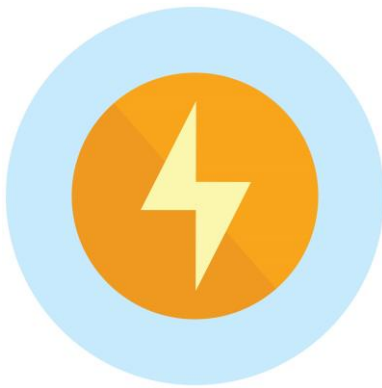


## Pathway to Sustainability Resource sheet

### Energy

More than just switching off lights and equipment at the end of the day, your business can make real energy reductions by implementing an energy saving programme.



Most New Zealand businesses can save 20% on their energy bill, simply by being smarter with their energy use.

With a bit of planning, managing your business' energy use isn't difficult or expensive. In fact, you can get started straight away! Taking the time to develop and put in place a long-term programme will ensure the benefits accrue year-on-year. As energy costs increase, so does the return on an energy management programme.

This resource sheet will help you to find out how to measure the amount of energy your business uses; learn how to create an energy efficiency policy; and pick up some handy tips on reducing your energy use.

For a comprehensive approach to energy management in the office environment please utilise our practical [Smart Office Guide](#).

#### How can I find out how much energy my business uses?

Ask your energy supplier to provide you with a graph of your energy consumption against previous periods. Some suppliers already include this information on the back of your bill. You can chart your own energy use and costs using Excel spreadsheets like this:

Energy usage chart

Month	Energy Bill (\$)		Energy Bill (kWh)	
	2016	2017	2016	2017
Jan	230	220	1357	1240
Feb	210	230	1211	1305
Mar	240	210	1420	1164
Apr	250	240	1487	1366

May	285	270	1729	1566
Jun	350	305	2181	1799
Jul	375	295	2350	1726
Aug	370	345	2308	2158
Sep	295	360	1778	2153
Oct	315	320	1912	1878
Nov	275	285	1629	1638
Dec	240	250	1382	1400

While your energy bills give you a good overall picture of your energy use, conducting an [Energy Audit](#) will identify specifically where the energy is used, and therefore indicate potential savings.

Check out our [Member Directory](#) to see who can conduct an audit for you. You could start with a basic walkthrough energy audit looking for areas of energy waste. Remember most of your energy is being consumed by lighting, heating and ventilation, and electronic equipment.

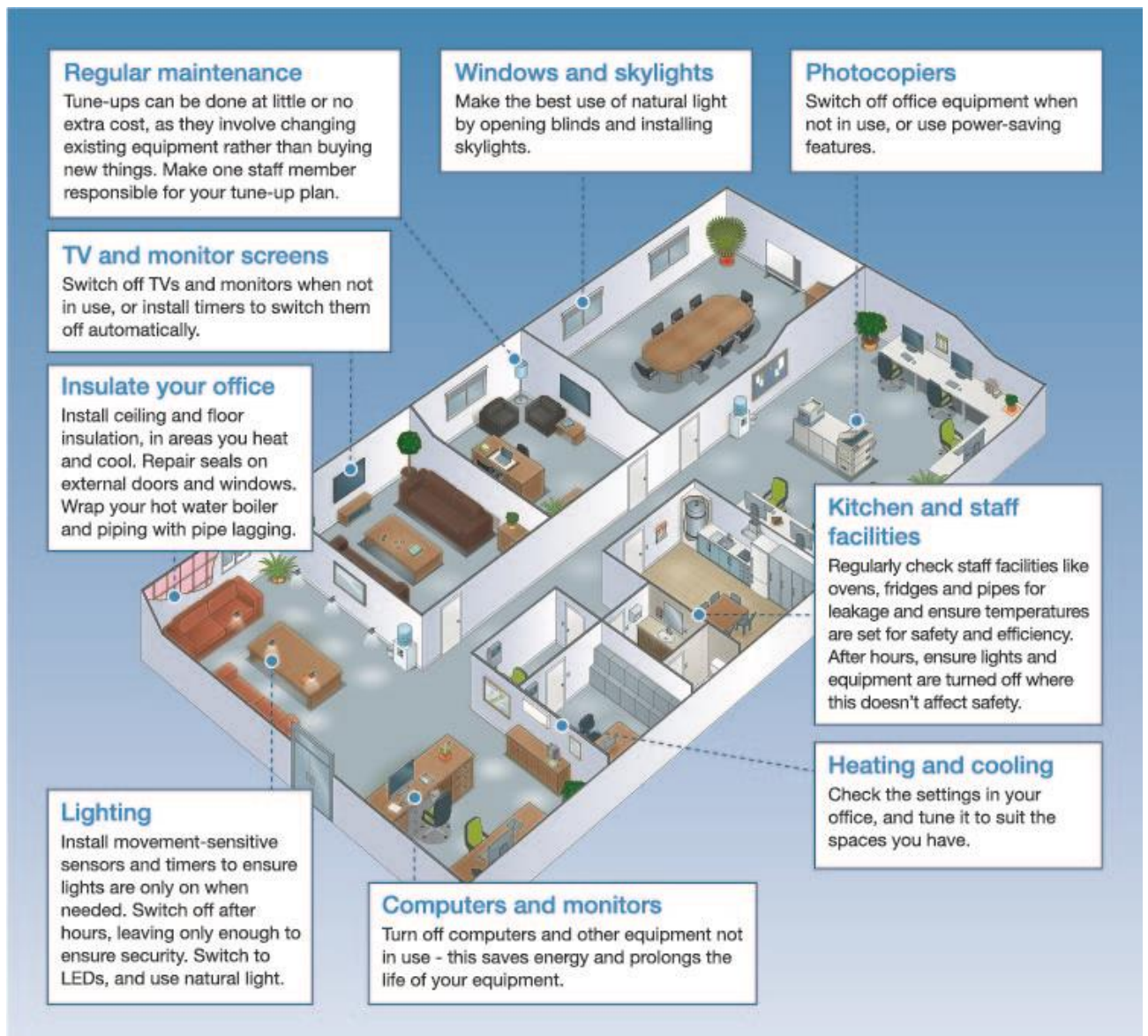
### How do I create an energy efficiency commitment?

Below is the SBN Energy Efficiency Commitment. You are welcome to use it when developing your own framework. A commitment to a personal action should be made by each team member, and reviewed as part of their performance review.

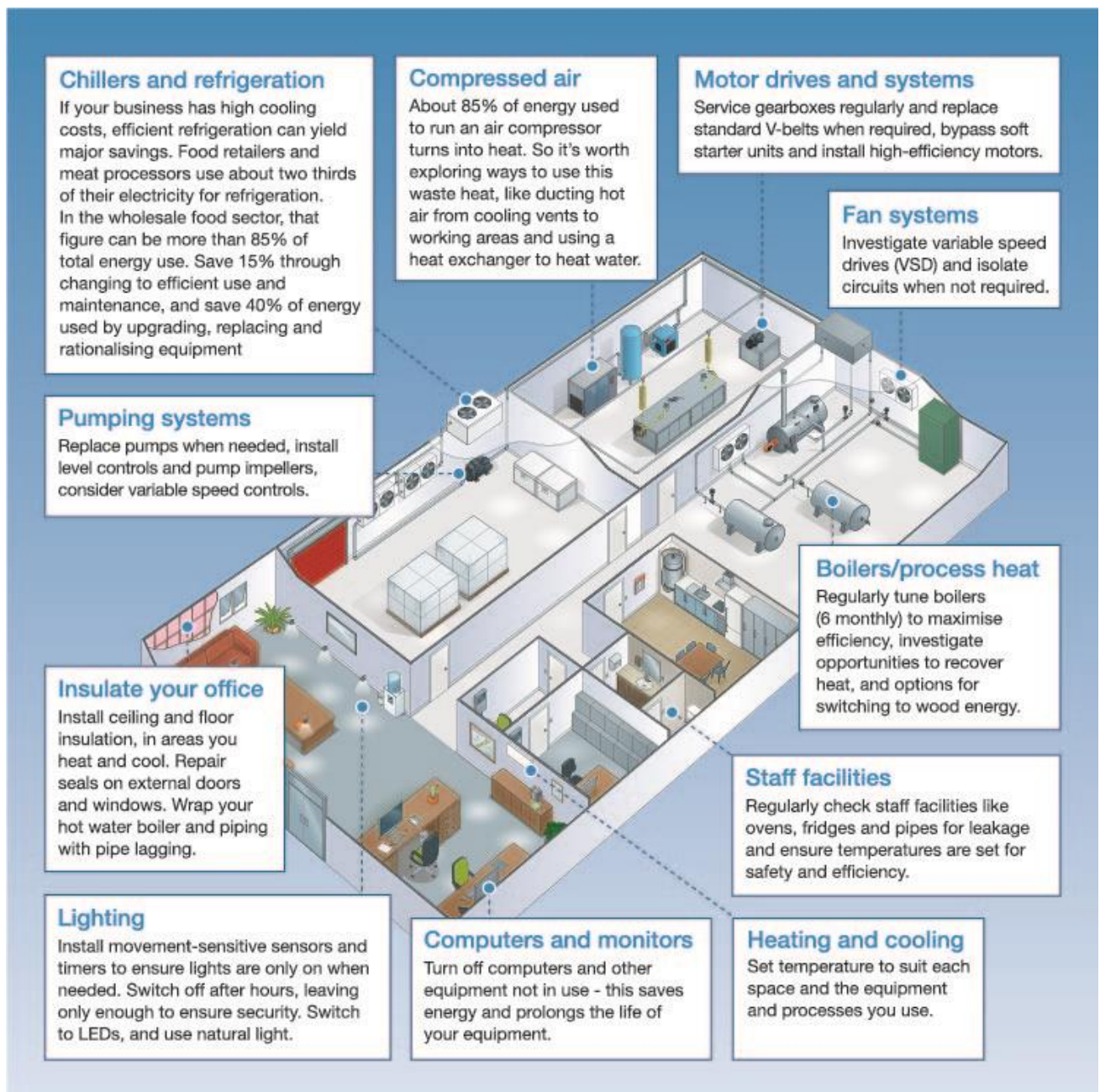
<b>AIM:</b>	To reduce overall energy use by 10%
<b>ACTIONS:</b>	<ol style="list-style-type: none"> <li>1. Measure energy related CO<sub>2</sub> emissions and include a tree planting or offsetting programme. If you have multiple offices, do this for each.</li> <li>2. Ensure your energy provider is committed to renewable energy options.</li> <li>3. Practise low cost energy saving actions, and record and review these practices every six months.</li> <li>4. Where possible, install energy efficient equipment/practices.</li> <li>5. Remind your staff of your energy policy, and encourage staff to be wise in their use of energy.</li> </ol>
<b>RECORD &amp; REPORT:</b>	Provide all energy data to your accounts team so they can record and store data on your intranet. Record all CO <sub>2</sub> in an <a href="#">Annual Carbon Calculator</a> .
<b>MY PERSONAL ACTION:</b>	<i>For example:</i> I will ensure my computer monitor is switched off when I leave the office at the end of the day.

## What else can I do to reduce energy use in my business?

If you're working in an office, here are the places to start:



Small industrial sites have similar energy consumption. These tips will give you a quick way to check you're looking in the right areas:



For more ideas on how your business can reduce its energy use, check out the [EECA Business website](#) for a range of good, practical suggestions. There is a [great set of resources](#) for different stages of energy management.

Use the [NABERSNZ assessment](#) tool to get an idea of your premises' energy performance against other businesses. The tool scores you on a 6-star scale with average energy performance being 3 stars and market leading being 6 stars.

[Green Star Performance](#) allows **any** building to be verified against national best practice standards. Retail, office, industrial, health, education or other buildings can now verify the health and environmental impacts of their buildings.

Understand how well you're managing the energy you use with the EECA [Energy Management Journey](#) Tool. It's a ratings tool covering six key areas of energy management, from tracking your energy use to engaging staff in activity. It compares your

results against 450 other businesses. You'll receive recommendations on how to make a start, or to improve what you are doing now.

[Search the Sustainable Business Directory](#) to find organisations that can help with energy.

### Check out these case studies on reducing energy use:

- [Soar Printing](#) has reduced its fuel consumption by 17%, by adopting a Lean Manufacturing programme.
- [Sustainability Options](#) offers tailored advice on how to reduce energy use, water considerations, and renewable energy options for your business.
- [Energy and Technical Services Ltd](#) has created a rulebook to help businesses financially value the impact of energy.
- [Bayfair Shopping Centre](#) has reduced its environmental impact using an effective energy management system.
- [The Energy-Mark Certification Programme](#), run by Enviro-Mark Solutions, enables systematic development and improvement of energy management systems.
- [The NZI Centre](#) has saved 40 per cent in energy costs and is the only building in Auckland to have reached 5.5 out of a possible 6 Green Star rating.
- [Green Star Performance](#) allows **any** building to be verified against national best practice standards. Retail, office, industrial, health, education or other buildings can now verify the health and environmental impacts of their buildings.