

SETS – Schools Environment Tracking System Transition Form

There is now an easier way for those schools who are anxious or uncertain about how to get their data onto SETS. A SETS Transition Form has been developed, that asks only the bare minimum of information. This document will step you through the process of obtaining the data for the SETS Transition Form then entering it into SETS. Some schools are already confidently using SETS or have this data in another form. In this case you may be able to go straight to Step 3.

The simple 5-step procedure

1. Request FREE copies of historical billing information for the last **two years, 2007 and 2008** from the school's **electricity, gas and water** providers. Just contact them with the school's ABN, address and the relevant account number(s) with much of this information taken from a bill. If a provider wants an authorisation form one is provided below (to cut and paste into an email or letter) to send them.

AUTHORISATION FORM to obtain BILLING DATA

School name:

Address on bill:

Service provider:

Account number(s):

Type: [Gas] [Water] [Electricity]

To: **[provider name]**

This letter authorises **[school name]** to request billing data.

- Please provide the last two years of billing data either as a summary or copies of each bill within this period for the above listed account(s).
- Please also ensure that the following information is being provided: date range, actual usage, cost.

Sincerely,

Name: _____

Title/position: _____

Email: _____

Phone: _____

Signature: _____

Date: _____

2. Similarly gather **2007 and 2008 'waste-to-landfill' data** for the school, in cubic metres (m³)
This information is sourced from either:
 - establishing the volume and amount of bins/skips removed each month then extrapolating it to get a year's worth of output (making considerations for vacation periods or building works), or
 - using actual waste bills to add up an actual year's worth of waste removal of bins/skips. Remembering that a 240L bin = 0.24m³ and that most waste skips are 3 cubic metres. But you will need to check the size.

2008 Transition DATA TABLE figures (extract only)

Student population*		students
Electricity use		kWh/pa
Waste data		m ³

NOTE:


* Total numbers of students for 2008 (including weekend school students if applicable)

3. Please fill in the grey boxes with this short extract of your school's 2008 data for student numbers, annual power use and waste sent to landfill.
4. Send in this completed 2008 Transition data table information with the other necessary documents for transitioning, so school commitment can be confirmed and SETS registration approved. The additional 2007 and the 2008 collated data is entered into the Transition Form in SETS after the 2008 data has been received by CERES.
5. SETS login details will be emailed out, allowing registration and subsequent access to start uploading the 2007 and 2008 data into the Transition Form in SETS.
 - please start by entering login and password details then
 - click "HOME/ Quick Bill Entry" Tab
 - roll down to "Transition Form" and enter your data for 2007 and 2008.

Kindest regards,



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Australian Sustainable Schools Initiative
A Partnership of the Australian Government, the States & Territories

