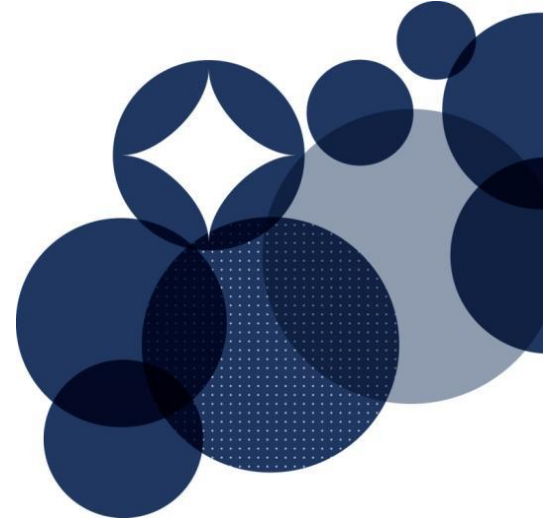




Green Star Design & As Built

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

May 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 (except BCA Class 7a and 10 buildings) to achieve a Green Star rating.

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‘Legacy’ rating tools are previous Green Star rating tools for design and construction which are being superseded by *Green Star – Design & As Built*.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 October, 2015.

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 Five Steps

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

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

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			1.1	Accredited Professional
Man-1	Green Star Accredited Professional	2	2.0	Environmental Performance Targets
Man-2	Commissioning Clauses	2	2.1	Services and Maintainability Review
Man-3	Building Tuning	2	2.2	Building Commissioning
Man-4	Independent Commissioning Agent	1	4.1	Building Operations and Maintenance Information
Man-5	Building Users' Guide	1	2.3	Building Systems Tuning
Man-6	Environmental Management	2	2.4	Independent Commissioning Agent
Man-7	Waste Management	2	4.2	Building User Information
			7.0	Environmental Management Plan
			7.1	Formalised Environmental Management System
			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.

Substitution of Credits

Date issued: May 2015

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 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 provide equivalent design documents to those listed under the documentation requirements for an As Built rating submission. These documents are required to be at 'Tender Issue' or later stage. Where the As Built rating 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 or criterion's requirements.

Project teams can also refer to the Design rating documentation requirements for the Legacy rating tool under which it is registered to determine any alternative 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 As Built rating documentation requirements in *Green Star – Design & As Built* as well as the Design rating documentation requirements in the Legacy rating tool to determine the alternative documentation to be submitted. See Step 4 for additional information.

Green Star – Design & As Built Documentation Requirements

Green Star – Design & As Built v1 07 Construction Environmental Management

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** that 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 Documentation Requirements

GREEN STAR – OFFICE V3 2008 TECHNICAL MANUAL

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 suggested documentation listed for an As Built rating submission to support the claims made in the Submission Template.

3. Lodge 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](#)

Select Query Type

☒ **Credit Interpretation Request (CIR)**
If the project team is unable to meet the standard guidelines as outlined in the Aim 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 extends or further clarifies a Green Star requirement.

☐ **Eligibility Query**
It is the responsibility of each project team to ensure compliance with the current 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 [Green Star Innovation Challenges](#).

Choose Project

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

☐ Not related to a project / Planned project

Tool / Category Information

Which Green Star Rating Tool does your query relate to?
Green Star - Fake PILOT

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.

4. Submit your Request

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.

Substitution of Credits

Date issued: May 2015

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

The screenshot shows the 'Green Star Project Manager' interface for a 'Credit Interpretation Request'. The form includes the following sections:

- Header:** 'Green Star Project Manager' logo and a 'Return to Project Manager Home' link.
- Navigation:** A link to 'Return to Green Star project manager'.
- Query Information:**
 - Query Number: 35146
 - Project: GS-923F The Fake Green Star Memorial Wing
 - Tool: Green Star - Fake
 - Category: Management
 - A note: 'If you don't require this query any more, you can delete it.'
- Documentation Upload:**
 - Section: 'Upload supporting documentation'
 - Buttons: 'Browse...' and 'Upload'
 - Text: 'Files must be under 50MB'
 - Status: 'No files have been uploaded.'
- Help/Contact:** A yellow box with 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.'
- Criteria and Alternatives:**
 - Section: 'What precludes the project from meeting the Credit Criteria?'
 - Text: 'Substitution of 'Man-6 Environmental Management' with the 'Construction Environmental Management' credit.'
 - Section: 'What alternative yet equivalent documentation / design is suggested?'
 - Text: 'The documentation requirements for the Green Star - Office v3 Design rating submission will be used. The following documents will be submitted:'
 - List:
 - Submission Template
 - Environmental Management Plan
 - Contractor ISO14001 certificate
 - Confirmation of subcontractor adherence to ISO14001 requirements
 - Section: 'How does the alternative form of documentation / design meet the Aim of the Credit?'
 - Text: 'N/A'
- Actions:** 'Save' and 'Save & Submit' buttons at the bottom right.

5. 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 you credit submission.

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