

Welcome to CitySwitch

The need for Australian businesses to lower their energy costs and shift their focus to higher performing, more efficient and sustainable operations has never been more apparent. CitySwitch has a key role to play supporting the business sector's transition to a global low-carbon economy.

The City of Adelaide is committed to reducing carbon emissions by 35% by 2020 and having zero net carbon emissions by 2025. *The Carbon Neutral Adelaide Action Plan 2016-2021* outlines the plan for our City's transition to carbon neutrality, and references CitySwitch as a key mechanism for office based business.

CitySwitch is a high-value, no-cost service which supports commercial office tenants in improving office energy and waste efficiency and corporate sustainability practices, reducing carbon emissions, and achieving high performing office environments through the provision of a range of services. Participating offices seek to achieve a 4 star or higher NABERS energy rating.

The program aims to:

- facilitate successful implementation of sustainable office practices
- educate and inspire through events, toolkits, workbooks, case studies and site tours
- connect signatories with supportive programs, information sources, industry bodies, and best practice leaders
- highlight incentives and mechanisms available to expedite energy efficiency investment
- celebrate environmental leadership and achievement through an annual awards program

What to expect

Becoming a CitySwitch signatory is a step towards becoming a more sustainable, responsible business. The following is a snapshot of what to expect in the first few months of signing up.

Complete sign-up paperwork

The more information we have about your business the better equipped we are to service you. Shortly after joining, you can expect a phone call of support and an offer to meet. Please do not hesitate to call us if you have any needs prior to this.

NABERS Indicative Energy Tenancy Rating

Performing an *indicative* energy rating gives a good energy baseline for an office and provides an understanding of your tenancy's current performance. Once you have provided us with the relevant information, we will calculate this for you and send you a copy of the rating for your records.

Ultimately, signatories commit to obtaining an accredited NABERS Energy rating (talk to us for more details).

Activation Visit

The purpose of this visit is to determine what your goals are and how we can best help you in achieving them. We will provide you with a good understanding of what to expect of the program and, together, we will develop a clear plan of action for the next six months.

What's on offer

Depending on where your business is at in regards to sustainable practices, there are a range of tools and offerings at your disposal. Below is list of the topics covered in the CitySwitch Green Office Program. For those getting started, we have created beginner's guides for each topic to give you an overview of the tools, resources, and incentives available.

Energy Efficient Lighting

Lighting can represent around 25% of your total energy costs and is generally one of the easier elements for tenants to control. Check out the guide for a list of resources to help you save lighting energy, and you may also be eligible for a maximum of \$1,000 towards upgrading lighting to LED through the City of Adelaide's Sustainability Incentive Scheme.

Energy Efficient Office Equipment

Computers and office equipment such as printers, photocopiers and fax machines can typically contribute between 30 and 55 per cent of tenant energy use. Follow our beginner guide to reducing your consumption and introducing positive staff behaviours.

Renewable Energy

Whilst installing PV solar or battery storage is often beyond the control of the tenant, there are still ways tenants can control the type of energy consumed. Check out the beginner's guides to *Purchasing GreenPower* and *Renewable Energy*.

Heating, Ventilation and Air Conditioning (HVAC)

HVAC functions typically account for around 40% of total building consumption and are often a contentious issue for tenants. See our guide for what you can do to help overall performance.

Waste Management

A comprehensive sustainability action plan addresses waste management. Waste is considered in a hierarchy; avoidance is the most preferable, then re-use, recycling, recovery, and finally disposal. CitySwitch has great tools and resources to help your office create less waste.

Coffee Cup Toolkit

Choose.Reuse. is a behaviour change toolkit for one of the most visible problem waste items - disposable coffee cups. It's designed to make wasteful takeaway coffee cups a last-resort option. See our guide to get started.

Healthy Buildings

An overwhelming body of evidence published over the past decade draws a clear link between best practice indoor environment quality and the savings that can be gained from healthy, happy and productive staff.

Behaviour Change

Aside from the potential energy and resource savings, a staff engagement program helps address your staff's expectations for sustainable behaviour, makes you a preferred employer, and contributes to greater staff satisfaction.

Stay in touch!

We are only ever a phone call or email away, so don't be shy to pick up the phone or drop us a line if you need support.

We also send out regular newsletters with the latest updates, case studies, and upcoming events, so make sure you look out for them in your inbox and share them with your colleagues.

Program Feedback

Feedback is essential to the program's development, and a key way we gather this is through our annual Progress Report. Each organisation participating in CitySwitch is asked to complete an online survey in **October** of each year. The Progress Report serves as a good way to track what you have accomplished over the last year and identify areas you are interested in working on going forward.

Awards program

An optional part of the Progress Report is the opportunity to submit an award nomination. Our state and national awards are held in November, and provide recognition for the amazing work of our signatories throughout the year.

A network of support

Joining CitySwitch means becoming a part of a growing community of businesses who care about their environmental impact and who are ready to take positive action. Aside from the support you will receive from the CitySwitch team, the CitySwitch community is full of amazing success stories of trailblazers creating more sustainable and productive workplaces.

Through our website, e-newsletters, support offers, events and annual awards we provide a platform of sustainable office practice support and advice to industry leaders and those starting out or ready to take their next steps. Look out for invitations to events in your inbox and e-newsletters.

Congratulations upon becoming a signatory and we look forward to working with you.

CitySwitch Green Office

City of Adelaide