

Sustainable Design for Council Buildings Policy

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Strategic Pillar	Development & Environment
Responsible Branch	Natural Landscapes & Health

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1 OUTCOMES

- 1.1 Council is committed to improving its operational sustainability

2 POLICY

- 2.1 All Council owned buildings and other infrastructure should contribute to improving the sustainability of Council operations.

3 SCOPE OF THE POLICY

- 3.1 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 and transition to net zero emissions over time. This includes, but is not limited to,

- Reduced greenhouse gas emissions
- Reduced energy consumption, water use and waste;
- Increased use of electricity generated from renewable sources (Green Power)
- Use of gas is discouraged and will only be permitted when strong justification for its use can be provided (e.g. swimming pool heating etc).
- Reduced on-going operating and maintenance costs;
- Demonstrating community leadership in implementing renewable energy and passive solar design;
- Using alternative water sources and improving stormwater water quality;
- Better occupant health and comfort;
- Continued Council growth and development with reduced environmental footprint; and
- Increased staff and community awareness of sustainability.

4 DEFINITIONS

- 4.1 ESD – Ecologically Sustainable Design - is building design that promotes environmental quality, economic vitality and social benefit.
- 4.2 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.

5 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

- 5.1 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".

5.2 The Environmental Planning and Assessment Act 1979

5.3 High level objectives include "encouraging ecological sustainable development". Sustainability Policy.

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".

5.4 Procurement Policy, 2020

Section 6.4 provides Council's objectives for sustainable procurement. These objectives are as follows:

- (a) Minimise unnecessary purchasing – consider alternatives to purchasing and only purchase when a product is necessary;
- (b) Minimise waste – purchase in accordance with the waste management hierarchy of reduce, re-use and recycle;
- (c) Reduce natural resource consumption – purchase products that conserve natural resources such as energy, water and fuel.
- (d) Minimise pollution – where possible avoid purchasing products that pollute the environment (air, water soil, light and noise)
- (e) Eliminate toxic products – where possible avoid purchasing hazardous chemicals or substances that may be harmful to ecosystems or human health;
- (f) Reduce greenhouse emissions – purchase products that can reduce emissions or have lower associated emissions. Prioritise products that are carbon neutral or carbon negative;
- (g) Achieve biodiversity and habitat protection – purchase in accordance with biodiversity and conservation objectives.

The following actions are required to support the above sustainable procurement objectives:

- (a) Foster innovation in sustainable products and services
- (b) Eliminate inefficiency, waste and expenditure
- (c) Contribute to the combined purchasing power of Local Government to stimulate demand for sustainable products
- (d) Advance sustainability by conducting complete lifecycle analysis during procurement activities
- (e) Increase staff awareness of sustainable product ranges available in each procurement category
- (f) Deliver Council's commitments in relation to ecologically sustainable development and other environmental and social obligations
- (g) Take a leadership role in the advancement of long term social and environmental sustainability
- (h) Include relevant Community Strategic Plan objectives within evaluation criteria to achieve sustainable outcomes.

6 CONTENT

- 6.1 All budgeting, procurement and tender documentation shall refer to this policy. During project planning, all projects are required to either:
- 6.1.1 Complete a Sustainable Design Assessment (SDA) in consultation with Council's Environment and Sustainability Officers; or
- 6.1.2 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.

6.1.3 Supporting Documents

- a) Template A - Project Sustainability Design Assessment Checklist - Sustainability of Council Buildings Policy (C1779128)
- b) Template B - Sustainable Design Policy for Council Building - SDA Checklist – Building (C1779126)
- c) Template C - Sustainable Design Policy for Council Building - SDA Checklist – Infrastructure (C1779127)
- d) Template D – Lifecycle Cost Calculator (C1779129)

6.2 Targets

- 6.2.1 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

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

- 6.3.1 Allocate a minimum of 10% of the budget towards sustainability measures to ensure that these targets can be met.
- 6.3.2 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.

6.4 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

*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.

6.5 Roles and Responsibilities

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
Project Element	Sustainable Design Considerations	Primary Responsibility
Green Use Agreements (as part of License, Lease, Venue Hire and Ground and Pavilion	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	Project initiator Relevant Council department (facility manager) / Project manager
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

7 REVIEW

- 7.1 This policy will be reviewed every four years or earlier as necessary if:
- a) legislation requires it, or
 - b) Council's functions, structure or activities change