



# Herenga ā Nuku

## AOTEAROA

OUTDOOR ACCESS COMMISSION

### Inventory report for the period 1 July 2023 to 30 June 2024

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Measurement Standard: ISO 14064:2018 / GHG Protocol

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

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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
tCO <sub>2</sub> e	(metric) tonnes of carbon dioxide equivalent units

# 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 RFAs, one based in each region.

## Sites

There is one office located on level 12 of the Majestic Centre, in Wellington Central.

The floor is shared with Callaghan Innovation and sub-leased from NZTE. The floor area occupied is 208.35 m<sup>2</sup>, or 21.74% of the floor space on level 12.

## 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, all contracted RFAs and some contractors.

In the 2023-2024 financial year, this included between 4 to 6 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 2023-2024 financial year is equivalent to ~3.7 FTE.

## Reporting period

The measurement period for this report is the 2023-2024 financial year – from 1 July 2023 to 30 June 2024.

The base year was the 2022-2023 financial 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.

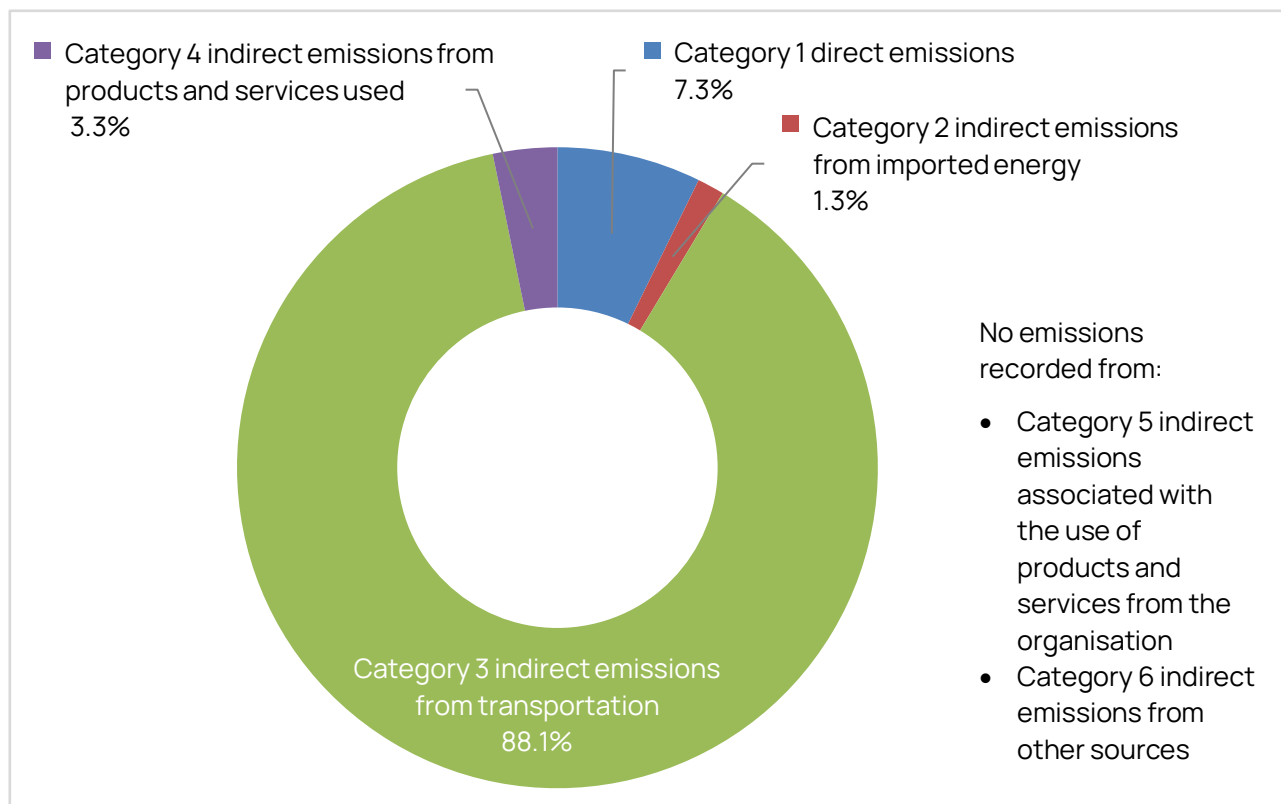
A summary of this inventory will be published in the 2023-2024 Annual Report.

# Results

Table 1: Total GHG emissions measured for the period 1 July 2023 to 30 June 2024

Category	tCO <sub>2</sub> e	Percentage
Category 1 direct emissions	2.87	7.3%
<b>Total direct emissions</b>	<b>2.87</b>	<b>7.3%</b>
Category 2 indirect emissions from imported energy	0.54	1.3%
Category 3 indirect emissions from transportation	34.85	88.1%
Category 4 indirect emissions products and services used by organisation	1.31	3.3%
Category 5 indirect emissions associated with the use of products and services from the organisation	Nil	-
Category 6 indirect emissions from other sources	Nil	-
<b>Total indirect emissions</b>	<b>36.69</b>	<b>92.7%</b>
<b>Total gross emissions</b>	<b>39.56</b>	

Figure 1: Summary GHG emissions by category for 2023-2024



**Table 2: GHG emissions breakdown by source for 2023-2024**

Source	Classification		tCO <sub>2</sub> e	
<b>CNGP mandatory Scope 1,2 and 3 sources</b>				
Transport fuel – diesel	Scope 1	Category 1	2.87	
Refrigerant and other gas use			Nil	
Purchased energy – electricity use	Scope 2	Category 2	0.54	
Travel – air travel international	Scope 3	Category 3	Nil	
Travel – air travel domestic			18.70	
Travel – taxi			0.20	
Travel – private car			3.94	
Travel – public transport staff travel			0.23	
Travel – hotel stay			2.25	
Transport fuel – rental car			3.64	
Working from home			0.72	
Transmission and distribution losses – electricity			Category 4	0.04
Water supply				0.03
Wastewater services				0.34
Waste – waste to landfill				0.31
Waste – composting	0.04			
<b>CNGP other Scope 3 sources</b>				
Staff commuting	Scope 3	Category 3	4.49	
Transport fuel – diesel well-to-tank emissions			0.66	
Materials – office paper		Category 4	0.05	
ICT/cloud services			0.49	
<b>Total gross emissions</b>			<b>39.56</b>	

## Comparison to base year

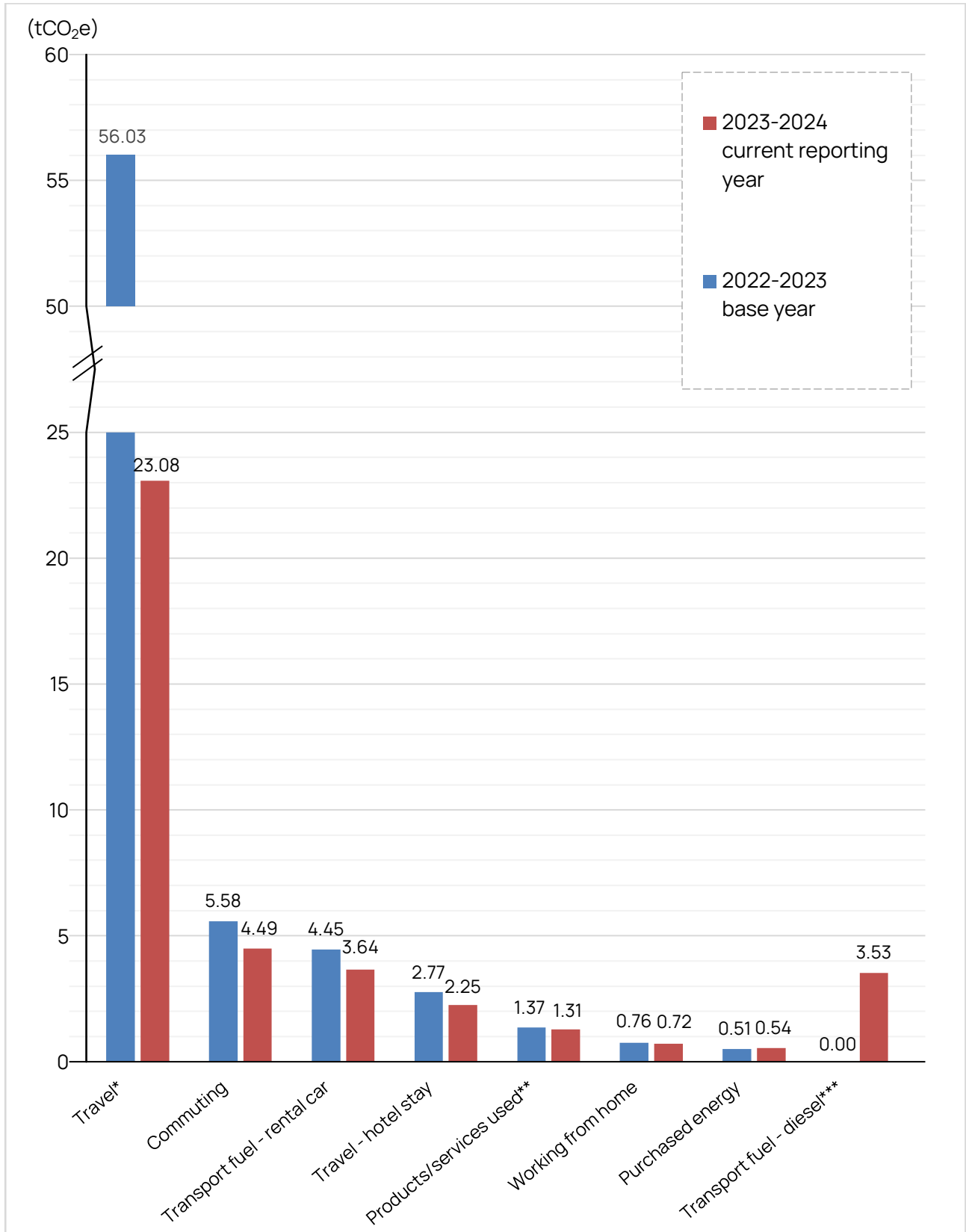
Table 3: GHG emissions intensity by year

KPI	2022-2023 (base)	2023-20234 (current)
FTE (staff and RFAs)	19.8	19.7
Expenditure (\$ million)	4.22	3.90
<b>GHG emissions per KPI (tCO<sub>2</sub>e)</b>		
Total gross GHG emissions per FTE	3.61	2.01
Total gross GHG emissions per million dollars of expenditure	16.9	10.16

Table 4: Total GHG emissions measured by year

Category	2022-23 (base)	2023-24 (current)
Category 1 direct emissions	Nil	2.87
<b>Subtotal direct emissions</b>	<b>Nil</b>	<b>2.87</b>
Category 2 indirect emissions from imported energy	0.51	0.54
Category 3 indirect emissions from transportation	69.59	34.85
Category 4 indirect emissions products and services used by organisation	1.37	1.31
Category 5 indirect emissions associated with the use of products and services from the organisation	Nil	Nil
Category 6 indirect emissions from other sources	Nil	Nil
<b>Subtotal indirect emissions</b>	<b>71.47</b>	<b>36.69</b>
<b>Total gross emissions</b>	<b>71.47</b>	<b>39.56</b>
<b>Change in annual gross emissions since base year</b>		<b>-45%</b>

Figure 2: Comparison of GHG emissions sources by year

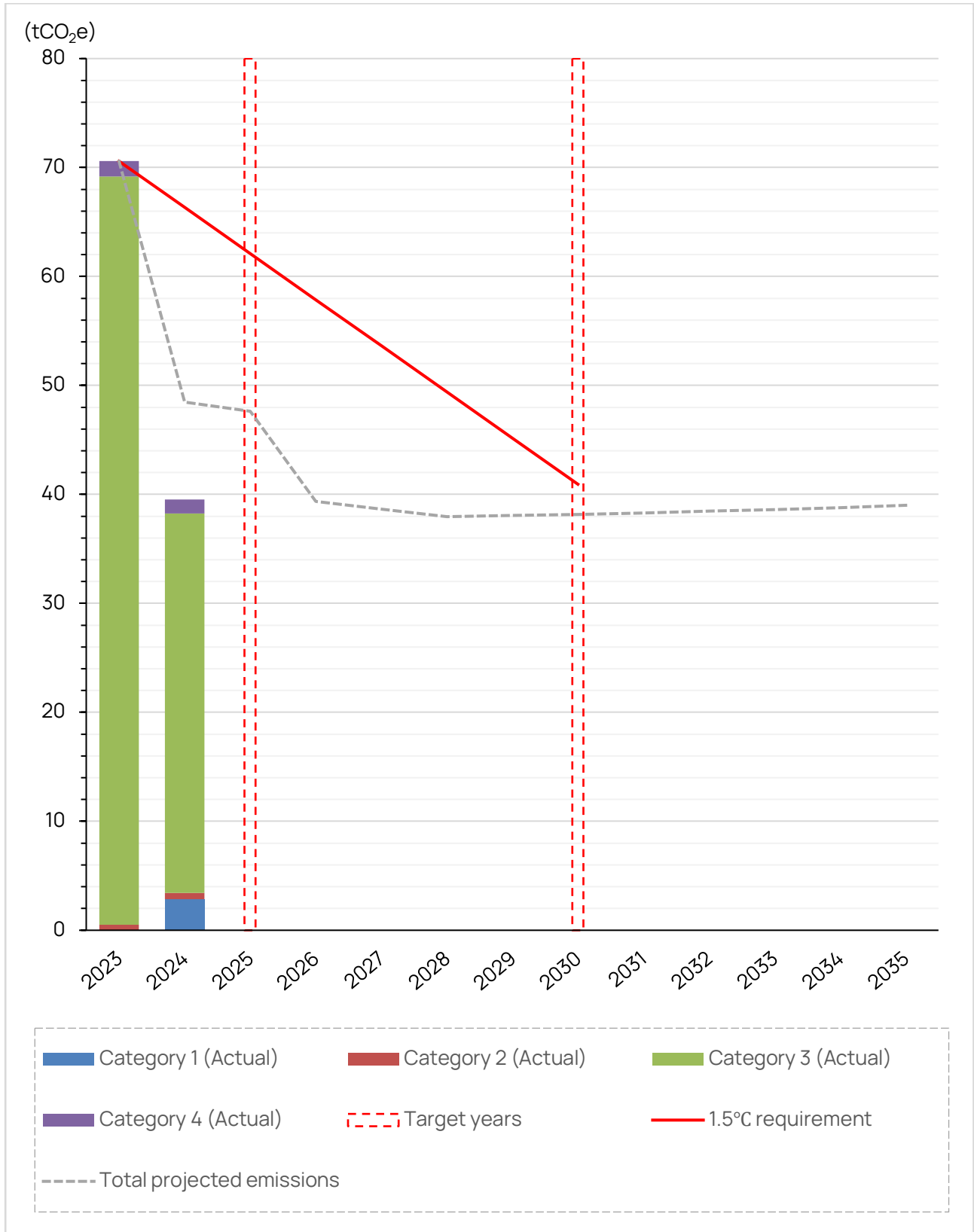


\* includes air travel international, air travel domestic, taxi, private car, public transport staff travel

\*\* includes T&D losses, water supply, wastewater, waste, materials, ICT/cloud services

\*\*\* includes well-to-tank emissions

Figure 3: Comparison of GHG emissions against reduction targets





## GHG emissions inventory

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

See the "2023-2024 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 "2023-2024 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 24 potential sources was identified. These potential sources were then evaluated and a final list of 19 sources were included in this inventory, with 5 sources excluded. Table 3 lists all included sources. Table 5 details the excluded 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 feasible. 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 difficulties and uncertainty around data capture.

**Table 5: Summary of excluded GHG emissions sources**

Source	Classification	
<b>CNGP mandatory source/s</b>		
Transportation of goods – freight rail, road, coastal shipping, and couriers	Scope 3 Category 3	Data is currently difficult to capture and has low accuracy. <i>Assumed de minimis</i> – freight, courier and postage spend was <0.01% of total annual expenditure – base year estimation of this source was ~0.03% annual emissions, activity was significantly reduced in current year.
<b>CNGP other sources</b>		
Waste recycled	Scope 3 Category 4	Activity data is captured, but no emissions factors could be sourced. We will continue to collect activity data and look to include this source in future.
Materials – miscellaneous materials (e.g. meals and food)		Activity data capture unclear – significant work would be needed to scope this.
Other products and services – embodied emissions in other purchased products and services		Activity data capture unclear – significant work would be needed to scope this.
Outsourced services/contractors		Activity data capture unclear – significant work would be needed to scope this. Travel-related emissions for contractors and consultants are included where we have had operational control.
Emissions from investments	Scope 3 Category 5	Activity data capture unclear. Low influence – only investments are bank term deposits.

## **Assumptions**

### **Waste audit**

Cleaning service provider for the floor conducts a waste audit once every quarter. The building has separate collections 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.

Waste audits were conducted over a single work week (5 days, Monday to Friday) in August and November 2023 and February and April 2024. At the end of each workday, the contents of all the bins on the floor were weighed prior to disposal.

As there are significant shared spaces and bins are all shared, the waste measurements are for the whole floor. These have then been apportioned based on the average occupancy for each organisation.

Occupancy data was collected by a head count of the number of staff working in the office at ~11am over a work week (Monday to Friday) in February 2024.

### **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**

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