



Green Star – Shopping Centre Design PILOT Assessment Process

In addition to the standard Stakeholder Feedback that the GBCA solicits during the PILOT process, the GBCA offers sponsors of the Green Star – Shopping Centre Design rating tool to go through a complete assessment (two rounds) and to achieve a Green Star PILOT Certified Rating. This gives the sponsors an opportunity to promote their projects' environmental leadership (provided with clear reference to the PILOT status of the Certified Rating), while greatly informing the review of the PILOT rating tool to ensure a robust, relevant and marketable Green Star – Shopping Centre Design v1.

1 - PILOT registration

- 1.1 Sponsors with projects wishing to formally undergo the Green Star – Shopping Centre Design PILOT assessment process submit an Expression of Interest form and are notified whether their project is registered.
- 1.2 For registered projects, the GBCA will issue a PILOT Certification Agreement and an invoice for the subsidised PILOT Assessment Fee of \$10,000 to the project Contact.
- 1.3 The receipt of the executed PILOT Certification Agreement completes the registration and secures the project as one of the six to undergo PILOT assessment. Failure to execute the PILOT Certification Agreement within 30 days of its receipt waives the project's registration.

2 - Preparing documentation

- 2.1 The project team should prepare documentation, drawings and calculations to satisfy the Credit Criteria of the PILOT rating tool.
- 2.3 Where credits already exist in Green Star – Office rating tools, projects must submit documentation per the letter of the most recent version of the Technical Manual for the same phase of the building's life cycle (for Shopping Centre Design PILOT, use Green Star – Office Design v2). For credits where benchmarks were changed to accommodate the building sector, the benchmarks in the PILOT rating tool take precedent over benchmarks in the relevant Green Star – Office Technical Manual.
- 2.4 For credits that are new to the PILOT rating tool, please refer to the Documentation Guidelines in Appendix A, which are also available on the GBCA website. By the nature of the PILOT process, there will be some flexibility in interpreting these guidelines and final assessment will be left to the Certified Assessors. The knowledge gained from this will in turn determine the Compliance Requirements section of the 'version 1' Technical Manual.

3 – Queries and Clarifications

- 3.1 Each project will have a single point of contact.

3.2 The GBCA staff will provide assistance in understanding the Aims of Credits and in interpreting Credit Criteria of the PILOT rating tool.

3.3 The GBCA staff will only guide, not confirm appropriate level of evidence for compliance with credits that are new to the PILOT rating tool, as determining that is an outcome of the PILOT process; any available guidance will be published in the GBCA website.

3.4 Any feedback on the robustness or relevance of credits is Stakeholder Feedback and is to be communicated in writing.

4 - Submission for assessment

4.1 PILOT projects must submit for the first round of assessment before the end of the three-month PILOT period, which is before 1 December 2006.

4.2 Once a registered PILOT project submits for Green Star assessment, the Green Building Council of Australia will commission a panel of third-party Certified Assessors and an Independent Chair to assess the documentation for all claimed credits against the Credit Criteria.

4.3 The applicant must forward five copies (one hard copy and four electronic copies) of the submission to the Green Building Council of Australia, PO Box Q78 QVB NSW 1230 marked to 'Green Star Technical Manager.'

5 - Assessment

5.1 The Assessment Panel will review the digital submission prior to assessment date. On the date of the assessment, recommendations will be made within the relevant Excel tool. The assessment panel will provide one of the following responses for each credit claimed:

- a) 'Point(s) awarded' - credit criteria achieved
- b) 'Point(s) to be confirmed' - Credit Criteria not achieved, more information required
- c) 'Point(s) to be confirmed' - Credit Criteria not achieved, information supplied is incorrect, suggestions
- d) 'Point(s) not awarded' - Credit Criteria not achieved, explanation provided

5.2 The GBCA will forward the results of assessment to the project Contact within six weeks of receiving the submission.

5.3 Each project has only one opportunity for resubmission, which may include:

- a) Additional/revised documentation to demonstrate fulfilment of Credit Criteria
- b) Alteration to project design that results in meeting Credit Criteria
- c) Credit Interpretation Requests (see website for details)

5.4 The project Contact must confirm the timing of the resubmission with a GBCA Technical Manager. Assessment of the resubmission will follow the procedures outlined above.

5.5 The GBCA will forward the assessment results within four weeks of the receipt of the Round 2 submission.

6 - PILOT Results

6.1 If the assessment validated the project's achievement of the score of 45 or above, the GBCA will award a PILOT Rating and notify the Applicant via and award letter.

6.2 The PILOT Certified rating may be promoted as long as clear reference to the PILOT status of the rating is made.

APPENDIX A

Documentation Guidelines for New Credits

Management

Man-5 'Building Users' Guide'

The following documentation is suggested, at a minimum, to demonstrate compliance for the Tenant Fitout Guide:

- A Copy of the Tenant Fitout Guide to include the following:
 - Energy Efficiency – information on energy-efficiency potential of the base building and suggested strategies for maximising the tenancy's energy performance, such as information on ventilation, electric lighting levels and power density, and details on how to read, record and present meter readings
 - Occupant Comfort – recommendations on effectively achieving thermal comfort and occupant comfort control, desired noise levels (with implications for material specifications), and for utilising natural light and controlling glare from natural or electric light
 - Indoor Pollutants – recommendations on minimising VOCs, formaldehyde and mould within the tenancy
 - Water – recommendations on how to minimise potable water consumption from amenity use, maintenance/cleaning and refit works
 - Waste Policy – recommendations on minimising and recycling waste generated by tenancy churn/refit
 - Specification Guidelines – recommendations on specifying, wherever appropriate, previously used, durable, modular and easily refurbished materials, and materials with product stewardship commitments from manufacturers, as well as minimising the overall amount of materials going into the tenancy
 - References and Further Information – websites, publications and professional that can aid the tenancy if meeting the above recommendations

If a Building Management System is installed in the shopping centre, both the Building Users' Guide and the Tenant Fitout Guide must make clear reference to it.

OR

- A copy of a contract between the building owner (or owner's representative) and the relevant member(s) of the design team that demonstrates the Tenant Fitout Guide (to include all of the above) is included in that design team member's commission.

Man-8 'Waste Management – Operations Plan'

The following documentation is suggested, at a minimum, to demonstrate compliance:

- The Waste and Recycling Management Plan to address both the owner and the tenants, and to either set explicit annual waste reduction targets for reduction in the amount (by weight) of the shopping centre's overall operational waste, or to provide a plan to audit the operational waste stream for setting such targets. The Waste and Recycling Management Plan must describe, at a minimum:
 - Collection areas for tenants and customers;
 - Waste and recycling streams segregated within the shopping centre;
 - Transfer of material to common storage area (amenity and access);
 - Communal storage areas (access, amenity, and pollution prevention);
 - Frequency of collection;
 - Guidelines for tenant packaging;
 - Signage and educational initiatives geared towards tenants and customers; and
 - Monitoring and reporting requirements, minimum quarterly.
- A copy of the section of the generic tenancy lease agreement that stipulates that the tenant is required to adhere to the relevant provisions of the Waste and Recycling Management Plan; and
- If the facilities manager and the owner are not the same party, a copy of the section of the contract conditions between them that stipulates that the facilities manager is required to adhere to the relevant provisions of the Waste and Recycling Management Plan; if the

facilities manager and the owner are the same party, a signed commitment to adhere to the relevant provisions of the Plan.

Man-9 'Building Management Systems'

The following documentation is suggested, at a minimum, to demonstrate compliance:

- An extract from the controls specification clearly demonstrating that the BMS will, at a minimum: monitor energy from all sub-meters, control (on/off and temperature set points) air conditioning, control (on/off and dim) lighting, sequence load shedding (if applicable) and allow maintenance sub-contractors to schedule and record maintenance activities;
- A points list detailing each of the points monitored or controlled; and
- A signed commitment from the facilities manager to monitor energy consumption and alarms on the BMS and to provide tenants with quarterly reports showing the energy consumption from each sub-meter.

Energy

Ene-1 'Energy Improvement'

The following documentation is suggested, at a minimum, to demonstrate compliance:

- A copy of the completed Energy Calculator;
- An energy modelling report describing the modelling process for the base building in accordance with the modelling protocol (now known as the Energy Calculator Guide); and
- Extracts from the design brief and specification(s) and design drawings to clearly demonstrate that all modelling data used in the energy simulations reflects the current design.

Note: The 'Energy Calculator Guide' has already been distributed to the sponsors who contributed to the development of the Energy Calculator. It will also be available on the GBCA website.

Ene-5 'Car Park Ventilation'

The following documentation is suggested, at a minimum, to demonstrate compliance:

- A summary document clearly demonstrating that the claimed area of the car park meets the Credit Criteria; and
- The documentation stipulated for the relevant mode of car park ventilation.

Mechanically Ventilated Car Park

- A copy of the section of the mechanical specification clearly describing the operation of the mechanical system, including the passive supply and/or exhaust; and
- Drawings clearly illustrating the proposed location of the passive supply or exhaust provisions;

Naturally Ventilated Car Park

- A copy of scale architectural section and elevation drawings for each naturally ventilated space showing openings and ventilation inlets and outlets;

AND one of the following:

- A sheet listing the opening sizes and floor area for each naturally ventilated space demonstrating that the deemed-to-comply requirements of AS 1668.2-2002 are met;

OR

- Copies of all empirical calculations to be submitted to the local authorities to demonstrate compliance with AS 1668.2-2002;

OR

- A copy of the computer modelling report to be submitted to the local authorities which demonstrates that the design meets the intent of AS 1668.2-2002.

For the additional point, the following documentation is suggested, at a minimum, to demonstrate compliance:

- A copy of the section of the mechanical specification clearly describing the operation of the mechanical system and stating that the car park mechanical ventilation fans include variable-speed drives controlled by carbon monoxide monitoring;
- A short report describing the mechanical ventilation system in place and details of how the Credit Criteria is achieved; and
- Drawings or schematics of the design showing the proposed location of CO2 sensors.

Transport

Tra-5

The following documentation is suggested, at a minimum, to demonstrate compliance:

- A copy of the site plan, to scale, in context of the surrounding area showing the location of residential developments and the dedicated pedestrian connections;
- Drawings or appropriate documentation of the dedicated pedestrian connections; and
- Evidence of residential development density from the local council or equivalent.

Materials

Mat-9 'Recycled-Content Products & Materials'

The following documentation is suggested, at a minimum, to demonstrate compliance:

- A copy of a documented schedule of all uses of recycled-content products and materials in the project;
- A copy of each section in the specification where the recycled-content products and materials are described with recycled content value clearly stipulated;
- A copy of an extract from issued contract that includes the project's total value; and
- A calculations summary sheet nominating the percentage value of the recycled-content products and materials within the project contract value.

Mat-10 'Reused Products & Materials'

The following documentation is suggested, at a minimum, to demonstrate compliance:

- A copy of a documented schedule of all uses of reused products and materials in the project;
- A copy of each section in the specification where the reused products and materials are described;
- A copy of an extract from issued contract that includes the project's total value; and
- A calculations summary sheet nominating the percentage value of the reused products and materials within the project contract value.

Mat-11 'Disassembly & Adaptability'

The following documentation is suggested, at a minimum, to demonstrate compliance:

- Details drawings of connections to demonstrate that the claimed structural framing, roofing and façade cladding systems can be disassembled;
- Manufacturers' data sheets for pre-fabricated elements;
- Evidence that elements to be recovered are clearly marked to enable reuse:
 - For materials delivered to site, evidence that their inherent properties and date of manufacture; and
 - For materials fabricated on site, a copy of an extract from the contract conditions between the contractor and either the developer or the owner that stipulates that the contractor is required to mark those materials with their inherent properties and date of fabrication.
- A comprehensive Disassembly Plan to include a calculations summary sheet that illustrates that the claimed percentage of the structural framing, roofing and façade cladding systems can be recovered, and to detail how they should be recovered (indicative of order of disassembly).

Where the points are claimed or the credit is claimed as 'Not Applicable', the following documentation is required to demonstrate the percentage of the total contract value that the structural framing, roofing and façade cladding systems represent:

- A copy of an extract from issued contract that includes the project's total value; and
- A copy of a statement from a quantity surveyor estimating the total cost of structural framing, roofing and façade cladding systems (including existing elements if part of refurbishment) as a proportion of the project's total contract value.