



Sustainability

ACTION PLAN

2008-2011



Table of Contents

1) Introduction.....	1
2) Context for the Sustainability Action Plan	1
3) Proposed Process	1
Actions	2
Appendix One - Sustainable Procurement Policy.....	5
1) Policy	5
2) Implementation of the Policy.....	5
Appendix Two – Sustainability Checklist	7
Further comments (where F/C has been ticked) and to provide a general overview.....	Error!
Bookmark not defined.	9

1) Introduction

Nelson City Council adopted a Sustainability Policy in June 2008. That policy establishes sustainability as a Council value. It defines sustainability as the wise use and management of all resources.

2) Context for the Sustainability Action Plan

The Sustainability Action Plan establishes how the Sustainability Policy will be implemented, in a consistent manner, across the Council. The actions listed in this plan are organised into the following areas:

- Management
- Staff
- Partnership and Leadership
- Procurement of Goods and Services

The Action Plan has the following appendices:

- Sustainable Procurement Policy
- Sustainability Checklist

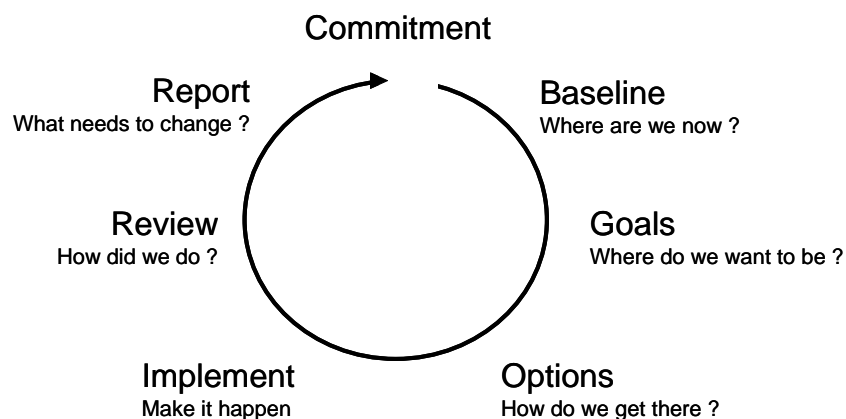
3) Proposed Process

2008/09: Get started on implementing the Action Plan, Procurement Policy and Sustainability Checklist.

2009/10: Continue to apply the Action Plan, Procurement Policy and Sustainability Checklist. Engage an external advisor to help Council staff and Councillors to develop a shared vision of sustainability and to work through the continuous improvement process below.

2010/11: Integrate the Sustainability and Climate Change Action Plans. This next, combined, action plan will be more strategic, and more community focused. It will include both quantitative and qualitative targets, and a pathway to achieving those targets.

This approach is consistent with the process of continuous improvement outlined in the Council Sustainability Policy Explanation.



Actions

Management			
Sustainability Policy references	Corporate action	When	By who
<p>Set and achieve clearly defined sustainable development objectives and targets.</p> <p>Carry out a performance review of this policy and action plan to be reported in the Annual Report.</p> <p>Provide decision makers with the information they need to deliver sustainable outcomes.</p>	1. Establish the CEO as the sustainability champion for the Council, and Business Unit managers as the sustainability champions for their business units.	To be confirmed	Council/CEO
	2. Establish a staff working group on sustainability to oversee this implementation plan. (For example, set up two different groups – relevant business unit and divisional managers with delegated authority to make decisions and a staff taskforce to share information, generate ideas and problem solve at a more practical level.)	To be confirmed	CEO
	3. Make sustainability a key goal in all Council decisions, plans (including Asset Management Plans), strategies, policies and actions, particularly where there are significant sustainability implications.	2008 onwards	All staff and Councillors
	4. Establish baseline information for Council activities regarding: <ul style="list-style-type: none"> a) energy use, water use, transportation, waste, hazardous substances, paper and other resource use; and b) staff attitudes to sustainability and their actions. 	To be confirmed	Staff working group
	5. Once the baseline information has been established, develop divisional sustainability targets and include these in the business plans for each business unit. Progress updates to be included in the Annual Reports.	2009/10	Each business unit manager
	6. Develop tools to assist with sustainable decision making (for example, the draft sustainability check list and procurement policy attached to this plan).	2008 onwards	Staff working group
	7. Celebrate success and provide rewards/awards for sustainable actions by staff. Amend Rewards Policy to reflect this emphasis.	2008 onwards	CEO and staff working group
	8. Take opportunities to apply for national sustainability awards.	2009/10 onwards	Led by CEO

Staff			
Sustainability Policy references	Corporate action	When	By who
Develop the capacity of staff to promote the principles and practice of sustainability. Require employees to incorporate informed sustainability principles within their work.	9. Include an introduction to the Sustainability Policy and sustainability principles in the staff training provided during the new staff induction process.	To be confirmed	Human Resources
	10. Amend the job descriptions of all relevant staff to include sustainable management as a key result area.	To be confirmed	Human Resources
	11. Consult on how the Sustainability Policy can be applied to each business unit. (This could be as part of the CEO's meetings with business units.)	To be confirmed	CEO and staff working group
	12. Identify and resource specific training needs relating to sustainability through the performance management process.	To be confirmed	Business Unit managers and Human Resources
	13. List the sustainability actions being carried out by staff on the intranet, and invite additional staff suggestions for consideration by the working group. Monitor the results of these actions. Celebrate and reward progress.	To be confirmed	Business Unit managers

Partnership and Leadership			
Sustainability Policy references	Corporate action	When	By who
Build partnerships that create learning networks.	14. Take part in the Nelson Sustainability Forum.	2008 onwards	Councillor and staff representatives
	15. Prepare a communication plan to promote the Council's and the community's sustainability and climate change actions. The Plan needs to include advice to existing and future contractors that sustainability will be one of the criteria in future tender processes.	2008/09	Public Communications, Environmental Policy and staff working group
	16. Work with Tasman District Council and Marlborough District Council, as well as business and community groups, on regional sustainability initiatives.	Ongoing	All relevant staff
	17. Sponsor school activities and/or competitions relating to sustainability.	2009 onwards	Staff working group
	18. Work with research institutes to share and apply knowledge about sustainability.	2009 onwards	All relevant staff

Procurement of Goods and Services			
Sustainability Policy references	Corporate action	When	By who
Implement sustainable procurement procedures taking account of whole of life costs.	19. Implement the Sustainable Procurement Policy (draft attached).	To be confirmed	All business units
	20. Make sustainability an assessment criterion on all Council funding or grants offered to businesses and the community.	To be confirmed	Cultural, Social and Recreation Services and Environmental Policy.
Encourage contractors, Council Controlled Organisations and other partners to adopt sustainable best practice.	21. Require Council Controlled Trading Organisations (CCTOs) to adopt and apply sustainability principles as part of the CCTOs statement of intent with the Council.	2009/10	CEO

Appendix One - Sustainable Procurement Policy

1) Policy

The Council will give preference to goods and services that:

- avoid unnecessary consumption and manage demand for resources
- minimise environmental impacts
- are provided by suppliers who have socially responsible practices¹
- provide the best value for money over the whole of their life, rather than having the lowest capital cost.

2) Implementation of the Policy

The Council will use the Australian and New Zealand Framework for Sustainable Procurement (overleaf).

The Sustainability Working Group, led by the Chief Executive, will oversee implementation of the procurement policy. The Sustainability Working Group will:

- Identify all staff members who purchase goods or services and discuss with them how the policy can be applied to their work.
- Reach agreement with all relevant staff on what changes can be made to existing procurement practices and contracts (including use of weighted attributes).
- Draft ‘Sustainable Purchasing Guidelines’² for specific categories of goods and services. Regularly update these.
- Monitor implementation of this Policy.

¹ See section 4 on following page

² Examples are available from both government and local government sources.

Australian and New Zealand Government Framework for Sustainable Procurement.

The Framework adopts four principles:

- 1) Adopt strategies to avoid unnecessary consumption and manage demand**
 - assess need and reduce consumption through ‘demand management initiatives’;
 - consider alternatives to new purchases (reuse, refurbish, recondition existing goods);
 - consider second hand purchases;
 - investigate ‘aggregating demand amongst multiple users’ to get better usage of assets.
- 2) In the context of whole-of-life value for money, select products and services which have lower environmental impacts across their life**
 - ensure decisions on sustainable values of products and services are evidence based;
 - use ISO (standards) to verify credentials where possible;
 - use life cycle/whole of life costing approaches;
 - refer to recognised labelling programs (energy rating, water efficiency etc.);
 - give preference to products that are reusable/recyclable, and/or contain recycled content.
- 3) Foster a viable Australian and New Zealand market for sustainable products and services**
 - encourage innovation and improvement in your suppliers;
 - collaborate with government and industry to stimulate markets for sustainable products and services;
 - encourage suppliers to become signatories in govt programs (E.g., NZ Packaging Accord, NZ Waste Strategy);
 - encourage suppliers to be responsible for end-of-life product impact through extended producer responsibility programs.
- 4) Support suppliers to government who are socially responsible and adopt ethical practices**
 - require suppliers to demonstrate a commitment to ethical behaviour and sound governance;
 - require suppliers to meet their employment obligations;
 - require suppliers to meet health and safety obligations.

Appendix Two – Sustainability Checklist

The purpose of the checklist is to prompt staff to consider these matters when considering options, and to allow them to record their assessment in a concise way. Different options would be assessed on separate checklists. The assessment of options would be summarised in relevant Council reports. Staff will require training to use it.

Does the project/decision significantly advance a sustainable approach to:

		0=no, 1=minor, 2 =yes
1	Efficient use of resources water, land, and considering alternatives maximise the use of reused/recycled resources efficient use of land	0
2	Energy use and energy efficiency Reduce greenhouse gas emissions? energy efficient (design, materials) Use renewable energy (e.g. solar power or methane gas.) reduce the demand on non-renewable resources	0
3	Procurement Choices Locally sourced goods and services Are whole-of-life costs considered Use goods and services that meet recognised ethical/green/energy efficient standards	0
4	Waste Minimisation reduce the generation of waste	0
5	Walking the Talk (Leadership) a good example of sustainability to promote to the community and/ or promotes staff engagement	0
6	Project Design Consideration of sustainability in early stages design be adapted to meet changing future needs	0
7	Environmental Outcomes minimise air/soil/water pollution protect and support biodiversity plan for and accommodate predicted impacts of climate change (e.g. more storm events, higher sea levels) adequately mitigate negative environmental impacts	0
8	Economic Outcomes Be a good return on investment build resilience in the local economy provide new employment and training help to attract new economic investment	0

Total = 0

Score (Total/3) = 0
