

Bases of Preparation*

2012

Carbon Footprint

The carbon footprint is calculated as per the www.carbonfootprint.com website. Our estimates on the electricity, gas, water as well as staff travel are keyed into the Business Calculator for the total carbon footprint to be calculated. The assumptions behind these estimates are listed below.

Electricity

Electricity calculations are derived from the monthly invoices. To derive the amount of MJ used by UCA Funds staff, the total reading for the year is divided by the total number of staff in the building and multiplied by the total number of Funds Management staff.

Water

Water calculations are derived from the monthly invoices. To derive the amount of KL used by UCA Funds staff, the total reading for the year is divided by the total number of staff in the building and multiplied by the total number of Funds Management staff.

Staff Commute

Staff travel calculations are derived by measuring the distances from the employee's suburb to 130 Little Collins Street using Google maps. As much as possible, the route taken to measure the distance between the suburbs to the office closely follows either the train or tram routes.

Air Flights

Air travel calculations are derived by calculating the flight distances between Melbourne(Tullamarine) airport and the specific airports staff have travelled to. The distance is calculated by using http://www.worldatlas.com/travelaids/flight_distance.htm

Motor Vehicle

Vehicle travel was derived by calculating the distances between the GPO destinations of each suburb stated on the cabcharge receipts. The distances were calculated using google maps. maps.google.com.au/

Labour Practices

There are no estimates on human labour. All employees including contractors have been included in this report. Management is defined as Level 6 and above on the Lay Staff Agreement 2010. All staff and consultants are employed on a permanent and / or fixed term period.

*The Bases of Preparation refers to the data measurement techniques and the bases of calculations, including assumptions and techniques and underlying estimations applied to the compilation of the Indicators and other information in the 2012 Annual Report.