SCOPE OF SERVICES – SUSTAINABLE BUILDINGS AND ESTATE

1. **Background**
   1. The Defence Estate Strategy 2016-2036 commits Defence to delivering “a strategically aligned, affordable, safe and sustainable estate that enables Defence capability and operations”.
   2. Defence aims to support the estate lifecycle by continuously improving the efficiency, security and resource sustainability of new and existing estate facilities and to make the most of innovative design to meet user capability requirements, minimise resource consumption and waste, and improve resource security.
   3. The Commonwealth requires the Consultant to provide independent advice and assistance to ensure that Defence applies sustainable building principles to promote its role as environmental steward, drive enhanced resource efficiency, reduce costs and support capability.
2. **Commonwealth Objectives** 
   1. The objective of the Services is to support the effective integration of sustainable building principles, as articulated in the Defence Environment and Heritage Manual and the Smart Infrastructure Handbook to estate management, facilities and infrastructure design and construction. The role will encompass activities in support of planning, design, construction, operation, maintenance and disposal of Defence assets.
   2. The Commonwealth’s requirements include:
      1. Providing strategic, advisory or policy services in accordance with the timeframes outlined by the Commonwealth's Representative.
      2. Achieving the Defence Estate Strategy and Defence Environment Strategy objectives, including promoting the sustainable, efficient and effective use of resources.
      3. Integrating sustainable building and management principles holistically at a base/precinct/regional level to support capability and to obtain value for money outcomes as Defence transitions to a more ecologically sustainable estate.
      4. Auditing, measuring and monitoring outcomes to ensure design performance and inform efficiency and reduced consumption, including relevant Defence estate lifecycle processes and guidance.
      5. Land use planning and building services related to sustainable buildings.
      6. Participation in the evaluation of Tenders for Commonwealth projects and assistance with the preparation of Tender Evaluation Board Reports.
      7. Achievement of required time and quality outcomes.
   3. The specific scope of Services for an Engagement will depend on the circumstances that arise at that point in the estate lifecycle.
3. **Skills and Qualifications**
   1. The Commonwealth requires suitably skilled persons to be offered by the Consultant, matched to the specific needs of the Services. The Consultant must have and maintain for the term of the Engagement an in-depth understanding of the Commonwealth's objectives and all relevant Statutory Requirements and policy frameworks for the Services, including any relevant applicable Australian and international standards and Commonwealth policy, which may include:
      1. Defence Estate Strategy;
      2. Defence Environment Strategy;
      3. Defence Environment and Heritage Manual;
      4. National Waste Policy;
      5. Commonwealth Sustainable Procurement Guide;
      6. Smart Infrastructure Manual;
      7. other Commonwealth and State/Territory policy guidance in existence, or which may be created, that relates to sustainable buildings or estate efficiency; and
      8. other policy guidance in existence, or which may be created, including
         1. Green Star;
         2. NABERS;
         3. ISCA; and
         4. LEED.
   2. The Consultant may be required to provide:
      1. specialist sustainable buildings policy or engineering expertise, public communication, and town planning and environmental expertise, including for waste minimisation, auditing and strategic advice on sustainability in buildings or estate management;
      2. access to engineers, town planners, environmental specialists, engineers, spatial analysts and other expertise as required by the Engagement; and
      3. in-depth knowledge of and experience in the Services as outlined below.
4. **Services**
   1. The Consultant must be able to provide the following Services in accordance with the timeframes outlined by the Commonwealth's Representative:
      1. Provide strategic, advisory or policy services including to:
         1. provide expert advice on sustainable buildings policy, risks, emerging trends, issues and innovations or opportunities relating to the effective planning, design and management of Defence buildings;
         2. provide advice on compliance matters, including Statutory Requirements and policy compliance;
         3. review Defence policy manuals and guidelines, technical pamphlets and other material related to the design and construction and maintenance options of sustainable buildings on the Defence estate;
         4. assist or lead the development of new policy, or review of existing policy, including the development and support of implementation strategies, stakeholder consultation and performance measurement and monitoring;
         5. review and advise in relation to documents produced as part of the estate lifecycle (such as Estate Base Plans, Initial Business Cases, design documentation, environmental plans and other management plans) and propose inclusions relating other environmental policy objectives; and
         6. provide the Commonwealth with support to understand the implications, opportunities and risks associated with existing and emerging technologies as they relate to sustainable buildings or the estate lifecycle.
      2. Provide training, advice and mentoring to Commonwealth staff in the form of written reports and presentations on topics including:
         1. waste minimisation;
         2. circular economy or waste management;
         3. ecologically sensitive urban design;
         4. environmental management plans and systems optimisation;
         5. emerging technologies of ecologically sustainability products; and
         6. other related areas.
      3. Provide specialist advice related to resource planning, management and consumption on the Defence estate during land use planning, building construction and other estate lifecycle processes, including:
         1. providing advice relating to sustainable buildings;
         2. energy, water, climate change, waste management and their contribution or impact on the security and resilience of the Defence estate;
         3. building tuning, operational performance and the design and implementation of building control improvements, including the installation of equipment and efficiency initiatives;
         4. financial analysis and cost modelling, stakeholder engagement, performance review and reporting regimes;
         5. land use planning matters, site selection and building design matters, including the application of relevant Australian and international standards; and
         6. the application of other policy standards and guidance to the Defence estate and the estate lifecycle, including National Waste Policy, Green Star, NABERS, ISCA and LEED.
      4. Undertake data modelling, auditing and performance verification services relating to sustainable buildings (including actual consumption and predicted efficiency) including:
         1. measurement, collection and analysis of data;
         2. profiling and forecasting or modelling of demand, supply and change; and
         3. compliance audits, and monitoring and validation as they relate to building design, site selection boards and infrastructure development.
      5. Prepare and consolidate required documentation to assist the Commonwealth to meet Government reporting obligations relating to sustainable buildings.
5. **Meetings**
   1. The Consultant may be required to attend and participate in meetings as specified for a particular Engagement including project team meetings and meetings with stakeholders.
   2. The Consultant may be required to travel to Defence sites or other locations as part of delivering the Services.
6. **Deliverables**
   1. As specified for a particular Engagement including reports, presentations, papers, reviews and advices.
   2. Deliverables from the Consultant should be applied in an appropriate context to enhance the Commonwealth's decision making, reporting and public consultation.
7. **Technical Requirements:**
   1. Any spatial data developed by the Consultant during the term of the Engagement is to meet the Security and Estate Group’s Spatial Data Management Plan (**SDMP**) and be uploaded into the Garrison Estate Management System and/or other platform identified within the SDMP. The SDMP is available externally on the internet at <https://www.defence.gov.au/business-industry/industry-governance/industry-regulations/spatial-data-management-plan>.
8. **Interpretation**
   1. Unless the context otherwise requires, capitalised terms in the Scope of Services or Brief will have the meaning given to them by the Defence Infrastructure Panel - Environment, Heritage and Estate Engineering 2020-2025 Terms of Engagement, Panel Conditions, Official Order, or the meaning given to them by the Commonwealth as published on the Defence website (https://www.defence.gov.au/business-industry), from time to time.