

**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 DECCW.
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 Authorities Act 2003;
- (vi) Threatened Species Conservation Act 1995;
- (vii) Native Vegetation Act 2003;
- (viii) Heritage Act 1977;
- (ix) Contaminated Land Management Act 1997;
- (x) Waste Avoidance and Resource Recovery Act 2001;
- (xi) Mine Subsidence Compensation 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 "Sustainability 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 Sustainability Indicators and Targets are available on [Landcom Corporate Site : Landcom : residential, commercial and industrial properties](#)

(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 Project Manager. Energy Smart Communities Policy is available in PDF format on [Landcom Corporate Site : Landcom : residential, commercial and industrial properties](#)

(e) 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 [Landcom Corporate Site : Landcom : residential, commercial and industrial properties](#)

(f) As a minimum, the erosion and sediment controls for the construction site shall be designed, installed and maintained in accordance with the requirements of Managing Urban Stormwater: Soils and Construction "The Blue Book" 2004 (4th edition). See Landcom's website <http://www.landcom.com.au/content/publication-and-programs/the-blue-book.aspx>

(g) The Project Manager shall complete and submit to the Principal prior to the lodgment of the Development Application an electronic copy of the "EMS\_01/1 - Environmental Assessment Package for Project Managers" available from [Landcom Corporate Site : Landcom : residential, commercial and industrial properties](#). The electronic files must be emailed to the relevant Landcom Development Manager for project records.

(h) 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 EMP guide is available on [Landcom Corporate Site : Landcom : residential, commercial and industrial properties](#)
- (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. The 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.

(i) 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 AS 4454-2003.
- (iii) Specify 40% recycled content for landscaping soils and comply with AS 4419-2003.

(j) 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 Sustainability Indicators relevant to the scope of the Project Manager ‘s services must be reported in accordance with Reporting Guidelines for Consultants”. Copy available from [Landcom Corporate Site : Landcom : residential, commercial and industrial properties](#)
- (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 [Landcom Corporate Site : Landcom : residential, commercial and industrial properties](#)

(k) 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 they become aware of them.

4. The Principle may audit the site and the contractor may be required to appoint an independent auditor to carry out an environmental and OHS audit at construction stage.

#### **List of References and Additional Information**

- Landcom’s Sustainability Indicators and Targets, [Landcom Corporate Site : Landcom : residential, commercial and industrial properties](#) - look under Sustainability.
- Landcom’s Energy Smart Communities Policy (2003), [Landcom Corporate Site : Landcom : residential, commercial and industrial properties](#) - look under Sustainability.
- Landcom’s Water Sensitive Urban Design (WSUD) Strategy (2009) [Landcom Corporate Site : Landcom : residential, commercial and industrial properties](#) - look under Sustainability.
- Managing Urban Stormwater: Soils and Construction ‘The Blue Book’ (2004 - 4th edition), [Landcom Corporate Site : Landcom : residential, commercial and industrial properties](#) - look under Sustainability.
- EMS\_01/1 . Environmental Assessment Package for Project Managers, [Landcom Corporate Site : Landcom : residential, commercial and industrial properties](#) - look under

Sustainability.

- Environmental Management: A Guide for Landcom’s Project Managers and Civil Contractors, [Landcom Corporate Site : Landcom : residential, commercial and industrial properties](#) - look under Sustainability.
- EMP report Card, [Landcom Corporate Site : Landcom : residential, commercial and industrial properties](#) - look under Sustainability.
- Landcom’s Sustainability Reporting Guidelines for Consultants, [Landcom Corporate Site : Landcom : residential, commercial and industrial properties](#) - look under Sustainability.
- Building Sustainability Index (BASIX), [BASIX - Building Sustainability Index](#).
- Environmental Management Plan for Landscape works — NSW EPA, <http://www.environment.nsw.gov.au/resources/sustainbus/emp.pdf>
- AS 4454-2003 Composts, Soil Conditioners and Mulches, Standards Australia.
- AS 4419-2003 Soils for Landscaping and Garden Use, Standards Australia.

**Checklist**

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

Requirements	Yes/No
<b>Prior to lodgment 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 project meet relevant Sustainability 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 Sustainability reporting proforma relevant to the 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?	