

Greener Live Performances *through energy efficiency*



Management Guide

Writing an Energy Policy





Australian Government
Department of Industry

This Activity received funding from the Department of Industry as part of the Energy Efficiency Information Grants Program.

The views expressed herein are not necessarily the views of the Commonwealth of Australia, and the Commonwealth does not accept responsibility for any information or advice contained herein.

Introduction

With rising energy prices, reducing energy consumption is no longer solely an environmentally focused objective for businesses. In fact, for most venues energy consumption is one of the greatest operating expenditures. This resource has been developed for live performance venues that are ready to make the first step towards reducing their energy consumption by setting a clear direction for their commitment to energy efficiency.

An Energy Policy can be a standalone document or part of an existing framework such as an Environmental Policy. This resource serves as a management guide to develop a standalone Energy Policy for your venue.

What is an Energy Policy?

One of the first steps towards effective energy management is to develop an Energy Policy, which is a documented commitment to addressing energy efficiency in your venue.

An Energy Policy is a statement of intent that establishes an overall sense of direction. It sets goals regarding the level of responsibility and performance required of the company, against which all subsequent actions will be judged. An Energy Policy sets the directive and basis on which the Energy Management Plan or Strategy is developed and is the key document informing staff, patrons and other stakeholders of the organisation's commitment to energy management. Typically, an Energy Policy is a short and succinct document that is no more than two pages long. The Energy Policy should cover all aspects of energy production (where applicable¹), distribution and consumption and should link to other environmental policies, primarily waste and water management. This Policy must be approved by senior management and endorsed by the CEO. For venues that are owned by the local government, such a policy would have to be developed and endorsed by Council.

A formally documented Energy Policy expresses your energy efficiency aims, and should consist of three parts:

1. An official and public statement of your organisation's commitment to reduce energy consumption including your achievements to date and your planned actions.
2. Clear specification of targets for the next 12 months including responsibilities and monitoring and reporting procedures.
3. An Energy Management Plan to guide your energy efficiency practices and implement the actions set out in the policy. The plan should include setting detailed cost reduction targets, timetables and budgetary limits to achieve these aims, allocation of appropriate resources and annual review procedures.

The most effective approach is to have the policy expressed as a formal, written declaration of commitment, accompanied by a set of specific targets. An Energy Management Plan should be established as a separate document including an action plan detailing the approach, responsibilities and timeframes for meeting the targets. This resource primarily focuses on writing the actual Energy Policy, but provides guidance on the steps required to turn your policy into actions.

¹ That is if your venue generates power on-site (e.g. solar panels) or if you purchase green power through your energy provider.

Why Should Your Venue Have an Energy Policy?

An Energy Policy is the foundation for effective energy management. There are a number of benefits to having an Energy Policy.

These include:

- ③ Gaining senior management support through a formal process can ensure that appropriate time and resources are allocated to succeed.
- ③ Ensuring that everyone has a stake in the policy helps to build good relations across teams/departments within the organisation that can influence the implementation.
- ③ A formal policy can help to dispel misconceptions that energy conservation measures result in loss of amenity to customers.
- ③ Ongoing motivation and education are keys to the success of your energy management program that can be reinforced through an Energy Policy.
- ③ A formal policy encourages participation and cooperation of staff and management. Many barriers to change in environmental sustainability, and particularly energy efficiency, are people issues rather than technical ones, and the benefits of staff and management engagement should not be underestimated.
- ③ A policy should stipulate how you intend keeping staff involved in energy saving activities and raising individual awareness of excessive energy consumption related issues. This will result in a boost to staff morale and pride as people are made to feel part of a solution.

Writing an Energy Policy

Before writing an Energy Policy, take the time to consider responses to the following questions. Your answers provide the key information required and will feed directly into the Energy Policy template provided over the page.

To give you an indication on the type of information required the Sample Policy includes a number of examples.

1. What is the name of your venue (and the name of your parent company/ Council if relevant)?

2. Please describe the scope of your venue including its key operations and facilities.

3. What steps are you already taking to address energy efficiency in your venue and what have you achieved so far?

(e.g. any upgrades or newly acquired equipment that improved your energy efficiency, any steps that have led to a better understanding of your energy consumption or to a reduction. Also indicate if your venue produces any energy on site or purchases green power through your energy provider)

4. What steps are you planning to take in the future?

(e.g. any planned upgrades/ equipment acquisition or the implementation of broader energy saving measures across your venue)

5. In your own words, what would you like to have achieved in 12 months from now?

(Be as concrete as possible and include specific targets such as energy consumption reductions in %, \$ or kWh figures)

6. Who is the main point of contact in your venue driving these energy efficiency measures?

(This may be an individual or a dedicated team)

7. What are the monitoring and reporting procedures in place?

8. How will you communicate this to staff and get them involved?

Sample Energy Policy

(INSERT NAME) ENERGY POLICY

Following consideration of the importance of effective energy management and a commitment to environmental sustainability, (Q1-INSERT VENUE NAME) is striving to reduce its energy consumption. (Q2-BRIEFLY DESCRIBE SCOPE OF YOUR VENUE).

EXAMPLE: VENUE XYZ is a contemporary multi-arts, dining and conference venue and has a total of four performance spaces hosting an average of 200 performances a year. Key-onsite facilities include a bar and a small retail shop.

(Q3-INSERT PARAGRAPH DESCRIBING YOUR CURRENT APPROACH TO ENERGY EFFICIENCY AND YOUR ACHIEVEMENTS TO DATE)

EXAMPLE: Venue XYZ actively monitors its energy consumption through a Building Management System and has recently changed its foyer lighting to LED resulting in a reduction of x kWh/ year and x \$/per energy bill.

OR

EXAMPLE: Over the past year, Venue XYZ has decreased its energy costs by x% and the venue's investment in energy efficient technologies has increased by x%.

(Q1-INSERT VENUE NAME) commits to continually improve its environmental sustainability performance through implementing energy efficiency measures. (Q4-INSERT BRIEF DESCRIPTION OF THE STEPS YOU ARE PLANNING TO TAKE).

EXAMPLE: Venue XYZ plans a number of retrofits to improve energy efficiency in the near future. This includes changing its auditorium lighting to LED as well as installing motion sensors in dressing rooms and other less frequently used spaces to ensure that lights and air-conditioning are turned off when not required.

(Q1-INSERT VENUE NAME) will comply with all relevant legislation and regulations. We strive to achieve (Q5-OUTLINE YOUR GOALS INCLUDING SPECIFIC TARGETS AND COMMITMENTS).

EXAMPLE: By next year Venue XYZ aims to reduce its energy costs by x%. In order to achieve this, Venue XYZ has detailed actions and responsibilities in its Energy Management Plan that will guide the implementation of energy efficiency measures.

We have appointed the (Q6-INSERT NAME/POSITION OF CONTACT) as the Energy Manager/ Energy Management Team, who has responsibility for ensuring ongoing energy efficiency, which includes recording and monitoring of progress and implementing identified energy efficiency measures. (Q7-INSERT A BRIEF DESCRIPTION OF THE MONITORING AND REPORTING PROCEDURES IN PLACE).

Special consideration will be given to inform and educate staff about their responsibility and part in meeting our targets. We encourage staff to present our commitment to energy efficiency to our patrons, suppliers, contractors, and production and touring companies. (Q8-INSERT HOW YOU WILL INVOLVE STAFF).

SIGNED

(NAME, POSITION e.g. Chairman of Directors, CEO) (INSERT DATE)

NOTE: This policy is a public document to be on display, a copy may be given to anyone. The organisation invites staff, landowners, patrons and the community to suggest ways to further achieve best practice energy efficiency. This policy will be reviewed by the end of each year.

Taking Action

An Energy Policy on its own does not deliver energy savings.

Once your Energy Policy is formally adopted it is time to take action and develop an Energy Management Plan. This is a more comprehensive document outlining specific energy management objectives and targets along with the approach for achieving these. Key to this document is an action plan providing a clear allocation of responsibilities and timeframes for the delivery of the policy actions.

To generate a core structure for your action plan you can use the LPA “Greenhouse Gas Estimator” tool, which has been specifically designed for live performance venues. This tool allows you to compare the energy efficiency of your venue with baseline and best practice data of venues similar to your own in terms of size, available energy mix and climate zone.

Key performance indicators demonstrating CO₂ production, energy costs, and energy usage per square metre of your venue will help you to assess where you stand in terms of energy efficiency. This may help you in setting targets for your venue. Throughout the data entry process, you will be asked a series of questions about your venue’s energy, CO₂ and sustainability practices. Your answers to these questions will automatically generate a tailored action plan for your organisation.²

This action plan can serve as a basis to prioritise actions and assign responsibilities to ensure commitments and targets are met.

² The GHG Estimator Tool is available at: calculator.liveperformance.com.au

Common Challenges

Energy management requires an active approach involving input from a range of people and departments.

It is imperative that the Energy Policy, marking the foundation of effective energy management, is formally adopted and ratified in your venue. The key challenge is to ensure that the policy is a living document that is updated regularly and understood by staff.

Common challenges around Energy Policies include the following:

- ⊗ Management endorses the policy but then does not actively support it;
- ⊗ The policy is not succinct and does not provide a clear direction;
- ⊗ The policy lacks specific targets and commitment that are needed to drive change; and
- ⊗ A policy alone will not deliver any outcomes – an Energy Management Plan with a strategy to ensure delivery is crucial.

Further Reading

A number of resources developed as part of the Greener Live Performances through Energy Efficiency Initiative may be helpful to you in writing your Energy Policy and compiling an Energy Management Plan.

These include:

- ⊗ The LPA Energy Efficiency Checklist for live performance venues may help you in identifying key areas that require action.
- ⊗ The LPA Building Management Systems Information Kit for live performance venues contains key information about improving energy efficiency through existing or newly implemented Building Management Systems.

To identify specific areas and equipment that may require action, the following LPA resources may help you:

- ⊗ A Fact Sheet on Improving Lighting Efficiency across Public Areas of Live Performance Venues
- ⊗ A Design Guide on Energy Efficient Stage Lighting
- ⊗ A Design Guide outlining Retrofitting Options for HVAC Systems in Live Performance Venues

All LPA resources are available at http://liveperformance.com.au/greener_live_performances/venue_resources_0.

In addition, the Carbon Trust has published a comprehensive guide to Energy Management, which is available at: http://www.carbontrust.com/media/13187/ctg054_energy_management.pdf.