

Planned Action	Category	Lead
Establish a Resource Efficiency Management Committee	Governance	Corporate Services
Establish campus based green teams.	Governance	Facility managers
Develop REAP for each campus and each network of offices	Governance	Facility managers
Develop a corporate green policy	Governance	Resource Efficiency Committee
Engage staff and office communities in the Resource Efficiency actions and progress.	Communications	Resource Efficiency Committee
Develop a training, awareness and communication strategy for resource efficiency.	Communications	Resource Efficiency Committee
Include green, sustainable and environmental policies/advices in induction programmes.	Communications	HR Unit
Implement best practice in green procurement and sustainable procurement across the department	Contracts	Procurement officer
Revise cleaning service procedures, contractual specifications and training requirements for cleaning staff and contractors.	Contracts	Facility managers
Continue the delivery of the Energy Management Plan	Energy	Resource Efficiency Committee
Consider all the environmental and sustainability suggestions submitted through the IDEAS Bank and ideation events.	Environment	Resource Efficiency Committee
Identify and undertake actions to contribute to positive biodiversity and environmental outcomes	Environment	Facility managers
Analyse paper usage, identifying actions that can contribute to reduced consumption including the aims of the paperless office, double sided printing, digitisation and an agreed paper reduction policy.	Resources	Resource Efficiency Committee

Planned Action	Category	Lead
Examine potential for re-use of redundant materials, harvesting of rainwater and repair/renewals within the resource efficiency programme.	Resources	Facility managers
Review technological opportunities, usage and options to contribute to reduced resource consumption and better environmental outcomes.	Resources	Resource Efficiency Committee
Devise and implement standard reporting for waste services	Waste	Facility Managers
Progress the elimination of single general waste bins and the provision of common segregated waste stations	Waste	Resource Efficiency Committee
Eliminate/minimise single use plastics, non-recyclable disposable cups and containers, and packaging. Establish a baseline and measure progress.	Waste	Resource Efficiency Committee
Examine the purchase and disposal of all equipment, associated consumables, ICT items and mobile phones.	Waste	Resource Efficiency Committee
Review existing catering contracts and identify opportunities to reduce plastics, unnecessary waste and improve environmental factor. Standards should be identified for current and potential contracts.	Waste	Facility managers
Improve the coding, labelling, signage and bin consolidation for waste services.	Waste	Facility managers
Examine and review hand drying options, providing a more environmentally friendly solution.	Waste	Facility managers
Eliminate/reduce the use of paper towels across sanitary, food preparation and kitchenette area, as appropriate	Waste	Facility managers
Monitor targeted resources frequently and consider using the Monitoring & Targeting (M&T) portal for metered resources.	Water	Facility managers
Identify leaks that require repair and engage with responsible persons/bodies to address them.	Water	Facility managers
Examine the feasibility of installing water sub metering in offices.	Water	Facility managers
Review flow rate and emptying times of all urinal cisterns and optimise.	Water	Facility managers