Energy Management Plan

^User note to delete: Template for use with Green Lease Schedules A1, B1 and C1   
and for gross leases entered into for 4 or more years   
where the premises are 1,000m2 or more of net lettable area

Version 2.0

Green Lease Schedule (Gross Lease) [A1, B1 or C1, select one]

[Insert site or building name]

[Insert location of site or building]

[Insert date of EMP publication]

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Green Lease Schedule Guidance Notes 2025

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Document Control

**EMP Status** Preliminary

Final

Draft

Other

Final Draft

**Author** Signature:

Date:

Name:

**Reviewer** Signature:

Date:

Name:

Approved for Issue

**Landlord** Signature:

Date:

Name:

**Tenant** Signature:

Date:

Name:

|  |  |  |
| --- | --- | --- |
| **Issue Ref** | **Description** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Introduction

^User note:This Energy Management Plan Template should be used for Green Lease Schedules A1, B1 and C1 for gross leases of premises of 1,000m2 or more.^

* 1. Application and Scope

This Energy Management Plan (**EMP**) Template applies to the gross lease for the area leased by [insert name of entity]at[insert address details of the Premises]. The applicable Green Lease Schedule (**GLS**) is [A1, B1 or C1 - select one]therefore the EMP requires a[whole building/base building and tenancy/tenancy – select one for A1, B1 or C1 respectively]NABERS Energy Rating assessment.

The EMP has been developed and agreed by the Building Management Committee (**BMC**) ^User note: delete BMC reference for GLS C1^*.* This EMP [does / does not]address optional strategies, for example water efficiency, waste reduction or the indoor environment ^User note: state whether the EMP does or does not address these matters, the parties may decide it is more effective to produce separate standalone Plans, and if so then cross reference them in this EMP*^*

* 1. Alternatives

This EMP Template is a default document. The parties may agree an alternative format provided it achieves the purpose and follows the principles set down in this Template. It must also meet the mandatory requirements set out in the GLS and should address the highly desirable requirements of the Template.

* 1. Purpose

The main purpose of the EMP is to assist the Landlord and the Tenant to meet their obligations under the GLS. The primary energy objectives are to:

1. achieve the required NABERS Energy Rating(s) set down in the GLS;
2. maintain the required NABERS Energy Rating(s) over the term of the Lease; and
3. facilitate the Tenant’s compliance with the Australian Government’s “Net Zero in Government Operations Strategy”.
   1. Principles

This EMP adopts the following 4 basic principles of effective energy management:

1. Commitment - the authorised representatives for both the Landlord and the Tenant must openly demonstrate commitment to energy efficiency if the requirements of the GLS are to be met;
2. Investment - increased energy efficiency reduces costs so investment in such measures makes good business sense (subject to an adequate return on investment);
3. Information - time of use consumption data, end use breakdowns and intensity indices (e.g. MJ/m2 pa) are essential to understanding how, where and why energy is used; and
4. Knowledge - education and awareness are necessary for sustainable energy efficiency improvements.
   1. Stakeholders

This EMP recognises that there are several stakeholders in achieving, maintaining and improving NABERS Energy Ratings. It addresses the need to understand the requirements of each, how they are best met and the impact of their requirements not being satisfied.   
Table 1 lists these stakeholders, defines their stake(s) or interest(s) in the building that impact energy efficiency, the impacts they might have on achieving the required outcomes required (both positive and negative) plus appropriate responses.

**Table 1:** Schedule of Energy Management Stakeholders

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref # | Stakeholders | Objectives for or Interest in Energy Use | Likely Impact on Efficiency and/or Consumption Levels | Response(s)/ Action(s) Needed |
| 1 | Landlord |  |  |  |
| 2 | Tenant |  |  |  |
| 3 | Other tenancies |  |  |  |
| 4 | Tenant Advocate |  |  |  |
| 5 | Occupant Representatives |  |  |  |
| 6 | Facilities Manager |  |  |  |
| 7 | Building Services Contractor(s) |  |  |  |
| 8 | Cleaning Contractor |  |  |  |
| 9 | Security Contractor |  |  |  |
| 10 | Electricity Supplier |  |  |  |
| 11 | Gas Supplier |  |  |  |
| 12 | Other |  |  |  |

^User note: Update and reissue schedule as necessary, including any other stakeholders as required.^

1. Risks and Strategies
   1. Risks

Both the Landlord and the Tenant face risks in meeting their obligations under the GLS and this EMP. These risks are acknowledged in Table 2 below and the suitable mitigation measures are covered by action items later in the plan.

**Table 2:** Schedule of risks

|  |  |
| --- | --- |
| **Risk Description** | **Impact** |
| Poor tenant work practices | Energy wasted |
| Poor services contractor practices | Systems not maintained and/or operated properly |
| Decreased occupancy levels | NABERS Energy Rating may well fall |
| Reduced working hours | NABERS Energy Rating may well fall |
| Increased energy intensity of office equipment | NABERS Energy Rating may well fall |
| Fitout changes adversely impact on original design | Increased energy (e.g. return air path blocked) |
| Poor system commissioning | Design performance not achieved |
| Small groups working outside business hours | High MJ per person if systems cannot be zoned |
| Lack of champions in senior management | Personnel do not embrace energy efficiency |
| Lack of funds/will to invest | Targets not achieved and/or improved on |
| Maintenance contracts lack effective incentives | Designed performance not achieved or improved |
| Owner plans to sell | Owner reluctant to spend money |

^User note: Typical risks and impacts are provided by way of example, delete any not used.^

* 1. Key Strategies

In complying with the agreed principles set out in paragraph 1.2 and to achieve the required outcomes, the following strategies will be adopted:

1. job descriptions for the Landlord’s Energy Representative and the Tenant’s Energy Representative will require them to be energy champions (i.e. openly demonstrate commitment to energy efficiency);
2. invest in all energy efficiency measures where the business case demonstrates the corporate hurdle rate is met or exceeded;
3. all business cases relating to energy use will be based on a whole of life cycle analysis, taking all relevant costs and benefits into account;
4. make all consumption, Key Performance Indicators (KPIs), cost and end use data readily available to site managers, operators and tenants (preferably online);
5. implement professional development programs for key stakeholders and facilitate access to technical reference material; and
6. proposed building and fit-out changes will be assessed as to their potential impact on energy efficiency as part of the business case for management approval.
   1. Optional Strategies

The Australian Government requires its operations to follow the Ecologically Sustainable Development (**ESD**) principles set out in section 3A of the *Environment Protection and Biodiversity Conservation Act 1999* (Cth). In addition to energy, these ESD principles and practices apply to water use and waste production in office buildings.

The Landlord and the Tenant [have/have not agreed] to adopt Optional strategies. KPIs and targets are described in [annexes / separate plans]. Possible objectives for each, if agreed by the parties, are provided below.^

**Objectives:**

**Water**

1. Establish a water management strategy based on audits and monitoring;
2. implement all cost effective water efficiency measures; and
3. achieve the agreed Water Reduction Target of [X kL/m2 of NLA/year] or NABERS Water rating of [X].

**Waste**

1. Establish a waste reduction strategy; and
2. achieve the agreed Waste Reduction Target of [X kg/m2 of NLA/year] or NABERS Waste rating of [X].

##### **Indoor Environment**

1. Establish an Indoor Environment strategy; and
2. achieve the agreed Target of [X] or NABERS Indoor Environment rating of [X].

^User note: Delete as appropriate.^

1. Building and Energy Information
   1. Building and End Use Details

This section provides a general description of the building, its systems and end use functions as they relate to energy use. Table 3 outlines key characteristics of the building that formed the basis of the relevant NABERS Energy Ratings.

**Table 3:** Schedule of Key Building and System Attributes

|  |  |
| --- | --- |
| **Item** | **Description** |
| Meters Base building | [Insert type, accuracy class, end uses measured] |
| Meters – Tenancy | [Insert type, accuracy class, end uses measured] |
| Meters – Other tenants or non-office functions (e.g. retail, commercial carpark) | [Insert type, accuracy class, end uses measured] |
| Occupancy/Operations – Base Building | [Insert hours, days, weeks] |
| Occupancy/Operations – Tenancy | [Insert hours, days, weeks] |
| Personnel | [Insert number of people in the Tenancy (average pa)] |
| Computers | [Insert number in tenancy] |
| Level Number(s) and NLA | [Insert all floors in the Tenancy, show main activity and hours per week if unusual] |
| Total Tenancy Area (m2 NLA) | [Insert] |
| Total Net Lettable Area (m2 NLA) for building | [Insert] |
| Car parks (internal) | [insert detail of carparking spaces and area for any carparking not for use by occupants] |
| Renewable Energy | [insert detail of renewables generation and consumption] |

^User note: Provide similar details for water supply and sub meters if EMP scope includes water^

* 1. Energy Sources, Suppliers and Breakdown

Table 4 summarises details about energy suppliers, consumption and main end uses.

**Table 4:** Summary of Utility Supplier and Energy Source Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Utility** | **Supplier Name** | **Baseline Year** | | **Proportion of Total Energy (%)** | **Main End Use Categories Supplied (e.g. cooling, office equipment, water heating)** |
| **MJ** | **Tonnes GHG** |
| Electricity |  |  |  |  |  |
| Natural gas |  |  |  |  |  |
| LPG |  |  |  |  |  |
| Oil |  |  |  |  |  |
| Diesel |  |  |  |  |  |
| Green (from grid) |  |  |  |  |  |
| Renewable (on-site, define) |  |  |  |  |  |
| Other  (describe) |  |  |  |  |  |
|  | **Total** |  |  | **100** |  |

The following outlines the commercial arrangements for each energy source. [Include start and end date for supply contracts, unit prices, billing periods, minimum quantities, penalty clauses, metering and sub metering arrangements].

The energy source breakdown is shown clearly in the pie chart in Figure 1 below.

**Fig. 1:** Energy Source Breakdown Based on the Proportion Column in Table 4

^User note: Insert pie chart in box below^

|  |
| --- |
|  |

^User note: If water is part of the EMP scope, provide similar details.^

Based on the above, priority will be given to [outline response strategies such as energy conservation measures, fuel switching opportunities and use of Green Power in reducing greenhouse gas emissions arising from use of electricity which accounts for [X%] of total energy use and [Y%] of greenhouse gases generated. If water is included provide similar strategies for reducing the building’s reliance on mains potable water].

* 1. NABERS Energy Ratings and Energy Consumption

Table 5 indicates the Target Building NABERS Energy Rating and Target Tenancy NABERS Energy Rating required by the GLS plus the Improved NABERS Energy Rating(s) where this has been agreed*.*

**Table 5:** *S*chedule of Energy Rating Targets

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **GLS Type** | **NABERS Assessment Type** |  | | **Target NABERS Energy Rating (stars)** | |
| **GLS (Metro)** | **GLS  (Non - Metro)** | | **Improved** |
| A1  (Tenancy 100% of gross lettable area of the building) | Whole Building | 5.5 | 4.5 | | [X] |
| B1  (Tenancy 50% to 90% of the gross lettable area of the building) | Base Building | 5.5 | 4.5 | | [X] |
| Tenancy | 5.5 | 4.5 | | [X] |
| C1  (Tenancy 49% of less of the gross lettable area of the building) | Tenancy | 5.5 | 4.5 | | [X] |

^User note: delete rows and columns that are not applicable^

Table 7A in Annexure 2 of this EMP shows the monthly energy targets for [whole building/base building and tenancy – choose applicable] for the yearly performance rating period ^User note: for GLS C1 only the Tenancy energy consumption is required^*.* These targets were set based on the following information and assumptions:

[list and explain all information, calculations, methods and assumptions made in arriving at these figures].

This Table 7A is to be a working table updated monthly whereby actual energy use will replace the forecast to provide a new projected annual total. This revised total shall be the basis of a monthly NABERS Rating ‘health check’ using the on-line rating tool at: <https://www.nabers.gov.au/>.

Results will be reported monthly for corrective action where necessary [insert “to the BMC” (for GLS A1 and B1) OR “to the Landlord and Tenant” (for GLS C1)]. The remaining forecast consumption figures will be revised to reflect the estimated impact of any agreed energy or greenhouse gas saving measures for the assessment period (relates to the validity period of a NABERS assessment, usually 12 months) (e.g. those arising from an Expert’s energy audit).

Green Power. [state the percentage of Green Power for the whole building or base building and tenancy and the time from which it applied].

*^User note: If optional strategies are included in the EMP scope then a similar schedule(s) of KPIs and targets should be provided. NABERS Ratings should be used as appropriate* <https://www.nabers.gov.au/>*.^*

1. Proposed Conservation Measures
   1. Technical Measures

Schedule 1 of Annexure 1 of this EMP lists the key building attributes. Schedule 2 of Annexure 1 lists potential technical energy reduction and efficiency measures. The savings measures are listed in priority order under appropriate end use categories (e.g. lighting, HVAC). Schedule 1 will be updated as necessary so as to properly reflect measures implemented, pending, and rejected with justification for doing so provided ^User note: include “and these measures will be reported to the BMC” where the EMP relates to GLS A1 or B1^.

The following key energy efficiency features were incorporated into the building as of the Commencement Date: ^User note: list key energy and greenhouse gas saving features incorporated into the building central services, common areas and the Tenancy under suitable headings – for example:

**a) Heating, Ventilation and Cooling**

[*e.g. high efficiency chillers with COP of 5 or more, chilled beam technology, natural ventilation, and variable speed drives on pumps and fans*].

**b) Lighting**

[*e.g. T5 lamp-based light fittings, daylight switching of luminaries, movement sensor controls*]

**c) Office Equipment**

[*e.g. all monitors LCD, PC energy saving function activated, only Energy Star equipment used*].

**d)** **Other**

*[e.g. similar details for water and/or waste saving measures if part of EMP scope].^*

### 4.2 Non-Technical Measures

Schedule 3 of Annexure 1 of this EMP lists potential non-technical or management related efficiency measures. They are listed in priority order under the categories shown below. Schedule 3 will be updated as necessary so as to properly reflect measures implemented, pending, and rejected in which case justification for doing so will be provided ^User note: include “and these measures will be reported to the BMC” where the EMP relates to GLS A1 or B1^.

1. Leadership – committee structure, meetings, authority levels, responsibilities and accountability, reporting, lines of communication;
2. Planning – work plans, program, milestone dates, reporting;
3. Awareness – training, newsletters, case studies, stickers, web site;
4. Measurement – sub-metering, online data, KPIs, targets, benchmarking;
5. Investment – business case, hurdle rate, funding, approval and procurement processes; and
6. Supply – tariffs, value adding, data access.

An emphasis will be placed on identifying current unacceptable behaviours and work practices, defining required behaviours plus relevant barriers and incentives that need to be addressed to achieve the required cultural, behavioural and system changes.

^User note: If water, waste management, indoor^

1. Reporting And Other Responsibilities

The reporting requirements set down in the GLS are summarised in the following Table 6. Note, some of these requirements are already part of normal building management reporting and so should be reported elsewhere and therefore do not require additional reporting under this EMP*.*

The GLS also defines a range of other responsibilities for the Landlord and the Tenant, and the BMC where applicable. These are summarised in Tables 8, 9 and 10 in Annexure 3.

**Table 6:**Schedule of GLS Reporting Requirements

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref #** | **Description** | **GLS** | **GLS Clause** | **By** | **To** | **Due** |
| **1** | Name and contact details of Energy Representatives | A2, B2 | 3.1.6 | Both parties | Other party | Within 10 Working Days of the Commencement Date; and from time to time if replaced |
| **2** | BMC meeting minutes | A2, B2 | 3.1.8 | BMC | Both parties | Within 10 Working Days of each meeting |
| **3** | NABERS Accredited Rating Certificate | A2, B2 | 4.1.2 | Landlord | Tenant | Within 3 months of each anniversary of the Commencement Date |
| **4** | Evidence of compliance with Target NABERS Energy Ratings | A2, B2 | 4.2.1 | Both parties | Other party | Within 20 Working Days of the request |
| C2 | 3.2.1 | Expert | Both parties |
| **5** | Audit | A2, B2 | 4.2.2 | Expert | Both parties | No time limit |
| **6** | Maintenance contracts | A2, B2 | 5.1.4 | Landlord | Tenant | Within 3 months of each anniversary of Commencement Date; and within 10 Working Days of any request |
| C2 | 4.1.4 | Landlord | Tenant |
| **7** | Energy data reports | A2, B2 | 5.2 | Both parties | Other party | By the 10th Working Day after the end of each quarter |
| C2 | 4.2 | Both parties | Other party |
| **8** | EMP | A2, B2 | 6 | Both parties | BMC | Within 3 months of Commencement Date then review every 2 years |
| C2 | 5 | Both parties | Both parties |
| **9** | EMP performance report | A2, B2 | 6.1.13 | Both parties | Other party | Within 3 months of each anniversary of the Commencement Date |
| C2 | 5.1.11 | Both parties | Other party |
| **10** | Remedial Plan | A2, B2 | 11.1.2 | Both parties | Other party | Within 15 Working Days of Remedial Notice |
| C2 | 10.1.2 | Both parties | Other party |

# Annexure 1 - Building Attributes & Energy Saving Measures

**Schedule 1:** Key Building Attributes

|  |  |
| --- | --- |
| **Item** | **Description** |
| Year built |  |
| Last major refurbishment |  |
| Roof and external cladding |  |
| Insulation (roof and walls) |  |
| Glazing and shading systems |  |
| Levels (#) |  |
| Basements levels (#) |  |
| Gross building area (m2) |  |
| Total net lettable area (m2) |  |
| Tenancy (m2) |  |
| External landscaped area (m2) |  |
| Car parks (external) # |  |
| Car parks (basement) # |  |
| Non-office areas such as retail (m2 net lettable area) and main business activity (e.g. takeaway food) |  |

**Schedule 2:** Technical Energy Saving Measures

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref**  **#** | **End Use Category/ Measure Description and Scope** | **Cost to implement** | | | | | **Savings p.a.** | | | **Total Cost Savings ($ p.a.)** | | | | **IRR**  **(%)** | **Date Due** | **Status** |
| **Capex**  **($)** | **Mgt & Design**  **($)** | **Total**  **($)** | **Cost Index ($/ MJ)** | **Cost Index ($/ tonne)** | **Energy (MJ)** | **GHG (T)** | **Water (kL)** | **Energy** | **Water** | **Other** | **Total** |
| **Proposed Efficiency Measures** | | | | | | | | | | | | | | | | |
| **1.0 HVAC** | | | | | | | | | | | | | | | | |
| 1.01 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.02 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.0 Lighting** | | | | | | | | | | | | | | | | |
| 2.01 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.02 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.03 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.0 Water Heating** | | | | | | | | | | | | | | | | |
| 3.01 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.02 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.03 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4.0 Office Equipment** | | | | | | | | | | | | | | | | |
| 4.01 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.02 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.03 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Schedule 3:** *Non-Technical Energy Saving Measures*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area** | **Ref No** | **Action Item** | **Responsibility** | **Due Date** | **Actual Date** |
| **1. Planning** | 1.01 |  |  |  |  |
| 1.02 |  |  |  |  |
| 1.03 |  |  |  |  |
| 1.04 |  |  |  |  |
| **2. Leadership** | 2.01 |  |  |  |  |
| 2.02 |  |  |  |  |
| 2.03 |  |  |  |  |
| **3. Awareness** | 3.01 |  |  |  |  |
| 3.02 |  |  |  |  |
| 3.03 |  |  |  |  |
| **4. Measurement** | 4.01 |  |  |  |  |
| 4.02 |  |  |  |  |
| 4.03 |  |  |  |  |
| **5. Investment** | 5.01 |  |  |  |  |
| 5.02 |  |  |  |  |
| 5.03 |  |  |  |  |
| **6. Supply** | 6.01 |  |  |  |  |
| 6.02 |  |  |  |  |
| 6.03 |  |  |  |  |

# Annexure 2 - Energy Consumption & NABERS Ratings

**Table 7A:** Target, Actual and Forecast Monthly Consumption for Performance Rating Period

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref #** | **Month/ Year** | **Target**  **(MJ/month)** | | | | | **Actual and Forecast**  **(MJ/month)** | | | | |
| **Tenancy** | | **Whole Building/Base Building \*** | | **Total** | **Tenancy** | | **Whole Building/Base Building \*** | | **Total** |
| **Elec** | **Gas** | **Elec** | **Gas** | **Elec** | **Gas** | **Elec** | **Gas** |
| **1** |  |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |  |  |  |  |  |
| **11** |  |  |  |  |  |  |  |  |  |  |  |
| **12** |  |  |  |  |  |  |  |  |  |  |  |
| **Total** | |  |  |  |  |  |  |  |  |  |  |

^User note: Amend table headings to suit the GLS^

**Table 7B**: [Whole Building OR Base Building – delete one, or delete both when using GLS C2] NABERS Energy Rating Assessment

|  |  |  |  |
| --- | --- | --- | --- |
| **GLS Target Building NABERS Energy Rating and Parameters** | | **Forecast Target Building NABERS Energy Rating and Parameters** | |
| Rated area (m2 NLA) |  | Rated area (m2 NLA) |  |
| Occupancy (hours p/w) |  | Occupancy (hours p/w) |  |
| Green power (%) |  | Green power (%) |  |
| Target rating (stars) |  | Target rating (stars) |  |
| Intensity (MJ/m2) |  | Intensity (MJ/m2) |  |
| Total energy use (MJ) |  | Total energy use (MJ) |  |
|  | | **Difference (MJ)** |  |
| *The Difference figure if any indicates the MJ savings needed from remaining months in the reporting period to achieve the target.* | | | |

**Table 7C:** Tenancy NABERS Energy Rating Assessment

|  |  |  |  |
| --- | --- | --- | --- |
| **GLS Target Tenancy NABERS Energy Rating and Parameters** | | **Forecast Target Tenancy NABERS Energy Rating and Parameters** | |
| Rated area (m2 NLA) |  | Rated area (m2 NLA) |  |
| Occupancy (hours p/w) |  | Occupancy (hours p/w) |  |
| Green power (%) |  | Green power (%) |  |
| Target rating (stars) |  | Target rating (stars) |  |
| Intensity (MJ/m2) |  | Intensity (MJ/m2) |  |
| Total energy use (MJ) |  | Total energy use (MJ) |  |
|  | | **Difference (MJ)** |  |
| *The Difference figure if any indicates the MJ savings needed from remaining months in the reporting period to achieve the target.* | | | |

# Annexure 3 - Responsibilities

**Table 8:** BMC Responsibilities

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref #** | **Item and Frequency** | **Action** | | | |
| **By** | | **Date** | |
| **Quarterly** | | | | | | |
| **1** | Review 30 minute data – Any anomalies? | |  | |  | |
| **2** | Review NABERS preliminary assessment – On target to achieve Target Building NABERS Energy Rating and Target Tenancy NABERS Energy Rating? | |  | |  | |
| **3** | Review energy good practice checklist – Any outstanding issues? | |  | |  | |
| **4** | Progress update on implementation of agreed improvement strategies | |  | |  | |
| **5** | Notice of any upcoming change that may impact energy performance (e.g. new staff, replace plant and equipment, planned fit-out change, etc.) | |  | |  | |
| **6** | Contract review – Any coming up for review that impact on energy performance (e.g. cleaning, maintenance, etc)? | |  | |  | |
| **7** | Policy review – Any coming up that impact on energy performance (e.g. work from home policy, transport, OH&S etc)? | |  | |  | |
| **Annually** | | | | | | |
| **1** | Obtain NABERS Energy Rating assessment – Was the Target Building NABERS Energy Rating and Target Tenancy NABERS Energy Rating achieved? | |  | |  | |
| **2** | Consider recommendations from Accredited Assessor – Do any require action to maintain the Target Building NABERS Energy Rating or Target Tenancy NABERS Energy Rating? | |  | |  | |
| **3** | Consider improvement opportunities from NABERS assessment, BMC, employees and other parties – Do any warrant further research or action? Is there potential to raise the Target Building NABERS Energy Rating or Target Tenancy NABERS Energy Rating? | |  | |  | |
| **4** | Tariff review – Is the current tariff still appropriate based on previous year? Does it need to be renegotiated/adjusted? | |  | |  | |
| **5** | Compare energy, water and gas usage and waste generation and disposal with previous years – Any significant change? Did it meet improvement targets (if relevant)? Does usage trend up or down? Is this an issue? | |  | |  | |
| **6** | Strategic planning – Priorities to address in the future (eg in relation to amending policies and contracts, communications activities, set and revise consumption targets?) | |  | |  | |

**Table 9:** Landlord Responsibilities

^User note: the form of lease or GLS may assign some traditional building owner responsibilities to the tenant, check lease provisions carefully and amend table as appropriate.^

| **Landlord Responsibility** | **Considerations for BMC** | **Information Sources** | **Review Frequency** |
| --- | --- | --- | --- |
| **Engineering** | HVAC  Cooling towers  AC reports (water and temperature)  Fault reports | Commissioning reports  Maintenance reports  Fault reports |  |
| **Mechanical** | Plant and equipment  Air handling  Chillers  Compressors | Commissioning reports  Maintenance reports |  |
| **Electrical** | General lighting  Stairway  Car park  Uninterruptible power supply (UPS)  Emergency lighting  Switchboards  Exit lighting  Back-up generator  Metering  Exterior lighting | Commissioning reports  Maintenance reports  Fault reports |  |
| **Lifts** | Callouts  Regular maintenance  Capital works  Upgrades | Commissioning reports  Maintenance reports  Fault reports |  |
| **Hydraulics** | Filters  Hot water  Sink blockages  Toilets  Sewer blockages  UV filtration | Commissioning reports  Maintenance reports  Fault reports |  |
| **Capital works and minor new works** | Proposed tenant works | Plans  Lease requirements  Authorisations |  |
| **Energy** | Base building services   * Gas * Electricity * Other * Metering | Supply contracts  Metering contracts |  |
| **Faults** | Landlord   * Tenant Reported * Maintenance reported | Fault reports  Maintenance reports |  |
| **Building Management System (BMS)** |  | Monthly reports |  |
| **OH&S issues** | Reported issues by tenant and landlord | Incident |  |
| **Fire services** | Call outs  Incidents | Incident |  |
| **Testing** | Certifications  Statutory requirements | As required |  |
| **Communications** | Notices | Media releases  Notices  Information sessions |  |

**Table 10:** Tenant Responsibilities Under the Energy Management Plan

| **Tenant Responsibility** | **Considerations for BMC** | **Information Sources** | **Review Frequency** |
| --- | --- | --- | --- |
| **Monitor fault reports**  Tenant fit-out  Review landlord faults | * Monitor building fault reports for likely issues that impact on energy usage * Ensure that fault reports that effect energy usage are reviewed and actioned * Report lighting faults promptly * Monitor tenant fault report with Heating, Ventilation and Air Conditioning (**HVAC**) (e.g. air temperature issues, lift issues etc) | Tenant fault reports  Maintenance reports  Landlord fault reports  (as appropriate) | Quarterly or as required |
| **Staff levels**  Monitor staffing levels within acceptable range  NOTE: Number of employees has a direct impact on NABERS Energy Rating | * Establish acceptable range |  | Within 3 months of the Commencement Date |
| * Notify authorised person if significant deviations are likely and over what time period | HR/Corporate services section | As required |
| * Consider options of accommodation alternatives, such as temporary accommodation | NABERS Assessment | Annually |
| **Fit-out changes**  Consider impact of fit-out changes on energy performance | * Note impact on comfort levels * Includes partitions etc (over what height, who to contact) | Fit-out design brief | As required |
| * Any changes to fit-out impact on HVAC | Mechanical engineer report |
| * Building owners approval for fit-out changes | Approved plans by landlord/ BMC |
| **Equipment**  Consider impact of ICT equipment numbers e.g. computers, fridges  NOTE: Number of computers has a direct impact on NABERS rating | * Give preference to energy efficient equipment with energy saving modes in accordance with the Policy | Net Zero in Government Operations Strategy | As required and when purchasing |
| * Consult with IT administrator for stand by function and/or energy saving enabled systems devices are running * Monitor IT updates | IT administrator |
| * Consider and review impact of requests for bar fridges, drinks vending machines etc on energy performance | Load projections and quarterly data |
| **Lighting**  Lighting controls | * Ensure that lighting system controls are functioning as designed | Commissioning report | Commencement of Lease/before Default period expires |
| * Review operating times | Maintenance reports/staff feedback  Maintenance reports | Quarterly |
| * Ensure out of hours operations (e.g. automatic switching overrides, sensor controls) are working | Review fault reports |  |
| **Temperature controls**  Do not adjust thermostat settings | * Do not adjust unless labelled as okay to adjust. Submit requests to building manager. | Maintenance reports  Building Management Committee (**BMC**) minutes | Quarterly and as required |
| **Non authorised equipment**  Do not use radiators and fans | * Unauthorised use of radiators, toasters, fans and other non‑authorised appliances | Building inspection reports | Annually |
| 30 Minute electricity data | Quarterly |
| **Vents**  Obstructions | * Do not obstruct vents | Building inspection reports | Annually |
| Maintenance reports | Quarterly |
| **Blinds and coverings**  Window shading/blinds | * Ensure both internal and external blinds and coverings are used when appropriate | Building inspection reports | Annually |
| Fault reports | As required |
| **Cleaning** | * Cleaning times, chemicals * Consider day time cleaning where appropriate * Check exterior cleaning | Cleaning contract and reports | As required |
| **Maintenance** | * Cross check fault reports | Maintenance reports | Monthly /quarterly |
| **Energy procurement electricity** | * Ensure that the electricity retailer contract provides the 30 minute data in month by month graph format | Electricity accounts contact Electricity retailer/distributor | Quarterly |
| * Ensure tenant has separate electricity metering and that installed meters produce 30 minute on market status data | 30 minute data supplied by the retailer or meter data agent | Commencement of the lease |
| * Tariff review |  | Annually |
| * Check Maximum demand and network charges | BMS | As required /annually |
| **Education & awareness** | * Train all staff at induction or new building on energy features * Conduct awareness programs and support focus/ideas groups to save energy | EMP | As required |
| **Landscaping** | * Review timing on automatic water sprinkler for external landscape | Landscape maintenance / BMS if linked | At commencement of the lease or as required |
| * Changes to paved areas and other landscaping features (e.g. deciduous trees, mulched areas) | Fault reports | As required |
| **Water**  Report leaks promptly  Changes to planting or irrigation schemes | * Within what time frame * Water sensitive design, water restrictions | Fault reports | As required |
| **Waste** | * Check waste classification and bin separation processes * Waste audit * Waster contract compliance | Waste contract | As required |