



# SPECIFICATION 204

## MAINTENANCE WORKS

---

# ENVIRONMENTAL MANAGEMENT

Copyright MAIN ROADS Western Australia

---

<b>REVISION REGISTER</b>			
<b>Clause Number</b>	<b>Description of Revision</b>	<b>Authorised By</b>	<b>Issued Date</b>
Whole Document	Hyperlink established again in the document due to Main Roads new website	ME	05/08/2020
New Document	Updated to ISO 14001:2015, Annexures replaced with Maintenance Environmental Management Plan Template Maintenance Works	ME	21/10/2019

## CONTENTS

Clause	Page No
<b>GENERAL</b> .....	<b>5</b>
204.01 Scope .....	5
204.02 References .....	5
204.03 Definitions.....	5
204.04 – 204.05 NOT USED .....	7
<b>ENVIRONMENTAL POLICY</b> .....	<b>7</b>
204.06 Main Roads Environmental Policy .....	7
204.07 – 204.15 NOT USED .....	7
<b>PLANNING</b> .....	<b>7</b>
204.16 Legal and Other Compliance Requirements .....	7
204.17 Risks and Opportunities.....	8
204.18 Maintenance Environmental Management Plan .....	8
204.19 – 204.20 NOT USED .....	8
<b>IMPLEMENTATION</b> .....	<b>8</b>
204.21 Roles and Responsibility.....	8
204.22 Training and Competency.....	10
204.23 Communication.....	10
204.24 Documentation.....	11
204.25 Environmental Operational Controls .....	11
204.26 Emergency Preparedness and Response.....	12
204.27 Environmental Incidents.....	12
204.28 – 204.30 NOT USED .....	13
<b>MEASUREMENT AND EVALUATION</b> .....	<b>13</b>
204.31 Monitoring and Measurement .....	13
204.32 Environmental Audit.....	14
204.33 Non Conformance and Corrective and Preventative Action .....	14
204.34 – 203.40 NOT USED .....	14
<b>MANAGEMENT REVIEW</b> .....	<b>14</b>
204.41 Review.....	14
204.42 Continual Improvement.....	14
204.43 – 204.80 NOT USED .....	14
<b>AS BUILT AND HANDOVER REQUIREMENTS</b> .....	<b>14</b>
204.81 Handover Requirements .....	14
204.82 – 204.90 NOT USED .....	15
<b>PRINCIPAL ENVIRONMENTAL MANAGEMENT REQUIREMENTS</b> .....	<b>15</b>
204.91 Principal Environmental Management Requirements.....	15
<b>ANNEXURE 204A</b> .....	<b>15</b>
Maintenance Environmental Management Plan Template.....	15

**ANNEXURE 204B** ..... **16**  
Principal Environmental Management Requirements ..... 16

## GENERAL

### 204.01 SCOPE

1. The work under this specification consists of setting out the Principal's minimum environmental and heritage requirements for Maintenance Works, through the development and implementation of a Maintenance Environmental Management Plan (MEMP).
2. This specification is based on AS/NZS ISO 14001.

### 204.02 REFERENCES

1. Australian Standards, MAIN ROADS Western Australia Standards and MAIN ROADS Western Australia Test Methods are referred to in abbreviated form (e.g. AS 1234, MRS 67-08-43 or WA 123).
2. *Environmental Protection and Biodiversity Conservation Act 1999*
3. *Environmental Protection Act 1986*
4. *Aboriginal Heritage Act 1972*
5. *Biodiversity Conservation Act 2016*
6. *Rights in Water and Irrigation Act 1914*

#### Australian/New Zealand Standards

AS/NZS ISO 14001 Environmental Management Systems, specification with guidance for use

AS/NZS ISO 31000 Risk Management

#### Main Roads Specifications

Specification 201 QUALITY SYSTEMS

Specification 203 OCCUPATIONAL HEALTH AND SAFETY

Specification 303 MATERIAL AND WATER SOURCES

### 204.03 DEFINITIONS

1. The meaning of terms and definitions in this Specification shall be as defined in AS/NZS ISO 14001. The following particular definitions will apply:

2. **Environmental Aspect** is as per ISO 14001. It shall mean the potential result of an activity, product or service associated with the Contract that can interact with the environment. An Environmental Aspect can cause an Environmental Impact.

*Environmental Aspect*

3. **Environmental Impact** is as per ISO 14001. It shall mean any change to the environment, whether adverse or beneficial, wholly or partially resulting from a Contract's environmental aspects. *Environmental Impact*
4. **Maintenance** shall mean all actions necessary for retaining an asset as near as practicable to its original condition, or to reduce its rate of deterioration. *Maintenance*
5. The **Maintenance Environmental Management Plan (MEMP) Template** is the template supplied by Main Roads Western Australia (Main Roads) that details the minimum environmental and heritage requirements that the contractor is to address. The Contractor must use the MEMP template to develop their MEMP for works under the Contract. The template is located in Annexure 204A. *Maintenance Environmental Management Plan Template*
6. The **MEMP** is the approved document that contains the Contractor's identified **Environmental Aspects** and **Environmental Impacts**, the assessment of the risks associated with the identified aspects and impacts and details the control measures that must be put in place to manage the impacts. *MEMP*
7. **Top Management** is as per ISO 14001. The Contractor's Representative shall be Top Management under the Contract. *Top Management*
8. Environmental Management Representative (**EMR**) shall be the person the Contractor has nominated as having primary responsibility for ensuring that the MEMP is implemented and managed over the term of the Contract. *EMR*
9. **Risks and Opportunities** shall mean potential adverse effects (threats) and potential beneficial effects (opportunities). *Risks and Opportunities*
10. **Regulator** shall mean a government agency that is responsible for the administration of legislation (e.g. Department of Water and Environment Regulation). *Regulator*
11. **Environmental Incident** shall mean any unplanned event resulting in, or having the potential for environmental damage or other loss. *Environmental Incident*
12. **Environmental Operational Controls** shall mean specific operations for controlling and managing the activities, processes, products, and services associated with the significant environmental aspects. *Environmental Operational Controls*

**204.04 – 204.05 NOT USED**

## **ENVIRONMENTAL POLICY**

### **204.06 MAIN ROADS' ENVIRONMENTAL POLICY**

1. Main Roads Environmental Policy outlines Main Roads commitment to environmental management principles and objectives that provide the overall intentions and direction of the organisation. All Main Roads staff and people working on behalf of Main Roads must be aware of the Policy, its purpose and their role in achieving the commitments, including how their work can affect Main Roads ability to fulfil its compliance obligations.

*Environmental Policy*

2. Main Roads Environmental Policy is located under Environment on the Main Roads website:

<https://www.mainroads.wa.gov.au/community-environment/environment/>

3. Main Roads Environmental Policy must be communicated to all members of the project team and made available to all interested parties.

*Communication*

**204.07 – 204.15 NOT USED**

## **PLANNING**

### **204.16 LEGAL AND OTHER COMPLIANCE REQUIREMENTS**

1. The Contractor must identify and have access on site to all relevant legal and other requirements that are applicable to the environmental aspects of the activities associated with the works undertaken in the Contract.

*Legal and Other Requirements*

2. The planning undertaken by the Principal is detailed in the MEMP. Those compliance obligations from this planning that are delegated to the Contractor are detailed in the MEMP Environmental Operational Controls Table.

*Environmental Compliance Obligations*

3. Annexure 204B details those compliance requirements that contain **HOLD POINTS**. The Contractor must note these in the Environmental Operational Controls Table in the MEMP and detail how they will manage each **HOLD POINT**.

*Hold Points*

4. The Contractor must determine how any other relevant legal and other requirements apply to the environmental aspects of the activities associated with the Works undertaken in the Contract. *Legal and Other Requirements*

5. Application of the Contract requirements, Standards and Codes of Practice in no way relieves the Contractor from undertaking any activity, function, process or procedure necessary to meet obligations as prescribed in the *Environmental Protection and Biodiversity Conservation Act 1999, Environmental Protection Act 1986, Aboriginal Heritage Act 1972, Biodiversity Conservation Act 2016, Rights in Water and Irrigation Act 1914* and any other relevant legislation or standards. *Legal and Other Requirements*

**204.17 RISKS AND OPPORTUNITIES**

1. The Contractor is to conduct a Risk and Opportunities assessment on the Environmental Risks and Opportunities associated with the Contract activities, products and services. *Risk and Opportunities*

2. The identified Risks and Opportunities must be detailed in the Table titled Construction Environmental Risks and Opportunities in the CEMP. *Identification of risks and opportunities*

3. The Contractor must develop Environmental Operational Controls to manage the identified risks and detail these in the Construction Environmental Operational Controls Table in the MEMP. *Environmental Operational Controls for identified risks*

**204.18 MAINTENANCE ENVIRONMENTAL MANAGEMENT PLAN**

1. The Contractor must populate the delegated sections in the MEMP template at Annexure 204A. *MEMP Template*

2. Any person engaged to undertake any work under the Contract, including subcontractors, must be required to comply with the approved MEMP while undertaking the work *MEMP*

3. **If not submitted and explicitly approved in writing during the Tendering process, the Contractor must submit a suitable documented MEMP to the Superintendent for approval prior to commencement of any work under the Contract. The Contractor must allow ten (10) business days for the review of the MEMP.** *HOLD POINT*

**204.19 – 204.20 NOT USED**

**IMPLEMENTATION**

**204.21 ROLES AND RESPONSIBILITY**

1. The Contractor must clearly define, document and communicate the Environmental responsibilities and accountabilities of all Contract management personnel, employees and subcontractors. *Responsibilities*



- |     |   |                                    |
|-----|---|------------------------------------|
| 2.  | The Contractor must be directly responsible for environmental management and control of all activities relating to the execution of the work under the Contract including work under the Contract undertaken by subcontractors.   | <b>Contractor</b>                  |
| 3.  | The MEMP must detail the procedures and processes that the Contractor must implement to ensure subcontractors at all times comply with the requirements of the approved MEMP.   | <b>Sub-contractors</b>             |
| 4.  | The Contractor must provide each subcontractor with all relevant Contract information and the parts of the approved MEMP that are relevant to the work to be undertaken by the subcontractor.   | <b>Sub-contractor Compliance</b>   |
| 5.  | The Contractor must ensure that subcontractors suitably complete and return to the Contractor all documentation required for the work being undertaken by the subcontractor in accordance with timeframes specified in the MEMP.  | <b>Sub-contractors</b>             |
| 6.  | The Contractor must be responsible for ensuring subcontractor compliance with the approved MEMP and the maintenance of records to demonstrate subcontractor compliance.   | <b>Sub-contractor Compliance</b>   |
| 7.  | The Contractor must appoint in the MEMP a competent EMR in accordance with the requirements of AS/NZS ISO 14001 for the duration of the Contract. The EMR must be on Site at all times when activities relating to the execution of the work under the Contract are taking place and have the necessary authority and resources to meet their responsibilities  | <b>EMR</b>                         |
| 8.  | The Contractor's nominated EMR must have the authority to direct their responsibilities to an on-site delegate for short periods and only for low risk activities (based on the risk assessment conducted in the MEMP).   | <b>EMR Delegate</b>                |
| 9.  | The Contractor must document who is the nominated Contractor's Representative (Top Management) in the MEMP.   | <b>Top Management</b>              |
| 10. | The Contractor's Representative must be responsible for: <ul style="list-style-type: none"> <li>a) Taking accountability for the effectiveness of the MEMP.</li> <li>b) Ensuring the integration of the MEMP into the project planning.</li> <li>c) Ensuring that the resources required for the implementation of the MEMP are available.</li> <li>d) Communicating the importance of effective environmental management and conforming to the MEMP requirements.</li> <li>e) Ensuring that the MEMP achieves its intended outcomes.</li> <li>f) Directing and supporting persons to contribute to the effectiveness of the MEMP.</li> </ul> | <b>Contractor's Representative</b> |

- g) Promoting continual improvement in environmental management in throughout the length of the Contract; and
- h) Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.

**204.22 TRAINING AND COMPETENCY**

- |  |                                       |
|--|---------------------------------------|
| <p>1. The Contractor must detail in the MEMP the Environmental Management competencies and training received by its Contract management personnel.</p>   | <p><b>Competency</b></p>              |
| <p>2. Training and Competency must be managed in accordance with the requirement of this Specification.</p>  | <p><b>Training and Competency</b></p> |
| <p>3. The Contractor must develop and detail a Site induction training program as part of the MEMP that includes as a minimum:</p> <ul style="list-style-type: none"> <li>a) Awareness of the importance of conformance with the environmental policy.</li> <li>b) Awareness of the importance of conformance with the Contract specific Environmental Commitment Statement.</li> <li>c) Awareness of the importance of conformance with the approved Environmental Management Plan.</li> <li>d) Roles and Responsibilities.</li> <li>e) The significant environmental impacts, actual or potential, of work activities associated with the Contract.</li> <li>f) The potential consequences of departure from specified operating procedures; and</li> <li>g) The environmental benefits of improved personal performance.</li> </ul> | <p><b>Site Induction Training</b></p> |
| <p>4. The Contractor must conduct Site-specific Environmental induction training for all personnel, the Superintendent and its agents, and all visitors not escorted on Site by inducted persons.</p>  |                                       |

**204.23 COMMUNICATION**

- |  |                                      |
|--|--------------------------------------|
| <p>1. The Contractor must detail in the MEMP the procedures that will ensure that personnel are suitably consulted and communicated with during the planning and application of work activities associated with the Contract (e.g. pre start meetings).</p>                          | <p><b>Communication</b></p>          |
| <p>2. The Contractor must detail in the MEMP the procedures for the identification, assessment and control of the risk associated with the day-to-day work activities. These procedures must include requirements for consultation with personnel involved in the work activity.</p> | <p><b>Risks</b></p>                  |
| <p>3. The Contractor must have procedures for ensuring internal communication of environmental information to personnel.</p>   | <p><b>Internal Communication</b></p> |

4. All external communication to regulators must be done through the Principal. Communication to interested parties must be approved by Main Roads. *External Communication*

**204.24 DOCUMENTATION**

1. The Contractor must establish, implement and maintain a controlled copy of all Contract Environmental documentation on Site. *Contract Environmental Documentation*

2. Where the MEMP references other documentation, these references must be explicit and unambiguous. The Contractor must ensure that section and clause numbers are clearly denoted in the MEMP. All documentation referenced in the MEMP must be available on Site for the duration of the Contract. *MEMP*

3. The MEMP must address all the work under the Contract and must detail all procedures, processes, work practices and information required by the Contract. *MEMP*

4. Subcontractor Environmental Management Plans established under other than the Contractor’s certified Environmental Management System must not be permitted to form part of the approved MEMP. *MEMP*

5. The EMR must review and approve in writing all documentation produced by subcontractors to verify its compliance with the MEMP prior to the subcontractor commencing any work under the Contract *EMR*

6. Following a major scope change, a significant environmental incident or a major non-conformance, the MEMP must be amended. The amended MEMP must be approved by the Superintendent and reported in the Contractor Monthly Environmental Performance Report. *Scope Change*

7. The Control of documents and the Control of Records must be in accordance with Specification 201 QUALITY SYSTEMS. *Specification 201*

**204.25 ENVIRONMENTAL OPERATIONAL CONTROLS**

1. The Contractor must develop Environmental Operational Controls for the Principal’s Environmental Management Requirements detailed in in the MEMP. *Environmental Operational Controls*

2. The Contractor must detail their Environmental Operational Controls in the Environmental Operational Controls Table in the MEMP. *MEMP*

3. The Contractor must establish, implement and maintain the Environmental Operational Controls to appropriately manage the risks and opportunities identified. *Environmental Operational Controls*

4. Where the Contractor intends to utilise standard procedures and work practices as part of environmental operational controls for identified impacts they must be explicitly referenced in the Environmental Operational Controls Table in the MEMP. *Control Measures specified in MEMP*

5. The Contractor must establish, implement and maintain procedures that ensure control measures are evaluated and amended as required. The evaluation procedure must detail the responsibilities, timelines and records that will be kept as part of the process. **Evaluation**

6. Where an **Environmental Impact** is controlled through administrative Environmental Operational Controls, the Contractor must ensure that the administrative measures are: **Measures**

- a) clearly documented and those personnel responsible for implementation and management are explicitly defined;
- b) understood by all relevant personnel through training and assessment;
- c) implemented as documented and promptly reviewed for effectiveness following initial implementation;
- d) amended and authorised as required;
- e) adequately supervised, managed and audited to ensure continuing compliance; and
- f) available at all times wherever the measures are being implemented.

**204.26 EMERGENCY PREPAREDNESS AND RESPONSE**

1. The Contractor must ensure that their Emergency Response Plan and emergency procedures are in accordance with the requirement of Specification 203 OCCUPATIONAL HEALTH AND SAFETY. **Spec 203**

**204.27 ENVIRONMENTAL INCIDENTS**

1. The MEMP must detail who will be responsible for notifying and the reporting and submitting of environmental incident notifications to Main Roads. The MEMP must also detail the Contractor’s investigation procedures. The procedures must ensure that corrective and preventative actions are implemented in a timely manner to prevent a recurrence. **MEMP**

2. The Superintendent must be notified as soon as practicable of all Environmental incidents associated with work under the Contract. **Environmental Incident Notification**

3. In the event EQSafe is not available, the Contractor must use the forms from the Main Roads website or any updated versions as advised by the Superintendent for all environmental reporting required under the Contract. The Contractor must provide the required information detailed in the Environment Incident Reporting Form obtained from the Main Roads website at: **Environmental Incident Reporting Form**  
<https://www.mainroads.wa.gov.au/BuildingRoads/Contracting/Pages/ReportingForms.aspx>.

<https://www.mainroads.wa.gov.au/technical-commercial/contracting-to-main-roads/>

- |    |   |  |
|----|---|--|
| 4. | The Contractor must submit the completed Environmental Incident Reporting Form to the Superintendent within twenty-four (24) hours of a moderate, major or catastrophic incident becoming known to the incident reporter. The Contractor will provide copies of all reports and information associated with the incident to the Superintendent. | <i>Environmental Incident Reporting Form – Moderate, Major or Catastrophic Incidents</i> |
| 5. | The Contractor must submit the completed Environmental Incident Reporting Form to the Superintendent within three (3) days of an insignificant or minor incident becoming known to the incident reporter. The Contractor will provide copies of all reports and information associated with the incident to the Superintendent.                 | <i>Environmental Incident Reporting Form – Insignificant/ Minor Incidents</i>            |
| 6. | The Superintendent may issue actions to be undertaken by the Contractor as a result of the incident.  | <i>Actions</i>   |
| 7. | The Contractor must undertake and complete an Environmental Incident Investigation and produce a report to the satisfaction of the Superintendent for all moderate, major and catastrophic within thirty (30) days from identification of the incident.   | <i>Environmental Investigation and Investigation Report</i>                              |
| 8. | In addition to the Contractor’s Environmental Investigation and Investigation Report, Main Roads may also undertake an investigation into the incident and the Contractor must cooperate with and provide assistance to the investigation as requested by the Superintendent.   | <i>Environmental Investigation</i>   |

**204.28 – 204.30 NOT USED**

## **MEASUREMENT AND EVALUATION**

### **204.31 MONITORING AND MEASUREMENT**

- |    |   |                           |
|----|---|---------------------------|
| 1. | The Contractor must as a minimum, establish, implement and maintain detailed procedures in the MEMP, for the monitoring and measurement of environmental requirements and obligations that have been assigned to them in the MEMP. The Contractor must keep records of their monitoring and measurements. | <i>Monitoring Records</i> |
|----|---|---------------------------|

- |    |  |   |
|----|--|---|
| 2. | As a minimum, the Contractor Monthly Reporting Form must be completed and submitted to the Superintendent within five (5) days of the end of each month. The form is available on the Main Roads website at: | <i>Contractor Monthly Reporting Forms</i> |
|----|--|---|

<https://www.mainroads.wa.gov.au/technical-commercial/contracting-to-main-roads/>

- |    |   |                                 |
|----|---|---------------------------------|
| 3. | The Contractor must establish, implement and maintain a documented procedure(s) for periodically evaluating compliance with relevant environmental legislation, regulations and other requirements. The Contractor must keep records of the results of these evaluations. | <i>Environmental Compliance</i> |
|----|---|---------------------------------|

**204.32 ENVIRONMENTAL AUDIT**

- 1. The Superintendent shall reserve the right to conduct audits on the Contractor and any subcontractor undertaking work under the Contract. **Audit**
- 2. The Contractor must promptly provide the Superintendent upon request any documentation, records or assistance during the audit activity. **Evidence**
- 3. All Contractor Environmental audits must include an assessment of subcontractor compliance with the approved MEMP. **Compliance**

**204.33 NON CONFORMANCE AND CORRECTIVE AND PREVENTATIVE ACTION**

- 1. Detected non-conformances must be managed in accordance with the requirements of Specification 201 QUALITY SYSTEMS for the Control of Non-Conforming Product. **Non Conformance**
- 2. Corrective and preventative actions must be managed in accordance with the requirements of Specification 201 QUALITY SYSTEMS. **Corrective and Preventative Actions**

**204.34 – 203.40 NOT USED**

**MANAGEMENT REVIEW**

**204.41 REVIEW**

- 1. The Superintendent must direct the Contractor to review the MEMP in the event of a moderate, major or catastrophic incident or Non-Conformance occurring. **MEMP Review**
- 2. Following the completion of the review, the Contractor must submit a written report that details the suitability, adequacy and effectiveness of the MEMP and to certify that the Site procedures, practices and operations are in accordance with the Contract. The revised MEMP must be submitted to the Superintendent for approval. **Management Review Report**

**204.42 CONTINUAL IMPROVEMENT**

- 1. The contractor must determine opportunities for improvement and capture these in the MEMP. **Continual Improvement**

**204.43 – 204.80 NOT USED**

**AS BUILT AND HANDOVER REQUIREMENTS**

**204.81 HANDOVER REQUIREMENTS**

- 1. Handover requirements required from the Contractor are detailed in Annexure 204B. **Handover Requirements**

**204.82 – 204.90 NOT USED**

## **PRINCIPAL ENVIRONMENTAL MANAGEMENT REQUIREMENTS**

**204.91 PRINCIPAL ENVIRONMENTAL MANAGEMENT REQUIREMENTS**

1. The Principal Environmental Management Requirements are detailed in Annexure 204B.

### **ANNEXURE 204A**

#### **MAINTENANCE ENVIRONMENTAL MANAGEMENT PLAN TEMPLATE**

**(PLEASE ENSURE THAT THE MAINTENANCE ENVIRONMENTAL MANAGEMENT PLAN TEMPLATE IS INCLUDED AS PART OF THIS SPECIFICATION)**

## ANNEXURE 204B

### PRINCIPAL ENVIRONMENTAL MANAGEMENT REQUIREMENTS

#### 204B.1 ABORIGINAL HERITAGE – *PUT NOT USED IF NOT APPLICABLE*

##### TABLE 204B.1.1 SPECIFIC MANAGEMENT ACTIONS

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

#### 204B.2 ACID SULFATE SOILS - *PUT NOT USED IF NOT APPLICABLE*

##### TABLE 204B.2.1 SPECIFIC MANAGEMENT ACTIONS

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

#### 204B.3 CAMPS AND SITE OFFICES - *PUT NOT USED IF NOT APPLICABLE*

##### TABLE 204B.3.1 SPECIFIC MANAGEMENT ACTIONS

#### 204B.4 CLEARING - *PUT NOT USED IF NOT APPLICABLE*

##### TABLE 204B.4.1 SPECIFIC MANAGEMENT ACTIONS

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

#### 204B.5 COMMUNICATION - *PUT NOT USED IF NOT APPLICABLE*

##### TABLE 204B.5.1 SPECIFIC MANAGEMENT ACTIONS



<b>SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS</b>		
<b>ENVIRONMENTAL MANAGEMENT REQUIREMENTS</b>	<b>RESPONSIBILITY</b>	<b>HOLD POINT</b>
<i>Insert Text from EOS Compliance Report</i>		

**204B.6 CONTAMINATION**

**TABLE 204B.6.1 SPECIFIC MANAGEMENT ACTIONS**

<b>SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS</b>		
<b>ENVIRONMENTAL MANAGEMENT REQUIREMENTS</b>	<b>RESPONSIBILITY</b>	<b>HOLD POINT</b>
<i>Insert Text from EOS Compliance Report</i>		

**204B.7 DEWATERING - PUT NOT USED IF NOT APPLICABLE**

**TABLE 204B.7.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.8 DEMOLITION - PUT NOT USED IF NOT APPLICABLE**

**TABLE 204B.8.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.9 DIEBACK MANAGEMENT - PUT NOT USED IF NOT APPLICABLE**

**TABLE 204B.9.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.10 DOCUMENTATION MANAGEMENT - PUT NOT USED IF NOT APPLICABLE**

**TABLE 204B.10.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.11 DUST MANAGEMENT - PUT NOT USED IF NOT APPLICABLE**

**TABLE 204B.11.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.12 ENERGY MANAGEMENT**

**TABLE 204B.12.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.13 EROSION AND SEDIMENTATION CONTROL - *PUT NOT USED IF NOT APPLICABLE***

**TABLE 204B.13.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.14 EUROPEAN HERITAGE - *PUT NOT USED IF NOT APPLICABLE***

**TABLE 204B.14.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.15 FAUNA MANAGEMENT - *PUT NOT USED IF NOT APPLICABLE***

**TABLE 204B.15.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.16 FENCING INSTALLATION - *PUT NOT USED IF NOT APPLICABLE***

**TABLE 204B.16.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.17 FIRE MANAGEMENT - *PUT NOT USED IF NOT APPLICABLE***

**TABLE 204B.17.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.18 HANDOVER REQUIREMENTS - *PUT NOT USED IF NOT APPLICABLE***

**TABLE 204B.18 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.19 HAZARDOUS MATERIALS - *PUT NOT USED IF NOT APPLICABLE***

**TABLE 204B.19.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.20 INDUCTION AND PRE-STARTS- *PUT NOT USED IF NOT APPLICABLE***

**TABLE 204B.20 SPECIFIC MANAGEMENT ACTIONS – INDUCTION**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.21 MACHINERY AND VEHICLE MANAGEMENT - *PUT NOT USED IF NOT APPLICABLE***

**TABLE 204B.21.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.22 MULCH AND TOP SOIL MANAGEMENT - *PUT NOT USED IF NOT APPLICABLE***

**TABLE 204B.22.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.23 NOISE MANAGEMENT - *PUT NOT USED IF NOT APPLICABLE***

**TABLE 204B.23.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.24 PEGGING AND FLAGGING - *PUT NOT USED IF NOT APPLICABLE***

**TABLE 204B.24.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.25 PIT MANAGEMENT - *PUT NOT USED IF NOT APPLICABLE***

Refer to Specification 303 and the Construction Pit Management Template

**204B.26 PRECOATING - *PUT NOT USED IF NOT APPLICABLE***

**TABLE 204B.26.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.27 PRE-CONSTRUCTION - *PUT NOT USED IF NOT APPLICABLE***

**TABLE 204B.27.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.28 PROPERTY CONDITION SURVEY - *PUT NOT USED IF NOT APPLICABLE***

**TABLE 204B.28.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.29 REVEGETATION - *PUT NOT USED IF NOT APPLICABLE***

**TABLE 204B.29.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.30 ROAD MARKING - PUT NOT USED IF NOT APPLICABLE**

**TABLE 204B.30.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.31 SEALING PRIMING AND SWEEPING - PUT NOT USED IF NOT APPLICABLE**

**TABLE 204B.31.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.32 SIDETRACKS AND TEMPORARY ACCESS TRACKS - PUT NOT USED IF NOT APPLICABLE**

**TABLE 204B.32.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.33 DEMARCATING AND PROTECTING SPECIAL ENVIRONMENT AREAS - PUT NOT USED IF NOT APPLICABLE**

**TABLE 204B.33.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.34 SPILL MANAGEMENT - PUT NOT USED IF NOT APPLICABLE**

**TABLE 204B.34.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.35 SPOIL MANAGEMENT - PUT NOT USED IF NOT APPLICABLE**

**TABLE 204B.35.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.36 STOCKPILES - PUT NOT USED IF NOT APPLICABLE**

**TABLE 204B.36.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.37 TRAFFIC MANAGEMENT - PUT NOT USED IF NOT APPLICABLE**

**TABLE 204B.37.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.38 VIBRATION MANAGEMENT PUT NOT USED IF NOT APPLICABLE**

**TABLE 204B.38.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.39 WASTE MANAGEMENT - PUT NOT USED IF NOT APPLICABLE**

**TABLE 204B.39.1 SPECIFIC MANAGEMENT ACTIONS**



SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.40 WATER ABSTRACTION AND STORAGE - *PUT NOT USED IF NOT APPLICABLE***

**TABLE 204B.40.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.41 WATER DRAINAGE MANAGEMENT - *PUT NOT USED IF NOT APPLICABLE***

**TABLE 204B.41.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.42 WATER REUSE / EFFICIENCY**

**TABLE 204B.42.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.43 WEED MANAGEMENT - *PUT NOT USED IF NOT APPLICABLE***

**TABLE 204B.43.1 SPECIFIC MANAGEMENT ACTIONS**

SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS		
ENVIRONMENTAL MANAGEMENT REQUIREMENTS	RESPONSIBILITY	HOLD POINT
<i>Insert Text from EOS Compliance Report</i>		

**204B.44 OTHER PROJECT SPECIFIC MANAGEMENT REQUIREMENTS - *PUT NOT***

**USED IF NOT APPLICABLE**

**TABLE 204B.44 SPECIFIC MANAGEMENT ACTIONS**

<b>SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS</b>		
<b>ENVIRONMENTAL MANAGEMENT REQUIREMENTS</b>	<b>RESPONSIBILITY</b>	<b>HOLD POINT</b>
<i>Insert Text from EOS Compliance Report</i>		

## SPECIFICATION 204 GUIDANCE NOTES

**DELETE THESE GUIDANCE NOTES FROM FINAL DOCUMENT AFTER USING FOR REFERENCE**

All edits to downloaded TDP documents shall be tracked (most word processing software allows this to be done automatically). Deletions shall be struck through e.g. ~~example~~. Insertions shall be in italics e.g. *example*. If **all** information relating to a clause is deleted then the clause number should be retained and the words "**NOT USED**" should be inserted.

The proposed documents with tracked changes shall be submitted to the Project Manager for review, prior to printing the final batch of documents. When this final printing is carried out, the tracked changes option is to be **turned off**.

The Custodian of this specification is the Manager Environment.

**Note: Specification 204 is applicable to all contracts.**

---

Main Roads' Specification 204 requires the Contractor to develop and implement a MEMP. This Specification lays out the Principal's minimum environmental and heritage requirements that the Contractor must develop and detail in the MEMP to deliver the Works. The MEMP template will assist the Contractor in developing a MEMP for the works under the Contract.

[Environmental Procedure Maintenance Environmental Management](#) and [Environmental Procedure Vegetation Maintenance](#) provides further guidance.

**SPECIFICATION AMENDMENT CHECKLIST**

Specification Details: No: **204** Revision No: \_\_\_\_\_ Title: **ENVIRONMENTAL MANAGEMENT MAINTENANCE WORKS**

Project Manager: Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Checked By: Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contract No: \_\_\_\_\_ Contract Description: \_\_\_\_\_

ITEM	DESCRIPTION	SIGN OFF
<i>Note: All changes/amendments <b>must</b> be shown in Tracked Change mode until approved.</i>		
1.	Project Manager has reviewed Specification and identified Additions and Amendments.	
2.	<b>CONTRACT SPECIFIC REQUIREMENTS</b> addressed? – Contract specific materials/products/clauses added? (Refer Specification Guidance Notes for guidance).	
3.	Any unlisted Materials/Products proposed and approved by the Project Manager? – if “Yes” provide details at 15.	
4.	Standard Clauses amended? – <b>MUST SEEK</b> approval from Manager Contracts.	
5.	Clause deletions shown as ‘NOT USED’.	
6.	Appropriate <b>INSPECTION &amp; TESTING</b> parameters included in Spec 201 (Test Methods, Minimum Testing Frequencies verified).	
7.	<b>ANNEXURES</b> completed (Refer Specification Guidance Notes).	
8.	<b>HANDOVER</b> and <b>AS BUILT</b> requirements addressed.	
9.	Main Roads QS has approved changes to <b>SMM</b> .	
10.	Project Manager certifies completed Specification reflects intent of the design.	
11.	Completed Specification – independent verification arranged by Project Manager	
12.	Project Manager’s review completed.	
13.	<b>SPECIFICATION GUIDANCE NOTES</b> deleted.	
14.	<b>TABLE OF CONTENTS</b> updated.	
15.	Supporting information prepared and submitted to Project Manager.	
Further action necessary:		

Signed: \_\_\_\_\_ (*Project Manager*) Date: \_\_\_\_\_