

Carbon Neutral Public Service Programme Reduction Plan for the Ministry of Economic Development

The Government has committed to moving towards a carbon neutral public service.

The Ministry is one of the six core public service agencies that will lead the way in achieving carbon neutrality by the year 2012.

Reducing emissions is an important step in the context of carbon neutrality. Having measured the emissions, it is necessary to undertake reduction activities that will reduce emissions as much as practicable and are cost effective. The remaining emissions will then be offset to make the core public service carbon neutral.

The role of the reduction plan is to identify and record opportunities and initiatives that help to reduce emissions.

Organisational Overview

The Ministry of Economic Development has a key role in meeting the Government's objective for sustainable economic, regional and industry development. Its aim is to lift the economic well-being for all New Zealanders, while maintaining or enhancing our physical and social environment.

The Ministry has seven branches, each headed by a Deputy Secretary. The Ministry of Consumer Affairs and the Ministry of Tourism are semi-autonomous units within the wider Ministry. The seven Deputy Secretaries report to the Chief Executive. The General Manager of the Ministry of Tourism reports to the Deputy Secretary responsible for the Industry and Regional Development branch. The Director of the Government Urban and Economic Development Office reports to the Deputy Secretary responsible for the Economic Strategy branch.

Details of the branches are:

Industry and Regional Development branch, which has the principal responsibility for advancing the Government's economic, regional and industry development objectives. The Ministry of Tourism, which advises the Government on tourism issues, is part of this branch.

Business Services branch, which runs the Ministry's business and operational services, including the Companies Office, and other business registries, the Radio Spectrum Management Group, Energy Safety and the Crown Minerals group.

Competition, Trade and Investment branch, which provides policy advice on the intellectual property, trade facilitation and tariffs, financial sector, corporate and competition frameworks for business; and the administration of trade rules and remedies.

Energy and Communications branch, which provides policy advice on the regulatory environment for the telecommunications, energy, postal and broadcasting sectors, and on radio spectrum, natural resource and environmental issues.

Effective Markets branch, which incorporates the Ministry of Consumer Affairs, provides advice and programmes to ensure that markets work effectively for businesses and consumers; this includes consumer safety, rights and information.

Organisational Development and Support branch, which provides specialist advice on organisational development, legal, finance and facilities management, communications, risk management, information technology and knowledge management issues.

Economic Strategy branch, which supports MED, government and other departments to develop and implement strategy that improves New Zealand's long-term economic development.

Government Urban and Economic Development Office (GUEDO), which is a cross-government initiative to improve the focus on Auckland-related policy development. Four government agencies – Ministry of Economic Development, Ministry for the Environment, Department of Labour and Ministry of Transport have established this shared policy office in Auckland.

As at 30 June 2007 the Ministry:

- Employed 725 staff (FTEs) in 12 regional offices which are located in Auckland, Hamilton, Napier, Palmerston North, Wellington, Christchurch and Dunedin.
- Leased a total space of 26,074m² for the accommodation of Ministry staff.
- Owned 35 petrol vehicles and 13 diesel vehicles.

The Ministry's Current Position

The Ministry's Chief Executive has overall responsibility for the carbon emissions neutrality programme, but the sponsorship of the programme, as well as the Ministry's G³ programme, has been assigned to the Deputy Secretary – Organisational Development and Support.

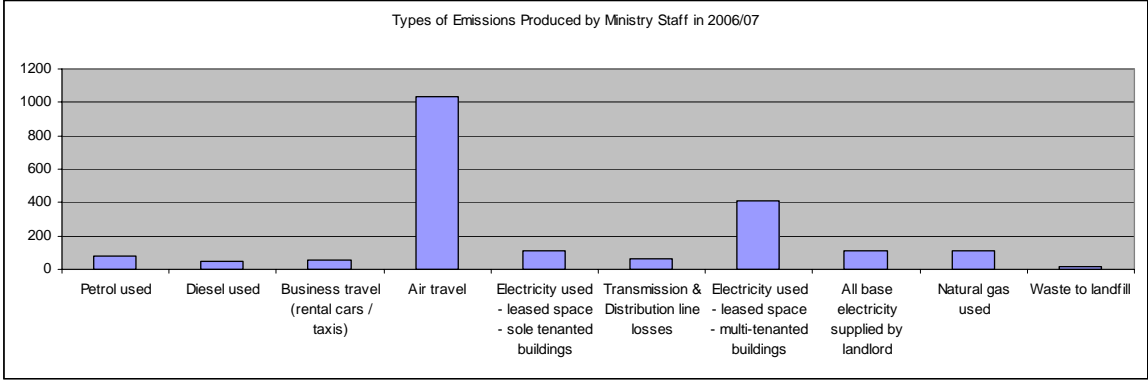
During 2006/07 financial year the following environmental achievements were obtained:

- Implementation of recycling schemes in all of the Ministry's premises across New Zealand;
- 14 percent reduction in domestic travel;
- 17 percent reduction in internal air travel (including trans-Tasman);
- 10 percent reduction in vehicle travel;
- 11 percent reduction in energy consumption; and
- establishment of a sustainability section on the Ministry's intranet with the aim of keeping staff informed of actions to improve the Ministry's sustainability programme.

The above results were not audited by an external agency.

Since July, an emission inventory report has been completed in respect of the emissions produced by Ministry staff during 2006/07. The Emissions Inventory reported that 2,038 Tonnes CO₂-e emissions were produced by the Ministry for 2006/07.

Results of the inventory reports by type of emission are illustrated in the following graph (Tonnes CO₂-e).



The inventory report has been audited by DNV Ltd and approved by the Ministry’s Chief Executive.

The Ministry’s proposed actions to reduce the emissions

The Ministry is part of a government group formed by the Ministry for the Environment, called Govt³, that helps departments minimise energy use, waste, emissions, and procurement of products that are better for the environment. It is planned to use the Govt³ group and implement the actions described in the following tables to reduce the Ministry’s carbon emissions for energy, transport and waste.

The actions aim to reduce emissions as much as practical and in a cost effective manner.

Energy

Energy represented 39% of the Ministry’s 2006/07 greenhouse gas emissions. This is made up of 31% in use of electricity, 5% in use of gas and 3% in transmission and line losses.

In 2006/07, the Ministry used approximately 2.48 million kWh in leased office space, compared to approximately 2.89 kWh in 2005/06. This represents an overall reduction of 11 percent. In terms of space occupied in 2006/07, usage was 107 kWh m² compared to 120 kWh m² in 2005/06.

As the general industry standard lighting density benchmark for office accommodation is approximately 200 kWh m², the Ministry is performing well in conserving electricity.

In addition to the power used by Ministry staff in leased space, we estimate that building owners used approximately 548,000 kWh of electricity providing building services (lift and air conditioning, etc.) and about 563,000 kWh of gas for heating buildings in which the Ministry leases space.

Energy efficiency measures have been introduced to the Ministry’s Bowen Street building, including installation of multiple zone lighting sensors, utilisation of combination light fittings and installation of dimmable ballasts to perimeter light fittings, which provide variable light output in response to a signal and automatically adjust for optimal output. Due

in part to these initiatives, electricity consumption in the Bowen Street building decreased by 11 percent over the previous 12 months. In terms of space occupied, usage was 107 kWh m².

In the Ministry's Northern Business Centre (our Auckland office) and the Intellectual Property Wellington Office, we are now maximising the use of natural light by placing staff near windows in an open plan work environment. These offices are also controlling electricity usage by using timers. As a result of these changes, improvements in energy efficiency are expected.

Actions listed below are aimed to further reduce the overall energy use by 10%, but in doing so, specific energy standards will be set for each premise following the completion of an energy audit.

Proposed actions	Responsibility	Timeframes	Measure of Success
Complete either Energy Efficiency Conservation Authority (EECA) level 2 or level 3 energy audits in all premises occupied by Ministry staff.	Manager Facilities Services	By 30 June 2008	A completed energy audit for each premise with recommendations that can be implemented in an efficient and cost effective manner to reduce energy usage and therefore emissions.
Commence implementing the recommendations from the energy audits.	Manager Facilities Services	Programme of work commenced by 30 June 2008	Recommendations from energy audits are implemented as part of the Ministry's ongoing capital works and/or maintenance programmes.
Set specific energy standards for each premise following the energy audits.	Manager Facilities Services	By 30 June 2008	Reduce energy use per the recommendations contained in the energy reports.
<p>As part of Business Desktop Project, power management settings are being enabled. Recommendations for settings are:-</p> <p>Hard Disk off 15 mins Monitor off 20 mins System Standby 30 mins Hibernate 2 hours</p> <p>These settings will be controlled centrally so can be changed at a later stage. These settings are only for the Business Desktop users as no method exists to control the settings remotely for existing machines.</p> <p>This is a moderately invasive power management scheme as it balances the need for reduced power usage with the functionality requirements of the user.</p> <p>These settings cannot be modified by the users.</p>	CTO	With Business Desktop project rollout timetable (OD&S by 31 March 08)	Reported reduction in energy use.

Proposed actions	Responsibility	Timeframes	Measure of Success
Any new buildings leased by the Ministry are to have 10% of energy from on-site renewable sources and all lighting in retrofit of existing building must be T5 industry standard or equivalent.	Manager Facilities Services & Deputy Secretaries BSB & EMB.	Subject to the need for leasing of new space.	Compliance of proposed standards. Standards form part of any negotiation brief and contract stipulations for new property leases.
Work with the building owners of premises currently occupied by Ministry staff to ascertain what actions they are willing to implement in reducing the power they purchase for core building and heating services.	Manager Facilities Services	Commenced by June 2008	Reported reduction of electricity and gas purchased by the building owners.
All new and replacement PCs, monitors, printers and office equipment will meet the Energy Star compliant standards.	CTO and procurement staff	Establish agreed policy and procedures with CTO and Fujitsu outsource partner for implementation of procedures by 30 June 2008 All Ministry PC and office equipment assets will meet Energy Star standards (or equivalent) by 30 June 2012	Specification for the purchase of all PCs, printers and office equipment will include a requirement that these must comply with Energy Star standards.
All Ministry's tenders involving energy must contain a sustainability clause.	CTO, Manager Facilities Management and Managers	Establish agreed policy and procedures with CTO and managers for inclusion in tender documents by 30 June 2008.	Tender documentation has sustainability clause. Tender evaluations include consideration of sustainability requirements. Ongoing compliance by staff of proposed action.
Amending cleaning contracts to ensure that cleaners only work on one floor at a time.	Manager Facilities Services	By 30 June 2008	Lighting is only on one floor at a time when night cleaning is undertaken.
Reinforce and change behaviour by promoting reductions and rewarding the adoption of good practices.	Ministry G ³ Committee	Ongoing	Regular and frequent updates on the Ministry's intranet G ³ webpage. Buy-in from staff to proposed changes.

Transport

Transport based activities represent 60% of the Ministry's 2006/07 greenhouse gas emissions. This is made up of 51% air travel, 6% in use of Ministry vehicles and 3% in use of rental cars and taxis.

In 2006/07, Ministry staff flew 2.5 million kilometres domestically, compared to 2.9 million kilometres in 2005/06. This represents an overall decrease of 14% in total distance travelled. For trans-Tasman travel, Ministry staff flew approximately 1.4 million kilometres in 2006/07, compared to just over 1.1 million kilometres in 2005/06. This represents an increase of 27% of total distance travelled. This reflects the Ministry's increased involvement representing

New Zealand in trans-Tasman economic matters. For international travel, Ministry staff flew 3.9 million kilometres in 2006/07, compared to 5.3 million kilometres in 2005/06.

During 2006/07, Ministry staff travelled 765,000 kilometres in Ministry vehicles, taxis and rental cars, compared to 832,000 kilometres in 2005/06.

Actions listed below are aimed to achieve an overall reduction of 15% related to the overall number of international activities in which the Ministry is engaged. Our performance will be monitored in kilometres and sectors travelled per FTE for Ministry business by 30 June 2012.

Proposed actions	Responsibility	Timeframes	Measure of Success
Extending video conferencing and tele-conferencing facilities in both head office and regional office locations.	CTO	By 30 June 2009 (subject to approved business case)	Availability of either video or tele-conferencing facilities in all Ministry offices will result in a reduction in domestic based air travel (km) between regional and head office centres.
Modifying travel authority form to prompt staff to consider using either video or tele-conferencing facilities before booking travel.	Branch Support staff	By 30 June 2010 or earlier	Evidence that consideration is given to using alternatives to air or road travel for meetings. An expected result will be contribution to a reduction in domestic based air travel (km) between regional and head office centres.
Advise travel agent and Ministry travel co-ordinators that direct flights should be considered as preferred options for bookings where these are available rather than connections.	Manager Facilities Management	By 31 March 08	Co-operation of travel agent and Ministry travel co-ordinators. Reduction in kilometres travelled.
Review usage of the Ministry's vehicle fleet with the aim of reducing the overall size of fleet and a reduction of 15% in kilometres travelled.	Manager Facilities Manager, Deputy Secretaries and Managers	Usage review by 31 December 08. Reduction in kilometres travelled by 30 December 2012.	Reduction in fleet size and associated reduction in kilometres travelled and emissions.
Replace older vehicles (i.e., pre-Euro4 or equivalent) which are likely to be high emitters, from the Ministry's vehicle fleet.	Manager Facilities Management	By 31 December 2010 or earlier.	All Ministry vehicles will meet Euro 4 standards by 31 December 2010. The number of petrol fuelled fleet vehicles are reduced or where these are selected their emissions rating is no more than 140g per km. Forecast annual reduction of fuel usage of 15% (litres per 100km) by 30 June 2010 compared to 30 June 2007 actual results.
Provide driver behaviour information/training to staff who regularly use fleet cars.	Manager Facilities Management	By 30 June 08	Improved driving habits of Ministry staff is intended to see a reduction in fuel use (litres per 100km) compared to 2006/07 results.

Proposed actions	Responsibility	Timeframes	Measure of Success
Implement policy and procedures for use and maintenance of Ministry's vehicles.	Manager Facilities Management	By 30 June 2008	Updated policy and procedures in place. Regular maintenance and servicing together with other initiatives reflects reduction in fuel use (litres per 100km) compared to 2006/07 results.
Direct preferred rental car provider that fuel efficient vehicles be provided as the preferred option to Ministry staff and as matter of course they are not to offer upgrades to bigger cars.	Manager Facilities Management	By 30 June 08	Forecast annual reduction of fuel usage from rental vehicles. Obtain co-operation of preferred rental provider and reduction in fuel usage.
Encourage staff to use air shuttle buses or shuttle vans where available.	Managers	By 31 March 08	Buy-in from managers and staff. Reduction in use of taxis will see an increased usage of shared transport across Ministry.
Encourage staff to car-pool or share taxis to and from airports.	All staff	By 30 June 08	Buy-in from managers and staff. Reduction in use of taxis will see an increased usage of shared transport across Ministry.
Develop and implement workplace travel plan which is a series of responsive, coordinated and planned activities to provide better informed travel choices for all work-related travel.	Deputy Secretaries	By 30 June 2010	Travel plans in place by 30 June 2010 with the aim for an overall reduction of 15% by 30 June 2012.
Provide carbon emissions performance reports to branches on a quarterly basis.	Manager Facilities Management	Starting 31 March 08	Reports are provided and branches are better informed of their efforts in reducing emissions and in assessing decisions made about travel options.
Encourage a culture of walking or biking to external meetings.	Managers	Ongoing Use of G ³ Intranet site	Buy in from managers and staff. Reduction in use of taxis.
Reinforce and change behaviour by promoting reductions and rewarding good practices.	Ministry G ³ Committee	Ongoing	Regular and frequent updates on the Ministry's intranet G ³ webpage. Buy-in from staff to proposed changes.

Note – the employee commute is not included in these reductions as it is outside the scope of the Carbon Neutral Public Service programme. It is however addressed through the Ministry of Economic Development's Govt³ Plan.

Waste to Landfill

Waste to landfill represented 1% of the Ministry's 2006/07 greenhouse gas emissions. Following the success of the pilot recycling scheme in the Ministry's Bowen Street building in 2005/06 (where landfill waste was reduced from 69.59 kilograms per person per year to 24.78 kilograms per person per year), similar schemes were implemented in all Ministry premises during 2006/07 and will be reported against from 2007/08.

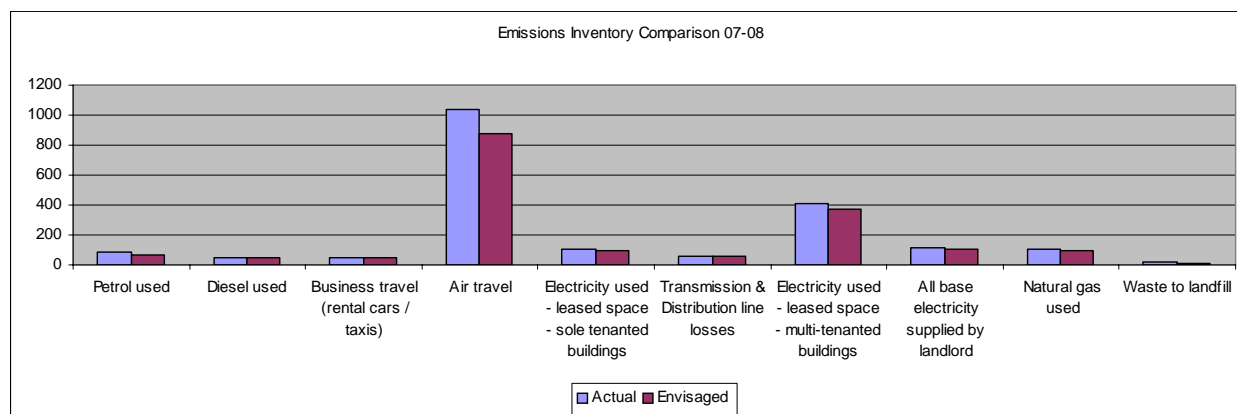
Actions listed below are aimed to reduce the Ministry's overall waste to 15 kilograms or less per FTE per year by 30 June 2008.

Proposed actions	Responsibility	Timeframes	Measure of Success
Waste audits will continue to be carried out in all premises occupied by Ministry staff.	Manager Facilities Management	By 30 June 2008	Two audits will be conducted in all premises by 30 June 2008.
Recycling of waste will continue to be enforced.	Branch Support staff	Ongoing	100% staff participation and reduction in waste to landfill.
Amend office consumables and office equipment procurement contracts to encourage staff to purchase recycled and biodegradable products where practical.	Manager Facilities Management	By 31 March 08	Reduction in office consumables being sent to the landfill.
Amend cleaning contracts to ensure that contractors purchase recycled and biodegradable products where practical.	Manager Facilities Management	By 31 March 08	Reduction in cleaning products being sent to the landfill.
Default all printers to duplex.	CTO, Manager Facilities Management and Managers	By 31 March 08	Reduction in paper usage.
All Ministry's tenders must include an end of life consideration clause	Manager	By 30 June 08	Suppliers provide information on recycling and other disposal options they may offer.
Undertake annual audits of publications produced by the Ministry.	Branch Support staff	Ongoing	Reduction in surplus publications being held in stock and more publications being published in electronic format.
Encourage electronic publication of reports instead of being printed in hard copy format.	Managers	Ongoing	Reduction in the numbers of hard copy publications being printed, and surplus publications being sent to landfill.
Reinforce and change behaviour by promoting reductions and rewarding good practices.	Ministry G ³ Committee	Ongoing	Regular and frequent updates on the Ministry's intranet G ³ webpage. Buy-in from staff to proposed changes.

Review of plan

Resulting from the above actions, the Ministry is hoping to reduce its CO₂-e emissions from 2038 tonnes to 1768 tonnes. This reflects a reduction of 13% by June 2012.

Details of these savings can be seen in the following graph.



The effectiveness of the above actions will be reviewed and if required modified at six - monthly intervals, the first review being 30 June 2008.

Changes and results against targets will be listed on the Ministry's G³ intranet site at six - monthly intervals.

Approval

This plan has been approved by the Ministry's Chief Executive.