

Sustainable Buildings Policy

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1. Purpose

The purpose of the Sustainable Buildings Policy (“the Policy”) is to incorporate environmentally sustainable design principles into the design, construction, operation, management and disposal of buildings owned and managed by Council.

2. Background

The Council for the City of Greater Dandenong (“the Council”) is committed to helping create a sustainable built environment. Council owns nearly 300 buildings – valued at over \$333 Million.

High-level key priorities and objectives supporting the Policy are outlined in the Council Plan 2017-21 – they include:

- A healthy, liveable and sustainable city;
- A city planned for the future;
- A diverse and growing economy; And
- An open and effective Council.

The Sustainability Strategy 2016-30 sets out the City of Greater Dandenong’s vision for a sustainable future, and provides the strategic framework to implement it.

Vision: By 2030 the City of Greater Dandenong is one of the most sustainable cities in Australia – City of Greater Dandenong’s Sustainability Strategy 2016-30.

3. Scope

This Policy applies to all City Improvement Program (CIP) projects including the maintenance, renewal (including refurbishments and retrofits), replacement, upgrade, expansions, disposals and the construction of buildings as defined in the Asset Management Strategy.

The Policy covers all buildings where Council has an ownership or management responsibility.

4. Human Rights and Responsibilities Charter – Compatibility Statement

All matters relevant to the Victorian Human Rights and Responsibilities Charter have been considered in the preparation of this Policy and are consistent with the standards set by the Charter. The Community Engagement Policy and Planning Framework will ensure that stakeholders across the City of Greater Dandenong have an opportunity to participate in public life and inform decision making, consistent with Section 18 of the Charter.

5. References

5.1. Plans, Strategies and Policies

- *Imagine 2030 Community Plan*
- *Council Plan 2017-21*
- *Community Wellbeing Plan 2013-17*
- *Sustainability Strategy 2016-30*
- *Asset Management Policy 2015*
- *Asset Management Strategy 2015-22*
- *Procurement Policy 2015*
- *Risk Management Strategy 2015*
- *Community Hubs Framework 2015*
- *Community Facilities Management Policy 2013*
- *Sports Facilities Plan 2015*
- *Waste and Litter Strategy 2015-20*

5.2. Programs

- *City Improvement Program (CIP)*

5.3. Legislation

State Legislation

- the *Local Government Act 1989* provides the framework for the establishment and operation of councils, who's primary objectives include ensuring the social, economic and environmental viability and sustainability of the municipality;
- the *Climate Change Act 2010* provides the framework that outlines the role and responsibility of councils in response to climate change; And
- the *Planning and Environment Act 1987* provides the framework for planning the use, development and protection of land in the interest of the community both now and in the long-term.

Federal Legislation

- the *National Construction Code* identifies the minimum requirements (including energy and water measures) for the design, construction and performance of buildings.

5.4. Other Guidance

- *Sustainable Design Assessment in the Planning Process (SDAPP)*
- *Built Environment Sustainability Scorecard (BESS)*
- *Green Star – Design and As-Built Rating Tool*
- *Green Star – Performance Rating Tool*
- *National Australian Building Energy Rating Scheme (NABERS)*

6. Definitions

Asset: A physical component of a facility which has value, it enables services to be provided and has an economic life of greater than 12 months.

Asset Management: The systematic and coordinated activities and practices of an organisation to optimally and sustainably deliver on its objectives through the cost-effective lifecycle management of assets.

Budget: The budget is the total design and construction value of a project, determined by a project's category and the ESD standard outlined in **Table 1 – Project Categories**

Buildings: A building is a construction with walls, a roof and stands permanently in one place, whereas a structure is defined as a construction without a solid roof or walls. For entry into the building asset register, the minimum floor space of a building is two m², and the minimum dollar value of a building is \$5,000. For the purpose of this policy, the definition of a building includes the property and the land that the building is located on.

Building Operations and Maintenance Guide (O&M Guide): This is a source of up-to-date, relevant information for the facilities manager to ensure smooth operation of the building.

Building User Guide (BUG): This is a source of up-to-date, relevant information for the building user to ensure smooth operation of the building.

Built Environment Sustainability Scorecard (BESS): Is an assessment tool created by local governments in Victoria, managed by CASBE. It assesses the sustainability of a building's design at the planning stage.

Business Case (Pre-Bid): Involves the research, scoping, preparation and development of a project including investigations, stakeholder consultations, permitting, preliminary design, preliminary scheduling and initial and ongoing lifecycle funding estimates.

Business Case (Detailed): Involves a detailed analysis of the project. Development of an effective Business Case including introduction, analysis of the project, recommended option and justification. Approval is sought from Council to proceed with detailed preliminary budgeting.

Construction: Relates to the infrastructure asset delivery of Minor Capital Works, Medium Capital Works or Major Projects, and may take a few years to deliver the project.

Council Alliance for a Sustainable Built Environment (CASBE): Is an association of Victorian councils committed to the creation of a sustainable built environment.

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Disposal: Is any of the activities associated with the disposal of a decommissioned asset. Assets may become surplus to requirement for a number of reasons including underutilisation, obsolescence, provision exceeds required level of service, policy change, or service provided.

Facilities: Are ancillary assets other than buildings within the property boundary such as carparks, off street access roads, off street lighting, bollards, signage, pathways, street furniture and garbage bins, garden beds, trees and vegetation.

Green Star: Is a voluntary sustainability rating system for buildings in Australia, managed by the Green Building Council of Australia. It assesses the sustainability of buildings at the design, construction and operational stages.

Lifecycle: The time interval that commences with the identification of the need for an asset and terminates with the decommissioning of the asset or any liabilities thereafter.

Maintenance: Is the on-going day-to-day work activity required to keep the assets (including buildings and facilities) serviceable and prevent premature deterioration or failure.

NABERS: Is an environmental rating tool that measures the energy, water, waste and indoor environmental performance of existing buildings during operation. It is managed by the NSW Department of Environment & Heritage on behalf of the Federal, State and Territory Governments.

Net Zero Emissions: Refers to achieving net zero carbon emissions by balancing a measured amount of carbon released with an equivalent amount sequestered, generated or offset.

Operations: This is the active process of utilising an asset, which will consume resources such as manpower, energy and materials.

Refurbishment: Includes works to upgrade, refurbish, rehabilitate or replace existing buildings and facilities with facilities of equivalent capacity or performance capability.

Renewal / Replacement: Includes the restoration, replacement and rehabilitation of existing assets to their original condition and capacity to extend their functionality.

Sustainable Development: Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

Sustainable Design Assessment in the Planning Process (SDAPP) Factsheets: The SDAPP factsheets provide detailed advice on sustainable building design at the planning stage.

Upgrade: Includes work related to the extension or augmentation of an asset in response to growth or an increase in the defined levels of service.

7. Council Policy

7.1. Policy Vision

The Policy ensures that all capital works, including construction and refurbishment, renewals and disposals, of Council buildings minimises adverse environmental impacts, such as energy use, water use and waste generation, during the construction and operational phases of a building's life.

7.2. Policy Objectives

The objectives of this policy are to:

- demonstrate leadership to the community, improve internal comfort and amenity, and reduce operational costs of buildings.
- reduce peak energy demand, increase energy efficiency, increase use of renewable energy and reduce greenhouse gas emissions associated with buildings.
- reduce consumption of mains potable water, increase water efficiency and achieve best practice stormwater management outcomes.
- reduce waste sent to landfill, increase the reuse and recycling of construction waste, and increase reusability of materials in buildings.
- reduce the environment impact of materials by prioritizing materials with a favorable lifecycle assessment.

7.3. Policy Standards

Council sets the following standards for building and facility projects delivered through the City Improvement Program:

Table 1 – Project Categories

Category	Budget	Minimum ESD Standards
Major Projects	≥\$5M	Minimum 5 Stars – Green Star: Design and As Built (or equivalent) Minimum 5 Stars – Green Star: Performance (or equivalent) + Aim for Net Zero Emissions For all Major Projects a Business Case that supports the project budget must be presented to Council. It must include a cost benefit analysis which compares the costs and benefits of the project being delivered and the ESD Standards.
Moderate Projects – 1	<\$5M ≥\$1M	Minimum 4 Stars – Green Star: Design and As Built or equivalent Minimum 4 Stars – Green Star: Performance or equivalent + Aim for Net Zero Emissions For all Moderate Projects a Business Case that supports the project budget must be presented to the Executive Management Team. It must include a cost benefit analysis which compares the costs and benefits of the project being delivered and the ESD Standards.
Moderate Projects – 2	<\$1M ≥\$250K	Minimum score of 70% (Excellent) – Built Environment Sustainability Scorecard (BESS) or equivalent + Minimum best practice standards in the Sustainable Buildings



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		<p>Categories as identified in the SDAPP Factsheets.</p> <p>+ Best practice standards under Disposals where applicable</p>
Moderate Projects – 3	<\$250K ≥\$50K	<p>Minimum score of 50% (Best Practice) – Built Environment Sustainability Scorecard (BESS) or equivalent</p> <p>+ Minimum best practice standards in the Sustainable Buildings Categories as identified in the SDAPP Factsheets.</p> <p>+ Best practice standards under Disposals where applicable</p>
Minor Projects	<\$50K	<p>Minimum best practice standards in the relevant Sustainable Building Categories as identified in the SDAPP Factsheets.</p> <p>+ Best practice standards under Disposals where applicable</p>
Disposal		<p>Demolition – demonstrate that a minimum of 90% of the waste generated during construction and demolition has been diverted from landfill.</p> <p>Landscape – achieve a minimum 1 point using Green Star Ecological Value Calculator for the site.</p>
ALL		<ul style="list-style-type: none"> ▪ Ongoing maintenance and performance costs will be considered in the design and delivery of all building projects. Conduct life-cycle cost and payback calculation on specific building features with 2 or more product options. ▪ Meeting standards to be part of the City Improvement Program – Project Reporting Process. ▪ In CIPs that do not have the budget to pursue a Green Star certification or where a certification is not possible (e.g. 3-stars), engage a member of Design and Sustainability or a Green Star Accredited Professional to provide guidance on how to meet the relevant standards at all stages of the project. ▪ For all projects ≥ \$1MIL that affect buildings services an Independent Commissioning Agent must be engaged.
Existing Buildings		Report on the current Energy and Water Use in each building and facility.

Note:** For projects ≥ \$5M a Detailed Business Case, which includes a cost benefit analysis on the minimum ESD standard to supports the project budget, must be presented by the Project Manager to Council during the Detailed Planning Phase.

Note: ***If the scope of the project expands and its budget changes, then the project’s minimum ESD requirements must be reviewed and updated to meet the Minimum ESD Standards as defined in **Table 1 – Project Categories**.

7.4. Roles and Responsibilities

Council

- Councillors – Leadership group of elected community representatives, which:
 - Act as custodians and stewards for the sustainability of Council's buildings and facilities and make final budget decisions via the Capital Improvement Program in each Annual budget.

CEO and Executive Management Team (EMT)

- Leadership group comprising of senior officer including the CEO and Directors, which:
 - Promotes the sustainability of Council's buildings and facilities to staff, Councillors and the broader community.
 - Ensures the design and construction of sustainable buildings that meet the objectives and standards in the Policy.
 - Ensures the periodic review and update of the Policy.

Capital Works Committee (CWC)

- Committee of staff from across Council, Chaired by Director of Engineering Service, and governed by a Terms of Reference, which:
 - Oversees the strategic direction and monitoring of the City Improvement Program, and application of the Policy objectives and standards.
 - Oversees the implementation of the City Improvement Program and the delivery of the Policy objectives and standards.

Project Advocate

- Department Manager that acts as the 'Client' for the project, which:
 - Is responsible for providing oversight and support to Project Managers, to ensure that each project complies with the Policy, through the planning, coordination and delivery phases.

Project Management

- Specialist Unit within Council, which:
 - Ensures the coordination and delivery of individual projects and compliance with the Policy.

Design and Sustainability

- Specialist Unit within Council, which:
 - Provides advice, guidance and support on City Improvement Program projects to ensure that they comply with the Policy, especially during design phase of the project.
 - Reports on Councils performance against the Policy objectives and targets in the Annual Sustainability Report.

Building Maintenance

- Specialist Unit within Council, which:
 - Provides advice, guidance and support on City Improvement Program projects to ensure that they comply with the Policy, from an operational and maintenance perspective.
 - Manages the buildings efficiently once occupied to reduce the operational impacts and the rising costs of utility bills.

Project Working Group

- Steering group for the project. which:
 - May be established due to the complex nature of the project.
 - May be informally established during the planning phase of a project, but may be disbanded or formally continued during future phases.
 - Must be established for all Major Projects.

8. Implementation

This stage in the City Improvement Program involves the continuous monitoring and reporting of the project against budget forecasts and baseline schedules, as well as the objectives and standards in the Policy.

8.1. Process

Process	Role	Responsibility
Capital Planning		
Pre-Bid Business Case and Bid Submission	Project Manager	<ul style="list-style-type: none"> ▪ Engage with Project Advocate ▪ Seek advice from Design and Sustainability ▪ Seek advice from Building Maintenance. ▪ Include feedback and Sustainable Buildings Policy requirements in project brief.
	Design and Sustainability	<ul style="list-style-type: none"> ▪ Review proposed City Improvement Program project and provide feedback to Project Manager against Sustainable Buildings Policy.
	Building Maintenance	<ul style="list-style-type: none"> ▪ Review project and provide feedback to Project Manager
Bid Shortlisting	Design and Sustainability	<ul style="list-style-type: none"> ▪ Check that bids meet the objectives and requirements in the Sustainable Buildings Policy.
Bid Assessment	Project Manager	<ul style="list-style-type: none"> ▪ For projects ≥ \$5M present an initial Business Case that includes a cost benefit analysis on the minimum ESD standards.
	Capital Works Committee	<ul style="list-style-type: none"> ▪ Assesses the project against selection criteria including the objectives and requirements in the Sustainable Buildings Policy.
Capital Delivery		
Detailed Planning Phase	Project Manager	<ul style="list-style-type: none"> ▪ Include Sustainable Buildings Policy objectives and requirements in project brief. ▪ For projects ≥ \$5M appoint representatives from Design and Sustainability to the Project Working Group (where established). ▪ For projects ≥ \$5M appoint representatives from Building Maintenance to the Project Working Group (where established).

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		<ul style="list-style-type: none"> For projects ≤ \$5M consult with Design and Sustainability. For projects ≤ \$5M consult with Building Maintenance. Project Report to include how Sustainable Buildings Policy objectives and standards are being achieved. For projects ≥ \$5M Business Case must be presented to support the project budget that includes a cost benefit analysis on the various Minimum ESD Standard options, as identified in the Sustainable Buildings Policy.
	Design and Sustainability	<ul style="list-style-type: none"> For projects ≥ \$5M attend Project Working Group meetings (where established) and assist Project Manager in reporting on how project is meeting Sustainable Buildings Policy. For projects ≤ \$5M provide advice and support to the Project Manager on Sustainable Buildings Policy requirements. Check that Documentation and Specifications meet Sustainable Buildings Policy requirements
	Building Maintenance	<ul style="list-style-type: none"> For projects ≥ \$5M attend Project Working Group meetings (where established) and provide requested feedback. For projects ≤ \$5M provide advice and requested feedback.
Detailed Design and Final Approvals Phase	Project Manager	<ul style="list-style-type: none"> Project Report to include how project will achieve the Sustainable Buildings Policy objectives and requirements.
	Design and Sustainability	<ul style="list-style-type: none"> For projects ≥ \$5M attend Project Working Group meetings (where established) and assist Project Manager in reporting on how project is meeting Sustainable Buildings Policy. For projects ≤ \$5M provide advice and support to the Project Manager on Sustainable Buildings Policy requirements. Check that Documentation and Specifications meet Sustainable Buildings Policy requirements
	Building Maintenance	<ul style="list-style-type: none"> For projects ≥ \$5M attend Project Working Group meetings (where established) and provide requested feedback. For projects ≤ \$5M provide advice and requested feedback.
Cost Refinement and Procurement	Project Manager	<ul style="list-style-type: none"> Conduct life-cycle cost and payback calculation on all building features that are being considered for cost refinement. Project Report to include how project is achieving Sustainable Buildings Policy standards.
	Design and Sustainability	<ul style="list-style-type: none"> For projects ≥ \$5M attend Project Working Group meetings (where established) and check that changes do not impact how the project is meeting Sustainable Buildings Policy.

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		<ul style="list-style-type: none"> For projects ≤ \$5M provide advice and check that changes do not impact how the project is meeting Sustainable Buildings Policy.
	Building Maintenance	<ul style="list-style-type: none"> For projects ≥ \$5M attend Project Working Group meetings (where established) and provide requested feedback. For projects ≤ \$5M provide advice and requested feedback.
Construction / Implementation (including Monitoring and Reporting)	Project Manager	<ul style="list-style-type: none"> Project Report to include how project is achieving Sustainable Buildings Policy objectives and requirements. Check that changes do not impact meeting Sustainable Buildings Policy objectives and requirements. For projects ≥ \$5M engage Independent Commissioning Agent.
	Design and Sustainability	<ul style="list-style-type: none"> Check that changes do not impact meeting Sustainable Buildings Policy objectives and requirements.
Completion / Handover	Project Manager	<ul style="list-style-type: none"> Project Report to include how project has achieved Sustainable Buildings Policy standards. Create Building User Guide and Building Operations and Maintenance Guide.
	Design and Sustainability	<ul style="list-style-type: none"> Assist Project Manager in Handover process
	Building Maintenance	<ul style="list-style-type: none"> Review Operations and Maintenance Guide and Building User Guide.
Evaluation / Close	Project Manager	<ul style="list-style-type: none"> Project Report to include report on cost and benefits of Sustainable Building Policy on project.
Operations		
On-going Operations and Maintenance	Facilities Manager / Project Manager	<ul style="list-style-type: none"> Check that Buildings are used in accordance with Operations and Maintenance Guide and Building User Guide. Update Operations and Maintenance Guide and Building User Guide where required. Check that any repairs/replacements are done in accordance with Operations and Maintenance Guide or Sustainable Buildings Specification.

9. Monitoring and Reporting

The City Improvement Program will be monitored and reported on, to ensure projects comply with the endorsed Sustainable Buildings Policy objectives and standards, as well as relevance to Council goals, targets, performance indicators and statutory requirements.

Key performance indicators include:

- Percentage (%) value of projects meeting requirements in the Policy
- Percentage (%) of projects meeting specific Sustainability Performance Targets as identified in the Sustainability Strategy 2016-30.
- Performance of Council buildings against specified Sustainability Performance Targets as identified in the Sustainability Strategy 2016-30.

This information will be reported on in the City of Greater Dandenong's Annual Sustainability Report, which is presented back to Council.

The effectiveness of the policy will be reviewed after two years and reported back to Council.