

GREENHOUSE GAS REDUCTION INTERNAL POLICY

1 Vision

Carterton District Council acknowledges the importance and urgent need to address climate change for the benefit of current and future generations.

The Council wants to reduce its greenhouse gas emissions, lead the community by example and be in continual improvement.

2 Purposes

The purposes of the Greenhouse Gas Reduction Internal Policy are to achieve the following outcomes:

- Reduce the greenhouse gas emissions of the council,
- Lead the community by example,
- Improve continuously.

3 Scope and application

The Greenhouse Gas Reduction Policy applies to all council's employees, including temporary and casual staff.

4 Background

Between February and April 2020, four workshops were organised to present this policy to all the employees from Carterton District Council and South Wairarapa District Councils. A survey was done after these workshops and 97% of respondents are willing to improve their behaviour to reduce their emissions by:

- Reducing paper consumption: 76% of respondents
- Taking climate change into account in their everyday jobs/projects: 59% of respondents
- Reducing waste production: 49% of respondents
- Recycling more: 41% of respondents
- Reducing their energy consumption: 38% of respondents
- Reducing their fuel consumption: 32% of respondents
- Spreading the word about climate change: 30% of respondents
- Using less water: 16% of respondents
- Planting more trees: 5% of respondents

5 Policy

5.1 Transportation

Objective: Reduce the emissions coming from transport.

- When buying a vehicle:
 - o Make sure the vehicle is fit for purpose
 - o Make sure this vehicle is needed
 - o Make sure the vehicle is the most fuel efficient possible
- Before driving:
 - o Avoid as much as possible the use of combustion engine vehicles. Petrol or diesel vehicles are used only as a last resort
- While driving:
 - o Use fuel efficient driving techniques
- Vehicles are not to be taken at home (unless prior arrangement)

The 'Greenhouse gas reduction Guidelines' provides information that explain concretely how to reduce the emissions coming from transport.

If necessary, training (such as fuel-efficient driving) can be provided to staff members by Carterton District Council.

5.2 Energy

Objective: Reduce the energy consumption. This includes water consumption (the less water is used, the less energy is consumed).

- When buying new appliances:
 - o Make sure it is the most energy and water efficient possible
- When reviewing or creating new designs for buildings:
 - o Make sure the design is as energy and water efficient as possible
- When working in the office:
 - o Be conscious of your energy and water consumption (e.g. the last person who leaves the building turns off lights and heaters or air conditioning)

The 'Greenhouse gas reduction Guidelines' provides information that explain concretely how to reduce the emissions coming from energy.

If necessary, training can be provided to staff members by Carterton District Council.

5.3 Information Technology - Prints

Objective: reduce the use of paper and the prints.

- Be paperless:
 - o Carterton District Council is transitioning to paperless as much as possible. Tools are provided by the council in order to reduce the paper usage (Stellar, online purchase order, laptops...)
 - o Carterton District Council provides its employees with all devices needed to reduce paper use (computers, laptops, tablets, cell phones...)
- Before buying paper:
 - o As much as possible, purchase carbon neutral paper and paper coming from responsible sources (FSC Paper)

- Before printing:
 - o Be conscious of what and how the prints are done (e.g.: Do I really need to print? Can I print both sides and/or black and white?)

The 'Greenhouse gas reduction Guidelines' provides information that explain concretely how to reduce the emissions coming from energy.

If necessary, training can be provided to staff members by Carterton District Council.

5.4 Solid waste

Objectives: reduce the amount of waste produced by the council's staff members and achieve our methane target (reduce emissions of biogenic methane to 10% below 2017 levels by 2030).

- Bins (recycling bins, compost bin, refuse bin) are provided by Carterton District Council for staff members to use appropriately.
- As much as possible, Carterton District Council compost and/or create mulch with its green waste in order to reuse is in the gardens.

The 'Greenhouse gas reduction Guidelines' provides information that explain concretely how to reduce the emissions coming from energy.

If necessary, training can be provided to staff members by Carterton District Council.

5.5 Monitoring

The following monitoring are done monthly:

- Kilometres travelled
- Fuel used
- Electricity consumed
- Prints done
- Waste produced

The results of these monitoring will be published and used to sensitise staff members. Over consumers can be identified in order to understand the issue and provide appropriate tools or training that would reduce emissions.

6 Review of policy

This policy will be reviewed annually by the Climate Change Advisor in collaboration with the Corporate Services Manager. Any recommended changes to the policy as a result of that will be submitted to the Chief Executive for approval prior to implementation.

7 References

Climate Change Response (Zero Carbon) Amendment Act 2019