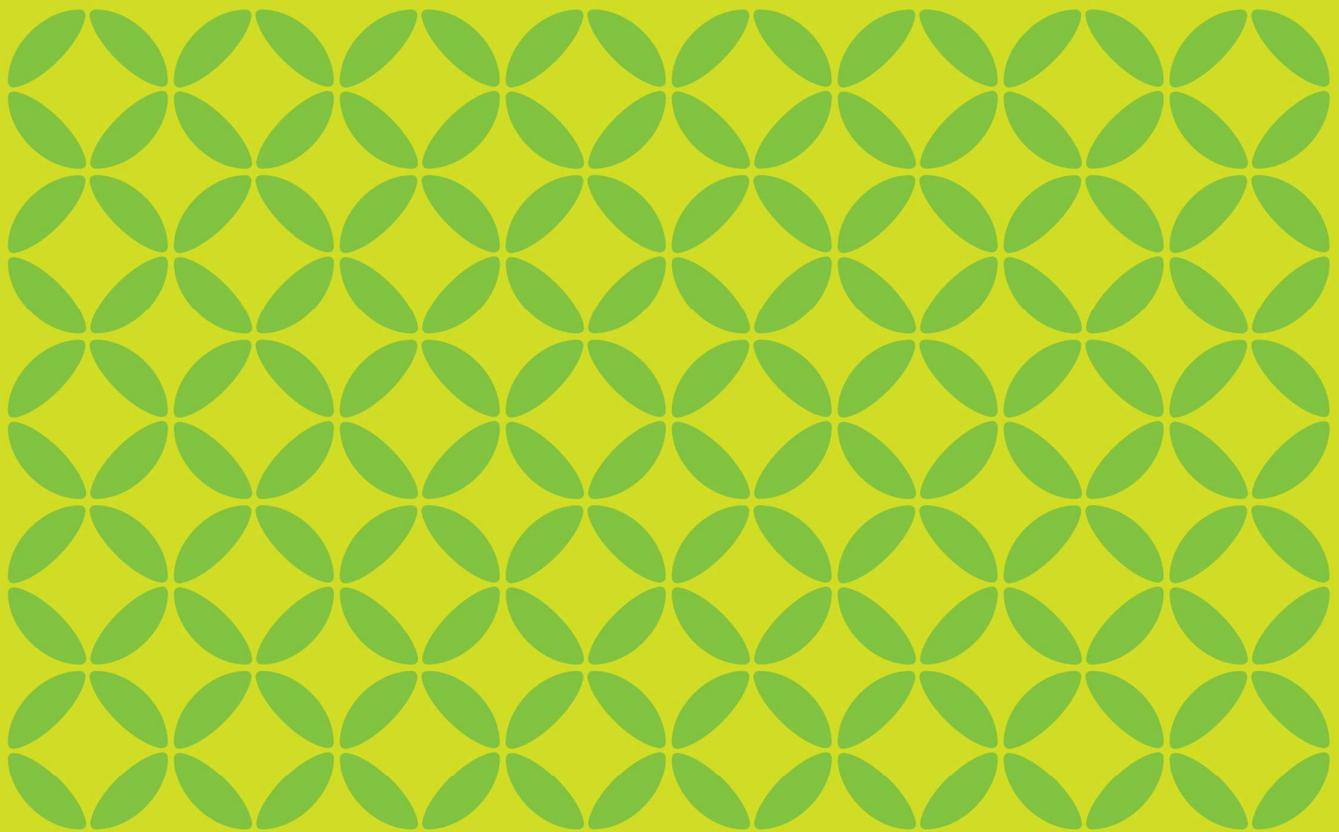


Guidance – Submitting for Design Review

Green Star – Design & As built
Green Star – Interiors



24 August 2020

Introduction

The purpose of this document is to provide additional information to project teams on how to submit for *Design Review*. This guidance does not amend the Submission Guidelines. It provides answers to common questions asked by project teams. In all cases, where there is a discrepancy, the Submission Guidelines takes precedence.

We developed this guidance based on what we've learned over the past six years of submissions and in consultation with the Assessment Panel. We have now assessed hundreds of Design Review submissions and have many more to go.

We hope you find the guidance in this document helpful. As always, if you have any feedback, please feel free to contact us at greenstar@gbca.org.au.



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What is Design Review?

We define Design Review in the Submission Guidelines for Green Star – Design & As Built and Green Star – Interiors as follows:

Design Review

As the 'Design Review' rating is aimed at projects early in the design development phase, detailed information and documentation may not be available to support claims made in the Submission Template. As such, when information is not known, as detailed work has not occurred yet, the claims made in the Submission Template should be considered as 'brief requirements' or 'client instructions' backed by evidence showing this is the case. It is noted that a simple statement of commitment will not suffice. Rather, information must be provided showing that the broad strategies and processes to deliver a certain outcome have been agreed to.

Design Review is an optional assessment of your progress to date¹.

The purpose of Design Review is to have an Assessor guide you on the likely outcome of your future As Built submission². The Design Review allows you to then communicate to your client and their stakeholders that you are on the right track.

Because of this, the quality of your documentation determines whether you get the credit or not. The Assessor will award a credit at Design Review when the documentation shows that commitments and processes are in place to deliver the required outcome. Vague, incomplete, or simplistic statements reduce the value of the Design Review – poor documentation leads to credits being denied.

The above does not mean that the documentation needs to be extensive. Submissions can include early design stage documentation provided that it is project-specific and clearly demonstrates compliance. Specifications can contain performance requirements for products without listing the specific product brand. Commitments from the owner or developer are appropriate if the project is before tender stage.

¹ While not the purpose of this document, it is worth highlighting that Design Review should be seen as a step to 'As Built' certification. There are [marketing rules](#) attached to it that you should be aware of, such as knowing that you can't use it two years past practical completion.

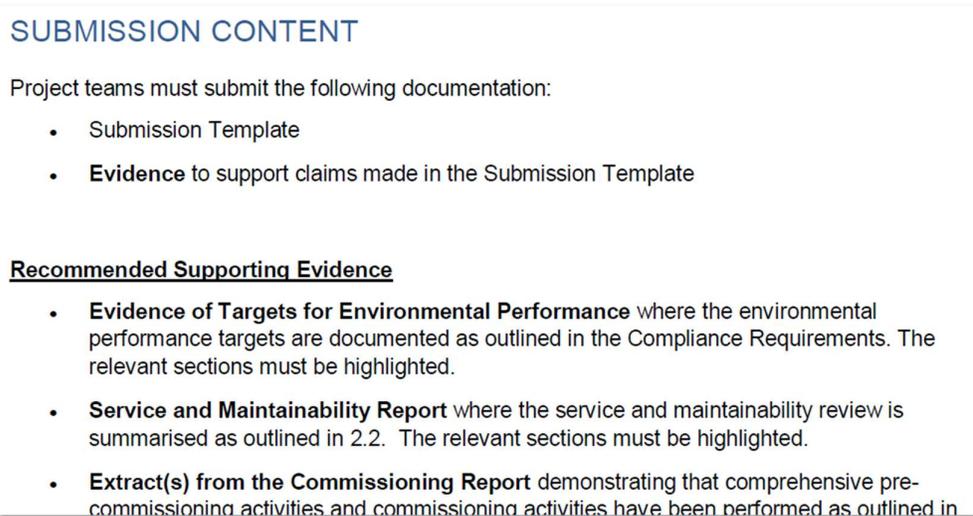
² While the Design Review process is a valuable tool to ensure you are on track, it does not guarantee an As Built rating – the As Built submission assesses what has been done and delivered on site, not commitments.

There is another benefit to Design Review that we wish to highlight. You can submit a selection of credits for assessment. There is no requirement for a minimum number of credits for submission, nor the need for enough credits to receive a Design Review rating if you do not require it at that time.

What documentation is acceptable for a Design Review Submission?

For both the 'Design Review' and 'As Built' rating, you are required to provide specific evidence of compliance to verify the information and narrative given in the Submission Template.

A list of recommended supporting evidence is listed in the Documentation Requirements section at the end of each credit.



SUBMISSION CONTENT

Project teams must submit the following documentation:

- Submission Template
- **Evidence** to support claims made in the Submission Template

Recommended Supporting Evidence

- **Evidence of Targets for Environmental Performance** where the environmental performance targets are documented as outlined in the Compliance Requirements. The relevant sections must be highlighted.
- **Service and Maintainability Report** where the service and maintainability review is summarised as outlined in 2.2. The relevant sections must be highlighted.
- **Extract(s) from the Commissioning Report** demonstrating that comprehensive pre-commissioning activities and commissioning activities have been performed as outlined in

Figure 1. Example of evidence required as part of the submission

There are some guidelines to keep in mind when submitting evidence for Design Review:

- The evidence should be project-specific, or, where generic, should contain a reference to how the project will address the Submission Guidelines.
- The evidence should demonstrate the level of performance or outcomes required as a minimum. They should be described in full, not reference the Submission Guidelines.
- The evidence should be clear in a manner that it will allow a third party (e.g. the contractor) to deliver the outcomes as detailed within.
- The evidence should show that there is a mechanism to ensure future responsible parties understand and have agreed to the credit requirements in contracts which are yet to be executed.
- The evidence should be relevant to the appropriate to the stage of the project. For example, a project halfway during construction should submit documentation that provides more certainty than a commitment.

The "Recommended Supporting Evidence" in the Submission Guidelines are not requirements, but they help Assessors to determine with certainty that a designed or specified outcome is likely to occur.

You can submit alternative evidence to what we recommend. If you do, the evidence you submit should give the Assessor certainty that the responsible party for delivering the desired outcomes (e.g. builder, contractor) understands their obligations. The evidence should also show how the responsible party understands the outcomes required for a Green Star rating as relevant to that credit.

Examples of acceptable evidence:

- Contractual documentation (e.g. specification) that contains the minimum requirements the contractor needs to achieve. These should explain the contractor's obligations and specific outcomes to be delivered.

- A specification (ESD or other), provided it contains sufficient detail to confirm that the credit requirements can be understood by all parties and will be achieved. This means,
 - outlining the compliant project-specific solutions or works (e.g. the requirements for a product's characteristics, the verification procedures for the installed item, the works to be performed and/or relevant standards).
 - being on official letterhead from the appropriate party and identifying the specific project it is applied to. Where a specification applies to several buildings, the specification should state that this is the case, and nominate the specific buildings.
- Commitment statement stating the project, the outcome, and the expected strategies that will be followed to deliver the desired outcomes³. Some rules to consider:
 - Commitments should state the project, the outcome, and the likely strategy that will deliver it.
 - Commitments are acceptable early in the lifetime of the project – once the project is more advanced, more detailed evidence should be submitted.
 - Commitments should be signed by the applicant or representative with authority to execute and deliver on what is being described within it.

Common errors in Design Review submissions

The Submission Template contains more detail than in supporting documentation.

If submitting before the contract is awarded, the submission documentation should clearly articulate what the contractor / builder / responsible parties are required to do specifically for the project. If there is more detail in the Submission Template than in contractual documentation, there is insufficient information for the contractor to understand what they are committing to and how they can deliver the Green Star rating.

The supporting documentation only states a 4/5/6 star Green Star rating is required.

A clause in a contract requiring a Green Star rating to be achieved is not sufficient to demonstrate compliance. This doesn't explain what the responsible parties' obligations are (e.g. contractor, other consultant), and how they are required to produce the outcomes for a Green Star rating.

The supporting documentation states "1 point will be awarded if XXXXX" is done.

The supporting documentation quotes directly from the Submission Guidelines but doesn't explain the strategies and processes to deliver an outcome and the commitment that contractors are making. It does not explain what the obligations are to produce a building to achieve these points, and how they produce the outcomes required for a Green Star rating.

The supporting documentation states the contractor must achieve the outcomes "as per the Submission Guidelines".

By only providing contractual clauses referring to the Submission Guidelines there is insufficient information for an Assessor or contractor to understand how the project team is meeting the credit criterion and the intent of the credit and therefore how the project team intends to deliver the Green Star rating. The supporting documentation needs to outline design solutions to achieve the credit.

³ Please note if this documentation approach is taken, the client and tenderer/builder take responsibility and risk if this is not delivered at As Built. i.e. points may be awarded for the commitment at Design Review, however, may not be awarded at As Built if the outcome has not been achieved and delivered.