

# Emissions Inventory Report

Emissions Inventory Report

Ministry of Women's Affairs

Prepared by

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In accordance with Part 7.3.1 of ISO 14064 (7.3.1 p)

Date

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For the period

1 July 2006 to 30 June 2007 (7.3.1 c)

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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>	0
<b>Indirect (Scope 2) Emissions</b>	
Purchased electricity for lighting and utility/appliance power in leased space where the agency is not the sole tenant	15.1541043
<b>Total Indirect (Scope 2) Emissions</b>	<b>15.1541043</b>
<b>Indirect (Scope 3) Emissions</b>	
Transmission and distribution line losses for all purchased electricity	1.6016533
Air travel	55.26362
Business travel in Rental cars / taxis	2.5979604
Waste to landfill	2.156973201
<b>Total Indirect (Scope 3) Emissions</b>	<b>61.620206901</b>
<b>Total Emissions</b>	<b>76.774311201</b>

## Summary

Type of emission	Reason for exclusion
Purchased electricity for lighting and utility/appliance power in leased space, common areas.	Information not available from landlords at time of writing summary, however data will be collected for this, and future years.
Business travel in employee owned cars	Business travel in employee owned cars is minimal and data is difficult to collect.

## **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 in the process of being on the path to carbon neutrality by 2012.

## **2. Statement of intent**

The Ministry of Women's Affairs 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 Ministry of Women's Affairs is a government agency that provides policy advice on issues specific to New Zealand women. It is the smallest core government department in New Zealand with 35.5 FTEs, and operates from one location.

## **4. Persons responsible (7.3.1 b)**

- The Chief Executive has overall responsibility for the emissions inventory .
- Martin Sebire has approved the documents for the carbon neutral programme.
- Documents were prepared by Sophie Lockwood.

## **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.

## **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

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

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

Emission source	Scope of Emission
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

No biomass is used in Ministry of Women's Affairs operations and therefore no emissions from the combustion of biomass are included. (7.3.1 f)

### 7. Emission sources exclusions (7.3.1 h)

Emission Source	Emission Level Scope
Use of gas in the air conditioners is part of the lease. We are following up with the landlords.	Scope 3
Staff commuting to work in personal cars	Indirect (Scope 3)

#### Justification

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. Work will be undertaken to produce travel plans to help reduce this effect under a further scheme.

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

### 8. Base year selected (7.3.1 j)

This is the Ministry of Women's Affairs' 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
Purchased electricity for lighting and utility/appliance power in leased space where the agency is not the sole tenant	kWh	0.0002091	New Zealand Energy Greenhouse Gas Emissions 1990-2006 (Ministry of Economic Development, 2007).
Transmission and distribution line losses for all purchased electricity	kWh	0.0000221	New Zealand Energy Greenhouse Gas Emissions 1990-2006 (Ministry of Economic Development, 2007).
International travel	km	0.00011	Orbit Corporate Travel
Domestic travel	km	0.00018	Orbit Corporate Travel
Taxi Travel	km	0.0002373	TaxiCharge NZ
Business travel in rental cars	km	0.0002373	Avis Car Rentals
Waste to Landfill	kg	0.67425387	Waste Audit

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

The Ministry of Women's Affairs has achieved no significant emissions reductions for this reporting period as this is the first reporting period and established the Ministry of Women's Affairs baseline year emissions.

## 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.

Emission Scope	Emission Source	Uncertainties
Scope 2	Domestic flights	It is assumed that records supplied by Orbit Corporate Travel are complete and accurate

Emission Scope	Emission Source	Uncertainties
Scope 2	International travel	It is assumed that records supplied by Orbit Corporate Travel are complete and accurate
Scope 2	Taxi Travel	It is assumed that records supplied by TaxiCharge NZ are complete and accurate
Scope 2	Business travel in rental cars	It is assumed that records supplied by Avis Car Rentals are complete and accurate

## 12. Verification of the GHG Inventory (7.3.1 q)

This GHG emissions inventory report has not been verified by a third party independent auditor.