

5.4

ENVIRONMENTALLY SUSTAINABLE DEVELOPMENT (ESD) MANUAL

ABOUT

AMP Capital (AMPC) is firmly committed to delivering projects in a sustainable manner.

Contained within this manual is a set of Standards that are required to be achieved by AMPC (the Landlord) and Tenants to ensure we collectively deliver on our sustainable vision. It sets out several initiatives to ensure we work together to achieve sustainability goals and collectively contribute towards helping the environment.

Our Environmentally Sustainable Design initiatives are aligned with Australian Standards and the latest authority code requirements.

In alignment with your leasing deal, and set in detail within this manual, the environmentally sustainable initiatives for your tenancy include, but are not limited to, that which is outlined in the proceeding pages.



ZERO WASTE



RECYCLE



SUSTAINABLE DEVELOPMENT



ECO FRIENDLY



ORGANIC



SAVE WATER



RENEWABLE ENERGY



100% RECYCLED



BIO MATERIALS

5.4

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STANDARD	OUR MINIMUM OBLIGATIONS (LANDORD)	YOUR MINIMUM OBLIGATIONS (TENANT)
Materials for Fitout	Provide schedule of preferred and banned materials and relevant suppliers.	<p>Demonstrate efforts to reduce:</p> <ul style="list-style-type: none"> • PVC based products • Rare and exotic timbers • All internally specified and applied paints to have low Volatile Organic Compound (VOC) emission rates - as defined by the Green Building Council of Australia (GBCA) <ul style="list-style-type: none"> – with preference given to water-based paints over oil-based paints wherever possible. • Ensure all specified and installed timber and wood products used are Australian Forestry Standard (AFS) certified. Do not allow the use of timber or wood products from old growth forests. • All specified and installed joinery and other composite wood products are to have low formaldehyde emissions (i.e. rated E1 or E0). • All specified and applied sealants and adhesives are to have low Volatile Organic Compound (VOC) emission rates, as defined by the Green Building Council of Australia (GBCA). • All specified and installed flooring is to have low Volatile Organic Compound (VOC) emission rates, as defined by the Green Building Council of Australia (GBCA). <p>Preferentially specify and install materials with 2 or more of the following attributes:</p> <ul style="list-style-type: none"> • More than 10% recycled content • Warranty of more than 7 years • Manufacturer is ISO14001certified • Manufacturer or supplier operates a product stewardship programme (product take-back programme) • Are produced locally (within 500km of the site) <p>If any thermal or acoustic insulation is specified or installed, ensure it has an Ozone Depleting Potential (ODP) of zero in both composition and manufacture.</p>

5.4

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STANDARD	OUR MINIMUM OBLIGATIONS (LANDORD)	YOUR MINIMUM OBLIGATIONS (TENANT)
<p>Energy Efficiency & Greenhouse</p>	<p>Provide lighting design review and advice for your design submission</p>	<p>All lights must be programmed switched off after hours and larger format stores must demonstrate lighting zones, which provide high degree of control. All energy consuming computer equipment to be energy star enabled. All other equipment must be within 1 SEDA star of best rating as relevant at the time of installation. Commercial equipment must meet best MEPS standards.</p> <p>Lighting: The following lighting types should be designed and installed to be controlled as indicated:</p> <ul style="list-style-type: none"> • Shopfront and signage – time clock set to mall hours. • Feature and display cabinet – time clock set to mall hours. • Cool rooms – timer or motion sensor at all times. • Back of house – timer or motion sensor at all times. • Re-lamping in future consistent with approved lighting design and lamp clauses above. <p>Note that lighting not only uses energy itself, but the heat given off requires air-conditioning and fan power energy. Controls prevent this energy wastage during times when the mall is empty, and no benefit is derived.</p> <ul style="list-style-type: none"> • Halogen downlights and incandescent lighting cannot be included in the design or installation, owing to their high energy use and heat dissipation. Iron core lighting ballasts not permitted. Fluorescents or LEDs will be used instead. • BCA 2006 energy provisions are to be met. • All lighting controls to be electronic. • All fluorescent troffers to be T5. • Other fluorescent lamps should be CF technology or better. • Design and install all lighting switching to be accessible and clearly marked. <p>Electrical Equipment:</p> <ul style="list-style-type: none"> • All boiling water units and tea and coffee machines to be specified and installed with timers (see section J6.6 for legislated requirements). Use kettles as an alternative. • Specified and installed dishwashers to have a minimum Star Energy Rating of 3.5 and fridges (non-commercial) to have a minimum Star Energy Rating of 3. • Specified and installed televisions to have a minimum Star Energy Rating of 5. • Specified and installed single split air- conditioning systems to have a minimum Star Energy Rating of 3 in cooling and 3.5 in heating. • All hot / boiling water and chilled water piping and equipment is to be specified and installed with adequate insulation. • All specified electrical equipment will have easily accessible switches for manual switch off. Install timers on office equipment (excluding PCs – these should have power saving features and hibernate modes enabled). • Only use LCD / iPad screens for computers, display purposes and sales desks. • Place timers on vending machines (unless hygiene needs require 24hr refrigeration). Allow adequate start up time in the morning. • Specify equipment with low power or energy saving • Standby modes. Select office equipment which has the “Energy Star” logo. • Specify dishwashers which have a minimum 4 Star Energy Rating and fridges (non-commercial) which have a minimum 3.5 Star Energy Rating. • Specify televisions which have a minimum 6 Star Energy Rating. <p>Air-conditioning:</p> <ul style="list-style-type: none"> • All refrigerants specified and installed by the tenant are to have an Ozone Depleting Potential (ODP) of zero in both composition and manufacture. • Specify and install a timer control on any tenant controllable heating, ventilation or air-conditioning (HVAC) equipment to switch off after hours.

5.4

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Water Efficiency & Recycling		<p>Fittings and equipment must be either WELS rated or independently certified and tested.</p> <p>Toilets 4A or WELS equivalent or better. Urinals must be waterless.</p> <p>Showers to be maximum of 9 litres per minute or less.</p> <p>Kitchen and cleaners sink taps must be maximum of 9 litres per minute WITH automated actuated control (e.g. electronic, foot or knee); 12 litres per minute where required by health standards.</p> <p>Hand basin taps must be a maximum of 3 litres per minute and have time control for 7.5 seconds.</p> <p>High-pressure pre-clean taps are permitted providing they have automatic shut off valves and maximum flow of 10 litres per minute.</p> <p>Wash down equipment to be high pressure with triggered control and maximum flow of 10 litres per minute.</p> <p>Dishwashers to have a maximum water consumption of 10 litres per place setting.</p> <p>Washing machines to have a maximum water consumption of 54 litres per cycle.</p>
Waste	Carry out appropriate auditing and reporting of tenant operations to identify opportunities to eliminate waste and maximise recycling and reclaim opportunities.	<p>Support centre waste management objectives including participation in trial waste management initiatives (e.g.; compostable fast food packaging; green waste; oil collection etc).</p> <p>Design tenancy fitout to provide for at least 3 stream waste separation and storage.</p>
Fitting Out		<p>Require your contractor to provide and adhere to a Waste Management Plan.</p> <p>Require your contractor to comply with the site Waste Management Plan of the Landlord.</p> <p>Require your contractor to recycle 70% of the waste generated during the fitout.</p> <p>Require your contractor to provide you with a "Shop User's Guide", explaining how to maintain and efficiently operate the systems they install e.g. lights, air-conditioning etc (this is an easy to follow, short, non-technical document for you and your staff).</p> <p>Require your contractor to thoroughly clean any ductwork or air handling plant which is to be retained in the tenancy, to promote a cleaner internal environment.</p> <p>Require your contractor to ensure all floor, ceiling and wall penetrations are sealed up.</p>
Transport		<p>Require every staff member (permanent or casual) to:</p> <ul style="list-style-type: none"> participate in the annual site staff travel survey. use staff parking areas in accordance with the site car park management plan.

5.4

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Community		<p>Encourage staff members to:</p> <ul style="list-style-type: none"> • participate in community partnership programs; • participate in surveys recording involvement in community programs.
Trading		<p>Continuing to reduce your associated environmental impact during day-to-day trading is encouraged. Good practices can reduce ongoing costs, provide a better shopping and working environment, and provide marketing and business benefits of operating an environmentally responsible store.</p> <ul style="list-style-type: none"> • Turn off all unnecessary equipment and lights overnight. • Eco-friendly shopping bags are a marketing opportunity. • Educate staff on the proper procedures for energy, water and waste management. • Use environmentally benign cleaning products to provide a healthier environment and reduce chemical odours. • Where food is provided with 'eat-in' facilities, use re-useable cutlery etc (ie.: not plastic, disposable items). • Provide a "take back" or recycling service for the tenancy's products. This also encourages customers to return to the store for further purchases. • Use suppliers with environmental certification (e.g. ISO14001). • Highlight the environmental measures used within your store to your customers – maximise the benefit of your sustainable fitout for your brand and target the "green dollar". • Promote a more natural environment by installing plants in the tenancy. • Work with suppliers to reduce packaging and implement • Packaging and pallet return. In turn, this reduces your workload and waste generation.
Monitoring and Reporting		<p>Provide energy consumption information (in agreed format) to us within the time specified in the lease.</p>
Use and operation of operating systems		<p>Operate tenancy to achieve target energy and water consumption. Where performance exceeds target levels, work with our nominated representative to review operational strategies to reduce consumption. Accept/implement the reasonable recommendations of our representative. No overloading of the facilities or services, including the base building systems. No potable water or power-consuming equipment is permitted to be added to or to service the premises if not in accordance with Agreement for Lease. Only recycled or rainwater may be used for all non- potable supply/uses within the premises.</p>