



An Roinn Dlí agus Cirt
agus Comhionannais
Department of Justice
and Equality

Measures taken to minimise waste and maximise recycling

Report to Minister by Justice and Equality Sector Bodies

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1. Background

The Government Decision S180/20/10/0434C of 3 January 2019, on the topic of Single Use Plastics, Prevention of Waste and Green Public Procurement, instructed that each public body must report to its respective Minister, by end-November 2019, on the measures it is taking to minimise waste generation and to maximise recycling.

The Department of Justice and Equality has been actively engaged with the Department of Communications, Climate Action and the Environment on an ongoing basis on these issues.

Mr Doncha O’Sullivan, Assistant Secretary (Corporate) is the Energy Performance Officer (EPO) for the Department of Justice and Equality, and is the senior EPO for the wider Justice sector.

In 2019, an Energy Performance Officers’ Forum was established across the Justice sector, bringing together senior managers with budgetary responsibility for energy and expenditure on projects to reduce energy use. It has met twice so far.

An Energy Managers’ Forum was also established for Facilities and Accommodation Managers with day-to-day responsibility for energy use, recycling, waste disposal and other environmental considerations. Within the Department of Justice and Equality itself, a Green Team has been established, drawing its membership from across various grades and business units, with the aim of advancing the sustainability agenda through awareness campaigns, events, and actions.

Following on from the Government Decision, Mr Doncha O’Sullivan (Assistant Secretary) wrote to the bodies operating under the aegis of the Department of Justice and Equality on 12th November, 2019, to seek a report outlining progress to date and future plans into 2020 to minimize waste and to maximize recycling.

These reports are now enclosed herein along with a summary and tabulated data on Green Teams and Resource Efficiency Action Plans from across the Justice Sector.

2. Executive Summary

There is increasing recognition among public sector bodies of our obligations and responsibilities, as good corporate citizens, to promote sustainability and environmental awareness, and indeed to be exemplars in the reduction of waste and in efforts to increase recycling. This is illustrated most clearly in the launch of the Climate Action Plan earlier in 2019, where ambitious targets are laid out.

The reports submitted by Justice and Equality sector bodies are clear in recognising the challenges facing our environment, but what comes through in the various reports is the willingness to engage and meet those challenges. All bodies who reported are already introducing positive measures to reduce waste and increase recycling, and most intend significantly ramping up those efforts in the coming months and beyond.

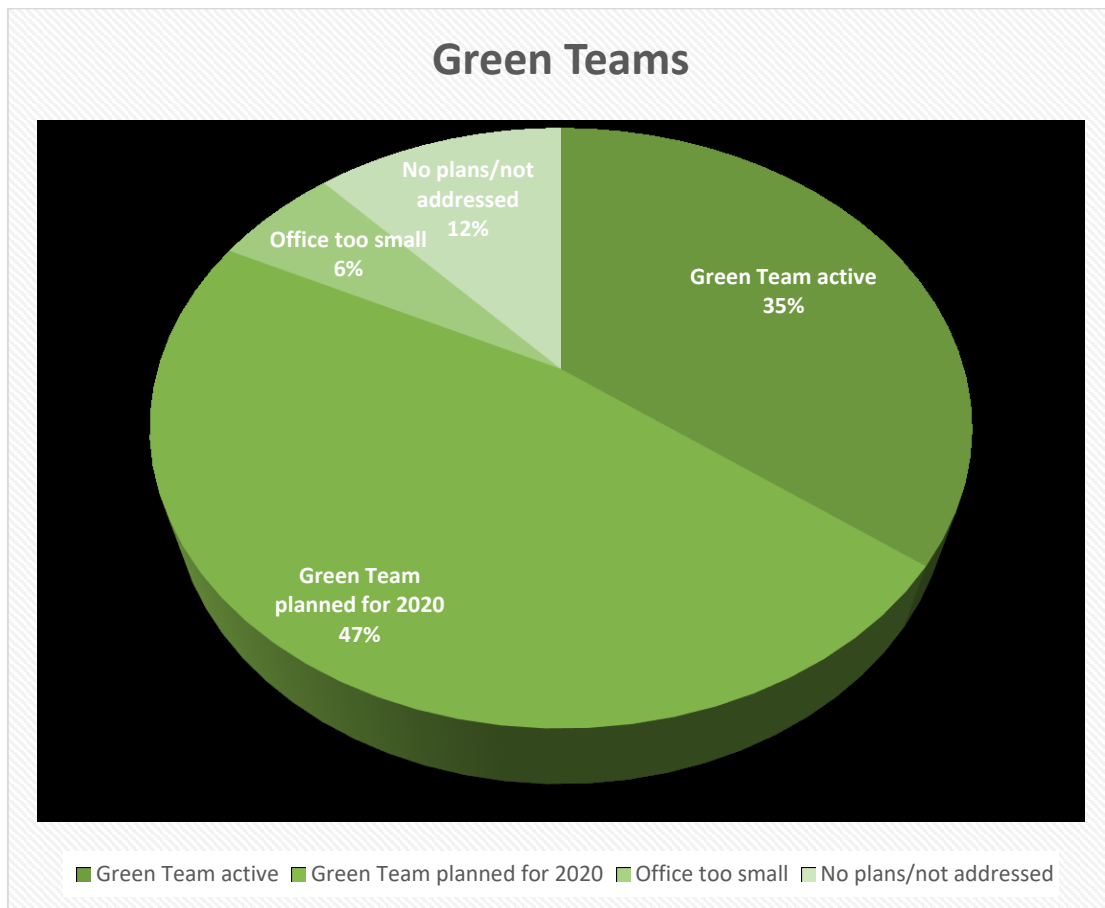
Common themes include:

- The recognition that Resource Efficiency Action Plans (REAPs), an initiative introduced by the Department of Communications, Climate Action and the Environment in 2019 for Government departments, would also be of benefit to public bodies, and many are planning on implementing REAPs in 2020.
- Many public bodies either already have set up, or are planning to set up Green Teams in 2020. Those bodies who are engaged in the OPW's *Optimising Power @ Work* programme uniformly reported positive results.
- There is a general recognition of the benefits of reducing printing wherever possible and moving to electronic submission of forms, resulting in savings in paper, ink and toners, and energy.
- There is a difficulty where bodies make use of rented and/or shared accommodation in exercising control over heating and energy use and in benchmarking waste and water usage figures.
- While all of our public bodies are aware of and engaged in measures to reduce energy use, measuring and reducing use of water is an area that has not been fully addressed to date.

Green Teams

Of the seventeen Justice and Equality sector body reports received to date by the Department's Energy Performance Officer, six currently operate a Green Team or participate in a Green Team alongside Justice; and eight are planning to establish one of their own in 2020.

Where an organisation is particularly small in terms of staff numbers, it may not necessarily be viable to operate their own Green Team. In such cases, these organisations will, where feasible, be invited to join together with another organisation or join the Department's Green Team.



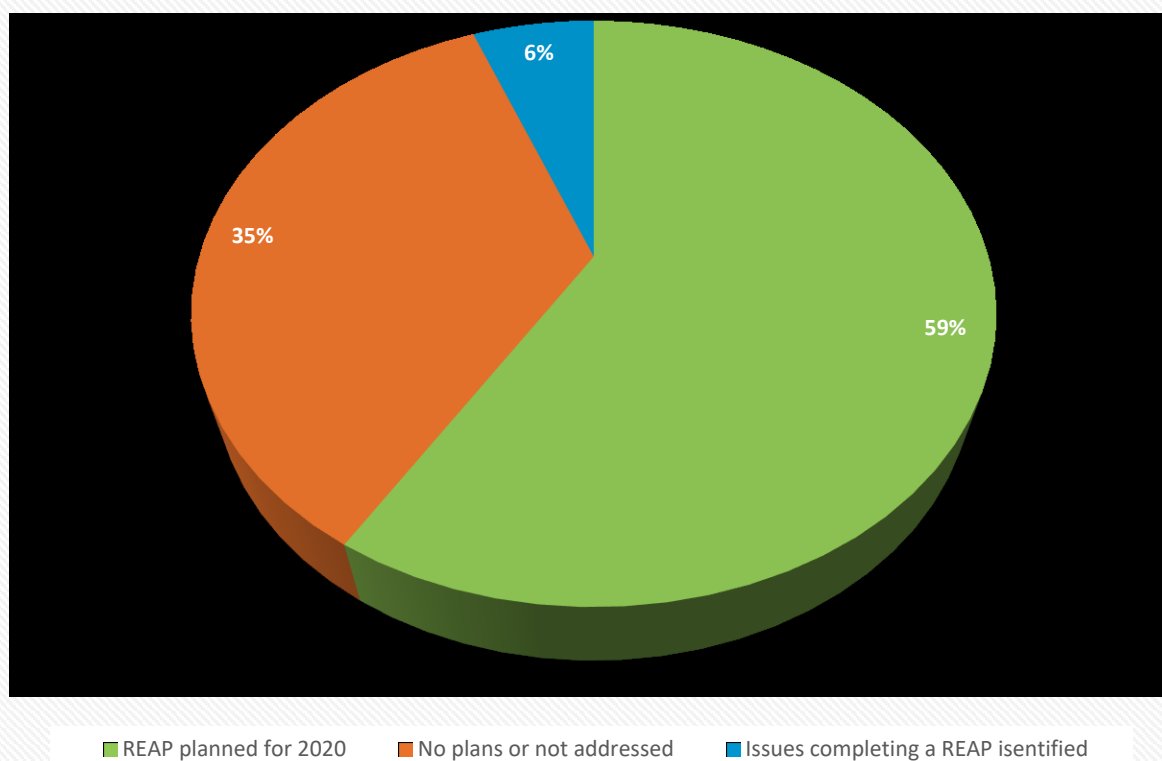
Resource Efficiency Action Plans

Resource Efficiency Action Plans (REAPs) are currently required for headquarters buildings for Government Departments. The Department has completed a REAP for its Head Office at 51 Saint Stephen's Green, and will extend this to other buildings in its portfolio in 2020.

Public sector bodies are not currently required to complete a REAP. However, the benefits of benchmarking current energy, waste and water usage figures, with a view to identifying opportunities to maximise recycling and minimise waste, are clear.

Of the seventeen Justice sector bodies who have reported to date, ten are planning to develop a REAP in 2020.

Resource Efficiency Action Plans



Other notable highlights of the reports received include:

An Garda Síochána

40% of An Garda Síochána's carbon emissions arise from its fleet of over 2,700 vehicles. Trials of electric vehicles (EVs) are underway. Recertification to 2018:ISO50001 standard was achieved in May 2019. Building retrofits of 22 Garda stations involving the upgrade of building fabric, lighting and heating systems have taken place. Pilot rainwater harvesting projects are underway in GHQ & Garda College, Templemore.

The Courts Service

The Courts Service has just recruited an experienced Energy Engineer and is in the process of establishing a dedicated "Green Unit", which will focus on delivering the energy efficiency agenda as well as related matters such as waste management. EV charging points will be installed.

Forensic Science Ireland

During 2019, FSI launched a new Green Lab Initiative. A "plastic free" month took place during July 2019. Water use was reduced following the replacement of the flush in the toilet urinals with a sensor. The urinals flush now only after use and not every 15 minutes throughout the day, making a significant difference to on-site wide water usage.

Garda Síochána Inspectorate

Paper usage have been reduced dramatically in the last year due to a movement towards more efficient working

arrangements, monitoring of paper use and a decision to move away from having large numbers of Inspectorate reports professionally printed. The Inspectorate has procured 100% recycled paper for internal use.

Garda Ombudsman

GSOC's Green Working Group has been in place for over 10 years and has contributed to measures which have seen the organisation reduce gas and energy consumption by 60%.

Irish Film Classification Office

The introduction of a digital submissions facility has reduced waste packaging from deliveries as less physical submissions are received.

Insolvency Service of Ireland

Teleconferencing and video capability has been provided throughout the organisation to reduce the need for staff to travel to meetings. Where staff do travel, car-pooling is encouraged.

Policing Authority

One of the approaches adopted in the Authority to reduce waste is to ensure that items of furniture and equipment are re-used wherever possible with a view to increasing value for money and reducing overall waste.

Probation Service

The Probation Service is looking to eliminate paper files by moving to e-Filing and are encouraging staff to use the scanning option on printers rather than sending correspondence by post.

They are developing a plan to eliminate individual desk bins & establish waste stations on which will remove approximately 100 desk bins which have a single use plastic bag.

PSRA

The Authority has also moved its application forms online in 2019, which has significantly reduced the amount of paper being received from applicants.

The above are some of the measures taken to date and reflect positively on the commitment of staff and management of Justice and Equality sector public bodies to achieving sustainable and environmental goals, especially in the areas of reduction of waste and maximization of recycling.

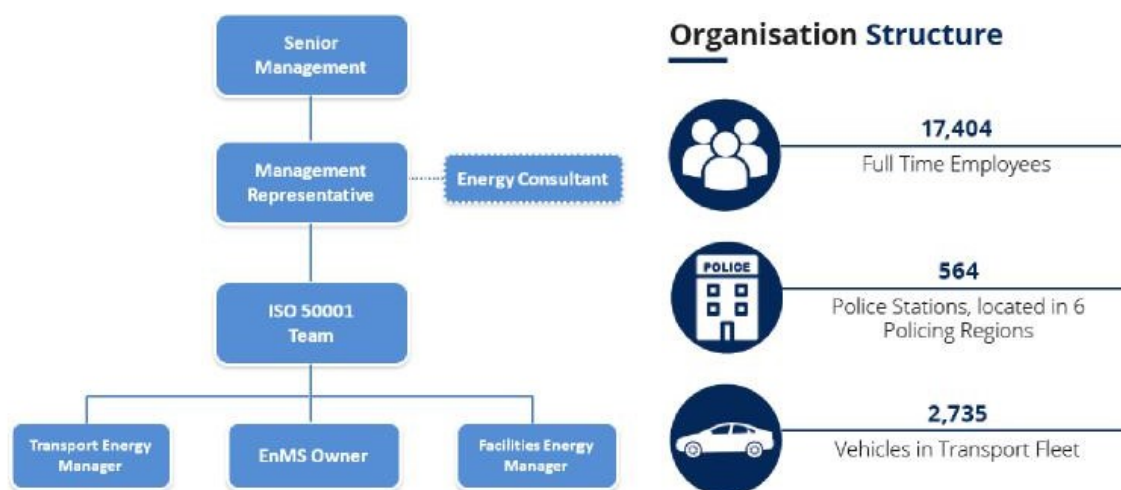
3. Reports from Agencies

3.1. An Garda Síochána

Overview of Environmental policy /statement for the organisation

An Garda Síochána is Ireland's National Police and Security Service and is responsible for the security of the State and the provision of policing services. The organisation has a long established tradition of working closely with communities all across Ireland in every city, town and village.

We believe that effective and efficient policing depends on securing the confidence, support and cooperation of local communities and engaging with those communities. An Garda Síochána has a proud tradition in serving communities in over 560 Garda station across six geographical regions while also protecting the State with over 17,000 Garda members, civilians and reserve members who are committed to delivering a best in class service. Our transport division manages a fleet of approximately 2,735 vehicles distributed throughout policing divisions, regions and specialist units and is responsible for 40% of An Garda Síochána's annual carbon emissions, as detailed below.



Outline of environmental sustainability initiatives

- Recertification to 2018:ISO50001 standard in May 19;
- Better Energy Communities (BEC) HVAC Optimisation project in Garda College, Templemore;
- LED Lighting retrofit projects in several AGS stations including Garda College, Templemore;
- Participation in the OPW scheme 'Optimising Power @ Work' state-wide energy conservation campaign;
- Retrofit of 22 No. Garda stations involving the upgrade of building fabric, lighting and heating systems;
- Implementation of e-learning energy management programme at Garda College;
- Ongoing transport fleet conversion from Petrol to Diesel;

- Procurement of 2 No. Hyundai IONIQ battery electric vehicles (EVs) as part of a pilot project to assess the feasibility of introducing EVs into the AGS transport fleet;
- Ongoing transport efficiency improvements (tyre pressure checks, weight reduction, aerodynamic improvements).

Reduction of Waste Generated & Maximisation of Recycling

An Garda Síochána is committed to embedding strong waste management practices across all their activities to improve the way in which resources are used within the organisation which will help reduce emissions and conform to circular economy principles.

An Garda Síochána procure the services of 100% Irish owned company Panda Waste for both the recycling and reuse of waste materials. This waste management strategy resulted in the following savings:

- Recycling volumes were increased by 40%;
- Introduced policies around the use of biodegradable bags and single use plastics;
- Cost saving of over 35% vs previous supplier;
- A record of 100% on-site security and of 100% collections on schedule;
- 100% landfill diversion.

An Garda Síochána must take responsibility for our entire carbon footprint, including indirect emissions that occur in the supply chain of the organisation. We are positioning ourselves with partners to come up with new solutions where in effect, the resources are recycled & disposed of in order to make new material or energy.

It is critical both nationally and globally that we eliminate non-recyclable plastic. The use of plastics, micro plastics and single use plastics which presently are effectively non-recyclable are a major and increasing environmental issue.

An Garda Síochána is committed to changing mindset to stop considering the materials we dispose of as waste, but rather remind ourselves as an organisation that they are resources that society cannot afford to throw away. In line with Government policy, we will seek to ban specific single-use plastic convenience items including polystyrene food, cup, and drink containers.

Packaging: An Garda Síochána is seeking to lightweight and reduce density of all packaging material, reducing the amount of total plastic within our supply chain.

Plastics: We will engage with partners to fully make use of a new leading edge, plastics recycling facility shortly coming onto market, which will process up to 15,000 tonnes of plastics film into new plastic products.

Wood: It is envisaged that the vast majority of the wood the organisation collects will in future be processed to allow it to be used as a raw material for the construction of chip board blocks used to make wooden pallets.

Food & Organic Waste: An Garda Síochána will in future send all organic waste to a new bio-energy plant. This facility will use anaerobic digestion to convert food & organic waste into bio methane, which will be used to generate up to 5MW of renewable electricity. The residual material remaining can be used as an agricultural fertiliser.

Sustainable Procurement

An Garda Síochána has adopted procurement practices to move organisation towards this circular economy model.

Green Team

A Green Team is in place in An Garda Síochána consisting of members of senior and junior management which meets on average once per month. Each member has received ISO50001 implementation and audit training along with SEAI energy management training.

Plans for 2020+

Renewable Energy

- Commence deployment of Solar PV across suitable locations.
- Explore the potential for heat pumps to reduce CO2 across An Garda Síochána heating systems.
- Investigate biomass, biogas and other renewable technologies to deliver renewable heat and electricity.

Energy Management

- Continual improvement of energy management activities through best practice approaches such as ISO50001.
- Prioritisation of energy efficiency and optimisation projects - enhancing the working conditions of our staff as well as the environmental performance of our workplaces.
- Dedicated training & awareness programmes to grow staff engagement and drive behavioural change.

Low Emissions Vehicles

- Pilot Electric Vehicle trial at Garda HQ and Ballymun Garda station for vehicle use within the Dublin metropolitan area.
- Pilot Phase 2 to rollout electric vehicles across the organisation along with the associated charging infrastructure network.
- Explore various methods of funding support and plan to submit a proposal to the Climate Action Fund next year.

Water Management

- Implement pilot rainwater harvesting projects in GHQ & Garda College.
- Development of a programme of monitoring and managing water usage in all Garda stations.

- Continue the roll-out of energy-efficient, water-saving devices across the organisation.

Waste Management

- Roll out waste management services to every location and reduce the percentage of municipal waste sent to landfill.
- Work with key stakeholders to minimise food waste & send any remaining organic waste to a new bio-energy facility.
- Engage with key partners to ensure waste is recycled effectively throughout the organisation.

Materials & Resources

- Embed procurement practices to move organisation towards the green circular economy model.
- Maximise recycling and reuse within the organisation, coupled with reducing density of all packaging material within our supply chain.
- Ban specific single-use plastic convenience items including polystyrene food, cup, and drink containers.

3.2. Courts Service

The Courts Service has actively engaged with the energy efficiency agenda and has taken the following steps to improve energy efficiency:

- Actively engaged with both the SEAI and the OPW.
- Reports annually on its energy consumption and performance management to SEAI as required by SI426/2014.
- Actively participates in the OPW's optimizing power at work behavioral change scheme. In May of this year we have added 3 more buildings to the OP@W Campaign (Blanchardstown, Children's Court and Green Street).
- To date energy audits have been carried out on the following buildings
 - Four Courts Complex
 - Phoenix House
 - Castlebar Courthouse
 - Ennis Courthouse
 - Dolphin House
 - Naas Courthouse
 - Sligo Courthouse
 - Chancery Street Courthouse
 - Carrick-on-Shannon Courthouse
 - Dundalk Courthouse
 - Tullmore Courthouse
 - Carlow Courthouse
 - Bray Courthouse
- The Courts Service have run several awareness campaigns throughout the Dublin buildings (i.e. step up days, energy awareness event in the canteen for staff, etc.) these were aimed at bringing about behavioral changes in staff.
- Energy saving posters are displayed within our Dublin Buildings
- The Courts Service have an Energy Policy in place
- Nominated an Energy Performance Officer (EPO) as required by the 2017 Public Sector energy efficiency strategy.
- Explored ISO 50001
- Registers of Opportunities in place (ROO's) for Dublin and each of the regions.
- Initial steps in place for an Energy Management System
- The Courts Service have undertaken the following Energy efficiency projects to reduce our energy consumption: -
 - Upgrade of lighting in Four Courts (Gandon building) – ground floor only.
 - Upgrade of air handling units in Chancery Place
 - Upgrade of external lighting at Ennis courthouse.
 - Boiler replacements and upgrade in various buildings
 - Lighting upgrades in various buildingsAudits are planned to be carried out on the following buildings in 2020
 - Kilkenny Courthouse
 - Navan Courthouse
 - Cork Courthouse

- Blanchardstown
- Green Street
- Childrens Court

Since 2015, the Courts Service have set up a waste management programme where we segregate all our waste into recycling, compostable and general waste. All our offices are now binless, staff have paper trays on their desks instead of bins. The Courts Service has held several training days for staff and our cleaners in relation to same.

2020 Initiatives:

The Courts Service has just recruited an experienced Energy Engineer and is in the process of establishing a dedicated “Green Unit”, which will focus on delivering the energy efficiency agenda as well as related matters such as waste management.

Going forward into 2020 the Courts Service propose to: -

- Establish a Green Unit headed up by the newly recruited Energy Engineer.
- Re-establish an energy team with representatives at the appropriate level from all Regions, Dublin and other key areas including ICT, Finance and HR to provide central co-ordination and oversight of effort.
- The Head of the Green Unit will be responsible for taking the necessary actions arising from the Government decision of 03.01.19 on single use plastics, prevention of waste and green procurement.
- The Head of the Green Unit will also be assisting the Courts Service with putting in place a proactive maintenance regime and possible FM contract.
- Sources of funding for energy efficiency opportunity will be investigated.
- The Green agenda will be promoted amongst staff and users.

Some of the energy projects for 2020 are as follows: -

- Creating an energy focused database for all 100+ Courts Service properties.
- Identify significant energy users and carry out visits to review energy use and systems in those locations.
- Establish a BMS monitoring unit.
- Create and Energy Roadmap to include Energy Action Plans.
- Upgrade of lighting in Four Courts (Gandon building) – 1st floor
- Boiler replacements and upgrade in various buildings
- Lighting upgrades in various buildings
- Install electric vehicle charging points to encourage staff to switch to EVs (subject to the development of a Civil Service policy on who pays the cost of charging and how it is collected from staff).

3.3. Data Protection Commissioner

Overview of Environmental policy /statement for the organisation

The Data Protection Commission is committed to operate in line with Government of Ireland environmental and sustainability policies.

Outline of environmental sustainability initiatives

- Purchase of single use plastics ceased since January 2019
- Replacement of fluorescent lighting with LED lighting in Portarlington office as units fail or require replacement bulbs
- Sensor lighting in use in one office (Trinity Point)
- Review of heating system in one office underway (Fitzwilliam Square)
- Tender competition to be run shortly for bin collection services to include compost bin service for Portarlington & Fitzwilliam Square
- Reduction of approx. 10% in lighting costs in Fitzwilliam Square following DSE Environmental testing and removal of lights.

Reduction of Waste Generated

DPC use a default printer setting to print documents double-sided.

DPC has also introduced dual monitors for staff to reduce the need to print documents to review / compare against other documentation during case work.

DPC provide General Waste and Recycling bins at stations throughout the offices.

Maximisation of Recycling

DPC has a contract in place for confidential shredding of any papers that may be used in the context of work. Consoles are provided at multiple locations throughout the offices. Paper is shredded on site and a certificate of destruction provided. Shredded paper is then recycled.

A new cleaning contract has been put in place and it is anticipated that in December 2019, we will remove all personal bins throughout the offices and encourage staff to use appropriate bins at each bin station.

Sustainable Procurement

DPC procurements and processes are fully compliant with Sustainable Procurement.

Catering contracts stipulate the exclusion of single use plastics.

Green Team

DPC will shortly be appointing a Green Team to work with our facilities management team to develop initiatives during 2020.

Plans for 2020+

In 2020 DPC hope to finalise the replacement of fluorescent bulbs with LED lighting in Portarlington office. DPC will roll out a range of Energy Reduction and staff awareness campaigns during the first quarter of 2020

Resource Efficiency Action Plans

DPC does not currently have a REAP plan in place but is it included in our plans for 2020 to have this in place.

3.4. Forensic Science Ireland

Overview of Environmental policy /statement for the organisation

Forensic Science Ireland (FSI) is located at Garda HQ based at Phoenix Park. FSI utilise and collaborate with Garda facilities on all energy matters. FSI has recently developed a Values Charter. Being environmentally aware is one of FSI's values of this charter.

Garda Facilities is part of the OPW Optimising Power at work scheme

Outline of environmental sustainability initiatives

Initiatives to date

during the past few years, ongoing replacement of lights to LED has seen a decrease in overall energy consumption. Some lights in the labs operate using light motion sensors.

In recent years, Tipperary Water bottles based at 3 locations in FSI, were replaced with filtered water fountains.

During 2019, FSI launched a new Green Lab Initiative, with recycling options being introduced for staff to avail of. These include recycling of crisps and biscuit wrappings, battery recycling boxes being placed in some sections, and a recycling bin in the main office. A "plastic free" month took place during July 2019: through posters & email information, staff were encouraged to use their own containers for food & coffee, etc.

A survey was recently undertaken to gauge staff's attitudes towards the use of disposable cups at water coolers in the organisation. The vast majority of staff agreed that we should stop their use and this was done. Compostable cups are now only provided in areas where FSI staff interact with customers.

Arising from a suggestion from the survey, FSI-branded cups/bottles were provided to all staff. This resulted in less water bottles being found in the waste/recycling stream.

In the Garda canteen, waste segregation was implemented to include general waste, dry mixed recyclable and compostable waste, i.e., food waste. Each segregation unit also has a pictorial explanation.

Recently, the flush in the toilet urinals were replaced with a sensor. The urinals flush now only after use and not every 15 minutes throughout the day. This has made a significant difference to on-site wide water usage.

The heating system is monitored regularly and regulated depending on weather conditions.

Some of the air-conditioning units that use F22 GAS are currently being phased out and replaced with a more environmentally friendly gas, helping to reduce the carbon footprint

Reduction of Waste Generated

Various measures/initiatives have been taken by FSI to reduce the generation of waste. Current waste collection is disposed of as follows:

All cardboard is baled and sent to 'Panda' for recycling.

All confidential waste is disposed of in green bins and then shredded by DGD Shredability Services, on a monthly basis.

All ink cartridges are collected and sent to HP Plant Cartridges on a monthly basis.

All used batteries are collected in special recycling bins for the Laura Lynn Foundation and disposed of when full by a member of FSI staff.

Any unwanted furniture is sent to Garda facilities for reuse by OPW

All electrical waste is disposed of in the WEE cages

A barrier that FSI may face in the future is the initiative around recycling of fruit/food waste eaten in offices and the removal of office bins. However this initiative may be approached from a health and safety and well-being perspective.

As FSI is a laboratory it has several waste streams and for the most part organic solvents are disposed of separately as at present. Biohazard waste is also separated and sent to a specialised facility for burning.

The only chemicals disposed of through the ordinary laboratory sinks are aqueous acidic or alkaline solutions.

Food waste is segregated from plastic waste in the FSI staff canteen.

Maximisation of Recycling

When a scientist at FSI completes a case their scientific findings are reported to the Garda member in charge of the case. All paper reports - approximately 80 per day on average, between 1-4 pages - are sent to Garda stations electronically. This reduces postage and printing of paper reports significantly. For the ~14,000 drug cases received most of the paperwork is logged electronically and there is a move for work flow to become more electronically and less paper based.

Due to the sensitivity of DNA techniques and due to potential of cross-case contamination, much of the lab materials such as lab coats are used on a once-off basis. However, some areas of the lab use cloth lab coats which are washed and reused however in DNA crime labs, due to potential of contamination this is deemed as not best practice. Some frontline staff members do wear branded polo shirts.

Paint/tooth brushes are often used in casework to brush down clothes to remove trace evidence material such as fragments of glass. They cannot be reused due to cross-case contamination, but occasionally a callout will go out for staff to take used paint brushes home for their DIY painting use.

Staff often donate their old clothes to help with training of new staff, where practice tests are applied to old clothes that are seeded with trace evidence material as encountered in crime casework.

There is a Garda Technical Bureau initiative for staff in the building to donate old clothes to support the National Council of the Blind.

A plan is currently being devised to educate and raise awareness to reduce, recycle and reuse materials such as printing on both sides of the paper and even print two pages onto one. Currently FSI uses 15 boxes of A4 paper per month, which has increased to 30 boxes per month mainly due to the increase in staff. The practice of printing on both sides of the paper is ad hoc at FSI. A campaign will be launched in December 2019 to encourage staff to print on both sides of the paper, with the aim to reduce usage by **70-80%**. This campaign will include a focus on using materials that are more easily recyclable. The FSI green campaign will be initially communicated to staff through newsletters/signage.

Sustainable Procurement

FSI purchases relate to instrumentation and associated consumables, very few services are procured other than instrumentation. Currently there are no policy and procedures relating to sustainable procurement.

Stationary is ordered in bulk and is located centrally in one place in the lab.

Green Team

Currently, FSI has no active Green committee in place. A green team will be organised in January 2020.

Expressions of interest will be sought from FSI staff to join the team In December 2019. The team will be headed up by the Operations Support Manager and representatives from all staff grades and work disciplines will help form the team.

It will meet once per ¼ and it is envisaged that training will take place. To raise awareness to FSI staff, it is hoped that the OPW will be one of many speakers who will deliver a lunchtime talk to all staff.

Going forward, Garda Facilities have a green team in place and the new FSI green team intend to collaborate with them in 2020.

Plans for 2020+

Green team to become active: Develop an action plan, Train the team, monitor progress and feedback to staff on the savings made, have an energy notice board.

Energy Audits: of electrics such as lights and PCs late at night

Staff engagement: Raise awareness of recycling with staff through lunch and learn talks

Reduce/ Replacement: Replace lights with LED lights; Reduce paper usage, print both sides of paper instead single side

The 'Big Switch off': A campaign aimed at the end of the working day and in particular Xmas Holidays and other holiday periods to switch off

Continue to collaborate with Garda facilities and their green team on all energy matters.

3.5. Garda Síochána Inspectorate

Outline of environmental sustainability initiatives

The Garda Inspectorate has developed a Green Plan to progress energy conservation initiatives; recycling initiatives; to promote waste reduction and to reduce carbon emissions (see attached).

The Garda Inspectorate have reduced its energy outputs in recent years. This has been largely attributed to using more energy efficient light bulbs. As of 2018, Energy performance information for the Garda Síochána Inspectorate was at a 32% reduction based on 2009 baseline figures (SEAI estimates).

Staff are encouraged to switch off all computers and appliances regularly.

Reduction of Waste Generated

Paper usage have been reduced dramatically in the last year due to a movement towards more efficient working arrangements, monitoring of paper use and a decision to move away from having large numbers of Inspectorate reports professionally printed.

Consideration has been given to using common waste bin collection on individual floors within the Inspectorate but this was not practical given the design of the building.

Maximisation of Recycling

Since early 2019, the Garda Inspectorate have been recycling waste. Prior to this time all waste has been going to general landfill.

There is signage over the main recycling bin in the kitchen area. A member of staff monitors waste going into the recycling bin.

Sustainable Procurement

In line with Government policy and the onus on public sector bodies to move to more sustainable means of procurement as set out in the policy document *Green Tenders, An Action Plan on Green Public Procurement* and the *National Framework for Sustainable Development in Ireland – Our Sustainable Future* the Inspectorate has procured 100% recycled paper for internal use.

The Inspectorate has requested that sandwich suppliers not to supply single use plastics and have requested that they do not supply plastic trays.

Green Team

A Green Team has been formed in the Garda Inspectorate which comprises a PO, HEO and CO, with the possibility of other staff being co-opted as required.

The team meets on a quarterly basis. One member of staff has undertaken training from SEAI entitled 'Energy Basics'. This course was targeted at a non-technical audience who wanted to learn the basics around energy use.

The key focus thus far has been on paper usage. In the coming months the focus will be on energy usage and in particular ways of reducing heating costs.

Plans for 2020+

There will be a focus on conserving energy for 2020. It is planned to monitor heating costs on a monthly or bi-monthly basis and to circulate usage information.

In addition it is planned to monitor electricity usage around the building and to circulate information on usage on a monthly or bi-monthly basis.

Resource Efficiency Action Plan

Producing a REAP may pose some challenges for the Inspectorate as it is not possible to measure the weight of waste produced.

We do not have water meters installed so it is not possible to measure water consumption.

The Inspectorate complete annual SEAI energy consumption templates.

3.6. Garda Síochána Ombudsman Commission

Overview of Environmental policy /statement for the organisation

GSOC are part of the Optimising Power at Work campaign. We have a representative who attends our quarterly green group meetings to support and assist to improve our energy efficiency overall. GSOC report to the SEAI on an annual basis taking account of the number of staff who occupy the building, the electricity and gas usage and also the fuel used to run the official vehicles used to carry out investigations. As a team we strive to continually improve where possible while incurring little or no expenditure in the process. Currently George O'Doherty, Head of Corporate Services and Human Resources has taken the role of the Energy Performance Officer (EPO) for GSOC. In addition Amanda McLoughlin, Corporate Services Manager who is the chairperson of GSOC's green working group attends the Energy Managers Forum on GSOC's behalf. Our aim is to encourage staff to reduce energy by switching off computers at night time and also to be more aware and more proactive regarding recycling in GSOC.

Outline of environmental sustainability initiatives

Since the creation of the GSOC's green working group in 2008 we have carried out a number of different initiatives and changes throughout our building in Abbey Street which has seen us reduce our gas and energy consumption by 60%.

The following are a list of changes we have made:

- BMS control of heating and air handling units
- Seasonal adjustments of air handling units
- Holiday exceptions in place to ensure systems are off when office is closed.
- BMS Lunch time shutdown
- Printer rationalisation
- LED lighting and sensors on stairwells
- LED replacements for halogen spotlights
- Utilisation of natural light
- Removal of hand towels from bathrooms
- Replacement of plastic cups with compostable cups
- Awareness posters in place to remind to staff to turn off lights and power down pcs and printers when leaving the building
- Introduction of timers on water heaters
- De Lamping in certain areas that attract natural light.

Reduction of Waste Generated

GSOC have a 2 Bin system in place on each floor of the building for general waste and recyclable waste. In addition to this we also have glass bins located in each kitchen area in order to encourage staff to be more aware when disposing of waste.

GSOC also have a hazardous waste contract in place to dispose of any harmful or potential harmful exhibits etc. that may be collected in GSOC.

GSOC also have a contract in place for confidential shredding which is carried out off site. We operate a strict policy whereby only items classified as highly confidential or sensitive in nature should be put in the confidential waste bins. The bins are located in the corporate services area and require a key to open which is held by corporate services.

Maximisation of Recycling

GSOC have held information days for staff where representatives from the OPW power at work campaign attended and gave presentations about recycling and water in order to reduce waste and save water in GSOC.

We have provided recycling bins on every floor and we are hoping in 2020 to remove personal bins from staff so they will be more inclined to recycle more.

Sustainable Procurement

GSOC procurements and processes are fully compliant with Sustainable Procurement.

Green Team

GSOC's Green Team are led by the Optimising power at work campaign. We take on all of the annual tasks that occur and implement them in GSOC and encourage staff to participate. The green team meet once every quarter and play an active role in reducing energy and waste in GSOC.

Plans for 2020+

In 2020 GSOC hope to implement LED lighting on all floors which will see a decrease in overall energy consumption in the organisation. GSOC currently have reduced gas and electricity consumption by 60% since the base year of 2008.

Resource Efficiency Action Plans

GSOC do not currently have a REAP plan in place but is it included in our business plans for 2020 to have this in place.

3.7. Insolvency Service of Ireland

Overview of Environmental Policy /Statement

The Insolvency Service of Ireland (ISI) reports annually on the energy consumption of the office and the initiatives undertaken to improve our energy performance. We endeavor to continually improve energy efficiency within the organisation through raising staff awareness, implementing and reviewing our processes and procedures and by considering and incorporating energy efficiency as a key component when purchasing new equipment, renovation and design. Cormac Keating, Head of Policy, Regulation and Corporate affairs is the designated Energy Performance Officer (EPO) for the ISI and is responsible for oversight of the energy efficiency performance of the ISI.

Outline of Environmental Sustainability Initiatives

The ISI implemented the recent government initiative to eliminate single use plastics and this has had a very positive impact on reducing waste levels within the ISI. Staff use their own reusable bottles/cups and this has worked well for us.

Internal communication with staff is key to the success of our initiatives and we update staff in our quarterly staff newsletter. Our Corporate Affairs team regularly email staff to remind them of the importance of shutting down PCs and photocopiers in the evening time, ensuring lights are turned off, only printing documents when necessary and a reminder about what waste goes into which bin. These messages are reinforced through posters in open office areas and the canteen.

Throughout 2019 the ISI has worked with the Department of Justice and Equality, the company that owns Phoenix House and its property management company to complete the installation of energy efficient lighting and better management of building temperature controls. In addition, teleconferencing and video capability has been provided throughout the organisation to reduce the need for staff to travel to meetings. Where staff do travel, car-pooling is encouraged.

Staff at the ISI have also been involved with and represented at the Departments Green Teams initiative.

We also take part in the OPW – Optimising Power at Work Initiative to ensure lights, PCs, photocopiers etc are powered off in the evenings

The ISI also liaise with our SEAI relationship manager and attend any courses relevant to our organisation.

Reduction of Waste Generated

We have recently introduced a 3 bin system (general waste, paper waste and brown bin in canteen). As a result, there is a reduction in waste through increased segregation, recycling and re-use.

Maximisation of Recycling

Posters to raise awareness and act as a reminder to staff to segregate waste with the 3 bin system are displayed in office areas and the canteen. We have also prioritised repairing and reusing office furniture where at all possible, rather than purchasing new furniture to avoid waste.

Sustainable Procurement

The ISI adheres to government procurement rules. We have prioritised repairing and reusing office furniture where at all possible, rather than purchasing new furniture to reduce waste.

Green Team

The ISI actively participates in the Green Team initiative within the Department. The team regularly meet enabling the sharing of best practice and information, ideas and initiatives which can then be implemented where possible within the ISI.

Plans for 2020+

Our aim for 2020 is to focus on waste management within the organisation and a reduction in printing.

Resource Efficiency Action Plans

The ISI's Corporate Affairs Division Business Plan for 2020 will incorporate resource efficiency actions to be undertaken in 2020.

3.8. Irish Film Classification Office

Overview of Environmental policy /statement for the organisation

The Irish Film Classification Office (IFCO) is committed to operate in line with Government of Ireland and Department of Justice & Equality environmental and sustainability policies.

Outline of environmental sustainability initiatives

The introduction of the digital submissions facility has reduced waste packaging from deliveries as less physical submissions are received.

The adoption by staff of new energy-conscious procedures have led to a significant saving in energy use. These include procedures for closing the office and shut-down of office equipment as well as switching off lights and equipment in rooms which aren't currently in use.

Reduction of Waste Generated

Waste collection service is currently provided by Panda Waste Services. This service includes two wheelie bins, one recycling and one general waste. A food waste bin could help further reduce waste-to-landfill.

Each desk has a paper-only recycling bin. There are no desk-side general waste bins in use. Instead there is one centralised general waste bin in the office area as well as one each in the bathrooms and kitchen.

There are no single-use cups or cutlery in use at IFCO. However, it has been noted that personal single-use coffee cups are found in the waste stream. Potential solutions to this include a waste-conscious information campaign and the promotion of reusable cups.

Maximisation of Recycling

There is a strong recycling culture in the IFCO office with awareness among staff as to what is accepted in the recycling bins.

Where suitable recycled stationery products are available, such as printing paper, envelopes and notepads, these are preferred when ordering office supplies.

Sustainable Procurement

All IFCO procurement operations incorporate sustainability criteria as per DPER Circular 20/2019.

Green Team

There is no green team in place at the Irish Film Classification Office due to the limited number of staff. Instead focus is placed on staff-involvement and awareness to reduce unnecessary waste of resources and energy.

Plans for 2020+

Plans for 2020 and beyond include continuing to look for opportunities to minimise unnecessary waste generation and energy-use as well as seeking to increase staff involvement with this goal.

Resource Efficiency Action Plans

A Resource Efficiency Action Plan (REAP) has not currently been developed for the Irish Film Classification Office. In line with anticipation that this will be required in 2020 for all public bodies, it is planned to develop a REAP in 2020.

3.9. Irish Human Rights and Equality Commission

Overview of Environmental policy /statement for the Irish Human Rights and Equality Commission

The Irish Human Rights and Equality Commission (IHREC) is committed to operate in line with Government of Ireland and Department of Justice & Equality environmental and sustainability policies.

Outline of environmental sustainability initiatives

No single use plastics are used in the Irish Human Rights and Equality Commission.

Re-usable water bottles have been provided to all staff and they are encouraged to use them wherever possible.

A new cleaning contract set to begin in January 2020 will ensure the use environmentally friendly cleaning products with the successful tenderer demonstrating a strong sustainability plan.

The IHREC offices are fitted with LED lighting which reduces energy usage

Sensor lighting that automatically turns off when not in use is in operation throughout the IHREC offices

The IHREC has undertaken a review of taps and replaced where necessary

A review of heating and air ventilation systems is underway

Reduction of Waste Generated

The IHREC are PEPPOL compliant and operate e-invoicing reducing paper usage and paper waste.

The IHREC's landlord provides segregated recycling and general waste bins for use by the IHREC.

The facilities team communicate regularly with IHREC staff regarding the requirement to recycle and appropriate general waste management in IHREC offices

The facilities team also monitor the operation of recycling and meet regularly with cleaning staff to ensure waste is being managed appropriately.

The IHREC will explore other waste disposal options with the Landlords facilities management team.

Maximisation of Recycling

There is a strong recycling culture in the IHREC.

New printers were introduced as part of the migration to the Department of Justice and Equality Capita/Evros Shared Service do not print automatically. Users can now choose to delete a print job if it is not required thus reducing paper and energy usage

Personal waste bins have been removed from individual staff members

Segregated recycling bins and general waste bins are now in operation throughout the IHREC offices.

Battery recycling boxes are now in place throughout the Offices

Sustainable Procurement

The IHREC procurement operations incorporate sustainability criteria as per DPER Circular 20/2019.

IHREC are now evaluating all tenders on the basis of their sustainability and environmental credentials In line with changes made to the OGP template Request for Tender documents.

The IHREC's catering contract ensures that our catering contractor cannot use single use plastic cutlery or cups when catering for IHREC events. In addition external catering companies used by other organisation's using IHREC conference facilities are required to dispose of any single use plastic items after their events.

The IHREC's water contractor does not provide single use plastic cups.

Green Team

The IHREC is in the process of appointing a green team to work with facilities team to develop further initiatives for 2020 it is anticipated that the Green Team will be in place by the end of 2019.

Plans for 2020

The Green Team and facilities management will be operational and begin to identify further initiatives for 2020 and prepare for the development of a Resource Efficiency Action Plan.

3.10. Legal Aid Board

Property wise the Legal Aid Board (LAB) is comprised of three larger main buildings located in Cahirciveen, Co. Kerry and Dublin. There are approximately 44 Law Centre/Mediation Offices countrywide which are also in our property portfolio. These mostly smaller offices are located in the cities and larger towns.

Office Retrofits/Refurbishments:

The Legal Aid Board are constantly striving to update and refurbish offices which no longer meet our requirements. The Legal Aid Board are also actively searching for new premises where leases expire on older and less suitable premises. Legal Aid Board offices in Letterkenny, Portlaoise, Tallaght and Ennis have been relocated in 2019. All these new premises have been completely refurbished and also include new LED lighting and heating upgrades.

Recycling/Waste Removal:

Recycling bins are provided at all of our premises. Some of these recycle facilities are provided by the management services. Appropriate new double waste/recycle bins have been sourced and provided at our larger offices where general waste is on one side and recycling on the other. Similar bins are also provided to our smaller offices when requested.

Cardboard 'Big Bins' have been introduced on the floors of our larger offices for collection of 'all' recyclable material.

Compostable Cups:

Compostable cups have replaced all plastic cups for visiting client usage, at all of our offices. Staff are encouraged to use their own drinking cups for personal use.

Printers/Paper:

A substantial amount of newer and more energy efficient printers have been introduced in the Legal Aid Board in 2019.

Staff are encouraged to only print when required and to always double side print when and where appropriate. Staff are encouraged to power down/switch off printers in the evenings before departing the office.

IT:

There is a proposed plan in 2020 to move the Legal Aid Board main IT servers from our building in Brunswick St. to John's Rd, Dublin. This should lead to considerable energy efficiencies with regard to air conditioning needs for our servers.

Staff are encouraged and reminded to shut down PC's and screens, before departing work in the evening time.

LED Lighting:

A programme of replacement of older and less efficient lighting is always ongoing within the Legal Aid Board. A programme to replace all our lighting at our HQ in Cahirciveen is currently in progress and should be completed by mid-December 2019.

All new buildings and all buildings being majorly refurbished would have LED lighting installed as part of the fit out.

Water:

Water usage is monitored by reference to bills provided by Irish Water. Any evidence of high usage is investigated. Such an incidence occurred this year at our office in Tallaght, which has now been rectified.

The Legal Aid Board will endeavour to introduce more water reducer type taps at our offices in the future, where appropriate.

Campaigns:

The Legal Aid Board will set up a 'Green Team' for 2020. While part of the Optimising Power at Work Scheme we would also hope to introduce more energy and recycling awareness campaigns in 2020

The Legal Aid Board to date has achieved a 25.1 % reduction of its energy usage. We will constantly strive to reach the 33% required.

3.11. Legal Services Regulatory Authority

Overview of Environmental policy /statement for the organisation

Legal Services Regulatory Authority will ensure that it will endeavour to comply with Government policy on the reducing energy by 30% by 2030.

Outline of environmental sustainability initiatives

Currently, there are two bins in each room and all staff have to place the recyclable material in one bin and general waste in the other bin. Staff try not to print but the printers are set up for double sided printing.

Reduction of Waste Generated

Currently, there are two bins in each room and all staff have to place the recyclable material in one bin and general waste in the other bin. This policy will continue in our new premises.

Maximisation of Recycling

There will be no single cups/cutlery etc. usage in LSRA. There will be glass and cutlery for staff and visitors for meetings or general use. There will be awareness campaign with OPW – Optimising Power at Work in the new premises. Bins will have signage to ensure the right material is in the right bin. LSRA are trying to locate 2nd hand furniture from Dept of Justice for the new premises.

Sustainable Procurement

LSRA will be create a procurement policy in 2019 and will included an increased focus on sustainable procurement in areas of cleaning and stationary.

Green Team

A green time will be set for Manor Street where they will meet every 6 months and a senior manager will be on the team.

Plans for 2020+

Manor Street 2019 Initiatives

- an energy efficiency audit will take place
- introduce LED lighting
- extra insulation for the outer walls
- a boiler instead of kettles
- A green committee will be set up and senior management will be included so their agenda will be on management meeting's agenda
- There will be no single-use cups/cutlery etc. usage in LSRA

Resource Efficiency Action Plans

Since we are in rented accommodation, we cannot produce accurate results for REAP. But after moving to the new premises, an energy efficiency audit will take place where we will be able to monitor our results and possible to produce some results for 3 months from March to June 2020.

3.12. National Disability Authority

Overview of Environmental policy /statement for the organisation

The NDA is committed to improving its energy performance, environmental sustainability and carbon footprint. We can report a 42% decrease in energy consumption in the last recent number of years and a corresponding decrease in the associated energy costs of 31.7%.

Outline of environmental sustainability initiatives:

The NDA has an active and engaged Energy Team who register and maintains records for the National Disability Authority with the Sustainable Energy Authority of Ireland.

The National Disability Authority has a total floor area of 2,633 m² which comprises a two-storey over garden level Victorian Building (×2), a link building completed in 2006 and an adjoining three-storey plus attic building completed in the early 1980s. The main energy users are:

- Electrical Energy: Lighting, ICT & Offices, Air Conditioning and General Services
- Thermal Energy (Natural Gas): Space Heating (LTHW radiator circuits and under floor heating) and Hot Water (HWS)

Actions undertaken in 2018

In 2018, the NDA undertook planning and implementation of a range of initiatives to improve our energy and environmental sustainability performance, including:

- Improving the energy performance of its light system(s)
- Replacement of white goods
- Continuing energy awareness
- Recycle/Re-use initiatives
- Review of consumables for facilities e.g. hand-towels

Altogether, these and other energy-saving measures saved the NDA 27,300 kWh.

Actions undertaken in 2019

In 2019, the NDA improved further on our energy and environmental sustainability performance by undertaking the following initiatives:

- Review and upgrade insulation
- Electrical audit and continued improving the energy performance of its light system(s)
- Energy Training
- Continued Energy Awareness
- Upgraded lights to LED in some public areas

- Undertook a review of waste disposal
- Ceased use of single use plastics
- Installed hand-dryers
- Use of Sharefile for meeting documents
- Review of File Management and Document Retention

It is expected that the 2019 energy-saving and environmental sustainability measures will further reduce the NDA energy consumption and carbon footprint.

Reduction of Waste Generated

The NDA have bins for general waste, green recycling bins and a brown bin. The general waste bins are in offices, tea stations and in the staff canteen. The green recycling bins are located on each floor and clearly marked with items which are suitable for recycling. The brown bin is located in the staff canteen. Brown bins are on order for distribution around the building at tea stations.

Separate to the above confidential papers are collected in bins located on each floor and designated offices.

We engage the services of two waste disposal providers;

1. General Waste, Recycling and Brown bins which are collected weekly.
2. Confidential Shredding is collected every 4 – 6 weeks.

The NDA will continue to make staff aware of what items should be included in each type of bin and encourage the plans of the Green Team and best practice guidelines.

Maximisation of Recycling

In the NDA recycle bins are clearly marked and in central locations which are accessible throughout the building. Additionally, the recycle bins clearly show what items are recyclable to avoid any contamination of non-recyclable waste.

The NDA has facilitated training from the SEAI Public Sector Program to make a presentation to Staff on Energy & Carbon. We are also coordinating with our waste provider to give a lunch-time session on Waste.

The NDA fully supports the Green Team and their initiatives in promoting environmentally friendly projects and campaigns.

Sustainable Procurement

The NDA is committed to applying green criteria when preparing public tenders. Our tender submission criteria has progressed from hard copy tenders being submitted to utilising online mailboxes for submissions and queries.

Additionally, as part of future procurement projects our requests for quotes and tenders will also include green criteria as part of mandatory requirements as appropriate.

The NDA conducts procurement processes in line with the OGP frameworks and guidelines and will continue to follow any future best practice processes where sustainability is concerned. The guidance issued by the EPA on GPP will form part of any strategic development of our Procurement Plan on its renewal.

Green Team

The NDA has a green team comprising of 8 staff members, this represents nearly a quarter of our full staff compliment. Members of the team have come together from various departments and grades throughout the organisation.

The team meet on a regular basis to discuss initiatives which can be undertaken in an engaging and effective way. The team have just finished promoting the European Week for Waste Reduction and have also organised a training session for all staff on Energy & Carbon which has practical advices for home and work life.

The team seek out ideas from all staff on ways in which we can consider contributing to environmental programs. Some such suggestions which are appropriate in the lead up to Christmas are the sending of e-cards or giving a gift of a tree planting.

General guidance and resources are also shared to all staff from the Green Team.

Plans for 2020+

The NDA will continue to upgrade its facilities to more energy efficient models including the upgrading of lighting to LED and the use of sustainable and energy efficient fixtures and fittings. We will intensify our recycling and energy awareness through our newly established Green Team and Lunch time information sessions with the SEAI etc.

Resource Efficiency Action Plans

The NDA has not yet established a Resource Efficiency Action Plan (REAP), by this will be undertaken in Q2 2020.

3.13. Office of the Inspector of Prisons

Overview of Environmental policy /statement for the organisation

It is the policy of the Office of Inspector of Prisons (OIP) to improve its energy efficiency, focus on minimising waste, maximise recycling and implement green public procurement and green government initiatives.

Outline of environmental sustainability initiatives

The OIP is currently located in two offices, an office in Nenagh, Co. Tippererary and a temporary managed office space in Harcourt Centre, Dublin 2. It is intended that the OIP will be moved to a permanent Dublin location when such a base is secured. The energy consumption and energy charges referenced below are based on figures from the Nenagh office.

Reduction in Energy Consumption and Energy Charge:

- 43.31% Reduction in Energy Consumption – Figure based on Total Units (kWh) 2019 Year to September 2019 versus same period 2018.
- 46.28 % Reduction in Energy Charge – Figure based on Total Energy Charge 2019 Year to September 2019 versus same period 2018.

The measures taken to reduce the energy consumption in the Nenagh office, include:

- Heating is placed on timers and has been rationed to rooms on an as needed basis.
- Lights are switched off in any rooms that are not being occupied e.g. kitchen, security room, stationery room.
- Electricity powered down – Computers and IT/electrical equipment is powered down when not in use.

Similarly, in the managed office space in Dublin, the team in that building ensure to switch off lights and power down computers/electrical appliances when not in use.

Reduction of Waste Generated

The Nenagh office has a 2 bin system and print cartridges are sent for recycling. The main types of waste are general, food, recycling, confidential shredding and print cartridges. The office has removed single use plastics. The OIP also promotes the use of double sided printing.

In the managed office space in Dublin, there is recycling bins in the shared kitchen which the OIP use frequently. Unfortunately, the managed office space currently uses single use plastic. However the OIP only utilise the non-plastic glassware, cups and cutlery that is available. When meetings are arranged in the temporary Dublin office, non-plastic items are used for guests.

Maximisation of Recycling

Both the Nenagh office and temporary Dublin office have recyclable bins. The Nenagh office has signage up in the kitchen and at the bin in relation to correct recycling. Similarly the managed office space in Dublin has signage up in the kitchen to ensure appropriate recycling.

Sustainable Procurement

As requirements arise for products and services, the OIP will incorporate green / sustainability criteria into its tendering process. The OIP will ensure to consider Ireland's 2012 National Action Plan 'Green Tenders' and the Environmental Protection Agency Green Procurement Public guidance when tendering for products and services. The OIP will also work with the Office of Government Procurement and Department of Communications, Climate

Action and Environment in implementing Green Public Procurement in accord with *Circular 20/2019 Promoting the use of Environmental and Social Considerations in Public Procurement*

Green Team

A green team is planned to be established in 2020.

Plans for 2020+

Plans and considerations for 2020+ include:

- Education & Awareness: Increase education and awareness via staff communication and signage.
- Review the feasibility of including LED lighting in the new permanent accommodation premises (when secured).
- Enquire regarding possibility of re-furbished furniture for new permanent accommodation premises.
- Consideration of e-working to reduce carbon footprint.
- Focus on the reduction of paper in office where feasible – i.e. moving away from non-required hard copy files to electronic filing.
- Consider how to monitor reduction of waste.
- Consider how to monitor water usage in new secured building.
- Incorporate Green Procurement Initiatives into workplace and engage in Green forums.

Resource Efficiency Action Plans

The OIP will work on developing a Resources Efficiency Action Plan (REAP) to focus on energy, waste and water use.

3.14. Policing Authority

Overview of Environmental policy /statement for the organisation

The Policing Authority is committed to conducting its business in a way that minimises waste and maximises recycling. This purpose of this report is to provide an update on the environmental sustainability initiatives in place in the Authority. Many of the actions are minor low level initiatives and it is the combination of these small actions across the organisation over time that build staff awareness resulting in a culture of minimising waste and maximising recycling.

Minimising waste

A number of initiatives have been undertaken in the organisation to minimise waste. These initiatives are outlined below under the headings of energy reduction, emissions reduction, re-use of furniture and equipment, reduction in paper waste, plastic waste and food waste.

Energy reduction

Actions taken to reduce energy usage include the following:

- This year the Authority had timers fitted to its four water heaters which supply hot water for handwashing. This initiative has reduced the duration that heaters are on from 168 hours to 50 hours per week, thus reducing energy usage accordingly.
- In addition, the Authority has had a timer fitted to its Burco Boiler which has also reduced by the same number of hours the duration that the Burco is on.
- An instant electric shower is in place which only heats water as required.
- Recently a number of leaking water heaters have been replaced with newer ones which include temperature controls so that the temperature can now be adjusted as required rather than leaving the temperature at a fixed point, thus saving energy.
- Old taps have been replaced with newer ones which have a shorter cut off thereby saving water both cold and hot water.
- Staff are encouraged to walk up the stairs rather than using the lift and signs are displayed to help motivate staff to do so.

A barrier that has been identified is the difficulty in measurement of improvements due to shared utilities with other tenants. Individual meters have been suggested and this request will be followed up on in 2020.

Emissions Reductions

Actions taken to reduce emissions include the following:

- Where practical large quantities of supplies are ordered to reduce the impact on the environment of deliveries.
- A local caterer is used for the supply of catering for meetings and events, which has enabled deliveries to be made on foot as opposed to van delivery.
- All of the Authority's shredding is carried out in-house and the shredding waste is placed in the recycle waste bin. Therefore there is no requirement for an outside contractor to collect our shredding.
- Staff are encouraged to use public transport or walk to meetings wherever possible including when attending meetings in town, at Stephens Green and at Garda Headquarters, thus reducing the need for taxis.

Re-use of furniture and equipment

One of the approaches adopted in the Authority to reduce waste is to ensure that items of furniture and equipment are re-used wherever possible with a view to increasing value for money and reducing overall waste.

For example, broken items are fixed wherever possible rather than being replaced. Where it is necessary to acquire items it has sometimes been possible to re-use items from other organisations rather than purchasing new items. Actions taken under this heading include the following:

- The Authority has acquired and re-used library shelving from another Justice organisation which is now in place in our library.
- The Authority has acquired old office 'tub' chairs from another organisation which have been re-covered for our use.
- An EVAC chair has been donated to the Authority from another tenant in our shared building rather than buying one that was new.
- The Authority's boardroom table was transferred from another public service organisation which previously occupied our premises, and the assets registers of both organisations were updated accordingly.

Reduction of Paper Waste Generated

The following measures are in place to minimise the use of paper in the office:

- The Authority's filing system is non-paper based.
- Papers for all Authority meetings and Committee meetings are provided electronically and viewed on ipads using Minutepad software rather than being printed.
- Applications for promotional competitions run by the Policing Authority are made on-line and the applications are then viewed on ipads by interview boards both during the assessment process and at interviews rather than being printed.
- Staff are encouraged to read documents on screen rather than printing them. To facilitate this approach all staff are provided with two computer monitors.
- Where printing is necessary, printers default setting to print on both sides.

Reduction of Plastic Waste Generated

Use of single use plastic has been reduced as follows:

- Since the establishment of the Authority, water dispensers have been made available in the office for use by all staff and visitors and for in house meetings. The water dispensers minimise the use of single use plastic water bottles.
- Glasses rather than plastic cups are provided for water consumption thereby producing zero waste.
- Use of glass water bottles at meetings in public
- Refillable soap dispensers for hand washing have been introduced during 2019, resulting in a 5 litre container of liquid soap being used to refill the dispensers.

The Authority's waste collection service is provided by Advanced Waste. We have two bins, a general waste, collected weekly and a recycle bin collected fortnightly. Currently no statistical feedback is available from Advanced Waste.

Reduction in Food Waste Generated

Food waste is reduced as follows:

- A drawer in the fridge is labelled as a 'sharing drawer' so that staff who have surplus food can share it with colleagues by placing it in this drawer.
- If food is left over from an event where lower numbers than anticipated attended, every effort is made to ensure that any surplus is used elsewhere rather than being disposed of.
- The use of the freezer is encouraged so that food waste is minimised.

Maximising recycling

Plastic, glass and paper waste are recycled where possible as follows:

- Glass bottles from meetings are brought to the bottle bank by staff.
- Paper recycle bins are located in every open plan office and in the kitchen.
- The use of plastic is kept to a minimum and where plastic is used it is recycled if suitable.

Staff awareness

Staff awareness in the Authority is achieved through a combination of signage and updates provided at staff meetings. In addition, a presentation for all staff is planned in the near future to make staff aware of what has already been achieved and the initiatives planned for the future.

Sustainable Procurement

The Authority includes sustainability in all relevant procurements and OGP frameworks are used wherever suitable frameworks exist.

For example, the requirement to eliminate single use plastics is specified when procuring catering services.

It is noted that Ireland's 2012 **National Action Plan 'Green Tenders'** set a target of 50% of procurement contracts which should incorporate green / sustainability criteria; applying to both the number and the value of public procurement contracts concluded to ensure greatest reach. In 2014, EPA produced **guidance for GPP** covering the eight priority sectors as identified in the national Green Tenders strategy.

Plans for 2020+

The actions planned for 2020 to intensify plans to increase resource efficiency in the Authority next year and beyond include the following:

- Trial sensor lights to be introduced in certain areas of our office
- A Green Working Group to be established
- Continue to highlight to the Office of Public Works the benefits of fitting separate meters for each individual tenant in the premises to enable each organisation to have access to their energy usage and statistics with a view to incentivising energy savings.
- Sign up to the SEAI's Energy Link to get access to events and documentation that may benefit the Authority.

The Authority will continue to seek to minimise waste and maximise recycling by introducing further environmental sustainability initiatives wherever feasible.

3.15. Private Security Authority

Overview of Environmental policy /statement for the organisation

The Private Security Authority (PSA) is the statutory body with responsibility for licensing and regulating the private security industry in Ireland. The PSA is an independent body under the aegis of the Department of Justice and Equality. The PSA has an Energy Team who look after the environmental and sustainability goals for the building that we occupy in Tipperary Town. The building was constructed in 1876 and the Energy Team strive to improve the energy performance against the background of a historic and listed building.

Outline of environmental sustainability initiatives

Over the past 3 years the PSA, through the OPW, has changed its lighting to LED lighting and this has resulted in a reduction in the overall energy consumption.

The PSA has installed a mains fed water cooler and has banned the use of single use plastics in the building.

The PSA has installed a meter to read oil consumption in the building. We monitor the usage against the temperature recorded and this has allowed us to monitor and reduce our consumption.

Reduction of Waste Generated

The PSA uses a local waste company to collect its recycling and waste bins. The main source of waste is recyclable and this is reflected in the amounts that are collected. The PSA has this year installed extra recycling bins internally in the office to ensure that staff can recycle.

This year the PSA banned the use of single use plastics in the building. The PSA has also installed a mains fed water cooler and the staff use reusable containers for this.

Maximisation of Recycling

The PSA has installed extra recycling bins internally around the building. To reinforce the use of these bins, posters have been used to highlight the correct usage.

The PSA has engaged an Energy Consultant who has given presentations to our staff in relation to consumption and the methods of reduction of energy in the workplace and at home.

Sustainable Procurement

The PSA follows the framework as set out by the OGP in relation to Procurement

Green Team

The PSA has an Energy Team in place. We meet monthly with an energy consultant who takes us through our consumption and advises us on how further to cut our energy usage.

Plans for 2020+

The PSA is planning to install a new Building Management System (BMS) in the early part of 2020. The BMS will allow us to further record and monitor our oil usage and it will allow us to reduce consumption.

Resource Efficiency Action Plans

The PSA has plans to adopt and publish a Resource Efficiency Action Plan (REAP) to allow us to benchmark our current position with regard to energy, waste and water use and any audits carried out as part of this exercise will identify potential improvements and savings.

3.16. Probation Service

Action plan for recycling and reducing waste in the Probation Service HQ in Haymarket, Smithfield.

1. PAPER

While recycling is helpful, the biggest impact comes from using less paper in the first place. We are asking staff to reduce the amount of paper used in the workplace. We are encouraging staff to consider adding a “*think before you print*” message to the bottom of e-mail signatures as a friendly reminder to co-workers.

2. PRINTING

Printing is necessary, however, we are encouraging staff to print smarter. We will save up to 50% on paper used, and on paper costs, by having staff print double-sided. This will also reduce packaging waste as less paper will be used. We are looking to eliminate paper files by moving to e-Filing and we are encouraging staff to use the scanning option on printers rather than sending correspondence by post. We will ask staff to print in black and white as colour printing uses more ink.

3. RECYCLING

People recycle when it’s convenient, therefore, on each floor in Haymarket, Smithfield there is a recycling area making it easy for staff to recycle. We will issue regular e-mails encouraging staff to use these recycling bins.

4. CANTEEN/TEA STATIONS

Single use cutlery, paper plates and plastic utensils have been removed from our canteen and tea stations. Staff now use dishes, cups and silverware only. We are planning to eliminate single use disposable drinking cups from all areas with the exception of public waiting areas. These areas will use combustible plastic cups which will be added to a food waste bin.

5. BUY IN BULK

We are going to order items in bulk thus reducing packaging waste on several small deliveries.

6. REUSABLE WATER BOTTLE

We will explore the option of issuing staff with reusable water bottles. There’s a small cost associated, but ultimately we will save on plastic water bottles, single use plastic and combustible cups.

7. DESK BINS

We are developing a plan to eliminate individual desk bins & establish waste stations on which will remove approximately 100 desk bins which have a single use plastic bag.

8. WATER

We are looking at the option to install low-flow toilets and low flow sensor taps. We are exploring the option of eliminating water stations in open plan areas and providing a filtered water tap in each tea station. Instead of bottled water; employees may have filtered drinking water and reusable cups.

3.17. Property Services Regulatory Authority

During 2019, the Property Services Regulatory Authority ("the Authority") has taken measures to minimise waste generation and maximise recycling.

Reduction of Waste Generated

The Authority has banned the purchase of single waste plastics e.g. cups for water dispensers. When engaging the services of external catering companies for any events held during the year, the Authority has ensured that the crockery and cutlery supplied was reusable.

The Authority has also moved its remaining application forms online in 2019, which has significantly reduced the amount of paper being received from applicants.

Maximisation of Recycling

Any cardboard or paper used in the office is recycled via a licensed waste company. The Authority is moving towards reducing the amount of paper files it holds. Where information is available digitally, no paper copy is printed unless it is required for a specific purpose.

In order to maximise recycling the Authority has separate bins for recyclable items and general waste in the canteen area. All staff are encouraged to recycle all suitable materials.

All restrooms are fitted with electric hand dryers to help reduce the use of paper towels.

Appendix 1 – Government Decision S180/20/10/0434C



Uimhir Thagartha: S180/20/10/0434C

CRUINNÍÚ RIALTAIS

Dáta: 03/01/2019

Ábhar: Actions by Departments and Agencies on Single Use Plastics, Prevention of Waste and Green Public Procurement

An tAire a thionscain: Oifig an Aire Cumarsáide, Gníomhaithe ar son na hAeráide agus Comhshaoil

Dáta an Mheabhráin: 28/12/2018

Cinneadh an Rialtais:

Agreed that

- (i) Government Departments will not purchase single-use plastic beverage cups, cutlery and drinking straws, directly or indirectly, after 1 January 2019;
- (ii) each Government Department adopts and publishes by end-June 2019 a Resource Efficiency Action Plan that sets out the measures it is taking to minimise waste generation and maximise recycling;
- (iii) all public bodies and commercial state agencies under the aegis of Ministers will not purchase single-use plastic beverage cups, cutlery and drinking straws after 31 March 2019, except where specific public health/hygiene issues arise;
- (iv) each public body reports to its respective Minister by end-November 2019 on the measures it is taking to minimise waste generation and maximise recycling;
- (v) the Office of Government Procurement and the Minister for Communications, Climate Action and Environment bring forward proposals on implementing green public procurement as part of national public procurement policy and practice by end-March 2019; and
- (vi) the Department of Public Expenditure and Reform would issue a procurement circular to ensure that all Departments and public bodies implement this policy.