

GREENHOUSE GAS REDUCTION – GUIDELINES

1 Purpose

These guidelines were written alongside with the 'Greenhouse gas reduction Internal policy'. This document helps achieving the objectives set up in the policy.

2 Guidelines

2.1 Transportation

- Before driving:
 - Plan your workload to avoid travelling (e.g. organise meetings the same day, on after the other rather than on two different days).
 - Organise videoconferences when feasible.
 - Use public transport as much as possible.
 - Walk if distances are under 1 kilometre (unless health condition such as injury, pregnancy, disability, or heavy load needed).
 - Carpool. It is possible to carpool with someone from the council or someone from another organisation.
 - Combustion engine vehicles occupied by only one person are only used as a last resort.
- While driving:
 - Drive smoothly, avoiding fast acceleration and sharp braking.
 - If you drive a manual vehicle, change up gears to avoid over-revving.
 - Reduce short trips (up to +20% fuel consumption when your engine is cold).
 - Reduce your speed (up to +10% fuel consumption when driving over the speed limit).
 - Don't leave your vehicle idling for long periods.
 - Don't carry unnecessary loads.
 - Use your air conditioning wisely (up to +10% fuel consumption when using your air conditioning).
 - Choose a vehicle that's the right size for your needs.
 - Check your tyre pressure at least once a month and before long journeys.
- Contact your manager if you wish to have more explanations or training.

2.2 Energy

- When working in the office:
 - Turn off electric appliances (lights, heaters, A/C, computers, etc) when not in use.
 - Turn off lights, heaters and A/C if you are the last person to leave the premises.
 - Set the heater or A/C temperatures wisely.

In an indoor environment, the following temperature ranges should provide thermal comfort for most people:

	SUMMER	WINTER
Sedentary work	19-24°C	18-22°C
Physical work	16-21°C	16-19°C

Source: *Managing thermal comfort at work, Worksafe Mahi Haumaru Aotearoa, July 2019*

Set the heater or A/C temperatures inside the thermal comfort range. The temperatures should preferably be set on the highest part of the range in summer (24°C) and the lowest part of the range in winter (18°C).

- Use the blinds provided to keep the warm in in winter and keep the heat out in summer (shut the blinds when necessary).
- Save water (do not leave the tap running for nothing, turn the dishwasher ON only when full, use the half flush when possible).
- Contact your manager if you wish to have more explanations or training.

2.3 Information Technology – Prints

- Before printing:
 - Make sure you need to print the document.
 - Print double-sided if possible.
 - Print in black and white if possible.
- Other:
 - Create and maintain a positive digital footprint by being aware of the greenhouse gas emissions coming from the Internet and the emails (electricity used by devices, servers etc). A typical email (no pictures) is responsible for 4g of CO₂ and 50g of CO₂ if the email has a picture attached¹.
- Contact your manager if you wish to have more explanations or training.

2.4 Solid waste

- Use the bins provided (compost, recycle and refuse).
- Contact your manager if you wish to have more explanations or training.

3 References

Managing thermal comfort at work, Worksafe Mahi Haumaru Aotearoa, July 2019

Climate Change Response (Zero Carbon) Amendment Act 2019

¹ The thought experiment: What is the carbon footprint of an email? Science Focus, consulted 22/01/2020