

# THE GREEN BOOKLET

A guide to NABERS, Commercial Building  
Disclosure & Sustainability Services

**Knight Frank 2011**



# Foreword

This booklet provides information on NABERS Ratings, Commercial Building Disclosure (CBD), common energy improvements and Knight Frank Sustainability Services.

Please note that the information contained in this booklet is a summary and should be read in conjunction with the Building Energy Efficiency Disclosure Legislation and NABERS Guidelines. This information can be found at [www.cbd.gov.au](http://www.cbd.gov.au) and [www.nabers.com.au](http://www.nabers.com.au).

Before acting on the information contained in this booklet please seek professional advice.



# Knight Frank and Sustainability

Knight Frank prides itself on being an industry leader and the sustainability field is no exception. Since the NABERS Scheme (formerly known as ABGR) was introduced, Knight Frank has undertaken many assessments and has completed portfolio assessments for several National Clients.

Knight Frank is also involved in the project management of retrofitting commercial assets and the management of several flagship Green Star assets.

At a company level Knight Frank is actively involved in improving sustainable practices. The Knight Frank Sustainability Committee coordinates improvements to energy, water and waste efficiency of Knight Frank offices throughout Australia. The majority of Knight Frank offices are also signatories of the CitySwitch program which commits these offices to a 4-Star NABERS Energy Tenancy Rating.

If you require further information or wish to utilise Knight Frank Sustainability Services please use the contact details listed at the rear of this booklet.



# NABERS

The National Australian Built Environment Rating System is a performance based rating system benchmarked against existing buildings. The rating system ranks buildings from zero to five stars, zero being very poor and five being excellent.

## NABERS Scope

NABERS Assessments can currently be undertaken on offices, homes, hotels and retail centres. Guidelines for schools, hospitals and transport are currently in production.

Hotels, retail centres and homes can only be assessed in terms of their energy and water efficiency. Offices however can be assessed for water, energy, waste and indoor environment.

## Office Rating Types

### Energy Ratings

- Calculated by benchmarking energy consumption and comparing it against buildings of the same category, using 12 months of actual data. The consumption figures are adjusted for factors such as building area, hours of use, climate, equipment density and greenhouse intensity of each energy source.

### Water Ratings

- Calculated by benchmarking water consumption and comparing it against buildings of the same category, using 12 months of actual data. The consumption figures are adjusted for factors such as building area, hours of use and climate.

### Waste Rating

- The amount of materials generated by a building, against how much of that is diverted from landfill/disposal.

### Indoor Environment

- Calculated by assessing a buildings thermal comfort, air quality, lighting, acoustic comfort and occupant satisfaction.

# NABERS

## Office Energy Rating Coverage

### Base Building Rating

- Common area lighting
- Common area HVAC
- Common area equipment
- Tenancy HVAC
- Car park lighting and ventilation
- Lifts and escalators
- Bathroom and stairwell lighting
- Exterior lighting and signage

### Tenancy Rating

- Tenancy lighting
- Tenancy equipment
- Tenant controlled supplementary AC to meet special requirements



**Whole Building Rating**  
Total building energy consumption

# NABERS

## Rating Process

1. Information provided to the assessor
2. Assessor collates information
3. Assessor inspects the property
4. Rating Application completed
5. Assessor submits Rating Application to NABERS
6. Rating Certificate issued by NABERS

## Office Energy Rating Required Documentation

- Full copies of leases, fit out plans and survey plans (PCA 1997 Guidelines)
- Single line reticulation diagrams for electricity and gas
- Independent sub-meter verification of accuracy
- Electricity/gas bills covering the rating period
- Electricity/gas sub-meter readings
- After hours HVAC records
- All other fuel consumption (i.e. fuel for generators)
- Vacancy and fit-out details for the rating period
- Completed tenant surveys (hours of occupation)
- Green Power information
- Other specific information required by the assessor

# NABERS

## Timing

### Rating Period

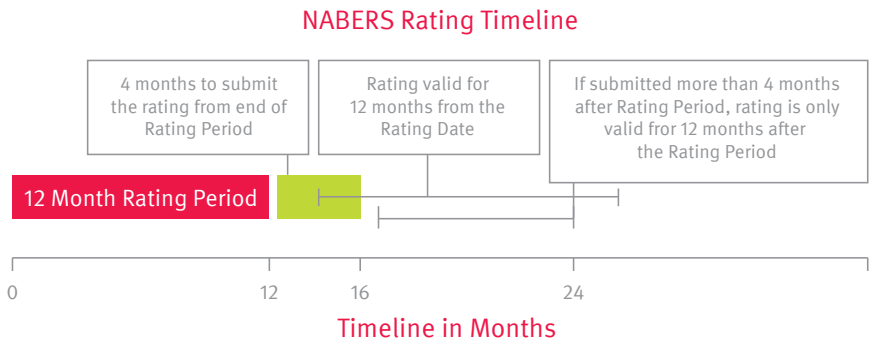
Continuous 12 month period within four months of the rating date.

### Rating Date

The date the rating is lodged.

### Rating Expiry

NABERS rating is valid for 12 months after the rating date.



## Cost

### Knight Frank Assessment

To arrange a quote please use the Contacts page located at the rear of this booklet.

# NABERS

## Green Power

NABERS considers Green Power when calculating the rating. The rating certificate states the rating with and without Green Power.

### Government Leases

*This is a general guideline please review government policy documentation for further details.*

#### State Government NABERS targets for new leases:

	QLD*	NSW^	VIC	SA	WA^	ACT
Energy	4.5	4.5	4-4.5	5	3.5-4.5	4.5
Water	4.0	4.5				
Indoor Environment	3.0		3.0			
Waste	3.0					

#### Federal Government NABERS targets for new leases:

Energy	4.5
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\* Applies to office space over 2000m<sup>2</sup>

^ Applies to office space over 1000m<sup>2</sup>

## PCA Grades

The Property Council of Australia provide Design Specifications for new office buildings to achieve the following grades:

- Premium and A Grade 4.5+ Star NABERS
- B Grade 4+ Star NABERS

# Mandatory Disclosure



## Commercial Building Disclosure Scheme (CBD)

Since the 1st of November 2010, disclosure of a Base Building\* NABERS Rating has been mandatory for the sale or lease of commercial office space over 2000m<sup>2</sup>.

The current NABERS rating is required to be displayed on all advertisements, registered with the CBD website and available on request.

From the 1st of November 2011 a Building Energy Efficiency Certificate (BEEC) will need to be registered and available upon request. The BEEC document is currently in development and will be available for release in 2011.

The BEEC certificate will consist of three elements: NABERS rating, assessment of tenant lighting efficiency and guidance on improving energy efficiency.

## Inclusions

Mandatory disclosure relates to sales, new leases, lease renewals, lease options and subleases of office space over 2000m<sup>2</sup>.

*\* A Whole Building Rating is required when a building has insufficient metering to perform a Base Building Rating.*

# Mandatory Disclosure

## Exemptions

- Mixed use buildings with less than 75% office space.
- Certificate of occupancy issued in the last two years (newly constructed or subject to major refurbishment).
- Ownership held under strata title.
- For leases or sub-leases less than 12 months.
- Sale through shares/units or partial interest in a building.
- Building is used for police or security operations (application required).
- Rating not possible due to characteristics of the office (application required).

## Advertising

- All advertising materials must state the NABERS energy rating. This includes but is not limited to signs, banners, newspapers, magazines and internet sites.
- Advertisements must use the words ‘-star NABERS Energy rating’ as prominent, clearly visible, not obscured and as large as the majority of the text.
- Green Power ratings and Commitment Agreements can be included but cannot be more prominent or be displayed instead of the regular rating.

## Penalties

- Civil penalties of up to \$110,000 for the first day and \$11,000 each subsequent day of non compliance.

## More Information

- For more details on this legislation please visit [www.cbd.gov.au](http://www.cbd.gov.au).

# Maintaining the Rating

## Common Energy Improvements

**Lighting** - Energy efficient replacement and motion sensors.

**Insulation** - Sun shading, double glazing, high performance glass and heat reflective roof paints or products.

**Building Management System (BMS)** - Upgrade and ongoing fine tuning.

**Sub-metering** - All possible energy exclusions.

**HVAC** - Upgrades and monitoring after-hours usage.

**Management** - Ongoing recording, analysis and management.

**Design** - Maximise NLA and minimise common areas.

## Other Sustainability Tools

### Green Star

Design based voluntary rating system that evaluates the environmental design and construction of buildings.



### CitySwitch

Voluntarily commits tenants to a 4-Star NABERS tenancy rating.



### The Green Lease Guide

Provides a guide to green leases, efficient building selection, fit outs, equipment selection and office management practices.



# Knight Frank Sustainability Services

## NABERS

- NABERS energy, water, waste and indoor environment.
- Ratings performed for single buildings, tenancies or whole portfolios.
- NABERS rating improvement programs and action plans.

## Green Star

- Development and management of Green Star programs and action plans.

## Audits

- Building performance reviews.
- Operational audits and sustainability improvement plans.

## Project Management

- Manage commissioning of new buildings to ensure efficient performance in accordance with design.
- Manage re-commissioning of existing buildings to maximise environmental performance.
- Management of sustainability upgrades and capital works programs.

## Strategic Consultancy

- Capital expenditure reviews.
- Funding applications.
- Green Leasing.

## Procurement

- Supply chain sustainability evaluation and management of sustainable procurement processes.

# Knight Frank Sustainability Services

## Benefits of NABERS Ratings & Improvement Works

- Establish measures to improve the rating prior to lease and sale listings.
- Align your product with growing corporate and government demands.
- Reduction in energy costs.
- Reduced risk of future functional obsolescence.
- Take advantage of government grants and tax breaks.

## Knight Frank Services

To arrange for a quote on any of the services mentioned in this booklet please use the contacts for your state listed on the following page.



# Contacts

## **Knight Frank Melbourne**

Level 31  
360 Collins Street  
Melbourne VIC 3000  
D+ 61 3 9602 5722

## **Knight Frank Sydney**

Level 18, Angel Place  
123 Pitt Street  
Sydney NSW 2000  
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## **Knight Frank Brisbane**

Level 11, AMP Place  
10 Eagle Street  
Brisbane QLD 4000  
D+ 61 7 3246 8888

## **Knight Frank Perth**

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2 The Esplanade  
Perth WA 6000  
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## **Knight Frank Canberra**

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## **Knight Frank Adelaide**

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