Checklist – CAC004M  
Environmental Management (MRTS51, MRTS52, GCoC and Annexure A of GCoC)

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| --- | --- | --- | --- | --- | --- |
| Contractor |  | Date |  | Review No. |  |
| Contract No. |  | Project No. |  | Project Name |  |

|  |  |
| --- | --- |
| Review Decision  [Below text may be amended to suit] | |
|  | The Contractor has undertaken reasonable and practicable management measures in accordance with their EMP(C) to mitigate risks of environmental harm. |
|  | The audit found that the Contractor has generally undertaken reasonable and practicable management measures to mitigate environmental harm occurring on Site. However, the audit has found minor non‑compliance with the requirements of MRTS51 and/or the Contractor’s EMP(C) that are required to be addressed promptly. The Contractor should address the minor non‑conformances and advise the Administrator within 10 business days. |
|  | The audit has found that the Contractor is not operating in compliance with either the EMP(C) or the requirements of MRTS51. The audit found evidence of potential or actual environmental harm on Site and believes that an Environmental Incident and Contractual non‑conformance report is warranted to report, rectify and prevent re‑occurrence. Report the potential environmental incident in accordance with the MRTS51 Appendix B. |

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| Reviewed by: |  | |  | |  | |
| Name |  | Signature |  | Date |  |

# Definitions

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| 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. |

| Reference | Requirements | Addressed | Comments / Observations |
| --- | --- | --- | --- |
| Administration (MRTS51) | | | |
| Clause 5.1, 6.2 & GCC 24B  (Annexure A Clause 33.3) | The EMP(C) (or an interim plan) was accepted by the Administrator prior to commencement of Works. |  |  |
| Clause 6.3 | Works are in accordance with the most current version of the EMP(C) deemed suitable by Administrator. |  |  |
| Clause 6.2 | The EMP(C) is accessible on Site. |  |  |
| Clause 6.4 | EMP(C) Updates  EMP(C) has been reviewed and updated periodically, and  submitted to the Administrator for deemed suitability. |  |  |
| Clause 7.1 | **Weekly Site Inspections**  Contractor’s Environmental Representative has undertaken and documented weekly Site inspections in accordance with their procedure, and  corrective actions have been undertaken as required in response to Weekly Site inspections. |  |  |
| Clause 7.2 | Notify of Administering Authority Visits  Contractor has notified Administrator within 24 hours of any inspections / visits by the administering authority. |  |  |
| Clause 7.3 | Complaints  Environment‑related complaints have been identified, investigated, managed and reported through monthly environmental report to Administrator. |  |  |
| Clause 7.4 | Principal Audits Actioned  Principal audit outcomes are actioned and corrective actions reported to Administrator. |  |  |
| Clause 7.5 | Environmental Monitoring  the Contractor’s monitoring procedure has been implemented effectively  non‑conforming monitoring results recorded, reported and managed in accordance with Contractor’s quality plan, and  non‑conformances reported as E&CH incidents where required. |  |  |
| Clause 7.6 | Monthly Environmental Reporting  reports submitted monthly, and  contain applicable and sufficient information. |  |  |
| Clause 7.7 | Environmental Incident Procedure  procedure has been implemented effectively in the event of an environmental or Cultural Heritage incident, and  Environmental and Cultural Heritage harm has been made good by the Contractor. |  |  |
| Clause 7.8 | Records and Registers  project records are being generated, and  reported and managed in accordance with the Technical Specification and/or legislative requirements. |  | ☐ Environment and Heritage induction register  ☐ incidents, non‑conformances and complaints  ☐ weekly inspection checklists  ☐ monitoring results  ☐ compliance testing results  ☐ audit reports and corrective actions taken  ☐ meeting minutes  ☐ formal letters form Administrating Authorities  ☐ biosecurity matter certificates and management actions  ☐ complete Species Management Program register  ☐ environmental approval documentation  ☐ quantities of water and quarry materials extracted  ☐ waste measurement and tracking records  ☐ Contractor's declaration for Deposition of Surplus Materials  ☐ other |
| Clause 7.10 | Sub‑Contractor Environmental Management  Sub‑contractors are complying with EMP(C). |  |  |
| Clause 7.11 | Environmental Approval(s)  The Site and the Works under the Contract appear in to be in compliance with Environmental Approval conditions including documentation requirements. |  |  |
| Clause 7.12 | Site Induction  Environment and Cultural Heritage Site inductions been provided to all persons on the Site. |  | *Note: Induction register covered under records.* |
| EMP(C) Specific Element Requirements | | | |
| Water Quality | | | |
| Clause 8.2.2 | Duty of Care  Reasonable and practicable measures have been undertaken at all times to:  avoid Environmental Harm to water quality in Waterways  comply with legislation (specifically *Environmental Protection Act* 1994 (Qld) (EP Act), section 440zg)  water quality management measures are implemented in accordance with the EMP(C), and  where required, the Contractor has effectively implemented their contingency plan for water quality related‑environmental harm. |  | [A person must not:   1. unlawfully deposit a prescribed water contaminant:    * 1. in waters, or      2. in a roadside gutter or stormwater drainage, or      3. at another place, and in a way, so that the contaminant could reasonably be expected to wash, blow, fall or otherwise move into waters, a roadside gutter or stormwater drainage, or 2. unlawfully release stormwater run-off into waters, a roadside gutter or stormwater drainage that results in the build‑up of earth in waters, a roadside gutter or stormwater drainage.] |
| Clause 8.2.2.1 | Flocculation  storage, application and monitoring of flocculants in accordance with IECA Best Practice Erosion and Sediment Control Appendix B  flocculation has been ceased in the event of non‑conformant monitoring result, and process amended to avoid environmental harm, and  sediment basin sludge managed in accordance with EMP(C). |  |  |
| Clause 8.2.2.2 | Stormwater Reuse  Where stormwater captured in sediment basin(s) is reused for landscaping or earthworks, water quality has been tested against applicable criteria and found suitable. |  |  |
| Clause 8.2.3 | Monitoring  water quality monitoring has been undertaken in accordance with the Contractor’s Monitoring plan  monitoring results have been recorded against rainfall events  non‑conforming results investigated in accordance with the processes outlined in DEHP’s procedural Guide, Summary Sheet, Standard Work method for the Assessment of the lawfulness of releases to waters from land development and construction sites in SEQ  where required, corrective actions have been identified and implemented, and  a proprietary rain gauge and/or meteorological station has been installed and records of rainfall depth recorded. |  | Low risk   * Visual monitoring, documented in the form of a spreadsheet, photographic evidence with time and date stamp. * Weekly at waterway(s) locations, * As soon as practicable upon rainfall causing discharge – waterway(s) and nominated discharge locations.   Medium and high Risk   * Field and laboratory testing in accordance with Contractor’s monitoring program.   NOTE: Non‑conforming results recorded as a non-conformance under Quality Plan identified in Clause 7.5 above. |
| Cultural Heritage | | | |
| Clause 8.4.1 | Duty of Care  reasonable and practicable measures have been undertaken at all in accordance with the EMP(C), and  where required, the Contractor has effectively implemented their contingency plan for cultural heritage related-environmental harm. |  | * exclusion zones installed and maintained? * Cultural Heritage induction for all ground breaking staff? * significant areas successfully protected from construction? * monitors inducted onto the Site? * unexpected discoveries and finds are managed under the FIND, STOP, NOTIFY, and MANAGE procedure. |
| Clause 8.4.2.1 | **Cultural Heritage Management Plans / Management Agreement**  No disturbance to ground or remnant vegetation has occurred outside of the CHMP / CHFA / CHMA area without prior agreement by the Administrator.  Contractor has operated in accordance with the agreement conditions. |  |  |
| Clause 8.4.2.2 | Historical / European heritage approvals  Works under the Contract comply with applicable Conservation Management Plan(s) for Heritage‑listed places.  Contractor has obtained the required approvals. |  |  |
| Clause 8.4.2.3 | **Unexpected finds management**  Unexpected discoveries / finds have been managed in accordance with FIND, STOP, NOTIFY, and MANAGE procedure.  Unexpected heritage finds have been reported to the Principal's Cultural Heritage Officer. |  |  |
| Clause 8.4.3 | Monitoring  Contractor advised Administrator of schedule for Works requiring Cultural heritage Personnel on Site.  Contractor has ensured Cultural Heritage monitors are on‑site as required, where applicable.  Contractor has verified and signed Cultural Heritage personnel daily monitoring reports and timesheet(s) and provided to Administrator on weekly basis.  Monitoring of Historical / European heritage sites has occurred in accordance with the approval conditions, where applicable. |  |  |
| Noise (low risk)[[1]](#footnote-1) | | | |
| Clause 8.5.1 | Duty of Care  Reasonable and practicable noise management measures have been undertaken at all times to:  avoid environmental harm and nuisance, associated with construction noise  comply with the EMP(C), and  where required, the Contractor has effectively implemented their contingency plan for noise related-environmental harm. |  | * *Have hours of work been adhered to?* * *Has contractor undertaken planned measures to minimise noise?* * *Have management measures been reviewed and updated following complaints or changes to construction methodology?* |
| Clause 7.3 | Complaint Management  All justifiable noise complaints have been investigated, assessed managed and reported. |  | * Nil complaints expected on low risk project. * If more than three complaints received, consider whether the noise risk rating was unsuitable or management measures are inadequate. |
| Vibration (low risk)[[2]](#footnote-2) | | | |
| Clause 8.6.2 | **Duty of Care**  Reasonable and practicable vibration management measures have been undertaken at all times to:  avoid environmental harm and nuisance, associated with vibration (human comfort vibration)  avoid harm to structures, premises, services and buildings within or beyond the Site (building / structural vibration), and  comply with the EMP(C). |  | * Has Contractor undertaken planned measures to minimise vibration‑related impacts? * Where vibration impacts are possible on nearby buildings or structures, documented evidence that vibration within the specified limits of * For Blasting – EP Act Section 440ZB  1. the air blast overpressure is more than 115dB Z Peak for 4 out of any 5 consecutive blasts, or 2. the air blast overpressure is more than 120dB Z Peak for any blast, or 3. the ground vibration is: 4. for vibrations of more than 35Hz—more than 25 mm a second ground vibration, peak particle velocity; or 5. for vibrations of no more than 35Hz—more than 10 mm a second ground vibration, peak particle velocity.  * For General Ground vibration – departmental Technical Note 03 |
| Clause 7.3 | Complaint Management  All justifiable noise complaints have been investigated, assessed managed and reported. |  | * *Nil complaints expected on low risk project* * *If more than three complaints received, consider whether the noise risk rating was unsuitable or management measures are inadequate.* |
| Air Quality | | | |
| Clause 8.7.2 | Duty of Care  Reasonable and practicable air quality management measures have been undertaken at all times to:  avoid environmental harm and nuisance associated with dust, smoke, offensive odours and other air pollutants  comply with the EMP(C), and  Where required, the Contractor has effectively implemented their contingency plan for air quality related-environmental harm. |  |  |
| Clause 8.7.2 | Burning of Material  There has been no burning of material unless previously deemed suitable by the Administrator and in accordance with Clause 8.7.2. |  | * obtain approval from the administering authority prior to burning * notify adjacent landowners * comply with additional conditions specified in Clause 6.2 of Annexure MRTS51.1, and * not burn regulated waste that shall create toxic or nuisance emissions. |
| Clause 8.7.4 | Complaint Management  All justifiable construction air quality‑related complaints have been investigated, assessed managed and reported in accordance with Chapter 7 of the Road Traffic Air Quality Management Manual. |  | * Complaint |
| Clause 8.8 (MRTS04 Clause 11) | Monitoring  where required by Contract, air quality monitoring has been undertaken in accordance with the Contractor’s Monitoring plan  non‑conforming results reported, investigated and managed in accordance with the Road Traffic Air Quality Management Manual, and  where required, corrective actions have been identified and implemented. |  |  |
| Acid Sulfate Soils | | | |
| Clause 8.8 (MRTS04 Clause 11) | ASS management carried out according to the EMP and Contract and implemented reasonable measures to avoid and prevent the spread of contaminants? |  |  |
| Clause 8.9.1 | Duty of Care  Reasonable and practicable management measures have been undertaken at all times to:  avoid environmental harm and nuisance associated with known contaminated sites within the Site  comply with the Contractor’s EMP(C), and  where required, the Contractor has effectively implemented their contingency plan for environmental harm caused by known contaminated sites or identification of new contaminated sites. |  |  |
| Clause 8.9.2 | Site Management Plan  Where a DEHP‑approved Site Management Plan exists, the Contractor has complied with the conditions. |  |  |
| Clause 8.9.3 | Monitoring  where required by Contract, contaminated Site monitoring has been undertaken in accordance with the Contractor’s Monitoring plan  non‑conforming results reported, investigated and managed in accordance with the Contractor’s procedures and where applicable, legislative requirements (EP Act 1994), and  where required, corrective actions have been identified and implemented. |  |  |
| Clause 8.9.4 | Compliance Testing  Where applicable, the Contractor has undertaken compliance testing in accordance with the Contractor’s Quality plan and the National Environmental Protection (Assessment of Site Contamination) Measure 1999. |  |  |
| Native Fauna | | | |
| Clause 8.10.1 | Duty of Care  Reasonable and practicable native fauna management measures have been undertaken at all times to:  avoid environmental harm and nuisance to native fauna, known habitat and breeding places  comply with the Contractor’s EMP(C), and  where required, the Contractor has effectively implemented their contingency plan for native fauna related‑environmental harm. |  |  |
| Residual Impacts to Fauna  Where impacts were unable to be mitigated, the Contractor:  tampered with breeding places in accordance with a Species Management Program (SMP) including record keeping and submission of register to Administrator monthly  moved on / relocated fauna by engagement of a suitably qualified and experienced person (fauna), and  intentionally destroyed fauna only where no other alternative practicable and in accordance with a Damage Mitigation Permit. |  |  |
| Waterway Barrier Works  all permanent waterway barrier works have been installed in compliance with either a Self‑Assessable Code or Development Approval including pre and post works notifications, and  Temporary Waterway Barrier Works installed on Queensland Waterways for Waterway Barrier Works are designed and installed in accordance with a Self‑Assessable Code or Development Approval held by the Contractor. |  |  |
| Monitoring  all non‑conformances relating to fauna have been reported, recorded, investigated and managed in accordance with the Contractor’s quality plan and MRTS51, and  pre‑clearing inspection of vegetation were undertaken by suitably qualified person when operating under an SMP. |  | * Deaths, injuries, unlawful tampering with breeding places |
| Vegetation | | | |
| Clause 8.11.2 | Duty of Care  Reasonable and practicable management measures have been undertaken at all times to:  avoid environmental harm and nuisance to Significant vegetation or vegetation beyond the Limit of Clearing  where planned, progressive vegetation clearing has occurred  progressive rehabilitation has occurred in accordance with EMP(C), and  comply with the Contractor’s EMP(C). |  | That is. Vegetation / trees to be retained, ground disturbance or other Works, including material stockpiling, shall not encroach within the dripline of the tree (below canopy of tree). |
| Clause 8.11.2 | Limits of Clearing  no ground disturbance or vegetation clearing has occurred beyond the Limit of Clearing without prior deemed suitability by Administrator  disturbance area has been minimised within the Limit of Clearing, and  identification markers have been installed and maintained along the Limit of Clearing. |  |  |
| Clause 8.11.3 | Significant vegetation  any disturbance to significant vegetation is in accordance with approval conditions and Contract, and  specific identification markers for Significant vegetation are installed and maintained. |  |  |
| Clause 8.11.4 | Monitoring  Where required, monitoring has been undertaken in accordance with the Contractor’s procedure. |  |  |
| Biosecurity Management | | | |
| Clause 8.12.2 | Duty of Care  Reasonable and practicable management measures have been undertaken at all times to:  avoid environmental harm and nuisance from biosecurity matters  manage movement of applicable biosecurity matters and biosecurity carriers across biosecurity management zone boundaries, and  comply with the Contractor’s EMP(C). |  | biosecurity certificates for topsoil and mulch, certified free  documented clean‑down for plant and vehicles prior to entry to Site  clean‑down of plant in contaminated areas of Site before moving  comply with Biosecurity instrument permit where required  obtain biosecurity instrument permit where required  isolate new infestations, prevent spread or transmission across Site, notify Administrator and BQ where required, and  pesticide use compliant with commercial operator licence. |
| Clause 8.12.2 | Temporary Clean‑down bays  Clean‑down bays have been used in accordance with the Contractor’s procedure. |  |  |
| Waste 2 Resource | | | |
| Clause 8.13.3 | Duty of Care  waste has been managed in accordance with the EMP(C) and Contract  Site is free from litter and waste is contained to defined areas  no waste has been burnt  mulch stockpiles max 2.5 m high (temps < 30 degrees) or max 1.5 m (temps > 30 degrees), and  waste disposed or managed in accordance with legislation. |  | * *The Contractor shall provide bins at common areas at all times. Bins shall be fitted with lids and serviced prior to being filled to capacity.* * *Has waste type and weight generated been captured for waste reporting requirements?* |
| Clause 8.13.2 | Waste Register  The Contractor has recorded wastes. |  |  |
| Clause 8.13.2.1 | **Deposition of Surplus Material**  ☐ Deposition Areas for Surplus Materials have been managed in accordance with the EMP(C) and Contract  ☐ Contractor's Declaration has been submitted to Administrator prior to commencing Deposition. |  |  |
| Chemicals and Spills | | | |
| Clause 8.14.1 | Spill response material is adequate for the type and quantity of hazardous materials used / stored on‑site and as specified in the EMP(C). |  | * Is spill equipment available on Site? |
| Clause 8.14.2 | Surface coating treatments are managed or contained to avoid release of chemical to environment or contact to public. |  |  |
| Clause 8.14.3 | Chemical and fuel storage is adequate for the risk and in accordance with relevant standards. |  | * Are all chemicals stored safely and labelled? |
| Clause 8.14.3 | Spills or releases that have occurred have been cleaned up, disposed of properly and reported. |  | * Is the Site clear of contamination? |
| Sourcing Construction Material | | | |
| Clause 8.15.2 | Approvals  sourcing of material (gravel, fill or water) is in accordance with applicable approval conditions, and  all documentation requirements have been fulfilled. |  |  |
| Clause 8.15.2 | Duty of Care  Reasonable and Practicable management measures have been undertaken on source Sites to avoid environmental harm.  in accordance with the Contractor’s EMP(C)  progressive rehabilitation of Source sites and access tracks  source sites have been included in the Weekly Site Inspections, and  water efficiency strategies where applicable. |  |  |
| Clause 8.15.3 | Monitoring  all - volumetric and photographic records retained, and  water levels / flow monitored at water extraction sites. |  |  |
| Contract Specific Requirements | | | |
| Clause 6.4 | [Auditor to provide details of contract specific requirements here and audit compliance] |  |  |

1. Medium and High Noise risk Contracts shall have implementation of Noise Management Plan audited using CAS checklist CAC069. [↑](#footnote-ref-1)
2. Medium and High Vibration risk Contracts shall have implementation of Vibration Management Plan audited using CAS checklist CAC069. [↑](#footnote-ref-2)