

TEMPLATE: CitySwitch Commitment Letter

- Copy this document to your own letterhead.
- Add in your details (ie sections highlighted in yellow)
- EMAIL: Lord Mayor, Sandy Verschoor (LordMayor@cityofadelaide.com.au)
- CC: Sandy McCathie, CitySwitch Adelaide Program Manager – S.McCathie@cityofadelaide.com.au)

Rt. Hon. Sandy Verschoor
Lord Mayor of Adelaide
c/o City of Adelaide
25 Pirie Street,
Adelaide SA 5000

Email: LordMayor@cityofadelaide.com.au
CC: Sandy McCathie, CitySwitch Adelaide Program Manager
s.mccathie@cityofadelaide.com.au

Date

[Business details]

Dear Lord Mayor,

RE: Commitment to participate in the CitySwitch Green Office Program

insert name of organisation would like to participate in **CitySwitch Green Office**.

We are committed to improving the sustainability performance of our business and reducing our carbon emissions.

As a CitySwitch Green Office Signatory we will voluntarily act in our nominated tenancy / tenancies the following focus areas:

- Energy Management
- Renewable Energy / Carbon Emissions
- Waste Reduction
- Indoor Environment Quality
- Corporate Sustainability

Tenancy Address (street, city, state, postcode)	Size (m ²)
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(If known): Our office is targeting a **4 / 5 / 6** star NABERS Energy Tenancy Rating.

In joining the CitySwitch program we agree to:

- work with the CitySwitch Program Manager to understand our baseline energy performance upon joining the program
- work with the CitySwitch Program Manager to agree on performance targets that can be verified by a credible third party within three months of joining of the program
- develop and implement an environmental performance action plan to achieve and maintain these targets
- appoint a primary CitySwitch contact to monitor and communicate performance
- request a NABERS Energy base-building rating from our building owner/manager
- promote energy efficiency and waste reduction to our staff, customers and suppliers, and share our experiences with other CitySwitch Signatories
- annually review our performance against our targets and participate in the annual CitySwitch online progress reporting process.

insert name of organisation is committed to making our involvement in the CitySwitch program a success and will work with the City of Adelaide to complete our commitments. We acknowledge and confirm that the commitments expressed in this letter are not intended to be legally binding.

We would also be delighted to attend the annual CitySwitch Awards ceremony to acknowledge the program signatories' shared achievements and to hear what other businesses supporting the program have been doing to improve the sustainability performance of their premises.

Yours sincerely,

[To be signed by CEO/ Managing Director or authorised representative¹ for the tenancy joining the program]

1 An authorised representative is defined as one with sufficient managerial and budgetary authority to; sign legal contracts on behalf of the signing company; commit to budget for the undertaking of an environmental performance assessment; drive the implementation of actions as identified in the Energy Action Plan.