



Recertification

How does Recertification Work? FAQs

July 2016

This document is relevant to the Green Star – Communities and Green Star – Performance rating tools.

Document Information

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This document is updated regularly. It can be found at www.gbca.org.au

Change Log

Release	Date	Description of changes
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Introduction

Green Star – Communities and Green Star – Performance projects are required to undergo recertification in order to retain their certified rating. A Green Star – Performance certified rating is valid for 3 years 3 months and a Green Star – Communities certified rating is valid for 5 years.

This document was developed to answer what are considered to be the most frequently asked questions there are about the recertification process. That being said, the GBCA recognise that every project is different, so if you can't find the answer to your question in this document please do not hesitate to contact us.

Green Star – Communities

Q: What is Recertification?

'Recertification' is the term used for any certification that takes place after the 'Initial Certification' of a project.

A Green Star – Communities certified rating is valid for 5 years from the date a project receives the certified rating. To maintain a certified rating a project is required to complete the Recertification process before the expiry of their current rating.

As such, Recertification occurs every 5 years until the plan for development that is the subject of the certified rating is fully built out. Projects are required to maintain the rating to demonstrate the ongoing delivery of the vision for the project site as detailed in the plan for development.

Q: How much does it cost to Recertify a project?

Please contact the Green Star Team to discuss the cost of your recertification.

Q: How do I register my project for Recertification?

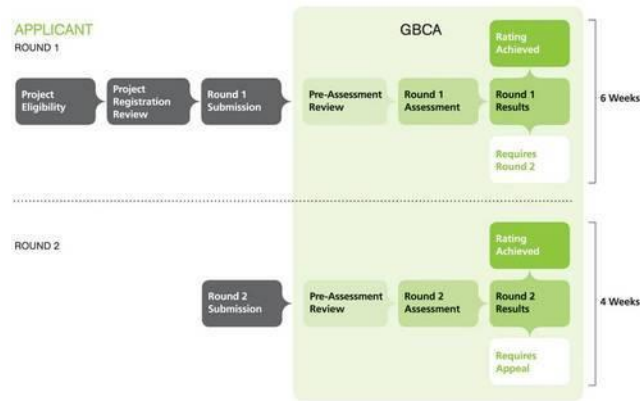
Registration is the same for all certifications (Initial Certification and Recertification). All projects are registered through the Green Star Project Manager on the GBCA's website.

However, please note that the Green Star Project Manager is not yet set up to receive Recertification registrations. As part of this year's work program for Green Star – Communities the Green Star Project Manager on the GBCA website will be updated to incorporate this function, Instructions will be provided to all project teams when this update has been completed.

Q: When should I register for Recertification?

A project can register for Recertification at any point within the period that the certified rating is valid (5 years).

It should however be noted that projects are required to be recertified **before** their current certified rating expires. As such, a projects Round 1 submission for Recertification should be received by the GBCA no less than 4 months before the current certified rating expires. The diagram below indicates the time frames for the assessment process.



Q: When I register for Recertification do I have to register under the most up to date version of the rating tool?

Green Star – Communities projects continue to recertify under the rating tool under which they registered their initial certification unless they specifically choose to upgrade to the most up to date version. If a project decides to upgrade to the most up to date version of the rating tool they must do so totally and will no longer have access to credits or content from the rating tool under which they were registered and achieved their initial certification or any other versions preceding the most up to date of the rating tool to which they are upgrading.

Projects, no matter what version they are registered under, are always allowed to use the most up to date version of individual credits.

Q: When a project upgrades to the most up to date version of the rating tool. How does this impact the Recertification?

When a project upgrades to the most up to date version of the rating tool what is required for Recertification will depend on whether a credit has changed between versions. The GBCA is working on a matrix that will identify what is required for each credit in the rating tool at recertification should a project seek to upgrade. Access to this information will be provided to all project teams as soon as it is complete.

In the meantime below are some examples of the ways in which credits may have changed between versions of the rating tool and what would be anticipated at Recertification when upgrading to the most up to date version of the rating tool:

Minor Revisions	General formatting – introduction of numbering, dot points, tabulated information, updated options for documenting the credit, additional guidance and information on the credit topic.	The project can state that they are using the most up to date version of the credit and simply refer to the Compliance Requirements and Documentation Requirements for Recertification as detailed in the Submission Guidelines.
New Pathway	A new pathway for demonstrating compliance has been added to a credit.	If the project chooses to target a new pathway available for demonstrating compliance with a credit they will be required to submit the credit in full at Recertification in accordance with the Compliance Requirements and Documentation Requirements for Initial Certification for the new pathway as detailed in the submission Guidelines.
Revised Benchmark	The benchmark in the credit or credit criterion has been revised to reflect a change in what is identified by industry as being best practice.	If the benchmark for the credit or a credit criterion has been revised the project will be required to submit the credit in full at Recertification in accordance with the Compliance Requirements and Documentation Requirements for Initial Certification as detailed in the submission Guidelines.
Credit or credit criterion is no longer in the rating tool.	The credit or credit criterion no longer forms part of the rating tool. The most common reason being it is no longer considered to be best practice.	The Green Star rating system recognizes market leaders and as such only recognizes best practice and beyond. When a credit or criterion no longer form part of the rating tool it can no longer be targeted as part of the projects Green Star certified rating.

Q: How do I know what to submit for Recertification?

GBCA is working to incorporate into each credit in the Submission Guidelines, specific ‘Recertification’ Compliance Requirements and Documentation Requirements. The publication of the Submission Guidelines, with this additional information, is the main focus of this year’s minor release for the Green Star – Communities (Aug 2016) rating tool.

There are two main circumstances that will dictate what is required for a Recertification submission.

1. Phase of Delivery: Due to the timeframes involved in the delivery of Green Star – Communities projects a number of credits have Documentation Requirements which relate to the stage of the project’s delivery. i.e. Prior to Construction/ After Construction or Prior to the Occupation of any Habitable Building/After the Occupation of and Habitable Building. In these examples the project team are required to document the credit at recertification in line with the current stage of construction/ occupation.

2. Type of Credit: Below is an indication of what you may expect for recertification in a credit based on the type of credit – Process/Outcome.

<p>Process</p>	<p>The project achieved one (1) point in the previous Certification and no changes have been made to the [policy/management plan/Strategy] since the previous Certification that would have an impact on the ‘x’.</p> <p><i>The project team would not be required to provide any further information for the Credit Criterion.</i></p> <hr/> <p>The project achieved one (1) point in the previous Certification and no changes have been made to the [policy/management plan/Strategy] since the previous Certification that would have an impact on the ‘x’. But the [policy/management plan] requires a review process.</p> <p><i>The project team would be required to demonstrate that the review process for the [policy/management plan] has been undertaken.</i></p> <hr/> <p>The project achieved one (1) point in the previous Certification and changes have been made to the [policy/management plan/Strategy] since the previous Certification that have had an impact on ‘x’.</p> <p><i>The project team would be required to provide information to demonstrate compliance for the Credit Criterion with the changes.</i></p> <hr/> <p>One (1) point was not targeted / awarded in the previous Certification.</p> <p><i>The project team would be required to demonstrate compliance for the Credit Criterion as detailed for Initial Certification.</i></p>
<p>Outcome</p>	<p>The project achieved one (1) point in the previous Certification and no changes have been made to the plan for development that would have an impact on the ‘x outcome’.</p> <p><i>The project team would not be required to provide any further information for the Credit Criterion.</i></p>

Q: Is there a Recertification scorecard?

There is only one scorecard for each rating tool and it is used for all certifications (Initial Certification and Recertification). Guidance on how to fill out the scorecard at Recertification is provided below.

Q: How do I fill out the scorecard to reflect the credit criteria awarded in the projects previous certification that do not need to be assessed at Recertification and those that are to be assessed?

For recertification, if a point was awarded in the previous certification and does not need to be assessed at Recertification it would be entered in the scorecard as detailed below:

The project team note the point(s) awarded in the previous certification in the ‘Points Targeted’ column and then select ‘Awarded – No Recertification’ from the drop down selections available in the ‘Assessment Outcome’ column [See highlighted items in the image below].

Green Star - Communities Scorecard

Project:	0
Targeted Rating:	

Core Points Available	Total Score Targeted
100	5.0

Total Points Awarded	Total Points TBC
5.0	0.0

CATEGORY / CREDIT	AIM OF THE CREDIT / SELECTION	CODE	CREDIT CRITERIA	POINTS AVAILABLE	POINTS TARGETED	PROJECT TEAM COMMENTS	POINTS AWARDED	POINTS TBC	OUTCOME
Liveability				25					
		9.0	Minimum Requirement - Footpaths	-	Complies		Complies		Awarded - No Recertification
Healthy and Active Living	To encourage and recognise projects that promote healthy and active living.	9.1	Active Lifestyle	2	2		2		Awarded - No Recertification
		9.2	Recreational Facilities	2	2		2		Awarded - No Recertification
		9.3	Healthy Places	1	1		1		Awarded - No Recertification
		10.0	Minimum Requirement - Community Development Plan	-					
		10.1	Community Development Officer	1					

Q How will awarded Innovation points be treated at Recertification?

Innovation will be reviewed at each certification of a project (Initial Certification and Recertification).

Q: How do I submit queries for my project registered for recertification?

The process for submitting queries for your registered project is the same for all certifications (Initial Certification and Recertification). For more details please refer to the [‘Project Support’ section of the Green Star – Communities home page](#) on the GBCA website.

Q: Are the queries submitted for the previous certification applicable to a projects Recertification?

Yes, No, Maybe! In some circumstances queries will be applicable and in others they will not be. The table below outlines if queries from a previous certification can automatically be applied to a Recertification.

Circumstance	CIR/TC Applicability
The project team is using a more up to date version of a credit and the aim/benchmark/approach to a Credit has changed between versions and as a result needs to be submitted at Recertification for assessment.	A query submitted to for the previous version of the credit may no longer be applicable. A query should be submitted to confirm the applicability of the original query response to the revised credit.
If the credit has not changed and the Submission Guidelines indicate that some form of submission is required for Recertification.	A query submitted for the previous certification of the credit is automatically applicable to that credit at Recertification.

Q: Does the GBCA offer project support between the Initial Certification and Recertification?

The GBCA provide project support for all projects with a valid certified rating and all projects registered for certification (Initial certification and Recertification).

Q: How is my submission for Recertification assessed?

The process of assessment for your registered project is the same for all certifications (Initial Certification and Recertification). The assessment is undertaken by an appropriately qualified independent third party Certified Assessor from the GBCA's Assessment Panel. For more details please refer to the ['Certification' section of the Green Star - Communities home page](#) on the GBCA website.

Green Star - Performance

Q: What is Recertification?

'Recertification' is the term used for the process of certification that takes place after the 'Initial Certification' of a project.

A Green Star – Performance certified rating is valid for 3 years and 90 days from the date a project receives the certified rating. To maintain a certified rating a project is required to complete the Recertification process before the expiry of their current rating.

Q: Where do the 12 month and 24 month audits for Green Star - Performance fit into the process of Recertification?

The 12 month and 24 month audits for Green Star – Performance are part of each certification (Initial Certification and Recertification). A project's submission for their 12 month and 24 month audit will be handled online through the Green Star Project Manager on the GBCA's website (Please see below the section '12 Month and 24 Month Audits' for advice on making these submissions.

Q: How much does it cost to Recertify a project?

Please contact the Green Star Team to discuss the cost of your recertification.

Q: How do I register my project for Recertification?

Registration is the same for all certifications (Initial Certification and Recertification). All projects are registered through the Green Star Project Manager on the GBCA's website.

However, please note that the Green Star Project Manager is not yet set up to receive Recertification registrations. As part of this year's work program for Green Star – Performance the Green Star Project Manager on the GBCA website will be updated to incorporate this function, Instructions will be provided to all project teams when this update has been completed.

Q: When should I register for Recertification?

A project can register for Recertification at any point within the period that the certified rating is valid (3 years and 90 days).

The GBCA encourage projects to register for recertification as soon as they have completed the 24 month audit for the previous certification.

Projects are required to be recertified **before** their current certified rating expires. The project team should consider the following and ensure they allow enough time for the project to be assessed before the current certified rating expires.

- a) **The timeframes for assessment:** When a project team is submitting their Round 1 for assessment there should be no more than 4 months remaining before the certified rating expires. The diagram to the right indicates the time frames for the assessment process.
- b) **The performance period for the Recertification:** The performance period is 12 consecutive months from which data will be drawn for Green Star – Performance certification. The beginning of the performance period can be no more than 12 months prior to registration.



Q: When I register for Recertification do I have to register under the most up to date version of the rating tool?

Projects are allowed to register for certification with the same version of the rating tool **twice** before they are required to upgrade and register under the most up to date version of the rating tool. This option has been built into the process of recertification to provide projects with 3-6 years of continuity while they consider how they can achieve the most up to date best practice processes and benchmarks.

Q: When a project upgrades to the most up to date version of the rating tool. How does this impact the Recertification?

When a project upgrades to the most up to date version of the rating tool what is required for Recertification will depend on whether a credit has changed between versions. The GBCA is working on a matrix that will identify what is required for each credit in the rating tool at recertification should a project seek to upgrade. Access to this information will be provided to all project teams as soon as it is complete.

In the meantime below are some examples of the ways in which credits may have changed between versions of the rating tool and what would be anticipated at Recertification when upgrading to the most up to date version of the rating tool:

Type of Change	Approach at Recertification	
Minor Revisions	General formatting – introduction of numbering, dot points, tabulated information, updated options for documenting the credit, additional guidance and information on the credit topic.	The project can state that they are using the most up to date version of the credit and simply refer to the Compliance Requirements and Documentation Requirements for Recertification as detailed in the Submission Guidelines.
New Pathway	A new pathway for demonstrating compliance has been added to a credit.	If the project chooses to target the new pathway available for demonstrating compliance with the credit they will be required to submit the credit in full at Recertification in accordance with the Compliance Requirements and Documentation Requirements for Initial Certification as detailed in the submission Guidelines.
Revised Benchmark	The benchmark in the credit or credit criterion has been revised to reflect a change in what is identified by industry as being best practice.	If the benchmark for the credit or a credit criterion has been revised the project will be required to submit the credit in full at Recertification in accordance with the Compliance Requirements and Documentation Requirements for Initial Certification as detailed in the submission Guidelines.
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Q: How do I know what to submit for Recertification?

GBCA is working to incorporate into each credit in the Submission Guidelines, specific 'Recertification' Compliance Requirements and Documentation Requirements. The publication of the Submission Guidelines, with this additional information, was the main focus of this year's minor release for the Green Star – Performance (April 2016) rating tool. Below is an indication of what you may expect to see in the options for selection in a credit's Recertification Submission Template based on the credit type – Data/Building/Action/Policy.

Data Where the focus of the credit criterion is data from the relevant performance period. The Compliance Requirements and Documentation Requirements for Recertification are the same as Initial Certification.

The project achieved one (1) point in the previous Certification and no changes have been made to the building since the previous Certification that would have an impact on the 'x'.

[The project team would not be required to provide any further information for the Credit Criterion.]

Building The project achieved one (1) point in the previous Certification and changes have been made to the building since the previous Certification that have had an impact on 'x'.

[The project team would be required to provide information to demonstrate compliance for the Credit Criterion with the changes.]

One (1) point was not targeted / awarded in the previous Certification.

[The project team would be required to demonstrate compliance for the Credit Criterion as detailed for Initial Certification.]

The project achieved one (1) point in the previous Certification and no changes have been made to the building since the previous Certification that would have an impact on the 'x'.

[The project team would not be required to provide any further information for the Credit Criterion.]

The project achieved one (1) point in the previous Certification and changes have been made to the building since the previous Certification that have had an impact on 'x'.

Action

[The project team would be required to provide information to demonstrate compliance for the Credit Criterion with the changes.]

One (1) point was not targeted / awarded in the previous Certification.

[The project team would be required to demonstrate compliance for the Credit Criterion as detailed for Initial Certification.]

The project achieved one (1) point in the previous Certification and no changes have been made to the [policy/management plan] since the previous Certification that would have an impact on the 'x'.

[The project team would not be required to provide any further information for the Credit Criterion.]

The project achieved one (1) point in the previous Certification and no changes have been made to the [policy/management plan] since the previous Certification that would have an impact on the 'x'. But the [policy/management plan] requires a review process.

[The project team would be required to demonstrate that the review process for the [policy/management plan] has been undertaken.]

Policy

The project achieved one (1) point in the previous Certification and changes have been made to the [policy/management plan] since the previous Certification that have had an impact on 'x'.

[The project team would be required to provide information to demonstrate compliance for the Credit Criterion with the changes.]

One (1) point was not targeted / awarded in the previous Certification.

[The project team would be required to demonstrate compliance for the Credit Criterion as detailed for Initial Certification.]

Q: Is there a Recertification scorecard?

There is only one scorecard for each rating tool and it is used for all certifications (Initial Certification and Recertification). Guidance on how to fill out the scorecard at Recertification is provided below.

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For recertification, if a point was awarded in the previous certification and does not need to be assessed at Recertification it would be entered in the scorecard as detailed below:

The project team note the point(s) awarded in the previous certification in the ‘Points Targeted’ column and then select ‘Awarded – No Recertification’ from the drop down selections available in the ‘Assessment Outcome’ column [See highlighted items in the image below].

Green Star - Performance

Project:		Core Points Available		Total Score Targeted		Total Points Awarded		Total Points TBC	
Targeted Rating:		100		1.0		1.0		0.0	
CREDIT	AIM OF THE CREDIT / PATHWAY SELECTION	CODE	TYPE	CREDIT CRITERIA	POINTS AVAILABLE	POINTS TARGETED	POINTS AWARDED	POINTS TBC	ASSESSMENT OUTCOME
Management									
Green Star Accredited Professional	To encourage and recognise the involvement of Green Star Accredited Professionals in the facilities management and operations of premises.	1.1	Action	GSAP - Performance	1				
Building Information	To recognise the provision of information describing a building's systems, operations and maintenance requirements and environmental targets for optimum holistic performance.	2.1	Action	Operation and Maintenance Information	1				
		2.2	Action	Occupant and User Information	1				
Metering and Monitoring	To recognise the operational practices which facilitate the effective ongoing monitoring of water and energy consumption.	3.1	Building	Metering	1	1	1		Awarded - No Recertification
		3.2	Action	Monitoring Systems	1				

Q How will awarded Innovation points be treated at Recertification?

Innovation claims are not automatically carried over at recertification. Innovation credit submissions are always be assessed as part of a Green Star – Performance project’s certification (Initial Certification and Recertification). This reflects the fact that any Innovation claims for Green Star – Performance should be relevant to the performance period that is the subject of the certification.

Q: How do I submit queries for my project registered for recertification?

The process for submitting queries for your registered project is the same for all certifications (Initial Certification and Recertification). For more details please refer to the [‘Project Support’ section of the Green Star – Performance home page](#) on the GBCA website.

Q: Are the queries submitted for the previous certification applicable to a projects Recertification?

Yes, No, Maybe! In some circumstances queries will be applicable and in others they will not be. The table below outlines if queries from a previous certification can automatically be applied to a Recertification.

Circumstance	CIR/TC Applicability
The project team is using a more up to date version of a credit and the aim/benchmark/approach to a Credit has changed between versions and as a result needs to be submitted at Recertification for assessment.	A query submitted to for the previous version of the credit may no longer be applicable. A query should be submitted to confirm the applicability of the original query response to the revised credit.
If the credit has not changed and the Submission Guidelines indicate that some form of submission is required for Recertification.	A query submitted for the previous certification of the credit is automatically applicable to that credit at Recertification.

Q: Does the GBCA offer project support between the Initial Certification and Recertification?

The GBCA provide project support for all projects with a valid certified rating and all projects registered for certification (Initial certification and Recertification).

Q: How is my submission for Recertification assessed?

The process of assessment for your registered project is the same for all certifications (Initial Certification and Recertification). The assessment is undertaken by an appropriately qualified independent third party Certified Assessor from the GBCA's Assessment Panel. For more details please refer to the ['Certification' section of the Green Star - Performance home page](#) on the GBCA website.