

**Carbon Neutral Public Service Programme  
Reduction Plan for the Ministry of Women's Affairs  
20 February 2008**

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

The Ministry of Women's Affairs (MWA) 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 necessary to undertake reduction activities that will reduce emissions as much as practical and 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**

MWA is a government agency that provides policy advice on issues specific to New Zealand women. It is the smallest core government department in New Zealand with 35.5 FTEs, and operates from one location. MWA does not have a vehicle fleet.

**The Ministry of Women's Affairs Current Position**

- MWA has completed an Emissions Inventory Report for the 2006/2007 financial year.
- We are currently monitoring emissions from electricity, travel, and waste to landfill.
- MWA has recently completed our first waste audit and have implemented a recycling system. Significant changes have been made and there has been great buy-in from staff.
- Martin Sebire is the key sponsor for the CNPS programme and as such has overall responsibility within the organisation.

**Supporting Policies, Plans and Resources**

- Govt<sup>3</sup> Plan.

**Energy**

Energy is responsible for 22 percent of organisation's greenhouse gas emissions.

Initiatives already undertaken:

- Sensor lighting installed in service areas
- Staff education in the form of posters, and stickers on appliances.

Actions listed below aim to:

- Reduce energy use in buildings
- Promote energy efficiency behaviours.

Action	Responsibility	Timeframes	Measure of Success
Complete level one energy audit	Martin Sebire	By 30 June 2008	<ul style="list-style-type: none"> <li>• Audit completed and recommendations made.</li> <li>• Recommendations to be implemented added to CNPS reduction plan.</li> </ul>

## Transport

Transport is responsible for 75 percent of organisation's greenhouse gas emissions.

Initiatives already undertaken:

- Encouraging a culture of walking to external meetings
- International travel policy with appropriate level of authorisation and sign off
- Use smaller, fuel efficient rental cars where available
- Use of accommodation close to airports and venues

Actions listed below aim to:

- Encourage use of sustainable transport options

Action	Responsibility	Timeframes	Measure of Success
Undertake the travel planning process	Martin Sebire	By 2010	<ul style="list-style-type: none"> <li>• Travel planning process has been completed and a travel plan is now in place.</li> <li>• Relevant actions have been included in CNPS reduction plan.</li> </ul>

**Note** – the employee commute is not included in the Carbon Neutral Public Service reduction plans as it is outside of the scope. Agencies will be required to address the employee commute through their Govt<sup>3</sup> action plans.

## Waste to Landfill

Waste to landfill accounts for 3 percent of organisation's greenhouse gas emissions.

Initiatives already undertaken:

- Paper recycling bins at all desks
- Replacement of rubbish bins with desktop cubes
- Composting of food scraps
- Recycling plastic, glass and tins.

Actions listed below aim to:

- Reduce overall waste produced.

Action	Responsibility	Timeframes	Measure of Success
Staff awareness program	Martin Sebire	June 2008	Reduced waste to landfill
Conduct regular waste audits	Martin Sebire	June 2008	Audits completed

## Review of plan

This plan is due to be reviewed in December 2008, or earlier if there are significant developments.

## Approval

This plan has been approved by:

Signed \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_