

# **Carbon Neutral Public Service Programme**

## **Reduction Plan**

Emissions Inventory Report

Ministry for the Environment  
Crown Law

Prepared by

Donna Cassidy

Date

26 March 2008

Crown Law 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 is 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**

Crown Law provides legal advice and representation to the Crown in matters affecting the executive government, particularly in the areas of criminal, public and administrative law.

Crown Law is situated on levels 9, 10, 11 and 12 of the Unisys House building located at 56 The Terrace, Wellington.

As at 30 June 2007 Crown Law employed 172.6 full-time equivalent staff members.

Crown Law does not have any fleet vehicles.

### **Crown Law's Current Position**

Crown Law completed its first Carbon Neutral Emissions Inventory for the financial year 1 July 2006 to 30 June 2007 establishing baseline emissions.

The following tables and graphs summarise the findings of this inventory.

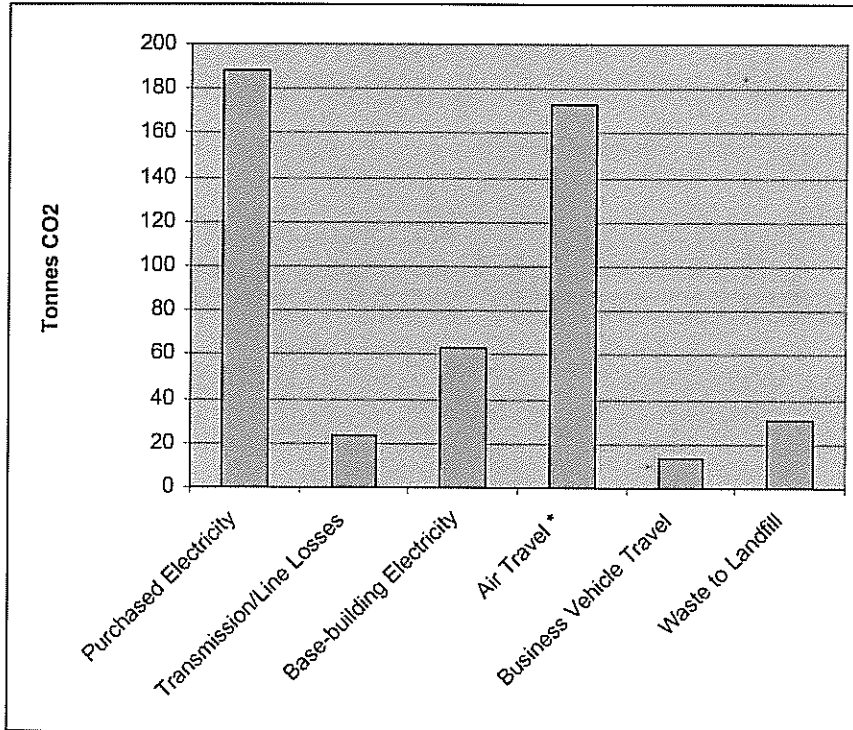
*Table 1. Carbon Emissions Inventory Summary*

Type of emission	Tonnes CO <sub>2</sub> -e*
<b>Total Direct (Scope 1) Emissions</b>	<b>0.00</b>
<b>Indirect (Scope 2) Emissions</b>	
Purchased electricity for lighting and utility/appliance power in leased space where the agency is not the sole tenant	188.01117
<b>Total Indirect (Scope 2) Emissions</b>	<b>188.01117</b>
<b>Indirect (Scope 3) Emissions</b>	
Transmission and distribution line losses for all purchased electricity	23.67717
Purchased electricity for base building power in leased buildings where the agency is not the sole tenant	63.30341
Air travel	172.55814
Business travel in Rental cars / taxis / Crown owned cars	13.37114
Waste to landfill	30.93300
<b>Total Indirect (Scope 3) Emissions</b>	<b>303.84286</b>
<b>Total Emissions</b>	<b>491.85403</b>

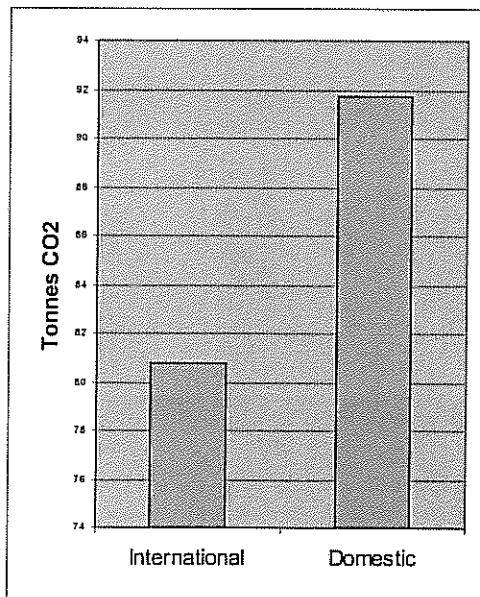
Table 2. Carbon Emissions Inventory by Percentage

	%		
Purchased Electricity	38		
Transmission/Line Losses	5		
Base-building Electricity	13	*Air Travel breakdown:-	%
Air Travel *	35	International Air Travel	47
Business Vehicle Travel	3	Domestic Air Travel	53
Waste to Landfill	6		
	100		100

Graph 1. Carbon Emissions by Source



Graph 2. Breakdown of Air Travel



The above tables and graphs identify two main sources of carbon emissions for Crown Law – Electricity and Air Travel.

Targets have not yet been set around emissions reductions however, it is anticipated that the completion of an energy audit and the completion of a travel plan will help to identify potential reduction targets.

### ***Supporting Policies, Plans and Resources***

Crown Law Sustainable Practice Action Plan in the process of being reviewed and updated.

A Govt<sup>3</sup> internal Worksite is being created for promotion to staff of the various Govt<sup>3</sup> ideas and initiatives. Included, to date, in this worksite are specific sections on:-

- Waste
- Sustainability
- Transport
- Electricity Savings
- Carbon Neutrality
- Crown Law 'Green Team'

The Worksite is being established to provide ideas and initiatives as well as details of Crown Law policies, plans and resources available etc. Links to relevant documentation (ie policy and plans) have been included along with links to <http://www> sites of relevance.

## Energy

Energy is responsible for 56% of Crown Law's greenhouse gas emissions.

Initiatives already undertaken:

- Sensor lighting has been installed in all bathrooms (x 8) and shower foyer area;
- Hot water billies have been set to automatically switch off outside office hours;
- Electric filter coffee machines replaced with thermal plunger coffee pots;
- Zoned lighting has been installed on all four floors;
- 'Switch-off' stickers have been placed on all meeting room light switches;
- All computer monitors have been replaced with flat screens.

Actions listed below aim to:

- Reduce energy use in office; and
- Promote energy efficient behaviours amongst staff – individual office lights off, PCs and monitors off at power source etc.

Action	Responsibility	Timeframes	Measure of Success
Complete level two energy audit	Support Services / Facilities Manager	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>

Notes:

1. Further 'actions' will be added to the above as identified and recommended in the upcoming energy audit.

## Transport

Transport is responsible for 38% of Crown Law's greenhouse gas emissions.

Initiatives already undertaken:

- Review of travel policy with appropriate levels of required approval confirmed, ie different levels of approval for domestic verses international travel requests;
- Access to bus / train timetables and access to an internet based airport shuttle booking service via Worksite intranet.

Actions listed below aim to:

- Encourage use of sustainable transport options by staff;
- Encourage the use of alternatives to travel, ie telephone conferencing, video conferencing wherever practicable; and
- Encourage the combining of travel reasons, ie scheduling of back-to-back meetings etc.

Action	Responsibility	Timeframes	Measure of Success
Undertake review of travel authorisation process to prompt the question of 'have alternatives to travel been considered / discussed?'	Support Services Manager	By June 2008	<ul style="list-style-type: none"> <li>• Overall reduction in CO<sup>2</sup> emissions on total travel.</li> </ul>
Undertake the travel planning process	Support Services Manager	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>

Notes:

1. Further 'actions' will be added to the above as identified and recommended in the upcoming energy audit.
2. 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 Govt3 action plans.

## **Waste to Landfill**

Waste to landfill accounts for 6% of Crown Law's greenhouse gas emissions.

Initiatives already undertaken (prior to preparation of the CNPS Emissions Inventory):-

- Cardboard recycled;
- 'Confidential' waste paper recycled;
- Toner and printer cartridges recycled;
- Fluorescent light tubes recycled
- Replacement of various office hardcopy directories with electronic versions.

Initiatives undertaken (post preparation of the CNPS Emissions Inventory):-

- Comprehensive Waste audit completed;
- Corresponded with local coffee houses re BYO cups by staff;
- 'Govt<sup>3</sup> - Waste Reduction' Worksite intranet pages created with information and website links etc for staff information/reference;
- Removal of plastic cups from all kitchens and water filter machines - replaced with coffee mugs and water glasses;
- Removal of wooden stirrers – replaced with teaspoons;
- Removal of individual rubbish bins – replaced with desk cubes and paper recycling desk trays;
- Non-Confidential waste paper recycled – wheelie bins installed within the office;
- Mixed recyclables (plastics 1&2, glass and cans) recycled – clearly labelled receptacles in all kitchenettes (x8) and wheelie bin collection service in place;
- Compost containers in all kitchenettes (x8) (for all foodstuffs, tissue, paper towels, teabags, coffee grounds etc) and compost wheelie bin collection service in place;
- Bathroom hand towels separated for compost collection;
- Refillable ballpoint pens added to stationery – disposable pens phased out;
- Battery collection receptacles installed throughout the office enabling the separation of toxic waste from landfill waste.

Actions listed below aim to:

- Continue to reduce overall waste to landfill produced by Crown Law.

Action	Responsibility	Timeframes	Measure of Success
Subsequent waste audit	Facilities Support Officer	4 months following implementation of waste recycling system	<ul style="list-style-type: none"> <li>• Audit completed and further waste reduction recommendations made.</li> <li>• An initial 33% reduction in waste to landfill.</li> <li>• Further recommendations to be implemented added to CNPS reduction plan.</li> </ul>
Review procedures/policy in relation to double-sided printing - what documentation can be double-sided?	Support Services Manager	June 2008	<ul style="list-style-type: none"> <li>• Further recommendations to be implemented added to CNPS reduction plan.</li> <li>• Reduction in paper usage.</li> </ul>
Review document templates to identify adjustments that may be made to allow more printing to the page (ie reduced margins, smaller font etc)	Support Services Manager / IT	April 2008	<ul style="list-style-type: none"> <li>• Reduction in paper usage.</li> </ul>
Paper copy internal documentation to be replaced with electronic format (ie payslips, library bulletin etc)	Support Services Manager / Finance Manager / Library Manager	September 2008	<ul style="list-style-type: none"> <li>• Reduction in paper usage and subsequent wastage.</li> </ul>

**Notes:**


1. Further 'actions' will be added to the above as identified in the course of business AND in subsequent waste audits.

## **Review of plan**

This plan is due to be reviewed on 30 June 2008

## **Approval**

This plan has been approved by:

Signed:   
\_\_\_\_\_  
(Diana Pryde by delegated authority of Dr David Collins QC  
- Solicitor General and Chief Executive)

Position: Practice Manager  
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Date: 26 March 2008  
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