SCOPE OF SERVICES – POLLUTION PREVENTION

1. **Background**
   1. Defence undertakes a wide range of activities which require the use of potentially polluting and hazardous substances. Effective management of polluting activities and substances will enable Defence to avoid the costs of creating future contamination issues while improving health and safety performance, capability, environmental quality and reputation. Understanding pollution sources, their potential pathways to people and the natural environment, the environmental implications of Defence activities and how to efficiently and effectively avoid or eliminate pollution risks is a strategic priority for Defence.
2. **Commonwealth Objectives** 
   1. The objectives of the Services provided by the Consultant are to support the Commonwealth to:
      1. manage potential pollutants and polluting activities in accordance with the Statutory Requirements and relevant policy frameworks;
      2. reduce future pollution and contamination risks;
      3. promote continual improvement in the management of polluting substances and activities; and
      4. ensure pollution risks associated with the whole-of-life management of products, equipment and infrastructure are understood and effectively managed to minimise future pollution risks.
   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. the *National Environment Protection (Assessment of Site Contamination) Measure* 1999 (Cth), as amended in 2013;
      4. the *National Environment Protection (National Pollutant Inventory) Measure* 1998 (Cth);
      5. relevant Australian Standards;
      6. the Defence Contamination Management Manual (available at [Defence Contamination Management Manual (PDF, 2.55 MB)](https://www.defence.gov.au/sites/default/files/2022-05/DefenceContaminationManagementManual.pdf));
      7. the Defence Pollution Prevention Management Manual (available at <https://www.defence.gov.au/sites/default/files/2023-06/pollution-prevention-management-manual.pdf>); and
      8. the Defence website.
4. **Strategic, Advisory and Policy** 
   1. The Consultant must provide strategic, advisory or policy services, as and when directed by the Commonwealth, and in accordance with the timeframes outlined by the Commonwealth's Representative.
5. **Services**
   1. The Consultant must provide the following Services in accordance with the timeframes outlined by the Commonwealth's Representative:
      1. provide specialist technical advice to meet pollution prevention policy objectives;
      2. review project planning, design and construction documents for compliance against pollution prevention policy and Statutory Requirements;
      3. manage asbestos and hazardous chemicals to prevent pollution;
      4. inform the development and review of policies and strategies;
      5. develop standards, templates, guidelines and implementation plans;
      6. advise on existing or emerging technologies, industry best practice, legislation and emerging contaminants;
      7. reduce environmental pollution in emergency situations;
      8. inform on life-cycle management of military equipment, infrastructure and facilities, potentially polluting substances and polluting activities;
      9. develop, review and / or implement key performance indicators and reporting regimes relating to pollution prevention;
      10. develop and / or undertake desktop audits, background research, desktop assessments, physical audits and risk assessments as they relate to pollution prevention policy and guidance;
      11. undertake infrastructure, hazardous material and environmental assessments to determine compliance with Statutory Requirements, industry best practice, relevant Australian and international standards and pollution prevention policy and guidance. Where required, make risk-based recommendations to achieve compliance;
      12. undertake data modelling and analysis relevant to pollution prevention (for example collecting and entering data, monitoring and reporting on performance or compliance, validation of data such as invoice data, consumption data and emission data);
      13. undertake financial analysis, including cost benefit analyses, to inform decision making regarding pollution prevention investments, policy development and implementation issues;
      14. develop, implement and / or provide training relating to pollution prevention;
      15. prepare and consolidate required documentation to assist the Commonwealth to meet statutory reporting obligations relating to pollution, including the National Environment Protection (National Pollutant Inventory) Measure; and
      16. manage, coordinate and/or facilitate stakeholder engagement relevant to pollution prevention.
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.