

## Worksheet 3.4B Portfolio sustainability data template (A3 page size)

**Fund/portfolio name:**

**Period of assessment: 20XX – 20XY** (Financial year)

Use this spreadsheet to aggregate data across a fund or portfolio so you can identify baseline performances over various sustainability criteria. Data may be collected using Worksheet 3.4A: 'Property sustainability data template'. This is an example only – adapt this worksheet to suit your organisation's requirements.

Property information	Building number (for this assessment)	Example	1	2	3	4	5	6	7	8
	Name and address of each property	Example office building								
	State	NSW								
	Age (years)	18								
	NLA (m <sup>2</sup> )	19,917								
	Basement (m <sup>2</sup> )	5,500								
	No. Occupants (average over period)	905								
	Average occupant density (based on 1 person/15m <sup>2</sup> NLA)	1,328								
	Managing Agent	Name								
<b>Electricity</b> Offices (NLA)	Total annual electricity consumption in offices (kWh)	2,054,976								
	Total annual electricity consumption in offices (MJ)	7,397,914								
	Total annual electricity supply cost (\$)	211,178								
	Electricity efficiency (MJ/m <sup>2</sup> /year)	371.44								
	Fund/portfolio average (MJ/m <sup>2</sup> /year)	404.00								
	Electricity annual total supply cost (\$/m <sup>2</sup> /year)	10.60								
	Fund/portfolio average cost/m <sup>2</sup> (\$/m <sup>2</sup> /year)	0.00								
	Property Council of Australia (PCA) lower quartile (\$/m <sup>2</sup> /year)	9.53								
	PCA median (\$/m <sup>2</sup> /year)	11.57								
	PCA upper quartile (\$/m <sup>2</sup> /year)	13.76								
	Electricity (MJ/person/year)	8,174.49								
	Comparison fund/portfolio average (MJ/person/year)	0.00								
	Electricity (\$/person/year)	233.35								
Comparison fund/portfolio average (\$/person/year)	0.00									
Carpark & basement	Total electricity consumption (if metered) (kWh)	42,500								
	Total electricity consumption (if metered) (MJ)	153,000								
	Total electricity supply cost (if known) (\$)	49,950								
	Electricity efficiency (MJ/m <sup>2</sup> /year)	27.82								

	Electricity cost (\$/m <sup>2</sup> /year)	9.08								
Combined offices, carpark & basement	Total electricity consumption (kWh)	2,097,476								
	Total electricity consumption (MJ)	7,550,914								
	Total electricity cost (\$)	261,128								
	Total electricity consumption efficiency (MJ/m <sup>2</sup> /year)	399								
	Total electricity cost efficiency(\$/m <sup>2</sup> /year)	19.68								
	Total electricity efficiency per person (MJ/person/year)	8,174.49								
	Total electricity cost per person (\$/person/year)	233.35								
Electricity generation on site	Total generation capacity (kWh)									
	Percentage of total annual electricity consumption (%)	2								

<b>Gas</b> Offices	Total gas consumption (MJ)	4,739,995								
	Total gas cost (\$)	41,025								
	Gas use efficiency (MJ/m <sup>2</sup> /year)	238								
	Fund/portfolio average energy efficiency (MJ/m <sup>2</sup> /year)									
	Gas supply cost efficiency (\$/m <sup>2</sup> /year)	2.06								
	Fund/portfolio average cost efficiency \$/m <sup>2</sup> /year									
	Gas use per person (MJ/person/year)	5,237.56								
	Comparison fund/portfolio average (MJ/person/year)									
	Gas cost per person (\$/person/year)	45.33								
Comparison fund/portfolio average (\$/person/year)										

<b>Total energy for the building</b>	Total energy (MJ)	12,290,909								
	Total energy cost (\$)	302,153								
	Total energy (MJ/m <sup>2</sup> /year)	483.57								
	Total energy cost efficiency (\$/m <sup>2</sup> /year)	11.89								
	Total energy cost per person (\$/person/year)	333.87								
	Total energy efficiency per person (MJ/person/year)	13,581								
	Comparison fund/Portfolio A average cost efficiency (\$/m <sup>2</sup> /year)									
	Comparison fund/Portfolio A average consumption efficiency (MJ/m <sup>2</sup> /year)									
	Other benchmark									

<b>Greenhouse emissions</b>	NABERS Energy rating (no. stars)	2.5								
	NABERS Energy statistical average for fund/portfolio (no. stars)	0.00								
	Total CO <sub>2</sub> emissions (uncorrected for use) (kg CO <sub>2</sub> /year)									
	Total emissions normalised (kg CO <sub>2</sub> /m <sup>2</sup> )									
	Comparison fund/Portfolio A normalised emissions (kg CO <sub>2</sub> /m <sup>2</sup> )									
	Comparison fund/Portfolio B normalised emissions (kg CO <sub>2</sub> /m <sup>2</sup> )									

<b>Water</b>	Average purchase price/kL from utility (\$)	0.52								
	Total water consumption (kL)	14,077								
	Total water cost (\$)	7,376								
	Total water efficiency (kL/m <sup>2</sup> /year)	0.71								
	Total water cost efficiency (\$/m <sup>2</sup> /year)	0.37								
	Total water utilisation per person (kL/person/year)	15.55								
	Total water cost efficiency per person (\$/person/year)	8.15								
	Fund/portfolio average water efficiency (kL/m <sup>2</sup> /year)									
	Fund/portfolio average water efficiency per person (kL/person/year)									
	Fund/Portfolio average water cost (\$/m <sup>2</sup> /year)									
	Comparison fund/Portfolio A average efficiency (kL/m <sup>2</sup> /year)									
	Average water consumption (Sydney Water) (kL/m <sup>2</sup> /year)	1.13								
	Best practice water consumption (Sydney Water) (kL/m <sup>2</sup> /year)	0.50								
	Other benchmark									

<b>Waste</b> Waste collected (W) for landfill (annual)	Total waste collected (kg/year)	127,500								
	Total waste collected (kg/m <sup>2</sup> /year)	6.40								
	Waste collected per person (kg/person/year)	140.88								
	Fund/portfolio average (kg/m <sup>2</sup> /year)									
	DECC benchmark: Average 7.8 kg/m <sup>2</sup> /year	7.8								
	DECC Average 173 kg/person/year	173								
Waste collected for recycling (R)	Total waste recycled (kg/year)	47,491								
	Waste recycled (kg/m <sup>2</sup> /year)	2.38								
	Waste recycled per person (kg/person/year)	52.48								
	Fund/portfolio average (kg/m <sup>2</sup> /year)									
	Fund/portfolio average per person (kg/person/year)									
	Other benchmark									
Total waste collected & recycled	Total waste collected for recycling and landfill (kg/year)	174,991								
	Total waste collected & recycled (kg/m <sup>2</sup> /year)	8.79								
	Total waste collected & recycled (kg/person/year)	193.36								
	Fund/portfolio average total waste collected & recycled (kg/m <sup>2</sup> /year)									
	Fund/portfolio average total waste collected & recycled (kg/person/year)									
	Other benchmark									
Recycling ratio	% recycled	37								
	Fund/portfolio average recycling rate (% recycled)									
	Other benchmark									

<b>Transport</b>	Distance to bus stop (m)	100								
	Distance to train station (m)	1,000								
	Distance to train station (km)	1								
	Distance to public carpark (m)	100								
	Number of bicycle spaces provided	32								
	Fund/portfolio average number of bicycle spaces provided	0.00								
	Ratio of bicycle spaces to occupants (%)									
	Fund/portfolio average of bicycle spaces to occupants (%)									
	Green Star goal for bicycle spaces: occupants (%)	5								
	Number of showers provided	3								
	Ratio of showers to bicycle spaces (%)	10								
	Fund/portfolio average of showers to bicycle spaces (%)	0								
	Green Star goal for showers: bicycle spaces (%)	10								
<b>Industry benchmarks</b>	NABERS Water	2								
	NABERS – Fund/portfolio average	3.2								
	Green Star rating if appropriate									

**Key**

	Calculations made by assessor using data provided by owner
N/A	Data not available (i.e. response made on data sheet, e.g. Not available)
Blank	Data not provided (i.e. blank on data sheet)
Unknown	Data is unknown