Appendix – Forms A–C

Transport and Main Roads Specifications

MRTS51 Environmental Management

June 2023

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# Form A – Contractor’s Monthly Environmental Reporting

Reporting of Contractor’s environmental and cultural heritage management by exception.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Reporting Requirement (clause reference) | | | Month  (total) | Notes from Contractor | | |
| General | | | | | | |
| Any revisions to EMP(C) this month? (Clause 6.1) | | |  | *Submitted to Administrator for suitability?* | | |
| Have there been updates to ESCP this month? (MRTS52) | | |  | *Submitted to Administrator for suitability?* | | |
| Any Independent audit of ESC completed this month? (MRTS52, Clause 9.1) | | |  | *Any non‑conformances identified?* | | |
| Non-Conformances, Incidents, Complaints | | | | | | |
| Environment and Cultural Heritage‑related complaints received? (Clause 7.3) Status of complaints | | | Month, (Total) | *Attach insert of Complaint register (GCC Clause 15.6.2)* | | |
| Number of environment and cultural heritage-related non-conformances raised? (Clause 7.6) Status of non-conformances? | | | Month, (Total) | *Attach insert of non‑conformance register* | | |
| Number of Environmental and Cultural Heritage Incidents that have occurred or been identified this month? | | | Month, (Total) | *Provide summary of incidents identified this month:* | | |
| Incident No. | Incident Description | | Reportable incident: Y / N | Reported to Admin Authority? Y / N | Incident report submitted to Administrator? | |
|  |  | |  |  |  | |
|  |  | |  |  |  | |
|  |  | |  |  |  | |
| Weekly Site Inspections | | | | | | |
| Weekly Site Inspections have been completed? (Clause 7.1) | | | Number | *List issues identified and corrective actions undertaken?* | | |
|  | | |  |  | | |
| Monitoring | | | | | | |
| Water quality monitoring for Discharge and Waterways undertaken:   1. Weekly where potential impact to water? 2. During / after rainfall event? (Clause 8.2.3) | | |  |  | | |
| Number of Water Quality (Discharge) results outside criteria? | | | Month, (Total) | Where exceedance occurs, provide spreadsheet showing exceedances, rainfall event, cause, corrective action | | |
| Number of Water Quality (Waterway) results outside criteria? | | | Month, (Total) | *Where exceedance occurs, provide spreadsheet showing exceedances, rainfall event, cause, corrective action* | | |
| Where required, Cultural Heritage Monitoring (Indigenous or Non‑Indigenous) has been undertaken? | | |  | *As specified in Annexure.* | | |
| Where required, construction noise monitoring undertaken? (Clause 8.5.3)  Number of exceedances of criteria? | | | Month, (Total) | *Where exceedance occurs, provide spreadsheet showing exceedances, location, cause, corrective action* | | |
| Where required, construction vibration monitoring undertaken? (Clause 8.6.3) Number of exceedances of criteria? | | | Month, (Total) | *Where exceedance occurs, provide spreadsheet showing exceedances, location, cause, corrective action* | | |
| Air quality monitoring undertaken? (Clause 8.7.3) Number of exceedances of criteria? | | | Month, (Total) | Where exceedance occurs, provide spreadsheet showing exceedances, location, cause, corrective action | | |
| Number of animal breeding places identified and avoided during Work under the Contract (Clause 8.10.3) | | | Month, (Total) |  | | |
| Number of animal breeding places tampered with under a SMP? (Clause 8.10.3) | | | Month, (Total) | *Where SMP held by Principal, provide register monthly.* | | |
| Number of animals / eggs destroyed under a Damage Mitigation Permit | | | Month, (Total) |  | | |
| Number of injuries or death to native fauna within the Site (Clause 8.10.3) | | | Month, (Total) | *Provide details* | | |
| Where required, Waste Register is being recorded (Clause 8.13.2) | | |  |  | | |
| Where sourcing Non-Potable Water (Section 8.15.2): | | |  |  | | |
| Water extraction logs recorded? | | |  |  | | |
| For non-flowing sources, what % of full capacity is the source at the end of the month? | | | % of full |
| For flowing source, is the source maintaining flow? | | |  |
| Transport and Main Roads Quarry Protocol and Environmental Authority - Quarry extraction volume(s) (8.15.2) | | | Month, (Total) | *Provide volume per extraction Site.* | | |
| Compliance Testing (where applicable provide details) | | | | | | |
|  | | |  |  | | |
| Comments to Administrator regarding Environment and Cultural Heritage: | | | | | | |
|  | | | | | | |
| Positive Environmental and Cultural Heritage Outcomes | | | | | | |
| [Positive environmental outcome is an improvement to the existing environmental values on site or a reduction in the environmental impact to that allowed in the EMP(C). Examples, water quality of Discharge better than 50 mg / or minimise vegetation clearing to less than the Contractual maximum Limits of Clearing] | | | | | | |
| **Achieved:** | | | | | | |
| **Future Opportunities:** | | | | | | |
| Report Completed by: | | Signature: | | | | Date: |
| Name: | |  | | | |  |

# Form B – Contractor’s Environment and Heritage Incident Form

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Environment and Heritage Incident Report Form | | | | Date: | | | |
| **SECTION 1 – Incident Details** | | | | | | | |
| Project Name / Site Name: | |  | | | | | |
| Location (road name, number and chainage or GPS or property description or address) | |  | | | | | |
| Report completed by Name, Position | |  | | | | | |
| Signature: | |  | | | | | |
| Contact Phone Number | |  | | | | | |
| Contracting Company | |  | | | | | |
| Date / Time Occurred: | | Date / Time Identified: | | | | | |
| Has the Contractor already reported this incident to the Administrating Authority? | | YES | | | | NO | |
| Has an infringement notice or warning been received from an Administrating Authority? | | YES from  Reference No.  NO | | | | | |
| Has a complaint been received regarding the Incident? | | YES | | | | NO | |
| **SECTION 2 – Incident Description (Attach photos or reports or evidence where possible)** | | | | | | | |
| **Where?**(Location within the project site)  **What occurred?** (For example, 300 m² was cleared by the contractor which was outside of the limits specified in the contract)  **What was impacted or potentially could have been impacted?**  (For example, the area cleared had not been assessed for potential cultural heritage harm. The vegetation wrongly cleared was regional ecosystem 11.4.5 and was considered to be in good condition with minimal disturbance. The vegetation was listed under the EPBC Act.)  **What are potential on-going impacts from the incident?** (For example, the soils are dispersive and have high erosion potential and this was the habitat for the endangered BullTree Butterfly).  **What was the scale of the incident?** *(For example, 300 m² cleared over 500 m of road reserve. This represents 30% of the RE in the immediate area > 10 km radius).*  **Temporary controls implemented?**  **Other Comments?** | |  | | | | | |
| **SECTION 3 – Immediate Corrective Action and Remediation** | | | | | | | |
| Responsible Officer(s) |  | Date actions completed by | | | | |  |
| *The actions should reduce or eliminate the direct and indirect impacts of the incident.* | Immediate actions and controls implemented. | | | | | | |
| **SECTION 4 – Administrator Deemed Suitability for Course of Action** | | | | | | | |
| **Deemed Suitable** for implementation  **Deemed Suitable WITH FOLLOWING CHANGES** to recommendations Click here to enter text.  **Not Deemed Suitable** for following reasons: Click here to enter text. | | | | | | | |
| **Name and Position:** | | | **Signature:** | | **Date:** | | |

# Form C – Contractor’s Declaration for Deposition of Surplus Material

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SECTION 1** | **Project Information** | | | | |
| Project Name / Site Name: | | | | | |
| Company name and ACN: | | | | | |
| **SECTION 2** | **Details of Agreement (Attach a copy of agreement)** | | | | |
| I/We declare that I/we have entered into a legally binding agreement with the registered owner of the land (address and/or lot on plan):    to accept the following materials (type(s) and volume(s)):    on their land at location (GPS coordinates of the boundary of Deposition Area):    for the purposes of:    Note: If the Owner is a lessee of the Land (including State Lease lessee), the Owner must obtain the registered proprietor’s consent to this Agreement, as evidenced by the registered proprietor’s execution of any agreement. | | | | | |
| **SECTION 3** | **Assessment Methodology** | | | | |
| I/We declare that the Deposition Area has been identified and assessed by the Contractor. | | | | YES (complete Section 4 to 9)  OR  Not Applicable, the Deposition Area has been identified and assessed by the Principal (go to Section 10). | |
| **SECTION 4** | **Contamination (Attach Suitability Report by SQP if applicable)** | | | | |
| I/We declare that where Surplus Material has been sourced from:   * land listed on the Environmental Management Register or Contaminated Land Register, or * Commonwealth land (i.e., defence), or * any other known source of potential contamination, or * land on or adjacent to any other source of potential mobile contaminants,   an assessment has been undertaken by a Suitably Qualified Person (SQP) in accordance with the National Environmental Protection (Assessment of Site Contamination) Measure and a report prepared confirming the suitability of the material for Deposition at the intended Deposition Area. | | | | A copy of the SQPs report has been provided to the registered owner of the land and is included as an attachment to this declaration  OR  Not applicable, the materials have not been sourced from or adjacent to potential or actual contaminated land. | |
| **SECTION 5** | **Existing Approval** | | | | |
| I/We declare that acceptance of the Surplus Material at the Deposition Area is lawful under the conditions of an existing Approval for the property. A copy of the Approval may be requested by Transport and Main Roads. | | | | YES (go to Section 10)  NO | |
| **SECTION 6** | **Environment** | | | | |
| I/We declare that an environmental assessment has been undertaken for the Surplus Material and the Deposition Area and the appropriate Approvals under relevant legislation have been obtained for deposition and associated activities. | | | | YES  NO | |
| **SECTION 7** | **Hydraulics (Attach statement of no worsening / actionable nuisance by RPEQ)** | | | | |
| I/We declare that the activity has been assessed in accordance with Engineering Policy EP175, Transport and Main Roads' Road Drainage and Design Manual and the Technical Guideline Hydrologic and Hydraulic Modelling.  I/We declare that the hydrologic / hydraulic assessment undertaken by a Registered Professional Engineer Queensland (RPEQ) confirms that no worsening will be caused to other properties by the Deposition, and that where adverse impacts cannot be avoided, that no actionable nuisance will be caused.  Note that where Deposition (filling) does not exceed the relevant council planning scheme operational work (filling) threshold, no hydrologic / hydraulic assessment is required. | | | | NA – the works do not trigger hydrologic / hydraulic assessment (would not trigger code assessment under the relevant planning scheme.  OR  A statement of no worsening / actionable nuisance has been prepared and signed by a Registered Professional Engineer Queensland (RPEQ) and is included as an attachment to this declaration. | |
| **SECTION 8** | **Cultural Heritage** | | | | |
| I/We declare that the Deposition Area has been assessed in accordance with all relevant laws in relation to cultural heritage.  The category the Deposition Area has been designated as, as per the Aboriginal Cultural Heritage Act 2003 or the Torres Strait Islander Cultural Heritage Act 2003 is:    Consultation with the Aboriginal or Torres Strait Islander Party(ies) for the area is required (Yes / No):    Historical discoveries were made under the Queensland Heritage Act 1992 (Yes / No):    Approvals or exemptions required for the Works: | | | | Transport and Main Roads has been notified of and invited to attend any required consultation with Aboriginal or Torres Strait Islander Party(ies)  OR  Not applicable  AND  Historical discoveries have been reported to the Transport and Main Roads Cultural Heritage Officer  OR  Not applicable | |
| **SECTION 9** | **Native Title** | | | | |
| I / We declare that the Deposition Area has been assessed in accordance with all relevant laws and policies in relation to native title.   1. Where native title has been extinguished over the site, the extinguishing act being relied upon (for example, a deed of grant, lease or public work) is:      1. The section of the Native Title Act 1993 (Cth) and the module of the Queensland Government Native Title Work Procedures that the assessment falls under:      1. Where native title has not been extinguished, the method by which native title has been or will be addressed (for example, the provision of procedural rights) is: | | | | The native title assessment has been completed in accordance with the Native Title Act 1993 (Cth)  AND  The native title assessment has been completed in accordance with the Queensland Government Native Title Work Procedures | |
| **SECTION 10** | **Records** | | | | |
| I/We declare that a copy of all assessment reports, approvals and agreements will be made available to the department upon request, and that the volume and type of material will be included in the Project's Waste 2 Resource Calculator submitted to Transport and Main Roads. | | | | YES  NO | |
| **SECTION 11** | **Declarant Signature** | | | | |
| I/We declare the information on this form to be true and correct. I/We indemnify that the Department of Transport and Main Roads or its officers will not be held liable for the physical, chemical and/or biological condition of the material accepted on the property, or for the assessment of the Deposition Area where not Principal identified and assessed.  I/We acknowledge that under Clause 17.1(a) of the General Conditions of Contract, the Contractor indemnifies the State of Queensland, acting through the Department of Transport and Main Roads against any claims by any person and that this includes any claims by the owner or occupier of the Deposition Area, in respect of personal injury, death or loss of or damage to any property arising out of or as a consequence of the Deposition of Surplus Material on the Deposition Area. | | | | | |
| Signature of the declarant to be the Contractor's project manager | | Name, Position and Company: | Signature: | | Date: |
| **Signature by witness** | | | | | |
| Signature of the witness to be a Director of the Contracting Company | | Name, Position and Company: | Signature: | | Date: |