsibilities for the work resources of parliamentarians, and the travel resources of their staff employed under the *Members of Parliament (Staff) Act 1984*.

Specifically, IPEA provides advice and claims processing in respect of travel expenses and allowances, and provides independent reporting and assurance in respect of parliamentarians' work resources and the travel resources of their staff.

IPEA operates from the Department of Finance building at One Canberra Avenue, Forrest, ACT under a memorandum of understanding with the Department of Finance, which provides IPEA's

accommodation, IT and other resident services. IPEA does not have other offices. IPEA is a ‘micro agency’ with an ASL, in 2024–25, of 60 employees—half of which work from home at least two days per week. As such, IPEA’s environmental footprint is small and its MOU with the Department of Finance means it has only a few levers to pull to influence net zero emissions in government.

At present, IPEA avails itself of many of the Australian Government’s implementation support tools including the Whole of Australian Government travel arrangements, property service provider arrangements, energy performance contracts, Commonwealth Property Management Framework, and adopts emission reduction practices for example conducting electronic meetings, where possible, employing recycling practices.

IPEA does not maintain fleet vehicles and, when meeting with parliamentarians and their staff at Parliament House, IPEA’s staff predominantly walk to meetings or share a vehicle if needed.

Baseline emissions

Baseline emissions are a record of greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. The baseline emissions from financial year 2022-23 are the reference point against which emissions reduction actions can be measured.

The baseline emissions for this plan focus on scope 1 and scope 2 emissions, consistent with the APS Net Zero 2030 target. Electricity-related emissions were calculated using the location-based method. The complete 2022-23 greenhouse gas emissions inventory tables for IPEA are presented in our 2022-23 annual report. IPEA has included Scope 3 emissions, which were reported in its 2022-23 annual report.

Baseline year	Financial year 2022-23
Scope 1 emissions	0 tCO ₂ e
Scope 2 emissions	0 tCO ₂ e
Scope 3 emissions	11.447 tCO ₂ e
Total emissions	11.447 tCO ₂ e

Through a Memorandum of Understanding with Finance, IPEA operates from Finance’s building located at 1 Canberra Avenue, Forrest, Canberra ACT 2603. Finance reports in its annual report IPEA’s energy usage and related greenhouse gas emissions.

IPEA does not maintain fleet vehicles. In 2022-23, IPEA reported on only the greenhouse gas emissions of flights from its staffs’ work-related travel.

Engagement

In the development of this plan IPEA has been working with:

- Department of Finance
 - Climate Action in Government Operations – to ensure that this plan aligns with the Net Zero in Government Operations Strategy and the Commonwealth Climate Disclosure requirements
 - Travel Team – to discuss options and considerations for lowering travel emissions.

- Portfolio – where possible shared considerations, such as sustainable procurement, could be addressed to lower emissions across the portfolio.

Emissions reduction targets

IPEA is following the APS Net Zero 2030 target in full, as per the Net Zero in Government Operations Strategy. The target covers the entirety of our entity's operations within Australia and its territories for scope 1 and scope 2 emissions, as described in the Strategy.

Priorities and actions

IPEA's contribution to achieve APS Net Zero 2030 targets will be largely restricted to existing emissions reduction measures employed by the Australian Government due to its operating context. IPEA will endeavour to identify operational efficiencies to further contribute to APS Net Zero and introduce new measures where possible.

IPEA's tenancy and services arrangement with the Department of Finance will greatly impact its ability to influence directly the achievement of many of the APS Net Zero targets. However, as a tenant and receiver of services from the Department of Finance at One Canberra Avenue, Forrest ACT, IPEA supports and will be directly impacted by the Department of Finance's measures to achieve Australian Government's APS Net Zero 2030 target. These potential actions by the Department of Finance and IPEA are summarised in the following points, with further detail provided below:

- procuring renewable electricity (Department of Finance)
- improving building standards (Department of Finance)
- sustainable procurement (Department of Finance and IPEA).

Additional actions:

- reduce waste generation (IPEA)
- promote digital first (IPEA)
- reduce transport emissions footprint (IPEA).

Buildings

IPEA is a tenant of the Department of Finance (Finance). Finance is responsible for all actions relating to the building's emissions reduction.

ACTION: Follow Finance's building guidelines.

Electricity

Renewable electricity

IPEA is a tenant of the Department of Finance (Finance). Finance is responsible for all actions relating to the building's emissions reduction, including electricity.

ACTION: Consult with the Department of Finance to ensure participation in WoAG electricity procurement as per the Strategy, replacing all electricity contracts with renewable electricity

Solar PV installation / upgrade

IPEA is a tenant of the Department of Finance (Finance). Finance is responsible for all actions relating to the building's emissions reduction, including installation of solar PV.

ACTION: Follow Finance's building guidelines.

Fleet

IPEA does not have fleet vehicles.

ACTION: Not applicable.

Net zero procurement

As a small agency, IPEA undertakes a small number of low-value procurements each year. Within this context and consistent with the procurement guidelines, IPEA will:

ACTION: Commit to supporting training and guidance, including the Government's Sustainable Procurement Guide to be embedded into IPEA's procurement process, training, and templates.

ACTION: Work with Finance to ensure that 100% recycled content paper is used for internal printers, photocopiers, and multifunction devices.

Net zero travel

IPEA staff undertake a small amount of domestic travel for meetings, including providing education sessions to new parliamentarians and their staff on their use of parliamentary business resources.

ACTION: Ensure the travel policy is updated to enable low-emission sources of transport, such as trains or other land-based transport.

ACTION: Work with staff responsible for booking travel to ensure they consider energy ratings in the Online Booking Tool once available under the Whole-of-Government arrangements.

ACTION: Only where all options associated with emissions avoidance and reduction have been exhausted should residual emissions be addressed through the purchase of offsets where available.

People, culture, and capability

IPEA will undertake communication activities to support all staff to contribute to improving the department's environmental performance by:

ACTION: Update intranet pages to create awareness of the APS Net Zero targets and promote:

- fostering a culture of environmental responsibility
- APS Academy advice on APS Net Zero, guidance, tools, case studies and training programs, when available
- thinking before printing
- importance of shutting down equipment
- effective use of blinds to optimise air conditioner and heating system efficiency.

Title	IPEA Emission Reductions Plan			
Created By	Climate Action in Government Operations (CAiGO)			
Date Created	6/12/23			
Maintained By	IPEA Corporate Governance and Strategy Branch			
Version Number	Modified By	Modifications Made	Date Modified	Status
1.0	CAiGO	Initial release		Final
1.1	CAiGO	Alteration of words 'carbon emissions' to 'greenhouse emissions' at p.4.	May 2024	Final
2.0	CAiGO	Revisions to streamline the template and align language and approach with other climate action in government operations initiatives.	June 2024	Final
3.0	IPEA	Initial release of IPEA Emission Reduction Plan	August 2024	Final