



Environmental Policy

Purpose

The purpose of this policy is to:

- Define Unitec's commitment to sustainability and its role in addressing sustainability challenges.
- Outline the principles and processes that underpin Unitec's strategic progress towards sustainability.
- Ensure that Unitec meets its obligations under applicable environmental legislation.

This policy contributes to Unitec's vision of enabling a better future for students, communities, and public and private enterprises. Unitec embraces the value of sustainable thinking and integrates it through our:

- Applied research, teaching, and learning efforts.
- Ways we operate our campuses and run our services.
- Engagement with our key stakeholders and the wider community.

Scope

This is a Unitec-wide policy and applies to all staff, students, contractors and visitors to Unitec's premises of both Waitakere and Mt Albert campuses.

Policy Statements

Unitec wants to be a part of the solution to climate change and as such will ensure that activities and decision-making within organisational control are consistent with commitments to:

1. The Principles of Te Noho Kotahitanga

- 1.1 Unitec acknowledges responsibility to tangata whenua to act together as kaitiaki in the active management of the environment while respecting ancestral links and cultural practices.
- 1.2 By embracing and developing relationships through shared experiences and working together, Unitec provides students, staff, and community with a sense of belonging—of whanaungatanga.

2. United Nations Sustainable Practices of Higher Educational Institutions

- 2.1 Unitec acknowledges the responsibility of educational institutions to build capability of students and staff to become part of the sustainable development workforce.

- 2.2 By providing opportunities to students and staff to apply sustainability concepts and tools in real world situations, Unitec contributes to their explicit understanding of how to achieve a society that values people and the planet while profiting in a manner that respects the finite resource boundaries of the earth.
- 2.3 As a vocationally focused institute of technology, Unitec will work collaboratively to deliver real world research that improves understanding of environmental issues and helps build the required resilience in society.

3. Role Modelling the Transition to a Zero Carbon, Zero Waste, Healthy Community

- 3.1 Unitec has a long standing commitment to environmental sustainability. In 2011, Environmental Management System was set up, and in 2015, Unitec took the lead by setting a formal carbon reduction target.
- 3.2 In order to future proof itself, Unitec understands that a wider systematic approach to sustainability is required e.g. Wellbeing Strategy, a social sustainability perspective.
- 3.3 Unitec will continue to improve organisation wide systems to better engage our people and enable pro-active, inclusive and innovative action for healthy environment.
- 3.4 Unitec will endeavor to offer integrated and specialised environmental programmes across all disciplines in order to generate innovation and collaboration pathways for sustainability.

Associated Procedures

1. Implementation of the Policy

- 1.1 In 2016, Unitec endorsed a One Planet Strategy, a living document written by the Sustainability Committee that set bold targets for addressing environmental aspects and impacts associated with Unitec operations. These include reducing water consumption, carbon emissions, and other waste streams e.g. food, as well as promoting sustainable procurement, transport, biodiversity, and health practices.
- 1.2 The strategy is to be revised:

- When there are significant changes to other relevant strategies, (i.e. Property and Business Strategy).
- When objectives and targets have not been met.
- Where changes to legislation and other requirements make it necessary to do so.
- As a consequence of documented stakeholder concerns.

1.3 This strategy is underpinned by the annual action plan and a budget for a proposed calendar of events and initiatives to show sustainability in action at Unitec. The action plan is designed and implemented by the Sustainability Committee, (the scope of which is yet to be defined), and in consultation with other relevant stakeholders.

2. Assessing, Monitoring, and Reporting Impacts

2.1 The procedure for Environmental Risk Assessment and Management is outlined in the complementary Risk Management Policy and Framework document.

2.2 E-BENCH is the software used for compiling and calculating Unitec’s sustainability metrics as outlined in One Planet Living Action Plan. The software is housed and managed by the Infrastructure Operations department.

2.3 VAULT Intelligence is to be used for recording environmental issues and risks that need to be additionally addressed. The software is housed and managed by the Health & Safety department.

2.4 Sustainability metrics are visible to the public via <https://oneplanet.unitec.ac.nz> webpage, are to be presented as a part of the Health & Safety Council Update and a sustainability report is to be included in the Unitec Annual Report.

Responsibilities

Responsibility for this policy shall cascade throughout the organisation as follows:

Who	Responsibilities
Commissioner or Council	<ul style="list-style-type: none">● Endorse the commitment through related project approval and investment decisions

Who	Responsibilities
Chief Executive/Executive Dean	<ul style="list-style-type: none"> • Ensure adequate systems are in place to integrate sustainability throughout the organisation • Manage environmental impacts and risks
Leadership Team	<ul style="list-style-type: none"> • Provide leadership and managerial support to ensure achievement of sustainability targets and initiatives • Approve and resource implementation of action plans and related project requirements
Executive Director, People and Infrastructure Tumu /Executive Director, Student Success	<ul style="list-style-type: none"> • Advocate integration of sustainability in key business decisions to the Commissioner • Support effective* establishment of the Sustainability Committee responsible for overseeing the implementation, promotion, monitoring, and review of this policy • Support the Sustainability Committee in having representatives from different disciplines and departments across the organisation <p>*As to avoid divergence and repetition between currently existing groups</p>
Director, Research and Enterprise Director, Learning and Teaching	<ul style="list-style-type: none"> • Report to the Chief Executive on sustainability matters relating to curriculum content, business development, and research • Advocate for sustainable curriculum content, business development, and research to the Leadership Team
Sustainability Committee/Nga Kaitiaki	TBA
Director, Infrastructure Operations Manager, Infrastructure Operations	<ul style="list-style-type: none"> • Ensure compliance with relevant regulation and policies, (i.e. Resource Management Act 1991, Waste Minimisation Act 2008 and Climate Change Response Act 2002) • Advocate for sustainable operation practices to the Leadership Team
Manager, Sustainability and Wellbeing	<ul style="list-style-type: none"> • Report to the Director, Human Resources on Unitec’s sustainability performance, including recommendations for improvement • A ‘go to expert’ that educates and communicates to the organisation on sustainability related matters • Lead, shape and oversee Unitec’s Sustainability strategy, and regularly update policies and procedures • Manage Sustainability Action Plan implementation and budget • Actively seek cross-department collaboration opportunities for reaching sustainability targets • Support student and staff-led initiatives and coordinate relevant projects

Who	Responsibilities
All managers – including, but not limited to: Heads of Schools, Directors and staff in charge of independent contractors	<ul style="list-style-type: none"> • Ensure compliance with the environmental policy and procedures within their respective faculties, groups, departments, and contracts • Direct relevant queries to the Sustainability and Wellbeing Manager • Report new processes or activities which may have environmental aspects to the Sustainability and Wellbeing Manager
All staff and students	<ul style="list-style-type: none"> • Carry out day-to-day activities in ways that enhance sustainability outcomes for Unitec • Engage with formal and informal learning opportunities

Definitions

Term	Means
Environment	Ecosystems and their constituent parts, including: <ul style="list-style-type: none"> (a) All natural resources (b) Human built environment and amenities (c) Working, learning and teaching environment – the organisation culture as well as local communities we are part of.
Sustainability	In a sustainable society, nature is not subject to systematically increasing: <ol style="list-style-type: none"> 1. concentrations of substances from the earth’s crust (such as fossil CO2, heavy metals and minerals) 2. concentrations of substances produced by society (such as antibiotics and endocrine disruptors) 3. degradation by physical means (such as deforestation and draining of groundwater tables). 4. And in that society there are no structural obstacles to people’s health, influence, competence, impartiality and meaning.

Reference Documents

Travel Policy

Energy Policy

Health & Safety Policy

Risk Management Policy and Framework

Unitec Sustainability Strategy 2017 – 2022

One Planet Living Action Plan

Approval Details

Version number (this version)	2c	Issue Date (this version)	14 October 2019
Version History (Amendments made to this version)	22 Nov 12 28 Mar 13 1 Nov 18 30 Sept 19	Amendment/s: Out of date with industry standard and in need of rewrite to reflect current practice more closely. Incorporated comments from consultations. Elaborated on Reference Documents.	
Consultation Scope (if appropriate)	Organisation wide		
Approval authority	Executive Leadership Team	Date of Approval	14 October 2019
Policy Sponsor (Has authority to approve minor amendments)	Executive Director People & Infrastructure	Policy Owner	Sustainability and Wellbeing Manager
Contact Person	Maja Zidov	Date of Next Review	September 2022