|  |  |  |
| --- | --- | --- |
| Form: RAMC Environmental Management Plan – Maintenance Review Checklist | Revision Number: | 2 |
| Effective Date: | 15.01.2020 |

NOTE: This checklist applies to Road Asset Management Contracts (RAMC). As the RAMC conditions require compliance with MRTS51 and MRTS52 in some cases, **the relevant clauses** have been referred to or included within the checklist where necessary. For a Road Maintenance Performance Contract (RMPC), refer to the RMPC Environmental Management Plan checklist. EMP-C's which are required to be submitted as part of the RAMC Contract, shall utilise the MRTS51 and MRTS52 CAS checklists respectively.

**Purpose:**

This RAMC Environmental Management Plan – Maintenance (EMP – M) Review Checklist is to assist the Principal in reviewing the Contractor’s EMP - M to ensure that it is consistent with RAMC Appendix L: Environmental and Cultural Heritage Management detailed requirements for Contract Plan, the General Conditions of Contract and Appendix D, and addresses the main environmental risks associated with routine maintenance. As the RAMC conditions make reference to MRTS51 and MRTS52, relevant clauses have been included in the checklist.

Where the district undertakes activities over and above routine maintenance (Element 15) through the RAMC Contract the District EO shall ensure an assessment is undertaken of other proposed activities and appropriate mitigation measures included.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Contractor |  | | | Date |  | Review No. |  |
| Contract No. |  | RAMC Network |  | Reviewer Name |  | | |
| Project Name |  | | | Project Numbers |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Legend:** | **C** Conformance | **NC** Non-conformance | **NFV** Not Fully Verifiable | **O** Observation |

| Reference | Requirements | Addressed | Comments/Observations |
| --- | --- | --- | --- |
| RAMC GCoC for Contract Plan | | | |
| Cl 13.1 | EMP(M) submitted within 28 days of the Date of Award (or such other date agreed in writing by the Principal's Representative). |  |  |
| Cl 27.6 | EMP (M) contain provisions for the management of minerals, fossils and relics found on Site, and shall notify the Principal's Representative of the discovery. |  |  |
| Cl 31 | EMP (M) contains provisions for:  Cl 31.1 general obligations,  Cl 31.2 indemnity,  Cl 31.3 environmental audits,  Cl 31.4 environmental incidents. |  |  |
| RAMC Appendix L – Environmental and Cultural Heritage Management requirements for Contract Plan | | | |
| Cl 3 | The EMP (M) contains provisions to:  notify the Principal's Representative of works that will impact Sites of Aboriginal Cultural Heritage Significance,  notify the Principal, request existing or aquire Exemption Certificates for Queensland Heritage Register listed Sites. |  |  |
| Cl 6.1 | That no works are to be commenced on Site until the relevant EMS, EMP(M) or EMP(C), as the case may be with amendments if required, is deemed suitable by written notice from the Principal’s Representative (***HOLD POINT***). |  |  |
| Cl 7 | The EMP (M) identifies:  **Activities that trigger Environment Assessment**  disposal of spoil or stockpiling of materials,  use or establishment of any Site that provides quarry materials that is not a commercial quarry,  clearing outside of the established clear zone,  night time works with potential cause noise disturbance to residents.  Works in a waterway that are:  ground surface disturbance greater than 1ha that is located within 250m or less.  a waterway (with defined bed and banks and water present), or  ii. a dam, or  iii. waterbody.  any disturbance within the high banks greater than 10 m2.  use of herbicide within the high banks of a waterway with water present.  concrete works within the high banks of a waterway with water present.  works involving the removal or disturbance of a contaminant defined under the *Environment Protection Act*,  works on a sediment basin or other secondary or tertiary treatment structure/device that does not have a management plan, and  locations with a Biosecurity Instrument Permit.  **Sites that trigger Environmental Assessment**  any works in a world heritage area not covered by the *World Heritage Maintenance Code of Practice for Wet Tropics World Heritage Area*.  any works in a protected area defined under the *Nature Conservation Act*. Protected areas adjoining a road reserve where the works will not impact on the protected area are not included in this category.  any works that cannot comply with the following Codes  accepted development requirements for operational work that is completely or partly within a Fish Habitat Area.  accepted development requirements for operational work that is constructing or raising waterway barrier works.  accepted development requirements for operational work that is the removal, destruction or damage or marine plants.  riverine protection permit exemption requirements WSS/2013/726.  any fauna infrastructure. |  |  |
| Cl 8 | EMP (M) contains provisions for:  Cl 8.1 general requirements  all relevant environmental and cultural heritage statutory requirements,  TMR specifications MRTS51 and MRS51 environmental management,  TMR specifications MRTS52 erosion and sediment control, and  the requirements of GCoC, Appendix A and Appendix L.  Cl 8.2 Contract specific requirements  Cl 8.3 environmental approvals  where an environmental approval contains conditions extending beyond the period of Contract, the Contractor sought advice from the Principal regarding acceptance prior to formalising the approval,  where an environmental approval contains a reporting requirement or supply of data or documentation, the Contractor supplied this to the Principal’s Representative no later than 20 days prior to the dates specified in the approval, and  where an environmental approval contains a reporting requirement, any reports were not published or released without written approval of the Principal.  Cl 8.4.1 EMP requirements  Contractor's has an EMP Statement,  description of how the Contactor will abide by statutory requirements,  documentation process for obtaining and supplying all relevant approvals, licences and permits,  documentation process for reporting data, and  documentation process for how the Contractor will establish and maintain a stockpile register.  Cl 8.5 EMP updates and review |  |  |
| Cl 9.3 | EMP (M) contains provisions for at least one internal environmental audit during each year of the Contract. |  |  |
| Cl 9.4 | The EMP (M) contains provisions for monitoring:  specific location/s,  methodology,  timing,  frequency,  duration,  parameter to be monitored ,  objective / criteria measured against,  provision for non conformance to be reported in monthly environmental report. |  |  |
| Cl 9.5 | EMP(M) contains mechanism to advise the Principals representative within 5 business days of any changes to management measures made to address exceptions. |  |  |
| Cl 9.6 | EMP (M) contains procedures for notification and management of Environmental Incidents in accordance with relevant legistlastion and approval conditions. |  |  |
| Cl 9.7 | The EMP (M) contains provisions to notify the Princpal's Representative of a breach or approval condition/s, reportable legislative breach, or actual or potential material or serious Environmental Harm (as identified in the *Environmental Protection Act 1994*) is identified. |  |  |
| Cl 9.8 | EMP (M) contains provisions to keep, maintain and submit the following documents to the Principal's Representative:  Contractor environment audit reports and subsequent corrective actions taken,  formal letters from administering authorities,  biosecurity matter certificates, Biosecurity Instrument Permits and biosecurity management documentation,  complete register kept under Species Management Program of animal breeding place/s tampered with and injury/s or death/s to native fauna,  records to demonstrate and document compliance with environmental approvals held by Principal and Contractor. This should also include a register of water and quarry materials extracted from non-commercial sources under the Contract by source item,  electronic copy of waste tracking records and, where required by clause 11.2 of Annexure MRTS51.1, a completed waste register (MRTS51 Appendix C),  any other record identified within the Contractor’s EMP (M) or the specification,  as constructed drawings and maintenance plans for any permanent environmental management infrastructure.constructed (i.e sediment basins, fauna management infrastructure).  details regarding ongoing management, monitoring or reporting requirements related to environmental approvals held by Principal or Contractor in relation to works under the Contract. |  |  |
| Cl 9.9 | The Contractor included requirements for Sub-contractor/s to comply with the Contract EMP (M). |  |  |
| Cultural Heritage | | | |
| Cl 3 | Contractor to acknowledge Sites and Features of potential cultural heritage significance as specified within Clause 3.1 A-R; and the methodology for assessment and management.  Where features cannot be avoided, notify the Principal as soon as possible to arrange for an assessment to be conducted. |  |  |
| Water Quality | | | |
| Cl 10.2 | The EMP (M) contains descriptions and/or diagrams of:  water quality management measures to manage high risk locations and contaminants,  erosion management measures to manage water quality at high risk locations and land degradation from erosion,  contingency plans for adverse water quality impacts. |  |  |
| Erosion and Sediment Control | | | |
| Cl 10.3 & MRTS52 Cl1.4 | Completed CAC0057M to ensure ESCP complies with MRTS52. |  |  |
| MRTS52 Cl 6.4 | The EMP (M) contains provisions for:  implementation of the ESCP,  monitoring of the ESC during the Contract,  updating of the ESCP where necessary. |  |  |
| Noise | | | |
| Cl 10.4 | The EMP (M) contains documents for the following:  outline of night time works and how these will be managed,  location of any sensitive receptors and critical facilities, infrastructure and utilities in proximity to night time maintenance works,  noise (including air blasting overpressure) generating activities, their locations, work periods (standard hours, non-standard hours (day/evening), nonstandard hours (night time)),  applicable construction noise criteria for assessment (including monitoring),  evaluation outcome of whether sensitive receptors will likely be impacted by maintenance activities,  noise management measures to avoid or minimise noise impacts, and  contingency plan for adverse noise impacts. |  |  |
| Vibration | | | |
| Cl 10.5 | The EMP (M) contains documents and/or diagrams indicating the following:  type of vibration sensitive receptors and critical facilities, infrastructure and utilities potentially impacted by Site and their location in relation to Site,  location of significant vibration and air blasting overpressure generating works within the Site  applicable construction vibration criteria,  evaluation outcome of which sensitive receptors, structures and/or buildings will likely be impacted by construction vibration and air blast overpressure and from what Works,  vibration management measures and strategies to avoid or minimise adverse impacts of vibration (human comfort) and vibration (structural/building), and  contingency plan for observed damage to structures (private, public or Departmental-owned). |  |  |
| Air Quality | | | |
| Cl 10.6.3 | EMP(M) includes descriptions and diagrams indicating the following:  location of air quality sensitive receivers,  list of works likely to adversely impact air quality and location of the Works on Site for example, odour from asphalt overlays, waste deposited during litter or dead animal collection, dust from excavation),  prevailing wind direction and speeds (wind rose) generally expected for the Site location (available from Bureau of Meteorology),  management measures and strategies for minimising adverse impacts to air quality, environmental nuisance and environmental harm. Works that may result in air quality emissions of a substance harmful to health, **ARE** identified and additional specific management practices and controls prescribed.  where monitoring is requested by the Principal, air quality monitoring methodology, equipment used, frequency, duration, location of equipment and details of the person undertaking the monitoring assessment,  contingency plan for observations of emissions exceeding criteria. |  |  |
| Acid Sulphate Soils | | | |
| Cl 10.7 & MRTS04 Cl 10.2 | The EMP (M) contains provsions for MRTS04 requirments:  initial assessment of acid sulphate soils,  management of acid sulphate soils,  Where potentially acid sulphate soils are discovered, detailed methods for the identification, assessment and treatment of acid sulphate soils are set out in an acid sulphate soil management plan as part of the EMP.  testing and reporting of acid sulphate soils,  assessment of potential acid sulphate soils,  Specific soil sampling methods are outlined in the Contractor's acid sulphate soil management plan.  soil treatment,  Methods of treatment are outlined in the Contractor's acid sulphate soil management plan.  water treatment,  details of management and treatment methods and release parameters are included in the Contractor's acid sulphate soil management plan. |  |  |
| Contaminated Sites | | | |
| Cl 10.8 | The EMP (M) contains documents and/or diagrams indicating the following:  location of known contaminated sites and known insitu contaminants,  management measures and monitoring requirements applicable to each contaminated site,  contingency plan for the event of contaminants leaving Site or being discovered on Site,  reasonable and practicable management measures to prevent and report land contamination. |  |  |
| Cl 10.8 & MRTS04 Cl 11 | EMP(M) describes management measures for the use or disposal of surplus and unsuitable materials. |  |  |
| Native Fauna | | | |
| Cl 10.9 | The EMP (M) contains documents and/or diagrams indicating the following:  identification of activities that are likely to impact fauna, habitat or animal breeding places and the nature of impacts,  identification of mapped Queensland waterways for waterway barrier works impacted by the Work under the Contract and location of any temporary waterway barrier works,  management measures and strategies for native fauna, breeding places, habitat and fish passage, including details of any suitably qualified and experienced person (fauna) to be utilised for fauna management,  contingency plan including procedures for fauna rescue and release including treatment of fauna injured by Work under the Contract, and  contact details for emergency wildlife care are included on the Site’s emergency contact list and within the fauna management plan. |  |  |
| Vegetation | | | |
| Cl 10.10 & MRTS04 Cl 7.2.2 | The EMP (M) contains documents and/or diagrams indicating the following:  method of identifying significant vegetation or maps,  management measures and strategies to minimise areas of vegetation clearing,  where required, environmental approval for additional clearing, and  restrictions to clearing in waterways (Clause 7.2.2 of MRTS04). |  |  |
| Biosecurity | | | |
| Cl 10.11 & Cl 48.1 GCoC | The EMP (M) contains documetns and/or diagrams indicating the following:  details of biosecurity matter risks, category and respective Management Measures,  location of applicable biosecurity management zone boundaries in relation to Work under Contract (including ancillary activities such as water source, stockpile sites, gravel sources, spoil locations),  identification of potential movement of biosecurity matter carriers across biosecurity zone boundaries and Biosecurity Instrument Permit details pertaining to these movements,  management measures for preventing the spread of biosecurity matters within Site and out of the Site,  measures to exclude access to known areas of biosecurity matter infestation such as flagging,  specific monitoring procedures for biosecurity matters (method, timing, frequency, duration, parameter to be monitored, criteria/outcome measured against),  integrated pest management plan focusing on pesticide treatment schedule addressing method of control, chemicals, locations, timing of works, and  biosecurity matter control operator license. |  |  |
| Waste | | | |
| Cl 10.12.1 | Principal's Representative to be advised where illegally dumped waste and litter is discovered during the Work under the Contract. |  |  |
| Cl 10.12.2 | The EMP(M) contains documents and/or diagrams indicating the following:  waste management strategies (avoidance, reuse, recycling, energy, recovery, disposal),  waste storage and containment locations,  the procedure for measuring and recording Waste generated, reused recycled and disposed of under the Contract*.* |  |  |
| Chemicals and Fuels including Storage of Precoated Aggregate | | | |
| Cl 10.13 | The EMP (M) contains document/s and diagrams indicating:  chemical and fuels stored on Site in volumes greater than 250 L, the maximum quantity to be stored at any one time, storage location, management and containment practices for storage,  type, location, size of spill response equipment stored on Site,  management measures for avoiding contamination or discharge to land or water from fuels and chemicals and brief risk-based justification,  details of any approvals held in relation to fuel an chemical storage use, and  contingency plan in the event of a contamination or discharge.  The EMP (M) contains provisions for:  refuelling machinery,  machinery maintenance,  management measures to capture and contain oils, fuels, hydraulic and other fluids,  surface coating treatments,  approvals for pre-coating of aggregates conducted on Site. |  |  |
| Sourcing of Construction Material (Non-commercial and non-portable sources) | | | |
| Cl 10.14 | The EMP (M) contains provisions for:  **Water Sourcing**  key water consumption activities under the Contract  the estimated volumes of water  the identified water source/s and proposed volume of take  legislative requirements and applicable conditions for take of water and whether notification to other users has been undertaken  water efficiency strategies to be utilised under the Contract, and  procedures for monitoring against requirements of any applicable environmental approval (exemption) (i.e capacity level of non-flowing source).  **Quarry Material**  identified gravel, fill or sand sources,  distance to Site,  access track and stockpile area requirements,  associated approvals and conditions,  proposed volume of take,  progressive rehabilitation processes, and,  activity based management plan for extraction sites.  **Other**  Other construction material requirements identified sources and management measures. |  |  |

|  |  |
| --- | --- |
| Review Decision | |
| Suitability | The EMP(M) is considered conformant with the RAMC and MRS51 and accepted by the Administrator.  The EMP is not considered conformant with the conditions of the RAMC and/or MRS51. Works may not commence until the EMP is revised, resubmitted and accepted by the Administrator. |
| Summary |  |

|  |  |
| --- | --- |
| Definitions: | |
| Conformance (C) | Fulfilment of a requirement, either contractual or legislative |
| Non-conformance (NC) | A failure to comply with a requirement of Contract. |
| Not Fully Verifiable (NFV) | There was insufficient evidence to determine conformance or non-conformance. |
| Observation (O) | A positive or negative comment of the auditor based on evidence and/or an observation made during the audit. Observations may or may not suggest corrective actions. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Audited by: |  | |  | |  | |
| Name |  | Signature |  | Date |  |