

Carbon Neutral Public Service Programme Reduction Plan for the Ministry of Transport

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

The Ministry of Transport is one of the 28 stage two core public service agencies that will be on the path to carbon neutrality by the year 2012.

Reducing emissions is an important step in the context of carbon neutrality. Having measured the emissions, it is then necessary to implement practical measures that will reduce emissions in a cost-effective manner. The remaining emissions will then be offset to make the core public service carbon neutral.

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

Organisational Overview

The Ministry of Transport is the government's principal policy adviser on transport matters. The Ministry develops and provides transport policy advice and legislation for the government. It works collaboratively with transport crown entities to develop and deliver an integrated programme of action that will fulfil the visions and objectives of the *New Zealand Transport Strategy*. The Ministry represents and negotiates New Zealand's transport interests internationally. The Ministry acts as the agent for the Transport Ministers in the government's relationship with the transport Crown entities.

A key current priority for the Ministry is the development of an updated *New Zealand Transport Strategy*. One of the targets within this updated Strategy will be to halve per capita emissions from transport in New Zealand by 2040. This will be a major contributor to carbon neutrality for the whole of New Zealand.

The Ministry has around 180 staff with 95% of them being located in one office in Wellington. The balance of the staff is located in shared premises in Auckland and Christchurch. The Ministry has one car which is part of the Chief Executive's remuneration package.

The Ministry of Transport's Current Position

The Ministry has completed its emission inventory for the year to 30 June 2007, reporting a total of 292.3632135 tonnes CO₂ equivalent, or 1.699 tonnes per FTE.

The largest emission source for the Ministry is from air travel, which accounted for approximately 65% of emissions, of which slightly more than

half is from domestic air travel. Electricity for lighting and appliance use accounted for 28.7% of the total.

The Ministry has put in place some emission reduction measures and practices, which it will review to gauge progress and effectiveness.

The Ministry now has sufficient usage data from its new office to develop meaningful energy reduction targets.

The CNPS programme is the responsibility of the General Manager Corporate.

Supporting Policies, Plans and Resources

The Ministry has several policies in place to reduce emissions. These are all covered in the following sections.

The Ministry has appointed a half time staff member to fulfil and further develop these processes and measures. The person responsible previously left the Ministry in October 2007.

Energy

Electricity usage in the Ministry's main office is responsible for 29% of the organisation's greenhouse gas emissions, as identified in the October 2007 emissions inventory. Now that the Ministry has been in its main office for 18 months, it has the background data to analyse usage data in a meaningful way and to develop reduction targets.

Initiatives already undertaken:

- Energy audit July 2006 (by ConnellWagner)
- Use of energy efficient light bulbs/fittings
- Installation of motion sensors to control some lighting.
- Use of signage to encourage staff to switch off lights if not required.

Actions listed below aim to:

- Develop measurable targets
- Further reduce energy use in buildings
- Promote energy efficient behaviours

Action	Responsibility	Timeframes	Measure of Success
Review energy audit recommendations from August 2006. Consider whether outstanding recommendations should be actioned and whether a further audit is necessary.	G3 / CNPS adviser, Admin Manager	By 30 June 2008	<ul style="list-style-type: none"> • Audit recommendations are either implemented, have a timeframe for their implementation, or are explicitly rejected with reasons.
Review usage data to see what can be learned, fill any data gaps and develop reduction targets.	G3 / CNPS adviser, Building Manager	By 30 June 2008	<ul style="list-style-type: none"> • Appropriate measurable targets are developed and agreed by MLT. • Base building energy data available
Survey staff awareness of measures and their behaviour. Run further information campaigns if necessary. Use the intranet to provide reminders to staff on how to reduce the building energy costs.	G3 / CNPS adviser, Comms team	By 30 September 2008	<ul style="list-style-type: none"> • Energy use policy for MOT written and adopted • Staff generated list of possible further energy efficiency and conservation actions.

Transport

Transport is responsible for 67% of organisation's greenhouse gas emissions as recorded in the October 2007 emissions report.

Initiatives already undertaken:

- Secure cycle facilities for staff, with access to showers
- Availability of, and assistance with, video conferencing facilities
- International travel signed off by CE to ensure necessity

Actions listed below aim to encourage the use of sustainable transport options, examine current workplace travel policy and are inputs to a workplace travel plan*:

Action	Responsibility	Timeframes	Measure of Success
Travel plan set up	G3 / CNPS adviser, Finance Mgr	By 31 May 2008	<ul style="list-style-type: none"> • Workplace committed to undertaking project • Scope, general approach and budget agreed
Travel plan data collection	G3 / CNPS adviser	By 30 June 2008	<ul style="list-style-type: none"> • Results of data collection compiled • Current travel patterns understood • Potential issues and barriers to more sustainable travel identified
Travel Plan Actions selected	G3 / CNPS adviser	By 30 September 2008	<ul style="list-style-type: none"> • Travel plan document, outlining background, aims, objectives, targets and actions, written and adopted.
Implementation	G3 / CNPS adviser	By 31 March 2009	<ul style="list-style-type: none"> • Actions in plan are implemented • New actions identified for possible inclusion
Monitoring	G3 / CNPS adviser	By 31 October 2009	<ul style="list-style-type: none"> • Effect of plan monitored and reported eg vehicle kilometres travelled and mode share.

* The CNPS Programme does not address the emissions that result from employees commuting to work, which fall under the Govt3 programme. However, the Ministry's travel plan will cover all aspects of travel related to work, including travel for business purposes and

commuting.

Waste to Landfill

The CNPS inventory reported that waste to landfill is responsible for 1% of the organisation's greenhouse gas emissions.

Initiatives already undertaken:

- Recycling bins provided for paper and cardboard
- Recycling bins provided in kitchen for compostable waste, plastics, steel and aluminium cans
- Partial introduction of desk top cubes, and rubbish bins removed
- Printers default to double siding where possible.

Actions listed below aim to:

- generate reliable data on Ministry waste
- raise staff awareness of waste management and reduction actions

Action	Responsibility	Timeframes	Measure of Success
Complete a comprehensive waste audit	G3 / CNPS adviser	By May 2008	Results of audit fully recorded and reported using MfE format
Review extent and effect of measures undertaken to date.	G3 / CNPS adviser	By June 2008	<ul style="list-style-type: none">• Comparative data available on waste streams.• Achievements identified.
Update/amend information material for staff on waste management and reduction	G3 / CNPS adviser	By June 2008	<ul style="list-style-type: none">• Recycling policy for MOT written and adopted.• Staff generated list of possible further waste management and waste reduction actions.