DATA ITEM DESCRIPTION

1. DID NUMBER: DID-SSM-ENVMP-V5.2
2. TITLE: Environmental Management Plan
3. DESCRIPTION and intended use

The Environmental Management Plan (ENVMP) identifies, in relation to the work to be performed under the Contract, the significant environmental issues for work at the Contractor’s premises and the environmental issues relating to work at Commonwealth Premises. The ENVMP establishes a common understanding between the Contractor and the Commonwealth regarding these environmental issues and how they will be managed.

The Contractor uses the ENVMP to:

identify the significant environmental issues for Contractor premises and the environmental issues for Commonwealth Premises, as applicable, and the related requirements to be met in the performance of work under the Contract;

provide direction and guidance to the Contractor’s team (including Subcontractors) in relation to environmental matters;

define, manage and monitor its program of activities in relation to environmental matters; and

ensure that those parties (including Subcontractors) who are providing Services understand their respective responsibilities and the processes to be used to address environmental matters.

The Commonwealth uses the ENVMP to:

gain visibility into the Contractor’s planning for meeting related environmental legislation and the requirements of the Contract;

provide a basis for monitoring and assessing Contractor performance in relation to compliance with related legislation and the environmental requirements of the Contract; and

provide input into the Commonwealth’s planning.

1. INTER-RELATIONSHIPS

The ENVMP is subordinate to the Support Services Management Plan (SSMP).

The ENVMP inter-relates with the following data items, where these data items are required under the Contract:

Health and Safety Management Plan (HSMP); and

Safety Data Sheets (SDS).

1. Applicable Documents

The following documents form part of this DID to the extent specified herein:

|  |  |
| --- | --- |
| 1. AS/NZS ISO 14001:2016 | 1. Environmental management systems—Requirements with guidance for use |

1. Preparation Instructions
   1. Generic Format and Content

The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled ‘General Requirements for Data Items’.

When the Contract has specified delivery of another data item that contains aspects of the required information, the ENVMP shall summarise these aspects and refer to the other data item.

The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

* 1. Specific Content
     1. General Requirements

The ENVMP shall, for work to be performed under the Contract:

identify the significant environmental issues and requirements relevant to the Contractor’s premises;

identify the environmental issues and requirements relevant to the Commonwealth Premises; and

describe how the Contractor proposes to meet these requirements, including the management processes the Contractor will use.

* + 1. Relevant Legislation and Policy

The ENVMP shall list relevant Commonwealth, State and Territory environmental legislation that is applicable to the work and the site(s) where the work will be performed.

Where work is to be undertaken on Commonwealth Premises, the ENVMP shall list the required policies and environmental management systems in operation on those premises, as identified in the Contract, or as otherwise notified as applicable to the work or the premises.

* + 1. Environmental Management System

The ENVMP shall describe how the Contractor will establish and maintain an Environmental Management System (ENVMS):

to ensure that work performed under the Contract complies with relevant legislation and Defence policy;

that complies with the ENVMS requirements of the Contract (eg, certification to AS/NZS ISO 14001:2016), if applicable; and

for any work to be conducted on Commonwealth Premises, that is consistent with policies and the environmental management systems in operation on those premises.

The ENVMP shall state whether the ENVMS is certified by an independent certification organisation, and if so, how this certification will be maintained.

The ENVMP shall describe how environmental issues are managed within the Contractor’s organisation (eg, through assigned responsibilities and representatives).

The ENVMP shall describe how the Contractor proposes to manage activities related to environmental requirements of the Contract, including as applicable:

security, storage and use of Problematic Substances that have the potential to cause Contamination;

waste storage and disposal in compliance with all relevant legislation, regulations, and the procedures and instructions in operation on the Commonwealth Premises where work is to be conducted;

restricting the generation of noise;

minimising the release of airborne pollutants;

maintenance of environmental control and protection equipment to ensure that it is in a serviceable state;

awareness of employees, suppliers and Subcontractor staff of the environmental management issues and processes;

compliance of employees, suppliers and Subcontractor with the environmental management processes; and

Electromagnetic Environmental Effects.

Where work is to be performed on Commonwealth Premises, the ENVMP shall describe the Contractor’s methodology and processes for participating in, or reporting to, any applicable site management committees, environmental management committees or similar bodies.

* + 1. Risks

The ENVMP shall identify the main environmental risks perceived by the Contractor, and shall describe how these risks will be managed and reduced to an acceptable level.

* + 1. Subcontractors

The ENVMP shall describe how the Contractor will flow down environmental management requirements to Approved Subcontractors, including the briefings that will be provided to Approved Subcontractors in relation to environmental matters, especially where work will be performed on Commonwealth Premises.

* + 1. Personnel

The ENVMP shall identify the staff positions responsible for management of environmental issues and activities, and shall describe the responsibilities of those positions.

* + 1. Training

The ENVMP shall describe the Contractor’s proposed training program to make employees and other personnel, including Subcontractor personnel, and, if applicable Commonwealth Personnel (eg, MRU), aware of relevant environmental requirements.

* + 1. Documentation

The ENVMP shall describe the Contractor’s ENVMS documentation, including records relating to management of environmental issues and activities.

* + 1. Authorisations

The ENVMP shall identify the required environmental management related Authorisations for performance of the work under the Contract, and shall describe how the Contractor proposes to obtain and maintain these.

* + 1. Monitoring and Reporting

The ENVMP shall describe the Contractor’s proposed procedures for monitoring and reporting on environmental management issues and requirements.