

September 2022

# Carbon emissions inventory and reduction plan

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Reporting and reducing  
carbon emissions

**SOCIAL  
WELLBEING  
AGENCY**

TOI HAU  
TĀNGATA

New Zealand Government

# Document control

## Document information

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## Document storage

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# Section 1 – Overview

## Purpose of this inventory and reductions plan

This Emissions Inventory and Reduction Plan (EIRP) sets out how the Social Wellbeing Agency Toi Hau Tāngata (SWA) responds to requirements to achieve carbon neutrality by 2050 as required by the New Zealand Government.

It provides a 2021/22 emissions inventory and report, a base-year emissions inventory and report containing data from that year and 2018/19, and an emissions reduction plan for the carbon emissions for SWA. It has been prepared in accordance with the requirements of:

- the Carbon Neutral Government Programme (CNGP)<sup>1</sup>
- the Greenhouse Gas Protocol (GHG Protocol)<sup>2</sup>
- International Standards ISO 14064-1:2018<sup>3</sup>

and with guidance from:

- Ministry of Social Development | Te Manatū Whakahiato Ora (MSD)
- Ministry for the Environment | Manatū mō te Taiao (MfE)
- Ministry of Business, Innovation and Employment | Hīkana Whakatutuki (MBIE).

The reduction plan has also been informed by our people through a process of consultation and discussions.

The GHG inventory forms part of SWA's commitment to measuring and managing our emissions in support of the CNGP and informs the reductions plan.

SWA's [Annual Report](#) also includes information and commentary on our emissions for the 2021/22 year.

## Our intent

In order to achieve carbon neutrality in line with the requirement for a 1.5°C target reduction pathway, SWA will:

- measure, manage, verify and report on our emissions annually
- set and, from 2022/23, annually measure real and actual progress against our emissions reduction targets
- implement our emissions reduction measures and reduce our carbon emissions from 2022/23
- offset our remaining emissions from December 2025 where it is impractical to reduce them.

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<sup>1</sup> New Zealand Government. 2020. Public sector to be carbon neutral by 2025. Releases. URL: [www.beehive.govt.nz/release/public-sector-be-carbon-neutral-2025](http://www.beehive.govt.nz/release/public-sector-be-carbon-neutral-2025) (accessed 30 November 2021).

<sup>2</sup> Greenhouse Gas Protocol. About Us. URL: <https://ghgprotocol.org/about-us>.

<sup>3</sup> ISO. 2018. ISO 14064-1:2018: *Greenhouse Gases – Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals*. Geneva: International Organization for Standardization (ISO). URL: [www.iso.org/standard/66453.html](http://www.iso.org/standard/66453.html) (accessed 30 November 2021).

## Our organisation

SWA works on challenging social sector issues to improve people's lives. We focus our efforts on where we can make the greatest impact to lead and shine a light on policy issues that affect the wellbeing of New Zealanders. We collaborate across the system advising on policy issues that fall between the gaps. Ultimately, we want our approaches to achieve sustainable improvements for the wellbeing of New Zealanders.

This involves using a broad and inclusive set of wellbeing measures that tell us whether people are leading full, meaningful lives. We create tools and practices to target gaps in the social sector's knowledge. We partner with the social sector, combining science, data and lived experience to draw insights that are enriched by whānau voices.

SWA is a departmental agency hosted within Te Kawa Mataaho Public Service Commission (TKM).

SWA also has a shared services arrangement with the Ministry of Social Development (MSD). MSD provides SWA with shared services across a broad range of services including Payroll, IT support including Incident Management, and Finance support. In addition, MSD supports SWA with facilities and property requirements.

Because of this role, much of SWA's carbon data is produced by MSD. Verification and auditing on SWA's carbon data is also arranged under this shared services agreement with MSD.

# Section 2 – Reporting and inventory parameters

## Reporting year data and base year data

This document includes information on carbon emissions for the year 2021/22, as well as information from 2019/20 and 2021/22 to form SWA's base year carbon emissions. It is this base year information against which emissions will be measured in subsequent years.

All reported emissions have been verified. The 2021/22 year information on emissions is actual for that year. Base year emissions information includes data from both 2019/20 and 2021/22. This ensures the base year is genuinely representative of SWA's typical emissions profile, 2019/20 being our most recent year that was not significantly COVID-affected, and data from 2021/22 has been used for those activities for which 2019/20 data is less accessible. This means that our base year data reflects a more typical activity pattern than we have experienced for the last two years, given the very significant impact of the pandemic on activity.

## Base year selection

In determining the base year for this report, SWA has consulted with MfE, MSD and TKM and other government agencies and agreed that the variabilities presented by COVID-19 mean that the most recent two years are less suitable for forming the base year. Travel in particular has been very significantly affected by COVID and the responses to it. This rationale is balanced with needing the base year to ideally include recent data to ensure that data is as complete and accurate as possible. While 2019/20 was still very significantly impacted by the pandemic, this was mostly restricted to the last four months of the period, meaning that, overall, the year is at least close to a less atypical year in terms of SWA's activities.

For these reasons, 2019/20 has been selected as the base year.

For the waste to landfill activity, 2021/22 actuals have been used.

The differences between the reporting year and the base year activities are fully detailed in Table 1 below.

This approach ensures that SWA's base year data reflects the nearest possible to 'business as usual' level of carbon-producing activities for SWA's.

## Base year data

The base year reported emissions differ from the 2021/22 emissions in that base year information comprises 2019/20 information as well as one entry (waste to landfill) from the 2021/22 operational year. This results in outcomes that most closely resemble a typical year in the life of SWA. The effects of this approach are detailed in Table 1 below.

**Table 1: Categories with base year reported emissions that differ from 2021/22 reported emissions**

<b>Category</b>	<b>Calculation description</b>	<b>Adjustment description</b>
<b>Electricity</b>	Base year emissions calculated from 2021/22 data, pro-rataed to reflect staff headcount, and with seven weeks of usage removed to reflect March-April 2020 lockdown.	3,341 kgs to 3,164 kgs
<b>Gas</b>	Base year emissions calculated from 2021/22 data, pro-rataed to reflect staff headcount, and with seven weeks of usage removed to reflect March-April 2020 lockdown.	9,844 kgs to 9,312 kgs
<b>Staff commute</b>	Base year emissions calculated based on reported 2021/22 commuting habits against 2019/20 headcount and all staff commuting five days a week outside of COVID-affected period	9,606 kgs to 6,526 kgs
<b>Working from home</b>	Base year emissions calculated based on 2019/20 headcount, with no regular working from home outside of COVID-affected period	165 kgs to 1,092 kgs
<b>Staff mileage claims</b>	Base year emissions calculated from 2019/20 actual data	64 kgs to 193 kgs
<b>Taxi use</b>	Base year emissions calculated from 2019/20 actual data	71 kgs to 1,558 kgs
<b>Rental cars</b>	Base year emissions calculated from 2019/20 actual data	21 kgs to 1,139 kgs
<b>Domestic flights</b>	Base year emissions calculated from 2019/20 actual data	2,188 kgs to 62,432 kgs
<b>International flights</b>	Base year emissions calculated from 2019/20 actual data	0 kgs to 12,832 kgs
<b>Domestic accommodation</b>	Base year emissions calculated from 2019/20 actual data	9 kgs to 837 kgs
<b>International accommodation</b>	Base year emissions calculated from 2019/20 actual data	0 kgs to 22 kgs
<b>Water supply and wastewater</b>	Base year emissions calculated using 2019/20 headcount and default amount of water per person per annum	1,997 kgs to 2,184 kgs
<b>Electricity losses</b>	Base year emissions calculated from 2021/22 data, pro-rataed to reflect staff headcount, and with seven weeks of usage removed to reflect March-April 2020 lockdown, and losses factor applied.	306 kgs to 290 kgs

## Organisational and operational boundaries for this reporting period

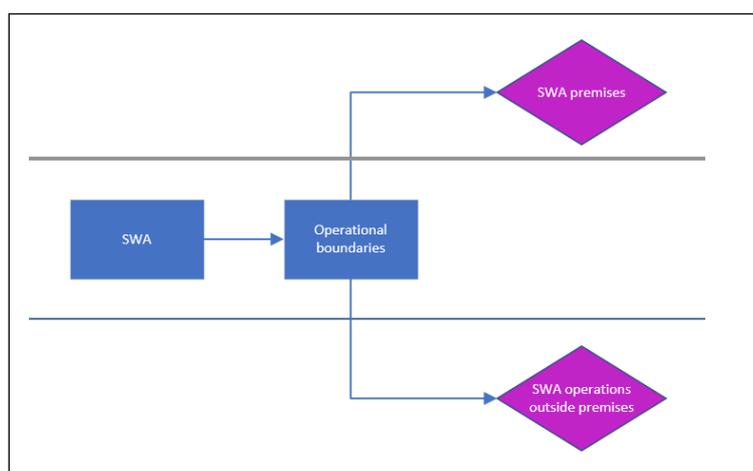
Organisation boundaries refer to the legal composition of an organisation and determine whether SWA has direct control over the sources of its emissions.

The organisational boundaries at the time of the base year were set with reference to the methodology described in the emissions protocol standards.<sup>4</sup>

This allows for various approaches to consolidate carbon emissions: equity share; control (financial); and control (operational). For the purposes of SWA's reporting, the control (operational) approach has been used to account for emissions.

**Error! Reference source not found.** and Table 2 describe SWA's organisational boundaries, and indicates the narrow scope of what is under SWA's operational control.

**Figure 1: SWA organisational boundaries**



**Table 2: Brief description of SWA's operational boundaries**

Property	Address	Description
SWA office	Level 3, 117 Lambton Quay, Wellington	<p>SWA operations comprise work in its premises and work undertaken for the agency outside its premises.</p> <p>SWA has one premises only. This space is SWA's sole office and all work done there is for SWA. This space is leased from and owned by Robert Jones Holdings, a private landlord. Electricity is metered. Heating is provided to the entire building (twelve floors) by gas. Waste removal services are provided as part of the cleaning contract under a shared services arrangement with MSD.</p> <p>Emissions that occur due to SWA staff working from home or travelling on SWA business, as well as staff commutes, are included as these emissions are the direct result of SWA's operations.</p>

<sup>4</sup> Greenhouse Gas Protocol. nd. *The Public Sector GHG Accounting and Reporting Standard, Provisional draft*. URL: [https://ghgprotocol.org/sites/default/files/standards\\_supporting/provisional-draft.pdf](https://ghgprotocol.org/sites/default/files/standards_supporting/provisional-draft.pdf)

## Carbon emissions sources included in SWA's emissions inventory

The carbon emissions sources included in this inventory were identified following the methodology described in the GHG Protocol and ISO 14064-1:2018 standard.

The emissions sources are also referenced in the MfE's, *Measuring Emissions: A guide for organisations*,<sup>5</sup> which specifies the various types of emissions the organisation would typically report on, dependant on the type of organisation and its operational functions.

As discussed in these publications, SWA's emissions are classified under the categories of:

- **Direct emissions (category 1):** emissions from sources that are owned or controlled by the agency
- **Indirect emissions (category 2):** emissions from the generation of purchased electricity and heat consumed by the agency
- **Indirect emissions (category 3):** emissions from transportation that occur as a consequence of the agency's activities but from sources not owned or controlled by the agency.
- **Indirect emissions (category 4):** emissions from products an organisation uses

The emissions sources listed in Table 2 have been identified and included in the emissions inventory and are relevant to SWA's operational boundaries.

**Table 2: Summary of SWA's carbon emissions sources included in the emissions inventory**

<b>Category 1 - nil</b>
<b>Category 2</b>
Electricity used
Gas
<b>Category 3</b>
Staff commute
Working from home
Staff mileage
Taxi
Rental cars
Domestic flights
International flights
Domestic accommodation
International accommodation
<b>Category 4</b>
Water supply and wastewater treatment
Electricity losses
Waste to landfill

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<sup>5</sup> MfE. 2022. *Measuring Emissions: A guide for organisations, 2022 detailed guide*. Wellington: Ministry for the Environment (MfE). URL: [Measuring emissions: A guide for organisations: 2022 detailed guide | Ministry for the Environment](#)

## Carbon emissions sources excluded from SWA's emissions inventory

For the base year period (1 July 2019 - 30 June 2020), the emissions sources in **Error! Reference source not found.** below have been excluded from SWA's operational boundaries.

Future carbon emissions reports may include items that are not reported on in this first report.

**Table 3: Summary of SWA's carbon emissions sources excluded from the emissions inventory**

Scope	Item	Reason	Source
Scope 1	Refrigerant	SWA owns two small domestic fridges (Belling BC112BF (126 l) and Eurotech FR-291 SS (221 l). Emissions from these are less than 1kg pa and therefore <i>de minimus</i> .	SWA owned fridges
Scope 3	Freight	SWA's operation and location mean emissions for this are well below the threshold for meaningful reporting and therefore do not merit consideration.	Courier deliveries
Scope 3	Gas losses	Gas is used for heating the building that houses SWA's premises. Emissions from SWA's gas use are <i>de minimus</i> .	Heating system

Factors that are involved when considering excluding an emissions source from SWA's organisation boundaries for the base year include, but are not limited, to:

- the practicality of sourcing the emissions
- the practicality of sourcing the data
- the reliability of any data
- whether SWA is an emitter in the item at all
- whether SWA is the source emitter for the item
- the emissions source being less than 1 percent of the total emissions within that source and not greater than 5 percent of the total emissions.

SWA does not have any fleet vehicles.

## Data collection, uncertainties and challenges

Table 4 provides an overview and an explanation of any uncertainties or assumptions. Further details around how the data was sourced are included in the emissions inventory (see Appendix 1: SWA carbon emissions – 2021/22).

All emissions factors have been sourced from guidance provided by the MfE, particularly their *Measuring emissions* guide.<sup>6</sup>

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<sup>6</sup> MfE. 2022. *Measuring emissions: A guide for organisations, 2022 detailed guide*. Wellington: Ministry for the Environment (MfE). URL <https://environment.govt.nz/assets/publications/Measuring-emissions-guidance-August-2022/Detailed-guide-PDF-Measuring-emissions-guidance-August-2022.pdf>

**Table 4: Details of SWA's carbon emissions sources included in the emissions inventory**

Activity	Category	Unit	Uncertainties, assumptions and challenges
Electricity (used)	2	Kilowatt hours (kWh)	From invoices and confirmed by information supplied by Smartpower. Assumes these sources are complete and accurate.
Gas	2	kWh	Assumes the report is accurate and complete. Gas data is provided by the building owner. Assumes usage is consistent year to year.
Staff commute	3	km	Assumes staff's self-reporting on the mode and distance of their commute to and from work is accurate, and that commuting patterns are consistent. NB Non-commute work travel is normally done on foot; taxi fares and rental vehicles are reported separately.
Working from home	3	employee per day	Assumes staff's self-reporting is accurate, and that working from home patterns rarely change over a year. The default allowance in MfE guidance is applied.  <b>Base year:</b> As working from home was not practised until COVID; assumed all staff (35) worked from home from start of lockdown to end of period (14 weeks).
Staff mileage	3	km (base) litres (current)	Assumes claims and report are complete and accurate. Information is provided via MSD under the shared services agreement. Default emissions factors were used.
Taxi	3	km	Assumes the report is complete and accurate. Information is provided via MSD under the shared services agreement.
Rental cars	3	km	Assumes the report is complete and accurate. Information is provided by travel provider Orbit via MSD under shared services agreement. Duplicates removed; entries without dates of service removed. Default kilometres (50 per day) and emissions factor (0.211 kgs per km) applied. Default emissions factor for petrol vehicle used based on typical use.
Domestic flights	3	Flight km	Assumes the report is complete and accurate. Assumes return flights as default. Information is provided by travel provider Orbit via MSD under shared services agreement. Duplicates, refunded flights, and add-ons removed.
International flights	3	Flight km	Assumes the report is complete and accurate. Assumes flights are return unless indicated otherwise. Information is provided by travel provider Orbit via MSD under shared services agreement. Duplicates and add-ons removed.
Accommodation (domestic, international)	3	Per person per night	Assumes the report is complete and accurate. Information is provided by travel provider Orbit via MSD under the shared services agreement. Assumes single night stay unless indicated otherwise. Duplicates and add-ons removed.
Water supply and wastewater treatment	4	m <sup>3</sup>	Assumes allowance of 130m <sup>3</sup> of water per person per annum for supplied water is accurate, and number of FTEs is stable throughout the year in question.
Electricity losses	4	kWh	Based on invoices and confirmed by information supplied by Smartpower. Assumes these sources are complete and accurate
Waste to landfill	4	m <sup>3</sup>	Information on waste is provided by SWA's cleaning contractor. Assumes the report is accurate. Waste weights are converted into kgs of carbon according to MfE guidance. SWA's waste to landfill goes to Wellington's Southern Landfill which practises gas recovery.

## Calculations and results

The actual 2021/22 information and the base year information are reported on separately under Appendices 1 and 2.

As mentioned elsewhere, the actual 2021/22 information comprises only 2021/22 emissions information.

The base year data comprises 2019/20 emissions information, as well as one entry – for waste to landfill – from 2021/22. The 2019/20 entries for gas, electricity (used and transmission losses), and staff commuting are based on 2021/22 actuals that have been amended to form reasonably accurate data on the 2019/20 year. All outcomes are detailed in Table 1 above. All calculation methods are described in Table 5 below.

**Table 5 – Data sources and calculations**

<b>Activity</b>	<b>Source and calculation</b>
<b>Electricity (used)</b>	Invoices and data supplied by SmartPower (actual use).
	<b>Current year:</b> Information covered only 350 days so pro-rataed to reflect 365 days in period.
	<b>Base year:</b> Usage data for 2021/22 year further pro-rataed based on headcount of 35 staff (32 in 2021/22) and adjusted to reflect seven weeks of lockdown in period (building re-opened after seven weeks).
<b>Gas</b>	Reports supplied by building owner, based on total building usage, divided by 12 (floors in building excluding ground (separate tenancies), MfE factor applied
	<b>Base year:</b> usage data for 2021/22 year pro-rataed based on headcount of 35 staff (32 in 2021/22) and adjusted to reflect seven weeks of lockdown in period (building re-opened after seven weeks).
<b>Staff commute</b>	Staff surveyed about the mode and distance of their work commute in two typical fortnights.
	<b>Current year:</b> Survey responses multiplied by 1.236 to equate to FTE. The modes are split out and kms for each mode calculated. These results are then each multiplied by 13 to get annual figures, and average leave taken is removed from that. MfE emissions factors are applied.
	<b>Base year:</b> Reported working from home days removed and assumed to be commute days. Result multiplied by 1.09375 to equate to 2019/20 headcount. Result multiplied by 0.6923 to reflect staff absences through leave and lockdown. Modes split out and kms for each mode calculated. MfE emissions factors are applied.
<b>Working from home</b>	Staff surveyed about working from home in two typical fortnight-long period.
	<b>Current year:</b> Survey responses multiplied by 1.236 to equate to FTE. The number of staff wfh days is multiplied by 13 to get an annual figure, and then average leave taken is removed from that. MfE emissions factor is applied.
	<b>Base year:</b> 35 people (2019/20 headcount) multiplied by weekdays in assumed wfh period (70 – from late March to end of period) to get total wfh days. Applied MfE emissions factor to get kgs of carbon emitted.
<b>Staff mileage</b>	<b>Current year:</b> Based on claims – data supplied by MSD Finance. Calculations based on litres of petrol claimed for
	<b>Base year:</b> Based on claims – data supplied by MSD Finance. Calculation based on kms claimed for.
<b>Taxi</b>	Based on actual invoices; data supplied via MSD Finance. Calculations based on dollar spend and emission factor applied.
<b>Rental cars</b>	Travel reports from travel agency Orbit, supplied via MSD Finance. Default 50km per hire day, and average emissions factor for petrol vehicle used.
<b>Domestic flights</b>	Travel reports from travel agency Orbit, supplied via MSD Finance. Duplicates and add-ons removed, return distances calculated using distanceto site, MfE factor applied.
<b>International flights</b>	Travel reports from travel agency Orbit, supplied via MSD Finance. Duplicates and add-ons removed, return distances calculated using distanceto site, MfE factor applied.
<b>Domestic accommodation</b>	Travel reports from travel agency Orbit, supplied via MSD Finance. Single night stay is assumed, add-ons are removed, MfE factor applied (9.4 kgs per person per night).
<b>International accommodation</b>	Travel reports from travel agency Orbit, supplied via MSD Finance. Single night stay is assumed, add-ons are removed, MfE country-based factors applied.
<b>Water supply and waste water</b>	FTEs multiplied by MfE water supply allowance of 130m <sup>3</sup> of water per person per annum, emissions factor applied based on 32 people in 2021/22 and 35 in 2019/20 (as reported in Annual Reports), MfE emissions factor applied.
<b>Electricity losses</b>	Invoices - data supplied by SmartPower. Based on Electricity (used) results as detailed above.
<b>Waste to landfill</b>	Cleaning contractor reports monthly on actual waste, MfE factor for general office waste applied (based on gas recovery at landfill). 2021/22 data used for both years.

## Section 3 – Reporting results

### SWA carbon emissions summary

Table 6 shows SWA’s total carbon emissions for the period 1 July 2021-30 June 2022 reporting year and base year. The sums are expressed as kilograms of carbon dioxide equivalent (kg CO<sub>2</sub>e). A complete and quantified breakdown of this information can be found in SWA’s carbon inventory (Appendix 1: SWA Carbon inventory – reporting year 2021/22 and Appendix 2: SWA Carbon inventory – base year).

**Table 6: SWA carbon emissions summary**

Category	2021/22 emissions (kg CO <sub>2</sub> )	Base year emissions (kg CO <sub>2</sub> )
Category 2	13,185	12,476
Category 3	12,124	86,631
Category 4	2,643	2,814
<b>Total</b>	<b>27,952</b>	<b>101,921</b>

### SWA carbon emissions analysis – actual 2021/22

Figure 2 shows SWA’s actual 2021/22 emissions by activity. See section 2 of this report for the more information on each activity.

**Figure 2: SWA actual 2021/22 emissions by activity (kg)**

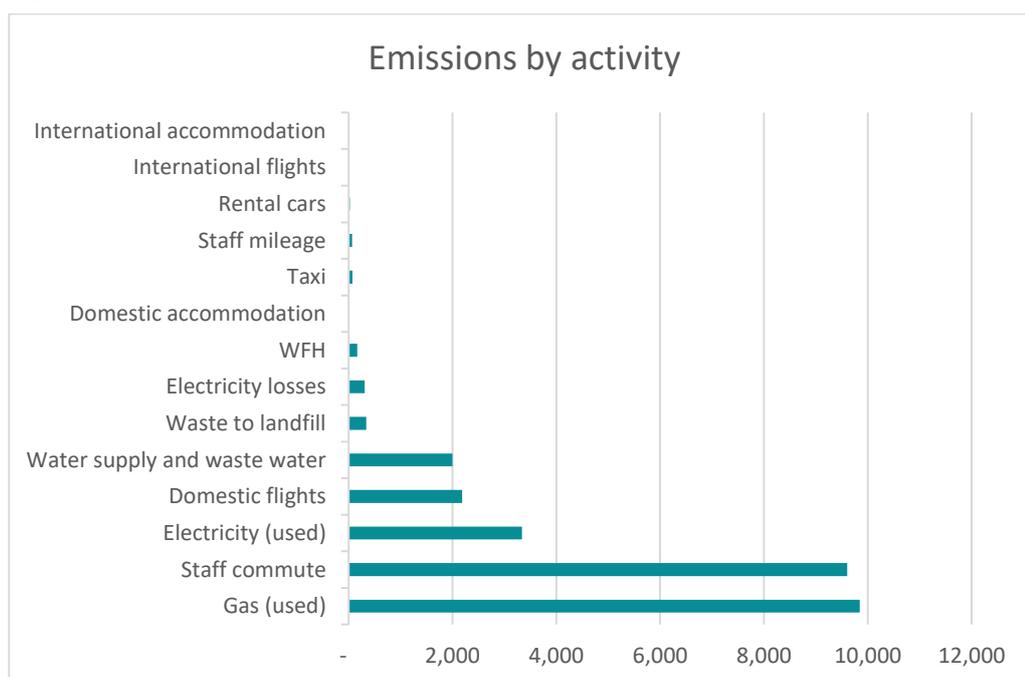
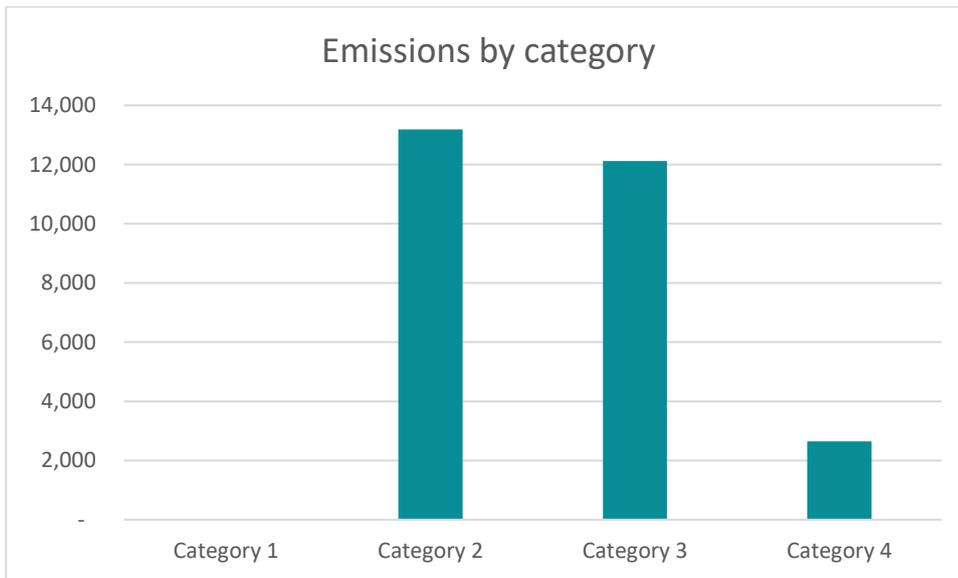


Figure 3 shows SWA's actual 2021/22 emissions by category.

**Figure 3: SWA actual 2021/22 emissions by category (kg)**



## SWA carbon emissions analysis – base year

Figure 4 shows SWA's base year emissions by activity.

**Figure 4: SWA base year emissions by activity (kg)**

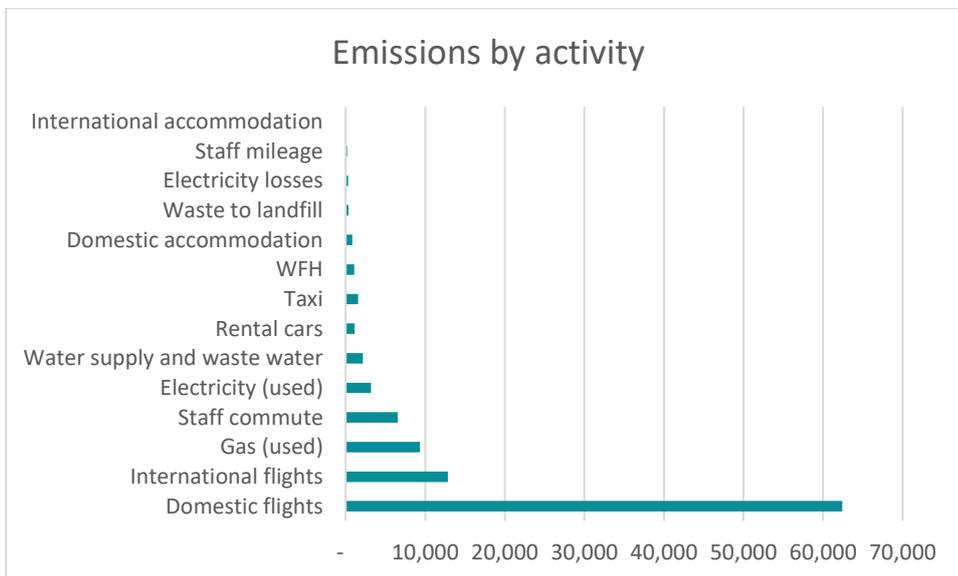
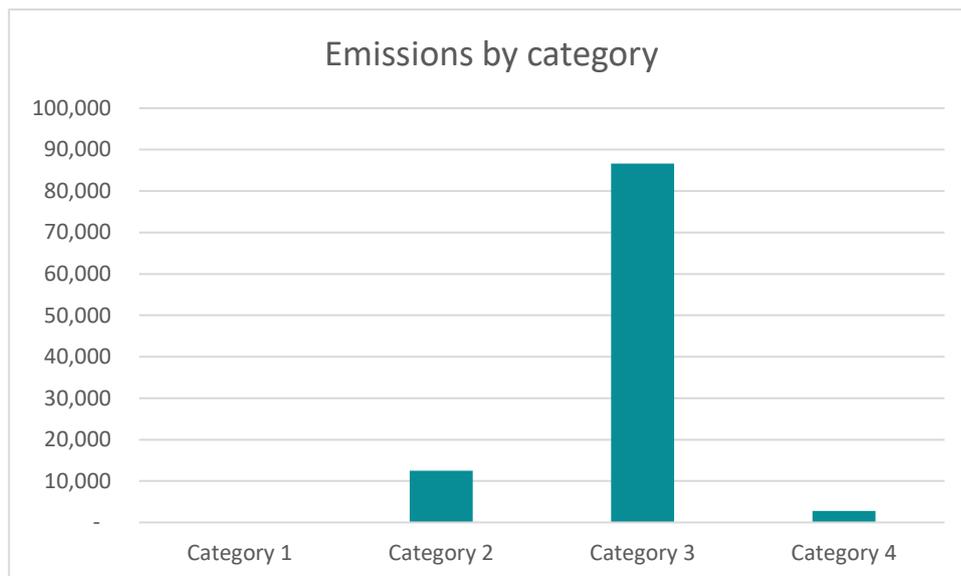


Figure Figure 4 shows SWA's base year emissions by activity.

Figure 5 shows SWA's base year emissions by category.

**Figure 5: SWA base year emissions by category (kg)**



## Verification

The verification assurance statement is attached as Appendix 3. SWA’s 19/20 base year inventory has received Reasonable & Limited assurance. SWA’s 21/22 inventory has received Reasonable assurance.

## Summary of 2021/22 actual and base year results

The results confirm that SWA is a low carbon emitter. This is due to the agency’s small scale and factors such as having no fleet. As a small emitter, SWA has limited options for carbon reduction.

For the base year, SWA’s highest emissions source was domestic air travel.

The second highest source was international air travel.

The third highest source was electricity used, followed by waste to landfill.

As indicated in Section 2, the 2021/22 period was not business as usual, but has reliable data available. The pandemic, and responses to it, have hugely impacted our largest emissions sources, and will continue to do so in 2022/23 and beyond. The 2021/22 carbon emissions figures are far below those for an average year due to the effect of COVID in the year. The August 2021 lockdown occurred during the base year, and the year also saw more staff absence than usual due to the pandemic and our responses to it, including a split-shift arrangement in April 2022. Even with the practices described in Section 2, these COVID effects will have inevitably reduced our carbon-emitting activities in the base year by a very significant margin.

This section provides a framework for SWA to measure, verify and report on our emissions annually. It also forms the basis for SWA’s plan for a reductions plan with a 1.5°C target reduction pathway.

# Section 3 – Emissions reduction

## Carbon emissions reduction planning

Signatories to the Paris Agreement agreed to the goal of limiting global warming to no more than 1.5°C compared to the pre-industrial baseline.

SWA is committed to achieving the carbon reduction required to contribute to the achievement of this goal.

As detailed in MfE’s “Tool for setting emissions targets”<sup>7</sup>, the average of scenarios that meet the criteria for a 1.5°C-consistent level of reduction is a 4.2% reduction per year between 2020 and 2035.

The CNGP defines a 1.5°C-consistent level of reduction as being a reduction in gross emissions by 21 percent by 2025 and 42 percent by 2030, removing the need to have started reducing from 2020. This approach is also more practical and simpler as it removes the requirement to achieve a smooth year-on-year reduction.

In planning our carbon emissions reduction levels, SWA has adopted a pragmatic and realistic approach based on what SWA staff consider achievable while still being ambitious. This is also informed by factors including opportunity for meaningful reductions, staff appetite for change and achievement, those measures already planned and in place, and those factors that we have control to change. Our targets therefore combine both aspiration and realism.

The completed carbon setting tool is attached as Appendix 3.

To further guide the achievement of the carbon neutral by 2050 vision, SWA has developed strategies and set targets for reducing our carbon emissions. Setting targets and monitoring emissions will help measure our progress towards our emissions reduction goals.

SWA’s response to the climate crisis also includes a range of practical measures to reduce our carbon emissions. Using a mix of behavioural and operational interventions, SWA plans to reduce emissions from the following sources as described below.

### Key reduction targets 2022/23

SWA is committed to reducing our overall carbon emissions by 42 percent by 2030. This is supported by our people. It equates to an overall reduction of 43.4 tonnes per annum against the base year, resulting in total carbon emissions of not more than 59 tonnes per annum by 2030.

Achieving this involves a range of measures which are both ambitious and achievable, and align with SWA’s modest reduction potential given its already low carbon emissions.

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<sup>7</sup> [CNGP-Workshop-Target-Setting\\_30-Sept..pdf \(environment.govt.nz\)](#)

As SWA is not public-facing, SWA emissions targets and reduction initiatives have an internal focus.

Specific targets for SWA focus on:

- reducing our air travel
- reducing our electricity use
- reducing our waste to landfill

These targets are:

- to reduce air travel (domestic and international) emissions by 42% by 2030 to 39.86 tonnes from 75.26 tonnes in the base year
- to reduce electricity used emissions by 10% by 2030 to 2.84 tonnes from 3.16 tonnes in the base year
- to reduce waste to landfill by 30% by 2030 to 238 kilograms from a baseline of 340 kilograms in the base year

Using the data gathered on SWA’s carbon emissions, our people met to generate ideas on how we can achieve our targets for carbon reduction. This was followed up and the favoured measures were actioned. The specific emissions reduction projects that came out of this process included not only those that directly attacked our carbon emissions, but also those that encouraged reductions in emissions over time and involved large reductions followed by the ongoing maintenance of reductions.

All measures follow the SMART model – that is, they are specific, measurable, achievable, realistic and time constrained. All measures will have progress against targets monitored continuously and reviewed on an annual basis to ensure SWA remains on track to meet our targets. Reductions are compared to the base year, not the previous year.

Table 7 shows SWA’s emissions reduction targets.

**Table 7: Emissions reduction targets**

Reduction measure	Baseline	Reduction target	Amount of reduction	Target date	Reduced total amount (p.a.)	Assessment
Minimise air travel	75.26 tonnes	42%	31.61 tonnes	2030	39.86 tonnes	Achievable through behavioural changes
Reduce electricity use	3.16 tonnes	10%	0.316 tonnes	2030	2.84 tonnes	Achievable through behavioural changes
Reduce waste to landfill	0.34 tonnes	30%	0.102 tonnes	2030	0.24 tonnes	Achievable through behavioural changes

These reductions will result in an overall annual reduction against the base year of 32.05 tonnes.

## Key reduction initiatives 2022/23

SWA sought input from its people on practical measures they would be willing to support that would reduce the agency's carbon emissions. Their ideas were informed by the emissions information and developed into carbon reduction measures.

The measures also have the support of SWA's leadership.

These targets will be achieved through the following key emission reduction initiatives.

**Air travel.** SWA's approach to reducing carbon emission from air travel will be achieved by behavioural changes discouraging any travel that is not necessary, or can be undertaken by less carbon-intensive means than flying.

All air travel undertaken for SWA requires approval by the traveller's manager.

Approval for travel is only suitable when

- Other means for achieving the purpose of the travel have been considered and cannot be met without the traveller attending in person.
- Other modes of travel that do not involve flying have been considered and are not suitable.
- The carbon emissions associated with the flights have been considered along with estimated costs, the distance or hours of the proposed travel, and the health, wellbeing and safety of the traveller.

While air travel is a particularly carbon-intensive, with one person flying Wellington-Auckland return emitting 302 kilograms of carbon, it is not the only source of carbon-emitting activities related to travel. However, other travel-based carbon emissions are almost always auxiliary to flights, so reducing the number of SWA's flights will have a desirable effect on other emissions activities.

Use of vehicles will also be reduced by behavioural changes. Staff are encouraged to avoid using taxis and rental cars. When using these is necessary, using hybrid or, preferably, electric ones are used in preference to those that use fossil fuels.

**Estimated achievable reduction by 2030:** 42 percent, or 31.6 tonnes of carbon per annum.

**Electricity.** Electricity is a major source of carbon emissions, but SWA also has few options for a significant reduction. However, SWA staff have indicated strong commitment to making changes where they can to reduce the amount of electricity used, and consequently our carbon emissions.

SWA's plans to achieve its aims include adjusting behaviours to ensure overnight electricity use is minimal (taking home laptops, turning off items); and reducing daily electricity use (reducing lighting where safe and appropriate, turning off unnecessary lights, reducing monitor brightness, encouraging short showers, and reducing dishwasher use).

**Estimated achievable reduction by 2030:** 10 percent, or 0.316 tonnes of carbon per annum.

**Waste to landfill.** Of the three main sources of carbon emissions, waste to landfill is one where the behaviours of our people can make the most difference. This is balanced against the context of it being a relatively small source of emissions, despite coming in near the top of carbon emitting activities at SWA.

Our people have indicated strong support for decreasing our waste to landfill by bringing in a range of measures. These include creating and using a “library” of reusable food containers to avoid purchasing containers with food that are designed to be wasted; using keep cups instead of takeaway cups; reducing paper towel use; and reducing compostable items and food waste going into landfill. These measures will be supported by expanding our recycling and waste diversion practices, while not offering any more options for putting items into waste to landfill, and encouraging behaviour changes by the use of signage and resources.

**Estimated achievable reduction by 2030:** 30 percent, or 0.102 tonnes of carbon per annum.

## **Specific emissions reduction projects**

In order to achieve the reduction targets, specific projects have been evaluated and are being carried out in the 2022/23 year. These are detailed in Table 8 below.

**Table 8: Specific emissions reduction projects**

<b>Project</b>	<b>Objective</b>	<b>Responsibility</b>	<b>Completion date</b>	<b>Performance measure</b>
Changes to travel policy and practices to ensure options for attending events online are considered	Reduce air travel by amending travel policy and approval practices	Senior business advisor, ELT (policy updates) All travel approvers (practice changes)	Policy changes 31 December 2022  Reduction achieved by 30 June 2023	Travel policy updated Carbon emissions from flights kept within target
Changes to travel policy and practices to ensure options for travelling without flying are considered	Reduce air travel by amending travel policy and approval practices	Senior business advisor, ELT (policy updates) All travel approvers (practice changes)	Policy changes 31 December 2022  Reduction achieved by 30 June 2023	Travel policy updated Carbon emissions from flights kept within target
All staff take home laptops each night	Reduce overnight electricity use	All staff	31 October 2022	All issued laptops taken home nightly
Turn items off at wall	Reduce overnight electricity use	All staff	31 October 2022	All unnecessary items are switched off at wall
Reduce overlighting (lights, monitors)	Reduce daily electricity use	Senior Business Advisor, Administrator  All staff	30 November 2022	30 percent of lighting is reduced across floor; 50 percent of staff reduce the brightness of their monitor
Reduce hot water use	Reduce daily electricity use	All staff	30 September 2022	All staff are reminded of reducing hot water use in showers, lavatories and kitchen
Reduce dishwasher use	Reduce daily electricity use	All staff	31 December 2022	Dishwasher runs on eco mode and not more than once per working day
Reduce use of disposables (food containers, disposable cups, paper towels)	Reduce waste to landfill	All staff	31 December 2022	Waste to landfill reduced by 10 percent per annum
Increase recycling practices	Reduce waste to landfill	All staff	30 June 2023	Waste to landfill reduced by 10 percent per annum

A full list of SWA's carbon reduction projects for 2022/23 and beyond is under Appendix 4.

## **Progress on key reduction initiatives**

SWA's Strategy 2021-2023 details our goal to be the lead Agency who advises on complex social issues. It covers how we performs shifts to achieve our goals over the next three years.

SWA's Strategy 2021-2023 includes commitments to have leaders and a work programme that are future focused, with a strong policy focus and a move towards more visibility.

SWA's work on carbon emissions reduction, including targets and reduction initiatives, will be formally integrated in strategies that cover from 2024 onwards. Our carbon work is also top of mind for our people who continue to demonstrate their commitment to achieving a sustainable and ecologically responsible workplace at SWA.

SWA's Strategy 2021-2023 is attached as Appendix 5.

## **Unintended environmental impacts**

The 2022/23 projects to reduce emissions as listed above have been assessed to identify any impacts on other aspects of the environment. These assessments are shown in Table 9 below.

**Table 9: Unintended environmental impacts**

	Resource use	Electricity consumption	Fuel consumption	Water consumption	Wastewater discharge	Waste to landfill	Air, land and water pollution	Environment loss
Changes to travel policy and practices - attending events online								
Changes to travel policy and practices - travelling without flying								
All staff take home laptops each night								
Turn items off at wall								
Reduce overlighting (lights, monitors)								
Reduce hot water use								
Reduce dishwasher use								
Reduce use of disposable food containers, cups, paper towels								
Increased recycling practices								

: significant positive impact  
 : some adverse impact

: some positive impact  
 : significant adverse impact

: no change

Additional measures, based on guiding sustainability principles, will be implemented to ensure negative impacts are minimised.

## **Barriers to emissions reductions**

SWA's ability to reduce carbon emissions is impacted by some factors that are outside our control.

The premises we occupy are not government-owned. 117 Lambton Quay is owned by Robert Jones Holdings. Actions to carry out works that would reduce carbon emissions including: double glazing, heating that does not use fossil fuels, an efficient cooling system, lighting redesign, dual flush mechanisms on the toilets, and efficient hot water systems, are within the control of Robert Jones Holdings.

There remains an ongoing need for travel so that face-to-face meetings can occur with stakeholders outside Wellington, and, where appropriate, to meet cultural expectations.

Carbon emissions could be further reduced and accelerated by the following system-wide measures.

Commercial landlords could be required by government to meet minimum carbon emissions standards. This would encourage the retrofitting of water saving devices, and efficient heating, cooling and lighting systems.

The development of inter-city transport that rivals air travel for speed and convenience but with lower emissions.

Increased working from home and fully hybrid working options throughout government would mean not only reduced office-based emissions, but also the ability to reduce the amount of office space needed, thus achieving more savings in the electricity and gas categories in particular.

## **Monitoring and reporting**

Emissions reports are used to monitor performance against targets. Emissions will be monitored and reviewed at least quarterly throughout the year, as will progress towards emissions reduction targets. This plan will be reviewed and updated annually each July. These tasks are carried out by SWA's Organisational Performance Team, with specific responsibility resting with the Team's Senior Business Advisor.

In future years, SWA will report on our progress on reduction initiatives and against emissions reduction targets, including how it has affected our key emissions sources.

As this is the first year of reporting, our base year being 2021/22, we are unable to report progress we have made compared to our base year inventory.

## Appendix 1 – SWA’s carbon emissions (kg) – actual 2021/22

Scope	Category	Activity	Activity totals	Category totals
2	2	Electricity (used)	3,341	13,185
2	2	Gas (used)	9,844	
3	3	Staff commute	9,606	12,124
3	3	Working from home	165	
3	3	Staff mileage	64	
3	3	Taxi	71	
3	3	Rental cars	21	
3	3	Domestic flights	2,188	
3	3	International flights	-	
3	3	Domestic accommodation	9	
3	3	International accommodation	-	
3	4	Water supply and waste water	1,997	2,643
3	4	Electricity losses	306	
3	4	Waste to landfill	340	
			27,952	27,952

## Appendix 2 – SWA’s carbon emissions (kg) – base year

Scope	Category	Activity	Activity totals	Category totals
2	2	Electricity (used)	3,164	12,476
2	2	Gas (used)	9,312	
3	3	Staff commute	6,526	86,631
3	3	Working from home	1,092	
3	3	Staff mileage	193	
3	3	Taxi	1,558	
3	3	Rental cars	1,139	
3	3	Domestic flights	62,432	
3	3	International flights	12,832	
3	3	Domestic accommodation	837	
3	3	International accommodation	22	
3	4	Water supply and waste water	2,184	2,814
3	4	Electricity losses	290	
3	4	Waste to landfill	340	
			101,921	101,921

# Appendix 3 – Verification assurance statements

Current year



## INDEPENDENT AUDIT OPINION Toitū Verification

### TO THE INTENDED USERS

<b>Organisation subject to audit:</b>	Social Wellbeing Agency - Toi Hau Tāngata
<b>Audit Criteria:</b>	ISO 14064-1:2018 ISO 14064-3:2019 Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (2004) Audit & Certification Technical Requirements 3.0
<b>Responsible Party:</b>	Social Wellbeing Agency - Toi Hau Tāngata
<b>Intended users:</b>	Internal management, Ministry for the Environment
<b>Registered address:</b>	117 Lambton Quay, level 3, Wellington, 6011, New Zealand
<b>Inventory period:</b>	01/07/2021 to 30/06/2022
<b>Inventory report:</b>	Emissions Reduction Plan FY1920 & 2122 - Final.pdf

We have reviewed the greenhouse gas emissions inventory report ("the inventory report") for the above named Responsible Party for the stated inventory period.

### RESPONSIBLE PARTY'S RESPONSIBILITIES

The Management of the Responsible Party is responsible for the preparation of the GHG statement in accordance with ISO 14064-1:2018. This responsibility includes the design, implementation and maintenance of internal controls relevant to the preparation of a GHG statement that is free from material misstatement.

### VERIFIERS' RESPONSIBILITIES

Our responsibility as verifiers is to express a verification opinion to the agreed level of assurance on the GHG statement, based on the evidence we have obtained and in accordance with the audit criteria. We conducted our verification engagement as agreed in the audit letter, which define the scope, objectives, criteria and level of assurance of the verification.

The International Standard ISO 14064-3:2019 requires that we comply with ethical requirements and plan and perform the verification to obtain the agreed level of assurance that the GHG emissions, removals and storage in the GHG statement are free from material misstatement.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit carried out in accordance with the ISO 14064-3:2019 Standards will always detect a material misstatement when it exists. Misstatements are differences or omissions of amounts or disclosures, and can arise from fraud or error. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of readers, taken on the basis of the information we audited.

GHG quantification is subject to inherent uncertainty because of incomplete scientific knowledge used to determine emissions factors and the values needed to combine emissions of different gases.

## BASIS OF VERIFICATION OPINION

Our responsibility is to express an assurance opinion on the GHG statement based on the evidence we have obtained. We conducted our assurance engagement as agreed in the Contract which defines the scope, objectives, criteria and level of assurance of the verification.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## VERIFICATION

We have undertaken a verification engagement relating to the Greenhouse Gas Emissions Inventory Report (the 'Inventory Report')/Emissions Inventory and Management Report of the organisation listed at the top of this statement and described in the emissions inventory report for the period stated above.

The Inventory Report provides information about the greenhouse gas emissions of the organisation for the defined measurement period and is based on historical information. This information is stated in accordance with the requirements of International Standard ISO 14064-1 Greenhouse gases – Part 1: Specification with guidance at the organisation level for quantification and reporting of greenhouse gas emissions and removals (ISO 14064-1:2018).

## VERIFICATION STRATEGY

Our verification strategy used a combined data and controls testing approach. Evidence-gathering procedures included but were not limited to:

- activities to inspect the completeness of the inventory;
- interviews of site personnel to confirm operational behaviour and standard operating procedures;
- Reconciliation of gas, domestic flight and international flight data to workings
- Recalculation of staff commute calculations
- analytical procedures between production and energy consumption.

The data examined during the verification were historical in nature.

## QUALIFICATIONS TO VERIFICATION OPINION

The following qualifications have been raised in relation to the verification opinion:

None

## VERIFICATION LEVEL OF ASSURANCE

	tCO <sub>2</sub> e	Level of Assurance
Category 1	0.00	
Category 2	13.19	Reasonable
Category 3	12.12	Reasonable
Category 4	2.64	Reasonable
Category 5	0.00	
Category 6	0.00	
<b>Total inventory</b>	<b>27.95</b>	

## RESPONSIBLE PARTY'S GREENHOUSE GAS ASSERTION (CERTIFICATION CLAIM)

The Social Wellbeing Agency - Toi Hau Tāngata has measured its greenhouse gas emissions in accordance with ISO 14064-1:2018 and the Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (2004) in respect of the operational emissions of its organisation.

## VERIFICATION CONCLUSION

We have obtained all the information and explanations we have required. In our opinion, the emissions, removals and storage defined in the inventory report, in all material respects:

- comply with ISO 14064-1:2018 ; and
- provide a true and fair view of the emissions inventory of the Responsible Party for the stated inventory period.

## OTHER INFORMATION

The responsible party is responsible for the provision of Other Information. The Other Information may include emissions management and reduction plan and purchase of carbon credits, but does not include the information we verified, and our auditor's opinion thereon.

Our opinion on the information we verified does not cover the Other Information and we do not express any form of audit opinion or assurance conclusion thereon. Our responsibility is to read and review the Other Information and consider it in terms of the ISO 14064-1: 2018 and ISO 14064-3: 2019. In doing so, we consider whether the Other Information is materially inconsistent with the information we verified or our knowledge obtained during the verification.

Verified by:		Authorised by:	
Name:	Ana Tatana	Name:	Sonia Groes-Petrie
Position:	Verifier, Toitū Envirocare	Position:	Certifier, Toitū Envirocare
Signature:		Signature:	
Date verification audit:	16 September 2022	Date:	31 October 2022
Date opinion expressed:	14 October 2022		

Base year



## INDEPENDENT AUDIT OPINION Toitū Verification

### TO THE INTENDED USERS

<b>Organisation subject to audit:</b>	Social Wellbeing Agency - Toi Hau Tāngata
<b>Audit Criteria:</b>	ISO 14064-1:2018 ISO 14064-3:2019 Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (2004) Audit & Certification Technical Requirements 3.0
<b>Responsible Party:</b>	Social Wellbeing Agency - Toi Hau Tāngata
<b>Intended users:</b>	Internal management, Ministry for the Environment
<b>Registered address:</b>	117 Lambton Quay, level 3, Wellington, 6011, New Zealand
<b>Inventory period:</b>	01/07/2019 to 30/06/2020
<b>Inventory report:</b>	Emissions Reduction Plan FY1920 & 2122 - Final.pdf

We have reviewed the greenhouse gas emissions inventory report ("the inventory report") for the above named Responsible Party for the stated inventory period.

### RESPONSIBLE PARTY'S RESPONSIBILITIES

The Management of the Responsible Party is responsible for the preparation of the GHG statement in accordance with ISO 14064-1:2018. This responsibility includes the design, implementation and maintenance of internal controls relevant to the preparation of a GHG statement that is free from material misstatement.

### VERIFIERS' RESPONSIBILITIES

Our responsibility as verifiers is to express a verification opinion to the agreed level of assurance on the GHG statement, based on the evidence we have obtained and in accordance with the audit criteria. We conducted our verification engagement as agreed in the audit letter, which define the scope, objectives, criteria and level of assurance of the verification.

The International Standard ISO 14064-3:2019 requires that we comply with ethical requirements and plan and perform the verification to obtain the agreed level of assurance that the GHG emissions, removals and storage in the GHG statement are free from material misstatement.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit carried out in accordance with the ISO 14064-3:2019 Standards will always detect a material misstatement when it exists. Misstatements are differences or omissions of amounts or disclosures, and can arise from fraud or error. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of readers, taken on the basis of the information we audited.

GHG quantification is subject to inherent uncertainty because of incomplete scientific knowledge used to determine emissions factors and the values needed to combine emissions of different gases.

## BASIS OF VERIFICATION OPINION

Our responsibility is to express an assurance opinion on the GHG statement based on the evidence we have obtained. We conducted our assurance engagement as agreed in the Contract which defines the scope, objectives, criteria and level of assurance of the verification.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## VERIFICATION

We have undertaken a verification engagement relating to the Greenhouse Gas Emissions Inventory Report (the 'Inventory Report')/Emissions Inventory and Management Report of the organisation listed at the top of this statement and described in the emissions inventory report for the period stated above.

The Inventory Report provides information about the greenhouse gas emissions of the organisation for the defined measurement period and is based on historical information. This information is stated in accordance with the requirements of International Standard ISO 14064-1 Greenhouse gases – Part 1: Specification with guidance at the organisation level for quantification and reporting of greenhouse gas emissions and removals (ISO 14064-1:2018).

## VERIFICATION STRATEGY

Our verification strategy used a combined data and controls testing approach. Evidence-gathering procedures included but were not limited to:

- activities to inspect the completeness of the inventory;
- interviews of site personnel to confirm operational behaviour and standard operating procedures;
- Reconciliation of gas, domestic flight and international flight data to workings
- Recalculation of staff commute calculations
- analytical procedures between production and energy consumption.

The data examined during the verification were historical in nature.

## QUALIFICATIONS TO VERIFICATION OPINION

The following qualifications have been raised in relation to the verification opinion:

None

## VERIFICATION LEVEL OF ASSURANCE

	tCO <sub>2</sub> e	Level of Assurance
Category 1	0.00	
Category 2	12.48	Limited
Category 3 (Staff commuting & working from home)	7.62	Limited
Category 3 (all remaining sources)	79.01	Reasonable
Category 4	2.81	Reasonable
Category 5	0.00	
Category 6	0.00	
<b>Total inventory</b>	<b>101.92</b>	

## RESPONSIBLE PARTY'S GREENHOUSE GAS ASSERTION (CERTIFICATION CLAIM)

The Social Wellbeing Agency - Toi Hau Tāngata has measured its greenhouse gas emissions in accordance with ISO 14064-1:2018 and the Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (2004) in respect of the operational emissions of its organisation.

## VERIFICATION CONCLUSION

### EMISSIONS - REASONABLE ASSURANCE

We have obtained all the information and explanations we have required. In our opinion, the emissions, removals and storage defined in the inventory report, in all material respects:

- comply with ISO 14064-1:2018 ; and
- provide a true and fair view of the emissions inventory of the Responsible Party for the stated inventory period.

### EMISSIONS - LIMITED ASSURANCE

Based on the procedures we have performed and the evidence we have obtained, nothing has come to our attention that causes us to believe that the emissions, removals and storage defined in the inventory report:

- do not comply with ISO 14064-1:2018 ; and
- do not provide a true and fair view of the emissions inventory of the Responsible Party for the stated inventory period.

## OTHER INFORMATION

The responsible party is responsible for the provision of Other Information. The Other Information may include emissions management and reduction plan and purchase of carbon credits, but does not include the information we verified, and our auditor's opinion thereon.

Our opinion on the information we verified does not cover the Other Information and we do not express any form of audit opinion or assurance conclusion thereon. Our responsibility is to read and review the Other Information and consider it in terms of the ISO 14064-1: 2018 and ISO 14064-3: 2019. In doing so, we consider whether the Other Information is materially inconsistent with the information we verified or our knowledge obtained during the verification.

Verified by:		Authorised by:	
Name:	Ana Tatana	Name:	Sonia Groes-Petrie
Position:	Verifier, Toitū Envirocare	Position:	Certifier, Toitū Envirocare
Signature:		Signature:	
Date verification audit:	21 September 2022	Date:	31 October 2022
Date opinion expressed:	13 October 2022		

## Appendix 4 – Full list of SWA emissions reduction projects

Focus area	Project	Actions	Outcome	Responsibility	Accountability	Start date	Completion date	Status
<b>Reduce overall emissions</b>	Carbon budgeting introduced	Carbon budget in place for 2023/24	Overall reduction in emissions	ELT	ELT	July 2023	June 2024	Not started
<b>Reduce emissions from air travel</b>	Travel policy and practices amended to ensure options for attending events online are considered	Amend travel policy – approval for flights given once other options considered	Emissions from flights within target	Senior business advisor, ELT (policy changes) Travel approvers (practice changes)	ELT	15 November 2022 (policy changes) 1 January 2023 (practice changes)	Policy changes 31 December 2022 Reduction achieved by 30 June 2023	On track
<b>Reduce emissions from air travel</b>	Travel policy and practices amended to ensure options for travelling without flying are considered	Amend travel policy – approval for flights given once other options considered	Emissions from flights within target	Senior business advisor, ELT (policy changes) Travel approvers (practice changes)	ELT	15 November 2022 (policy changes) 1 January 2023 (practice changes)	Policy changes 31 December 2022 Reduction achieved by 30 June 2023	On track
<b>Reduce emissions from electricity use</b>	Overnight electricity use reduced	All staff take home laptops each night	Emissions from electricity used within target	All staff	Managers	31 October 2022	30 June 2023, ongoing	On track
<b>Reduce emissions from electricity use</b>	Overnight electricity use reduced	All unnecessary items are switched off at wall	Emissions from electricity used within target	All staff	Managers	31 October 2022	30 June 2023, ongoing	On track
<b>Reduce emissions from electricity use</b>	Daytime electricity use reduced - Overlighting reduced	Lights off in empty rooms Artificial lighting reduced by 30 percent across floor 50 percent of staff reduce the brightness of their monitor	Emissions from electricity used within target	All staff	All staff	30 November 2022	30 June 2023, ongoing	On track

<b>Reduce emissions from electricity use</b>	Daytime electricity use reduced - Hot water use reduced	Signs encourage short showers Reminders to staff encouraging minimal hot water use in bathrooms and kitchen	Emissions from electricity used within target	Administrator  All staff	All staff	30 September 2022	30 June 2023, ongoing	On track
<b>Reduce emissions from electricity use</b>	Daytime electricity use reduced - Dishwasher use reduced	Dishwasher used: only when full; in eco mode. Dishwasher used max once per day Rewashing avoided by rinsing dishes in cold first	Emissions from electricity used within target	Administrator  All staff	All staff	30 September 2022	30 June 2023, ongoing	On track
<b>Reduce emissions from waste to landfill</b>	Waste reduced – reduction in use of disposable single use items (food containers, disposable cups, paper towels)	Reusable food containers available to staff (from staff donations) Reusable mugs available to staff (existing mugs) Staff encouraged to reduce paper towel use	Emissions from waste to landfill within target	All staff	All staff	31 December 2022	30 June 2023, ongoing	On track
<b>Reduce emissions from waste to landfill</b>	Waste reduced – recycling increased	Two additional recycling stations, no additional waste bins Waste free week Ensure recycling is recycled	Waste to landfill reduced by 10 percent per annum	Senior business advisor, Data scientist  All staff	All staff	30 November 2022	30 June 2023, ongoing	On track
<b>Reduce emissions from staff travel</b>	Staff commute reduced	Encourage reduction in emissions from commutes by encouraging alternative modes	Emissions from commuting reduced by 10 percent per annum	Senior business advisor  All staff	All staff	July 2023	June 2024	Not started
<b>Reduce emissions from staff travel</b>	Taxi use reduced	Staff encouraged to walk, bike, bus or scooter	Emissions from taxi use reduced by 10 percent per annum	Senior business advisor  All staff	All staff	July 2023	June 2024	Not started
<b>Reduce emissions from electricity use</b>	Printer use reduced	Staff encouraged to refrain from unnecessary printing	Printing volumes reduced by 10 percent	All staff	All staff	July 2023	June 2024	Not started

<b>Reduce emissions from all forms of waste</b>	Paper use reduced	Staff encouraged to refrain from unnecessary paper use	Paper purchasing reduced by 10 percent	All staff	All staff	July 2023	June 2024	Not started
<b>Reduce emissions from electricity use</b>	Electricity and refrigerant gases reduced – consolidation of appliances (printer, fridge)	Consideration given to reducing to one fridge and one printer Other consolidation opportunities considered	Emissions from refrigerant gas halved  Emissions from electricity used within target	Senior business advisor  All staff	All staff	July 2023	June 2024	Not started
<b>Reduce overall emissions</b>	Amend purchasing and procurement practices to favour recycled goods	Amend purchasing practices to favour recycled, recyclable and sustainably produced stationery and office supplies	Overall reduction in emissions	Senior business advisor  All staff	All staff	July 2023	June 2024	Not started

*All reductions quoted are from base year levels*

## Appendix 5 – SWA’s strategy

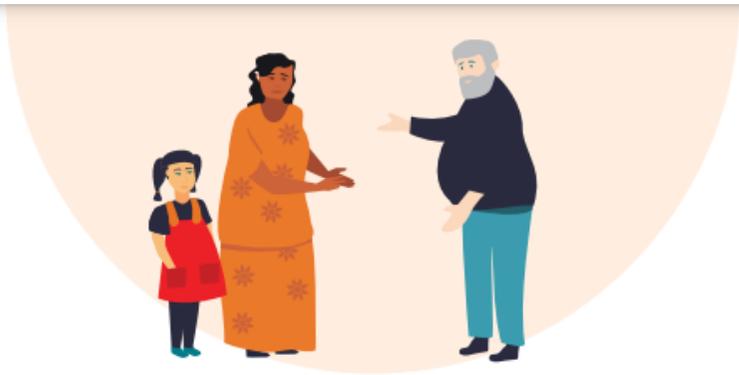
### Strategy 2021–2023

We work on challenging  
social-sector problems  
to improve people’s lives



SOCIAL  
WELLBEING  
AGENCY | TOI HAU  
TĀNGATA

Te Kāwanatanga o Aotearoa  
New Zealand Government



#### We have refocused

Our foundations and strength to date have been in data and analysis across the social sector. We recognise that we need to refocus and redefine our work programme so that we achieve our vision and purpose.

**Our goal is to be the lead Agency who advises on complex social issues.**

#### To support our direction we will:

- Develop our policy / 'so what?' capability to support key shifts (within current budget)
- Refine our operating and commissioning model (work within our means)
- Shift gears to deliver what's needed, when it's needed
- Ensure our people capability aligns with our current and future needs
- Continue to include people's experience in our findings
- Enhance our communication to make the Agency more visible, focusing on simplifying our language to describe our vision, purpose and achievements
- Match our IT system with our IT needs
- Work across the Agency using multi-functional teams modelling our collaborative approach
- Celebrate our success

#### Toi Hau Tāngata Who are we?

Our reo Māori name, Toi Hau Tāngata signifies the valuable aspects of living life – manifesting in the wellbeing of the people. The individual words have many meanings, including:

**Toi** | peak

**Hau** | vital essence

**Tāngata** | humankind

Mohi Apou of Taranaki-Whanganui descent gifted the name to us. Toi Hau Tāngata comes from a karakia unique to Taranaki-Whanganui Iwi, 'Te Hau Tai Tāngata' – the principles influencing the creation of mankind. The karakia is not written but passed from one generation to the next as the taonga tuku iho, or oral tradition.

Our reo Māori name aligns with our vision that 'People, whānau and communities live the life to which they aspire'. Our name is a taonga and one that holds us to high aspirations to achieve our vision.

To do this, we work on challenging social-sector problems to improve people's lives. We focus our efforts on where we can make the greatest impact to lead and shine a light on policy issues that affect the wellbeing of New Zealanders. We collaborate across the system advising on policy issues that fall between the gaps. Ultimately, we want our approaches to achieve sustainable improvements for the wellbeing of New Zealanders.

**Toi Hau Tāngata | Social Wellbeing Agency**

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# Over the next three years we are focusing our approach to achieve our purpose and vision

## THE KEY SHIFTS WE WANT TO MAKE ARE TO:

- 1 Lead and shine a light on cross-sector policy issues
- 2 Make the greatest impact through our focused work programme
- 3 Be the engine room for the Social Wellbeing Board, advising and collaborating on policy issues which fall between the gaps or have cross agency remits
- 4 Demonstrate we are the experts with our work visible and respected
- 5 Execute deliverables with a policy focus supported by advanced analytics

## WE WILL ACHIEVE THIS THROUGH FOUR WORKSTREAMS:



Our high level workstreams are focused on where we can make the greatest impact, and what we need to do to support our success.

## THIS WILL HELP US ACHIEVE OUR PURPOSE:



Our vision and mandated purpose reflects two main areas and was set by Cabinet in 2019.

## AND ULTIMATELY OUR VISION:



## OVER THE NEXT THREE YEARS WE WILL:

### YEAR 1

- Align our work programme with Social Wellbeing Board/ Social Wellbeing Committee priorities
- Build our visibility
- Implement the work programme cycle
- Support agencies to improve their data capability

### YEAR 2

- Deliver a Social Wellbeing Board-driven work programme focused on a few priority areas
- Lead advice across the sector
- Have a clear operating and commissioning model
- Build our policy capability

### YEAR 3

- Lead/facilitate complex cross-social system advice commissioned by Social Wellbeing Board
- Leaders and work programme that are future focused
- Have strong collaboration with other agencies via partnerships and co-location
- Have a strong policy focus



**TĀNGATA**  
We're about people



**MANAWA MĀUI**  
We're a catalyst for change

## OUR VALUES:



**TAUNAKITANGA**  
We influence through evidence



**PUARETANGA**  
We're transparent by nature

