What do best practice **Green Star Submissions** look like?

Nicole Sullivan Senior Manager - Green Star Solutions

Green Building Council of Australia





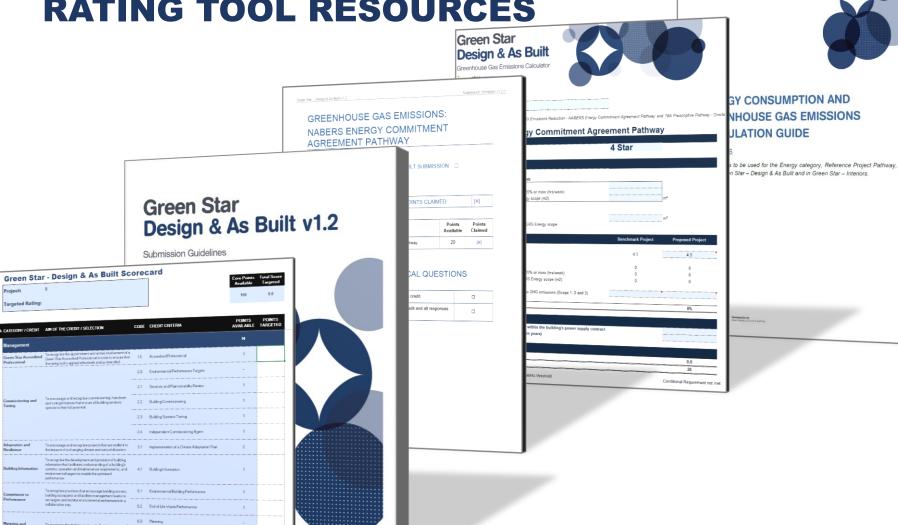






RATING TOOL RESOURCES Green Star

> 6.1 Monitoring Systems 7.0 Environmental Management Plan 7.1 Formalised Environmental Management System 7.2 High Quality Staff Support



Developed by the Green Building Council of Australia

Introducing Certified Assessors

- Critical part of the team that deliver your certification
- Experienced industry experts
- Passionate, generous and committed
- Independent, robust, fair, consistent, flexible assessment
- Backed up by peer reviewers as needed

They want to award points for your project!



Just like at Uni, if you make it easy for the Assessor to see that your project complies, we'll be more likely to award the credit. Use bookmarks, use the words from the submission guideline and explain why and how if you want us to understand an alternative approach.

Karen Hovenga



7 "C"s to get your submission Certified



1. Clear

Well laid out

Evidence referenced accurately



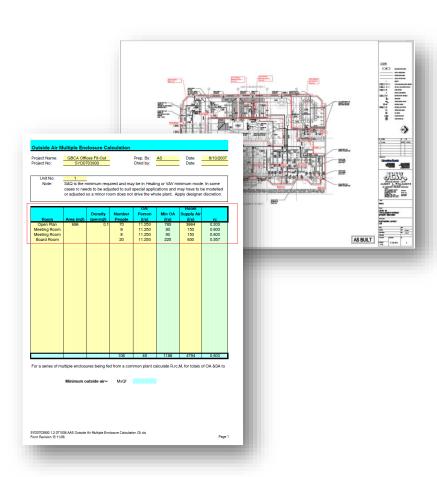
CREDIT SUBMISSION





GBCA Submission Template (and Calculator)





Evidence: project team supporting documentation

A Green Star submission is all about communication – you (hopefully) got the technical stuff right in the design and construction, the submission is about showing the assessors *how* you comply.

Kristie Martin



2. Consistent

Credit responses match – no inconsistency

Submission makes sense as a whole



Make sure you have an internal person peer review all your evidence before submission to avoid missing vital information. Familiarity can be dangerous.

John Moynihan



3. Concise

Quality not quantity

Provide direct answers explaining how and why the criteria are satisfied



If you cannot explain compliance within your submission template as a standalone document, it needs more work.

Structure your submission and bookmarks to match the submission template. Tell a story, make it flow.

Graham Agar



Submission Template

- Acts as a narrative for the Assessor
- Complements the credit in the Submission Guidelines
- Provides links to supporting documentation
- Must be provided for every credit being claimed



Explain clearly in the Submission Template how the project is meeting the intent of the credit - use the discussion boxes.

Paul Davy



4. Credible

Make accurate and realistic claims matched to your project

No false or contradictory statements



Only include relevant documentation, fill out the submission template completely with the information it asks for, address each item in the supporting documentation list, ensure your information relates to the correct period & site and is dated and signed where necessary...

Inge Diamond



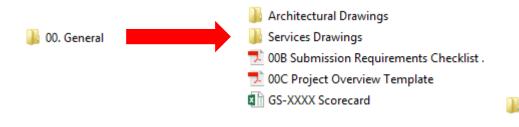
5. Complete

Provide all required documents and evidence

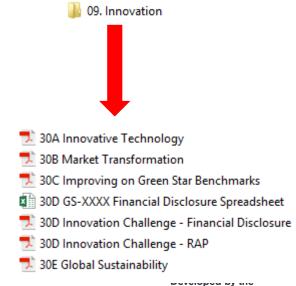
Answer all questions



So what do we look for?



Innovation				10	
Innovative Technology or Process	The project meets the aims of an existing credit using a technology or process that is considered innovative in Australia or the world.	30A	Innovative Technology or Process		3
Market Transformation	The project has undertaken a sustainability initiative that substantially contributes to the broader market transformation towards sustainable development in	30B	Market Transformation		1
Improving on Green Star Benchmarks	The project has achieved full points in a Green Star credit and demonstrates a substantial improvement on the benchmark required to achieve full points.	30C	Improving on Green Star Benchmarks	10	2
Innovation Challenge	Where the project addresses an sustainability issue not included within any of the Credits in the existing Green Star rating tools.	30D	Innovation Challenge		2
Global Sustainability	Project teams may adopt an approved credit from a Global Green Building Rating tool that addresses a sustainability issue that is currently outside the scope of this Green Star	30E	Global Sustainability		1
Total				10	9



Green Building Council of Australia

GS-XXXX Calculator

03. Energy

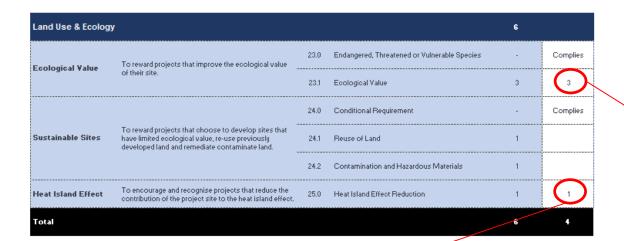


Including succinct baselines and comparison to best practice especially in innovation points is helpful ... it's not enough to provide a figure on reduction of energy for example that doesn't have a reference point for comparison.

Phil Donaldson



Common mistakes



Missing Submission Templates



Points do not match

GREENFIELD SITE

TOTAL POINTS AVAILABLE

CREDIT 23 DESIGN REVIEW SUBMISSION AS BUILT SUBMISSION PROJECT NAME: GREEN TOWER SOUTH PROJECT NUMBER: GS-XXXX

BROWNFIELD SITE

3 POINTS CLAIMED:

The project has met the compliance requirement and improved the ecological value of the site in accordance with the following credit criteria:

	Criterion Name	Criterion Description	Points Available	Points Claimed
23.0	Endangered, Threatened or Vulnerable Species	The project team must demonstrate that no critically endangered, endangered or vulnerable species or ecological communities were present on the site at time of purchase.	Conditional Requirement	Ø
23.1	Ecological value	The ecological value of the site is improved by the project.	3	Z

PROJECT SPECIFIC QUERIES (TCS AND CIRS)

There are no project specific queries for this credit.	Ø
There are project specific queries for this credit.	Z
All responses received from the GBCA are attached.	Ø

4

Calculators must be provided in Excel version





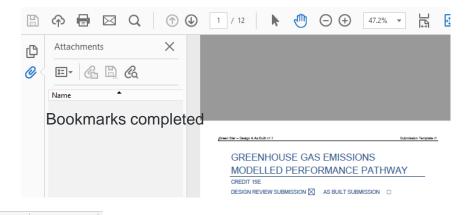
Submission Checklist and Project Overview must be provided

Project Team Details	Company/Organisation
Acoustic Consultant	
Architect	
Building Services Engineer	
Building Surveyor	
ESD Consultant	
Landscaping Consultant	
Local Planning Authority	
Main Contractor	
Project Manager	
Quantity Surveyor	
Structural/Civil Engineer	

Date (Month/Year)

Building Input Sheet must be completed







Developed by theGreen Building Council of Australia

After the cover page and contents page - only include the relevant pages of reports and specifications

Peta Earley



6. Correct

Provide the right documents

Ensure that hyperlinks and bookmarks work



Get a peer review done, very clearly lay out how you meet the credit (almost line by line) and link to the documents that clearly show evidence. Very rarely are people not actually compliant – it is just tough to see the evidence and connect the dots!

Quentin Jackson



7. Convincing

Answer credit requirements in full – explain HOW and WHY they are met

Provide specific evidence for every claim



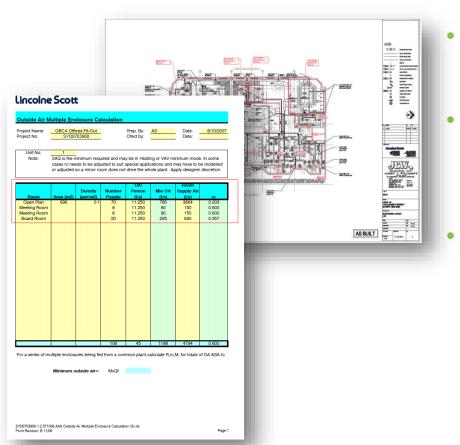
Supporting Documentation

- Evidence for all claims being made
- Specific to the project
- Relevant to the rating type and stage of the project
- Design Review documentation is flexible
 - Different stages of design
 - Risk mitigation strategy commitments vs specific design info



Supporting Documentation: DO

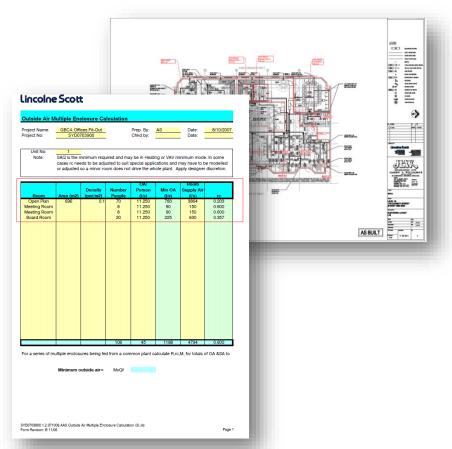




- Leave no doubt in the Assessor's mind!
- Include all approved
 Technical Questions and
 any FAQs used
- Provide relevant project documentation, even if it is not included under the recommended documentation

Supporting Documentation: DON'T

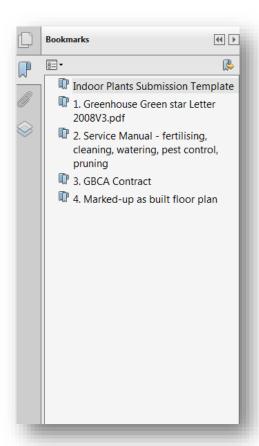




- Provide documentation which is not:
 - material to demonstrating compliance
 - referenced in the Submission Template
- Omit clear references to where evidence can be found in the supporting documentation
- Expect it will 'speak for itself'



Example Submission



Identify where this information can be found within the supporting documentation provided.

Supporting Documentation (Name / title / description of document)	Reference (Page no. or section)
IEQ-15.1: Rentokil letter to GBCA dated 14 March 2008 – confirming plant suitability and quantity delivered.	PDF pages 8-9
IEQ-15.2: Rentokil Service Manual – demonstrating ongoing plant maintenance requirements are met:	PDF pages 10-55
IEQ-15.3: Signed Rentokil contract with GBCA dated 15 January 2008 – demonstrating ongoing plant maintenance for a minimum two years.	PDF page 56
IEQ-15.4: Marked-up as built floor plan indicating location and size of plants.	PDF page 57

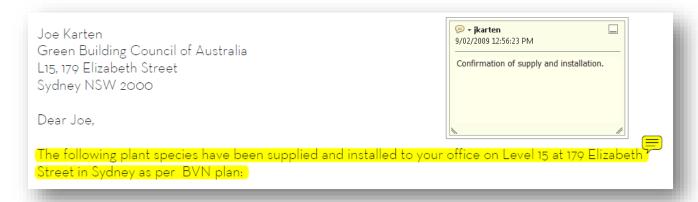


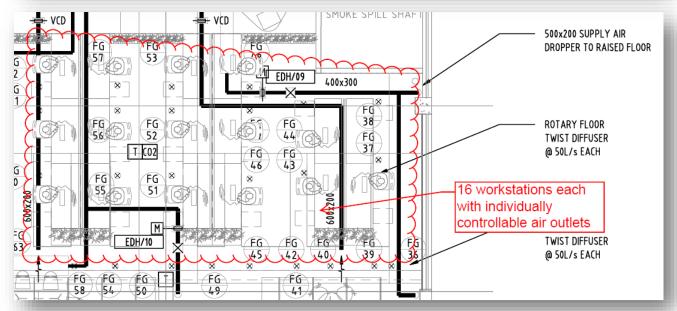
Clearly highlight attachments with content relevant to the credit - if a page doesn't have highlighter on it ask yourself - is this necessary?

Paul Davy



Example Submission







Avoid dumping all related information into the submission and instead extract out only the relevant parts with a bit of context. Files over 60 pages are rarely helpful and merely make the required evidence harder to identify.

Ben O'Callaghan



Clear + Consistent + Concise + Credible + Complete + Correct + Convincing =

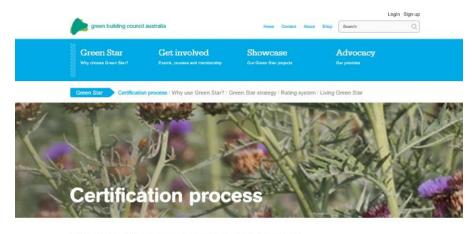
Certified



Documents on website

- http://new.gbca.org.au/green
 -star/certification-process/
 - Go to "Document" section in Green Star Certification process

Launch 29 May



Green Star certification is a formal process during which a building, fitout, or precinct is awarded a rating by an independent, third party assessment panel of sustainable development experts through a documentation-based assessment. A Green Star certified rating provides independent verification that a building or community project is sustainable.

Learn more about the standard Green Star certification process.





Our Green Star team are here to help you



Coffee is on us!

Difficult project? Tricky situation? Want to give us feedback?
Come and meet us.



'Remember that the GBCA are there to help you achieve your Green Star rating! If you have an alternative method of showing compliance just ask for help from your Technical Coordinator. Seeking advice on the pathway for your project to achieve its rating makes the assessment process easier for complex or unusual projects. Just remember to include their responses in your submission!





Want more? Book a Green Star **Speed Consulting** session!



Thank You

gbca.org.au





