



The Rules

Energy and Water for Residential Aged Care and Retirement Living

Version 1.0 – July 2021



NABERS is a national initiative managed by the New South Wales Government.

Cover photo: Warragal Community Village Goulburn, a combined Residential Aged Care and Retirement Living facility in located in Goulburn, New South Wales. The Warragal Community Village Goulburn is one of the first sites to receive a NABERS Residential Aged Care rating.

Published by
Department of Planning, Industry and Environment
4 Parramatta Square
12 Darcy Street
Parramatta NSW 2150
PO Box A290
Sydney South NSW 2000
Ph: (02) 9995 5000 (switchboard)
Ph: 131 555 (environment information and publications requests)
Fax: (02) 9995 5999
TTY: 133 677 then ask for 131 555
Speak and Listen users: 1300 555 727 then ask for 131 555
Email: nabers@environment.nsw.gov.au
Website: www.nabers.gov.au

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1 Introduction

1.1 Summary

The National Australian Built Environment Rating System (NABERS) is a performance-based rating system managed by the **National Administrator**.

NABERS ratings are expressed as a number of stars, for example:

NABERS rating		Performance comparison
6 stars	★★★★★★	Market leading performance
5 stars	★★★★★	Excellent performance
3 stars	★★★	Market average performance

An accredited NABERS Certificate is awarded when the **National Administrator** certifies a rating completed by an **Assessor**. The **National Administrator** may independently audit the rating and assist in resolving complex technical issues.

These **Rules** define the standard for assessing a rating. The **Rules** are amended as required by additional **Rulings** which are published on the NABERS website: www.nabers.gov.au.

In addition to the **Rules**, an **Assessor** is to make use of relevant **Rulings** and the **NABERS rating input form**. A list of the documentation required in relation to this document is given in [Chapter 9](#).

1.2 Interpretation of the Rules

Assessments for an accredited rating must comply with the version of the **Rules** and any relevant **Rulings** current on the day the rating application is lodged to NABERS, unless—

- the **National Administrator** has specifically approved otherwise in writing, or
- the assessment is conducted under the terms of a NABERS Commitment Agreement which specifies an earlier version of the **Rules**.

A **Ruling** takes precedence if there is any conflict with the **Rules**. If there is a conflict between **Rulings**, the most recent takes precedence.

1.3 Situations not covered by the Rules

These **Rules** are intended to cover most facility premises. If an exceptional situation is encountered and the **Rules** are not easily applicable, the **Assessor** must contact the **National Administrator** for assistance.

Where an **Assessor** is unsure how to apply the **Rules**, the **National Administrator** may resolve the issue by making an interpretation of the **Rules** or by advising the use of a specific procedure that aligns with the intention of the **Rules**. Written correspondence from the **National Administrator** is required as evidence if this occurs.

Procedures not contained within these **Rules** may only be used for a particular rating with prior written approval from the **National Administrator**. Approval to use the same procedure must be sought from the **National Administrator** each time it is proposed to be used. Approval is entirely at the discretion of the **National Administrator**.

1.4 How to use this document

1.4.1 Purpose and overview

The purpose of this document is to give clear requirements for **Assessors** when they are evaluating a **residential aged care facility, retirement living facility** or **co-located facility** for their energy and water usage to provide a NABERS rating.

This document provides the framework for assessing these facilities in relation to the following elements:

- a) Number of **dwelling**s ([Chapter 4](#));
- b) Site area ([Chapter 5](#));
- c) Occupied bed days ([Chapter 6](#));
- d) Facility features ([Chapter 7](#)); and
- e) Minimum energy and water coverage ([Chapter 8](#)).

Documentation requirements for accredited ratings are given in [Chapter 9](#).

Detailed requirements regarding sources and supply points for energy and water, **metering systems**, validation of metering systems and other types of consumption can be found in *NABERS The Rules – Metering and Consumption*.

The implementation of these **Rules** is summarised as follows:

Application	These Rules will apply to a premises seeking either a NABERS Energy rating, a NABERS Water rating or both.
Feedback and support	Assessors are encouraged to provide feedback, as well as any concerns or queries, to the NABERS mailbox at nabers@environment.nsw.gov.au

1.4.2 NABERS Energy for Residential Aged Care and Retirement Living

Under the NABERS rating system, the number of stars awarded to a facility is calculated by benchmarking energy consumption and comparing it against premises of the same category, using 12 months of actual data.

Key factors that influence this consumption, such as site area, number of **dwellings**, occupied bed days, climate, facility features etc., are taken into account depending on the **rating type**. GreenPower™ purchases are also considered, but the rating without purchased GreenPower™ is also displayed.

1.4.3 NABERS Water for Residential Aged Care and Retirement Living

Under the NABERS rating system, stars for water consumption are awarded in the same manner as energy consumption. Water usage in the **rated premises** is compared to other premises of the same category, over a 12-month period. The scope of water for **residential aged care facilities** and **retirement living facilities** ratings remains the same across all rating types: it includes all water supplied to the site boundary comprising the **retirement living facility** and/or **residential aged care facility**, including water supplied to all **townhouses, villas, independent apartments and centrally serviced apartments**.

NABERS Water for Residential Aged Care and/or Retirement Living ratings can be conducted at the same time as a NABERS Energy for Aged Care and/or Retirement Living ratings.

In addition, external recycled water purchases are taken into account, but the rating without purchased external recycled water is also displayed.

1.4.4 Rating type

The **rating type** must be determined as per **Table 1.1** below.

Table 1.1: Scopes for NABERS Energy for Residential Aged Care and/or Retirement Living ratings

Type of rating	Scope
Residential aged care	Assessment of the energy and water consumed in supplying the whole residential aged care facility and common spaces.
Retirement living	Assessment of the energy consumed in supplying a retirement living facility common areas and centrally serviced apartments . Assessment of the water consumed in supplying a retirement living facility common areas and all dwellings .
Co-located residential aged care and retirement living	Assessment of the energy consumed in supplying a residential aged care facility and retirement living facility common areas co-located on the same site boundary.

1.4.5 Formatting conventions and referencing

The term '**Rules**' refers to a body of works produced by NABERS that specify what must be examined, tested and documented when an **Assessor** conducts a rating. Wherever the term is used in this document from Chapter 4 onwards, it refers to this particular document, *NABERS The Rules – Energy and Water for Residential Aged Care and Retirement Living*. Wherever the document *NABERS The Rules – Metering and Consumption* is referred to, the title is also mentioned.

Notes and **examples**: Text appearing with a grey tint in the background is explanatory text only. It is not to be read as part of the **Rules** and/or is not essential for the proper use of this document.

Text appearing **dark green and bold** is a defined term (see Chapter 2).

All main references to documentation requirements appear *italicised and in aqua font*.

Internal cross references appear as numbered sections (e.g. Section 4.2) or chapters (e.g. Chapter 6) and are hyperlinked. Cross references to an individual **Rules** text (e.g. *NABERS The Rules – Metering and Consumption*) are numbered appropriately together with the title of the specific text.

1.5 Related documents

NABERS The Rules – Metering and Consumption, v1.0, 2020

NABERS Ruling – On-site Renewable Electricity Generation (OREG) Systems, v1.1, 2021

NABERS Ruling – Shared Facilities, 2014

NABERS Ruling – Shared Services for Mixed-Use Buildings, 2015

Interim Methodology for the treatment of Cogeneration and Trigeneration Systems in NABERS ratings, v1.1, 2013

2 Terms and definitions

This chapter lists the key terms and their definitions that are integral to the proper use of this document.

Term	Definition
acceptable data	Data which meets the applicable accuracy and validity requirements of these Rules .
acceptable estimate	<p>The values derived from an estimation method permitted by these Rules in place of incomplete or uncertain data.</p> <p>Estimates that do not satisfy the above specifications are deemed unacceptable and cannot be used in the rating.</p>
apartment	A self-contained unit of accommodation comprising kitchen, sleeping, living and bathroom facilities within a building that contains many such residential dwelling s.
Assessor	An accredited person authorised by the National Administrator to conduct NABERS ratings for facility premises.
Auditor	A person contracted to the National Administrator to perform audits of NABERS rating applications.
cadastral land parcel boundary	<p>The area defined by the following authorities:</p> <ul style="list-style-type: none">a) Government of Western Australia Landgate;b) Queensland Government Queensland Globe;c) Northern Territory Government Integrated Land Information System (ILIS);d) ACT Government Environment, Planning and Sustainable Development Directorate;e) South Australian Government Land Services SA;f) NSW Government Spatial Services;g) VIC Government Vicmap Property;h) Tasmanian Government Department of Primary Industries, Parks, Water and Environment Land Tasmania. <p>Note: In Australian Territories, this may refer to the right to use boundaries under a Crown lease.</p>
co-located facility	A facility that has a residential aged care facility and retirement living facility located within the same site area .

Term	Definition
dwelling	Either a townhouse , villa , independent living apartments , or centrally serviced apartments as defined in the Rules .
embedded network	A private electricity network that is connected to the parent electricity network or 'grid'.
	Note: Most facility buildings in Western Australia, South Australia and Queensland use embedded networks for supplying facility tenants and the Base Building systems.
end use	A purpose or activity (or a group of related purposes and activities) that water or energy is used for.
heated pool	A pool or spa that has its water temperature controlled with active heating or cooling for at least one month during the rating period .
heavy laundry	Bed linen or towels to be washed or dried using an electric, steam- or gas-operated washing machine and dryer.
	Note: Personal clothing is excluded.
metering system	A system of one or more devices providing an individual measurement.
	Note: For further information, refer to <i>NABERS The Rules – Metering and Consumption</i> .
NABERS rating input form	The rating input form provided by NABERS for use by Assessors in the calculation of accredited ratings. For NABERS ratings for residential aged care facilities and retirement living facilities , this is in the NABERS Perform application.
National Administrator	The body responsible for administering NABERS, in particular— <ul style="list-style-type: none"> a) establishing and maintaining the standards and procedures to be followed in all aspects of the operation of the system, and b) determining issues that arise during the operation of the system and the making of ratings, and c) accrediting Assessors and awarding accredited ratings in accordance with NABERS standards and procedures. The functions of the National Administrator are undertaken by the NSW Government.

Term	Definition
non-resident	Any person(s) who is— <ol style="list-style-type: none"> a) not a resident at the rated premises, but a guest of a resident at the rated premises, or b) any person(s) in another residential aged care facility or retirement living facility for which the kitchen of the rated premises has been engaged to cater meals for. <p>Note: The general public are excluded from this definition.</p>
occupied	An aged care bed or dwelling within the site area of a premises that is registered to a resident , and the dwelling and/or aged care bed is ready for occupation .
on-site heavy laundry	A facility for the processing of heavy laundry items located within the rated premises . As a minimum, the laundry must be operated: <ol style="list-style-type: none"> a) By the residential aged care provider or contractor to the residential aged care provider for the purposes of cleaning residents' towels and bed linen; b) For the washing and drying of the residents' towels and bed linen. It may provide ironing services.
potential error	The total of all acceptable estimates (including assumptions, approximations, and unverified data) included in the rating assessment. The NABERS rating input form automatically calculates the potential error based on the data provided.
public access	A facility feature or space that members of the public have access to.
rated site area	The final site area for an entire rating determined by following the process described in these Rules .
rated premises	The facility and any services within the site area to be rated.
rating period	The 12-month base period for the rating, requiring at least 12 contiguous months of acceptable data upon which the rating is based.
rating scope	The scope of the rating – either retirement living, residential aged care or co-located (see Table 1.1).
rating type	Type of rating – such as energy or water.

Term	Definition
ready for occupation	A dwelling (or the building in which the aged care bed is housed) within the rated premises that has received a certificate of occupancy, and where normal services such as meals, sleeping, living and bathroom facilities are provided to the resident occupying the space.
resident	A person who is registered to occupy a dwelling in a retirement living facility or a bed in a residential aged care facility .
residential aged care facility	Facilities that provide supported aged care for those unable to live independently. Residents receive catered meals and full time care at all times, and occupy a bed within the facility.
retirement living facility	Facilities that provide an independent lifestyle to residents over the age of 55, and provide minimal-to-no day-to-day assistance. A retirement living resident occupies a dwelling within the facility.
Rules	Authoritative document produced by the National Administrator that specifies what must be covered by an Assessor in order to produce a rating.
Ruling	An authoritative decision by the National Administrator which acts as an addition or amendment to this document.
site area	The total horizontal area (m ²) of the site, boundary-to-boundary excluding access strips, community land and public space. The site area is defined by the cadastral land parcel boundary .
townhouse	Residential dwellings that share one or more major walls with adjacent houses. Townhouses have one or more bedrooms, and are a self-contained unit of accommodation comprising kitchen, sleeping, living and bathroom facilities.
unheated pool	A swimming pool or spa that does not have any temperature control with active heating or cooling of the pool water.

Term	Definition
utility	<p>An organisation or company that holds a licence to retail electricity, gas or water, and that sells energy or water as its primary business.</p> <p>This definition excludes:</p> <ul style="list-style-type: none">a) Landlords which on-sell electricity or water where they neither hold a licence nor have an exemption deemed valid by the National Administrator for needing a licence;b) Third party contractors, such as meter reading providers.
validity period	<p>The post-certification period during which the rating is valid for up to 12 months.</p>
villa	<p>A freestanding house, or a house that share minor walls with adjacent houses. Villas have one or more bedrooms, and are a self-contained unit of accommodation comprising kitchen, sleeping, living and bathroom facilities.</p>

3 Key concepts and procedures

3.1 Eligibility criteria

A premises is considered eligible for a NABERS rating if all of the eligibility criteria detailed in [Table 3.1](#) are met.

Any of the following **rating types** can be undertaken for a **co-located facility** provided it has adequate metering and the minimum coverage requirements outlined in [Chapter 8](#) are met:

- a) Energy and water rating for a **residential aged care facility**;
- b) Energy and water rating for a **retirement living facility**; or
- c) Energy rating for a **co-located facility**.

Note 1: A water rating for a **co-located facility** is currently under development.

Table 3.1 Criteria for a retirement living, residential aged care or co-located facility to qualify under NABERS

Criteria	Residential Aged Care	Retirement Living	Co-located
<p>Premises type:</p> <p>During the rating period, the rated premises was used as a residential aged care or retirement facility, or, if unoccupied, capable of being used for this purpose.</p>	✓	✓	✓
<p>Premises energy or water coverage:</p> <p>The minimum energy or water coverage for the rating type and spaces included is met, as described in Chapter 8.</p>	✓	✓	✓
<p>New premises and major refurbishments:</p> <p>New premises or premises undertaking major refurbishments are eligible for a NABERS rating as soon as 12 months of a rating period can be completed. In these cases, the rating period can start as soon as 75 % occupancy is achieved:</p>	✓	✓	✓

<ul style="list-style-type: none"> For residential aged care, this means that 75 % of the rated premises aged care places capacity is occupied. For retirement living, this means that 75 % of dwellings are occupied. 			
<p>Aged care places:</p> <p>The rated premises is licensed to provide at least 15 residential aged care places. Residents have the right to occupy a bed within the rated premises and are provided with full-time care during the duration of residency.</p>	✓		✓
<p>Communal facilities:</p> <p>There is at least one communal space (such as a community centre or meeting space) for the exclusive use of retirement living residents. The servicing of such communal spaces is typically billed to the premises' owners.</p>		✓	✓
<p>Minimum number of dwellings:</p> <p>There are at least four dwellings in the rated premises and the street/garden light energy is within the metered consumption coverage.</p>		✓	✓
<p>Site area per dwelling:</p> <p>The site area per dwelling is between 50 m² and 1,000 m². A retirement living facility that does not meet this requirement may be able to be rated upon advance approval from NABERS, however NABERS does not guarantee accuracy.</p>		✓	✓
<p>Minimum eligibility for vertical complexes:</p> <p>A rated premises with a site area < 20,000 m² and that solely has apartment dwelling types has adequate metering to classify these as centrally serviced apartments.</p>		✓	✓

Note 2: A vertical **retirement living facility** with a site area < 20,000 m² that only has **apartments**, and has inadequate metering to classify these as centrally serviced **apartments**, may consider undertaking a NABERS Energy and Water for Apartment Buildings rating instead of a NABERS Energy and Water for Retirement Living Facilities rating if it is unable to qualify for the minimum criteria for a **retirement living facility** listed in Section 3.1.

Note 3: A facility that contains significant medical facilities or services may be considered a hospital. Please contact NABERS for guidance and eligibility.

3.2 The rating period

A NABERS rating is based on a 12-month **rating period**. Once certified, the rating is valid for a further 12 months after the **rating period** (the **validity period**).

It takes time for the **Assessor** to complete a rating. Therefore 120 days is given to lodge the rating after the end of the **rating period**. Ratings lodged after the 120 days will have a reduced **validity period** to ensure all ratings are based on current data.

The **Assessor** must respond to all questions from the **National Administrator** within 10 working days to avoid impacting the validity of the rating.

Assessors may submit a NABERS Energy rating and NABERS Water rating for the same premises as a combined rating application. When submitting a combined rating application, both ratings must have the same **rating period**.

More information on the **rating period**, **validity period** and time limits for submission can be found in Appendix A.

3.3 Standards for acceptable data and acceptable estimates

3.3.1 General

An assessment for an accredited NABERS for Energy or Water for Residential Aged Care and/or Retirement Living rating must be based on the **acceptable data** or **acceptable estimates** specified in the **Rules** (including applicable **Rulings**) or as directed by the **National Administrator**.

3.3.2 Acceptable data

If accurate and verifiable **acceptable data** is available, it must be used. Where a section of the **Rules** allows more than one type of data source to be used and no particular priority is given, the following order of preference applies:

- a) Data obtained directly by the **Assessor**;

- b) Data provided by a third party without a significant interest in the operation or performance of the premises or its equipment (such as an energy or water **utility**), including:
 - 1) Documents or other records provided by a third party which can be verified by the source (e.g., **utility** bills); or
 - 2) Documents or other records which cannot be independently verified but whose authenticity and accuracy is attested to by a credible and responsible person without a conflict of interest; or
 - 3) Verbal information provided by a credible and responsible person, recorded in writing by the **Assessor** with the full name, position and contact details of the person giving the information.
- c) Data provided by the owner commissioning the rating, or a third party with a significant interest in the operation or performance of the premises or its equipment (such as a facility manager, technical contractor or equipment supplier), including:
 - 1) Documents or other records provided by a party to an agreement or transaction which can be verified by another party to the same agreement or transaction (e.g., contracts or other legal agreements);
 - 2) Documents or other records which cannot be independently verified but whose authenticity and accuracy is attested to by a credible and responsible person without a conflict of interest; or
 - 3) Verbal information provided by a credible and responsible person, recorded in writing by the **Assessor** with the full name, position, and contact details of the person giving the information.

3.3.3 Acceptable estimates

Where **acceptable data** is not available, estimates (including assumptions, approximations and un-validated data) can be used if they are deemed to be **acceptable estimates** in accordance with these **Rules**.

Use of **acceptable estimates** often adds to the **potential error** of the rating. Overall the **potential error** for a rating must total to no more than 5 % as calculated using the **NABERS rating input form**. Where it exceeds 5 %, the premises cannot be rated until sufficient **acceptable data** and/or **acceptable estimates** have been obtained.

3.4 Site visits

Assessors are required to inspect the **rated premises** in order to:

- a) Become familiar with the layout, services and features of the **rated premises**;
- b) Confirm that documentation provided for the assessment is accurate, complete and up-to-date;
- c) Check that all required spaces have been included in the rated energy and water coverage;

- d) Check for inclusions in and exclusions from the **rated site area** calculation and energy and water coverage (as appropriate);
- e) Confirm energy and/or water sources;
- f) Visit plant rooms and switch rooms to ensure that all relevant equipment is covered under the meters included in the rating; and
- g) Resolve any other issues that arise.

An **Assessor's** inspection of the **rated premises** is expected to include a physical check of the servicing arrangements provided to the **rated premises**.

There may be circumstances where access to part of the premises is refused due to safety or privacy concerns. If this occurs, the **Assessor** must explain why they could not access these spaces and fully document this in the **NABERS rating input form**. Any known impacts on the quality of the information obtained for the assessment must also be fully described (e.g. an **acceptable estimate** must be used in the absence of **acceptable data**).

Only **Assessors** can undertake a site inspection for a NABERS rating. If the **Assessor** cannot physically conduct the site visit, they may delegate this task to another **Assessor** accredited specifically for **residential aged care facilities** and **retirement living facilities**.

The **Assessor** lodging the rating is responsible for the accuracy of the data. The **Assessor** must obtain and retain all the evidence required to prove their assumptions for auditing purposes, including but not limited to the documentation requirements listed in [Chapter 9](#).

If there are significant difficulties visiting the site, the **National Administrator** must be notified.

3.5 Documentation and record keeping

3.5.1 Documentation required

An assessment may be based on copies of original documents such as **utility** bills, signed leases and other records, as long as the **Assessor** is satisfied that they are, or can be verified to be, true and complete records of the original documents or files. Access to original documents is highly desirable if they are available.

3.5.2 Record keeping for auditing purposes

Assessors must keep all records on which an assessment is based.

The records kept by **Assessors** must be to such a standard that it would be possible for another **Assessor** or an **Auditor** to accurately repeat the rating using only the documents provided. This includes records of assumptions and all information and calculations used as the basis for **acceptable estimates**. The records kept must be the actual documents used for the assessment or verifiable copies. Summaries are not acceptable.

Digital copies of documents are considered acceptable in all cases.

Records must be kept for seven years from the date the rating application was lodged. **Assessors** remain responsible for ratings they have conducted, even if they move companies.

4 Number of dwellings

4.1 Summary

This variable is only applicable for NABERS Energy and Water ratings for **retirement living facilities** and a NABERS Energy rating for **co-located facilities**.

The following **dwelling** types are offered to retirement living **residents** based on the required level of service:

- a) **Townhouses**;
- b) **Villas**;
- c) Independent **apartments**;
- d) Centrally serviced **apartments**.

Note: The total number of dwellings is used as a basic index for the size and extent of facilities offered at the **rated premises**.

For documentation requirements, see Section 9.2.

4.2 Process overview

The process for determining the number of **dwellings** is as per **Table 4.1** below

Table 4.1: Determining the number of dwellings

	Step	Reference
1	Determine the dwelling types located within the site area of the retirement living facility .	4.3
2	Calculate the total number of dwellings .	4.4.1
3	Identify any periods where any dwellings were not habitable.	4.4.2

4.3 Dwelling types

4.3.1 General

Retirement living facilities provide numerous options to their **residents**, and each has a different consumption profile. Therefore, it is important to distinguish between the different categories.

Note: The **residents** of **townhouses**, **villas** and **apartments** typically receive nil to low levels of care. As such, they are largely classed as 'independent living' units.

4.3.2 Townhouses and villas

Each **townhouse** or **villa** is considered as one **dwelling** in a NABERS for Retirement Living rating.

4.3.3 Centrally serviced apartments

Centrally serviced apartments are **apartment** units in which the—

- a) air-conditioning services (heating only for climate zone 1 and 2, or both heating and cooling for other climate zones),
- b) domestic hot water, and
- c) general light and power

are part of the metered consumption coverage.

Each centrally serviced **apartment** is considered to be one **dwelling** in a NABERS for Retirement Living rating.

Example:

Consider a **retirement living facility** in Queensland with the following configuration:

- a) The energy consumption for cooling to ten **apartments** are metered under Meter 1;
- b) The energy consumption for heating and general light and power to the same ten **apartments** are metered under Meter 2;
- c) The energy consumption for domestic hot water to the ten **apartments** are metered under Meter 3, which also covers the energy consumption to the community centre used by retirement living **residents**.

If the energy consumption for Meter 1, Meter 2 and Meter 3 are included in the rating, then the ten **apartments** are considered to be centrally serviced **apartments**.

If heating, general light and power (Meter 2) are not included in the metered consumption coverage, then the ten **apartments** are considered to be independent **apartments**.

Note: The **Assessor** should take care in the definition of a serviced **apartment** for the purposes of a NABERS for Retirement Living rating. Some facilities may class certain **apartments** as 'serviced **apartments**' due to **residents** receiving some level of personal care such as provision of cooked meals or **heavy laundry** assistance.

For the purposes of a NABERS for Retirement Living rating, if the **apartment** does not meet the definition of a centrally serviced **apartment**, it should be treated as an independent **apartment**.

4.3.4 Independent apartments

Any **apartment** that does not meet the definition of a centrally serviced apartment is an independent apartment.

Each independent **apartment** is considered to be one **dwelling** in a NABERS for Retirement Living rating.

4.4 Counting the number of dwellings

4.4.1 Calculating the total number of dwellings

The total number of **dwellings** is the sum of all **townhouses**, **villas**, independent **apartments** and centrally serviced **apartments** located within the **site area** of the **retirement living facility**.

The **Assessor** must verify that the total **dwelling** count matches the configuration of the **retirement living facility** during the **rating period**.

4.4.2 Adjusting for occupancy

A **dwelling** is considered to be **occupied** at all times, except under the following circumstances:

- a) It is still under construction and not **ready for occupation**; or
- b) It is not registered/licensed to any **resident**.

The end of the construction is determined on the basis of the issue of an occupancy certificate.

Casual refurbishment or renovation of a **dwelling** is not counted in the consideration of habitability. The **Assessor** must identify all periods of uninhabitability and confirm all **dwellings** were **occupied** for the number of days included in the rating.

A **dwelling** that is vacant but licensed to a **resident** and **ready for occupation** must be included in the total **dwelling** count.

If a **dwelling** is not **ready for occupation** or not licensed to a **resident**, then the **Assessor** must determine the number of days in the **rating period** for which each **dwelling** was habitable.

The proportion of the **rating period** during which each **dwelling** was habitable is then used as an adjustment factor when counting the affected **dwellings**. The number of days that the **dwelling** was habitable must be recorded on the total **dwellings** count.

Example 1: A facility that is **not ready for occupation**:

A **retirement living facility** with 100 **dwellings** undergoes major repairs to a number of **townhouses**, making 25 townhouses uninhabitable for 80 days. The effective number of **dwellings** is:

$$75 \text{ dwellings} + 25 \text{ townhouses} \times \frac{(365 - 80) \text{ days}}{365 \text{ days}} = 94.5 \text{ dwellings}$$

Example 2: An unlicensed dwelling:

A **retirement living facility** with 100 **dwellings** is licensed to 80 **residents**, making 20 **dwellings** unlicensed for 150 days. The effective number of **dwellings** is:

$$80 \text{ dwellings} + 20 \text{ townhouses} \times \frac{(365 - 150) \text{ days}}{365 \text{ days}} = 91.8 \text{ dwellings}$$

For documentation requirements, see Section 9.2.1.

5 Site area

5.1 Summary

This variable is only applicable for a NABERS Energy and Water rating for **retirement living facilities**, or a **co-located facilities** energy rating.

Site area is used as a basic index for the size and extent of facilities offered at the **rated premises**.

For documentation requirements, see Section 9.3.

5.2 Process overview

The process for determining the **site area** is as per **Table 5.1** below.

Table 5.1: Determining site area

	Step	Reference
1	Determine the site area .	5.3
2	Exclude protected vegetation or non-retirement living area from the site area .	5.4

5.3 Determining the site area

The **site area** of the **rated premises** must be verified by the **Assessor** to have been measured in compliance with the **measurement standard for rated area**, by one of the following methods (listed in order of preference):

- a) Reference to a third-party survey, state land title registry, deposited plan or registered plan;
- b) Direct measurement of the area from current plans, scaled prints or using satellite imagery software within the **cadastral land parcel boundary**.

Regardless of the method used to determine the **site area**, the **Assessor** must ensure that the information accurately reflects the configuration of the **rated premises** and its uses during the **rating period**.

Where the **Assessor** is unable to provide documentary evidence that the direct measurement source is based on the **cadastral land parcel boundary**, the **site area** must be included in the **potential error** measurement.

For documentation requirements, see Section 9.3.1.

5.4 Area exclusions

5.4.1 Protected vegetation area

The **Assessor** must check that the **site area** does not include any state- or council-designated protected areas under the *Native Vegetation Act* or non-retirement living facilities as part of the site inspection.

Note: The *Native Vegetation Act* attaches restrictions to the clearance of native vegetation in certain areas. These protected vegetation areas may be known by different names in different states, e.g. 'vegetation management areas', 'bushland reserve', 'nature refuge' or 'nature reserves'.

Where the **Assessor** identifies that the **site area** includes such areas, the affected area shall be excluded using one of the following methods:

- a) If the method in Section 5.3 a) shows the **site areas** associated with the boundary identified by the **Assessor**, then use the area listed on the third-party documentation to determine the area to be excluded; or if not available,
- b) Using direct measurement from current plans or scaled prints, measure the area that is outside the boundary of **rated premises** as determined in Section 5.3 b); or if not available,
- c) Using satellite imagery and the measurement scale on the satellite imagery, electronically measure the area that is outside the boundary of the **rated premises** as determined in Section 5.3.

Where c) is used AND satellite imagery does not show the **cadastral land parcel boundary**, then the estimated area must be included in the **potential error** measurement for **site area**.

Where c) is used but the satellite imagery shows the **cadastral land parcel boundary**, the measured area does not need to be added to the **potential error** for **site area**.

5.4.2 Non-retirement site area

5.4.2.1 Retirement living energy or water rating

Where the **Assessor** identifies that the **site area** includes non-retirement living facilities, the following should be conducted in sequence:

Step 1: Determine the boundaries of the exterior lighting and the garden irrigation provided to the **retirement living facility** with regard to metered electricity usage and water consumption.

Note: The boundaries of the metered electricity usage and the boundaries of the exterior lighting might not be the same. Likewise, the boundary of the garden irrigation might not accurately reflect the external water consumption of the **retirement living facility**.

If the site is pursuing a standalone energy or standalone water retirement living rating, then the **rated site area** as determined by the metered utility boundary should be used.

Step 2: Exclude the area that is outside the boundary of the **retirement living facility**.

5.4.2.2 Co-located facilities energy rating

Where the **Assessor** identifies that the **site area** includes non-retirement living or non-residential aged care facilities, the following should be conducted in sequence:

Step 1: Determine the boundaries of the exterior lighting provided to the **co-located facility** with regard to metered electricity usage consumption.

Step 2: Exclude the area that is outside the boundary of the **co-located facility**.

For documentation requirements, see Section 9.3.2.

5.5 Rated site area

The **Assessor** must determine the **rated site area**. This is calculated by excluding the protected vegetation area and non-retirement **site area** (Section 5.4) from the total **site area** (Section 5.3). See the example below.

Example: A **co-located facility** has a **residential aged care facility** and **retirement living facility**. The total **site area** for the co-located facility as defined by the **cadastral land parcel boundary** is 70,000 m².

Meter 1 is the **retirement living facility** electricity meter, which covers exterior lighting up to 65,000m² of **site area**. The remaining 5,000m² is where the residential aged care building is located, as well as an on-grade car park available to guests of residential aged care residents or staff – this is covered by Meter 2, which is the **residential aged care facility** electricity meter. The **rated site area** for the retirement living **energy** rating is 65,000 m².

The same **co-located facility** has two water meters. Water Meter 3 covers all water consumption to the **residential aged care facility** (except for exterior landscape irrigation) and Water Meter 4 covers irrigation to the whole site, including the flower beds and grassy area adjacent to the residential aged care building. The **rated site area** for the retirement living **water** rating is 70,000m².

6 Occupied bed days

6.1 Summary

This variable is only applicable for a NABERS Energy and Water ratings for **residential aged care facilities** or a NABERS Energy rating for **co-located facilities**.

The number of occupied bed days (OBD) is used as the primary metric to adjust the energy and water consumption, along with other factors, to ensure a fair comparison between **residential aged care facilities**.

For documentation requirements, see Section 9.4.

6.2 Process overview

The process for determining the occupied bed days is as per **Table 6.1** below:

Table 6.1: Determining the OBDs

	Step	Reference
1	If a daily or monthly OBD register is provided by site, count the number of OBDs using Method 1. Otherwise, go to Step 2.	Section 6.3.2
2	Calculate the number of OBDs using the number of residents (Method 2).	Section 6.3.3

6.3 Principle and methods

6.3.1 General

The OBDs are the total number of bed days of all **residential aged care residents** accommodated during the **rating period**. It is a measure of the number of beds occupied across the **rating period**.

The **Assessor** must use, in order of priority, either Method 1 or Method 2 described in Sections 6.3.2 or 6.3.3 below to determine the number of OBDs.

6.3.2 Method 1 – Counting OBDs

Note: Method 1 is typically used by the aged care provider for reporting a residential aged care to short stay respite bed block-funded by the federal Government. This information is counted by the facility on a daily or monthly basis.

Assessors must calculate the total number of OBDs for a **residential aged care facility** during the **rating period** as follows:

- a) If a **resident** occupies a bed at any time between 00:00 hours and 23:59 hours, this is considered to be one OBD.

The following scenarios should each be counted as one OBD:

- 1) The day the **resident** is admitted to the **residential aged care facility**;
- 2) The day a **resident** leaves the **residential aged care facility**;
- 3) If the patient remains in the **residential aged care facility** from midnight to 23:59 hours;
- 4) If the **resident** is admitted and leaves on the same date (same-day/respite care **resident**).

The following scenario should be counted as two OBDs:

- i) The day a **resident** leaves the **residential aged care facility**, and another **resident** is admitted in the same bed.

Example 1: If a resident leaves the bed at 9:30am, escorted by an aged care provider carer to receive care at the hospital, but returns at 10pm the same day, this is counted as one OBD.

Example 2: A resident leaves the bed at 09:00 hours on Monday to receive care at the hospital and returns on Friday 13:00 hours – this is counted as two OBDs. If another resident is admitted to the same bed at 16:30 hours on the day the resident leaves (Monday), and leaves on Thursday, this is counted as four OBDs. Between Monday and Friday inclusive, the rated OBD is six OBDs.

As a guideline, the **Assessor** should ensure that the OBD count per bed does not exceed 365 days (366 days for a leap year). In the event that it does, the **Assessor** should further investigate and obtain adequate reasoning and supporting evidence for the high OBD count.

6.3.3 Method 2 – Number of residents

6.3.3.1 General

In the event that the facility is unable to provide daily or monthly OBDs using Method 1 (Section 6.3.2), the associated number of **residents** during the **rating period** can be used to calculate the OBD instead.

The total rated OBD is calculated using the following formula:

$$\text{Rated OBD} = \text{full residence OBDs} + \text{partial residence OBDs}$$

6.3.3.2 Full residence OBDs

Full residence OBDs are calculated using the number of **residents** who were at the **residential aged care facility** for the whole of the **rating period**:

$$\text{Full residence OBDs} = \text{no. of full residence residents} \times \text{no. of days in rating period}$$

6.3.3.3 Partial residence OBDs

If a **resident** was at the facility for less than the **rating period**, the number of **residents** should reflect the equivalent number of **residents** who resided at the facility for the duration of the **rating period**. A partial **resident** is a **resident** who was at the facility for less than the **rating period**.

For each partial **resident**, calculate the length of their stay. The summation of the length of stay for all partial **residents** is the partial residence OBD:

$$\text{Partial residence OBDs} = \text{Sum of each partial resident length of stay (days)}$$

If the **Assessor** is unable to obtain documentation to support the duration of stay for a partial resident, the number of OBDs for that partial resident should be treated as zero.

For documentation requirements, see Section 9.4.1.

7 Facility features

7.1 Summary

A **residential aged care facility** or **retirement living facility** may have centrally provided services or facility features that impact water and energy consumption, such as swimming pools, kitchens and laundries.

Assessors will need to determine the extent to which these features will affect a **rated premises'** energy and water consumption through data collection. This chapter outlines critical features for assessment.

For documentation requirements, see Section 9.5.

7.2 Process overview

The process for determining the facility features is as per **Table 7.1** below.

Table 7.1: Determining facility features

	Step	Residential Aged Care Energy	Residential Aged Care Water	Retirement Living Energy	Retirement Living Water	Co-located Facility Energy
1	Determine the number of heated swimming pools and their surface area.	✓	N/A	✓	✓	✓
2	Determine the number of unheated swimming pools and their surface area.	N/A	N/A	✓	N/A	✓
3	Determine the average weekly kitchen meals cooked on-site.	✓	✓	✓	✓	✓
4	Determine if heavy laundry is processed on-site or off-site.	✓	✓	N/A	N/A	✓

7.3 Swimming pools and spas

7.3.1 General

In NABERS Energy for Residential Aged Care and Retirement Living ratings, the potential impact of pools is accounted for through determining the area of the pool. This figure is calculated for all pools (indoor or outdoor) that are heated for at least one consecutive month of the year.

For documentation requirements, see Section 9.5.1.

7.3.2 Check for heated and unheated pools

The **rated premises** can be considered to have a pool if:

- a) There is one or more heated or non-heated swimming or spa pools that some **residents** have access to; and,
- b) The energy usage, or part of the energy usage, associated with the swimming or spa pool is downstream of the rated metered consumption.

The **Assessor** must survey the **rated premises** for the presence of **heated pools** and **unheated pools**.

The **Assessor** must determine the period of heating either by enquiry to the **rated premises'** facilities manager or by viewing available records. If the period of heating cannot be determined, the pool must be treated as an **unheated pool**.

7.3.3 Measure heated pool area

For each **heated pool**, the **Assessor** must assess the area of the **heated pool**. This is a measure of the exposed surface area of the pool in normal operation. The **Assessor** may use site plans or on-site measurements for this purpose.

7.3.4 Measure unheated pool area

For NABERS for Retirement Living Energy or NABERS for Co-located Facilities Energy ratings, the **Assessor** must also assess the area of the **unheated pool** using the same methodology as the **heated pool** area measurement.

A separate correction is not provided for **unheated pools** in a NABERS for Residential Aged Care Energy and Water rating. Therefore, it is not necessary to determine the **unheated pool** area for a NABERS for Residential Aged Care Energy and Water rating. The associated energy and water use of the **unheated pool** should still be included in the rating.

7.3.5 Determine pool closure periods

If a pool has been closed for maintenance or otherwise unavailable to **residents**, the **Assessor** must determine the number of days that the pool was closed.

No consideration is made of whether the pool was heated or not during the closure period.

Example: A swimming pool is closed over winter for 130 days across a rating period of 365 days. Therefore, the swimming pool was available to the **residents** for 235 days.

7.3.6 Standard for acceptable data

If there is uncertainty about the area or closure periods of any swimming or spa pool, then the **Assessor** shall:

- a) Use available materials to determine the area of the pool to within 10 %, or if this is not possible,
- b) Assume the area of the pool is zero if the area or closure period is uncertain.

Note: The energy or water consumption associated with the pool may still need to be included in the assessment, irrespective of any issues with the assessment of the area of the **heated pool**, in accordance with Chapter 8.

7.4 Weekly on-site kitchen meals

7.4.1 General

This section only applies to an on-site kitchen facility with commercial kitchen appliances and a dedicated catering team employed or contracted by the **residential aged care facility** or **retirement living facility**. The on-site kitchen can only be used by the dedicated catering team for cooking or reheating meals for **residents**. It is not used by residential aged care or retirement living **residents**.

For documentation requirements, see Section 9.5.2.

7.4.2 Total weekly kitchen meals

A facility may provide meals for its **residents** or **residents'** guests. The number of kitchen meals cooked per week is the number of meals cooked on-site at the facility for retirement living **residents** or non-**residents** of the **rated premises**. The **Assessor** must determine the number of weekly kitchen meals for the **rated premises' residents** and **non-residents** separately.

One kitchen cooked meal includes a hot main dish, and may include any extras that accompany the meal such as drinks, appetizers and desserts.

The total weekly kitchen meals is calculated as follows:

$$\text{Weekly kitchen meals} = \frac{\text{Total meals cooked per year}}{\text{Days in rated period}} \times 7 \text{ days/week}$$

The following meal types are excluded from the average weekly kitchen meals calculation:

- a) Retail cafes or restaurant meals that are sold to the general public;
- b) Catered meals supplied to **residents** that are not prepared on-site;

- c) Reheated chilled or frozen meals, regardless of whether the meals are cooked on-site or off-site.

Example 1: A **resident**, Jane Doe, may be served a mains of hot roast and vegetables, alongside a hot drink and a slice of cake. This counts as **one** meal.

Assume the same **resident** Jane Doe returns for a second serving of food and is provided with an additional plate of hot roast and vegetables. The total meals served to Jane Doe is **two** meals.

Assume another **resident** Joe Bloe requests for hot roast and vegetables to be replaced with a cold salad, a slice of cake and hot drink. The total meals served to Joe Bloe is **zero** meals.

Example 2: A **retirement living facility** receives frozen cooked meals from an off-site catering company and reheats them on-site for **residents**. The reheated meals are considered to be cooked off-site and must not be included in the count for total kitchen meals cooked on-site.

Note: Toasted bread is not considered to be a hot main dish for the purposes the weekly kitchen meals calculation.

7.4.3 Determining weekly kitchen meals for a retirement living rating

The **Assessor** is required to determine the average weekly meals for **residents** and non-**residents**. It is not necessary to differentiate weekly meals provided to **residents** and non-**residents** separately for the rating.

The number meals catered for **residents** may differ on a weekly basis. As such, the **Assessor** must not assume a weekly average figure without obtaining evidence of the total meals catered for the full year.

The number of meals cooked for **non-residents** are calculated on the basis that the **non-resident** is either:

- a) A guest of a **resident** of the **retirement living facility**; or,
- b) A **resident** in an associated **residential aged care** or **retirement living facility** which has engaged the kitchen of the **rated premises** to cater for the cooked meals.

Example: A **retirement living facility** cooks 100 meals per week for **residents** in centrally serviced **apartments** and **townhouses**. The same kitchen in the **retirement living facility** also cooks an additional 420 meals per week for the adjacent **residential aged care facility**. The adjacent **residential aged care facility** is an associated facility which has engaged the kitchen of the **retirement living facility** to cater for the cooked meals.

The weekly kitchen meals for **residents** is 100 meals and for non-residents is 420 meals. The rated weekly meals for the **retirement living energy or water** rating is 520 meals.

7.4.4 Determining weekly kitchen meals for a residential aged care rating

The **Assessor** is only required to determine the average weekly meals for non-**residents**.

The number of meals cooked for non-**residents** are calculated on the basis that the non-**resident** is either:

- a) A guest of a **resident** of the **residential aged care facility**; or,
- b) A **resident** in an associated **residential aged care** or **retirement living facility** which has engaged the kitchen of the **rated premises** to cater for the cooked meals.

7.4.5 Determining weekly kitchen meals for a co-located facilities rating

The **Assessor** is only required to determine the average weekly meals for retirement living **residents** and co-located facility **non-residents** in accordance with Section 7.4.3 and 7.4.4.

The number of weekly kitchen meals catered for residential aged care residents is not included within the rated average weekly kitchen meals.

7.5 On-site heavy laundry services

7.5.1 General

The NABERS Energy and Water for Residential Aged Care and Co-located Facilities Energy rating corrects for the potential impact of on-site laundry services. This is measured through confirmation of the presence of **on-site heavy laundry** facilities.

For documentation requirements, see Section 9.5.3.

7.5.2 Check for on-site heavy laundry services

The **Assessor** must validate whether **heavy laundry** services provided to **residents** can be included within the rating. For the laundry service of the **rated premises** to be counted, it must be provided from an **on-site heavy laundry** that is covered by the energy and water consumption captured within the rating.

If a laundry service does not meet the requirements above, then it is not permitted to be counted in the rating.

Note 1: Many **residential aged care facilities** have one or more laundries that do not count as on-site laundries for the purpose of a NABERS Energy or Water for Residential Aged Care rating. Common examples of such laundries are **residents'** personal laundries, where personal laundry facilities are provided within a common area for the benefit of **residents** who prefer to wash their personal clothing. While these laundries are counted within the energy and water coverage of the rating, they have no bearing on the assessment of an **on-site heavy laundry** service.

Note 2: Laundry energy and water consumption is strongly determined by the mass of the laundered items. The mass of laundry created by a given on-site laundry is not considered in the determination of **on-site heavy laundry** service. Thus a **rated premises** that adopts practices to minimise the washing of unused towels and bed linen will obtain an advantage in its NABERS Energy or Water for Residential Aged Care rating relative to a facility that has no such practices.

8 Minimum energy and water coverage

8.1 Summary

Correctly interpreting the scope of energy and water supply and consumption data is essential to the accuracy of NABERS ratings. The key principles are as follows:

- a) An assessment for an accredited rating must include all sources of external energy and water supplied to the **rated premises** and must cover all of the energy and water **end uses** specified for the **rating type** listed in Sections 8.2 and 8.3 respectively.
- b) **Utility** and non-utility metering systems that meet the requirements of *NABERS The Rules – Metering and Consumption* may be used in any combination to achieve the required coverage, subject to the accuracy requirements of Section 3.3.

This Chapter is to be read in conjunction with Chapter 3 of *NABERS The Rules – Metering and Consumption*.

Note: For minimum energy and water requirements in relation to Shared Services, refer to the following NABERS **rulings**:

- a) *Ruling – Shared Services for Mixed-Use Buildings* – This **ruling** applies to single buildings that have two or more sections that share services but are used for different purposes.
- b) *Ruling – Shared Facilities* – This **ruling** applies to any building which shares common facilities with other buildings.

For documentation requirements, see Section 9.6.

8.2 Minimum energy coverage

8.2.1 General

Once the energy sources and their supply points have been determined, **Assessors** must ensure that all the required energy **end uses** as listed in this chapter are covered by the sources and supply points identified in accordance with Chapter 3 of *NABERS The Rules – Metering and Consumption*.

If an **end use** is required to be included in the rating but is not covered by one of the supply points identified, then the **Assessor** must use one of the alternative allowable methods listed in Chapter 7 of *NABERS The Rules – Metering and Consumption* to ensure the minimum energy coverage requirements can be met.

Any exclusion must only cover the specific item being excluded. This means that every item to be excluded must be assessed separately and the justification for its exclusion included in the documentation. The **Assessor** must examine available single-line diagrams, electrical circuit schedules, water reticulation diagrams and visit the plant rooms to ensure that all relevant equipment is covered under the meters included in the energy rating.

Note: Alternative allowable methods include small **end use** estimations. See Section 7.2.2 of *NABERS The Rules – Metering and Consumption*.

For more information on on-site renewable systems, refer to *NABERS Ruling – On-site Renewable Electricity Generation (OREG) Systems*.

For more information on GreenPower™, refer to Section 4.5 of *NABERS The Rules – Metering and Consumption*.

For documentation requirements, see Section 9.6.1.

8.2.2 Residential aged care energy ratings

The required minimum energy coverage for residential aged care ratings is energy consumed in supplying all services to the **rated premises** during the **rating period**. This energy coverage includes:

- a) All lighting and power in the **residential aged care facility** (e.g. communal areas, **residents'** bedrooms and ensuite bathrooms, staff rooms, foyers, plant rooms, common-area toilets, kitchens, domestic hot water);
- b) Lifts and escalators;
- c) All air conditioning and ventilation to all areas within the **residential aged care facility** (**residents'** bedrooms inclusive ensuites, staff rooms, communal areas, back of house areas), including:
 - 1) Heating;
 - 2) Cooling;
 - 3) Heat rejection plant;
 - 4) Air distribution and movement;
 - 5) Outside air;
 - 6) Miscellaneous exhaust, supply or ventilation fans.
- h) Exterior lighting provided to the **residential aged care facility**. Where the **residential aged care facility** is a **co-located facility**, any exterior lighting that is not part of the retirement living rated **site area**;
- i) Generator fuel where it serves the **residential aged care facility**;
- j) Car park ventilation and lighting, where internal or external car parks within the legal boundaries of the site are provided for residential aged care **residents**, non-**residents** and staff use;
- k) Exterior signage that—
 - 1) is primarily used for identifying or advertising the residential aged care provider; or,
 - 2) displays the **rated premises'** name, even if unrelated to the residential aged care provider;

- l) Sump pits and hydraulic pumping which serves the **rated premises**;
- m) Kitchens in communal areas that can be booked/used by **residents** for periodic cooking;
- n) On-site catering kitchens used commercially by employees or contractors of the residential aged care provider to cater meals for **residents**, regardless of whether it is for hot meals or reheating services;

Note 1: Regarding on-site catering kitchens for a co-located facility: The energy consumption of on-site kitchen facilities is always allocated to the residential aged care energy rating unless the on-site kitchen facility consumption is captured by the retirement living utility meter and not separately submetered.

- o) Laundries in communal areas that can be booked/used by **residents** for washing personal laundry;
- p) On-site personal laundry facilities used commercially by employees or contractors of the residential aged care provider to process laundry for **residents**;
- q) **On-site heavy laundry** facilities used commercially by employees or contractors of the residential aged care provider to process laundry for **residents**;

Note 2: Regarding on-site heavy laundry facilities for a co-located facility: The energy consumption of **on-site heavy laundry** facilities is always allocated to the residential aged care energy rating unless the laundry facility consumption is captured by the retirement living utility meter and not separately submetered.

- r) Any on-site indoor or outdoor pools or spas, both heated or unheated, for **residents'** usage, unless it is a **co-located facility** and the **heated pool** surface area used for the residential aged care energy rating is 0 m²;
- s) Gyms for **residents** use, located within the **rated premises**.
- t) Any specialised equipment used to service **residents**.

8.2.3 Retirement living energy ratings

8.2.3.1 General

The required minimum energy coverage for retirement living ratings is energy consumed in supplying all services to the **rated premises** during the **rating period**. This energy coverage includes:

- a) All lighting and power in the retirement living common areas (e.g. community/village centre, library, swimming pool or spa, recreation rooms, staff rooms, foyers, plant rooms, common-area toilets, gyms, common-area kitchens);
- b) Lifts and escalators;
- c) All energy consumption to centrally serviced **apartments** including:
 - 1) Air conditioning and ventilation, including heating, cooling, heat rejection (whether air- or water-based), fans for air movement, outside air, exhaust, supply or ventilation;
 - 2) Domestic hot water;
 - 3) Small light and power;

- 4) Balcony/perimeter lighting;
- d) Exterior lighting (street or garden) provided to the **retirement living facility's** rated **site area**;
- e) Generator fuel where it serves the **retirement living facility** – regardless of whether it is for the common area or **dwellings**;
- f) Car park ventilation and lighting, where internal or external car parks within the legal boundaries of the site are provided for retirement living **residents**, non-**residents** and staff use, except for car park ventilation and lighting within a garage or carport attached to a **townhouse** or **villa**, and for the exclusive use of the **townhouse** or **villa residents**;
- g) Exterior signage that—
 - 1) is primarily used for identifying or advertising the retirement living provider; or,
 - 2) displays the **rated premises'** name, even if unrelated to the retirement living provider;
- h) Sump pits and hydraulic pumping which serves the **rated premises**;
- i) Kitchens in communal areas that can be booked/used by **residents** for periodic cooking;

Note 1: Regarding on-site catering kitchens for a co-located facility: The energy consumption of on-site kitchen facilities is always allocated to the residential aged care energy rating unless the on-site kitchen facility consumption is captured by the retirement living utility meter and not separately submetered.

- j) Laundries in communal areas that can be booked/used by residents for washing personal laundry. This does not apply if the on-site laundry is contained within a **townhouse**, **villa** or independent **apartment** for the exclusive use of the particular **dwelling resident**;
- k) On-site catering kitchens used commercially by employees or contractors of the retirement living provider to cater meals for **residents**, regardless of whether it is for hot meals or reheating services. This does not apply if:
 - 1) The on-site kitchen is contained within a **townhouse**, **villa** or independent **apartment** for the exclusive use of the particular **dwelling resident**;
 - 2) It is a **co-located facility** and the retirement living energy rating assigns zero (0) average weekly meals cooked on-site;
- l) On-site personal laundry facilities used by **residents**, employees or contractors of the residential aged care provider to process laundry for **residents**;
- m) **On-site heavy laundry** facilities used commercially by employees or contractors of the residential aged care provider to process laundry for **residents**;

Note 2: Regarding on-site heavy laundry facilities for a co-located facility: The energy consumption of **on-site heavy laundry** facilities is always allocated to the residential aged care energy rating unless the laundry facility consumption is captured by the retirement living utility meter and not separately submetered.

- n) Any on-site indoor or outdoor pools or spas for **residents'** usage, unless it is contained within a **townhouse** or **villa** for the exclusive use of the particular **dwelling resident**.
- o) Any specialised equipment used to service **residents**.

8.2.3.2 Regarding retail facilities

Often **retirement living facilities** have a degree of retail functionality on-site that is open to the general public, such as hairdressers, cafés or massage therapists. Any retail facility within the **rated premises** can be excluded from the rating if it is submetered in accordance with the requirements of *NABERS Rules – Metering and Consumption*.

If it is not separately submetered, then the energy consumption of any retail facility must be included within the energy coverage of the NABERS Energy and Water Retirement Living rating.

8.2.4 Co-located facilities energy ratings

The required minimum energy coverage for co-located facilities ratings is all energy used by residential aged care facility and the retirement living facility during the **rating period**, as described under Section 8.2.2 and 8.2.3.

8.2.5 Energy use in unoccupied or disused spaces

The energy use of unoccupied or disused spaces (within the scope of the required minimum energy coverage of the rating) must always be included.

8.2.6 Exclusions

8.2.6.1 General

Energy use may only be excluded from a rating if:

- a) The energy is not part of the minimum energy coverage of the rating; and
- b) There is a methodology within the **Rules** that permits the exclusion; and
- c) The coverage, accuracy and **validation** requirements for the metering of the exclusion are met.

The metering for any exclusion must not include any **end uses** that are required under the minimum energy coverage.

For documentation requirements, see Section 9.6.2.

8.2.6.2 Energy to townhouses, villas or independent apartments dwelling types

Any energy consumption related to—

- a) air-conditioning,
- b) artificial lighting,
- c) perimeter lighting,
- d) general power, and

e) domestic hot water generation

contained within the unit title boundaries of the **dwelling** types is not part of the minimum energy coverage requirement for a NABERS Energy for Retirement Living rating.

Note: The retirement living energy rating tool excludes the energy consumption to **townhouses**, **villas** or independent **apartment dwelling** types. This is because these **dwelling**s are typically separately metered and billed by the **utility**, and would cause many facilities becoming unrateable. Additionally, the retirement living provider typically does not have operational control over the energy usage and operation of equipment within these **dwelling** types.

8.2.6.3 Electric vehicle charging points

Note: This section applies specifically to electric cars and not mobility transports, such as electric carts or buggies, that are only used within the **site area** or **residential aged care facility** to transport bulky items such as food or laundry between the service areas and **residents**.

The energy associated with electric vehicle charge points does not form part of the minimum energy coverage and is not required to be included. Emissions associated with moving vehicles are not included in the scope of ratings.

8.2.6.4 Transmission towers

The energy used by antennas/transmission towers that provide service to the locality/suburb are not part of the energy coverage. Typically, this would be where a premises leases roof space to a telecommunications company to operate their telecommunications equipment for servicing of the locale.

8.3 Minimum water coverage

8.3.1 General

Once the water sources and their supply points have been determined, **Assessors** must ensure that all the required water **end uses** as listed in this chapter are covered by the sources and supply points identified in accordance with Chapter 3 of *NABERS The Rules – Metering and Consumption*.

If an **end use** is required to be included in the rating but is not covered by one of the supply points identified, then the **Assessor** must use one of the alternative allowable methods listed in Chapter 7 of *NABERS The Rules – Metering and Consumption* to ensure the minimum water coverage requirements can be met.

For documentation requirements, see Section 9.6.3.

8.3.2 Residential Aged Care Water ratings

The required minimum water coverage is all the water uses within the premises used to support the facility during the **rating period**. This includes water use for:

- a) Air conditioning for the **residential aged care facility** and its **residents**;
- b) All taps and sinks in the residential aged care building and its perimeter;

- c) Showers, swimming pools for residential aged care **residents**;
- d) Medical equipment such as dialysis machines;
- e) Cleaning;
- f) Fire services, in accordance with Section 8.3.5;
- g) Water features and irrigation associated with the residential aged care facility and within the site boundary, unless primarily associated with commercial operations for the general public (not for the benefit of **residents**) such as retail cafes or restaurants that are leased to a commercial entity unrelated to the retirement living or residential aged care provider;
- h) Toilets and washing facilities in the **residential aged care facility**;
- i) Make up water to domestic hot water for the **residential aged care facility**.

8.3.3 Retirement living water ratings

The required minimum water coverage is all the water uses within the premises used to support the facility during the **rating period**. This includes water use for:

- a) Air-conditioning;
- b) All taps and sinks in common areas and **dwellings** within the rated **site area**;
- c) All water usage by **dwellings**;
- d) Cleaning;
- e) Swimming pools for retirement living **residents**;
- f) Showers for retirement living **residents**;
- g) Fire services, in accordance with Section 8.3.5;
- h) Water features and irrigation within the rated **site area**, unless primarily associated with commercial operations for the general public (not for the benefit of **residents**) such as retail cafes or restaurants that are leased to a commercial entity unrelated to the retirement living or residential aged care provider;
- i) Toilets and washing facilities serving facility areas;
- j) Make up water to domestic hot water in common areas as well as all **dwellings**.

8.3.4 Water consumption in excluded spaces

8.3.4.1 Other spaces

Water use associated with spaces that are—

- a) *not* for the use of facility **residents** and,
- b) operated by a separate commercial tenant unrelated to the aged care or retirement living provider, for a retail service primarily for the sale of goods or services to the general public

may be excluded from water coverage under the following conditions:

- 1) The water consumption is not included in the minimum water coverage, and
- 2) The water consumption is properly metered and meets the requirements of *NABERS The Rules – Metering and Consumption* as appropriate.

For documentation requirements, see Section 9.6.4.

8.3.4.2 Unoccupied spaces

The water use (within the scope of the required minimum water coverage of the rating) of unoccupied or disused facility spaces must always be included if—

- a) it has been included within rated **site area** calculation for a **retirement living facility**, or
- b) if the facility space is available to the residential aged care facility for the benefit of **residents**.

Example: The water consumption to an unoccupied residential aged care bedroom and its ensuite bathroom is always be included in the residential aged care water rating.

8.3.5 Fire system water consumption

Water consumption from the operation of a premises' fire system, whether consumed in an emergency or during testing, is considered a cost of operating a premises and must be included in the calculation of water consumption if it is metered. If it is not metered, fire system consumption need not be included.

Note: Metered fire system consumption that is re-used within the building will tend to improve the rating.

8.3.6 Exclusions

Water use may only be excluded from a rating if—

- a) the water is not part of the minimum required water coverage of the rating, and
- b) there is a methodology within the **Rules** that permits the exclusion, and
- c) the coverage, accuracy and **validation** requirements for the metering of the exclusion are met.

The metering for any exclusion must not include any **end uses** that are required under the minimum water coverage.

For documentation requirements, see Section 9.6.4.

9 Documentation required for accredited ratings

9.1 Summary

The information in the tables below is required for a rating. Information may be contained in many different formats. The purpose of the documentation is to provide an acceptable, credible source of the required information. In some instances, specific document types may be unnecessary for an individual rating. Or, under different rating circumstances, the specific document types may carry multiple items of information required for the rating. The qualifying factor is not the type of document but that the documentation contains the required information in an acceptable format.

The tables in Section 9.2 onwards are organised based on the divisions of previous chapters (Chapter 4 through to Chapter 8). All the required information should be obtained from the owner/manager of the premises before a site visit, and then confirmed during the site visit and subsequent assessment. A site inspection helps to verify that the information provided is accurate, current and complete. It is highly recommended to store records in a file structure laid out similarly to the **Rules** to facilitate ready provision for audit.

Note: **Assessors** are expected to collect and store complete evidence to support the rating *prior to lodging the rating*, and have this available to be provided for audit. Complete evidence required for audit should be provided upon request.

Individual ratings may require additional information or documentation depending on the individual circumstances of the **rated premises**.

9.2 Documentation required for Chapter 4: Number of dwellings

Topic	Requirements	Documentation
<p>9.2.1 Number of dwellings</p>	<p>Section 4.4</p>	<p><u>Required information</u></p> <p>Assessors must retain a record of the number of dwellings and dwelling types in the rated premises. The information must include confirmation from the centre manager or retirement living provider of the number of dwellings and the number of days each dwelling was uninhabitable.</p> <p>If centrally serviced apartments are present, the unit numbers, location and details of the energy and water arrangements for these dwellings must also be retained.</p> <p><u>Documentation examples</u></p> <p>Documentation that can be used as evidence includes:</p> <ol style="list-style-type: none"> a) Strata plans or as-built plans; b) Unit title plans; c) Photographic evidence of directories, letterboxes or similar; d) A register from site showing the address of each dwelling and accommodation type. It is ideal, but not mandatory for the register to also show the number of bedrooms, facilities (e.g. number of toilets, bathroom and dwelling internal area and total area); e) Licencing information or construction documentation proving a dwelling is unlicensed or not ready for occupation. This evidence should be verifiable and be able to be attributed to the rating period or appropriate portion thereof. f) Assessor's notes, including: <ol style="list-style-type: none"> 1) A list of dwelling units and street number; 2) A photograph of one of each dwelling type during the site inspection; 3) A marked up site map showing the location of each dwelling type. <p>For centrally serviced apartments dwelling types, the following documentation can be used:</p> <ol style="list-style-type: none"> i) Electrical, gas or water reticulation diagrams proving coverage of general light and power, domestic hot water and air-conditioning; ii) Photographs of electrical distribution boards and legends outlining the end uses for all centrally serviced apartments (where there are more than 10 centrally serviced apartments, photographic evidence for a minimum of 10 centrally serviced apartments);

Topic	Requirements	Documentation
		<p>iii) Photographs of the domestic hot water system, heating and cooling system for a sample of centrally serviced apartments (where there are more than 10 centrally serviced apartments, photographic evidence for a minimum of 10 centrally serviced apartments).</p> <p>iv) Assessor site notes to document supplementary observations and assessments.</p> <p>For more information on documentation requirements for services please refer to the <i>Metering and Consumption Rules</i>.</p>

9.3 Documentation required for Chapter 5: Site area

<p>9.3.1 Site area</p>	<p>Section 5.3</p>	<p><u>Required information</u></p> <p>The Assessor must retain evidence that the site area has been correctly calculated and verified. All documentation used as evidence must be based on cadastral land parcel boundaries, otherwise it will contribute to the potential error measurement.</p> <p><u>Documentation examples</u></p> <p>Documentation that can be used as evidence includes:</p> <ol style="list-style-type: none"> State issued land title registry, deposited plan or registered plan showing the site area; Third party survey; Direct measurement using satellite imagery software that has been separately verified by the Assessor to base its site boundaries on cadastral land parcel boundaries; Direct measurement from drawings, plans or prints (to-scale).
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<p>9.3.2 Area exclusions</p>	<p>Section 5.4</p>	<p><u>Required information</u></p> <p>The Assessor must retain data that:</p> <ol style="list-style-type: none"> Demonstrates that the Assessor has confirmed the existence of any protected vegetation area and that any such areas have been excluded from the site area; Validates the metered energy consumption boundary of exterior/garden lighting and metered water consumption boundary for irrigation. This includes documentation for the exterior/garden lighting boundary and irrigation boundaries separately. <p><u>Documentation examples</u></p> <p>Documentation that can be used as evidence of the metered energy consumption includes:</p> <ol style="list-style-type: none"> Electrical reticulation diagram showing meters, meter numbers and their coverage; Photographs of electrical distribution boards and meters demonstrating coverage of the meters; Assessor marked up notes and hand-drawn reticulation diagrams showing the location of each meter, and relevant distribution boards; Assessor marked up site plan showing the boundary of exterior and garden lighting electrical reticulation. <p>Documentation that can be used as evidence of the metered water consumption includes:</p> <ol style="list-style-type: none"> Water reticulation diagram showing meters, meter numbers and their coverage; Photographs of water meters; Assessor marked up notes and hand-drawn reticulation diagrams showing the location of each meter, and relevant distribution boards; Assessor marked up site plan showing the boundary of irrigation. <p>Documentation that can be used as evidence of the excluded area includes (in order of preference):</p> <ol style="list-style-type: none"> Third party documentation such as surveys or property valuation reports showing the area of the non-retirement living area; Direct measurement from drawings, plans or prints (to-scale); Direct measurement using satellite imagery software that has been separately verified by the Assessor to base its site boundaries on cadastral land parcel boundaries. If this is used,
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		<p>the Assessor should document the evidence that the satellite imagery software is based on cadastral land parcel boundaries;</p> <p>iv) Direct measurement using satellite imagery software that cannot be verified to base its site boundaries on cadastral land parcel boundaries. This area is included in the potential error calculation.</p>
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9.4 Documentation required for Chapter 6: Occupied bed days

<p>9.4.1 Occupied Bed Days (OBD)</p>	<p>Section 6.3</p>	<p><u>Required information</u></p> <p>Assessors must retain information proving the number of approved residential aged care places, including details of—</p> <ul style="list-style-type: none"> a) Where Method 1 in Section 6.3.2 is used: <ul style="list-style-type: none"> i) The OBD values from the internal/external published reports or central database system; and ii) Verification/confirmation procedures used by the aged care provider to verify the data, prior to any internal/external reporting; or b) Where Method 2 in Section 6.3.3 is used: <ul style="list-style-type: none"> i) The number of full-time residents and registered dates of occupation; and ii) The number of partial residents and their length of stay (start date and end date) during the rating period. <p>Data used must be verifiable and from an authoritative source. An editable record or email confirmation is not sufficient.</p> <p><u>Documentation examples</u></p> <p>Documentation that can be used as evidence includes:</p> <ul style="list-style-type: none"> a) Where OBD Method 1 in Section 6.3.2 is used: <ul style="list-style-type: none"> 1) A reported register showing the daily or monthly number of occupied beds for the rating period;
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		<p>2) Database records verified by a check of raw data and/or recording processes.</p> <p>b) Where OBD Method 2 in Section 6.3.3 is used:</p> <p>3) Third party documentation (e.g. letters from the Department of Health); or</p> <p>4) A site map or similar verified by the Assessor; or</p> <p>5) Records of resident movements or occupation .</p>
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9.5 Documentation required for Chapter 7: Facility features

<p>9.5.1 Swimming pools</p>	<p>Section 7.3</p>	<p><u>Required information</u></p> <p>The Assessor must retain information that identifies all heated pools and unheated pools by name and location, and gives details of the surface area of each pool’s area.</p> <p>Evidence of closure periods must also be retained, including the start and stop dates of any such closures, and justification for the number of months during the rating period that the swimming pool has been available for use.</p> <p><u>Documentation examples</u></p> <p>Documentation that can be used as evidence includes:</p> <ul style="list-style-type: none"> a) Mechanical schematic plans indicating the provisioning of a swimming pool(s) and associated heating equipment (if relevant); and/or b) Photographs of swimming pool and associated heating equipment (if relevant); c) Records of pool heating equipment operation; d) Assessor notes or other evidence supporting any claim that the swimming pool qualifies as being a heated swimming pool or spa; e) To-scale drawings or plans to measure surface area of each pool.
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<p>9.5.2 Kitchen meals cooked on-site</p>	<p>Section 7.4</p>	<p><u>Required information</u></p> <p>The Assessor must retain evidence of data validating the annual meals cooked on-site per week.</p> <p>While the Assessor may receive information in the form of a summary spreadsheet, the Assessor must always use a sample of primary data to verify that the number of average weekly meals cooked on-site presented in the spreadsheet is reasonable (e.g. no more than three meals a day per resident unless the non-residents are also provided meals).</p> <p><u>Documentation examples</u></p> <p>Documentation that can be used as evidence includes:</p> <p>For residential aged care ratings:</p> <ul style="list-style-type: none"> a) Register of hot meals catered on-site for residents and non-residents, presented separately, for the duration of the rating period; b) Weekly menu released to residents for selected meal options; c) Photograph of the menu board during the Assessor site inspection; d) Invoices for catered hot meals for non-residents. <p>For retirement living ratings:</p> <ul style="list-style-type: none"> a) Register of the number of hot meals catered on-site during the rating period; b) Written confirmation from the aged care provider or retirement living provider’s employee or catering contractor regarding the number of residents provided with regular catered meals (such as assisted living residents), and number of residents and their guests provided with catered meals on an ad-hoc basis. This could be in the form of collated emails requests from residents, meal booking systems, order forms submitted to the village centre etc.
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<p>9.5.3 On-site heavy laundry service</p>	<p>Section 7.5</p>	<p><u>Required information</u></p> <p>The Assessor must retain evidence of the presence of the heavy laundry service on-site and the availability of such a service to provide the claimed laundry services.</p> <p><u>Documentation examples</u></p> <p>Documentation that can be used as evidence includes:</p> <ul style="list-style-type: none"> a) Photographic evidence and site notes including confirmation the services qualify as heavy laundry; b) Start and stop dates for any periods when the on-site heavy laundry was not available within the rating period.
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9.6 Documentation required for Chapter 8: Minimum energy and water coverage

<p>9.6.1 Minimum energy coverage</p>	<p>Section 8.2</p>	<p><u>Required information</u></p> <p>For documentation required to confirm minimum energy coverage see Section 9.2.3 of <i>NABERS The Rules – Metering and Consumption</i>.</p>
<p>9.6.2 Energy coverage exclusions</p>	<p>Section 8.2.6</p>	<p><u>Required information</u></p> <p>The Assessor must retain data regarding any energy consumption that is excluded. This includes calculations and information relating to the energy use of the excluded area which is <u>not</u> predominantly serving the residents and their guests. The Assessor must make reference to the metering and exclusion requirements of other NABERS Rules documents, as appropriate.</p> <p><u>Documentation examples</u></p> <p>Documentation that can be used as evidence includes:</p> <ul style="list-style-type: none"> a) Marked up electrical, gas or water reticulation diagram demonstrating the metering configuration of the excluded area;

		b) Assessor notes on the purpose and function of the excluded area, if not for residents .
9.6.3 Minimum water coverage	Section 8.3.1	<p><u>Required information</u></p> <p>For documentation required to confirm minimum water coverage, see Section 9.2.3 of <i>NABERS The Rules – Metering and Consumption</i>.</p>
9.6.4 Water coverage exclusions	Section 8.3.4	<p><u>Required information</u></p> <p>For water consumption to excluded spaces such as commercial retail, documentation demonstrating the following must be retained:</p> <ul style="list-style-type: none"> a) Evidence of a separate commercial lease for the area to the commercial tenant; b) Evidence that the commercial tenant primarily serves the general public and does not provide services predominantly to the residents and their guests; c) Water metering that meets the requirements of <i>NABERS The Rules – Metering and Consumption</i>.

Appendices

Summary

Appendix A – The rating period

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Appendix A – The rating period

A.1 Allowance for lodgement

A NABERS rating is based on 12 months of **acceptable data**, called the **rating period**. Once certified, the rating is valid for up to 12 months, called the **validity period**.

It can take time for an **Assessor** to complete a rating. Therefore, a period of 120 calendar days is given to lodge the rating after the end of the **rating period**. Ratings lodged after the 120 calendar days will have a reduced **validity period** to ensure all ratings are based on current data.

The following scenarios illustrate this principle.

Scenario 1

A NABERS rating is lodged with the **National Administrator** within 120 calendar days of the end of the **rating period**. It will be valid for 365 days from the date of certification. See **Figure A.1**.

Example:

- The **rating period** is 1 January 2017 to 31 December 2017. The due date is therefore 30 April 2018.
- The **Assessor** lodges the rating on 1 February 2018, and the Administrator certifies it on 5 February 2018. This is before the due date.
- The rating will therefore be valid for 365 days from the date of certification (5 February 2018).
- It will expire on 5 February 2019.

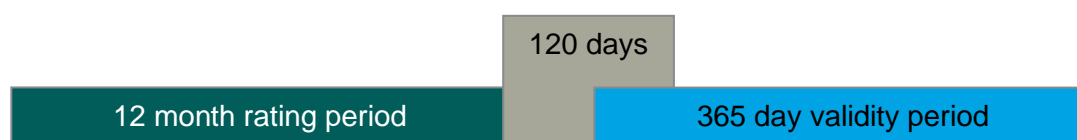


Figure A.1: A rating lodged within 120 days of the end of rating period

Scenario 2

A NABERS rating is lodged with the **National Administrator** more than 120 calendar days after the end of the **rating period**. It will be valid for 365 days from the end of the **rating period**. See **Figure A.2**.

Example:

- a) The **rating period** is 1 January 2017 to 31 December 2017. The due date is therefore 30 April 2018.
- b) The **Assessor** lodges the rating on 1 June 2018, and the Administrator certifies it on 6 June 2018. This is after the due date.
- c) The rating will therefore be valid for 365 days from the end of the **rating period** (31 December 2017).
- d) It will expire on 31 December 2018.

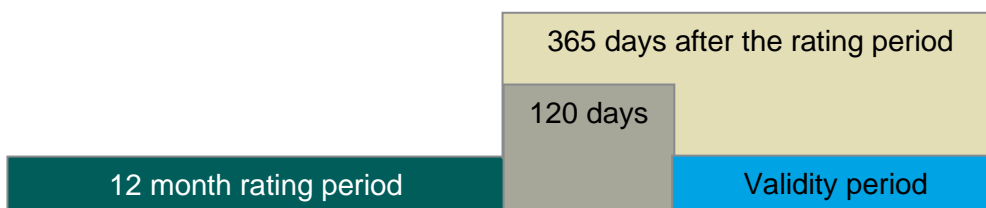


Figure A.2: A rating lodged after 120 days from the end of rating period

A.2 Allowance for responses

Assessors are given 120 days after the **rating period** to lodge ratings with the **National Administrator**. The **Assessor** should allow 10 working days within this 120-day period for a response from the **National Administrator**. The **National Administrator** then allows a further 10 working days for the **Assessor** to respond to any queries that arise from quality assurance checks before certification.

When the **Assessor** is required to provide clarification multiple times, this must be done within the allowable 10 working days period.

If the **Assessor** has not responded adequately to all queries and the rating has not been certified within 120 days of the end of the **rating period** + 10 working days, the rating will only be valid for up to 365 days from the end of the **rating period**. This does not include the time taken by the **National Administrator**.

The following scenario illustrates this principle.

Scenario 3

A NABERS rating is lodged with the **National Administrator** one day before the lodgement due date (120 days from the end of the **rating period**). Depending on how quickly the **Assessor** responds to clarifications, the rating will either be valid for 365 days from the date of certification or 365 days from the end of the **rating period**.

Example:

- a) The **rating period** is 1 January 2017 to 31 December 2017. The due date is therefore 30 April 2018.
- b) The **Assessor** lodges the rating on 29 April 2018, 119 days after the end of the **rating period**.
- c) The **National Administrator** responds on 3 May 2018 requesting further clarification. The **Assessor** must provide adequate clarification by 14 May 2018 (120 days from the end of the rating period plus 10 working days) for the rating to be valid for 365 days from the date of certification.
- d) If the **Assessor** responds on the 8 May 2018, the rating will be certified and valid until the 8 May 2019.
- e) If the **Assessor** does not respond with clarification until the 30 May 2018, the rating will only be valid until 365 days from the end of the **rating period** and therefore will expire on the 31 December 2018.

A.3 Adjusting the rating period

After the rating has been lodged, the **Assessor** may require the **rating period** to be changed. Additional data should be added to the rating to ensure the billing period of the primary utility account matches the new **rating period** to ensure accuracy in the rating in accordance with Section 4.3 of *NABERS The Rules – Metering and Consumption*.

Note 1: A rating is required to comply with the **Rules** that are current at the time of lodgement. **Assessors** are advised to seek advice and request a **ruling** (if needed) prior to lodging ratings that may require one.

Note 2: **Assessors** are responsible for ensuring other data used in a rating application is updated and verified for the new **rating period**.

A.4 Lodging successive ratings

For a premises which already has a current rating, there are two options to complete another rating of the same type: Replace or Renew.

Note 1: The **Assessor** will be prompted to select Replace or Renew when creating a rating. This selection can be changed just before the rating is lodged but not after.

Note 2: Where a premises lodges a NABERS Energy rating application and NABERS Water rating application as a combined application on NABERS Perform, **Assessors** have the ability to:

- a) Select 'Replace' for both ratings;
- b) Select 'Renew' for both ratings; or
- c) Select 'Replace' for one rating and select 'Renew' for the other rating, providing both ratings have the same **rating period**.

Option 1: Replace

The Replace option allows the new certified rating to replace the existing rating immediately upon certification.

There will be loss of the existing rating’s remaining **validity period**. This option might be chosen if the new rating is better than the existing rating. See [Figure A.3](#).



Figure A.3: The existing rating replaced by a new rating

Option 2: Renew

The Renew option allows the new certified rating to begin its **validity period** immediately after the existing rating **validity period** expires. This option is often chosen when a site is most concerned with maximising the **validity period**.

As ratings are based on current data, the new **validity period** cannot not exceed 485 days from the end of the **rating period**. To ensure the new rating maximum **validity period** is achieved, the **validity period** must start within 120 days after the end of the rating period.

The following scenario illustrates this principle.

Scenario 4

A NABERS rating is lodged with the **National Administrator** and the Renew option has been selected. The new rating begins its **validity period** within 120 days after the end of the **rating period**. See [Figure A.4](#).

Example:

- a) The current rating’s **validity period** expired 31 December 2017.
- b) The **rating period** is 1 October 2016 to 30 September 2017 for the renewal rating.
- c) The **Assessor** lodges the renewal 1 November 2017 and it is certified by the **National Administrator** 7 November 2017.
- d) The **validity period** for the renewal will be 1 January 2018 to 31 December 2018.

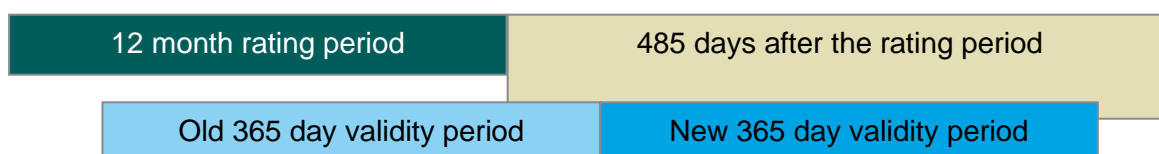


Figure A.4: The validity period for the new rating begins once the old rating expires and the new validity period is 365 days

If the new rating’s **validity period** begins more than 120 days after the end of the **rating period**, the validity will be reduced as the **validity period** will exceed 485 days from the end of the **rating period**.

Note: An expired rating can be renewed. The **validity period** will begin on the date of certification, rather than the date the previous rating expired.

The following scenario illustrates this principle.

Scenario 5

A NABERS rating is lodged with the **National Administrator** and the Renew option has been selected. The new rating begins its **validity period** over 120 calendar days after the end of the **rating period**. See **Figure A.5**.

Example:

- a) The current rating's **validity period** expired 31 December 2017.
- b) The **rating period** is 1 August 2016 to 31 July 2017 for the renewal rating.
- c) The **Assessor** lodges the renewal 1 November 2017 and it is certified by the **National Administrator** 7 November 2017.
- d) The **validity period** for the renewal will be 1 January 2018 to 28 November 2018, 485 days after the end of the **rating period**.

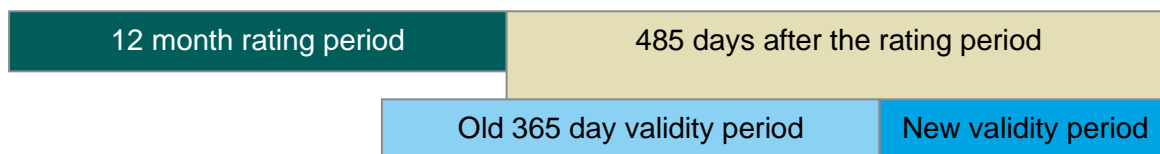


Figure A.5: The validity period for the new rating begins once the old rating expires and the new validity period is less than 365 days

Contact us

**NABERS is administered by the NSW
Department of Planning, Industry and
Environment**

4 Parramatta Square
12 Darcy Street
Parramatta NSW 2150

T (02) 9995 5000

E nabers@environment.nsw.gov.au

nabers.gov.au