Environmental Management

## Credit 5

## Individual Building Portfolio

## Project Name: [name]

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

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

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| No. | **Type** | **Criteria** | **Description** | **Claimed** |
| 5.1 | **Policy** | **Environmental Management Plan** | **1 point** is awarded where a comprehensive Environmental Management Plan (EMP), that addresses the operational impacts of the facility, has been in place during the performance period*.* | [#] |
| 5.2 | **Action** | **Formalised Management System** | **1 point** is awarded where:   * Criteria 5.1 is achieved; and * A systematic approach to planning, implementing and reviewing the EMP is in place during the performance period*.* | [#] |
| 5.3 | **Action** | **Third-party Certification of Management System** | **1 point** is awarded where:   * Criteria 5.2 is achieved; and * The formalised management system, used to plan, implement and review the EMP, is certified by a recognised independent third-party organisation. | [#] |

# Project-specific technical questions

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| 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. |  |

## 5.0 Initial certification Timing

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| **5.0.2 For Recertification**  Have the claimed credit criteria been demonstrated as having been achieved for the entireperformance period? | **[Y/N]** |

### DISCUSSION

Outline any issues you would like to highlight and clarify with the Assessment Panel.

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## 5.1 Environmental Management Plan (EMP)

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| The project achieved one (1) point for this criterion in the previous Certification and **no changes** have been made to the building and building operations during the performance period that would have an impact on the EMP, the compliance requirements can be considered to be met.  ***Complete requirement 5.1.4 only.*** |  |
| One (1) point was not targeted / awarded in the previous Certification.  ***Complete the below sections 5.1.1 to 5.1.3.*** |  |

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| 5.1.1 Has the EMP (or equivalent documents or systems) been implemented and in operation during the *performance period*? | | **[Y/N]** |
| 5.1.2 Does the EMP (or equivalent documents or systems), cover environmental impacts arising from building operations, at least for the base building(s) for the site or sites seeking Green Star certification.  Note: these documents or systems may in part or full be managed by a third party e.g. an external facility management provider. | | **[Y/N]** |
| 5.1.3 Minimum EMP Requirements  Describe and reference how or where the EMP or equivalent document(s) or system(s), cover the following as a minimum:  (Refer to supporting evidence e.g. system, document, section, page no. paragraph no.) | | |
| a. Cover building operations, including the management of subcontractors. |  | |
| b. Describe whether or how the EMP or equivalent document(s) or system(s):   * identify (the below minimum) environmental aspects and impacts that relate to the operation of the building; * identify measures to effectively manage those environmental impacts, achieve identified opportunities; and * meet the environmental management objectives for the below items:   (Refer to supporting evidence e.g. attached document, section, page no. paragraph no.) | | |
| b.i. Energy use and GHG emissions; |  | |
| b.ii. Potable water use; |  | |
| b.iii. Operational waste; |  | |
| b.iv. Vegetation; |  | |
| b.v. Sewerage and stormwater; and |  | |
| b.vi. Please note other relevant issues included in the EMP [not essential for compliance]. |  | |
| c. Identify opportunities for ongoing improvement. |  | |
| d. Must be reviewed at least once a year. |  | |

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| 5.1.4 Describe the review process to assess the success of the Environmental Management Plan and make improvements, based on lessons learned. |  |

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

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

### DISCUSSION

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

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## 5.2 formalised Management System

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| The project achieved one (1) point for this criterion in the previous Certification and **no changes** have been made to the formalised management system during the performance period that would have an impact on the EMP, the compliance requirements can be considered to be met.  ***Complete the below sections 5.2.2b and 5.2.2e.*** |  |
| One (1) point was not targeted / awarded in the previous Certification.  ***Complete the below section 5.2.1 and 5.2.2*** |  |

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| 5.2.1 Has the formalised management system (EMS) to plan, implement, review and report on the EMP been in place and acted upon during the *performance period*? | | **[Y/N]** |
| 5.2.2 Minimum Management System Requirements  Describe and reference how the following management system requirements have been fulfilled:  (Refer to supporting evidence e.g. document, section, page no., and paragraph no.) | | |
| a. Set out procedures designed to meet the environmental performance requirements relevant to the organisation and its building asset(s). |  | |
| b. Report on performance against the EMP at least annually. |  | |
| c. Follow the ‘Plan-Do-Check-Act’ (or similar feedback loop) model. |  | |
| d. Nominate person(s) responsible for delivering the EMP. |  | |
| e. Log any changes or improvement to the EMP, and incorporate changes into other relevant documents e.g. operation & maintenance manuals or equivalent guides. |  | |

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

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

### DISCUSSION

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

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## 5.3 Third-party certification

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| The project achieved one (1) point for this criterion Third-Party Certification in the previous Certification and **no changes** have been made to the third party certification during the performance period that would have an impact on the EMP, the compliance requirements can be considered to be met.  ***Complete the below section 5.3.3.*** |  |
| One (1) point was not targeted / awarded in the previous Certification.  ***Complete the below section 5.3.1 and 5.3.2*** |  |

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| 5.3.1 The EMS has been certified by a third party organisation against the following standard: | AS/NZS ISO 14001 |  |
| BS 7750 |  |
| European Community EMAS |  |
| Other equivalent |  |
| 5.3.2 Demonstrate how the certification is specifically linked to the organisation’s operational practices relevant to this credit. |  | |

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| 5.3.3 Provide confirmation that the third party certification has been valid throughout the performance period. |  |
| Describe the review process to assess the success of the Environmental Management Plan and make improvements, based on lessons learned. |  |

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

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

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

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# 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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[Date]