



**Herenga
ā Nuku**
AOTEAROA

OUTDOOR ACCESS COMMISSION

**Inventory report for the period
1 July 2022 to 30 June 2023**

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Approved for release by, Phil Culling – Deputy Chief Executive

A handwritten signature in black ink, appearing to read 'Phil Culling'.

Measurement Standard: ISO 14064:2018 / GHG Protocol

Level of assurance: Reasonable except staff commuting, working from home, water supply, wastewater and cloud services and Limited for staff commuting, working from home, water supply, wastewater and cloud services

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List of acronyms

CNGP	Carbon Neutral Government Programme
FTE	full-time equivalent
GHG	greenhouse gas
KPI	key performance indicator
NZTE	New Zealand Trade and Enterprise
RFA	regional field advisor

Background

Organisation description

Herenga ā Nuku Aotearoa, the Outdoor Access Commission (legislatively the New Zealand Walking Access Commission) is a Crown agent, governed by an independent board appointed by the responsible Minister. Our enabling legislation is the *Walking Access Act 2008*.

Herenga ā Nuku is responsible for providing leadership on public access to the outdoors. Our role is to provide advice on free, certain, enduring, and practical access to the outdoors. We administer a national strategy on outdoor access, including tracks and trails. We map outdoor access, provide information to the public, oversee a code of responsible conduct in the outdoors, help resolve access issues and negotiate new access.

Herenga ā Nuku receives Crown funding of \$3.565 million per annum, to carry out our functions in line with our Act, the Minister's Letter of Expectations and our own Statement of Intent and Statement of Performance Expectations.

Herenga ā Nuku has a team in Wellington and a network of regional field advisors (RFAs), one based in each region.

Office relocation

There is one office located in the Wellington CBD. The office was relocated during the reporting year, from level 15 to level 12 of the Majestic Centre. This occurred over 5-6 days in early December 2022.

The previous office space on level 15 was shared with, and sub-leased from, NZTE. The floor area occupied was 195 m².

The current office space on level 12 is shared with Callaghan Innovation and sub-leased from NZTE. The floor area occupied is 208.35 m².

Organisational boundary

Herenga ā Nuku is one business unit and includes all operational activities which it has operational control over.

This includes all employees, all board members, and all contracted RFAs.

In the 2022-2023 financial year, this included between 4 to 5 board members and between 15.8 to 16 FTE employees. Herenga ā Nuku has long-term ongoing contracts for 12 regional field advisor positions. RFAs are part-time contractors, based in the regional area they oversee and work from home. The total combined RFA hours for the 2022-2023 financial year is equivalent to ~4 FTE.

Reporting period

The measurement period for this report is the 2022-2023 financial year – from 1 July 2022 to 30 June 2023.

The 2022-2023 financial year is also the base year.

Intended use

Herenga ā Nuku is a Tranche 2 agency under the CNGP. This inventory has been prepared as part of the requirements for the programme.

A summary of this inventory will be published in the 2022-2023 Annual Report.

Results

Table 1: Total GHG emissions measured for the period 1 July 2022 to 30 June 2023

Category	tCO ₂ -e	Percentage
Category 1 direct emissions	Nil	-
Total direct emissions	Nil	-
Category 2 indirect emissions from imported energy	0.51	0.7%
Category 3 indirect emissions from transportation	69.59	97.4%
Category 4 indirect emissions products and services used by organisation	1.37	1.9%
Category 5 indirect emissions associated with the use of products and services from the organisation	Nil	-
Category 6 indirect emissions from other sources	Nil	-
Total indirect emissions	71.47	100%
Total gross emissions	71.47	

Figure 1: GHG emissions by category for the period 1 July 2022 to 30 June 2023

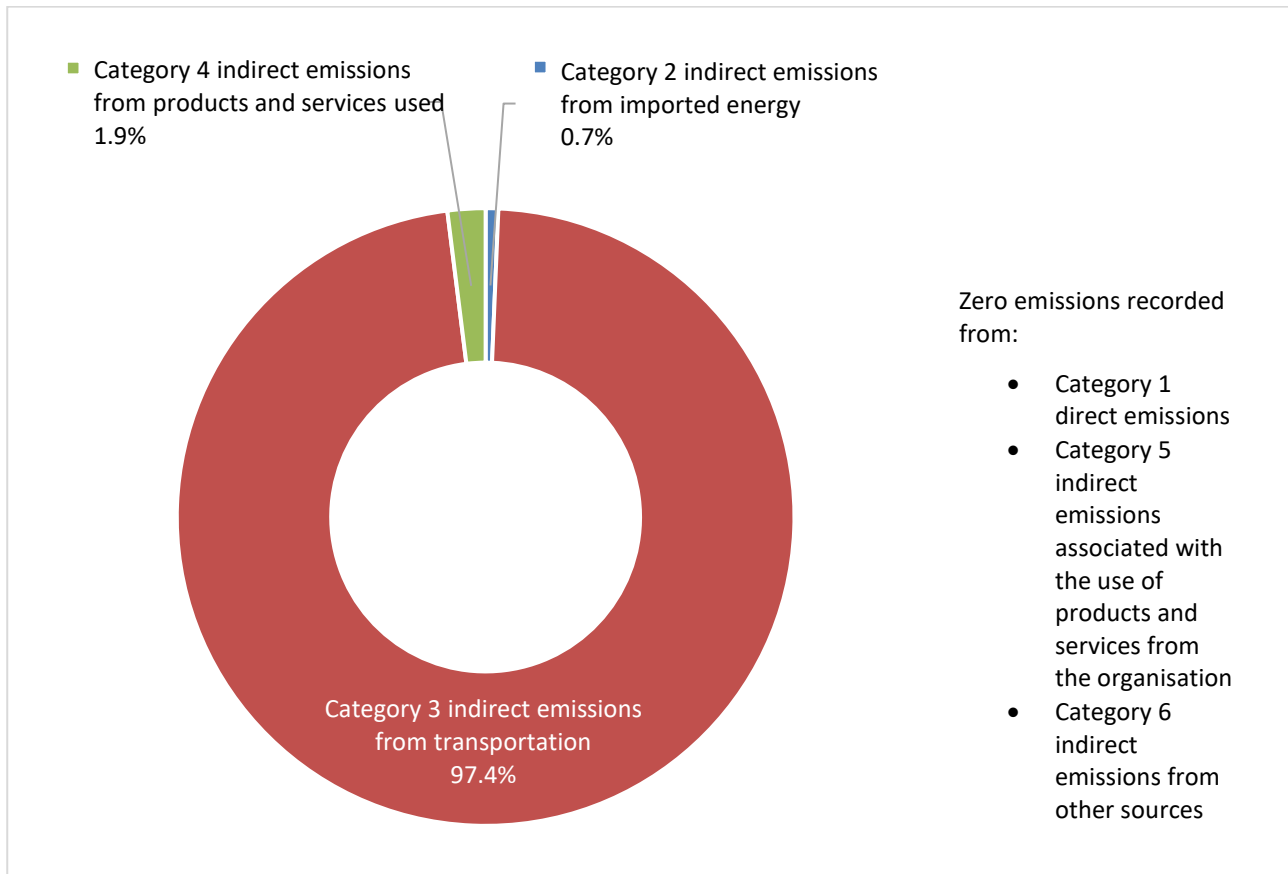


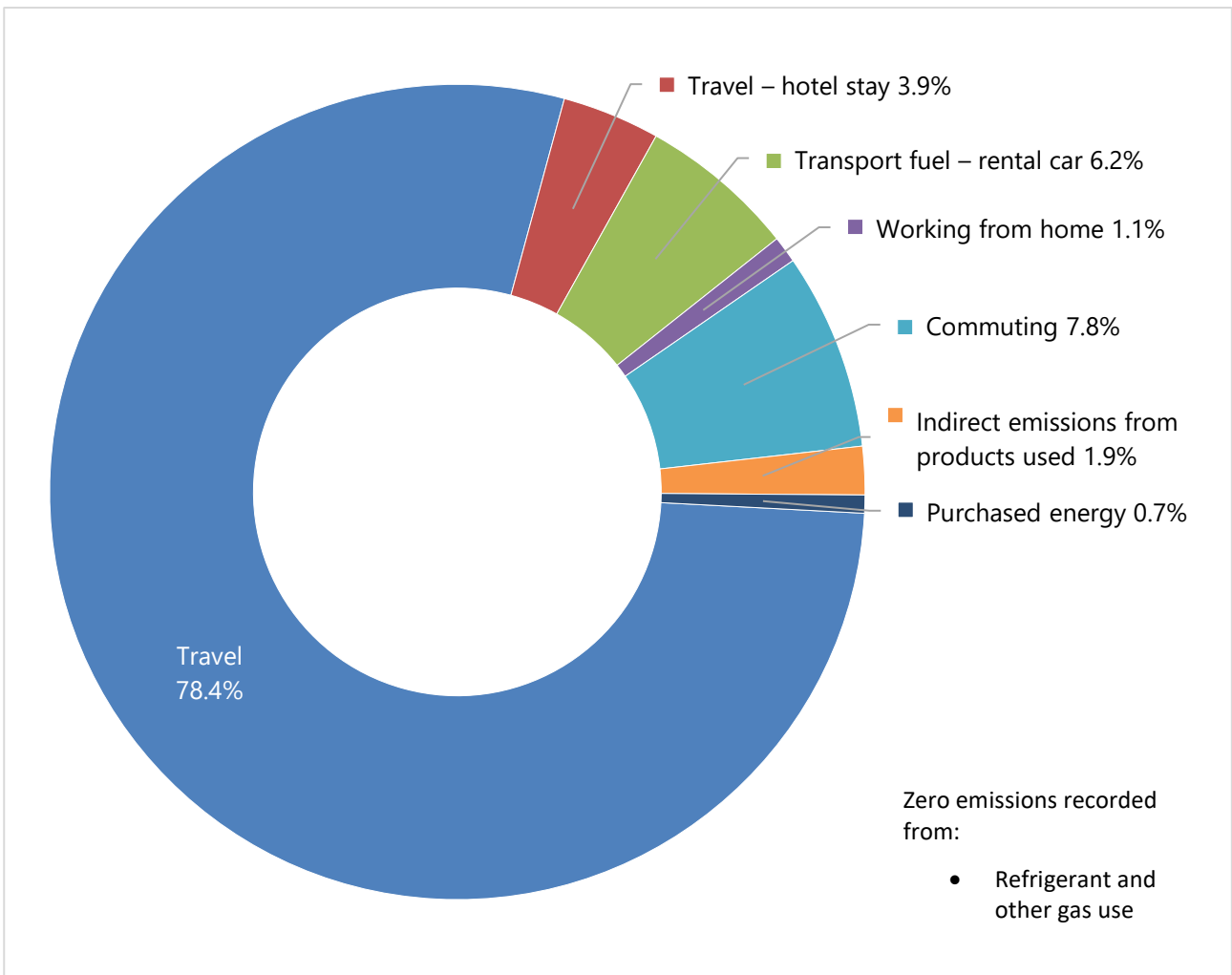
Table 2: GHG emissions intensity

KPI	2022-2023
FTE (staff and RFAs)	19.8
Expenditure (\$ million)	4.22
GHG emissions per KPI (tCO ₂ e)	
Total gross GHG emissions per FTE	3.61
Total gross GHG emissions per million dollars of expenditure	16.9

Table 3: GHG emissions breakdown by source

Source	Classification		tCO ₂ e	
CNGP mandatory Scope 1,2 and 3 sources				
Refrigerant and other gas use	Scope 1	Category 1	Nil	
Purchased energy – electricity use	Scope 2	Category 2	0.51	
Travel – air travel domestic, air travel international, taxi, private car, public transport	Scope 3	Category 3	56.03	
Travel – hotel stay			2.77	
Transport fuel – rental car			4.45	
Working from home		0.76		
Transmission and distribution losses – electricity use		Category 4	0.06	
Water supply			0.04	
Wastewater services			0.40	
Waste to landfill			0.11	
CNGP other Scope 3 sources				
Commuting		Scope 3	Category 3	5.58
Materials – office paper consumed	Category 4		0.06	
ICT cloud services			0.70	
Total gross emissions			71.47	

Figure 2: GHG emissions breakdown by source



*Includes transmission and distribution losses, water supply, wastewater services, waste to landfill, office paper consumed and ICT cloud services.

GHG emissions inventory

This inventory has been created following the Ministry for Environment's [guidance](#).

See the "CNGP Emission inventory" spreadsheet for details on:

- GHG emissions sources identified and evaluated
- GHG emissions sources included in this inventory
- how activity data was sourced
- activity data inputs
- explanation on data collection and emissions factors used
- exclusions

See the "2022-2023 Emissions data tracking" spreadsheet for details on:

- where emissions factors were sourced
- emissions factors selected and calculations used

Identification and evaluation of sources

GHG emissions sources were initially identified through a review of all expenditure. Identified sources were then referenced to a [list of emissions sources](#) provided for CNGP participants to check if any sources were missed.

An initial list of 21 potential sources was identified. These potential sources were then evaluated and a final list of 17 sources was included in this inventory. Table 3 lists all included sources.

Significance criteria

Each potential source was first evaluated on whether data capture was possible, based on:

- access to activity data
- the quality of data available

Due to the small size of the organisation, the size of the inventory was such that we endeavoured to capture all data where this was possible. Additionally, as the current reporting period is also the base year period, this also helped to provide a more accurate picture of our GHG emissions profile. For this reason, some *de minimis* sources have been included in this inventory.

Excluded sources

Only one mandatory CNGP source was excluded from this inventory:

- Transportation of goods – freight rail, road, coastal shipping, and couriers (Category 3 indirect emissions from transportation)

All other excluded sources are non-mandatory CNGP sources (Category 4 and 5). These have been excluded largely due to the uncertainties around data capture.

Table 4: Summary of excluded GHG emissions sources

Source	Classification	
CNGP mandatory source		
Transportation of goods – freight rail, road, coastal shipping, and couriers	Category 3	Data is currently difficult to capture and has low accuracy. Assumed <i>de minimis</i> – total freight, courier and postage costs are ~0.05% of annual expenditure – estimate of 0.022 tCO ₂ e emissions based on average number of pre-paid postage packs and tickets purchased over the past 4 financial years (~0.03% annual emissions)
CNGP other sources		
Waste recycled	Category 4	Recycling activity data was captured, but no emissions factors could be sourced. We will continue to collect activity data, and possibly look to include this source in future.
Materials – miscellaneous materials (e.g. meals and food)		Uncertain how to capture emissions data – further work is needed to scope this.
Other products and services – embodied emissions in other purchased products and services		Uncertain how to capture emissions data – further work is needed to scope this. This will require discussion suppliers e.g. IT lease partner.
Outsourced services/contractors		Uncertain how to capture emissions data – further work is needed to scope this. Will require discussions with suppliers and providers e.g. cleaners, IT service provider, legal consultants. Travel related emissions for contractors and consultants have already been included under other sources where we were able to obtain data.
Emissions from investments	Category 5	Uncertain how to capture emissions data. Also low influence – the only investments are bank term deposits.

Assumptions

Waste audit

On level 12, our cleaning supplier conducts a waste audit every 3 months. The building has separate bins for landfill, paper and cardboard recycling, glass recycling, plastic and can recycling and organics. Rubbish bins on the floor are matched to these waste streams.

The first waste audit was conducted over a single work week (5 days, Monday to Friday) in May 2023. At the end of each workday, the contents of all the bins on the floor were weighed prior to disposal.

As the bathrooms, kitchenette, and break areas on the floor are shared, the waste measurements are for the whole floor. These have then been apportioned based on the average occupancy for each organisation.

Occupancy data for level 12 was collected by a head count of the number of staff working in the office at ~11am over multiple days in May.

We were unable to organise a waste audit for our previous office space on level 15 Majestic Centre. It was assumed that a similar level of waste was produced on level 15 to level 12, as staff habits did not noticeably change after the office move.

Water supply and wastewater services

The Majestic Centre building does not have a water meter for each floor.

We have used per capita emissions factors for both water supply and wastewater services based on the occupancy data collected for the waste audit.

Electricity use – purchased energy and transmission and distribution losses

For level 15, electricity usage was provided by NZTE. NZTE apportioned us 20% of the usage from the period of 23 June 2022 to 19 December 2022. This is an approximation based on floor space. The dates are based on meter readings, and so do not line up exactly with the start of reporting period nor the date of the office move. However, they are fully inclusive of these dates, and we assumed that the extra 2-3 weeks included is immaterial.

For level 12, energy supplier invoices were provided by Callaghan Innovation. Usage has been apportioned based on floor space allocation – Herenga ā Nuku's share is 21.7%.