



## Data collection assumptions

Data is collected using a variety of means, and various industry best practice assumptions are applied where required. The table below summarises the measurement techniques and assumptions made for each type of data.

### Data collection assumptions

Data type	Data collection methodology	Assumptions
Air miles	Generation of 'AMEX @ work' reports has the ability to calculate air miles travelled per person per location, while AMEX BTA reports calculate spend per group. Both figures are reported to the Environmental Management System Manager.	To convert air miles travelled into CO <sub>2</sub> (tonnes equivalent) a factor of 0.000204 is applied to the kilometres travelled equivalent. This is based upon the Carbon Planet flight calculator.
Electricity	Manual viewing and reporting from utility invoices.	In most cases, base building energy consumption is estimated using a NABERS methodology which factors a building's location, floor area and NABERS rating. In the event that air conditioning data is available, this is assumed to be the value for base building energy consumption (only in our Perth office).
Natural gas (office)	Manual viewing and reporting from utility invoices.	Raw data is only provided as a dollar amount. Quantity estimate is based on a likely cost per unit.
Pool vehicles	Oracle expenditure reports, based on Motorpass reports of kilometres travelled.	Fuel efficiency is based on the national average for passenger vehicles, as published in the ABS Survey of Motor Vehicle Use 2007.
Taxi usage	Oracle expenditure reports of Cabcharge usage, as well as AMEX reports.	All taxis are assumed to be fuelled by LPG. The Department of Climate Change's Green Vehicle Guide is used to determine typical fuel efficiency and a national average flagfall is calculated based on each state's rates.
Personal vehicles	Oracle reports of kilometres travelled on personal expense claims.	Fuel efficiency is based on the national average for passenger vehicles, as published in the ABS Survey of Motor Vehicle Use 2007.
Rental vehicles	Records obtained from individual rental companies upon request. These records generally provide rental dates, vehicle type and distance travelled (km).	Fuel efficiency is based on the national average for passenger vehicles, as published in the ABS Survey of Motor Vehicle Use 2007.
Safety data	Manually reported to Regional OHS Managers and collated monthly by the A-P OHS Manager.	No assumptions are made.
Water	Based on reported employee numbers.	Based on the Australian Bureau of Statistics, average office water consumption is estimated to be 4 kL per person per year.
Waste	Manual waste audits are conducted, and the contents of all bins collected, and sorted into resource types and weighed. Percentage of recyclable material in waste stream is then calculated.	It is assumed that the results of the annual waste audits are reflective of waste disposal practices throughout the remainder of the year.
Project information	Project information is provided on a regular basis, and as part of our SWP.	It is assumed that the information provided by project staff is correct.