Suggestions on how to prioritise your Action Plan

There is more than one way to prioritise your Action Plan. As the owner or manager of your business, you know how best to schedule in changes to fit in with your business operation and general business plan.

The following suggested sequence may help you prioritise your Action Plan:

Commit and Communicate

- COMMIT to better energy efficiency
- Write a brief ENERGY EFFICIENCY POLICY, this could be a short one-page document
- COMMUNICATE your intention to improve Energy Efficiency TO YOUR STAFF

No Cost Behaviour Changes First

- MAKE general BEHAVIOUR CHANGES first as there is no upfront cost involved, e.g. turning off equipment and lights after use
- Give STAFF TRAINING in energy efficiency, this can be incorporated into regular workplace meetings and you can put up some posters to remind them what to do

Low Cost Technology Changes Next

- Some energy efficiency improvements require only small upfront cost, e.g. putting a timer on a hot water urn, which means you can make these changes as soon as you can fit it into your time schedule
- MAKE these CHANGES AS SOON AS POSSIBLE so that you and your staff can see the benefits in reduced energy bills – this will help motivate you and your staff to take further actions

Medium to High Cost Technology Changes with Big Impact

- Look at the breakdown of your energy use, and IDENTIFY THE BIGGEST USAGE AREAS e.g. compressed air system in a manufacturing firm, air-conditioning and lighting in an office
- Get QUOTATIONS AND ESTIMATED PAYBACK PERIODS on the technology changes to improve energy efficiency in these areas and prioritise your actions accordingly
- Take advantage of CURRENT GOVERNMENT SUBSIDIES AND REBATES e.g. Renewable Energy Certificates on solar hot water and heat pump systems, Local Council Rebates
- Take into account possible DISRUPTION OF your BUSINESS OPERATION
- Make the changes as part of your PLANNED EQUIPMENT OR BUILDING UPGRADE