

SUSTAINABILITY REPORTING PORTAL

GUIDE

March 2023





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INTRODUCTION

Our mission is to deliver easy journeys through the development and management of transport infrastructure services, connecting people and communities. However, this must be done in a way that not only addresses our impact on the environment but provides support and opportunity to our underserved communities and protects our city for future generations.

Across our organisation we are considering how we deliver for Auckland while minimising our impact on the environment, improving our socio-economic landscape, and leaving a sustainable legacy.

Accurate and robust data is required to enable AT to understand the impact of our contracts and to know where improvements can be made. AT is excited to have our contractors on this journey with us.

AT recognizes that many of our contracting partners already collect data and report on material volumes, carbon emissions and waste minimization practices as part of their own sustainability commitments. To streamline and provide consistency around collation of this information for AT works, we have developed a SharePoint portal. The portal is an online tool, to be accessed directly by our contractors.

The data held by the portal is accessible only to AT and the contractor who entered the information. AT intends to use this data to establish baseline volumes and measures, monitor the key performance indicators and track progress towards our climate, environmental and socio-economic targets. Over time, with contractor assistance, we will refine the tool and plan to link the volumes/data entered with invoicing to reduce double handing of information.

1. GREENHOUSE GAS (GHG) EMISSIONS

Collecting Greenhouse Gas Emission (GHG) data will help AT identify areas for improvement as we seek to reduce our operational and infrastructure carbon footprint.

Climate change hazards from GHG Emissions include increased rainfall/storm events, an increase in the average temperature, droughts becoming more common and severe, increased flood events and landslips as well as coastal erosion and sea level rise. These changes provide the urgency for AT and Contractors/Consultants to improve the way we work together.

Climate mitigation (through emissions reduction) and adaptation are important parts of how AT is responding to climate change. This work may provide an opportunity for AT to trial innovative design solutions, materials or construction methods to reduce not only operational emissions, but also embodied (or infrastructure based) emissions.

Actions might include:

- The use of low-carbon materials (eg. flyash amended cement)
- Selecting materials constructed with low carbon methods (timber instead of steel)
- Reducing the volume of materials required through recycling/reuse.

To support AT's scope 2 and 3 reporting requirements, AT requires the volumes of fuel and consumption of energy associated with design, physical works, operation, and maintenance/renewals works to be reported directly through the Data Portal (see below). The carbon emission calculation will be made using the raw data provided by the consultant/contractor to ensure a consistent approach across our business.

What are significant sources of GHG emissions?

- Transportation (fuel): including staff travel, waste haulage, and transport of equipment.
- Stationary Combustion (fuel): including the use of machinery, equipment, and plant operations
- Refrigerants: including any refrigerants used to operate machinery, equipment, or plant.
- Electricity: including any electricity used on site
- Natural Gas: including any use of natural gas or LPG on site.
- Transmission and Distribution: including any transmissions and distribution losses for electricity and natural gas.

The information requested by the portal will focus on the above sources. Assessment of the carbon emissions associated with these sources will be calculated by AT using the latest Emissions Factors issued by the Ministry for the Environment (MfE).

For more information on measuring and reporting GHG emissions, you can refer to the following documents:

- International Standard ISO 14064-1:2006
- GHG Protocol Corporate Accounting and Reporting Standard
- Ministry for the Environment website:
<https://environment.govt.nz/publications/measuring-emissions-detailed-guide-2020/>

2. MATERIALS

Understanding the nature of the materials used during renewals, maintenance and construction works helps AT to calculate the embodied carbon emissions and understand the impact on the environment.

AT is seeking data on the volumes and nature of materials consumed during operation, construction, and maintenance of the network. This information will assist AT to establish embodied carbon measures and support our emissions reduction plan. For example, we know that concrete typically has a high carbon emissions footprint, and we are keen to see how much concrete is used on our network and understand what the options might be for reducing these carbon emissions.

AT is also looking at the environmental impact of the materials consumed during the operation of our network, so knowing what materials are used assists with this. Plastic, for example, may have a lower embodied emission but generates microplastics when used where the surface is subject to wear and tear. We are keen to understand these tradeoffs.

The materials recorded must cover all significant volumes of materials as well as the associated transport to site during the works, including those used by subcontractors.

If there are materials that are identified and applicable to the works that are not included within this reporting portal, please let AT know so we can update the portal.

3. WATER CONSERVATION

During 2020-2021 Auckland faced water restrictions to conserve potable water supplies. An increasing population demand on water resources, combined with hotter and drier summers because of climate change, means that we must actively look at our potable water footprint and pursue initiatives to reduce it.

Through the Environment Action Plan, AT has set a target to encourage all contracts greater than \$5M in value, to install a rainwater tank at the primary contractor's depot, so rainwater can be used wherever possible for non-potable activities.

In the construction, maintenance, and renewals space, we can look at how we source water needed for activities such as dust suppression, designs that manage stormwater flow and the runoff of sediments into the receiving catchment when undertaking works etc. While AT recognises that such activities are typically not huge consumers of water, doing our part to reduce the use of potable water for non-potable activities using rain tanks where practicable, is a small way AT can help preserve Auckland's water supply.

The reporting portal will require information on the volume and source of water used on construction and maintenance contracts, so we can track our water footprint and make improvements over time. The water footprint should include, but is not limited to, all water consumed during the following activities:

- Dust suppression
- Wheel washing
- Office cleaning and facilities including toilets.
- On-site manufacturing
- Landscape irrigation
- Equipment cooling and cleaning.

4. MINIMISING WASTE

Every year tonnes of waste are generated by construction, maintenance and operational activities associated with the transport network. Managing how we use materials is becoming more important as we recognise the limits on natural resources and the impact on the environment. Waste minimisation acknowledges that raw material sources are limited, and landfills have a finite volume too. Waste minimization involves changes to societal patterns that relate to production and consumption as well as redesigning products to eliminate the generation of waste.

AT maintenance and construction contracts have typically sent an average of 50% of their waste to a managed or licensed landfill. Through [Hīkina te Wero](#), AT is seeking to decrease the volume of waste materials sent to landfill, increasing diversion to 75%. Whilst some of this is unavoidable due to the nature of the material, there are opportunities to reduce this volume further.

Measuring, reporting, and reducing waste sent to landfill throughout the duration of the project or contract assists Auckland Transport in understanding where improvements can be made.

Examples of this include:

- Increasing the reclaimed asphalt paving (RAP) where possible
- Reuse of clean basecourse/aggregate
- Use of recycled aggregate and crushed concrete
- Selection of new materials with end-of-use in mind (to reduce future disposal requirements, e.g. reduce plastic packaging)

Contractors and Consultants are required to report the volumes of different materials utilised in their physical works/projects as well as the volumes of materials diverted from and sent to landfill, using the Reporting Portal. This information supports AT in the calculation of our scope 3 emissions and allows us to track progress against the targets in our Environment Action Plan.

Construction/demolition waste and excavated materials are considered to include:

- Uncontaminated excavated aggregates and spoil including clay, gravel, sand, soil and rock.
- Inert and non-hazardous materials including bricks, concrete, metal, timber, asphalt, glass, paper, and plastic.

Hazardous wastes including asbestos and contaminated soil are not included in the definition of waste and should be dealt with appropriately.

Office waste such as office product packaging, paper and food waste is not specifically included, however Auckland Transport encourages best waste management practices.

5. GREENING THE NETWORK

Auckland Transport manages over 7,500km of roads and many of these connect green spaces, parks, and reserves with our natural waterways. Greening our network provides us with the opportunity to use our network as ecological corridors – corridors that provide environmental and ecological benefits and contribute to managing the impacts of climate change. Green corridors allow species to migrate through urban environments, enhancing biodiversity and the health of Aucklanders and our region. Green infrastructure is part of creating an ecological corridor through a strategically planned network of natural and seminatural areas that includes the use of rain gardens, green roofs and walls, trees, gardens, and other vegetation.

Green infrastructure provides a wide range of benefits such as stormwater management, water purification, filtration of airborne pollutants, space for recreation and climate mitigation and adaptation and is an integral part of creating an ecological corridor. Trees are especially important, with larger mature species providing shading (heat stress reduction), evapotranspiration, carbon sequestration, habitats as well as improving mental health for residents in cities.

Greening the Network includes:

- Increasing the canopy cover along Auckland road corridors.
- Increase pervious surfaces along corridors that connect areas of high ecological value through planting, green roofs, and paving.

We will record and track the areas of green infrastructure and pervious surfaces within the road corridor. In collaboration with Auckland Council we will regularly measure the canopy cover and street trees, particularly in south Auckland.

6. SUPPLIER DIVERSITY

Supplier diversity is a strategic and intentional business process that proactively supports and enables businesses owned by people from under-served communities, as well as social enterprises and local businesses. Supplier diversity initiatives support inclusive and equitable access to social and economic opportunities in Auckland. International evidence indicates that if AT engages with a diversity of suppliers through the supply chain and invests in the Māori economy, the Pasifika economy, the impact economy and local economies, benefits will reach Auckland's under-served communities and help to address systemic inequality. Profit created through Māori and/or Pasifika businesses is likely to linger longer within those communities, rather than going directly offshore. Māori and/or Pasifika businesses are more likely to hire staff from their own communities, start them on higher wages and offer training to enable career progression.

AT is focused on improving access to contract opportunities for the following types of organisations:

- Māori-owned businesses
- Pasifika-owned businesses
- women-owned businesses
- social enterprises and other impact-driven organisations
- small and medium local businesses based within the Local Board area where the contract is to be delivered.

To help us achieve the Supplier Diversity outcome, we recommend that our suppliers connect with:

- Amotai: Amotai connects businesses and organisations with Māori and Pasifika enterprises that can meet some of the requirements of the contract and, at the same time, create social value for Auckland's communities.
- The Ākina Foundation: The Ākina Foundation connects businesses and organisations with social and community enterprises to help uncover the best ways to tackle challenges like poverty, inequality, environmental degradation and climate change.

7. QUALITY EMPLOYMENT

AT is looking to create new employment opportunities through our contracts for people from targeted and under-served communities for whom there are barriers to employment or who experience significant inequities or higher levels of deprivation. AT is also seeking to improve the incomes, skills and capability of people from under-served communities through training and development schemes. By working with our suppliers towards this outcome, we can support the pipeline of people entering our critical service industries and assist in addressing labour shortages.

Importantly, by supporting inclusive and equitable participation in meaningful and quality employment, AT and our suppliers can have a direct positive impact on people's quality of life and living standards, including the life chances of children in low-income families.

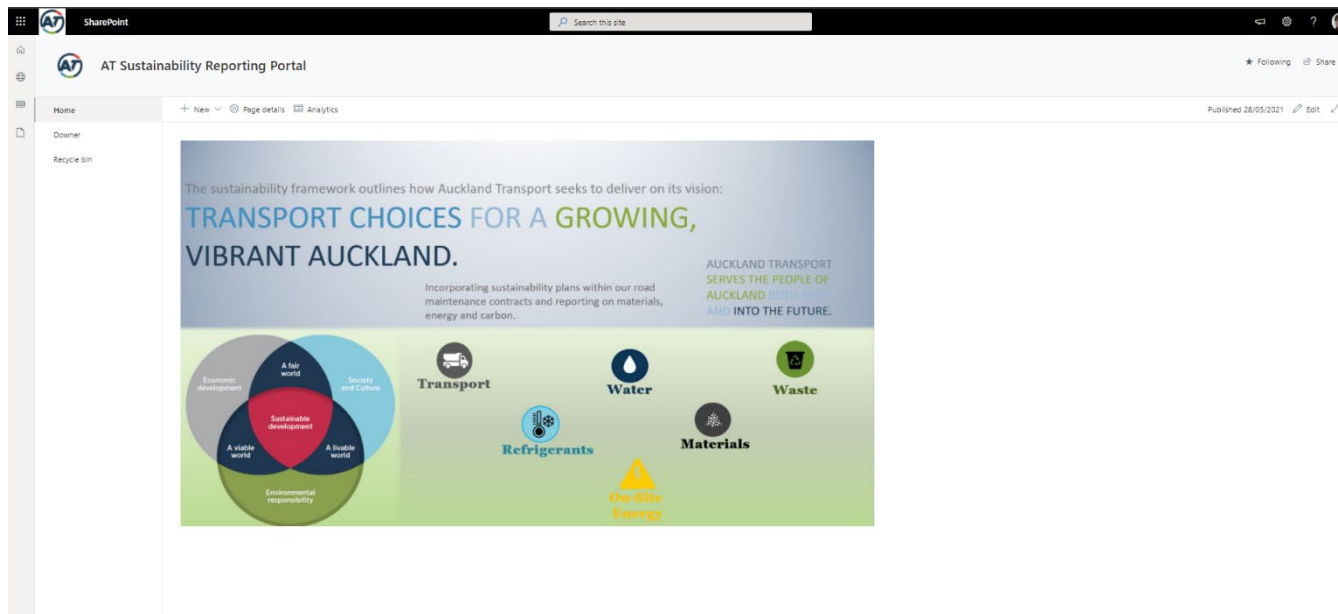
Targeted and under-served communities are:

- Long-term unemployed
- people that are not in education, employment, or training (NEET)
- people who have experienced long-term or cyclical joblessness, particularly young people.
 - people with a disability
 - refugees
 - people re-entering the workforce from childcare commitments, ill-health, injury or a correctional sentence.
 - older workers transitioning from other sectors in the workforce.
 - people that are underemployed or under-utilised
 - Māori
 - Pasifika
 - Women in male-dominated roles and/or industries and men in female-dominated roles and/or industries.

To help us achieve the Quality Employment outcome, we recommend that our suppliers connect with:

- Ngā Puna Pūkenga: A partnership between Auckland Council Group and the Ministry of Social Development. Ngā Puna Pūkenga supports people into sustainable, full-time employment.
Contact: Doreen Christie, Programme Manager, doreen.christie@aucklandcouncil.govt.nz
- Māori and Pasifika Trades Training: A group of training and industry organisations working together to support Māori and Pasifika trainees and connect trainees with employers.
Contact: Atarau Pouwhare-Ellis, Kaihautū, atarau.pouwhare-ellis@aucklandcouncil.govt.nz
- Social Labour Supply: Partners with large construction and infrastructure projects to support labour requirements whilst providing people with entry level opportunities into the industry.
- Auckland Jobs and Skills Hubs: Jobs and Skills Hubs are a free recruitment service to support huge growth in Auckland's construction and infrastructure sectors.

8. INSTRUCTIONS & FORM GUIDES



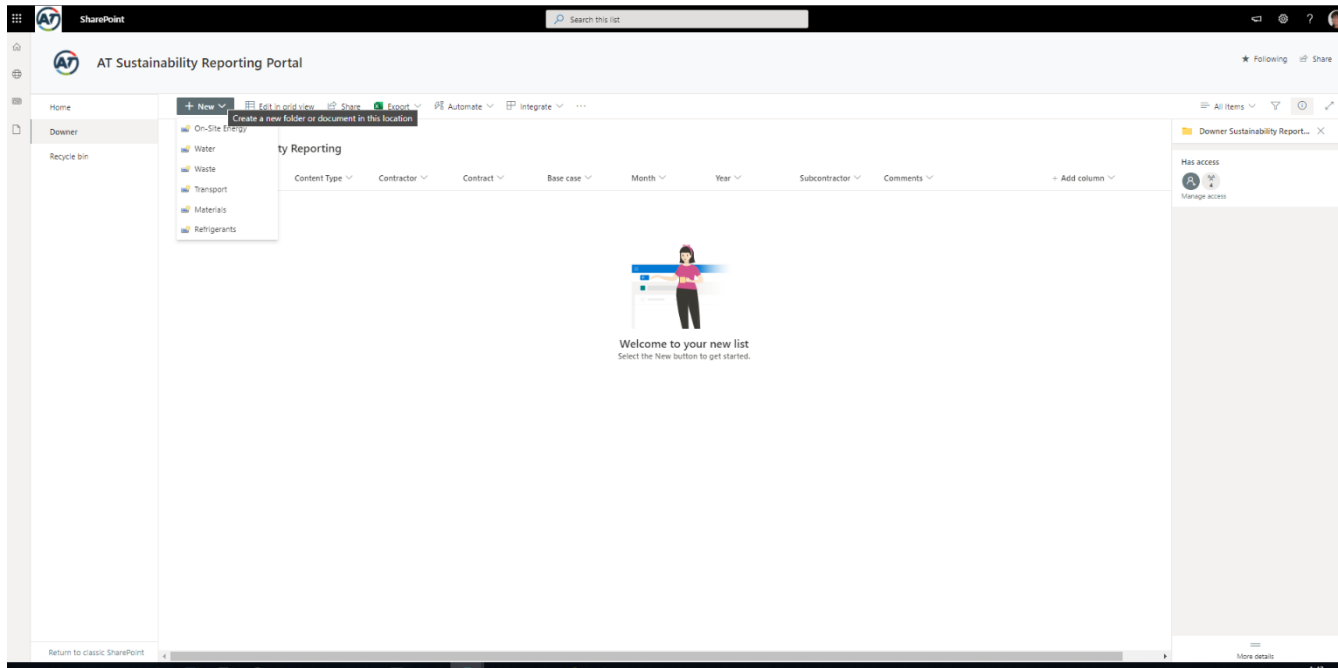
As a nominated champion/reporting person for Sustainability in your organisation, you should have received an email asking you to fill in an **External User Access Form**.

Once completed and returned to Auckland Transport, you will receive an invitation to access the Portal which once selected should bring you either to the Sustainability Reporting Portal Homepage, or your businesses reporting list page.

On the left panel your organisation should be listed, please refer to next page for further information.

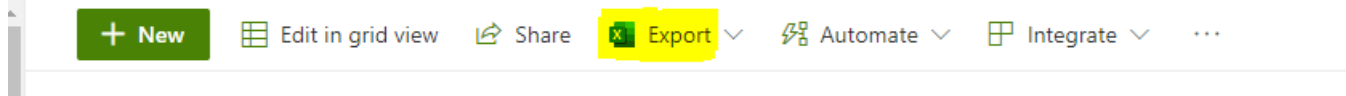
Sustainability Reporting Portal

Guide



This is the list page where all your entry's will be displayed, you can set up what information you would like to see in the Grid. To add in a new record, select '+NEW' at the top of the page and then the form you need to provide information on.

Sustainability Reporting Portal

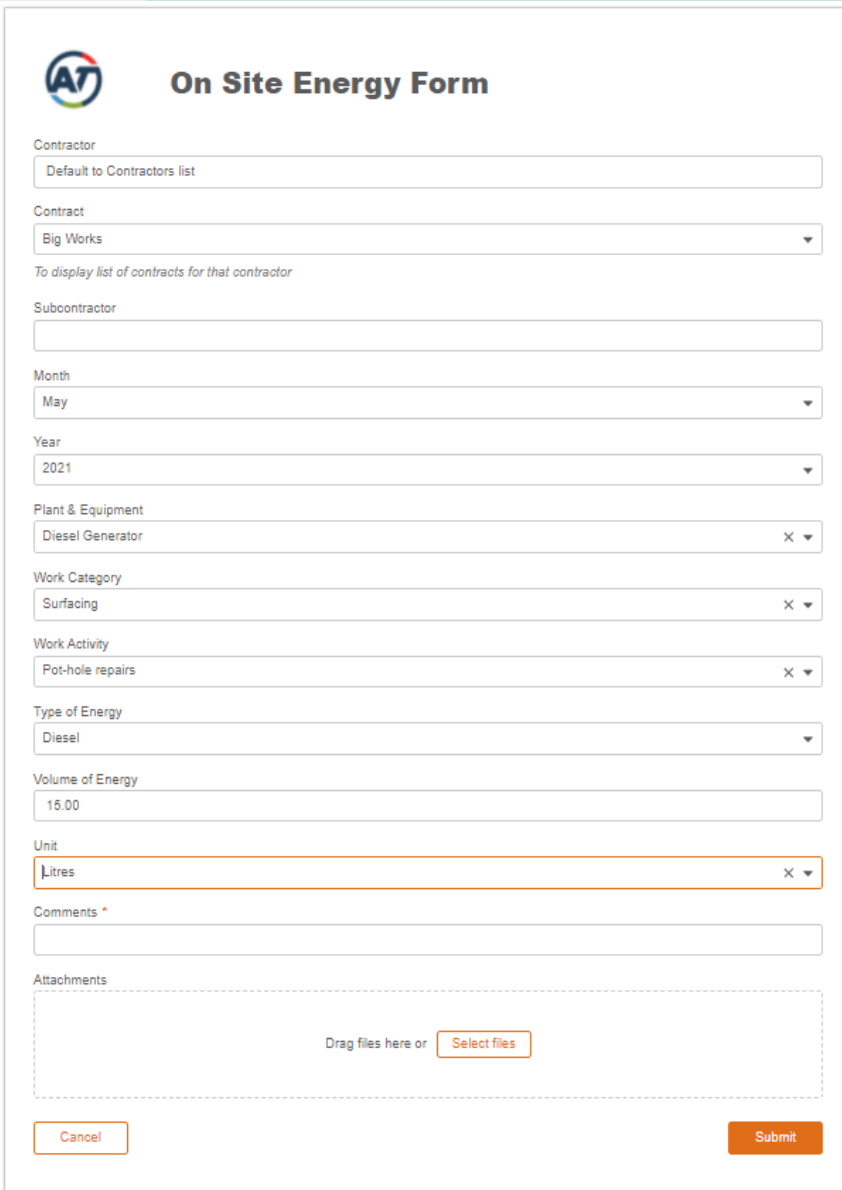


To export data from this SharePoint List – use the Excel export drop down highlighted and select the appropriate format.

The following pages provide short detail about each type of form and what data is to be included in each field.

Sustainability Reporting Portal

Guide



The screenshot shows the 'On Site Energy Form' interface. At the top left is the AT logo. The form contains the following fields and controls:

- Contractor:** A text input field with the placeholder text 'Default to Contractors list'.
- Contract:** A dropdown menu currently showing 'Big Works'.
- To display list of contracts for that contractor*
- Subcontractor:** An empty text input field.
- Month:** A dropdown menu currently showing 'May'.
- Year:** A dropdown menu currently showing '2021'.
- Plant & Equipment:** A dropdown menu currently showing 'Diesel Generator' with a clear 'x' button.
- Work Category:** A dropdown menu currently showing 'Surfacing' with a clear 'x' button.
- Work Activity:** A dropdown menu currently showing 'Pot-hole repairs' with a clear 'x' button.
- Type of Energy:** A dropdown menu currently showing 'Diesel'.
- Volume of Energy:** A text input field containing '15.00'.
- Unit:** A dropdown menu currently showing 'Litres' with a clear 'x' button.
- Comments:** A text input field with a red asterisk indicating it is required.
- Attachments:** A dashed box containing the text 'Drag files here or' and a 'Select files' button.
- At the bottom are two buttons: 'Cancel' and 'Submit'.

Contractor: Should default to your organisation

Contract: Please select relevant Contract reporting against

Sub-Contractor: Please select if you are reporting on sub-contractors that deliver on your behalf

Month/ Year: Select reporting period as per the new monthly requirements for Waste Minimisation

Plant & Equipment: This is aligned to the list available as part of the current Road Maintenance contracts; please select the plant relevant to On Site Energy

Work Category: The asset the work relates to

Work Activity: The specific activity carried out on reported on asset

Type of Energy: Type of energy used for the work on site

Volume of Energy: How much energy expended

Unit: How this energy is recorded

Comments: Any additional comments

Attachments: Any relevant documents

Save or cancel to exit

Sustainability Reporting Portal

Guide

Water Form

Contractor
Default to Contractors list

Contract
Big Works

To display list of contracts for that contractor

Subcontractor

Month
May

Year
2021

Work Category
Drainage

Work Activity
Cleaning - water channels

Consumption - Potable Water (L)
5,00

Consumption - Non Potable Water (L)
1000q

Comments *

Attachments
Drag files here or

Contractor: Should default to your organisation

Contract: Please select relevant Contract reporting against

Sub-Contractor: Please select if you are reporting on sub-contractors that deliver on your behalf

Month/ Year: Select reporting period as per the new monthly requirements for Waste Minimisation

Plant & Equipment: This is aligned to the list available as part of the current Road Maintenance contracts; please select the plant relevant water on site

Work Category: The asset the work relates to

Work Activity: The specific activity carried out on reported on asset

Consumption (Potable & Non-Potable): Volume (Litre) used on site

Comments: Any additional comments

Attachments: Any relevant documents

Save or cancel to exit

Sustainability Reporting Portal

Guide

Waste Form

Contractor
Default to Contractors list

Contract
Big Works

To display list of contracts for that contractor

Subcontractor

Month
May

Year
2021

Waste Type
Cleanfill

Waste Category
Cleanfill

Waste Generated (tonnes)

Recycled (tonnes)

Cleanfill (tonnes)
20

Landfill (tonnes)

Comments *

Attachments
Drag files here or [Select files](#)

[Cancel](#) [Submit](#)

Contractor: Should default to your organisation

Contract: Please select relevant Contract reporting against

Sub-Contractor: Please select if you are reporting on sub-contractors that deliver on your behalf

Month/ Year: Select reporting period as per the new monthly requirements for Waste Minimisation

Waste Type: The type of waste being removed from site to waste stations that deal with different types of waste

Waste Category: Whether the waste fits into hazardous and non-hazardous waste and aligns with MBIE's classification

Waste generated (tonnes)/Recycled (tonnes)/Cleanfill (tonnes)/Landfill (tonnes): As a single load can contain various types of waste the form allows multiple selections for the various categories

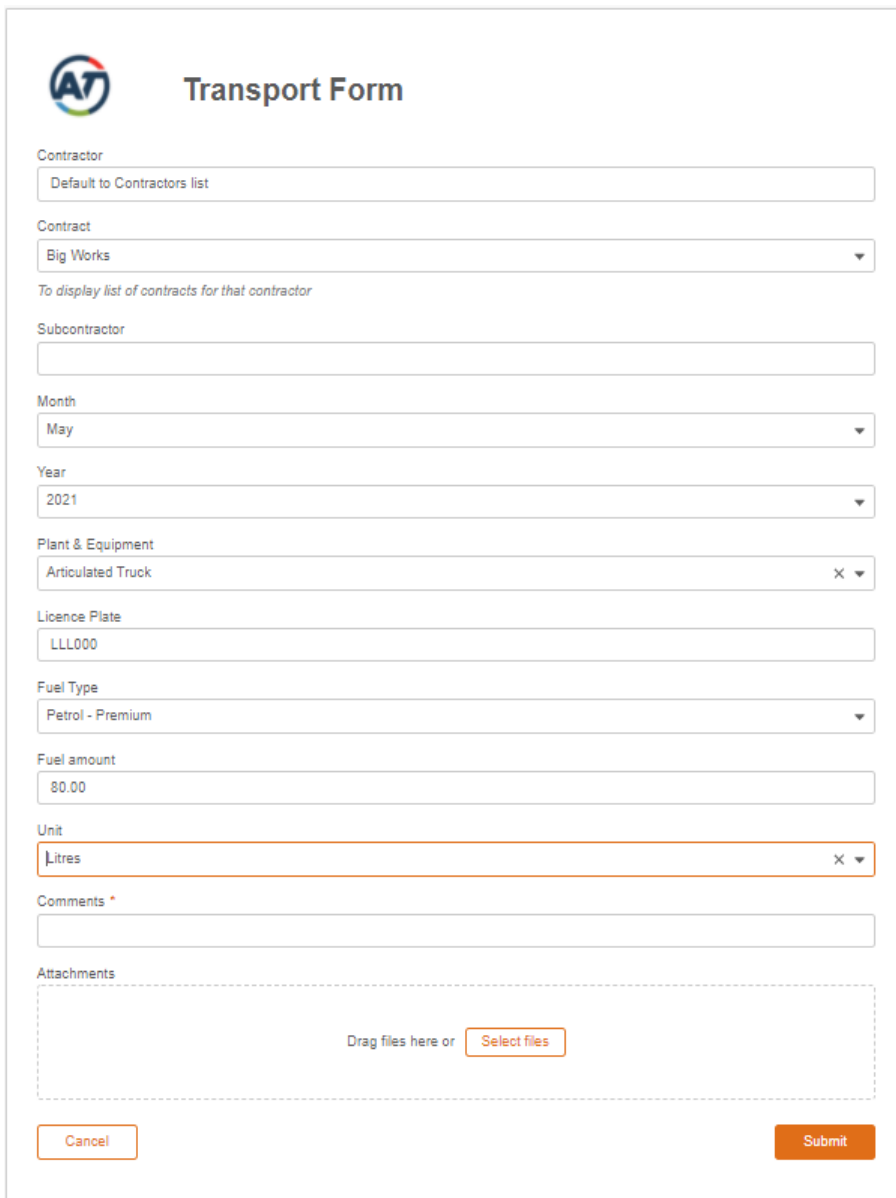
Comments: Any additional comments

Attachments: Any relevant documents

Save or cancel to exit

Sustainability Reporting Portal

Guide



The screenshot shows a web form titled "Transport Form" with the AT logo. The form contains the following fields and options:

- Contractor:** A text input field with the value "Default to Contractors list".
- Contract:** A dropdown menu with "Big Works" selected. Below it is a link: "To display list of contracts for that contractor".
- Subcontractor:** An empty text input field.
- Month:** A dropdown menu with "May" selected.
- Year:** A dropdown menu with "2021" selected.
- Plant & Equipment:** A dropdown menu with "Articulated Truck" selected and a close button (x).
- Licence Plate:** A text input field with "LLL000".
- Fuel Type:** A dropdown menu with "Petrol - Premium" selected.
- Fuel amount:** A text input field with "80.00".
- Unit:** A dropdown menu with "Litres" selected and a close button (x).
- Comments:** A text input field with a red asterisk indicating it is required.
- Attachments:** A dashed box containing the text "Drag files here or" and a "Select files" button.
- Buttons:** "Cancel" and "Submit" buttons at the bottom.

Note: This report excludes the transport of materials used in the project. Emissions associated with the transport of materials used in the project are included in the Materials Report. Other transport related information can be included in this report.

Contractor: Should default to your organisation

Contract: Please select relevant Contract reporting against

Sub-Contractor: Please select if you are reporting on sub-contractors that deliver on your behalf

Month/ Year: Select reporting period as per the new monthly requirements for Waste Minimisation

Plant & Equipment: This is aligned to the list available as part of the current Road Maintenance contracts; please select the plant relevant transport to/from site

License Plate: Of the vehicle being reported on

Fuel Type: The type of fuel used to power the vehicle

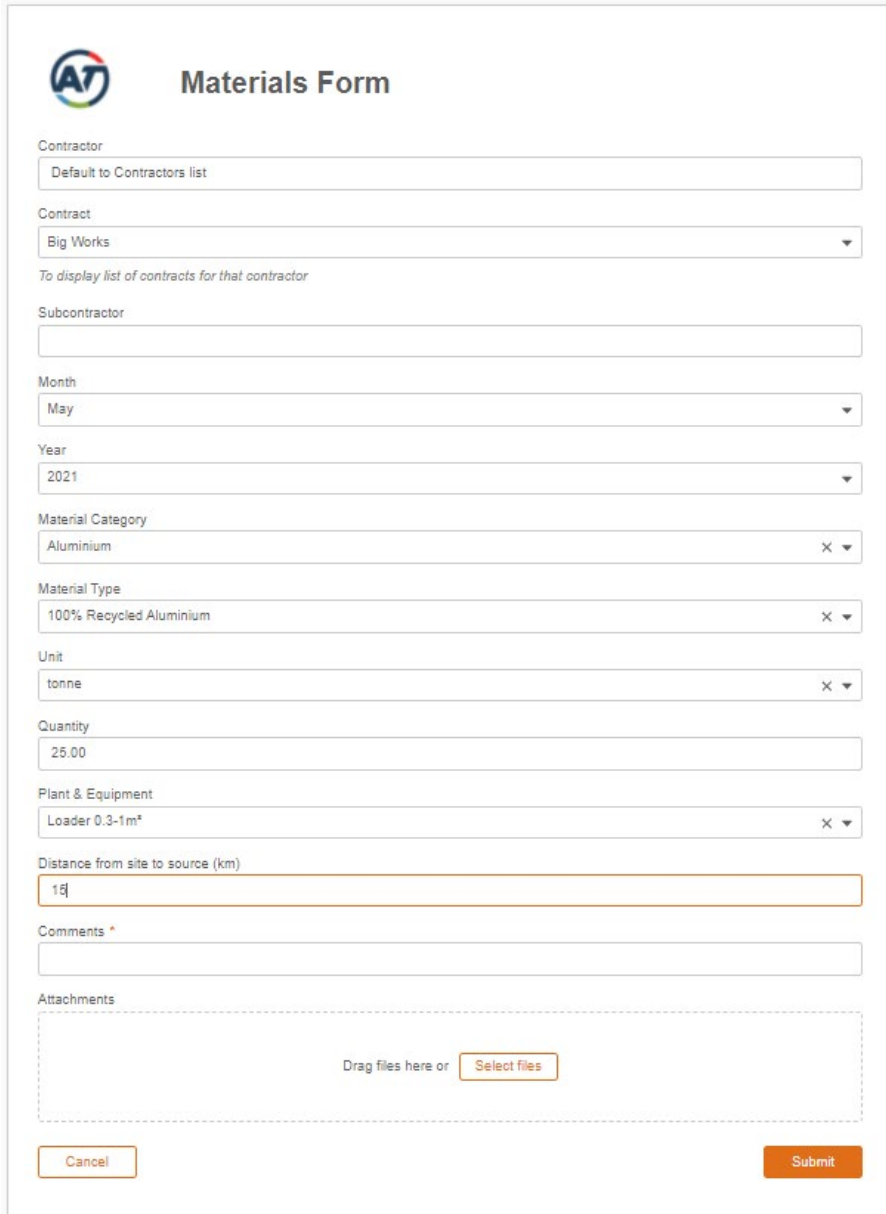
Fuel Amount: Amount of fuel for the transport to and from site

Unit: How the specific fuel is measured

Comments: Any additional comments

Attachments: Any relevant documents

Save or cancel to exit



Materials Form

Contractor
Default to Contractors list

Contract
Big Works

To display list of contracts for that contractor

Subcontractor

Month
May

Year
2021

Material Category
Aluminium

Material Type
100% Recycled Aluminium

Unit
tonne

Quantity
25.00

Plant & Equipment
Loader 0.3-1m³

Distance from site to source (km)
14

Comments *

Attachments
Drag files here or

Contractor: Should default to your organisation

Contract: Please select relevant Contract reporting against

Sub-Contractor: Please select if you are reporting on sub-contractors that deliver on your behalf

Month/ Year: Select reporting period as per the new monthly requirements for Waste Minimisation

Material Category: a group of materials that can be associated together i.e. All Aluminium

Material Type: The type of material that belongs to a specific category

Unit: How the specific material is measured

Quantity: the amount of material reported on

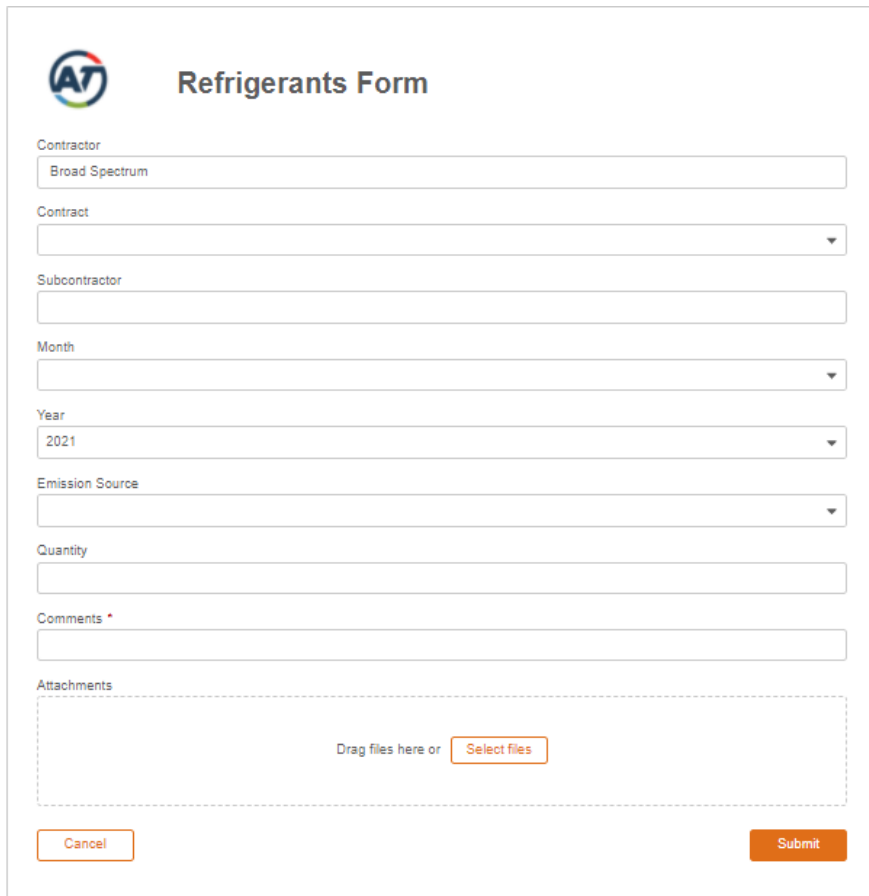
Plant & Equipment: This is aligned to the list available as part of the current Road Maintenance contracts; please select the plant relevant transport to/from site

Distance from site to source (km): The distance the material has been transported

Comments: Any additional comments

Attachments: Any relevant documents

Save or cancel to exit



Refrigerants Form

Contractor
Broad Spectrum

Contract

Subcontractor

Month

Year
2021

Emission Source

Quantity

Comments *

Attachments
Drag files here or [Select files](#)

[Cancel](#) [Submit](#)

Contractor: Should default to your organisation

Contract: Please select relevant Contract reporting against

Sub-Contractor: Please select if you are reporting on sub-contractors that deliver on your behalf

Month/ Year: Select reporting period as per the new monthly requirements for Waste Minimisation

Emission Source: The refrigerant associated with emission
Unit: How the specific emission is measured usually (kg)

Quantity: the amount of emission reported on

Comments: Any additional comments

Attachments: Any relevant documents

Save or cancel to exit

Sustainability Reporting Portal

Guide

Trees in the Road Corridor

Contractor

Contract

To display list of contracts for this contractor

Subcontractor

Month

Year

Project name *

Project Location

Project Team

Activity

No. of Trees Removed - Native

Primary Tree Removal reason - Native

No. of Trees Removed - Exotic

Primary Tree Removal Reason - Exotic

No. of Trees Planted - Native

Primary Tree Planting Reason - Native

No. of Trees Planted - Exotic

Primary Tree Planting Reason - Exotic

No. of Tree Pits

Stockholm

Concrete Box - Open Base

Concrete Edge Beams

Geoswirl Road Barrier Only

None (no structural support)

Attachments

Drag files here or

Contractor: Should default to your organisation

Contract: Please select relevant Contract reporting against

Sub-Contractor: Please select if you are reporting on sub-contractors that deliver on your behalf.

Month/ Year: Select reporting period as per the new monthly requirements for Tree removal or additions.

Project Name: The name of the project

Project Location: Provide details of where the activity is taking place. Region and street details is preferred.

Project Team: The team's name that is responsible for the project.

No. of trees removed/planted (For each category): Please enter the number of individual trees that were removed/planted.

Primary Tree Removal Reason (For each category): Use the drop-down menu to select the appropriate reason.

Number of tree pits (of each type): Please enter the number of tree pits for each type in the corresponding fields.

Attachments: Any relevant documents

Save or cancel to exit

Sustainability Reporting Portal

Guide

The screenshot shows a web form titled "Supplier Diversity" with the AT logo. The form includes the following sections:

- Contractor Name:** A text input field with a dropdown arrow and a "Default to Contractors List" link.
- Contract Name:** A dropdown menu.
- To display list of contracts for the contractor:** A heading for the next section.
- Reporting Month:** A dropdown menu.
- Reporting Year:** A dropdown menu.
- Total Contract Spend this Month:** A text input field with a dollar sign icon and a value of "0.00".
- Definition Descriptions - Tick to view:** A checkbox.
- The following questions are directed at the contract identified in the section above:** A heading for the next section.
- Total no. of subcontracts this month:** A dropdown menu with a value of "1".
- Total spend on subcontracts this month (\$):** A text input field with a dollar sign icon and a value of "0.00".
- Total no. of subcontracts this month with suppliers that are classified as diverse businesses:** A dropdown menu with a value of "1".
- Total spend (\$) on subcontracts this month with suppliers that are classified as diverse businesses:** A text input field with a dollar sign icon and a value of "0.00".
- Subcontractor 1 Name:** A text input field.
- Subcontractor 1 NZEN:** A text input field.
- Diverse Supplier 1 Category (A):** A dropdown menu with a value of "N/A".
- Diverse Supplier 1 Category (B):** A dropdown menu with a value of "N/A".
- Subcontractor 1 Spend this month (\$):** A text input field with a dollar sign icon and a value of "0.00".
- Notes on Subcontractor 1:** A large text area.
- Comments:** A large text area.
- Attachments:** A dashed box containing the text "Drag files here or" and a "Select files" button.
- Buttons:** "Cancel" and "Submit" buttons at the bottom.

Contractor Name: Should default to your organisation

Contract Name: Please select relevant Contract reporting against

Reporting Month: Please select the relevant month the report is for.

Reporting Year: Please select the relevant year the report is for.

Total Contract Spend this month: Please enter the contract spend for the month reporting on.

Checkbox – Definition Descriptions: Tick to see what we qualify as diverse businesses.

Total no.of subcontracts this month: Select the number of subcontractors that are being used on the contract this reporting month.

Total spend on subcontracts this month (\$): Type the value spent on subcontractors on the contract this reporting month.

Repeat for Diverse Subcontracts

Enter Diverse Subcontractor Information

Notes on Subcontractor: Explanation of activities carried out.

Comments: Any additional comments

Attachments: Any relevant documents – may include Diverse Business proof (e.g. Amotai Registration) etc.

Save or cancel to exit.

Sustainability Reporting Portal

Guide

The screenshot shows a web form titled "Quality Employment" with the AT logo. The form includes the following sections:

- Contractor Name:** A text input field with "Default to Contractors Ltd" as a placeholder.
- Contract Name:** A dropdown menu.
- To display list of contracts for the contractor:** A section header.
- Reporting Month:** A dropdown menu.
- Reporting Year:** A dropdown menu.
- Total Contract Spend this Month:** A text input field with a dollar sign icon and "0.00" as a placeholder.
- Definition Descriptions - Tick to view:** A checkbox.
- All the following questions ask for -** The no. of employees who are working this month on this contract (including subcontracts).
 - ... In total from underserved communities: Input field with "1".
 - ... from underserved communities and are paid the living wage (\$23.65 per hour) or higher: Input field.
 - ... and are Māori: Input field.
 - ... and are Pasifika: Input field.
 - ... and are women in a male dominated industry: Input field.
 - ... and have a disability: Input field.
 - ... and are a refugee: Input field.
 - ... and were formerly long-term unemployed: Input field.
 - ... and were formerly classed as youth not in education, employment or training: Input field.
 - ... and have recently exited the justice system (within the last 2 years): Input field.
- All the following questions ask for -** The no. of employees that are from underserved groups and ...
 - ... have been retained from the previous month on this contract (including all subcontracts): Input field.
 - ... are working on this contract (including all subcontracts) currently in formal training (NZQA accredited) provided by the employer at no cost to the employee: Input field.
 - ... are working on this contract (including all subcontracts) currently participating in other training opportunities this month (e.g. Drivers Licence, Literacy, Numeracy) provided by the employer at no cost to the employee: Input field.
- Comments:** A large text area.
- Attachments:** A dashed box with a "Select files" button.
- Buttons:** "Cancel" and "Submit" buttons at the bottom.

Contractor Name: Should default to your organisation

Contract Name: Please select relevant Contract reporting against

Reporting Month: Please select the relevant month the report is for.

Reporting Year: Please select the relevant year the report is for.

Total Contract Spend this month: Please enter the contract spend for the month reporting on.

The no. of employees who are working this month on this contract (Including subcontracts): For each of the categories, enter the number of number of employees. Some members may be part of multiple categories, please include them in all appropriate categories.

The no. of employees that are from underserved groups and have been retained or are in formal training programs: For each of the categories, enter the number of number of employees. Some members may be part of multiple categories, please include them in all appropriate categories.

Comments: Any additional comments

Attachments: Any relevant documents

Save or cancel to exit.