

**LANDCOM**

**ENVIRONMENTAL BRIEF FOR  
PROJECT MANAGERS**

## CONDITIONS FOR THE PROTECTION OF THE ENVIRONMENT

1. In carrying out the consultancy work the Project Manager shall have due regard to the need for Landcom's obligation to meet the requirements to demonstrate due diligence under the Protection of the Environment Operations Act 1997.
2. For the purposes of this clause "ARA" means the Appropriate Regulatory Authority in relation to all environmental management matters and includes the Environment Protection Authority (EPA).
3. Without limiting the specification, the Project Manager shall satisfy the following minimum obligations in relation to the protection of the environment:
  - (a) The Project Manager shall ensure the involvement of suitably qualified specialist consultants who will ensure compliance with the requirements of the following:
    - (i) Environmental Planning and Assessment Act 1979 and Regulations;
    - (ii) Environment Protection and Biodiversity Conservation (Commonwealth) Act 1999;
    - (iii) Protection of the Environment Operations Act 1997 and Regulations;
    - (iv) Water Management Act 2000;
    - (v) Catchment Management Act 1989;
    - (vi) Threatened Species Conservation Act 1995;
    - (vii) Native Vegetation Conservation Act 1997;
    - (viii) Heritage Act 1977;
    - (ix) Contaminated Land Management Act 1997;
    - (x) Waste Avoidance and Resource Recovery Act 2001;
    - (xi) Mine Subsidence Act 1961;
    - (xii) National Parks and Wildlife Act 1974 and Regulations, including section 90 in respect of Aboriginal relics; and
    - (xiii) Any other relevant legislation or regulations.
  - (b) The Project Manager shall ensure that all its employees, agents, consultants, contractors and any other supervision personnel appointed to this project by the Project Manager are thoroughly and adequately briefed with respect to all environmental issues and impacts relevant to the site and surroundings.
  - (c) The Project Manager shall ensure that relevant "Triple Bottom Line (TBL) Indicators and Targets" are incorporated in the design and delivery of the project as they relate to the Project Manager 's scope of services. Landcom's TBL Indicators and Targets are available on [www.landcom.nsw.gov.au](http://www.landcom.nsw.gov.au).
  - (d) Landcom's Energy Smart Communities Policy requirements shall be incorporated in the urban design and building design where design elements are within the scope of services provided by the Project Manager. Energy Smart Communities Policy is available in PDF format on [www.landcom.nsw.gov.au](http://www.landcom.nsw.gov.au).
  - (e) Subdivision layout shall incorporate the principles of Solar Access for Lots, Guidelines for Residential Subdivision in NSW, [http://www.energysmart.com.au/brochures/Solar\\_Access\\_for\\_Lots\\_Guide.pdf](http://www.energysmart.com.au/brochures/Solar_Access_for_Lots_Guide.pdf).
  - (f) Landcom's Water Sensitive Urban Design (WSUD) Strategy requirements shall be incorporated in the masterplan, landscape plan, drainage design and building design. Landcom's WSUD Strategy is available in PDF format on [www.landcom.nsw.gov.au](http://www.landcom.nsw.gov.au).
  - (g) As a minimum, the erosion and sediment controls for the construction stage shall be designed, installed and maintained in accordance with the requirements of Managing Urban Stormwater: Soils and Construction "The Blue Book" 2004 (4<sup>th</sup> edition). See Landcom's website [www.landcom.nsw.gov](http://www.landcom.nsw.gov) for ordering details or email [bluebook@landcom.nsw.gov.au](mailto:bluebook@landcom.nsw.gov.au).
  - (h) The Project Manager shall complete and submit to the Principal prior to the lodgement of the Development Application an electronic copy of the "EMS\_01/1 – Environmental Assessment Package

for Project Managers” available from <http://www.landcom.nsw.gov.au>. The electronic files must be emailed to the relevant Landcom Development Manager for project records.

- (i) The Project Manager shall comply with the following requirements for calling tenders and managing the selected civil works contractor on behalf of Landcom:
    - (i) Include a completed copy of the Assessment of Significance of Environmental Aspects from “EMS\_01/1 - Environmental Assessment Package for Project Managers” in the civil works tender package.
    - (ii) Ensure that the appointed civil works contractor’s site foreman and other relevant personnel are aware of and understand the significance of the site-specific environmental issues.
    - (iii) Ensure that the appointed contractor prepares a site-specific and effective Environmental Management Plan (EMP) and seeks approval from the Project Manager prior to commencing any work on site which may have environmental impacts. An example EMP is available on [www.landcom.ndsw.gov.au](http://www.landcom.ndsw.gov.au) - “EMP Guide”.
    - (iv) Ensure that the site Environmental Management Plan (EMP) addresses all the significant environmental issues as identified in the “EMS\_01/1 - Environmental Assessment Package for Project Managers”.
    - (v) Ensure that the site EMP specifies reuse and recycle strategies and targets for construction and demolition (C&D) waste. Minimum target is 95% reduction of C&D waste disposal to landfill.
    - (vi) Verify and approve that the contractor’s EMP is effective and adequate and ensure its implementation.
  
  - (j) The Project Manager shall comply with the following requirements for calling tenders and managing the selected landscape contractors on behalf of Landcom:
    - (i) Include a completed copy of the Assessment of Significance of Environmental Aspects from “EMS\_01/1 - Environmental Assessment Package for Project Managers” in the landscape works tender package.
    - (ii) Specify 90% recycled content for landscaping mulch and comply with AS4454 (2004).
    - (iii) Specify 40% recycled content for landscaping soils and comply with AS4419 (2004).
  
  - (k) The Project Manager shall ensure the following documents and reports are provided to Landcom:
    - (i) Electronic and hard copy of the completed “EMS\_01/1 - Environmental Assessment Package for Project Managers”.
    - (ii) Performance against Triple Bottom Line (TBL) indicators relevant to the scope of the Project Manager’s services must be reported in accordance with “Triple Bottom Line (TBL) Reporting Guidelines for Consultants”. Copy available from [www.landcom.nsw.gov.au](http://www.landcom.nsw.gov.au).
    - (iii) Copies of all BASIX certificates, if building construction is included in the scope of services provided by the Project Manager .
    - (iv) A completed site EMP Report Card together with copies of waste transfer dockets at the practical completion of the civil works contracts and/or building contracts. EMP Report Card is provided as an excel worksheet and can be downloaded from [www.landcom.nsw.gov.au](http://www.landcom.nsw.gov.au).
  
  - (l) The Project Manager shall report to the Principal any notices or penalties served onto the Contractor or its sub-contractors for non-compliance with environmental requirements as soon as he/she becomes aware of them.
4. The Principle may audit the site or may appoint an independent auditor to carry out an environmental audit at construction stage.

## List of References and Additional Information

- Landcom's Triple Bottom Line (TBL) Indicators and Targets, <http://www.landcom.nsw.gov.au> look under Publications.
- Landcom's Energy Smart Communities Policy (2003), <http://www.landcom.nsw.gov.au> look under Publications.
- Landcom's Water Sensitive Urban Design (WSUD) Strategy (2004), <http://www.landcom.nsw.gov.au> look under Publications.
- Managing Urban Stormwater: Soils and Construction "The Blue Book" (2004 – 4<sup>th</sup> edition), <http://www.landcom.nsw.gov.au> look under Publications.
- EMS\_01/1 - Environmental Assessment Package for Project Managers, <http://www.landcom.nsw.gov.au> look under Environmental Initiatives.
- Environmental Management: A Guide for Landcom's Project Managers and Civil Contractors, <http://www.landcom.nsw.gov.au> look under Publications.
- EMP report Card, <http://www.landcom.nsw.gov.au> look under Environmental Initiatives.
- Landcom's Triple Bottom Line (TBL) Reporting Guidelines for Consultants, <http://www.landcom.nsw.gov.au> look under Publications.
- Solar Access for Lots, Guidelines for Residential Subdivision in NSW, [http://www.energysmart.com.au/brochures/Solar\\_Access\\_for\\_Lots\\_Guide.pdf](http://www.energysmart.com.au/brochures/Solar_Access_for_Lots_Guide.pdf)
- Building Sustainability Index (BASIX), <http://www.basix.nsw.gov.au>.
- Environmental Management Plan for Landscape Work – NSW EPA, <http://www.environment.nsw.gov.au/resources/emp.pdf>.
- AS 4454 – Composts, Soil Conditioners and Mulches (2003), Standards Association of Australia.
- AS 4419 – Soils for Landscaping and Garden Use (2003), Standards Association of Australia.

## ✓ Checklist

The following checklist is to assist the Project Manager and it is not for submission to Landcom.

Requirements	Yes/No
<b>Prior to lodgement of Development Application</b>	
Have all your employees, agents and sub-consultants who work on the project been briefed adequately with regard to the project-specific environmental issues and requirements?	
Has the worksheet in "EMS_01/1 – Environmental Assessment Package for Project Managers" been completed and returned to Landcom?	
Does the subdivision layout incorporate the principles of Solar Access for Lots, Guidelines for Residential Subdivision in NSW?	
Does the project meet relevant Triple Bottom Line (TBL) targets?	
<b>Preparation of Civil Works Tender Package</b>	
Has the completed worksheet in "EMS_01/1 – Environmental Assessment Package for Project Managers" been included in the tender packages for the civil works?	
<b>Briefing and Management of the Civil Works Contractor</b>	
Have the significant site-specific environmental issues been clearly defined and explained to the civil works contractor's site foreman and relevant personnel?	
Has a site-specific Environmental Management Plan (EMP) been prepared for the site prior to commencing site works?	
Does the site EMP address all the significant environmental issues identified in the worksheet in "EMS_01/1 – Environmental Assessment Package for Project Managers"?	
Has the civil works contractor adequately implemented the site EMP?	
Has the Waste Management Plan (WMP) been properly implemented on site and waste data tracked and recorded?	
Does the contractor comply with all the environmental protection requirements of the contract?	
Have there been any environmental audits on the site during the civil works phase?	
<b>Reporting Requirements</b>	
Have you completed the Landcom's Triple Bottom Line (TBL) reporting proforma relevant to scope of your services?	
If managing dwelling design is relevant to your scope of services, have you provided copies of all the BASIX certificates to Landcom?	
Have you submitted to Landcom a completed EMP Report Card and waste transfer dockets at the practical completion of the civil works contract?	