Appendix – Forms A–B

Transport and Main Roads Specifications

MRTS51 Environmental Management

November 2021

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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:** | | |