

PART M50**MAINTENANCE ENVIRONMENTAL MANAGEMENT SYSTEM****CONTENTS**

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1. GENERAL

- .1 This Part specifies the requirements for the maintenance Contractor's Environmental Management System (EMS).

References

- .2 This Part references the following documents:
 - (a) AS/NZS ISO 14001 Environmental management systems – Requirements with guidance for use;
 - (b) DPTI Contractor's Environmental Management Plan Guidelines – Road, Rail and Marine Facilities;
 - (c) DPTI Operational Instruction 20.1: Care, Control and Maintenance of Roads by the Commissioner of Highways (Section 26 of the Highways Act);
 - (d) DPTI Vegetation Removal Policy; and
 - (e) AS/NZS ISO 19011 Guidelines for auditing management systems.

Environmental Legislation

- .3 The work must be undertaken in accordance with all applicable environmental legislation, including:
 - (a) Aboriginal Heritage Act 1988;
 - (b) Development Act 1993;
 - (c) Environment Protection Act 1993;
 - (d) Environment Protection and Biodiversity Conservation Act 1999 (Commonwealth);
 - (e) Heritage Places Act 1993;
 - (f) Native Title (South Australia) Act 1994;
 - (g) Native Vegetation Act 1991; and
 - (h) Natural Resources Management Act 2004.

DPTI Publication Source

- (a) DPTI environmental publications are available from:
<http://www.dpti.sa.gov.au/standards/environment>.
- (b) DPTI road and traffic management publications are available from:
<http://www.dpti.sa.gov.au/standards/tass>.

Indemnity

- .4 The Contractor, except to the extent prohibited by law, indemnifies the Principal against any loss that the Principal suffers or incurs arising out of a failure by the Contractor to comply with any of its environmental obligations under this Contract.

Definitions

“**Environmental Authorisation**” includes an approval, licence, permit or exemption.

2. ENVIRONMENTAL MANAGEMENT SYSTEM

- .1 The Contractor must establish, implement and maintain an Environmental Management System (EMS) in accordance with the requirements of AS/NZS ISO 14001 for the duration of this Contract.
- .2 The Contractor’s EMS must make provision for the work of subcontractors. The Contractor must have a current sustainability management policy endorsed by senior management which covers environmental, social and economic aspects relevant.
- .3 No part of the Contractor’s EMS shall be used to pre-empt, preclude or otherwise negate the technical requirements of the Contract (refer Part G50 Environmental Management Systems).
- .4 Prior to the completion of the Establishment Period, the Contractor must submit a controlled electronic copy of the EMS. Provision of the EMS, and any proposed amendments to the EMS, shall constitute a **HOLD POINT** (refer Clause 10 “Hold Points”).

3. CONTRACTOR’S ENVIRONMENTAL MANAGEMENT PLAN

- .1 The Contractor must establish, implement and maintain a Contractor’s Environmental Management Plan (CEMP) which addresses the management of the environmental issues for this Contract. The CEMP must comply with the DPTI “Contractor’s Environmental Management Plan Guidelines”. The CEMP must include:
 - (a) an environmental risk assessment of all maintenance activities;
 - (b) the method(s) to ensure the Contractor’s work, and the work of its subcontractors, complies with the environmental requirements of this Contract;
 - (c) details of the process for ensuring that the Contractor’s personnel and subcontractors understand and meet all environmental requirements of the Contract, including a procedure for conducting environmental inductions;
 - (d) the approach to inspection and testing to verify compliance with the specified environmental requirements;
 - (e) an environmental audit schedule (refer Part M05 Maintenance Works); and
 - (f) details of the Maintenance Activity Zone (including plans or drawings), as well as details of any approved alterations.
- .2 Prior to completion of the Establishment Period, the Contractor must submit an electronic controlled copy of the CEMP, including all supporting documentation. Provision of the CEMP including any stand-alone Management Plans, and any proposed amendments to the CEMP, and supporting documentation, shall constitute a **HOLD POINT** (refer Clause 10 “Hold Points”).
- .3 Management Plans for specific environmental issues (such as work adjacent to Roadside Significant Sites and any associated variations to the “Protect Actions” of those sites, Weeds, Soil Erosion and Drainage, Noise and Vibration, Air Quality, and Contamination) may be incorporated into the CEMP or be stand-alone documents.

4. ENVIRONMENTAL AUTHORISATIONS

- .1 The Contractor must:
 - (a) obtain all Environmental Authorisations required by law (including those listed in Schedule 1 of the *Environment Protection Act 1993*), other than those already obtained by the Principal;
 - (b) ensure that its subcontractors obtain all Environmental Authorisations required by law, which may include obtaining an exemption from obtaining a licence under the *Environment Protection Act 1993*;
 - (c) comply with the requirements of all Environmental Authorisations, including those obtained by the Principal;

- (d) provide a copy of Environmental Authorisations obtained by the Contractor and its subcontractors at least 10 working days prior to commencement of any works relating to the Environmental Authorisations; and
 - (e) document the Environmental Authorisations in the CEMP.
- .2 Provision of any Environmental Authorisations obtained by the Contractor shall constitute a **HOLD POINT** (refer Clause 10 "Hold Points").

5. ENVIRONMENTAL MANAGEMENT REPRESENTATIVE

- .1 The Contractor must provide an Environmental Management Representative (EMR) who is directly responsible to the Contractor's senior management and has responsibility for ensuring that the requirements of the Environmental Management System and the environmental requirements of the Contract are complied with.
- .2 At all times, the duties of the EMR in regard to ensuring compliance with this Part and Part CH50 Environmental Protection Issues must take precedence over any other activity undertaken by the EMR.
- .3 The EMR must:
- (a) be available to attend any maintenance work Site at any time that work is in progress;
 - (b) be on Site whenever activities are in progress that are identified in the CEMP as being of high risk to the environment;
- and must have authority to:
- (c) enforce the implementation of all measures to avoid, minimise or mitigate adverse environmental impacts; and
 - (d) stop the progress of any part or element of the Contractor's work that does not comply with the environmental requirements until such time as the non-compliance has been rectified.
 - (e) possess a recognised tertiary environmental qualification and have at least 3 years of recent relevant experience to the position;
 - (f) possess the skills and knowledge to deliver an environmental induction and training for all persons involved in maintenance activities; and
 - (g) possess an appropriate knowledge and ability to identify native and weed species.

6. TRAINING AND INDUCTION

Environmental Awareness Training

- .1 The Contractor must ensure that all staff undertaking Site work associated with this Contract have attended DPTI Environmental Awareness training or equivalent training within the last 5 years. Recognition of equivalent training requires approval from the Principal.
- .2 Information about the DPTI Environmental Awareness training is available from the following web site: http://www.dpti.sa.gov.au/documents/contractsandtenders/contractor_environmental_training_programs
- .3 The Contractor must provide evidence of staff attendance at this training to the Principal prior to the Maintenance Period commencing. Provision of this evidence shall constitute a **HOLD POINT** (refer Clause 10 "Hold Points").

Induction

- .4 The Contractor must ensure that the Contractor's or subcontractor's personnel attend a Site or task specific environmental induction before they commence work on Site. The induction must be delivered by the Environmental Management Representative or a person with appropriate environmental knowledge and experience, and must address all environmental issues that are relevant to the person's activities on Site as identified in the CEMP. The Contractor must provide evidence of environmental inductions to the Principal upon request.

7. MAINTENANCE ACTIVITY ZONE

- .1 The Maintenance Activity Zone (MAZ) is defined as:

- (a) areas under the care, control and management of the Commissioner of Highways as defined in DPTI Operational Instruction 20.1 Care, Control and Management of Roads by the Commissioner of Highways;
 - (b) boundary to boundary for roads under Section 21A and Section 30 of the *Highways Act 1926*;
 - (c) those areas required for reasonable access to maintain assets in accordance with the Maintenance Standard;
 - (d) those areas requiring vegetation removal and pruning associated with clearance envelopes, sight distance and asset protection, and for control of seasonal vegetation growth, in accordance with DPTI Operational Instruction 20.1 Care, Control and Management of Roads by the Commissioner of Highways, and the DPTI Vegetation Removal Policy. Mowing may be undertaken behind guideposts to a maximum width of 2.0 m;
 - (e) 500 mm from the base of roadside furniture including lighting, and drainage elements when applying herbicides;
 - (f) stacking sites, rest areas and weigh stations; and
 - (g) For weigh stations, the MAZ excludes the building and the weigh bridge
 - (h) maintenance depots used for this Contract.
- .2 The MAZ must consist of the minimum area practicable to undertake maintenance activities in accordance with this Contract. Subject to compliance with all other requirements and approvals specified in this Contract, the Contractor must undertake all maintenance related activities within the approved MAZ.
- .3 If the Contractor wishes to alter the MAZ at a particular site, prior approval of the Principal must be sought using the form in Attachment M50A "Request to Change Maintenance Activity Zone". Submission of the request to change the MAZ shall constitute a **HOLD POINT** (refer Clause 10 "Hold Points"). Any approved changes must be documented in the CEMP.
- .4 The approval of alterations to the MAZ will be based on the environmental risk and the practicality of restricting maintenance activities. Changes to the MAZ will be approved on a Site or task specific basis only, not on a network wide basis.

8. **MONITORING, AUDITING AND REPORTING**

- .1 The Contractor must monitor its environmental performance, and that of its subcontractors, for the duration of this Contract. Environmental performance must be measured against the Contractor's EMS and CEMP, and the requirements of this Contract.
- .2 Environmental audits must be conducted in accordance with AS/NZS ISO 19011. The Contractor must submit an Environmental Audit Schedule during the establishment period (refer Part M05 Maintenance Work).
- .3 In addition to the Contractor's own audit schedule, the Contractor must allow external audits of the Contractor's environmental performance to be undertaken at any time.
- .4 The Contractor must report six monthly to the Principal on its environmental performance. The Contractor must document details and results of all environmental inspections and audits, which must be made available to the Principal upon request. Environmental audits must be undertaken at a frequency that will inform this reporting.

9. **ENVIRONMENTAL INCIDENTS**

- .1 All environmental incidents must be dealt with by the Contractor in accordance with Part G50 Environmental Management Systems, available from: http://www.dpti.sa.gov.au/contractor_documents/specifications_-_division_1.

10. **HOLD POINTS**

- .1 The following is a summary of Hold Points referenced in this Part:

CLAUSE REF.	HOLD POINT	RESPONSE TIME
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2.4	Provision of Environmental Management System and any proposed amendments	14 days
3.2	Provision of Contractor's Environmental Management Plan or any proposed amendments, and supporting documentation	14 days
4.2	Provision of Environmental Authorisations obtained by the Contractor	7 days
6.3	Provision of Environmental Awareness Training evidence	7 days
7.3	Submission of request to change Maintenance Activity Zone	2 working days

11. ATTACHMENT M50A - REQUEST TO CHANGE MAINTENANCE ACTIVITY ZONE

Project Name:	Date:
Location / Chainage:	Request Number:
Submitted by: Name:	Date Received by DPTI:
Title:	
Company:	

Details of proposed change to Maintenance Activity Zone including reasons for change, possible environmental impacts and proposed mitigation measures:

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Please attach marked up drawings or sketch plan of request, and photos of the area of proposed extension.

Request Approved / Not Approved

Approval subject to the following conditions:

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Signed by DPTI Senior Environmental Advisor:

Name: Date:

Note: Approval for impacts to vegetation must be obtained in accordance with the DPTI Vegetation Removal Policy.
