



**Prepared by**  
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In accordance with Part 7.3.1 of ISO 14064 (7.3.1 p)

**For the period**  
1 July 2006 to 30 June 2007 (7.3.1 c)

User notes.

References which are shown in brackets e.g. (7.3.1 c) refer to the relevant section of the ISO Standard 14064. This is for reference only and no further action is required by the agency.



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## Emissions Inventory Summary (7.3.1 e)

Type of Emission	Tonnes CO <sub>2</sub> -e*
<b>Direct (Scope 1) emissions</b>	
Petrol use	650.18485234
Diesel use	18.34794214
LPG use	
Natural gas in owned buildings and leased buildings where the agency is the sole tenant	0.139757681
Coal use	
<b>Total Direct (Scope 1) Emissions</b>	<b>668.672552161</b>
<b>Indirect (Scope 2) Emissions</b>	
All purchased electricity in owned buildings and leased buildings where the agency is the sole tenant	241.4197506
Purchased electricity for lighting and utility/appliance power in leased space where the agency is not the sole tenant	101.6096358
<b>Total Indirect (Scope 2) Emissions</b>	<b>343.0293864</b>
<b>Indirect (Scope 3) Emissions</b>	
Transmission and distribution line losses for all purchased electricity	36.2551384
Air travel	348.4387300
Business travel in Rental cars / taxis	41.4513267
Waste to landfill	8.8272000
<b>Total Indirect (Scope 3) Emissions</b>	<b>434.97233951</b>
<b>Total Emissions</b>	<b>778.00178150</b>

## Summary (7.3.1 e)

Area	CO <sub>2</sub>	CH <sub>4</sub>	N <sub>2</sub> O	HF Cs	PFC 's	SF <sub>6</sub>	CO <sub>2</sub> e
Scope 1							
Petrol use	642.39151477	3.812070805	4.342623972				650.021185234
Diesel use	12.48891705	0.014483308	0.208739903				12.71040955
Gas	0.137989529	0.000060154	0.001701846				0.139757681
<b>Total</b>	<b>655.018421349</b>	<b>3.826614267</b>	<b>4.553065721</b>				<b>662.871352465</b>



## 1. Introduction (7.3.1 p)

This emissions inventory report has been prepared and written in accordance with Part 7.3.1 of ISO 14064-1 and is designed to be used as in the process of being on the path to carbon neutrality by 2012.

## 2. Statement of intent

Te Puni Kōkiri is one of the 28 stage two core public service agencies that will be on the path to carbon neutrality by the year 2012. This programme will be broken down into three key stages which are set out below;

- Measure emissions
- Reduce emissions
- Offset unavoidable emissions<sup>1</sup>

## 3. Organisation description (7.3.1 a)

### The role of Te Puni Kōkiri

Te Puni Kōkiri exists to help achieve the government's vision for New Zealand, as it applies to Māori.

Our principal duties under the Māori Development Act 1991 are to monitor and liaise with government agencies to raise the achievements of Māori in key social development areas. To achieve this we focus predominantly on leading and influencing government policy as it pertains to Māori, assisting the government to manage its relationships with Māori organisations, and partnering Māori initiative with investments, purchases, and facilitation and brokerage of other services to Māori. Despite our funding and purchasing role, we remain essentially a policy ministry, and what we learn about Māori development through our investments and relationships lends a unique credibility to our policy advice.

As well as complying with general legislation Te Puni Kōkiri is responsible for administering the 29 Acts of Parliament and 30 statutory regulations. This administrative role includes responsibility for: monitoring compliance, reviewing the legislation, and enacting required amendments.

Besides the Head Office based in Wellington, Te Puni Kōkiri maintains a strong network of ten regional offices that provide for close and interactive connections with Māori. It also enables Te Puni Kōkiri to carry out its leadership function of advising on relationships between the Crown, iwi, hapū, whānau, and Māori.

Te Puni Kōkiri averaged over the 2006/07 financial year employed 326 staff; consisting of 285 full-time employees, 3 on secondment, and 38 full-time equivalents.

In addition, 47 permanent and 10 full-time equivalent employees work for the Māori Trustee in Wellington and within 5 regional offices. The Māori Trustee (as established by The Māori Trustee Act 1953) exists:

- to protect and enhance the interests of Māori clients and their resources; to manage the adverse effects of fragmented and multiple ownership of Māori land; and to provide fair, proper and prudent administration and management of clients' assets within the principles and obligations of trusteeship and agency.

## 4. Persons responsible (7.3.1 b)

- *Leith Comer - Chief Executive* has overall responsibility for the emissions inventory.
- *Julie-Anne Morrison – Acting Deputy Secretary Support Services* has approved the documents for the carbon neutral programme.
- *Murray McLeod and Liz Rangihuna* were involved in the preparation of these documents.

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<sup>1</sup> The term "unavoidable emissions" should be understood to include a cost-benefit analysis of the reduction measures.



## 5. Organisational boundaries included for this report period (7.3.1 d)

The Agency uses the financial control based approach to defining organisational boundaries. Due to the legally prescribed nature of the core public service, the application of either the control or equity approach is likely to have the same effect, as government agencies do not have subsidiaries, associate companies in the same manner that private sector companies have group structures, or complex lease arrangements.

The organisational boundaries of an agency are defined by statute and for the purposes of the GHG inventory include core agency activities only.

Attached is an organisational chart for your reference.

## 6. Emissions sources inclusions (7.3.1 e)

Emission sources were identified with reference to the methodology described in the GHG Protocol and the ISO 14064-1 (2006) standard. Identification of emissions sources was achieved using the specific guidance on Scope 3 factors included in the Cabinet Paper POL (07) 131: Towards a Sustainable New Zealand: Carbon Neutral Public Service. Further guidance was obtained from the Ministry for the Environment.

These emissions have then been classified into three categories. The definition of each has been adapted from the GHG Protocol; the three types of emissions are;

- Direct emissions (Scope 1): emissions from sources that are owned or controlled by the agency.
- Indirect emissions (Scope 2): emissions from the generation of purchased electricity consumed by the agency.
- Indirect emissions (Scope 3): emissions that occur as a consequence of the activities of the agency, but occur from sources not owned or controlled by the agency. Inclusions of these are determined on case by case basis, and relate to the agency's aims of the programme.

### Actual emissions

(The factors included in the table below should be adjusted to reflect the Te Puni Kōkiri circumstances.)

Emission source	Scope of Emission
Petrol for vehicles	Scope 1
Diesel for vehicles	Scope 1
Natural gas in owned buildings and leased buildings where the agency is the sole tenant	Scope 1
All purchased electricity in owned buildings and leased buildings where the agency is the sole tenant	Scope 2
Purchased electricity for lighting and utility/appliance power in leased space where the agency is not the sole tenant	Scope 2
Transmission and distribution line losses for all purchased electricity	Scope 3
Domestic air travel	Scope 3
International air travel	Scope 3
Taxi travel	Scope 3
Business travel in rental cars	Scope 3
Waste to landfill	Scope 3
Purchased electricity for base building power in leased buildings where the agency is not the sole tenant	Scope 3

No biomass is used in Te Puni Kōkiri operations and therefore no emissions from the combustion of biomass are included. (7.3.1 f)



## 7. Emission sources exclusions (7.3.1 h)

Te Puni Kōkiri didn't include the following emission in our calculations:

Emission Source	Emission Level Scope
Staff commuting to work	Indirect (Scope 3)
Couriers commuting goods and mail on behalf of Te Puni Kōkiri	Indirect (Scope 3)

This is considered to fall under the personal carbon foot print of the employee as the agency has little control over where people choose to live; therefore this is outside the Scope.

For further information see the document 'Carbon Neutral Public Service Emission Inventory Preparation Guidance.'

## 8. Base year selected (7.3.1 j)

This is Te Puni Kōkiri first report. The chosen base year calculated for this report is the year from 1 July 2006 to 30 June 2007.

## 9. Data collection quantification of methodologies (7.3.1 l and n)

The table below details the sources of the relevant data and the emission factors which have been used. All the factors have been approved by the Ministry for the Environment. The amount of CO<sub>2</sub>e has been calculated by multiplying the activity data sourced by the agency by the relevant emission factor. As this is the first year that the agency has produced these figures there have not been any changes in methodology to report. (7.3.1 k)

Emission or Removal Source	Data Collection Unit	Emission or Removal Factor	Factor Source
International travel	Km	.00011	Mobile Combustion CO <sub>2</sub> Emissions Calculation Tool, available from the GHG Protocol website.
Domestic travel	Km	.00018	Mobile Combustion CO <sub>2</sub> Emissions Calculation Tool, available from the GHG Protocol website.
Taxi	Amount spent	Divide by 2.30 per km then multiply by .0002373	Supplied by the Ministry of The Environment
Power	Kw	.00002091	New Zealand Energy Greenhouse Gas Emissions 1990-2006 (Ministry of Economic Development, 2007).
Waste	Kg	0.9	Supplied by the Ministry of The Environment
Vehicles	Km	.0002373	New Zealand Energy Greenhouse Gas Emissions 1990-2006 (Ministry of Economic Development, 2007).



## 10. Emission reductions and removals (7.3.1 g)

Te Puni Kōkiri will have a management plan in place for managing and reducing emissions by early 2008 with the aim of being on the path to carbon neutrality by 2012.

## 11. Uncertainties (7.3.1 o)

There needs to be a description of the impact of uncertainties on the accuracy of the GHG emissions and removals data.

<b>Emission Scope</b>	<b>Emission Source</b>	<b>Uncertainties</b>
Scope 3	Domestic and International flights	It is assumed that records supplied by Atlantic and Pacific American Express and Air New Zealand are complete and accurate
Scope 2	Electricity	It is assume the figures from the various landlords are complete and accurate. Based on the average FTE's and assumes no carbon emission from consultants or contractors.
Scope 3	Waste	The figures are based on a weekly audit and multiplied out for the remainder of the year. It is assumed this provides a fair representation of annual usage. Also based on the average FTE's and assumes no carbon emission from consultants or contractors.



# Te Puni Kokiri

