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ENVIRONMENT AND HERITAGE MANUAL

Date issued: This Environment and Heritage Manual (this manual) was issued by the Deputy Secretary Estate and Infrastructure on 29 January 2019.

Purpose: This manual describes the agreed approach to enabling Australian Defence Force (ADF) capability through long-term sustainable management of the environment.

The purpose of this manual is to provide instruction and policy guidance for all Defence personnel on Defence’s legislative obligations and stewardship goals in line with the Defence Environmental Policy and Defence Environmental Strategy 2016–2036.

Scope and applicability: The Defence Environment and Heritage Manual is an administrative policy framework document that applies to all Defence personnel.

The terms of a relevant contract may extend the application of this manual to a contractor, consultant or outsourced service provider.

The scope of this manual applies to Defence’s undertaking as a whole including all land, aerospace and maritime activities regardless of where they occur. Individual chapters in this manual will specify where exemptions may apply.

The following Defence areas and activities are excluded from the scope of the manual:

a. environmental intelligence where it relates to future conflict; and

b. matters relating to workplace health and safety.

The Secretary and the Chief of the Defence Force require Defence personnel to comply with provisions in this manual unless the particular circumstances warrant departure from the provisions.

Some provisions in policies in this manual may support Defence personnel to comply with obligations that exist in:

a. applicable laws

b. the Defence Enterprise Agreement

c. directives and determinations issued under the Public Service Act 1999 or the Defence Act 1903 or the Defence Enterprise Agreement

or

d. Defence Instructions.
Defence personnel must not depart from the provisions in this manual in a way that would result in any breach of those obligations.

When considering a possible departure from this manual the Secretary and the Chief of the Defence Force require Defence personnel to:

a. consider whether the proposed departure would be inconsistent with:
   (i) applicable laws
   (ii) the *Defence Enterprise Agreement*
   (iii) directives and determinations issued under the *Public Service Act 1999* or the *Defence Act 1903* or the *Defence Enterprise Agreement*
   (iv) *Defence Instructions*.

b. If yes, the departure is not permitted;

b. consider whether a proposed departure is reasonable and justified in the circumstances and will produce a better outcome for Defence

c. consult their supervisor, wherever practicable, about a proposed departure – a properly informed decision also involves consulting the policy owner

d. be responsible and accountable for the consequences of departing from, or not adhering to, the content of this manual including where such departure or non-adherence results in a breach of applicable laws or leads to adverse outcomes for Defence.

Defence personnel may be subject to performance management, administrative action or, in some circumstances, disciplinary action where their decision to depart from provisions in this manual involves serious errors of judgement.

Failure to adhere to administrative policy may result in a breach of legislation or other legal requirement and sanctions under that legislation may apply.

Defence personnel who award or manage contracts should consider whether there is a specific and documented reason to include in the terms of a contract the requirement to comply with the provisions of this manual and, if so, include such terms.

Failure by a contractor, consultant or outsourced service provider to comply with the mandatory requirements of this policy – where compliance is a term of the contract – may result in a breach of contract.
Structure:  

- **Chapter 1** – Environment and heritage management in Defence  
- **Chapter 2** – Environmental assessment and approval  
- **Chapter 3** – Heritage management  
- **Chapter 4** – Domestic biosecurity  
- **Chapter 5** – Native species and communities  
- **Chapter 6** – Soil management  
- **Chapter 7** – Bushfire management  
- **Chapter 8** – Pollution prevention  
- **Chapter 9** – Site contamination management  
- **Chapter 10** – Estate water management  
- **Chapter 11** – Estate energy management  
- **Chapter 12** – Waste minimisation and management  
- **Chapter 13** – Estate climate adaptation

Management:  

This manual will be reviewed three years from its date of issue or sooner if necessitated by business requirements to ensure it continues to reflect Government direction and the overarching Defence Environmental Policy. Minor amendments may be made at quarterly intervals commencing three months after the date of issue.

Availability:  

The latest version of this manual is only available from the Defence documents page on the Defence Protected Network. Its currency cannot be guaranteed if sourced from other locations. It is available for public release.

Policy domain:  

Estate management

Accountable officer:  

Deputy Secretary Estate and Infrastructure

Policy owner:  

First Assistant Secretary Infrastructure

Policy contact:  

Assistant Secretary Environment and Engineering

Cancellation:  

DI(G) ADMIN 40-2 – Environment and Heritage Management in Defence  
DI(G) ADMIN 40-3 – Assessment and approval of Defence actions under the *Environment Protection and Biodiversity Conservation Act 1999*
Definitions: A list of definitions that apply to this manual is provided in Annex A.

Related documents: A list of documents relating to this manual is provided in each relevant chapter.
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CHAPTER 1
ENVIRONMENT AND HERITAGE MANAGEMENT IN DEFENCE

BACKGROUND AND CONTEXT

1.1 The Defence White Paper 2016 identifies the importance of effective environmental management in supporting the Defence mission to ‘defend Australia and its national interests’.

1.2 In order to maintain appropriate readiness levels, the ADF must continue to have access to high quality training areas and facilities which must be managed in an environmentally sound and sustainable manner.

1.3 As a custodian of the environment in which it operates it is critical that Defence maintains the trust granted by the Australian community to deliver the ADF mission and ensure the environment that Defence manages can sustain these activities into the future. This manual sets out the framework and policies to achieve this aim.

1.4 The purpose of this manual is to provide instruction and policy guidance on Defence’s legislative obligations and stewardship goals in line with the Defence Environmental Policy and Defence Environmental Strategy 2016-2036.

DEFENCE ENVIRONMENTAL POLICY

1.5 The Defence Environmental Policy is signed by the Secretary and the Chief of the Defence Force (CDF) and identifies the vision, context and strategic aims for environmental management throughout Defence. It prescribes an implementation framework which includes the Defence Environmental Strategy and the Defence Environmental Plan.

1.6 The Defence Environmental Vision (‘Vision’) states that Defence will be a leader in sustainable environmental management to support the ADF capability to defend Australia and its national interests.

1.7 This Vision is underpinned by four pillars: Compliance, Efficiency, Trust and Accountability. These pillars underpin Defence activities, guide decisions and align behaviours when managing environmental challenges and opportunities.

1.8 The Defence Environmental Policy is the umbrella environmental policy for all of Defence and will be reviewed every five years to ensure it aligns with Government direction. Revisions to the vision or strategic aims will be approved by the Secretary and the CDF.

1.9 This manual contains additional policy statements for the following environmental factors:

– environmental impact assessment and approval;
– heritage management;
– domestic biosecurity;
– native species and communities;
– soil management;
– bushfire management;
– pollution prevention;
– site contamination management;
– estate water management;
– estate energy management;
– waste minimisation and management; and
– estate climate adaptation.

DEFENCE ENVIRONMENTAL STRATEGY

1.10 The Defence Environmental Strategy provides a roadmap for the achievement of the Defence Environmental Policy through the identification of strategic aims relating to environmental performance.

1.11 The Defence Environmental Strategy has been aligned with Government direction and strategic guidance including the Defence White Paper 2016, Defence Corporate Plan, and the Strategy Framework 2017, and is endorsed by the Secretary and the CDF.

1.12 The Defence Environmental Strategy will be reviewed every five years to ensure it aligns with Government direction. Revisions to the priorities will be agreed to by the Deputy Secretary Estate and Infrastructure Group (E&IG).

DEFENCE ENVIRONMENTAL PLAN

1.13 The Defence Environmental Plan, endorsed by Group Heads and Service Chiefs, provides the framework for implementation, communication, monitoring and reporting for achievement of the strategic aims, as defined in the Defence Environmental Policy and Defence Environmental Strategy.

1.14 The Defence Environmental Plan is a dynamic document, with a major renewal every five years to ensure it reflects Government direction and Defence’s Environmental Policy and Vision.

1.15 Further details on the Defence Environmental Plan can be obtained by contacting environmentandheritage@defence.gov.au.
ENVIRONMENTAL RISK MANAGEMENT

1.16 Risk management in Defence is mandated by the CDF and the Secretary through the Joint Directive 30/2015 (currently under review).

1.17 The CDF and the Secretary of Defence require risk to be integrated into all planning, approval, review and implementation processes, at all levels, to ensure that risk minimisation is one of the major considerations in decision-making.

1.18 Environment is one of the impact categories against which risks must be explicitly assessed by Defence personnel using an appropriate risk management process.

1.19 All Defence personnel have a role in identifying and managing environmental risks in the conduct of their duties.

1.20 All environmental risks requiring management by Defence that are owned or managed by E&IG will be recorded and managed through the governance risk and compliance module of the Garrison and Estate Management System (GEMS).

LEGAL AND COMPLIANCE FRAMEWORK

1.21 Defence and its contractors must comply with all Commonwealth legislation.

1.22 Defence may not be subject to State and Territory law in all situations.

1.23 Whether or not Defence is bound by State and Territory law is a complex issue and legal advice must be obtained on a case-by-case basis to confirm whether a particular State or Territory law is applicable to Defence.

1.24 Defence contractors, subcontractors, outsourced service providers, licence holders and lessees must also comply with relevant State and Territory laws. Further guidance on what is relevant State and Territory law is provided in the environmental Legal Obligations and Compliance Registers.

ENVIRONMENT PROTECTION AND BIODIVERSITY CONSERVATION ACT 1999

1.25 The Environment Protection and Biodiversity Conservation Act 1999 (the EPBC Act) is the Australian Government’s central piece of environmental legislation.

1.26 The EPBC Act defines ‘environment’ to include:

a. ecosystems and their constituent parts, including people and communities;

b. natural and physical resources;

c. the qualities and characteristics of locations, places and areas;

d. heritage values of places; and

e. the social, economic and cultural aspects of a thing mentioned in paragraph 1.26a, 1.26b, or 1.26c.
1.27 The EPBC Act is wide-ranging in its scope and holds all Commonwealth agencies and their representatives accountable for minimising environmental impacts and risks, both in Australia and overseas (refer to Significant Impact Guidelines 1.2).

1.28 The EPBC Act provides a legal framework to protect and manage nationally and internationally important flora, fauna, ecological communities and heritage places – defined in the EPBC Act as ‘matters of national environmental significance’.

1.29 The current matters of national environmental significance to which the EPBC Act applies are:

- world heritage properties;
- national heritage places;
- wetlands of international importance (often referred to as Ramsar wetlands);
- nationally threatened species and ecological communities;
- migratory species;
- Commonwealth marine areas;
- the Great Barrier Reef Marine Park;
- nuclear actions (including uranium mining); and
- water resources, in relation to coal seam gas development and large coal mining development.

1.30 Under the EPBC Act, a person must not undertake an action that has, will have, or is likely to have a significant impact on a matter of national environmental significance without approval from the Commonwealth Environment Minister.

1.31 If an 'action' has the potential to have a 'significant impact' on a 'matter of national environmental significance', the proposal must be referred to the Commonwealth Environment Minister, for determination as to whether the action is a 'controlled action'.

1.32 In addition, the EPBC Act confers jurisdiction over actions that have a significant environmental impact on Commonwealth land, or that are carried out by a Commonwealth agency (even if that significant impact is not on one of the listed matters of ‘national environmental significance’). A referral to the Commonwealth Environment Minister is required where:

a. a proposal has or is likely to have a significant impact on the environment on Commonwealth land; or

b. a Defence proposal has or is likely to have a significant impact on the environment, whether or not it is on Commonwealth land or waters.

1.33 Further information on Defence’s EPBC Act obligations and how they are met is included in Chapter 2 of this manual.
1.34 Other key legislation is referenced where relevant throughout this manual.

DEFENCE LEGAL OBLIGATIONS AND COMPLIANCE REGISTERS

1.35 The environmental Legal Obligations and Compliance Registers (LOCRs) outline the principal environmental obligations in place throughout the Commonwealth, States and Territories of Australia.

1.36 The LOCRs are designed to provide guidance on environmental legal obligations and for use as a tool to manage compliance to these obligations.

1.37 Non-compliance with legal obligations can have significant consequences for Defence in terms of penalties, audits and investigation, as well as impacts to reputation, capability and the environment.

1.38 While the LOCRs provide an overview of the relevant legislation, the registers should not be relied upon as a pre-eminent source of legal advice. Additional legal advice specific to the matter in question should be sought where necessary.

ACCOUNTABILITIES

1.39 Every person in Defence is responsible and accountable for sound and sustainable environmental management in the conduct of their duties, in order to achieve the policy objectives of this manual and the Defence Environmental Vision.

1.40 Service Chiefs and Group Heads are responsible for ensuring policy outcomes included in this manual are achieved within their business function and incorporated into their policy, guidance and business processes.

1.41 Service Delivery Division, E&IG is responsible for including requirements of environment and heritage policy and guidance in relevant Base Service contracts.

1.42 Members of other Groups and Services with a contract management or governance authority role are accountable for including the requirements of this manual in relevant contracts, leases, licences and other legal instruments. The exclusion of specific requirements in such instruments does not negate the responsibilities a party may have in relation to legislative compliance.

1.43 Guidance on roles, functions and responsibilities at operational and tactical levels is included in policy implementation guidance documents which are referred to throughout this manual.

1.44 If you are unsure of your responsibilities as they relate to managing the environment please contact environmentandheritage@defence.gov.au.

GOVERNANCE

1.45 As the owner of environmental policies in Defence, First Assistant Secretary Infrastructure has authorised Assistant Secretary Environment and Engineering to develop and maintain this manual.
1.46 Assistant Secretary Environment and Engineering consults with Defence Groups and Services to ensure that this manual remains current, is integrated with other policies and business functions, and is implemented effectively across Defence.

1.47 Consultation between Environment and Engineering and other Defence Groups and Services is primarily undertaken through the Defence Environmental Management Forum (DEMФ).

1.48 The DEMФ supports the:

- development, implementation, tracking and review of Defence environmental policies; and
- collaboration across Groups and Services on a range of environmental issues to promote the integration of environmental policies into all Defence activities.

1.49 The DEMФ consists of members from all Groups and Services and reports to the Estate and Infrastructure Steering Group and the Enterprise Business Committee on its priorities and achievement of Defence environmental policy outcomes.

1.50 Assistant Secretary Environment and Engineering maintains this manual through continual improvement informed by regular monitoring in accordance with the One Defence Environment and Heritage Assurance Framework, feedback received through the DEMФ, and other feedback mechanisms.

1.51 Key supporting documentation will be reviewed as required or as per the relevant review cycle defined by the document owner.

CONTINUAL IMPROVEMENT

1.52 Defence is committed to the continual improvement of its environmental performance.

MONITORING AND REPORTING

1.53 Monitoring and reporting is a key part of ensuring continual improvement.

1.54 Defence is required under Section 516A of the EPBC Act to annually report its environmental performance.

1.55 Groups and Services are required to monitor and record their environmental performance.

1.56 First Assistant Secretary Infrastructure, as the policy owner for the environment in Defence, is responsible for reporting on Defence’s environmental performance to senior leadership.

1.57 Information will be collected from Groups and Services through the DEMФ to inform Defence’s progress against environmental policy objectives.
1.58 Monitoring and reporting is used to inform the revision of environmental policy and guidance.

INCIDENT REPORTING

1.59 Environmental incidents are reported via the GEMS Incident Reporting form or other relevant Group or Service incident reporting tool.

1.60 Guidance on reporting environmental incidents and how they are managed is included in the Defence Environmental Incident Reporting Guideline (to be issued).

1.61 Groups and Services use environmental incident data to determine the need for corrective actions, identify trends and improve environmental performance.

1.62 Options for continual improvement can be raised through the DEMF or sent to environmentandheritage@defence.gov.au.

GUIDANCE AND SUPPORT

1.63 Guidance materials on how to achieve environmental policy outcomes included in this manual are developed and maintained by Environment and Engineering Branch, E&IG on the Defence Estate Quality Management System (DEQMS).

1.64 References to relevant guidance materials are included in the ‘Guidance and Support’ sections throughout this manual.

1.65 Queries about environment in Defence should be addressed to: environmentandheritage@defence.gov.au.

OTHER RELATED DOCUMENTS

- Maritime Activities Environmental Management Plan
- Land Activities Environmental Management Plan (to be issued)
- Air Activities Environmental Management Plan (under review)
CHAPTER 2
ENVIRONMENTAL ASSESSMENT AND APPROVAL

POLICY STATEMENT

2.1 Defence will identify, understand and manage its environmental impacts.

2.2 Defence will maintain an environmental assessment and approval program to meet its obligations under the Environment Protection and Biodiversity Conservation Act 1999 (the EPBC Act).

SCOPE

2.3 This policy aligns with Strategic Aim 2 of the Defence Environmental Policy.

2.4 This policy applies to all Defence personnel, contractors, outsourced service providers, licence holders, lessees and other persons.

2.5 This policy applies to all Defence activities, operations and establishments both in Australia and overseas.

BACKGROUND AND CONTEXT

2.6 The EPBC Act is the Australian Government’s central piece of environmental legislation.

2.7 The EPBC Act provides a legal framework to protect and manage the environment.

2.8 The EPBC Act provides a legal framework to protect and manage nationally and internationally important flora, fauna, ecological communities and heritage places – defined in the EPBC Act as matters of national environmental significance. The EPBC Act also regulates actions that have a significant environmental impact on Commonwealth land, or that are carried out by a Commonwealth agency (even if that significant impact is not on one of the listed matters of national environmental significance).

2.9 Defence is committed to meeting its obligations under the EPBC Act. Key parts of the EPBC Act that are relevant to Defence are:

   a. Part 7 – Deciding whether approval of actions is needed.

      Actions that are likely to result in a significant impact on a matter of national environmental significance or the environment more broadly must be referred to the Environment Minister for assessment and approval under the EPBC Act. It is an offence to have a significant impact without an approval.

   b. Part 9 – Approval of actions.
Penalties (including fines and imprisonment) can be applied for failing to comply with conditions of approval issued to a project.

c. Part 13 – Species and communities.

A permit is required to take, kill or injure an EPBC Act-listed species or ecological community in a Commonwealth area (land or sea). The Environment Secretary must be notified within 7 days if an action has involved taking, killing or injuring a listed species or ecological community in a Commonwealth area.

d. Part 15 – Protected areas.

Activities in World Heritage areas, National and Commonwealth Heritage places, wetlands of international importance, Commonwealth Reserves and declared Biosphere Reserves must comply with management plans.

2.10 To achieve compliance with the legislative requirements outlined above, Defence maintains an environmental assessment and approval program to identify, understand and manage the environmental impacts of all Defence activities with the potential to cause environmental harm.

2.11 Common Defence activities which may require environmental assessment and approval include:

a. Base redevelopment projects;

b. new infrastructure projects;

c. acquisition of major new military platforms; and

d. major exercises such as Talisman Sabre.

2.12 Further information on Defence’s environmental assessment and approval program is available on the Defence Estate Quality Management System (DEQMS).

2.13 Many routine activities are managed through existing controls such as Standing Orders, Standard Operating Procedures, Defence management plans or exercise instructions. Where an action is not covered by adequate existing controls and there is potential for an adverse environmental impact to occur, an Environmental Clearance Certificate (ECC) will be required. An ECC provides a record that the environmental risks of an action have been considered and will often specify environmental protection measures that must be implemented in order to ensure potentially adverse environmental impacts are appropriately managed.

2.14 Guidance on ECCs is included in the Environmental Clearance Certificate Procedure (to be issued).

KEY FUNCTIONS AND RESPONSIBILITIES

2.15 Defence personnel, contractors and outsourced service providers must engage with Director Environmental Planning, Assessment and Compliance (DEPAC) in Environment and Engineering Branch in E&IG to determine
environmental assessment requirements under the EPBC Act. This applies to actions occurring both on and off Commonwealth land, in Australia and overseas.

2.16 DEPAC is responsible for administering Defence’s environmental assessment and approval program and for developing and communicating environmental assessment and approval guidance materials.

2.17 DEPAC is the Defence technical authority for determining whether Defence actions require referral or a permit under the EPBC Act.

2.18 DEPAC is Defence’s primary point of contact for communications regarding environmental compliance, impact assessment and approvals with the department administering the EPBC Act.

2.19 DEPAC is responsible for monitoring and auditing the compliance activities of Defence projects that have received approval under the EPBC Act.

GUIDANCE AND SUPPORT

2.20 Queries about environmental assessments and approvals in Defence should be addressed to: environmentandheritage@defence.gov.au.

2.21 Additional guidance materials to support the implementation of this policy are included below.

SUPPORTING DOCUMENTS

- Significant Impact Guidelines 1.1 – Matters of National Environmental Significance
- Significant Impact Guidelines 1.2 – Actions on, or impacting upon, Commonwealth land and Actions by Commonwealth Agencies
- Environmental impact assessment and approval in Defence
- Environmental Report Guidance
- Environmental Legal Obligations and Compliance Registers (Defence)
CHAPTER 3

HERITAGE MANAGEMENT

POLICY STATEMENT

3.1 Defence will manage and protect the heritage values of the Defence estate in Australia and Defence establishments overseas by:

a. assessing properties for heritage values, and maintaining a register of heritage places and values;

b. recognising Indigenous people as the primary source of information on the significance of their heritage;

c. preparing Heritage Management Plans and Heritage Impact Assessments to guide the maintenance, use and development of heritage places; and

d. increasing understanding and awareness of heritage values.

SCOPE

3.2 This policy aligns with Strategic Aim 5 of the Defence Environmental Policy.

3.3 This policy applies to all Defence personnel, contractors, outsourced service providers, licence holders, lessees (through the terms of their contract) and other persons. Contract managers should include requirements to adhere to this manual in relevant contracts.

3.4 This policy applies to all Defence operations and establishments both in Australia and overseas.

3.5 This policy does not apply to ‘movable heritage’ (refer to Definitions) managed by relevant Defence Groups, Services and external civilian organisations.

BACKGROUND AND CONTEXT

3.6 Defence has a long and proud history of valuing its heritage places.

3.7 Defence manages over 130 places spread over 60 properties on the Defence estate that are included on the Commonwealth Heritage List (CHL). Defence also manages several properties that have been assessed as having important natural, Indigenous and historic (built) heritage values against the criteria for the CHL but are not currently listed. A small number of Defence properties are also included on the National Heritage List (NHL) – such as RAAF Base Williams Point Cook in Victoria, or located within World Heritage List (WHL) sites including Shoalwater Bay Training Area (lies partly within the Great Barrier Reef Marine Park).

3.8 The current heritage status of properties on the Defence estate is available in the Garrison and Estate Management System (GEMS).
3.9 Defence has obligations to identify, assess, protect and manage the Defence estate heritage values under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) including the requirement to prevent significant impacts to heritage values.

3.10 The EPBC Act establishes the Commonwealth, National and Word Heritage Lists. The CHL protects heritage places owned or controlled by the Commonwealth. The threshold for inclusion of a place on the CHL is local heritage significance.

3.11 The EPBC Act requires all Commonwealth agencies to assess their property portfolios against the criteria for the CHL. Where Defence is acquiring or disposing of a site, a due diligence heritage assessment is also required. More information about Defence’s heritage assessment responsibilities and processes is provided in the Defence Estate Heritage Strategy. Defence has also developed Commonwealth Heritage Assessment Guidelines, which form part of the Defence Heritage Toolkit.

3.12 Defence’s heritage obligations under the EPBC Act also include the preparation and implementation of:

a. A heritage strategy.

   Defence’s current strategy, the [Defence Estate Heritage Strategy – Valuing our Heritage 2017](#), is approved by the Minister for the Environment.

b. Heritage management plans for places with identified Commonwealth heritage values.

   Defence Heritage Management Plans are in place for the majority of properties currently included on the CHL. Development of Heritage Management Plans always includes consultation with Traditional Owners, and from time to time with local community groups. Heritage Management Plans are reviewed every five years. A national program is in place for the review and update of HMPs for both listed and assessed places with Commonwealth Heritage values.

c. A heritage register.

   The Defence Heritage Register is available in [GEMS](#). This data continues to be refined and updated in GEMS as assessments and Heritage Management Plans are reviewed.

3.13 Defence undertakes a range of planning, development and operational activities which have the potential to impact on the heritage values of the Defence estate including:

a. Defence training activities, live fire, manoeuvres and trials;

b. development works (including new facilities, redevelopments, mid-term refreshes);

c. acquisition, leasing and disposal; and
d. maintenance and conservation repair works.

3.14 Impacting heritage values may result in non-compliance of Defence’s legislative obligations and damage to its reputation. A heritage impact assessment will be required. Further guidance is available in the Defence Heritage Toolkit. Proactive awareness of Defence estate heritage values is the most effective means for Defence to avoid impacts on heritage values, and appropriately manage impacts where these cannot be avoided.

3.15 The Native Title Act 1993 recognises the traditional rights and interests to land and waters of Aboriginal and Torres Strait Islander people prior to British occupation. The land and traditional cultural activities can have tangible and intangible Indigenous heritage values. Cultural values can exist regardless of whether Native Title exists.

3.16 Development of heritage properties provides unique opportunities for innovative solutions in design, adaptive reuse, interpretation and conservation.

GUIDANCE AND SUPPORT

3.17 Queries about heritage in Defence should be addressed to: environmentandheritage@defence.gov.au.

3.18 Guidance on roles, functions and responsibilities at the operational level are included in the Defence Estate Heritage Strategy 2017 and the Defence Heritage Toolkit.

3.19 Guidance on understanding and managing heritage places and other assets during Defence planning, development and operations are included in the Defence Heritage Management Manual.

3.20 Additional guidance materials to support the implementation of this policy are included below.

SUPPORTING DOCUMENTS

- Australia ICOMOS Charter for Places of Cultural Significance, The Burra Charter, 2013 (Burra Charter)
- Australian Natural Heritage Charter 2002 (2nd Ed)
- Ask First, A guide to respecting Indigenous heritage places and values (Australian Heritage Commission 2002)
- Engage Early – guidance for proponents on best practice Indigenous engagement of environmental assessments under the EPBC Act, 2016
- Defence Logistics Manuals (DEFLOGMAN) Series (Part 2 Volume 8 Chapter 8 Appropriation and Import of Non-Australian Defence-Related Materiel During Australian Defence Force Operations
• Environmental Legal Obligations and Compliance Registers (Defence)
CHAPTER 4

DOMESTIC BIOSECURITY

POLICY STATEMENT

4.1 Defence will manage biosecurity risks to minimise potential harm to the Australian people, economy and environment.

SCOPE

4.2 This policy aligns with Strategic Aim 1 of the Defence Environmental Policy.

4.3 This policy applies to all Defence personnel and to contractors, outsourced service providers and other persons through the terms of their contract.

4.4 This policy applies to all Defence activities within Australia.

4.5 This policy applies to all Defence establishments owned and leased within Australia.

4.6 This policy excludes international border quarantine biosecurity inspections and activities which are subject to the Memorandum of Understanding (MoU) between the Department of Agriculture and Water Resources and the Department of Defence.

BACKGROUND AND CONTEXT

4.7 Defence activities can lead to biosecurity risks such as the introduction, establishment and spread of pests, weeds and diseases which can cause human health, economic and environmental harm.

4.8 Defence must effectively manage biosecurity risks to meet its legislative obligations under the Australian Biosecurity Act 2015.

4.9 Feral animals, weeds and diseases can significantly interfere with Defence operations and training by altering or depleting the vegetation cover of training areas, causing soil erosion and creating safety issues such as vehicle impacts with wildlife.

4.10 Defence must implement biosecurity measures to ensure that its activities minimise the risk of moving pests, weeds and diseases between locations, and treat those species already established according to the level of risk they pose.

4.11 The Environment Protection and Biodiversity Conservation Act 1999 identifies biosecurity risks that represent key threatening processes to Australia’s biodiversity. Threat abatement plans are developed under the Act that outline strategies to address these risks.

4.12 Biosecurity risks are shared across all jurisdictions, and Defence must take account of the concerns and requirements of surrounding neighbours and authorities in assessing the management of biosecurity risks on the Defence estate.
4.13 International biosecurity is managed under the MoU between Defence and the Department of Agriculture and Water Resources with further guidance set out in the Defence Logistics Manual (DEFLOGMAN).

GUIDANCE AND SUPPORT

4.14 Queries about domestic biosecurity in Defence should be addressed to: environmentandheritage@defence.gov.au.

4.15 Guidance on roles, functions and responsibilities at the operational level are broadly described in the Defence Landscape Management Manual (to be issued).

4.16 Additional guidance materials to support the implementation of this policy are included below.

SUPPORTING DOCUMENTS

- Environmental Legal Obligations and Compliance Registers (Defence)
- Defence Biosecurity Management Procedures (various)
- National Environmental Biosecurity Response Arrangement (NEBRA)
- DEQMS-based biosecurity toolbox, workflows and factsheets
- DEFLOGMAN Part 2: Volume 8, Chapter 7—Defence Compliance with Australian Biosecurity Measures
CHAPTER 5
NATIVE SPECIES AND COMMUNITIES

POLICY STATEMENT

5.1 Defence will manage general threats to all native ecosystems and species through threat abatement activities.

5.2 Defence will undertake specific risk management programs where Defence has a potentially significant impact on survival of a native species or community.

5.3 Native species that pose potential risks to Defence will be managed to minimise harm to the species while protecting other environmental values and Defence capability.

SCOPE

5.4 This policy aligns with Strategic Aim 1 of the Defence Environmental Policy.

5.5 This policy applies to all Defence personnel and to contractors, outsourced service providers and other persons through the terms of their contract. The policy applies to all Defence establishments owned and leased within Australia.

BACKGROUND AND CONTEXT

5.6 The Defence estate contains nationally and internationally significant biodiversity including rare and endangered species and ecological communities.

5.7 Native vegetation is present across most of the Defence estate, and provides habitat for a large cross-section of Australia’s plant and animal species as well as important training opportunities for the ADF.

5.8 The Australian Government has committed to protecting and improving native vegetation and the habitat and survival prospects of native species.

5.9 In order to support these commitments it is necessary to address pervasive threats such as pest and weed invasion and inappropriate fire regimes.

5.10 Guidance on appropriate threat abatement activities is included in the Landscape Management Manual.

5.11 Rare and threatened species and communities may require additional management actions specifically targeting local threats and circumstances. These actions may be described in recovery plans under the Environment Protection and Biodiversity Conservation Act 1999 or may be Defence-specific risk management programs or plans.

5.12 In some settings the establishment of native vegetation and high density animal populations or the maintenance of other environmental values may not be compatible with Defence activities.
5.13 Defence aims to manage these areas through detailed risk-based planning to support the ADF capability and minimise risks to people and the environment.

GUIDANCE AND SUPPORT

5.14 Queries about native species and communities on the Defence estate should be addressed to: environmentandheritage@defence.gov.au.

5.15 Guidance on roles, functions and responsibilities at the operational level are broadly described in the Defence Landscape Management Manual (to be issued).

5.16 Additional guidance materials to support the implementation of this policy are included below and on GEMS.

SUPPORTING DOCUMENTS

- Defence Training Area Management Manual
- DEQMS-based BONS toolbox, workflows and factsheets
- Environmental Legal Obligations and Compliance Registers (Defence)
CHAPTER 6

SOIL MANAGEMENT

POLICY STATEMENT

6.1 Defence will conserve soils to support current and future uses and minimise impacts to the environment.

SCOPE

6.2 This policy aligns with Strategic Aim 1 of the Defence Environmental Policy.

6.3 This policy aligns with the Defence Site Contamination Management Policy in Chapter 9 of this manual.

6.4 This policy applies to all Defence personnel and to contractors, outsourced service providers and other persons through the terms of their contract.

6.5 The policy applies to all Defence operations and establishments owned and leased within Australia.

BACKGROUND AND CONTEXT

6.6 Healthy soils are fundamental to resilient ecosystems, landscape productivity and the sustained capacity to use a landscape.

6.7 Defence activities can impact on soil health on both the Defence estate and surrounding properties. Examples of Defence activities that can impact on soil health include:

a. spread of contaminated soils;

b. off-road driving;

c. vegetation removal or damage; and

d. establishment of defensive positions.

6.8 Poor soil health can result in:

a. erosion that can prevent vegetation growth, alter terrain and render an area unsuitable for Defence activities;

b. sedimentation of waterways that alters aquatic ecosystems and can cause damage to infrastructure; and

c. salinity and acid sulphate soils that can kill plants and animals and damage infrastructure.

6.9 To prevent soil degradation it is necessary to understand soils and vegetation present on a property and their susceptibility to disturbance from Defence activities.
and natural drivers. Defence manages this through risk based planning to support ADF capability. Soils may require additional management actions or specific risk based programs or plans.

GUIDANCE AND SUPPORT

6.10 Queries about soils on the Defence estate should be addressed to: environmentandheritage@defence.gov.au.

6.11 Guidance on roles, functions and responsibilities at the operational level are broadly described in the Defence Landscape Management Manual (to be issued).

6.12 Additional guidance materials to support the implementation of this policy are included below and on GEMS.

SUPPORTING DOCUMENTS

- Defence Training Area Management Manual
- Defence Pollution Prevention Management Manual, Annex 1A – Acid Sulfate Soil Management
- Defence Contamination Management Manual
- DEQMS-based toolbox, workflows and factsheets
- Environmental Legal Obligations and Compliance Registers (Defence)
CHAPTER 7

BUSHFIRE MANAGEMENT

POLICY STATEMENT

7.1 Defence will identify, manage and minimise the risks of bushfire to people, assets, capability and the environment.

7.2 Defence will actively and adaptively manage fire in the landscape to maximise ecosystem resilience and reduce the risks of severe bushfires.

SCOPE

7.3 This policy aligns with Strategic Aim 1 of the Defence Environmental Policy.

7.4 Chapter 6 Bushfire management on the Defence estate – Manual of Fire Protection Engineering (MFPE) is intended to be transitioned into the Defence Landscape Management Manual upon the next review of the MFPE.

7.5 This policy applies to all Defence personnel and to contractors, outsourced service providers and other persons through the terms of their contract.

7.6 The policy applies to all Defence operations and establishments owned and leased within Australia.

BACKGROUND AND CONTEXT

7.7 Defence manages over 150 properties that are prone to bushfire. Bushfire Prone Areas (BPAs) expose Defence personnel, capability, contractors, neighbouring properties and local communities to varying degrees of risk.

7.8 Effective bushfire management can help reduce the risk of severe fires and promote biodiversity.

7.9 Defence manages fire in the landscape to maximise environmental benefits and reduce the potential adverse impacts of severe fires through activities such as:

a. fuel reduction burns;

b. mapping of environmental values;

c. identification of fire sensitive assets;

d. maintenance of fire breaks; and

e. mapping of ecological values and BPAs.
7.10 Defence’s approach to bushfire management is aligned to the Australian Government’s *National Bushfire Management: Policy Statement for Forests and Rangelands (2012)* which sets out principles, strategic objectives and national goals for bushfire management.

7.11 The principles establish protection of human life as the highest consideration, and emphasise the importance of bushfire risk awareness, preparedness, and proactive planning for bushfire survival.

7.12 The notion of ‘shared responsibility’ is emphasised, whereby fire and emergency services, bushfire-prone property owners, and individuals living, working or visiting BPAs all have important parts to play in managing bushfire risks.

7.13 Defence has adopted the “Prepare, Act, Survive” bushfire awareness, warnings and safety framework that is used by all Australian land and fire management agencies.

7.14 Defence bushfire management is governed by a Bushfire Management Plan prepared in accordance with the MFPE.

**GUIDANCE AND SUPPORT**

7.15 Queries about bushfire mitigation and control on the Defence estate should be addressed to: environmentandheritage@defence.gov.au.

7.16 Guidance on roles, functions and responsibilities at the operational level are broadly described in the Defence Landscape Management Manual (to be issued).

7.17 Additional guidance materials to support the implementation of this policy are included below or on GEMS.

**SUPPORTING DOCUMENTS**

- [Defence Training Area Management Manual](#) – Chapter 7 “Fire danger periods and ADF live-fire activities”

- Defence National Guidelines for Bushfire Management and Mitigation (under review)

- [eDEOP 101 – Department of Defence Explosives Regulations](#), Regulation 4. 5 'Procedure 1 – Control of Vegetation, Livestock and Indigenous Fauna and Vermin'

- [Environmental Legal Obligations and Compliance Registers](#) (Defence)
CHAPTER 8
POLLUTION PREVENTION

POLICY STATEMENT

8.1 Defence will minimise future pollution risks.

8.2 Defence will:

a. consider whole-of-life pollution risks throughout the Capability Life Cycle, from Gate Zero through to capability sustainment and disposal;

b. procure more environmentally friendly products;

c. minimise potentially polluting activities and the use of polluting substances;

d. incorporate pollution control measures into the design, construction, maintenance and redevelopment of Defence establishments, facilities, materiel and infrastructure; and

e. handle, store and dispose potentially polluting substances appropriately.

SCOPE

8.3 This policy aligns with Strategic Aim 3 of the Defence Environmental Policy.

8.4 This policy aligns with the Defence Waste Minimisation and Management Policy in Chapter 12 of this manual.

8.5 This policy applies to all Defence personnel and to contractors, outsourced service providers, licence holders, lessees and other persons through the terms of their contract.

8.6 This policy applies to all Defence activities, operations and establishments (owned and leased) both in Australia and overseas.

BACKGROUND AND CONTEXT

8.7 Defence undertakes a wide range of activities which require the unavoidable use of potentially polluting and hazardous substances.

8.8 Pollution can impact on human health, ADF capability, environmental quality and reputation. Prevention of pollution is the most cost effective means for Defence to avoid these impacts.

8.9 Pollution may arise from any stage of the life cycle of a potentially polluting substance, from manufacture to disposal. Pollution is generally a result of inappropriate use, storage and handling of hazardous substances.

8.10 Defence’s high priority pollutants and polluting activities include:
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a. fuel and chemical storage, management and disposal;
b. maintenance and cleaning activities;
c. firefighting foam use and storage;
d. stormwater management;
e. waste storage and handling;
f. use of weapons / munitions at live firing ranges; and
g. sewage systems and wastewater treatment plants.

8.11 The systematic recording and reporting of chemical use in the delivery of Defence business will promote early identification of pollution risks and appropriate responses.


GUIDANCE AND SUPPORT

8.13 Queries about pollution prevention in Defence should be addressed to: environmentandheritage@defence.gov.au.

8.14 Guidance on roles, functions and responsibilities at the operational level are broadly described in the Pollution Prevention Management Manual.

8.15 Additional guidance materials to support the implementation of this policy are included below.

SUPPORTING DOCUMENTS

- Defence Logistics Manuals (DEFLOGMAN) Series (Volume 2 – Defence Fuels)
- Defence Fuel Management System (DFMS) Element 12 – Environmental Management
- Defence priority pollutants register
- Pollution Prevention Quick reference guides:
  - Guide 1 – Batteries
  - Guide 2 – Cleaning up minor spills
  - Guide 3 – General waste and recycling
  - Guide 4 – Hazardous waste disposal
  - Guide 5 – Hazardous chemical storage and handling
— Guide 6 – Pesticides
— Guide 7 – Vehicle and equipment cleaning
— Guide 8 – Class B firefighting foams
— Guide 9 – Class A firefighting foams
— Guide 10 – Heavy metals on live firing ranges
— Guide 11 – Asphalt recycling and management

• Defence Procurement Policy Manual
• Environmental Legal Obligations and Compliance Registers (Defence)
CHAPTER 9
SITE CONTAMINATION MANAGEMENT

POLICY STATEMENT

9.1 Defence will identify and manage existing contamination risks.

9.2 Defence will:

a. investigate, remediate and manage, so far as is reasonably practicable, the risks to the environment and human health from legacy contaminated sites;

b. investigate and disclose the presence, nature and extent of contamination in property transactions;

c. account for the cost of remediating all recorded contaminated sites by recognising these costs as provisions or liabilities in the annual Defence Financial Statements; and

d. maintain public access to information about contamination on the Defence estate to improve transparency on Defence’s processes and management of the estate.

SCOPE

9.3 This policy aligns with Strategic Aim 3 of the Defence Environmental Policy.

9.4 This policy applies to all Defence personnel and to contractors, outsourced service providers and other persons through the terms of their contract.

9.5 The policy applies to all Defence establishments owned and leased within Australia.

9.6 This policy applies when Defence undertakes to investigate and manage contamination that has migrated off Defence establishments that are owned and leased within Australia, prior to the disposal of property and in accordance with the Defence Contamination Management Manual.

9.7 This policy applies to the explosive residues that can be released by ordnance to contaminate soil and water resources.

9.8 This policy does not apply to the management of unexploded or exploded ordnance which must be managed in accordance with the Defence UXO Management Manual.

BACKGROUND AND CONTEXT

9.9 Defence has a significant legacy of contaminated sites across the estate caused by past industrial and military activities including uncontrolled landfilling and poor wastewater management.
9.10 Contamination of soil, groundwater and surface water is often costly to remediate and may reduce land capability for Defence, pose a risk to human health and the environment and impact on Defence’s reputation.

9.11 Site contamination investigations aim to identify where legacy contamination has occurred and determine the impacts to human health or the environment.

9.12 Defence must account for the cost of remediating all recorded contaminated sites by recognising these costs as provisions or liabilities in the annual Defence Financial Statements.

9.13 Defence is committed to maintaining public access to information about contamination on the Defence estate to improve transparency on Defence’s processes and management of the estate.

9.14 The systematic recording and reporting of legacy and ongoing chemical use in the delivery of Defence business will promote early identification of contamination risk and appropriate responses.

9.15 It is important that these risks are identified through systematic investigations when there are planned changes in land tenure, such as leasing, licencing, acquisition and divestment, or planned changes in land use. These issues are considered in detail in the Defence Contamination Management Manual.

ADDITIONAL RESPONSIBILITIES

9.16 Assistant Secretary PFAS Investigation and Management is responsible for the development and application of PFAS investigation and management policy and guidance for PFAS contamination risks on and from the Defence estate.

GUIDANCE AND SUPPORT

9.17 Queries about site contamination management in Defence should be addressed to: environmentandheritage@defence.gov.au.

9.18 Guidance on roles, functions and responsibilities at the operational level are broadly described in the Defence Contamination Management Manual.

9.19 Additional guidance materials to support the implementation of this policy are included below and on GEMS.

SUPPORTING DOCUMENTS

- Guidelines for consideration of sustainability in remediation of contaminated sites
- Manual for management and remediation of petroleum hydrocarbons contaminated soils and sediments
- PFAS – Engineered stockpile facility performance specification
- Defence PFAS Framework – Construction and Maintenance Projects
• **PFAS National Environment Management Plan** (Department of Environment and Energy, 2018)

• **AASB 137 Provisions, Contingent Liabilities and Contingent Assets**

• Defence UXO Management Manual (to be issued)

• **Defence Fuel Management System (DFMS) Element 12 – Environmental Management**

• **Contamination Risk Assessment Tool**

• **Defence Environment & Heritage Panel**

• **Environment Legal Obligations and Compliance Registers** (Defence)
CHAPTER 10

ESTATE WATER MANAGEMENT

POLICY STATEMENT

10.1 Defence will use and manage water responsibly.

10.2 Defence will:
   a. use water efficiently;
   b. ensure water security and resilience;
   c. contribute to environmental water stewardship outcomes; and
   d. effectively measure and monitor water usage.

SCOPE

10.3 This policy aligns with Strategic Aim 4 of the Defence Environmental Policy.

10.4 This policy applies to all Defence personnel and to contractors, outsourced service providers, licence holders and other persons through the terms of their contract.

10.5 This policy applies to all water resources on the Defence estate (owned and leased properties) including potable and non-potable water.

BACKGROUND AND CONTEXT

10.6 Water is a critical input to Defence capability. A resilient water supply is critical for activities such as firefighting, cooling of critical infrastructure and sustaining of personnel in training, accommodation, offices and recreation.

10.7 As the largest consumer of water and largest landholder within the Australian Government, Defence must implement best practice integrated water management.

10.8 Defence facilities are located in almost every climatic zone in Australia, including some of the lowest rainfall and drought prone areas of the country. With forecasts indicating future climatic variability and regional shifts in precipitation, it is increasingly important that Defence considers water management holistically.

10.9 Holistic consideration of water use at the base / precinct level through effective measurement and monitoring of water usage and implementation of water efficiency, water security and other innovative value-for-money measures will enhance resiliency and help to ensure that Defence has a secure and continuous supply of water well into the future.
GUIDANCE AND SUPPORT

10.10 Queries about estate water management should be addressed to: environmentandheritage@defence.gov.au.

10.11 Guidance on roles, functions and responsibilities at the operational level are broadly described in the Defence Estate Water Strategy.

10.12 Additional guidance materials to support the implementation of this policy are included below.

SUPPORTING DOCUMENTS

- Smart Infrastructure Manual: Estate Planning (to be issued)
- Smart Infrastructure Manual: Design and Construction
- Defence Estate Strategy 2016–2036
- Defence Fuel Management System (DFMS) Element 12 – Environmental Management
- Defence National Sub-Meter Program
- Environmental Legal Obligations and Compliance Registers (Defence)
CHAPTER 11

ESTATE ENERGY MANAGEMENT

POLICY STATEMENT

11.1 Defence will use and manage energy responsibly.

11.2 Defence will:
   a. improve energy security and resilience;
   b. maximise energy productivity across the Defence business;
   c. transition to cleaner, more sustainable energy; and
   d. measure, monitor and manage energy consumption and generation effectively.

SCOPE

11.3 This policy aligns with Strategic Aim 4 of the Defence Environmental Policy.

11.4 This policy applies to all Defence personnel and to contractors, outsourced service providers, licence holders, lessees and other persons through the terms of their contract.

11.5 This policy applies to energy consumption from stationary energy sources on all Defence properties owned and leased within Australia.

11.6 For the purposes of this policy ‘stationary energy’ includes all energy from internal and external supply sources used to operate and maintain the Defence estate, including:
   a. electricity;
   b. natural gas;
   c. liquid petroleum gas (LPG);
   d. liquid fuels; and
   e. renewable energy sources.

11.7 This policy does not apply to operational energy which includes energy (liquid fuel) consumption arising from Defence operations and training activities, in Australia or overseas. Operational energy is considered through the Strategic Policy Framework and the Capability Life Cycle.
BACKGROUND AND CONTEXT

11.8 Energy is a critical requirement for Defence to maintain and enhance its capability and Defence is committed to best practice energy management.

11.9 The Defence White Paper 2016 identifies the Defence estate as a key enabler of the Defence mission to ‘defend Australia and its national interests’. Secure, reliable and sustainable energy is fundamental to achieving the Defence mission now, and into the future.

11.10 As the largest consumer of energy within the Australian Government, Defence is committed to improving energy efficiency and fulfilling the requirements of whole-of-government energy policy.

11.11 The energy requirements of the Defence estate are significant, therefore Defence has a responsibility to manage, procure and use energy in a way that delivers value for money and minimises impacts to the environment.

11.12 As an end user of energy on the estate, it is critical for Defence to ensure energy supply chains are resilient, responsive and continuously available to support capability.

11.13 To date, Defence’s stationary energy has been sourced directly from Australia’s national electricity grid, gas distribution network or self-generation via diesel generators.

11.14 Defence is introducing renewable energy sources to the estate to complement the existing energy security measures in place. While existing stationary energy sources will continue to be critical to the operation of the estate, Defence will continue to seek to diversify stationary energy sources into the future.

11.15 The continued identification of energy efficiency and innovative energy solutions, including the introduction of on-site renewable energy, will help reduce Defence’s energy costs into the future.

GUIDANCE AND SUPPORT

11.16 Queries about energy in Defence should be addressed to: environmentandheritage@defence.gov.au.

11.17 Guidance on roles, functions and responsibilities for Groups and Services throughout the energy lifecycle are provided in the Defence Estate Energy Guidelines (to be issued).

11.18 Additional guidance materials to support the implementation of this policy are included below.

SUPPORTING DOCUMENTS


11.20 Defence Estate Strategy 2016–2036
11.22 Smart Infrastructure Manual: Estate Planning (to be issued)
11.23 Smart Infrastructure Manual: Design and Construction
11.24 Defence National Sub-Meter Program
11.25 National Energy Productivity Plan (NEPP)
11.26 Environmental Legal Obligations and Compliance Registers (Defence)
CHAPTER 12

WASTE MINIMISATION AND MANAGEMENT

12.1 Defence will minimise its waste generation and whole of life impacts from waste management and disposal.

12.2 Defence will:

a. ensure the whole-of-life costs of product stewardship including waste and disposal are considered in decision making;

b. reuse, recycle or recover materials and goods where available;

c. reduce the amount of waste sent to landfill;

d. avoid problematic and unnecessary single use plastic items where viable alternatives exist;

e. increase the amount of recycled content in goods and infrastructure procurement where fit for purpose products are available;

f. improve data management, with a focus on governance and compliance;

g. influence positive behaviour and improve education around waste avoidance and management; and

h. pursue opportunities in waste and resource management that retain the value of materials in the economy for as long as possible, reduce the depletion of natural resources and impacts of waste generation on the environment.

SCOPE

12.3 This policy aligns with Strategic Aim 4 of the Defence Environmental Policy.

12.4 This policy applies to all Defence personnel, contractors, outsourced service providers and other persons.

12.5 This policy applies to waste generated by Defence during service delivery, material supply, operations and training. It includes disposal and asset management of expired and end of life materiel.

12.6 This policy excludes waste streams generated by Defence during overseas operations which are not returned to Australia for management.

12.7 This policy excludes radioactive waste which is managed by the Directorate of Defence Radiation Safety and Environment, Joint Capabilities Group.

12.8 This policy excludes the management of environmental, security or safety risk mitigation prior to disposal. These are managed through other policies including:
a. pollution prevention;

b. security;

c. workplace health and safety; and

d. exploded / unexploded ordnance.

BACKGROUND AND CONTEXT

12.9 Many activities conducted by Defence generate waste, including solid and liquid waste. Some waste can be hazardous and harmful to human health and the environment, particularly materials that are at the end of their intended life/use.

12.10 Defence generates the largest and most diverse volumes of waste within the Australian Government, including some unique waste streams. The costs to manage waste produced by Defence are significant and increasing.

12.11 Efficiency in waste management will drive down costs, reduce resource consumption and avoid environmental impacts.

12.12 Defence manages waste in accordance with the waste management hierarchy which sets out the preferred order of adoption of waste management solutions, from most to least preferred. Waste avoidance and reduction solutions which maximise resource conservation are the most preferred, followed by reuse, recycling, recovery, treatment and disposal.

KEY ROLES, FUNCTIONS AND RESPONSIBILITIES

12.13 Service Chiefs and Group Heads are responsible for ensuring policy outcomes are achieved within their business function. For further information refer to the Defence Environmental Plan.

12.14 All Defence personnel have a role in reducing the impacts of a product through its entire lifecycle, from procurement to disposal.

12.15 All Defence personnel have a role in reducing the amount of waste generated in the conduct of their duties.

12.16 Assistant Secretary Estate Planning is responsible for consideration of waste minimisation and management in base and project planning.

12.17 Director General Capital Facilities and Infrastructure is responsible for consideration of waste minimisation and management in the development, approval and delivery of major and medium works identified in the capital works program.

12.18 All Defence Groups and Services are responsible for incorporating the requirements of this policy into their policy, guidance and business processes.

12.19 Assistant Secretary Property Management is responsible for consideration of waste minimisation and management in property management activities.
12.20 Assistant Secretary of Materiel Logistics Disposals and Sales is responsible for the management of the disposal of relevant property in Defence.

12.21 Assistant Secretary Environment and Engineering is responsible for waste minimisation and management policy and guidance.

12.22 Zone Assistant Secretaries are accountable for monitoring the implementation of plans and policies and advocating for necessary works and modifications in order to achieve requirements.

12.23 Service Delivery Division, Estate and Infrastructure Group is responsible for the delivery of the Base Services Contract for the provision of waste management services for Defence. This includes accessing innovation and market intelligence through the Base Services Contract to deliver optimised waste management services on the Defence estate.

12.24 The Department of the Environment and Energy is the lead agency for waste minimisation and management for Australian Government agencies, including Defence.

12.25 Further guidance on roles, functions and responsibilities for specific waste streams and activities will be provided in targeted guidelines currently in development.

GUIDANCE AND SUPPORT

12.26 Queries about waste minimisation and management in Defence should be addressed to: environmentandheritage@defence.gov.au.

12.27 Additional guidance materials to support the implementation of this policy are included below.

LEGISLATION

- Product Stewardship Act 2011
- National Environment Protection (Movement of Controlled Waste between States and Territories) Measure 1998
- National Environment Protection (Used Packaging Materials) Measure 2011
- National Greenhouse and Energy Reporting Act 2007
- Hazardous Waste (Regulation of Exports and Imports) Act 1989

REFERENCES

- Defence Environmental Policy (2016)
• National Food Waste Strategy (2017)
• Australian Guide to Exporting and Importing Hazardous Waste
• Defence White Paper 2016

RELATED DOCUMENTS

• Defence Estate Strategy 2016-2036
• Defence Environmental Strategy 2016-2036
• DEFLOGMAN ‘Defence Disposal Policy’ (Part 2, Volume 5, Chapter 10)
• Waste Minimisation Guidelines (under development)
• Smart Infrastructure Manual: Estate Planning
• Smart Infrastructure Manual: Design and Construction
• Defence Fuel Management System (DFMS) Element 12 – Environmental Management
• Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal
• Waigani Convention to Ban the Importation into Forum Island Countries of Hazardous and Radioactive Wastes and to Control the Transboundary Movement and Management of Hazardous Wastes within the South Pacific Region
CHAPTER 13

ESTATE CLIMATE ADAPTATION

POLICY STATEMENT

13.1 Defence will consider climate risks in all estate and infrastructure decision-making to support Defence capability.

SCOPE

13.2 This policy aligns with Strategic Aim 1 of the Defence Environmental Policy.

13.3 This policy applies to all Defence personnel and contractors, outsourced service providers and other persons through the terms of their contract.

13.4 This policy applies to the consideration of all future climate risks, as identified by the Intergovernmental Panel on Climate Change, on the domestic Defence estate. These include:

a. sea level rise;
b. increased intensity of severe storms and cyclones;
c. increased extreme rainfall, changes to rainfall patterns and variability;
d. more hot extremes (heat waves) and fewer cold extremes;
e. increased fire weather; and
f. increased ocean acidification.

13.5 This policy does not consider:

a. the operational role of Defence in climate related humanitarian aid and disaster response;
b. climate change as a threat multiplier in national security;
c. impacts of climate change on Defence capability, acquisition and supply chains; and
d. mitigation of climate change through reduced greenhouse gas emissions.

BACKGROUND AND CONTEXT

13.6 The Defence White Paper 2016 identifies the Defence estate as a key enabler of the Defence mission to ‘defend Australia and its national interests’ and acknowledges that climate change will result in risks to the sustainment of the Defence estate.

13.7 Impacts from climate risks include:
a. inundation and erosion of coastal bases and training areas;
b. structural damage to critical infrastructure and capability equipment;
c. increased frequency and intensity of flooding events;
d. changes to the number of available training days;
e. reduced water availability;
f. increased maintenance and repair requirements;
g. increased stress on Indigenous and natural heritage values and protected species; and
h. changes to disease, pest and weed management practices.

13.8 As such, Defence must consider and address climate risks through estate and infrastructure decision-making to minimise impacts to Defence capability.

GUIDANCE AND SUPPORT

13.9 Queries about estate climate adaptation for Defence should be addressed to: environmentandheritage@defence.gov.au.

13.10 Guidance on roles, functions and responsibilities at the operational level are broadly described in the Estate Climate Adaptation Strategy (to be issued).

13.11 Additional guidance materials to support the implementation of this policy are included below.

SUPPORTING DOCUMENTS

National Climate Resilience and Adaptation Strategy (2015)

Defence Estate Strategy 2016–2036

Smart Infrastructure Manual: Estate Planning (to be issued)

Smart Infrastructure Manual: Design and Construction

Environmental Legal Obligations and Compliance Registers (Defence)
ANNEX A

DEFINITIONS

Accountable officer. Is a member of the Enterprise Business Committee, appointed by, and accountable to, the Secretary and the CDF for policies residing in their policy domain and the framework documents that explain those policies.

Action. Under the Environment Protection and Biodiversity Conservation Act 1999 an ‘action’ is a project, a development, an undertaking, an activity or a series of activities, or an alteration of any of these things.

Administrative policy. Is a term used to refer collectively to a class of documents that expresses the Defence senior leadership’s approach to organising and managing the organisation. It consists of principles and rules that mandate requirements of, or provisions for, members of the organisation (what must be done) and procedures to assist in their implementation (how it should be done). Administrative policy is contained in different document types according to the intended purpose.

Australian Public Service employee. Is a person employed under the Public Service Act 1999.

Commander. Is an ADF officer, who by virtue of a delegation or instrument of appointment exercises authority.

Consultant. Consultants are individuals, partnerships or corporations engaged to provide professional, independent and expert advice or services.

Contractor. Is a person engaged by Defence under a contract for skills that would normally be maintained in the Australian Public Service (APS) or Australian Defence Force (ADF) workforce. The person is performing duties required on a temporary basis, or is engaged as a short term measure.

Controlled action. A proposed action that is likely to have a significant impact on: a matter of national environmental significance; the environment of Commonwealth land (even if taken outside Commonwealth land); or the environment anywhere in the world (if the action is undertaken by the Commonwealth).

Defence. Is the Department of Defence.

Defence civilian. Is defined in section 3 of the Defence Force Discipline Act 1982 (DFDA), is a person (other than a Defence member) who:

a. with the authority of an authorised officer, accompanies a part of the Defence Force that is outside Australia, or on operations against the enemy, and

b. has consented, in writing, to subject themselves to Defence Force discipline while so accompanying that part of the Defence Force.

Defence estate. The term ‘Defence estate’ refers to all the land, buildings, facilities, sea area and physical infrastructure used by Defence to generate and sustain
capability. This includes owned and leased estate, as well as designated offshore
exercise areas under Defence Practice Area provisions. For the purposes of the
Defence Environment and Heritage Manual, the term ‘Defence estate’ only includes
domestic properties and ADF facilities on RMF Butterworth (Penang, Malaysia).

**Defence locally engaged employee.** Is any person engaged overseas by contract
or under section 74 of the *Public Service Act 1999*.

**Defence member.** As defined in the *Defence Force Discipline Act 1982* is a person
who is:

a. a member of the Permanent Navy, the Regular Army or the Permanent Air
   Force; or

b. a member of the Reserves who:
   
   (i) is rendering continuous full-time service; or

   (ii) is on duty or in uniform.

**Defence personnel.** Means all Australian Public Service employees in the
Department of Defence, Defence locally engaged employees, Defence civilians,
Defence members and the equivalents from other Defence organisations on
exchange to Defence.

**Defence-wide administrative policy framework document.** Is a framework
document that applies to Defence personnel in more than one Group or Service.

**Framework documents.** Are administrative policy documents that are part of the
administrative policy framework. They are: the Defence Instruction – Administrative
policy, interim Defence Instructions, Defence accountable authority instructions,
manuals, group/service-specific instructions.

**Environment.** Section 528 of the *Environment Protection and Biodiversity
Conservation Act 1999* defines ‘environment’ to include:

a. ecosystems and their constituent parts, including people and communities; and

b. natural and physical resources; and

c. the qualities and characteristics of locations, places and areas; and

d. heritage values of places; and

 e. the social, economic and cultural aspects of a thing mentioned in paragraph
    a, b, or c.

**Group-specific instruction.** An instruction that applies only to Defence personnel
working in the group of the issuing Group Head.

**Indigenous culture and heritage.** Refers to the sites, places, objects and stories
that relate to Aboriginal and Torres Strait Islander life.
Manager. Means Defence personnel or contractors, who direct a range of human and physical resources and their associated financial responsibilities to achieve corporate objectives. A manager may be a first-level supervisor or performs the role of a first-level supervisor where they have immediate subordinates, as well as the role of a second-level supervisor where they have Defence personnel supervised by those subordinates.

Matter Protected. Under the Environment Protection and Biodiversity Conservation Act 1999 (Volume 2, Division 2, s528) a matter protected includes: the nine matters of national environmental significance; the environment, where actions proposed are on, or will affect Commonwealth land and the environment; and the environment, where Commonwealth agencies or their representatives are proposing to take an action.

Native Title. Refers to the communal, group or individual rights and interests of Aboriginal peoples or Torres Strait Islanders in relation to land or waters, where the rights and interests are possessed under the traditional laws and customs observed by the Aboriginal peoples or Torres Strait Islanders and the rights and interests are recognised by the common law of Australia.

Moveable heritage. Objects that have heritage significance for ethnological, archaeological, historical, literary, artistic, scientific or technological reasons. For example, museum collections are comprised of objects of all kinds that are movable heritage items. Movable heritage can include military objects such as cannon, medals and objects salvaged from shipwrecks, objects of importance to Aboriginal and Torres Strait Islander communities, decorative and fine art, books, records, documents, photographs, film and sound recordings.

Outsourced service provider. Defence has made a decision that the function is to be performed by an external service provider on a long term or permanent basis. Performance of the services is left largely up to the discretion and professional expertise of the provider. Typically, service standards or performance indicators are agreed as part of the contracting process and monitored periodically. The resulting output is produced for Defence as a customer. Remuneration is paid when milestones are reached or a task is completed, or periodically for the provision of ongoing services such as estate maintenance, cleaning or travel bookings. The provider generally supplies their own equipment and supplies.

Period of effect. Is the period of time a framework document remains extant. Framework documents that reach the end of their period of effect will be cancelled. Framework documents can be assigned a new period of effect by being reviewed.

Policy domain. Means administrative policies that have been grouped together under one accountable officer due to their related content or business function.

Policy owner. Is a person appointed by an accountable officer to be responsible to that accountable officer for achieving effective policy outcomes for their particular business function and for effectively implementing policies and procedures contained in framework documents.

Provision. Is a condition or stipulation formally incorporated in a framework document.
**Responsible party.** Is a person(s) who performs activities or works required to implement policies and procedures contained in framework documents.

**Significant impact.** A ‘significant impact’ is an impact which is important, notable, or of consequence, having regard to its context or intensity. Whether or not an action is likely to have a significant impact depends upon the sensitivity, value, and quality of the environment which is impacted, and upon the intensity, duration, magnitude and geographic extent of the impacts.

**Supervisor.** Means Defence personnel or contractors who have direct or line supervisory responsibilities for Defence personnel.

**Sustainability.** Development or management that meets the needs of the present without compromising the ability of future generations to meet their own needs.