

PART P70**OUTPUTS AND REPORTS****CONTENTS**

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1. GENERAL

- .1 This part specifies the plans, outputs, reports and related documentation that result from the planning process and shall be prepared by the Contractor. It must be used in conjunction with AS 4122 and the DPTI Special Conditions of Contract for AS 4122.
- .2 Unless specified otherwise, the reports shall be provided as one unbound original, four bound hard copies and an electronic file (in a format acceptable to the Principal). The Contractor shall provide a copy of each report to the Principal prior to the finalisation, printing or release of the report. Provision of a report shall constitute a **HOLD POINT** in accordance with Special Conditions of Contract. Refer to the Special Conditions of Contract for requirements regarding a presentation of the report's contents to the Principal's personnel.
- .3 The Contractor shall provide the Principal with a copy of all Working Documents (refer Part P20 Planning – General, Clause 1 "Interpretation and Definitions") collected or prepared during the course of the study at each relevant Hold Point or upon request. The content of the Working Documents shall be indexed and collated into chronological or subject matter order.
- .4 Photographic records of the selected locations, specific issues or other important features shall be taken by the Contractor during the course of the study and included in the Working Documents or Reports. Where appropriate, sketches, diagrams, sample/survey results, detailed descriptions and records of conversations shall be prepared and included in the Working Documents or Reports to support conclusions and recommendations. All sources of information including reference documents, literature sources, research projects and authorities consulted should be cited.
- .5 Where this Contract requires the Contractor to undertake an investigation, assessment or prepare a description, the Contractor shall provide full documentation supporting and explaining the investigation, assessment or description.
- .6 The following documents are referenced in this Part:
 - (a) Aboriginal Heritage Act 1988
 - (b) Development Act (SA) 1993
 - (c) Environment Protection and Biodiversity Conservation Act (SA) 1999
 - (d) National Parks and Wildlife Act (SA) 1972
 - (e) AS 4122 General Conditions of Contract
 - (f) DPTI Special Conditions of Contract
 - (g) P20 Planning General
 - (h) P50 Environmental Impact Assessment
 - (i) P60 Project Issues and Impacts
 - (j) P80 Reference Design
 - (k) P85 Detailed Design

2. DRAFT CONCEPT PLANNING REPORT

- .1 The Draft Concept Planning Report shall include:
 - (a) a summary of the Broad Concepts that were considered but not short listed and the reasons why;
 - (b) details of short listed Alternative Concepts, including plans and the evaluation of the concepts;
 - (c) full details of the Planning Processes undertaken, including details of Stakeholder and Community Engagement;
 - (d) plans showing each Alternative Concept;

Commented [D1]: Note to Specifiers: This Part is provided as an example to provide guidance regarding the general layout of the Statement of Requirements used in Planning Consultancies.

It must be used with AS 4122 and the DPTI Special Conditions of Contract for AS4122.

- (e) assessment and ranking of each Alternative Concept against the Evaluation Criteria, including the issues / impacts listed in Part P60 Project Issues and Impacts;
- (f) a report on the full Stakeholder and Community Engagement processes;
- (g) summary of internal workshops held;
- (h) details of issues raised through the Stakeholder and Community Engagement processes;
- (i) responses to each of the issues raised through the Stakeholder and Community Engagement processes;
- (j) proposals for future ongoing communication requirements based on current knowledge;
- (k) stakeholder analysis, identifying key stakeholders, their issues and contact details; and
- (l) an update of risk assessment database (provided by Principal).

.2 This report shall be prepared prior to the Value Management Study.

3. **CONCEPT PLANNING REPORT**

.1 The Concept Planning Report shall include, in addition to the contents of Draft Concept Planning Report, the following:

- (a) a summary of any Value Management Studies or workshops held;
- (b) an update of risk assessment database; and
- (c) the recommendation of the Preferred Concept.

4. **DESIGN**

.1 The Reference Design and Project Design Brief shall comply with the requirements of Part P80 "Reference Design - General". The Detailed Design shall comply with the requirements of Part P85 "Detailed Design – General".

Commented [D2]: Insert sentence if Reference Design is part of the contract

5. **RESPONSE DOCUMENT**

.1 For each submission or response received during the Stakeholder and Community Engagement and Public Display / Exhibition process, a Response Document shall be prepared which includes:

- (a) the Respondent's name;
- (b) a summary of the issue raised;
- (c) a response to the issue, to be cross referenced to the Summary of the Respondent's Issues;
- (d) a reference to any further information or discussion relevant to the issue, including any amendment to the proposal that has been made since the issue was raised; and
- (e) any further investigation recommended.

Commented [D3]: Insert sentence if Detailed Design is part of the contract

6. **ENVIRONMENTAL IMPACT ASSESSMENT DOCUMENTS**

General

- .1 The Contractor shall prepare the Environmental Impact Assessment Document (EIA document) as described in Part P50 Environmental Impact Assessment, which is required for obtaining environmental approval of the project.
- .2 Information presented in the EIA document shall be up-to-date, factual and sufficiently comprehensive to enable readers to obtain an appreciation of all of the issues and environmental protection and management responses to the issues. It shall cover physical, biological, cultural and social factors with priority given to the major issues associated with the proposal. Matters of lesser concern shall be dealt with only to the extent required to demonstrate that they have been considered. The scale of the project and associated environmental impacts are to be taken into account when determining the level of detail and length of the EIA document.
- .3 The EIA document is not a technical document. It shall be straightforward with information presented in a manner which is easily understood by the general reader. Any supportive information of a technical nature shall be included in supporting documents.
- .4 Discussions shall focus on the salient features of the proposal and the environmental considerations associated with them. The EIA document shall, where appropriate, include references to sources of technical data and to organisations and individuals consulted, so that interested parties can examine the basis for environmental decisions. Relevant diagrams, figures and maps shall be included. The presentation shall be such as to maintain clarity whilst minimising the cost of preparation.

- .5 In addition, the EIA document will be the document used for public exhibition of the proposal and its style and presentation shall reflect that status of the document. It must also address the Project Specific Guidelines prepared by Major Developments Panel.

Commented [D4]: Only include for Major Projects subject to the Development Act, 1993.

Minimum Requirements for the EIA Document

- .6 The EIA document shall contain the following at a minimum:

Summary

- .7 The summary shall be contain and enable the reader to obtain a general understanding of the proposal and the potential environmental impacts and subsequent mitigation. It shall include:
- (a) A description of the proposal and decisions already made;
 - (b) A description of all alternatives considered (including the 'do nothing' alternative);
 - (c) A description of the need for improvements (justification);
 - (d) A description of the existing environments; and
 - (e) A description of the principal environmental impacts (both beneficial and adverse) and a statement of the environmental management and protection measures (safeguards, rehabilitation and monitoring procedures proposed).

Introduction

- .8 This section shall state the objectives of the proposal, the proponent and other relevant background information. The anticipated time schedule for planning, development and construction and the environmental impact assessment process (ie *Development Act (SA) 1993* or internal DPTI process) adopted for the proposal shall be explained.

Stakeholder and Community Engagement

- .9 Stakeholder and Community Engagement processes adopted for the proposal shall be described and key issues raised to date shall be discussed.

Need for the Proposal

- .10 The need for the proposal shall be detailed. It shall contain a brief statement of the objectives of, and justification for the proposal. This shall include:
- (a) A description of the existing and future transport needs and responses;
 - (b) The strategic context of the proposal;
 - (c) Government transport strategies and planning strategies;
 - (d) Alternatives to the proposal that were considered;
 - (e) Other policy issues relevant to the study area; and
 - (f) A summary of the environmental, economic and social arguments to regarding the impacts and benefits of the proposal.

Description of the Proposal

- .11 The description shall include:
- (a) A description of the infrastructure;
 - (b) Traffic and transportation issues associated with the proposal;
 - (c) Costs and funding arrangements;
 - (d) Project staging; and
 - (e) Extent of site works.

Alternatives

- .12 A comparative analysis of Alternative Concepts and the short, medium and long term social, environmental and economic advantages and disadvantages of each shall be provided. Justification for the selection of the Preferred Concept, particularly in terms of avoiding or minimising adverse impacts shall be provided.

Description of the Existing Environment

- .13 The existing environment can be defined as the bio-physical and socio-economic aspects that may be affected by the proposal. A description of the existing environment is required to serve as a baseline against which the impact of the proposal and alternatives can be assessed.

Environmental Effects of the Construction and Operation of the Proposal

- .14 Describe all of the potential predicted direct and indirect, short-term and long term, beneficial and detrimental environmental effects associated with the construction and operation of the proposal. The description must clearly link the proposed construction process and infrastructure (as described in Clauses P60 Project Issues and Impacts, Clause 22 "Road Infrastructure and Geometry" and Clause 23 "Structures") with the resultant environmental impact, as described in the following clauses of Part P60 Project Issues and Impacts:
 - (a) Clause 4 "Flora"
 - (b) Clause 6 "Fauna"
 - (c) Clause 7 "Noise"
 - (d) Clause 8 "Vibration"
 - (e) Clause 9 "Air Quality"
 - (f) Clause 10 "Water Quality"
 - (g) Clause 12 "Site Contamination"
 - (h) Clause 13 "Indigenous Heritage"
 - (i) Clause 14 "Native Title"
 - (j) Clause 15 "Non -Indigenous Heritage"

Amelioration / Mitigation Measures

- .15 Commitments to avoid, minimise or manage the impacts, including feasible alternatives, during the construction and operation of the proposed facilities shall be described. These shall include environmental safeguards, standards, particular methods of construction and operation and refinements of the concept plans.
- .16 Where appropriate, monitoring programs shall be proposed to facilitate management of impacts during construction. Responsibilities for decision making, environmental management, monitoring and environmental improvements shall be allocated.

Sources of Information and Appendices

- .17 All sources of information including reference documents, literature sources, background studies and authorities consulted shall be cited. Any additional information that is relevant but not included in the text shall be included in the appendices (maps, graphs, tables, photographs, reports, etc). A glossary may be appropriate. Records of negotiations / discussions with relevant local, South Australian or Commonwealth authorities must be provided to the Principal.
- .18 If the project is classed as a Major Project under the Development Act, 1993, the appendices shall include a copy of the final EIA document Guidelines provided by the Major Developments Panel and a table summarising where the individual points of the EIAR Guidelines have been addressed in the EIAR.

Consistency with Government Policy

- .19 This Clause is only applicable if the project has been classed as a Major Project under the Development Act, 1993. The Development Act 1993 requires the EIA document to state its consistency with the relevant Development Plan(s) and Planning Strategy. The EIA document is required to identify any environmental planning instruments which affect the project and shall include a summary of how the project will contribute to local, regional and state planning strategies and objectives.
- .20 The EIA document shall consider the relevant international, Commonwealth and State government strategies and initiatives. The EIA document must describe the proposed road in terms of its consistency with relevant State and Commonwealth legislation and identify and report on any legal requirements.
- .21 Any potential implications of the proposed road for International Conventions and Agreements to which the Commonwealth of Australia is a party must be identified.

7. FORMAT OF DOCUMENTATION

- .1 If the project is classed as a Major Project under the Development Act, 1993, the following documents shall be prepared, as required by the Development Act 1993:

Document	Format and No. of Document
EIA report prior to the Public Exhibition	300 hard copies and 100 CD ROM copies (pdf)

Commented [D5]: Only include for Major Projects subject to the Development Act, 1993.

Commented [D6]: Only use this sub-clause if the project is a Major Project/Development under the Development Act 1993 or is of a scale to warrant extensive documentation and community consultation.

DPTI Response Document	300 hard copies and 100 CD ROM copies (pdf)
Executive Summary	500 hard copies and electronic copies included in above CD's
Working Papers	100 hard copies and 50 CD ROM copies

8. WORKING PAPERS

- .1 If the project is classed as a Major Project under the Development Act, 1993, Working Papers (refer Part P10 Professional Services – Preliminaries, Clause 1 "Interpretation and Definitions") shall be prepared for the following Issues / Impacts:
- (a) Biological Impacts;
 - (b) Landscape, Visual Amenity and Urban Design;
 - (c) Noise and Vibration;
 - (d) Air Quality;
 - (e) Water Quality, Hydrology and Hydraulics;
 - (f) Geotechnical and Contamination;
 - (g) Indigenous Heritage;
 - (h) Non -Indigenous Heritage;
 - (i) Socio-Economic Impacts, Planning, Zoning and Land use;
 - (j) Financial and Economic;
 - (k) Traffic and Transportation;
 - (l) Abridged Concept Planning Report; and
 - (m) Stakeholder and Community Engagement.

Commented [D7]: For a Major Project, choose which, if any of the following working papers is required in addition to the reports outlined in Part 660 commensurate with the scale of the project

9. SUBMISSIONS FOR OTHER ENVIRONMENTAL APPROVALS

- .1 Where it has been determined that an environmental approval is necessary, the Contractor shall provide all supporting information, reports and submission documentation necessary for obtaining the approvals as detailed in Part P60 Project Issues and Impacts and those listed in this Part. The Principal will arrange for all necessary approvals to be obtained. The Contractor shall obtain the following approvals:

Vegetation

- .2 The Contractor shall obtain vegetation removal approval in accordance with DPTI: Vegetation Removal Policy, including:
- (a) DPTI Vegetation Removal Request documentation;
 - (b) Application to Clear Native Vegetation under the Native Vegetation Act (SA) 1991;
 - (c) Crown Development Approval for Significant Trees under the Development Act (SA) 1993;
 - (d) Referral and / or approval documentation under the Environment Protection and Biodiversity Conservation Act (Cth) 1999; and
 - (e) Approval to disturb or destroy a site of Aboriginal significance, i.e. Aboriginal 'canoe tree' or 'scar tree' under the Aboriginal Heritage Act (SA) 1988.

Fauna

- .3 The Contractor shall obtain referral and / or approval documentation under the Environment Protection and Biodiversity Conservation Act (Cth) 1999 and the National Parks and Wildlife Act (SA) 1972.

Indigenous Heritage

- .4 The Contractor shall obtain determinations or approvals under section 12 or 23 of the *Aboriginal Heritage Act (SA) 1988*.

Non-Indigenous Heritage

- .5 The Contractor shall obtain crown Development Approval or other approval documentation under the Development Act (SA) 1993 or the Environment Protection and Biodiversity Conservation Act (Cth) 1999.

Sustainability Management Plan

- .6 The Contractor shall prepare a Sustainability Management Plan for the project in accordance with DPTI Sustainability Management Plan Guidelines.

10. ENVIRONMENTAL MANAGEMENT PLAN

- .1 The Contractor shall prepare the Environmental Management Plan (EMP) for the Preferred Concept. This shall outline the environmental issues / impacts listed in Part P60 Project Issues and Impacts that are relevant to Preferred Concept and specify the resultant mitigation measures and any constraints necessary for the design, construction and operation of the Project.
- .2 The EMP shall be prepared in accordance with DPTI Guidelines for the Preparation of Environmental Management Plans, available from: <http://www.dpti.sa.gov.au/documents/environment>.

11. HOLD POINTS

There are no hold points referenced in this Part.
