

# LIDBURY, SUMMERS & WHITEMAN

Consulting Surveyors, Planners & Engineers

*Incorporating Degotardi, Smith & Partners (Forster)*



The Institution of  
Surveyors NSW



The Institution of



ENGINEERS  
AUSTRALIA

A.B.N. 48 470 231 954

P.O. BOX 510, FORSTER

FIRST FLOOR

3 WHARF STREET

FORSTER NSW 2428

Phone: (02) 6554 7988

Fax: (02) 6554 9378

consult@lswsurveyors.com.au

www.lswsurveyors.com.au

## Partners

B. A. LIDBURY & ASSOCIATES PTY. LTD.

S. P. WHITEMAN & ASSOCIATES PTY. LTD.

## Registered Surveyors

B. A. Lidbury B. Surv. (Hons.) M.I.S.

S. P. Whiteman B. Surv. M.I.S.

## Civil Engineers

P. J. Lidbury B.Surv.(Hons.) B.Civ.Eng.(Hons.) M.I.S. MIEAust.

Your Ref:

Our Ref:

Document Ref:

Date: July 2014

# ENERGY SUSTAINABILITY POLICY

## Policy Statement

### Part 1- Declaration of commitment

As part of our environmental strategy, we are committed to responsible energy management and will practise energy efficiency throughout our premises and work sites, wherever it is practical and cost-effective.

#### Policy:

Our policy is to control energy consumption to:

- reduce energy consumption
- avoid unnecessary expenditure
- improve cost-effectiveness, productivity and working conditions
- protect the environment

#### Objectives:

To gain control over our energy consumption by reviewing and improving our work practices.

### Part 2 – Responsibilities

Responsibilities for implementation and monitoring this policy will be that of the firm management.

The management will inform all employees of this document and their obligation to undertake commitment to this policy

Upon explanation and implementation of this document, employees are obliged to undertake and practice all the objectives and practices of this policy.



*Celebrating over 30 years in Business – Established 1981*  
*Member of Great Lakes Sustainable Small Business Program*

*Liability limited by a scheme approved under Professional Standards Legislation*

## **Part 3 – Actions**

### ❖ Lighting:

- Install energy efficient lighting wherever possible
- Do I need the lights on?
  - Do not use lights out of habit or just for the sake of it
  - Switch off lights when not utilising a room for an extended period
  - Switch off lights when leaving any room for an extended period
  - For example when attending on-site, turn lights off when leaving the room

### ❖ Electrical Appliances:

- Timers are to be installed on computers and electrical equipment so appliance is properly shut down outside work hours
- Where timers are not installed, all appliances and computers are to be switched off at the power point at the end of each day
- The file server is to be shut down every night except for weekends when data backup is undertaken

### ❖ Printers/Photocopier(s):

- All printers are to have double sided printing set as default setting
  - Single sided printing to be utilised only for outgoing plans, reports and accounts
- All printers are to have black & white printing as default setting
  - Colour printing to be utilised where absolutely necessary and for outgoing plans, reports and accounts only
- Recycle single sided paper
  - Store and utilise used A4 paper for general office use and field notes
  - Store all larger paper for collection and use by local pre-schools

### ❖ Emails:

- Only print emails when necessary
  - If printing is required, only print that part of the email that is necessary for your intention
  - Printing to be black & white and double sided
- Forwarded/replied emails
  - Print first page only – unless absolutely necessary
  - Some emails can be several pages long due to repeated forwarding and replies that don't need to be printed
  - It is also likely that you have probably already printed those additional pages previously
- Email attachments
  - Only print attachments when necessary
  - Check with intended recipient of email as to importance of attachment printing

- If printing is required, only print that part of the attachment that is necessary for your intention
  - Print attachments black & white and double sided where possible
- ❖ Air Conditioning/Heating:
- Air conditioner is to be switched off outside work hours or when leaving the office for an extended time
  - Do I need the air conditioner on?
    - Turn air conditioner off when not needed
  - In summer, the thermostat is to be set to between 22°C and 24°C
    - In summer, direct louvres towards ceiling (cool air falls)
  - In winter, the thermostat is to be set to between 19°C and 21°C
    - In winter, direct louvres towards floor (hot air rises)
- ❖ Garbage/Waste:
- Reduce waste where possible
    - Reuse postage packaging
    - Recycle waste (see below)
- ❖ Recycling:
- There is to be no mixing of waste
  - All work stations are to be used for recyclable materials only
    - Or if preferred utilise separate general waste bin
  - General waste to be disposed of in general waste bin provided in kitchen
- ❖ Drinking Water:
- Paper cups to be utilised for 'Water Tower'
    - Paper cups are for customers & clients only
    - Staff are to utilise glasses &/or cups from kitchen that can be washed and re-used
- ❖ Field Work:
- Field staff are to actively consider practicalities between walking and driving between work stations on site
    - Staff health & safety is to remain of paramount importance
  - Drive in an energy efficient manner to reduce fuel consumption and vehicle wear & tear
  - Use vehicle air conditioning only when required for comfort and safety
    - Not as a matter of course

#### **Part 4 – Revision**

This document is to be revised as required to maintain our commitment to energy efficient practices in the work place.

