



## //GUIDE NOTE 10 PREPARING AND SUBMITTING YOUR SAVINGS ACTION PLAN

### Background

The NSW water and energy savings initiatives were introduced by the NSW Government in May 2005. They are administered by the Department of Energy, Utilities and Sustainability (DEUS) and include a requirement for certain businesses, government agencies and local councils to prepare Water and Energy Savings Action Plans.

Savings Action Plans must be prepared in accordance with the *Guidelines for Water and Energy Savings Action Plans*. This Guide Note is a supplement to the *Guidelines* to provide extra information on the reporting requirements and must be read in conjunction with the *Guidelines*.

### Your completed Savings Action Plan

The Savings Action Plan is expected to be a thorough, technical document that forms a plan of action for the business. The core elements which should be included in all Savings Action Plans are as follows:

- **Executive Summary** detailing the major findings;
- **Introduction to the Plan:**
  - Description of the business and site;
  - Background and history of water or energy savings within the organisation, including programs the user has previously participated in, previous actions implemented and outcomes of participating in previous programs;
  - Introduction to water or energy savings within the organisation detailing Plan development and objectives;
  - How the Plan integrates with existing business operations.
- **Baseline Data** for the sites existing water or energy use. Information submitted to be as per Template 1 of the Template Tool.
- **Management review** as per Templates 2 and 3, including who was present and the process that was undertaken for the management review and development of actions.
- **Detailed Technical Review** including operation of site buildings, processes and plant, energy/water balance, details of metering and monitoring undertaken, site and equipment profiles as necessary, an analysis of water/energy use, and business cases for cost-effective opportunities. Refer pages 14-18 of Guidelines, Guide Note 3 and Australian Standard AS/NZS 3598:2000.
- **Summary of Recommendations** from the Detailed Technical Review, including a prioritised list of actions as per Template 4 of the Template Tool.

- **Appendices** including other supporting information such as raw data, calculations, input data and assumptions.

### Using the Template Tool

In order to assist users with the completion of their Savings Action Plan, a Template Tool has been developed that generates the templates given in the *Guidelines*. For energy, the Template Tool includes an energy conversion calculator to convert all fuel types into a standard fuel unit (GJ) and to automatically calculate the associated greenhouse gas emissions.

For standardisation purposes, DEUS advises that users utilise the Template Tool and submit an electronic copy with the submission of their draft Savings Action Plan. This will assist the DEUS savings specialists in reviewing the Plans as quickly as possible.

If your organisation opts to use its own format for reporting, the information provided should be, at a minimum, the same as provided by the Template Tool, including supporting calculations (e.g. breakdown of fuel types and energy conversion and greenhouse factors).

### Submitting the Plan

DEUS requires two hard copies of the draft Plan submitted by the dates required as outlined in the Savings Order. A soft copy of the Plan and a copy of the Template Tool if used, should be burnt to CD and sent with the hard copies. Plans and a covering letter should be sent to Director-General, DEUS, GPO Box 3889, Sydney, 2001.

### Confidentiality

The Guidelines for Water and Energy Savings Action Plans state that 'information provided to DEUS by a designated user through the Plan process will be treated confidentially when it is commercially confidential in its nature and nominated as such by the user'.

The *Energy and Utilities Administration Act 1987* protects confidential information obtained from a designated user from disclosure, except with the consent of the user or a lawful excuse (such as responding in relation to Court proceedings).

In practice, DEUS will address confidentiality by:

- keeping secure the Plans submitted by users and records of the assessment process
- using information provided by the users only for the purpose of exercising functions under the Act
- seeking consent of a user prior to publicly disclosing confidential information provided by the user, for example, where it is proposed to use the information for the general publicity of the program or as a case study.

### Annual reporting

Annual Progress Reports are required to be submitted to DEUS. The first annual report is required one year after the Plan has been formally approved by the Minister. DEUS is currently

developing electronic methods for the submission of these reports. A specific annual reporting guide note will be prepared shortly.

### **More information**

For more information on the reporting requirements and answers to specific questions for your organisation, please call (02) 8281 7417 and ask to speak with your energy or water savings specialist.

The Template Tool can be downloaded from the DEUS website at [www.deus.nsw.gov.au/waterandenergysavings](http://www.deus.nsw.gov.au/waterandenergysavings). If your organisation does not have Microsoft Access, DEUS can provide a CD-ROM version that will enable you to use the templates.

### **Related publications available on the DEUS website**

#### *Guidelines for Water/ Energy Savings Action Plans*

Guide Note 1 – Savings Orders – legal requirement to prepare Water and Energy Savings Action Plans

Guide Note 2 – Engaging external assistance to prepare Water and Energy Savings Action Plans

Guide Note 3 – Technical Review Requirements for Energy Savings Action Plans

Guide Note 6 – Federal Energy Efficiency Opportunities Program and Energy Savings Action Plans

Guide Note 7 – Every Drop Counts Business Program and the Water Savings Action Plans

Guide Note 8 – Greenhouse Challenge Plus and Energy Savings Action Plans

Guide Note 9 – Energy Savings Action Plans and other DEUS energy programs

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