

Investa Office Management (IOM): Rules for Reporting Volume and Intensity Statistics

1. *Application of these rules*

- 1.1 These rules apply exclusively to the volume and intensity statistics reported in the Investa Office Management (IOM) FY20 sustainability performance data included in the IOM Sustainability Report, covering the reporting period 1st April 2019 – 31st March 2020.

2. *Reporting Boundary: Operational control*

- 2.1 Data from all assets managed by IOM are reported
 2.2 Assets that are currently undergoing development or major refurbishment are excluded from reporting.

3. *Methodology*

- 3.1 The scope of consumption included in volume and intensity statistic reporting is provided in the table below.

	Metric	Source	Metering Configuration	Included/ Excluded	Calculation Methodology
3.1.1	Electricity	Grid electricity	Sub-meter	✓	Electricity consumption based on supply authority billing for the base building only
		Onsite co-generation and tri-generation	Co-generation and Tri-generation meter	✓	Electricity consumption based on co/ tri- generation supplier billing for base building. This includes the gas consumed on site.
3.1.2	Natural Gas	Mains gas	Mains gas meter	✓	All gas passing through a building's main gas meter is reported based on supply authority billing. This excludes natural gas consumed by our co-/tri-generation facilities as this is accounted for under electricity usage to avoid double counting of emissions.
3.1.3	Greenhouse gas emissions	Natural Gas (scope 1)	Mains gas meter	✓	Consumption based on natural gas methodology in 3.1.2 and calculated in accordance with the Department of Environment and Energy's Scope 1 NGA Factors*
			Co-generation/tri-generation meter	✓	

		Diesel (scope 1)	N/A	×	Not considered material to IOM's emissions intensity profile. Disclosed in all NABERS energy ratings and NGERs reporting.
		Refrigerants (scope 1)	N/A	×	Not considered material to IOM's emissions intensity profile. Disclosed in all NABERS energy ratings and NGERs reporting.
		Electricity (scope 2)	Sub-meter	✓	Consumption based on electricity methodology in 3.1.1 and calculated in accordance with the Department of Environment and Energy's Scope 2 NGA Factors*
			Co-generation/tri-generation meter	✓	
3.1.4	Water	Water	Sub-meter	✓	All water passing through an office building's main water meter is reported. Where sub-metering is available only base building consumption is reported.
			Single meter	✓	
3.1.5	Waste	Landfill	N/A	✓	Waste contractors send regular transactional waste collection data, onsite tallies, tenant data and weight data (where available, or volume based reporting in accordance with NABERS is used).
		Recycled	N/A	✓	

* Emissions are calculated using a single, current, state-based NGA Factor for each asset during the total reporting period.

3.2 Intensity statistics - are expressed in units per square metre of Net Lettable Area (NLA) for each entity as at 31st March 2020.

3.2.1 NLA is the standard measure of office building size used in Australia and it is calculated in accordance with the Property Council of Australia publication "Method of Measurement for Lettable Area" (2008) and its predecessors. A building's NLA is the sum of the areas presented on each individual lease plus any vacant lettable area.

3.2.2 Where non-office tenant consumption (for example, commercial gymnasiums, retail, etc.) is excluded with validated sub-meter data, the non-office lettable area is deducted from the building's total NLA.

3.3 Where emissions are abated or offsets are purchased under a recognised scheme, such as GreenPower or Greenhouse Friendly™, they are disclosed separately in Investa's annual sustainability reporting suite, and are not deducted in our intensity statistics, in order to give a true reflection of our performance.

3.4 Length of time owned

3.4.1 For intensity statistics buildings are only included where IOM has managed them for the full reporting period; to ensure all intensity statistics are comparable year on year. Buildings where management rights were relinquished more than 7 days prior to 31st March 2020 are not reported. Buildings where management was acquired more than 7 days after 1st April 2019 are not reported.

4. Further Information

- 4.1 For further information on buildings reported on by ICPF please refer to the ICPF FY20 Schedule of Assets and the FY20 Fund Reporting Rules.
- 4.2 For further information on buildings reported on by OIPP please refer to the OIPP FY20 Schedule of Assets and the FY19 Fund Reporting Rules.

5. Specific Inclusions, exclusions and estimates

5.1 Specific inclusions

Item	Scope	Buildings effected
5.1.1	Co- and tri-generation	126 Phillip St, Sydney 40 Mount St, Sydney

5.2 Specific exclusions

Item	Scope	Buildings effected
5.2.1	Externally managed, jointly owned buildings excluded from IOM reporting	250 St George's Terrace, Perth
5.2.2	Buildings currently under development or major refurbishment	60 Martin Place, Sydney 388 George Street, Sydney
5.2.3	Retail centres: excluded using sub-meter data	135 King Street Retail, Sydney*
5.2.5	Waste contracts active over the reporting period began recording data in May 2019. Consequentially, April 2019 data is excluded from the reporting set, which represents the 11-month period from May 2019 – March 2020.	All
5.2.5	Assets excluded from waste management contracting	117 Clarence Street, Sydney** 20 Bridge Street, Sydney**

*Note only the retail component of the 135 King St is excluded from Investa's reporting boundaries.

**Note only waste and recycling statistics are excluded from Investa's reporting boundaries for 117 Clarence Street, Sydney and 20 Bridge Street, Sydney.