



# **Green Star - Communities**

## **GOV-1 Accredited Professional**

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SUPPORT GUIDE

## Introduction

It is widely accepted that early consideration of sustainability issues during the planning process helps to maintain opportunities throughout the subsequent phases of the development.

The Gov-1 credit within the Governance category of the Green Star – Communities PILOT rating tool seeks to promote the early consideration of sustainability within the project planning stages, and throughout the life of the project through the active involvement of a Green Star – Communities Accredited Professional (GSAP - Communities).

This is achieved within the Gov-1 credit where a GSAP – Communities has been appointed to the project from concept planning to construction completion, participating in the project and undertaking the following:

- Provides early and accurate advice to the project applicant about Green Star – Communities, including completing the Green Star – Communities Project Inception Checklist;
- Facilitates at least two Green Star – Communities Workshops; and
- Provides advice to the project applicant and the project team about the requirements of Green Star – Communities.

### PURPOSE OF THIS GUIDE

The purpose of this Guide is to provide information that enables a GSAP - Communities to fulfil their responsibilities under the Gov-1 credit within the Green Star - Communities PILOT rating tool.

The Guide provides information on:

- The Green Star - Communities Project Inception Checklist; and
- The Green Star - Communities Workshop requirements

It is understood that many Green Star - Communities projects participating in the PILOT program may have already progressed through Development Approval, or even commenced delivery. Projects in such situations are encouraged to submit a *Credit Interpretation Request* to demonstrate that the process undertaken to date is alternative yet equivalent to what is required in this credit. In cases where only some of the requirements have been met, partial points may be considered.

## Project Inception Checklist

The purpose of the Project Inception Checklist is to ensure that project teams embed the principles of the Green Star - Communities National Framework (the Framework) and/or the Green Star – Communities PILOT rating tool (the Rating Tool) into the early project planning activities.

The stage, at which a project team decides to apply the Rating Tool and/or register the project for certification, and thus apply this guide, will differ from project to project. This will determine which of the above documents (Framework and/or Rating Tool) is used as the basis for the Project Inception Checklist. Below are two examples.

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### Example 1

The project is at the conceptual stage of planning a large greenfield masterplanned community, which intends to register their project in the future and seek certification under the Rating Tool. In this circumstance the project may be very conceptual, with some objectives identified and early yield or feasibility analysis underway. Detailed planning may be six to twelve months away, however early decisions are being made regarding potential land use mix, location of transit/utility corridors, conservation/open space and the consideration of certain consumer markets to be targeted.

At this early concept phase the project may wish to use the principles within the National Framework as the basis for their Project Inception Checklist. The principles may be more valuable at this stage as the detail required to enable an appraisal of the likely credits to be targeted will not yet be available. If they do not have one the project should be seeking a GSAP - Communities to ensure that they are appointed from concept planning to construction completion as required.

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### Example 2

The project is at the detailed planning and design stage of a brownfield redevelopment and two years of site analysis and feasibility assessment have already been undertaken. In this circumstance the project has recently registered for certification under the Green Star - Communities rating tool and the GSAP - Communities has been involved since the time of concept planning and has been participating in the project team activities. At this phase of the project, the Rating Tool is to be used as the basis for the Project Inception Checklist.

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Regardless of which scenario is relevant to your project, the Green Star – Communities Project Inception Checklist is to be structured similarly. The structure of the checklist is outlined below with examples provided.

### Example 1 – Checklist using National Framework

Sustainability Principles	Potential Strategies	Actions	Responsibility
Enhanced Liveability	<ul style="list-style-type: none"> <li>Mixed use zoning throughout most precincts</li> <li>Significant open space connecting conservation park with western national park</li> </ul>	<ul style="list-style-type: none"> <li>Work with Council to promote mixed use outcomes in Local Area Plans</li> </ul>	<ul style="list-style-type: none"> <li>Town/Urban Planner</li> </ul>
Economic Prosperity	<ul style="list-style-type: none"> <li>Regional town centre to be located within project</li> <li>Mid Central University campus to be accommodated</li> <li>Primary to Year 12 schooling</li> <li>Business and innovation park</li> </ul>		

### Example 2 – Checklist using Rating Tool

Category / Credits	Implementation (Yes/No/Maybe)	Actions	Responsibility
<b>Governance</b>			
GOV-1	Yes	<ul style="list-style-type: none"> <li>Ensure project team is aware of GSAP - Communities role and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>Project GSAP - Communities</li> </ul>
GOV-2	Yes	<ul style="list-style-type: none"> <li>Establish GRI project level reporting framework and implement</li> </ul>	<ul style="list-style-type: none"> <li>Corporate sustainability consultant/ COO / Applicants Quality Manager</li> </ul>

The Project Inception Checklist must be signed by both the project applicant and the GSAP – Communities; the date of signing must also be highlighted on the checklist. The Project Inception Checklist must be completed and signed prior to the undertaking of the first Green Star – Communities Workshop.

Please use the guidance contained within this document to create your Green Star – Communities Project Inception Checklist. Please submit your proposed checklist structure/template as a CIR for comment and approval.

## Green Star – Communities Workshops Guide

The purpose of the Green Star – Communities Workshops is to ensure the project team has a clear strategy for embedding the requirements of the Rating Tool within the project planning and design. Where a clear strategy is developed early in the project's planning, and a commitment is made to seek certification, the higher the likelihood of a successful outcome.

At least two Green Star – Communities Workshops should be undertaken in accordance with the below requirements:

### GREEN STAR – COMMUNITIES WORKSHOP 1

**Timing:**

As early as possible in the planning phase of the project, but not after a development application has been lodged or project approval /consent given.

This workshop is informed by the work already done completing the Project Inception Checklist. The key outcome of the workshop is the Green Star - Communities Strategy which should outline the project team's path to Certification.

**Workshop objectives / content:**

- Articulation of projects sustainability goals, and how Green Star – Communities relates to those goals
- Identification of credits to be targeted
- Allocation of responsibility for credit achievement and documentation
- Identification of monitoring and reporting processes required to target some Green Star – Communities credits
- Confirmation of project program and documentation requirements associated.

**Workshop output / outcomes:**

- Green Star – Communities Strategy
- Project team aware of credits to be targeted within Green Star – Communities rating tool
- Project team clear on each other roles and responsibilities with respect to Green Star – Communities.

### GREEN STAR – COMMUNITIES WORKSHOP 2

**Timing:**

At any time after the first Green Star – Communities Workshop and before the Round 1 Green Star – Communities submission is lodged with the GBCA.

**Workshop objectives / content:**

- Confirmation of credits targeted and progress towards achieving them
- Confirmation that documentation is in a format compliant with the Green Star – Communities PILOT rating tool Submission Guideline.

**Workshop output / outcomes:**

- Final actions required for the Green Star – Communities Round 1 submission