

RTA QA SPECIFICATION G34M ENVIRONMENTAL PROTECTION – MANAGEMENT PLAN

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RTA QA SPECIFICATION G34M ENVIRONMENTAL PROTECTION – MANAGEMENT PLAN

REVISION REGISTER

Ed/Rev Number	Clause Number	Description of Revision	Authorised By	Date
Ed1 / Rev 0		New Specification	John Statton (GM, IM)	14/08/08
Ed 1 / Rev 1	4.1.1 (d), 6.12 Annexure M.1	Minor edits 'EAPRMW' abbreviation added to RTA publications related to "Environmental Assessment Procedure for Routine and Minor Works".	John Statton (GM, IM)	25/09/08

NOTICE

Using RTA G34M

Specification RTA G34M contains the RTA's requirements for the project specific environmental management plan.



Contract Document **G34M**

ENVIRONMENTAL PROTECTION – MANAGEMENT PLAN

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CONTENTS

FOREWORD.....	2
RTA Copyright	2
Use of this Document.....	2
Revisions to the specification.....	2
Project specific changes	2
1 GENERAL	1
1.1 Scope.....	1
1.2 Measurement and Payment	1
1.3 Schedules of Hold Points, Witness Points and Identified Records	1
1.4 Reference Documents, Definitions and Legislation.....	1
2 ENVIRONMENTAL PROTECTION MANAGEMENT PROCESS	2
3 NONCONFORMANCE CONTROL, CORRECTIVE AND PREVENTIVE ACTION.....	2
4 CONTRACTOR’S ENVIRONMENTAL MANAGEMENT PLAN (CEMP).....	2
4.1 Preparation of CEMP	2
4.2 Resources	4
4.3 Communication	5
4.4 Emergency Planning and Response	5
4.5 Training, Awareness and Competence.....	5
4.6 Subcontractors.....	6
4.7 Hours of Work	6
4.8 Community Liaison.....	7
4.9 Liaison with DECC	7
4.10 Complaints	7
4.11 Records of Environmental Activities	7
4.12 (RESERVED)	8
4.13 (RESERVED)	8
4.14 (RESERVED)	8
5 ENVIRONMENTALLY SENSITIVE AREAS	8
6 ENVIRONMENTAL PROTECTION REQUIREMENTS.....	8
6.1 General	8
6.2 Legislation.....	8
6.3 Approvals, Licences, Notifications and Permits	8
6.4 Stockpile Site Management.....	9
6.5 Soil and Water Management	9
6.6 Air Quality	9
6.7 Noise Control	9
6.8 Ground Vibration	9
6.9 Vegetation	10
6.10 Fauna.....	10
6.11 Fire Precautions.....	10
6.12 Chemicals, Dangerous Goods and Other Potential Contaminants	11
6.13 Aboriginal Heritage.....	11
6.14 Non-Aboriginal Heritage	11
6.15 Contaminated Land	12
6.16 Waste Avoidance and Management.....	12
6.17 Materials with Recycled Content	13
6.18 Restoration of Site.....	13
7 PRINCIPAL'S SURVEILLANCE AND AUDITS	13
ANNEXURE G34M/A – WASTE AVOIDANCE AND RESOURCE RECOVERY REPORTING	14

A.1	Waste and Resource Recovery Reporting	14
A.2	Waste Avoidance and Resource Recovery Report	16
A.3	Template For Letter To Accompany s.143 Notice To Landholders	20
ANNEXURE G34M/B – MEASUREMENT AND PAYMENT.....		22
ANNEXURE G34M/C – SCHEDULES OF HOLD POINTS AND IDENTIFIED RECORDS.....		22
C.1	Schedule of Hold Points	22
C.2	Schedule of Identified Records	22
ANNEXURE G34M/D TO G34M/L – (NOT USED)		23
ANNEXURE G34M/M – REFERENCES, DEFINITIONS AND LEGISLATION.....		23
M.1	References	23
M.2	Definitions	24
M.3	Legislation	25
Last Page of RTA G34M is		31

FOREWORD

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REVISIONS TO THE SPECIFICATION

RTA G34M Edition 1 Revision 0 was based on RTA G34 Edition 2 Revision 5 – February 2008

All revisions to RTA G34M Ed 1 / Rev 1 (other than minor editorial and project specific changes) have been indicated by a vertical line in the margin as shown here.

PROJECT SPECIFIC CHANGES

Project specific changes are not permitted in this document.

RTA QA SPECIFICATION G34M ENVIRONMENTAL PROTECTION – MANAGEMENT PLAN

1 GENERAL

1.1 SCOPE

The Principal recognises that carrying out the Services in accordance with the Contract will result in some unavoidable damage to the environment. You must undertake all activities in such a manner as to limit damage to the environment.

All actions, work, supply of materials and services, responsibilities, etc described in this Specification must be carried out by You unless specifically stated otherwise.

This specification describes an environmental protection management process which You must, as a minimum, implement to provide environmental protection during execution of the Services. This specification also identifies environmental conditions of approval for the project which You must satisfy.

You are responsible for ensuring compliance with all relevant environmental statutory requirements and procedures defined within the CEMP and all supplementary plans.

Compliance with this Specification must continue while carrying out the Services, including application of the project specific Contractor's Environmental Management Plan (CEMP) - refer to Clause 4.

1.2 MEASUREMENT AND PAYMENT

The method of measurement and payment must comply with Annexure B.

1.3 SCHEDULES OF HOLD POINTS, WITNESS POINTS AND IDENTIFIED RECORDS

The schedules in Annexure C list the Hold Points and Witness Points that must be observed.

The records listed in Annexure C are Identified Records.

1.4 REFERENCE DOCUMENTS, DEFINITIONS AND LEGISLATION

The Standards, specifications, test methods, definitions and rules of interpretation used in this Specification are set out in the Contract Documents. The definitions given in Annexure M shall also apply.

Environmental legislation which may be relevant to the Services is listed in Annexure M. The list may not be current or complete for this Contract.

2 ENVIRONMENTAL PROTECTION MANAGEMENT PROCESS

You must undertake the following tasks:

1. Develop and implement an effective Contractor's Environmental Management Plan (CEMP) to control the planning and implementation of environmental protection measures for the Contract [refer to Clause 4].
2. Identify statutory requirements, compliance limits and adverse environmental effects which could occur during execution of the Services [refer to Clause 6 and Environmental Assessment Procedure for Routine and Minor Works (EAPRMW)]
3. Plan work activities and environmental protection measures to minimise environmental risks and comply with specified environmental protection requirements [refer to Clause 4.1]. The CEMP is the outcome of this planning process.
4. Set up the planned environmental protection measures [refer to Clause 6] and train site personnel to be environmentally aware [refer to Clause 4.5].
5. Monitor the effectiveness of the environmental protection measures [refer to Clause 4.1.1e].
6. Set up response procedures which will initially contain then remedy any environmental damage which does arise [refer to Clause 4.4].
7. Improve environmental protection measures and revise the CEMP promptly when deficiencies are identified [refer to Clause 4.1].

3 NONCONFORMANCE CONTROL, CORRECTIVE AND PREVENTIVE ACTION

Nonconformance control must apply to containment measures, clean-up and restoration of the environment as well as rectification of deficient environmental protection measures. You must comply with RTA Q4M.

4 CONTRACTOR'S ENVIRONMENTAL MANAGEMENT PLAN (CEMP)

4.1 PREPARATION OF CEMP

4.1.1 Scope

An Environmental Management Plan (CEMP) must be prepared for the Services. The CEMP must cover the environmental protection practices, resources and sequence of activities required to comply

with relevant environmental legislation, conditions of any applicable licence, approval, notification, and permit, and all the requirements of this Specification.

The CEMP must include the following, as applicable:

- (a) Assignment of responsibility for planning, approving, implementing, maintaining, assessing and monitoring of environmental controls - refer to Clause 4.2;
- (b) Procedures for obtaining copies of approvals, licences and permits to meet statutory requirements - refer to Clause 6.2 and 6.3;
- (c) Details of the potential environmental effects and the operational control measures which are to be implemented to comply with statutory requirements and provide environmental protection in accordance with the requirements of the Contract - refer to Clause 6;
- (d) Environmental safeguards matrix that details environmental safeguards and their relationship with Activities - refer to Environmental Assessment Procedure for Routine and Minor Works (EAPRMW) and EAPRMW Standard Safeguards List;
- (e) Details of how environmental protection will be maintained for each subcontractor's activities (refer to Clause 4.6) including full details in accordance with (a), (b) and (c) above;
- (f) Environmental monitoring programme and report forms for recording all monitoring activities, including periodic inspections and inspections essential for monitoring high risk events, of the adequacy of operational controls together with measurements for aspects where compliance limits have been specified;
- (g) Locations of environmental controls and environmentally sensitive areas, with particular reference to how the effectiveness of such controls will be ensured in any environmentally sensitive areas - refer to Clause 5;
- (h) Supplementary plans for environmental protection and operational control (including Erosion and Sedimentation Control Plan, Soil and Water Management Plan, Noise Management Plan, Waste Management Plan, Vegetation Management Plan and Vibration and Air Blast Management Plan, if specified);
- (i) How Nonconformance control, corrective and preventive actions will be implemented and closed out - refer to Clause 3;
- (j) Communication procedures - refer to Clause 4.3;
- (k) Emergency response procedures for containing environmental damage and procedures for planning restoration activities - refer to Clause 4.4;
- (l) Environmental training plan and procedures - refer to Clause 4.5;
- (m) Authorised personnel and procedure for changing and issuing the CEMP - refer to Clause 4.2;
- (n) Details of how the changes to the environmental management documentation and data are to be identified and communicated to relevant project personnel;
- (o) Mechanism for regular evaluation of environmental performance; and
- (p) Environmental auditing programme.

The CEMP must identify potential adverse environmental effects, applicable regulatory requirements and/or compliance limits for the physical, human and biological environment, with a particular emphasis on a risk-based approach to identifying and managing risks associated with work methods to be used by You and your Subcontractors. Appropriate environmental protection measures must be documented to keep environmental effects within compliance limits and must show the responsibility for implementation in each case.

Three distinct phases of activity must be addressed, as appropriate:

- (i) Before construction, maintenance and site establishment;
- (ii) During construction, maintenance; and
- (iii) After construction, maintenance (including rehabilitation activities and maintenance of erosion and sedimentation controls).

4.1.2 Submission of Documents to the PRINCIPAL

The CEMP must be a “controlled” document and may be submitted progressively, if agreed with the Principal, to suit the construction or maintenance stages in accordance with the specified requirement in RTA Q4M for the submission of the PROJECT QUALITY PLAN.

Process Held: Commencement of Work not previously addressed by CEMP documents and authorised by earlier Hold Point release.

HOLD POINT

Submission: At least 10 Business Days prior to the proposed commencement of work nominated in the submission by You, You must submit Your CEMP documents, addressing the issues listed in Clause 4.1 for the nominated work.

Release of HOLD POINT: The Principal will consider the documents prior to authorising the release of the Hold Point for the nominated work. The Principal may release work covered by the CEMP progressively, consistent with Your programme for the Services.

The CEMP must be either incorporated as part of the PROJECT QUALITY PLAN (refer to RTA Q4M) or be consistent with the PROJECT QUALITY PLAN. Appropriate cross-referencing to Your quality system and PROJECT QUALITY PLAN must be included.

Revise the CEMP and implement better environmental protection measures if the original protection measures prove to be not fully effective - refer to Clause 3.

The submission of copies of the CEMP documents must also be as specified in RTA Q4M for quality system documentation.

Where submission to a statutory authority is directed by the Principal, an additional copy of the CEMP at each stage, including any proposal for staged submission, for each of the nominated authorities must be submitted to the Principal. The staging of CEMP submissions must comply with the requirements of the nominated authorities. The submissions of the CEMP at each stage must contain sufficient information and detail to explain the proposed environmental protection measures for the understanding of the nominated authority.

4.2 RESOURCES

The CEMP must indicate the names, responsibilities and authority of Your site management personnel who have primary responsibility for implementing the CEMP for the Services, monitoring its effectiveness, rectifying and reporting any environmental deficiencies, controlling further construction or maintenance activities until deficiencies are rectified and keeping Your environmental records.

You must provide a sufficient level of resources at the site to ensure effective and compliant environmental management throughout the duration of the Contract.

A full time member of Your site management team must be nominated to be the authorised contact person for communications with the Principal and the Department of Environment and Climate Change (DECC) on environmental matters. This person is the designated Environmental Management Representative and must be fully conversant with the CEMP, operational controls, monitoring programme, complaints, environmental and pollution incidents, control of environmental Nonconformances and environmental records and must promptly provide access to or copies of environmental records to the Principal as required.

Where Your designated Environmental Management Representative will be mainly off-site, the relationship between the Environmental Management Representative and Your site management personnel with environmental responsibility must be detailed in the CEMP.

4.3 COMMUNICATION

Establish network and Work Site communication, Contract communication, external communication and communication with subcontractors in relation to notification of environmental problems and pollution incidents. Maintain a current list of relevant contact names, telephone numbers and facsimile numbers for the Contract.

4.4 EMERGENCY PLANNING AND RESPONSE

The CEMP must include details of:

- (a) A list of Your key emergency response personnel showing responsibilities and contact details including all-hours telephone numbers;
- (b) Details of emergency services (eg. ambulance, fire brigade, spill clean-up services);
- (c) Communications strategy (internal and external) - refer to Clause 4.3;
- (d) Details of containment measures to be taken in the event of emergency situations that may arise during the Services; and
- (e) Location on site of the register and information on hazardous materials including Material Safety Data Sheets (MSDS).

All Environmental Incidents must be reported to the RTA Contract Manager and be managed and reported in accordance with the RTA Procedure PN 025 - Environmental Incident Classification and Management Procedure and RTA PN 025G - Guidance for Environmental Incident Classification and Management.

4.5 TRAINING, AWARENESS AND COMPETENCE

Ensure that all staff and subcontractors working on the site are provided with environmental training to achieve a level of awareness and competence appropriate to their assigned activities before they commence their assigned activities. Persons, including subcontractors' personnel, without appropriate environmental training are not permitted to work on the site.

Persons conducting environmental training and assigning work activities must demonstrate that they are competent and appropriately trained to manage site specific environmental issues.

The CEMP documents must include an activity specific induction and training plan and induction and training procedures that describe the minimum level of training, experience and/or qualifications staff and subcontractors working on site must require, who is to be trained, when and how.

Induction training is to include, but not be limited to:

- (a) Purpose, objectives and key issues of the CEMP;
- (b) Due diligence and duty of care;
- (c) Conditions of environmental licences, permits, notifications and approvals;
- (d) Environmental emergency plans;
- (e) Reporting process for environmental harm/incidents;
- (f) Lessons learnt from environmental incidents;
- (g) Environmental controls that are identified in the CEMP and any supplementary plans; and
- (h) Site specific issues such as boundaries for vegetation clearing, location of refuse bins, washing, refuelling and maintenance of vehicles, plant and equipment.

Train relevant employees to minimise all potential environmental impacts.

Establish and maintain a register of environmental training carried out including training material, topics, dates, names of persons trained and trainer details.

4.6 SUBCONTRACTORS

When complying with the purchasing requirements of RTA Q4M, include environmental management requirements in the planning, selection and management of subcontractors.

When the Contract specifies RTA Prequalification for a Subcontractor and the Prequalification level nominated includes environmental management requirements, the Subcontractor must apply its RTA Accredited environmental management system for its Services.

Undertake appropriate monitoring of each Subcontractor's work to ensure that the specified environmental protection requirements are effectively implemented.

For subcontracted work, include in the CEMP the processes You will implement to ensure Subcontractor compliance, including details of:

- (a) The duties of each Subcontractor for planning, implementing and monitoring environmental protection measures and for keeping environmental records;
- (b) The duties You will retain for environmental protection of Subcontracted work;
- (c) How environmental protection measures on Subcontracted work interface with adjacent work areas, as applicable; and
- (d) Your surveillance programme to monitor the compliance of each Subcontractor's environmental protection measures.

4.7 HOURS OF WORK

Any approval by the Principal to extend working hours or Business Days outside of the hours 7am to 6pm Monday to Friday and 8am to 1pm Saturday, shall be conditional on You completing relevant community consultation (refer to Clause 4.8).

The CEMP must provide a mechanism for notifying the Principal and all relevant Authorities in advance of any changes to hours of work. Take responsibility for ensuring that changes in work hours comply with all licences, permits, approvals, consents, notifications and statutory requirements.

4.8 COMMUNITY LIAISON

Notify local residents about Services which will affect access to their properties, or that are likely to cause dust or offensive noise, or otherwise significantly disrupt residents' use of their premises, in accordance with RTA M1.

4.9 LIAISON WITH DECC

The CEMP must identify at least two (2) persons (and their contact telephone numbers) who will be available to the DECC on a 24-hour basis and who have authority to take immediate action to shut down any activity, or to effect any pollution control measure, as directed by an authorised officer of the DECC. You (if nominated in EAPRMW) or the licensee (if an Environment Protection Licence is issued) must notify the DECC of these contacts.

Notify the DECC Pollution Line on telephone 131555 should the incident occur outside normal DECC business hours, of pollution incidents on or around the Network which have occurred in the course of the Your activities or during Your possession of any site (to comply with the POEO Act - refer to Clause 6.2), in the following circumstances:

- (a) If the actual or potential harm to the health or safety of human beings or ecosystems is not trivial,
- (b) If actual or potential loss or property damage (including clean-up costs) associated with a pollution incident exceeds \$10,000.

Notify the Principal verbally within 2 hours and in writing within 24 hours of any Environmental Incidents which involve DECC.

Prepare a report on each occasion when the site is visited by the DECC, notifying the Principal of the purpose and outcome of the DECC visit and of all actions being taken by You in response to the DECC visit. This report must be submitted to the Principal within 5 Business Days of the DECC site visit.

4.10 COMPLAINTS

Keep a register of all complaints received about any environmental issue, including pollution, arising from Services in accordance with RTA M1. Failure of environmental controls must be dealt with in accordance with Clauses 4.9 and 4.12.

4.11 RECORDS OF ENVIRONMENTAL ACTIVITIES

Maintain (as part of the quality records in accordance with RTA Q4M Clause 4.16) legible environmental records to demonstrate compliance with the CEMP, including as applicable:

- (a) Details of qualifications held by individuals primarily responsible for environmental monitoring;
- (b) Monitoring/inspection reports;
- (c) Internal audit reports;
- (d) External audit reports;
- (e) Reports of Environmental Incidents, other environmental nonconformances, complaints and follow-up action;
- (f) Minutes of CEMP management review meetings;

- (g) Evidence of action taken as a result of such meetings/events;
- (h) Induction and training records;
- (i) Records of monitoring by subcontractors against compliance limits; and
- (j) Waste Management Register.

4.12 (RESERVED)

4.13 (RESERVED)

4.14 (RESERVED)

5 ENVIRONMENTALLY SENSITIVE AREAS

Pay particular attention to ensuring that environmental protection measures are effective in any environmentally sensitive areas identified in RTA M2 Annexure C.2, or detected during the progress of the Contract.

6 ENVIRONMENTAL PROTECTION REQUIREMENTS

6.1 GENERAL

The delivery of Services must comply with Clause 6 and the procedures and environmental safeguards in EAPRMW.

Ascertain any additional environmental protection requirements resulting from Your operations and incorporate these additional requirements in the CEMP.

Particular measures to protect the environment which are specified may, with the Principal's approval, be substituted by measures which achieve the same environmental result but which are superior in terms of cost or operational efficiency.

6.2 LEGISLATION

The CEMP must identify Your obligations under environmental legislation which is relevant to the Services including but not limited to those listed in Annexure M: (References to Acts includes a reference to Regulations and instruments made under them.)

6.3 APPROVALS, LICENCES, NOTIFICATIONS AND PERMITS

Ascertain from the appropriate authorities what other approvals, licences and permits are required for the Services. If any approvals, licences, notifications and permits are obtained by the Principal and made available to the Service Provider.

Each necessary approval, licence, notification and permit not obtained by the Principal must be obtained by You prior to the commencement of any work which relates to that approval, licence, notification or permit. This constitutes a HOLD POINT in accordance with Clause 4.1.

Comply with the terms and conditions of all approvals, licences, notifications and permits.

6.4 STOCKPILE SITE MANAGEMENT

The CEMP must detail the measures in accordance with RTA Stockpile Site Management Procedures and EAPRMW that will be implemented to establish new stockpile sites, as well as protect soil stockpiles and existing RTA stockpile sites, obtained in accordance with contract documents.

6.5 SOIL AND WATER MANAGEMENT

6.5.1 Erosion and Sedimentation Control

All Services are must be carried out in accordance with Managing Urban Stormwater: Soils and Construction, Blue Book 1 and 2.

6.5.2 Water Quality

Comply with the requirements of the POEO Act, requirements of local water authorities and all other relevant laws and by-laws in force in the State of New South Wales.

6.5.3 Water Extraction

The proposed water source(s) which You intend to use for construction activities (such as dust control, earthworks/pavement compaction, on-site concrete batching and the like) must be identified in the CEMP. Comply with any conditions of licences, permits or approvals in relation to water extraction (refer to Clause 6.3).

6.6 AIR QUALITY

Comply with the requirements of the POEO Act and all other relevant laws and by-laws in force from time to time in the State of New South Wales.

Services must be designed and undertaken to minimise the emission of smoke, dust, cement dust, pesticides and other substances into the atmosphere. The materials and methods used for effective dust control, including the monitoring arrangements, must be detailed in the CEMP.

6.7 NOISE CONTROL

When developing and implementing management strategies, You must make all practical efforts to comply with the requirements of the POEO Act and, where applicable, the DECC Noise Control Manual, DECC Industrial Noise Policy, DECC Environmental Criteria for Road Traffic Noise and the RTA Environmental Noise Management Manual.

A Noise Management Plan may be required for Ordered Work. If specified in the Work Order the Service Provider must prepare and submit a plan prior to commencing the Ordered Work.

6.8 GROUND VIBRATION

You must take due care in all construction activities to prevent damage to adjacent public utilities, structures and buildings resulting from construction and maintenance vibration.

A Vibration Management Plan may be required for Ordered Work. If specified in the Work Order the Service Provider must prepare and submit a plan prior to commencing the Ordered Work.

6.9 VEGETATION

All Services must be undertaken in accordance with EAPRMW to ensure vegetation is not unnecessarily cleared or otherwise disturbed.

Clearing, lopping or trimming of vegetation must not occur without the required approvals under the National Parks and Wildlife Act 1974 (NSW), Native Vegetation Act, 2003 (NSW), Environmental Planning and Assessment Act 1979 (NSW), Threatened Species Conservation Act 1995 (NSW), and Environmental Protection and Biodiversity Conservation Act 1999 (Cth).

You must ensure that all site personnel observe the limits of clearing and are made aware of the importance of any trees of significant value.

6.10 FAUNA

Take measures to protect all native fauna from the impact of the Services in accordance with the EAPRMW.

No firearms will be allowed on site except for security purposes permitted by law.

6.11 FIRE PRECAUTIONS

6.11.1 General

All Services must be undertaken in accordance of the Rural Fires Act, 1997, and the Local Government Act, 1993 and be guided by the relevant NSW Rural Fire Service publications.

You must provide fire-fighting equipment is provided, as required, to ensure the safety of public and property.

6.11.2 Burning Off

Generally there is no burning off permitted for Routine Services. However, the Principal may allow disposal of cleared and grubbed vegetation by burning off, subject to the requirements of the Protection of the Environment Operations (Clean Air) Regulation (2002).

Even if burning off is permitted, You must utilise recycling or alternative uses of cleared vegetation where practical. Where burning off is planned, You must obtain a fire permit from the relevant Statutory Authorities and comply with the requirements of the Statutory Regulations. You must be guided by the DECC guideline Regulation of Open Burning in NSW.

On receipt of a fire permit, You must notify the Principal and occupiers of adjoining properties of the proposed burning off operation at least twenty four (24) hours before burning off is commenced. The burning off operation must be controlled so that:

- (a) Vegetation outside the limits of clearing is not damaged;
- (b) Fences, buildings or other property are not damaged; and
- (c) Smoke does not cause a traffic hazard, nuisance nor contravene air quality requirements.

Process Held: Commencement of burning operations.

HOLD POINT

Submission: Proposals for burning off and the relevant fire permit.

Release of HOLD POINT: The Principal will consider the submitted documents prior to authorising the release of the Hold Point.

6.12 CHEMICALS, DANGEROUS GOODS AND OTHER POTENTIAL CONTAMINANTS

Plan and execute the Services so as to minimise the possibility of pollution of areas adjoining the construction area from chemicals, dangerous goods and other potential contaminants.

Public notification of pesticide use will be in accordance with requirements in RTA Pesticide Use Notification Plan. The following measures must also be implemented whenever pesticides are used adjacent to or across the road from a Sensitive Place (defined in Annexure M):

- Mechanical means of pest control (such as mowing or slashing) must be used where feasible; or
- Hand-held application of pesticides is required where mechanical means of pest control are not feasible.

It must be demonstrated that any material imported to the site meets the requirements for the intended land-use of the site. Notification that any imported material is suitable must be provided to the Principal 5 Business Days prior to delivery to site.

6.13 ABORIGINAL HERITAGE

Should any previously unknown Aboriginal object or material (including skeletal remains) suspected of being of Aboriginal origin be encountered, You must cease all Services that might affect the Aboriginal object or material and protect the relic, artefact or material from damage or disturbance. You must notify the Principal immediately, who will arrange for the RTA's Regional Aboriginal Cultural Heritage Adviser to be contacted, who will then determine whether an officer of the Department of Environment and Climate Change and a member of the appropriate Local Aboriginal community is to be consulted.

Ensure that all personnel working on site have received training regarding their responsibilities under the National Parks and Wildlife Act and are made aware of any relevant sites/areas which must be avoided.

6.14 NON-ABORIGINAL HERITAGE

Should any previously unknown item be encountered which is suspected to be a relic or heritage item, You must cease all Services that might affect the item and protect the item from damage or disturbance. You must notify the Principal immediately, who will then arrange for an RTA Environmental Officer to be consulted.

Ensure that all personnel working on site have received training regarding their responsibilities under the Heritage Act and are made aware of any relevant sites/areas which must be avoided. Such sites/areas must be identified on a site map, to be made available to all relevant personnel during the works.

6.15 CONTAMINATED LAND

You must comply with the Contaminated Land Management Act and DECC Guidelines made under it in relation to disturbance or treatment of potentially contaminated land. Promptly notify the Principal of any suspected or potential contamination exposed during construction or maintenance activities.

6.16 WASTE AVOIDANCE AND MANAGEMENT

6.16.1 Waste Management Plan

The CEMP must include a Waste Management Plan. All waste generated by the Services must be dealt with in accordance with the Waste Management Plan.

The Waste Management Plan must:

- (a) Identify the major waste streams that will be generated during execution of the CONTRACT including, but not limited to: green waste; construction waste including spoil, asphalt, concrete and metal; demolition waste; office waste including paper and toner cartridges and sewage effluent;
- (b) Detail for each of the identified waste streams:
 - (i) The waste classification (according to the DECC's Waste Classification Guidelines);
 - (ii) How and where the waste is to be reused, recycled, stockpiled or disposed;
 - (iii) The receptacles that will be used for storing identified waste materials prior to reuse, recycling, stockpiling or disposal; and
 - (iv) How waste will be transported and who will transport the waste between generation, storage and point of reuse, recycling, stockpiling or disposal.
- (c) Comply with the requirements of the POEO Act for any non-licensed as well as licensed waste activities that involve the generation, storage and/or disposal of waste.
- (d) Be guided by the objectives of the NSW Government's Waste Reduction and Purchasing Policy which emphasise resource conservation and reducing waste disposed to landfill.

6.16.2 Waste Management Register

A Waste Management Register must be maintained until the expiry of the Defects Liability Period, to record the type, amount and location of waste reused, recycled, stockpiled and disposed. The Waste Management Register must include the following details:

- (1) Type of waste and its classification (according to the DECC's Waste Classification Guidelines);
- (2) Tonnes of waste;
- (3) How and where the waste was reused, recycled, stockpiled or disposed;
- (4) Date waste was reused, recycled, stockpiled or disposed; and
- (5) Name of transporter used.

A duly completed and signed notice under section 143(3A) of the POEO Act ("s.143 Notice") must be received prior to transporting wastes generated by or for the RTA to a place that is not owned by RTA and is not a licensed waste facility (the "Waste Site"). This includes waste transported for reuse,

recycling, disposal or stockpiling. Waste in this context includes spoil, fill, Virgin Excavated Natural Material (“VENM”), crushed rock, reclaimed asphalt pavement, mulched vegetation, waste concrete, etc. A copy of all s.143 Notices should also be maintained in the Waste Management Register.

6.16.3 Waste and Resource Recovery Reporting

Waste information that is reportable under the NSW Government Waste Reduction and Purchasing Policy must be reported as detailed within Annexure A by 31 July for the preceding financial year and at project completion.

6.17 MATERIALS WITH RECYCLED CONTENT

Materials and products with recycled content must be proposed wherever these are cost and performance competitive, and they are environmentally preferable to the non-recycled alternative.

An "environmentally preferable" material or product is one with characteristics such as: having a higher percentage of recycled materials; minimising use of energy and materials over the total lifecycle of the Services; having a lower overall greenhouse gas impact; allowing for easy future re-use at end of design life; and minimising impact on the local environment.

Process Held: Use of a specific material with recycled content not specified in the Contract, within the Works, in the manner proposed.

HOLD POINT

Submission: Proposed type of material, quantities, and planned application areas, the cost savings to the Principal, verification that the materials conform to the Contract and verification that the single or repeated use of the materials in the manner proposed will not result in immediate, delayed or cumulative damage to the local environment.

Release of HOLD POINT: The Principal will examine details prior to authorising the release of the Hold Point. The Principal is not bound to accept the proposal.

6.18 RESTORATION OF SITE

On completion of the Services, all areas disturbed by the Your activities (such as areas for compounds and material storage) must be restored to conditions similar to their original condition. Restoration must include ripping, topsoiling of the area, weed control and seeding, planting, watering and maintenance. If RTA R178 is included in the Contract, areas disturbed by Your activities must be restored in accordance with RTA R178.

7 PRINCIPAL'S SURVEILLANCE AND AUDITS

Environmental compliance audits by the Principal may be conducted on a scheduled basis on all aspects of the CEMP and will be performed in accordance with RTA Q4M.

ANNEXURE G34M/A – WASTE AVOIDANCE AND RESOURCE RECOVERY REPORTING

A.1 WASTE AND RESOURCE RECOVERY REPORTING

Refer to Clause 6.16.3

Submit the Waste Avoidance and Resource Recovery report by 31 July for the preceding financial year and at project completion.

Definitions of waste and purchasing materials

The following definitions can be used to assist in completing the Waste Avoidance and Resource Recovery Report.

Please note that descriptions of vegetation, construction and demolition materials are broad to encompass the range of activities undertaken by RTA contractors. If the materials used, or wastes generated, are not described below exactly EITHER list it under the category that it fits into best and briefly describe it in the comments section, OR list it as an 'Other' category with a description.

DO NOT DOUBLE COUNT MATERIALS by including them in more than one reporting category. For example if reporting on total tonnes of concrete used in the Works, DO NOT also separately report the tonnes of aggregate and sand contained in the concrete.

MATERIAL	DESCRIPTION
Asphalt	A dense continuously graded mixture of coarse and fine aggregates, mineral filler and bitumen. May contain additives. <i>Note, coal tar asphalts are not to be recycled or reused (as per RTA Environmental Direction on coal tar asphalt).</i>
Aggregates	Rock or other hard materials such as concrete, crushed stone or bricks, between 4.25mm and 100mm particle size.
Bricks and roof tiles	Clay bricks and clay roof tiles which may be mixed together.
Concrete	Mixture of cement, sand (natural and/or manufactured) and aggregates. May include additives or substitutes such as fly ash.
Fill	Material excavated from either onsite or offsite.
Glass	Sheet glass used for doors, windows, partitioning etc.
Landscaping materials	Organic products such as mulch, compost, bark, wood chips and soil blends.
Non-ferrous metal	Metal building products and materials other than steel or other ferrous metals e.g. aluminium, brass, copper etc.
Other ferrous metal	Metal building products and materials, other than steel, that contain iron.

MATERIAL	DESCRIPTION
Recycled content/ recycled material	<p>Material that would otherwise be destined for landfill disposal, but is separated from the waste stream and reintroduced into the construction process as re-useable material.</p> <p>Recycled materials may be derived from postconsumer, commercial, industrial, construction, agricultural or other wastes.</p> <p>Examples of recycled materials that may be used in construction works include:</p> <ul style="list-style-type: none"> • Reclaimed, reused or recycled timber • Fly ash • Crusher dust • Reclaimed, reused or recycled bricks and roof tiles • Blast furnace slag • Steel furnace slag • Crushed concrete • Recycled asphalt pavement • Ground glass • Bottom ash
Sand (natural)	Natural mineral particles which are less than 4.75 mm in size and which are free of appreciable quantities of clay and silt.
Sand (manufactured)	A purpose made crushed fine aggregate produced from crushing rock and designed for use in concrete or for other specific products.
Steel	Steel building products and materials e.g. reinforcing steel, sheet roofing, structural columns and beams etc.
Timber	Wood materials used for formwork or other construction purposes.
Vegetation waste	Vegetation such as leaves, grass clippings, branches and logs. Includes materials that have been processed eg sawn, chipped, mulched or composted. Does not include putrescible waste such as food scraps.

A.2 WASTE AVOIDANCE AND RESOURCE RECOVERY REPORT

Refer to Clause 6.16.3

Contract No: _____ Principal: _____
Contract Description: _____ Reporting Period: _____
Report Contact*: _____

**Name and contact details of person completing this report*

There are three sections in this Waste Avoidance and Resource Recovery Report. The Contractor is to confirm the completion of each section of the Waste Avoidance and Resource Recovery Report by signing below.

Report Section	Instructions	Signature Confirming Completion
Part A – Purchasing Data	Table 1 is used to enter data on the amount of material purchased by the Contractor for the purpose of completing Works under the Contract.	
Part B – Waste and Recycling Data	Table 2 is used to enter data on the amount of material generated and recycled by the Contractor in the course of completing Works under the Contract.	
Part C – Project Initiatives and Barriers	Table 3 is used to provide information on the initiatives taken to reduce waste, recycle resources and purchase recycled content materials in the course of completing Works under the Contract.	

PART A - Purchasing Data

Enter data on the amount of material purchased by the Contractor for the purpose of completing Works under the Contract into Table 1. These materials would generally be transported to the site. The data reported in Table 1 should NOT include quantities of materials that are obtained from onsite sources, such as the onsite excavation of aggregates or fill for example.

TABLE 1: PURCHASING DATA								
Material	Total quantity purchased¹	Unit	Quantity purchased with recycled content²	Unit	Recycled Content³		Unit	Comments
					Type	Amount		
Landscaping Materials		tonnes		tonnes			tonnes	
Concrete		tonnes		tonnes			tonnes	
Fill ⁴		tonnes		tonnes			tonnes	
Asphalt		tonnes		tonnes			tonnes	
Aggregates		tonnes		tonnes			tonnes	
Timber		tonnes		tonnes			tonnes	
Sand (natural)		tonnes						
Sand (manufactured)		tonnes						
Bricks and roof tiles		tonnes		tonnes			tonnes	
Other:		tonnes		tonnes			tonnes	
Other:		tonnes		tonnes			tonnes	

¹ Enter the total amount of material purchased.

² Enter the amount of material purchased that contained recycled content.

³ Specify the type and amount of recycled material (for example fly ash, recycled concrete, recycled crushed glass, etc) included in the materials purchased.

⁴ Do not report fill quantities that are excavated (generated) onsite here, Report only additional fill that is purchased in for the Works in this table.

PART B – Waste and Recycling Data

Enter data on the amount of material generated by the Contractor in the course of completing Works under the Contract into Table 2. These materials would generally be either reused (recycled) onsite or would need to be transported to an offsite disposal facility for landfilling, reuse or recycling.

TABLE 2: WASTE AND RECYCLING DATA					
Material Generated	Total quantity generated¹	Unit	Total quantity recycled²	Unit	Comments
Vegetation waste		tonnes		tonnes	
Concrete ³		tonnes		tonnes	
Fill ⁴		tonnes		tonnes	
Asphalt ³		tonnes		tonnes	
Timber		tonnes		tonnes	
Bricks and roof tiles		tonnes		tonnes	
Glass		tonnes		tonnes	
Plasterboard		tonnes		tonnes	
Steel		tonnes		tonnes	
Other ferrous metals		tonnes		tonnes	
Non-ferrous metals		tonnes		tonnes	
Other:		tonnes		tonnes	
Other:		tonnes		tonnes	

¹ Enter the total amount of material generated in the course of undertaking Works under the Contract.

² Enter the amount of material that is reused on-site or taken to a disposal facility for reuse/recycling (ie enter the amount of material that is NOT disposed of to landfill)

³ Record for example the quantity of existing material excavated as part of the Works and specify if the material is reused, such as being crushed for reuse as aggregate. DO NOT include the quantity of concrete, asphalt, etc purchased for use in the Works.

⁴ Include quantities of material excavated (generated) onsite and the amount reused/recycled including excavated material reused (recycled) as fill or in concrete, asphalt or aggregates either on or offsite.

PART C – Project Initiatives and Barriers

Provide details of any initiatives taken to reduce waste and recover resources (either by reusing or recycling materials) and purchase recycled content materials. Also identify and provide details on any barriers that were encountered when undertaking the initiative, or that prevented undertaking a considered initiative.

Note: 'Initiatives' are actions taken that are not standard industry practice. 'Barriers' are things that restrain or obstruct the undertaking of an initiative and may include for example cost, technical or logistical constraints.

1	Initiatives taken to purchase materials containing recycled content:	
2	Design, construction and work practice initiatives undertaken to reduce waste generation:	
3	Initiatives taken to recycle or reuse waste materials:	
4	Barriers or obstacles to using materials containing recycled content:	
5	Barriers or obstacles to recycling or reusing waste materials:	

A.3 TEMPLATE FOR LETTER TO ACCOMPANY S.143 NOTICE TO LANDHOLDERS

The letter to accompany s.143 Notices to landholders must be consistent with the following template.

[Insert reference number, if applicable]

[Insert file number, if applicable]

[Date]

[Recipient name]

[Recipient company (if applicable)]

[Recipient address]

Dear *[Recipient Name]*

RECEIVING RTA WASTE AT *[INSERT LOCATION OF WASTE FACILITY]*

[Insert Company Name] has been engaged by the RTA to undertake *[insert brief description of the works]*.

Your interest in receiving *[discuss type and quantity of waste of the waste]* (“RTA Waste”) which will be generated by the project is appreciated. It is understood that you intend to use the RTA Waste for *[insert intended use for the waste]*. It is important to the RTA that all waste materials from this project are managed in a way that meets legislated requirements and will not harm the environment or human health.

This letter provides important information that will help you to understand what you need to do to legally receive this material and avoid harm to environmental and human health.

You will need to do the following things before the RTA Waste is delivered to your property:

- Read the “Questions and Answers” attached to this letter. The Department of Environment and Climate Change (“DECC”) has other information that may help you to understand the laws relating to receiving waste materials. This information is available on the DECC website at www.environment.nsw.gov.au/waste/dumping.htm.
- Check with your local council and the DECC whether any approvals or licenses are needed before your property can accept the RTA Waste.
- Make sure that you obtain all relevant approvals, licenses or permits that are required for you to legally receive the RTA Waste. Often there will be no need for any approvals; licenses or permits, but always check with council whether this will be the case for your property.
- Complete and sign a “Section 143 Notice” (copy attached). Only sign this form if you are confident that the details on the Section 143 Notice are correct, your property can lawfully receive the RTA Waste, and the materials can be legally used for the intended purpose.
- Keep a copy of the completed Section 143 Notice for your records and mail the original document to:

[Enter details of where Section 143 Notice should sent]

Please contact *[insert name of contact person]* on *[insert telephone number]* if you have any questions in relation to the RTA Waste. This will help you, the local council and the DECC to decide whether any approvals or licenses are needed, and whether the RTA Waste needs to be managed in any particular way once delivered to your property.

Once we have received the completed and signed Section 143 Notice and have confirmed that the RTA Waste can be legally transported to your property, we will contact you to make arrangements for waste delivery.

When the RTA Waste arrives on your property, you must ensure that:

- The RTA Waste is as described on the Section 143 Notice; and
- The RTA Waste is managed in a way that complies with any relevant approvals, licences or permits and avoids harm to the environment, human health and other people's property.

[Optional – outline any further requirements, depending on the environmental risks associated with the RTA Waste and the proposed use].

If you have any inquiries about these matters please contact *[insert name of contact person]* on *[insert contact telephone number]*.

Yours faithfully,

[Insert sender name]

[Insert sender title]

ANNEXURE G34M/B – MEASUREMENT AND PAYMENT

Refer to Clause 1.3.

All costs associated with environmental protection are deemed to be included in the Routine Services except where:

- (a) Work Order includes specific pay items; or
- (b) The Principal agrees, with respect to a particular Work Order, that the environmental protection requirements for that Work Order materially exceed the requirements You have in place generally under the Contract (in this case, the rates and/or prices applicable to the Work Order are deemed to include provision for costs associated with the additional environmental protection).

ANNEXURE G34M/C – SCHEDULES OF HOLD POINTS AND IDENTIFIED RECORDS

C.1 SCHEDULE OF HOLD POINTS

Clause	Description
Clause 4.1	Submission of CEMP
Clause 6.11.2	Proposal for burning off.
Clause 6.18	New Application for Materials with Recycled Content

C.2 SCHEDULE OF IDENTIFIED RECORDS

The records listed below are Identified Records.

Clause	Description of the Identified Record
Clause 4.1	Contractor's Environmental Management Plan (CEMP), supplementary plans and procedures
Clause 4.5	Register of environmental training
Clause 4.9	The report on each occasion when the site is visited by the DECC.
Clause 4.10	The reports on complaints about any environmental issue and actions.
Clause 4.13	The summary report of the risk-based performance evaluations.
Clause 4.14	Audit records and report.
Clause 6.7	Nonconformance reports.
Clause 6.8	Building Condition Inspection reports
Clause 6.16	Waste Management Register

ANNEXURE G34M/D TO G34M/L – (NOT USED)

ANNEXURE G34M/M – REFERENCES, DEFINITIONS AND LEGISLATION

M.1 REFERENCES

Australian Standards

ISO 14001	AS/NZS/ISO 14001, Environmental management systems - Specification with guidance for use
ISO 9000	AS/NZS ISO 9000, Quality management systems – Fundamentals and vocabulary

RTA Specifications

RTA M1	General Network Management Requirements
RTA M2	Annexures
RTA Q4M	Quality System (Type 4)
RTA R178	Vegetation

RTA Publications

Environmental Noise Management Manual

Code of Practice for Water Management

Heritage Guidelines

RTA Procedure for Aboriginal Cultural Heritage Consultation and Investigation

RTA Stockpile Site Management Procedure 2001

RTA Guidance for the Management of Acid Sulphate Materials, 2005

RTA PN025 Environmental Incident Classification and Management Procedure

RTA PN025G Guidance for Environmental Incident Classification and Management

RTA Environmental Assessment Procedure Routine and Minor Works (EAPRMW) EIA-PO5-02

RTA Environmental Assessment Procedure for Routine and Minor Works (EAPRMW) Activity Checklist EIA-CH01A

RTA Environmental Assessment Procedure for Routine and Minor Works (EAPRMW) Standard Safeguards List EIA-CH01B

RTA Environmental Assessment Procedure for Routine and Minor Works (EAPRMW) Memo Template EIA-PO5-TP01A

RTA Environmental Assessment Procedure for Routine and Minor Works (EAPRMW) REF Template EIA-PO5-TP01B

RTA Environmental Corridors Database

RTA Pesticide Use Notification Plan

DECC Publications

Noise Control Manual

Green Waste Action Plan

Construction and Demolition Waste Action Plan

Industrial Noise Policy

Waste Classifications Guidelines

Bunding and Spill Management

Approved Methods for Sampling and Analysis of Air Pollutants in NSW

Approved Methods for Sampling and Analysis of Water Pollutants in NSW

Regulation of Open Burning in NSW

Environmental Criteria for Road Traffic Noise

Environmental Protection Manual for Authorised Officers

Landcom/Dept of Housing Managing Urban Stormwater: Soils and Construction,
Blue Book 1 and 2

NSW Rural Fire Service Publication

Equipment and Machinery Use in Bush Fire Prone Areas

M.2 DEFINITIONS

Refer to G34M (1.5). The following definitions are applicable:

- (a) “Environment”: refer to the definition in the Conditions of Contract;
- (b) Clauses 3.1 and 3.3 to 3.13 of ISO 14001;
- (c) The definitions used in ISO 9000 for nonconformance (see “nonconformity”), corrective action and preventive action, where they can be extended to apply to environmental management and are not inconsistent with ISO 14001;
- (d) “Environmental Incident”: means an incident or set of circumstances during or as a consequence of which there is, has been or is likely to be a leak, spill or other escape of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which material (including waste) has been placed or disposed of on premises unlawfully, but it does not include an incident or set of circumstances involving only the emission of any noise or odour.
- (e) “Pesticide” has the same meaning as within the Pesticides Act 1999.
- (f) “Dangerous Goods” have the same meaning as within the Dangerous Goods Act 1975.
- (g) “Contamination of land” is the presence of a substance in, on or under the land at a concentration above that which it is normally found in that locality, such that there presents a risk of harm to human health or to the environment. (Contaminated land is generally the result of polluting practices of commercial, agricultural or industrial land uses.)
- (h) “Controlled Access Road” and “Main Road” have the same meaning as that within the Roads Act 1993.
- (i) “Relic” has the same meaning as that within the Heritage Act, 1977.

- (j) “Sensitive Place” is defined within Clause 11J of the *NSW Pesticides Regulation 1995* to be any:
- School or pre-school;
 - Kindergarten;
 - Childcare centre;
 - Hospital;
 - Community health centre;
 - Nursing home;
 - Place declared to be a sensitive public place by the Environment Protection Authority by notice in the NSW Government Gazette.

M.3 LEGISLATION

Environmental Planning Legislation

Environmental Planning and Assessment Act, 1979 (NSW) (and instruments made under it)

Environmental Planning and Assessment Amendment Act, 2008 (NSW)

Roads Act, 1993 (NSW)

Soil Conservation Act, 1938 (NSW)

Native Vegetation Act, 2003 (NSW)

Environment Protection and Biodiversity Conservation Act, 1999 (Cth)

Land and Environment Court Act, 1979 (NSW)

Native Title Act, 1993 (Cth)

Conservation and Heritage Legislation

Dams Safety Act, 1978 (NSW)

Native Vegetation Act, 2003 (NSW)

Coastal Protection Act, 1979 (NSW)

National Parks and Wildlife Act, 1974 (NSW)

National Parks and Wildlife Amendment Act, 2001 (NSW)

Threatened Species Conservation Act, 1995 (NSW)

Environment Protection and Biodiversity Conservation Act, 1999 (Cth)

Fisheries Management Act, 1994 (NSW)

Fisheries Management Amendment Act, 2006 (NSW)

Marine Pollution Act, 1987 (NSW)

Noxious Weeds Act, 1993 (NSW)

Water Act, 1912 (NSW)

Water Management Act, 2000 (NSW)

Heritage Act, 1977 (NSW)

Wilderness Act, 1987 (NSW)

Plantations and Reafforestation Act, 1999 (NSW)

Australian Heritage Council Act, 2003 (Cth)

Aboriginal and Torres Strait Islander Heritage Protection Act, 1984 (Cth)

Sydney Water Catchment Management Act, 1998 (NSW)

Surveying Act, 2002 (NSW)

Pollution and Waste Management Legislation

Ozone Protection Act, 1989 (NSW)

Protection of the Environment Operations Act, 1997 (NSW)

Protection of the Environment Operations Amendment (Scheduled Activities and Waste) Regulation, 2008 (NSW)

Sydney Water Act, 1994 (NSW)

Pesticides Act, 1999 (NSW)

Waste Avoidance and Resource Recovery Act, 2001 (NSW)

Protection of the Environment Operations (Clean Air) Regulation, 2002 (NSW)

Contaminated Land Legislation

Contaminated Land Management Act, 1997 (NSW)

Fire Control

Rural Fires Act, 1997 (NSW)

Hazardous Substances

Environmentally Hazardous Chemicals Act, 1985 (NSW)

Road and Rail Transport (Dangerous Goods) Act, 1997 (NSW)

Radiation Control Act, 1990 (NSW)

State Environmental Planning Policies

SEPP No. 14 – Coastal Wetlands (gazetted 12.12.85)

SEPP No. 26 – Littoral Rainforests (gazetted 5.2.88)

SEPP No. 44 – Koala Habitat Protection (gazetted 6.1.95)

SEPP No. 58 – Protecting Sydney's Water Supply (gazetted 24.12.98)

SEPP (Infrastructure) 2007 – (gazetted 21.12.85)