



//GUIDE NOTE 2 ENGAGING EXTERNAL ASSISTANCE TO PREPARE SAVINGS ACTION PLANS

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*, available from DEUS. This Guide Note is a supplement to the *Guidelines* to provide extra information to designated users considering engaging external assistance to complete some, or all, of their plan. Please refer to the *Guidelines* for details of the savings action plan requirements or contact your DEUS water and energy specialist on 8281 7417.

Engaging external assistance

A contractor engaged to complete all or part of the savings action plan must be aware of the requirements in the *Guidelines for Water and Energy Savings Action Plans*. The process of engaging external assistance will normally involve:

- determining and clarifying the scope of works
- developing a brief
- identifying an appropriate pool of candidates and selecting the best candidate for your purposes (ie completion of all or parts of a plan)
- establishing a contractual arrangement between the user and the successful candidate and
- ensuring delivery as specified in the contract.

General information on engaging a contractor can be found at the websites listed at the end of this Guide Note.

Clarifying the scope of works

The scope of works clearly outlines what is required, how it can be achieved, who will be involved and the expected outcomes. The scope of works should include:

- specification of responsibilities of the contractor and the user, eg. user completes the baseline and management review and a contractor is engaged for the technical review
- details of the number of sites, facilities or activities which may require assessment (for baselines and technical review), eg. where there is more than one building within a site or buildings across many sites, such as hospitals, universities etc.

- ensuring compliance with the *Guidelines* (Note: If a user engages a contractor, the user retains responsibility for ensuring that the savings action plan meets the requirements)

Users and their contractors are encouraged to contact their DEUS water or energy savings specialist to discuss any issues specific to their site and to ensure the scope of works delivers a savings action plan that meets the requirements.

Specific requirements of Energy Savings Action Plans

The detailed technical review requires an understanding of the Australian Standard for energy auditing. See the *Guidelines for Energy Savings Action Plan* and Guide Note 3 – Technical Review Requirements for Energy Savings Action Plans for more information. The contractor must be aware of these requirements and is encouraged to contact DEUS for advice.

Specific requirements of Water Savings Action Plans

A detailed technical audit requires the installation of water meters and monitoring in 15-minute increments over a 4-6 week period. The contractor must have experience in meter installation, hydraulic design and monitoring requirements. As there are no Australian Standards for water audits, the contractor must have demonstrated capacity to deliver audits and it is advisable for the user to seek examples of previous work.

Developing a brief

The brief should outline the details of the project, including background to the requirement to prepare a savings action plan, the scope of works, timeframes, budgets, user contacts, DEUS contacts and any other relevant information.

Designated users may wish to advertise, employ a tender process or invite a number of contractors to competitively quote. For contractors to quote effectively, they should have a good understanding of the user's site(s) and the *Guidelines for Water and Energy Savings Action Plans* requirements.

Users may wish to invite potential contractors to a preliminary site survey where the contractor, client and DEUS water or energy savings specialist can meet and clarify the scope of works.

Where contractors have already been engaged, users should ensure that they liaise with DEUS regarding the scope of works.

Energy Performance Contracts

Energy Performance Contracting (EPC) is another method to improve operational water and energy efficiency. The Australasian Energy Performance Contracting Association (AEPCA) has developed a Best Practice Guide to EPC, which includes a recommended procurement process. It is available free on the AEPCA website at the address below.

Users involved, or considering involvement, in an Energy Performance Contract should contact their DEUS water or energy savings specialist to discuss how work undertaken as part of the EPC may fulfil some or all of the requirements of a savings action plan.

More information

For more information on the water and energy savings initiatives, visit www.deus.nsw.gov.au/waterandenergysavings or call (02) 8281 7417 and ask to speak to your organisation's water or energy savings specialist.

Related publications available on the DEUS website

Guidelines for Energy Savings Action Plans

Guidelines for Water Savings Action Plans

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

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

Website links for general information on engaging contractors

<http://www.communitywise.wa.gov.au/tools/consult.htm>

<http://www.epa.nsw.gov.au/clm/selectaclmcons.htm>

<http://www.greenhouse.gov.au/lgmodules/wep/outsource/training/training4.html>

Some relevant industry websites

- Energy Users Association of Australia www.euaa.com.au/
- Australian Water Association www.awa.asn.au
- Institute of Public Works Engineers Australia www.ipwea.org.au
- Local Government and Shires Association www.lgsa.org.au
- Institute of Engineers Australia www.ieaust.org.au
- Australian Business Council for Sustainable Energy www.bcse.org.au
- Australasian Energy Performance Contracting Association (AEPKA) www.aepca.asn.au
- Australian Institute of Refrigeration Air Conditioning and Heating (AIRAH) www.airah.org.au

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