

<OPTIONAL – AGENCY LOGO>

## Energy Smart Government



## Energy Management Plan (EMP)

<AGENCY>  
<AGENCY ADDRESS>  
<AGENCY TELEPHONE>  
<AGENCY EMAIL>

<DATE>

Please insert your agency details above and note that agency references throughout this document will also need to be updated.

Note that all orange text is for assistance and should be deleted from the final plan.



Government of **Western Australia**  
Sustainable Energy Development Office

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## Introduction

In keeping with our corporate policy of continuous improvement, the <AGENCY> is committed to responsible energy management and will practice energy efficiency throughout all premises, plant and equipment, wherever it is cost effective to do so.

This document signifies the <AGENCY>'s commitment to responsible management of energy consumed in the provision and delivery of its services, in line with the principals of the Energy Smart Government program. Required energy information will continue to be reported using the online software tool OSCAR (Online System for Comprehensive Activity Reporting), made available to State Government agencies at no cost.

## Objectives

- To continue the Government's commitment to reduce the cost of services and manage global climate change by increasing energy efficiency in support of the Energy Smart Government program.
- To establish core business processes to conserve energy through:
  - Measurement – accurately reporting energy cost, consumption, and related information into OSCAR;
  - Behaviour – making staff accountable for energy consumption in their areas through awareness and education campaigns; and
  - Technology – considering the life cycle costs of all new plant and equipment.
- To implement energy conservation measures through an Action Plan.



## Resources

### ***Energy Executive***

For maximum benefit, energy management must be applied over the whole of the agency's operation. An Energy Executive has been appointed to raise the importance of energy management within the <AGENCY> and network with other management levels within the organisation. The Energy Executive is accountable for the reporting of accurate information as required by the Energy Smart Government program.

Energy Executive:

Name	Position	Signature

(Note: The Energy Executive should, ideally, be part of the corporate executive. Senior experience in a managerial role with proven program implementation and management skills is essential.)

### ***Energy Smart Government – Primary Contact***

A Primary Contact for the Energy Smart Government program has been appointed by the <AGENCY>. Responsibilities include:

- Coordinating energy reporting into the energy reporting system (OSCAR)
- Managing other users of the energy reporting system (OSCAR)
- Receiving program updates

Energy Smart Government – Primary Contact:

Name	Position	Signature

(Note: The primary contact is a first point of contact for both the agency and the Energy Smart Government program. The primary contact can be the Energy Executive or another member of the energy management team.)

### ***Energy Management Team***

An Energy Management Team has been established within the <AGENCY> to encourage leadership and to identify and drive energy efficiency initiatives. The team will provide an integrated organisation-wide response to energy conservation and report through the Energy Executive to the Chief Executive Officer.

Energy Management Team members:

Name	Position	Signature

(Insert other rows as necessary)



(Note: To be most effective, the team should be diversified and have representation from all areas of the agency. The Energy Executive and Primary Contact should be members of the team. Examples of initiatives for the team include implementing staff training and awareness programs, energy saving capital investment projects and ensuring that accurate energy consumption information is reported as part of the Energy Smart Government program.)

## **Vision – Energy Conservation and Efficiency**

The <AGENCY> has determined that the highest energy consuming sections of our organisation are:

- List highest energy using sections...

(For example: office lighting and power, bore use for watering, hospitals.)

Opportunities to conserve energy in the agency sections above may yield the best results. The areas of measurement, behaviour and technology are identified as key areas to explore in order to realise ongoing energy consumption and cost savings.

### **Measurement**

Accurate measurement and monitoring provides a foundation for achieving results as results must be measurable. The following opportunities are being pursued, or have been identified, to enhance energy measurement within the <AGENCY>:

- List energy measurement and monitoring opportunities...

(For example: collection and appropriate filing of energy bills, energy audits, benchmarking and reduction targets, additional energy metering and sub-metering, staff voluntarily reading energy meters in their areas, quarterly energy reports to the corporate executive.)

### **Behaviour**

Promoting energy conservation and energy efficient behaviour increases staff education and awareness and can lead to significant savings at minimal cost. The following opportunities are being pursued, or have been identified, to enhance staff awareness and education on energy efficiency:

- List staff education and awareness opportunities...

(For example: Energy efficiency promotion on staff induction documents, energy consumption information displayed on the office intranet, allowing interested staff 2 hours each month to explore energy conservation opportunities at work, energy saving competitions between areas.)

### **Technology**

Utilising energy efficient technology and using existing equipment more efficiently can provide significant long-term savings. Energy efficient products generally have higher up-front costs with the benefit of savings in reduced ongoing energy costs. An energy efficient product can be the most economical choice when costs are factored over the product's lifetime.



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The following opportunities are being pursued, or have been identified, to improve the efficiency of equipment and/or increase the use of energy efficient technology:

- List energy efficient technology opportunities...

(For example: de-lamping light fittings in areas with excess light, utilising the 'sleep' mode on unattended office computers, incorporating energy efficiency and life cycle cost considerations into all procurement decisions and tender processes, modifying air conditioning temperature set points, incorporating energy efficiency into new building and fit-out design.)

## Target

Historically, the Energy Smart Government program included absolute energy reduction targets. However, an absolute energy reduction target (i.e. based on change in total energy consumption) does not account for agency growth and contraction. In this new phase of the Energy Smart Government program, agencies are encouraged to set their own performance based targets.

Two popular performance indicators that are already reported for many facility types are energy use per person and energy use per square metre (MJ/m<sup>2</sup>). The Energy Smart Government report also includes details of energy use per full time equivalent employee (MJ/FTE) for each agency.

Your agency is encouraged to set a performance based target that extends to 2011/12.

### Target Example

"Over the period 2007/08 to 2011/12, the <AGENCY> will strive to achieve an average reduction in energy use per full time equivalent employee (MJ/FTE) of 6% relative to 2006/07."

Please contact the Sustainable Energy Development Office for advice and assistance in regard to setting a meaningful and achievable energy efficiency target for your agency.

## Action Plan

A flexible action plan for implementing energy efficiency opportunities has been developed. Progress on the actions within the following plan will be reviewed by the Energy Executive on a quarterly basis.

List the actions your agency will take to realise the energy efficiency opportunities identified above.

Item No	Site	Action	Estimated Energy Savings	Completion Date	Status



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*(Insert other rows as necessary)*

## Senior Management Commitment and Sustainable Energy Development Office Acceptance

Government Agency Commitment to Energy Management Plan			
The <AGENCY>:			
a)	Will ensure that energy use and associated data is reported by 31 August each year for the previous financial year.		
b)	Will implement the energy saving measures stated in the EMP and ensure its employees and contractors assist in implementing these actions		
c)	Acknowledges that the Sustainable Energy Development Office may comment on the EMP and/or request additional information relating to the EMP		
d)	Acknowledges that the Sustainable Energy Development Office will monitor the EMP		
e)	Will ensure that appropriate staff members are appointed into the roles of Energy Executive, Energy Management Team and Energy Smart Government - Primary Contact and will ensure that new appointments are made if any staff members with responsibilities that relate to the EMP change duties		
Name			
Position	<Chief Executive Officer/ Managing Director/ Director General>		
Signature		Date	
Sustainable Energy Development Office acceptance of Energy Management Plan			
The Sustainable Energy Development Office has reviewed and accepted the EMP.			
Position	Executive Director, Sustainable Energy Development Office		
Signature		Date	
Document Reference:			

