

Make a Difference Guide



OTAGO
POLYTECHNIC
Te Kura Matatini ki Otago



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About this guide

This guide is a resource for staff – and students – at all Otago Polytechnic campuses.

Sustainability plays a major role at Otago Polytechnic, influencing both our day-to-day operation and our future decision-making. We developed this guide to help people work, and live, more sustainably.

Sustainability means that we consider the social impact of each decision we make.

Cover and inside photos:

Learners from the Graduate Diploma in Sustainable Practice meet annually at a Marae in Wellington to celebrate each others' work.

Part of our Strategy for Success is to 'make a difference' to the environment through:

- > Actively managing operations to reduce our carbon and ecological footprints
- > Providing leadership in our communities
- > Reducing our travel footprint, waste-to-land fill, IT footprint, and energy consumption
- > Developing the Living Campus further.

Our **MAKE A DIFFERENCE GUIDE** offers practical advice that can make a huge difference.

We are grateful to the University of Canterbury for allowing us to use their guide as a starting point.

Why thinking Sustainability matters

Sustainability is a critical issue for New Zealand: environmentally, economically, culturally, politically and socially. We need to learn how to live smarter to reduce our impact on the environment so that our natural resources will be around for future generations.

Most of us are becoming increasingly aware of sustainability at home. We reduce, reuse and recycle – but we also need to make that same commitment at work. Large institutions can generate a considerable amount of waste and use a huge amount of energy, as well as physical and financial resources.

What we're doing

Otago Polytechnic is committed to making a difference to the environment. Our goal is to continue to minimise our environmental impact and to encourage others to embrace sustainable practices.

Recent highlights

- > Achieved Fair Trade accreditation – New Zealand's first Polytechnic to do so
- > Installed energy saving software on computer equipment
- > Participated in the Adding Sustainable Value programme – ensuring sustainability is well embedded in Otago Polytechnic strategy and next steps identified
- > Reviewed all degree programmes and a sample of our certificates and diplomas – showing sustainability is generally well integrated into our programmes
- > Audited waste from cookery facilities – and identified strategies required to become zero waste
- > Developed and published sustainable purchasing and event organisation guidelines for staff
- > Held a sustainability showcase of staff and student work
- > Hosted the Sustainability in Tertiary Education group – this discussed Otago Polytechnic's progress and practice across the New Zealand tertiary sector
- > Removed disposable coffee cups from our internal café – this has greatly reduced waste and given us an opportunity to collaborate with ceramics students to create new and long lasting cups
- > Implemented a partnership with Dunedin City Council to compost paper towels from bathroom spaces – this has greatly reduced waste and is a pre-step to removing the purchasing of paper towels in new toilet areas, as we are purchasing air blade hand-dryers instead.

Sustainability at Otago Polytechnic



The Sustainability team at Otago Polytechnic are committed to making a difference to the environment.

We are helping the institution to achieve its goals of minimising our environmental footprint and encouraging staff and students to embrace sustainable practices.

What we do

- > Raise staff awareness of the environmental impacts that result from daily office activities and practices
- > Help provide sustainable alternatives
- > Improve cooperation and communication between staff members around sustainability
- > Help staff develop a broadened understanding of environmental issues
- > Engage staff in environmental management and decision-making.

The Centre for Sustainable Practice

Providing a model of sustainable practice

Otago Polytechnic's Centre for Sustainable Practice has a vital role in promoting sustainability – not just in Otago and New Zealand, but internationally.

The Centre carries out collaborative projects locally, regionally and nationally; develops and delivers programmes in sustainable practice; consults with schools, industry and government agencies; and carries out research.

Jen's top sustainability tips:

- > Understand the principles of sustainability. Check out [The Natural Step](#) for more information on the science of sustainability.
- > Identify the key sustainability issues in your discipline. Ask people in your industry where the gaps are. Challenge the norms.
- > Embed opportunities for students to develop sustainability skills. Do this through informal curriculum, work placements and by linking assessments to sustainability issues.
- > Work collaboratively. Talk to staff in other disciplines about interdisciplinary student projects. Look at the whole system.
- > Be aware of your personal power to change, and affect change.
- > Use your influence – you could join a group working on environmental or social justice issues, or support those groups in other ways.
- > Tell your success stories to inspire others.
- > Develop your sense of humour: "Humour can be seen as the handle on the door of awareness, anger is not the best ground from which to exercise any transformational activity." Marty Janowitz.
- > Up-skill. Take the [Otago Polytechnic Adding Sustainable Practice course \(ASV\)](#) and encourage one of your workmates to join you.



Jen Rodgers

Jen.Rodgers@op.ac.nz

Jen is the Sustainability Advisor at Otago Polytechnic. Her previous roles included disposing of pest animals and fish for DOC and regional councils, and empowering school kids to create sustainable communities with EnviroSchools Foundation. When not working across Otago Polytechnic on positive behaviour change projects, Jen works with her neighbours on gardening and skill sharing – or spends time with family and friends in lovely places.



Ross Funnell

Ross.Funnell@op.ac.nz

Ross Funnell is the Director: People and Culture and part of this role is to lead the organisation's strategic goal to in sustainable practice. His key areas include embedding education for sustainability in all under graduate programmes so that our graduates may practice sustainably in their chosen vocation – and ensuring we operate sustainably in all that we undertake, we maximize staff and student wellbeing, minimize our environmental footprint, expand our environmental hand print and we work together with our community to encourage sustainable practice.

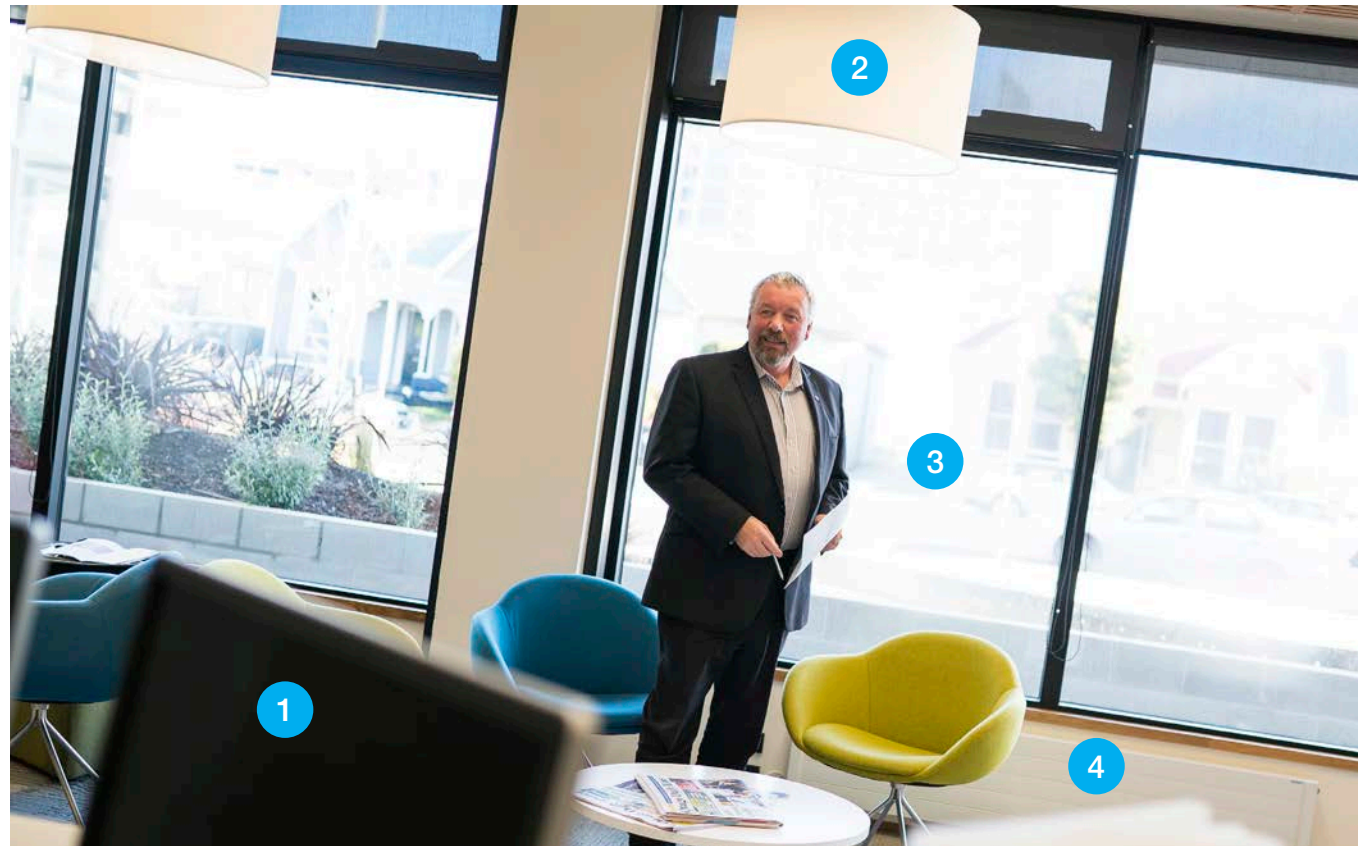


Steve Henry

Steve.Henry@op.ac.nz

Steve Henry is a specialist educator with over 20 years' experience. His approach focuses on enabling people and organisations to reconcile their true purpose with delivery in a sustainable future, and creating practical pathways from here to there. Steve is currently the Programme Director at the Centre for Sustainable Practice and is based in Motueka.

Think energy



Save energy. Save money. Save our earth.

Otago Polytechnic is working hard to monitor and reduce our energy use. We have used a woodchip burner for a number of years for heating many areas, and have energy meters installed throughout campus. But, reducing energy consumption is a team effort – there's a lot all of us can do to make a difference.

Reducing energy use

Neville is working towards helping change our behaviour when it comes to using energy on-campus. He wants to make staff more aware of power utilisation and costs, and he has helped run on-campus initiatives to help achieve this. One of these was OPower, a competition that got individuals and teams throughout Otago Polytechnic to take steps to reduce their power consumption.

- 1 Turn off all computers (staff and students) every night.
- 2 Turn off the lights when you're the last to leave the room.
- 3 Log-a-job to deal with draughts.
- 4 Ensure cooling temperatures are set to more than 20°C office and teaching areas – and less than 22°C for heating.

Make yourself 'accountable'

Energy is precious and once it is used, you cannot use it again.

When you transform a highly concentrated resource – such as oil or coal – into heat, electricity or motion the process is irreversible and that resource is further depleted.

Many of us work hard to reduce power consumption at home. We switch off lights, insulate our houses and invest in economical heating solutions – now, we just need to show the same commitment at work!

What can you do?

1. Keep doors and windows closed while the heating is on – think before you open that window. If you need air, rather than to cool down, perhaps ventilation is an issue. Log a job with Campus Services.
2. Make sure your air conditioning is not fighting your heating – the air conditioning should not be on when the heating is. The office temperature should be 20°C in summer and 22°C in winter.
3. Take advantage of natural sunlight – some offices are bright enough to allow you to turn off the lights completely for the majority of your workday.
4. Use the hibernation or sleep modes on your office computer – don't leave equipment on standby mode for prolonged periods, as they continue to use up to 70% of normal power consumption in this mode. Turn your computer off if you're away from it for more than a few hours.
5. Ensure in-built energy saving software is activated – a screen saver is not a power saver.

What can your office do?

1. Lead change – saving energy is a team effort but it often requires someone to lead it. Don't be afraid to take the initiative!
2. Use the power down settings on your photocopier when not in use – make sure you use its power management options.

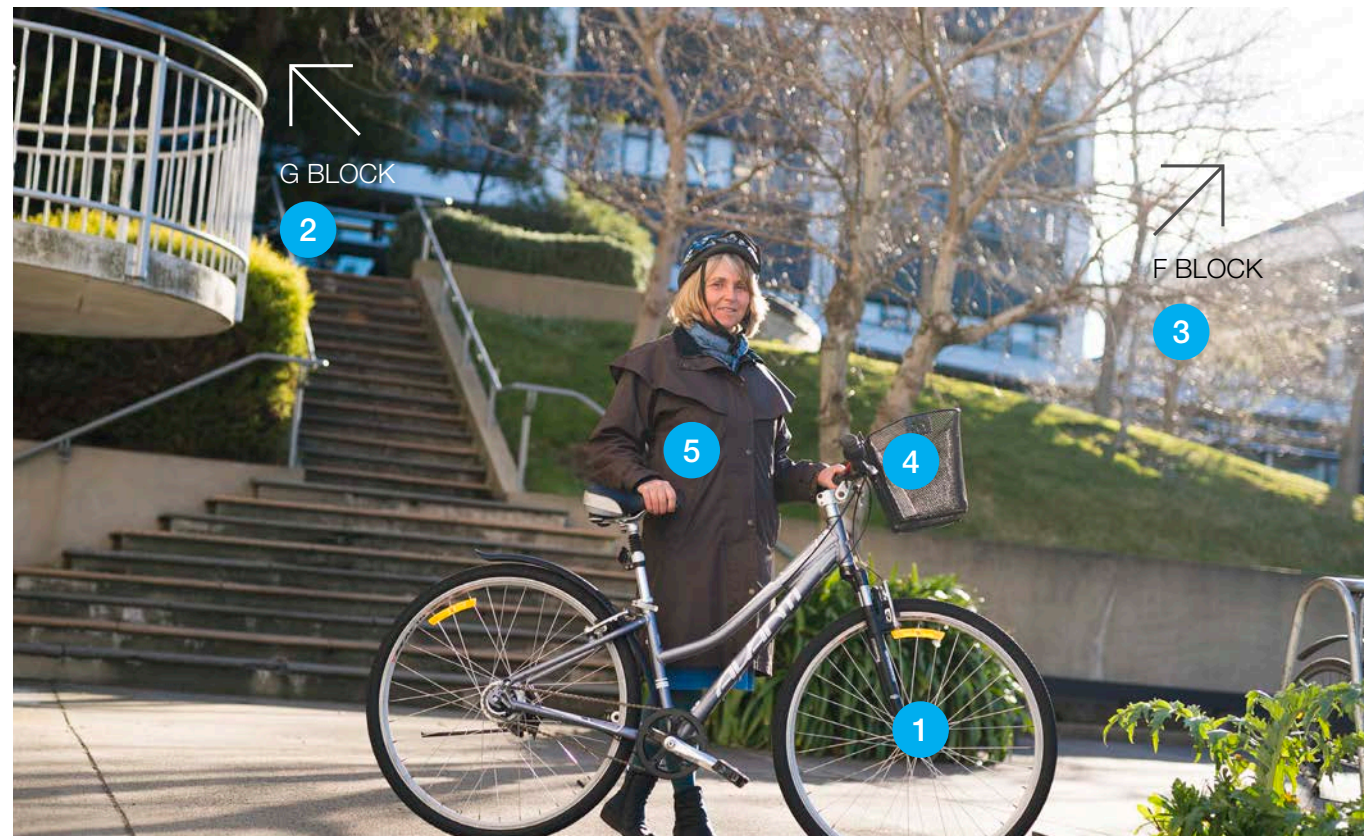


“Saving energy is about being mindful.”

“We would never be able to power the devices and machines we use with our own power – just try putting a litre of petrol in your car, driving it till it stops, and then pushing it home! Start thinking about how much energy is required to power the things around you and actively try to conserve it.”

Neville Auton
Energy Consultant
Neville.Auton@op.ac.nz

Think polybikes



Otago Polytechnic has a set of 'polybikes' for staff to use to commute around Dunedin.

Got a meeting in town to attend? Why not take one of the modern, easy-to-ride bicycles available to staff – and enjoy the exercise and freedom.

More than just 'green transport'

Mary Butler started using polybikes primarily because it allowed her to get easily and conveniently between places. Instead of taking a Polytechnic car, struggling to find a park in the centre of town, and then paying for parking, a bike allowed her to easily pop into town for placements and meetings. However, Mary soon realised the benefits to using polybikes didn't stop there!

- 1 Modern bicycles that are maintained and looked after by Campus Services for you.
- 2 Polybikes are located in the G Block garage.
- 3 Keys and instructions are available from main administration in F Block.
- 4 Baskets for carrying your bag, laptop or document case.
- 5 No need to change out of your work clothing for cycling around town.

Make the shift to two-wheels

Encouraging Otago Polytechnic staff to travel around the city centre by bicycle is not just about reducing pollution, traffic congestion and parking issues – it also has many other benefits.

Why should you use a polybike?

1. It's easy – cycling is great for getting into the city centre, no parking stress at all.
2. It's free – staff don't pay anything to use the bikes, and they are taken care of for you.
3. It's fast – taking a bike, instead of driving, is the quickest way to get around Dunedin.
4. It's healthy – integrate exercise easily into your day without even having to think about it.
5. It's safe – there are now plenty of cycle lanes in the city centre, many of which have been recently widened to make cycling safer.
6. It's good for your mind – travelling by bike between meetings allows you to take 'micro-breaks', essential for remaining healthy and productive at work.
7. It helps you slow down – moving around town by bicycle, rather than by car, helps you connect with your environment and community.

Keen to use polybikes?

Keys for bike locks are available from Customer Services within office hours.

If you have any maintenance issues with the bikes, contact Campus Service or log a job for them to be fixed.



"Using a polybike is a great way of de-stressing. It makes you feel differently about your day. When it comes to working sustainably and keeping healthy at work, it's the little things that matter!"

Mary Butler

Principal Lecturer,
Occupational Therapy

Think paper



Reduce waste, help protect the world's rainforests and declutter your office space – what's not to love about minimising paper use?

Think about your office's use of paper. Do you make more photocopies than you need? Do you really need to print that email?

Paper

Erin is working towards a 'paperless office'. She no longer uses any envelopes for staff and student correspondence; instead opting for email, student assignment bags, online course material, and confidential 'pigeon-holes' for staff. Erin has even managed to reduce the amount of envelopes she uses for external mail – less than fifty a year.

- 1 Online delivery of course materials and timetables via Moodle.
- 2 Confidential canvas assignment bags for each student.
- 3 Recycled internal mail envelopes.
- 4 Stationery amnesty, twice a year, giving staff the chance to clear out their desks.

Consider going paperless

Paper was once a rare and precious commodity – now we take it for granted. Around 40% of solid, urban waste in many industrial countries is paper. In today's electronic age, there is no excuse for wasting this valuable resource – many documents simply do not need to be printed. Think about all the ways you can reduce paper use and wastage in your office.

What can you do?

1. Think before you print – do you really need to print out that email or draft? Maybe, you need a dual screen so that you can read emails while working in another programme?
2. Try to file electronically as much as possible, instead of printing documents out.
3. Resize page layouts, line spacing and font sizes to maximise words per page, so you print less.
4. Print duplex or booklet duplex to save paper – if you do print, always print double-sided.
5. Collect and reuse paper that's printed on one side for notes – staple together to make note pads.
6. Send as much correspondence as possible electronically – do you really need to mail that letter?

What can your office do?

1. Circulate memos and reports by email, rather than hard copy.
2. Ensure all printers are set to default duplex to reduce paper use.
3. Purchase recycled copy paper, with at least 30% post-consumer recycled content – make sure you buy paper with the Forest Stewardship Council (FSC) logo.
4. Store data electronically, wherever possible.
5. Make sure that recycling bins are easy to find and encourage staff to use them.
6. Circulate team meeting notes electronically – write notes up on a whiteboard and take a photograph before sharing.



“Reducing paper in your office isn't rocket science. If you want to make a change, you can.”

Erin Marlow

School Operations Coordinator,
School of Social Services

Think lean



Lean thinking is all about resilience and future-proofing.

In order to achieve excellence and create a much better experience for the customer, we are streamlining processes and adopting a different thinking that is systematic, data-driven and disciplined.

Lean thinking at Otago Polytechnic

Joanne Greatbanks leads the Lean Programme at Otago Polytechnic, where five groups of staff (and soon to be more) have actively engaged in Lean Thinking improvement. Lean efforts by participants have included the effectiveness of a kinaesthetic environment to learning, the automation of Finance's fixed asset addition process, and the streamlining of the student discount for RPL process.

- 1 Track team performance with a visual management board.
- 2 Align your efforts with the institution's strategic goals and priorities.
- 3 Streamline your meetings.
- 4 Make sure your team is adequately cross-trained to support each other.
- 5 Review your processes.

Consider thinking lean

Otago Polytechnic has some amazing in-house talent – don't waste it! Focus on how you and your team can contribute to a truly excellent learner experience. Lean thinking is about balance and flow; only with this can you be sustainable into the future.

What can you do?

1. Put your customer at the heart of what you do – get to know what matters to them. Often, small details can have a big impact to the customer experience.
2. Understand how you contribute to the bigger picture – align your efforts with Otago Polytechnic's strategic goals and priorities.
3. Question the last time you reviewed your processes – have they perhaps grown organically and without clear, intelligent design? If you can't link the rationale for each step in a process back to it providing some aspect of value to the customer(s) then it is waste.
4. Question the effectiveness of your current meeting structures – are you having too many/too few? Are they too long? Time is a precious commodity to you and to the organisation, don't waste it on tasks that don't add value. Instead, find better, more efficient ways to achieve the same aim.
5. Commit to live the Otago Polytechnic values and behaviours – every day, in every way.

What can your office do?

1. Set up a visual management board (physical or electronic) – this enables short, snappy conversations about how the team's current performance is tracking, discussions around key tasks, and what action needs to happen next.
2. Make sure your team is adequately cross-trained – can they support each other during absences and/or times of peak demand?
3. Never stop looking for improvement – it's the only way to keep moving forward. Plus it's fun to celebrate success achieved!



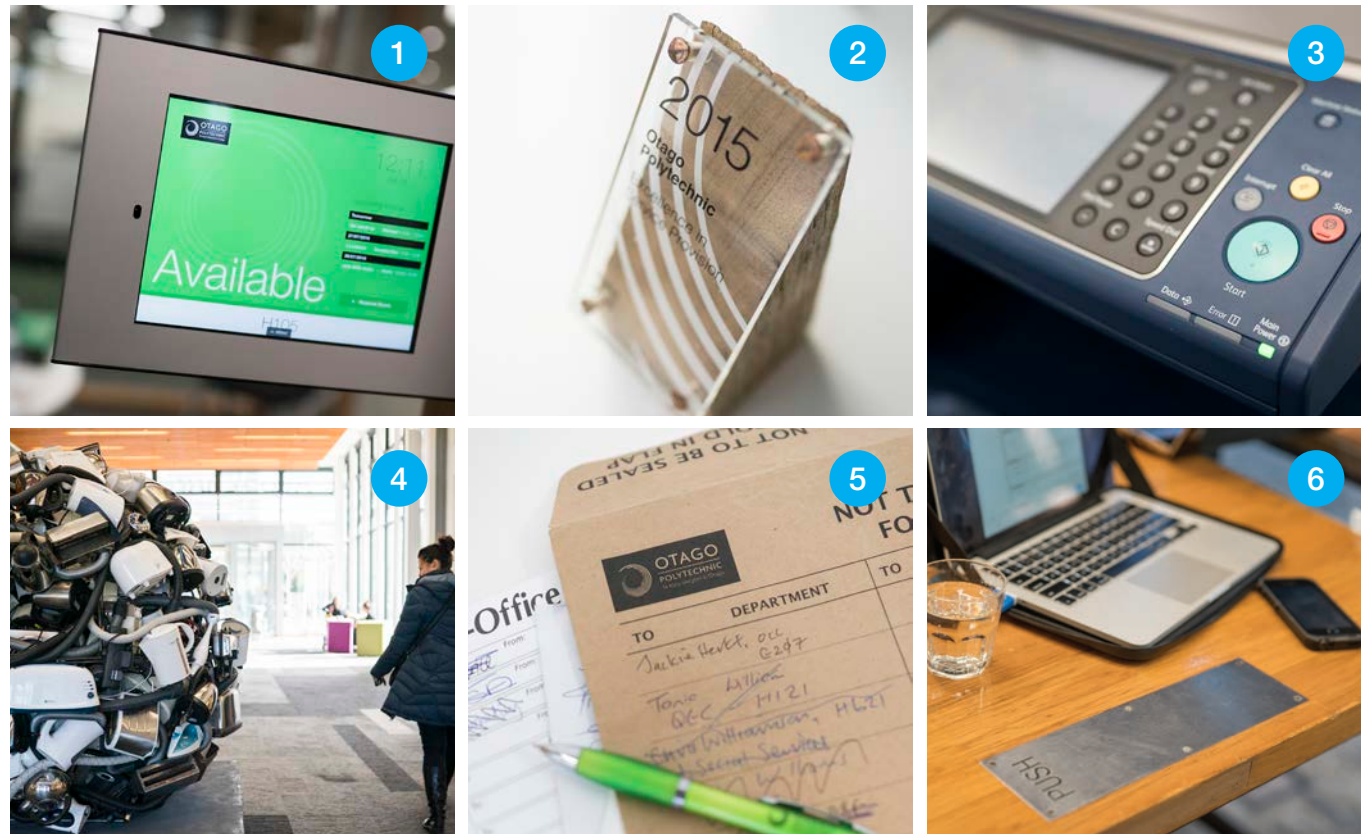
“Much of the knowledge around Lean Thinking is well established, but having great knowledge and information around us does not necessarily lead to change.”

“People don't behave a certain way because they lack information, but because it is familiar to them and comfortable. The aim of Lean Thinking is to make thinking differently and then taking different action equally comfortable.”

Joanne Greatbanks

Director: Performance Improvement

Think buy smarter



Otago Polytechnic makes purchasing from suppliers with a strong commitment to sustainability a priority.

One of these is Office Max – a company that is serious about its responsibility to lead in the conservation, protection and the enhancement of the environment. But, we don't stop there – sustainable purchasing now starts before we buy anything.

Purchasing at Otago Polytechnic

Otago Polytechnic has been looking at the process staff go through before purchasing an item – with the aim of integrating sustainability into every aspect of the purchasing process. We want to help 'empower' staff to think before they purchase, so that they make the right decisions. It's not about 'skimping' on items or going without, but about consuming strategically so that the organisation's financial resources go further.

- 1 Use a virtual/technological solution.
- 2 Make things in-house.
- 3 Rent rather than buy.
- 4 Dispose of old equipment and materials sustainably.
- 5 Share resources with other departments.
- 6 Refurbish or re-engineer existing equipment.

Take a look at the whole process

Saving money isn't just about buying cheaper, or less – but about 'buying smarter'.

Start looking beyond the unit cost of the goods or service you want to buy. How much do you pay for ordering, logistics, management, returns, complaints, fixing problems, paying invoices, and administration? Can you digitise any step in the process?

Strategies for buying smarter

1. Make sure you really need it – assess your needs honestly before replacing anything or making a new purchase.
2. Think outside of the box to address your needs – can you eliminate an item, or replace it with something else entirely?
3. Don't rush the process – do your homework and clearly define your needs before buying anything.
4. Consider all your options – sometimes sharing resources, renting rather than buying, repairing rather than replacing, or making what you need in-house is the best choice.
5. Negotiate wisely – strike a balance between a reliable supply and the best price.
6. Build relationships – obtain a good supplier relationship, but don't overcommit.

"The best purchase is often the one you don't make."

OFFICE MAX

- > Supplies Otago Polytechnic with Fair Trade tea, coffee and sugar
- > Holds the Enviro-Mark® Diamond certification
- > Runs sustainability programmes at all their stores throughout New Zealand to encourage employees to Reduce, Reuse, Recycle
- > Annually reviews their suppliers' environmental policies
- > Has developed their own criteria for their EcoMax Range, which all contain a minimum of 30% recycled content.

Think Fair Trade



Otago Polytechnic has become the first Polytechnic in New Zealand to receive Fair Trade status!

We have been recognised for our commitment to sell only Fair Trade products such as tea, coffee, sugar and chocolate drinks in our cafés and other commercial outlets, and sourcing Fair Trade materials for our Schools where appropriate.

However, a lot more still needs to be done to educate staff on what Fair Trade actually means and why it matters.

Bringing Fair Trade to Otago Polytechnic

Peter Eley was one of the staff members who helped establish Fair Trade at Otago Polytechnic. Over the years, he has taken an active role in establishing an institution-wide commitment. These days, a minimum of 50% of our tea, coffee and sugar is required to be Fair Trade.

Peter and the Fair Trade committee have helped set up a number of initiatives. Otago Polytechnic now takes part in Fair Trade Fortnight – an annual, nationwide celebration of all things Fair Trade – and runs information sessions for staff.

- 1 Fair Trade products used on-campus: coffee, tea and sugar.
- 2 Information sessions on Fair Trade.
- 3 Prizes for departments that have made a commitment to Fair Trade during the year.

What is Fair Trade?

Fair Trade focuses on getting stable prices, decent working conditions and empowering farmers and workers around the world. It supports marginalised farmers and workers, enabling them to build a better and more secure life for themselves, their co-workers and their families.

Why does Fair Trade matter?

1. Fair Trade improves prices and working conditions – requiring companies to pay sustainable prices to farmers and workers in the developing world.
2. Fair Trade addresses the injustices of conventional trade – which traditionally discriminates against the poorest and weakest producers. Instead Fair Trade gives them access to organic training and premium markets.
3. Fair Trade empowers communities – allowing individuals and communities to organise cooperatives, improving their positions in the supply chain and giving them a voice.

Promoting Fair Trade on campus

Tracey McLennan attended a Fair Trade coffee-themed breakfast – and had her eyes opened. She discovered what Fair Trade stands for, what goes on behind the scenes and what we can do to support it.

Tracey learned that by supporting Fair Trade, we help with creating equality for the businesses that Fair Trade helps – giving them a guaranteed price and improved working conditions.

During the coffee breakfast, Daniel Kinne (Fair Trade producer co-op president), explained how Fair Trade has helped develop infrastructure in developing countries, such as Papua New Guinea. Since attending the event, Tracey has organised Fair Trade tea and coffee for her staff room. However, she would like to see more done on-campus to raise awareness about the importance of Fair Trade.

What can you do?

1. Think about where you are spending your money – how can you help just by changing what you purchase? Fair Trade/Trade Aid bananas, oil, coconut cream, spices, chocolates, cocoa powder, hot chocolate and tea and coffee are available in most supermarkets.
2. When you visit cafés ask them about where their products come from – do they have third party certification to show Fair Trade principles?

What can your department do?

1. Keep buying Fair Trade or Trade Aid café products for your staff room.
2. Visit Trade Aid on George street in Dunedin or online www.tradeaid.org.nz for gifts/little thank you(s) for your workmates.



“If you can make a small change in your usual habits and choose a Fair Trade product over another, you have the power to make a big change in someone’s quality of life.”

Peter Eley

Online Designer and Developer/
Senior Lecturer



“We take what we have for granted. Learning about Fair Trade has widened my view. I’ve learned what struggles others go through.”

Tracey McLennan

Administrator,
College of Engineering, Construction
and Living Sciences

Think social



How ‘social’ are you at work?

Most of us spend an average of eight hours at work every day*. This means that the social interactions you have in the workplace are more important to your overall well-being than you might think.

* www.stats.govt.nz

Engage with your environment

Judy Buckingham believes that ensuring we stay mentally, physically and emotionally healthy, while managing busy work and home lives, is not so much about achieving ‘work-life balance’, but about ‘engaging’ with every part of our lives. She suggests that to ensure our well-being, we need to connect with the people who surround us every day at work.

- 1 Take breaks and mingle in social areas.
- 2 Work collaboratively – we often get the best results that way.
- 3 Pay attention to the staff and students around you – does anyone appear to be struggling?
- 4 Greet people and take time to hear how they really are. Recognise the best in others, offer compliments and show them how they are valued.

Valuing people

Social sustainability at work isn’t just about ensuring that we have a safe, healthy and supportive work environment. It’s also about looking after ourselves and appreciating those around us.

How to ‘think social’ at work

1. Put people before tasks – even when you’re really busy, make time to stop and talk to people. This can actually reduce your workload, as a quick conversation may eliminate the need for a series of emails.
2. Access support when you need it – reach out, if you’re struggling. Help is always available, you just have to ask for it.
3. Work collaboratively – don’t be an island, bring other people on board on projects to provide valuable feedback and support
4. Socialise – hold meetings in social areas, such as staff rooms, student areas, or The Hub. Feel part of your work environment.
5. Look after yourself – eat well, exercise, make sure you get enough sleep and take enough breaks at work, and make time for fun and creative pursuits. This advice seems simple enough, but it’s all too easy to get out of balance.
6. Look after colleagues – give attention to what’s going on with those you work with. Create a community of concern, and if you see a colleague struggling, reach out to support them.
7. Look after students – recognise that many students are limited in their social and family support. Keep an eye out for any students who may need assistance.
8. Value people’s time – if someone has agreed to give up an hour of their time to read over a report for you, or meet with you, make sure you respect that. It’s an hour they can never get back!

“At work, it’s important to put people before tasks – it’s a generous way of being and will help you feel happier and more connected, not just at work, but in life.”

Think look after yourself



Do you prioritise looking after yourself?

Often in life and work, we don't prioritise looking after ourselves. There are always more important things to do, and there's more important work to be done.

We have external demands put on us – and we tend to serve those first and look after ourselves second. If this sounds like you ... then you probably don't have enough time at the end of the day to look after yourself.

Personal wellness practices

David McQuillan encourages personal wellness practices such as eating good kai, exercising, recreation, and socialising tend to build our wellness and our physical reserves. If we have good reserves, we are happier and more able to deal with challenges when they come our way.

If we haven't been taking care of ourselves, and if we don't have good strategies in place for dealing with stressful situations, then we are more likely to become overwhelmed or burn-out when faced with challenges.

Fill up the tank!

- 1 Eat well
- 2 Exercise
- 3 Do what you love
- 4 Prioritise human relationships
- 5 Develop stress management strategies

Improving your personal wellness

Have a look through the following list of suggestions, and choose one thing that you think will make the most significant difference in your life.

1. Improve your diet – make healthy eating a priority, and learn what a healthy diet is. Eat more fresh fruit and vegetables, more wholegrains, limit processed foods, red meat, saturated fats, sugar and caffeinated beverages, and alcohol.
[Find out more about how to eat well.](#)
2. Get moving – aim to incorporate 30 – 60 minutes of exercise into your life each day. Choose something that fits into your life easily, and that you actually enjoy. Going to the gym isn't for everyone! How about walking to and from work?
3. Do what you love – what are the things that you really enjoy doing, that charge you up? Feeding your soul is one of the best ways to improve your personal wellness, and this is often one of the first things that we let go of when we start to feel under pressure.
4. Focus on people – make sure you make time at work to interact with others. Take your lunch to the staff room or common areas and chat to colleagues during breaks. Give people your full attention (no checking your phone while someone's talking to you).
5. Tackle stress – stress management strategies aren't so much about filling the tank, more about reducing the impact of stress when it occurs. Stress isn't all bad. When we have a good level of challenge in our life, we are energised by it. But if we are to perform for the long-term we need to keep our stress at manageable levels.
 - > Allow down-time – create moments in your day where you have nothing to do. Resist the urge to check your mobile phone, and let yourself just be in the moment. This will allow you to process and reflect on things.
 - > Learn relaxation techniques or mindfulness – Diaphragmatic breathing, progressive muscle relaxation and mindfulness all help to clear stress from our nervous systems.
 - > Be aware of triggers – take a step back and look at aspects of your life that are causing you stress. How can you decrease the impact of those stressors?



“The way I see these personal wellness practices is that you're building up your reserves. Every time you eat something healthy, every time you exercise adequately, you are building up your capacity to do other things.”

David McQuillan

Programme Coordinator and
Senior Lecturer, Otago Institute
of Sport and Adventure.

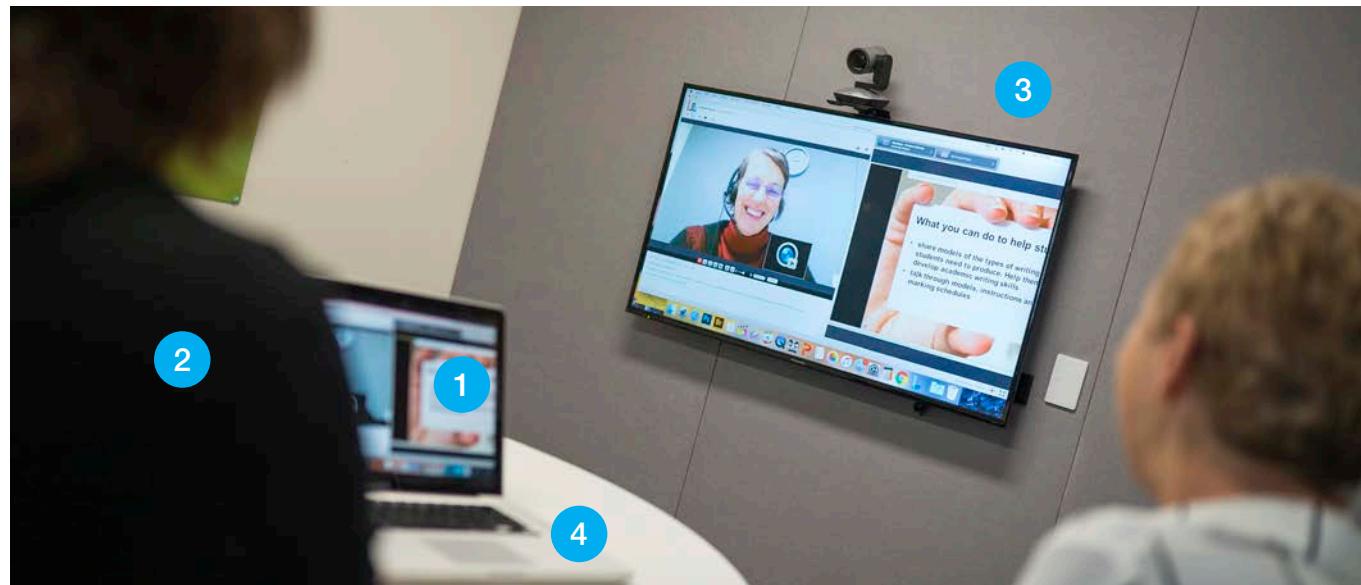
Have you tried mindfulness?

Mindfulness methods can really help reduce the 'emotional intensity' of stress.

We all have a limit to how much we can process at any one time. Mindfulness can help you to deal with stress, and to become more aware of your reactions to your experiences.

For more information, visit
www.facebook.com/CoreMeditation/

Think e-connect



Do you ever consider the environmental cost of flying?

Compared to other forms of transport, travelling by air has a greater climate impact per passenger kilometre, even over longer distances. When jet fuel is burned, the carbon in the fuel is released and bonds with oxygen (O₂) in the air to form carbon dioxide (CO₂). Burning jet fuel also releases water vapour, nitrous oxides, sulphate, and soot.*

So, whether you're considering travelling for holidays or work – it's time to start thinking about the consequences.

* www.davidsuzuki.org

E-connect to conferences and meetings

Kristen Bracey believes we need to fundamentally 'rethink' how and when we travel, in order to reduce carbon emissions in our environment.

While Kristen acknowledges she still sometimes flies (mostly to visit family) and uses a car, she is now much more conscious of her carbon footprint. As a result she is more selective about the conferences and meetings outside of Dunedin she attends physically. Now, she asks herself: "Does its benefit outweigh the carbon emissions of air travel, travel time and cost? Could I e-connect and receive a similar benefit, or still contribute?"

Kristen believes that technology could be used much more widely than it is currently for conferences and meetings. While networking face-to-face is very enjoyable and helpful, and e-connecting doesn't completely replicate these experiences, Kristen feels 'we have to do things differently'. E-connecting can come closer to the face-to-face experience, if we think creatively and plan ahead.

- 1 Video conference set up via Skype or Lync. Check you know how to use the technology in advance and that everything is working smoothly. Practise with colleagues if you need to.
- 2 Invite other colleagues to join the e-meeting/conference if appropriate. No/minimal travel time and cost can actually broaden participation.
- 3 Book a meeting room with a large screen.
- 4 Offer to present. Contact the IT team for support, if you need it.

The cost of carbon

New Zealand is a small country but our carbon footprint per capita is still significant – and our greenhouse gas emissions are growing rapidly.

Scientists warn the expected impacts of climate change will include rising temperatures, sea-level rise, changing rainfall patterns and increased storminess. In 2013, we produced 21% more emissions than in 1990. If we look at our greenhouse gas emissions on a per capita basis, a person in New Zealand accounts for nearly twice the amount of emissions than a person in the UK and more than seven times the amount of a person in India.*

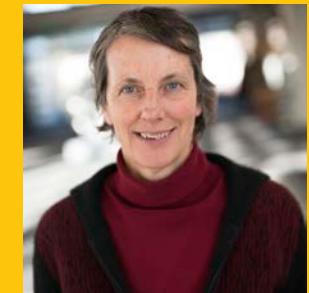
Aircraft emissions are particularly damaging to the atmosphere as most of them are produced at cruising altitudes high in the atmosphere. Scientific studies have shown that these high-altitude emissions have a more harmful climate impact because they trigger a series of chemical reactions and atmospheric effects that have a net warming effect.**

* www.climatechange.govt.nz

** www.davidsuzuki.org

How to make e-connecting work

1. Make a paradigm shift – recognise that each time you fly you are harming the environment, so choose carefully when you will fly. Make a conscious effort to reduce travel carbon emissions.
2. Think critically – do you need to physically attend the conference or meeting? Are there other ways of receiving the same or similar benefit?
3. Ask to attend by e-connection – even if the venue doesn't initially offer this option. Create demand and help them work through the technology issues if necessary.
4. Plan ahead – e-connecting to conferences and meetings can work well, provided you plan first. Check in advance that the technology is working and contact the IT team at the conference/meeting venue to do a trial run, especially if you are presenting.
5. Plan your own social networking opportunities with conference/meeting participants.
6. If you really have to fly, plant a tree each time, or support a charity that does!



"Keep asking the question of conference organisers: Can I participate online? Change only happens if we show there's a demand for it."

Kristen Bracey

Learning Centre Advisor,
Student Success

Think modelling change



Otago Polytechnic's Eden Café was the first in the country to stop using paper disposable coffee cups – a bold move that has received an overwhelmingly positive response. However, our Food Design Institute, which uses the café as a teaching and learning tool, isn't about to stop there.

Modelling change

The Food Design Institute has set up the Eden Incubator Market, which allows Culinary Art students to sell artisan products, including preserves from waste fruit from Central Otago orchards. The packaging is made from waste cardboard. When customers return the jars to the Eden Café, they receive a free coffee or tea. All funds earned from sales allow students to pitch for projects that have a 'social benefit'.

- 1 90% of Eden staff are Otago Polytechnic graduates and students and all café staff are paid a decent 'living' wage.
- 2 The café serves only Fair Trade tea, coffee and hot chocolate.
- 3 Artisan products for sale, including preserves made from surplus cherries and apricots.
- 4 Labelling made from waste cardboard.
- 5 No more paper disposable coffee cups.

Bringing sustainable practice to life

Culinary Arts students don't just learn about sustainable practice, they base their work around it. The Eden Incubator Market allows students to sell foods and trial new products at a series of weekly pop-up markets near the Eden Café. The products range from breads and dips to tarts and other artisan foods, but also include a collection of new retail products produced by the third-year students made from 'low-value' Central Otago cherries and apricots.

Integrate sustainable practice into your teaching

1. Move learning out of the classroom – bring it into the real world so that your students can connect it to their lives.
2. Give students projects that provide a 'social benefit' – this provides valuable learning, branding and entrepreneurial experience for students while making a difference at the same time.
3. Provide a nurturing environment – it's essential that students feel supported so that they can experiment and learn.
4. Rethink your teaching practice – model change rather than just talking about it!

Eliminating paper cups on campus

Otago Polytechnic's Eden Café has stopped serving coffee in disposable takeaway cups to prevent 1,000 cups heading to landfill each week. For customers wanting a takeaway option, the café offers coffee served in a keep-cup, old crockery sourced from second-hand stores and cups created by our own ceramics students.

The café normally serves about 190 coffees a day and in the past the majority of the disposable cups were discarded near the café. The move away from disposable encourages people think about their habits. Do you ask for a disposable cup at other cafés, even when you don't need one?



“How did we move into practising sustainability? We used to teach it, now we apply it!”

Adrian Woodhouse

Principal Lecturer/Academic Leader
Bachelor of Culinary Arts,
Food Design Institute

Sustainability Education Resources

Embedding Education for Sustainability (EfS) in your curriculum

Otago Polytechnic aims to add value to all students through embedding Education for Sustainability into every programme. The questions below can help guide you when you are reviewing programmes, and identify opportunities for improvements relating to sustainable practice.

| | |
|----------------|--|
| Aim | To develop sustainable practice, knowledge and skills. Enable graduates to be sustainable practitioners in their discipline. |
| The programme | <ul style="list-style-type: none">> Addresses key sustainability issues in discipline> Identifies and integrates current industry definition of sustainable practice (if there is one)> Utilises real life issues to encourage critical thinking about solutions> Builds sustainable practice into the graduate profile, core competencies, and learning objectives and outcomes> Uses work experience and projects to develop students' understanding of sustainability issues and practices> Ensures the teaching team consistently model the practices they teach> Encourages student leadership and involvement in decision making about the programme. |
| The curriculum | <ul style="list-style-type: none">> Develops students' capability to envision alternative futures and responses, consider restoration rather than minimisation of harm> Challenges/debates current industry definitions/practice> Encourages inter-disciplinary and systems thinking> Provides structured opportunities for collaborative learning. |
| Review | <ul style="list-style-type: none">> What would a definition of sustainable practice include in your curriculum area? How could you share this with students?> What aspects of sustainable practice are most relevant to your curriculum area?> What aspects of sustainable practice can you build into the graduate profile and core competencies of your programme?> What learning outcomes and assessment tasks could you tag to sustainable practice?> What sustainable aspects/skills would you like to see your co-workers and students showing?> What does your industry say about sustainable practice? How could you build into the programme opportunities for debate about current industry practice? |

List of sustainability books available to loan

To loan a book email:
Jen.Rodgers@op.ac.nz

The Step by Step Guide to Sustainability Planning
Darcy Hitchcock and Marsha Willard

The Green to Gold Business Playbook
Esty Simmons

Higher Education for Sustainability
Luca S Johnston

Teaching Sustainability
Kirsten Allen Bartels and Kelly Parker

Making Sustainability Stick
Kevin Wilhelm

Sustainable Energy
David MacKay

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For more information, visit
www.op.ac.nz/study/sustainable-practice/resources/

ABOUT THIS BOOK

Sustainability in Graphic Design

We have designed this brochure to be read in digital format — which means you only print it when you need to. If you do need to print the brochure, here's how we keep the process sustainable:

Fewer pages to reduce paper

- > We reduce the amount of text, so the document is easy to read — this creates fewer pages for printing.

Layout

- > We use less bleed, so that the excess paper is not wasted by being cut off during the printing process.
- > We use Paragraph Styles in inDesign to improve productivity when updating the typography.

Colour

- > Colour for all headers is applied at 60%-70% grey.
- > Colour for all body text is 90% grey.
- > We use colours (e.g. yellow) that contain less metal in the ink.
- > We use mainly colour outlines instead of colour blocks.

Readability

- > We use moderate amounts of white space — reducing white space too much can result in a lot of text crammed onto each page.

Reader engagement

- > We create an engaging structure/layout to encourage readers to respond to the information.

If you are interested to learn more about Sustainability in Graphic Design, please contact [Katie Duncan](mailto:Katie.Duncan@op.ac.nz) for more information.