

## 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) FY18 sustainability performance data included in the IOM Annual review, covering the reporting period 1<sup>st</sup> April 2017 – 31<sup>st</sup> March 2018.

### 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.

	Intensity 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-gen/tri-gen	Co-gen/tri-gen 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	Main 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)	Main gas meter	✓	Consumption based on natural gas methodology in 3.1.2
		Diesel (Scope 1)	N/A	✗	Not considered material to IOM's emissions intensity profile. Disclosed in all NABERS energy ratings and NGERs reporting.
		Refrigerant (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 3.1.2
			Co-gen/tri-gen meter	✓	
Total (scopes 1 and 2)	Total	✓	Total greenhouse gas emissions are calculated by dividing the total amount of scope 1 and 2 emissions by the total NLA. This marks a change from previous years where total emissions intensity had been calculated by adding the scope 1 and scope 2 intensities.		

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 reported. All water passing through an office building's main water meter is reported. Where sub-metering is available only base building consumption reported.
			Single meter	✓	

3.2 Intensity statistics - are expressed in units per square metre of Net Lettable Area (NLA) for each entity as at 31st March 2018.

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 Greenhouse gas emissions factors – these have been calculated by applying the Department of Environment emissions factors provided within NGA Accounts Factors, July 2017.

3.3.1 Where electricity is generated by co- or tri-generation plants the emission intensity is calculated by applying the relevant emissions factors provided within NGA Accounts Factors, July 2017, to the gas consumed by the co- or tri-generation plant to produce that electricity.

3.4 Greenhouse gas emissions offsets – where emissions are abated or offsets are purchased under a recognised scheme, such as GreenPower or Greenhouse Friendly™, are stated as per the contract documentation. They are disclosed separately and are not deducted in our intensity statistics, in order to give a true reflection of our performance.

3.5 Length of time owned

3.5.1 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 2018 are not reported. Buildings where management was acquired more than 7 days after 1st April 2017 are not reported.

#### 4. Further information

4.1 For further information on buildings reported on by IOF please refer to the IOF FY18 Schedule of Assets.

For further information on buildings reported on by ICPF please refer to the ICPF FY18 Schedule of Assets

#### 5. Specific inclusions, exclusions and estimates

5.1 Specific inclusions

Item	Scope	Buildings effected
5.1.1	Co- and tri-generation	126 Phillip Street, Sydney
5.1.1	Co- and tri-generation	40 Mount Street, North Sydney
5.1.1	Co- and tri-generation	133 Castlereagh Street, Sydney

5.2 Specific exclusions

Item	Scope	Buildings effected
5.2.1	Externally managed, jointly owned buildings	250 St George's Terrace, Perth
5.2.2	Externally managed, jointly owned buildings	10-20 Bond Street, Sydney
5.2.3	Externally managed, jointly owned buildings	388 George Street, Sydney

5.2.4	Buildings currently under development/major refurbishment	151 Clarence Street, Sydney
5.2.5	Buildings currently under development/major refurbishment	60 Martin Place, Sydney
5.2.6	Retail Centres: excluded using sub-meter data	210 Pitt Street, Sydney (IOM, IOF)
5.2.7	Retail Centres: excluded using sub-meter data	150 Pitt Street, Sydney (ICPF)
5.2.8	Retail Centres: excluded using sub-meter data	135 King Street Retail (Glasshouse Retail Centre) (IOM)
5.2.9	Retail Centres: excluded using sub-meter data	Sydney Arcade, 97 King Street Sydney (ICPF)

### 5.3 Specific Estimates

In instances where data is missing, due to delayed utilities invoices or otherwise, data is estimated by using the previous reporting year's consumption figures as a proxy.

Item	Scope	Buildings effected
5.3.1	Gas	20 Bridge Street, Sydney
5.3.2	Water	836 Wellington Street. Perth