procurement and purchasing

## Credit 21

## Individual Building Portfolio

## Project Name: [name]

## Project Number: GS- [####]

|  |  |  |  |
| --- | --- | --- | --- |
| Total Points available: | 3 | Points claimed: | [#] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Type** | **Criteria** | **Description** | **Claimed** |
| **21.1** | **Policy** | **Sustainable Procurement Framework** | **1 point** is available where a Sustainable Procurement Framework is used to set commitment targets and measure results for purchasing consumables during the performance period. | [#] |
| **21.2** | **Data** | **Consumable Materials** | **1 point** is available where consumable materials are purchased in accordance with the procurement framework during the performance period. | [#] |
| **21.3** | **Data** | **Refurbishment Materials** | **1 point** is available where refurbishment and maintenance materials are purchased in accordance with the procurement framework during the performance period. | [#] |

# Project-specific technical questions

|  |  |
| --- | --- |
| There are no project-specific technical questions for this credit. |  |
| There are project-specific technical questions for this credit and all responses received from the GBCA are attached. |  |

21.1 SUSTAINABLE PROCUREMENT FRAMEWORK

|  |  |
| --- | --- |
| The project achieved one (1) point for this criterion at the Initial Certification, and **no changes** **have been made** to the building during the performance period that would have an impact on the scope and content of the Sustainable Procurement Framework.  ***Complete section 21.1.4 only.*** |  |
| The project achieved one (1) point for this criterion in the previous Certification and **changes have been made** to the building during the performance period that would have an impact on the scope and content of the Sustainable procurement Framework; or a new Sustainable Procurement Framework was implemented during the performance period.  ***Complete sections 21.1.1 to 21.1.3.*** |  |
| One (1) point was not awarded / targeted for this criterion in the previous Certification, or a new Sustainable Procurement Framework was implemented during the performance period.  ***Complete sections******21.1.1 to 21.1.3.*** |  |

**21.1.1 Framework requirements**

|  |  |
| --- | --- |
| A sustainable procurement framework, used for the procurement of consumables and refurbishment materials, has been implemented and operational during the performance period. |  |

Describe how the sustainable procurement framework meets the compliance requirements for each of the items below by referencing supporting evidence attached to the Submission Template.

|  |  |
| --- | --- |
| **Requirements** | **Supporting Evidence** |
| Identify the recognised standard on which the sustainable procurement framework was based. |  |
| Describe how the sustainable procurement framework covers: consumables, equipment, and fixtures ‘most relevant to the principal use of the space’ as well as all individual items of equipment that have a high energy or water consumption. |  |
| Describe how the framework considers at least the following three key items: | |
| **a. Policy:** identify what sustainability means to the organisation. Identify the sustainable procurement policy and a strategy statement. |  |
| **b. Process:** Describe the procurement process and sub-processes that ensure the environmental impacts of goods are minimised. Identify the requirements to determine materiality, consider environmental and social practices from suppliers, monitor ongoing performance, and review and update the process when and where needed. |  |
| **c. Enablers:** Identify the working, competencies, practices and techniques that support the activities within the sustainable procurement process. |  |

**21.1.2 Ownership Structures**

|  |  |  |
| --- | --- | --- |
| Indicate which ownership model is in place for the building. | **21.1.2.1** Building owner and building occupants are separate entities; or |  |
| 21.1.2.2 Building owner and building occupants are the same entity; or |  |
| 21.1.2.3 Strata management and individual units. |  |

Based on the selection above, please complete the relevant section below.

|  |  |
| --- | --- |
| 21.1.2.1 Building owner and building occupants are separate entities  Show that the building owner has implemented the Sustainable Procurement Framework to cover all activities related to base building management and operations using the following mechanisms: | |
| Describe metrics for the measurement and monitoring of purchasing in accordance with the framework; |  |
| Describe the performance measurement procedures, including reporting periods; and |  |
| Show that the building owner reported to occupants and other stakeholders on the performance of the sustainable procurement framework. |  |

|  |  |
| --- | --- |
| 21.1.2.2 Building owner and building occupants are the same entity  Show that the building owner has implemented the Sustainable Procurement Framework to cover all activities related to operating the building, including occupant activities, using the following mechanisms: | |
| Describe metrics for the measurement and monitoring of purchasing in accordance with the framework; |  |
| Describe the performance measurement procedures, including reporting periods; and |  |
| Show that the building owner reported to occupants and other stakeholders on the performance of the sustainable procurement framework. |  |

|  |  |
| --- | --- |
| 21.1.2.3 Strata management and individual units  Show that the strata management has implemented the Sustainable Procurement Framework to cover all activities related to the management and operations of the common areas and services using the following mechanisms: | |
| Describe metrics for the measurement and monitoring of purchasing in accordance with the framework; |  |
| Describe the performance measurement procedures, including reporting periods; and |  |
| Show that the strata management reported to occupants and other stakeholders on the performance of the sustainable procurement framework. |  |

### 21.1.3 Performance reporting

|  |  |  |
| --- | --- | --- |
| The results of the performance monitoring is reported to relevant stakeholders at least on a quarterly basis. | |  |
| Please provide details of the relevant stakeholders and the reporting method used: |  | |

### 21.1.4 Review process

|  |  |  |
| --- | --- | --- |
| A review process to assess the success of the Sustainable Procurement Framework has been undertaken during the performance period; and that where improvements were identified, based on lessons learned, they have been implemented. | |  |
| Please provide details of the review process undertaken and improvements, if any. |  | |

### DISCUSSION

Outline any issues you would like to highlight and clarify with the Certified Assessor(s).

|  |
| --- |
|  |

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

|  |  |
| --- | --- |
| **Supporting Documentation**  (Name / title / description of document) | **Reference**  (Page no. or section) |
| #### | [####] |
| #### | [####] |

## 21.2 CONSUMABLE MATERIALS

Show how consumable materials have been purchased in accordance with the Sustainable Procurement Framework by making reference to supporting evidence attached to the Submission Template.

|  |  |
| --- | --- |
| Provide the following information from the ‘Procurement & Purchasing Calculator’: | |
| What is the percentage of the organisation’s top 3 consumables that have been purchased in accordance with the sustainable procurement framework’s highest level? | [##]% |
| Points awarded: | [##] |

### 21.2.1 Applicable materials

|  |  |
| --- | --- |
| The consumable materials (or ‘consumables’) are materials that are regularly acquired during the *performance period* (excluding utilities such as electricity, gas, and services), for use in the operation and maintenance of the building. |  |

### 21.1.2 Materiality assessment

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| --- | --- |
| Provide details of the organisations top 3 ongoing consumables identified by the materiality assessment: | |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Evidence to support the claims made for this credit criterion is attached. |  |

### DISCUSSION

Outline any issues you would like to highlight and clarify with the Certified Assessor(s).

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| --- |
|  |

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

|  |  |
| --- | --- |
| **Supporting Documentation**  (Name / title / description of document) | **Reference**  (Page no. or section) |
| *Procurement and Purchasing Calculator* | [####] |
| #### | [####] |

## 21.3 refurbishment MATERIALS

### 21.3.0 Applicability

|  |  |
| --- | --- |
| Refurbishment works that cost at least $5 per square metre have taken place during the performance period.  OR  Where no refurbishment works have taken place that meets this threshold, this credit is ‘Not Applicable’ and the below section shall not be completed. | **[Y/NA]** |

Show how refurbishment materials have been purchased in accordance with the Sustainable Procurement Framework by making reference to supporting evidence attached to the Submission Template that covers the following:

|  |  |
| --- | --- |
| Provide the following information from the ‘Procurement & Purchasing Calculator’: | |
| What is the % of refurbishment materials that have been purchased in accordance with the sustainable procurement framework during the performance period? | [##]% |
| Points awarded: | [##] |

### 21.3.1 Applicable materials

|  |  |
| --- | --- |
| **Requirements** | **Supporting Evidence** |
| Show that the refurbishments, alterations or maintenance that was undertaken during the performance period, took place while allowing the regular operation of the building to continue. |  |
| Describe how the refurbishment materials purchased during the performance period meet Green Star – Design & As Built requirements for:   * Paints, adhesives, sealants and carpets, as per the *Indoor Pollutants* credit; and * Concrete and steel, as per the *Responsible Building Materials* credit. |  |

### 21.3.2 Materiality assessment

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Supporting Evidence** | |
| The total cost of all materials included in the refurbishment works are equal to or greater than $5 per square metre. | |  |
| Show evidence that the total cost of all materials included in the refurbishment works are equal to or greater than $5 per square metre. |  | |

### DISCUSSION

Outline any issues you would like to highlight and clarify with the Certified Assessor(s).

|  |
| --- |
|  |

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

|  |  |
| --- | --- |
| **Supporting Documentation**  (Name / title / description of document) | **Reference**  (Page no. or section) |
| #### | [####] |
| #### | [####] |

# DECLARATION

I confirm that the information provided in this document is truthful and accurate at the time of completion.

Provide author details, including name, position and email address:

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| --- |
|  |

Click here to enter a date.