Policy and Plan/Programme Model

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All policies and plans/programmes that have to be submitted as part of the Green Star SA Performance Rating Tool have to be developed in line with the Green Star SA Policy and Programme Model as outlined below. Policies and Programmes/Plans in Green Star SA outline clear organisational commitments to overall sustainability goals and actions, which are designed to ensure that these can be implemented at the operational level. A Green Star SA policy or programme/plan clearly sets out the parameters for implementation and must be aligned to the model set out in this document.

Although it is not necessary for organizations seeking certification to develop separate policies, projects are required to highlight and where not present in existing policies, amend existing policies and include the following:

Item	Description	Policy	Programme/ Plan
Purpose	Outline of the intent, goals and purpose	✓	✓
Scope	Describe the facility management and operations processes to which the policy/programme/plan applies.	✓	✓
	Describe the building components, systems and materials to which the policy/programme/plan applies.	✓	✓
	Describe the physical or programmatic boundaries of the plan/programme		✓
Goals and Policy Rules	Clearly identify the sustainability goals and targets	✓	
Performance Metrics	Describe how performance will be measured/evaluated	✓	✓
Procedures and Strategies	Outline the procedures and strategies in place to meet the goals and intent of the policy.	✓	✓
	Where applicable, include information on guidance documents or information used to instruct staff on the required sustainability practices and how to implement them in practice. These may include the following: • standard operating procedures; • process outlines; • programme budgets; • educational/communications materials; • recommended/required product lists and sources; • excerpts from contract language; • or similar materials that enable the successful ongoing implementation of the programme/plan.		✓
Quality Assurance Control Process	Describe the quality control processes in place for the following: - Verification of the successful implementation of the policy/programme/plan - Verification that the performance measurement methods reflect the actual outcomes - Validating how sustainable performance is maintained over time.	✓	✓
	a description of how the responsible party verifies that the program/plan is being successfully implemented, the performance measurement methods truly reflect the actual outcomes, and that sustainable performance persists over time		✓

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Responsibilities and Accountability	Identify the teams and individuals involved in activities pertaining to the policy/programme/plan.	✓	✓
	Identify and outline key tasks for these teams and individuals.	✓	✓
	If the key responsible party is a contractor or consultant to the facility owner or facility manager, their details have to be listed including the reporting lines within the organization		✓
	Contact information of responsible party	✓	✓
Time Period	Identify the time period over which the policy/programme/plan is applicable and renewal intervals if applicable	✓	✓