

Goals

By the end of 2009, we will know we are on track if we have...

1. Taken Measures to ensure that all staff employed in 2008 or prior have attended training appropriate to their role;
2. Created an awareness of the Carbon Footprint for the Department;
3. Begun to reduce our energy consumption and waste;
4. Collected enough preliminary information to set percentage reduction goals for energy consumption and waste for 2010.

PRIORITY ACTIONS	MEASURES / KPI	OFFICER RESPONSIBLE
1. Objective: Taken Measures to ensure that all staff employed in 2008 or prior have attended training appropriate to their role.	<ul style="list-style-type: none"> • Amount of outstanding training commitments 	
a) Identify training needs and communicate with staff who require training	<ul style="list-style-type: none"> • Completion of training needs matrix • Communication with staff 	Paula King
b) Staff Enrolment – check with Janet to confirm if training need raised at appraisal; Lawrence Reeves to talk to individual staff about enrolment.	<ul style="list-style-type: none"> • Staff Attendance 	Individual staff
2. Objective: Take steps to reduce the Carbon Footprint for the Department.	<ul style="list-style-type: none"> • An estimate of the current Carbon Footprint is available. • Estimates of improvements to Carbon Footprint are available. 	
a) Action to measure objective: <ul style="list-style-type: none"> • Estimate the carbon footprint based on: <ol style="list-style-type: none"> i. Energy consumption (separate objective) ii. Waste (separate objective) iii. Business flights iv. Stationery v. Internet usage 	<ul style="list-style-type: none"> • Carbon footprint estimate is published on the Environment Advocate website with transparent calculations. 	Environment Advocates
b) Action to achieve objective: <ul style="list-style-type: none"> • Investigate the feasibility of off-setting CO2 emission generated in business flights by purchasing carbon credits. • Replace stationery with sustainable alternatives where feasible (and cost neutral). 	<ul style="list-style-type: none"> • Report of feasibility study to be published on the Environment Advocates website. • Report of the stationery replacements to be published on the Environment Advocates website. 	Environment Advocates

PRIORITY ACTIONS	MEASURES / KPI	OFFICER RESPONSIBLE
3. Objective: Reduce energy consumption within the Department.	<ul style="list-style-type: none"> There is a significant difference in energy consumption between quarters. 	
a) Action to achieve objective: <ul style="list-style-type: none"> Implement a 'switch-off' campaign 	<ul style="list-style-type: none"> Random checks after hours indicates that at least 80% of unnecessary electrical devices are switched off. 	Environment Advocates
1. Objective: Reduce the overall level of general waste.	<ul style="list-style-type: none"> Levels of recyclables in general waste have reduced from initial to second measurements. 	
b) Action to achieve objective: <ul style="list-style-type: none"> Measure current levels of recyclables in general rubbish. Implement a co-mingle waste program. After 3 months, re-measure the levels of recyclables in general rubbish. 	<ul style="list-style-type: none"> A report of initial and secondary levels to be published on the Environment Advocate website. Co-mingle waste bins are available next to every general waste bin. 	Environment Advocates
2. Objective: Reduce consumption of print paper and toner.	<ul style="list-style-type: none"> Levels of print paper and toner consumption have reduced from initial to second measurements. 	
c) Action to achieve objective: <ul style="list-style-type: none"> Take measurements of current usage of toner and print paper. Implement a duplexing/toner-saving campaign. After 3 months, re-measure usage of toner and print paper. 	<ul style="list-style-type: none"> A report of initial and secondary measurements to be published on the Environment Advocate website. 	Environment Advocates.
d) Action to implement a duplexing/toner-saving campaign: <ul style="list-style-type: none"> Ensure that all computers in the department have toner-saving mode as default. Ensure that all computers in the department have duplexing as the default mode. Randomly survey computers at 6 monthly intervals to check that both modes are default. 	<ul style="list-style-type: none"> The random survey reveals that at least 80% of those surveyed have the specified default modes. 	Environment Advocates