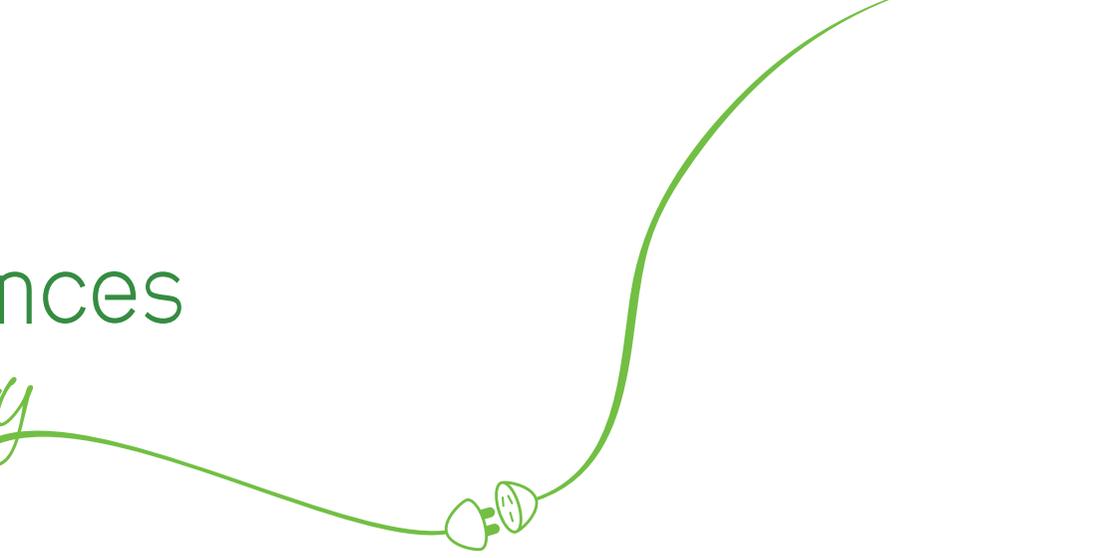


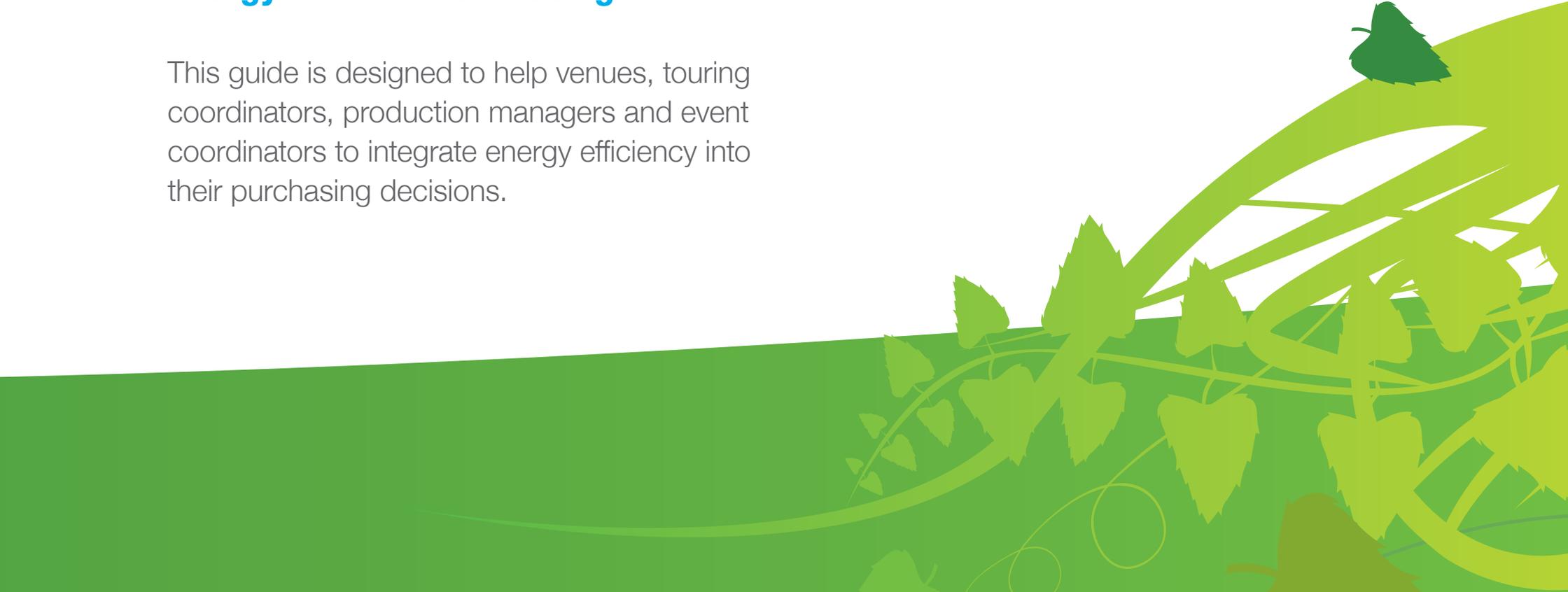
Greener Live Performances *through energy efficiency*



Management Guide

Energy Efficient Purchasing

This guide is designed to help venues, touring coordinators, production managers and event coordinators to integrate energy efficiency into their purchasing decisions.





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Process for Integrating Energy Efficiency into Live Performance Procurement



Introduction

The environmental impact of events and productions can be significant but the thoughtful purchasing of products, supplies and equipment can reduce or remove these impacts entirely. As well as better protecting the environment; the achievement of improved energy efficiency outcomes will also free-up tight budgets.

This guide outlines steps to take to develop a process for engaging suppliers to help to achieve better energy efficiency outcomes.

The Guide includes:

- The importance of creating a purchasing policy that integrates energy efficiency objectives
- Communicating your energy efficiency commitment to suppliers
- Supporting suppliers in their bid to meet energy efficiency purchase criteria
- Sample contract for a tender of supply

Purchasing Policy = Energy Efficiency

The development of a purchasing policy is an effective step in managing the energy efficiency of the live performance equipment supply chain.

Oftentimes energy efficiency is thought of as a process of better managing equipment already in place, but to achieve significant efficiency gains it is vital for performance venues, production companies and event coordinators to consider the energy efficiency of equipment at the time of initial purchase.

A purchasing policy can assist company personnel to achieve desired energy efficiency goals by providing documented purchasing processes and outlining efficiency criteria for consideration.

When creating a policy, consider the following aspects for inclusion:

- ④ Energy efficiency purchasing objectives - clearly stating the energy related intentions of the production or event.
- ④ Establishment of a 'preferred products' list, which may or may not include a list of consumables suppliers. This list ensures that the most energy efficient products are sourced when ordering.
- ④ Incorporate sustainable procurement criteria into all purchase agreements, starting with those that are high spend, have a high-energy impact or are easily influenced.
- ④ Award new purchase agreements on the basis of value for money and whole life operation/costing, not the lowest price; energy efficient products will have lower operating costs over the whole life cycle.
- ④ Regularly review purchases to assess impact regarding emissions to air and water, waste to landfill, resource use and environmental quality.

Communicate Commitment

Communication is a vital function in the successful integration of achievable energy efficiency outcomes for venues, festivals, tours and productions.

It is therefore important to develop and implement an Energy Efficiency Policy which can be used to communicate to internal stakeholders the important role they play in achieving desired efficiency outcomes.

For maximum benefit, the Energy Efficiency Policy should be shared with product and service suppliers embedded in the production/event supply chain. This way suppliers receive the same communication as internal stakeholders and subsequently become part of the larger 'green team' working towards common energy efficiency goals.

Refer to the Energy Efficiency Policy guide for further information.

Essential Criteria

- ⊗ Must reduce energy costs without sacrificing quality and delivery.
- ⊗ Must demonstrate leadership in their area of expertise.
- ⊗ Must reduce greenhouse gas emissions and other environmental impacts.

Work With Suppliers

Establishing an open and honest relationship between key purchasing staff and suppliers is critical to achieving energy efficiency goals. New efficiency requirements can affect the type of product usually provided by suppliers therefore requiring them to change their processes, services and possibly products.

An open and transparent relationship with suppliers is essential. Understanding their goals and future objectives will often open opportunities for expanded service supply or the development of new and innovative equipment that transfers to improvements for the live performance industry as a whole.

The process to engage suppliers in the new energy efficiency conversation will require initial review and research. It is important to determine:

- ⊗ Which suppliers pose the greatest risk to the environment (with associated implications for regulatory, financial and reputation risks)?
- ⊗ Whether some suppliers may be unfairly disadvantaged by the initiatives, for example, smaller suppliers.
- ⊗ Who can provide the greatest efficiency and cost savings or have the capacity to source and supply cost-effective energy efficient products?
- ⊗ What are the best means to effectively engage and communicate with suppliers?

Suppliers may need to be convinced of the advantages of taking energy efficiency measures, which might include, for example, preferred supplier schemes in the form of higher rates or longer-term contracts.

Involving suppliers early will help to reduce anxiety about changes that could affect their business and give them lead time to prepare for implementation of the new Energy Efficiency Policy.

Always seek feedback from suppliers as a 'reality test' to policy changes that play a major role in shaping purchasing policies and practices.

It is important to remember: Suppliers are also a great source of information about materials, alternative products and market innovations.

Provide Guidance and Support to Suppliers

Demonstrating the importance of energy efficiency improvements to suppliers will raise their awareness on relevant efficiency issues and keep them involved in improvement processes.

When communicating changing policy, ensure messages are kept simple and relevant, and direct suppliers towards further sources of information and expertise – as required.

Consider the need for face-to-face workshops, as they are a useful way to explain to suppliers what is required of them and to clarify issues before the policy is implemented. This process also allows suppliers to ask questions or seek advice regarding their own environmental performance.

Developing written guidance for suppliers can help if specific requirements are to be incorporated into contracts. Set out clearly what the energy efficiency policy will require of suppliers and why. Ensure a contact person is available who can answer questions suppliers may have about the new policy.

Companies may need to encourage suppliers to move towards energy efficiency best practice both within their own organisations and through the products they supply. While suppliers may not achieve efficiency outcomes in the short or even medium term this can be a potentially major undertaking for small to medium suppliers so expectations must be made clear.

Maintaining open and constructive communications with suppliers is essential for the policy to work effectively.

Preferred Criteria

- ⊗ Products or services that reduce maintenance costs.
- ⊗ Increase the overall reliability of the production or event.
- ⊗ Improve audience health.