



10 STEPS TO IMPLEMENT ENERGY SMART GOVERNMENT

There is a formula that will enable you to successfully implement an energy management program within your agency. These ten steps will provide the basic information you need. They are not hard and fast rules but should be considered as a template for a more tailored strategy that is your energy smart management plan.

Step 1. Organise management resources: Establish commitment from senior management, including specific accountability for energy management, budget allocation of financial and staff resources, and documented reporting procedures.

Step 2. Appoint an Energy Executive: Appoint an Energy Executive from senior level staff. The Energy Executive's duties include overall program coordination and reporting to senior management. The Energy Executive can come from any discipline within the agency. Personal commitment and Executive support are essential requirements to fully embrace the position.

Step 3. Develop an energy smart management policy: The energy management policy should include Energy Smart Government program outcomes, targets, key performance indicators, an action plan, resource budget, and an organisational description of staff duties.

Step 4. Prepare an action plan: Develop a timetable for staff training and for implementation of the actions identified in your energy assessment. The action plan should be divided into short, medium and long term payback periods, capital expenditure and energy, cost and greenhouse savings.

Step 5. Benchmark, monitor and report on energy use and expenditure: Establish an information system to collect, analyse and report on energy use and expenditure, fuel use and greenhouse gas emissions. This can be phased in but the priority is to establish benchmarks prior to efficiency initiatives being undertaken. This will enable you to measure the success of your program.

Step 6. Raise awareness of staff: Your program is unlikely to succeed without the support of staff. Maintaining motivation of staff is crucial and communicating the program strategy and results of initiatives will help achieve this. Providing staff with a sense of ownership through training and recognition for energy saving initiatives will also encourage them to contribute to the program.

Step 7. Undertake an energy assessment: An energy assessment will identify cost effective initiatives to reduce energy consumption across your agency. Having your energy bills examined will help determine the level of assessment appropriate. A good assessment will include recommendations, including energy and cost savings and pay back periods for energy saving initiatives.

Step 8. Undertake and monitor actions: Implement projects according to the priority attached in the action plan. Monitor the progress of each project to ensure that budgets are maintained and projected energy and greenhouse savings are achieved within the targeted time frame.

Step 9. Review the results: Review energy consumption regularly. This should be tabled and regularly reported to and considered by management. The results should also be communicated to staff to help maintain staff awareness and encourage ongoing commitment to the program.

Step 10. Annual review and reporting: Your energy management plan and in particular your action plan should be reviewed on a regular basis. Regular examination of the items on the plan may see a change in priority as the benefits of longer term projects increase. Reporting your agency's achievements in your annual report and to SEDO each year is a requirement of the Energy Smart Government program and can be considered as a way of raising the corporate and environmental profile of your agency.