

# Flora and Fauna 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, relevant to Flora and Fauna Management.

## 2. Scope

<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Delivery	<input 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

The purpose of this document is to provide procedures for:

- Fauna Handling
- Land or Vegetation Clearing
- Fauna Egress Management

The Procedure also includes bypass pumping related to sewage infrastructure.

This Procedure should be read in conjunction with the following documents:

- PDG Environmental Management Plan
- Establishing and Managing Environmental No-Go Zones
- Site Environment Plan
- Permit to Disturb Land or Vegetation

## 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 or tools for detailed information.**

## 4. Fauna Handling

Fauna may be required to be handled during pre-clearance inspections or if trapped, injured, orphaned or deceased fauna is identified on site.

The purpose of this procedure is to ensure fauna is handled in a safe and responsible manner.

PROCEDURE	RESPONSIBILITY
<b>PRE-CLEARANCE FAUNA HANDLING</b>	
<ul style="list-style-type: none"> <li>• A qualified and suitably experienced fauna handler must be nominated and/or accepted by the TasWater PDG Project Environmental Management Representative (EA) prior to undertaking land or vegetation disturbance activities.</li> </ul>	Contractor Fauna handler

PROCEDURE	RESPONSIBILITY
<ul style="list-style-type: none"> <li>Only qualified and suitably experienced fauna handlers are permitted to handle and relocate fauna during pre-clearance inspections.</li> </ul>	
<b>INJURED, TRAPPED OR ORPHANED FAUNA</b>	
<ul style="list-style-type: none"> <li>If trapped or injured fauna is identified on site, the TasWater PDG EA must be contacted for advice prior to acting.</li> <li>The TasWater PDG EA will decide whether a qualified and suitably experienced fauna handler is required on site.</li> <li>For advice on injured or orphaned fauna, either the <b>Injured and Orphaned Wildlife Program</b> should be contacted on <b>6165 4305</b> (business hours) or <b>Bonorong Wildlife Rescue 0447 264 625</b> (all hours).</li> <li>For injured Tasmanian devils, the <b>Save The Tasmanian Devil Program hotline</b> should be contacted on <b>0497 338 457</b>.</li> <li>For injured raptors, <b>Raptor Rescue</b> should be contacted on <b>1800 727 867</b>.</li> <li>The following injured or orphaned fauna handling steps will increase the chance of successful release back into the wild: <ul style="list-style-type: none"> <li>Keep the animal warm, dark and quiet</li> <li>Do not feed the animal</li> <li>Keep handling to a minimum</li> </ul> </li> </ul> <p>Keep away from people and domestic animals</p>	Contractor
<b>DECEASED FAUNA</b>	
<ul style="list-style-type: none"> <li>If deceased fauna is found on site, the TasWater PDG EA must be contacted for advice prior to acting.</li> <li>Roadkill fauna should be removed from the road area and placed at least 15 m from the road edge to minimise the risk of collision with scavenging species (including Tasmanian devils and raptors).</li> <li>Deceased Tasmanian devils or raptors should be reported to <b>Wildlife Enquiries</b> at <b>DPIPWE</b> on <b>(03) 6165 4305</b> (24-hours). The carcasses of Tasmanian devils or raptors may need to be collected following advice from DPIPWE.</li> </ul>	Contractor
<b>INCIDENT REPORTING</b>	
<ul style="list-style-type: none"> <li>All injured, trapped, orphaned or deceased fauna, directly attributed to TasWater controlled activities must be reported to the TasWater Environmental Advisor, recorded as an environmental incident and entered to IRIS for action tracking and closeout.</li> </ul>	All

## 5. Disturbance to Land or Vegetation

The purpose of this procedure is to prevent the unauthorised disturbance to land and/or vegetation and ensure it is undertaken in allowable clearance areas in accordance with applicable approvals or permits.





PROCEDURE	RESPONSIBILITY
<b>STEP 1: PREPARE AREA FOR DISTURBANCE</b>	
<ul style="list-style-type: none"> <li>Identify and georeference the proposed area of disturbance relative to the statutory approval boundaries of the project to avoid disturbance outside of permitted areas. The GIS used must be maintained with current information and be readily available on site using a suitable electronic device (iPad or similar).</li> <li>Complete any statutory pre-disturbance survey requirements as outlined in the <b>Site Environmental Conditions Report</b> for the project.</li> </ul>	Contractor

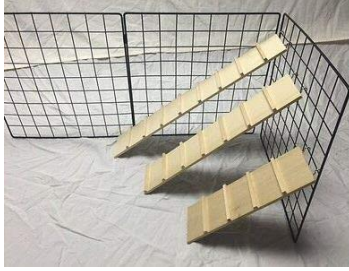


PROCEDURE	RESPONSIBILITY																																												
<ul style="list-style-type: none"> <li>Establish any Environmental No-Go Zones required, including trees for retention in accordance with <b>Establishing and Managing Environmental No-Go Zones</b> [Ref. <b>Error! Reference source not found.</b>]. Note that clearing of areas must be limited to only vegetation that is absolutely required to be removed to undertake the works.</li> <li>Establish any erosion or sediment controls required pre-disturbance.</li> <li>Identify any habitat (hollow logs, tree limbs etc.) for retention using flagging tape or similar.</li> </ul>																																													
<b>STEP 2: COMPLETE PRE-CLEARANCE ASSESSMENT</b>																																													
<ul style="list-style-type: none"> <li>Prior to disturbing land or vegetation, the contractor shall arrange an onsite pre-clearance assessment with the TasWater PDG Environmental Advisor.</li> <li>During the site pre-clearance assessment, the <b>Pre-clearance Checklist</b> section of the <b>Permit to Disturb Land or Vegetation</b> must be completed.</li> </ul>	Contractor EA																																												
<b>STEP 3: COMPLETE A PERMIT TO DISTURB LAND OR CLEAR VEGETATION</b>																																													
<ul style="list-style-type: none"> <li>A Permit to Disturb Land or Vegetation must be completed by the Contractor and authorised by the EA prior to the commencement of any land or vegetation disturbance on the project site.</li> </ul> <div data-bbox="316 949 1114 1478" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>PERMIT TO DISTURB LAND OR VEGETATION FORM</b></p> <p style="text-align: right;"><small>Taswater CAPITAL DELIVERY OFFICE</small></p> <p><b>SECTION 1 – PROJECT DETAILS To be completed by the contractor and PEMR</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Project Name and Number</td> <td style="width: 30%;">CDO Project Manager</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>Project Location</td> <td>PEMR</td> <td></td> <td></td> </tr> <tr> <td>Construction Contractor</td> <td>Contractor's Authorised Representative</td> <td></td> <td></td> </tr> <tr> <td>Total disturbance area (ha) for this permit</td> <td>Date disturbance to commence</td> <td></td> <td></td> </tr> <tr> <td>Topsoil to be retained? (Yes / No)</td> <td>Date disturbance to be completed</td> <td></td> <td></td> </tr> <tr> <td colspan="4">Purpose of Disturbance</td> </tr> </table> <p style="font-size: small;">Proceed to Section 2 – Pre-clearance checklist</p> <p><b>SECTION 2 – PRE-CLEARANCE CHECKLIST To be completed by the contractor</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Have statutory pre-disturbance survey requirements outlined in the Site Environmental Conditions Report for the project been completed?</td> <td style="width: 10%; text-align: center;">Yes</td> <td style="width: 10%; text-align: center;">No</td> <td style="width: 20%;"></td> </tr> <tr> <td colspan="4" style="font-size: x-small;">If no or unsure, contact the CDO PEMR prior to proceeding with any disturbance.</td> </tr> <tr> <td>Is a pre-disturbance clearance survey required for this project (e.g. for fauna dens, nests, and other habitat)</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td></td> </tr> <tr> <td colspan="4" style="font-size: x-small;">If unsure contact the CDO PEMR prior to proceeding with any disturbance.</td> </tr> <tr> <td>If required, has a disturbance clearance survey been undertaken by a qualified fauna handler in consultation with the CDO</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">N/A</td> </tr> </table> <p style="text-align: center;"><b>Permit to Disturb Land or Vegetation</b></p> </div>	Project Name and Number	CDO Project Manager			Project Location	PEMR			Construction Contractor	Contractor's Authorised Representative			Total disturbance area (ha) for this permit	Date disturbance to commence			Topsoil to be retained? (Yes / No)	Date disturbance to be completed			Purpose of Disturbance				Have statutory pre-disturbance survey requirements outlined in the Site Environmental Conditions Report for the project been completed?	Yes	No		If no or unsure, contact the CDO PEMR prior to proceeding with any disturbance.				Is a pre-disturbance clearance survey required for this project (e.g. for fauna dens, nests, and other habitat)	Yes	No		If unsure contact the CDO PEMR prior to proceeding with any disturbance.				If required, has a disturbance clearance survey been undertaken by a qualified fauna handler in consultation with the CDO	Yes	No	N/A	Contractor EA
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<ul style="list-style-type: none"> <li>Complete a pre-clearance fauna survey if required to decommission or move any burrows/nests/dens or remove any fauna species identified within the clearance area.</li> <li>Burrows/nests/dens should be decommissioned overnight, and any fauna relocated.</li> </ul>	Contractor																																												
<b>STEP 5: COMMENCE CLEARING</b>																																													
<ul style="list-style-type: none"> <li>During clearing, the boundary of allowable clearance area must either be clearly delineated on a GIS system (and be available to anyone operating relevant machinery) or clearly identified on ground.</li> <li>In the event an animal is in danger of becoming injured, clearing shall cease immediately until the animal is no longer at danger.</li> <li>In the event fauna is injured or killed, the <b>Fauna Handling Procedure</b> (Section 1.1 of this document) must be adhered to.</li> </ul>	All																																												

PROCEDURE	RESPONSIBILITY
<b>STEP 6: POST CLEARING CHECKLIST</b>	
<ul style="list-style-type: none"> <li>Following the completion of land disturbance or clearing, the contractor shall arrange an onsite <b>post-clearance</b> assessment with the TasWater EA.</li> <li>During the post pre-clearance assessment, the <b>post-clearance</b> section of the <b>Permit to Disturb Land or Vegetation</b> must be completed and authorised by the TasWater EA. This completes the closeout of the <b>Permit to Disturb Land or Vegetation</b> .</li> </ul>	Contractor / EA
<b>INCIDENT REPORTING</b>	
All unauthorised land disturbance and vegetation clearance must be reported to the TasWater Environmental Advisor, recorded as an environmental incident and entered to IRIS for action tracking and closeout.	All

## 6. Fauna Egress Management

Trenches, pits, and temporary water storage areas pose an entrapment risk to fauna. The purpose of this procedure is to ensure appropriate fauna egress points are installed to prevent the entrapment and injury to fauna.

PROCEDURE	RESPONSIBILITY
<b>STEP 1: IDENTIFY AREAS AT RISK OF FAUNA ENTRAPMENT</b>	
<ul style="list-style-type: none"> <li>Potential construction areas or features that may pose a risk of entrapment to fauna shall be identified and included in the <b>Site Environmental Plan(s)</b> developed for the project. This may include trenches, open excavations or pits, or temporary water storage features such as sediment holding ponds or coffer dams.</li> </ul>	Contractor
 <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="text-align: center;">  <p><b>Trenches</b></p> </div> <div style="text-align: center;">  <p><b>Pits</b></p> </div> <div style="text-align: center;">  <p><b>Temporary water storage</b></p> </div> </div>	
<b>STEP 2: MINIMISE LIKELIHOOD OF FAUNA ENTRAPMENT</b>	
<ul style="list-style-type: none"> <li>Lengths of open trench should be minimised where possible through effective construction planning.</li> <li>Open trenches should be covered where practicable overnight with wooden planks, plastic covers or similar.</li> <li>Temporary fencing or similar should be used to exclude fauna from excavations, trenches and water features where practicable.</li> </ul>	Contractor
<b>STEP 3: SELECT A SUITABLE FAUNA EGRESS DESIGN AT EACH AREA IDENTIFIED</b>	
There a variety of methods and materials available for creating functional egress features. For example:	Contractor

PROCEDURE	RESPONSIBILITY
<ul style="list-style-type: none"> <li>For trenches, use wooden boards with attached hessian or rubber matting at regular intervals.</li> <li>For HDPE-lined water storage dams or ponds, rubber matting with shade cloth or hessian attached, placed down the sides of the walls is a suitable egress method.</li> <li>Specialised rubber matting or netting can also be utilised in various applications to create functional egress points.</li> </ul> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p><b>Simple wooden ramps for use in trenches</b></p> </div> <div style="text-align: center;">  <p><b>Specialised fauna egress matting</b></p> </div> <div style="text-align: center;">  <p><b>Example of shade cloth and rubber sheeting used to create an egress point</b></p> </div> </div>	
<b>INCIDENT REPORTING</b>	
<p>Any fauna injuries or deaths directly attributed to entrapment must be reported to the TasWater Environmental Advisor, recorded as an environmental incident and entered to IRIS for action tracking and closeout.</p>	<p>All</p>

## 7. References

- Environmental Management Plan
- Permit to Disturb Land or Vegetation
- Site Environment Plan (Template)
- Establishing and Managing Environmental No-Go Zones.