

1. Purpose

The purpose of the Environmentally Sustainable Design (ESD) Buildings Policy is to facilitate a coordinated approach to achieving sustainability standards in Council buildings. The Policy aims to:

- Establish a consistent approach for achieving best practice ESD outcomes in the design, construction, and operation of council buildings.
- Ensure ESD opportunities and whole of life costs are considered in all phases of new and refurbished buildings lifecycles.
- Drive innovation and sustainability leadership through Council processes and practices.
- Enable Council to achieve and exceed its targets within its Environment Strategy and Infrastructure Strategy through:
 - Delivery of infrastructure that is energy and water efficient and supports a circular economy.
 - Achieving net zero corporate emissions by 2030.
 - Delivery of assets that are resilient to the impacts of climate change including increasing temperatures and extreme weather events.

2. Scope

The policy applies to all new Council buildings and facilities, as well as existing buildings that require renewal, upgrade or refurbishment that comprises greater than 50% of the existing building footprint. The policy will provide clear objectives, guidance, and tools for use by building and facility project managers, designers, architects, engineers, consultants, and building contractors.

3. Definitions

BESS	Built Environment Sustainability Scorecard (BESS) is an assessment tool created by local governments in Victoria. It shows how a proposed development demonstrates sustainable design at the planning permit stage. http://www.bess.net.au/
BMS	Building management system
Council	Means Casey City Council, being a body corporate constituted as a municipal Council under the Local Government Act 1989.
Council	means Casey City Council, being a body corporate constituted as a municipal Council under the Local Government Act 2020
Councillors	means the individuals holding the office of a member of Casey City Council
Council officer	means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.
ESD	Environmentally Sustainable Design
GBCA	Green Building Council of Australia www.gbca.org.au
GECA	Good Environmental Choice Australia - Sustainable materials and products database. http://www.geca.eco/
GFA	Gross Floor Area – a measure of the size of a building

Green Star	Green Star building environmental rating system administered by the Green Building Council of Australia.
HLI	High level interface
HVAC	Heating, Ventilation And Cooling (building systems)
kWh	Kilowatt Hour - a measure of electricity consumption
LLI	Low level interface
MWh	Megawatt Hour- a measure of 1,000 kWh of electricity consumption
MUSIC	Model for Urban Stormwater Improvement Conceptualisation – A tool that predicts the performance of stormwater quality management systems by measuring the predicted levels of pollution.
NCC	National Construction Code
OH&S	Occupational Health and Safety
PVC	Polyvinyl chloride is a common material used for plumbing pipes and electrical cables. The manufacture requires toxic chemicals and disposal is also toxic
R value	A measure of heat transfer that is used for insulation. The higher the R value the lower the heat loss from inside in winter and heat gain when hot outside.
STORM	Stormwater Treatment objective relative measure calculator measures if best practice stormwater objectives have been met by measuring the projected reduction in nitrogen pollution.
U value	A measure of the heat transfer from inside to outside that is used for windows. Lower u value = less heat loss.
VOC	Volatile Organic Compounds
VRF	Variable Refrigerant Flow. HVAC technology where a single system supplies multiple indoor units, heating and cooling separate units at the same time.
WELS	Water Efficiency Labelling Scheme – benchmarks water efficiency and applies a WELS star rating of 1 to 6 stars

WMP	Waste Management Plan
WSUD	Water Sensitive Urban Design

4. Policy

Requirements of the policy is a mandatory consideration for all new Council buildings and facilities, as well as existing buildings that require renewal, upgrade or refurbishment that comprises greater than 50% of the existing building footprint, to ensure the following is achieved:

- Improvement of the energy performance of Council buildings by minimising energy consumption and maximising renewable energy generation and storage.
- Prioritisation of electric equipment with no new gas connections for all buildings and the phase out of gas connections from existing buildings.
- Reduction of the carbon footprint of buildings through consideration of whole-of-life embodied emissions of construction and fit-out materials.
- Reduction of waste sent to landfill by designing out unnecessary waste and maximising re-use, repair and recycling opportunities.
- Drive innovation in circular economy and prevent the waste of valuable resources at source.
- Integration of water management in building design to minimise potable water use, access recycled water sources and achieve best practise wastewater and stormwater outcomes.
- Prioritisation of sustainable transport modes with electric vehicle charging stations and end of trip facilities included at new community hubs.
- Improvement of the built environment to enhance the health and wellbeing outcomes for all users.
- Design of the built environment that strengthens and values diversity through inclusive, equitable and accessible assets.
- Inclusion of solar passive design principles in all new buildings.
- Protection and enhancement of indigenous biodiversity values.
- Development of assets that are resilient to current and future impacts of climate change.
- Foster collaboration between Council teams to ensure sustainability objectives and other design considerations are aligned, with consideration of the ESD Policy at all stages of the design process (Concept, Design, Documentation, Project Commissioning).

4.1 Building Design and Performance Requirements

4.1.1 Building Design Requirements

In implementing the objectives, the requirements included in the table below must be achieved:

Project Type	Project Size	Requirements
New Buildings	Community hubs >800m2 floor area	Minimum certified 5 Star under the Green Star Buildings rating tool, including achieving 15

		points in Climate Positive Pathway and meeting the Water Use credit achievement. Build design and quality to be delivered in line with Passive House methodology.
	Non-Community hubs >800m2 floor area	Minimum certified 4 Star under the Green Star Buildings rating tool, including achieving 15 points in Climate Positive Pathway and meeting the Water Use credit achievement
	<800 m2 floor area	Achieve Excellence rating in BESS tool (>70% score) Meet the Minimum Expectations of the Green Star Buildings rating tool
Renewal / Refurbishment	Total floor area >800m2 & over 50% of existing floor area	Minimum certified 4 Star under the Green Star Buildings rating tool
	Total floor area <800m2 & over 50% of existing floor area	Achieve Best Practise rating in BESS tool (>50% score) Meet the Minimum Expectations of the Green Star Buildings rating tool

Note: For non-certified buildings, it is a requirement that contractors provide a BESS report showing the building has achieved the BESS ESD requirements and a report showing the Minimum Expectations of the Green Star Buildings tool have been achieved. These reports are to be reviewed by the Design & Construct and the Sustainability & Environment representatives.

4.1.2 Energy Performance Targets

In addition to the requirements above, modelling for specific building types should meet the following performance targets:

Building Type	Energy Performance Targets
Community Facilities	Energy use <114MJ/m2/pa
Sporting Facilities	Energy use including sports field lighting <149MJ/m2/pa
Aquatic Leisure Centres	Energy use <10GJ/m2 of pool surface area per annum Water use <12kL/m2 of pool surface area per annum

4.1.3 Circular Economy Priorities

All design choices for both construction and fit out materials should consider circularity and aim to minimise resource use and waste generation. The following order of priorities should be adhered to

Arranged in Order of Priority	
1. Refuse	Prevent raw materials' use
2. Reduce	Decrease raw materials' use
3. Redesign	Reshape product with a view to circularity principles
4. Reuse	Use product again (as second hand)
5. Repair	Maintain and repair product
6. Refurbish	Revive product
7. Remanufacture	Make new from second hand product
8. Re-purpose	Reuse product but with other function
9. Recycle	Salvage material streams with highest possible value

4.2 Casey Minimum ESD Requirements

In addition to section 4.1, the following table outlines the specific requirements for all new developments and renewals. These were developed in based on existing best practice ESD policies and through consultation with relevant teams and external experts, including the ESD expert in the Casey Design Excellence Panel.

All internal projects will apply this policy from project conception to ensure that initial project scope and budget preparation includes these minimum requirements.

Building Fabric	
Walls, Roofs, Floors, Glazing	<ul style="list-style-type: none"> Insulation R-values to be at least 10% above current NCC requirements. Independent of R-value requirements, all external walls, roofs and lightweight floors must have an approved radiant barrier (i.e. Reflective Foil Laminate) installed that has an NCC (National Construction Code) or an NFPA (National Fire Protection Association) flammability rating. Retrofit insulation wherever possible into renovations and extensions. All new or replacement glazing in areas with active heating and cooling to be double or triple glazed. Glazing specifications of total system (including frames) to be 10% above NCC glazing requirements. No floors with in-slab heating or cooling systems are to be installed.
Windows and shading	<p>North Facing Facades</p> <ul style="list-style-type: none"> Maximise northern façade length and northern glazing. A northern façade length equal to or greater than the east and west facing façade lengths is preferred.

	<ul style="list-style-type: none"> Eaves on all north facing facades must be sized to maximise heat gain in the winter and minimise heat gain in summer. Glazing to be double or triple glazed where appropriate. No other fixed shading, e.g. awnings or pergolas, are to be used on the northern facing facades. <p>South Facing Facades</p> <ul style="list-style-type: none"> Glazing should be minimised on south facing facades to reduce heat loss in winter and heat gain in summer. Glazing on the southern façade to be double glazed where appropriate, with low solar gain, Low-E glass considered. <p>East & West Facing Facades</p> <ul style="list-style-type: none"> Glazing should be minimised on the east and west facing facades with eaves or fixed shading considered to reduce heat gain in the summer months. Glazing on the eastern and western facades to be double glazed where appropriate, with low solar gain, Low-E glass considered. <p>All Facades</p> <ul style="list-style-type: none"> Glazing and shading concepts and designs to be provided to a Sustainability and Environment Team representative for review and sign-off. All window frames are to be thermally broken to minimise heat exchange.
Air Leakage	<ul style="list-style-type: none"> Building must achieve <math> < 3.0 \text{ m}^3/\text{hr}/\text{m}^2 </math> at 50Pa (under +ve and -ve pressure), as verified with an onsite pressure test (in both pressurized and depressurized states) to AS/NZS ISO9972

Heating Ventilation & Airconditioning	
Natural ventilation and passive cooling	<ul style="list-style-type: none"> Use passive design principles to avoid excessive heat gain during hotter months. Maximise operable windows and cross ventilation. Where possible, locate non-habitable rooms on the west as a buffer from heat gain. Where habitable rooms are required on the west, ensure solar heat gain in summer is minimised through appropriate glazing and external shading. Use natural ventilation or a mix of natural and mechanical ventilation.
Passive heating	<ul style="list-style-type: none"> Maximise passive winter heating with north facing windows, double glazing and internal thermal mass that is insulated. Guidance on general solar passive design principles can be found here.
HVAC Technology	<ul style="list-style-type: none"> No Gas HVAC equipment to be installed. Heat pump technology for heating and/or cooling to have Coefficient of Performance (CoP) of at least 3.5. Where continuous 100% fresh air is required (e.g. Gymnasiums), HVAC systems will employ closed loop heat exchange technology with conversion efficiency greater than 75%. HVAC systems to be sized appropriately with consideration given to building layout and occupancy needs when selecting technologies. Prioritise energy efficiency in all HVAC designs.

	<ul style="list-style-type: none"> Any package units should contain BACnet and with Digital Scroll technology and be fitted with fresh air economy cycle and plug fans. Ensure careful consideration of temperature sensors. Sensors are not to be placed directly below HVAC ducts. Adequate ceiling space to be provided for HVAC ductwork. Maternal Health baby care rooms should include dedicated reverse cycle split systems that are linked to backend controls. Consider Heat Recovery Ventilation (HRV) systems where appropriate.
Economy features	<ul style="list-style-type: none"> Motorised and fully modulating economy dampers to be fitted to all integrated HVAC systems (packaged or split ducted) with 100% outside fresh air capability. All air handling unit (AHU) fans to include Variable Speed Drive (VSD) technology capable of being controlled by non-original equipment manufacturing (OEM) external direct digital controllers (DDC). Fan or pump motors to be direct drive. Belts and pulleys are not to be used. All heat pumps to employ variable refrigerant flow (i.e. Electronically Controlled variable Thermostatic Expansion (TX) valves or variable speed refrigerant flow/compressors).
Reverse cycle systems	<ul style="list-style-type: none"> New or replacement systems to be highest energy star rating available for size (kW) and system required. New or replacement systems to be fitted with PIR occupancy sensor. Single rooms should ideally not contain more than one reverse cycle unit.
Refrigerants	<ul style="list-style-type: none"> Refrigerants must have a global warming potential (GWP) of less than 10, as per Green Star Buildings – Other Carbon Emissions credit.
Control Systems	<ul style="list-style-type: none"> All HVAC systems to include control strategies that measure and respond to ambient conditions, including but not limited to; pump speeds, CO2 and Temp sensor limits and thresholds, staging according to conditions. All systems to utilise variable supply based on occupancy using CO2 monitoring and/or occupancy detection for zone ventilation control. This includes PIR for splits, fan coils, AHU's or VAV's. Unitary controls – where systems employ unitary controls only, supplementary control shall be available for high level interface (HLI) to BMS or other systems as required. HLI shall be open protocol per relevant industry standards. Building Management Systems (BMS) – Any BMS deployed to provide control and / or monitoring of equipment shall be capable of HLI to existing BMS used by council for supervisory control and data acquisition.

Energy	
Renewable Energy Systems	<ul style="list-style-type: none"> Installation of a renewable energy system sized to match maximum modelled energy load Design building to accommodate the installation of batteries and battery management system at a future stage. All new family and community centres/hubs should be fitted with battery storage sized appropriately to the building's modelled energy requirements and with a minimum 10 year warranty.

	<ul style="list-style-type: none"> • Solar panels must have a minimum 25 year product warranty and have a minimum efficiency of 20%. • Prioritise solar inverter brands that are compatible with Council's online solar monitoring portals, SolarWeb or SolarEdge. • For solar systems over 99kW, LGCs are not to be sold. 100% of LGCs to be retained and surrendered by Council to meet emissions reductions targets. • New buildings and major refurbishments must be designed to allow for current and future solar PV installations. • If the building has a BMS, the solar system and battery should have HLI or LLI connection to the BMS.
Separate metering	<ul style="list-style-type: none"> • Electricity in all new buildings must be separately metered from existing buildings. Submeters on existing switchboards should not be used to supply and/or measure new building electricity consumption. • Install separate metering and zoning for different tenants.

Lighting	
Technology	<ul style="list-style-type: none"> • All lighting, including sports fields, parks and gardens, and carparks, to use light emitting diode (LED) technology
Control systems	<ul style="list-style-type: none"> • Lighting controls to be linked to building management systems (BMS) where present and/or security system. • Occupancy sensors to be installed in all areas with inconsistent use such as halls, toilets, corridors, storerooms, meeting rooms, offices, etc.

Equipment & Appliances Fit Out	
Equipment Efficiency Standards	<ul style="list-style-type: none"> • Refrigeration equipment to be located so rejected heat can be expelled easily to outside or reused for heating within building. • Only high energy efficient hand dryers utilising no heat, high air speed technologies along with air filters to promote hygiene are to be installed in toilets, bathrooms and change rooms. Paper towels and paper towel dispensers are not to be used. • Highest available energy efficient ventilation systems, extraction fans, etc. • Equipment (e.g. dishwasher, cooktop) to be within one star rating of best available technology for energy and water efficiency. • No gas appliances to be installed. • Install timers on tea and coffee boilers so they switch off over weekends and overnight. No urns to be used. • Energy efficiency of appliances can be confirmed on the website www.appliancesonline.com.au with performance ratings based on information provided on the website www.energyrating.gov.au • Consider products as a service/leasing of products.

Water	
Hot Water Technology	<ul style="list-style-type: none"> • Council has a preference for high efficiency heat pump electric hot water systems that can link to existing, new or future solar PV. • Hot Water heat pump technology to have Coefficient of Performance (CoP) of 3.5 or greater.

	<ul style="list-style-type: none"> Hot Water storage systems with integral natural gas boosting not to be used.
Pipe insulation	<ul style="list-style-type: none"> All hot water piping (flow and return) above 25mm Outside Diameter (OD) shall be insulated with pre-formed sectional glass wool or polyester insulation or similar, having a maximum thermal conductivity of 0.036 W/m²K at 20°C mean temperature. All exposed pipe work insulation shall be sheathed with 0.5mm thick zinc anneal sheet metal or approved equivalent. All sheathing shall be installed in a manner which resists entry of water and UV light. All hot water pipes (flow and return) 20mm Outside Diameter (OD) or less shall be fully insulated with Armaflex FR 13mm or approved equivalent. All exposed pipe work insulation shall be sheathed in a UV protective coating i.e. foil tape or equivalent coating. All sheathing shall be installed in a manner which resists entry of water and UV light. Note: Pre-lagged (Kemlag or Polylag) pipe not to be used.
Ring main systems	<ul style="list-style-type: none"> Ring main hot water systems are to be avoided wherever possible to limit unnecessary energy wastage. If they are to be installed systems must include a digital time clock control mechanism that: <ul style="list-style-type: none"> prevents hot water circulation during non-occupancy hours. starts ring main at least one hour prior (or greater if required for occupational and health and safety requirements) to building occupancy to circulate any accumulated bacteria through 60 degree water to kill any legionella bacteria. Preference for connection to a Building Management System (BMS) if present in building.
Rainwater tanks	<ul style="list-style-type: none"> Rainwater harvesting systems to be included where possible with consideration given to supply of toilets and laundry. Match roof capture area and tank size to expected use. The Tankulator tool (https://renew.org.au/tankulator/) can help size tanks appropriately to expected use. Tanks to have adequate filtration when connected to internal uses. Gutter guards, first flush diverters, etc. need to be considered. If building has a BMS, the rainwater tank should be connected to allow for monitoring of water levels, pump faults and operation.
Stormwater	<ul style="list-style-type: none"> Achieve a minimum of 100% in the Melbourne water STORM tool (where applicable) or equivalent in the MUSIC tool. Prioritise passive irrigation/rain gardens/bio swale where possible in mandatory infrastructure such as carparks Maximise permeable areas and consider drainage during extreme storm events.
Irrigation	<ul style="list-style-type: none"> All active open spaces must be irrigated using alternative water supply All canopy trees and trees in car parks to be passively irrigated

Materials, Finishes & Indoor Environmental Quality

General Materials	<ul style="list-style-type: none"> Prioritisation should be given to second hand products and products that can be repaired and re-used.
-------------------	---

	<ul style="list-style-type: none"> • Select materials from ecospecifier, GECA, FTD Circular or Green Star where possible <ul style="list-style-type: none"> ○ http://www.ecospecifier.com.au/ ○ http://www.geca.eco/ ○ https://fitoutcirculareconomydirectory.spread.name/ ○ https://new.gbca.org.au/green-star/rating-system/responsible-products-framework/ • Consider the Life Cycle of all materials - select materials with a low embodied energy, that are durable, low maintenance, have a recycled content, that can be recycled, that have take back schemes, that can be repaired or re-used, etc. • For details on recycled content in construction refer to the Ecologiq Road Reference Guide. • Avoid imported products where possible and use locally sourced and manufactured products
Timber	<ul style="list-style-type: none"> • All timber used to be re-used/recycled (preferred), FSC or PEFC certified. • The use of tropical hardwoods such as Merbau, Mirabow, Ipil, Kwila, Vesi are not permitted unless required for renewal of heritage sites. Consider sustainable alternatives where possible. • Avoid treated pine if possible. • If composite timber is to be used, ensure it is both made from recycled materials and recyclable. • The use of laminated timber structural members (plantation) will be given precedence over native hardwood structural members except where wood has been reclaimed/ re-used.
Concrete	<ul style="list-style-type: none"> • All concrete to have recycled content and use recycled aggregate wherever possible. • Non-structural concrete to use alternative material (e.g. fly ash) to substitute the conventional portland cement.
Steel	<ul style="list-style-type: none"> • 95% of the building's steel (by mass) is sourced from a Responsible Steel Maker. For steel framed buildings, at least 60% of the fabricated structural steelwork is supplied by a steel fabricator/steel contractor accredited to the Environmental Sustainability Charter of the Australian Steel Institute (ASI). For concrete framed buildings, at least 60% (by mass) of all reinforcing bar and mesh is produced using energy-reducing processes in its manufacture. • Accredited steel makers can be found at the following link: https://www.steel.org.au/what-we-do/focus-areas/sustainability/environmental-sustainability-charter/find-a-charter-member/
External surface finishes	<ul style="list-style-type: none"> • Light coloured materials with Solar Reflectance Index (SRI) greater than 60 are to be used for roof and external facade to reduce urban heat island effect and reduce cooling load.
Poly Vinyl Chloride (PVC)	<ul style="list-style-type: none"> • To reduce environmental and health impacts for building users, internal plastic materials (e.g. vinyl flooring and carpet underlays) should exclude PVC. Where PVC is used apply Best Practice Guidelines for PVC in the Built Environment by specifying eco-labels (e.g. Global-Mark Certified) that comply with the Green Star PVC credit. https://www.gbca.org.au/uploads/156/2716/Green%20Star%20PVC%20Credit%20060511.pdf

Outdoor & Landscaping	
Open Space	<ul style="list-style-type: none"> Maximise green infrastructure over grey infrastructure where possible
Rocks/ Logs	<ul style="list-style-type: none"> Locally sourced rocks and logs are preferred.
Pavement & Surfaces	<ul style="list-style-type: none"> Recycled materials should be prioritised in all outdoor surfaces e.g. concrete with recycled content, recycled rubber/tyres, resin bond aggregate/glasses.
Plants	<ul style="list-style-type: none"> Consider climate change in tree selection: trees will reach maturity in 30-40 years and face significantly worse climatic conditions. Prioritise indigenous species or drought tolerant native species in all landscaping and include both trees and understorey species in designs. Maximise canopy tree planting in public realms with a minimum 30% canopy coverage in new growth suburbs (see Precinct Structure Planning Guidelines 2021). Aim for 100% of existing native trees to be retained on site. Each native tree removal requires approval from consultation group. Consider habitat requirements for threatened animal species that may occur in area.
Street Furniture	<ul style="list-style-type: none"> Prioritise standalone solar powered street furniture, e.g. solar park lighting (LED), solar powered bins, solar BBQs. Prioritise furniture made from recycled materials which are returnable/recyclable at end of life.
Green Roofs	<ul style="list-style-type: none"> Consider innovative designs incorporating green walls or green roofs where appropriate. Ongoing maintenance should be considered in any designs. Water captured via gardens should be connected to water tanks for toilets, irrigation, etc.

Transport	
Bicycle parking	<ul style="list-style-type: none"> Mix of secure on wall and on ground bicycle parking for staff and visitors in excess of planning scheme and/or to meet BESS Best practice. Covered bike parking wherever possible. Continuous and accessible travel to the bike parking area.
Electric vehicles	<ul style="list-style-type: none"> Ensure electric vehicle (EV) chargers are installed at carpark spaces at new community hub facilities. Number of chargers should be based on an assessment of usage at other council facilities with EV chargers. Ensure adequate power supply, infrastructure and outlets to 20% of parking bays are future proofed to install future EV bays.

Waste & Recycling	
Construction Materials	<ul style="list-style-type: none"> At least 80% of construction and demolition materials must be recycled in line with Green Star requirements. Prioritise circular economy opportunities.
Streams	<ul style="list-style-type: none"> Collection of multiple waste streams in line with Green Star requirements. <ul style="list-style-type: none"> Consider food organics and garden organics (FOGO), soft plastics and E-waste for third waste stream.

	<ul style="list-style-type: none"> ○ Engage with Waste team to determine most appropriate third waste stream for building type. ● Waste generation rates can be found in section 8.2 of Council's Waste Management Guidelines (LINK).
Waste Management Plan	<ul style="list-style-type: none"> ● For new builds, a waste management plan must be prepared by an independent third party (waste consultant) and provided to the Waste Management Team for review and sign off. The WMP must include information on the waste streams, waste storage areas and include a swept path diagram outlining manoeuvrability within the site to the waste collection point. Further details can be found in the Waste Management Guidelines.

Foundations	
Soil	<ul style="list-style-type: none"> ● Consider compaction or expansion of soil and infill during periods of extreme heat and drought.

4.3 Responsible Party

The Policy applies to all Council officers and the contractors responsible for financing, planning, designing, developing, constructing, renovating and managing Council-owned buildings and facilities. Roles and responsibilities are further defined in Appendix 1.

4.3.1 ESD (Building) Consultation Group

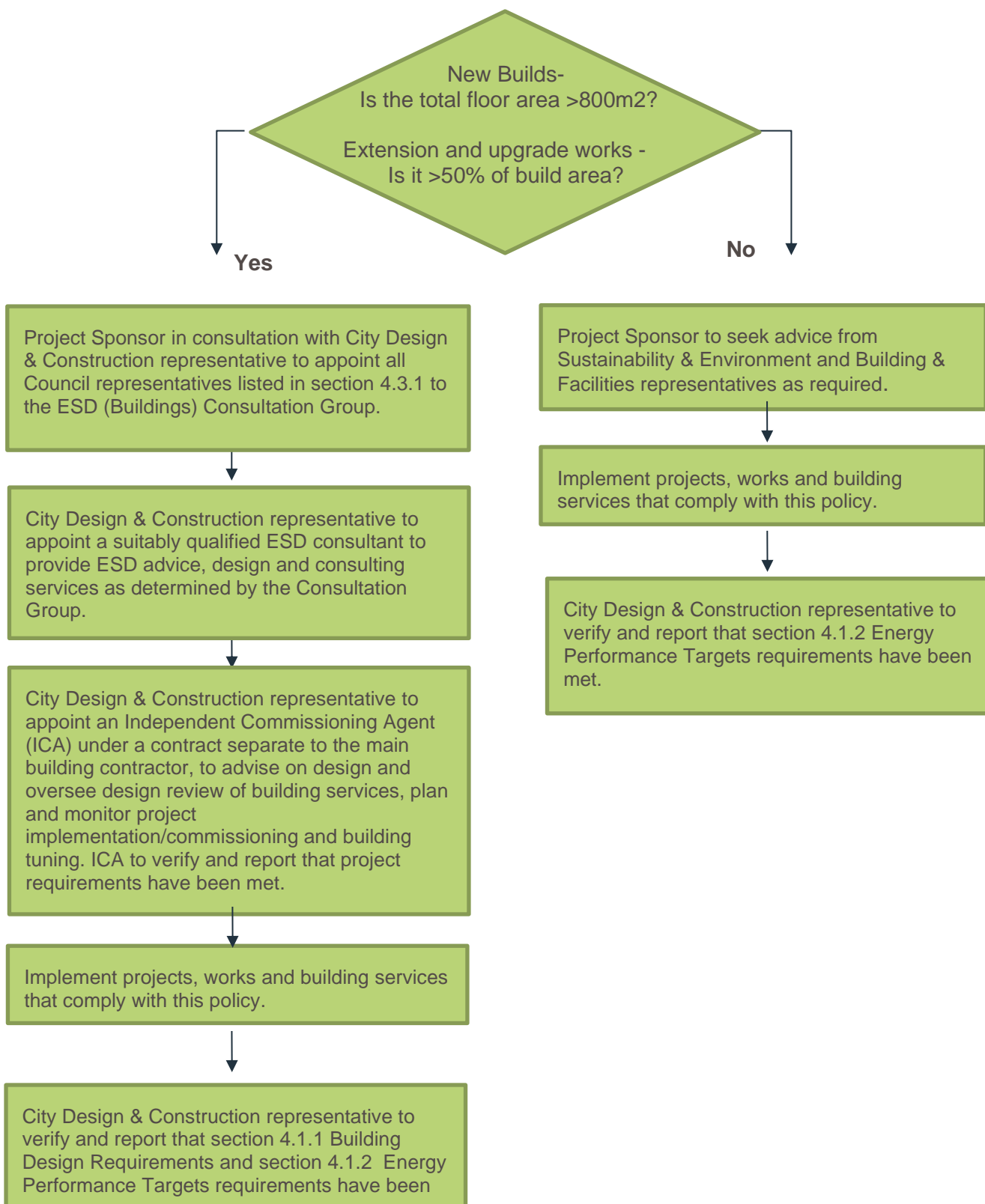
The Consultation Group is responsible for the delivery, implementation, and reporting of environmentally sustainable design to ensure that ESD Building Policy requirements are met for all new builds greater than 800m². The Consultation Group will review and contribute to design concepts to achieve a high-quality design result in keeping with the policy objectives.

The Team Leader of Project Management, Building Design & Construction or their nominee will appoint an Independent Commissioning Agent (ICA) and Independent Environmental Sustainability Design (ESD) consultant into the Consultation Group (unless otherwise agreed by the Consultation Group). ESD (Buildings) Consultation Group must include representatives from the following; Building Design & Construction, Project Manager, Sustainability & Environment, Building & Facilities, City Design and an independent ESD Consultant.

At each stage of development (Concept, Design, Documentation, Project Commissioning), all representatives must be consulted. Any material changes after consultation require approval from the Consultation Group. Where agreement cannot be reached with consultation members, the decision shall default to consensus between the managers of Sustainability & Waste, City Design & Construction and City Presentation.

4.4 ESD Building Policy Process

The Managers of Sustainability & Waste, City Design & Construction and City Presentation are accountable for overseeing the successful implementation of this Policy. The following process is to be implemented for the delivery of all Building Planning, Construction and Maintenance Projects.



5. Relevant Forms

N/A

6. Document History

Date approved	Change Type	Version	Next Review Date
1 August 2024	Typo correction of reference in section 4.4 ESD building policy process flow diagram	2.1	09 July 2028
09 July 2024	Major review	2.0	09 July 2028
2 April 2019	Policy inception	1.0	November 2020

APPENDIX 1 – ROLES AND RESPONSIBILITIES

Roles and responsibilities for implementing this policy are outlined below.

Party	Role
<p>Project Sponsor</p> <p>Responsible for developing the project concept</p>	<ul style="list-style-type: none"> When planning the project (i.e. project mandate and business case development) develop a project brief which identifies all items from <i>Section 4.2 Minimum ESD Requirements</i> that fall within the project scope. Ensure all recommended high-performance design elements are within scope of the budget bid. Appoint the ESD (Buildings) Consultation Group. For minor projects (less than 800m²), request that an Sustainability & Environment and a Building & Facilities representative provide advice on the project.
<p>Team Leader Project Management Building Design & Construction / Team Leader Buildings and Facilities</p> <p>For capital works implementation</p>	<ul style="list-style-type: none"> For new builds greater than 800m², engage an ICA and an Independent ESD consultant. For all smaller new builds, renewals, upgrades and refurbishments if required, seek advice from the nominated Sustainability & Environment and Building & Facilities representatives on the requirements of this policy Implement projects, works, and building services in compliance with the Policy.
<p>Sustainability & Environment Team</p>	<ul style="list-style-type: none"> Nominate a representative on request by the Project Sponsor or Project Manager. Support the implementation of projects that comply with the ESD Buildings Policy on request by the Project Sponsor and/or Project Manager. Support the implementation of works that comply with the ESD Buildings Policy by advising Consultation Group contractors on request.
<p>Building & Facilities Team</p>	<ul style="list-style-type: none"> Nominate a representative on request by the Project Sponsor or Project Manager. Support the implementation of projects that comply with the ESD Buildings Policy on request by the Project Sponsor and/or Project Manager. Support the implementation of works that comply with the ESD Buildings Policy by advising Consultation Group contractors on request.
<p>City Design and Construction</p>	<ul style="list-style-type: none"> Nominate a representative on request by the Project Sponsor or Project Manager. Support the implementation of projects that comply with the ESD Buildings Policy on request by the Project Sponsor and/or Project Manager. Support the implementation of works that comply with the ESD Buildings Policy by advising Consultation Group contractors on request.

Contact the City of Casey:

Web: casey.vic.gov.au
Email: caseycc@casey.vic.gov.au
Phone: 03 9705 5200
Post: PO Box 1000, Narre Warren VIC 3805
NRS: 133 677 (for the deaf, hearing or speech impaired)

Customer Service Centres:

Narre Warren: Bunjil Place, Patrick Northeast Drive
Cranbourne: Cranbourne Park Shopping Centre
ABN: 43 320 295 742



TIS: 131450 (Translating and Interpreting Service) المترجم الفوري 翻译 مترجم شفاهي ਦੁਆਰੀਆ ਯਥਾ ਚਰਚਾ

CASEY.VIC.GOV.AU