



The Rules

Energy and Water for Apartment Buildings

Version 2.0 — July 2022



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1 Introduction

1.1 General

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 building performance
5 stars ★★★★★	Excellent building performance
3 stars ★★★	Market average building performance

An accredited NABERS Energy or Water rating 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.

This document contains the **Rules** for **Assessors** conducting an energy and/or water rating for an **apartment building**.

These **Rules** will supersede *NABERS — Energy and Water for Apartment Buildings Rules*, v1.1, October 2018.

NABERS apartment buildings ratings provide a star rating for the energy and water consumption of the common property in a **scheme**. In practice, schemes can vary significantly in how they are structured. This means that conducting a rating is often a complex undertaking.

Where an **Assessor** is unsure of the rating boundaries, what consumption to include, or any other matter, they must contact the **National Administrator** for clarification at nabers@environment.nsw.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 Section 1.6.

Note: **Rules** texts are amended as required by additional **Rulings** which are published on the NABERS website at www.nabers.gov.au.

1.2 Interpretations of the Rules and Rulings

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 one of the following occurs:

- a) The **National Administrator** has specifically approved otherwise in writing.

- b) 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 apartment building ratings. 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 Overview

This document provides the framework for assessing apartment buildings in relation to the following elements:

- a) Total apartment count, see Chapter 4.
- b) **Service** categories for energy, see Chapter 5.
- c) **Service** categories for water, see Chapter 6.
- d) Car parking spaces, see Chapter 7.
- e) Minimum energy and water coverage, see Chapter 8.
- f) Shared **services** and **facilities**, see Chapter 9.

Documentation requirements for accredited ratings are provided in Chapter 10.

Note: Detailed requirements regarding energy and/or water sources and supply points, **metering systems**, **validation** of metering systems, Greenpower™ and other types of consumption can be found in *NABERS The Rules — Metering and Consumption*.

1.4.2 NABERS energy and water for apartment buildings

All schemes are different, and the **Rules** are designed to let even the most complex schemes be rated.

The ratings for most schemes can be simplified to the following:

- a) Collecting 12 months of energy and/or water bills as **paid for by the body corporate**.

- b) Answering the following questions in Table 1.4.2 and verifying the answers during a site visit.

Note: The **National Administrator** has provided a supplementary checklist (*NABERS Energy and Water for Apartment Buildings — Rating Checklist for Assessors*) as a separate document to assist **Assessors** in conducting an apartment building rating.

For further information, **Assessors** can either visit the **National Administrator’s** website or contact nabers@environment.nsw.gov.au.

Table 1.4.2: Key questions for Assessors


Rating type	Questions	Reference
Energy and water	How many apartments are there?	Chapter 4
Energy and water	Are apartments provided with air-conditioning or condenser water from a central system?	Section 5.3.1
Energy and water	Does the scheme share facilities and services through a layered arrangement ? If so, then the associated energy and water use must be included in the rating.	Chapter 9
Energy and water	Is it a mixed use scheme ? If so, then consumption used solely by non-residential lots can be excluded.	Section 8.5.4
Energy	How many lift serviced apartments are there?	Section 5.3.2
Energy	Is there a pool, and is it heated?	Section 5.3.3.2
Energy	Is there a gym?	Section 5.3.3.3
Energy	How many car parking spaces are there and are they mechanically ventilated?	Chapter 7
Water	Do apartments have their own cold water meters?	Section 6.3.1
Water	Are apartments provided with domestic hot water from a central system?	Section 6.3.3

1.4.3 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 3 onwards, it refers to this document, *NABERS The Rules — Energy and Water for Apartment Buildings*. Other **Rules** documents mentioned in the text are distinguished from the present document by the inclusion of their title.


Text appearing **teal** and **bold** is a defined term. Defined terms can be found in Chapter 2 of these **Rules** or in the terms and definitions chapter of the respective **Rules** document.

The following formatting conventions may appear in this text:

 Important requirements and/or instructions are highlighted by an information callout box.

Notes: Text appearing with a grey 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.

Example: Text appearing with a green background is intended to demonstrate a worked example of the respective **Rules** section or **Ruling** section.

 Text appearing with a yellow background is intended to direct the reader towards documentation requirements relevant to that section.

Cross-references to internal chapters (e.g. Chapter 6) and sections (e.g. Section 6.2.1) are hyperlinked. Cross-references to an individual **Rules** text are numbered appropriately together with the title of the specific text.

1.5 What is new in this version?

A list of the main changes between this version and the previous version, is given in Appendix C.

1.6 Related documents

NABERS Ruling — Shared Services and Facilities, v1.0 March 2022

NABERS The Rules — Metering and Consumption, v1.3, July 2020

NABERS The Rules – Thermal Energy Systems, v1.0, August 2021

National Construction Code at <https://ncc.abcb.gov.au/>

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(s)	The values derived from an estimation method permitted by these Rules in place of incomplete or uncertain data. Estimates that do not satisfy the above specifications are deemed unacceptable and cannot be used in the rating.
apartment(s)	A self-contained unit of accommodation comprising kitchen, sleeping, living and bathroom facilities within a building that contains many such residential dwellings. Note: For readability purposes, this term is only highlighted at first instance in each chapter.
apartment building(s)	A building that contains multiple apartments in a configuration that includes dwellings stacked vertically and linked via common access ways. Note: For readability purposes, this term is only highlighted at first instance in each chapter.
Assessor(s)	An accredited person authorised by the National Administrator to conduct NABERS ratings.
Auditor	A person contracted to the National Administrator to perform audits of NABERS rating applications.
body corporate	The entity that owns or controls the common areas, common services and common facilities (such as an owners corporation, a strata company etc). Note: The body corporate does not need to be a legal entity in itself.
body corporate control	Where a body corporate has responsibility or operational control over building services and facilities. This can include services which are paid for by the body corporate , and potentially be shared with other entities.

Term	Definition
end use(s)	A purpose or activity (or a group of related purposes and activities) that water or energy is used for.
estimate(s)	Information relying on an Assessor's subjective judgement of the values to be used in place of incomplete or uncertain data.
facility(ies)	A physical amenity, such as a pool, a gym, a lift, or a shared common area, e.g. laundry.
	Note: In most cases, the consumption associated with a facility can be apportioned.
layered arrangement(s)	A development where a scheme shares some or all utility meters, services and facilities with other schemes or legal entities.
	Note: A registered plan or management document will exist that specifies each party's entitlement, responsibility and financial contribution towards the operation and upkeep of each of the shared resources.
	In some cases, it may make the most sense to rate the entire layered arrangement in one rating. However, it is preferred that Assessors rate schemes separately where metering allows.
material(ity)	For a NABERS rating of the scheme's consumption that accounts for one of the following: a) More than 1 % of the total greenhouse gas emissions. b) More than 1 % the total water consumption.
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> .
mixed use scheme	More than one use type within a single scheme, e.g. commercial and residential lots in the same scheme.
multi-strata scheme	Multiple schemes which are responsible for the operation, maintenance and control of common services.
	Note: This is different from a single strata scheme with layered arrangement .

Term	Definition
National Administrator	<p>The body responsible for administering NABERS, in particular the following:</p> <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. b) Determining issues that arise during the operation of the system and the making of ratings. c) Accrediting Assessors and awarding accredited ratings in accordance with NABERS standards and procedures. <p>The functions of the National Administrator are undertaken by the NSW Government through the Department of Planning and Environment.</p>
occupant(s)	A person living in an apartment within the scheme.
paid for by the body corporate	<p>A situation in which the body corporate manages one of the following:</p> <ul style="list-style-type: none"> a) Pays directly for the energy and/or water consumption. b) Makes a financial contribution towards the energy and/or water consumption for services and facilities shared in a layered arrangement. c) Does not recoup any of those costs from apartment owners or occupants based on sub-metered usage to apartments.
potential error	The total of all acceptable estimates (including assumptions, approximations, and unverified data) included in the rating assessment. The Rating Calculator automatically calculates the potential error based on the data provided.
rating period	<p>The 12-month base period for the rating, requiring at least 12 contiguous months of acceptable data upon which the rating is based.</p> <p>Note: For readability purposes, this term is only highlighted at first instance in each chapter.</p>
rated premises	The tenancy or building to be rated.
Rating Calculator	<p>The online tool provided by NABERS for use by Assessors in the calculation of accredited ratings.</p> <p>Note: In NABERS apartment building ratings, this is in the NABERS for Apartment Buildings Platform.</p>
Rules	Authoritative document produced by the National Administrator that specifies what must be covered by an Assessor in order to produce a rating.

Term	Definition
Ruling(s)	An authoritative decision by the National Administrator which acts as an addition or amendment to this document.
scheme(s)	<p>The entity being rated. In most cases, a single strata scheme is being referred to, consisting of apartments or an apartment building.</p> <p>Note: For readability purposes, this term is only highlighted at first instance in each chapter.</p>
service(s)	<p>A type of system which provides one of the following:</p> <ul style="list-style-type: none">a) Electricity.b) Gas.c) Domestic cold water.d) Domestic hot water.e) Chilled water; and/orf) Any other form of thermal energy transfer. <p>Note 1: In most cases, the consumption associated with a service is measured directly.</p> <p>Note 2: For readability purposes, this term is only highlighted at first instance in each chapter.</p>
strata plan(s)	<p>Governance document(s) that outline the ownership, general layout, unit entitlements/liabilities, and associated entities of an apartment building.</p> <p>Note: The documentation and formal names vary according to jurisdiction. However, this term is intended to capture the legal basis for the strata scheme configuration.</p>
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 the following:</p> <ul style="list-style-type: none">a) Landlords who 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.
validation	The process of checking the configuration of a metering system for a NABERS rating, and if necessary, adjusting and re-checking, to ensure the configuration is correct.

Term	Definition
validity period	The post-certification period during which the rating is valid for up to 12 months.

3 Key concepts and procedures

3.1 Eligibility criteria

3.1.1 General

An **apartment building** is considered to be eligible for a NABERS rating if *all* of the following eligibility criteria are met:

- a) *Building type*: During the **rating period**, the premises to be rated occupies a building or part of a building that is an apartment building.
- b) *Energy or water coverage*: The minimum energy or water coverage for the rating scope and spaces included is met, as described in Chapter 8.
- c) *New buildings and major refurbishments*: New buildings or buildings undertaking major refurbishments are eligible to commence the rating period for a NABERS rating 1 year after all residential lots have been financially settled.

Note: Effectively, new buildings or buildings undertaking major refurbishments may receive a NABERS rating as soon as 2 years after financial settlement — 1 year after all lots are financially settled and one additional year once 12 months of operational data have been obtained.

A NABERS rating is based on a 12-month rating period. Once certified, the rating is valid for 12 months from the certification date, i.e. the **validity period**. For further information on the rating period, see Appendix A.

3.1.2 Apartment criteria

For the purposes of a NABERS apartment buildings rating, an apartment is considered to be a self-contained unit of accommodation comprising kitchen, sleeping, living and bathroom **facilities** within a building that contains many similar residential dwellings.

The criteria also includes the following accommodation, provided they offer the **facilities** described above:

- a) **Apartments** used for long-term residential occupancy.
- b) Apartments used as casual short-term accommodation or serviced apartments, where these form part of a **scheme** along with long-term residential apartments.

Note: Under the National Construction Code definitions, the part of the scheme that is being rated would typically be classified as the common property of a Class 2 building. Developments classified as Class 1b and Class 3 would typically not be rated.

3.1.3 Scheme criteria

The **Assessor** must verify that the scheme meets the minimum requirements for a rating. In order to be eligible for a rating, the scheme must contain multiple apartments in a configuration that includes the following:

- a) At least four (4) apartments in total.
- b) At least two (2) separate apartments stacked vertically.
- c) One or more points of entrance to the scheme footprint that serve more than one apartment.

These apartments must have been habitable during the rating period.

Note: The apartment building rating tool is intended to rate schemes comparable to the original benchmarking data. As such, there are some limitations to scheme eligibility, and at present, the **National Administrator** is unable to guarantee the accuracy of the resulting rating for some scheme configurations.

Ongoing tool monitoring and improvement may result in changes to these eligibility constraints as well as factors considered in the ratings. Care should be taken to understand the limitations of ratings in the categories listed in Table 3.1.3.

Table 3.1.3: Limitations for specific types of schemes

Type of scheme	Description of limitations
Schemes with less than 20 apartments	Schemes with more than four (4) apartments are eligible to be rated, however, ratings for schemes with less than 20 apartments may not accurately reflect their performance. Contact the National Administrator for additional information and guidance.
Schemes with only central cooling or central heating	Where only central cooling or central heating (rather than <i>both</i> heating and cooling) is provided outside of tropical and sub-tropical zones, the apartments cannot be counted as centrally airconditioned. The star rating may not accurately reflect operational performance in this scenario.
Short-term letting and serviced apartments	Schemes containing short term let and/or serviced apartments are eligible to be rated. However if a large proportion of rated apartments are short-term let and/or serviced apartments, the resulting rating may not be an accurate reflection of performance.

3.1.4 Atypical sites

3.1.4.1 General

NABERS ratings are assessed against a benchmark of similar building types. However, some sites or circumstances may require further guidance as to their interpretation or eligibility under these **Rules**. This guidance is provided in the following sections.

3.1.4.2 Serviced apartments

With the exception of serviced apartments that form part of a mixed strata scheme and meet the criteria as outlined in Section 3.1.2, buildings or parts of buildings solely dedicated to serviced apartments are not considered eligible for an apartment building rating.

Assessors may instead consider their eligibility under the NABERS energy and water for hotels rating tool.

3.1.4.3 Student accommodation

Student accommodation is not considered eligible for an apartment building rating.

3.1.4.4 Townhouses in mixed strata schemes

Townhouses in principle are not considered eligible for an apartment building rating and should be excluded.

However, townhouses may be included in the rating where the following occurs:

- a) They are comparable to the definition of apartments and otherwise meet the criteria as outlined in these **Rules**.
- b) They share significant **services** and/or facilities within the scheme.
- c) The existing metering configuration prohibits their consumption (including shared services and facilities) from being excluded in full.

3.1.5 Exceptions

3.1.5.1 General

NABERS makes the following exceptions to allow for fair comparison between schemes.

3.1.5.2 Energy consumption of central domestic hot water systems

In a small number of schemes, the energy consumption associated with central domestic hot water systems, which provide hot water to apartments, is **paid for by the body corporate**, see Section 3.6.3. This consumption has not been included in the benchmark.

In order to maintain a fair comparison between schemes, such energy can be excluded from a scheme's rating (even though it may have been **paid for by the body corporate**).

Where a central domestic hot water system provides hot water for common property uses (e.g. a shower in a pool or gym), the energy consumption must be included in compliance with Chapter 8.

3.1.5.3 Commercial and retail lots

NABERS only rates the residential component of a scheme. Where schemes also have commercial and retail lots, the energy and water consumption that is directly and *solely* associated with the commercial and retail lots can be excluded from the rating. This is to ensure fair comparison of schemes.

Energy and water consumption for shared services and **facilities** must be included in full, see Chapter 9.

3.1.5.4 Required energy and water consumption

In a very small number of schemes, there may be energy and water consumption which is consumed by the common property of the scheme but which is not **paid for by the body corporate**.

Example: The common area lighting of a scheme may be fed through individual apartment distribution boards and be paid for by the residents of those apartments.

There are a number of such categories where NABERS requires the inclusion of this energy and water consumption. The minimum energy and water coverage must be met in order for the rating to proceed, regardless of whether it is under **body corporate control** or not.

For further information on the minimum energy and water coverage, see Chapter 8.

3.1.5.5 Body corporate degree of control — Layered arrangements

Where a scheme exists in a **layered arrangement** and shares **facilities** or services with other schemes or entities, the rating must include the proportion of related consumption that the **body corporate** has a degree of control over.

In such situations, it may be more appropriate to rate multiple strata schemes in one rating. This is permitted. However, smaller, separate ratings are still preferred wherever possible, as they will reflect performance more clearly at a meaningful level.

Note: In this principle, “degree of control” refers to where the scheme has control or ownership over shared **facilities** or services, pays for, or has voting rights which relate to the consumption.

3.2 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. This is called 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.

For further information on the rating period, **validity period** and time limits for submission, see Appendix A.

3.3 Standards for acceptable data and acceptable estimates

3.3.1 General

An assessment for an accredited NABERS energy or water for apartment buildings 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**.

Data and **estimates** must be of an acceptable standard. The decision process for determining **acceptable data** and **acceptable estimates** in Sections 3.3.2 and 3.3.3 must be followed, except where another process is specifically allowed by a provision of these **Rules**.

Note: Specific procedures related to standards for **acceptable data** and **acceptable estimates** in individual sections of these **Rules** take precedence over the standards in Sections 3.3.2 and 3.3.3. Where specific procedures are followed, the requirement for compliance with Sections 3.3.2 and 3.3.3 is deemed to be satisfied.

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 building or its equipment (such as an energy or water **utility**), including one of the following:
 - 1) Documents or other records provided by a third party which can be verified by the source, e.g. **utility** bills.
 - 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.
 - 3) Written information provided by a credible and responsible person, which includes their full name, position and contact details of the person giving the information.
 - 4) 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 building or its equipment (such as a **facility** manager, technical contractor or equipment supplier), including one of the following:
 - 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.
 - 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

If **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**.

Acceptable estimates must total no more than $\pm 5\%$ of the overall rating's greenhouse gas emissions or water consumption, as calculated when using the **Rating Calculator**. This limit is referred to as the **potential error**. Where they are greater than 5%, the building cannot be rated until sufficient **acceptable data** and/or **acceptable estimates** have been obtained.

For further information on **potential error**, see Section B.2.

3.4 Site visit

Assessors must visit the scheme to be rated during their assessment in order to ascertain the following information:

- a) Become familiar with the layout, services and features of the scheme.
- b) Confirm that documentation provided for the assessment is accurate, complete and up-to-date.
- c) Confirm servicing and metering configurations.
- d) Check that apartments have been correctly included in the total apartment count.
- e) Check for inclusions and exclusions to the energy and water coverage.
- f) Visit plant rooms to ensure that all relevant equipment is covered under the meters included in the rating.
- g) Verify that the type of usage of the scheme is consistent with the intent of the rating tool.
- h) Confirm if the scheme is **mixed use scheme** or if it is part of a **layered arrangement**.
- i) Resolve any other issues that arise.

Where official documentation is not up-to-date, or the site visit identifies features or usage not apparent from other sources, the **Assessor** should document this clearly. If the **Assessor** is unsure how to address the issue, the **National Administrator** should be contacted. Generally, evidence from the site visit will take priority over other documentation that cannot be confirmed.

The site visit must take place during or up to 120 days after the rating period. This is to ensure the visit is relevant to the rating.

Note: In most cases, the **Assessor** does not need to inspect the interior of the apartments.

There may be circumstances where access to part of the common property of the scheme is refused on safety or security grounds. The **Assessor** must contact the **National Administrator** prior to lodging the rating and explain why they could not access these spaces and fully document the reasons on the rating application. If there are known impacts on the quality of the information obtained for the assessment (e.g. an **acceptable estimate** must be used in the absence of verified **data**) then these must also be fully described.

Only **Assessors** can undertake a site visit for a NABERS rating. If the **Assessor** cannot conduct the site visit, they may delegate this task to another **Assessor** accredited specifically for apartment buildings.

The **Assessor** submitting the rating is responsible for the accuracy of the data and must make sure that the visit follows the **Rules**. The **Assessor** must obtain and retain all the evidence required to prove their assumptions for auditing purposes.

If there are significant difficulties visiting the scheme's common property, the **National Administrator** should be contacted. A site visit remains a mandatory requirement for all ratings unless explicit approval is provided by the **National Administrator** or is otherwise consistent with valid **Rules** or **Rulings**. **Assessors** should seek confirmation from the **National Administrator** by outlining the reasons a site visit cannot be fully completed, including when one may be possible, and the alternative method for ensuring an accurate rating. This must be considered for each rating independently and be documented on file with the rating evidence.

3.5 Documentation and record keeping

3.5.1 Documentation requirements

An assessment may be based on copies of original documents, 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 preferred if available. Partial copies of original documents must be sufficient to identify the original document including date, title and file name.

3.5.2 Record keeping for auditing purposes

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

The records kept by the **Assessor** 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 or other derivative documents that quote the original source documents are not acceptable, even if prepared by the **Assessor** from original documents.

Digital copies of documents are considered acceptable in all cases.

Records must be kept for seven (7) years from the date the rating application was lodged and be made available for audit on request.

Note: **Assessors** remain responsible for ratings they have conducted, even if they move companies.

A list of the usual documentation for a rating is presented in Chapter 10, however, additional documentation may also be required to permit an **Auditor** to accurately repeat the rating using only the documents provided.

3.6 Sector-specific concepts

3.6.1 Generic terms

The language used in this **Rules** document is intentionally generic as there are many different ways in which apartment buildings are owned and managed across Australia. The terminology used to describe this ownership and management can also vary. It is important therefore to distinguish how certain key terms are used.

Table 3.6.1 shows how the NABERS key terms correspond to the different terms used in each of the states and territories.

Table 3.6.1: State and territory key terms

NABERS Rules	Body corporate	Common property	Lot	Scheme	Strata plan
ACT	Owners corporation	Common property	Unit	Units plan	Units plan
NSW	Owners corporation	Common property	Lot	Strata scheme	Strata plan
NT	Body corporate	Common property	Lot	Unit title scheme	Plan of subdivision
Qld	Body corporate	Common property	Lot	Community titles scheme	Survey plan and community management statement
SA	Strata corporation	Common property	Lot	Strata scheme	Strata plan
Tas	Body corporate	Common property	Lot	Strata scheme	Strata plan
Vic	Owners corporation	Common property	Lot	Owners corporation	Plan of subdivision
WA	Strata company	Common property	Lot	Strata scheme	Strata plan

3.6.2 Layered arrangement types

3.6.2.1 General

A **layered arrangement** is a development where a scheme shares some or all **utility** meters, services and **facilities** with other schemes or legal entities. This may include schemes or legal entities not eligible for NABERS apartment buildings ratings.

Mixed uses, such as retail *within* the scheme, does not constitute a **layered arrangement**.

Note 1: A registered plan or management document will exist that specifies each party's entitlement, responsibility and financial contribution towards the operation and upkeep of each of the shared resources.

Note 2: In some cases, it may be most appropriate to rate the entire **layered arrangement** in one rating, to the extent it is eligible. However, it is preferred that **Assessors** rate schemes separately where metering allows, see Section 3.1.5.4.

Assessors may observe different **layered arrangements** when conducting a NABERS apartment building rating. Further consideration is needed as to the arrangement type and how the **Assessor** inputs these into the **Rating Calculator**. Ratings configurations are further classified into three major “types”, listed in Sections 3.6.2.2 to 3.6.2.4.

Note 3: **Assessors** are encouraged to contact the **National Administrator** before lodging the rating to confirm scheme arrangement type.

3.6.2.2 Single scheme with no associated entities

The simplest arrangement is a fully self-contained scheme with no sharing of **utility** meters, services and **facilities** with other schemes or legal entities. Only information relating to this scheme is required for the rating.

Note: It is highly recommended **Assessors** confirm the rating boundary and coverage requirements have been met *before* attending the site where possible, and contact the **National Administrator** for certainty where needed. As required evidence may be held by multiple parties, it may be critical to define this early to ensure a rating is possible and proceeds efficiently, see Section 10.6.2.

3.6.2.3 Single scheme with associated entities

A single scheme with associated entities consists of a single primary scheme that is the subject of the rating, which shares **utility** meters, services and **facilities** with other schemes or legal entities.

Due to the minimum coverage requirements, these must be considered within the rating. These may include a wide range of cases from a cost-sharing agreement for use of a **facility** or complex sharing arrangements involving multiple schemes or entities, where only the primary scheme is opting to complete a rating. These arrangements should be entered into the **Rating Calculator** as a “single scheme with associated entities”, along with the identifying information such as **strata plan** numbers and addresses for these associated entities.

3.6.2.4 Multi-strata scheme

A **multi-strata scheme** is comprised of multiple schemes responsible for the operation, maintenance and control of common services. These arrangements should be entered into the **Rating Calculator** as “multiple schemes and addresses”, reflecting the scope of the rating.

3.6.3 Body corporate control

For most schemes, all energy and water consumption associated with common property must be included in the calculation of the rating.


In many schemes, a portion of the energy and/or water consumption used in the apartments is also under **body corporate control**. The benchmark has been designed to adjust for this, allowing these schemes to be rated fairly. The most common example is where there is a single water meter for the whole scheme.

Note: The term “**paid for by the body corporate**” is also applicable to **body corporates** that are “limited owners corporations” in Victoria. In such configurations, lot owners also pay fees directly to other **body corporates** in a **layered arrangement** that contributes towards the energy and/or water consumption for the services and facilities they share.

4 Total apartment count

4.1 General

NABERS **apartment buildings** ratings are created by making adjustments to the benchmark based on key **scheme** variables. One of these variables is the total number of **apartments** in the scheme. The information in this chapter is used in the rating as a basic index for the size of the common property.

 For documentation requirements, see Section 10.2.

4.2 Process overview

The process for determining the total apartment count must be in accordance with Table 4.2.

Table 4.2: Determining the total apartment count

Step	Task	Reference
1	Ensure the minimum requirements for the rating have been met.	Section 4.3.1
2	Identify all apartments.	Section 4.3.3
3	Identify any periods where apartments were not habitable.	Section 4.3.4

4.3 Counting total number of apartments

4.3.1 General

When conducting a NABERS rating, the **Assessor** must count the total number of apartments within the scheme. This count must be verified by the **Assessor** using one of the following methods (listed in order of preference):

- a) Reference to the **strata plan** or as-built plans that show the number of apartments.
- b) Reference to other evidence such as an apartment directory or letterboxes from within the scheme.
- c) Physical identification of apartments during the site visit.

4.3.2 Currency of information

The **Assessor** must verify that the total apartment count matches the configuration of the scheme during the **rating period**.

4.3.3 Changes to apartment layouts

If two apartments have been combined into one, or one split into two, the **Assessor** may count the arrangement as is currently in place as long as evidence can be provided, e.g. reference to the apartment directory or photographs of the letterboxes.

Note: For dual-key apartments, where one door leads to two apartments, two apartments must be counted, regardless of whether it is used as one or two apartments.

4.3.4 Adjusting for habitability

An apartment is habitable at all times, except for when it is under construction and is not occupied. The end of the construction is determined based on the issuance of an occupancy certificate.

If an apartment is uninhabitable, then the **Assessor** must determine the number of days in the rating period for which each apartment was habitable.

Casual refurbishment or renovation of an apartment is not counted in the consideration of habitability.

An apartment that is vacant but habitable must be included in the total apartment count.

The proportion of the rating period during which each apartment was habitable is used as an adjustment factor when counting the affected apartment in both the number of apartments and the subsequent **service** categories. The following example shows this principle.

Example: A scheme with 100 apartments undergoes major repairs to a number of floors, making 25 apartments uninhabitable for 80 days. Therefore, the effective number of habitable apartments is as follows:

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

These calculations are performed by the NABERS **Rating Calculator** and do not need to be entered by the **Assessor**.

4.3.5 Apartments for on-site management

Apartment buildings may include apartments allocated to on-site management. These may be construed as part of the common property of the building but also entail typical residential use and are otherwise identical to normal apartments.

An on-site management apartment may be included towards the total apartment count, provided they meet the definition of an apartment as specified in Chapter 3, in particular that they are a self-contained residential unit and are not detached from the apartment building.

The energy and water use from on-site management apartments may be excluded if adequately submetered in accordance with *NABERS The Rules — Metering and Consumption*.

An on-site management office, which does not meet the definition of an apartment as specified in this section and Chapter 3, cannot be included in the total apartment count.

5 Service categories for energy

5.1 General


The NABERS apartment buildings energy ratings categorise **schemes** based on the **services** under **body corporate control** comprising the following:

- a) Common property **services** and **facilities**.
- b) **Services** provided by the **body corporate** to apartments, even if in other schemes these services may be the personal expenses of owners and/or **occupants**.

These categories have been defined by NABERS, and allow adjustments to be made for schemes with different levels of central servicing, enabling fair comparison.

For most schemes, there will only be one choice in each service category.

This chapter also outlines how to calculate the rating for schemes where the **body corporate** provides and pays for different energy services to different apartments.

 For documentation requirements, see Section **Error! Reference source not found..**

5.2 Process overview

The process for determining the service categories for energy is in accordance with Table 5.2.

Table 5.2: Determining the service categories for energy


Step	Task	Reference
1	Determine the total number of apartments in each category that can be considered habitable.	Chapter 4
2	Determine the number of centrally air-conditioned apartments.	Section 5.3.1
3	Determine the number of condenser water serviced apartments.	Section 5.3.1
4	Determine the number of non centrally air-conditioned apartments.	Section 5.3.1
5	For each apartment, determine whether it can be counted as a lift serviced apartment.	Section 5.3.2
6	For the scheme (<i>not</i> the apartments), determine whether it has one or more swimming pools.	Section 5.3.3
7	For the scheme (<i>not</i> the apartments), determine whether it has one or more gyms.	Section 5.3.3

5.3 Service categories for energy

5.3.1 Central air-conditioning services categories

5.3.1.1 General

Each apartment must be categorised into one of the categories listed in this section.

 For documentation requirements, see Section 10.3.2.

5.3.1.2 Centrally air-conditioned apartments

An apartment is considered to be a centrally air-conditioned apartment if the following occurs:

- a) It is part of the total apartment count.
- b) It has heating *and* cooling services where the energy consumption is under **body corporate control**.

It is not necessary for local air circulation fans to be included within this energy supply. In addition, apartments with only fan energy under **body corporate control** do not fall in this category.

Apartments with local control of operational settings including temperature and fan settings does not disqualify **body corporate control**.

Note: In tropical and sub-tropical regions (National Construction Code climate zones 1 and 2), it is not necessary for an apartment to be provided heating to qualify as a centrally air-conditioned apartment.

Where only central cooling (i.e. no heating) is provided outside of zones 1 and 2, or only heating (i.e. no cooling) is provided, the apartment does not qualify as being a centrally air-conditioned apartment.

The apartment may instead qualify as either being partially air-conditioned or non-centrally air-conditioned.

5.3.1.3 Partially air-conditioned apartments

An apartment is considered to be partially air-conditioned if the following occurs:

- a) It is part of the total apartment count.
- b) It has only heating *or* cooling services where the energy consumption is under **body corporate control**.

Example: A partially air-conditioned apartment can include connection to a condenser water service for heating or cooling purposes through pumps or a heat rejection device.

5.3.1.4 Non-centrally air-conditioned apartments

An apartment is considered to be a non-centrally air-conditioned apartment if it does not qualify as being a centrally air-conditioned apartment or a partially air-conditioned apartment.

5.3.1.5 Apartments serviced differently

Some schemes may have different levels of air-conditioning available to apartments, e.g. central condenser water may be provided to only some apartments.

The **Assessor** must provide a separate count of apartments under each arrangement if more than one arrangement exists.

This only applies to air-conditioning services (not to other features such as pools and gyms) that are part of common property but only accessible to some of the apartments.

5.3.2 Lift-serviced apartments

Each apartment must be assessed to determine if it is a lift-serviced apartment.

An apartment is considered to be a lift-serviced apartment if the section of the building in which the apartment is located has a lift(s) that provides transportation between all residential floors of that section of the building.

Note: Access via a lift lobby is not a determining factor, e.g. for ground floor apartments with external doors.

The lift must also be for general **occupant** use, rather than being a dedicated goods or service lift. Ground floor apartments are included in this count, even if they do not require the lift for access or can be accessed through a separate entrance.



For documentation requirements, see Section 10.3.3.

5.3.3 Scheme categories

5.3.3.1 General

For NABERS energy ratings, the scheme may be categorised into the additional following energy service categories:

- a) Swimming pool.
- b) Gym.

5.3.3.2 Swimming pool

The scheme can be considered to have a swimming pool where the following occurs:


- a) There is one or more heated or non-heated swimming pools that some **occupants** have access to.
- b) The energy usage, or part of the energy usage associated with the swimming pool is under **body corporate control**.

A swimming pool is counted as temperature-controlled if it is heated or cooled and enabled for operation for at least one month (30 consecutive days) each year.

Note: This scheme does not include spa heating, nor does a spa qualify as a pool.

The **Assessor** must determine whether the pool has been available for use for the **rating period**.

If a pool has been closed for maintenance or otherwise unavailable to **occupants** for more than one month, the **Assessor** must determine the proportion of the year (to the nearest whole month) that the **occupants** have had access to at least one swimming pool.

 For documentation requirements, see Section 10.3.4.


5.3.3.3 Gym

The scheme can be considered to have a gym if the following occurs:

- a) There is one or more gyms that are permanent.
- b) Some **occupants** have access to this gym(s).
- c) The gym is more than 25m² in size.
- d) The energy usage, or part of the energy usage associated with the gym is under **body corporate control**.

Note: Make-shift areas or areas that have been temporarily allocated for gym equipment do not qualify as a gym.

If a gym has been closed for maintenance or otherwise unavailable to **occupants** for more than one month, the **Assessor** must assess the proportion of the year (to the nearest whole month) that the **occupants** have had access to at least one gym.

 For documentation requirements, see Section 10.3.5.

6 Service categories for water

6.1 General

The NABERS apartment buildings water ratings categorise **schemes** based on the **services** that are under **body corporate control** comprising the following:

- a) Common property services and **facilities**.
- b) **Services** provided by the **body corporate** to apartments, even if in other schemes these services may be the personal expenses of owners and/or **occupants**.

These categories have been defined by NABERS, and allow adjustments to be made between schemes with different levels of central servicing, enabling fair comparison.

For most schemes there will only be one choice in each service category.

A scheme is only eligible for a NABERS **apartment buildings** water rating if the **body corporate's** water usage is metered.

This chapter also outlines how to calculate the rating for schemes where the common property provides different water services to different apartments.

 For documentation requirements, see Section **Error! Reference source not found..**

6.2 Process overview

The process for determining the service categories for water is in accordance with Table 6.2.

Table 6.2: Determining the service categories for water

Step	Task	Reference
1	Determine the total number of apartments in each category that can be considered habitable.	Chapter 4
2	Determine which apartments are centrally metered water supply apartments.	Section 6.3.2
3	If not a centrally metered water supply apartment, determine whether the apartment can be categorised as one of the following: a) Apartment water meter with no central domestic hot water. b) Apartment water meter with central domestic hot water.	Section 6.3.3 Section 6.3.4
4	Determine whether the apartment can be categorised as a centrally air-conditioned (water) apartment.	Section 0

6.3 Service categories for water

6.3.1 General

The **Assessor** must determine the type of service category for each apartment. Each apartment is supplied with cold water by one of the following:

- a) A central water meter.
- b) A separate apartment water meter.

The apartments that have a separate apartment water meter may or may not be serviced by central domestic hot water.


These different categories are listed in order of priority in the sections below.

6.3.2 Centrally metered water supply apartment

An apartment is considered to be a centrally metered water supply apartment where the following occurs:

- a) The apartment does not have a **utility** operated cold water meter dedicated to the cold water supply of that apartment.
- b) Acceptable sub-metering data is not available through which individual apartment water use can be identified.

If sub-metering data is available that enables the cold water supply to the apartment to be excluded — without excluding any common property water use — then the apartment's water use must be excluded. In this instance, the apartment must not be counted as being a centrally metered water supply apartment.

 For documentation requirements, see Section 10.4.2.

6.3.3 Separately metered apartments with central domestic hot water


An apartment is categorised as a separately metered apartment with central domestic hot water where the following occurs:

- a) The cold water use of the apartment is measured by its own **utility** meter.
- b) There is a central domestic hot water system that supplies hot water to this and other apartments. This means domestic hot water is provided to the apartment in a way that bypasses the apartment's own cold water meter.
- c) Acceptable sub-metering data is not available through which individual apartment domestic hot water use can be identified.

If sub-metering data is available and accessible that enables the central domestic hot water supply to the apartment to be excluded — without excluding any common area water use — then the apartment's central domestic hot water use must be excluded from the rating. In this instance, the affected apartment must not be counted as being a separately metered apartment with central domestic hot water.

Note: Some utilities bill the **body corporate** on the residual water consumption after the metered apartment consumption is subtracted but only display the meter reads for the main water meter on the bills. In such cases, the **Assessor** should obtain as a first priority confirmation that apartment water subtractions are also based on actual reads.

If suitable actual reads cannot be confirmed, the **Assessor** should treat all apartments as centrally metered and apply the entire main water meter consumption to the rating.

 For documentation requirements, see Section 10.4.3.


6.3.4 Separately metered apartments without central domestic hot water

An apartment is categorised as apartment water meter with no central domestic hot water where the following occurs:

- a) The cold water use of the apartment is measured by its own **utility** meter.
- b) There is no central provision of domestic hot water. This means domestic hot water is provided to the apartment via its own cold water meter.

Note: Some utilities bill the **body corporate** on the residual water consumption after the metered apartment consumption is subtracted, but only display the meter reads for the main water meter on the bills. In such cases, the **Assessor** should obtain as a first priority confirmation that apartment water subtractions are also based on actual reads.


If suitable actual reads cannot be confirmed, the **Assessor** should treat all apartments as centrally metered and apply the entire main water meter consumption to the rating.

 For documentation requirements, see Section 10.4.3.

6.3.5 Centrally air-conditioned (water) apartment

Each apartment must be assessed, to determine if it is a centrally air-conditioned (water) apartment. It is a centrally air-conditioned (water) apartment where one of the following occurs:


- a) The apartment is a centrally air-conditioned apartment, see Section 5.3.1.2.
- b) The apartment is a condenser water serviced apartment, see Section 5.3.1.3.

 For documentation requirements, see Section 10.4.4.

7 Car parking spaces

7.1 General

NABERS **apartment buildings** ratings are created by making adjustments to the benchmark based on key **scheme** variables. One of these variables is the number of car parking spaces in the scheme and whether these car parking spaces are naturally or mechanically ventilated. The number of car parking spaces is only required for NABERS Energy ratings.

 For documentation requirements, see Section **Error! Reference source not found.**

7.2 Process overview

The process for determining the car parking spaces is in accordance with Table 7.2.

Table 7.2: Determining the number of car parking spaces

Step	Task	Reference
1	Identify the car parking spaces that are permitted to be counted in the rating.	Section 7.3.1
2	Determine the number of mechanically ventilated car parking spaces.	Section 7.3.2
3	Determine the number of naturally ventilated car parking spaces.	Section 7.3.3

7.3 Car parking spaces

7.3.1 Car parking spaces permitted for inclusion

7.3.1.1 General

For the NABERS energy rating, a car park space must be counted for the scheme if its energy consumption is paid for or controlled in whole or in part by the **body corporate**. This includes the following car parking spaces:

- a) **Occupants**.
- b) Visitors.
- c) Leased out for other uses.


This may also include car parking spaces outside of the scheme. The energy associated with permitted car parking spaces must be included in the rating.

The car park spaces must be purpose-built to be included in the rating assessment. Car wash bays and similar cannot be counted as car parking spaces. Please contact the **National Administrator** if the space that was not originally designed as a car park space is now being used as one. In addition, if a purpose-built car park is no longer being used as one, it cannot be included in the rating assessment.

Areas that are not simple single car parking spaces can be equated to the nearest number of car parking spaces based on their size. **Estimates** should be rounded down to the nearest whole number of car parking spaces.

Note: A space that can comfortably fit two cars can be counted as two (2) car parking spaces.

Similarly, motorcycle spaces can be counted as one car parking space where at least four (4) motorcycle spaces are adjacent to each other.

 For documentation requirements, see Section 0.

7.3.1.2 Car parking spaces outside the scheme being rated

If a car parking space is outside of the scheme, and only a portion of the energy consumption is paid for or controlled by the **body corporate**, then the associated energy allocation to the rating is done based on one of the following, in the order of preference:

- a) The energy inclusion is calculated through apportioning the total car park energy use based on the number of car park spaces allocated to the scheme and other users.
- b) The energy inclusion is the same portion of car parking energy costs **paid for by the body corporate**.

Example: If the **body corporate** only pays for 5 % of the energy consumption, then only 5 % of the car parking spaces should be included.

7.3.1.3 Large car parks for non-residential spaces

A **body corporate** may own and control a large car park serving non-residential spaces (e.g. commercial or retail), which comprises the following:

- a) More than 25 % of the total number of car parking spaces.
- b) More than 20 car parking spaces in total.

In such cases, the car park spaces may be excluded if the energy consumption of the car parking spaces is separately metered and can also be excluded. The energy exclusion is calculated through apportioning the total car park energy use based on the number of car park spaces allocated to the residential and non-residential spaces.

If the energy consumption cannot be excluded, then the **Assessor** should include the total number of car parks as permitted car parking spaces.

7.3.2 Mechanically ventilated car parking spaces

7.3.2.1 General

A car parking space is counted as a mechanically ventilated car parking space if all of the following requirements are met:

- a) There is a car park supply or exhaust fan serving the car park level that the car parking space is on; and
- b) The car park fans operate as one of the following:
 - 1) Run continuously.
 - 2) Are on a time clock and meet the required compliance standards.
 - 3) Are controlled on the basis of carbon monoxide sensor operation.

In addition, the car parking space must *not* be one of the following:

- i) In the open air.
- ii) Adjacent to or within three (3) parking space widths of a section of wall that is 50 % or more grilled/louvered or open to permit natural ventilation.

7.3.2.2 Adjustments for partially provided mechanical ventilation

Where a car park or car parking space has been provided mechanical ventilation for a portion of the **rating period** (as opposed to the whole of the rating period), the **Assessor** must complete the following:

- a) Identify the portion of the car park, or individual car parking spaces, that mechanical ventilation was not provided to.
- b) Calculate the number of days that mechanical ventilation was not provided to the car park or car parking spaces in question.
- c) Enter the correction as naturally ventilated and the remainder as mechanically ventilated.

Example: A mechanically ventilated car park contains 200 car parking spaces. The **Assessor** identified that for two (2) months of the selected rating period, 30 % of the car parking spaces did not receive mechanical ventilation.

The **Assessor** would proceed as follows:

$$(0.3)(200) \times (2/12) = x$$

$$\therefore x = 10 \text{ naturally ventilated car parking spaces}$$

Therefore, the **Assessor** will enter 10 naturally ventilated car parking spaces and 190 mechanically ventilated car parking spaces into the **Rating Calculator**.

7.3.2.3 Car parks with a carbon monoxide sensor

A working carbon monoxide (CO) sensor must be present in a mechanically ventilated car park during the rating period.

If no CO sensor had been installed, or if it ceased working at some point during the rating period, the **Assessor** must calculate the number of days it was functioning. The number of car parking spaces counted as mechanically ventilated must be a proportion of the total car parking spaces equal to the number of days from the rating period the CO sensor was functioning.

7.3.3 Naturally ventilated car parking spaces

A car parking space is counted as a naturally ventilated car parking space if it is not a mechanically ventilated car parking space as specified in Section 7.3.2.

Where an **Assessor** is unsure of the ventilation in the car park, these spaces must be counted as naturally ventilated car parking spaces.

8 Minimum energy and water coverage

8.1 General

The **Assessor** will need to determine the energy and water an **apartment building** uses for a NABERS rating. This must be done in compliance with Chapter 3 of *NABERS The Rules — Metering and Consumption*, as well as this chapter.

The following three distinct steps determine how much energy and water a **scheme** uses:

- a) Identify all the sources of energy and water to the scheme.
- b) Determine which of these sources must be included in the calculation of the rating.
- c) Calculate the consumption from these sources, including corrections for any **estimates** or missing data.

This chapter outlines the minimum energy and water coverage for NABERS apartment building ratings which must be considered in these calculations.

For minimum energy and water requirements in relation to shared **services** and **facilities**, see Chapter 9.



For documentation requirements, see Section **Error! Reference source not found.** and *NABERS The Rules — Metering and Consumption*.

8.2 Confirm energy and water coverage

8.2.1 General


To confirm all energy and water sources to the scheme, a thorough site inspection must be conducted. The **Assessor** must consider the following:

- a) All sources of external energy supplied to the scheme.
- b) All sources of external water supplied to the scheme, including the following:
 - 1) Ground water.
 - 2) External surface water, such as untreated dam water from outside the scheme.
 - 3) Externally supplied recycled water sources, whether potable or not.
- c) All sources of external energy and water which the scheme (or for “multiple owners corporations” in Victoria) is required to contribute to through any **layered arrangement** that it is a part of.
- d) The financial statements of the scheme and any **layered arrangement** that it is part of.

The **Assessor** must ensure that all the required energy **end uses** as listed in this chapter are covered by the sources and supply points specified in accordance with Sections 3.2 and 3.3 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.

Note: Alternative allowable methods include small **end use** estimations and, for exclusions, use of financially reconciled **utility** costs and area weighting, see Sections 7.2.2 and 7.2.3 of *NABERS The Rules — Metering and Consumption*.

 For documentation requirements, see Section 10.6.1.

8.2.2 Inclusions and exclusions

Once the **Assessor** has identified all the sources of water and energy, they must then identify which sources should be included in the rating.


The following sources *must be included*:

- a) All energy and water used by the scheme during the **rating period**, where it is under **body corporate control** but is not directly and solely associated with non-residential uses.
- b) All the sources the scheme is required to contribute to through any **layered arrangement** that it is a part of.
- c) All sources which can be reasonably considered to be for the use or benefit of the residents of the scheme, even where financial arrangements do not require payment by the **body corporate**.

Example: A swimming pool paid for by an associated strata scheme, with no cost allocation to the **body corporate** but whose residents have full access.

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 must be 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.

 For documentation requirements, see Section 10.6.2.

8.3 Minimum energy coverage

8.3.1 General

The **Assessor** must ensure that, at a minimum, the following energy **end uses** are captured by the sources which have been identified, regardless of whether or not it is under the operational control of the **body corporate**:

- a) Common-area lighting and power, e.g. lift lobbies, foyers, plant rooms, fire stairs, at least all permitted car parks, and common-area toilets.
- b) Exterior lighting, excluding street lighting paid for by a local council.
- c) Central ventilation to common areas.
- d) Central ventilation to apartments, e.g. bathrooms and kitchens.
- e) Water pumping, i.e. energy.
- f) Exterior signage associated with the scheme’s identity, builder, manager or developer.
- g) Generator fuel where it serves central services including backup generators.
- h) Other car park energy such as car stackers.
- i) General services such as garbage compactors, plant and garbage room ventilation, security systems, etc.

If this energy is not included within the sources specified in Section 8.2.1 then additional sources must be identified. If the **Assessor** is unsure how to treat an energy **end use**, the **National Administrator** should be contacted for further guidance.

8.3.2 Variable cross check

The **Assessor** must complete a cross check of the energy consumption covered by the rating. In accordance with the requirements of the **Rating Calculator**, if the energy consumption as listed in Table 8.3.2 is present on the premises, regardless of whether it is in the operational control of the **body corporate** then it must be included in the rating.

Where the following variables in Table 8.3.2 are being used, the following energy consumption must also be included. If the energy consumption cannot be included, then the scheme cannot be rated until it can be included.

Table 8.3.2: Required energy consumption

Variable	Required energy consumption	Reference
Centrally air-conditioned apartment	Air-conditioning energy consumption	Section 5.3.1.2
Condenser water serviced apartment	Condenser water system energy consumption	Section 5.3.1.3
Lift serviced apartment	Lift energy consumption	Section 5.3.2
Pool	All associated pool energy consumption	Section 5.3.3.2
Gym	All associated gym energy consumption	Section 5.3.3.3
Car parking spaces	All associated car park energy consumption	Chapter 7

8.4 Minimum water coverage

8.4.1 General

The **Assessor** must make sure that, at a minimum, the following water **end uses** are captured by the sources which have been identified:

- a) Common area air-conditioning.
- b) Fire services.
- c) Cleaning.
- d) General common property use, e.g. laundries, common area toilets.
- e) Water features.
- f) Irrigation within the site boundary, i.e. for water.

If this water is not included within the sources captured in Section 8.2.1 then additional sources must be identified until the **end uses** can be adequately captured.

If the **Assessor** is unsure how to treat a water **end use**, the **National Administrator** should be contacted for further guidance.

8.4.2 Variable cross check

Where the following variables in Table 8.4.2 are being included, the respective water consumption must also be included.

Table 8.4.2: Required water consumption

Variable	Required water consumption	Reference
Centrally air-conditioned (water) apartment	Air-conditioning water consumption	Section 6.3.5
Centrally metered water supply apartment	Apartment water consumption	Section 6.3.2
Central domestic hot water	Central domestic hot water consumption	Section 6.3.3

8.5 Exclusions

8.5.1 General

Energy and/or water use may only be excluded from a rating if the following applies:

- a) The energy and/or water is not required under the **Rules** to be included in the rating.
- b) There is a methodology within the **Rules** that permits the exclusion.

8.5.2 Occupant use in apartments

Energy and water use which is paid for by **occupants** based on their own metered use can be excluded, provided it is separately metered in compliance with *NABERS The Rules — Metering and Consumption*. The **Assessor** should ensure to select the correct water servicing categories to reflect the included water coverage.

8.5.3 Central domestic hot water systems

Electricity and/or gas use of a central domestic hot water system which provides hot water to apartments can be excluded, provided it is separately metered in compliance with *NABERS The Rules — Metering and Consumption*.

Where a central domestic hot water system provides domestic hot water to common property usage (e.g. a shower in a pool or gym), this usage should be included.

In some cases, the energy use for common property domestic hot water usage is—

- a) not separately sub-metered through hot water meters; and/or
- b) not under **body corporate control**.

Examples of such domestic hot water use include building manager office washrooms and garbage rooms. In such cases, the **Assessor** must complete the following:

- 1) Assess the **materiality** of the usage and obtain sufficient evidence to demonstrate that the domestic hot water use is not **material**.
- 2) Provide the **National Administrator** with the evidence and get approval to proceed with the rating.

Materiality can be assessed by completing the following:

- i) Determining the number of unmetered domestic hot water outlets.
- ii) Identifying the frequency of use.
- iii) Observing the on-site conditions.

The rating can proceed if the domestic hot water use in the common property is found *not* to be **material**. Conversely, if the use is found to be **material**, the rating cannot proceed without including the associated energy use.

8.5.4 Mixed use within a scheme

Energy and water use *solely* associated with lots within a scheme that are not residential, may be fully excluded if the use is as follows:

- a) Separately metered in compliance with *NABERS The Rules — Metering and Consumption*.
- b) Not included in the required coverage.

If no compliant metering exists, the **Assessor** should refer to Section 7.2 of *NABERS The Rules — Metering and Consumption*.

Example 1: A service which must be included is the energy consumed by common area lighting or lifts which are shared between the commercial lots and the residential floors.

Example 2: Energy and/or water consumption that may be excluded is air conditioning serving a commercial lot on the ground floor of a building.

8.5.5 Electric vehicle charging points

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

8.5.6 Transmission towers

The energy used by antennas/transmission towers that provide service to the locality/suburb is not part of the energy coverage. Typically, this would occur when a scheme leases roof space to a telecommunications company to operate their telecommunications equipment for servicing of the local area.

8.5.7 Large car park for non-residential spaces

If the **body corporate** owns and controls a large car park serving a non-residential space, then the energy consumption associated with the car park may be excluded, see Section 7.3.1.3.

If the energy consumption cannot be excluded, then the **Assessor** should include the total number of car parks as permitted car parking spaces.

9 Shared services and facilities

9.1 General

In a **scheme** within a **layered arrangement**, the rating must include the proportion of related consumption that the **body corporate** has a degree of control over, i.e. the **body corporate control**. In this principle, the “degree of control” refers to where the scheme—

- a) has control or ownership over shared **facilities** or **services**; or
- b) has voting rights which relate to the consumption.

This requirement may mean that it could be easier or more appropriate to rate **multiple strata schemes** in one rating. This is allowed. However smaller, separate ratings are the priority where it is possible and appropriate, to allow a better reflection of performance at a meaningful level.

This chapter outlines how different types of consumption – either measured or apportioned – should be treated in schemes that have shared services and **facilities**. It also details several methods for apportioning consumption when water and energy that is shared needs to be included in the rating. These methods can also be used for a **mixed use scheme** with shared services or **facilities**.

Where there is no guidance provided under these **Rules**, the **Assessor** may refer to the *NABERS Ruling — Shared Services and Facilities*.

 For documentation requirements, see Section **Error! Reference source not found.**

9.2 Process overview

The **Assessor** must comply with the process shown in Table 9.2.

Table 9.2: Process for assessing consumption of shared services and facilities

Step	Task	Reference
1	Assess if the consumption is associated with a shared service. If it is, measure the consumption and allocate it to the rating.	Section 9.3
2	Assess the consumption which is associated with a facility and cannot be directly measured.	Section 9.4
3	For the consumption associated with a facility , use the most appropriate method listed for apportioning consumption.	Section 9.5

9.3 Shared services — Measured consumption

9.3.1 General

Where energy or water is—

- a) associated with a shared service;
- b) attributable to the scheme; and
- c) directly measurable,

then the measured consumption must be included in the rating.

This includes to the provision of the following services:

- 1) Electricity.
- 2) Gas.
- 3) Domestic cold water.
- 4) Domestic hot water.
- 5) Chilled water.
- 6) Other forms of thermal energy transfer.

9.3.2 Non-existent or non-compliant meters

If metering does not exist, or is not compliant with the *NABERS The Rules — Metering and Consumption*, then all the consumption must be included in the rating, unless one of the methods in Section 7.2 of *NABERS The Rules — Metering and Consumption* can be used.

This includes overflow water consumption, often termed “residual water consumption”.

Example: An **end use** which is measurable is chilled water provision from an air conditioning system. In this case, direct **end uses** can be measured using thermal metering. If thermal metering does not exist, then the **Assessor** must include the total energy of the **end use** and cannot apportion it using the methods specified in Section 9.4.

For further information on thermal energy measurements, refer to the Thermal Energy Systems Rules.

9.3.3 Exclusions

In some cases, energy and water exclusions based on financial reconciliations for the entities covered under this section are permissible. However, such energy and/or water exclusions must be added to the **potential error**; see Section 9.5.3.

Note: Exclusions based on financial reconciliations are primarily for small **end uses** or small energy transfers where metering may not be feasible.

For further information, see Section 7.2.2 of *NABERS The Rules — Metering and Consumption*.




For documentation requirements, see Section 10.7.1.

9.4 Shared facilities — Apportioned consumption

9.4.1 General

Apportioned consumption can only be used when the direct consumption of an individual scheme cannot be directly measured. Various **end uses** for energy and water which may be apportioned are listed in Section 9.4.2. These lists are not exhaustive.

Contact the **National Administrator** if there is a shared **facility** that is not covered by the lists below.

 For documentation requirements, see Section 10.7.1.

9.4.2 Facilities which can be apportioned

9.4.2.1 Energy consumption

Shared **facilities** which can be apportioned for energy consumption include the following:

- a) Common external grounds, e.g. external lighting and security features.
- b) Swimming pools.
- c) Gyms, spas and saunas.
- d) Amenities, e.g. tennis courts and theatres.
- e) Restaurants.
- f) Foyers, lobbies and shared areas.

Note: This does not include foyers, lobbies and shared areas within the scheme being rated, only those shared with other schemes.

- g) Loading docks and other back of house **facilities** such as garbage rooms.
- h) Embedded networks, e.g. switch rooms.
- i) Communications rooms.
- j) Vertical transport.
- k) Fire system pumping.
- l) Sewer, stormwater and wastewater pumping, including the energy consumption of wastewater treatment plants.

9.4.2.2 Water consumption

Shared **facilities** which can be apportioned for water consumption include the following:

- a) Irrigation of common external grounds.
- b) Water features.
- c) Swimming pools.
- d) Gyms, spas and saunas.
- e) Amenities, e.g. tennis courts and theatres.

- f) Cafes and restaurants.
- g) Fire systems.
- h) End of trip **facilities**, e.g. cyclist amenities.
- i) Cleaning **facilities**.

9.5 Methods of apportioning consumption

9.5.1 General

The following methods of apportioning are allowed in order of priority. If none of the methods outlined below can be applied, then the entire energy and/or consumption for the shared **facility** must be included in the rating of the scheme.

Contact the **National Administrator** if the scheme has access to logged data which it can use in apportioning.

The **Assessor** must take note of the following:

- a) If there are other uses on the meter which are not included in the required coverage of the rating, these can also be excluded if they are separately sub-metered. If they are not separately sub-metered, they can be included at the same proportion as the remainder of the consumption.
- b) For each of these methods, metering may cover more than one **facility**.

9.5.2 Priority 1: Apartment count-based apportioning

This method may be used if there is more than one apartment building sharing a **facility** but only some of the buildings are within the rated scheme(s).

The ratio of consumption should be calculated based on the number of apartments in each building and this ratio should be applied to the energy consumption.

Example: There are two apartment buildings which share a pool with the following conditions:

- a) The first apartment building has 200 apartments and is within the scheme.
- b) The second apartment building has 100 apartments and is outside of the scheme.


The ratio of apartments is therefore 2:1.

The energy consumption of the pool is applied to the first apartment building at 66.67 %. The remainder 33.33 % is applied to the second apartment building.

To use this method, the following conditions must be met:

- a) Sufficient compliant metering is in place to determine the energy use of the shared **facility** during the **rating period**, see Chapter 6 of *NABERS The Rules — Metering and Consumption*.
- b) An apartment count compliant with the **Rules** (see Chapter 4), must be prepared for each building sharing the **facility**, even those that are not part of the scheme.

This method meets the standard for **acceptable data** and is not included in the **potential error**.

 For documentation requirements, see Section 10.7.2.

9.5.3 Priority 2: Financial reconciliation


The energy and/or water used by a shared **facility** may be apportioned based on entitlements shown on registered titles or on contractual or legal agreements (such as strata management statements) to each user sharing the **facility**. The following conditions must therefore be met:

- a) Financial allocation to apartments across the **layered arrangement** must be less than 50 % of the amount apportioned (where **layered arrangement** consists of residential strata schemes only).
- b) Sufficient compliant metering must be in place to determine the energy and/or water use of the shared **facility** during the rating period.
- c) Legal or contractual documentation that is compliant with the relevant standards for **acceptable data** must be available, assigning a proportion of the costs of the energy or water use captured by the meter to each building or user sharing the service.

In addition, the **Assessor** must be able to verify and justify that the reconciliation is a reasonable approximation and does not impose an unfair advantage or disadvantage to the rating.

If all of the conditions above are met, the energy or water use may be apportioned based on the proportion of the costs which is allocated to each building in the agreement or contract.

This method meets the standard for **acceptable data** and is not included in the **potential error**, unless it is used in conjunction with an apartment-based apportionment.

 For documentation requirements, see Section 10.7.3.

10 Documentation requirements for accredited ratings

10.1 General

The **Assessor** must keep all records on which an assessment is based. Data retained for audit must be in a form which facilitates reviews and makes anomalies easily apparent.

Access to original documents is preferred if they are available. Copies of original documents may be used as evidence 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.

The information in Sections 10.2 to **Error! Reference source not found.** is required for a rating. It is organised based on the divisions of previous chapters, see Chapters 4 to 9. All the required information should be obtained from the premises' owner/manager *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.

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

10.2 Chapter 4: Total apartment count requirements

Topic	Requirements	Documentation
10.2.1 Apartment count	Section 4.1	<p><i>Required information:</i></p> <p>The Assessor must retain evidence that the minimum requirements for the rating have been met. Written evidence must be kept that shows for which part of the rating period which apartments were habitable/not habitable.</p> <p>The total apartment count must comply with the information provided by the apartment in the following chapters:</p> <ol style="list-style-type: none"> a) Chapter 5. b) Chapter 6. c) Chapter 7. <p>Some schemes have “missing” floors, e.g. no Floor 4 or Floor 13. The Assessor must ensure that sufficient documentation is retained to show that these floors are genuinely absent rather than merely missing from the rating documentation.</p> <p><i>Documentation examples:</i></p> <p>Documents that can be used as supporting evidence can include the following:</p> <ol style="list-style-type: none"> 1) Strata plans or as-built plans from which the number of apartments can be counted. 2) Photos of apartment directories, letterboxes or similar that demonstrate the number of apartments. 3) Assessor’s notes listing a count of apartments on each floor including the following: <ol style="list-style-type: none"> i) A list of floor numbers. ii) A list of apartment numbers for each floor. <p>A photograph of the apartment number for the highest numbered-apartment on each floor.</p>

10.3 Chapter 5: Service categories for energy requirements

Topic	Requirements	Documentation
10.3.1 Apartment count	Section 5.3	<p><i>Required information:</i></p> <p>The Assessor must retain the evidence used for Chapter 4, including adjustments for habitability which should be applied to all service categories.</p> <p>Note: This means the numbers of apartments counted in service categories should equal the total number of apartments adjusted for habitability.</p>
10.3.2 Central air-conditioning	Section 5.3.1	<p><i>Required information:</i></p> <p>The Assessor must note that no documentation is required to be retained for schemes that are entirely comprised of non-centrally air-conditioned apartments.</p> <p>For apartments that are centrally air-conditioned, the Assessor must retain evidence of the provisioning of central air-conditioning services, including the details of the particular servicing arrangements and key items of equipment.</p> <p><i>Documentation examples:</i></p> <p>Documents that can be used as supporting evidence can include the following:</p> <ul style="list-style-type: none"> a) Mechanical schematic plans. b) Assessor's description of mechanical services including diagrams showing the servicing arrangements and photographs of key equipment items including the following: <ul style="list-style-type: none"> 1) For centrally air-conditioned apartments: chillers and boilers or variable refrigerant flow (VRF) condensers. 2) For condenser water serviced apartments: cooling towers.

<p>10.3.3 Lift serviced apartments</p>	<p>Section 5.3.2</p>	<p><i>Required information:</i></p> <p>The Assessor must retain evidence of the number of floors in the building in which the apartment is located and the arrangement of any lifts, including which floors they serve.</p> <p><i>Documentation examples:</i></p> <p>Documents that can be used as supporting evidence can include the following:</p> <ul style="list-style-type: none"> a) An Assessor statement clarifying the number of floors in the building. b) For a building with more than six (6) floors, including the ground floor, no further evidence is required. c) For buildings with less than six (6) floors, including the ground floor, the following can be included: <ul style="list-style-type: none"> 1) Photographs of the presence of one or more lifts. 2) Evidence that the lifts serve all of the floors (a maximum of one (1) floor that is not serviced by a lift is acceptable).
<p>10.3.4 Swimming pool</p>	<p>Section 5.3.3.2</p>	<p><i>Required information:</i></p> <p>The Assessor must retain evidence of the presence of any swimming pools and associated heating equipment, and their use during the rating period.</p> <p><i>Documentation examples:</i></p> <p>Documents that can be used as supporting evidence can include the following:</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). b) Assessor site visit notes and photographs of swimming pool and associated heating equipment (if relevant). c) Written or photographic evidence showing that the swimming pool can be treated as one and is not a spa.

		<p>d) Assessor notes or other evidence supporting any claim that the swimming pool qualifies as being a heated swimming pool.</p> <p>e) Assessor notes on the basis of justification for the number of months during the rating period that the swimming pool has been available for use.</p>
10.3.5 Gym	Section 5.3.3.3	<p><i>Required information:</i></p> <p>The Assessor must retain evidence that justifies the number of months during the rating period that the gym has been considered available for use.</p> <p><i>Documentation example:</i></p> <p>Documents to be used as supporting evidence can include plans showing that the gym area is greater than 25 m².</p>

10.4 Chapter 6: Service categories for water requirements

Topic	Requirements	Documentation
10.4.1 Apartment count	Section 6.3	<p><i>Required information:</i></p> <p>The Assessor must use the evidence specified in Chapter 4, including adjustments for habitability which should be applied in all servicing categories.</p> <p>Note: This means the numbers of apartments counted in service categories should equal the total number of apartments adjusted for habitability.</p>
10.4.2 Centrally metered water supply apartment	Section 6.3.2	<p><i>Required information:</i></p> <p>The Assessor must retain evidence to demonstrate which apartments are centrally metered water supply apartments. The water meters used in the assessment must be properly identified in order to demonstrate the water service category.</p> <p><i>Documentation examples:</i></p> <p>Documents that can be used as supporting evidence can include the following:</p> <ul style="list-style-type: none"> a) Hydraulic schematic plans identifying the water meters used in the assessment. b) The Assessor's diagrams of the water metering configuration identifying the meters included in the assessment.
10.4.3 Separately metered apartment with and without central domestic hot water	Sections 6.3.3 and 6.3.4	<p><i>Required information:</i></p> <p>The Assessor must retain evidence to demonstrate which apartments have their own utility meter to measure their cold water use, and whether or not these apartments are serviced with central domestic hot water.</p> <p>Evidence of actual water reads must also be retained so that the Assessor can demonstrate that any water subtractions due to residual water consumption have been taken into account.</p> <p><i>Documentation examples:</i></p>

		<p>Documents that can be used as supporting evidence can include the following:</p> <ul style="list-style-type: none"> a) Mechanical/hydraulic schematic plans indicating the provisioning of central domestic hot water services to apartments and may include common areas. b) Assessor description of mechanical services including photographs of key equipment items such as water heaters and circulation pumps. c) Assessor notes confirming that water supply to the domestic hot water is captured within the rating.
<p>10.4.4 Centrally air-conditioned (water) apartment</p>	<p>Section 6.3.5</p>	<p><i>Required information:</i></p> <p>The Assessor must note that for apartments classified as centrally air-conditioned (water) apartments, no further documentation is required to be retained in addition to that specified in Section 10.2.1.</p>

10.5 Chapter 7: Car parking spaces requirements

Topic	Requirements	Documentation
Car parking spaces	Section 7.3	<p><i>Required information:</i></p> <p>The Assessor must retain documentation that clearly shows the layout of the car parking spaces.</p> <p>This information must also include the Assessor's allocation of the car parking spaces as either naturally ventilated or mechanically ventilated.</p> <p>Justification of the allocation and relevant details such as the location of car park supply/exhaust vents and fan control must also be retained.</p> <p><i>Documentation examples:</i></p> <p>Documents that can be used as supporting evidence can include the following:</p> <ul style="list-style-type: none"> a) Car park as-built plans. b) Assessor's mockup of car parking space layout. c) Assessor's notes and/or other documentation written by the Assessor.

10.6 Chapter 8: Minimum energy and water coverage requirements

Topic	Requirements	Documentation
10.6.1 Confirm energy and water coverage	Section 8.2.1	<p><i>Required information:</i></p> <p>The Assessor must use documentation required to confirm minimum energy and water coverage, see Section 9.2.3 of <i>NABERS The Rules — Metering and Consumption</i>.</p>
10.6.2 Layered arrangement diagrams	Section 8.2.2	<p><i>Required information:</i></p> <p>The Assessor must retain documentation that identifies all energy and water sources and all sharing arrangements.</p> <p>In relation to energy and water coverage in layered arrangements, evidence of the scheme sharing energy or water must be retained.</p> <p>The Assessor must retain calculations or documentation confirming any consumption to be excluded from the rating and substantiating the grounds for the exclusion.</p> <p>If the financial statements do not provide the details of specific utility accounts, and only refer to utility type (i.e. electricity, gas, water etc.), the Assessor should verify that the sum of individual utility bill charges are equal to the charges listed in the financial statements.</p> <p><i>Documentation examples:</i></p> <ol style="list-style-type: none"> a) Diagram outlining the Assessor’s understanding of the layered arrangement and the rating boundary, accurately detailing sharing arrangements. b) The scheme’s financial statements confirming that all meters have been accounted for. The financial statements should specifically show each utility account paid for by the body corporate. <p>Note: It is recommended that governance considerations are considered early in scoping out the rating boundary/scope, as additional data may be required to be obtained from other entities.</p>

10.7 Chapter 9: Shared services and facilities requirements

Topic	Requirements	Documentation
10.7.1 Shared services and shared facilities	Section 9.3.1 Section 9.4.1	<p><i>Required information:</i></p> <p>The Assessor must note that for both measured and apportioned consumption, the consumption documentation requirements are the same as for utility or non-utility meters, as specified in <i>NABERS The Rules — Metering and Consumption</i>.</p>
10.7.2 Apartment number-based apportioning	Section 9.5.2	<p><i>Required information:</i></p> <p>The Assessor must retain documentation that includes the following:</p> <ol style="list-style-type: none"> a) The total apartment count for all buildings sharing the facility. b) Any calculations associated with the apartment-based apportioning method.
10.7.3 Financial reconciliation	Section 9.5.3	<p><i>Required information:</i></p> <p>The Assessor must retain documentation that details the apportionment of energy and/or water of the shared facility. Evidence of the following is required:</p> <ol style="list-style-type: none"> a) The financial allocation in relation to the apportionment. b) The presence of sufficient metering. c) Any relevant legal or contractual documentation. <p>In addition, documentation must be retained that verifies and justifies that reconciliation is a reasonable approximation and does not impose an unfair advantage or disadvantage to the rating.</p> <p><i>Documentation examples:</i></p> <p>Documents that can be used as supporting evidence can include the following:</p> <ol style="list-style-type: none"> 1) Any relevant registered title documents. 2) Any agreements by the scheme with third parties concerning apportionment of utility costs for shared facilities.

		3) Any calculations associated with the financial reconciliation.
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Appendix A Rating period

A.1 Allowance for lodgement

A.1.1 General

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 show this principle.

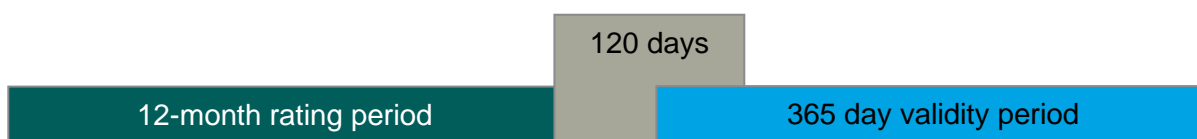
A.1.2 Scenario 1

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 Error! Reference source not found..2.

Example: The process for date of certification will be as follows:

- 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 **National 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).

Figure A.1.2: Rating lodged within 120 days of end of rating period



A.1.3 Scenario 2

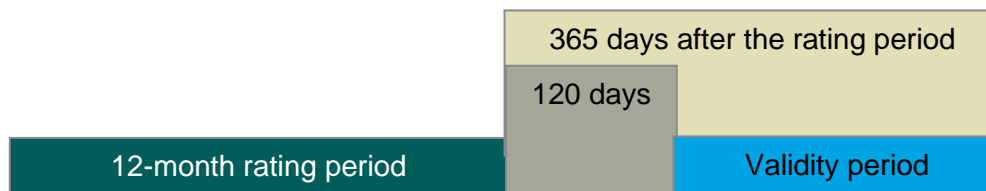
A NABERS rating is lodged with the **National Administrator** more than 120 calendar days after the end of the rating period. It will be valid for 365 days from the end of the rating period, see Error! Reference source not found..

Example: The process for date of certification will be as follows:

- 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 June 2018, and the **National 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.1.3: Rating lodged after 120 days from end of rating period



A.2 Allowance for responses

A.2.1 General

The **Assessor** 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 shows this principle.

A.2.2 Scenario

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: The process for date of certification will be as follows:

- 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. The rating period may only be adjusted by a maximum of 62 days from the first lodgement. A new rating will need to be created if the **Assessor** would like to adjust the rating period by more than this initial timeframe.

Note: 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.

A.4 Lodging successive ratings

A.4.1 General

For a building which already has a current rating, there are two options to complete another rating of the same type, i.e. replace or renew.

Note: 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.

A.4.2 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 may be chosen if the new rating is better than the existing rating, see **Error! Reference source not found..2**.

Figure A.4.2: Existing rating replaced by new rating



A.4.3 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 shows this principle.

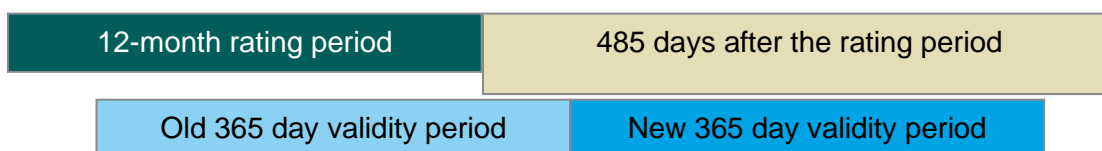
A.4.4 Scenario 1

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 **Error! Reference source not found..4**.

Example: The process for date of certification will be as follows:

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

Figure A.4.4: Validity period for new rating begins once old rating expires and 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 shows this principle.

A.4.5 Scenario 2

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 **Error! Reference source not found..**

Example: The process for date of certification will be as follows:

- The current rating's **validity period** expired 31 December 2017.
- The rating period is 1 August 2016 to 31 July 2017 for the renewal rating.
- The **Assessor** lodges the renewal 1 November 2017 and it is certified by the **National Administrator** 7 November 2017.
- 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.4.5: Validity period for new rating begins once old rating expires and new validity period is less than 365 days



Appendix B Accuracy calculation procedure

B.1 General

The **Rating Calculator** includes sections for calculating the error that could result if inaccurate assumptions, approximations or un-verified data are used in an assessment. It is important that this “worst case” error is known and is kept within limits so that NABERS ratings can be relied upon for comparison.

B.2 Potential error — Energy and water consumption

For all data inputs except hours, the **potential error** is the total of all **acceptable estimates** (including assumptions, approximations, and un-verified data) used in place of **acceptable data**.

B.3 Total rating accuracy

The combined effect of all assumptions, **acceptable estimates**, and unverified data on a rating is calculated in the **Rating Calculator** as follows:

- a) Calculate a “Case A” rating using all the assumptions, **acceptable estimates**, and un-verified data intended to be used in the assessment.
- b) Calculate the **potential error** for each data input.
- c) Calculate a “Case B” rating in which the **potential errors** are one of the following:
 - 1) *For all data except for energy and water consumption data:* Add to the “Case A” inputs.
 - 2) *For energy and water consumption data:* Subtract from the “Case A” inputs.
- d) The “Case A” rating meets the accuracy requirements of this section if the results from the **Rating Calculator** for the “Case A” and “Case B” ratings differ by no more than 5 % (in kgCO₂/m² or kL/m², as appropriate).

Appendix C List of changes

The following table documents the history of the content of *NABERS — Energy and Water for Apartment Buildings Rules v1.1* in order to produce this version 2.0.

Chapter 1		
v1.1	v2.0	Content changes
<p>Section 1.1</p> <p>Section 1.2</p> <p>Chapter 2 (initial text)</p> <p>Section 4.1</p> <p>Section 4.2.1</p>	<p>Section 1.1</p> <p>Section 1.2</p> <p>Section 1.3</p> <p>Section 1.4</p>	<p>This introductory text has been restructured to be similar across all the main Rules documents.</p> <p>Elements from previous Chapters 2 and 4 have been incorporated into Sections 1.1, 1.2, 1.3 and 1.4.</p> <p>Overview of how the document is structured has been added, see Section 1.4.1.</p> <p>Table title added to Table 1.1.</p> <p>Section on formatting conventions and references added, see Section 1.4.3.</p>
N/A	Section 1.5	Section referring the user to Appendix C added for a list of changes added.
N/A	Section 1.6	Section on related documents (other documents referenced in the text) added.

Chapter 2		
v1.1	v2.0	Content changes
Section 3.1	Chapter 2	<p>Upgraded to its own standalone chapter. All terms and definitions were reviewed and most definitions were clarified. The following have been added:</p> <ul style="list-style-type: none"> a) Rated premises. b) Rules. c) Strata plan. <p>The following definitions have been deleted:</p> <ul style="list-style-type: none"> 1) Data. 2) Estimate. 3) Unacceptable estimate. 4) Source. 5) Verification. <p>The following have been updated in accordance with other recent Rules publications:</p> <ul style="list-style-type: none"> i) Acceptable data. ii) Acceptable estimate. iii) Assessor. iv) National Administrator. v) Rating period. vi) Utility provider. vii) Validity period.

Chapter 3		
v1.1	v2.0	Content changes
Section 1.1	Section 3.1	<p>The importance of noting how key terms are used has been expanded upon slightly.</p> <p>Only the table listing how key terms are used in the different states and territories is introduced and included. The actual definitions appear now in Chapter 2.</p>
Section 5.3	Section 3.2	<p>Minimal changes to content. Section was moved from the apartment count chapter to the key concepts and procedures chapter as it relates primarily to eligibility issues.</p> <p>Configuration requirements clarified in Item b).</p> <p>Final sentence under “minimum requirements” deleted as it was unnecessary.</p>
Section 2.1	Section 3.3	<p>List at the beginning of this section deleted as it is repetitious with the definition now contained in Chapter 2.</p> <p>Small wording changes for clarity and note made more visible.</p>
Section 2.2 and 4.6	Section 3.4	<p>Some rewording and reformatting of these paragraphs for clarity.</p> <p>Added clarity on preference for smaller, separate ratings in the case of multiple strata schemes.</p> <p>Paragraph added after the list advising what the Assessor is to do if there is unclear or invalid documentation surrounding the site visit.</p>

<p>Section 4.5</p>	<p>Section 3.5</p>	<p>Second paragraph and note added in Section 3.7.1 in accordance with other Rules documents.</p> <p>Item b) 3) has been added (written information provided by a credible person).</p> <p>Item c) changed from data provided by the scheme to data provided by the owner commissioning the rating.</p> <p>Small wording changes for clarity in Section 3.7.3.</p>
<p>Section 4.7</p>	<p>Section 3.5.2</p>	<p>Note removed in Section 3.9.1.</p> <p>Final paragraph added in Section 3.9.2, including link to Chapter 10.</p> <p>Responsibility of Assessor for their rating added even if they move companies.</p>
<p>N/A</p>	<p>Section 3.6</p>	<p>New section added.</p>

Chapter 4		
v1.1	v2.0	Content changes
Section 5.1	Section 4.1	No change.
Section 5.2	Section 4.2	Table title and introductory sentence added.
Section 5.4	Section 4.3.4	Slight rewording under “adjusting for habitability”.
Section 5.5	Chapter 10	All documentation requirements moved to Chapter 10.

Chapter 5		
v1.1	v2.0	Content changes
Section 6.1	Section 5.1	Content generally the same but some wording changes for clarity. Also made energy specific.
Section 6.2	Section 5.2	Table title and introductory sentence added. Content of several rows simplified.
Section 6.3	Section 5.3	Grey note box removed. Paragraph added clarifying which apartments do not qualify as centrally air conditioned. Section 5.3.1.3: Item b) “for heating or cooling purposes” added; Item c) deleted. Section 5.3.2: No change. Section 5.3.3.3 Item a) “purpose-built” changed to “permanent” in relation to gyms. Sentence regarding make-shift areas in relation to gyms added.
Section 6.4	Chapter 10	All documentation requirements moved to Chapter 10.

Chapter 6		
v1.1	v2.0	Content changes
Section 7.1	Section 6.1	Content generally the same but some wording changes for clarity. Also made water specific. Sentence added regarding scheme eligibility.
Section 7.2	Section 6.2	Table title and introductory sentence added. Content of several rows simplified.
Section 7.3	Section 6.3	Sections 6.3.1.3 and 6.3.1.4: Paragraph added regarding the issue of billing by utilities for residual water consumption. Advice for Assessors on what action to take in such instances.
Section 7.4	Chapter 10	All documentation requirements moved to Chapter 10.

Chapter 7		
v1.1	v2.0	Content changes
Section 8.1	Section 7.1	“Energy only” removed from chapter title.
Section 8.2	Section 7.2	Table title and introductory sentence added. Content of several rows simplified.
Section 8.3	Section 7.3	Section 7.3.1.1: Examples added; advice how to handle estimates and other types of areas added. Section 7.3.1.2: Requirements for energy allocation for parking spaces outside the scheme expanded. Section 7.3.1.3: Title changed from “serving retail” to “non-residential” to be more widely applicable. Wording clarified. Section 7.3.2.1: Reworded for clarity but no change to content. Section 7.3.2.2: Section on car parks with a carbon monoxide sensor added. Section 7.3.3: No change.
Section 8.4	Chapter 10	All documentation requirements moved to Chapter 10.

Chapter 8		
v1.1	v2.0	Content changes
Section 9.1	Section 8.1	Requirement for chapter to be read in accordance <i>NABERS The Rules — Metering and Consumption</i> added. Reference to Chapter 9 added.
Section 9.2	N/A	Process overview section removed as it is no longer necessary due to the fact that the chapter is to be read in conjunction with Chapter 3 of <i>NABERS The Rules — Metering and Consumption</i> .
Section 9.3	Section 8.2	List of steps Assessor must take to confirm energy and water coverage deleted as it is now contained in <i>NABERS The Rules — Metering and Consumption</i> (and reference to Section 3.2 of <i>NABERS The Rules — Metering and Consumption</i> added). Two paragraphs and a note added requiring the user to comply with <i>NABERS The Rules — Metering and Consumption</i> regarding sources and supply points and alternative allowable methods. Section on unmetered supplies deleted — now contained in <i>NABERS The Rules — Metering and Consumption</i> . Heading “inclusions and exclusions” added. Formatting updated.
Section 9.4.1	Section 8.3	Title changed to “minimum energy coverage” and made into level 2 heading. Table title added. Small wording changes for clarity.

<p>Section 9.4.2</p>	<p>Section 8.4</p>	<p>Title changed to “minimum water coverage” and made into level 2 heading.</p> <p>Small changes to bring structure and wording parallel to that of Section 8.3, minimum energy coverage.</p>
<p>Section 9.4.3</p>	<p>Section 8.5</p>	<p>References amended to <i>NABERS The Rules — Metering and Consumption</i>; slight rewording; examples put into example boxes.</p> <p>Changed title in Section 8.5.7 and text from “large car park for retail” to “large car park for non-residential spaces” in accordance with changes in Chapter 7.</p> <p>The information in these paragraphs was repetitious with Chapter 7 so some sentences were deleted and a reference was added to the more detailed information in Section 7.3.1.3.</p>
<p>Section 9.5</p>	<p>Chapter 10</p>	<p>All documentation requirements moved to Chapter 10.</p>

Chapter 9		
v1.1	v2.0	Content changes
Chapter 12 (initial text)	Section 9.1	<p>First couple of paragraphs simplified and brought under heading, 9.1 Summary.</p> <p>Definitions for service and facility moved to Chapter 2.</p> <p>Paragraph added regarding the purpose of the chapter.</p> <p>References to <i>NABERS Ruling — Shared services and facilities</i> added.</p>
Section 12.1	Section 9.2	<p>Table title and introductory sentence added.</p> <p>Content of rows simplified, wording clarified and third row added.</p>
Section 12.2	Section 9.3	<p>Section heading, 9.3.1 General, added. Several of the paragraphs restructured into lists for clarity.</p> <p>References amended to <i>NABERS The Rules — Metering and Consumption</i> in several instances.</p> <p>Section 9.3.2 added from Section 10.3.2 of v1.1. The rest of v1.1 Chapter 10 has now been incorporated into the <i>NABERS The Rules — Metering and Consumption</i>.</p>
Section 12.3	Section 9.4	<p>Heading, 9.4.1 General, added.</p> <p>Small wording changes for clarity.</p>
Section 12.4	Section 9.5	<p>Heading, 9.5.1 General, added.</p>

		<p>Formatting updated and cross-references amended to <i>NABERS The Rules — Metering and Consumption</i>.</p> <p>Some rewording and restructuring of the section on financial reconciliation.</p>
Section 12.5	Chapter 10	All documentation requirements moved to Chapter 10.

Chapter 10		
v1.1	v2.0	Content changes
Section 4.7	Section 10.1	Text aligned with introductory text in parallel chapters in other Rules documents. In all of the tables, the formatting of the information has been updated and split into “required information” and “documentation examples”.
Section 5.5	Section 10.2	Small wording changes for clarity and rearrangement of content into “required information” and “documentation examples”.
Section 6.4	Section Error! Reference source not found.	Section 10.3.2: Information reorganised into “required information” and “documentation examples”. Sections 10.3.3, 10.3.4 and 10.3.5: Required information specified and rest of content added under heading “documentation examples”.
Section 7.4	Section Error! Reference source not found.	Sections 10.4.2 and 10.4.3: paragraph added under “required information” to clarify what is needed.
Section 8.4	Section Error! Reference source not found.	Requirements expanded upon and presented in a clearer manner.
Section 9.5	Section Error! Reference source not found.	Reference to documentation requirements in <i>NABERS The Rules — Metering and Consumption</i> added. Sections 9.5.1 to 9.5.3 deleted as they are now contained in the <i>NABERS The Rules — Metering and Consumption</i> .

		<p>Information re-organised according to new layout and sections deleted from the chapter as they are now contained elsewhere.</p> <p>Requirements relating to layered arrangements added.</p>
Section 12.5	Section Error! Reference source not found.	<p>Documentation requirements elaborated on and reference to the same requirements as for the consumption of utility and non-utility meters removed.</p> <p>Required information section added, including the requirement to justify the reconciliation.</p>

Appendices		
The appendices have been renumbered alphabetically in order to distinguish them from numerical chapters in the texts.		
v1.1	v2.0	Content changes
Chapter 10, Consumption data	<i>NABERS The Rules — Metering and Consumption</i>	The whole of this chapter has been incorporated into <i>NABERS The Rules — Metering and Consumption</i> as it relates to consumption of energy and water in a variety of building types, not just apartment buildings. The spread across chapters in <i>NABERS The Rules — Metering and Consumption</i> is due to the division between utility metering systems and non- utility metering systems.
Chapter 11, Non-utility metering	<i>NABERS The Rules — Metering and Consumption</i>	The whole of this chapter has been incorporated into <i>NABERS The Rules — Metering and Consumption</i> as it relates to metering systems in a variety of building types, not just apartment buildings. The spread across chapters in <i>NABERS The Rules — Metering and Consumption</i> is due to the division between utility metering systems and non- utility metering systems. A considerable portion regarding the validation of non- utility metering systems has been reworked into a new chapter (see Chapter 6) in <i>NABERS The Rules — Metering and Consumption</i> .
Appendix A, Information checklist	Chapter 10	This checklist has been combined with the documentation requirements that were listed at the end of each chapter so that all evidence requirements can be found in one place.
Appendix B, Accuracy calculation procedure	Appendix B	Introductory paragraph made into body text and heading added. Updated formatting but no change to content.
Appendix C, Guide to non-utility metering system validation	Appendix A of <i>NABERS The Rules — Metering and Consumption</i>	<ul style="list-style-type: none"> a) All textual content incorporated into Chapter 6 of <i>NABERS The Rules — Metering and Consumption</i>. b) Figures of various types of meters removed. c) Validation record templates separated to form new Appendix A of <i>NABERS The Rules — Metering and Consumption</i>. d) Validation record for water removed. e) Separate RMRS validation record created and other non-utility validation forms simplified.

<p>Appendix D, GreenPower™</p>	<p>Section 4.5 of <i>NABERS The Rules</i> — <i>Metering and Consumption</i></p>	<p>a) Relationship between Greenpower™ and NABERS ratings clarified. b) Wording revised. c) Information on recycled water added to become Section 4.6.</p>
<p>Appendix E, The rating period</p>	<p>Appendix A</p>	<p>Appendix title revised. Updated formatting but no change to content.</p>
<p>N/A</p>	<p>Appendix C</p>	<p>New appendix added listing changes resulting from this new version.</p>

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