



Sustainable Design Policy for Council Buildings

Date policy was adopted:	24 th May 2017
Resolution number:	141/17
Next Policy review date:	May 2020
Reference number:	C1779117

Sustainable Design Policy for Council Buildings

1 OUTCOMES:

All Council owned buildings and other infrastructure are to contribute to improving the sustainability of Council operations.

2 POLICY:

This policy applies to all new building and other infrastructure construction, refurbishment and upgrades. This policy sets standards to ensure that all Council building and infrastructure works support Council's Sustainability goals. This includes, but is not limited to,

1. Reduced energy consumption, water use and waste;
2. Reduced on-going operating and maintenance costs;
3. Demonstrating community leadership in implementing renewable energy and passive solar design;
4. Using alternative water sources and improving stormwater water quality;
5. Better occupant health and comfort;
6. Continued Council growth and development with reduced environmental footprint; and
7. Increased staff and community awareness of sustainability.

3 DEFINITIONS

ESD – Ecologically Sustainable Design - is building design that promotes environmental quality, economic vitality and social benefit.

SDA – Sustainable Design Assessment – an early opportunities analysis which identifies strategies to integrated sustainable design elements in a building design, and meet targets in the most cost effective manner.

4 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

Local Government Act 1993

Section 7(e) "purposes of the Act" requires "*Councils, Councillors and Council employees to have regard to ESD principles in carrying out all of their responsibilities*".

Section 8 of the Local Government Act 1993 (as amended 1997) sets out the charter of a local council in NSW and includes the requirement for a council to "*properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible in a manner which is consistent with and promotes the principles of Ecological Sustainable Development and have regard to the long term and cumulative effect of its decisions*".

The Environmental Planning and Assessment Act 1979

High level objectives include "*encouraging ecological sustainable development*".

Sustainability Policy, 27 July 2011

Section 2 "Policy" requires: "*Council will systematically review its internal policies, Ecologically Sustainable Development performance, processes and practices to further build the organisation's capacity to deliver ongoing triple bottom line performance improvement within its own operations*".

Sustainable Design Policy for Council Buildings

Procurement Policy, 27 April 2016

Section 2.1 *“Purchasing practices must ensure value for money, having consideration for the following factors:... total cost over the life of an asset, in the case of plant and equipment this shall include assessment of the purchase, installation and operating costs over the life of the asset”.*

5 CONTENT:

All budgeting, procurement and tender documentation shall refer to this policy. During project planning, all projects are required to either:

1. Complete a Sustainable Design Assessment (SDA) in consultation with Council's Environment and Sustainability Officers; or
2. Register and undertake external certification process.

In either case, the project team will specify how Council's sustainability targets are to be met once the building or infrastructure is operational.

Supporting Documents

1. *Template A - Project Sustainability Design Assessment Checklist - Sustainability of Council Buildings Policy (C1779128)*
2. *Template B - Sustainable Design Policy for Council Building - SDA Checklist – Building (C1779126)*
3. *Template C - Sustainable Design Policy for Council Building - SDA Checklist – Infrastructure (C1779127)*
4. *Template D – Lifecycle Cost Calculator (C1779129)*

Targets

Council has the following targets for this policy:

Zero net impact on greenhouse gas and water use compared to previous years.

- No Net Increase in Greenhouse Gas Emissions
- No Net Increase in Council Water Use
- Increase waste recovery rates to 80%

What this means in practice is that as new projects are added:

- They will be as low environmental impact as practical; and
- Efficiency upgrades of existing facilities will offset the environmental impacts of new facilities.

Sustainable Design Policy for Council Buildings

All projects (including renovations and upgrades) must contribute to meeting the following targets:

- Allocate a minimum of 10% of the budget towards sustainability measures to ensure that these targets can be met.
- Additionally, mandatory minimum and optional sustainability measures are nominated for each project type depending on the contract value of the project, defined as follows:
 - Minor works (<\$300,000);
 - Major works (\$300,000-\$2,000,000); and
 - Showcase works (>= \$2,000,000).

For minor and major works a Sustainability Design Assessment (SDA) Checklist, Template A, and ESD checklist, Template B (for buildings) or Template C (for infrastructure projects) have been developed.

For Showcase works sustainability measures are referenced in third party tools, which each contain relevant sustainability benchmarks. All showcase works require third party best practice certification, which could include [Green Star](#), [Infrastructure Sustainability](#) (IS) or equivalent.

Specific requirements for building types

	Examples	Sustainable Design Target	Process and Review
Minor Works and refurbishments <\$300,000	Toilets and Small Pavilions Kiosks / Ticket Boxes Depot buildings Stores / Sheds Bridges or roads Parks Water or sewerage infrastructure	Use Template A to conduct the SDA And Template B (for buildings) OR Template C (for Infrastructure) All minimum and some additional requirements outlined in template B or C are to be met	Internal review including Infrastructure Sustainability Officer
Major Works \$300,000 to \$2,000,000	Pavilions Childcare and maternal and child health centres Aged Care centres Neighbourhood Houses Community centres/halls Bridges or roads Parks Water or sewerage infrastructure	Use Template A to conduct the SDA And Template B (for buildings) OR Template C (for Infrastructure) All minimum and most additional requirements outlined in template B or C are to be met	Internal review including Infrastructure Sustainability Officer and/or external ESD consultant input
Showcase Projects >\$2,000,000	Libraries Aquatic Recreation centres Sports Stadiums Offices /Town halls Larger Community Centres Water or Sewerage Infrastructure Parks Roads	Third party certification - '5 Star' Green Star or equivalent* rating for buildings, or 'Excellent' IS rating for infrastructure projects.	External third party review and certification

Sustainable Design Policy for Council Buildings

*Equivalent third party certification programs include, but are not limited to, Living Building Challenge, LEED and NABERS. Certification is to be of the as built product.

Roles and Responsibilities

Roles and responsibilities in Council projects are as follows.

Project Element	Sustainable Design Considerations	Primary Responsibility
Feasibility and budget allocation	As part of capital works planning a Sustainable Design budget should be allocated as appropriate to achieve the relevant targets.	Project initiator and Council Management to approve projected budget for showcase projects
Architectural Tender Brief and Contractor Specifications Guidelines	The Sustainable Design targets applicable to the project should be included in all Architectural Tender Brief and Contractor Specifications guidelines	Project initiator (e.g. Capital Works and Assets, Community Facilities, Recreation Officer, etc)
Detailed Design	Ensure all sustainability requirements are met and these features are clearly and accurately documented in the building plans, specifications and working drawings / schematics before the project goes to tender. Undertake Planning review and Quality Assurance check	Project initiator, Design Team, Infrastructure Sustainability Officer, Facilities Maintenance
Construction	An Environmental Management Plan for the construction site is required. Ensure compliance with Sustainable Design requirements and specifications.	Project initiator, Infrastructure Sustainability Officer, Construction contractor
Project Commissioning and Handover	Ensure that buildings or other infrastructure occupants and operators are trained in relevant systems. For all Major and Showcase Capital Works: A copy of the following documents should be provided to the building occupants or infrastructure users as well as the Council maintenance department: <ul style="list-style-type: none"> • Sustainable design intent • Building or other infrastructure user's guide, outlining the efficient use of the sustainable design features and technologies. • As built drawings; • Maintenance manuals; and • Commissioning checklists, reports and recertification details. 	Project initiator, Infrastructure Sustainability Officer, Main building contractor, Facilities Maintenance, Relevant Council department facility manager/ Project manager
Building tuning and maintenance (during defect liability phase)	Ensure the building or infrastructure operates effectively in all seasons as per the design specifications during the 12 month Defects Liability Period by the builder and subcontractors supervised by the Council Maintenance Staff.	Facilities Maintenance Relevant Council department (facility manager) / Project manager Project Initiator
Refurbishment and required maintenance	Comply with this policy and Procurement Policy to consistently improve the environmental performance of Council assets.	Facilities Maintenance

Sustainable Design Policy for Council Buildings

Project Element	Sustainable Design Considerations	Primary Responsibility
Green Use Agreements (as part of License, Lease, Venue Hire and Ground and Pavilion Allocation Agreements)	Include lease terms and conditions governing the management and operation of a building and tenant and Council responsibilities to encourage environmentally sustainable use.	Relevant Council department (facility manager) and Tenant
Building user engagement	Provide tenants with Building User Guides to educate and encourage the effective use of the sustainable features of their premises. For showcase projects, Council and tenant must develop an Environmental Management Plan to ensure sustainable design targets are met.	Project initiator Relevant Council department (facility manager) / Project manager Facilities Maintenance Tenant
Annual Sustainable Operation Review	Council will annually monitor and review each applicable asset's resource use in relation to its targets.	Relevant Council department (facility manager) Facilities Maintenance Environmental planning

Sustainable Design Policy for Council Buildings

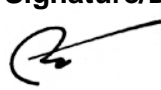
6 PERFORMANCE INDICATOR

The following performance indicators are set:

- All projects must complete a Sustainable Design Assessment in the planning phase to ensure that opportunities are identified.
- A minimum 10% of budgets will be allocated to sustainability. (10% should be a part of existing budgets if this has not been allocated separately during project scoping and budgeting).
- Differentiate and take into account whole-of-life benefits and return on investment when considering sustainable purchasing, additional spending as a percentage of project budget, and whole-of-life benefits. Use Template D - LCC Calculator to assess lifecycle benefits.
- All projects must use this budget allocation to contribute to meeting Council's sustainability targets.
- All projects are delivered in accordance with the targets in this policy.

Sustainable Design Policy for Council Buildings

POLICY:-	
Policy No:	
Policy Title:	Sustainable Design Policy for Council Buildings
Date Policy was adopted by Council:	25 th May 2017
Resolution Number:	142/17
Next Policy Review Date:	May 2020
PROCEDURES/GUIDELINES:-	
Date Procedure/Guideline (if any) was developed:	April 2013
RECORDS:-	
Container Reference in TRIM: Policy	C1779117
Container Reference in TRIM: Procedure	SF160365
Other locations of Policy:	Intranet (linked to TRIM Container)
Other locations of Procedures/Guidelines:	
DELEGATION (if any):-	Nil
RESPONSIBILITY:-	Director – Environment Planning and Development
Draft Policy developed by:	Shlomi Bonet. Original policy (2013) developed by Organica Engineering
Committees (if any) consulted in the development of the Draft Policy:	Smarter Action Squad – Council’s Sustainability Working Group Key Council staff involved in Building design and management and Sustainability. Environmental Advisory Committee
Responsibility for Implementation:	All employees and Councillors
Responsibility for Review of Policy:	Group Manager Sustainability and Better Living

INTEGRATED PLANNING FRAMEWORK:		
Community Strategic Plan:	Strategic Priority No. 7	
Delivery Program Title:	State of the Environment and Sustainability	
Operational Plan:	6.2	
Senior Authorizing Officer Peter Tegart	Position Chief Executive Officer	Signature/Date  24 May 2017

Sustainable Design Policy for Council Buildings

ACTION	COUNCIL MEETING DATE	RESOLUTION NUMBER	REPORT ITEM NUMBER
NEW/RECOMMENDATION/ AMENDED			

DATE REVIEWED	REVIEWER POSITION	REVIEWER NAME