

Environmental Management – Procedure

1. Purpose

The purpose of this Procedure is to provide a summary of tasks, responsibilities, tools and templates applicable to renewals programs delivered by the Project Delivery Group.

2. Scope

<input checked="" type="checkbox"/> Planning	<input checked="" type="checkbox"/> Delivery	<input checked="" type="checkbox"/> Handover
<input type="checkbox"/> Program Management	<input type="checkbox"/> Procurement	<input type="checkbox"/> Community & Stakeholder
<input type="checkbox"/> Safety	<input checked="" type="checkbox"/> Environment	<input type="checkbox"/> Quality

This Procedure steps through environmental management tasks, across the phases of the project lifecycle from planning through to delivery and handover.

3. Definitions

This Procedure should be read in conjunction with the Project Delivery Group Acronyms and Glossary document.

This is not an exhaustive list. It provides step-by-step guidance. Please refer to the relevant management plan, procedure, tool or template for detailed information.

4. Tasks

Table 1. Project Development / Planning Tasks

Task	Responsible Person/s	Tools and Templates
Complete Programs Environmental and Planning Approvals (PEPA) Checklist and send to Environmental Advisor	Project Manager	PDG Environment and Planning Approvals (PEPA) Checklist
Determine Project Risk Profile classification relating to potential environmental impact in consultation with Environmental Advisor	Project Manager	Refer to Table 4 at the end of this document
Review completed PEPA Checklist and identify required approvals / assessments to be completed prior to works commencing. Advise if an Approvals and Permit Management Plan (APMP) is required to be prepared for more complex projects	Environmental Advisor	PEPA Checklist
Coordinate preparation of APMP (where required), for projects with complex approvals requirements)	Project Manager, Environmental Advisor	Approvals and Permits Management Plan (Template)
Coordinate completion of required environmental site	Project Manager, Environmental Advisor	As identified based on review of PEPA Checklist or APMP

Task	Responsible Person/s	Tools and Templates
assessments (e.g. natural values assessment, soil assessment, heritage assessment, etc)		
Obtain required environmental and/ or planning approvals (e.g. G3/ G4 approval from EPA, Development Application through Council, Permit to Take, Forest Practices Plan etc). Liaise with TasWater nominated representative where required for EPA approvals	Project Manager, Environmental Advisor	Public Land – Letter to Authority
Incorporate findings of environmental site assessments and approval conditions into project Scope of Works / Tender documentation as required	Project Manager, Environmental Advisor	
Prepare Draft Site Environmental Plan with Environmental Advisor (SEP Template to be utilised as a base document to meet minimum environmental management requirements), include findings of environmental site assessments and approval conditions	Project Manager, Environmental Advisor	Site Environmental Plan
Incorporate approval and permit conditions into legal and other requirements register	Environmental Advisor	Legal and other requirements register
Review RFQ responses with respect to any environmental management requirements	Project Manager, Environmental Advisor	

Table 2. Pre-Work Tasks

Task	Responsible Person/s	Tools and Templates
Conduct site visit with preferred contractor if required	Project Manager, Environmental Advisor	
Establish Environmental KPIs in consultation with Environmental Advisor	Project Manager	Safety and enviro check-it type planner
Commence population of HSE Risk Register, including Environmental risks	Project Manager, Environmental Advisor	HSE Risk Register
Conduct HSE workshop with contractor and finalise HSE Risk Register for distribution to all participants. Environmental Advisor will partake in the in HSE workshop	Project Manager	HSE Risk Register
Coordinate finalisation of the Site Environmental Plan with Contractor and Environmental Advisor	Project Manager	Site Environmental Plan template

Task	Responsible Person/s	Tools and Templates
Review and accept finalised SEP and associated documentation	Environmental Advisor	Site Environmental Plan Checklist
Populate Check-It Planner with KPI reporting and inspection requirements	Project Manager	Check-it Planner

Table 3. Delivery Tasks

Task	Responsible Person/s	Tools and Templates
Validate the establishment of No-Go Zones with Contractor where required	Project Manager, Project Supervisor, Environmental Advisor	Establishing and Monitoring Environmental No-Go Zones Procedure Environmental Inspection Checklists – Flora and Fauna Management, Heritage Management
Validate implementation of erosion and sediment controls prior to any ground disturbance occurring as per approved SEP	Project Manager, Project Supervisor, Environmental Advisor	Erosion and Sediment Control Procedure Environmental Inspection Checklist – Erosion and Sediment Control
Validate implementation of weed, pest and disease controls required for the site as identified on the SEP	Project Manager, Project Supervisor, Environmental Advisor	Weed, Pest and Disease Management Procedure Herbicide and Pesticide Checklist Machinery, Plant & Vehicle Clean-down Checklist Environmental Inspection Checklist – Weed Pest and Disease Management
Validate implementation of dewatering and/or bypass pumping controls as identified on the SEP	Project Manager, Project Supervisor, Environmental Advisor	Dewatering and Bypass Pumping Procedure Environmental Inspection Checklist – Dewatering and Bypass Pumping
Contractors to issue environmental permits as identified on the SEP and the associated TasWater Project Delivery Group Procedures	Project Manager, Project Supervisor, Environmental Advisor	Permit to Dewater or Bypass Pump Out of Hours Work Permit Permit to Enter Environmental No-Go Zone Permit to Disturb Land or Vegetation
Complete site environmental inspections to validate implementation of Environmental Permits	Project Manager, Project Supervisor, Environmental Advisor	Environmental Inspection Checklists
Obtain waste, water and National Greenhouse and Energy Reporting (NGER)s reporting data	Project Manager	Subcontractor Waste and Water Report Form Subcontractor NGER Form
Collate waste, water and NGERs reporting data and feed into monthly reporting	Environmental Advisor	Enviro Check-it planner

Task	Responsible Person/s	Tools and Templates
Collate inspections scores and feed into monthly reporting (as required)	Environmental Advisor	Enviro Check-it planner

Table 3. Post Work Tasks

Task	Responsible Person/s	Tools and Templates
Undertake practical completion walkthrough, Environmental Advisor to be included where deemed necessary by the Project Manager	Project Manager	Environmental Inspection Checklist – Practical Completion

5. Project Environmental Risk Profile

Project risk is considered by contract level to aid in meeting environmental management requirements.

Table 4. Project Environmental Risk Profile Matrix

Project Risk Level	Definition	Minimum Requirements
Very High	<ul style="list-style-type: none"> A contract involving Construction work that has the potential to cause serious environmental harm¹; A project that has potential for multiple fatalities of many species, damage to habitat where recovery would take longer than 10 years, or local population / habitat of endangered species destroyed; or A project that has the potential for any sewage discharge where the Incident Management Team deem the impact to the community or TasWater requires a multiagency response 	TW Induction TW Pre-Qualified - Approved Environmental Management Plan (third party certified) HSE Risk Register Site Environmental Plan
High	<ul style="list-style-type: none"> Involving construction work that has the potential to cause material environmental harm¹ A project that has potential for multiple fatalities of a species or damage to habitat where recovery would take 1 – 10 years or a high proportion of an endangered species lost and left not viable; or A project that has potential for: <ul style="list-style-type: none"> Any discharge of sewage into sensitive receiving waters Any discharge of sewage (treated or untreated) with a potential impact on aquaculture facilities, including high risk shellfish zones Any event that causes an odour issue that impacts the community and the number of odour complaints is deemed excessive Any other sewage spill which is deemed 'critically notifiable' in accordance with EPA published Sewage Spill Notification Guidelines 	TW Induction TW Pre-Qualified - Approved Environmental Management Plan HSE Risk Register Site Environmental Plan
Medium	<ul style="list-style-type: none"> Any construction work that has the potential to cause environmental nuisance¹ A project that has the potential for multiple fatalities of a species or damage to habitat where recovery would take less than 1 year; or A project that has the potential for: <ul style="list-style-type: none"> Any discharge of sewage to a public place that may impact Public or livestock 	TW Induction TW Pre-Qualified - Basic Work Procedures including Environmental Management Site Environmental Plan

	<ul style="list-style-type: none"> Any event that causes an odour issue that impacts the community Any sewage spill which is deemed 'notifiable' to the EPA in accordance with EPA published Sewage Spill Notification Guidelines 	
Low	Non construction work that is office based and of an administrative nature only.	TW Induction

Note:

- As per the definitions of Environmental Harm (serious and material) and Environmental Nuisance in the Environmental Management and Pollution Control Act (EMPCA) 1994.