

Power\$mart Businesses

GUIDELINES

Energy costs make up a significant proportion of the operating costs of Tasmanian businesses. Improved energy efficiency can help lower your power bills, protect against future energy price rises, and reduce greenhouse gas emissions.

The Tasmanian Government's Power\$mart Businesses program offers funding to review your business's energy use and help find ways to reduce it. The Department of Premier and Cabinet's Tasmanian Climate Change Office (TCCO) manages Power\$mart Businesses.

WHAT IS THE FUNDING FOR?

The funding is to carry out energy audits on Tasmanian business operations and buildings. The audit report will give you practical information about ways to improve the energy efficiency of your business.

Who does the energy audit?

The TCCO has engaged a panel of expert energy auditors to deliver energy efficiency audits under Power\$mart Businesses. Audits will be carried out by a member of the panel, who will conduct a Type 2 energy audit that meets Australian/New Zealand Standard (AS/NZS) 3598.1:2014 Energy Audits Part 1: Commercial Buildings.

What will the energy auditor do?

To comply with the requirements of AS/NZS 3598.1:2014, the energy auditor will carry out a number of tasks which include:

- conduct an on-site visit to your business's premises;
- analyse your electricity use and tariffs;
- identify energy saving opportunities; and
- calculate the financial payback for energy savings opportunities.

ELIGIBLE APPLICANTS

– WHO CAN APPLY?

A Tasmanian business is eligible to apply to Power\$mart Businesses if it:

- operates as a sole trader, trust, partnership or private company;
- is registered for tax purposes in Australia with an Australian Business Number and is registered for the Goods and Services Tax (GST);
- has less than 50 full-time equivalent employees; and
- has an annual electricity consumption of more than 100 megawatt hours per year.

Priority will be given to the following business types:

- commercial office space or retail tenancies;
- independent supermarkets; or
- commercial accommodation (for example hotels and motels but excluding residential-based accommodation such as Airbnb).



HOW MUCH FUNDING IS AVAILABLE?

Funding of \$150,000 for PowerSmart Businesses is available for a limited number of energy efficiency audits each financial year. Funding is available over two financial years, from 2018-19 to 2019-20. Applicants who miss out on participating after the funding allocation is reached for the current financial year may choose to remain on the waiting list for the following year's funding.

HOW MUCH DOES IT COST?

The cost of each energy audit will depend on the size and complexity of the business. As a guide, the approximate cost of an energy audit for:

- small businesses with relatively simple energy uses is expected to cost between \$1,000 and \$2,000; and
- larger businesses with more complicated energy uses is expected to cost between \$2,000 and \$5,000, but in some cases may cost more.

IS THERE A COST TO MY BUSINESS?

Yes. Tasmanian Government funding will cover 70 per cent of the cost of the energy audit. You will need to pay for the remaining 30 per cent of the audit costs.

The TCCO will request quotations from the panel of energy auditors to find the best fit for your business. To quote accurately on your application, an auditor may need to visit your site.

You will also need to allocate some time to spend with the auditor during the energy audit process to provide details of your business operations. This is important to ensure a comprehensive energy audit is conducted.

YOUR COMMITMENT

To participate in PowerSmart Businesses, you will need to confirm you accept the preferred quotation, sign a participant agreement with TCCO, and pay your 30 per cent contribution. You will also need to make yourself available to meet with the auditor and provide the information they need to conduct the audit.

We may ask you to answer a short satisfaction survey once the audit process is complete.

We may also ask to feature your business and the results of the energy audit as a case study for publication at the end of the PowerSmart Businesses program.

HOW DO I APPLY?

Complete the application form, which is included at the end of these Program Guidelines, or is available for download on TCCO's website www.climatechange.tas.gov.au. Please answer each question on the application form.

Applications can be submitted at any time, until PowerSmart Businesses closes or the available funds have been exhausted.

Information you will need to provide

Applicants will be required to provide the following information and documents as part of the application process:

- copies of your business's electricity bills for the past 12 months;
- confirmation of the number of full-time equivalent staff currently working in your business; and
- confirmation of the type of business you operate.



This information will assist TCCO to determine the eligibility of applicants and speed up the process of assigning an energy auditor to successful applicants. Any personal or commercial information provided by potential applicants to TCCO will be confidential.

We can answer your questions about preparing your application. Please call us on 03 6232 7173.

Application forms can be submitted by email or by mail, or use the online application form. The application form must be completed in full, signed and dated. Remember to enclose a copy of your electricity bills for the past 12 months.

Applications for PowerSmart Businesses must be addressed to:

PowerSmart Businesses
Tasmanian Climate Change Office
GPO Box 123
HOBART TAS 7001

or emailed to: climatechange@dpac.tas.gov.au with the subject line *PowerSmart Businesses*.

ASSESSING APPLICATIONS

The TCCO will determine the eligibility of each application. Applications will not be assessed if they are incomplete or if the applicant is not eligible to apply. We will let you know if your application is incomplete or ineligible. We may request further information or documents if your application is incomplete.

The TCCO will assess all eligible applications. Successful applications will be chosen based on:

- how well the application meets the eligibility criteria;
- the availability of Tasmanian Government funding; and
- TCCO's commitment to support a diverse range of businesses.

Please read these Guidelines carefully before starting your application.

The TCCO retains the right to approve or not approve funding at its discretion. The timing of the audits will be arranged to suit our annual Program budget.

NOTIFYING APPLICANTS

You will be notified of the outcome of your application as soon as possible.

Unsuccessful applicants

We will notify unsuccessful applicants by email or mail. Feedback will be provided to applicants on request.

Successful applicants

Successful applicants will be notified in writing and will be required to formally accept a quote, sign a short participant agreement and pay 30 per cent of the agreed quote cost.

PAYMENT OF THE AUDIT COSTS

Once you sign the participant agreement form, which is available on the TCCO's website www.climatechange.tas.gov.au, you will be invoiced for 30 per cent of the cost of the audit, as per the quotation. Once TCCO has received your 30 per cent contribution, TCCO will engage the energy auditor directly and make payment to the auditor once the audit is complete.



TAXATION IMPLICATIONS OF GRANT FUNDING

Grant funding provided under PowerSmart Businesses may be treated as income by the Australian Taxation Office (ATO). While grants are generally treated as assessable income for taxation purposes, how they are treated will depend on your particular circumstances. We recommend potential applicants consider seeking independent financial advice from a tax or financial advisor and/or the ATO, about the possible tax implications of receiving funding under PowerSmart Businesses, prior to submitting an application.

RIGHT TO INFORMATION AND REPORTING

Information provided to TCCO for the purposes of PowerSmart Businesses may be subject to disclosure in accordance with the *Right to Information Act 2009*.

The TCCO disburses public funds and is therefore accountable for the distribution of those funds. This means that TCCO may be required to report publicly on the amount and purpose of grant funding, the identity of grant recipients and other relevant non-personal information.

CONFIDENTIALITY AND PERSONAL INFORMATION PROTECTION

The TCCO will only use information provided by applicants for the purposes of administering PowerSmart Businesses and will keep any information provided by applicants confidential. Any personal or commercial information provided to TCCO will be managed in accordance with the *Personal Information Protection Act 2004*.

DISCLAIMER

Although care has been taken in the preparation of these Program Guidelines, no warranty, express or implied, is given by the Crown in Right of Tasmania as to the accuracy or completeness of the information it contains. The Crown in Right of Tasmania accepts no responsibility for any loss or damage that may arise from anything contained in or omitted from or that may arise from the use of these Program Guidelines, and any person relying on this document and the information it contains does so at their own risk. The Crown in Right of Tasmania does not accept liability or responsibility for any loss incurred by an applicant that are in any way related to PowerSmart Businesses.

CHECKLIST FOR APPLICANTS

- Am I eligible to apply?
- Have I completed and signed my application form?
- Have I attached a copy of my last 12 months' electricity bills?

SUBMITTING YOUR APPLICATION

Please send one electronic or hard copy of the completed application form, with a copy of your electricity bills for the past 12 months to:

- climatechange@dpac.tas.gov.au, with the subject line PowerSmart Businesses; or
- PowerSmart Businesses, Tasmanian Climate Change Office, GPO Box 123, HOBART TAS 7001.



ORGANISATION DETAILS

Business name:

Street address:

Postal address (if different from street address):

Australian Business/Company Number (ABN/ACN):

ELIGIBILITY CRITERIA

Business entity: Sole trader Trust Partnership Private company Other:

Business type: Commercial office space Retail tenant Independent supermarket Commercial accommodation

Do you lease or own your building? Lease Own Is your organisation registered for GST? Yes No

Annual electricity use (megawatt hours/year): Number of current staff (full-time equivalents):

If the electricity use figures in your power bills are in kilowatt hours (kWh), add them up for the most recent 12 months and divide the total by 1,000 to convert into megawatt hours (MWh).

Have you implemented any energy efficiency measures? LED lighting Insulation Refrigeration

Heating, ventilation, air conditioning Energy monitoring Automated controls Solar panels

Solar hot water Window upgrades No improvements Other:

Your application won't be disadvantaged if you haven't made improvements in your business.

AUTHORISED PERSON (SIGNATORY)

Title: Phone number:

First name: Mobile number:

Surname: Email address:

Position: Preferred time to contact:

Note: to quote accurately on your application, we might need to contact you, or arrange a site visit.

I declare that all the information in this application is true and correct and that I am authorised to make this application on behalf of the organisation named above.

Signature: Date:

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