PRI Principles for Responsible Investment

RI TRANSPARENCY REPORT

2013/14

ISPT Super Property

UNEP Finance Initiative Changing finance, financing change | United Nations Global Compact

An investor initiative in partnership with UNEP Finance Initiative and UN Global Compact

About this report

The PRI Reporting Framework is a key step in the journey towards building a common language and industry standard for reporting responsible investment (RI) activities. This RI Transparency Report is one of the key outputs of this Framework. Its primary objective is to enable signatory transparency on RI activities and facilitate dialogue between investors and their clients, beneficiaries and other stakeholders. A copy of this report will be publicly disclosed for all reporting signatories on the PRI website, ensuring accountability of the PRI Initiative and its signatories.

This report is an export of the individual Signatory organisation's response to the PRI during the 2013-14 reporting cycle. It includes their responses to mandatory indicators, as well as responses to voluntary indicators the signatory has agreed to make public. The information is presented exactly as it was reported. Where an indicator offers a response option that is multiple-choice, all options that were available to the signatory to select are presented in this report. Presenting the information exactly as reported is a result of signatory feedback which suggested the PRI not summarise the information. As a result, the reports can be extensive. However, to help easily locate information, there is a **Principles index** which highlights where the information can be found and summarises the indicators that signatories complete and disclose.

Understanding the Principles Index

The Principles Index summarises the response status for the individual indicators and modules and shows how these relate to the six Principles for Responsible Investment. It can be used by stakeholders as an 'at-a-glance' summary of reported information and to identify particular themes or areas of interest.

Indicators can refer to one or more Principles. Some indicators are not specific to any Principle. These are highlighted in the 'General' column. When multiple Principles are covered across numerous indicators, in order to avoid repetition, only the main Principle covered is highlighted. This results in some Principles not being explicitly highlighted. For instance, Principle 1 and 2 cannot be implemented without implementing Principle 3, but there are cases when Principle 3 is not explicitly highlighted.

All indicators within a module are presented below. The status of indicators is shown with the following symbols:

Symbol	Status
✓	The signatory has completed all mandatory parts of this indicator
☑	The signatory has completed some parts of this indicator
🔒	This indicator was not relevant for this signatory
-	The signatory did not complete any part of this indicator
🏳	The signatory has flagged this indicator for internal review

Within the table, indicators marked in blue are mandatory to complete. Indicators marked in grey are voluntary to complete.

PRI disclaimer

This document is based on information reported by signatories and responses have not been independently audited by the PRI Secretariat, PRI working groups, or any other third party. While this information is believed to be reliable, no representations or warranties are made as to its accuracy and no responsibility or liability can be accepted for any error or omission.

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Principles Index

Organisational Overview				Principle						General
Indicator	Short description	Status	Disclosure	1	2	3	4	5	6	
OO 01	Signatory category and services	✓	Public							✓
OO 02	Headquarters and operational countries	✓	Public							✓
OO 03	Subsidiaries that are separate PRI signatories	✓	Public							✓
OO 04	Reporting year and AUM	✓	Public							✓
OO 05	Breakdown of AUM by asset class	✓	n/a							✓
OO 06	How would you like to disclose your asset class mix	✓	Public							✓
OO 07	Segregated mandates or pooled funds	🔒	n/a							✓
OO 08	Breakdown of AUM by market	✓	Private							✓
OO 09	Additional information about organisation	✓	Private							✓
OO 10	RI activities for listed equities	🔒	n/a							✓
OO 11	RI activities in other asset classes	✓	Public							✓
OO 12	Modules and sections required to complete	✓	Public							✓

Overarching Approach				Principle						General
Indicator	Short description	Status	Disclosure	1	2	3	4	5	6	
OA 01	RI policy and other guidance documents	✓	Public							✓
OA 02	Publicly available policies / documents	✓	Public						✓	
OA 03	Policy components and coverage	✓	Public	✓	✓					
OA 04	Conflicts of interest	✓	Public							✓
OA 05	RI goals and objectives	✓	Public							✓
OA 06	Main goals/objectives this year	✓	Private							✓
OA 07	Governance, management structures and RI processes	✓	Private							✓
OA 08	RI roles and responsibilities	✓	Public							✓
OA 09	RI in performance management, reward and/or personal development	✓	Private							✓
OA 10	Collaborative organisations / initiatives	✓	Public				✓	✓		
OA 11	Promoting RI independently	✓	Public				✓			
OA 12	Dialogue with public policy makers or standard setters	✓	Private				✓	✓	✓	
OA 13	ESG issues in strategic asset allocation	✓	Private	✓						
OA 14	Allocation of assets to environmental and social themed areas	✓	Private	✓						
OA 15	ESG issues for internally managed assets not reported in framework	🔒	n/a							✓
OA 16	ESG issues for externally managed assets not reported in framework	🔒	n/a							✓
OA 17	RI/ESG in execution and/or advisory services	✓	Private	✓	✓					
OA 18	Innovative features of approach to RI	✓	Private							✓
OA 19	Internal and external review and assurance of responses	✓	Private							✓

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PRI Principles for Responsible Investment

Direct - Property				Principle						General
Indicator	Short description	Status	Disclosure	1	2	3	4	5	6	
PR 01	Breakdown of investments by equity and debt	✓	Private							✓
PR 02	Breakdown of assets by management	✓	Private							✓
PR 03	Largest property types	✓	Private							✓
PR 04	Description of approach to RI	✓	Private	✓					✓	
PR 05	Responsible Property Investment (RPI) policy	✓	Public	✓					✓	
PR 06	Fund placement documents and RI	✓	Public	✓			✓		✓	
PR 07	Formal commitments to RI	✓	Private				✓			
PR 08	Incorporating ESG issues when selecting investments	✓	Public	✓						
PR 09	ESG advice and research when selecting investments	✓	Private	✓			✓			
PR 10	Examples of ESG issues in investment selection process	✓	Public	✓		✓				
PR 11	Types of ESG information considered in investment selection	✓	Private	✓		✓				
PR 12	ESG issues impact in selection process	✓	Private	✓						
PR 13	ESG issues in selection, appointment and monitoring of third-party property managers	✓	Public				✓			
PR 14	ESG issues in post-investment activities	✓	Public		✓					
PR 15	Proportion of assets with ESG targets that were set and monitored	✓	Public		✓	✓				
PR 16	Certification schemes, ratings and benchmarks	✓	Private		✓					
PR 17	Proportion of developments and refurbishments where ESG issues were considered	✓	Public		✓					
PR 18	Proportion of property occupiers that were engaged with	✓	Public		✓					
PR 19	Proportion of green leases or MOUs referencing ESG issues	✓	Private		✓					
PR 20	Proportion of assets engaged with on community issues	✓	Private		✓					
PR 21	ESG issues affected financial/ESG performance	✓	Private	✓	✓					
PR 22	Examples of ESG issues that affected your property investments	✓	Private	✓		✓				
PR 23	Disclosure of ESG information to public and clients/beneficiaries	✓	Public						✓	

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Reported Information

Public version

Organisational Overview

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PRI Principles for Responsible Investment

Basic Information

OO 01 | Mandatory | Gateway/Peering | General

OO 01.1 Select the services you offer.

☑ Fund management

% of assets under management (AUM) in ranges

- ○ <10%
- ○ 10-50%
- ◉ >50%

☐ Fund of funds, manager of managers, sub-advised products

☑ Other, specify

Wholesale Property Fund

% of assets under management (AUM) in ranges

- ○ <10%
- ○ 10-50%
- ◉ >50%

☑ Execution and advisory only services

OO 01.2 Additional information. [Optional]

ISPT entered into a mandate agreement in March 2013 to acquire and 'manage' assets on behalf of an existing major investor. To date no assets have been acquired under this structure.

OO 02 | Mandatory | Peering | General

OO 02.1 Select the location of your organisation's headquarters.

Australia

OO 02.2 Indicate the number of countries in which you have offices (including your headquarters).

- ◉ 1
- ○ 2-5
- ○ 6-10
- ○ >10

OO 02.3 Indicate the approximate number of staff in your organisation in full-time equivalents (FTE).

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	FTE

84

OO 03	Mandatory	Descriptive	General

OO 03.1 Indicate whether you have subsidiaries within your organisation that are also PRI signatories in their own right.

- ○ Yes
- ◉ No

OO 04	Mandatory	Gateway/Peering	General

OO 04.1 Indicate the year end date for your reporting year.

30/06/2013

OO 04.2 Indicate your total AUM at the end of your reporting year.

	trillions	billions	millions	thousands	hundreds
Total AUM		8	009	001	000
Currency	AUD				
Assets in USD		7	234	521	449

OO 04.3 Indicate the level of detail you would like to provide about your asset class mix.

- ◉ Approximate percentage breakdown to the nearest 5% (e.g. 45%)
- ○ Broad ranges breakdown (i.e. <10%; 10-50%; >50%)

OO 06	Mandatory	Descriptive	General

OO 06.1 To contextualise your responses to the public, indicate how you would like to disclose your asset class mix.

- ◉ Publish our asset class mix as percentage breakdown

	Internally managed (%)	Externally managed (%)
Listed equity	0	0
Fixed income – corporate	0	0
Fixed income – government	0	0
Fixed income – other	0	0
Private debt	0	0

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Private equity	0	0
Property	100	0
Infrastructure	0	0
Commodities	0	0
Hedge funds	0	0
Forestry	0	0
Farmland	0	0
Inclusive finance	0	0
Cash	0	0
Other (1), specify	0	0
Other (2), specify	0	0

○ Publish our asset class mix as broad ranges

○ Publish our asset class mix as per attached file (the following image formats can be uploaded: .jpg, .jpeg, .png,.bmp and .gif)

Gateway asset class implementation indicators

OO 11 | **Mandatory** | **Gateway** | **General**

OO 11.1

Indicate if in the reporting year you incorporated ESG issues into your investment decisions and/or your active ownership practices in the following internally managed asset classes.

☑ Property

☐ None of the above

OO 12 | **Mandatory** | **Gateway** | **General**

OO 12.1

The modules and sections that you will be required to complete are listed below. They are based on the percentages provided in your AUM breakdown and your responses to the gateway indicators. Note, you are only required to report on asset classes that represent 10% or more of your AUM. You may report voluntarily on any applicable modules or sections by selecting them from the list. Direct - Fixed Income and Infrastructure are always voluntary.

Core modules

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☑ Organisational Overview

☑ Overarching Approach (including assets which do not have a separate module)

RI implementation directly or via service providers

	Direct - Other asset classes with dedicated modules

☑ Property

Closing module

☑ Closing module

Note: Please make sure your response to this indicator is complete and confirmed before you progress. Your response will determine which tailored modules and sections you will be presented with.

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Overarching Approach

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Responsible investment policy

OA 01	Mandatory	Gateway/Core Assessed	General

OA 01.1

Indicate if you have a responsible investment policy.

- (•) Yes
- ( ) No

OA 01.2

Indicate if you have other guidance documents or more specific policies related to responsible investment.

- (•) Yes
- ( ) No

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PRI Principles for Responsible Investment

OA 01.3	Provide a brief description of the key elements of your responsible investment policy or, if you do not have a policy, of your overall approach to responsible investment. [Optional]

ISPT is closely aligned with its investors - industry superannuation funds - the majority of which are also signatories to UNPRI. ISPT Funds invest in high quality property with strong returns founded on high standards of governance and a transparent and aligned business model.

Responsible investment is embedded in the business including:

- Policy and guidelines on sustainability - which addresses management and efficient use of the natural resources that support business activities
- Policy and process on workplace health and safety - ensuring the welfare, health and safety of building occupants and customers using our properties
- Policy on Acquisitions and Investment Management
- Decision making processes on asset classes, assets and tenants which includes consideration of the activities undertaken eg no gaming facilities, tobacco companies
- Policy and process on procurement - ensuring value for money, quality service and fair contracting ethics

ISPT is also an active participant in the Australian property industry. Staff are encouraged to become advocates for best practice in asset management and sustainability.

Environmental, social and corporate governance issues are central to ISPT's investment decision making approach.

ISPT's ethical investment standards such as human rights, health and safety, local communities and brand and reputation management are important to the way we do business. This ensures ISPT investments are not detrimental to our property and/or the surrounding properties and communities. The transparent nature of our relationship with our shareholders and investors acts to ensure ISPT's social conscience is of the highest standard.

In application, ISPT's social considerations include, but are not limited to, the following:

1. Working conditions of the cleaners of the properties we own and manage.
2. The Key Performance Indicators of the contracts between ISPT and the externally appointed property managers ensures ISPT's environmental and social values are passed through to these organisations.
3. Limiting the extent to which poker machines feature in our properties.

ISPT prides itself on promoting a culture that values and rewards ethical standards, community conscience and corporate integrity. ISPT aims to be an employer of choice providing a challenging, professional and family friendly work environment.

Our social conscience is further demonstrated through the 'Community Program'. Each year members of ISPT Board and staff are encouraged to nominate worthy organisations to receive donations to improve the social conditions of a group of individuals either in Australia or abroad.

ISPT is not legally required to comply with the best practice recommendations of the Australian Stock Exchange (ASX) Corporate Governance Council, as neither it, nor the Trusts its manages, are listed on the ASX. However, to ensure best practice applies, ISPT does comply with the recommendations to the extent applicable to our business.

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OA 02.1 Indicate if your responsible investment policy is publicly available.

◉ Yes

OA 02.2 Provide a URL to your responsible investment policy.

URL

http://ispt.net.au

○ No

OA 02.3 Indicate if your other policies or guidance documents related to responsible investment are publicly available.

◉ Yes

○ Yes, all

◉ Yes, some

OA 02.4 List these other policies or guidance documents related to responsible investment that are publicly available and their URLs.

Policy or document name	URL
Culture	http://ispt.net.au/people/our-culture/
Our Capabilities	http://ispt.net.au/about-ispt/our-capabilities/
Sustainability	http://ispt.net.au/about-ispt/sustainability/
Governance	http://ispt.net.au/about-ispt/governance/

○ No

OA 02.5 Additional information. [Optional]

The majority of policy and guidance documents are focussed internally and are not appropriate for publication. The documents are reviewed annually by board sub committees and are available to investors on request. Where appropriate guidelines and processes are available to external service providers.

OA 03	Mandatory	Core Assessed	PRI 1,2

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PRI Principles for Responsible Investment

OA 03.1 Indicate the components/types and coverage of your responsible investment policy and guidance documents.

Select all that apply

Policy components/types	Coverage by AUM
☑ Policy setting out your overall approach ☑ Engagement/active ownership policy ☑ Specific guidelines on corporate governance ☑ Specific guidelines on environmental issues ☑ Specific guidelines on social issues ☑ Asset class-specific guidelines ☐ Screening/exclusion policy ☑ Other, specify Refer OA 03.3 ☐ Other, specify	◉ Applicable policies cover all AUM ○ Applicable policies cover a majority of AUM ○ Applicable policies cover a minority of AUM

OA 03.3 Additional information. [Optional]

ISPT has a range of policies, guidance notes and processes covering business activities eg procurement, valuations, strategic risk management, investor relations. We embed responsible investment principles throughout our investment process.

Management of co-ownership and trust investments are aligned with our principles.

OA 04 | **Mandatory** | **Core Assessed** | **General**

OA 04.1 Indicate if your organisation has a policy on managing potential conflicts of interest in the investment process.

◉ Yes

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OA 04.2 Describe your policy on managing potential conflicts of interest in the investment process. [Optional]

The Compliance Conflict Committee - a Committee of the Board - deals with potential conflicts of interest.

The Board has governance processes in place to address conflicts of interests in the voting process and Board/Committee members and all staff provide declarations of interests on an annual basis.

Processes ensure appropriate delegation levels for approvals.

○ No

Objectives and strategies

OA 05 | **Mandatory** | **Gateway/Core Assessed** | **General**

OA 05.1 Indicate if your organisation sets objectives for its responsible investment activities.

◉ Yes

OA 05.2 Indicate how frequently your organisation sets or revises objectives for responsible investment.

◉ At least once per year

○ Less than once per year

OA 05.3 Indicate how frequently your organisation formally reviews performance against its objectives for responsible investment.

◉ Quarterly

○ Biannually

○ Annually

○ Every two years or less

○ It is not reviewed

○ No

Governance and human resources

OA 08 | **Mandatory** | **Gateway/Core Assessed** | **General**

OA 08.1 Indicate the roles present in your organisation and for each, indicate whether they have oversight and/or implementation responsibilities for responsible investment.

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	Roles present in your organisation

☑ Board members or trustees

☑ Oversight/accountability for responsible investment

☐ Implementation of responsible investment

☐ No oversight/accountability or implementation responsibility for responsible investment

☑ Chief Executive Officer (CEO), Chief Investment Officer (CIO), Investment Committee

☑ Oversight/accountability for responsible investment

☑ Implementation of responsible investment

☐ No oversight/accountability or implementation responsibility for responsible investment

☑ Other Chief-level staff or head of department, specify

Fund Manager

☑ Oversight/accountability for responsible investment

☑ Implementation of responsible investment

☐ No oversight/accountability or implementation responsibility for responsible investment

☑ Portfolio managers

☑ Oversight/accountability for responsible investment

☑ Implementation of responsible investment

☐ No oversight/accountability or implementation responsibility for responsible investment

☑ Investment analysts

☐ Oversight/accountability for responsible investment

☑ Implementation of responsible investment

☐ No oversight/accountability or implementation responsibility for responsible investment

☑ Dedicated responsible investment staff

☑ Oversight/accountability for responsible investment

☑ Implementation of responsible investment

☐ No oversight/accountability or implementation responsibility for responsible investment

☑ External managers or service providers

☐ Oversight/accountability for responsible investment

☑ Implementation of responsible investment

☐ No oversight/accountability or implementation responsibility for responsible investment

☐ Other role, specify

☐ Other role, specify

OA 08.2	Indicate the number of dedicated responsible investment staff your organisation has. [Optional]

	Number

1

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OA 08.3	Additional information. [Optional]

Whilst there is a dedicated compliance and risk management manager, all staff at ISPT incorporate aspects of responsible investment into their work and responsibilities.

Promoting responsible investment

OA 10	Mandatory	Core Assessed	PRI 4,5

OA 10.1	Indicate if your organisation is a member of and/or participant in any collaborative organisation or initiatives that promote responsible investment.

◉ Yes

OA 10.2	Select the collaborative organisation and/or initiatives of which your organisation is a member or in which it participated during the reporting year, and the role you played.

Select all that apply

- ☐ Asian Corporate Governance Association
- ☐ Association for Sustainable & Responsible Investment in Asia
- ☐ Australian Council of Superannuation Investors
- ☐ CDP Climate Change
- ☐ CDP Forests
- ☐ CDP Water
- ☐ CFA Institute Centre for Financial Market Integrity
- ☐ Council of Institutional Investors (CII)
- ☐ Eumedion
- ☐ Extractive Industries Transparency Initiative (EITI)
- ☐ Global Investors Governance Network (GIGN)
- ☑ Global Real Estate Sustainability Benchmark (GRESB)

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Your organisation's role in the initiative during the reporting period (see definitions)

☐ Basic

☑ Moderate

☐ Advanced

☐ Institutional Investors Group on Climate Change (IIGCC)

☐ Interfaith Center on Corporate Responsibility (ICCR)

☐ International Corporate Governance Network (ICGN)

☐ Investor Group on Climate Change, Australia/New Zealand (IGCC)

☐ Investor Network on Climate Risk (INCR)/CERES

☐ Local Authority Pension Fund Forum

☑ Principles for Responsible Investment

Your organisation's role in the initiative during the reporting period (see definitions)

☐ Basic

☑ Moderate

☐ Advanced

☐ Regional or National Social Investment Forums (e.g. UKSIF, Eurosif, ASRIA, RIAA), specify

☐ Shareholder Association for Research and Education (Share)

☐ United Nations Environmental Program Finance Initiative (UNEP FI)

☐ United Nations Global Compact

☑ Other collaborative organisation/initiative, specify

Green Building Council of Australia

Your organisation's role in the initiative during the reporting year (see definitions)

☐ Basic

☐ Moderate

☑ Advanced

☑ Other collaborative organisation/initiative, specify

Property Council of Australia; Australian Property Institute

Your organisation's role in the initiative during the reporting year (see definitions)

☐ Basic

☐ Moderate

☑ Advanced

☑ Other collaborative organisation/initiative, specify

Shopping Centre Council of Australia

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PRI Principles for Responsible Investment

	Your organisation's role in the initiative during the reporting year (see definitions)
	☐ Basic
	☐ Moderate
	☑ Advanced

☑ Other collaborative organisation/initiative, specify

Urban Development Institute of Australia; Bulky Good Retailers Association

	Your organisation's role in the initiative during the reporting year (see definitions)
	☐ Basic
	☑ Moderate
	☐ Advanced

○ No

OA 11	Mandatory	Core Assessed	PRI 4

OA 11.1	Indicate if your organisation promotes responsible investment, independently of collaborative initiatives.

○ Yes

◉ No

OA 11.3	Additional information. [Optional]

Continuous improvement programme and performance reviews with key service providers.

Regular reporting to investors across a range of business metrics.

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Direct - Property

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PRI Principles for Responsible Investment

Overview

PR 05	Mandatory	Core Assessed	PRI 1-6

PR 05.1 Indicate if your organisation has a Responsible Property Investment (RPI) policy.

- (•) Yes
- ( ) No

PR 05.3 Additional information. [Optional]

Refer response in OA 01.3

Responsible investment is embedded in the business including:

- Policy and guidelines on sustainability - which addresses management and efficient use of the natural resources that support business activities
- Policy and process on workplace health and safety - ensuring the welfare, health and safety of building occupants and customers using our properties
- Policy on Acquisitions and Investment Management
- Decision making processes on asset classes, assets and tenants which includes consideration of the activities undertaken eg no tobacco companies
- Policy and process on procurement - ensuring value for money, quality service and fair contracting ethics

Fundraising of property funds

PR 06	Mandatory	Core Assessed	PRI 1,4,6

PR 06.1 Indicate if your fund placement documents (private placement memorandums (PPMs) or similar) refer to responsible investment aspects of your organisation.

- (•) Yes

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PRI Principles for Responsible Investment

PR 06.2	Indicate how your fund placement documents (PPMs or similar) refer to the following responsible investment aspects of your organisation:

☑ Policy and commitment to responsible investment

- ◉ Always
- ○ In a majority of cases
- ○ In a minority of cases

☑ Approach to ESG issues in pre-investment processes

- ◉ Always
- ○ In a majority of cases
- ○ In a minority of cases

☑ Approach to ESG issues in post-investment processes

- ◉ Always
- ○ In a majority of cases
- ○ In a minority of cases

PR 06.3	Describe how your organisation refers to responsible investment for property funds in fund placement documents (PPMs or similar). [Optional]

There are no specific references to responsible investment within information memorandum and other documents. However any investor requests for placement of funds are aligned with the principles of responsible investing - reflecting investor expectations.

○ No

Pre-investment (selection)

PR 08	Mandatory	Gateway	PRI 1

PR 08.1	Indicate if your organisation typically incorporates ESG issues when selecting property investments.

◉ Yes

○ No

PR 10	Mandatory	Core Assessed	PRI 1,3

PR 10.1	Indicate which E, S and/or G issues are typically considered by your organisation in the property investment selection process and list up to three examples per issue.

ESG issues

☑ Environmental

	List up to three typical examples of environmental issues

Energy and Water Consumption

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Waste Management

Green Star Ratings

☑ Social

List up to three typical examples of social issues

Workplace Health and Safety

Tenant Satisfaction Surveys

Community Partnerships

☑ Governance

List up to three typical examples of governance issues

Board and Sub Committee structure

Dedicated compliance manager

Documented processes to manage delegations

PR 10.2 Additional information. [Optional]

Adopted ASX Corporate Governance Principles and Recommendations wherer appropriate

Selection, appointment and monitoring third-party property managers

PR 13 | **Mandatory** | **Core Assessed** | **PRI 4**

PR 13.1 Indicate if your organisation includes ESG issues in your selection, appointment and/or monitoring of third-party property managers.

◉ Yes

PR 13.2 Indicate how your organisation includes ESG issues in your selection, appointment and/or monitoring of third party property managers.

☑ Selection process of property managers incorporated ESG issues

- ◉ For all third party property managers
- ○ For a majority of property managers
- ○ For a minority of property managers

☑ Contractual requirements when appointing property managers includes ESG issues

- ◉ For all third party property managers
- ○ For a majority of property managers
- ○ For a minority of property managers

☑ Monitoring of property managers covers ESG responsibilities and implementation

- ◉ For all third party property managers
- ○ For a majority of property managers
- ○ For a minority of property managers

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PR 13.3	Provide a brief description of your organisation's selection, appointment and monitoring of third party property managers. [Optional]

ISPT has long term established relationships with major service providers - some of which are also signatories to the UNPRI (eg CBRE, Knight Frank, Grosvenor).

Where applicable to a Fund, property managers are appointed for 3 year contracts with extensive service level schedules and out performance criteria which drive financial remuneration. The schedules include obligations which align with responsible investment management principles.

Performance meetings are held monthly or quarterly - depending on the size of the relationship, ie number of properties under management - and annual reviews are held with senior management in attendance.

Where applicable, eg risk management, process monitoring, independent audits are conducted to ensure compliance/best practice.

PR 13.4	Describe how your third party property managers contribute to the management of ESG issues for your property investments. [Optional]

Property Managers and service contractors have Key Performance Indicators included in their contracts outlining the ESG metrics. Procurement guidelines ensure ethical processes are adopted in the selection and management of contractors.

○ No

Post-investment (monitoring and active ownership)

Overview

PR 14	Mandatory	Gateway	PRI 2

PR 14.1	Indicate if your organisation, and/or property managers, considers ESG issues in post-investment activities relating to your property assets.

◉ Yes

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PR 14.2 Indicate whether your organisation, and/or property managers, considers ESG issues in the following post-investment activities relating to your property assets.

☑ We consider ESG issues in property monitoring and management

☑ We consider ESG issues in property developments and refurbishments

☑ We consider ESG issues in property occupier engagements

☑ We consider ESG issues in community engagements related to our properties

☐ We consider ESG issues in other post-investment activities, specify

○ No

Property monitoring and management

PR 15 | **Mandatory** | **Core Assessed** | **PRI 2,3**

PR 15.1 Indicate the proportion of property assets for which your organisation, and/or property managers, set and monitored ESG targets (KPIs or similar) during the reporting year.

◉ >90% of property assets

○ 51-90% of property assets

○ 10-50% of property assets

○ <10% of property assets

(in terms of number of property assets)

PR 15.2 Indicate ESG issues for which your organisation, and/or property managers, typically sets and monitors targets (KPIs or similar) and provide examples per issue.

ESG issues

☑ Environmental

List up to three example targets per issue

Energy and Water Consumption

Waste Management

Green Star ratings

☑ Social

List up to three example targets per issue

Workplace Health and Safety

Tenant Satisfaction Surveys

Community Partnerships

☑ Governance

List up to three example targets per issue

Portfolio and Corporate level overview of property management activities

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Property management company systems and processes eg. risk management, contractor management

Internal audit programs eg. Ops Aide program run by JLL

☐ We do not set and/or monitor against targets

Property developments and refurbishments

PR 17	Mandatory	Core Assessed	PRI 2

PR 17.1

Indicate the proportion of active property developments and refurbishments where ESG issues have been considered.

◉ >90% of active developments and refurbishments

○ 51-90% of active developments and refurbishments

○ 10-50% of active developments and refurbishments

○ <10% of active developments and refurbishments

○ N/A, no developments and refurbishments of property assets are active

(by number of active property developments and refurbishments)

PR 17.2

Indicate if the following ESG considerations are typically implemented and monitored in your property developments and refurbishments.

☑ Minimum environmental site selection requirements

☑ Minimum environmental site development requirements

☑ Sustainable construction materials

☑ Minimum water efficiency requirements

☑ Minimum energy efficiency requirements

☑ Energy generation from on-site renewable sources

☑ Waste management plans at sites

☑ Health and safety management systems at sites

☑ Construction contractors comply with sustainability guidelines

☐ Other, specify

Occupier engagement

PR 18	Mandatory	Core Assessed	PRI 2

PR 18.1

Indicate the proportion of property occupiers your organisation, and/or your property managers, engaged with on ESG issues during the reporting year.

○ >90% of occupiers

◉ 51-90% of occupiers

○ 10-50% of occupiers

○ <10% of occupiers

(in terms of number of occupiers)

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PR 18.2 Indicate if the following practises and areas are typically part of your, and/or your property managers', occupier engagements.

- ☑ Distribute a sustainability guide to occupiers
- ☑ Organise occupier events focused on increasing sustainability awareness
- ☑ Deliver training on energy and water efficiency
- ☑ Deliver training on waste minimisation
- ☑ Provide feedback on energy and water consumption and/or waste generation
- ☑ Provide feedback on waste generation
- ☑ Carry out occupier satisfaction surveys
- ☐ Other, specify

Communication

PR 23 | **Mandatory** | **Core Assessed** | **PRI 6**

PR 23.1 Indicate if your organisation proactively discloses ESG information on your property investments.

- ◉ Disclose publicly

provide URL

http://ispt.net.au

PR 23.2 Indicate if your organisation uses property specific reporting standards to disclose information related to your property investments' ESG performance.

- ☑ Global Reporting Initiative (GRI) Construction & Real Estate Sector Supplement (CRESS)
- ☐ Other property reporting standards, specify
- ☐ No property specific reporting standards are used

PR 23.3 Indicate if the level of ESG information you provide to the public is the same as the level you provide to your clients/beneficiaries.

- ○ Yes
- ◉ No

PR 23.4 Indicate the type of ESG information that your organisation proactively discloses to the public and/or your clients/beneficiaries.

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Public	Clients/beneficiaries
☑ ESG information on how you select property investments	☑ ESG information on how you select property investments
☑ ESG information on how you monitor and manage property investments	☑ ESG information on how you monitor and manage property investments
☑ Information on your property investments' ESG performance	☑ Information on your property investments' ESG performance
☐ Other, specify	☐ Other, specify

PR 23.5 Indicate your organisation's typical frequency of disclosing ESG information to the public and/or your clients/beneficiaries.

Public	Clients/beneficiaries
○ Quarterly or more frequently	◉ Quarterly or more frequently
○ Semi annually	○ Semi annually
◉ Annually	○ Annually
○ Every two years or less frequently	○ Every two years or less frequently
○ Ad-hoc, specify	○ Ad-hoc, specify

PR 23.6 Describe the ESG information and how your organisation proactively discloses it to the public and/or clients/beneficiaries. [Optional]

Monthly, quarterly and annual reports are provided to investors.

Annual review document available publicly as well as other general information available on the ispt website.

○ Disclose to clients/beneficiaries only

○ No proactive disclosure to the public or to clients/beneficiaries

PR 23.7 Additional information. [Optional]

Refer PR 23.1

ISPT website - specifically:

Sustainable Investment Policy: http://ispt.net.au/about-ispt/sustainability/

Annual Review: http://ispt.net.au/about-ispt/annual-review/

Governance: http://ispt.net.au/about-ispt/governance/

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