

RSS ANNUAL TASKS

MoU

- In July 2021 we will provide a Memorandum of Understanding (MoU) for the period of July 2021-June 2023. Please sign and attach to Action A1.1 of the Core module.

Audits

- Annual Biodiversity Audit. Upload this document to Actions A1.1 and A1.3 of Biodiversity and A1.3 of Core.
- If you have started the Waste module or already have Waste certified then you need an annual Waste and Litter Audit. Upload Waste audit document to Action A1.1 of Waste and Litter audit document to A1.2 of Waste.
- It is good practice that all audits are repeated annually to monitor progress. A full audit needs to be done with a module submission or redone with the module renewal.

School Settings

- School - Update principal's details and if there has been a change in the Key Main Teacher for RSS
- Annual - Enter Staff and Student numbers, adjust School & building size if this has changed, and add School savings targets for this year (5% is a reasonable target)
- Biodiversity - Enter your annual biodiversity audit and Habitat Quality Assessment Score. Best practice is to conduct this audit around the same time each year.

Bills

- Best practice is to set up accounts monthly, bimonthly or quarterly.
- All bills are entered for open and closed accounts. No red bills. If there are missing bills for closed accounts that can no longer be accessed then a comment is needed to explain this in A1.3 of Core and A1.3 of the relevant resource module. For example, missing water bills from a closed account in 2014 need a comment to say they can no longer be accessed in A1.3 of Core and Water.
- For solar generation read the inverter on the same day every month (or as close as possible). Enter total kW or total kWh (depending on what your inverter displays) for billing data.
- For bill anomalies, i.e., much higher resource use than usual, this could be due to events like waste from building works, water leaks, etc. Bill anomalies should be explained in the comment section of the bill that is entered. Enter another comment to explain this in Action A1.3 of Core and Action A1.3 of the relevant resource module. For example, a much larger paper order than normal needs a comment in A1.3 of Core and Waste.

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RSS Actions

- Attach your Annual Report for the previous year to Actions C1.6 and C1.8 in the Core module. Ensure you share this report with your school council. Sections of this report can also be shared with the wider school community such as on display in the foyer, on the school website or in the school newsletter.
- For the module/s you are working on or submitting, comments on each completed action must be from within the last 18 months. Add a comment updating progress on these actions.
- Update your school's sustainability internet or intranet page with new material at least twice a year. The website link (or screenshot/PDF for intranet) can be attached to Actions C1.1, C1.3, C1.5, C1.6 and C1.7 of the Core module, and in C1.1 and C1.3 of each resource module.
- Update your school's social media or CERES blog page with a sustainability story at least twice a year. Attach this link to Action's C1.3, C1.5, C1.6 in Core, and C1.1 and C1.3 of the relevant resource module/s.
- Report your sustainability progress or outcomes through a newsletter, social media, local paper, etc. Examples of this progress can be your savings, reduction in resource use, change in school culture or behaviours, or any other outcomes. This document/link can then be attached to Actions C1.5, C1.6 and C1.7 in the Core module and C1.1 of the relevant resource module/s.
- When you submit a star the Core module will need to have been maintained. This means completing all of the above, adding a recent comment to each action, and a final comment for the Core module in the final comments tab.

SEMP

- The SEMF is valid for 3 or 4 years from the date it is ratified. The SEMF is however considered as a 'live document' to be updated annually - ensure the Core action plan (Table 4), and action plans for resource modules you are currently working on (Tables 5-8) are updated with completion dates for completed actions and add any new actions you have decided to include. Ensure your goal deadlines cover every year for the duration of your SEMF. If you are working on Biodiversity, regardless of your SEMF duration your action plan must cover at least 3 years. After each update, add the details of when and who has updated your SEMF on its title page.
- The 3-4-year review cycle and associated school council ratification is an opportunity for the school to go through the other sections of the SEMF such as policies, guidelines and vision (Tables 1 and 2) ensuring these are still relevant and making adjustments as needed.
- On RSS, generate an annual report for the previous calendar year from the Reports tab, and enter the data into Table 3: Benchmarks, baseline and targets. Recalculate the targets for following years based on this data (5-10% increase for biodiversity, 5-10% decrease for other resources). Share this report with the school community.
- Once your annual biodiversity audit has been completed, enter the Habitat Quality Assessment Score as actual data into the relevant row of Table 3: Benchmarks, Baseline and Targets.
- Upload your SEMF document as a new document to all actions listed in the table below. Do not delete previous versions of the SEMF. Ensure you use clear naming conventions such as 'CERES PS SEMF 2020-2023 - Updated 2021'.

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When attaching your SEMP as a new document, associate it with the following actions to ensure the most current version can be found in all modules.

CORE	ENERGY	WASTE	WATER	BIODIVERSITY
A1.3	A1.3	A1.3	A1.3	A1.2
A1.4	A2.1	A2.1	A2.1	A2.1
A1.5	A2.2	A2.2	A2.7	A2.2
A1.7	B1.1	A2.5	B1.1	B1.1
A1.8		B1.1		
A1.9				
A1.12				
B1.1				
B1.2				
B1.4				
C1.4				
C1.8				

Green Purchasing Policy

- Update your Green Purchasing Policy (GPP) document by adding any green products you have begun using or want to use in the future.
- Upload your GPP to Actions A1.12 in the Core module, A2.5 in the Waste module.
- Add a review date for the following year.

Curriculum Review

- Update your Curriculum Review document for the year, or every two years if you work on a two-year cycle, adding any new units or learning activities reflecting sustainability.
- Upload your Curriculum Review to Actions B1.1 in the Core module and B1.1 of each resource module.
- Add a review date for the following year, or in two years if you work on a two-year cycle.