

GREENHOUSE GAS EMISSIONS REPORT GREENHAWK LIMITED | FY 24

Table 1: Emissions summary

Component gas (expressed as tCO ₂ e)							
	CO ₂	CH ₄	N ₂ O	HFCs	PFCs	SF ₆	Total tCO ₂ e
Scope 1	-	-	-	-	-	-	-
Scope 2	-	-	-	-	-	-	-
Scope 3	15.86	0.45	0.47	-	-	-	18.03
Total	15.86	0.45	0.47	-	-	-	18.03

Table 2: Emissions summary, per KPI

Key performance indicator (KPI)	Quantity	Emissions tCO ₂ e / KPI
FTE – full-time employee	16.8	1.07

Figure 1: Emissions summary, year on year

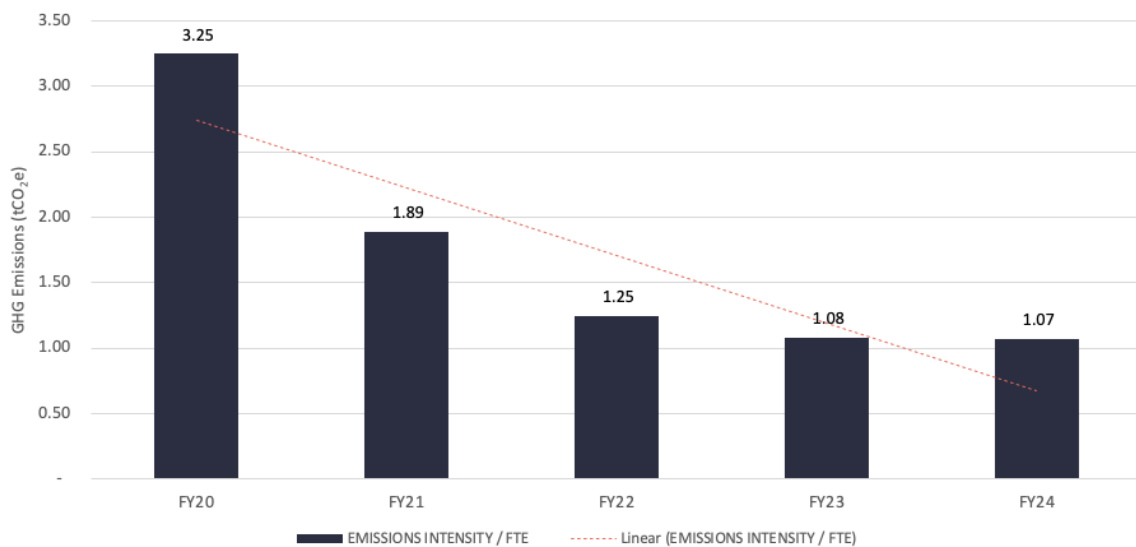


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1. Introduction

This report is the annual greenhouse gas (GHG) emissions¹ inventory report for Greenhawk Limited (“Greenhawk”). The inventory is a complete and accurate quantification of the amount of GHG emissions that can be directly attributed to the organisation’s operations within the declared boundary and scope for the specified reporting period.

The inventory has been prepared in accordance with the requirements of the *Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (2004)* and *ISO 14064-1:2006 Specification with Guidance at the Organization Level for Quantification and Reporting of Greenhouse Gas Emissions and Removals*.²

2. Statement of intent

This inventory forms part of Greenhawk’s commitment to measure and manage our emissions.

3. Organisation description

Greenhawk is a privately held company offering accounting, tax, business performance and carbon accounting services to businesses across Aotearoa New Zealand. We have offices in Tāmaki Makaurau Auckland and Wānaka, with remote staff based here and abroad.

Recognising that our business operations have a direct impact on the environment, we are committed to operating in an energy-efficient manner. We consider the management of our GHG emissions to be a principal component of our environmental and sustainability objectives. It is our aim to exploit all opportunities for energy savings throughout the business, establish ourselves as an environmentally responsible organisation and contribute to national carbon reduction targets.

4. Base year

The base year is April 1 2019 – March 31 2020 (FY 20). This is the first 12-month period where GHG emissions were calculated and forms the base year for Greenhawk.

5. Reporting period

This document is Greenhawk’s fifth GHG emissions report, measuring the period April 1 2023 – March 31 2024 (FY 24).

1. Throughout this document ‘emissions’ means GHG emissions.
2. Throughout this document ‘GHG Protocol’ means the *GHG Protocol Corporate Accounting and Reporting Standard* and ‘ISO 14064- 1:2006’ means the international standard *Specification with Guidance at the Organizational Level for Quantification and Reporting of Greenhouse Gas Emissions and Removals*.

6. Organisational boundaries included for this reporting period

Organisational boundaries were set with reference to the methodology described in the *GHG Protocol* and *ISO 14064-1:2006* standards. The *GHG Protocol* allows two distinct approaches to consolidate GHG emissions: the equity share and control (financial or operational) approaches. We used an operational control consolidation approach to account for emissions, with this report covering emissions from Greenhawk in its entirety.

7. GHG emission source inclusions

The GHG emissions sources included in this inventory were identified with reference to the methodology in the *GHG Protocol* and *ISO14064-1:2006* standards. As adapted from the *GHG Protocol*, these emissions were classified under the following categories:

- **Direct GHG emissions (Scope 1):** emissions from sources that are owned or controlled by the company.
- **Indirect GHG emissions (Scope 2):** emissions from the generation of purchased electricity, heat and steam consumed by the company.
- **Indirect GHG emissions (Scope 3):** emissions that occur as a consequence of the company's activities but from sources not owned or controlled by the company.

The emissions sources in Table 3 have been included in the GHG emissions inventory.

Table 3: GHG emission sources included in the inventory

GHG emission source	GHG emissions level scope	Data source	Data collection unit	Uncertainties/ assumptions
Air travel domestic (national average); Air travel international short-haul (economy class); Air travel international long-haul (economy class)	Scope 3	Accounting system report (Xero)	passenger.km	It is assumed data source represents a complete and accurate account of all travel activity. All calculations use emission factor with Radiative Forcing factors.
Car – private car default, petrol; Car – private car default, diesel; Car – private car, petrol hybrid; Car – private car default, electric	Scope 3	Staff survey	km	It is assumed the data source is an appropriate representation of activity. Assumptions are made on vehicle type and approximate travel distance from staff home locations.
Hotel stays	Scope 3	Staff survey	room nights	It is assumed data source represents a complete and accurate account of all travel activity.
Taxi – petrol hybrid	Scope 3	Accounting system report (Xero)	km	It is assumed data source represents a complete and accurate account of all travel activity.
Transmission and distribution losses	Scope 3	Supplier invoices	kWh	It is assumed the supplier has provided accurate data.

Waste landfilled; Food waste composted	Scope 3	Weighing office bins	kg	Annual waste from our Wānaka office is gathered by weighing our waste, recycling and compost bins, and soft plastic recycling. Over the course of the reporting period, measurement of the odd week was missed, however the data represents a strong estimation of total waste. We have used the “General waste” emission factor, as there is no food waste in our landfill bins.
Water supply and wastewater treatment	Scope 3	HR database	# of FTEs	It is assumed data source represents a complete and accurate account of staff numbers.
Working from home	Scope 3	Staff survey	days	This is an estimate. Staff provide a retrospective, estimated number of WFH days. For international staff, we have generated and applied a multiplier of the NZ WFH emission factor, due to the unavailability of country-specific emission factors. See Data Collection spreadsheet for further information. It is assumed the resulting data is an appropriate representation of this activity.

8. GHG emission source exclusions

Greenhawk had no Scope 1 emissions for this reporting period. We don’t own any company vehicles, nor do we operate machinery which consumes stationary fuel. Staff commuting emissions are included in Scope 3/ Category 3.

Greenhawk also had no Scope 2 emissions for this reporting period. We have certification from our electricity retailer, Ecotricity, that all electricity purchased for our Wānaka office was generated using 100% renewable sources. In addition, we do not have operational control over the electricity purchased by our shared office space provider in Tāmaki Makaurau, so have excluded this from our inventory.

Greenhawk recognises the extent of Scope 3 emissions is significant. We have chosen to declare the following notable emissions sources that have been excluded from our emissions inventory.

Table 4: Notable emission sources excluded from the inventory

GHG emission source	GHG emissions level scope	Reason for exclusion
Freight transport	Scope 3	Freight transport is limited to recycling removal and infrequent, ad hoc deliveries. It is assumed to be de minimus (<1%).
Cloud-based data centres	Scope 3	While Greenhawk stores a significant volume of data in the cloud and notes that data centre emissions are likely a

		significant emission source, we are currently unable to obtain this data.
Embodied emissions in purchased goods	Scope 3	While Greenhawk notes that emissions for this source are likely to be significant, we are currently not tracking this data. We have trailed a number of systems and plan to include emissions from this source from FY 25 via a Xero integration.
Waste	Scope 3	We do not have operational control over waste removal in our shared office space in Tāmaki Makaurau, so have excluded this from our inventory. (Waste from our Wānaka office is included.)

9. Data collection and uncertainties

Table 3 gives an overview of how data was collected for each GHG emissions source, the source of the data and an explanation of any uncertainties or assumptions.

A calculation methodology has been used for quantifying the emissions inventory using emissions source activity data multiplied by emission or removal factors. All emission factors were sourced from the Ministry for the Environment’s *2024 Measuring Emissions: A Guide for Organisations*.

10. GHG emission calculations and results

GHG emissions for the organisation for this reporting period are provided in the GHG Inventory summary section at the start of this report.

Figures 2-5 give an overview of where the emissions occur across the organisation.

Figure 2: GHG emissions by scope

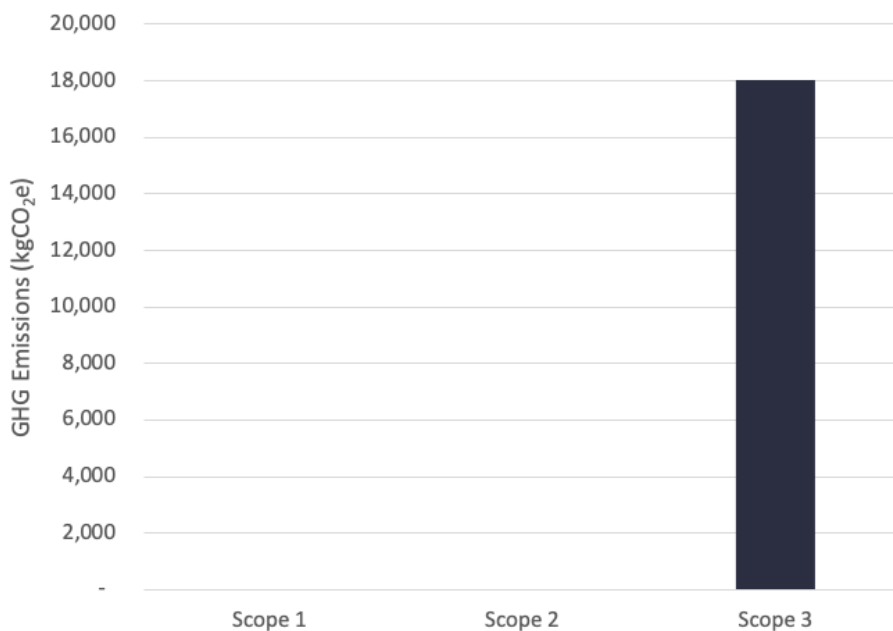


Figure 3: GHG emissions by scope, as percentage of total

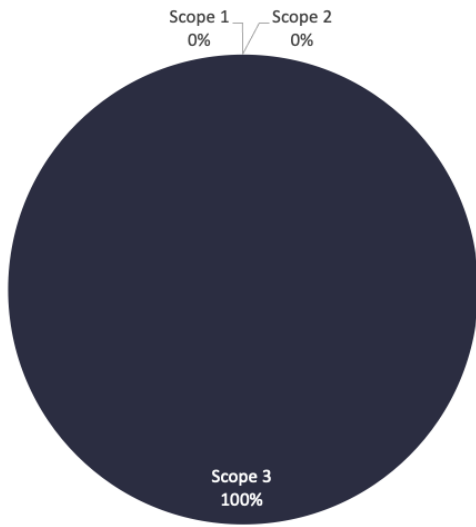


Figure 4: GHG emissions by source

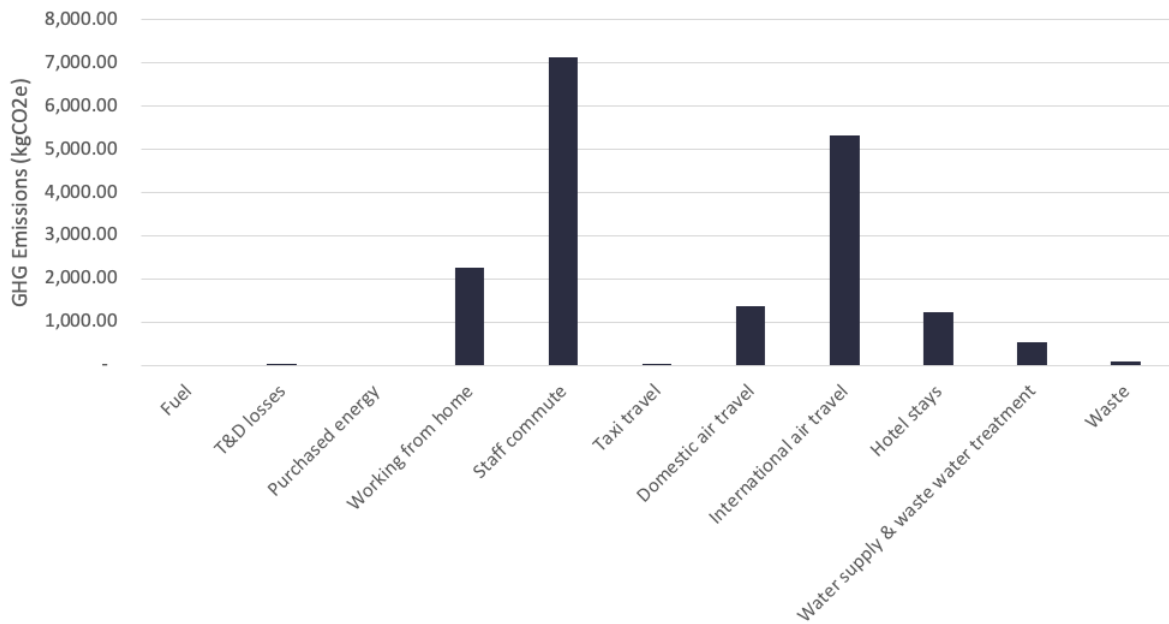
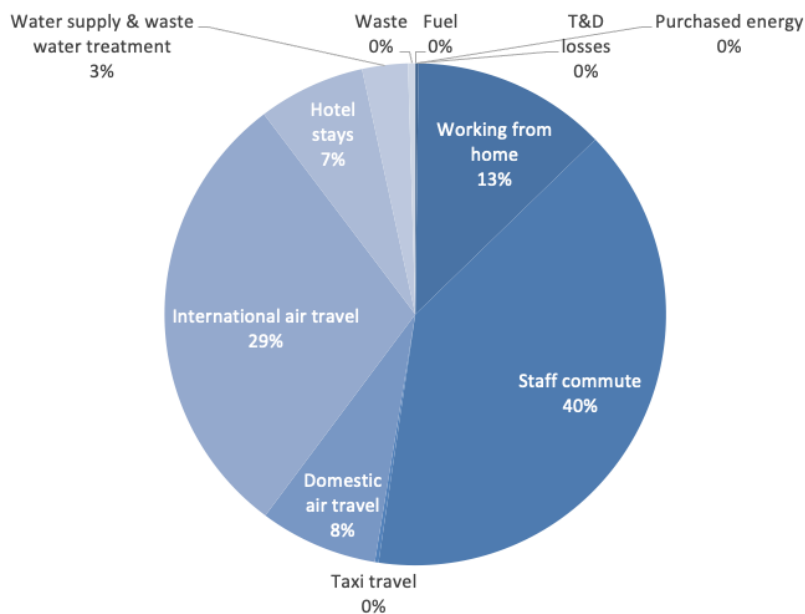


Figure 5: GHG emissions by source, as percentage of total



11. Liabilities

Greenhawk holds no GHG stocks, nor owns lands subject to land-use change.

12. Removals

Since beginning greenhouse gas emissions measurement in 2019, Greenhawk has purchased verified, gold-standard offsets to offset our GHG footprint annually.

Due to [growing concerns](#) about the “greenwashed facade” of the voluntary carbon market, we have chosen to redirect the funds that would have offset our footprint for this reporting period towards emissions reduction initiatives.

- To offset our 18.03 tonnes CO₂e footprint through Carbon Click, purchasing 100% New Zealand projects (as is best practice) was calculated to be \$2,200 at the time of writing.
- \$500 of this emissions reduction fund has been used to subsidise an e-bike for one staff member, reducing their commuting emissions.
- The remainder of the fund will be distributed over the coming months.

13. References

International Organization for Standardization. 2006. ISO14064-1:2006. Greenhouse gases – Part 1: Specification with guidance at the organisation level for quantification and reporting of greenhouse gas GHG emissions and removals. Geneva: ISO.

World Resources Institute and World Business Council for Sustainable Development. 2004. *The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard* (revised). Geneva: WBCSD.

Ministry for the Environment. 2024. *Measuring emissions: A guide for organisations: 2024 summary of emission factors*. Wellington: Ministry for the Environment.

Appendix 1: GHG emissions data summary

Detailed GHG emissions data is available on the accompanying spreadsheets to this report:

GHG Emissions Workbook - Greenhawk - FY 24.xls

GHG Emissions Data Collection - Greenhawk - FY 24.xls