



The Rules

Energy and Water for Apartment Buildings

Version 2.1 — April 2025



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Cover photo: High-rise apartment buildings behind an urban park.

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New South Wales Government
4 Parramatta Square
12 Darcy Street
Parramatta NSW 2150

PO Box A290
Sydney South NSW 2000

T: (02) 9995 5000 (switchboard)
T: 131 555 (environment information and publications requests)
TTY: 133 677 then ask for 131 555
Speak and Listen users: 1300 555 727 then ask for 131 555

Email: nabers@environment.nsw.gov.au

Website: <https://www.nabers.gov.au/>

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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 The Rules — Energy and Water for Apartment Buildings*, v2.0, July 2022.

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.

1.2 Interpretations of the Rules and Rulings

These **Rules** are to be read in conjunction with the respective NABERS **Rulings** as they apply to the specific building type. **Rulings** are used to address specific issues that may arise after the publication of the **Rules**.

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

Where a conflict between these **Rules** and existing **Rulings** is present, the requirements of the **Rulings** take precedence over the **Rules**.

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

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

1.3 Situations not covered by the Rules

Assessors must comply with these **Rules** unless prior approval has been sought and approved by the **National Administrator**.

Where appropriate, **Assessors** may contact the **National Administrator** to propose an alternative methodology, outlining the circumstances and rationale. Prior approval for use is required and may be granted conditionally, on a case-by-case basis and at the **National Administrator**'s discretion.

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**. All written correspondence is required as evidence and should be collected prior to lodging the rating.

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) Air conditioning, see Chapter 5.
- c) Lift, pool and gym, see Chapter 6.
- d) Car parking spaces, see Chapter 7.
- e) Water metering, see Chapter 8.
- f) Minimum energy and water coverage, see Chapter 9.
- g) Shared **services** and **facilities**, see Chapter 10.

Documentation requirements for accredited ratings are provided in Chapter 11.

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?	Chapter 5
Energy	How many lift serviced apartments are there?	Section 6.2
Energy	Is there a pool, and is it heated?	Section 6.3
Energy	Is there a gym?	Section 6.4
Energy	How many car parking spaces are there and are they mechanically ventilated?	Chapter 7
Water	How many apartments have a centrally metered water supply?	Section 8.2
Water	Are apartments provided with domestic hot water from a central system?	Section 8.3 and Section 8.4
Energy and water	Is it a mixed use scheme ? If so, then consumption used solely by non-residential lots can be excluded.	Section 9.5.4
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 10 and Section 3.6.2

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.

Note: Text appearing with a grey background is explanatory text only and is not to be read as part of the **Rules**.

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

 This is a documentation requirement callout box.

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

The following documents have been referenced within these **Rules**:

- a) *NABERS Ruling — Shared Services and Facilities, v1.0, March 2022*
- b) *NABERS The Rules — Metering and Consumption, v1.3, July 2020*
- c) *NABERS The Rules – Thermal Energy Systems, v1.0, August 2021*
- d) National Construction Code at <https://ncc.abcb.gov.au/>

Assessors must use the latest version of NABERS Rules and **Rulings** that have been referenced within this document.

2 Terms and definitions

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

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

Term	Definition
end use(s)	A purpose or activity (or a group of related purposes and activities) that water or energy is used for.
facility(ies)	<p>A physical amenity, such as a pool, a gym, a lift, or a shared common area, e.g. laundry.</p> <p>Note: In most cases, the consumption associated with a facility can be apportioned.</p>
layered arrangement(s)	<p>A development where a scheme shares some or all utility meters, services and facilities with other schemes or legal entities.</p> <p>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.</p> <p>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.</p>
material(ity)	<p>For a NABERS rating of the scheme's consumption that accounts for one of the following:</p> <ul style="list-style-type: none"> a) More than 1 % of the total greenhouse gas emissions. b) More than 1 % the total water consumption.
metering system	<p>A system of one or more devices providing an individual measurement.</p> <p>Note: For further information, refer to <i>NABERS The Rules — Metering and Consumption</i>.</p>
mixed use scheme	More than one use type within a single scheme, for example, commercial and residential lots in the same scheme.
multi-strata scheme	<p>Multiple schemes which are responsible for the operation, maintenance and control of common services.</p> <p>Note: This is different from a single strata scheme with layered arrangement.</p>
NABERS rating input form	<p>The rating input form provided by NABERS for use by Assessors in the calculation of accredited ratings.</p> <p>Note: For NABERS Energy and Water for Apartment Building ratings, this is in the NABERS Perform application.</p>

Term	Definition
National Administrator	<p>The body responsible for administering NABERS, in particular the following areas:</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.</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 NABERS rating input form automatically calculates the potential error based on the data provided.
rated premises	The building or building section to be rated.
rating period	The 12-month base period for the rating, requiring at least 12 continuous months of acceptable data upon which the rating is based.
Rules	Authoritative document produced by the National Administrator that specifies what must be covered by an Assessor in order to produce a rating.
Ruling	An authoritative decision by the National Administrator which acts as an addition or amendment to the Rules .
scheme(s)	The entity being rated. In most cases, a single strata scheme is being referred to, consisting of apartments or an apartment building .

Term	Definition
	<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 or more 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. f) 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 may 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. This definition excludes the following:</p> <ul style="list-style-type: none"> a) Landlords which on-sell electricity or water where they neither hold a licence nor have an exemption deemed valid by the National Administrator for needing a licence. b) Third party contractors, such as meter reading providers.
validation	<p>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.</p>
validity period	<p>The post-certification period during which the rating is valid for up to 12 months.</p> <p>Note: See Appendix A for further details.</p>

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 9.
- 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 up to 12 months from the certification date (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 include 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 air conditioned. 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 9.

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 compliance with Chapter 10.

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 9.

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 up to 12 months — 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**. The **validity period** of a rating cannot extend past 485 days from the end of the **rating period**, to ensure all ratings are based on current data.

Ratings lodged after the 120 days will have a reduced **validity period** that cannot extend past 365 days from the end of the **rating period**.

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

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 to no more than $\pm 5\%$ of the overall rating greenhouse gas emissions or water consumption, as calculated when using the **NABERS rating input form**. 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

3.4.1 General

For every rating application, **Assessors** must conduct a site visit to inspect the **rated premises**. The purpose of the site visit is as follows:

- 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**. A new site visit must be conducted as part of every NABERS rating application.

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

3.4.2 Delegating a site visit to another Assessor

Where an **Assessor** cannot undertake a site visit to inspect the rated premises, **Assessors** may delegate this task to another **Assessor** accredited specifically in Energy and Water for Apartment Building ratings.

The **Assessor** lodging the rating is responsible for the accuracy of the data. The **Assessor** must obtain and retain all the evidence required to prove their assumptions for auditing purposes, as per the documentation requirements listed in Chapter 11.

3.4.3 Situations where a site visit cannot be conducted or delegated

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

It is the responsibility of the customer to provide sufficient access to the premises to allow a rating to be undertaken. The **National Administrator** should be contacted for assistance in situations where restrictions on carrying out a site visit are outside the control of both the **Assessor** and the customer (e.g. if travel can't be undertaken because of a declared natural disaster event).

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 11, 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 **NABERS rating input form**. Ratings configurations are further classified into three major “types”, listed in Section 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 11.7.2.

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 **NABERS rating input form** 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 **NABERS rating input form** 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 11.2.

4.2 Counting total number of apartments

4.2.1 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.

4.2.2 Currency of information

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

4.2.3 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, for example, 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.

4.2.4 Adjusting for habitability

An apartment is habitable at all times, except 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 total number of apartments. 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:

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

These calculations are performed by the **NABERS rating input form** and do not need to be entered by the **Assessor**.

4.2.5 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 sub-metered, 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 Air conditioning

5.1 General

The NABERS Energy and Water for Apartment Buildings tool categorises **apartments** based on the air conditioning **services** provided by the **body corporate**. These categories have been defined by NABERS and allow adjustments to be made for **schemes** with different levels of central servicing, enabling fair comparison.

After the total number of apartments is determined as per Chapter 4, **Assessors** must determine the number of centrally, partially and non-centrally air conditioned apartments, as per Sections 5.2, 5.3 and 5.4 respectively.

This chapter also outlines how to calculate the rating for schemes where the common property provides different air conditioning services to different apartments, see Section 5.5.



For documentation requirements, see Section 11.3.

5.2 Centrally air conditioned apartments

An apartment is considered to be a centrally air conditioned apartment if—

- a) it is part of the total apartment count; and
- 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 into this category.

Apartments with local control of operational settings, including temperature and fan settings, are not disqualified from **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 being partially air conditioned.



For documentation requirements, see Section 11.3.1.


5.3 Partially air conditioned apartments

An apartment is considered to be partially air conditioned if—

- a) it is part of the total apartment count; and
- 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.

Note: An apartment in tropical or sub-tropical regions with only central cooling (i.e. no heating) is considered centrally air conditioned as per Section 5.2.

 For documentation requirements, see Section 11.3.1.

5.4 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.

5.5 Apartments serviced differently

Some schemes may have different levels of air conditioning provided by the **body corporate**, for example, 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.

Example: A scheme includes 22 separate apartments. Of the 22 apartments, 10 of these receive central heating and cooling services under **body corporate control**, and the other 12 have individual split systems.

Therefore, the number of centrally air conditioned apartments is 10 apartments and the number of non-centrally air conditioned apartments is 12 apartments.

6 Lift, pool and gym

6.1 General

The NABERS Energy for Apartment Buildings tool categorises **schemes** based on the common property **services** and **facilities**.

This chapter outlines how to determine the rating for schemes where the **body corporate** provides and pays for different services and **facilities** including lifts (Section 6.2), pools (Section 6.3) and gyms (Section 6.4).

The availability of lifts, pools and gyms is only required for NABERS Energy ratings.

6.2 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—

- a) it is part of the total apartment count; and
- b) the section of the building in which the apartment is located has one or more lifts that provides transportation between all residential floors of that section of the building.

Note: Access via a lift lobby is not a determining factor, for example, 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 11.4.1.

6.3 Swimming pool

The scheme can be considered to have a swimming pool where both of the following requirements are met:

- a) There is one or more heated or non-heated swimming pool 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.

Example: An **apartment building** has a single heated swimming pool that was closed for maintenance from May 15 to August 20.

- a) From May 15 to August 20 is 3 full months and 6 days.
- b) Rounding to the nearest whole month, the total closure period is calculated as 3 months.
- c) The **Assessor** must enter the 9 months as the period for which the **occupants** had access to the pool in the **NABERS rating input form**.



For documentation requirements, see Section 11.4.2.

6.4 Gym

The scheme can be considered to have a gym if all of the following requirements are met:

- 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 25 m² 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 (30 consecutive days), 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 11.4.3.

7 Car parking spaces

7.1 General

The NABERS Energy for Apartment Buildings tool makes adjustments to the benchmark based on 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 11.5.

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:

- Occupants.**
- Visitors.
- 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 not 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 11.5.1.

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 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—

- a) more than 25 % of the total number of car parking spaces; and
- 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.
- b) The car park fans either—
 - 1) run continuously;
 - 2) are on a time clock and meet the required compliance standards; or
 - 3) are controlled on the basis of carbon monoxide sensor operation.
- c) The car parking space is *not*—
 - i) in the open air; or
 - 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 **NABERS rating input form**.

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 Water metering

8.1 General

The NABERS Water for Apartment Buildings tool categorises **apartments** based on the water supplied by the **body corporate**. These categories have been defined by NABERS and allow adjustments to be made for **schemes** with different levels of water metering, enabling fair comparison.

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.

After the total number of apartments is determined as per Chapter 4, **Assessors** must determine the water metering service category for each apartment:

- 1) Centrally metered water supply apartment, see Section 8.2
- 2) Separately metered apartment with central domestic hot water, see Section 8.3.
- 3) Separately metered apartment without central domestic hot water, see Section 8.4.

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.

The type of water servicing is only required for NABERS Water ratings.




For documentation requirements, see Section 11.6.

8.2 Centrally metered water supply apartment

An apartment is considered to be a centrally metered water supply apartment where—

- a) it is part of the total apartment count;
- b) the apartment does not have a **utility** operated cold water meter dedicated to the cold water supply of that apartment; and
- c) 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 water use for the apartment 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 11.6.1.

8.3 Separately metered apartments with central domestic hot water


An apartment is considered to be a separately metered apartment with central domestic hot water where—

- a) it is part of the total apartment count;
- b) the cold water use of the apartment is measured by its own **utility** meter;
- c) 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; and
- d) 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 11.6.2.

8.4 Separately metered apartments without central domestic hot water

An apartment is considered to be a separately metered apartment *without* central domestic hot water where—

- a) it is part of the total apartment count;
- b) the cold water use of the apartment is measured by its own **utility** meter; and
- c) 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 11.6.2.

9 Minimum energy and water coverage

9.1 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 4 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 10.



For documentation requirements, see Section 11.7 and *NABERS The Rules — Metering and Consumption*.

9.2 Confirm energy and water coverage


9.2.1 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 4.2 and 4.3 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 8.2 of NABERS The Rules — Metering and Consumption to ensure the minimum energy coverage requirements can be met.

 For documentation requirements, see Section 11.7.1.

9.2.2 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 11.7.2.

9.3 Minimum energy coverage

9.3.1 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 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 9.2 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.

9.3.2 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 **NABERS rating input form**, if the energy consumption as listed in Table 9.3.2 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 9.3.2 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 9.3.2: Required energy consumption

Variable	Required energy consumption	Reference
Centrally air conditioned apartment	Air conditioning energy consumption	Section 5.2
Partially air conditioned apartment	Energy consumption provided from the centrally air conditioned systems	Section 5.3
Lift serviced apartment	Lift energy consumption	Section 6.2
Pool	All associated pool energy consumption	Section 6.3
Gym	All associated gym energy consumption	Section 6.4
Car parking spaces	All associated car park energy consumption	Chapter 7

9.4 Minimum water coverage

9.4.1 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 9.2 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.

9.4.2 Variable cross check

Where the following variables in Table 9.4.2 are being included, the respective water consumption must also be included.

Table 9.4.2: Required water consumption

Variable	Required water consumption	Reference
Centrally air conditioned apartment	Air conditioning water consumption	Section 5.2
Partially air conditioned apartment	Water consumption from centrally provided air conditioning services	Section 5.3
Centrally metered water supply apartment	Water consumption in apartments	Section 8.2
Separately metered apartment with central domestic hot water	Domestic hot water consumption in apartments	Section 8.3

9.5 Exclusions

9.5.1 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.

9.5.2 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.

9.5.3 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.

9.5.4 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 complies with both of the following requirements:

- 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 8.2 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.

9.5.5 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.

9.5.6 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.

9.5.7 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.

10 Shared services and facilities

10.1 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, that is, 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 11.8.

10.2 Process overview

The **Assessor** must comply with the process shown in Table 10.2.

Table 10.2: 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 10.3
2	Assess the consumption which is associated with a facility and cannot be directly measured.	Section 10.4
3	For the consumption associated with a facility , use the most appropriate method listed for apportioning consumption.	Section 10.4.3

10.3 Shared services — Measured consumption

10.3.1 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 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.

10.3.2 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.

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 10.4.

For further information on thermal energy measurements, refer to *NABERS The Rules — Thermal Energy Systems*.

10.3.3 Exclusions

In some cases, energy and water exclusions for services based on financial reconciliations may be allowed after consulting with the **National Administrator**. **Assessors** must first collect evidence to demonstrate that metering is not feasible before excluding any services under Section 10.3.1 via financial reconciliation. Unlike other NABERS energy tools, exclusions based on financial reconciliation do not count towards the **potential error**.

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



For documentation requirements, see Section 11.8.1.

10.4 Shared facilities — Apportioned consumption

10.4.1 General

Apportioned consumption can only be used for shared facilities 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 10.4.2. 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 11.8.1.

10.4.2 Facilities which can be apportioned

10.4.2.1 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.

10.4.2.2 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**.

10.4.3 Methods of apportioning consumption

10.4.3.1 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**.

10.4.3.2 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**.
- 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**, unless when it is used in conjunction with a financial reconciliation, see Section 10.4.3.3.

 For documentation requirements, see Section 11.8.211.7.2.

10.4.3.3 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 when it is used conjunction with an apartment-based apportionment, see Section 10.4.3.2.

 For documentation requirements, see Section 11.8.3.

11 Documentation requirements for accredited ratings

11.1 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 11.2 to 11.8 is required for a rating. It is organised based on the divisions of previous chapters, see Chapters 4 to 10. 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**.

11.2 Chapter 4: Total apartment count

Topic	Requirements	Documentation
11.2.1 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>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> <ul style="list-style-type: none"> a) Strata plans or as-built plans from which the number of apartments can be counted. b) Photos of apartment directories, letterboxes or similar that demonstrate the number of apartments. c) Assessor’s notes listing a count of apartments on each floor including the following: <ul style="list-style-type: none"> 1) A list of floor numbers. 2) A list of apartment numbers for each floor. d) A photograph of the apartment number for the highest numbered apartment on each floor.

11.3 Chapter 5: Air conditioning

Topic	Requirements	Documentation
11.3.1 Central air-conditioning	Section 5.2 Section 5.3	<p><i>Required information:</i></p> <p>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 or partially 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.

11.4 Chapter 6: Lift, pool and gym

Topic	Requirements	Documentation
11.4.1 Lift serviced apartments	Section 6.2	<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).
11.4.2 Swimming pool	Section 6.3	<p><i>Required information:</i></p> <p>The Assessor must retain evidence of the presence of any swimming pools and associated heating equipment, and the number of months during the rating period that the swimming pool has been considered available for use..</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).

Topic	Requirements	Documentation
		<ul style="list-style-type: none"> 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. d) Assessor notes or other evidence supporting any claim that the swimming pool qualifies as being a heated swimming pool. e) Assessor notes justifying the number of months during the rating period that the swimming pool has been available for use.
11.4.3 Gym	Section 6.4	<p><i>Required information:</i></p> <p>The Assessor must retain evidence of the presence of any gyms and the number of months during the rating period that the gym has been considered available for use.</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) Plans showing that the gym area is greater than 25 m². b) Assessor site visit notes and photographs of the gym. c) Assessor notes justifying the number of months during the rating period that the gym has been available for use.

11.5 Chapter 7: Car parking spaces

Topic	Requirements	Documentation
11.5.1 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.

11.6 Chapter 8: Water metering

Topic	Requirements	Documentation
11.6.1 Centrally metered water supply apartment	Section 8.2	<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>

Topic	Requirements	Documentation
		<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.
11.6.2 Separately metered apartment with and without central domestic hot water	<p>Section 8.3</p> <p>Section 8.4</p>	<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.

11.7 Chapter 9: Minimum energy and water coverage

Topic	Requirements	Documentation
11.7.1 Confirm energy and water coverage	Section 9.2.1	<p><i>Required information:</i></p> <p>The Assessor must use documentation required to confirm minimum energy and water coverage, see Chapter 11 of <i>NABERS The Rules — Metering and Consumption</i>.</p>
11.7.2 Layered arrangement diagrams	Section 9.2.29.2.2	<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> <ul 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>

11.8 Chapter 10: Shared services and facilities

Topic	Requirements	Documentation
11.8.1 Shared services and shared facilities	Section 10.3.1 Section 10.4.1	<i>Required information:</i> 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> .
11.8.2 Apartment number-based apportioning	Section 10.4.3.2	<i>Required information:</i> The Assessor must retain documentation that includes the following: <ul 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.
11.8.3 Financial reconciliation	Section 10.4.3.3	<i>Required information:</i> The Assessor must retain documentation that details the apportionment of energy and/or water of the shared facility. Evidence of the following is required: <ul 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> <ul style="list-style-type: none"> a) Any relevant registered title documents. b) Any agreements by the scheme with third parties concerning apportionment of utility costs for shared facilities.

Topic	Requirements	Documentation
		c) Any calculations associated with the financial reconciliation.

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.

Sections A.1.2 and A.1.3 provide examples of this principle.

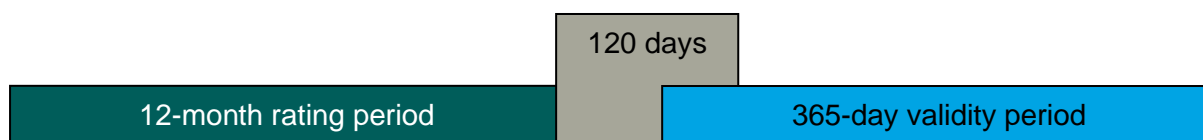
A.1.2 Scenario 1

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 Figure A.1.2.

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

- The **rating period** is 1 January 2024 to 31 December 2024. The due date is therefore 30 April 2025.
- The **Assessor** lodges the rating on 1 February 2025, and the **National Administrator** certifies it on 5 February 2025. This is before the due date.
- The rating will therefore be valid for 365 days from the date of certification (5 February 2025).
- The **validity period** will be 5 February 2025 to 4 February 2026.

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



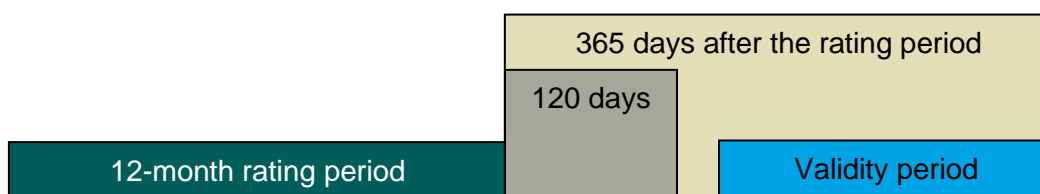
A.1.3 Scenario 2

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 Figure A.1.3.

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

- a) The **rating period** is 1 January 2024 to 31 December 2024. The due date is therefore 30 April 2025.
- b) The **Assessor** lodges the rating on 1 June 2025, and the **National Administrator** certifies it on 6 June 2025. The rating was lodged after the due date.
- c) The rating will therefore be valid for 365 days from the end of the **rating period** (31 December 2024).
- d) The validity period will be 6 June 2025 to 31 December 2025.

Figure A.1.3: A rating lodged after 120 days from end of rating period



A.2 Allowance for responses

A.2.1 General

Assessors are given 120 days after the **rating period** to lodge ratings with the **National Administrator**. The **Assessor** should allow 10 working days within this 120-day period for a response from the **National Administrator**.

As ratings are based on current data, the **validity period** cannot not exceed 485 days from the end of the **rating period**. This means that if an **Assessor** lodges a rating towards the end of the 120-day period and it is certified after the due date because of processing and response time, the **validity period** may be less than 365 days.

Section A.2.2 provides an example of this principle.

A.2.2 Scenario

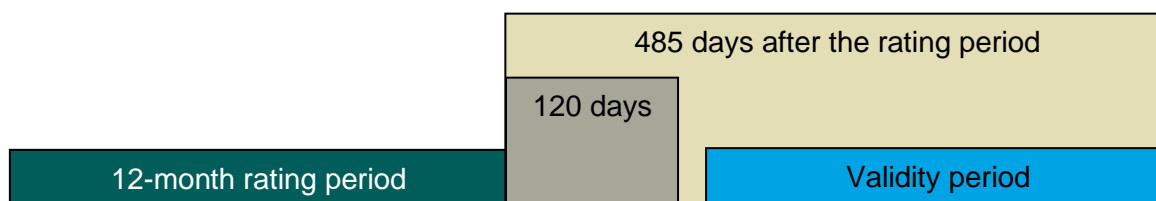
A NABERS rating is lodged with the **National Administrator** one day before the lodgement due date (120 days from the end of the **rating period**). The **National Administrator** takes 7 calendar days to complete quality assurance checks, and the **Assessor** takes 6 calendar days to respond to queries that arose from the quality assurance checks. The rating will be valid for 485 days from the end of the **rating period**: see Figure A.2.2.

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

- a) The **rating period** is 1 January 2024 to 31 December 2024. The due date is therefore 30 April 2025.
- b) The **Assessor** lodges the rating on 29 April 2025, 119 days after the end of the **rating period**. This is before the due date.
- c) The **National Administrator** responds on 6 May 2025 requesting further clarification.

- d) The **Assessor** responds on 12 May 2025 and the rating is certified the same day on 12 May 2025.
- e) The **validity period** cannot extend past 485 days from the end of the rating period (30 April 2026).
- f) The **validity period** will therefore be 12 May 2025 to 30 April 2026 (353 days from the date of certification).

Figure A.2.2: A rating lodged before, but certified after 120 days from the end of the rating period



A.3 Adjusting 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.

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.

Requests to adjust the **rating period** for a rating after lodgement will be considered by the **National Administrator** on a case-by-case basis.

A.4 Lodging successive ratings

A.4.1 General

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

Note: 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 might be chosen if the new rating is better than the existing rating, see Figure A.4.2.

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**.

Section A.4.4 provides an example of this principle.

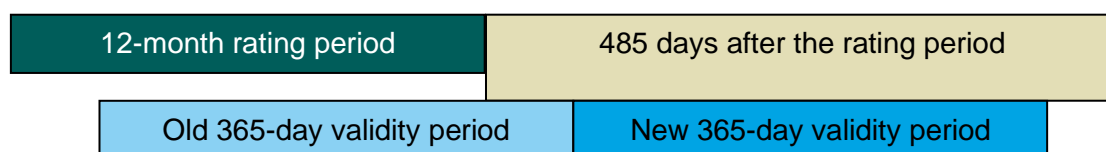
A.4.4 Scenario 1

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 Figure A.4.4.

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

- The current rating's **validity period** expired on 31 December 2024.
- The **rating period** is 1 October 2023 to 30 September 2024 for the renewal rating.
- The **Assessor** lodges the renewal on 1 November 2024 and it is certified by the **National Administrator** 7 November 2024.
- The **validity period** for the renewal will be 1 January 2025 to 31 December 2025.

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.

Section A.4.5 provides an example of this principle.

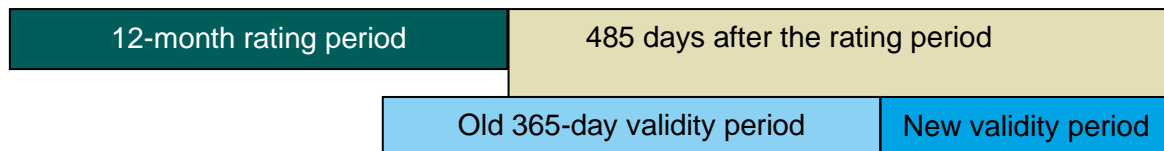
A.4.5 Scenario 2

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 Figure A.4.5.

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

- The current rating's **validity period** expired on 31 December 2024.
- The **rating period** is 1 August 2023 to 31 July 2024 for the renewal rating.
- The **Assessor** lodges the renewal on 1 November 2024 and it is certified by the **National Administrator** on 7 November 2024.
- The **validity period** for the renewal will be 1 January 2025 to 28 November 2025, 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 **NABERS rating input form** 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 **NABERS rating input** 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 **NABERS rating input form** 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 lists the changes to the content of NABERS The rules – Energy and Water for Apartment Buildings v2.0 in order to produce this version 2.1.

Chapter 1: Introduction		
Version 2.0 (old version)	Version 2.1 (current version)	Content changes
1.2	1.2	Updated wording to align in accordance with the NABERS Style guide.
1.3	1.3	Updated wording to align in accordance with the NABERS Rules template.
1.4.1	1.4.1	The structure of the chapters has been aligned to match with the NABERS rating input form.
Table 1.4.2	Table 1.4.2	The structure of the chapters has been aligned to match the NABERS rating input form.

Chapter 2: Terms and definitions		
Version 2.0 (old version)	Version 2.1 (current version)	Content changes
2 Terms and definitions		<p>Added definition for 'NABERS rating input form'.</p> <p>Deleted definition for 'rating calculator'.</p> <p>Deleted instances where the term 'Estimates' were highlighted as a definition.</p>

Chapter 3: Key concepts and procedures

Version 2.0 (old version)	Version 2.1 (current version)	Content changes
3.2 rating period		Updated wording to align in accordance with the NABERS Rules template.
N/a	3.4.2	New section added on delegating a site visit to another assessor.
N/a	3.4.3	New section added on situations where a site visit cannot be conducted or delegated.

Chapter 4: Total apartment count

Version 2.0 (old version)	Version 2.1 (current version)	Content changes
4.2	N/a	Removed process overview section to simplify the rules structure.
4.3.4	4.2.4	The example was corrected for accuracy.

Chapter 5: Air conditioning

Version 2.0 (old version)	Version 2.1 (current version)	Content changes
Chapter 5	Chapter 5	Chapter hierarchy changed to match the NABERS rating input form. This chapter only covers rules for air-conditioning. Rules for lifts, pools and gym have been moved to a later chapter.
5.3.1.2	5.2	Section 5.2 now covers centrally air-conditioned apartments.
5.3.1.3	5.3	Section 5.3 now covers partially air-conditioned apartments.

5.3.1.4	5.4	Section 5.4 covers non-centrally air-conditioned apartments.
5.3.1.5	5.5	Section 5.5 covers apartments serviced differently. Added example.

Chapter 6: Lift, pool and gym

Version 2.0 (old version)	Version 2.1 (current version)	Content changes
N/a	Chapter 6	Chapter hierarchy changed to match the NABERS rating input form.
5.3.2	6.2	Section 6.2 now covers lift-serviced apartments.
5.3.3.2	6.3	Section 6.3 now covers swimming pools. Added example.
5.3.3.3	6.4	Section 6.4 now covers gyms.

Chapter 8: Water metering

Version 2.0 (old version)	Version 2.1 (current version)	Content changes
Chapter 6	Chapter 8	Chapter hierarchy changed to match the NABERS rating input form.
6.3.2	8.2	Section 8.2 now covers centrally metered water supply apartment.
6.3.3	8.3	Section 8.3 now covers separately metered apartments with central domestic hot water.
6.3.4	8.4	Section 8.4 now covers separately metered apartments without central domestic hot water.
6.3.5	N/a	The section 'centrally air-conditioned (water) apartment' was removed. Data entered for centrally air-conditioned apartments and partially air-conditioned apartments (sections 5.2 and 5.3) cover the data entry requirements for water.

Chapter 9: Minimum energy and water coverage

Version 2.0 (old version)	Version 2.1 (current version)	Content changes
Chapter 8	Chapter 9 9	Chapter hierarchy changed to match the NABERS rating input form.
8.2.1	9.2.1	Deleted Note on using small end inclusions and exclusions based on Metering and Consumption rules.
Table 8.3.2	Table 9.3.2	Relabelled 'condenser water serviced apartment' to 'Partially air-conditioned apartment'. Relabelled 'Condenser water system energy consumption' to 'Energy consumption provided from the centrally air-conditioned systems'
Table 8.4.2	Table 9.4.2	Relabelled 'Centrally air conditioned (water) apartment' to 'Centrally air conditioned apartment' Added variable 'Partially air conditioned apartment' Relabelled 'Central domestic hot water' to 'Separately metered apartment with central domestic hot water'.

Chapter 10: Shared services and facilities

Version 2.0 (old version)	Version 2.1 (current version)	Content changes
Chapter 9	Chapter 10	Chapter hierarchy changed to match the NABERS rating input form.
9.3.2	10.3.2	Reference to section 8.2 of the <i>NABERS The Rules — Metering and Consumption</i> (Methods for estimating small amounts of data) was removed as it didn't clarify the context for non-existent or non-compliant meters.
9.3.3	10.3.3	Updated wording to clarify that financial reconciliation do not count towards potential error. Assessors must contact NABERS before applying any financial reconciliations methods for services.

Chapter 11: Documentation requirements for accredited ratings

Version 2.0 (old version)	Version 2.1 (current version)	Content changes
10.3.1, 10.4.1	N/a	Adjustments for habitability only factor in Chapter 4 Apartment Counts. Adjustments for habitability do not factor in any other Chapters.

Appendix A: Rating period

Version 2.0 (old version)	Version 2.1 (current version)	Content changes
A.1 Allowance for lodgement		Clarified examples to improve accuracy of interpretation.
A.2 Allowance for responses		Clarified examples to improve accuracy of interpretation.
A.3 Adjusting rating period		Clarified examples to improve accuracy of interpretation.
A.4 Lodging successive ratings		Clarified examples to improve accuracy of interpretation.

Contact us

**NABERS is administered by the
New South Wales Government**

4 Parramatta Square
12 Darcy Street
Parramatta NSW 2150

T (02) 9995 5000
E nabers@environment.nsw.gov.au
W nabers.gov.au