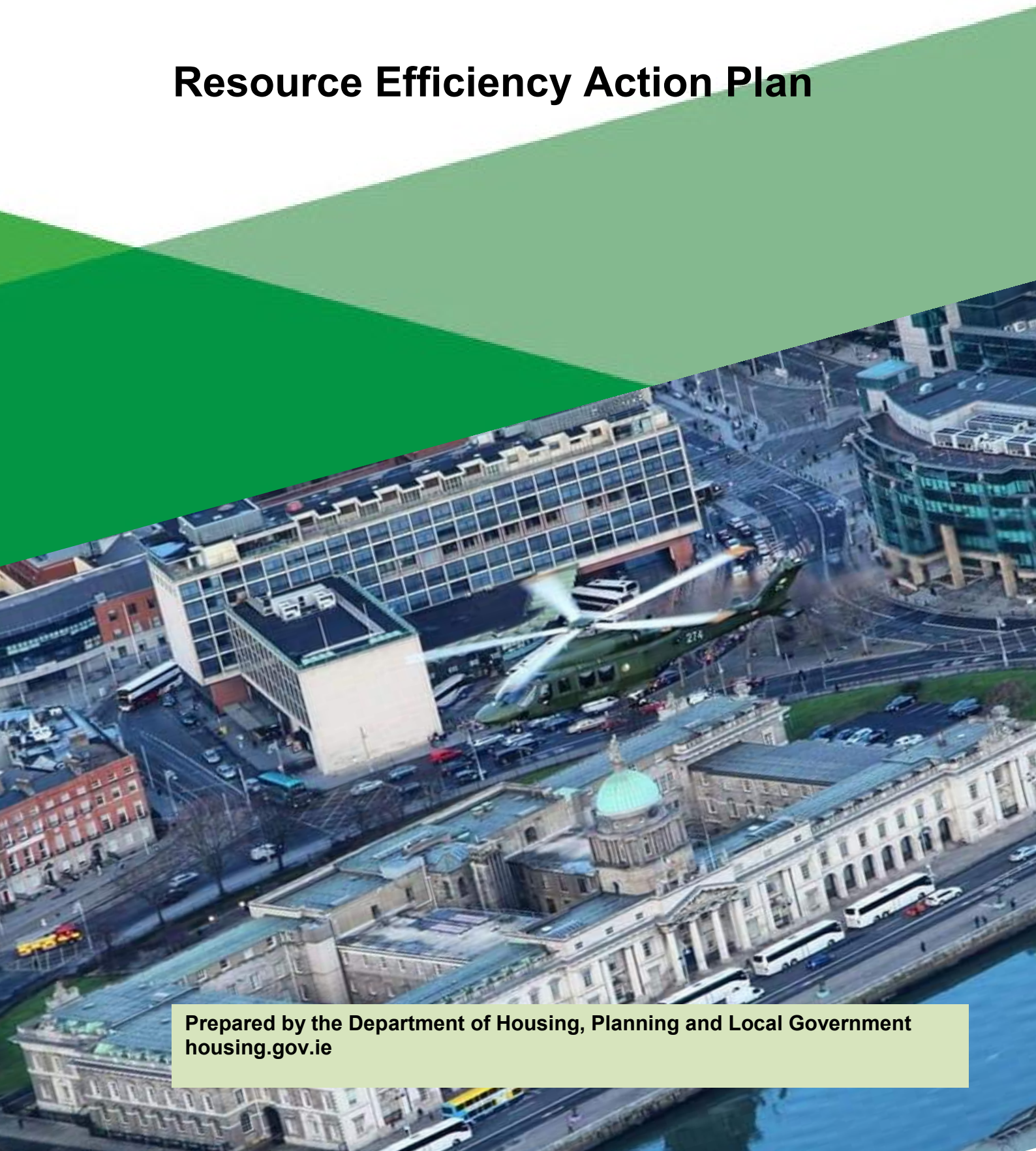




**An Roinn Tithíochta,
Pleanála agus Rialtais Áitiúil**
Department of Housing,
Planning and Local Government

Resource Efficiency Action Plan



Prepared by the Department of Housing, Planning and Local Government
housing.gov.ie

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1. Introduction

The Minister for Housing, Planning and Local Government supports the initiatives set out in the Government decision of January 2019 for Government Departments and public bodies to –

- lead the way in reducing generation of single use plastics
- demonstrate their commitment to sustainable development, and
- influence others regarding the changes required to reduce their impact on the environment.

The Energy Performance Officer in the Department will ensure that the bodies under the aegis of the Department will provide timely and quality input for the –

- annual strategic report to be provided by the Minister
- annual Memorandum for Government on the implementation of the Public Sector Energy Efficiency Strategy, and
- progress to the 2020 target

The Resource Efficiency Action Plan for this Department required from this decision arises from the context of our Environmental Policy Statement (*Appendix 1*). That Statement recognises that good environmental performance is as relevant in our workplace as in the home and elsewhere, and is accordingly an integral part of our day-to-day management and activities. We acknowledge the office environment is demanding on many resources, including energy, water, paper, equipment and other consumables. In this regard and as part of our green housekeeping policy, we have placed particular emphasis on conservation and maximising energy efficiencies.

The Department demonstrates its commitment to sustainability in many ways, and in particular by its accreditation to the ISO 14001/2015 International Standard for Environmental Management System (EMS) at the Custom House. The Department is therefore fully committed to resource efficiency and its action plan herein sets out actions, targets and measures for its staff to –

- achieve savings in water consumption; materials and energy usage; and
- maximise recycling in its offices.

2. Support

The ISO 14001 Standard requires an organisation's EMS to have adequate resources and management support. The Department therefore established an Environmental Management Advisory Group in 2002, and re-named it the Green Team in 2008, to drive the initiative.



The Green Team focused initially on maintaining accreditation to the ISO Standard at the Custom House, although some practices did extend to our other buildings.

When the ISO Standard was upgraded with new, more demanding compliance requirements some years ago, the Department set up a second response team to cope –

- An EMS team within the Facilities Management Unit (FMU) was formally established to manage the routine audits and documentation, and to respond to specific NSAI audit findings, and
- A higher-level team was established to operate in tandem with the EMS team, and it brings a strategic approach to green policy practice. This is the Green Team, which -
 - Meets quarterly
 - Looks at all-of-Government approaches
 - Focuses on specific energy saving (and other) projects
 - Reviews our compliance with ISO and EMS operations

The Membership of the Green Team was rationalised in 2018, and confined to the FMU Unit Reps from the Custom House (all grades, including Ballina and Wexford). An ICT Rep also joined the team. It is intended to include a Representative from other tenant Departments over summer 2019, and to convene local Green Teams in Ballina, Wexford and Met Éireann. These teams will manage the EMS for the entire Department (and all its buildings) into the future.

A Management Review Team is also in place, and Management Board support for the EMS was formally confirmed at its meeting of 11 February 2019.

3. Environmental Management Programme at the Custom House

The Environmental Programme 2018 - 2021 for the Custom House was devised as part of the compliance obligations for the ISO 14001/2015 Standard and sets out –

- Aspects of our work that impact on the environment
- Actions and implementations planned to minimise these impacts
- Objectives, targets, performance indicators and measures
- Sections and supports responsible, and
- Timescales & reviews

The targets in the Programme focus on –

- Emissions and energy reduction
- Water conservation
- Green procurement
- Waste management
- Staff participation

The Programme is set out at Appendix 2.

- Data Gathering & Assessment is ongoing as part of the measures set out in the programme
- Energy Efficiency opportunities are currently being explored across the Department's locations under a Partner Support Manager advisory service commenced in May 2019 with SEAI. Their advice on specific practices and projects is awaited before compiling business cases for investment.

Having renewed the Programme for accreditation in 2019, it is now intended to extend it to all buildings occupied by the Department in 2020 and beyond.

Appendix 1 – Environmental Policy Statement



**An Roinn Tithíochta,
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Department of Housing,
Planning and Local Government

ENVIRONMENTAL POLICY STATEMENT FOR THE CUSTOM HOUSE, 2018 – 2021

The Department's Mission is to support the sustainable and efficient delivery of well-planned homes, effective local government and vibrant inclusive communities.

Sustainable development is at the heart of this Mission, with strategic goals identified to -

- Ensure that planning and building in our regions and communities contributes to sustainable and balanced development;
- Provide for a stable, sustainable supply of good quality housing
- Provide a framework for the sustainable management of water resources from source to sea
- Support and enable democratic, responsive and effective local government, effective electoral management and high quality fire services and emergency management
- Promote and support the development of vibrant, inclusive communities and the community and voluntary sector
- Serve society through the production and communication of reliable weather and climate information to protect life and property and to further enhance Met Éireann's role as the authoritative voice for high impact weather in Ireland.

Good environmental performance is as relevant in our workplace as in the home and elsewhere, and is accordingly an integral part of our day-to-day management and activities. The office environment is demanding on many resources, including energy, water, paper, equipment and other consumables. In this regard, as part of our green housekeeping policy, we have placed particular emphasis on conservation and demand management. Our procurement policies have also given priority, where feasible, to environmentally-friendly goods and services.

This Environmental Policy Statement has been developed as part of the process of complying with the requirements for accreditation to the ISO 14001 standard in respect of the Custom House, with a view to including the Department's other sites in the coming years. The Statement, and Environmental Management Programme that underpins it, also take account of the key principles and objectives set out -

- Initially in the publication *Our Sustainable Future – a Framework for Sustainable Development in Ireland*, and
- More recently in *Project Ireland 2040 - The National Planning Framework (NPF)*.

Sustainability is at the heart of long term planning and the NPF seeks to ensure that the decisions we take today, meet our own needs without compromising the ability of future generations to meet their needs. Since

2015, Ireland has been a signatory to the United Nations Sustainable Development Goals (SDGs), which frame national agendas and policies to 2030. The SDGs build on the UN Millennium Development Goals (MDGs) and have a broader agenda that applies to all countries. There is significant alignment between the UN SDGs and the National Strategic Outcomes (NSOs) of the NPF in areas such as climate action, clean energy, sustainable cities and communities, economic growth, reduced inequalities and innovation and infrastructure, as well as education and health.

NPF objectives include -

- Strengthened and more Environmentally Focused Planning at Local Level
- Sustainable Mobility
- Compact Growth
- Sustainable Management of Water, Waste and other Environmental Resources
- Transition to a Low Carbon and Climate Resilient Society

In its practices, the Department is committed to:

- Continually improving the environmental performance of our in-house practices, policies and programmes, taking account of customer needs and expectations, and reviewing and reporting at regular intervals on progress being made;
- Prevention of pollution;
- Annually establishing objectives and targets for improved environmental performance and increasing their ambition in light of progress including:
 - Implementing strategies to maximise the efficient use of natural resources, including energy and water, and of other materials, supplies and equipment;
 - The OPW's policy of obtaining electricity from renewable sources for the supply of electricity to the Department's main offices;
- Continuing to decrease energy consumption in the Custom House through:
 - The installation of Solar Thermal Panels in the Custom House to heat hot water throughout the building; in tandem with this project new high efficiency gas boilers
 - Replacing current light bulbs with energy saving bulbs
 - Electrical office equipment having energy saving modes such as the powersave function
 - Introducing Multi-Function Devices (MFD's) which force print requests to:
 - a. Black & White
 - b. Double sided
 - c. Disappearance of job request in 24 hours if not recovered
 - d. Cost of print run displayed on device screen.
- Implementing a programme for waste prevention and reduction, and for the collection, segregation, re-use, recycling, storage and safe disposal of all waste arising in the building, including litter, toner cartridges, used batteries, etc.;
- Further extending the One Small Step campaign to encourage staff to use sustainable and healthy modes of travel to work including walking and cycling:
 - The Annual Travel Pass scheme is promoted within the Department

- The Cycle to Work scheme is encouraged within the Department and has seen significant uptake
 - Improved facilities for cyclists are in place, including showers, lockers etc.
 - The Department partakes in the annual “Car Free Day”
 - Emphasis on the use of public transport for official business.
- Liaising with appropriate organisations regarding the environmentally sensitive maintenance of the Custom House, its grounds and related facilities and equipment;
 - Participating in OPW’s *Optimising Power of Work 2, Staff Energy Awareness Campaign*. Providing information, and training as necessary, to increase awareness and to enable staff to make the changes in office culture and practice that are needed to achieve best environmental management practice, and advising all new staff on the Department’s approach in this regard in order to drive delivery within DHPLG of the NEEAP Public Service Target of 33% by 2020;
 - Complying with all relevant environmental legislation and standards.
 - Complying with applicable legal requirements and with other requirements that relate to the Department’s business activities.

In 2018, the Department made the decision to no longer purchase single-use plastic beverage cups, cutlery and drinking straws once the current stock runs out. It now sells reusable travel mugs in the staff restaurant.

These initiatives will be referenced (as required good practice) in the Request for Tender document as the Department seeks a new catering contract for its restaurant and tenderers will be asked for proposals for further elimination of plastics in their service.

The Department also facilitates staff by enabling them to recycle household WEEE arisings through a WEEE Ireland compliance scheme.

This Environmental Policy Statement is disseminated to all staff and is available on the Department’s website at www.housing.gov.ie. Implementation is overseen by a cross-Divisional “Environment Management Team” reporting to the Management Review Team. Details of improved energy performance are published as part of the Department’s Annual Report. The statement is subject to review every three years or with changes, in association with the preparation of Statements of Strategy under the Public Service Management Act 1997.



John McCarthy
Secretary General

20th December 2018

Appendix 2 – Environmental Management System Programme, 2019

ASPECT: Emissions to the Atmosphere (EA)

Objective 1: To implement measures aimed at reducing the depletion of non-renewable natural resources

Target Ref	Action	Performance Indicator	Objectives /Targets	Measures	Section Responsible	Status & Timescale
EA1 Renewable electricity	Continue to obtain electricity from renewable sources Action 1	Target continues to be met with our electricity supplied from renewable sources through OGP Contract. DHPLG avails of an OGP Agreement for the supply of electricity to Public Service Bodies in Ireland, the contract for which was awarded to Energia. Energia supplies green electricity from a range of wind farm contracts in addition to conventional supply from two gas-fired stations, with 550MW of operational renewable electricity capacity contracted within its renewable energy portfolio. They have an aggressive development strategy with a further 230MW of wind farm projects currently in development across Ireland	To continue to subscribe to electricity from renewable sources. The contract is to expire on September 30, 2019 with the contract to be renewed by way of a new OGP mini-competition. DHPLG will enquire as to what conditions in respect of renewables will apply to the new contracts effective from October 1 st	All such contracts must meet annual percentage of renewable electricity targets set by the National Renewable Energy Action Plan. These require the procurement of Public Sector electricity from a renewable source of up to 37.3% (2019) & 42.5% (2020)	FMU EMS Team OGP	On-going action Yearly checks Next check Autumn 2019
EA2 Electricity usage	Reduce overall electricity consumption by 19% by end 2019 Action 2	Reduction in CO2 emissions by end 2019 as compared with end 2018. We are working with Aramark to achieve this	To reduce electricity consumption to continue reduction in CO ₂ emissions in 2019. Similar objective set at EA4 below to reduce gas consumption	Continual review of electricity bills and weekly monitoring of the OPW energy portal	FMU EMS Team ICT Aramark OPW	On-going action Monthly checks
EA2 Electricity usage	Continue to support OP@W campaign & increase energy awareness with proactive communication Action 3	Level of material communicated to staff & regularity of updates Implementation of a new Communication Strategy	Increased awareness of the need to conserve energy Secured input & assistance of Communications Unit	Continual updates of notice boards & monthly posts to - <i>Weekly Wrap</i> <i>Doras Intranet</i> <i>Internal Announcements</i>	FMU EMS Team	On-going action Monthly checks

Target Ref	Action	Performance Indicator	Objectives /Targets	Measures	Section Responsible	Status & Timescale
EA2 Electricity usage	OPW put meters to monitor electricity in CR1 in 2012 & lower energy usage in the server room. Lower energy consuming fans also installed in CR2 Action 4	More ambient cooling operating temperatures in the Comms Rooms are now implemented resulting in lower year-on-year consumption.	Further reduction of electricity consumption in both Comms Rooms	Systems will be monitored by both FMU and ICT with further back up from Aramark	FMU EMS Team ICT OGP	On-going action 6-monthly checks
EA2 Electricity usage	Following the Installation of default energy saving mode on all PC's and Monitors we now intend to install a cut off programme to ensure complete cut off of all PC's and Monitors Action 5	All PCs & Monitors issued to staff since 2010 feature default energy saving mode and will soon have a cut off program installed	Further reduction of electricity consumption of 105,000 KWH or 7% of electricity usage over 2018 figures	Systems will be monitored by both FMU and ICT with further back up from Aramark	FMU EMS Team ICT	On-going action Business Case to Management Board 6-monthly checks
EA2 Electricity usage	Roll-out programme with OPW to install energy efficient flood lighting and office lighting where possible Action 6	Flood lighting system and office lights to be converted to LED OPW currently conducting lighting survey	Further reduction of electricity consumption	OPW have agreed to install new lighting, time frame and costings to be agreed shortly working with Aramark	FMU EMS Team OPW	Lighting survey commenced Business case to be prepared once SEAI advises
	Lower energy usage in all toilet facilities by using PIR detection operated fans Action 7	Substantially completed	Further reduction of electricity consumption	Reductions have been delivered, Team to check operation & maintenance	FMU EMS Team OPW Aramark	On-going action 6-monthly checks

Target Ref	Action	Performance Indicator	Objectives /Targets	Measures	Section Responsible	Status & Timescale
EA3 Electricity Generator installation <i>Links to DW3 below</i>	To monitor environmental friendly operation of generator Action 8	Control of pollution Further remedial work has been identified by FMU & OPW will install cage and bund area Chris Mee Group to provide Action Plan for spill response & training	To deliver and communicate Action Plan for spills To ensure safe operation of generator with proactive management of policy, practice and safeguards	EMS team to procure training & will establish formal emergency preparedness thereafter with ways to measure emissions and deliver a policy	FMU EMS Team OPW	On-going action Weekly inspections and monthly checks
EA4 Gas usage	Working with OPW boiler programme we hope to reduce gas consumption by 20% over 2018 figures by investing in a more efficient BMS and boiler to work towards attainment of further reduction of 20% in CO ₂ emissions Action 9	Reduction of 20% in CO ₂ emissions by end 2019 compared to end 2018 As with Action 2 above, we are working with Aramark and also OPW, OGP and MasterAir to achieve this	To reduce gas consumption by 351,482 KWH to attain a continued reduction in CO ₂ emissions in 2019/20 - by conducting a full review of the heating system to allow for the installation of a new BMS, new energy efficient radiators and better use of solar panels	Monitoring by FMU, Aramark, OPW energy portal	FMU EMS Team OPW Aramark	On-going action over a two year period 6-monthly checks with baseline measure.
EA5 Transport	Increase awareness of Workplace Travel Plan in DHPLG including supporting campaigns like those in the past - <i>Smarter Travel Workplaces</i> and <i>Mobility Week</i> Action 10	Increased use of sustainable transport Reminders issued to staff via the Weekly Wrap regarding commitments in the WTP The measures listed opposite will be resource-intensive and will be considered in Q3 if FMU is sufficiently resourced at that point to deliver. The Mobility Week initiative could be re-launched if we have the staff to run it	To encourage the use of sustainable transport methods amongst staff at DHPLG to reduce CO ₂ emissions	Team to survey staff on recent number of uptakes in taxsaver, bike-to-work scheme and need for car spaces. Then submission to Mgt Board to part convert car park to garden as part of CH renovation masterplan	FMU EMS Team	Enquiries commencing April 2019 6-monthly check in October 2019

Target Ref	Action	Performance Indicator	Objectives /Targets	Measures	Section Responsible	Status & Timescale
EA5 Transport	Encourage the use of video-conferencing facilities Action 11	Increased use of video-conferencing, as per official Department Policy, new VC meeting room has been built in CH to facilitate a reduction in staff travelling	Increased awareness of VC facilities and encourage use Ask Management Board to support re-issue of updated Circular on greater use of VC Also ask ICT to promote increased use of Skype on Windows 10	Team to discuss with ICT how to make VC and easier-to-use and more reliable Then promote its use among staff	FMU EMS Team HR ICT MB	New meeting room opened February 2019 6-monthly checks

ASPECT: Discharges to Waters (DW)

Objective 2: To implement measures aimed at conserving water in the Custom House.

Target Ref	Action	Performance Indicator	Objectives/ Targets	Measures	Section Responsible	Status Timescale
DW1 Recording water consumption	Ensure accurate and regular recording of water consumption Action 12	Readings obtained from DCC / Irish Water periodically	Continue to ensure accurate recording of water consumption. Examine ways to conserve usage	Readings are taken monthly from bills. Any increases in water consumption or usage identified	FMU EMS Team	On-going action 6-monthly checks
DW2 Water efficiency measures	All new buildings projects to install - Sensor taps, Dual flush toilets , Sensor flush valves on urinals Action 13	All new projects in recent years delivered as required here with 2012 refurbishment projects including e-taps in all locations Further water saving measures to be pursued	Reduce water consumption by 20% in all toilets - part of the renovation project. Also to consult with OPW on (i) maintenance & replacement programme and (ii) any new projects to feature saving / efficiency measures like PIR on taps & urinals	FMU to raise with repair programme at monthly OPW meeting And to raise with State Architect when renovation project starts	FMU EMS Team	On-going action 6-monthly checks
DW3 Prevention of Pollution to drains and river Links to EA3 above	To devise and implement an efficient spillage policy Action 14	Delivery of efficient emergency preparedness programme, together with spill kits, emission controls, drill, policy and procedures	To manage safe and clean use of generator To fence it off securely and provide efficient response system	Spill kit installed. FMU to establish policy & practice regarding spills – to include training & a spill response team to be on hand & on site at all times	FMU EMS Team OGP	Monthly checks

ASPECT: Green Procurement (GP)

Objective 3: To extend our Green Procurement Activities

Target Ref	Action	Performance Indicator	Objectives / Targets	Measures	Section Responsible	Status & Timescale
<p>GP1</p> <p>Tenders for supplies, services and works</p> <p>Action 15</p>	<p>Ensure best practice when tendering for supplies, services & works works such as office & electrical equipment supplies. Painting works to reduce emissions from Volatile Organic Compounds (VOC) in solvents & paints, etc.</p>	<p>All tenders issued from Facilities Management to include requests re environmental best practice.</p>	<p>To ensure best practice when tendering for supplies, services and works</p> <p>OPW have been using water-based paints since 2010 to exclude VOCs</p>	<p>New Procurement Officer to be asked (when appointed) to advise on this & on GP2 below as to how best to measure this to demonstrate environmental benefits</p>	<p>FMU EMS Team</p>	<p>On-going and in accordance with OGP framework</p> <p>12-monthly checks</p>
<p>Action 16</p>	<p>Ensure clearly defined Green Procurement Guidelines included in DHPLG Corporate Procurement Plan</p>	<p>Green Guidelines prepared and distributed to staff by email and available on the Intranet in the past. 2019 Plan to be checked for updates</p>	<p>To ensure best practice when tendering for supplies, services and works</p> <p>Procurement Officer not yet appointed</p>	<p>As above, new Procurement Officer to be asked (when appointed) to advise on this</p>	<p>FMU EMS Team</p>	<p>New action, 12-monthly checks</p>
<p>GP2</p> <p>Sourcing stationery products that are friendly to the environment</p> <p>Action 17</p>	<p>Maintain & increase if possible levels of environmentally superior, large-volume stationery products purchased. Identify large-volume products not meeting best practice</p>	<p>Identify & source environmentally friendly products where possible</p> <p>Maintained or increase levels of environmentally superior, large-volume, stationery products</p>	<p>Continue procurement policy for existing and new environmentally friendly products and seek either reduced demand for stationery or maintain levels of environmentally friendly produces</p>	<p>Analyse volume stationery products being purchased by Department - all stationery was supplied by OGP mandated supplier in 2018 – discuss measures with Registry</p>	<p>FMU EMS Team Registry</p>	<p>New action</p> <p>6-monthly checks</p>

Target Ref	Action	Performance Indicator	Objectives/ Targets	Measures	Section Responsible	Status Timescale
GP3 Reducing print runs Action 18	Promote best practice for print runs & more environmentally sustainable practice re printing / publishing	Guidelines circulated, placed on notice boards & web-published Any practicable alternative formats identified communicated to staff	To deliver best practice and reduce paper usage by 10% by encouraging all sections who require large print runs to use the new central government printing service run through the office of the Revenue Commissioners printing service link on Doras	ICT to provide print counts per month or consult staff on if they communicate on screen more instead of writing – and if so, by how much? Use Weekly Wrap on need to reduce, then see about auditing and reporting	FMU EMS Team ICT	On-going action 6-monthly checks
GP4 Reducing stationery volume Action 19	Encourage circulation of used envelopes for Departmental mailings Investigate other steps / initiatives for reducing paper use	Best practice procedures for using envelopes communicated to staff; Other initiatives communicated where appropriate	To reduce volume of photocopying paper and selected high volume stationery (e.g. labels and envelopes).	As above, EMS team to see how best to measure this – maybe ask Registry for volume counts per month, or consult staff. Then use Weekly Wrap, audit & report	FMU EMS Team Registry	New action 6-monthly checks

ASPECT: Waste Management (WM)

Objective 4: To improve waste management practices in the Department

Target Ref	Action	Performance Indicator	Objectives/ Targets	Measures	Section Responsible	Status / Timeline
WM1 Measuring waste	Put procedures in place to measure the volume, weight or quantity of waste materials Action 20	Procedures established and measuring commenced Note; Waste Contractor service does not include ICT waste so Action 21 is added below with Action 22 setting a target	To establish procedures for measuring the volume, weight or quantity of waste materials via Waste contractor who will be asked as to lowering amounts being sent to landfill	Monthly reports to be received from contractor detailing all waste statistics including landfill and energy recovery information	FMU	Monthly

Target Ref	Action	Performance Indicator	Objectives/ Targets	Measures	Section Responsible	Status / Timeline
WM1 Measuring waste	Procedures in place for measuring the volume, weight or quantity of ICT equipment for disposal Action 21	Procedure to be established in ICT to commence measuring	To establish procedures for measuring the volume, weight or quantity of waste materials via ICT waste disposal contractor	Monthly reports to be received from ICT detailing all waste statistics	FMU	Monthly
WM2 Maintain low levels <i>Links to Action 23 below</i>	Ensure that there is no rise (and deliver reduction if possible) in the volume of material sent to landfill in 2019 as compared with 2018 Action 22	Contractor statistics Reduced 5% sent to landfill	To ensure that there is no rise in the volume of material sent to landfill in 2018/19 as compared with 2017.	Consultation with Cleaners & canteen staff to see how to improve recycling figures & ensure no cross contamination of waste. Monthly energy recovery landfill statistic have been requested from Contractor	FMU Contractor	Monthly
WM3 Recycling	Improve recycling systems for waste materials generated in Custom House. Implement new waste segregation policies to promote reduction of waste Action 23	Facilities in place for increased recycling Courtyard – 3 Dry Recycling 1100L bins & 1 confidential Waste 1100L bin Canteen – 4 Dry Recycling 1100L bins, 2 Glass – 240L wheelie bins 3 Compost - 240L bins	To improve recycling systems for waste materials generated in Custom House New shredding system to be investigated for GDPR reqs, EMS team to measure before and after quantities sent to shredding companies New shredding machine to be investigated by ICT	Improve communication on the location of recycling bins Monitor waste reports Publish weekly articles Pilot new shredding system / policy	FMU ICT	On-going action 6-monthly checks

Target Ref	Action	Performance Indicator	Objectives/ Targets	Measures	Section Responsible	Status / Timeline
WM3 Recycling	Ensure facilities in place in all Department locations (including better practice by Cleaners) to recycle DVDs, batteries, discs, etc and aim to increase recycling to include a wider range of waste products Action 24	Facilities in place and volumes recorded. Batteries collected by WEEE Irl Metals collected by KMK	To increase recycling rates with increased use of these facilities Prepare business case to replace office bins with central facility in Custom House Schedule a meeting with the contracted cleaners	Improve communication with contract cleaners and monitor waste removal from offices ensuring there is no cross-contamination Communicate regularly with staff	FMU	Monthly
WM3 Recycling	Segregation of organic waste for composting Action 25	Organic waste segregated for composting and volumes recorded where appropriate Canteen - 3 Compost - 240L bins	Ensure accurate records are obtained from the canteen operators volumes and destination of waste	Monitor all waste from canteen monthly	FMU	Yearly
WM3 Recycling	Monitor disposal/recycling of fluorescent bulbs Action 26	OPW take them away & monitor removal records	Obtain records for OPW as to the amount and destination of redundant fluorescent bulbs? If none available, check certificate and practice exist	OPW records	FMU	Monthly
WM4 Litter	Implement Litter Action Plan and maintain the Custom House building and environs litter free Action 27	Custom House litter free	To update, communicate and implement the Litter Action Plan To maintain the Custom House building and environs litter free and extend to Wexford and Ballina in 2019 EMS team to circulate in Weekly Wrap & audit monthly and feedback (again through Weekly Wrap) and ask that Service Officers be supported in keeping the grounds clean	Meet, discuss and update Litter Plan Organise for Service Officers to collect litter, sweep cigarette butts and maintain bins daily	FMU EMS Team Service Officers	Renewed action Monthly checks

ASPECT: Supporting Actions (SA)

Objective 5: To ensure maximum staff participation in relation to environmental management through a programme of communications and training

Target Ref	Action	Performance Indicator	Objectives / Targets	Measures	Section responsible	Status/ Timescale
SA1 Communications	Deliver proactive and regular communication regarding EMS matters such as updates on the Intranet, Weekly Wrap, together with Notices group emails Action 28	New Communication Strategy formulated and implemented	To implement a plan in conjunction with the Communications Unit re environmental management	EMS team to formalise a plan to include proactive use of WW, email, Doras & notices	FMU EMS Team Communications Unit	Renewed action Monthly
SA2 Communications	Member of ICT and of Partnership Committee to join the Green Team Report on EMS as necessary at meetings of - Partnership Management Board Senior Management Forum (SMF) Action 29	Meetings held with the Fora listed	To have a member of ICT and Partnership on Green Team Extend the Green Team to local Teams in Wexford and Ballina and include all tenant Departments	FMU to make appeals through meetings of Partnership and SMF	FMU EMS Team Green Team	Renewed action 6-monthly checks,
SA3 Leadership in Communications	Management Review function reconfigured in February 2019 to deliver input and support from the Management Board Action 30	Management Board approval of initiatives MRT meeting held Further meetings held with Senior Management Forum	Procure written input of Management Board and MRT	MRT meeting re-convened and presentation made to Management Board, Feb 2019 & SMF July 2019	FMU EMS Team Green Team	Renewed action 6-monthly checks,

Target Ref	Action	Performance Indicator	Objectives / Targets	Measures	Section responsible	Status/ Timescale
SA4 Training	Provide EMS & H&S training for staff - include EMS and H&S in induction training - provide all statutorily required H&S training Action 31	Evidence of inclusion at induction training provided for relevant staff. EMS in induction pack	To provide appropriate Environmental Management and Health and Safety training for Custom House staff. Inclusion of EMS in induction packs	Discussion with Training Unit on measures Discussion with HR on re-inserting to Induction Packs	FMU EMS Team Training Unit	Renewed action 6-monthly checks,

ASPECT: Supporting Actions (SA)

Objective 6: To deliver continual improvement by keeping EMS under review to ensure it is fit for purpose

Target Ref	Action	Performance Indicator	Objectives/ Targets	Measures	Section Responsible	Status / Timeline
SA6 Documentation & Practice	Keep updated all EMS documents, amended for new standard ISO 14001 / 2015 Action 32	Documents updated	Documents continually updated As at February 2019 Environmental Legislation Policies were reviewed under Form LIS-04 and the Permit Register was updated Review all others by year end	Documents to be kept live and actionable	FMU	Renewed action 6-monthly checks
SA6 Documentation & Practice	Ensure programme of audits is undertaken Action 33	Full programme of audits to be undertaken each month	Practices to be routinely checked	Carry out monthly checks, document non-conformance, analyse root causes, remedy and re-check for recurrence	FMU EMS Team	Renewed action Monthly checks and follow-ups
SA6 Documentation & Practice	Ensure systems audit is carried out Action 33	Revise audit practice to ensure it is fit for purpose and covers each chapter in ISO standard	EMS is comprehensive and efficient	Yearly examination	FMU EMS Team	New action Yearly checks

Appendix 3 – Wexford

Energy

A modulating burner was installed on the gas boiler in February, which is expected to produce an energy saving of between 5 and 10%.

The installation of timers on three under-sink water heaters reduced electricity consumption by circa 7,300 Kw per annum (€1,000).

The pond fountain is visually appealing and serves to aerate the water and prevent it from stagnating, but it does not need to be on 24/7. Installation of a timer and light sensor means that the fountain only works during daylight hours on weekdays with a saving of 4,400 Kw per annum (€600).

Planned works

50% funding has been secured from the Central Government Retrofit Fund for the conversion of 53 streetlights to LED. There are thirty seven 150W streetlights in our car-park and grounds which are to be replaced with 30W or 35W LED lights and a further sixteen 70W lighting bollards which are to be replaced with 20W bollards. Refitting the former and replacing the latter would result in a reduction of at least 5,000 W per hour. An SEAI consultant has projected a kWh saving of 21,059 per annum.

FMU have asked the OPW to assist with the procurement and installation of a two-car electric vehicle charging point. An initial assessment has been conducted by the OPW and a contractor in respect of ducting in the area. FMU has asked that the electrical infrastructure be future-proofed to accommodate extra charging points when required.

Biodiversity

A large area of the front lawn has been set aside for biodiversity conservation and will remain uncut until late summer 2019.

Single use plastic

The Wexford canteen contractor commenced supplying compostable coffee cups in Q2 when the existing stock of laminated ones had been exhausted. Extra compost bins were procured and located around to the building to reduce the risk of compostable cups being placed in the wrong bins.

A number of suppliers were contacted about the supply of reusable coffee cups. A preferred bidder has been chosen. Delivery is awaited and cups will be given free of charge to all staff in all locations. They will also be given to the staff in those Departments that share our buildings.

Appendix 4 – Ballina

Energy

OPW decided on a LED replacement light project for the building replacing all lights with LED lights and with motion sensors built in. The work commenced at the end of October 2018.

All of the lights (420 approx) in the building were replaced with low energy LED lights and also the car park lighting and the eave lights on the building were upgraded to LED lights.

Planned Works

A plan in conjunction with OPW to insulate the ceilings of the building.

A review of the Burco boilers in the canteen to confirm energy rating.

Replace the shower heads and taps in the toilet areas with low-flow A rated fittings in an upgrade of the toilet areas.

The supply and installation of a 165Kva Generator for the building.

Biodiversity

An area of the side front lawn has been set aside for biodiversity conservation, i.e. a wild flower patch area which will be prepared at the start of this autumn.

We have one bird box in situ on one of the trees and there are plans for some more boxes to be installed.

Single use plastic and Recycling

After the existing stock of plastic drinking water cups were exhausted in March 2019, we ordered compostable cups in order to reduce the carbon footprint.

There are general recycling bins located in the canteen area and paper recycling bins located in all offices and corridors.

There are WEEE recycling points for small batteries located in the library / lobby area on the 1st floor and at Reception on the Ground floor.

There are large wheeled bins outside Registry back door for cardboard.

Appendix 5 – Met Éireann

We have taken the following steps over the last 12 months to reduce our energy and materials consumption and to minimise our waste production:

- Replaced all lighting throughout our building with LED lighting
- Installed a building management system to maximise heating efficiencies
- Installed virtualisation software in the computer room to consolidate IT usage and maximise IT efficiencies
- Full electrical upgrade at our station in Malin Head with a further upgrade planned in Belmullet later this year
- Planning a refurbishment of our third floor later in 2019 which should introduce significant energy savings
- Commissioned an energy audit to report on energy saving opportunities in our building in Glasnevin
- Issued travel mugs to staff to minimise disposable cup use
- Issued recycling containers throughout the building
- Keeping staff informed and reminded about recycling responsibilities and energy-saving opportunities through staff notifications and educational emails
- Optimising Power at Work staff lecture
- Green policy partnership subgroup whose recommendations are being considered

Appendix 6 - Data for Benchmark

See separate attachment

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Department of Housing, Planning and Local Government



An Roinn Tithíochta,
Pleanála agus Rialtais Áitiúil
Department of Housing,
Planning and Local Government