



**NABERS**

# **NABERS for Apartment Buildings**

## **Rating Process - User Guide**

**V1.0**



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## Step 1: Using this Guide

This User Guide is intended for NABERS Assessors who are accredited for NABERS for Apartment Buildings ratings.

Customers and other parties are not required to be directly involved in the NABERS for Apartment Buildings platform, however customer authorisation is required to proceed. This approach differs to other NABERS rating processes.

## Step 2: Rating Lodgement Platforms

To conduct a rating, it is essential to understand how to use the NABERS for Apartment Buildings platform and Rating Inputs Spreadsheet. These are the two main components required for creating and lodging a rating and the guide explains how to use these components.

This process replaces the previous Excel-based Rating Calculator V1.1. Assessors also do not need to access the Members Website or use NABERS Rate.

### **The NABERS for Apartment Buildings Platform:**

Welcome to NABERS for Apartment Buildings



Username

Password

**LOGIN**

[Forgot password?](#)

[Need more help? +](#)

Use of this website is covered by the Terms & Conditions of access for the NABERS Website. If you login to this website you acknowledge you have read these Terms & Conditions and will be bound by them.

## The Rating Inputs Spreadsheet:



### NABERS Energy and Water for Apartment Buildings Rating Inputs Spreadsheet



Version: V1.0      Date: Sep-18

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This spreadsheet is for entering consumption data required for NABERS Energy and Water for Apartment Buildings required to conduct a rating. Outputs from the "Summary" tab should be entered in the NABERS for Apartment Buildings online platform, with this spreadsheet uploaded for review by the National Administrator.

The NABERS for Apartment Building Ratings tool is supported through funding from the COAG Energy Council's National Energy Productivity Plan

#### How to use this calculator

1. Please complete worksheets from left to right, skipping worksheets that are irrelevant for your rating application
2. White cells generally need to be completed
3. Grey cells should be blank or as <Select> for a dropdown cell. They will become white when they need to be entered
4. Clear blue cells in tables are locked and are calculation cells. They cannot be edited
5. If you are copying data from another spreadsheet please ensure that you "copy" instead of "cut". Also make sure that the formatting (i.e. number, text etc.) is correct for the relevant cell.
6. Sections and fields with asterisks (\*) are mandatory
7. There are Data validation messages - eg "**Check**" - next to some lines that will indicate they are incomplete. "**Incomplete data**" messages at the top of a worksheet will indicate there are inputs that haven't been properly completed. Please make sure you have a '**Data OK**' message for the worksheets relevant to your rating before you upload the spreadsheet

*If you have any issues using the spreadsheet, please contact the NABERS team on (02) 9995 5000 or nabers@environment.nsw.gov.au*

#### Updates

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## Step 3: NABERS for Apartment Buildings Platform

### 3.1 Platform access

The platform can be accessed through the following link:

<https://apartmentbuildings.nabers.gov.au/login>

Assessors will be provided with login instructions upon successful accreditation for NABERS for Apartment Buildings. For Assessors who are accredited in other NABERS tools (such as offices, shopping centres etc.), the account credentials are the same as that for Members Website. You may require changing your password the first time you log in, which will then be used to access the platform as well as Members Website. If you are having problems logging in, please contact the National Administrator.

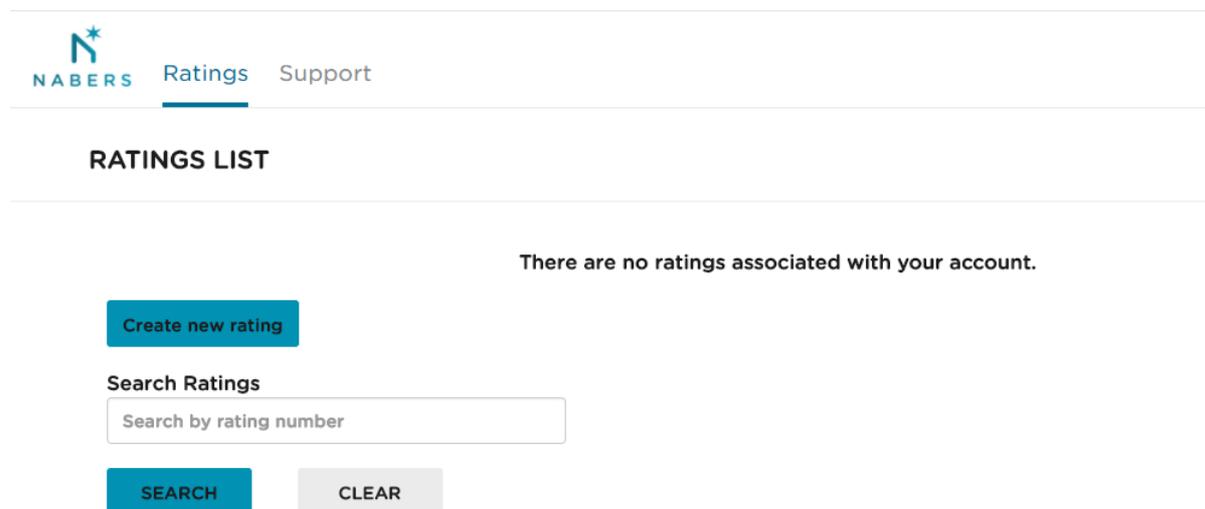
## 3.2 The Support Page

The Support Page can be accessed from the top menu at any time while in the platform. It is useful to review this page for supporting information for the rating process.

## 3.3 The Ratings List

The Ratings List is the primary location to view your ratings and their status, and where you can create new ratings.

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NABERS Ratings Support

### RATINGS LIST

There are no ratings associated with your account.

Create new rating

Search Ratings

Search by rating number

SEARCH CLEAR

## Step 4: Entering data in the platform

### 4.1 Rating Process Overview

The rating process requires input of data across multiple pages including general and customer information, information relating to the rated scheme, and consumption data. The consumption data is completed in the separate Rating Inputs Spreadsheet, which is uploaded, and the summarised outputs entered in the platform.

- 1) **Complete tabs in a sequential manner.** There are numerous pages in the Platform that require other pages to be completed first. While it is possible to navigate using the headings of the relevant sections, there are restrictions on the ability to edit/save some sections until prior sections are completed. It is also important to save your changes progressively as edits may be lost if you navigate away from the page.
- 2) **Upload required documents.** Certain documents are required to complete the rating, while others are optional or dependent on the options selected. You may not

be able to proceed with the rating until all required documents are uploaded. File uploads are limited to 6MB and standard file types, such as PDF's.

- 3) **Submission and audit responses.** Once all required data is completed and required documents are uploaded, you can submit your rating.  
The National Administrator will undertake a Level 1 audit, and should a response be required a new section entitled "Level 1 audit" will be added to the rating menus where you can respond to the auditor. You may also need to modify other sections and documents in the rating, and confirm some of your responses and declarations.
- 4) **Guidance and References.** Some assistance is provided through text boxes that appear when hovering your cursor over "Question-mark" or "Documents" icons adjacent to platform text, as per the image below. These relate to general guidance and references to specific Sections of the Rules and are intended to assist the Assessor.

### In-text Guidance and References:

#### Energy servicing

##### Apartment air conditioning

How many of the 55 apartments in this scheme are centrally air conditioned? 

7

How many apartments are condenser water serviced? 

12

**i** Based on the information above, 36 apartments have no central air conditioning service.

## 4.2 Creating a New Rating

From the "Ratings List" page, you will have the option to "Create new rating". Once you have clicked this and specified if this rating is for energy and/or water, it will be allocated a rating number.

### CREATE A NEW RATING

• Your rating has been created. The rating number is AB1209.

What type of rating would you like to create? \*

- Energy
- Water

[RATINGS LIST](#)

[NEXT](#)

## 4.3 Defining the Rated Scheme

Correctly defining the Rated Scheme is essential for the rating. Depending on the strata schemes involved, there may be **one or multiple configurations** for ratings to be conducted. There are different governance arrangements across different jurisdictions. For the purposes of NABERS, ratings are defined as either Single Strata Scheme or Multiple Strata Scheme. This refers to the Strata Schemes that are included in the rating. There are primarily three possibilities:

1. There is a Single Strata Scheme being rated that has no shared arrangements with other entities
2. There is a Single Strata Scheme being rated that has shared arrangements with other “associated entities”
3. There is a Multiple Strata Scheme being rated that has shared arrangements with other “associated entities” either within or outside the rated schemes.

## RATING AB1212

[Scheme information](#) | [Customer information](#) | [Rating information](#) | [Apartment count](#) | [Energy servicing](#) | [Consumption](#)  
[Rating results](#) | [Submit rating](#)

### Scheme information

What is the scope of the rating?\*

- Single strata scheme
- Multiple strata scheme

[RATINGS LIST](#)

[SAVE & NEXT](#)

A rating may be classified as a “layered arrangement” according to Section 1.1 of the Rules due to sharing services with other strata schemes. It can still be defined as a Single Strata Scheme here if only one scheme is fully included in the rating. In this case, the sharing arrangements need to be defined by specifying the associated entities.

### Scheme information

What is the scope of the rating?\*

- Single strata scheme
- Multiple strata scheme

No premises selected for this rating. Please search premises below using Strata plan number.

Strata plan number

Can't find the scheme you are looking for?

[Create new scheme](#)

### Other associated entities

Are there any other entities that share services or facilities with the scheme you are rating?\*

This includes both strata and non-strata entities.

- Yes
- No

For ratings intended to apply to a collection of strata schemes, for example a Community Association, enter each of the residential strata schemes that comprise the rating. The rating boundary can be clarified in the Scheme Name field on the “Rating Information” page.

Victorian Strata Schemes with multiple Owners Corporations within the same Plan of Subdivision should be considered as a Multiple Strata Scheme, with the relevant separate Owners Corporation numbers specified. For other states, leave this field blank.

### Scheme information

What is the scope of the rating? 

- Single strata scheme
- Multiple strata scheme

Strata plan number	Owners corporation number	Address	Remove
98765J	3	233 Elgin Street, CARLTON, VIC 3053	
98765J	4	233 Elgin Street, CARLTON, VIC 3053	

Strata plan number

Can't find the scheme you are looking for? [Create new scheme](#)

If you are unsure about how to classify your rating, please contact the National Administrator.

## 4.4 Entering Customer and Rating Information

Follow the prompts to complete the Customer Information, Rating Information, Apartment Count, Energy & Water Servicing sections. It is best to complete these sequentially, and to ensure you have uploaded all the required documents before proceeding.

**Customer authorisation** is required to complete the rating. The Assessor is responsible for obtaining this before proceeding with the rating and uploading the evidence. The customer does not have to provide authorisation by logging into the platform.

**Strata documentation** is supporting information required to allow the National Administrator to confirm the accuracy and completeness of the rating. This evidence should be reviewed by the Assessor as part of the rating. Providing clear and complete documents upfront is intended to help address certain potential Level 1 audit clarifications in advance.

## 4.5 Entering Consumption Data

The NABERS for Apartment Buildings Platform utilises consumption data recorded in a separate Rating Inputs Spreadsheet. The results from this spreadsheet need to be entered on the “Consumption data” page.

The Rating Inputs Spreadsheet is downloadable from the “Consumption data” page. Uploading the completed spreadsheet is required and is an essential part of the Level 1 audit process.

### Consumption data

To complete this step, you will put your energy and water consumption data in an Excel spreadsheet. The spreadsheet will calculate summary values, which you will enter here. [\(Why is there a spreadsheet?\)](#)

1. Download the spreadsheet: [Consumption data template](#)
2. Put your energy and / or water data in the spreadsheet.
3. Enter the values from the Summary tab here. These values will be used to calculate your rating.

Item	Total
Electricity kWh (cell D7)*	<input type="text"/>
Total GreenPower percent (cell D8)*	<input type="text"/>
Gas MJ (cell D9)*	<input type="text"/>
Diesel L (cell D10)*	<input type="text"/>
Water kL (cell D11)*	<input type="text"/>
Total recycled water purchased percent (cell D12)*	<input type="text"/>

4. Upload the spreadsheet. The details in the spreadsheet will be used to verify the rating.\* A minimum of one file is required. Accepted file format: .xlsx

Drag and drop a file here or [browse to upload](#)

## Step 5: Completing & Uploading the Rating Inputs Spreadsheet

### 5.1 Downloading the Inputs Spreadsheet

The Rating Inputs Spreadsheet is downloadable from the “Consumption data” page of the Platform, and Assessors should regularly confirm they are using the up-to-date version of this tool as it may be updated over time. Follow the prompts to download the template.

### 5.2 Entering Consumption Data

The Rating Inputs Spreadsheet comprises a number of worksheets, including:

- “Read Me” – this is for further information and guidance on completing the spreadsheet. Please read this before working on the Spreadsheet.
- “Rating Period” – this is required for all ratings. The Additional Questions are optional and will not affect the rating. These will help guide further tool development.
- “Elec”, “Gas”, “Diesel”, “Thermal Energy”, and “Water” – these are the main consumption inputs and all data relating to the rating should be entered here. Worksheets not relevant to the rating can be skipped.

- “Error” – this summarises the total error included in the consumption calculations, which must be less than 5%. If the error is greater than 5%, some guidance is provided to indicate the sources of error to check.
- “Summary” – this is the main output from the Spreadsheet, containing all the entries required for the Apartment Buildings Platform.

In general, the Spreadsheet should be completed progressively, completing the white cells and dropdown options as required. The format is locked to only allow editing in certain cells, however unlocked cells may or may not require inputs depending on the rating.

The “Read Me” worksheet provides more guidance, and there are a number of checks built into the Spreadsheet to help highlight where information is lacking. These checks do not cover all the data requirements however, so the Assessor is responsible for ensuring the data is complete and correctly entered.

**Data Completeness Check.** The data completeness status is located on the top of worksheets. Please check the status of the worksheet to ensure nothing is overlooked before moving to the next tab. If all sections are properly completed, the words ‘DATA OK’ will be shown on the top of the tab; otherwise ‘INCOMPLETE DATA’ is shown. Additional guidance is provided for some incomplete cells, in the form of a red “Check” notice on the same row. Additional mandatory questions at the bottom of consumption worksheets must also be completed and have an additional completeness check with a notice “Please complete Additional Questions at bottom of sheet”.

Data Check - Incomplete

INCOMPLETE DATA

RATING NUMBER - as provided by the National Administrator*	
Rating Number	<input style="width: 100%;" type="text"/> <span style="float: right; border: 1px solid red; padding: 2px 5px; font-size: small;">Check</span>
RATING PERIOD*	
Beginning (format DD/MM/YYYY)*	<input style="width: 100%;" type="text"/>
End	<input style="width: 100%;" type="text"/>
For this rating to be eligible to obtain 365 days of validity after certification you must lodge the application on or before the following date:	<input style="width: 100%;" type="text"/>
Number of Days in Rating	0

Data Check - OK

DATA OK

RATING NUMBER - as provided by the National Administrator*	
Rating Number	AB1012
RATING PERIOD*	
Beginning (format DD/MM/YYYY)*	4/10/2018
End	3/10/2019
For this rating to be eligible to obtain 365 days of validity after certification you must lodge the application on or before the following date:	31/01/2020
Number of Days in Rating	365

**Uploading the Spreadsheet.** Uploading the completed spreadsheet is required and is an essential part of the Level 1 audit process. The spreadsheet must be accurately completed and within the allowable error margin to be accepted, and any issues with completion should be discussed with the National Administrator ahead of lodgement. The Rating Inputs Spreadsheet should be uploaded via the “Consumption data” page of the Platform. The format must remain the same.

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4. Upload the spreadsheet. The details in the spreadsheet will be used to verify the rating.\*  
A minimum of one file is required. Accepted file format: xlsx



## **Step 6: Lodgement and Level 1 Audit**

### **6.1 Calculating the Rating**

Once all the required data has been entered/uploaded in the Platform, you will have the option to Calculate Rating on the “Rating Results” page. The results will have to be recalculated every time there is an adjustment to the data in the preceding pages.

### **6.2 Submit the Rating**

You will be asked to review the rating overview, the total lodgement fee, and make a number of declarations. It is mandatory to respond to these questions, and some questions must be checked to allow lodgement.

### **6.3 The Level 1 Audit Process**

After lodgement, the rating will be available to the National Administrator for a Level 1 audit. You will receive an email when it has been reviewed and either certified or returned to draft. When a rating is returned to draft, you can review the auditor’s comments on the “Level 1 audit” page. You will need to provide a response to the feedback, in the response box provided.

Please note:

- a. Your comments are locked once you save them, they cannot be saved and edited later.
- b. You may be required to edit the rating, in which case you will need to adjust the input pages and recalculate the rating. You must do so BEFORE saving your L1 audit response.
- c. Once you have made any required changes and saved your L1 audit response, you will need to resubmit the rating from the “Submit Rating” page, after reconfirming the required declarations.

## 6.4 Results

Once your rating has been certified, you will receive an email containing the Certificates and Rating Report. These are currently not available through the Platform but are available through the Members Website.

## Contact us

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Sydney NSW 2000

T: (02) 9995 5000

E: [nabers@environment.nsw.gov.au](mailto:nabers@environment.nsw.gov.au)

[nabers.gov.au](http://nabers.gov.au)

