



Department of  
**Environment and Conservation**

*Our environment, our future*



## POLICY STATEMENT No. 64

### *DECcrease* Project

May 2010

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#### FOREWORD

The Department of Environment and Conservation (DEC) is the State Government agency with lead responsibility for protecting and conserving Western Australia's environment. The *DECcrease* project aims to promote sustainable outcomes in the way the department carries out its work, to ensure DEC conducts its business as an exemplar of sustainable practices.

The enthusiasm and commitment of DEC staff to the vision of a healthy, diverse and well-managed Western Australian environment has led to many examples of improved environmental protection, biodiversity conservation and land management through the department's work. The *DECcrease* project aims to consolidate the positive work of the agency with an equally positive focus on the sustainability of our work practices.

An underlying principle of the *DECcrease* project is that it is to be implemented in a way that improves and enhances the department's operational performance and effectiveness, rather than impede it. *DECcrease* addresses how we go about our business and will be approached in a flexible and adaptive, rather than a prescriptive manner. The aim will also be to implement *DECcrease* initiatives in a way that is either cost neutral or that results in tangible financial benefits, with any savings being retained by cost centres.

This policy will require each DEC workplace to have a "*DECcrease* Champion" (with more than one where warranted in larger workplaces) to help coordinate the agency-wide rollout of the *DECcrease* project. I take this opportunity to acknowledge again the continued enthusiasm and commitment of all DEC staff, which is vital to the effective implementation of this policy.

## 1. OBJECTIVE

DEC is committed to ensuring that Western Australia's environment is valued, protected and conserved, for its intrinsic value and for the appreciation and benefit of present and future generations. In accordance with this mission, the *DECcrease* project has been developed to further demonstrate DEC's commitment to the environment and to becoming an exemplary Government agency in delivering sustainable outcomes.

The aim of the *DECcrease* project is ***To ensure that DEC leads by example through incorporating sustainability principles into its diverse range of activities, operations and decision-making processes across Western Australia.***

The project's key intent is to encourage the consideration of sustainability principles when decisions are made and actions are taken across the organisation.

## 2. BACKGROUND

The term sustainability used throughout this policy refers to processes that will meet the needs of present and future generations through a combination of environmental protection, social advancement and economic prosperity in our work activities and business decisions. Sustainability involves economic, social and environmental factors being considered to seek mutually supportive benefits.

The *DECcrease* project provides DEC with the platform for developing, over time, a comprehensive, sustainable approach to our business and operations, in all our workplaces and in all aspects of our activities across the State.

The *DECcrease* project will take a whole-of-agency approach. It will acknowledge that there is a strong regional focus to the department's work and will feature initiatives with a direct focus on regional operations.

Whilst behaviour change and communication will be keys to the success of the *DECcrease* project, the value of systems and technology modifications and offsetting and abatement opportunities within DEC-managed land can not be underestimated. Initiatives will be pursued in all three of these areas.

### 2.1 Financial savings from the *DECcrease* project

A beneficial and tangible aspect of the *DECcrease* project is its potential to save financial resources. Initiatives that result in a reduction in the consumption of resources and energy and the purchasing of products and equipment in bulk have already been shown to reduce expenditure across DEC.

As a means of providing incentive for all workplaces, financial savings made through *DECcrease* initiatives will be retained by cost centres. While some sustainable business decisions may result initially in an increase in financial costs, the outcome of making these decisions will usually lead to long-term financial, environmental and social benefits for DEC.

### 2.2 *DECcrease* workplace champions

Every DEC workplace will have at least one "*DECcrease* Champion", who will be a staff member from within the existing workforce who will assist with the promotion and rollout of the

DECcrease project. They will also monitor and report on their work area's environmental performance and actively encourage behaviour change among staff.

It is anticipated that larger workplaces may require more than one champion.

### 3. POLICY

To achieve the *DECcrease* project's mission, a number of key themes will be focussed on over the next five years. Each theme covers an area within which DEC can focus to optimise the sustainability of its business and operations. For each theme, a series of tasks will be undertaken.

#### **Theme 1. Overarching commitment to sustainable outcomes**

DEC's Corporate Executive supports the *DECcrease* project, its mission and the concept of developing sustainability principles for planning and decision-making processes within the agency.

DEC actively supports and encourages a culture of continuous improvement toward sustainable outcomes and demonstrates this commitment through a range of initiatives within key thematic areas.

#### **Theme 2. Resource consumption**

##### Travel

While the agency's fleet of passenger and light commercial vehicles is encompassed by the State Government's Carbon Offset program, DEC will aim to achieve even more sustainable outcomes with regard to travel.

Where operational needs and efficiencies allow it, DEC will engage in a range of activities to minimise the department's environmental impacts (such as the production of greenhouse gases) from fleet vehicle use, commuting and air travel.

##### Paper consumption

DEC will implement strategies to significantly reduce paper use and increase paper reuse. The department will aim to utilise a greater proportion of paper products manufactured from certified renewable resources, Australian-sourced where appropriate.

##### Energy consumption

In line with the Energy Smart Government program, DEC will aim to improve energy conservation and maintain its reporting obligations to the Office of Energy. Where feasible, strategies will be implemented across DEC to increase the purchase and generation of renewable energy. The use of energy efficient equipment, operations and maintenance programs will also be increased and improved.

##### Water consumption

As part of the mandatory Water Efficiencies Measures for Government Agencies, DEC will implement a range of strategies to reduce the volume of potable water consumed in our work

activities. The feasibility of capturing rainwater for use in DEC workplaces and activities will also be investigated and where practical, implemented.

#### Waste management

DEC will implement initiatives to significantly reduce the amount of waste created from department activities. Work practices that promote waste minimisation will be encouraged and the ability for DEC staff to recycle their waste will also be improved at all worksites and in field locations across the State.

### **Theme 3. Administrative practices**

#### Procurement practices and retail outlets

DEC will develop and implement a set of guidelines for purchasing goods and services in a manner that considers sustainability.

Similarly, a review of DEC's Administrative Instruction for Merchandising will include a focus on maximising the sustainability of the products sold in DEC retail outlets.

#### People Services

DEC values will be promoted in the recruitment process with relevant statements in job advertisements, Job Descriptions Forms and through staff inductions. Using Employee Performance and Development Plans, staff will also be formally encouraged to make a commitment to engage in more sustainable work practices and will be provided with the tools and flexibility in employment and workplace conditions to enable them to do so.

#### Meeting, training and conference practices

Where appropriate, a range of initiatives will be developed and implemented with the aim of improving the sustainability of DEC run meetings, training courses and conferences.

#### Mail systems

Where possible, DEC's internal and external mail systems will be refined to improve the sustainability of the service.

#### Records management

DEC will develop and implement an effective, reliable and user-friendly central electronic records management system that minimises use of paper.

#### Partnerships

DEC will form a network of contacts with other Government agencies that are also embarking on internal sustainability programs to share ideas about how to further improve the sustainability of work practices.

### **Theme 4. Communication and education**

#### Internal communication and education

DEC staff will be made aware of *DECcrease*-related achievements in the department as well as new *DECcrease* initiatives starting across the agency. The communication of these achievements and initiatives will highlight the good work being done and encourage further active participation in sustainable work practices. Staff will also be provided with the necessary information and training to help them pursue sustainable lifestyles.

#### External communication

DEC will work to enhance the department's image as a 'green' employer with environmentally sustainable workplaces and work practices. In time, people accessing DEC-managed land and facilities will have access to information on the achievements of the *DECcrease* project and be provided with information enabling them to improve the sustainability of their own actions.

#### **Theme 5. Specific carbon reduction strategies**

To complement reductions in greenhouse gas emissions resulting from *DECcrease* project initiatives, DEC will move toward utilising existing carbon abatement opportunities from activities on DEC-managed land to offset our greenhouse gas emissions.

#### **Theme 6. Facilities and infrastructure management**

##### Accommodation

DEC will work towards ensuring that all DEC-occupied facilities have improved environmental ratings for energy, waste, water and internal environment, are located close to public transport and provide adequate end-of-trip facilities for non-vehicle commuters, such as cyclists.

##### Cleaning and building management

DEC will work with cleaning contractors and building management companies to assist with the roll-out of *DECcrease* initiatives and work towards the use of 'environmentally friendly' cleaning products in DEC-owned and occupied facilities.

##### Specialised equipment use

Strategies will be developed and implemented that enable the use and purchase of specialised field operation equipment to optimise sustainable outcomes, while not compromising DEC's operational needs and efficiencies.

#### **4. POLICY IMPLEMENTATION STRATEGIES**

The *DECcrease* project aims to identify opportunities for sustainable outcomes from DEC's activities by:

- developing and improving the way we do things;
- ensuring all staff and contractors are aware of the opportunities available to them and also the expectations placed on them, under the *DECcrease* project;
- using and coordinating the work of *DECcrease* workplace champions in all DEC workplaces;

- providing staff and contractors with the necessary knowledge, tools and encouragement so they can change their behaviour; and
- better monitoring and reporting of our performance against an agreed set of *DECREASE* goals.

A comprehensive *DECREASE* opportunities plan and communication strategy have been developed for internal use by the *DECREASE* Committee in managing the project's integration into daily business. The work plan contains specific, measurable, achievable, relevant and time-bound (SMART) goals, tasks and actions and four timeframes over a period of five years.

This detail, including performance measures of achievement, a responsibility hierarchy and numerous opportunities for data collection and feedback dissemination will enable the project's effectiveness to be assessed.

To provide direction to *DECREASE* communications, a separate strategy has been prepared. The document provides the basic principles and tools for the development of communication-related actions within the work plan.

#### 5. CUSTODIAN

The Director Strategic Policy and Programs is the custodian for this policy.

#### 6. SCHEDULE 1 – *DECREASE* SMART GOALS

A selection of high level specific, measurable, achievable, relevant and time-bound (SMART) goals from some of the Policy's key thematic areas have been identified for providing the impetus and initial focus for the rollout of the *DECREASE* project. The SMART goals are attached to the Policy Statement in Schedule 1.

#### 7. DIRECTOR GENERAL APPROVAL

Approved on 6 May 2010  
 by KJ M Nara  
 DIRECTOR GENERAL

**SCHEDULE 1**

**DEcrease Project**

**SMART Goals for 2010-2015**

Theme / Sub-theme	SMART Goal
Overarching commitment to sustainable outcomes	The <i>DEcrease</i> Policy Statement and key thematic areas are formally endorsed by Corporate Executive by 31 May 2010.
	Sustainability principles are included in the new Corporate Plan by 30 September 2010 to support agency planning and decision-making processes that result in sustainable outcomes.
	By 31 May 2010, the need for at least one workplace champion at every DEC workplace is endorsed – a staff member from within the existing workforce who can assist with the promotion and rollout of the <i>DEcrease</i> project.
	By 31 May 2010, the principle is endorsed that financial savings made by a cost centre through <i>DEcrease</i> initiatives will be retained by that cost centre as an incentive for further improvement. Any such savings made will be promoted to other cost centres.
Procurement practices and retail outlets	Corporate Executive endorse a set of guidelines for purchasing goods and services in a sustainable way (based on the State Supply Commission's Environmental Purchasing Guide) by 31 December 2010.
	Managers of DEC retail outlets move towards optimising the sustainability of products sold by 31 December 2010.
Travel	All non-operational 'blue-plated' DEC fleet vehicles consume less than 7.5L / 100km, achieve a minimum Greenhouse Rating of 7 out of 10, and CO <sub>2</sub> emissions rating not exceeding 180 g/km by 30 June 2011 (unless there is an operational need for a vehicle that does not meet this standard). <b>Note:</b> Non-operational vehicles are defined as those that are predominantly used for carrying passengers only.
	Where operational needs allow it, as of 30 June 2010, other departmental vehicles will meet the new Government policy with regard to CO <sub>2</sub> emissions.
	Staff eligible for Government Vehicle Scheme or Senior Officer Vehicle Scheme vehicles will be encouraged to consider sustainability when selecting vehicles as of 30 June 2010.
	Where operational needs allow it, DEC will aim to reduce total greenhouse gas emissions (not including offsets) from DEC fleet vehicles by 20% (from 2008/09 levels) by 2015.
	All DEC workplaces meet the requirements for and become TravelSmart workplaces by 2015.

Theme / Sub-theme	SMART Goal
	Where operational needs allow it, DEC will aim to reduce total greenhouse gas emissions (not including offsets) from DEC commercial and chartered flights by 20% (from 2008/09 levels) by 2015.
Paper consumption	As of 30 June 2010, DEC-produced hard copy documents (including letterhead) will be printed or copied double-sided except where required for legal or other legitimate reasons.
	Where possible and where the State Records Act allows it, by 30 June 2010, paper products used by DEC will be made from (at least) 80% recycled post-consumer-waste paper, sourced from within Australia where feasible.
	Total paper consumption across DEC is reduced by 30% (from 2008/09 levels) by 2013.
Energy consumption	Where operational needs allow it, total stationary energy consumption in DEC workplaces (as reported to the Office of Energy) is reduced by 5-10% (from 2008/09 levels) by 2015. In doing so, overall greenhouse gas emissions from stationary energy consumption are reduced by 20% (from 2008/09 levels) by 2015.
	Unless clear operational reasons exist, the use of single person printers to be phased out by 30 June 2010 and large common-use printers will be favoured.
	Where operational needs allow it, the generation of renewable energy within DEC is increased by 20% (from 2008/09 levels) by 2015.
	DEC workplaces aim to increase the purchase of renewable energy to 50% of total stationary energy purchased by 2015.
Water consumption	Where operational needs allow it, total water consumption across all DEC workplaces is reduced by 20% (from 2008/09 levels) by 2015.
	Where feasible, total capacity of rainwater capture and use is increased by 50% (above 2008/09 levels) across all DEC-owned and/or occupied properties and facilities by 2015.
Waste management	At locations where suitable alternatives are available, a 50% reduction (from 2008/09 levels) in waste to landfill is achieved by 2015 from waste generated on DEC owned, occupied or managed workplaces, facilities or land.
	Where possible, by 30 June 2010, DEC workplaces will divert all batteries and e-waste from landfill through appropriate recycling / reuse options.
	Where operational needs and efficiencies allow it, DEC-generated green waste is diverted from ending up in landfill by 31 December 2010.



Theme / Sub-theme	SMART Goal
	The DEC process for approving communications and publications is reviewed by 30 September 2010 to consider waste minimisation principles with their value to the agency weighed up against their potential to become waste.
People Services	Information relating to <i>DECcrease</i> values is incorporated into the recruitment, induction and staff training processes, without creating any further impediment to staff attraction and retention, by 30 September 2010.
	Supervisors are requested to incorporate <i>DECcrease</i> -related goals into Employee Performance and Development Plan (EPDP) to ensure staff make a commitment to their part in achieving the <i>DECcrease</i> mission by 30 September 2010.
	Employment condition policies are reviewed to identify opportunities that allow suitable flexibility to enable staff to be more environmentally friendly both at work and at home by 31 December 2010.
Accommodation	Where financially possible, existing DEC-occupied facilities will work toward achieving a self-rated 4.5-star (or better) National Australian Built Environment Rating System (NABERS) Waste, Energy, Water and Internal Environment rating by 2015.
	As of 30 June 2010, all newly designed DEC-occupied facilities are designed to achieve at least a 5-star 'Green Star' rating.
	As of 30 June 2010, staff access to reliable and regular public transport is given a high priority in considering the location of any new metropolitan DEC work sites.
Internal communication and education	At least 90% of DEC staff are aware of and actively participate in the <i>DECcrease</i> project by 31 December 2011.
External communication	Where appropriate, by 2011, members of the public accessing DEC facilities and DEC-managed land have the opportunity to become aware of the <i>DECcrease</i> project and DEC's 'success stories'.
	Where possible, by 2011, members of the public accessing DEC facilities and DEC-managed land are provided with information enabling them to minimise their impact on the environment.
	By 2011, DEC is viewed as a 'green' employer, with environmentally sustainable workplaces and work practices. This corporate image helps the department attract and retain staff.
Specific carbon reduction strategies	Utilise existing carbon abatement opportunities within DEC to offset DEC's greenhouse gas emissions by 2013.
Cleaning and building management	The use of chemical-based cleaning products that cause environmental harm are to be phased out of use in DEC-occupied facilities by 31 December 2010 and replaced with biodegradable and phosphate-free products as per the Green Stamp Environmental Checklist for Cleaners.

Theme / Sub-theme	SMART Goal
Meeting, training and conference practices	To minimise unnecessary travel that contributes to greenhouse gas emissions, DEC staff will, where possible by 31 December 2010, have access to the necessary facilities and equipment to hold appropriate meetings and training courses via video conferencing or teleconferencing where travel would otherwise be required.
	All DEC staff have access to the necessary facilities and equipment within their workplace to conduct, where appropriate, 'paperless' meetings and training courses by 31 December 2010.