



Green Star Design & As Built

Substitution of Credits from Green Star – Design & As Built into Legacy Rating Tool Projects

Updated: 6th July 2015

This document outlines the process required for project teams to substitute credits from *Green Star – Design & As Built* into their project registered under any ‘Legacy’ Green Star building rating tool.

The Green Building Council of Australia (GBCA) developed the *Green Star – Design & As Built* rating tool according to extensive industry feedback and was released for use in October, 2014. That rating tool’s development focused on making achieving a Green Star rating more flexible and easier to use whilst maintaining the robustness of Green Star. The *Green Star – Design & As Built* sets the tone for the future of all buildings to achieve a Green Star rating (except BCA Class 7a and 10 buildings).

The GBCA has determined that projects previously registered under any ‘Legacy’ Green Star building rating tool should also take advantage of the improved *Green Star – Design & As Built* rating tool. In line with this, project teams may substitute credits from the *Green Star – Design & As Built* rating tool into their project registered under any ‘Legacy’ Green Star building rating tool.

The credit substitution process can also be applied to projects registered under *Green Star – Office Interiors v1.1* aiming to substitute credits from the newer rating tool used to rate interior fitout projects, *Green Star – Interiors v1*, released in December, 2014. The instructions outlined in this document apply equally to the substitution of credits from *Green Star – Interiors v1*, even though all references made in this document are to *Green Star – Design & As Built*.

What are ‘Legacy’ Rating Tools?

‘Legacy’ rating tools are previous Green Star rating tools for design and construction which are being superseded by *Green Star – Design & As Built*. Projects registered under a Legacy rating tool can transition to *Green Star – Design & As Built* at any time. No new registrations will be accepted for Legacy rating tools after 1st January, 2016.

The following is a list of Legacy Green Star building rating tools:

- Green Star – Education v1
- Green Star – Healthcare v1
- Green Star – Industrial v1
- Green Star – Multi Unit Residential v1
- Green Star – Office v3
- Green Star – Retail Centre v1
- Green Star – Public Building v1

The Legacy rating tool related to *Green Star – Interiors v1* is *Green Star – Office Interiors v1.1*.

Credit Substitution in Four Steps

The four steps required to substitute credits, outlined in this document, are listed below:

1. **Identify credits for substitution.**
2. **Review documentation requirements.**
3. **Submit your request.**
4. **GBCA approval.**

Substitution of Credits

Original issue: May 2015

1. Identify Credits for Substitution

Review the '[Credit Substitution – Credit Matrix](#)' Excel document available on the GBCA website to determine which *Green Star – Design & As Built* credits will be beneficial to substitute into your project.

The sustainability topics covered in *Green Star – Design & As Built* credits are often grouped in different ways to the Legacy rating tools, so it may be the case that several credits are replaced by one *Green Star – Design & As Built* credit and vice versa. Please refer to the '[Credit Substitution – Credit Matrix](#)' for a full match-up of credit substitutions.

Important notes:

- Points will always be scaled to suit the number of points available for the credit being substituted in the Legacy rating tool under which the project is registered.
- Where a *Green Star – Design & As Built* credit addresses a sustainability topic outside of the scope of a Legacy rating tool, this credit can be substituted and claimed within a project's Innovation category.

Example: In the following example, a project which is registered under *Green Star – Office v3* elects to substitute the 'Man-6 Environmental Management' credit (two points) with the *Green Star – Design & As Built* 'Construction Environmental Management' credit (one point; which includes criterion 7.0 'Environmental Management Plan' and 7.1 'Formalised Environmental Management System'). Where full points are achieved for the *Green Star – Design & As Built* credit (one point), this will be scaled to suit the number of points available under the associated credit in the Legacy rating tool (two points).

Green Star - Office v3			Green Star - Design & As Built	
Code	Credit Name	Points	Code	Criterion Name
Management				
Man-1	Green Star Accredited Professional	2	1.1	Accredited Professional
Man-2	Commissioning Clauses	2	2.0	Environmental Performance Targets
			2.1	Services and Maintainability Review
			2.2	Building Commissioning
			4.1	Building Operations and Maintenance Information
Man-3	Building Tuning	2	2.3	Building Systems Tuning
Man-4	Independent Commissioning Agent	1	2.4	Independent Commissioning Agent
Man-5	Building Users' Guide	1	4.2	Building User Information
Man-6	Environmental Management	2	7.0	Environmental Management Plan
			7.1	Formalised Environmental Management System
Man-7	Waste Management	2	22.1	Reduction of Construction and Demolition Waste

2. Review Documentation Requirements

Review the documentation requirements in the *Green Star – Design & As Built* credit to ensure that the project team can provide this documentation. When submitting documentation, project teams shall include the Submission Template and the suggested documentation to support the claims made in the Submission Template.

Design Rating Submission

The 'Design Review' documentation requirements for *Green Star – Design & As Built* credits are generally less defined than in Legacy rating tools. This has been a considered decision in the rating tool's development to allow project teams to have greater flexibility in determining the supporting documentation submitted for assessment. This also reflects the change in the rating tool where a 'Design Review' can be achieved earlier in the project's design phase compared to a Design rating in any Legacy rating tool.

When a project team substitutes a *Green Star – Design & As Built* credit for their Legacy Design rating project, amendments to the documentation requirements will need to be proposed by the project team and agreed to by the GBCA.

The GBCA expects that the project team shall put forward equivalent design documents to those listed under the Documentation Requirements for the subject *Green Star – Design & As Built* credit. These documents are required to be at 'Tender Issue' or later stage. Where the Documentation Requirements lists evidence that occurs at practical completion, the project team will need to consider what alternative documentation can be provided at design stage that demonstrates that the project achieves the credit requirements.

Project teams can also refer to the Design rating documentation requirements for the Legacy rating tool under which their project is registered to determine the suitable documentation.

Example: *In the following example, a project team has substituted the 'Construction Environmental Management' credit into their project, however there are no documentation requirements stated for this credit's 'Design Review' submission. Accordingly, the project team refers to the Design rating Documentation Requirements in the Legacy rating tool as well as the Documentation Requirements in Green Star – Design & As Built to determine the alternative documentation to be submitted.*

Green Star – Design & As Built

DOCUMENTATION REQUIREMENTS

'DESIGN REVIEW' SUBMISSION (OPTIONAL)
Project teams should submit the documentation marked with an asterisk* for 'Design Review'.

AS BUILT SUBMISSION
All project teams shall submit the following documentation:

Submission Template*:

- Description of Environmental Management Plan scope.
- Compliance matrix showing how the requirements of the NSW Environmental Management System Guidelines are fulfilled.

Supporting Documents
Project teams shall provide documentation supporting credit compliance. The following documents may be used to demonstrate compliance:

- **Environmental Management Plan (EMP)**, clearly demonstrating compliance with the requirements of the NSW Environmental Management System Guidelines.
- **Confirmation of subcontractor adherence to the EMP requirements** (for any subcontractors relevant to the project adhered to the EMP provisions at the time of construction works. This may be through a confirmation from the Principal/Head Contractor, or through a policy document stating the process undertaken to ensure compliance.
- **Contractor Formalised Management System for Auditing** External Auditor's report confirming formalised management system was in place and operational at the time of construction works.
- **Contractor ISO 14001 certificate** showing the date of issue prior to the commencement of construction works.

Green Star – Office v3

Man-6 Environmental Management

GREEN STAR – OFFICE DESIGN V3 SUBMISSION

Submit all the evidence and ensure it readily confirms compliance.

Where the first point is claimed:

Short report

Environmental Management Plan

Where the second point is claimed:

Contractor ISO14001 certificate

Confirmation of subcontractor adherence to ISO14001 requirements

Evidence for Green Star – Office Design v3 Assessment

Short report prepared by a relevant project team member that correlates the provisions of the EMP with the NSW Environmental Management System guidelines 1998 or 2007.

Environmental Management Plan
Comprehensive, project-specific EMP, clearly demonstrating compliance with the requirements of Section 4 of the NSW Environmental Management System guidelines 1998 or 2007.

Contractor ISO14001 certificate that is current and valid, demonstrating that an appropriate EMS is operating within that organisation.

Confirmation of subcontractor adherence to ISO14001 requirements
Letter of confirmation from the contractor stating that any subcontractors relevant to the project will adhere to applicable ISO14001 requirements.

As Built Rating Submission

The project team shall provide the relevant Submission Template and the supporting documentation under the Documentation Requirements in the *Green Star – Design & As Built* Submission Guidelines to support the projects claims made in the Submission Template.

3. Submit your Request

In order to formalize your request to use a *Green Star – Design & As Built* credit in your project, you must submit a Credit Interpretation Request (CIR) through your [GBCA Project Manager portal](#). This CIR will be processed as free-of-charge.

Once you've navigated to 'submit a new query', select:

1. The CIR option.
2. The relevant project.
3. The category that the credit substitution is to take place in.
4. The option 'general query regarding the category'.

Submit a query

[Return to Green Star project manager](#)

1 Select Query Type

Credit Interpretation Request (CIR)
If the project team is unable to meet the standard guidelines as outlined in the Aim of Credit Request ([read more about CIRs](#)), a CIR may propose one of the two following options that the Aim of Credit is met.

Technical Clarification
Technical Clarifications complement Green Star Technical Manuals, they do not amend the requirements outlined in the Technical Manual. If the project team needs to extend or further clarify a Green Star requirement.

Eligibility Query
It is the responsibility of each project team to ensure compliance with the current Green Star requirements. If the project team is still unsure of the project's eligibility, they can request an eligibility query.

Innovation Challenge
'Innovation Challenges' are a new initiative that will help encourage and direct innovation. Innovation Challenges will take the form of new credits, while others will simply identify areas for improvement. Visit [Green Star Innovation Challenges](#).

2 Choose Project

GS-923F The Fake Green Star Memorial Wing (Green Star - Fake PILOT)

Not related to a project / Planned project

3 Tool / Category Information
Which Green Star Rating Tool does your query relate to?
Green Star - Fake PILOT

4 Which Category is the query regarding?
Management

Which Credit is the query regarding?
 General query regarding the category
No credits were found for this tool and category.

On the next page of your CIR submission, answer the questions as follows:

'What precludes the project from meeting the credit criteria?'

State which *Green Star – Design & As Built* credit is intended to be used for the project and which credit from the Legacy rating tool will be replaced.

'What alternative yet equivalent documentation / design is suggested?'

List the documentation that is intended to be submitted to demonstrate compliance with the *Green Star – Design & As Built* credit. This is particularly important where project teams are substituting credit in a Design rating submission.

See Step 2 for additional information.

'How does the alternative form of documentation / design meet the Aim of the Credit?'

No text required.

Example: In the following example, the project team has completed the CIR requesting a credit substitution.

The screenshot displays the 'Green Star Project Manager' web interface. At the top, there is a navigation bar with 'Return to Project Manager Home' on the right and 'Return to Green Star project manager' on the left. The main heading is 'Credit Interpretation Request'. Below this, the form contains the following sections:

- Query Information:** Query Number: 35146; Project: GS-923F The Fake Green Star Memorial Wing; Tool: Green Star - Fake; Category: Management. A note states: 'If you don't require this query any more, you can delete it.'
- Upload supporting documentation:** Includes a 'Browse...' button and an 'Upload' button. A message below reads: 'Files must be under 50MB' and 'No files have been uploaded.'
- Questions:** A yellow highlighted box contains the text: 'Questions? Please contact your Case Manager or call the GBCA on (02) 8239 6200 and ask to speak to a member of the Green Star Certification Team.'
- What precludes the project from meeting the Credit Criteria?:** A text area containing: 'Substitution of 'Man-6 Environmental Management' with the 'Construction Environmental Management' credit.'
- What alternative yet equivalent documentation / design is suggested?:** A text area containing: 'The documentation requirements for the Green Star - Office v3 Design rating submission will be used. The following documents will be submitted:
 - Submission Template
 - Environmental Management Plan
 - Contractor ISO14001 certificate
 - Confirmation of subcontractor adherence to ISO14001 requirements
- How does the alternative form of documentation / design meet the Aim of the Credit?:** A text area containing: 'N/A'

At the bottom of the form, there are two buttons: 'Save' and 'Save & Submit'.

4. GBCA Approval

The GBCA will review your request and a CIR response will be provided within 10 working days. The response will state whether your request to use *Green Star – Design & As Built* credit has been approved or otherwise. The response will also provide guidance on any additional documentation requirements.

Please include a copy of this CIR response with your credit submission.

If you have any queries about the credit substitution process, please contact your project's Case Manager.