

**From:** Carbon Neutral Government Programme  
**Sent:** Monday, 1 July 2024 3:46 pm  
**To:** bronwyn.raybould@corrections.govt.nz; Rikki.Owen@corrections.govt.nz;  
sustainability@corrections.govt.nz  
**Cc:** Stephen.O'Neill2@corrections.govt.nz  
**Subject:** Request for Cost Information for Ministerial Advice

Kia ora Corrections whānau

We hope this message finds you well.

The CNGP team at the Ministry for the Environment is working on advice to the Minister for Climate Change on the programme. We have been asked to give him more detailed advice on the costs for each CNGP organisation associated with implementation of the CNGP. To ensure we provide a comprehensive and accurate picture, we require cost information from your agency.

Specifically, we ask you to:

1. **Provide Detailed External Cost Information related to CNGP monitoring and reporting (excluding staff costs):**
  - Separate one-off/implementation costs from ongoing annual costs:
    - Implementation costs for: software setup, base year, or multi-historical year reviews, external support, etc
    - Annual costs for: software membership/use, verification, external support, etc
  - Please provide all cost information exclusive of GST.
  - Please provide cost information for FY22/23
2. **Estimated internal FTE # to support CNGP reporting**
  - Please provide an estimate of proportion of internal FTE involved in CNGP reporting.

The table below shows the information required:

**Summary of 2022/23 Costs**

Total CNGP External Costs (\$) (excluding staff)	Breakdown of External Costs				Internal Staff as FTE
	One-off External Establishment Costs (\$)	Annual Audit/ Verification (\$)	Annual Software/ Membership fees (\$)	Other Annual Contractor Costs (\$)	

3. **Allow us to share this information with the Minister:**

This information will be presented to the Minister as both an overall programme figure and a line-by-line overview. If you do not wish to disclose this information, please let us know and the reasoning, and we will note this accordingly in our report. If we do not hear back from you, we will also note this in the report.

We would like to reassure you that the purpose of this request is not to single out any particular agency but to highlight the variability of programme costs and note any initial investment costs that have already been spent to support annual monitoring and reporting. This will help us provide a comprehensive and balanced perspective to the Minister.

Please send your cost information and permission by COB Friday 5 July. Your timely response is crucial for us to meet the Minister's request and provide comprehensive advice.

Thank you for your cooperation and assistance.

Best regards,

CNGP Team



Ministry for the  
**Environment**  
*Manatū Mō Te Taiao*

