

Hume City Council							
Project Tracking for Greenhouse Action Plan							
Greenhouse Action Plan Recommendation		Responsibility		Timeframe	Measure Required	Current Progress	
<b>1. Adopt a GHG reduction target of 10% on 2000 emissions by end of 2010.</b>							
Council to adopt the the emissions reduction target		Council		June 2011	10% Emissions reduction		Ongoing
<b>2. Establish a GHG emissions tracking system</b>							
Utility Tracker to be installed to track emissions		Engineering, Information Services, Finance		June 2009	Program installed and operating		Program has been installed. Completed
Undertake energy data tracking, including the maintenance of Utility Tracker		City Governance		Ongoing	Data recorded in Utility Tracker		Not started
Retrofit projects and new buildings to incorporate installing smart metering devices where appropriate		Projects & Contracts, Sustainable Environment		July 2009	No. of Meters installed and data available		Not started
AusFleet continue to be used to track and analyse fleet and plant use emissions for efficiency opportunities. (Carbon Navigator and Utility Tracker)		Services - Fleet		Ongoing	System measuring emissions and reporting		Currently ongoing
Carbon Navigator to be used to track Action Plan progress, amount of emissions reduction compared to footprint		Sustainable Environment		Ongoing	Program installed and operational		Program has been installed. Completed

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Staff travel to work method to be surveyed	Research	June 2010	Survey conducted	Initial survey has been completed. Follow up to be completed 2010 .
Commission an audit of the Sunbury landfill to ascertain greenhouse gas emissions for NGERs. Needs to be completed every 5 years.	Engineering (Waste), Sustainable Environment	October 2009	Audit conducted and report to NGERs as required	2009 audit completed. No current requirement to report to NGERs
Continue to monitor the composition of all waste being deposited at the Sunbury landfill	Engineering (Waste)	Ongoing	Emissions from Sunbury landfill measured	2009 Sunbury landfill audit has been completed.
Contract specifications to include the greenhouse emissions profiles of all contractors	Engineering (Tenders & Contracts)	June 2010	% of contractors including emissions profile	Not started
Prepare report for NGERs as required.	Sustainable Environment, Finance	Annually as required	Completion of reports	No NGERs report required. State of the Environment report completed
<b>3. Participation in regional and broader initiatives to reduce CO2 Emissions</b>				
Council to retain membership of NAGA	Sustainable Environment	Ongoing	Active participation in NAGA	Currently ongoing. Active participation within various working groups
Participate in other regional and state bodies on climate issues (MAV, ICLEI, Environs etc)	Sustainable Environment	Ongoing	Participation as relevant	Currently ongoing. Current active participation in TZNE.
<b>4. Monitor Changes within broader policy framework and advocate on behalf of Hume as appropriate</b>				

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Council to be kept abreast of policy changes and reviews. Report to Council as relevant.	Sustainable Environment	Ongoing	Council reports/ briefings as required	Ongoing
Prepare submissions as appropriate	Sustainable Environment	Ongoing	Submissions prepared	Ongoing
<b>5. Commit to Energy Hierarchy and focus resources on improving energy efficiency within Council operations for the duration of this action plan</b>				
Prioritise actions in accordance with use of the Energy Hierarchy.	Council	April 2009	Actions prioritised against the hierarchy	Not started
Use CarbonNavigator to assess and prioritise actions. Prioritisation of avoiding and reducing emissions.	Sustainable Environment	June 2009	Actions assessed and determined based on priorities	Currently being undertaken
<b>6. Investigate and trial micro energy generation systems within council facilities and support development of energy generation systems within Hume City</b>				
Commission a study into the feasibility and costs of solar generation at one of council's large sites.	Sustainable Environment	June 2010	Feasibility complete and reported to council	Not started
Continue investigation into the installation of a Cogeneration unit at the Broadmeadows leisure centre (BLC), including a connectivity study.	Sustainable Environment	December 2009	Connectivity study complete	Not started
Install and monitor cogeneration unit at BLC.	Sustainable Environment, Leisure & Youth Services	December 2010	Cogeneration unit installed	Not started

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Keep abreast of new technologies and trial as appropriate.	Sustainable Environment	Ongoing	3 new technologies trialled and reported on	Not started
<b>7. Consider the installation of large scale distributed energy projects; the purchase of green power; and carbon offsets in the new action plan</b>				
Monitor the CPRS and consequent mechanisms for voluntary action for emission reductions and their effectiveness compared with other actions. (Eg. Buying permits)	Sustainable Environment	December 2010	CPRS influence on voluntary outcomes reported to Council	Currently undergoing analysis
Investigate opportunities, where relevant for adopting the next stages of the energy hierarchy.	Sustainable Environment	December 2010	Opportunities identified	Not started
<b>8. Council to prepare a communications plan to be used in partnership with abatement measures</b>				
Develop a communications plan.	Sustainable Environment, Marketing & Comms	June 2009	Communications Plan improved	Draft plan completed
Implement the methodology of the communications plan as the abatement measures are delivered.	Sustainable Environment	Ongoing	Communications Plan delivered	Not started
<b>9. Prepare a staff education plan to achieve required behavioural change</b>				
Develop and education and behaviour change plan.	Sustainable Environment, Marketing & Comms	December 2009	Education Plan completed	SED has developed the program. To be launched on the 4th Mar.

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Implement the methodology of the education plan as the abatement measures are delivered, targeting the behaviour change required.	Sustainable Environment	Ongoing	Education Plan implemented	Not started
<b>10. Establish an 'equipment efficiency' fund that enables all new/replacement equipment to meet minimum energy performance</b>				
Produce a MEPs for Council.	Sustainable Environment	December 2009	MEPs produced	Not started
All new equipment requests and replacements to be assessed under the Hume MEPs.	Sustainable Environment, Services (property admin)	Ongoing	All new equipment meets the MEPs.	Not started
<b>11. Ensure Energy Efficient Design is considered in all new building projects</b>				
Specifications for all new large sites to include 5 star Greenstar in key selection criteria.	Projects & Contracts Management	Ongoing	Greenstar criteria included in Key Selection Criteria for smaller buildings	Not started
Trial the use Of the Sustainable Design Scorecard (SDS) on 3 small sites capital works projects.	Sustainable Environment, Projects and Contract Management	December 2009	3 sites trialled and scorecard considered for ongoing use.	Not started
<b>12. Monitor and progressively improve the efficiency of the Hume Administration Building (HAB)</b>				
Establish an internal working group that investigates operational issues that arise within the new HAB.	Director - City Infrastructure (Or delegate)	June 2009	Working Group established	Not started

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Communicate the results of the Post Occupancy Evaluation (POE) internally through the Intranet and Hume people.	Hume Council Working Group	June 2009	Results communicated to Hume staff	Not started
Continue to track the energy use of the HAB through the web enabled smart meter and utility tracker.	Sustainable Environment, Hume Council Working Group	Ongoing	Energy tracked within the HAB	Not started
Working group to establish an education plan that targets behaviours which contribute to a higher energy use in keeping with the education plan for the GAP.	Sustainable Environment, Hume Council Working Group, Marketing and Comms	June 2010	Education Plan established	Not started
<b>13. Retrofit 3 leisure/aquatic centres in accordance with energy audit findings</b>				
Establish works program based on audits conducted in 2008 that integrates with upcoming capital works and maintenance programs.	Sustainable Environment, Leisure & Youth Services, Services (Property)	June 2010	3,800t of GHG abated over GAP life.	Currently undergoing testing to analyse which products to install.
<b>14. Undertake an Energy Audit of the GLC and retrofit in accordance with findings</b>				
Consultants conduct audit of GLC.	Sustainable Environment, Services (Property)	December 2009	Audit conducted of the GLC	Ironbark Sustainability have completed audit
Prepare and implement a works program for implementation based on the recommendations made during the audit.	Sustainable Environment, Projects and Contract Management, Services (Property)	June 2011	Works program for the GLC delivered	Works Program developed. Implementation as part of 2010/11 budget
<b>15. Improve the energy efficiency of small sites through audit and subsequent retrofit</b>				

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Liaise with contractors and property services regarding the audit recommendations that relate to maintenance issues.	Sustainable Environment, Leisure & Youth Services, Services (Property)	June 2009	Maintenance schedules align with the objectives of the GAP	Ongoing
Conduct audits of small sites (by responsible department) with internal staff and consultants (specific expertise). Emissions reduction recommendations made in audits.	Sustainable Environment, Leisure & Youth Services, Family and Children's Services	December 2009	Audits completed for top 10 small site energy users, across all facility types	Pilot program of small sites audit completed
Prepare and implement an infrastructure works program for small sites with an emphasis on actions that can be rolled out at many sites.	Sustainable Environment, Projects (Contracts), Services, Leisure & Youth, Family & Children Services	June 2011	Infrastructure Works program delivered	Ongoing
Carry out actions from education plan that relate to behaviour change in small sites.	Sustainable Environment, Leisure & Youth Services, Family and Children's Services	July 2010	Education Plan implemented	Ongoing
<b>16. Council will, as policy, accept and install only standard poles and energy efficient fittings for all new streetlights</b>				
Prepare a policy for council consideration regarding the acceptance of only standard poles for street lighting.	Sustainable Environment & Subdivisions	December 2009	Council agrees to only accept standard poles for street lighting	Policy currently being developed
<b>17. Investigate mechanisms to install energy efficient fittings across the city at the 2011 bulk changeover.</b>				
Report to council on the business case for a bulk change over to T5's.	Sustainable Environment	September 2009	Business case considered by council.	Business case tabled at council
Continue to advocate to State Government for legislation that directs the electricity distributors to periodically update street lighting technology.	Sustainable Environment & Director City Sustainability	Ongoing	Submission to State Government, Participation in high level working groups	Council part of advocacy group. Advocacy Ongoing.

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<p><b>18. Compile a register of council's reserve lighting to identify potential opportunities for more efficient lighting and consideration of lighting needs</b></p>				
<p>Conduct an audit of council owned public lighting</p>	Sustainable Environment, Infrastructure Planning	September 2009	Audit completed to inform reserve lighting efficiency options.	Audit currently underway. Carried out by Ironbark Sustainability
<p>GIS integration, safety assessment and installation of tags to meet asset management requirements arising out of original audit.</p>	Infrastructure Planning (Project Management), Consultant	June 2010	Audit undertaken of council owned public lighting	Audit completed by Ironbark Sustainability
<p><b>19. Commit to a fleet of vehicles with average emissions of no more than 175g/km (passenger) and 185g/km (operational)</b></p>				
<p>Vehicles replaced to meet emissions targets of 175-185g/km, with exceptions given for operational concerns. Council to cost private contributions favour low emission cars.</p>	Services (Fleet)	Ongoing	25% of light fleet vehicles to meet target by June 2010. Fleet policy adjusted accordingly	Fleet Policy updated. To be considered by EMT/Council
<p>Continue to update 'Green Vehicle list' as new vehicles that meet the target become available</p>	Sustainable Environment, Services (Fleet)	Ongoing	Green Vehicle list updated.	List updated
<p>Trial new vehicles as the become available.</p>	Services (Fleet)	Ongoing	At least 5 new cars trialled every year.	Ongoing
<p>Undertake review of fleet policy and operations, investigating the nature of trips, vehicle requirements and impact on emissions. See GAP of further details of review.</p>	Services (Fleet)	June 2010	Fleet policy changed to reflect efficiency needed in fleet.	Fleet Policy updated. Efficient CO2 targets implemented.
<p><b>20. Consider heavy fleet replacements that maximise the opportunity for reductions in emissions, on a case by case basis.</b></p>				



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Continue to review heavy fleet and trial new vehicles in an ongoing basis to determine their suitability	Sustainable Environment, Services (Fleet)	Ongoing	At least 2 new vehicles trialled in heavy fleet each year.	Ongoing
Further investigate alternative fuel sources, including compressed natural gas (CNG)	Sustainable Environment, Services (Fleet)	June 2011	Report of suitability and availability of CNG.	Not started
<b>21. Review the schedules and operational use of heavy fleet to identify opportunities for greater efficiencies</b>				
Review the heavy fleet operational routes to determine if the greatest efficiency is being achieved while out on duty.	Services (Fleet)	December 2009	Fleet operational routes reviewed	Not started
<b>22. Continue to monitor the composition of all waste being deposited in Riddell Rd landfill</b>				
Monitor municipal waste (by stream) being deposited at the Riddell Rd landfill to roughly determine associated greenhouse emissions.	Engineering (Waste Management)	Ongoing	Monitoring undertaken	Ongoing
Have an audit conducted each year that provides the amount of greenhouse gas emissions produced by the Riddell Rd landfill for reporting to NGERs.	Engineering (Waste Management)	Ongoing	Annual report produced on GHG emitted by Riddell Rd landfill	2009 Audit completed by Golder Associates
<b>23. Continue to generate energy from methane at landfills wherever possible</b>				
Liase with Bolinda Rd landfill operators and Engineering about the future of electricity generation from methane in Hume.	Sustainable Environment, Engineering (Waste Management), Bolinda Rd landfill operators	June 2009	Electricity generation from methane to be maximised.	Not started