

OXFAM AUSTRALIA

ENVIRONMENTAL
SUSTAINABILITY PLAN

2008-2013

SECTION ONE – DECLARATION

Oxfam Australia's vision is of a fair world in which people control their own lives,
their basic rights are achieved
and the environment is sustained.

Oxfam Australia is committed to minimising the environmental impact of our operations. This Environmental Sustainability Plan sets out a course for this to be achieved.

We will exemplify our vision in our daily operations, demonstrating a commitment to reducing and offsetting our environmental impact through:

- The effective and efficient use of resources, including people, finances and materials
- Demonstrating best practice in operational environmental management and reporting
- Being accountable to the communities, partners and allies we work with

We aim to be a carbon neutral organisation by 2015, in that our net emissions of carbon from operational activities will be 0%.

SECTION 2
Energy and Transport

Energy use includes electricity and gas. Transport includes staff commuting and air travel.

Although there are high emissions from energy use, the opportunity to reduce energy consumption is limited at Oxfam Australia. The environment impact audit showed that the equipment, particularly at the Leicester St. location, is quite efficient and therefore there is little room for demand-side reductions. Generating renewable energy onsite to address the supply side will be considered as part of the long range plan.

The greatest volume of emissions from Oxfam Australia operations are from domestic & international airline travel. There are opportunities for significant reductions in emissions from travel with limited impact on the quality of our work in the field.

ENERGY & TRANSPORT GOAL – Oxfam Australia will aim to be Carbon Neutral by 2015

This section addresses the short and medium term targets that will result in achieving the larger goal of Carbon Neutrality. (Emissions from waste is addressed in a separate section, see Emissions Registry for complete Carbon Footprint.)

2007 - 2009 Targets	Proposed Action
Reduce energy consumption by 3% of 2007 levels	<ul style="list-style-type: none"> - Trim heating and cooling times by 30 mins per day (Monday to Saturday) reducing usage by 130 hours annually - Replacement of one air-conditioning unit with an more energy efficient unit. Air conditioning accounts for 71% of emissions from energy and Accommodation Services regards that this action alone may be the one action that delivers the greatest reduction in energy consumption and cost. This has been costed in the capital budget 08/09. - Re configure foyer & kitchen lighting grids to reduce consumption while maintaining required LUX levels – minimal gains - Zip Hydro Taps (hot water taps) to be programmed to turn off on extended holiday periods - Reduce the server farm from 30 servers to 10 servers using virtual server technology. - Conduct a number of campaigns to educate and inspire staff to reduce their consumption of energy. The success of meeting the target for reducing energy consumption is dependent on the success of this aspect of the Plan. The environmental audit has shown that our office infrastructure and appliances are regarded as being very energy efficient. It is in the demand

Oxfam Australia Environmental Sustainability Plan 2008-2013

	side, i.e. people altering their consumptive behaviours, that real reductions will be seen.
Reduce GHG emissions from energy by purchasing 50% Green Power	<ul style="list-style-type: none"> - Establish organisational policy and purchase Green Power incrementally - Ensure provider demonstrates industry best practice
Reduce GHG emissions from travel by 1. offsetting 50% of necessary travel emissions 2. reducing domestic and international travel by 5%	<ul style="list-style-type: none"> - Establish policy and budget for reducing and offsetting travel emissions. Select provider and purchase offsets. - Use of video-conferencing where appropriate to reduce necessity of airline travel - Investigate the use of tele presence jointly with other INGO's - Investigate innovative ways of working with field staff and partners that do not require regular physical presence (thus reducing the need for international travel), ensuring quality of one-program is unaffected - Develop an organisational culture and practices which maximise the efficiency of domestic and international travel.
Plan for being Carbon Neutral by 2015	<ul style="list-style-type: none"> - It should be noted that this is an aim included in the organisational Strategic Plan, with the aim of achieving carbon neutrality by 2013. This Plan outlines how this can be achieved by 2015, which we regard to be a more realistic timeline. - Define what Carbon Neutral means for Oxfam Australia. Research and develop a collaborative, long term plan for achieving carbon neutrality that compliments the current Sustainability Plan. - Achievement of points 1 and 2 above will go a long way to meeting this goal. Review progress in subsequent periods of Plan to measure progress and reaffirm targets and actions. This is a big target and an inspiring one. Each consecutive year's achievements will contribute to this end. - Establish Emissions Registry to track progress. Provide feedback mechanisms to all relevant stakeholders, particularly users of the building (staff, volunteers) - Include energy rating in organisational purchasing policy
Report on conservations measures through the accountability framework and reported in the Oxfam annual report	<ul style="list-style-type: none"> - Progress towards each goal will be measured and reported internally each quarter, and in the organisation annual report
2009 - 2011 Targets	
Reduce energy consumption by 10% of 2007 levels	<ul style="list-style-type: none"> - Monitor and evaluate actions from previous year to identify initiatives that contributed to successful reductions in energy consumption. Continue successful initiatives and compliment with new approaches to further reduce consumption.
Purchase 100% Green Power	<ul style="list-style-type: none"> - Ensure ongoing industry best practice from supplier

Oxfam Australia Environmental Sustainability Plan 2008-2013

Offset 100% of travel emissions Reduction of 15% in actual air travel on 2007 levels	- Ensure ongoing industry best practice from supplier
Research viability of local renewable energy production	- For example, solar array on rooftop of Leicester Street building. There are many options within this domain and all will contribute to the ultimate aim of carbon neutrality. It's important to research all of them and make decisions based on the specifics of Oxfam Australia operations.
Report on conservation measures through the accountability framework and reported in the Oxfam annual report	- Progress towards each goal will be measured and reported internally each quarter, and in the organisation annual report
2011 – 2013 Targets	
Reduce energy consumption by 15% of 2007 levels	- Monitor and evaluate actions from previous year to identify initiatives that contributed to successful reductions in energy consumption. Continue successful initiatives and complement with new approaches to further reduce consumption.
Purchase 100% Green Power	- Ensure ongoing industry best practice from supplier
Offset 100% of travel emissions Reduction of 25% in actual air travel on 2007 levels	- Ensure ongoing industry best practice from supplier
Report on conservation measures through the accountability framework and reported in the Oxfam annual report	- Progress towards each goal will be measured and reported internally each quarter, and in the organisation annual report

**SECTION 3
WASTE**

Waste is the area where great opportunity for improvement lies within Oxfam Australia.

WASTE GOAL – Oxfam Australia will produce Zero Waste (98%) by 2015

2007 - 2009 targets	Proposed Action
Reduce total waste by 10% of 2007 levels	<ul style="list-style-type: none"> - Implement office composting system using Bokashi Compost bins - Provide reusable, sealed mugs for staff to use - Provide signage for all bins and consistent bin tops for all commingled containers
Plan for being “Zero Waste” by 2015, establish policy to support this initiative, including events managed by Oxfam Australia	<ul style="list-style-type: none"> - Achievement of targets as a whole will go a long way to achieving this goal. Review progress in subsequent periods of Plan to measure progress and reaffirm targets and actions - Define what being ‘Zero Waste’ means at Oxfam Australia. As the organisation is neither manufacture/producer, any policy addressing Zero Waste needs to focus on advocacy and sustainable purchasing guidelines. - Collaborate with Oxfam events staff to form an efficient and effective Green Events Package for implementation at all future events (e.g. Trailwalker, OIYP)
Increase recycling rate to 80% of 2007 levels	<ul style="list-style-type: none"> - Conduct an education campaign to increase awareness of the office recycling program - Provide signage for all bins and consistent bin tops for all commingled containers
Report on conservation measures through the accountability framework and reported in the Oxfam annual report	<ul style="list-style-type: none"> - Progress towards each goal will be measured and reported internally each quarter, and in the organisation annual report
2009 - 2011 Targets	
Reduce total waste by 25% of 2007 levels	<ul style="list-style-type: none"> - Monitor and evaluate actions from previous year to identify initiatives that contributed to successful reductions in waste consumption. Continue successful initiatives and compliment with new approaches to further reduce consumption.
Increase recycling rate to 80% and reduce volume by 25% of 2007 levels	<ul style="list-style-type: none"> - Monitor and evaluate actions from previous year to identify initiatives that contributed to successful increases in recycling rate. Continue successful initiatives and compliment with new approaches to further increase rate.
Report on conservation measures through the accountability framework and reported in the Oxfam annual report	<ul style="list-style-type: none"> - Progress towards each goal will be measured and reported internally each quarter, and in the organisation annual report
2011 - 2013 Targets	

Oxfam Australia Environmental Sustainability Plan 2008-2013

Reduce waste by 50% of 2007 levels	<ul style="list-style-type: none"> - Monitor and evaluate actions from previous year to identify initiatives that contributed to successful reductions in waste consumption. Continue successful initiatives and compliment with new approaches to further reduce consumption.
Increase recycling to 95% and reduce volume by 50%	<ul style="list-style-type: none"> - Monitor and evaluate actions from previous year to identify initiatives that contributed to successful increases in recycling rate. Continue successful initiatives and compliment with new approaches to further increase rate.
Report on conservations measures through the accountability framework and reported in the Oxfam annual report	<ul style="list-style-type: none"> - Progress towards each goal will be measured and reported internally each quarter, and in the organisation annual report

SECTION 4

WATER

Oxfam Australia has taken significant measures to reduce its water consumption as well as sourcing its own supply with rainwater harvesting for use in toilets.

WATER GOAL – Reduce water consumption (from Mains Water) by 10% of 2007 levels.

2007 - 2009 Target	Proposed Action
Reduce water consumption by 2% of 2007 levels	<ul style="list-style-type: none"> - Organisational campaign to educate and inspire staff to reduce their consumption of water. The success of meeting the target for reducing water consumption is dependent on the success of this aspect of the Plan. Our office infrastructure, appliances and water-using facilities are regarded as being very efficient. It is in the demand side, i.e. people altering their consumptive behaviours, that real reductions will be seen. Examples of initiatives include educating about half flush toilet use, ensuring dishwashers are only turned on when full and only used in economy mode, collecting water in sinks to water plants (which also contribute to offsetting our carbon emissions!) - Install shower timers in all showers and encourage 3-minute showers - Based on models researched by Accommodation Services, having all toilets on all floors being flushed by rainwater is impossible, with a significant deficit between average rainfall and current usage. However, increased water harvesting from the roof of the building can still occur and should be explored within the context of this Plan. We propose to engage an external water consultant to provide alternative options for water harvesting and other viable options to contribute to reductions in water consumption.
Report on conservations measures through the accountability framework and reported in the Oxfam annual report	<ul style="list-style-type: none"> - Progress towards each goal will be measured and reported internally each quarter, and in the organisation annual report
2009 - 2011 Targets	
Reduce water by 5% of 2007 levels	<ul style="list-style-type: none"> - Monitor and evaluate actions from previous year to identify initiatives that contributed to successful reductions in water consumption. Continue successful initiatives and compliment with new approaches to further reduce consumption.
Report on conservations measures through the accountability framework and reported in the Oxfam annual report	<ul style="list-style-type: none"> - Progress towards each goal will be measured and reported internally each quarter, and in the organisation annual report

2011 - 2013 Targets	
Reduce water by 10% of 2007 levels	<ul style="list-style-type: none"> - Monitor and evaluate actions from previous year to identify initiatives that contributed to successful reductions in water consumption. Continue successful initiatives and compliment with new approaches to further reduce consumption.
Report on conservations measures through the accountability framework and reported in the Oxfam annual report	<ul style="list-style-type: none"> - Progress towards each goal will be measured and reported internally each quarter, and in the organisation annual report

**SECTION 5
RESOURCES**

Resources includes paper and cardboard, stationary, tea and coffee.

Currently, 100% of paper used for printing in the office is 100% post consumer recycled. The paper used for printing marketing material is not 100% recycled and not locally produced.

Very few stationary products provided by Oxfam Australia for use in the office have any recycled content or are recyclable themselves.

RESOURCES GOAL – 100% of paper used internally by Oxfam Australia is 100% Australian made post-consumer recycled. 30% reduction in stationary consumed by the organisation.

2007 - 2009 target	Proposed Action
Purchasing Policy developed and implemented	<ul style="list-style-type: none"> - Engage relevant stakeholders in consultative policy development process, the outcome of which is a clear and workable Resource Purchasing Policy. Implement and review regularly: Aim is to produce an engaging organisational policy to direct and inspire relevant staff in paper, printing and stationary purchasing decisions.
80% of paper used in the office is Australian made 100% recycled	<ul style="list-style-type: none"> - Currently we use 100% post-consumer recycled paper but it is not Australian made. The Australian made product is available. Purchasing the local equivalent also contributes to the reduction of GHG emitted as a result of transporting paper to country. - Include as relevant directive in Purchasing Policy
50% of paper stationary products supplied by Oxfam Australia contain 100% recycled content	<ul style="list-style-type: none"> - Source relevant pens, paper and other stationary as available and ensure levels available to meet target - Include as directive within Purchasing Policy
10% reduction from 2007 levels in consumption levels of stationary and paper in the office	<ul style="list-style-type: none"> - Organisational campaign to educate and inspire staff to reduce their consumption of stationary. - Education campaign to inform staff on most efficient printing methods where printing is necessary
10% of paper used for all printing purposes (in-house and external) is 100% post consumer recycled and locally produced	<ul style="list-style-type: none"> - Work with current suppliers to improve the quality of Australian-made recycled paper for printing. Source new suppliers as necessary to fulfil on goals: Improved quality of 100% recycled Australian made paper products used for printing. The Direct Marketing manager has identified the main barrier to printing on 100% post-consumer recycled paper for all marketing products is the quality of the paper itself, thus the focus of this action.

Oxfam Australia Environmental Sustainability Plan 2008-2013

Report on conservations measures through the accountability framework and reported in the Oxfam annual report	- Progress towards each goal will be measured and reported internally each quarter, and in the organisation annual report
2009 - 2011 target	
Review Purchasing Policy	- Ensure ongoing relevance and applicability of Policy to current context.
100% of paper used in the office is Australian made 100% recycled	- Currently we use 100% post-consumer recycled paper but it is not Australian made. The Australian made product is available. Purchasing the local equivalent also contributes to the reduction of GHG emitted as a result of transporting paper to country. - Include as relevant directive in Purchasing Policy
35% of paper used for all printing purposes (in house and external) is 100% post consumer recycled and locally produced	- Continue to work with suppliers to improve the quality of Australian-made recycled paper for printing. Source new suppliers as necessary to fulfil goal.
10% of printed material is printed with eco-friendly ink and processes	- Work with current suppliers to provide this option and/or source new suppliers as necessary to fulfil goal.
20% reduction from 2007 levels in consumption levels of stationary in the office	- Monitor and evaluate actions from previous year to identify initiatives that contributed to successful reductions in stationary consumption. Continue successful initiatives and compliment with new approaches to further reduce consumption.
100% of paper stationary products supplied by Oxfam Australia contain 100% recycled content	- Source relevant paper stationary products as available and ensure levels available to meet target
Report on conservations measures through the accountability framework and reported in the Oxfam annual report	- Progress towards each goal will be measured and reported internally each quarter, and in the organisation annual report
2011 - 2013 target	
Review Purchasing Policy	- Ensure ongoing relevance and applicability of Policy to current context.
75% of paper used for all printing purposes (in house and external) is 100% post consumer recycled and locally produced	- Continue to work with suppliers to improve the quality of Australian-made recycled paper for printing. Source new suppliers as necessary to fulfil goal.

Oxfam Australia Environmental Sustainability Plan 2008-2013

<p>30% reduction from 2007 levels in consumption levels of stationary in the office</p>	<ul style="list-style-type: none"> - Monitor and evaluate actions from previous year to identify initiatives that contributed to successful reductions in stationary consumption. Continue successful initiatives and compliment with new approaches to further reduce consumption.
<p>25% of printed material is printed with eco-friendly ink and processes</p>	<ul style="list-style-type: none"> - Work with current suppliers to provide this option and/or source new suppliers as necessary to fulfil goal.
<p>Report on conservations measures through the accountability framework and reported in the Oxfam annual report</p>	<ul style="list-style-type: none"> - Progress towards each goal will be measured and reported internally each quarter, and in the organisation annual report