



**New Zealand Food Safety Authority**

# **Sustainable Business Strategy**

**[NZFSA Emission Reduction plan as part of the  
Carbon Neutral Public Service programme]**

**2007 – 2012**

***“Sustainable Development in Action”***



## Summary

**NZFSA is a member of the Ministry for the Environment's Govt<sup>3</sup> programme, and is expected to comply with the Government's Carbon Neutrality policies and initiatives. This strategy is a 5-year strategy aimed at improving NZFSA's 'triple bottom line'. It identifies the overall direction which will be taken and sets the context for the annual planning cycle.**

## Purpose

This Sustainable Business Strategy outlines the direction New Zealand Food Safety (NZFSA) intends to take in terms of both its Govt<sup>3</sup> involvement and to comply with its obligations under the Government's Carbon Neutral Public Service policy. It describes the overall context, the objectives NZFSA seeks to achieve over the next five years, and how NZFSA plans to achieve these objectives.

This Strategy is a living document and will be updated annually as NZFSA learns from its own experience and the experience of others.

## Background

Govt<sup>3</sup> is a programme administered by the Ministry for the Environment, which aims to improve the sustainability of the business practices of government departments. NZFSA signed a letter of commitment to the Govt<sup>3</sup> programme in November 2007. This commitment involves promoting the aims of the programme, including:

1. implementation of the government's sustainable development policies (for example, the Sustainable Development Programme of Action (SDPOA), the National Energy Efficiency and Conservation Strategy (NEECS) 2001, and the New Zealand Waste Strategy 2002);
2. the use of government purchasing power to promote sustainable practice (and achieve value for money);
3. improvements in energy efficiency, and reduction of government's emission of greenhouse gases; and
4. improving, monitoring, reporting and celebrating success in the sustainability of government activities.

NZFSA has a number of obligations as a Govt<sup>3</sup> member agency, including a requirement to develop a 'Sustainable Practice Action Plan', and to carry out annual monitoring and reporting duties.

In 2007, the New Zealand Government made a commitment to the achievement of a Carbon Neutral Public Service (CNPS). This essentially means that all core government agencies must measure their greenhouse gas emissions, and undertake activities to reduce those emissions as much as is practical and cost effective. The remaining emissions will then be offset to make the public service carbon neutral.

As one of the 28 'Stage Two' agencies, NZFSA is required to develop an Emissions Reduction Plan and to be on a path to achieving that Plan by 2012.

The Sustainable Business Strategy intends to fulfil the dual purpose of a 'Sustainable Practice Action Plan' under the Govt<sup>3</sup> programme, and the requirements for a Carbon Neutral Public Service 'Emissions Reduction Plan'. There are specific action plans for Energy (Appendix 1), Waste (Appendix 2) and Transport (Appendix 3) attached.

# Organisational overview

## NZFSA's role

The New Zealand Food Safety Authority's (NZFSA) vision is to have: *“a world leading food regulatory programme that has the confidence of all stakeholders”* and our mission is *“to protect consumers and enhance New Zealand's position as a trusted supplier of food”*.

The NZFSA has responsibility for administering legislation covering food for sale on the New Zealand market, primary processing of animal products and official assurances related to their export, exports of plant products and the controls surrounding registration and use of agricultural compounds and veterinary medicines. NZFSA is the New Zealand controlling authority for imports and exports of food and food-related products.

To achieve these, NZFSA must implement a food regulatory programme that meets New Zealand's needs for the foreseeable future. It must take account of rapidly shifting consumer behaviour and expectations, changing food production and distribution systems, and new and emerging pathogens and risks.

## People and location

Consistent with this mandate, NZFSA attracts to its staff many people whose personal values are aligned with the core mission of the organisation and who are therefore enthusiastic supporters of the objectives of carbon neutrality and the Govt<sup>3</sup> programme.

NZFSA is a large and diverse organisation, with a permanent staffing level of around 450 full time equivalents, in locations throughout the country. Most NZFSA staff are situated in Wellington, Auckland and Christchurch.

## Current position

### Rolling out Govt<sup>3</sup> initiatives at Telecom House, Wellington and other NZFSA sites

NZFSA had already put in place a number of sustainability initiatives prior to its signing up as a member of Govt<sup>3</sup>, and beginning work towards carbon neutrality. These included paper recycling and

a recycling programme at the offices in Telecom House, Wellington and 96 New North Road, Auckland in 2007.

NZFSA is basing its approach on consideration of how to move forward from its current position, after these early sustainability initiatives, and the first partial year of co-ordinated Govt<sup>3</sup> activity. The overall Project Sponsor is NZFSA's Deputy Director General, Sandra Daly.

This is NZFSA's first Sustainable Business Strategy. Because of the geographic spread of its offices and staff, NZFSA will target the initial implementation of its Strategy at NZFSA's Head Office in Wellington (Telecom House). The intention is to consider extending Govt<sup>3</sup> activities to other NZFSA sites after their successful implementation at Telecom House, focussing on those offices with staff numbers of 15 or more.

## **NZFSA's Greenhouse Gas Emissions Baseline**

NZFSA has established a greenhouse gas emissions baseline for the period 1 July 2006 to 30 June 2007, given in its Emission Inventory Report. The inventory showed total emissions across the organisation of 1,660.23 tonnes of carbon dioxide equivalent. The breakdown of NZFSA's greenhouse gas emissions are:

<b>Emissions</b>	<b>Includes</b>	<b>%</b>
Direct (scope 1)	Transport	21%
Indirect (Scope 2)	energy consumption	11%
Indirect (Scope 3)	transport and waste to landfill	68%

NZFSA will complete an annual Carbon Emission inventory which will be presented to NZFSA Board with suggested reduction targets to 2012.

## **Objectives**

NZFSA's Sustainable Business Strategy has the following over-arching objectives:

*Objective 1:* Reduce the amount of waste sent to the landfill by encouraging the reuse, reduction and recycling of waste;

*Objective 2:* Reduce electricity and gas consumption and associated greenhouse gas emissions;

*Objective 3:* Reduce our energy consumption and greenhouse gas emissions associated with fleet travel

*Objective 4:* Ensure that all alternatives are considered to air travel (domestic and international).

*Objective 5:* Procure a higher proportion of products and services that are more environmentally and socially sustainable (including having regard to the greenhouse gas emissions inherent in the goods and service we acquire);

*Objective 6:* Raise awareness of our staff and suppliers about sustainable business practices, and motivate people to support the Sustainable Business Strategy; and

*Objective 7:* Undertake regular monitoring and evaluation of the Sustainable Business Strategy, in order to meet our reporting obligations, to learn from experience and make continual improvements.

## **What we will do over the next five years**

Building on what we have done to date we will develop (rolling three year) action plans, for each of the Objectives above, detailing what we will do in the immediately forthcoming year and what we propose to do in the following two years.

These plans will include performance measures and will be aimed at meeting the requirements of government policies. The first such plans are attached to this Strategy in Appendices 1 to 3.

## APPENDIX 1:

### *Energy*

NZFSAs key objective is to:

1. Reduce energy use in NZFSA buildings by:
  - using appropriate energy saving technology, where it is cost effective to do so; and
  - raising staff awareness of what they can do to reduce energy waste

Initiatives already undertaken:

- floors in Telecom House, Wellington (Head Office) were refurbished in 2007 and included the use of efficient lighting and improvements to the air conditioning system
- Govt3 survey and inventory report completed

Actions listed below aim to:

- Reduce overall energy use at NZFSA offices
- Fulfill NZFSA's obligations as a Govt<sup>3</sup> and CNPS member agency
- Reduce energy costs
- Improve NZFSA's staff morale, corporate image and credibility by encouraging sustainable business practices throughout the organisation

Action	Responsibility	Timeframes	Measure of Success
Identify NZFSA sites where energy audits will be performed. Decide on level of audit required for each of these sites	Lilli Ficko	30 April 2008	Energy audits are performed where they are likely to be most useful and provide the best value for money
Apply for energy audit funding from MfE	Lilli Ficko	By June 2008	The maximum amount of funding is received from MfE
Complete initial energy audits	Lilli Ficko/ Appropriate Building Manager	By June 2008	Energy auditors provide useful information that can be used to decide what energy saving initiatives are appropriate at different sites
Extrapolate audit results to NZFSA sites not audited	Lilli Ficko/ Appropriate Building Manager	By December 2008	Energy auditors provide useful information that can be used to decide what energy saving initiatives are appropriate at different sites
Analyse energy audit results and prioritise recommendations to implement	Building Managers/ Manager	By December 2008	Develop a plan of improvements to be implemented at each site
Decide on timetable to perform further energy audits for all major NZFSA offices	Lilli Ficko/ Building Manager	By December 2008	Energy audit timetable developed
Analyse potential to save money by rationalising number of energy suppliers, changing electricity plans, negotiating wholesale electricity purchase etc	Lilli Ficko/MAF Procurement Manager	By December 2008	Cost savings from lower tariffs
Energy saving awareness campaign to reduce energy waste at all NZFSA offices (e.g. turning off computers/screens, using the stairs etc)	Govt committee	By December 2008	Visible behaviour change throughout the organisation; further reduction of energy use in buildings
NZFSA complies with the new government guidelines for new buildings and refurbishments	Sandra Daly	Ongoing	All new buildings and refurbishments met at least the government's minimum requirements

## **APPENDIX 2:**

### ***Waste to Landfill***

NZFSAs key objectives are to:

1. reduce the amount of waste sent to landfills by encouraging the reuse, reduction and recycling of waste
2. raise staff awareness of how NZFSA is contributing to sustainable practice through waste minimisation
3. roll-out waste minimisation and recycling initiatives across all significant NZFSA worksites and encourage waste minimisation practices at remaining small worksites

Initiatives already undertaken:

- recycling programme implemented at Telecom House in July 2007. This included: (a) paper recycling bins at desks; (b) composting; (c) recycling for plastics/glass/tins; and (d) replacing rubbish bins with desktop cubes
- recycling programme implemented at 96 New North Road, Auckland in September 2007
- encouraging behaviour change around printing and paper usage (e.g. by introducing double-sided, black printing as a default in Telecom House), resulting in a reduction in paper use
- Govt<sup>3</sup> survey and inventory report completed

Actions listed below aim to:

- reduce overall waste produced at all NZFSA offices
- fulfil NZFSA's obligations as a Govt<sup>3</sup> and CNPS member agency
- reduce waste management costs
- improve NZFSA's staff morale, corporate image and credibility by encouraging sustainable business practices throughout the organisation

Action	Responsibility	Timeframes	Measure of Success
Identify the appropriate level of recycling requirements for all NZFSA offices and identify a key contact for each office (underway)	Lilli Ficko/ Govt <sup>3</sup> recycling committee	31 March 2008	Appropriate authorisation is given by senior management
Roll out the Telecom House recycling programme (with site-based adjustments) to other major NZFSA offices	Appropriate building manager/contact	By June 2008	Systems and structures are in place to make it easy for all staff to recycle
Develop and implement staff awareness programme to coincide with implementing recycling and waste minimisation in NZFSA offices outside Telecom House	Govt <sup>3</sup> recycling committee	By June 2008	All staff are encouraged and educated to willingly reuse, reduce and recycle
Develop national and site-based waste reduction targets and actions to reduce emissions from waste	Govt <sup>3</sup> recycling committee	By December 2008	Targets are SMART and include quantitative goals where possible; appropriate sign-off
Waste audits and report backs from all major NZFSA offices	Key contact at each office	Annually from June 2008	Waste audits conducted every year at all major sites; data and reports sent to Govt <sup>3</sup> team
Waste minimisation campaign to further reduce waste at all NZFSA offices (e.g. double sided printing as default, get rid of disposable cups etc)	Govt <sup>3</sup> recycling committee	By December 2008	Visible behaviour change throughout the organisation; further reduction of waste to landfill; reduced procurement costs
Continue promoting the waste minimisation campaign	Govt <sup>3</sup> recycling committee	Ongoing	Continued benefits as outlined above

## **APPENDIX 3:**

### ***Transport***

NZFSA aims to achieve the following objectives in regards to transport planning, by 30 June 2012:

1. NZFSA Travel policies will include consideration of greenhouse gas emissions
2. NZFSA will develop principles for reduction of emissions from work related transport
3. NZFSA will develop and implement transport plans encompassing all NZFSA worksites
4. NZFSA will operate the most environmentally efficient vehicle fleet available given NZFSA's existing cost and safety requirements
5. NZFSA will promote and support staff use of public transport for staff on work-related travel

The Sustainable Transport Action Plan (below) describes detailed actions that will be undertaken to achieve the objectives above.

Initiatives already undertaken:

- NZFSA's vehicle fleet is in the process of being upgraded with energy efficiency taken into account
- NZFSA has completed an emissions inventory identifying vehicles and travel as a priority area for emissions reduction
- NZFSA's travel policy stipulates the need to make all travel effective, condensing multiple trips into one and considering alternatives such as video/tele conferencing.

Actions listed below aim to:

- reduce overall waste produced at all NZFSA offices
- fulfil NZFSA's obligations as a Govt<sup>3</sup> and CNPS member agency
- reduce waste management costs
- improve NZFSA's staff morale, corporate image and credibility by encouraging sustainable business practices throughout the organisation

Actions	Responsibility	Timeframes	Measure of Success
Review NZFSA Travel Policy to ensure it supports emission reduction principles and efficient and effective air travel.	Sandra Daly and Govt <sup>3</sup> team.	30 April 2009	<ul style="list-style-type: none"> <li>Travel Policy amended to include considered efficiency and CO2 reduction provisions</li> </ul>
Travel planning training among those booking travel to ensure implementation of new policy	NZFSA procurement	31 May 2009	<ul style="list-style-type: none"> <li>Training completed</li> </ul>
Undertake Transport Survey	Lilli Ficko	30 October 2008	<ul style="list-style-type: none"> <li>Survey completed and information analysed</li> </ul>
NZFSA National Transport Plan developed	Lilli Ficko	30 March 2009	<ul style="list-style-type: none"> <li>National Transport Plan developed and approved setting targets for changing habits</li> </ul>
Site-specific Transport Plans developed (NZFSA wide)	Site managers	30 June 2009	<ul style="list-style-type: none"> <li>All significant NZFSA sites (&gt;15 staff) have documented Transport Plans</li> </ul>
NZFSA Fleet review / Fleet Replacement Market research on efficient vehicles	Jon Gray/Lilli Ficko	Tri-annual cycle; first round completed by Feb 2008	<ul style="list-style-type: none"> <li>New vehicles with reduced CO2 emissions purchased and in use</li> <li>Desired model of vehicles identified</li> </ul>
Provide public transport vouchers for staff travelling for work related purposes			<ul style="list-style-type: none"> <li>Vouchers supplied and staff aware of their availability</li> </ul>