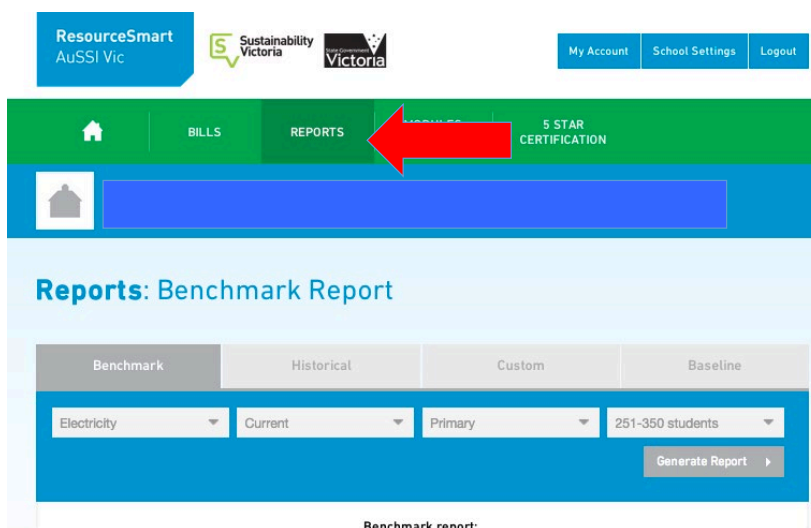


How to generate consumption data

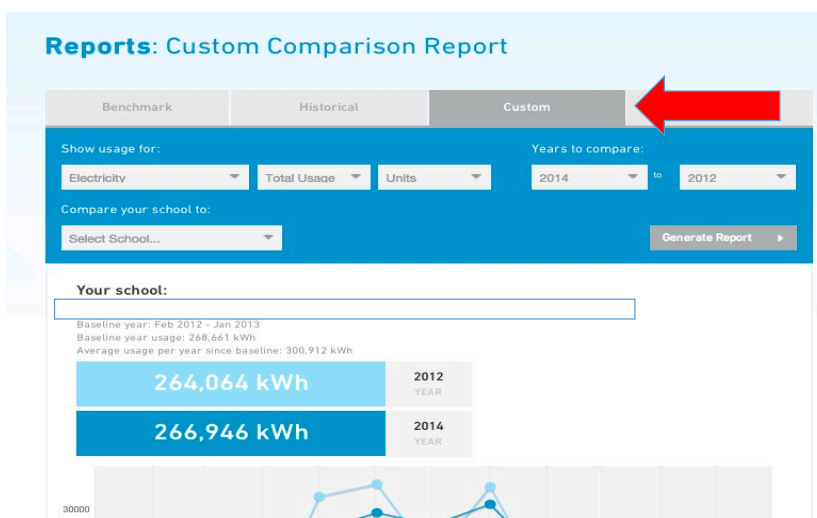
To generate the data required for the Sustainability Annual Report, please refer to the steps below:

1. Log onto ResourceSmart Online
<http://www.resourcesmartschools.vic.gov.au/>

2. Click on the 'Reports' tab



3. Click on the 'Custom' tab to generate data for: Cost (per year), Cost (per student) and Usage (per student).

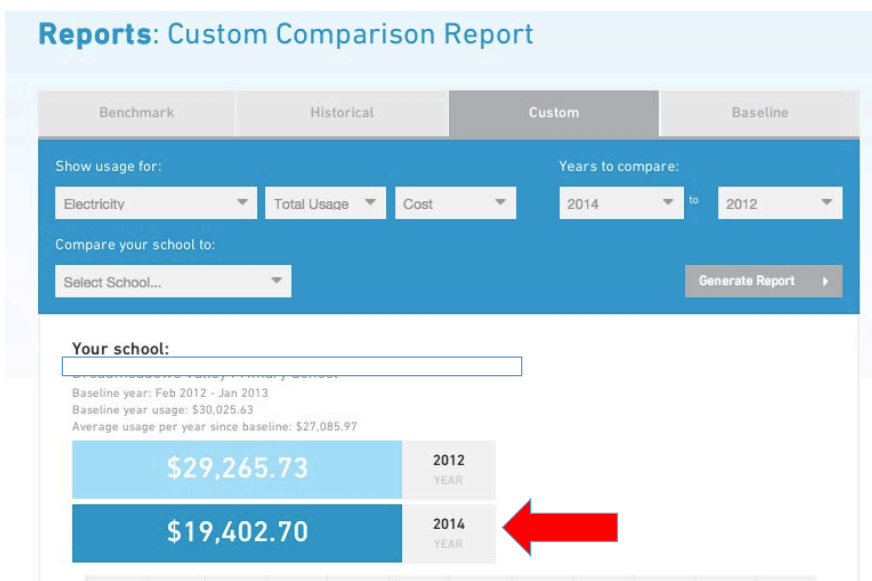


3a. Cost (per year):

1. Select which energy you would like to generate data for
2. Select 'Total Usage'
3. Select 'Cost'
4. Select the year you would like to generate
5. Click 'Generate Report'

You will then receive the total cost for that year (which is where the red arrow is in the graph below).

*Repeat steps 1-5 for each additional energy report: Electricity, Gas (Natural Gas or LPG), Water, Landfill, Recycling, Paper.



3b. Cost (per student):

1. Select which energy you would like to generate data for
2. Select 'Per Student'
3. Select 'Cost'
4. Select the year you would like to generate
5. Click 'Generate Report'

You will then receive the cost per student for that year (which is where the red arrow is in the graph below).

*Repeat steps 1-5 for each additional energy report: Electricity, Gas (Natural Gas or LPG), Water, Landfill, Recycling, Paper.

Reports: Custom Comparison Report

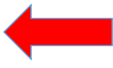
Benchmark Historical **Custom** Baseline

Show usage for: Electricity Per Student Cost Years to compare: 2014 to 2012

Compare your school to: Select School... Generate Report

Your school:
Broadmeadows Valley Primary School
Baseline year: Feb 2012 - Jan 2013
Baseline year usage: \$30,025.63
Average usage per year since baseline: \$27,085.97

\$125.07	2012 YEAR
\$74.06	2014 YEAR



3c. Usage (per student):

1. Select which energy you would like to generate data for
2. Select 'Per Student'
3. Select 'Units'
4. Select the year you would like to generate
5. Click 'Generate Report'

You will then receive the usage per student for that year (which is where the red arrow is in the graph below).

*Repeat steps 1-5 for each additional energy report: Electricity, Gas (Natural Gas or LPG), Water, Landfill, Recycling, Paper.

Reports: Custom Comparison Report


Benchmark Historical **Custom** Baseline

Show usage for: Electricity Per Student Units Years to compare: 2014 to 2012

Compare your school to: Select School... Generate Report

Your school:
Baseline year: Feb 2012 - Jan 2013
Baseline year usage: 268,661 kWh
Average usage per year since baseline: 300,912 kWh

1,128 kWh	2012 YEAR
1,019 kWh	2014 YEAR



4. Click on the 'Benchmark' tab to determine if your school is achieving benchmark.
 1. Select which energy you would like to generate data for
 2. Select which year would like to generate data for
 3. Click 'Generate Report'

The 'Blue Dot' will be your school.

-If you are above the yellow line, you are not achieving benchmark.

-If you are below the yellow line, you are achieving benchmark.



*Please note, in order to generate reports, your school's bills must be up-to-date and entered correctly. Please speak with your Business Manager or whoever enters bills at your school if there are missing bills.

5. Habitat Quality Score

1. Click on 'School Settings' at the top right-hand corner of the page
2. Click on the 'Biodiversity' Tab
3. Scroll through the year tab for which year you would like to generate data for.

The screenshot shows the top navigation bar with 'ResourceSmart AuSSI Vic', 'Sustainability Victoria', and 'Victoria' logos. On the right, 'My Account' and 'School Settings' are visible, with a red arrow pointing to 'School Settings'. Below this is a green navigation bar with 'BILLS', 'REPORTS', 'MODULES & ACTIONS', and '5 STAR CERTIFICATION'. A blue banner identifies the school as 'Broadmeadows Valley Primary School, Broadmeadows'. The main content area is titled 'School Biodiversity Settings' and has tabs for 'School', 'Annual', 'Biodiversity', and 'Users'. A red arrow points to the 'Biodiversity' tab. Below the tabs is a year navigation bar with '2014' and '2015', with a red arrow pointing to '2014'. Underneath, there is a 'Calculation method' section with a dropdown menu set to 'Please select...'.

6. Scroll down to 'Habitat Quality Assessment Score' and make note of the score in that box.

The screenshot shows the 'School Biodiversity Settings' page for the year 2013. The 'Biodiversity' tab is active, and the year navigation bar shows '2012', '2013', and '2014'. The 'Calculation method' is set to 'Legacy data'. The page contains several input fields for data entry:

Total area of school	16000.00	Number of trees planted this year outside of grounds	10
Number of trees (over 6m) in school grounds	19	Number of trees planted this year on school grounds	2
Built structures/roofs	7.0	Grass cover (exotics - lawns/ovals)	42.0
Hard impermeable surfaces (e.g. car parks)	10.0	Ornamentals and vegetable gardens	0.0
Tree and shrub cover (indigenous and native)	5.0	Mulch cover	1.0
Tree and shrub cover (exotics)	0.0	Bare ground	1.0
Grass cover (indigenous and native)	0.0	Habitat Quality Assessment Score	52.00

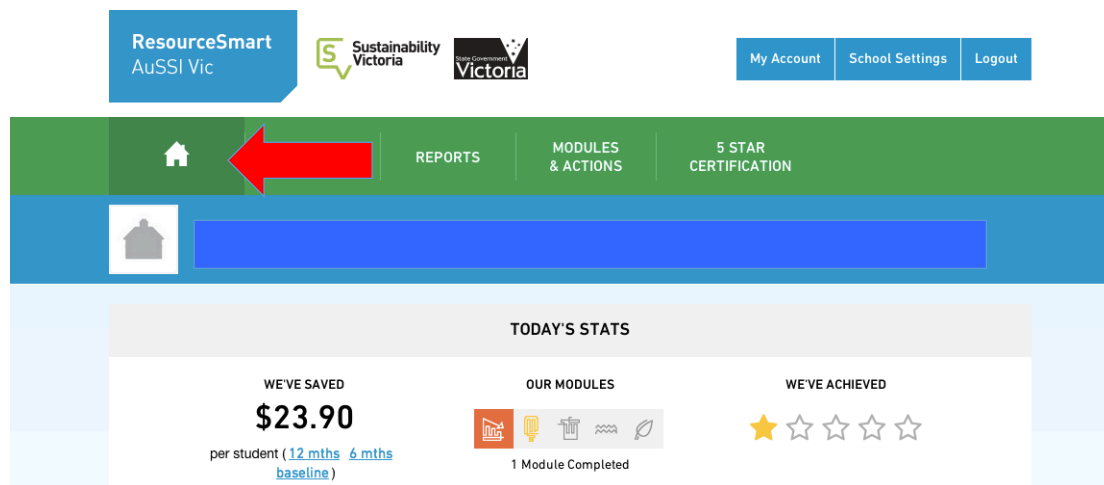
A red arrow points to the 'Bare ground' field, which has a value of 1.0.

*Please note that your school must do a Biodiversity Audit annually. You will not be able to generate a Habitat Quality Assessment Score if the Biodiversity Audit has not been done that year.

There is no benchmark for Biodiversity. However, your school must show an increase in the Habitat Quality Assessment Score every year, which is how Biodiversity is measured.

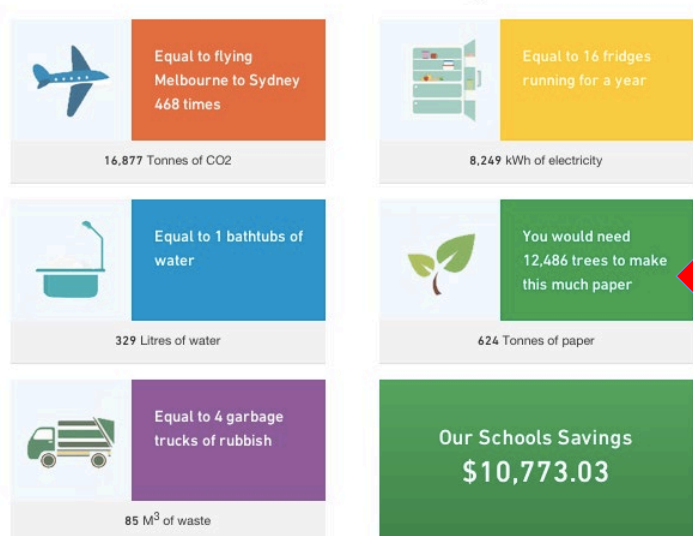
7. Overall School Savings

1. Click on the 'Homepage' icon



2. Scroll to the bottom of the Homepage and you will find your school's Over School Savings, as well as some great fun facts regarding your school's energy usage.

How are we doing?



*Please note, to get the best snapshot of your school's Overall School Savings figure, please ensure that all bills are up-to-date and entered correctly. Otherwise, it may not be an accurate figure.