

# Pre-construction Environmental Checklist

Information about the project	
<b>Project name:</b>	
<b>Project number:</b>	<b>Region:</b>

This checklist applies to all RMS projects approved under Part 5 of the *Environmental Planning and Assessment Act, 1979* (EP&A Act).

It is designed to ensure that all requirements relevant to the pre-construction and site establishment phase of a project have been identified and addressed prior to works commencing. Where construction works are staged, the checklist should be completed prior to the commencement of each stage.

**Note:** For works delivered under contract, the checklist should be completed following receipt of the Contractor Environmental Management Plan (CEMP) under Clause 4.1.2 of Specifications G34, G35 or G36.

## 1. Approvals / Licences / Permits / Notifications - before construction can commence

Activity	Source
Has the construction work about to commence been approved under the <i>Environmental Planning And Assessment Act</i> , including design changes since the original approval? <input type="checkbox"/> Yes <input type="checkbox"/> No	REF/EA
Have all approvals/licences/permits/notifications been obtained/made? <input type="checkbox"/> Yes <input type="checkbox"/> No	Pre-Approval Checklist

List all approvals/licences/permits/notifications obtained/made. Attach copies.

Approval/licence etc	Date obtained

Are any other approvals/licences/permits/notifications still needed prior to or during construction? List details below  Yes  No

Approval/licence etc	Responsible Agency	Required prior to:	Responsibility to obtain (RMS or contractor)

**Note:** All approvals approvals/licences/permits/notifications required for the construction stage must be obtained (or made) prior to the commencement of any work to which they relate.

## 2. Consideration of the Contractor Environmental Management Plan CEMP / Project Specific Plan (PSP)?

Activity	Source
Has a CEMP /PSP (including supplementary plans) for the proposed construction work been received and considered by the RMS, including review by RMS environmental staff? <input type="checkbox"/> Yes <input type="checkbox"/> No	G36 4.1.1 CEMP review checklist

*continued next page*

<b>Section 2 continued</b>			
Have all the specific commitments, safeguards and mitigation measures identified by the REF, Decision Report and G36 been included in the CEMP/PSP? This includes:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	REF/EA/G36
<ul style="list-style-type: none"> <li>• Has site specific environmental induction training been prepared for relevant staff?</li> <li>• Preparation of Soil and Water Management Plan?</li> <li>• Inclusion of appropriate noise mitigation measures?</li> <li>• Mapping and protection of environmentally sensitive areas?</li> <li>• Inclusion of flora and fauna mitigation measures?</li> <li>• Inclusion of indigenous and non-indigenous mitigation measures?</li> <li>• Is a procedure in place for the protection of identified heritage items/sites and the management of unexpected heritage finds?</li> <li>• If remediation or management of contamination is required, are appropriate plans complete, and all required approvals obtained?</li> </ul>			
Does the CEMP/PSP show environmentally sensitive areas and document the location of controls to protect those areas (eg temporary fencing)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	G36
Does the CEMP/PSP identify a worksite area which is consistent with that considered by the REF?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	REF/EA
Does the CEMP identify the conditions or requirements which must be satisfied prior to site establishment and the commencement of construction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Pre-Approval Checklist
Comments:			
_____			
_____			
_____			

<b>3. Field implementation of environmental controls</b>			
<b>Activity</b>			<b>Source</b>
Have site personnel been briefed regarding their responsibilities under relevant legislation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	G36
Has an erosion and sedimentation control plan been completed, submitted to the Principal and implemented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	G38/G39
In relation to high risk projects, has the accredited soil conservation consultant prepared or reviewed the Soil and Water Management Plan and the Erosion and Sedimentation Control Plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is night work proposed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	G36
If yes to the above, has the procedure provided in Practice Note vii - Roadworks outside normal working hours (RMS Environmental Noise Management Manual) been implemented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have the limits of any vegetation clearing been identified and are procedures in place for monitoring vegetation clearing to ensure it remains within the set limits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	G36
Has an ecologist been engaged to assist and advise during site setup and/or clearing operations? (eg vegetation clearing, removal of fauna)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	G36
Have site personnel been briefed regarding flora and fauna issues (eg clearing limits, the location of significant trees to be retained, protection of sensitive species and the location of important habitats)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	G36
Have all permit and approval requirements been met and appropriate site protection measures identified and implemented for identified heritage items?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/a	REF/Permits/G36
Are appropriate measures in place to manage any identified contamination in accordance with environmental approvals ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/a	REF/Permits/G36

4. Other issues		
<b>Sustainability</b>		
Has a plan been prepared for the reduction of energy use, water use and waste?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the project using recycled construction materials where available and appropriate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has a waste separation system been set up on site to maximise recycling of construction and office materials	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Access</b>		
If the RMS does not own the land in question, have appropriate arrangements been made for access? (attach copy of access approval documentation or lease agreement)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Community liaison</b>		
Has a Community Information Program or similar been prepared that includes information on the proposed works and potential impacts? (including noise, changes to parking and/or other disruptions to the use and enjoyment of private properties and public spaces)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the Transport Management Centre (Sydney Region) or the Regional Traffic Commander (all other regions) and Local Council been advised that the works are due to start?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

I have read and understood the matters covered by this checklist and have noted the approvals, licences, permits and notifications that have been obtained/made or which may be required prior during construction.

The project site establishment and construction or the staged site establishment and construction (list approved stages below) may proceed subject to:

- Full compliance with the CEMP/PSP;
- The obtaining of all relevant statutory approvals/licences/permits and completion of all required notifications; and
- Compliance with all relevant statutory approvals, licences permits and undertakings in the REF, Decision Report and other relevant documentation.

For staged construction work, list approved stages:

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<b>Prepared by:</b>	<b>Signature</b>	<b>Date</b>
<b>Project Manager (Implementation)</b>		

<b>Concurrence:</b>	<b>Signature</b>	<b>Date</b>
<b>Senior Environmental Officer</b>		

<b>Approved by:</b>	<b>Signature</b>	<b>Date</b>
<b>Project Services Manager</b>		

**Acronyms**

- |          |  |
|----------|--|
| CEMP     | Contractor Environmental Management Plan               |
| PSP      | Project Specific Plan                                  |
| DECC     | Department of Environment and Climate Change           |
| EP&A Act | <i>Environmental Planning and Assessment Act, 1979</i> |
| REF      | Review of Environmental Factors                        |