

Stages in Developing New Y Green Projects

1. Consider who the partners might be. Potential organisation are:

- **Local Govt**
Local government should have a strong interest in supporting residents to reduce their energy costs and reducing their LGA's carbon footprint (especially if they charge an environmental levy on their rates). They are a potential funder of the assessments.
- **Energy Retailer/s**
Energy retailers such as Origin, Country Energy, Integral should be interested in addressing the demand side management issues of their business ie. reducing peak supply requirements. They are potential funders of the assessments.
- **TAFE**
TAFE is a potential deliverer of the Home Sustainability Assessments (21854VIC) course.
- **Schools**
Schools can be a source of potential students for the TAFE course and subsequent employers of the young people
- **University**
Universities can be a source of environmental students who can act as the mentors for the young participants. Students studying Environmental Management or Engineering or similar are ideal candidates. It provides an opportunity to gain some practical experience in their chosen field. These students will also need to participate in the TAFE training.

2. Meeting of potential partners and stakeholders

- The purpose of this meeting is to present the project model for consideration, gain support from the stakeholders and initiate budget considerations. An MOU should be considered to clearly establish roles and responsibilities for each of the partners.
- At this point telephone, email and internet contact with Steplight is recommended.



3. Develop a budget and establish a timeline
4. Secure TAFE or other RTO commitment and funding to deliver the training and secure project funding to cover the assessments.
5. An MOU should be developed to clearly define roles and responsibilities for each of the stakeholders (sample agreement available).
6. A host organisation is identified. This organisations needs to have the infrastructure to support the project manager (computer, phone, payroll facility).
7. Agreement finalised and signed with Steplight. At this stage the set up costs are paid to Steplight.
8. Project Manager identified
9. Recruit young people (school, TAFE and uni students plus young people 'on the fringes')
 - There needs to be a recruitment strategy that targets the young people who may be interested – this includes contact with Principals, Careers Advisers, Jobs Pathway Programs, Environmental Groups.
10. Commence TAFE training
 - The training is delivered flexibly – a combination of online learning, classroom tutorials and visits to sustainable houses is recommended. The Western Sydney model trained their students on Wednesdays from 4pm – 8pm and on Saturdays from 9 am to 2pm over 5 weeks. Students were also required to do some work at home.
 - Y Green recruits should be tested and interviewed at some point before commencing the employment phase:
 - i. Interview – host organisation to determine suitability of applicants
 - ii. Knowledge Assessment – Steplight will provide assessment tools to determine the knowledge base of the applicants after they have completed the TAFE training
11. Steplight Site Visit & Training
 - The project manager will need to develop a close working relationship with Steplight and understand the operational side of the project. Steplight will:
 - Allocate one week (in one block) on site in the project's locality
 - Provide training to familiarise two key staff with Steplight systems and processes

- Deliver the assessment tools including laptops and software (installed) and other equipment/project tools
- Complete assessments with key staff
- Y Green Staff Briefing Session
This is the practical component of the training - how to use the laptops, how to recruit residents, how to deal with awkward situations with residents. This is a one-day commitment and the young people are not paid for this. Ideally this organised to coincide with the end of Steplight's site visit and training so that they are on hand to answer any questions.
- Police Screening Y Green Participants
Police screening of successful applicants is managed by Steplight. All candidates will be required to complete the police screening form at the interview and successful candidates forms should be forwarded to Steplight for processing.

12. Launch project

- An MOU should have been developed to clearly define roles and responsibilities for each of the stakeholders
- The purpose of launching the project is to give it some media exposure and alert the public to the opportunity to participate. A media release needs to be prepared and distributed to all local media outlets. The launch is a good opportunity to present the students with their certificates from the TAFE course and bring the key stakeholders together to sign an MOU for the project

13. Commence residential assessments

- There needs to be a marketing campaign prior to placing teams of young people – to encourage residents to open their houses to the young people. This could be a letter box drop, notices in the newspaper, Council advertising or simply door-to-door knocking (for the more outgoing young people). See Marketing Section.
- The first neighbourhood (300 houses) is more time consuming as the young people are still learning how to do their job. Subsequent neighbourhoods (if funding is available) are more time efficient as they advisers are more experienced and confident.
- The assessment includes gaining permission to access the resident's energy bills for the next two years to track changes.
- At the end of each day's work all consultations are uploaded to Steplight's central system. From this, Steplight is able to generate individual Action Plans to be mailed (or emailed) to each resident



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14. Commence follow up phone calls

- Approximately three months after completing an assessment, a follow up phone call is made to the resident to ascertain what changes they have made and to track any changes in the energy bills. This is also recorded on Steplight's data management system.
- This is best completed by some of the Y Green team who completed the initial assessments. This is budgeted as a paid position.

15. Aggregated report finalised by Steplight

- An aggregated report on the status of the neighbourhood and changes acted upon is developed by Steplight and sent to the Project Manager for release to the stakeholders. A media release should also be prepared to highlight the key issues in the report (See Marketing Section)

16. Future opportunities investigated

- Given the investment already made in training the young people, opportunities for continued employment in this field should be investigated. Other neighbourhoods could be targeted - funding need to be sourced.