

Reporting

The following pages summarise the EMS reporting requirements of your lodge.

What is required of your lodge?

One of the key components of an EMS is reporting on environmental performance. By regularly evaluating your performance you can identify areas that need improvement. Your lodge needs to submit an annual 'Environmental Performance Report'. This manual should assist you in capturing the information necessary to fill out the annual report. The questions in the report relate to the 'EMS Requirements' noted in each chapter of this manual. A template has been included at the end of this section so you know what to expect when it comes to submitting your report. Please ensure that someone in your lodge takes responsibility for fulfilling these reporting requirements.

WHEN?

The annual reporting period: **1st March to 28th February**

Due Date: You need to submit your lodge report before the 14th April

How to submit your report

Reports are to be submitted using the online reporting system, which can be accessed via the NPWS PRREMS webpage: <http://www.environment.nsw.gov.au/PRREMS>

Each lodge has been issued with a name and password. If you are unsure of the password or if you do not have access to the Internet please contact the NPWS EMS Officer to organise alternative means for submitting your report.

Whilst the cut off date to submit your report is the 14th April you are able to enter the information for your report at any time prior to the closing date. This means that you can submit your report early (at the end of winter) if you are not open over the summer period.

Visitor Nights

It is important that you include the number of "visitor nights" in your report as many of the PRREMS targets relate to reducing individual consumption of natural resources and waste production.

Visitor nights are calculated by adding up all the people who stayed at your lodge each night including staff. If someone stays for five nights then they should be counted 5 times. For example, If your lodge can accommodate 16 people and over four days your lodge had:

Thursday – 2 people, Friday – 12 people,
Saturday – 16 people, Sunday – 8 people

Then the number of visitor nights is
 $2+12+16+8=38$

NPWS Review of Reports

The information you submit in the report will be used to assess your performance against the objectives and targets. Each year, after you submit your data you will be sent a performance report demonstrating your performance against the objectives and targets. It will also give you an indication of the collective performance of all the lodges.

NPWS will review your performance and may contact you to discuss any areas of concern. The data you provide in these reports will be held on a confidential basis and will not be published except for group statistics and unidentifiable information.

Remember – Keep a copy of your EMS reports for your records.

Assistance

If you have any trouble logging onto the reporting website or are not sure how to complete the report, please contact the NPWS EMS Officer

phone: (02) 6450 5612 or

email:

perisher.ems@environment.nsw.gov.au.

PRREMS Incentives and Awards Program

The success of the PRREMS clearly depends on the commitment shown by lodges of the Perisher Range Resorts. To recognise those lodges which support the EMS and those that are committed to ensuring environmental protection an incentives and awards program has been developed.

Some of the awards that will be given out to individuals and lodges include:

- Environmental Initiative Award
– Presented to a lodge that has implemented a new environmental initiative that has resulted in an improved environmental outcome.
- Lodge Commitment Award – Presented to a lodge that has shown continual commitment to the implementation of the PRREMS.
- Achievement in Meeting or Exceeding a Target - Presented to a lodge that has excelled at achieving one or more of the environmental targets.

The incentives and awards program will be run annually and the award recipients will be determined by the PRREMS operational committee.