

LANDCOM

SUSTAINABILITY AND DESIGN GUIDELINES FOR EXTERNAL SERVICE PROVIDERS

1. INTRODUCTION

Landcom is committed to creating environmentally, socially and economically sustainable urban places within a commercial framework.

This document aims to provide guidance to external service providers such as consultants, development partners and builders about Landcom's sustainability approach, criteria and strategies. The document addresses implementation of sustainability and performance reporting for two stages of **masterplanning** and **delivery**.

2. INTEGRATING SUSTAINABILITY INTO LANDCOM PROJECTS

2.1 Masterplanning

2.1.1 Integrating sustainability criteria into your masterplan

It is critical to ensure that masterplans, DCPs and other relevant planning instruments and design documents/guidelines incorporate Landcom's design and sustainability performance criteria to enable Landcom to meet its vision and commitment.

To this end, the **Project Manager (PM)** must ensure that all the consultants appointed by the PM receive copies of all guidelines and documents relevant to their scope of service. Prior to preparing a masterplan, DCP or other planning or design documents, the PM and all the consultants must read relevant guidelines and documents and satisfy themselves that they understand the requirements relevant to their task/role in the project.

The PM and all consultants are responsible for ensuring that Landcom's sustainability criteria are integrated in the masterplan. There will be circumstances where certain criteria and/or targets cannot be met due to reasonable constraints, rational must be provided in writing to Landcom.

Urban Design & Environmental Sustainability

Landcom has developed a number of guidelines detailing its requirements/criteria for urban design and environmental sustainability. These are listed below:

Document	Brief description	Relevant to
Street Design Guidelines	These guidelines have been prepared to help us design streets that people like; streets that make the most of the natural environment and help create a sense of place, while also meeting their functional requirements.	Urban design consultants Traffic engineers WSUD consultants Stormwater consultants Landscape design consultants
Open Space Guidelines (Draft)	These guidelines aim to help us design quality and usable open spaces. Please discuss the requirements with Landcom's Urban Design Manager.	Landscape design consultants Urban design consultants Social and recreation planners Traffic engineers WSUD consultants Stormwater consultants
Solar access and lot orientation	The objective is to optimise solar access to the private open spaces and the internal living spaces.	Urban design consultants
Water Sensitive Urban Design (WSUD) Guidelines	These guidelines specify Landcom's objectives with regard to water conservation, urban runoff minimisation and stormwater flow management. WSUD Guidelines can be found at http://www.landcom.com/WSUDStrategy.aspx Landcom has a standard WSUD consultancy brief and a preferred list of WSUD consultants. Please appoint from this list using the WSUD consultancy brief. The brief template and the consultants list can be obtained from Landcom's Environment Manager.	Urban design consultants Traffic engineers WSUD consultants Stormwater and drainage consultants Landscape design consultants
Built Form Guidelines (Draft)	Aim to improve the built form design quality in our developments. Please discuss the requirements	Architects Builders

Document	Brief description	Relevant to
	with Landcom's Urban Design Manager.	
Heritage	Landcom is committed to conserving indigenous and non-indigenous heritage. Our requirements are detailed as part of our sustainability indicators in http://www.landcom.com/tbl see under indicators 13 and 14.	Heritage consultants Urban design consultants Architects Social planners
Biodiversity	Landcom aims to minimise the impact of its projects on biodiversity. Our criteria and targets for biodiversity conservation are detailed under indicators 11 and 12 as part of our sustainability indicators http://www.landcom.com/tbl . Landcom methodology for assessment and reporting of these indicators entitled " <i>Methodology for Calculating Triple Bottom Line Indicators for Biodiversity Conservation</i> " can be found at www.landcom.com/bio-methodology .	Ecological consultants Bushfire consultants Urban design consultants Landscape consultants WSUD consultants Stormwater and drainage consultants

Social Sustainability

Document	Brief description	Relevant to
Social Due Diligence	This work is done by Landcom's Business Development Team during Due Diligence Assessment.	
Strategic Social Plan	The Strategic Social Plan is to be prepared as part of the masterplanning process. It will identify the actions required to achieve the social sustainability objectives for the project. The consultants preparing the Strategic Social Plan will use the data collected at the due diligence stage and the risks and opportunities identified.	<ul style="list-style-type: none"> • Social and recreation planners • Urban design consultants
Stakeholder Consultation Workbook	Provides guidance for timely and effective stakeholder consultation. You can obtain an electronic copy from www.landcom.com/consultation	<ul style="list-style-type: none"> • Community consultation consultants • Communication consultants

2.1.2 Sustainability Reporting - Masterplan Adoption

Landcom reports publicly on its sustainability performance for a set of 15 project-related key indicators in its annual reports. Landcom's key sustainability indicators and targets can be found at www.landcom.com/tbl. Please note that not all indicators are applicable/relevant to every project.

Within 2 weeks of the masterplan being adopted by the consent authority the PM must provide to Landcom all the following information, documents and reports for the purpose of Landcom's sustainability reporting:

- Strategic Social Plan
- Stakeholder consultation plan – refer to Landcom's Stakeholder Consultation Workbook.
- Water Sensitive Urban Design (WSUD) strategy (including water quality modeling data)
- Ecological reports (including flora and fauna studies and riparian corridor studies) in accordance with Landcom's "*Methodology for Calculating Triple Bottom Line Indicators for Biodiversity Conservation*"
- Vegetation Conservation Management Plan
- Riparian Corridor Management Plan
- Heritage reports (including indigenous and non-indigenous heritage studies)
- Heritage Conservation Management Plan

2.2 Delivery

2.2.1 Sustainability Criteria for Physical Delivery

Landcom's Sustainability Indicators and Targets define and detail our minimum requirements for delivery stages <http://www.landcom.com/tbl>:

Sustainability Criteria	Instructions
Water Cycle Management (indicator 1) – see http://landcom.com/WSUDStrategy.aspx	The project-specific WSUD Strategy must be incorporated in the delivery stage project management brief, tender package (sustainability returnable schedule) for development partners and associated Project Delivery Agreement (PDA).
Moderate Income Housing (indicator 2) – see http://www.landcom.com/moderateincomehousing.aspx Moderate income range is defined as 80% to 120% of the average income across NSW. The average income data for NSW is published quarterly by the Australian Bureau of Statistics in Catalogue 6302.0 Table 11.	Unless otherwise stated by Landcom's development General Manager, the minimum target must be included in the delivery stage project management brief, tender package (sustainability returnable schedule) for development partners and associated Project Delivery Agreement (PDA).
Community Facilities – (facilities also includes social infrastructure and services as determined in your project's Strategic Social Plan at the masterplanning stage and agreed by Landcom's development General Manager).	The appropriate facilities and infrastructure should be incorporated as much as possible into your Planning Agreement, Section 94 plan, delivery stage project management brief, tender package (sustainability returnable schedule) for development partners and associated Project Delivery Agreement (PDA).
Community Development and Welcome Program (indicator 5)	Requirements must be incorporated in the delivery stage project management brief, tender package (sustainability returnable schedule) for development partners and associated Project Delivery Agreement (PDA).
Consumer Education on Sustainable Living (indicator 6)	Requirements must be incorporated in the delivery stage project management brief, tender package (sustainability returnable schedule) for development partners and associated Project Delivery Agreement (PDA) and/or Builder Agreements.
Waste Reuse and Recycling (indicator 7)	Landcom's minimum targets must be incorporated in the delivery stage project management brief, tender package (sustainability returnable schedule) for development partners and associated Project Delivery Agreement (PDA), Builder Agreements, civil works contracts and building contracts (where building activity is a direct Landcom contract).
Energy Efficient Design (indicator 8)	Landcom's minimum targets must be incorporated in the delivery stage project management brief, tender package (sustainability returnable schedule) for development partners and associated Project Delivery Agreement (PDA).
Sustainable Energy Technology (indicator 10)	Landcom's minimum targets must be incorporated in the delivery stage project management brief, tender package (sustainability returnable schedule) for development partners and associated Project Delivery Agreement (PDA), design guidelines and Builder Agreements.

2.2.2 Sustainability Reporting – Delivery Stage

Landcom reports the delivery stage indicators at practical completion. If a contract has reached practical completion during the financial year you must provide the details for the relevant indicators as detailed in section 2.2.1 to Landcom no later than 2 weeks after 30 June that year. All information and reports must be provided to Landcom in electronic format emailed to sustainability@landcom.nsw.gov.au.