Sustainable Design for Council Buildings and Infrastructure Policy

Date policy was adopted:	29 July 2025
Resolution number:	865/25
Next Policy review date:	2028
Reference number:	52.5.4
Strategic Pillar	Development & Environment
Responsible Branch	Environment & Compliance

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

This policy applies to all new buildings 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)
- Prohibit the use of gas, and it will only be permitted when a strong justification for its use can be provided.
- Reduced ongoing operating and maintenance costs
- Demonstrating community leadership in implementing renewable energy and passive solar design
- Using alternative water sources and improving stormwater quality
- Better occupant health and comfort
- Continued Council growth and development with reduced environmental footprint
- 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 integrate 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" ''To provide for a system of local government that is accountable to the community and this is sustainable, flexible and effective''.

Section 8A(2d) says, " The following principles apply to decision-making by councils(subject to any other applicable law)— (d) Councils should consider the principles of ecologically sustainable development.

Section 8B(b) "Councils should invest in responsible and sustainable infrastructure for the benefit of the local community".

5.2 Environmental Planning and Assessment Act 1979
High level objectives include "encouraging ecological sustainable development". Section 1.3 (b) " to facilitate ecologically sustainable development by integrating relevant economic, environmental and social considerations in decision-making about environmental planning and assessment.

5.3 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".

5.4 Procurement Policy, 2022

Section 6.5.1 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.

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 Sustainable Design Assessment (SDA) Documents

a) Template A - Project Sustainable Design Assessment Checklist
b) Template B - Sustainable Design Policy for Council Buildings and Infrastructure - SDA Checklist – Buildings

c) Template C - Sustainable Design Policy for Council Building and Infrastructure - SDA Checklist – Infrastructure
d) Template D – Lifecycle Cost Calculator

6.2 Operational Targets

6.2.1 Council has the following operational targets for this policy:

- No Net Increase in Greenhouse Gas Emissions
- No Net Increase in Council Water Use
- Increase waste recovery rates to 80%
- No new reticulated gas connections to Council buildings and infrastructures.

What this means in practice is that as new projects are added. They will have as low environmental impact as possible.

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 project budget towards sustainability measures to ensure that these targets can be met. Sustainability measures with a simple payback of 7 years or less are to be implemented.

6.3.2 Additionally, mandatory minimum and optional sustainability measures are nominated for each project type, depending on the contract value of the project for buildings and,
Council's Project Management Framework Template PF-3 (Categorisation & Governance) for infrastructure, defined as follows:

Building Projects		**Infrastructure Projects**	
Minor works	<$300,000	Low Medium	Score >= 5 Score >= 80
Major works	$300,000 - $2,000,000	High	Score >= 140
Showcase works	**>=$2,000,000**	**Major(showcase works)**	**Score >= 180**

For minor and major projects for buildings and low, medium, and high scored infrastructure projects, a Sustainable Design Assessment (SDA) Checklist(Template A), and Template B (for buildings) or Template C (for infrastructure projects) have been developed. A life cycle cost calculation (Template D) should be completed for all buildings and infrastructure projects.

Showcase works (Buildings) and Major works (Infrastructure) 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 project types

	Examples	Sustainable Design Target	Process and Review
Minor Works and refurbishments for buildings project <$300,000; Low and Medium rated Infrastructure projects	Toilets and Small Pavilions Kiosks / Ticket Boxes Renovations to buildings Stores / Sheds Bridges or roads maintenance works Parks and playgrounds? 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; High rated Infrastructure projects	Larger Changerooms and Pavilions Childcare and maternal and child health centres, Family day care centre Community centres/halls Bridges or roads Parks Depot buildings 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 for buildings project and QPRC Project Management Framework Template PF-3(Categorisation & Governance) for infrastructure	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
Design Brief and Contractor Specifications Guidelines	The Sustainable Design targets applicable to the project should be included in all Design Brief and Contractor Specifications guidelines	Project manager (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 manager, 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 manager, 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 relevant Asset Owners: • 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 manager, Infrastructure Sustainability Officer, Main building contractor, Facilities Maintenance, Asset Owners
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 .	Facilities Maintenance Relevant Asset Owner / Project Manager
Refurbishment and required maintenance	Comply with this policy and Procurement Policy to consistently improve the environmental performance of Council assets.	Facilities Maintenance/Asset Owners
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 Asset Owner
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 must develop an Environmental Management Plan to ensure sustainable design targets are met. Tenants must comply with and adhere to the requirements of the Environmental Management Plan.	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

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