



An tÚdarás Slándála Príobháidí
The Private Security Authority

Private Security Authority Climate Action Roadmap 2023-2030



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Version Number	Version Date	Revised by	Approved by	Reason
V1.0	29th May 2023	Keith Nolan, Manager, Corporate Affairs Division	Dan Liddy, Head of Corporate Affairs Division & PSA Board	Policy commencement
V2.0	29 th July 2024	Keith Nolan, Manager, Corporate Affairs Division	Dan Liddy, Head of Corporate Affairs Division & PSA Board	2023 Statistics
V3.0	23 rd September 2024	Paul Chappell, Manager, Corporate Affairs Division	Keith Nolan, Head of Corporate Affairs Division	PSA staff changes



1. Introduction and progress to date

The Private Security Authority (PSA) building is a listed historical building, originally comprising the old Garda Station in Tipperary Town. Originally built in the 1870's the building underwent significant renovation in 2006/2007 with the PSA moving in in mid- 2007.

Regular out of hours Energy audits have been successfully completed by the PSA, typically biannually and staff awareness has been maintained through energy clinics, in person presentations and awareness days. These audits included investigation of staff shutdown practices and concluded that extremely good shutdown procedures are in place.

The building received a B3 energy rating in 2023 with energy intensity of 152.88kWh/m²/yr. The certificate is due for renewal in July 2024. In 2022, we reduced Electricity usage by almost 29% and Oil/Gas usage by over 40%, when compared to the benchmark year (2010).

The PSA has a "Metering and Targeting" system in place and energy use is logged at 15 minute intervals. This is used to develop weekly and monthly energy reports that identify trends and allow usage profiles to be reviewed. All reports are saved to a central energy documents data base the Office of Public Works (OPW) Energy Portal.

The PSA has also won a number of awards in recent years as recognition of its efforts to ensure that both the organisation and building are meeting its legal obligations relating to energy and climate action. Namely, being the OPW Regional Winner in the Historic Building category in 2013 and 2018 under the Optimizing Power at Work Programme. In 2023, the PSA received a further OPW Energy Progress Award which recognised that it had passed a 40% energy reduction threshold as part of the Optimising Power @ Work programme.

The building has also been selected as a Case Study candidate for the "Reduce your Use" Campaign run by the SEAI.

Prior to the establishment of a Green Team which is a requirement of the Mandate, there was a very active and enthusiastic Energy Team in the organisation. That team played a large part in putting in place steps to ensure that our electricity and oil usage has reduced year on year since the benchmark years. Staff also regularly engage with monthly seminars organised by the SEAI which deal with specific topics in the climate change area and advise staff on changes they can make, both in their work and personal lives, to reduce their carbon footprint.

2. Compliance with legal requirements

In drafting and agreeing this Climate Action Roadmap, the PSA is and has been mindful of our obligations under the Climate Action Mandate 2022. We are also conscious and aware of the



legal requirements relating to energy and climate action and these were very much borne in mind when drafting the Roadmap. These requirements include:

Climate Action and Low Carbon Development (Amendment) Act 2021, which requires all public bodies to perform their functions in a manner consistent with Ireland's climate ambition.

- SI393/2021 Energy Performance of buildings, which requires installation of Building Automation and Control by 2025, for buildings with HVAC rated output over 290kW; requires installation of electric vehicle charging points in carparks for new or refurbished buildings with more than 10 car parking spaces.
- SI381/2021 Clean Vehicles Directive, which sets targets for the procurement of clean light and heavy-duty vehicles, with the first target falling in 2025 and the second in 2030. The definition of clean vehicle changes to zero emission vehicles in 2025.
- SI4/2017 Energy Performance of Buildings, which requires all new public sector buildings built since 2018 to be “nearly zero emissions”.
- SI646/2016, which requires that public bodies procure only energy using products and vehicles that are on the Triple E register.
- SI426/2014, which requires the public sector to demonstrate exemplary energy management and requires public bodies to undertake energy audits every four years.

3. Our People - Leadership and Governance for climate action

The PSA is committed to ensuring a healthier future. Our core mission to ‘Protect the public by regulating the private security industry, through raising standards, increasing awareness and enforcing compliance’ remains at the heart of everything we do.

The PSA are also fully committed to delivering on our pledge to achieve net zero carbon by 2050 to protect our planet for generations to come. We will achieve this by meeting the public sector mandate as outlined in the Irish Government's Climate Action Plan. As evidence of our commitment, the PSA has won a number of awards in recent years as recognition of its efforts to ensure that both the organisation and building are meeting its legal obligations relating to energy and climate action. Namely, being the OPW Regional Winner in the Historic Building category in 2013 and 2018 under the Optimising Power at Work Programme and in 2023, receiving a further OPW Energy Progress Award which recognised that it had passed a 40% energy reduction threshold as part of the Optimising Power @ Work programme.



This Climate Action Roadmap outlines how we plan to deliver on our sustainability targets over the coming years. With a strong focus on energy efficiency and educating our staff, we will, working with others, make a positive and lasting impact on the health and wellbeing of our staff and the wider security sector. Key priorities within this plan include upgrading our building, with the co-operation of the OPW, and technology to optimise energy efficiency, the roll out of renewable energy projects, increased education and awareness for staff, and adopting a systematic approach to energy and carbon management. This Climate Action Roadmap will help us navigate the challenges ahead all the while supporting our core mission.

- Sponsor – John Phelan, Chief Executive
- Climate and Sustainability Champion – Keith Nolan, Head of Corporate Affairs
- Energy Performance Officer (EPO) – Keith Nolan, Head of Corporate Affairs

Green Team:

- Sponsor – John Phelan, Chief Executive
- Keith Nolan - Head of Corporate Affairs
- Jason Gregory – Corporate Affairs
- Mary Rose Kinane – Inspectorate & Compliance Division
- Catriona Grogan – Corporate Affairs
- Francis Coughlan – Licensing Division
- Ian Murray – Qualifications & Standards
- Bernie Ryan – Corporate Affairs
- Christina Ryan – Inspectorate & Compliance Division

The Green Team Charter/Terms of Reference are attached to this Roadmap as **Appendix A**.

4. Our People - Engaging our Staff

Staff in the PSA already play a large interactive role in ensuring that we continue to strive to meet our targets under the Climate Action Plan. This is shown through our participation in the Optimizing Power at Work Programme and our commitment to the “Reduce Your Use” campaign. There are regular emails to staff from the Green Team with information on various climate action related topics and reminders of the role they have to play in ensuring we meet our obligations.

There are already monthly seminars with the SEAI and these will continue. The Green Team will be responsible for driving action in their own respective areas and staff will be actively encouraged to utilise the training and development material that is available on the SEAI

website and on the OPW portal and this will form part of discussions around staff training and development on their PMDS form.

We will also examine the possibility of making climate action awareness one of the integral parts of any regular staff engagement forums.

Senior management (PO level or equivalent and above) and Board members if they wish will complete a climate action leadership training course.

5. Our Targets

In accordance with public sector requirements, our overall targets are:

- Reduce GHG emissions by 51% by 2030.
- Increase the improvement in energy efficiency in the public sector from the 33% target in 2020 to 50% by 2030.
- Update our Climate Action Roadmap annually within 6 months of the publication of the Climate Action Plan.

Achieving our carbon target

Our carbon performance in 2023:

- **CO2 Produced:** 29.39 Tonnes of CO2 Produced (11.86 Tonnes Elec related CO2 emissions/17.54 Tonnes Oil related CO2 emissions)
- **CO2 Saved:** 16.94 Tonnes of CO2 Saved (4.80 Tonnes Elec related CO2 savings/12.14 Tonnes Oil related CO2 savings)
- **CO2 Conversion Factors used:** Electricity 296g/kWh and Oil 264g/kWh

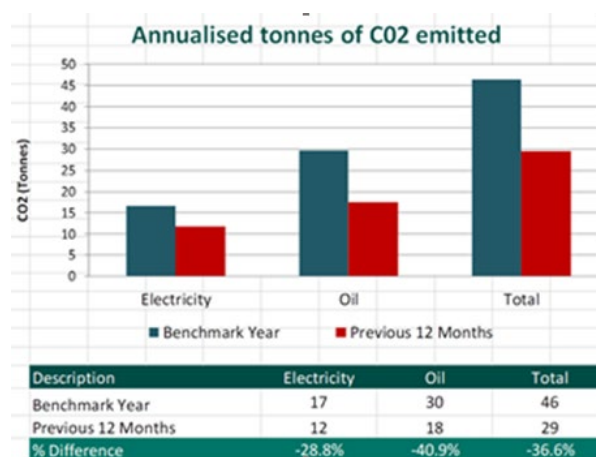


Figure 1

Overall GHG Emissions – 2022 most recent data on M&R

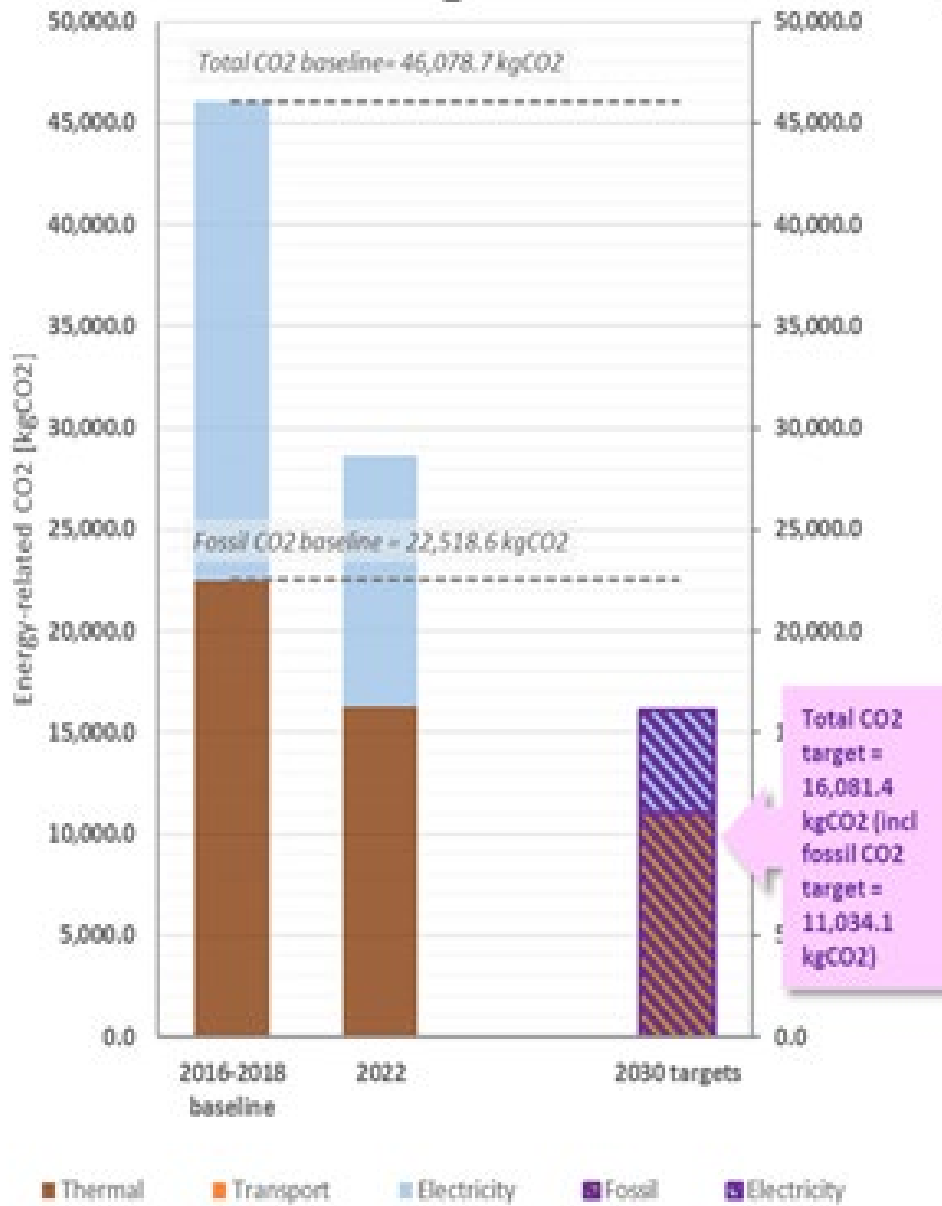


Figure 2

Total CO2 Pathways and Targets

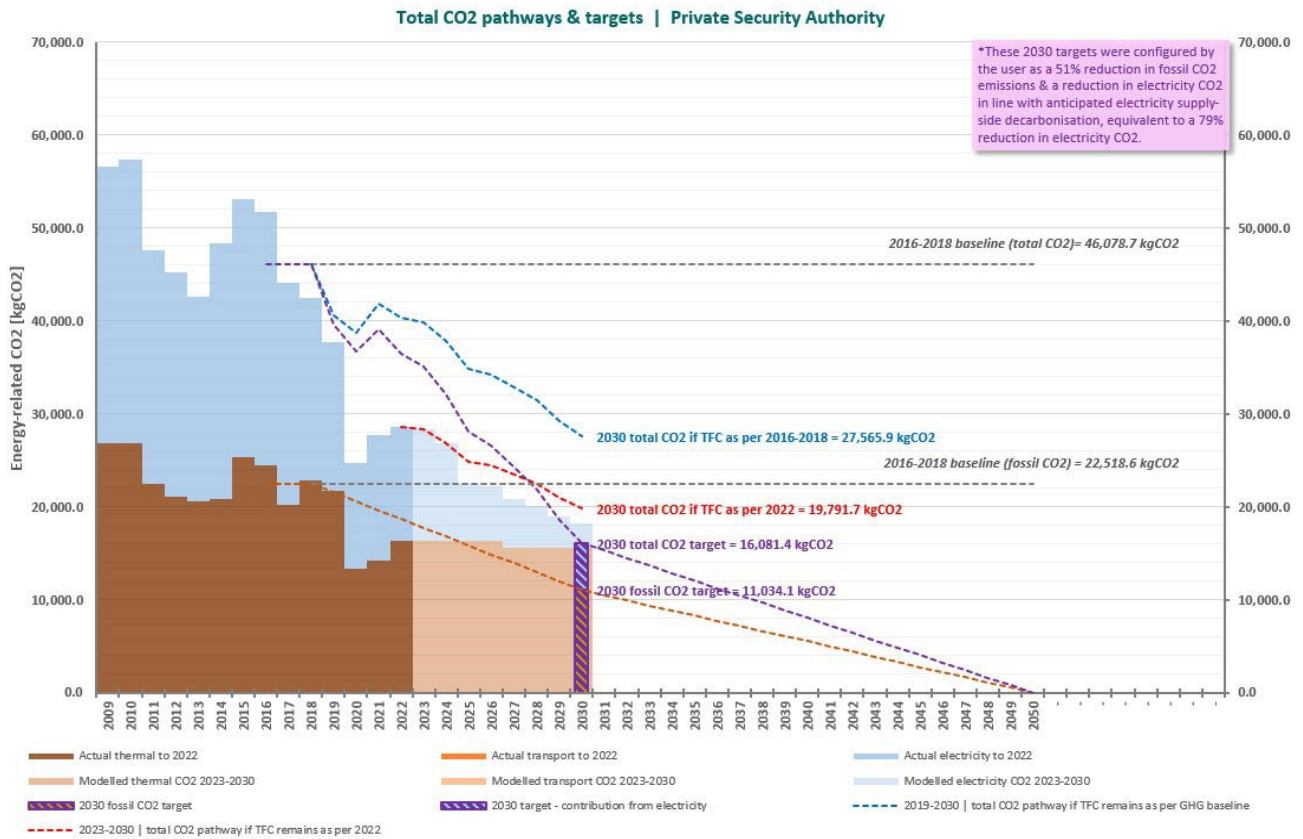


Figure 3

Register of opportunities to help reduce emissions and meet our targets

Category	Opportunity	Description	kWh	€	Estimated Cost	Payback
Heating	Review the location of room temperature stats which communicate with the BMS. Currently located in files rooms/store rooms etc.	BMS Field devices and sensors operating correctly can help to balance temperatures and reduce heat load.	3959	€356	€5,000	15 Years SPB
PCs	During the next PC upgrade, in line with IT policy, PCs should be replaced with Thin Client machines	A Thin Client PC used 70% less energy than standard PCs	9,677	€1,935	€36,000	In Line with IT Replacement Policy
Building Fabric	Replacement of windows in new wing.	Glazing in the new wing is porous and needs replacement. Estimated 5% thermal saving.	3959	€356	€10,000	> 20 Years SPB
Solar PV/DHW	Consider installation of Solar hot water generation or PV	May not be economically viable but would lower electrical consumption particularly during summer months. Estimated 5% electricity savings	3959	€356	€10,000	> 20 Years SPB
Lighting	Consider Lighting Upgrade	Upgrade all T8 and T5 Lighting to LED. Canteen would serve as a good sample area for installation. Assuming lights on 12 hrs a day x 350 days a year, and lighting load will lower by 1/3.	10,303	€2,061	€50,000	> 15 Years SPB
Building Fabric	Upgrade all casement timber windows to secondary glazing.	The upgrade to secondary glazing has been completed successfully in other listed buildings. Estimated 10% thermal saving.	8,606	€1,721	N/A	3-5 Years (LCCA)
Heating	Consider supplementary heating for Canteen, to allow heating to be turned off during lunch hours.	The canteen has a high ceiling so the installation of electric infrared radiant heaters could heat the space lunch hours while minimising convection losses. Estimated 2.5% thermal saving.	7,918	€713	€50,000	> 20 Years SPB
Boiler	Consider boiler upgrade in conjunction with change in fuel type.	Boilers are 15 years old and may be suitable for upgrade. Neighbouring Garda Station is served by gas line. Estimated 30% thermal saving.	23,754	€2,138	€15,000	7 Years SPB



Achieving our energy efficiency target

We have set out in the table above, a series of projects which we believe will assist us in achieving the energy efficiency targets. Current data suggests that we would need a 7.8% improvement to meet our target if proceeding on a Business as Usual (BAU) basis. We would hope to bridge that 7.8% gap by implementing at least some of the projects identified above. The first of these projects which we hope will be completed during the second half of 2024 is to upgrade all of our lighting to LED. Other projects which we hope to prioritise for 2025 will include the change of our fuel source from oil to gas and the upgrade of windows throughout the building. We are already working with the OPW to ensure progress is maintained and ensuring that the projects identified are completed as soon as possible.

Total benchmark VS 2023

See below information showing performance vs Benchmark Year for PSA (Metered data).

Description	Electricity	Gas	Total
Benchmark Year	53,993	85,514	139,507
Previous 12 Months	40,053	66,426	106,479
% Difference	-25.8%	-22.3%	-23.7%

Note:

No HDD used

Benchmark Year average 2016-2018

And 12 months ago:

Description	Electricity	Gas	Total
Benchmark Year	53,993	85,514	139,507
Previous 12 Months	37,553	68,076	105,629
% Difference	-30.45%	-20.39%	-24.28%



	2016		2017		2018		Ave 2016-18		2023	
	Electricity	Oil	Electricity	Oil	Electricity	Oil	Electricity	Oil	Electricity	Oil
Jan	5,171	12,635	4,961	14,188	4,958	11,805	5,030	12,876	3,792	12,793
Feb	4,942	17,786	4,492	11,649	4,326	12,246	4,587	13,894	3,139	9,512
Mar	4,740	14,348	4,721	9,744	4,206	18,441	4,556	14,178	3,487	10,783
Apr	4,579	11,182	4,018	5,382	4,165	9,434	4,254	8,666	3,014	6,566
May	4,493	11,781	4,435	3,716	4,302	3,713	4,410	6,403	3,002	1,614
Jun	4,450	0	4,216	1,217	3,914	0	4,193	406	2,957	998
Jul	4,509	0	4,341	0	4,157	0	4,336	0	3,221	1,106
Aug	4,529	0	4,324	0	4,286	94	4,380	31	3,236	1,145
Sep	4,748	0	4,426	2,678	4,125	3,238	4,433	1,972	3,249	1,111
Oct	4,575	5,000	4,493	2,759	4,615	6,989	4,561	4,916	3,606	5,016
Nov	4,976	7,627	4,857	11,277	4,764	13,146	4,866	10,683	3,625	8,562
Dec	4,586	12,722	4,444	11,099	4,135	10,647	4,388	11,489	3,725	7,220
							53,993	85,514	40,053	66,426

2019 Comparison period

Energy Performance v 2019 (Dec 2023)

Electricity

Monthly electricity while low has increased due to increased staffing levels as well as IT adjustment.

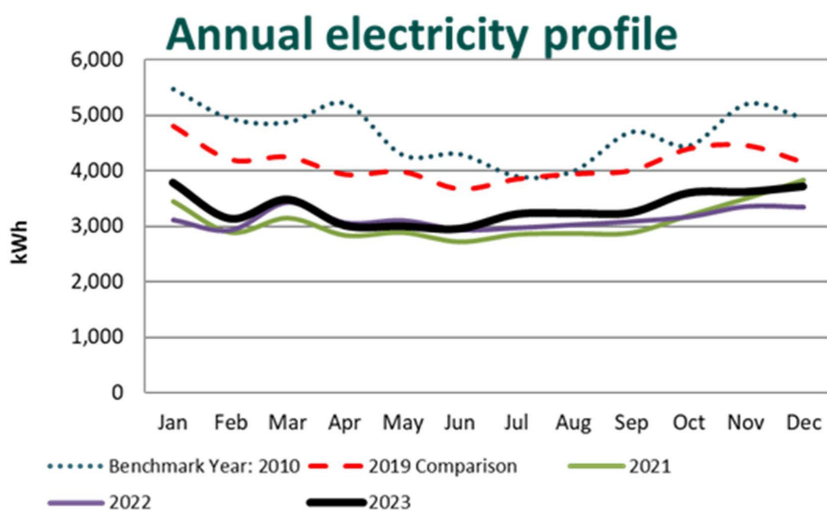


Figure 4

Oil

Monthly Oil use has closely matched outside temperatures with an r^2 value of 0.94.

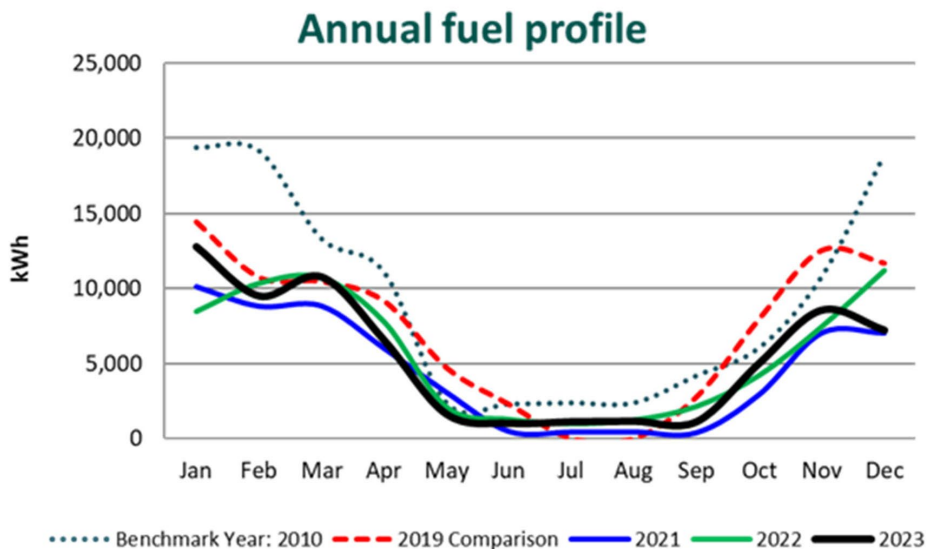


Figure 5

6. Our Way of Working

We will report on the following in our Annual Report:

1. Greenhouse Gas emissions.
2. Implementation of the Climate Action Mandate.
3. Sustainability activities.
4. Compliance with Circular 1/2020: Procedures for offsetting the emissions associated with official air travel.

We will report annually on implementation of the Climate Action Mandate requirements using SEAI's Public Sector M&R System (when required) adopting a "comply and explain" approach.

Energy Management

The PSA is part of the Optimizing Power at Work Programme and is already operating under ISO50001. The organisation's energy policy is attached as **Appendix B**.



Green Public Procurement

The PSA is mindful of the requirement to include green criteria for selection and award criteria when procuring all goods and services (**reference DPER Circular 20/2019**), using the published Green Public Procurement guidance and criteria. As an organisation much of our procurement is done through the OGP where green criteria is already included.

Our Procurement Guidelines were externally reviewed in 2023 and include guidance and advice for staff on incorporating green procurement into any procurement exercise which is undertaken.

Construction

The PSA occupies only one building in Tipperary Town. It is managed by the OPW and is a protected building given its age. However, we will be mindful of our obligations to specify low carbon construction methods and low carbon cement material as far as practicable if engaging in any capital works on the building through the OPW.

We will also ensure to adhere to best practice guidelines for the preparation of Resource and Waste Management Plans for construction and demolition projects in so far as we are involved through the OPW.

Food Waste

We will endeavour to segregate food waste and monitor same in so far as is practicable. We will communicate regularly with staff to heighten awareness of food waste and attempt to reduce/prevent same. We will support National Stop Food Waste Day in March each year. We will share Stop Food Waste resources with staff.

Paper

The PSA has already commenced a project to implement a new Case/Licence Management System with a view to removing paper from our processes. We have also already rolled out in part an on-line application system and it is hoped that within the timeframe of this roadmap that our application systems will be completely on-line and paperless. We are also using recycled paper for our printing needs.

Water

Our canteen provides both tap water and a water cooler for staff to refill their liquid containers.



Single Use

The PSA has already ceased using disposable cups, plates and cutlery on our premises.

Other Materials

We endeavour to support Ireland's Producer Responsibility Initiatives in the collection and recycling of all products.

We already use waste collection services that are segregated into a minimum of 3 streams - residual/general waste, recycling waste and organic/biowaste.

Our Buildings and Vehicles

Buildings

As mentioned earlier in the document, the PSA occupies only one building and our Building Stock Plan is attached as Annex C.

Our 2023 Energy Certificate is displayed in the reception of our office at Davis Street, Tipperary Town.

Vehicles

The PSA have spoken to the OPW in relation to the possibility of creating bicycle parking. There are some issues in relation to available space and historical nature of our building which will have to be dealt with before any such facility can be put in place.

APPENDIX A –GREEN TEAM CHARTER

Mission statement

The mission of the Private Security Authority (PSA) Green Team is to implement practices to help reduce the organisation's energy and environmental footprint and to promote resource efficient practices among employees and suppliers in order to achieve the goals identified in our organisation's Strategy Statement along with the goals and targets identified more specifically in our organisation's Climate Action Roadmap.

Green Team definition

The 'Green Team' is a group of people who commit to a charter and formally decided to work together to:

- Reduce the organisation's environmental footprint;
- Ensure a comfortable working environment;
- Enlist co-workers as partners in sustainable business practices in our buildings, processes and facilities.

Purpose

The purpose of the Green Team is to:

- Demonstrate leadership in environmental stewardship.
- Provide consistent and effective involvement in assuring the development and implementation of environmentally preferable practices that support goals and targeted performance levels identified in the organisation's sustainability plans.
- Create and foster a common understanding of environmental best practices and our legislative responsibilities.
- Coordinate and align efforts among staff in our office at Davis Street, Tipperary.
- Establish, measure and report goals (annually and longer term).
- Serve as a forum to address specific environmental issues.
- Coordinate activities at least twice each year that implement green practices, educate, and provide a sense of community, such as Earth Day.



Volunteer structure and membership

The Green Team consists of volunteer representatives from management and staff. The representatives serve as 'green' champions within the building.

Representatives on the PSA Green Team:

Keith Nolan

Jason Gregory

Francis Coughlan

Mary-Rose Kinane

Bernie Ryan

Christina Ryan

Catriona Grogan

Ian Murray

Meetings and attendance

Meetings shall be held bi-monthly and may be held more often as needed. If a representative cannot attend a meeting, he or she can designate an alternate to attend in his or her absence. Meeting issues may be identified and put on agendas by any member. Meeting minutes including action items will be documented and distributed to the wider organisation.

Report

The PSA Green Team will prepare a yearly report on its activities and successes, which will be distributed and presented to Senior Staff.

Corporate approval

I approve this PSA Green Team Charter on behalf of the Private Security Authority

Signature:

Date: 04th October 2024

Chief Executive

APPENDIX B: PRIVATE SECURITY AUTHORITY (PSA) Energy Policy

- **Policy Statement**

The Private Security Authority is committed to good energy management and a continual improvement of energy efficiency in the delivery of all our services.

- **Aims, Objectives, Targets**

It is our aim to establish an effective energy management system with a view to achieving Government target savings under the 2021 Climate Action Plan of 50% energy efficiency and 51% GHG emissions reduction by 2030 and as set out in our Climate Action Roadmap.

We are committed to:

- Ensuring the continued successful roll-out of the Optimising Power @ Work Programme
- Improving staff energy awareness and operating practice in all areas of activity
- Developing an energy action plan and making available the resources to implement it
- Complying with all relevant energy legislation, legal, and other requirements that relate to our energy use, consumption and efficiency
- Supporting the purchase of energy efficient products and services
- Communicating the energy policy to all staff

- **Roles and Responsibilities**

The senior manager with overall responsibility for energy management is Keith Nolan, Head of Corporate Affairs. The energy officer responsible for day-to-day energy management matters is Jason Gregory, reporting to Paul Chappell.

- **Resources and Action Plan**

A Green Team will be established and shall comprise of staff representatives from all relevant sections of the organisation. The team will be multi-disciplinary and will meet on a monthly basis to implement and review the organisation's Climate Action Roadmap.

- **Reporting, Communication and Review**

The Green Team will formulate quarterly reports for management, to include the following information:

- Progress on implementation of measures and initiatives in the Roadmap
- New initiatives to be included in the Roadmap
- Progress towards our energy saving target

On an annual basis the Green Team will prepare a draft plan for the following year, which will outline the actions to be taken, initiatives to be developed and implemented, potential savings and timeframes for delivery. This draft plan will be presented in time for consideration of financial and human resource requirements for the following year.

APPENDIX C: BUILDING STOCK PLAN



Stage 1 Building Stock Plan - simple checklist for completion

This is a simple checklist for public bodies to refer to when completing their stage 1 BSP. Public bodies should complete the fields and submit to SEAI at publicsector@seai.ie. Completing this checklist is sufficient to demonstrate compliance with the CAP requirement for public bodies to develop a Building Stock Plan in 2023. NOTE: there is also more detailed template for public bodies to undertake a more detailed and comprehensive stage 1 plan. We encourage PBs to use the more detailed template if they have more than 50 buildings, or use their own format if comprehensive plans have already been developed. Please submit either template, the simple or detailed version, or the organisations own format, to SEAI to demonstrate completion.

Using this spreadsheet

Enter data in the light green cells only

M&R PB ID	PB-00418	ORGANISATION	Private Security Authority		
STEP 1 Identify and classify your buildings	Total number of buildings identified and classified	TOTAL		1	
	Total number of sites/campuses identified	TOTAL		1	
	Total floor area (m2)	TOTAL		1110	
	Percentage in state ownership	Percentage		100	
	Percentage rented or leased	Percentage		0	
	* Classification 1	e.g. Laboratory	TOTAL		Office
	Classification 2	e.g. office	TOTAL		
	Classification 3	e.g. office	TOTAL		
	Classification 4		TOTAL		
	TOTAL				
STEP 2 Complete the building register	The SEAI Building Register has been completed for all buildings for Private Security Authority		Status	Fully complete	
STEP 3 Use M&R and other data to quantify energy use and identify buildings that are biggest users and ...	The largest energy using buildings have been identified and linked to the M&R and energy use data. Note the largest energy using buildings are those accounting for over 80% of the organisational heat use.				
	No of largest energy use buildings	TOTAL		1	
	Heat usage of largest energy use buildings/ organisational heat usage	%		100	
	No of largest energy use buildings that are leased	TOTAL		0	
STEP 4 Identify buildings that have been earmarked for exit in short-medium term	Number of buildings planned for exit - if known	TOTAL		0	
	Total floor area of buildings planned for exit - if known	TOTAL		0	
	Commentary (the degree to which the increase or decrease will impact your fossil fuel use)				
STEP 5 Undertake a preliminary assessment of your accommodation needs to 2030 & beyond	Preliminary future assessment of accommodation needs				
	Accommodation floor area requirements to 2030	INCREASE	%		
		STATIC	Yes		
		DECREASE	%		
Commentary (the degree to which the increase or decrease will impact your fossil fuel use)					
We don't envisage any additional accommodation needs between now and 2030.					
Building Stock Plan STAGE 1 Completed by					
Completed by	Dan Liddy		Email	dzliddy@psa-gov.ie	
* Please use the classification categories used in the Building Register					

APPENDIX D –CLIMATE ACTION MANDATE 2023 VS 2024

2023 Mandate	2024 Mandate
1. Our Targets	
1.3 Update Climate Action Roadmaps annually in line with updated Public Sector Climate Action Mandate.	1.3 Update Climate Action Roadmaps annually within 6 months of the publication of the Climate Action Plan. Develop Climate Action Roadmaps if none are in place.
2. Our People	
2.5 Ensure all senior management (P.O level or equivalent and above) complete a climate action leadership training course in 2023, similar to the Local Authority training course as delivered by the CAROs.	2.5 Ensure all senior management (P.O. level or equivalent and above) and members of State Boards, complete a climate action leadership training course.
3. Our Way of Working	
3.1 Report on the following in the Annual Report: - GHG emissions; - Implementation of the mandate; - Sustainability activities report; - Compliance with Circular 1/2020: Procedures for offsetting the emissions associated with official air travel.	3.1 Report on the following in the Annual Report of the public sector body: 3GHG emissions; 4Implementation of the mandate; 5Sustainability activities report; 6Compliance with Circular 1/2020: Procedures for offsetting the emissions associated with official air travel.
Using SEAI’s Public Sector Monitoring and Reporting System, public bodies are to report annually on implementation of the individual mandate requirements using a ‘comply or explain’ approach.	3.2 Using SEAI’s Public Sector M&R System, public bodies are to report annually on implementation of the individual mandate requirements using a “comply and explain” approach.
3.4 Implement Green Public Procurement (GPP), in line with the EPA Green Public Procurement Guidance and using GPP Criteria Search where appropriate. All public bodies shall: Cease using disposable cups, plates and cutlery from any public sector canteen or closed facility, excluding clinical (i.e., non-canteen healthcare) environments. Specify low carbon construction methods and low carbon cement material as far as practicable for directly procured or supported construction projects from 2023.	3.4 Implement Green Public Procurement, using the EPA Green Public Procurement Guidance and criteria/Office of Government Procurement’s online Green Public Procurement Criteria Search tool as resources. – See 3.9.1 – See 3.5.1



	<p>3.6 Construction</p> <p>3.6.1 Specify low carbon construction methods and low carbon cement material as far as practicable for directly procured or supported construction projects from 2023.</p> <p>3.6.2 Adhere to the best practice guidelines for the preparation of Resource and Waste Management Plans for construction and demolition projects for directly procured or supported construction projects from 2024.</p>
	<p>3.7 Food Waste</p> <p>3.7.1 Measure and monitor the food waste generated on premises from 2024, using a standardised approach to food waste measurement set out in the EPA Protocol/Pathway.</p> <p>3.7.2 All new contract arrangements related to canteen or food services, including events and conferences, to include measures that are targeted at addressing food waste, with a specific focus on food waste prevention and food waste segregation.</p>
	<ul style="list-style-type: none">• Paper• Review any paper-based processes and evaluate the possibilities for digitisation so it becomes the default approach. Eliminate paper-based processes as far as is practicable. Where paper must be procured, ensure that recycled paper is the default.• Measure and monitor paper consumption.
	<p>3.8 Water</p> <p>3 Provide suitable drinking water refill points for all staff and in any premises accessed by the public and measure and monitor usage of the refill points.</p>
	<p>3.10 Single Use</p> <p>3.10.1 Cease using disposable cups, plates and cutlery in any public sector canteen or closed facility, excluding clinical (i.e., non-canteen healthcare) environments, and in publicly funded advertising or broadcasting, where feasible.</p> <p>3.10.2 Progressively eliminate all single use items within the organisation and from events organised, funded, or sponsored.</p>
	<ul style="list-style-type: none">• Other Materials• Support Ireland's Producer Responsibility Initiatives in the collection and recycling of products.• Use waste collection services that are segregated into a minimum of 3 streams – residual/general waste, recycling waste and organic/biowaste.



4. Our Buildings and Vehicles	
<p>4.5 In relation to existing buildings:</p> <p>4 Large public sector bodies and sectoral groups with a large estate should commence a deep retrofit of at least one building in 2023 in pursuit of the 2030 51% target.</p> <p>5 All public sector bodies should develop a building stock plan, as defined in the EPBD, by end-2023 for retrofitting their building stock to meet CAP targets.</p> <p>6 As part of the building stock plan, public sector bodies should undertake data gathering and consider the long-term (to 2050) retrofit key performance indicators to upgrade all their building stock to Nearly Zero Energy Buildings (NZEB) or Zero Energy Buildings (ZEB) as outlined in the recast EPBD and Energy Efficiency Directive.</p> <p>7 In 2023, SEAI will work with sectoral groups with a large estate to develop a renovation target.</p>	<p>4.6 In relation to existing buildings:</p> <p>4.6.1 Public sector bodies and sectoral groups with a large estate should commence a deep retrofit of at least one building in 2024 in pursuit of the 2030 51% emissions reduction target. The planning of deep-retrofit building measures will be undertaken at sectoral level for homogenous sectors, e.g., in relation to the Civil Service, the OPW will plan the deep retrofit of Government Departments' building stock.</p> <p>4.6.2 Public sector bodies and sectoral groups with a large estate should develop a portfolio building stock plan (including determining the buildings necessary for their activities), in line with guidance published by SEAI, by end 2024 to mobilise large scale programmes towards meeting the Climate Action Plan targets.</p> <p>4.6.3 As part of the building stock plan, large public sector bodies and sectoral groups with a large estate should undertake data gathering and consider the long term (to 2050) retrofit key performance indicators to upgrade their building stock to Nearly Zero Energy Buildings or Zero Emission Buildings as outlined in the EPBD proposal and recast Energy Efficiency Directive.</p> <p>4.6.4 Small public sector bodies should include a basic building stock analysis or statement as part of their Climate Action Roadmap, in line with the guidance published by SEAI.</p>
<p>4.6 Procure (purchase or lease) only zero-emission vehicles from the end of 2022, enabling Ireland to go beyond the requirements of the EU Directive, amending Directive 2009/33/EC on the promotion of clean and energy-efficient road transport vehicles (EU Directive 2019/1161, the Clean Vehicle Directive) and act as an international leader in this area.</p> <p>An exception applies where the vehicle is exempt under European Communities (Clean and Energy-Efficient Road Transport Vehicles) (Amendment) Regulations (S.I. 381 of 2021)²². Public sector procurement contracts for delivery and haulage should specify zero emissions vehicles where possible.</p>	<p>4.7 Procure (purchase or lease) only zero-emissions vehicles from the end of 2022, enabling Ireland to go beyond the requirements of the EU Directive, amending Directive 2009/33/EC on the promotion of clean and energy-efficient road transport vehicles (EU Directive 2019/1161, the Clean Vehicle Directive) and act as an international leader in this area. An exception applies where the vehicle is exempt under European Communities (Clean and Energy-Efficient Road Transport Vehicles) (Amendment) Regulations (S.I. 381 of 2021). Public sector procurement contracts for delivery and haulage should specify zero-emissions vehicles where possible.</p> <p>4.7.1 As an enabler for the switch to zero-emissions vehicles and meeting Climate Action Plan targets, in 2024 public sector bodies with a vehicle fleet should develop a plan for installation of charging infrastructure in relevant locations. The plan should align installation of infrastructure with timelines for decarbonisation of the body's fleet. The plan should be included in the body's Climate Action Roadmap.</p>

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