

Administrative
Review Tribunal



Emissions Reduction Plan 2024

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Acknowledgement of country

The Tribunal acknowledges the Traditional Owners and custodians of the lands on which we work, and we pay our respects to their Elders past, and present.

Accountable Authority sign off

The Australian Government released the Net Zero 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 Net Zero 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.

The Tribunal is committed to the achievement of the Government's APS Net Zero 2030 target. The Tribunal is following the APS Net Zero 2030 target in full, as per the Net Zero in Government Operations Strategy.

This Emissions Reduction Plan describes the priorities and actions The Tribunal is taking to reduce our operational emissions and contribute to the APS Net Zero 2030 target.



Michael Hawkins AM

19 December 2024

Chief Executive Officer and Principal Registrar

Emissions Reduction Plan

Purpose

The Tribunal 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 the Tribunal 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 the Tribunal 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 the Tribunal 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.

Administrative Review Tribunal operational context

On Monday 14 October 2024, the Administrative Appeals Tribunal (AAT) was abolished and replaced by Administrative Review Tribunal (the Tribunal) under a Machinery of Government change.

The Tribunal serves as an independent body tasked with reviewing administrative decisions made by Australian Government agencies, departments, and ministers. Operating within a legal framework, The Tribunal conducts hearings and examines evidence to determine if a decision was made in accordance with the law, relevant policies, and principles of natural justice. It operates with approximately 1,015 personnel within office space in all Australian state capitals.

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 the Tribunal are presented in our 2022–23 annual report.

Baseline year	Financial year 2022-23
Scope 1 emissions	2,536 tCO ₂ e
Scope 2 emissions	1,067.919 tCO ₂ e
Total emissions	3,603.919 tCO ₂ e

Engagement

In the development of this plan the Tribunal 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.
- Property Service Provider - to obtain information related to property performance and property-based emissions reduction opportunities.
- Iron Mountain to assist in calculating our protective and confidential waste management, specifically by tracking the waste bins at each site location and documenting this information in our monthly invoices. In turn, the Tribunal will liaise with the Department of Finance (Climate Action) to request a simple formula to help calculate our emissions accurately for solid waste.
- Department of Finance Travel Team – to discuss options and considerations for lowering travel emissions.
- Portfolio entities – where possible shared considerations could be addressed to lower emissions across the portfolio.
- Various teams within The Tribunal – to understand future activities and space requirements for operations.

Emissions reduction targets

The Tribunal 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.

At present, the Tribunal undertakes the following energy saving techniques:

- Tenancies are fitted with sensor lighting systems which turn off automatically if no movement is captured.
- Tenancies are fitted with block out blinds. Blinds are drawn on external windows during warmer months to keep offices and the general open plan areas cool.
- AC temperatures are set at 24 degrees and shut down at 6.00 pm.
- Most of our computers and monitors are powered via soft wiring connectors and cannot be switched off at the source. All our equipment has power saver mode when not in use.
- New fit-outs are fitted with energy saving light fittings.

Priorities and actions

The Tribunal has implemented simple measures to minimise the impact of our operations on the environment. This included ensuring lights and electrical devices were switched off when not required, encouraging double-sided printing, providing facilities to support members and staff who walk or cycle to work, and recycling office waste. When undertaking new fit-out works, we installed light-emitting diode (LED) lights and fitted lights with sensors and timers.

When arranging new leases and fit-outs, the Tribunal considered the principles of ecologically sustainable development to align with principles and requirements of Net Zero in Government Operations Strategy.

These actions are summarised in the following points, with further detail provided below:

- Improving building standards.
- Sustainable procurement.
- LED lighting planning in floorplan designs.
- LED lighting upgrades.
- Trying to have all site electrification and no natural gas power.
- Undertaking procurement sustainability planning in fit outs or in refurbishment works.
- Annual Report includes Net Zero reporting.

For The Tribunal to achieve APS Net Zero 2030 targets, specific action on existing emissions reduction measures and the introduction of new measures is required. Planned actions include the following:

- Procuring renewable electricity to the greatest possible extent.
- Electrification options preferred over gas power.

- Sustainability considerations as part of any new fit-out works.
- Leveraging leasing events to seek sustainability uplift in meeting targets.

Buildings

Leasing events and building standards

The current Net Zero in Government operations guidelines stipulate minimum National Australian Built Environment Rating System (NABERS) rating requirements for sites greater than 1000m². The Tribunal will apply these guiding principles to all leasing events and will preference sites with high NABERS ratings regardless of site size. In addition, the Tribunal will leverage leasing events to encourage landlords to commit to activities that uplift sustainability performance and assist the Tribunal in reducing their scope 2 and scope 3 emissions.

Emissions: Incentives could include lighting upgrades and or increasing recycling options within the building.

Action: Review leasing events and current building attributes to plan for future leasing discussions. Include minimum sustainability requirements in market sweeps and Head of Agreement templates.

Sustainable fit-outs

When undertaking fit-out works, the Tribunal will ensure sustainability requirements are included in project briefs. This will include consideration of both the emissions associated with the fit-out work and the ongoing operational energy efficiency of the site once occupied.

Action: For all fit out projects the delivery team will be required to demonstrate how their design incorporates best practice sustainability considerations.

Theme	Steps taken to reduce effect	Measure to review and improve reducing the effect
Waste	<p>Participated in office waste recycling schemes.</p> <p>Opportunities for more recycling, usually involving building owner schemes, are regularly investigated.</p>	<p>Investigate options to further recycle across registries and expand on current local practices.</p> <p>All registries also recycled some or all of glass, plastics, metals, toner cartridges, and e-waste such as batteries and equipment.</p> <p>One Registry recycled organic material and other recycled coffee pods.</p>
Water	<p>Installed water saving device such as dual-flush cisterns and waterless or low-water urinals in any new fit-outs or refurbishments to tenancies.</p>	<p>The Tribunal is not able to access data on water consumption in each of its tenancies.</p>

Electricity

Renewable electricity

The Tribunal will transfer all eligible electricity accounts onto the Whole of Australia Government (WoAG) bulk electricity procurement arrangements. This will secure best access to renewable energy options for all applicable sites. For sites with an embedded network, the Tribunal will negotiate with property owners to facilitate a shift towards renewable energy options. This will reduce Scope 2 emissions.

Action: Property Team will consult with the Department of Finance to ensure participation in WoAG electricity procurement as per the strategy. This will include working with landlords at sites with embedded networks.

Electrification

The Tribunal does not directly purchase any natural gas for use within its sites. However, for sites where the landlord procures gas for heating spaces occupied by the Tribunal will encourage landlords to plan for transition to electric alternatives when current equipment reaches end of life. In addition, the Tribunal will leverage leasing events to pursue landlord commitment on electrification activities. This will reduce the Tribunal scope 3 emissions in addition to encouraging the building leasing industry to embrace electrification in a timely manner.

Action: Property Team will work with the Property Service Provider to identify sites where the landlord uses gas and begin a dialogue with landlords around electrification.

Theme	Steps taken to reduce effect	Measure to review and improve reducing the effect
Energy efficiency	<p>Installed sensor-controlled lighting in any new fit-outs or refurbishments to tenancies.</p> <p>Considered energy ratings of office machines when replacement was necessary.</p> <p>Two tenancies currently have National Australian Built Environment Rating System (NABERS) energy tenancy ratings, and a third tenancy has undergone metering correction work to enable future ratings.</p>	<p>Ensure new leases comply with the principles and requirements of the Net Zero in Government Operations Strategy in regard to NABERS rating targets.</p>
Electrification	<p>The Tribunal does not currently procure any gas directly and will not procure any new equipment that requires gas.</p>	<p>Work with existing landlords to understand existing gas use and plans for electrification.</p> <p>Preference for fully electric building in new leasing decisions.</p>

Fleet

Fleet arrangements for the Tribunal is minimal. As of last financial year, there was only one fleet vehicle arrangement made.

Involved participants

The following areas of The Tribunal have been involved in the development of this plan:

Division	Branch
Property management	Corporate Services
Principal Registrar	CEO
JLL	WoAG Property Service Providers (PSP)

Title	Emissions Reductions Plan template			
Created by	Climate Action in Government Operations (CAiGO)			
Date created	6/12/23			
Maintained by	Climate Action in Government Operations (CAiGO)			
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