

SAMPLE ENERGY MANAGEMENT POLICY (FULL VERSION)

Introduction

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

The <Agency Name> agrees to meet the requirements of the Energy Smart Government Program. The <Agency Name> will focus on achieving the objectives of this policy statement through implementation of energy management projects that minimise the economic burden on the organisation through the adoption of efficient environmental and financial management strategies.

Purpose

This policy signifies the <Agency Name>'s commitment to control the level of energy consumed in the provision and delivery of its services by realising ongoing savings in agency energy operating budgets and to quantify and publicly report on those savings and the consequent greenhouse gas emissions.

Objectives

The <Agency Name>'s long term objectives are:

- To reduce dependence on fossil fuels by at least 12% by June 2007 through energy conservation and efficiency practices.
- To reduce expenditure on energy by investing in cost-effective plant and equipment upgrades that has a simple payback return on investment of 5 years or less.
- To reduce pollution, particularly CO₂ emissions, by exploring options to source energy from less greenhouse intensive sources.
- To buy energy at the most economic cost.

Action Plan

An Energy Management Team will be established at the <Agency Name> to identify and drive energy efficiency initiatives and to provide an integrated organisation-wide response to energy management. The team will be responsible for identification and implementation of energy efficiency practices and projects through an Action plan.

The action plan will include details of energy management activities that will be developed and undertaken by the <Agency Name> during the year. Key activities contained in the action plan are:

- Development of internal communications strategy to raise staff awareness of energy use will be developed and commenced.
- Establishing an energy database that allows for collection, monitoring and reporting of all data on energy consumption, energy costs, energy savings and key performance indicators.
- Developing an energy efficient purchasing policy for office equipment, office accommodation and for energy sources.
- Formulating a program of energy efficient upgrades including costs and timing of all work over a two year period

Accountability and Structure

While the Chief Executive Officer will have ultimate responsibility for energy management, the formulation and implementation of the energy policy will be delegated to the Energy Management Team. The Chief Executive Officer will appoint an Energy Executive who will also chair the Energy Management Team. The team will comprise a representative from each division of the <Agency Name> and the Energy Executive will manage its activities.

The Energy Management Team will report to the Corporate Executive on a bimonthly basis on the energy performance of the <Agency Name>. This report will include details of energy consumption, key performance indicators and progress on energy management activities initiated by the <Agency Name>.

All staff have a responsibility for energy management since they all use energy. All staff should report wasteful activities and have an obligation to ensure energy consumption in their area is minimised.

Resources

The number of staff and contractors employed in energy management will depend on what is required to complete the tasks listed in the Action Plan. The Energy Executive is expected to seek out funding opportunities available to achieve the policy objectives.

Review

Energy management activities will be subject to ongoing review. The Energy Management Team will review the policy and action plan on a regular basis and present recommendations for changes to the Corporate Executive for their consideration.

An annual report on energy use will be prepared by the Energy Management Team for presentation to the Corporate Executive. The annual report will also be circulated to senior management and a summary included in the <Agency Name> Annual Report.

The <Agency Name> will monitor and report on energy and greenhouse gas emissions attributable to its operations and provide these figures to SEDO for inclusion in a whole of government report.

Chief Executive Officer
<Agency Name>

Date