NELSON CITY COUNCIL
SUSTAINABILITY ACTION PLAN: 2008-2011

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:
1. Management
2. Staff
3. Partnership and Leadership
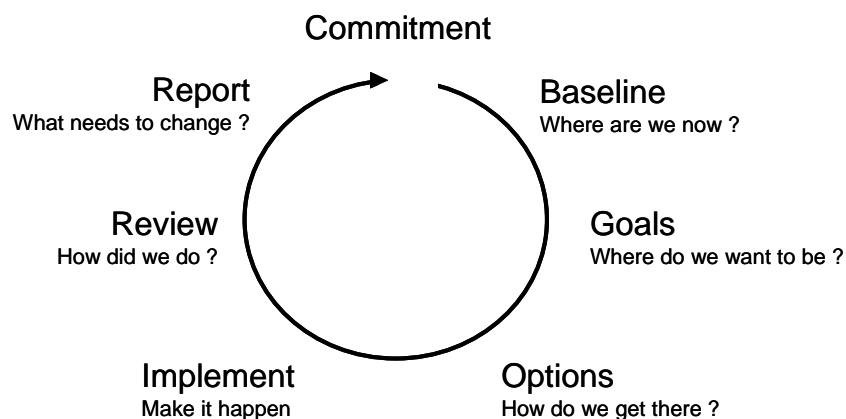4. Procurement of Goods and Services

The Action Plan has the following appendices:
1. sustainable procurement policy
2. sustainability checklist
3. the Sustainability Policy

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.

Commitment

Report
What needs to change ?

Baseline
Where are we now ?

Review
How did we do ?

Goals
Where do we want to be ?

Implement
Make it happen

Options
How do we get there ?

1

Actions

1)   Management

Sustainability Policy references	Corporate action	When	By who
Set and achieve clearly defined sustainable development objectives and targets. Carry out a performance review of this policy and action plan to be reported in the Annual Report. Provide decision makers with the information they need to deliver sustainable outcomes.	**1.** Establish the CEO as the sustainability champion for the Council, and Business Unit managers as the sustainability champions for their business units.	December 2008	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.)	February 2009	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: a) energy use, water use, transportation, waste, hazardous substances, paper and other resource use; and b) staff attitudes to sustainability and their actions.	By June 2009	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

2)   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. | February 2009 onwards | Human Resources |
	10. Amend the job descriptions of all relevant staff to include sustainable management as a key result area.	By June 2009	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.)	By June 2009	CEO and staff working group
	12. Identify and resource specific training needs relating to sustainability through the performance management process.	By June 2009	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.	July 2009 onwards	Business Unit managers

3)   Partnership & 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 communications 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.

Sustainability Policy references	Corporate action	When	By who
	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

4) 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).	January 2009 onwards	All business units
	20. Make sustainability an assessment criterion on all Council funding or grants offered to businesses and the community.	January 2009 onwards	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 practices[1]

-    provide the best value for money over the whole of their life, rather than having the lowest capital cost.

2.   IMPLEMENTATION OF THE POLICY

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

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

a) Identify all staff members who purchase goods or services and discuss with them how the policy can be applied to their work.

b) Reach agreement with all relevant staff on what changes can be made to existing procurement practices and contracts (including use of weighted attributes).

c) Draft 'Sustainable Purchasing Guidelines'[2] for specific categories of goods and services. Regularly update these.

d) Monitor implementation of this policy.

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[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.

	SUSTAINABILITY CHECKLIST				
1	**USE OF RESOURCES**	**Yes**	**No**	**N/A**	**F/C**
1.1	Is there an alternative solution to address this need which uses less resources?				
1.2	Does the project address water conservation and water reuse or recycling?				
1.3	Does the project use land efficiently? (e.g. uses less land)				
2	**ENERGY USE AND ENERGY EFFICIENCY**				
2.1	Will the project result in the Council or community decreasing its greenhouse gas emissions? (e.g. through additional use of fuel or electricity)				
2.2	Is the project energy efficient? (e.g. in its design, materials used)				
2.3	Does the project use renewable energy (e.g. solar power or methane gas)				
3	**PROCUREMENT CHOICES** (NB. Links to Council's Sustainable Procurement Policy/Action Plan – RAD No. 697490)				
3.1	Are goods or services sourced locally (i.e. Nelson region)?				
3.2	Are whole-of-life costs being considered?				
3.3.	Are goods and services that meet recognised ethical/green/energy efficient standards being used?				
4	**WASTE MINIMISATION**				
4.1	Does this project actively prevent the generation of waste?				
4.2	Does this project involve any reuse of materials?				
4.3	Does this project use recycled materials where possible?				
4.4	Can any materials used in this project be recycled?				
4.4	Are bio-degradable materials used where possible?				
4.5	Is any unavoidable waste disposed of safely?				
5	**TRAVEL**				
5.1	Does this project use sustainable transport options? (i.e. are ways to reduce fuel use factored in?)				
5.2	Does this project promote sustainable transport options?				
6	**WALK THE TALK (LEADERSHIP)**				
6.1	Does this project support staff engagement and/or training in sustainability? (e.g. efficient use of resources)				
6.2	Is this project a good example of sustainability to promote to the community? (i.e. efficient use of resources)				
7	**PROJECT DESIGN** (NB. links to Council's Urban Design checklist - RAD No. 676803)				
7.1	Does the project design suit the site?				
7.2	Does the project design make good use of the site's natural resources? (e.g. sunlight, trees, outlook)				
7.3	Can the project's design be adapted to meet changing future needs?				

8	CONSULTATION	Yes	No	N/A	F/C
8.1	Have all the main stakeholders in the project been consulted?				
	OUTCOME ASSESSMENT				
9	ENVIRONMENTAL OUTCOMES				
9.1	Does this project minimise air/soil/water pollution?				
9.2	Does this project protect and support biodiversity?				
9.3	Does this project plan for and accommodate predicted impacts of climate change? (e.g. more storm events, higher sea levels)				
9.4	Does this project adequately mitigate negative environmental impacts?				
10	ECONOMIC OUTCOMES				
10.1	Will the project provide best value for money over the whole of its life compared to other options?				
10.2	Will the project help to build resilience in the local economy?				
10.3	Does the project provide new employment and training?				
10.4	Will the project help to attract new economic investment?				
10.5	Will the project support new business start-ups?				
10.6	Will the project directly support business growth?				
11	SOCIAL OUTCOMES				
11.1	Does the project meet an identified local need?				
11.2	Does the project improve the quality of life for local people? (E.g. by improving access to housing, public space, work and/or leisure activities?)				
11.3	Does the project improve the well-being of local people? (E.g. by influencing the triggers of disease -diet, lifestyle, exercise, pollution?)				
11.4	Does the project maintain or improve community safety (people and property)?				
11.5	Does the project take account of future demographic predictions?				
12	CULTURAL OUTCOMES				
12.1	Do iwi support it?				

Further comments (where F/C has been ticked) and to provide a general overview

Ref.	Comment

(Add further notes if required.)