

PART D

SCOPE OF SERVICES

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D1. INTRODUCTION

RailCorp manages a large portfolio of land within the greater Sydney metropolitan region. Land in this portfolio generally includes the operational rail corridor, maintenance facilities, refuelling depots, commercial and residential leased properties, and vacant land. It is noted that RailCorp also manages a number of station precincts, workshops and maintenance facilities within regional NSW.

RailCorp's Environment Division ensures that due consideration is given to soil, surface water, groundwater and hazardous building materials contamination for this property portfolio.

These contamination issues are investigated and managed in the context of a wide range of activities, including property divestment, acquisition, leasing, development and construction, maintenance, master planning, waste management, occupational health and safety management and due diligence.

From time to time, the Environment Division also assists the Rail Infrastructure Corporation (RIC) and Australian Rail Track Corporation (ARTC) with the management of contamination issues for other railway owned property within regional NSW.

The purpose of this request for 'Application for Pre-Registration', is to establish a Panel of organisations with the capability and experience to provide RailCorp's Environment Division with a consistent, high quality service with respect to the investigation and management of contamination issues for the property portfolio.

It is intended that Professional Service Providers (PSPs) chosen for inclusion on the Panel will be invited to provide both sole-source and competitive tenders for undertaking contaminated site investigations, remediation works, and related environmental services. RailCorp will appoint PSPs to individual contracts on the basis of the evaluation criteria included in each tender invitation.

It is expected that there will be six members on the Panel, although RailCorp reserves the right to vary these numbers in accordance with its specific needs.

Where resources or specialist services are not available from within the Panel, RailCorp may also invite tenders from organisations outside the Panel.

The Panel will be maintained for a period of up to twenty-four months from the date of establishment. RailCorp, at its sole discretion, may elect to extend the Panel for an additional period of twelve months.

Performance reviews of Panel members will be undertaken periodically, and continued inclusion on the Panel will be subject to satisfactory performance.

D2. QUALIFICATIONS AND EXPERIENCE

PSPs selected for inclusion on the Panel are expected to possess extensive experience in the assessment and management of contamination issues.

In particular, the PSP should possess a range of resources offering varying skill sets, including:

- Project Director(s) – who shall provide leadership and strategic review to ensure that the Project Team understands RailCorp’s project specific objectives.
- Project Manager(s) – who shall provide leadership to ensure that the Project Team remains focused on project delivery (on time and on budget).
- Technical Experts – in disciplines such as geology, hydrogeology, hazardous materials, risk management, remediation technologies, environmental planning, site auditing, and community consultation, to ensure the delivery of plans, reports and advice which is of a technically superior nature.
- Technical Staff – who shall be responsible for the technically proficient collection and interpretation of data.

It is expected that many projects will require PSPs to engage sub-contractors in a number of disciplines, including but not limited to drilling contractors, excavation contractors, registered surveyors, heritage experts, worksite protection officers and analytical laboratories. The use of all sub-contractors is subject to approval by RailCorp.

D3. SCOPE OF WORK

D3.1 General Requirements

RailCorp requires PSPs to provide a high level of service with respect to scope, cost, time and quality management for each project. It is noted that, where relevant, the vast majority of environmental work required by RailCorp must be performed to a standard suitable for review and endorsement by a Site Auditor accredited by the NSW Environment Protection Authority (EPA) under the Contaminated Land Management Act.

PSPs will generally be required to provide services associated with the following:

- Soil and groundwater investigations;
- Remediation strategies;
- Environmental monitoring programs;
- Environmental / Site Management Plans; and
- Hazardous Materials Surveys.

D3.2 Specific Requirements

The individual tasks required to meet RailCorp's objectives will be defined in each individual Tender, but are likely to include the following components;

- Comprehensive site history reviews;
- Review and documentation of property details;
- Site inspections, including documentation of observations;
- Preparing safety documentation and managing safety risks in accordance with relevant legislation and RailCorp's Safety Management System (refer Section D5);
- Performing the functions and obligations of Principal Contractor (as required) under the *Occupational Health and Safety Regulation 2001* (refer Section D5);
- Completing Environmental Impact Assessments, preparing Environmental Management Plans (EMPs) and managing environmental risks (refer Section D6).
- Preparing and implementing scopes for environmental works, including Sampling, Analysis and Quality Plans (SAQPs);
- Performing site surveys and producing registered survey drawings;
- Identifying requirements and obtaining relevant permits, approvals and licences for environmental work;
- Interpretation and analysis of technical data, including modelling where required;
- Assessing risks within the context of the site conditions, which may include the preparation of site-specific quantitative risk assessments;
- Presenting results, conclusions and recommendations in technical reports;
- Assisting with the development and implementation of community consultation strategies; and
- Liaising with a broad range of stakeholders, including RailCorp business units, Site Auditors, Department of Environment and Climate Change, Local Councils, NSW Heritage Office and site occupants.

D4. LEGISLATION AND GUIDELINES

The PSP will be required to perform all services in accordance with relevant legislation (Acts and associated Regulations) and guidelines, including but not limited to:

- Contaminated Land Management Act 1997 (CLM Act);
- Occupational Health and Safety Act 2000 (OHS Act);
- Environmental Planning and Assessment Act 1979 (EP&A Act);
- Rail Safety Act 2002;
- State Environmental Planning Policy 55 – Remediation of Land (SEPP55);
- State Environmental Planning Policy (Major Projects) 2005 (Major Projects SEPP);
- Protection of the Environment Operations Act 1997 (POEO Act);
- Waste Avoidance and Resource Recovery Act 2001 (WARR Act);
- Heritage Act 1977;
- Regional Environmental Plans (REPs);
- Local Environmental Plans (LEPs); and
- Development Control Plans (DCPs).

D5. OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT

D5.1 General Requirements

The PSP will be required to comply with RailCorp's *Safety Specification for Service Providers*, as provided in Appendix D1, which sets out the specific occupational health and safety requirements of each Contract.

The PSP may also be required to fulfil the functions and obligations of “**principal contractor**” under the *Occupational Health and Safety Regulation 2001* for particular projects, in which case RailCorp will enforce additional safety-related requirements.

D5.2 Hazard Identification

The PSP will generally be responsible for the identification and control of hazards / risks associated with the scope of work to be carried out on each individual project. As a Controller of the Premises, RailCorp will identify hazards relating to the proposed place of work, to assist the PSP in managing the works.

D5.3 Work in the Rail Corridor

The Rail Corridor is defined as the area between the fence lines, or 15m from each outside rail if no fences are present.

The PSP will be required to perform works within the Rail Corridor for some projects. The requirements for work in the Rail Corridor are detailed within Appendix D1.

D5.4 Site Safety Documentation

The PSP will generally be required to prepare and submit the following site safety documentation prior to the commencement of work on RailCorp premises:

- A Site-Specific Safety Management Plan (SSMP) including Work Plans for any high-risk activities; and
- Safe Work Method Statements (SWMS) for all work tasks.

All documents shall be prepared in accordance with the NSW Government OHS Management Systems Guidelines, the Occupational Health and Safety Act 2000 and the Occupational Health and Safety Regulation 2001.

Checklists will also be provided to the PSP to detail the required contents of each document.

D5.5 Underground Services

The PSP will be responsible for the identification, clearance and protection of all underground services, including but not be limited to gas, electricity, water, sewer, stormwater and telecommunications. RailCorp will assist the PSP by providing copies of rail-industry service plans where relevant.

The PSP will also be required to use portable cable locating and pot-holing to check sampling locations prior to excavating to depths greater than 300mm.

D6. ENVIRONMENTAL MANAGEMENT

D6.1 Environmental Impact Assessment (EIA)

The majority of site works performed in relation to contamination management will not require development consent under relevant Environmental Planning Instruments. The work shall therefore be performed under Part 5 of the Environmental Planning and Assessment Act 1979 (EP&A Act).

As such, RailCorp will require the PSP to examine, and take into account to the fullest extent possible, all matters affecting or likely to affect the environment as a result of the proposed works. This will require an assessment of the factors listed under the following legislation, and documentation of the results in an Environmental Management Plan (refer Section D6.2):

- Environmental Planning and Assessment Act 1979 (EP&A Act) – Section 111;
- Environmental Planning and Assessment Regulation 2000 (EP&A Reg) - Clause 228; and
- Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act).

D6.2 Environmental Management Plan

The PSP will be required to prepare an Environmental Management Plan (EMP) for all proposed site works. The EMP is required to detail all potential environmental impacts associated with the works, and to formulate control measures and monitoring requirements to be implemented in order to mitigate those impacts.

EMP's shall be prepared in accordance with Appendix C of the NSW Government Environmental Management Systems Guidelines 1998.