SCOPE OF SERVICES – ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)

1. **Background**
   1. As one of Australia’s largest land managers, Defence must meet its environmental stewardship and legislative obligations with respect to environmental values across its activities. Defence must provide environmental assurance to ensure effective delivery of strategic priorities, including assurance that environmental risks are identified and managed and corrective actions are developed and effectively undertaken. The Defence Environmental Management System (**EMS**) embeds existing environmental processes within an overall EMS framework to demonstrate effective and systematic environmental management, ensure compliance with legal obligations and promote continual environmental improvement.
2. **Commonwealth Objectives** 
   1. The objectives of the Services provided by the Consultant are to support the Commonwealth to:
      1. ensure Defence meets its environmental stewardship and legislative obligations with respect to environmental values across its activities;
      2. deliver environmental assurance to ensure effective delivery of strategic priorities, including assurance that corrective actions are developed and effectively undertaken;
      3. deliver communication, training and awareness exercises to ensure that Commonwealth personnel are aware of environmental management actions for which they are responsible, and have the appropriate skillsets to carry these out; and
      4. manage environmental incidents, implement corrective actions and control necessary documentation, including records of inductions and training delivered.
   2. 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.
   2. The Consultant must have and maintain for the term of the Engagement an in-depth understanding of all relevant Statutory Requirements and policy frameworks for the Services, including any relevant applicable Australian and international standards. These include:
      1. the *Environment Protection and Biodiversity Conservation Act* 1999 (Cth);
      2. the *Work Health and Safety Act* 2011 (Cth);
      3. Australian Standards including AS/NZS ISO 14001:2016 Environmental management systems - Requirements with guidance for use;
      4. environmental policies, strategies and systems utilised by other OECD country Defence administrations, and the North Atlantic Treaty Organisation (**NATO**);
      5. the Defence Environment and Heritage Manual and supporting guidance and technical publications (as applicable to the Services); and
      6. the Defence website.
4. **Strategic, Advisory and Policy** 
   1. The Consultant must provide strategic, advisory or policy services in accordance with the timeframes outlined by the Commonwealth's Representative. These Services may include:
      1. environmental strategic planning;
      2. development of environmental strategic plans; and
      3. review and development of environmental management systems or their constituent components, excluding subject-specific technical plans and materials covered by specialist service categories within the Panel.
5. **Services**
   1. The Consultant must provide the following specific Services in accordance with the timeframes outlined by the Commonwealth's Representative:
      1. integrate environmental requirements into Defence business processes and procedures to ensure that environmental impacts and risks are identified, considered and managed;
      2. conduct audits and/or reviews of Defence environmental management systems;
      3. conduct audits and/or reviews of environmental management methodologies, procedures, processes or documentation;
      4. conduct environmental data entry tasks and other non-specialised functions to support the implementation of Defence environmental management systems;
      5. develop and review environmental management system documentation and/or registers, including but not limited to:
         1. Environmental Management Programs;
         2. Environmental Risk Registers;
         3. Environmental Management Plans; and
         4. relevant manuals and guidance material;
      6. design and/or implement innovative and integrated process and procedures that manage environmental risk;
      7. undertake site environmental risk assessment processes and identify management solutions and actions;
      8. document site level Defence environmental management systems;
      9. assist with the collection, management and analysis of environmental data in accordance with existing data management systems and protocols;
      10. provide environmental stakeholder consultancy and advocacy;
      11. develop, implement and/or provide training services relating to EMS;
      12. review and maintain currency of Defence’s environmental legal obligations and compliance registers;
      13. conduct root cause analyses that relate to EMS and environmental incidents;
      14. conduct cost benefit analyses that relate to Defence EMS and environmental incidents;
      15. review and document assurance programs and activities across Defence groups and services that assess environmental risks and processes; and
      16. provide information requested by Defence in the required format for input into the Garrison and Estate Management System and the Estate Appraisal process.
6. **Meetings**
   1. The Consultant will 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.
7. **Deliverables**
   1. As specified for a particular Engagement including reports, presentations, papers, reviews and advices.
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.