

Handover Documentation Package - Environment, Community, Sustainability and Heritage

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Applicability

ARTC Network Wide

SMS

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Table of Contents

Glossary	3
1 Introduction	4
1.1 Authorisation of Handover Documentation Package	4
2 Register of Working Documents	5
2.1 Register of SSI Construction Documentation	5
2.2 Register of As Built Assets	6
2.3 Register of Sustainability Requirements	7
2.4 Register of Defects.....	8
3 Consistency Assessments	9
4 Register of Lot Conformance Reports	9
5 Notice of Completion	10
6 Relinquishment of Environment Protection License (NSW)	10

List of Tables

Table 1 - Authorisation of Handover Documentation Package	4
Table 2: SSI Construction Documentation	5
Table 3 - Asset List.....	6
Table 4: As-Built Environment Asset Examples	6
Table 5: Register of Documentation Submitted to ISCA	7
Table 6: Register of Sustainability Documentation with ongoing Management Obligations	7
Table 7: Defects List.....	8
Table 8: Register of Consistency Assessments	9
Table 9: Register of Lot Conformance Reports	9
Table 10: Certificate of Practical Completion (EGP2001T-13).....	10
Table 11: Register of Relinquishment of EPL	10

Glossary

Specific terms and acronyms used throughout this document are listed and described in the table below.

TERM	ACRONYM	DEFINITION
Department Planning and Environment	DPE	NSW Environmental Regulatory and Administrative Authority for SSI.
Environmental Protection Authority	EPA (NSW)	NSW Regulatory Body
State Significant Infrastructure	SSI (NSW)	Under The EP&A Act, any project can be classified as State Significant Infrastructure as per Schedule 3 or Schedule 4.
Infrastructure Sustainability Council	ISC	A member-based not-for-profit peak body in Australia and New Zealand with the purpose of enabling and standardising sustainability outcomes in infrastructure.
Environmental Planning and Assessment	EP&A	The EP&A Act is the main planning legislation in NSW. It governs matters relating to and provides guidelines on planning administration, planning instruments, development assessments, building certification, infrastructure finance, appeals and enforcement.
Environmental Protection License	EPL	The Environment Protection Authority (EPA) issues Environment Protection Licences to the owners or operators of various industrial premises under the Protection of the <i>Environment Operations Act 1997</i> (POEO Act).
Project	“Project”	For the purpose of this Works Package, the following are considered to be representatives of the Project: <ul style="list-style-type: none"> - Designer / Service Delivery Contractor - Construction Contractor - Environmental Representative.
ARTC Representative	“ARTC Representative”	For the purpose of this Works Package, the ARTC Representative is the Project Manager or Senior Project Manager.

1 Introduction

The Handover Documentation Package template shall be used by the Project to record the minimum requirements needed to meet the Completion Phase requirements.

The use of this Handover Documentation Package template applies to all ARTC Projects, including Projects being delivered as part of the Inland Rail Program.

For Inland Rail Projects, this document shall not replace the Inland Rail Construction Environment Management Framework (0-0000-900-EEC-00-TE-0005). However, it should be read in the context of the Framework and any supplementary documentation. This document is not to be considered a compliance document, rather a submission of environment handover documentation for authorisation by the relevant ARTC Representative at the Projects completion and handover milestone.

The Handover Documentation Package template is designed to be scalable and tailorable to meet the delivery strategy and completion and handover requirements for individual Projects.

Where handover documentation has been issued as an Aconex Transmittal, this can be referenced via tables within this template by including the Aconex Transmittal Number and a description of the purpose and content of the transmittal.

For all details pertaining to this document and the requirements refer to the Completion and Handover Specification (COR-SP-001).

1.1 Authorisation of Handover Documentation Package

The section below outlines the acknowledgement from the ARTC Representative that the Handover Documentation Package - Environment is accepted.

The Project shall provide all information referenced and ensure it meets the requirements of the Completion and Handover Specification (COR-SP-001).

Table 1 - Authorisation of Handover Documentation Package

Project:	
Stage:	
Work Package No:	
This Work Package is accepted by:	
Position:	
Signature:	
Date:	

2 Register of Working Documents

Detailed below is a list of all the applicable documents required for inclusion in the Handover Documentation Package – Environment, Community, Sustainability and Heritage.

The list is provided as a sample only and may vary between Projects.

2.1 Register of SSI Construction Documentation

The Project shall list and provide details of all construction documentation relating to the environment, community, sustainability or heritage Works.

Examples of such documentation is captured in the table below. These examples are provided as a guide only and will be dependent on the Environmental Impact Statement (EIS) and Conditions of Approval for each Project.

Table 2: SSI Construction Documentation

DOCUMENT NUMBER	TITLE	DESCRIPTION
	Construction Environment Management Plan (CEMP)	
	CEMP Sub-Plans	
	Communication Strategy	
	Environmental Inspection Reports	
	Environmental Representative (ER) Reports	
	Water Usage Data	
	Audit schedule and subsequent reports	
	Any document or correspondence with Regulatory and Administering Authorities in accordance with the SSI	
	Operational Noise and Vibration Review	
	Flood Design Verification Report	
	Public Level Crossing Treatment Report (where applicable)	
	Private Level Crossing Treatment Report (where applicable)	
	Transport Network and Connectivity Analysis (where applicable)	
	Any additional monitoring carried out during construction	
	Information to demonstrate Project achievement of ISC rating as per sustainability requirements	
	Incident reports	

2.2 Register of As Built Assets

The Project shall provide a list of all environment assets that form part of the Works.

The Project shall document any changed, altered, decommissioned and new environmental assets to be issued as the As-Built Asset List.

The Project shall list all as-built environment assets and provide descriptions in Table 3.

Examples of environment assets are listed in Table 4.

Table 3 - Asset List

DOCUMENT NUMBER	REV	DESCRIPTION

Table 4: As-Built Environment Asset Examples

EQUIPMENT DESCRIPTION 1	EQUIPMENT DESCRIPTION 2	REQUIREMENTS
At property treatments	At property treatments are mitigation measures to reduce the impacts from the network and include noise walls, window treatments for noise, reverse cycle air-conditioning, visual amenity barriers such as trees.	GPS location. As-built information such as provider specifications, landholder agreement information and photo of installed assets.
Landscape	Rehabilitation or reinstatement works as a result of ground disturbance for construction.	Contractor shall provide details of soil ameliorants, pesticide use, vegetation planted, polygon shapefile of treated location.
Contamination and remediation areas	Areas that have previously been contaminated and have been remediated.	Contractor shall provide contamination reports associated with the remediation, waste removal receipts, polygon shapefile of remediated location.
Heritage items	Items or locations that have been identified as either European or Aboriginal Heritage Sites.	The Contractor shall provide records of location and treatment of sites/items such as barricades, salvage, associated dilapidation surveys or any other information captured as part of an AHIMS and any other report prepared for the purposes of heritage under the SSI.
Fauna furniture	Fauna crossings, culvert crossings such as koala crossings, habitat enhancement sites.	The Contractor shall provide information such as GPS location, KM location, drawing or diagram and photo of installed asset.
Waste material sites	Waste material sites includes ballast stockpiles retained for beneficial re-use, composted or landscaping materials.	The Contractor shall provide information relating to the type of waste and report on its origin, GPS location, volume of material, date acquired, landholder agreements regarding the material if applicable.
Monitoring location	Monitoring locations include attended and non-attended monitoring locations for air quality, noise and vibration, flood, ground water, etc.	The Contractor shall provide information on the type of monitors (attended/non-attended, in situ, etc), GPS location, photo of installed monitor or monitoring location, associated reports, maintenance records.

2.3 Register of Sustainability Requirements

The Project shall provide all documentation submitted to the Infrastructure Sustainability Council of Australia (ISC).

All information is to be submitted to ARTC using Aconex where applicable or other forms of suitable data transfer as agreed by the ARTC Representative. Please note, ARTC will not accept ISC SharePoint as a record of this information.

In addition to the above, the Project shall also provide all documentation that will have ongoing management obligations to the ARTC.

Table 5: Register of Documentation Submitted to ISC

DOCUMENT TITLE	DESCRIPTION
Example: Water Tracking Register	Register of water use throughout construction of the project.

Table 6: Register of Sustainability Documentation with ongoing Management Obligations

ISC CREDIT	DOCUMENT TITLE AND NUMBER	COMMITMENT	SECTION REFERENCE AND PAGE NUMBER

2.4 Register of Defects

The Project shall provide the Defect List.

Any remaining Defects at the time of handover are to be recorded and provided in the Defect List.

Any Defects identified as part of the Commissioning Phase are to be recorded and closed out in Table 7.

The Project shall ensure the Defect List meets the requirements specified in Section 2.5 of the Completion and Handover Specification (COR-SP-001).

Table 7: Defects List

DOCUMENT NUMBER	REV	DESCRIPTION
Example: 260-RG-QDS	0	Master Defect Register

3 Consistency Assessments

For Environment, Community, Sustainability and Heritage matters, a Notice of Conformance will be provided in the format of Consistency Assessments, where applicable.

At the time of commissioning, all Consistency Assessments shall be closed out and accepted by the ARTC Representative. Where Consistency Assessments are not available at the time of commissioning, a close out date shall be agreed by ARTC.

The Project shall provide a list and record of all Consistency Assessments.

Table 8: Register of Consistency Assessments

DOCUMENT NUMBER	REV	DESCRIPTION
Example: 6-0000-260-POP-00-CT-0002	0	Contractor Consistency Assessment

4 Register of Lot Conformance Reports

The Project shall provide a Lot Conformance Register outlining details of all Lot Conformance Reports for the environment Works.

Environment lots for fencing, landscaping, topsoil stripping, clearing and grubbing may also be captured in Lot Conformance Reports for the Handover Documentation Package – Civil and Structures. These do not need to be duplicated in this Handover Document Package.

All Lot Conformance Reports shall be accepted by the ARTC Representative.

Table 9: Register of Lot Conformance Reports

LOT CONFORMANCE REPORTS	STATUS	DESCRIPTION
Example: 5-0000-260-PEN-00-RG-0001	For Information	Register of Lot Conformance Reports for N2NS Environment Works

5 Notice of Completion

The Project shall submit a Notice of Practical Completion Form (EGP2001T-13) on the completion of environment works in accordance with the requirements specified in Section 7 of the Completion and Handover Specification (COR-SP-001).

Table 10: Certificate of Practical Completion (EGP2001T-13)

DOCUMENT NUMBER	REV	DESCRIPTION
Example: 6-0001-260-PVP-00-CT-0001	0	Executed Certificate of Practical Completion (EGP2001T-13) for N2NS Environment Works

6 Relinquishment of Environment Protection License (NSW)

If the Project is NSW-based, upon giving Notice of Completion, the Construction Contractor must relinquish their construction Environmental Protection License.

ARTC shall sign off this process via a Statement of Compliance from the Construction Contractor. The relinquishment can only proceed when:

- there are no outstanding incidents awaiting response from the EPA
- all Pollution Reduction Programs (RPRs) are complete or otherwise as approved by the EPA
- there are no outstanding Requests for Information (RFIs)
- any reporting required for the current reporting period has been completed.

Where the EPL is required to transition to another Contractor, a Compliance Report is required to be submitted to ARTC and the new License Holder for sign off. The signatory accepts the EPL as stated in the Compliance Report.

Table 11: Register of Relinquishment of EPL

EPL NUMBER	REV	DESCRIPTION
Example: EPL 3124 Compliance Report	0	Report demonstrating compliance against obligations in the EPL specifically relevant to Contractor.