What do best practice Green Star Submissions look like?

Nicole Sullivan
Senior Manager – Green Star Solutions

Green Building Council of Australia
Introducing Certified Assessors

- Critical part of the team that deliver your certification
- Experienced industry experts
- Passionate, generous and committed
- Independent, robust, fair, consistent, flexible assessment
- Backed up by peer reviewers as needed

They want to award points for your project!
Top Tips from our Assessors

Just like at Uni, if you make it easy for the Assessor to see that your project complies, we’ll be more likely to award the credit. Use bookmarks, use the words from the submission guideline and explain why and how if you want us to understand an alternative approach.

Karen Hovenga
7 “C”s to get your submission Certified
1. Clear

Well laid out

Evidence referenced accurately
CREDIT SUBMISSION

GBCA Submission Template (and Calculator)

Evidence: project team supporting documentation
A Green Star submission is all about communication – you (hopefully) got the technical stuff right in the design and construction, the submission is about showing the assessors how you comply. 

Kristie Martin
2. Consistent

Credit responses match – no inconsistency

Submission makes sense as a whole
Top Tips from our Assessors

Make sure you have an internal person peer review all your evidence before submission to avoid missing vital information. Familiarity can be dangerous.

John Moynihan
3. Concise

Quality not quantity

Provide direct answers explaining how and why the criteria are satisfied
Top Tips from our Assessors

If you cannot explain compliance within your submission template as a standalone document, it needs more work.

Structure your submission and bookmarks to match the submission template. Tell a story, make it flow.

Graham Agar
Submission Template

• Acts as a narrative for the Assessor
• Complements the credit in the Submission Guidelines
• Provides links to supporting documentation
• Must be provided for every credit being claimed
Top Tips from our Assessors

Explain clearly in the Submission Template how the project is meeting the intent of the credit - use the discussion boxes.

Paul Davy
4. Credible

Make accurate and realistic claims matched to your project

No false or contradictory statements
Top Tips from our Assessors

Only include relevant documentation, fill out the submission template completely with the information it asks for, address each item in the supporting documentation list, ensure your information relates to the correct period & site and is dated and signed where necessary…

Inge Diamond
5. Complete

Provide all required documents and evidence

Answer all questions
So what do we look for?
Top Tips from our Assessors

Including succinct baselines and comparison to best practice especially in innovation points is helpful ... it’s not enough to provide a figure on reduction of energy for example that doesn’t have a reference point for comparison.

*Phil Donaldson*
Common mistakes

<table>
<thead>
<tr>
<th>Land Use &amp; Ecology</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ecological Value</td>
<td>3</td>
</tr>
<tr>
<td>Sustainable Sites</td>
<td>1</td>
</tr>
</tbody>
</table>

Points do not match

**ECOLOGICAL VALUE**

**CREDIT 23**

**DESIGN REVIEW SUBMISSION**

**PROJECT NAME:** GREEN TOWER SOUTH

**PROJECT NUMBER:** GS-XXXX

**GREENFIELD SITE**

**BROWNFIELD SITE**

**TOTAL POINTS AVAILABLE:** 3

**POINTS CLAIMED:** 2

The project has met the compliance requirement and improved the ecological value of the site in accordance with the following credit criteria.

<table>
<thead>
<tr>
<th>Criterion Name</th>
<th>Criteria Description</th>
<th>Points Available</th>
<th>Points Claimed</th>
</tr>
</thead>
<tbody>
<tr>
<td>23.0 Endangered, Threatened or Vulnerable Species</td>
<td>The project team must demonstrate that no critically endangered, endangered or vulnerable species or ecological communities were present on the site at time of purchase.</td>
<td>Conditional Requirement</td>
<td>2</td>
</tr>
<tr>
<td>23.1 Ecological Value</td>
<td>The ecological value of the site is improved by the project.</td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>

**PROJECT SPECIFIC QUERIES (TCS AND CIRS)**

- There are no project specific queries for this credit.

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- All responses received from the OBIA are attached.
Submission Checklist and Project Overview must be provided.

Calculators must be provided in Excel version.

Building Input Sheet must be completed.

Bookmarks completed.
Top Tips from our Assessors

After the cover page and contents page - only include the relevant pages of reports and specifications

Peta Earley
6. Correct

Provide the right documents

Ensure that hyperlinks and bookmarks work
Top Tips from our Assessors

Get a peer review done, very clearly lay out how you meet the credit (almost line by line) and link to the documents that clearly show evidence. Very rarely are people not actually compliant – it is just tough to see the evidence and connect the dots!

Quentin Jackson
7. Convincing

Answer credit requirements in full – explain HOW and WHY they are met

Provide specific evidence for every claim
Supporting Documentation

- Evidence for all claims being made
- Specific to the project
- Relevant to the rating type and stage of the project
- Design Review documentation is flexible
  - Different stages of design
  - Risk mitigation strategy – commitments vs specific design info
Supporting Documentation: DO

- Leave no doubt in the Assessor’s mind!
- Include all approved Technical Questions and any FAQs used
- Provide relevant project documentation, even if it is not included under the recommended documentation
Supporting Documentation: DON’T

- Provide documentation which is not:
  - material to demonstrating compliance
  - referenced in the Submission Template

- Omit clear references to where evidence can be found in the supporting documentation

- Expect it will ‘speak for itself’
Example Submission

Identify where this information can be found within the supporting documentation provided.

<table>
<thead>
<tr>
<th>Supporting Documentation</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>IEQ-15.1: Rentokil letter to GBCA dated 14 March 2008 – confirming plant suitability and quantity delivered.</td>
<td>PDF pages 8-9</td>
</tr>
<tr>
<td>IEQ-15.2: Rentokil Service Manual – demonstrating ongoing plant maintenance requirements are met</td>
<td>PDF pages 10-55</td>
</tr>
<tr>
<td>IEQ-15.3: Signed Rentokil contract with GBCA dated 15 January 2008 – demonstrating ongoing plant maintenance for a minimum two years.</td>
<td>PDF page 56</td>
</tr>
<tr>
<td>IEQ-15.4: Marked-up as built floor plan indicating location and size of plants.</td>
<td>PDF page 57</td>
</tr>
</tbody>
</table>
Top Tips from our Assessors

Clearly highlight attachments with content relevant to the credit - if a page doesn't have highlighter on it ask yourself - is this necessary?

Paul Davy
Example Submission

Joe Karten
Green Building Council of Australia
L15, 179 Elizabeth Street
Sydney NSW 2000

Dear Joe,

The following plant species have been supplied and installed to your office on Level 15 at 179 Elizabeth Street in Sydney as per BVI plan:

16 workstations each with individually controllable air outlets
Top Tips from our Assessor

Avoid dumping all related information into the submission and instead extract out only the relevant parts with a bit of context. Files over 60 pages are rarely helpful and merely make the required evidence harder to identify.

*Ben O’Callaghan*
Clear + Consistent + Concise + Credible + Complete + Correct + Convincing = Certified
Documents on website

  - Go to “Document” section in Green Star Certification process

- Launch 29 May
Our Green Star team are here to help you

Coffee is on us!

Difficult project? Tricky situation? Want to give us feedback?
Come and meet us.
Top Tips from our Assessors

'Remember that the GBCA are there to help you achieve your Green Star rating! If you have an alternative method of showing compliance just ask for help from your Technical Coordinator. Seeking advice on the pathway for your project to achieve its rating makes the assessment process easier for complex or unusual projects. Just remember to include their responses in your submission!

Deborah Davidson

GreenStar

Developed by the Green Building Council of Australia
Want more?
Book a Green Star Speed Consulting session!
Thank You

gbca.org.au