Contractor’s Environmental Management Plan

for  
(Project Title)  
(Location)  
RTF Number: (T2X-XXXX)

(Contractor)

(Date)

[Note: the level of detail in this document is to reflect the complexity of the project i.e. complex high risk projects require a higher level of detail]

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| **Controlled Document** | | | | |
| **Project name** |  | | | |
| **Project number** |  | | | |
| **Site address** |  | | | |
| **Project manager** | (Name) | | (Number) | |
| **Authorised signature** |  | | | |
| **Site supervisor** | (Name) | | (Number) | |
| **Environmental contact** | (Name) | | (Number) | |
| **Issue date** | (xx/xx/xx) | **Next review** | | (xx/xx/xx) |
| **Plan version** |  | | | |
| **Prepared by** |  | | | |

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| Date | Page/Section | Description of amendment | Prepared by | Approved by |
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**ATTENTION: The intention of this document is to provide guidance with regards to information required in an Environmental Management Plan (EMP). Alterations to this document, including the addition of project specific information and deletion of irrelevant information, is required before it will be considered as meeting the required standard.**

**If there is any inconsistency between the information provided in this EMP and any other document prescribing environmental management procedures applicable to the project, the more stringent requirements apply until and unless advised differently by the Superintendent.**

Contents

[1. Environment Policy 5](#_Toc52785609)

[2. Background 6](#_Toc52785610)

[2.1. Project Description 6](#_Toc52785611)

[2.1.1. Detour 6](#_Toc52785612)

[2.1.2. Mineral Extraction 6](#_Toc52785613)

[2.1.3. Water Extraction 6](#_Toc52785614)

[2.1.4. Camp Site/Laydown/Stockpiling 6](#_Toc52785615)

[2.1.5. Clearing Requirements 6](#_Toc52785616)

[2.2. Location Map/s 6](#_Toc52785617)

[3. CEMP Objectives 7](#_Toc52785618)

[4. Organisation Structure and Responsibility 7](#_Toc52785619)

[5. Legislation, Regulations and Standards 8](#_Toc52785620)

[5.1. Northern Territory Legislation 8](#_Toc52785621)

[5.2. Northern Territory Regulations 8](#_Toc52785622)

[5.3. Federal Legislation 9](#_Toc52785623)

[5.4. Federal Regulations 9](#_Toc52785624)

[5.5. Australian Standards 9](#_Toc52785625)

[5.6. Other Standards 9](#_Toc52785626)

[5.7. ANZECC Publications 9](#_Toc52785627)

[5.8. Other Publications 10](#_Toc52785628)

[6. Approvals, Licences and Permits 10](#_Toc52785629)

[7. Community Consultation and Complaints Handling 12](#_Toc52785630)

[8. Non Conformance 12](#_Toc52785631)

[9. Corrective Action Process 12](#_Toc52785632)

[10. Monitoring 13](#_Toc52785633)

[11. Auditing 13](#_Toc52785634)

[12. Environmental Training and Induction 14](#_Toc52785635)

[13. Emergency Management 15](#_Toc52785636)

[13.1. Emergency Response 15](#_Toc52785637)

[13.1.1. Fire 15](#_Toc52785638)

[13.1.2. Weather IE. Cyclone 15](#_Toc52785639)

[13.1.3. Spills/Contamination 15](#_Toc52785640)

[13.1.4. [any additional emergency items relevant to the job] 15](#_Toc52785641)

[13.1.5. [Reporting requirements to relevant agencies (i.e. Emergency Services, NT EPA, Bushfires NT, Worksafe)] 15](#_Toc52785642)

[13.2. Responsible Persons and Emergency Contacts 15](#_Toc52785643)

[13.3. Emergency Plan Camp / Work Site 15](#_Toc52785644)

[14. Risk Assessment 16](#_Toc52785645)

[14.1. Job Specific Risk 16](#_Toc52785646)

[14.1.1. [Specific risk detailed in Environmental Risk Assessment or Notice of Intent or determined by Contractor] 16](#_Toc52785647)

[14.1.2. 16](#_Toc52785648)

[14.2. Management of Identified Risk 16](#_Toc52785649)

[14.2.1. Mineral Extraction 16](#_Toc52785650)

[14.2.2. Water Extraction 18](#_Toc52785651)

[14.2.3. Cultural and Heritage Management 19](#_Toc52785652)

[14.2.4. Site Control / Clearing / Stockpiling 19](#_Toc52785653)

[14.2.5. Erosion and Sediment Control 21](#_Toc52785654)

[14.2.6. Weed Management 21](#_Toc52785655)

[14.2.7. Water Quality 23](#_Toc52785656)

[14.2.8. Vegetation Management 24](#_Toc52785657)

[14.2.9. Fauna Management 26](#_Toc52785658)

[14.2.10. Pest Animal Management 26](#_Toc52785659)

[14.2.11. Fire Management 27](#_Toc52785660)

[14.2.12. Air Quality 28](#_Toc52785661)

[14.2.13. Noise and Vibration Control 29](#_Toc52785662)

[14.2.14. Contamination Management 29](#_Toc52785663)

[14.2.15. Waste Management 31](#_Toc52785664)

[14.2.16. Rehabilitation 32](#_Toc52785665)

[15. Appendices 34](#_Toc52785666)

[15.1. Appendix A – AAPA Certificates 34](#_Toc52785667)

[15.2. Appendix B – Landowner Permission 35](#_Toc52785668)

[15.3. Appendix C – Department of Health Kitchen Approval 36](#_Toc52785669)

[15.4. Appendix D – Department of Health Approval for Septic / Plumber Certification 37](#_Toc52785670)

# Environment Policy

**[Attach copy of company Environmental Policy]**

# Background

## Project Description

[Add a detailed Project Description and key associated environmental risks]

### Detour

[Add detail if relevant – e.g. Where it is located (include in location map), clearing requirements, width, protection measures if around/through a waterway, timing for construction (outside of wet season flows), rehabilitation, approvals from Land Owner/DIPL, etc]

### Mineral Extraction

[Add detail if relevant – Where pits are located (include in location map), approximate volumes required, clearing methodology, rehabilitation etc.]

### Water Extraction

[Add detail if relevant – Where water source is located (include in location map) and extraction methodology]

### Camp Site/Laydown/Stockpiling

[Add detail if relevant – where is each located (include in location map)]

Hours of Work – [Add detail] [If the hours of work fall outside of the NT EPA Guidelines .i.e. 7am to 7pm – Monday to Saturday and 9am to 6pm Sunday and Public Holidays, written approval from the DIPL Superintendent is required and a copy attached to this EMP]

### Clearing Requirements

[Add detail if relevant – For the actual project works, extraction areas, camp, laydown and turn around areas, etc.]

## Location Map/s

[Location map to include detail such as no-go zones, location of site compound/camp, extent of works and clearing, resource pits and water points etc.]

# CEMP Objectives

The objectives of the Contractor’s Environmental Management Plan (CEMP) is to ensure that appropriate environmental protection and mitigation measures are implemented to prevent negative impacts on the surrounding environment.

[Provide further, project specific, detail of purpose and scope of CEMP.]

# Organisation Structure and Responsibility

[Name of Contractor] is required to comply with the provisions of the DIPL Environmental Standard Specification and any other environmental protection provisions in the Contract and observe the requirements of any applicable statute by-law, standard etc. related to environmental protection.

The environmental protection requirements in the DIPL Environmental Standard Specification, together with the Conditions of Contract, are complementary to, and not in substitution for any statutory requirements, or for any of the technical requirements of the specifications and drawings.

[Name of Contractor] must comply with environmental statutory requirements and procedures defined within the Contractor’s Environmental Management Plan (CEMP) and supplementary plans.

[The responsibilities for implementing and monitoring the CEMP are as follows:

* ]

Environmental Site Representative: [Inset name of staff member – as per Section 17.2 of the Environmental Specification, for Tier 4 and 5 contracts, at least one representative on site at all times when works are being undertaken who has relevant experience and/or a Certificate level Qualification in Environmental Management for construction sites]

# Legislation, Regulations and Standards

[Delete what is not relevant and add any additional legislation, regulations and standards]

Comply with, but do not be limited to, the following as applicable.

## Northern Territory Legislation

* *Aboriginal Land Act 1978*
* *Bushfires Management Act 2016*
* *Building Act 1993*
* *Dangerous Goods Act 1998*
* *Environmental Assessment Act 1982*
* *Environmental Offences and Penalties Act 1996*
* *Fire and Emergency Act 1996*
* *Food Act 2004*
* *Heritage Act 2011*
* *Northern Territory Aboriginal Sacred Sites Act 1989*
* *Soil Conservation and Land Utilisation Act 1969*
* *Territory Parks and Wildlife Conservation Act 1976*
* *Transportation of Dangerous Goods by Road and Rail (National Uniform Legislation) Act 2010*
* *Waste Management and Pollution Control Act 1998*
* *Water Act 1992*
* *Weeds Management Act 2001*
* *Work Health and Safety (National Uniform Legislation) Act 2011*

## Northern Territory Regulations

* Building Regulations
* Dangerous Goods Regulations
* Environmental Offences and Penalties Regulations
* Fire and Emergency Regulations
* Heritage Regulations
* Territory Parks and Wildlife Conservation By-Laws
* Territory Parks and Wildlife Conservation Regulations
* Transportation of Dangerous Goods by Road and Rail (National Uniform Legislation) Regulations
* Waste Management and Pollution Control (Administration) Regulations
* Water Regulations
* Weeds Management Regulations
* Work Health and Safety (National Uniform Legislation) Regulations

## Federal Legislation

* *Aboriginal and Torres Strait Islander Act 2005*
* *Aboriginal and Torres Strait Islander Heritage Protection Act 1984*
* *Aboriginal Land Rights (Northern Territory) Act 1976*
* *Environment Protection and Biodiversity Conservation Act 1999*
* *Native Title Act 1993*

## Federal Regulations

* Aboriginal and Torres Strait Islander Heritage Protection Regulations
* Aboriginal Land Rights (Northern Territory) (Land Description) Regulations
* Aboriginal Land Rights (Northern Territory) Regulations
* Environment Protection and Biodiversity Conservation Regulations

## Australian Standards

* AS/NZS/ISO 14001 Environmental management systems - Requirements with guidance for use
* AS 2187.2 Explosives – Storage and use – Use of explosives
* AS 1940 – 2004 The storage and handling of flammable and combustible liquids
* AS1692 – 2006 Steel tanks for flammable and combustible liquids
* AS490-2009 Protection of trees on development sites
* AS 4373 Pruning of Amenity Trees
* AS 2436 Guide to Noise and Vibration Control on Construction, Maintenance and Demolition Sites

## Other Standards

* ASTMD 2487 - Standard Practice for Classification of Soils for Engineering Purposes (Unified Soil Classification System)
* ASTMD 7208-6 - Standard Test Method for Determination of Temporary Ditch Check Performance in Protecting Earthen Channels from Stormwater-Induced Erosion
* Code of Practice for Small On-Site Sewage and Sullage Treatment Systems and the Disposal or Reuse of Sewage Effluent November 1996
* The Australian Dangerous Goods Code Edition 7.4

## ANZECC Publications

* Technical Basis for Guidelines to Minimise Annoyance Due to Blasting Overpressure and Ground Vibration
* ANZECC Australian Guidelines for Water Quality Monitoring and Reporting
* ANZECC Guidelines for Fresh and Marine Water Quality

## Other Publications

* International Erosion Control Association (IECA) Australasia Best Practice Erosion and Sediment Control
* Queensland Maroon Book for urban storm water management - Manual for Erosion & Sediment Control, Version 1.2, Sunshine Coast Regional Council
* Blue Book – Managing Urban Stormwater Soils and Construction, Volume 1, 4th edition, Volume 2a – Installation of services, Volume 2b Waste Landfills, Volume 2c Unsealed Roads, Volume 2d Main Road Construction and Volume 2e Mines and Quarries
* Queensland Acid Sulfate Soil Technical Manual, Soil Management Guidelines, Version 4, SE Dear, LE O’Brien, AE McElnea, NG Moore, SK Dobos, KM Watling and CR Ahern
* RTA Code of Practice for Water Management
* Environmental Noise Management Manual
* Soil Survey Standard Test Method, Unified Soil Classification System: Field Method
* Spray drift fact Sheet-APVMA
* Why do fish need to cross the road? - NSW DPI
* QLD standard work method for the assessment of the lawfulness of releases to waters from construction sites
* Australian Rainfall and runoff – Flood analysis and design
* Declared weeds of the Northern Territory
* Weeds of National Significance (WONS)
* DLRM Land Clearing Guidelines NT Planning Scheme 2010
* NT EPA - Noise Guidelines for Development Sites in the Northern Territory
* NT EPA - Keeping our Stormwater clean – a Builder’s Guide
* NT EPA – Prevent Pollution from Building Sites
* NT WorkSafe – How to Safely remove asbestos – Code of Practice
* Power and Water Corporation – Disinfection of Subdivisions and Water Service Connections from 20mm and Greater

# Approvals, Licences and Permits

[List and appendix (i.e attach to this document) relevant approvals, licences and permits, including (but not limited to):

* access to pastoral, private or Aboriginal owned land
* approval to extract water and/or minerals from pastoral or private land
* swipe card or Power and Water Corporation (PWC) Meter number for use
* Aboriginal Areas Protection Authority (AAPA) Certificate that allows for works
* Aboriginal Land Council approvals (i.e. CLC Clearance Certificate)
* access/Work permit from relevant Land Council (as minimum the application to the Land Council in the interim and permit on receipt)
* permits from the entities with jurisdiction over the land to carry out the works, and/or activities associated with the works, on that land (.i.e. Parks and Wildlife, Crown Lands etc.)
* approval from Department of Health (DoH) for on-site effluent disposal system and/or certification from a licenced plumber.
* registration with DoH for a camp commercial food preparation area in accordance with the Food Act]
* the Departments Environment Services Branch endorsement of the CEMP (when issued)
* Development Permit under the NT Planning Scheme]

# Community Consultation and Complaints Handling

[Name of Contractor] will notify local residents and businesses, including Aboriginal communities, about new or changed construction activities which will affect access to their properties or otherwise significantly disrupt residents or occupiers use of their premises.

[Add project specific information; who is responsible for undertaking community consultation? If it is the DIPL Project Manager, state this within the document. If it is the contractor state how community consultation will be undertaken, ie. Letter box drop, local papers, community noticeboard, DIPL website and Facebook, etc.]

Unless the work is of an urgent nature for safety reasons, notification of residents must be at least 5 working days before commencing the work and must advise of the following:

* The nature of the work
* Why it is necessary
* The expected duration
* Changes to arrangements for traffic or property access
* The name and 24 hour contact telephone number of the Contractor’s representative who can respond to resident concerns.

Within 1 working day of receiving a complaint about any environmental issue, including pollution, [name of Contractor] will supply a written report to the DIPL Superintendent detailing the complaint and action taken to alleviate the problem. A register of all such complaints will be maintained, together with the following records:

* Date and time of complaint
* The method by which the complaint was made (telephone, letter, meeting, etc.)
* Name, address, contact telephone number of complainant (if no such details were provided, a note to that effect)
* Details of complaint
* Action taken in response including follow up contact with the complainant
* Any monitoring to confirm that the complaint has been satisfactorily resolved
* If no action was taken, the reasons why no action was taken.

# Non Conformance

[Add detail – include process for identifying, reporting, recording and rectifying non-conformances]

A Failure to comply with, or a breach of, any condition will result in the issue of an Instruction to Contractor, or a Corrective Action Request, or a Non-Conformance Report or any combination of these.

# Corrective Action Process

[Add details – include management system used and methods for closing out and reporting on the identified non-conformances identified.]

# Monitoring

[Add detail - Monitoring is to be tailored to the specific project and may include a daily or weekly site walk over, through to detailed air quality monitoring for dust particles or exhaust fumes from machinery, in stream water quality monitoring, sediment basin water release testing for turbidity, mapping and measuring weed growth, spread and control and the like. Include roles/names of employees responsible for undertaking monitoring]

Records of environmental monitoring are to be maintained, including the effectiveness of any corrective action taken.

Records of environmental monitoring are to be made available to the DIPL Superintendent upon request.

# Auditing

[Add detail - Develop and implement a risk-based self-auditing program to verify that all works are in compliance with the DIPL Environmental Standard Specification, Legislation and this EMP. Include the proposed timeframe for the audits .i.e. monthly.

The audits are to be based on the key risks identified in the Environmental Risk Assessment as provided in the tender documentation and the risks identified in the CEMP developed by the contractor.]

[Name of Contractor] will maintain records of the results of environmental audits including non-conformances and the effectiveness of any remedial action taken.

Records of environmental audits are to be made available to the DIPL Superintendent upon request.

[Nominate a role/employee to be present during external environmental audits (.i.e. DIPL, NT EPA, DENR)]

# Environmental Training and Induction

[Add detail – including site specific risks to be addressed in the induction and a copy of the induction checklist]

All site staff, sub-contractors and visitors will be subject to and made aware of the site EMP, environmentally sensitive areas, identified cultural sites of significance, Sacred Sites or Restricted Works Areas (RWAs) and environmental responsibilities.

All site staff, sub-contractors and visitors will be required to undertake a site specific induction.

# Emergency Management

## Emergency Response

### Fire

[add detail]

### Weather IE. Cyclone

[add detail]

### Spills/Contamination

[add detail]

### [any additional emergency items relevant to the job]

[add detail]

### [Reporting requirements to relevant agencies (i.e. Emergency Services, NT EPA, Bushfires NT, Worksafe)]

[add detail]

## Responsible Persons and Emergency Contacts

|  |  |  |
| --- | --- | --- |
| Contact | Position | Phone number |
| NT EPA – Pollution Hotline | Environmental Regulator | 1800 064 567 |
|  | [Project Manager] |  |
|  | [DIPL Contact] |  |
|  | [Local Police/Emergency Services] |  |
|  |  |  |
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## Emergency Plan Camp / Work Site

[Add site diagram for camp / work showing building layout (if known), emergency muster points, storage areas for dangerous goods and chemicals, egress, spill kits, hydrants, first aid locations, etc.]

# Risk Assessment

## Job Specific Risk

### [Specific risk detailed in Environmental Risk Assessment or Notice of Intent or determined by Contractor]

### 

## Management of Identified Risk

### Mineral Extraction

|  |  |
| --- | --- |
| Management Strategy | (Details site specific Management Strategy) |
| Control(s) | * [Delete all unnecessary management/control items] * Nominated extraction pits are covered under AAPA CXXXX/XXX and permission to access the pits has been granted by XXXX (approval attached as Appendix XX) * Abide by all conditions and guidelines within the relevant Minerals Extractive Agreement. * Creation or use of existing extraction areas for fill or gravel within the road reserve not supplied/nominated by DIPL require the written approval from the DIPL Superintendent before use. * DIPL’s standard requirements for the operation of extraction areas are as follows:   Access   * + Construct only one access road to each pit. Additional access roads require written approval from the Superintendent prior to construction,   + Confine all transport operations to the access road, the extraction area, the site of the works and/or existing public roads,   + Provide and maintain adequate road drainage to the access road.   Limit of excavation   * + Not within 6m of any fence line or utility service line or point,   + Not within any gas pipeline easement,   + Not within 125m of any road or railway centre line,   + Not within 25m of a water course (refer to Northern Territory Land Clearing Guidelines 2019 for water course buffers),   + Not within 200m of a defined waterway crossing,   + Not within vegetative buffers,   + Pit should be 1ha maximum.   + **Hold Point** – Obtain Superintendent approval to exceed 1ha pit size.   Extraction   * + Stockpile cleared vegetation for use in pit rehabilitation,   + Strip 100mm depth top layer throughout the extraction area of operation and stockpile,   + Stockpiled material to be clear of drainage lines, and other vegetated areas, to a maximum height of 2m,   + Side slopes of sand or gravel to be no steeper than one vertical to two horizontal at any time when the excavation is unattended, alternatively benching of vertical batters is acceptable,   + Remove or bury by-products of the excavation operation unless otherwise specified,   + Progressively rehabilitate extraction areas i.e. rehabilitate one pit before moving to the next. * No deviation from the above requirements will be permitted without written approval from the DIPL Superintendent to proceed. * [The Department may require a Pit Management Plan be developed for large or high risk projects. The Pit Management Plan is to provide detail as to how the Contractor plans to clear, work and rehabilitate pits during the life of the project. The Pit Management Plan is to include, as a minimum, diagrams showing the pits to be used, location of stockpile sites, drainage lines and location and type of erosion and sediment controls, and details regarding pit staging and rehabilitation] * Rehabilitation of gravel extraction areas is to be undertaken as per Rehabilitation of Extraction Areas, Detours and Access Tracks outlined in the Environmental Management Standard Specifications. * [Add any additional items specific to the job] |
| **Performance Indicator(s)** | [Add detail]  [e.g. extraction activities remain restricted to areas approved under AAPA/MEA/land owner.  No complaints received from AAPA/Land Council/Land owner  Extraction pits remain at the approved size, no over clearing occurs. No clearing occurs within the buffered ‘no-go’ zones around waterways.  Rehabilitation activities have completed prior to the on-set of the Wet Season.] |
| **Monitoring** | [Add detail]  [e.g. pit management monitored daily by plant operators during extractive activities.  Pit management audited weekly by site supervisor/HSE officer.  Progressive rehabilitation activities monitored on a weekly basis by HSE officer.] |
| **Reporting** | [Add detail]  [e.g. plant operators to report all non-conformances to site supervisor.  Project Manager/HSE Officer to provide NCR to DIPL.  Provide monthly progress report on rehabilitation to DIPL.] |
| **Corrective Action(s)** | [Add detail]  [e.g. In instances of over clearing, immediately rehabilitate over cleared area. Provide a report, with photos, to DIPL Superintendent.  Re-establish/re-flag clearing limits on site. Undertake tool box meeting to discuss clearing limits.] |

### Water Extraction

|  |  |
| --- | --- |
| Management Strategy | (Detail site specific Management Strategy) |
| **Control(s)** | [Delete all unnecessary management/control items]   * Nominated water points are covered under AAPA CXXXXXX and permission to access the points has been granted by XXXX (approval attached as Appendix XX) * NTG Road Bores are to be utilised where possible, and where not practical, private/pastoral bores may be nominated. Any approval to access private or leasehold land to extract water from a bore is the responsibility of the awarded contractor. * Notify the DIPL Superintendent of the location, expected water use and how it will be extracted for each and every proposed occasion. This must be done prior to extracting any water. The DIPL Superintendent will review the information prior to providing approval. Do not extract water until approval is granted. * For all water bodies, ensure that any water extraction will not reduce the supply utilised by local landholders and the environment, to the point where such users are adversely affected. For all water bodies, ensure that any water extraction will not reduce the supply to the natural environment to the point where the natural environment is adversely affected. The general guideline is that only 20% of any flow in a river or 20% of any standing water body should be used in the Top End and 5% for Southern Regions. Generally, construction of sumps or dams is not permitted. * Where a standing water body is less than 500mm deep or extraction from the water body (river or waterhole) is likely to exceed 20% as detailed above, source an alternative water supply. * Protect the banks and beds of any waterhole or river used for water extraction. Any damage is to be repaired immediately. Pads and tracks likely to contribute to erosion must be rehabilitated. * No fuels, lubricants or equipment, other than pumping equipment are permitted to enter or remain at the water body. * Non-permeable bunding in accordance with Australian Standard (AS 1940 – 2004) is to be provided around pump/generator equipment. * [Add any additional items specific to the job] |
| **Performance Indicator(s)** | [Add detail] |
| **Monitoring** | [Add detail] |
| **Reporting** | [Add detail] |
| **Corrective Action(s)** | [Add detail] |

### Cultural and Heritage Management

|  |  |
| --- | --- |
| Management Strategy | (Detail site specific Management Strategy) |
| **Control(s)** | [Delete all unnecessary management/control items]   * [Reference, and attach to the CEMP as an appendix, all relevant AAPA Certificates, Land Council clearances and Heritage Branch approvals] * AAPA certificate(s) provide the Department and its Contractor, including sub-contractors, with indemnity from prosecution under the NTASS Act as long as the following are adhered to:   + All works are confined to the ‘subject land’ identified on the certificate   + All activities conducted by the Contractor are covered in the ‘Purpose of Use’ on the certificate   + All conditions on the certificate are adhered to   + All contractors, employees and sub-contractors are aware of the conditions of the certificate. * **Hold Point** - Should any item be encountered which is suspected to be a relic of heritage value or any relic, artefact or material suspected of being of Aboriginal origin, all construction work that might affect the item will cease and the item protected from damage and disturbance. The Superintendent will be notified immediately. * No further works in the vicinity are to recommence until the DIPL Superintendent has provided further advice to do so. There may be a requirement for the Heritage Branch (Department of Tourism and Culture), Land Council or AAPA to investigate the findings. * All personnel working on site will receive training regarding their responsibilities related to cultural heritage and will be made aware of any sites or areas which must be avoided. * Sites or areas which must be avoided or protected during works must be identified on a site map. The map must be made available to all relevant personnel during the works. * The protection of sites may require the installation of temporary protection fencing and maintenance of the fencing. * [Add any additional items specific to the job] |
| **Performance Indicator(s)** | [Add detail] |
| **Monitoring** | [Add detail] |
| **Reporting** | [Add detail] |
| **Corrective Action(s)** | [Add detail] |

### Site Control / Clearing / Stockpiling

|  |  |
| --- | --- |
| Management Strategy | (Detail site specific Management Strategy) |
| **Control(s)** | [Delete all unnecessary management/control items]   * **[Hold Point** - Provide a copy/copies of permit(s) to clear native vegetation, for the execution of the works, from the permit authority under the *Planning Act* and/or the *Pastoral Land Act*, before commencing works.] * **[Hold Point** - Provide a copy/copies of written permission to clear native vegetation from the owner(s) or lessee(s) of the land, proposed to be cleared for the execution of the works, before commencing works.] * [**Witness Point -** Obtain written approval from the Superintendent for the establishment and use of any detours, turnarounds or equipment lay down areas. Use existing cleared areas where possible.] * Do not form any new tracks, alter any existing tracks, erect any camps, remove any trees or shrubs, cut any fences or water, sewer, power or telecommunications lines or perform other activities not specified or indicated on the drawings or otherwise required under the Contract without the prior written approval of the DIPL Superintendent. * All works are to be staged appropriately to minimise potential risks and impacts to the environment. Staging of the works must be addressed in the project timeline. * All works within waterways/drainage lines will be completed and the site stabilised prior to the start of the Wet Season (by 30 September). * Install all necessary erosion and sediment control measures to effectively manage sediment laden runoff or wind erosion from stockpile areas. * Do not place stockpiled materials inside vegetation protection areas or within 10 metres of retained trees or within the drip line of any trees. * Do not place stockpiles within 50 metres of any drains, drainage lines, creeks or other waterways. * Locate the stockpiles so that any slump of the stockpile would not affect erosion and sediment control measures or infringe upon specified minimum clearance requirements. * Top soil stockpiles are not to be more than 2 metres in height. All other stockpiles are not to be more than 3 metres in height (unless approved by the Superintendent). * Topsoil that is not contaminated by noxious weeds must be stockpiled for later spreading on batters and other disturbed areas. Other material may also be stockpiled but separated from the topsoil stockpiles. * Stockpiles in residential areas or adjacent to sensitive receivers are not to exceed 2 metres in height. * Maintain the stockpiles to prevent the growth of weeds on the stockpiles. * Long term stockpiling in the urban environment is to include protection to reduce the risk of wind (dust) and/or rain (sedimentation). * Mulch stockpiles are to be monitored for tannin leachate. In the event leachate is identified, controls will be installed to prevent run-off from site/into waterways. * [Add any additional items specific to the job] |
| **Performance Indicator(s)** | [Add detail] |
| **Monitoring** | [Add detail] |
| **Reporting** | [Add detail] |
| **Corrective Action(s)** | [Add detail] |

### Erosion and Sediment Control

|  |  |
| --- | --- |
| Management Strategy | (Detail site specific Management Strategy) |
| **Control(s)** | * [Prepare and submit a site specific and project specific Erosion and Sediment Control Plan (ESCP) when required as per Section 6 of the Standard Specification for Environmental Management.] * Temporary erosion and sediment control measures will be kept on site at all time. * It is the responsibility of (project role) to monitor local weather and determine the requirement to install temporary controls on site. * Temporary controls to be utilised on site include: [list controls .i.e. sediment fence, rock check dam etc. include as an appendix standard drawings for each control] * Erosion and sediment control measures will not be removed until disturbed areas have been stabilised. * Disturbed areas will be stabilised progressively with vegetation during construction, where necessary, and stabilisation will be undertaken after works are complete and prior to demobilization from site. * (Add any additional items specific to the job) |
| **Performance Indicator(s)** | [Add detail] |
| **Monitoring** | [Add detail] |
| **Reporting** | [Add detail] |
| **Corrective Action(s)** | [Add detail] |

### Weed Management

|  |  |
| --- | --- |
| Management Strategy | (Detail site specific Management Strategy) |
| **Control(s)** | Delete all unnecessary management/control items]   * [For all projects, Contractors must:   + Survey for declared weeds and assess risk of spread   + Consult with Local Council and Department of Environment and Natural Resources (DENR) Weed Management Branch about management procedures to be implemented by the Contractor   + Eliminate the seed source where possible   + Establish weed protocols to prevent spread of weeds and their seeds offsite if handling of weed contaminated materials is unavoidable and   + Practice on-going weed hygiene. ] * [If declared weeds or Weeds of National Significance (WONS) are known to be present or have potential to be established and/or spread on site, a Weed Management Plan (WMP) is required:   + Prioritise declared weed species and locations for control based on previous mapping and any site survey (if available)   + Detail chemical type, rates, method of application and process to collect data for priority species   + Address seasonal restrictions to access and weed reproductive cycles to prevent weed seeding   + Integrate chemical control with slashing and burning requirements   + Incorporate monitoring so control effectiveness and spread prevention can be evaluated   + Enforce weed hygiene protocols. Ensure that vehicles and plant are steam cleaned or high pressure water cleaned removing all earth/soil/seeds to prevent the spread of weeds and pest animals entering the works site.] * [**Witness Point** - The use of hay bales on site can only occur if documentary evidence is provided demonstrating that the hay bales are certified weed free and written approval is received from the DIPL Superintendent. In general, the use of hay bales for environmental control is not supported.] * **[Witness Point** - Provide evidence that the area is weed free or provide advice of the weeds present in the areas of the works.] * **[Witness Point** - Provide evidence that the vehicles and plant brought on to the site of the works are free of weeds and their seeds and are soil free.] * **[Witness Point** - Provide evidence that organic matter transported to site is free of weeds and/or their seeds.] * **[Witness Point:** Provide the Superintendent with a signed statement certifying that cleaning took place.] * The reuse of weed contaminated topsoil by surface spreading is not permitted. * Topsoil that is contaminated with weed seeds will be quarantined with visible barriers and a notice, then treated appropriately. Alternatively, it will be buried under 300mm depth of clean, weed seed free fill. * The main methods to ensure that weeds are not spread are:   + Clean machines before moving between sites   + Don’t use or move materials contaminated with weed seeds   + Avoid travelling through weeds that are seeding. * Collection and disposal of the removed earth and organic material will be conducted in a method that will ensure that it does not infest any river, stream, wetland or property. * [Add any additional items specific to the job] |
| **Performance Indicator(s)** | [Add detail] |
| **Monitoring** | [Add detail] |
| **Reporting** | [Add detail] |
| **Corrective Action(s)** | [Add detail] |

### Water Quality

|  |  |
| --- | --- |
| Management Strategy | (Detail site specific Management Strategy) |
| **Control(s)** | [Delete all unnecessary management/control items]   * Comply with all relevant legislative requirements and requirements of local water authorities and all other relevant laws and by-laws in force in the Northern Territory. * Provide controls, including soil erosion and sediment controls, to ensure that all water leaving the site complies with any water quality criteria. (This includes streams/waterways, bores, hydrants and stand pipes). * Water quality of the downstream environment is to remain as close as possible in quality as those upstream environments above the designated works area. * In the urban environment measures are to be implemented to prevent contaminated water leaving the worksite and entering stormwater infrastructure. * Water quality monitoring is to follow basic scientific methodology and base line measures are to be undertaken prior to commencement of work. During construction monitoring is to occur at the same location upstream and downstream at approximately 100m away from either side of the boundary of the works area and at the same time weekly to ensure consistency * The water testing is to include the upstream and downstream flow rates, turbidity and pH levels. * The weekly reporting is to include:   + The date and time the monitoring was undertaken at each location   + The details of the person undertaking the monitoring (name, title and contact phone number)   + The GPS location of the sampling site   + The flow rate in m³/s   + The quantity of water extracted from the waterway during the previous week (if any)   + The turbidity in Nephelometric Turbidity Units (NTUs)   + The pH level. * The natural channel geometry and meander form of perennial and non-perennial streams must not be altered, nor riparian vegetation disturbed except where written approval is given by the DIPL Superintendent. * Temporary hydraulic structures such as open channels, drainage lines, batter chutes, release points into streams, and vehicle crossings, are to be designed to carry flows and remain stable, without causing erosion damage, in at least the 5-year Average Recurrence Interval (ARI) event of critical duration. * Flow in channels and drainage lines must be managed to non-erosive velocities, or channels lined with suitable protective material as necessary to prevent scouring. * Works in waterways and stormwater drainage lines are to be timed to minimise the potential for exposure to rain or flood events, have minimal disruption with disturbed areas and be rehabilitated within 10 days following completion of works in these areas. * Table drains are to be top-dressed with stripped topsoil from the project to promote the re-establishment of grasses along batters. Where specified in the project RFT/RFQ the batters are to be hydro-mulched with native or exotic species as listed in the document. * Conduct all dewatering activities in a manner that does not pollute the environment. * Water quality is to be adequately and continuously protected through all phases of development/construction of the project. Water discharged from the site is to be of a standard to ensure no detrimental impacts on water quality and the environment occur during the construction phase. An increase in suspended solids within surface waters discharged from a work site is not to exceed a 10% increase from upstream to downstream of the site. * (Add any additional items specific to the job) |
| **Performance Indicator(s)** | [Add detail] |
| **Monitoring** | [Add detail] |
| **Reporting** | [Add detail] |
| **Corrective Action(s)** | [Add detail] |

### Vegetation Management

|  |  |
| --- | --- |
| Management Strategy | (Detail site specific Management Strategy) |
| **Control(s)** | [Delete all unnecessary management/control items]   * Do not destroy, remove or clear vegetation to an extent greater than is necessary for the execution of works and/or identified in the design drawings. * Identify environmentally sensitive areas within or that maybe impacted on by the project works. EG. Riparian vegetation, swamps or wetlands, escarpments, gorges and Sites of Conservation Significance, etc * Minimise environmental risks by following vegetation management strategies such as:   + Excluding access to significant vegetation areas   + Excluding sacred sites/trees   + Selecting appropriately sized clearing machinery and equipment   + Minimising worksite area   + Protecting vegetation driplines   + Locating ancillary activities (e.g. stockpile sites, camps, parking locations, vehicle hardstands) within existing disturbed areas. * Where trees are to remain on site within the construction zone, AS4970-2009 Protection of Trees on Development Sites is to be applied. * Should a threatened species be identified onsite, stop works in the immediate area, notify the DIPL Superintendent, and install a temporary protective barrier to protect the species. * Prior to clearing any area it is to be demarcated with fencing, flagging tape, spray paint or other method approved by the DIPL Superintendent. * Ensure the demolition indicators (tapes, spray paint or other) do not go outside of the clearing limits shown on the drawings OR the clearing limits approved in writing by the DIPL Superintendent. Ensure that all site personnel observe the limits of clearing and are made aware of the importance of any vegetation of significant value. * Should works or disturbance be proposed in areas outside the previously approved works boundaries, permission must be obtained in writing from the DIPL Superintendent. * If any areas of vegetation within the limits of clearing are to be retained, fence off with temporary fencing. * Clearing will be staged so that land disturbance is confined to minimum areas of manageable size, thereby limiting the extent and duration of exposure. Control measures will be applied progressively as each stage is cleared. * All areas to be cleared or used as turnaround or laydown areas will be identified on clearing plans, approved by the Superintendent, provided to the personnel undertaking the clearing works, and flagged on the ground prior to any clearing activities commencing. * Methods and timing of clearing is to be implemented in a manner that minimises the potential for erosion to occur. All machinery operators will be trained in best practises for clearing to minimise erosion. * Cleared vegetation, excluding weeds, may be stockpiled and reused on site for rehabilitation of disturbed areas such as, extraction areas, vehicle turn around areas, detours etc. * Cleared vegetation can also be mulched on site and re-used on site where appropriate as ground cover or environmental control measures, if suitable. * Storage of cleared vegetation and stripped topsoil is not to impact on areas outside of that required for project works. * Clearing of native vegetation, particularly within extraction areas is to adhere to the buffer requirements to waterways referenced in the NT Land Clearing Guidelines 2019. * Any variation to the buffers distances outlined in the NT Land Clearing Guidelines will require prior written approval from the DIPL Superintendent. * Remove excess or unwanted material from the site and dispose in accordance with local authority requirements and guidelines. * [Add any additional items specific to the job] |
| **Performance Indicator(s)** | [Add detail] |
| **Monitoring** | [Add detail] |
| **Reporting** | [Add detail] |
| **Corrective Action(s)** | [Add detail] |

### Fauna Management

|  |  |
| --- | --- |
| Management Strategy | (Detail site specific Management Strategy) |
| **Control(s)** | * (Delete all unnecessary management/control items) * All native wildlife must be protected. * All trees to be removed are to be inspected to establish whether nesting native fauna are present. If present, disturbance will only proceed after approval from the DIPL Superintendent. * Fauna spotters/handlers are required where projects require the clearing of mature trees that have a high risk of nesting or roosting opportunities for wildlife and/or where greater than 1 hectare of native vegetation is required to be cleared. * Should a threatened species be identified onsite, stop works in the immediate area, notify the DIPL Superintendent, and install temporary protective barriers to protect the species. * Should any species require relocation/handling or an injured species is found on site, a certified wildlife carer is to be contacted immediately (e.g. Wildcare NT). * (Add any additional items specific to the job) |
| **Performance Indicator(s)** | [Add detail] |
| **Monitoring** | [Add detail] |
| **Reporting** | [Add detail] |
| **Corrective Action(s)** | [Add detail] |

### Pest Animal Management

|  |  |
| --- | --- |
| Management Strategy | (Detail site specific Management Strategy) |
| **Control(s)** | * (Delete all unnecessary management/control items) * Ensure that all necessary measures are undertaken to prevent and minimise the risk of the introduction and spread of pest animals. No domestic pets, including dogs, are to be brought to the construction site by construction personnel without written approval from the DIPL Superintendent. If approved, pets must be under control and safely secured at all times. * Provide evidence that pets will be under control and safely secured at all times. * All necessary measures are to be implemented to prevent the establishment of suitable environments for mosquito breeding habitat. Where works are undertaken in areas known for biting insects, personal protective measures are to be made available to workers and visitors. * All waste bins will have lids to prevent the attraction of pests and vermin. Where skips are used for food waste, covers are to be utilised to reduce the risk of attracting pests. * (Add any additional items specific to the job) |
| **Performance Indicator(s)** | [Add detail] |
| **Monitoring** | [Add detail] |
| **Reporting** | [Add detail] |
| **Corrective Action(s)** | [Add detail] |

### Fire Management

|  |  |
| --- | --- |
| Management Strategy | (Detail site specific Management Strategy) |
| **Control(s)** | * (Delete all unnecessary management/control items) * The lighting of fires for clearing of vegetation or disposal of rubbish is not permitted under any circumstances. * Where fires are accidentally started, extinguish the fires immediately if appropriate and safe to do so. Camp fires are not permitted on site without written consent from the DIPL Superintendent. Where campfires are permitted, control of campfires is strictly the Contractor’s responsibility. Fires are not permitted during fire bans. * The provision of containers or sand buckets are required around workers compounds/camp sites and where practical in the worksite for the disposal of cigarette butts. * No hot works are to be undertaken on days of total fire ban or when high winds may result in sparks spreading to adjacent vegetation. * Fire extinguishers are to be located near chemical/dangerous goods stores, flammable materials and appropriately around the site/workers camp. * Fire extinguishers and fire hose reels are to be tested and tagged to show they are in good working condition. * Emergency response plans are to be developed in case of fire. * Mulch stockpiles are to be monitored on a daily basis to ensure that they have not spontaneously combusted. In the event that a much stockpile catches alight, it will be extinguished immediately. * (Add any additional items specific to the job) |
| **Performance Indicator(s)** | [Add detail] |
| **Monitoring** | [Add detail] |
| **Reporting** | [Add detail] |
| **Corrective Action(s)** | [Add detail] |

### Air Quality

|  |  |
| --- | --- |
| Management Strategy | (Detail site specific Management Strategy) |
| **Control(s)** | * (Delete all unnecessary management/control items) * Construction facilities are to be designed and operated to minimise the emission of smoke, dust, pesticides and other substances into the atmosphere. * Comply with the requirements of the WMPC Act and any conditions of licences, notifications, approvals or permits in relation to maximum air pollutant levels. * Where monitoring is required, the monitoring must comply with the NT EPA air quality guidelines. * Employ construction methods that will keep the air pollution to a minimum. Apply appropriate measures to ensure that airborne pollutants from all activities do not cause undue disruption or inconvenience in the vicinity of the Site. * The following measures, where applicable, are to be conducted to minimise this risk to the environment:   + Spraying of earthwork formations and roads with water or other suitable liquids approved by the Superintendent   + Removal of mud from the wheels and bodies of haulage equipment before it enters public roads or other sealed pavements   + Quick removal of mud spilt or deposited by the transport of materials on to public roads or other sealed pavements   + Limit vehicle speeds on unsealed roads/surfaces to control the generation of dust by vehicles   + Establishment of suitable cover crop or provision of other covering over topsoil stockpiles   + Erection of dust screens around and/or spraying of stockpiles with suitable stabilising agents   + Stopping dust generating activities which cannot be adequately controlled by water or other means   + Transportation of materials which are suitably covered and loaded in a manner that will prevent dropping of materials   + Maintaining dust control equipment so that this equipment is available when required, including periods of dust generating activities or high wind speed   + Maintaining exhaust systems of construction plant, vehicles and machinery in accordance with manufacturer’s specifications and undertaking periodic visual checks of exhaust systems’ emissions   + Treating topsoil stripped areas with no scheduled activities within two weeks to prevent dust generation. * (Add any additional items specific to the job) |
| **Performance Indicator(s)** | [Add detail] |
| **Monitoring** | [Add detail] |
| **Reporting** | [Add detail] |
| **Corrective Action(s)** | [Add detail] |

### Noise and Vibration Control

|  |  |
| --- | --- |
| Management Strategy | (Detail site specific Management Strategy) |
| **Control(s)** | * (Delete all unnecessary management/control items) * Operate within the requirements of the NT EPA Noise Guidelines for Development Sites in the Northern Territory and the WMPC Act, or where operation outside of these guidelines is required obtain approval from the DIPL Superintendent to do. * Take all practical precautions to minimise noise resulting from the work activities. Fit noise suppressors to all construction equipment so that noise is minimised. * Do not use loud hailers in built up areas. * Where applicable the following measures will be applied to minimise the impact of noise:   + Substitution by an alternative process   + Restricting times when noisy work is carried out   + Placement of work compounds, parking areas, equipment and material stockpile sites away from noise-sensitive locations   + Where noise barriers/walls are to be constructed, programming this as early as possible to reduce noise impacts from other construction work on neighbouring residents   + Screening or enclosures   + Consultation with affected residents. * Take due care in all construction activities to prevent damage to adjacent public utilities, structures and buildings resulting from construction vibration and air blast. To protect the amenity of the occupiers of buildings, the blasting activities shall be carried out to meet appropriate standards and guidelines. * Consult with affected residents before commencing any activities likely to cause ground vibration or air blasting. * (Add any additional items specific to the job) |
| **Performance Indicator(s)** | [Add detail] |
| **Monitoring** | [Add detail] |
| **Reporting** | [Add detail] |
| **Corrective Action(s)** | [Add detail] |

### Contamination Management

|  |  |
| --- | --- |
| Management Strategy | (Detail site specific Management Strategy) |
| **Control(s)** | * (Delete all unnecessary management/control items) * Comply with the WMPC Act in relation to disturbance or treatment of potentially contaminated land. * Immediately implement any control measures needed to divert surface runoff away from contaminated land and to capture and manage any surface runoff contaminated by exposure to contaminated land. * Transportation of chemicals and dangerous goods is to be undertaken in accordance with relevant NT and National legislation, codes and standards. * Plan and execute all works to minimise the possibility of pollution of the site and adjoining areas from chemicals, dangerous goods and other potential contaminants. * Use, store and handle chemicals and dangerous goods in accordance with all relevant legislation, manufacturer's instructions and the relevant Safety Data Sheets (SDS). Employ transporting, handling, storage and application methods that will prevent chemical, fuel and lubricant spillage on the site and adjoining areas. * Contain and maintain on site an up to date SDS Register and copy of all SDSs for those materials stored on site. * Do not pollute or permit pollution of land or waterways by a chemical, fuel or lubricant, or any waste material or imported fill. * Storage of chemicals and fuels is to meet requirements under AS1940-2004 - The Storage and Handling of Flammable and Combustible Liquids. As a minimum the capacity of the bunded area (spillage containment compound) shall be at least 100% of the volume of the largest package plus 25% of the storage capacity up to 10,000 Litres (L), together with 10% of the storage capacity between 10,000 L and 100,000 L, and 5% above 100,000 L. * The bunded storage area shall be sufficiently impervious to retain spillage and to enable recovery of any such spillage. * Do not locate storage areas within 50 m of natural or built drainage lines, flood prone areas, or on slopes steeper than 1:10. * Do not leave refuelling operations unattended. * Do not refuel or maintain plant and equipment, mix cutting oil with bitumen, or carry out any other activity which may result in the spillage of a chemical, fuel or lubricant on any location with direct drainage to a waterway or environmentally sensitive areas without appropriate temporary bunding. * Vehicles and machinery are to be maintained to manufactures specifications to reduce the risk of fuel, oil or hydraulic fluid spills into the surrounding environment. * Where possible, workshops are to have impermeable floors to prevent hydrocarbon spills into the soils. If not, contaminated soils from the workshop area are to be disposed of in accordance with the WMPC Act. * Before discharging any water from bunded areas, verify that the water complies with any applicable legislation or water quality criteria nominated by the NT EPA and/or DENR. Arrange appropriate treatment if the water quality is not suitable for discharge. * Spill clean-up equipment and materials, appropriate for the type and quantities of chemicals used on site, must be kept on site at all times during the works and in a readily accessible location. * The equipment and materials for spill clean-up and containment must be maintained and replenished as needed. * All site personnel must be trained in the use of spill clean-up equipment, and containment of materials, including appropriate storage of chemicals if materials must be on site whilst any works are conducted. All site personnel must be aware of the location of spill kits on sites. * Clean up all chemical spills immediately. This may require the excavation of contaminated soil and appropriate remediation or disposal at waste disposal facility. If spills result in an environmental incident, ensure that the incident is reported in accordance with reporting procedures and legislative requirements. * Do not dispose of liquid paint materials or other hazardous materials by flushing down any sewer, stormwater system or natural waterway. * Keep records of all water quality checks, discharges and any remedial actions. * Report all chemical spills to the DIPL Superintendent. Where appropriate, also report spills to the NT Pollution Hotline, phone 1800 064 567. * An Asbestos Management Plan (AMP) is required if Contractors are engaged to conduct works at locations where the nature of their works will or are likely to disturb any asbestos or asbestos containing material. An AMP will also be required in the event Asbestos is unexpectedly exposed during works. * Where Potential Acid Sulphate Soils (PASS) and actual ASS are likely to be present in sediments on the site, the Contractor shall develop and implement procedures through an ASS Management Plan to prevent acidic discharge and odour from any exposed soils within the construction site or from soils removed from the site. * (Add any additional items specific to the job) |
| **Performance Indicator(s)** | [Add detail] |
| **Monitoring** | [Add detail] |
| **Reporting** | [Add detail] |
| **Corrective Action(s)** | [Add detail] |

### Waste Management

|  |  |
| --- | --- |
| Management Strategy | (Detail site specific Management Strategy) |
| **Control(s)** | * (Delete all unnecessary management/control items) * Comply with the requirements of the WMPC Act. * Remove from the site and dispose of all waste materials, including green waste, food scraps and other putrescible wastes, construction waste, chemicals and effluent in an appropriate manner, in approved legal waste disposal sites or facilities. * Recycle waste materials where appropriate. * Maintain a Waste Management Register for the duration of the Contract, to record the types, amounts and locations of waste reused, recycled, stockpiled and / or disposed of. The Waste Management Register must include the following details:   + Type of waste and its classification (according to the WMPC Act and DENR Waste Classification Guidelines) (Schedule 2 of the Waste Management and Pollution Control Regulations)   + Tonnes of waste   + How and where the waste was reused, recycled, stockpiled or disposed   + Date when the waste was reused, recycled, stockpiled or disposed   + Name of the transporter used (Person or Business name)   + Be able to produce receipt of commercial disposal if requested. * Implement measures to reduce, re-use and recycle construction waste products/materials including soil, road pavement materials, concrete, oils and vegetation. * Implement measures to recycle waste such as cardboard, plastic and glass bottles and aluminium cans. * Ensure that all effluent from amenities is discharged into an approved facility or, if permitted by the controlling authority, the local sewerage system. Effluent disposal direct to ground or water is NOT permitted. * Septic tanks and portable self-contained toilets of suitable capacity may be used subject to suitable arrangements for the disposal of effluent. * Where the use of septic tanks or portable toilets is not reasonable or practical, pit toilets may be used, but this requires the prior written approval of the DIPL Superintendent. Any pit toilets constructed must be at least 100m from any bore, at least 200m from any watercourse and sites appropriately rehabilitated on completion. * All septic tank installations or alternative septic systems servicing buildings both within and outside of building areas, apart from installations subject to the *Building Act*, must be approved by the Chief Health Officer (CHO) or the CHO's delegate for the area in which the works are to be carried out. * (Add any additional items specific to the job) |
| **Performance Indicator(s)** | [Add detail] |
| **Monitoring** | [Add detail] |
| **Reporting** | [Add detail] |
| **Corrective Action(s)** | [Add detail] |

### Rehabilitation

|  |  |
| --- | --- |
| Management Strategy | (Detail site specific Management Strategy) |
| **Control(s)** | * (Delete all unnecessary management/control items) * Progressively rehabilitate extraction areas to reduce the area of exposed soil during construction works. * Following excavation of the required material, any unused rock and gravel material will be spread back over the extraction area. The extraction area “floor” is to be ripped using dozer or grader tynes to a depth of 100mm to 200mm to loosen the floor to encourage new plants to establish. Ripping is to be carried out along contour lines to reduce or prohibit the extent of erosion. * The previously stripped and stockpiled material including topsoil and overburden will be pushed back over the excavation, detour or access track. The stockpiled topsoil is spread over the disturbed areas to encourage regrowth from the soils seed store. The surface of the topsoil will be scarified which will further enhance the ability of the material to trap mobile seeds, dust and moisture. * Where specified in the RFT/RFQ native seed will be broadcast either by hand or machine across disturbed areas. * Cleared vegetation from the project area, detours access tracks and extraction area will be spread prior to demobilisation to assist the re-colonisation of flora and fauna across the site. * (Add any additional items specific to the job) |
| **Performance Indicator(s)** | [Add detail] |
| **Monitoring** | [Add detail] |
| **Reporting** | [Add detail] |
| **Corrective Action(s)** | [Add detail] |

# Appendices

## Appendix A – AAPA Certificates

## Appendix B – Landowner Permission

## Appendix C – Department of Health Kitchen Approval

## Appendix D – Department of Health Approval for Septic / Plumber Certification