



Rules Update Guide

Energy and Water for Shopping Centres – Version 4.0

Metering and Consumption – Version 1.2

Issued December 2020



1 Introduction

1.1 Summary

This guidance document has been developed by the National Administrator. It provides guidance on the new version (v4.0) of *NABERS The Rules – Energy and Water for Shopping Centres* and the third version (v1.2) of *NABERS The Rules – Metering and Consumption*. Assessors will notice that changes have been made to both documents which will have an effect on NABERS Shopping Centre ratings.

While the majority of these changes are either clarifications of the text, modifications to the structure or cosmetic in nature, technical changes have been made to both documents which are summarised in this Guide.

The purpose of this Guide is to:

- a) Answer basic questions that Assessors may have about the content, the documents and the update process;
- b) Highlight those technical changes that have been made as a result of the update from version 3.0 to version 4.0 of *NABERS The Rules – Energy and Water for Shopping Centres*;
- c) Highlight minor changes made between version 1.1 and version 1.2 of the *NABERS The Rules – Metering and Consumption*.

Note: A minor update to *NABERS The Rules – Energy and Water for Shopping Centres* may be made after NABERS Perform has been launched.

1.2 Why have the NABERS Energy and Water for Shopping Centres Rules been updated?

Version 4.0 is a major update to *NABERS The Rules – Energy and Water for Shopping Centres*. This major version update has three purposes:

- a) To update the Rules to support the release of NABERS Perform which will replace NABERS Rate as the new NABERS rating input form for Shopping Centre Energy and Water ratings. The release is scheduled for early 2021.
- b) To align metering requirements for Shopping Centre Energy and Water ratings with *NABERS The Rules – Metering and Consumption*. To support this, a minor version update (v1.2) to the Metering and Consumption Rules has also been published (see above).
- c) To simplify and clarify existing content based on previous internal and external stakeholder feedback, including an update to the documentation requirements.

As part of this major update, the document has been greatly restructured to conform to the new NABERS Rules format.

1.3 Why has this update impacted NABERS Ratings for Offices?

When conducting Energy and Water for Offices ratings, Assessors are also required to comply with *NABERS The Rules – Metering and Consumption*. The *NABERS The Rules – Metering and Consumption* was developed to consolidate content on the treatment of metering systems and consumption data common to all energy and water rating tools, and therefore any changes made to this document in future will inevitably affect all energy and water ratings.

It should be noted that while technical changes have been made to *NABERS The Rules – Metering and Consumption*, these changes are related primarily to Shopping Centre ratings and are not expected to impact Office ratings.

2 Transition periods

2.1 Summary

To assist Assessors in transitioning to the new Rules documents and to provide additional flexibility, a transition period has been enacted for energy and water ratings for both Offices and Shopping Centres. This transition period began on 22nd December 2020 and will end on the day NABERS Perform platform is launched.

Specific details on what the transition period means for Office and Shopping Centre ratings can be seen below.



At the time of writing, NABERS Perform is planned for release in late February 2021. Further details will be sent to all Assessors closer to the release date.

2.2 Shopping Centre ratings

During the transition period, all Shopping Centre ratings must—

- a) comply with *NABERS The Rules – Energy and Water for Shopping Centres (v3.0)*, and
- b) be submitted through NABERS Rate.

This is because certain requirements in the new *NABERS The Rules – Energy and Water for Shopping Centres (v4.0)* require features that are only available in NABERS Perform.

Once NABERS Perform is released, the transition period will end, and all Shopping Centre ratings must—

- 1) comply with both *NABERS The Rules – Energy and Water for Shopping Centres (v4.0)* and *NABERS The Rules – Metering and Consumption (v1.2)*, and
- 2) be submitted through NABERS Perform.

2.3 Office ratings

During the transition period, Office ratings must follow the requirements of *NABERS The Rules – Energy and Water for Offices (v4.1)* and either—

- a) *NABERS The Rules – Metering and Consumption (v1.1)*, or
- b) *NABERS The Rules – Metering and Consumption (v1.2)*.

Once the transition period ends, Office ratings must follow the requirements of *NABERS The Rules – Energy and Water for Offices (v4.1)* and *NABERS The Rules – Metering and Consumption (v1.2)*.

If there are any issues with meeting the above requirements, please contact the NABERS mailbox at nabers@environment.nsw.gov.au

3 Changes made to the Energy and Water for Shopping Centres Rules

3.1 Summary

The following subsections will go through each chapter to provide an overview of and reasoning for the changes made to *NABERS The Rules – Energy and Water for Shopping Centres*.

3.2 Chapter 1 – Introduction

As part of the new NABERS Rules format, Chapter 1 contains general information about NABERS ratings and on how to use the document. The content within this chapter in general is consistent with other Rules using the new NABERS Rules format. Topics covered include:

- a) Interpretation of requirements;
- b) Situations not covered by the Rules;
- c) How to use the document;
- d) What new in this version; and
- e) Related documents

3.3 Chapter 2 – Terms and definitions

Previously a subsection within Chapter 2 in version 3.0, the terms and definitions have been separated into their own chapter. Table 1 below outlines which definitions have been added, removed and updated in version 4.0.

Table 1 Summary of terms and definition changes in version 4.0

Added	Removed	Updated
AHU	Alternative Method	centrally serviced
FCU	Assumption	end use
NABERS rating input form	Core hours	GLAR

Rated premises	Data	Metering system
Ruling	Data type	potential error
validity period	Estimate	reasonably compared
	Metering systems requiring validation	Rules
	Non-utility meter	utility
	Source	
	Tenancy Servicing Validation Form	
	Un-validated metering systems	
	Utility meter	
	Verification	

Note: 'Removed' definitions were done so as they are either—

- a) requirements that were moved into the main body of the document or into *NABERS The Rules – Metering and Consumption*,
- b) generic terms that did not require a definition, or
- c) no longer used in this document.

3.4 Chapter 3 – Key concepts and procedures

Chapter 3 contains the remaining content of version 3.0's Chapter 2, which provides information and requirements related to conducting a Shopping Centre rating. Topics covered in this chapter include:

- a) Eligibility criteria – New content outlining a formal set of criteria that must be met for a shopping centre to be eligible for a NABERS rating.
- b) The rating period – Former content significantly reduced as it is now covered in the new Appendix B.
- c) Standards for acceptable data and acceptable estimates – Minor edits for clarity.
- d) Site visits – Minor edits for clarity.
- e) Documentation and record-keeping – Content simplified with reference to new Chapter 13 on documentation requirements.

- f) Alternative methodology – Content significantly simplified.

3.5 Chapter 4 – Total and centrally serviced area

The requirements of this chapter have been reviewed and certain subsections have been amended for clarity, but principally the technical content within this chapter remains the same.

The steps to determine the total and centrally serviced area has been simplified and the figures have been updated to better reflect the content.

New additions and changes to this chapter include the following:

- a) Table 4.2 that discusses the treatment of specific types of tenancies (e.g. atypical tenancies, car washes, indoor community spaces and childcare centres) has been added.
- b) While the number of tenancies to sample has remained the same, the content has been clarified. Now, where a tenancy's servicing arrangement is found to be different to what has been recorded, the Assessor is required to check all other tenancies within the block and update the record as required.
- c) Content has been added to clarify the treatment of tenancy GLAR based on service arrangements.
- d) Assessors are no longer specifically required to use the Tenancy Servicing Validation Form as evidence of servicing arrangement. Some form of evidence must still be provided, and the template form has been retained in Appendix A if Assessors choose to use it as evidence.
- e) For confirmation of area, the requirement to obtain written evidence confirming the GLAR of 'additional tenancies as required by NABERS Rate' has been removed as this requirement is not included in NABERS Perform. This was removed after it was deemed by NABERS to have a negligible impact on ratings and as such the rating process has been simplified by its removal..

3.6 Chapter 5 – Hours of service

Only minor editorial changes have been made to this chapter.

3.7 Chapter 6 – Trading days

Only minor editorial changes have been made to this chapter.

3.8 Chapter 7 – Counting car parking spaces

In response to stakeholder feedback and in order to greatly simplify the counting of car parking spaces, this chapter has seen some significant technical changes and clarification, including a restructure of the chapter. The following is a summary of the major changes:

- a) The steps to determine the number of car parking spaces has been simplified.

- b) The criteria for determining if a car parking space is mechanically ventilated has been altered and now aligns with the same content from *NABERS The Rules – Energy and Water for Apartment Buildings*.
- c) A new subsection has been added that defines which parking spaces can be included in a count and which must be excluded.
- d) A new subsection has been added that allows Assessors to count four (4) contiguous motorcycle parking spaces as one (1) car parking space.
- e) Content has been added that defines both what an Assessor must do when there is an existing car park plan(s) and what they must do where there is no existing car parking plan(s).
- f) Two new subsections have been added that discuss site inspections and data entry.
- g) The requirement to input periods of more than four (4) weeks where a car park was not in operation has been removed. After consultation with Assessors, NABERS has deemed this requirement to be unnecessary and, as such, the rating process has been simplified by removing it in NABERS Perform.

3.9 Chapter 8 – Floor configuration

Only minor editorial changes have been made to this chapter.

3.10 Chapter 9 – Counting food court seats

Most of this chapter has been retained with only minor editorial changes made. The requirement to input periods of more than four (4) weeks where a food court was not in operation has been removed as this requirement is not included in NABERS Perform. This is because NABERS has determined that it had a negligible impact on ratings and, as such, the rating process has been simplified.

3.11 Chapter 10 – Gymnasium area

Most of this chapter has been retained with only minor editorial changes made. The requirement to input periods of more than four (4) weeks where a gymnasium was not in operation has been removed as this requirement is not included in NABERS Perform. This is because NABERS has determined that it had a negligible impact on ratings and, as such, the rating process has been simplified.

3.12 Chapter 11 – Counting cinema theatrettes

Most of this chapter has been retained with only minor editorial changes made. The requirement to input periods of more than four (4) weeks where a cinema theatrette was not in operation has been removed as this requirement is not included in NABERS Perform. This is because NABERS has determined that it had a negligible impact on ratings and, as such, the rating process has been simplified.

3.13 Chapter 12 – Minimum energy and water coverage

The contents of Chapter 12 (Energy Coverage) and Chapter 13 (Water Coverage) in version 3.0 has been combined into a single chapter in version 4.0. The content in both chapters has been reviewed and restructured to align with the new Rules format. This includes replacement of certain content with references to *NABERS The Rules – Metering and Consumption*.

Based on stakeholder feedback, new content has also been added on the following topics:

- a) Allowance for the exclusion of external signage that promote a single tenant, is owned and managed by the tenant and where consumption data is missing or cannot be easily obtained.
- b) Added electrical vehicle charging points as an exclusion from the minimum energy coverage.

3.14 Chapter 13 – Documentation required

Formally located in Appendix A of version 3.0, Chapter 13 contains all documentation requirements within the document. This chapter is part of the new NABERS Rules format and is structured as a table of documentation that goes through the document by section and outlines information required and (where applicable) documentation examples.

3.15 Appendix A – Tenancy Servicing Validation Form

Only minor editorial changes have been made to this appendix.

3.16 Appendix B – The rating period

This new appendix has been added to describe, in detail, the rating period. The content for this Appendix has been taken from *NABERS The Rules – Energy and Water for Offices*, with slight amendments made to information on renewing/replacing ratings in NABERS Perform.

4 Changes made to the Metering and Consumption Rules

Most changes made to *NABERS The Rules – Metering and Consumption* were undertaken in order to:

- a) Provide clarity on concepts, requirements and application of information;
- b) Improve readability; and
- c) Reduce misinterpretation.

The key technical changes made in this version include the following:

- Newly installed meters are assumed to have an initial meter reading of ‘0’ unless a meter reading was taken at the time of installation (see entry for 4.3.3 below).
- The Rules now clearly stating that non-utility water and manually read direct connect metering systems do not need to be validated (see entry 6.2.1).
- The introduction of new non-utility meter validation frequency requirements (see entry for 6.3.4.1 below for details of the new frequency). The new requirements is only applicable to rating submitted through NABERS Perform.

Further details on changes and the reasoning behind the changes are given in Table 2 below.

Table 2 Changes made to *NABERS The Rules – Metering and Consumption* (v1.2)

Location	Changes made	Reasoning	Rating type the change is applicable to
Throughout	Minor formatting changes.	<i>Corrected detected formatting issues.</i>	<i>Both Office & Shopping Centre ratings</i>
Chapter 2	Note added to ‘NABERS rating input form’ definition explaining presence of NABERS Perform in text.	<i>Added clarity to the definition in preparation for NABERS Perform launch.</i>	<i>Shopping Centre ratings only</i>
3.2.1	Note added under i) advising the Assessor to check that GreenPower energy is certified. Further detail of the examples added under ii), including ‘other	<i>Added additional explanation and examples on conducting site visits based on feedback received from stakeholders.</i>	<i>Both Office & Shopping Centre ratings</i>

Location	Changes made	Reasoning	Rating type the change is applicable to
	electrical diagrams, gas and diesel pipe schematics'. Example added under vi): '(e.g. details of an electrical meter recording consumption of a tenancy end use)'.		
3.3.3	Title change clarifying that the section is office-specific.	<i>As this document now applies to Shopping Centre Ratings as well as Office Ratings, title was amended to make it clear this section is for additional checks for sources and supply points that Assessors must undertake for Office Ratings.</i>	Office ratings only
3.3.4	Section added for Shopping Centre Ratings.	<i>This section was added to specify additional checks for sources and supply points that Assessors must undertake for Shopping Centre Ratings.</i>	Shopping Centre ratings only
3.4.4.4	Wording amended for clarity.	<i>Reworded to add clarity on "Soft" meters and equipment sensors.</i>	Both Office & Shopping Centre ratings
4.2.1	Cross reference amended.	<i>Fixed an error.</i>	Both Office & Shopping Centre ratings
4.3.3	New section added covering new utility metering system installations.	<i>New section on treatment of meter readings taken at the time of installation based on feedback received from stakeholders. The requirement states that must assume the meter reading is '0' at time of installation unless you have a meter reading taken on the day of installation.</i>	Both Office & Shopping Centre ratings
4.3.5	Final paragraph of section and Note 2 added as new content dealing with adding data to NABERS Perform.	<i>Additional content added on inputting billing data into the new NABERS Perform platform.</i>	Shopping Centre ratings only
4.4.2	Section amended to clarify requirements for adjustment of data.	<i>Reworded to add clarity on adjusting for gaps at the start or end of the billing period based on</i>	Both Office & Shopping Centre ratings

Location	Changes made	Reasoning	Rating type the change is applicable to
		<i>feedback received from stakeholders.</i>	
4.5.1	Note 1 and Note 2: note wording amended for clarity.	<i>Additional information on GreenPower certification scheme added.</i>	<i>Both Office & Shopping Centre ratings</i>
4.5.3	New content (second, third and fourth paragraphs) added to clarify requirements for using bulk purchased GreenPower™ certified energy.	<i>Added requirement that for bulk purchases of GreenPower, Assessors must ensure the energy purchased is clearly GreenPower Certified and that documentary evidence must be retained which clearly shows the actual percentage or amount of GreenPower energy supplied.</i>	<i>Both Office & Shopping Centre ratings</i>
5.3.6	New content covering entering electricity exclusion submeters into NABERS Perform.	<i>Added content on how to exclude electricity submeter on the new NABERS Perform platform.</i>	<i>Both Office & Shopping Centre ratings</i>
5.4.2	Wording amended by changing all instances of 'rating period' to 'billing period'.	<i>Fixed an error.</i>	<i>Both Office & Shopping Centre ratings</i>
6.2.1	Wording of third paragraph regarding types of meters that do not need to be validated has been amended for clarity and Note 3 has been added.	<i>Added to provide greater clarity on what Assessors do not need to validate. Note 3 was added as it is recognised that Assessors should ensure they know what types of electrical meters are located on the premises.</i>	<i>Both Office & Shopping Centre ratings</i>
6.3.1.1 6.3.1.2 6.3.1.3	Wording of all these three sections has been considerably amended to clarify content. Note 2 of Section 6.3.1.1 added as new content. Process validation flowchart added as new content (Figure 6.1).	<i>The subsection on validation of CT meters has been reviewed and rewritten to increase clarity. A new flowchart was also added in response to stakeholder feedback. This section is being actively monitored and depending on feedback received may be subject to further amendment.</i>	<i>Both Office & Shopping Centre ratings</i>
6.3.1.5	Note 2 amended to cover a limited access scenario rather than an electrician.	<i>Note added directing Assessors to contact NABERS in the event an electrical system cannot be shut down and it is deemed unsafe for</i>	<i>Both Office & Shopping Centre ratings</i>

Location	Changes made	Reasoning	Rating type the change is applicable to
		<p><i>an electrician to conduct validation on meters within the system.</i></p>	
6.3.4.1	<p>Section greatly amended in preparation for launch of new rating platform, NABERS Perform.</p>	<p><i>This subsection was previously a note highlighting the forthcoming change to the non-utility meter validation frequency. With the launch of the NABERS Perform platform and the movement of Shopping Centre Ratings to the new platform, this subsection has been rewritten as actual requirements. The new validation frequency requirements is as follows:</i></p> <ul style="list-style-type: none"> • <i>1st rating submitted on NABERS Perform – 10 % of each meter type validated within the last 10 years.</i> • <i>2nd rating submitted on NABERS Perform – 50 % of each meter type validated within the last 10 years.</i> • <i>3rd and subsequent rating submitted on NABERS Perform – 100 % of each meter type validated within the last 10 years.</i> <p><i>The test Assessors should apply to determine whether they need to use the new frequency, or the old frequency is whether they are required to submit the rating application using NABERS Perform (new frequency) or NABERS Rate (old frequency).</i></p>	<p><i>Shopping Centre ratings only</i></p>

Location	Changes made	Reasoning	Rating type the change is applicable to
6.4	Note added regarding validation under previous versions of the Rules.	<i>This note clarifies that any non-utility meters validated under a previous version of the Rules do not have to be revalidated provided the validation occurred within the last 10 years.</i>	<i>Both Office & Shopping Centre ratings</i>
Chapter 9	<p>Introductory wording of section amended to clarify content (sections 9.1.1 and 9.1.2).</p> <p>Each individual table corresponding to the previous chapters has been broken into sections of ‘required information’ and ‘documentation examples’ for greater clarity.</p>	<p><i>The documentation requirements chapter has been amended to provide greater clarity for Assessors.</i></p> <p><i>New introductory wording has been added that provides general information on what information should be documented, from where the information can be sourced from and on retention of the documentation.</i></p> <p><i>The documentation table has been slightly restructured to improve readability and where possible, examples of documentation has been added to the various sections.</i></p>	<i>Both Office & Shopping Centre ratings</i>
Appendix A	Footnote added to first example validation record to clarify content.	<i>New footnote on ‘Example of a validation record for electrical non-utility metering systems’ states that if the difference between measured current and current shown on the meter is no more than 10 %, the meter is considered to be correctly installed.</i>	<i>Both Office & Shopping Centre ratings</i>

5 Other issues and questions

During the development of these documents, NABERS has identified several areas where improvements to the Rules could be made. These items were found to be out of scope of the current project and, due to time constraints, could not be included in this update.

These items have been captured and flagged for either a future minor update, major update or ruling.

NABERS encourages all feedback on its Rules, rulings and processes to be directed to the NABERS mailbox: nabers@environment.nsw.gov.au

Any questions regarding the release of *NABERS The Rules – Energy and Water for Shopping Centres* (v4.0) and *NABERS The Rules – Metering and Consumption* (v1.2), this document or the work of NABERS on the Rules can to be directed to the NABERS mailbox: nabers@environment.nsw.gov.au



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