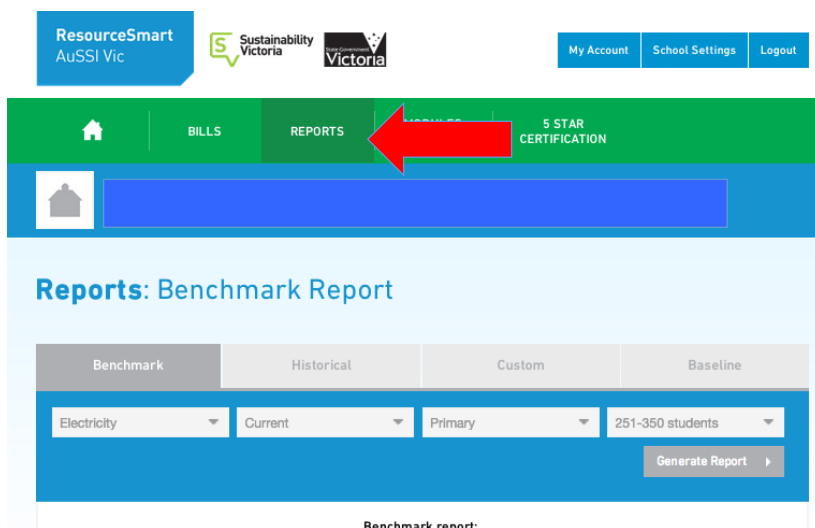


HOW TO GENERATE CONSUMPTION DATA

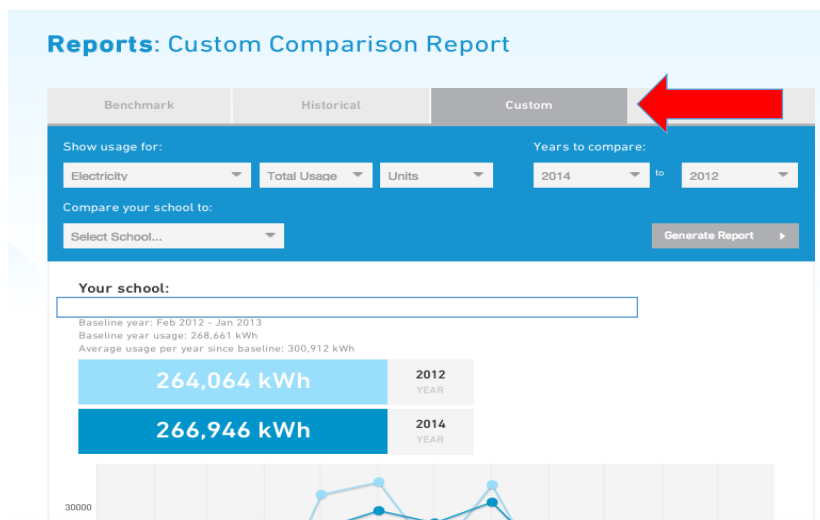
To generate the data required for the Sustainability Annual Report, please refer to the steps below:

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).**

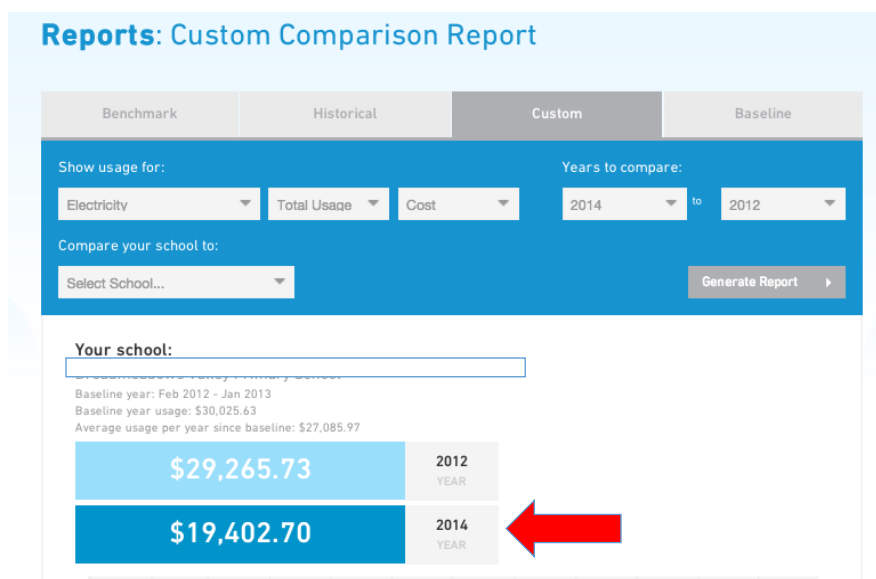


3a. Cost (per year):

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.

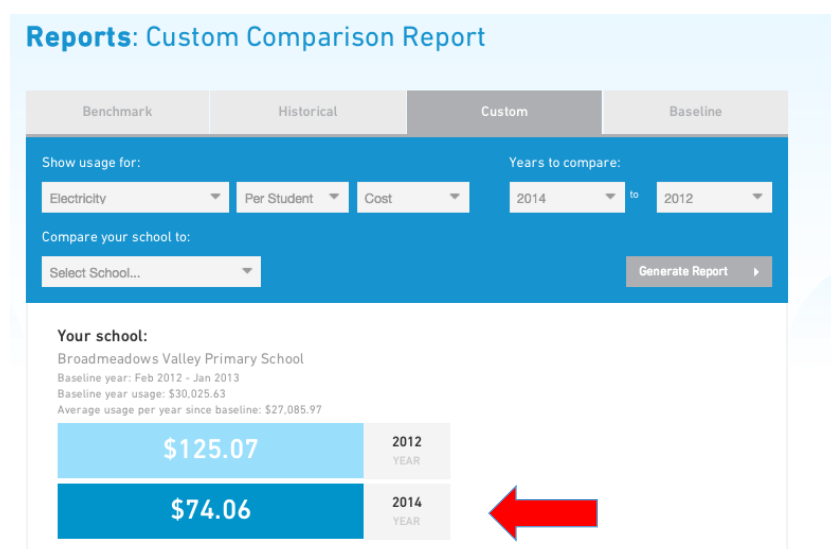


3b. Cost (per student):

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.

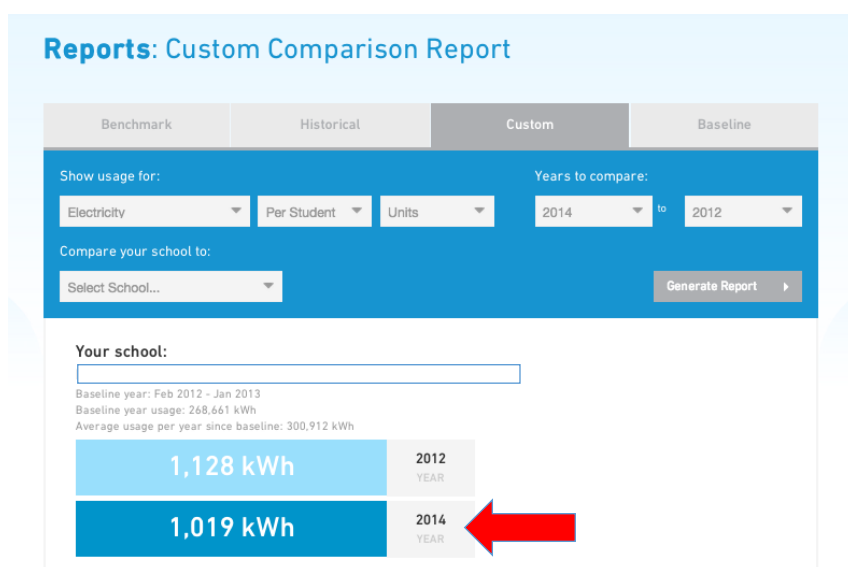


3c. Usage (per student):

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.



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.

Reports: Benchmark Report



*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.

ResourceSmart AuSSI Vic **Sustainability Victoria** **Department of Education and Training Victoria** **My Account** **School Settings**

BILLS **REPORTS** **MODULES & ACTIONS** **5 STAR CERTIFICATION**

Broadmeadows Valley Primary School, Broadmeadows

School Biodiversity Settings

School **Annual** **Biodiversity** **Users**

2014 2015

Calculation method
Please select a calculation method to configure
Please select..

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

School Biodiversity Settings

School	Annual	Biodiversity	Transport	Users
← 2012 2013 2014 →				
Calculation method				
Please select a calculation method to configure				
Legacy data				
Total area of school		Number of trees planted this year outside of grounds		
16000.00		10		
Number of trees (over 6m) in school grounds		Number of trees planted this year on school grounds		
19		2		
Built structures/roofs		Grass cover (exotics – lawns/ovals)		
7.0		42.0		
Hard impermeable surfaces (e.g. car parks)		Ornamentals and vegetable gardens		
10.0		0.0		
Tree and shrub cover (indigenous and native)		Mulch cover		
5.0		1.0		
Tree and shrub cover (exotics)		Bare ground		
0.0		1.0		
Grass cover (indigenous and native)		Habitat Quality Assessment Score		
0.0		52.00		

*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.

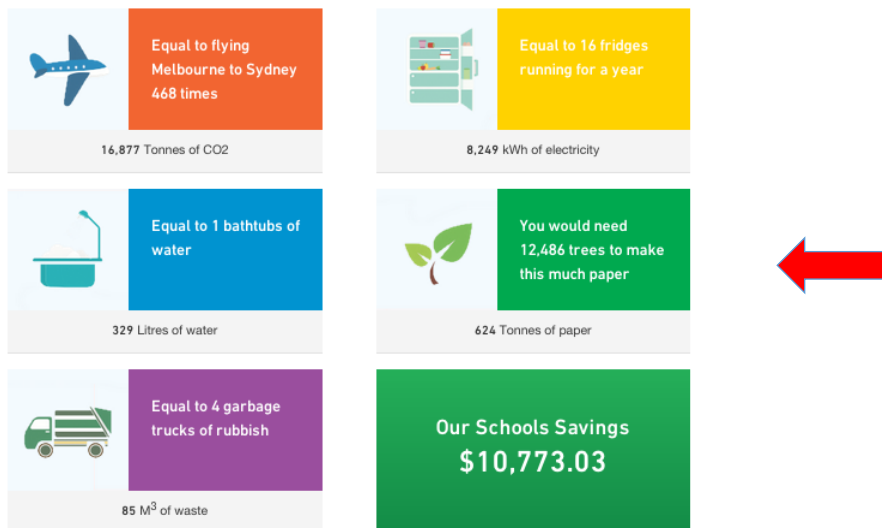
7) Overall School Savings

1. Click on the 'Homepage' icon

The dashboard features a top navigation bar with logos for ResourceSmart AuSSI Vic, Sustainability Victoria, and the Government of Victoria. On the right, there are buttons for 'My Account', 'School Settings', and 'Logout'. Below this is a green navigation bar with icons for 'Home' (highlighted with a red arrow), 'REPORTS', 'MODULES & ACTIONS', and '5 STAR CERTIFICATION'. A blue bar below contains a house icon and a search bar. The main content area is titled 'TODAY'S STATS' and includes three sections: 'WE'VE SAVED \$23.90 per student (12 mths 6 mths baseline)', 'OUR MODULES' with 1 Module Completed, and 'WE'VE ACHIEVED' with a 5-star rating.

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.