AUS-SPEC

Infrastructure Specifications

0167 Integrated management

0167 INTEGRATED MANAGEMENT

IMPORTANT: This document has been adapted from the NATSPEC suite of specification templates for use in the Cessnock City Council area by both Council and industry. NATSPEC regularly updates the base templates (currently in April and October each year), and Council may incorporate changes into its version of AUS-SPEC from time to time. To assist in highlighting any changes made by Council to the NATSPEC templates, the following conventions are used.

- See ANNEXURE M at the end of this document which contains (where practical) Cessnock City Council customisations (also known as 'office master' text). References to the Annexure are to also be inserted at relevant clauses in the main body of the document.
- Where content is added to the main body of the document, it is to be shown in brown text like this.
- Where content is deleted or excluded from the main body of the document, it is to be shown ~~struck through like this~~. Such clauses are to have no effect.

Where there is a conflict between main body text and Cessnock City Council specific clauses, Council's specific clauses shall prevail.

1 GENERAL

1.1 RESPONSIBILITIES

General

Requirement: Provide an integrated system for the management of quality, environment and work, health and safety for on-site and off-site works, as documented.

1.2 CROSS REFERENCES

General

Requirement: This worksection is not a self-contained specification. In addition to the requirements of this worksection, conform to the following:

- *0136 General requirements (Construction)*.
- *0161 Quality management (Construction)*.
- *0173 Environmental management (AUS-SPEC)*.
- Cessnock City Council Project Management Framework (projects managed by Cessnock City Council)

1.3 STANDARDS

General

Work health and safety management systems requirements: To AS/NZS ISO 45001 (2018).

Environmental management system documentation: To AS/NZS ISO 14001 (2016).

Environment management life cycle assessment: To AS ISO 14044 (2019).

Quality management systems requirements: To AS/NZS ISO 9001 (2016).

1.4 INTERPRETATION

Abbreviations

General: For the purposes of this worksection the following abbreviations apply:

- EMS – Environmental management system.
- IMM – Integrated management manual.
- IMS – Integrated management system.
- QMS – Quality management system.
- WHS – Work health and safety.

Definitions

General: For the purposes of this worksection, the definitions in AS/NZS ISO 9000 (2016) and the following apply:

- Checklist: Form completed during the manufacture/construction process verifying key steps.
- Disposition: Action taken to resolve non-conformance (Lot specific).
- Hold point: ~~A mandatory verification position in the contract beyond which work cannot proceed without the designated authorisation.~~ See *0136 General requirements (Construction)* worksection definition.
- Inspection and test plan: The document identifying the required inspections and tests of the works. It includes verification check points designated as Hold point, Witness point and ~~Review point.~~ other points requiring internal review or action by the Contractor (without attendance by the Superintendent).
- Instruction: A document that specifies the key steps and sequence in the manufacture/construction for an activity and what materials and equipment will be used to achieve the required standard.
- Integrated management manual: A document setting out the general policies, procedures and practices of an organisation.
- Integrated management system: The organisational structure, responsibilities, procedures, processes and resources to make sure that the product or service meets requirements.
- Lot: Any part of the works that has been constructed/manufactured under a continuous operation of uniform conditions and is homogeneous with respect to material quality and general appearance.
- Witness point: See *0136 General requirements (Construction)* worksection definition.

2 COMMON REQUIREMENTS

2.1 PROJECT INTEGRATED MANAGEMENT SYSTEM

System requirements

IMS: Plan, develop, implement and maintain a documented IMS conforming to this worksection.

System purpose: Integration of quality, environment and WHS management procedures.

2.2 DOCUMENTATION

Project management plan

Requirement: Provide a Project management plan. Include the following:

- System requirement descriptions.
- Coordination with the contractor's general policies, procedures and organisational practices as documented in the integrated management manual.
- Standard procedures, method statements, checklists and ITP's.
- Organisation structure: Include details of the specific responsibilities and authorities of the key personnel nominated for the management of the project.
- Project requirements for quality, environment and WHS.

Instructions

Requirement: Document activity instructions as follows:

- Describe the key steps and sequence in the activities.
- Nominate key personnel, materials and equipment.
- A checklist of inspections, test points, material requirements and HOLD POINTS for each lot of work.
- Identify the nominated officer responsible for signing off the requirements.
- Compatible with inspection and test plans.
- Compile all documents into an integrated management register.

3 UNIQUE REQUIREMENTS

3.1 QUALITY

General

Requirement: Plan, develop, implement and maintain a documented QMS to AS/NZS ISO 9001 (2016) and *0161 Quality management (Construction)*.

Project control – Instructions

Requirement: Detail the construction processes to be carried out, for both contract and subcontracted work, for all activities scheduled in the **INSTRUCTIONS SCHEDULE**.

Measurement and evaluation

Requirement: Measure, monitor and evaluate QMS performance and take preventive and corrective action as required.

Review

Improvement: Review the QMS to check continuing suitability, adequacy and effectiveness. Address the need for changes to the policy, objectives and other elements to reflect the audit results and the commitment to continual improvement.

3.2 ENVIRONMENTAL

General

Requirement: Plan, develop, implement and maintain a documented EMS to AS/NZS ISO 14001 (2016) and *0173 Environmental management (AUS-SPEC)*.

Reference: For guidance on EMS principals, see AS ISO 14004 (2018).

Regulatory requirements: Conform to the relevant environmental State legislation and regulations and other Environmental protection authority requirements and codes of practice.

Unique requirements: As required by any DA consent conditions.

Planning

Assessment: Conduct an environmental risk analysis for the project. Identify potential environmental risks and impacts, assess those risks and impacts and implement control measures.

Reference: See SA HB 203 (2012) for further guidance on managing environment related risks.

Urban green infrastructure targets: Provide appropriate urban green infrastructure elements to SA HB 214 (2023).

Climate change risks: Effectively manage potential risks associated with climate change, to AS 5334 (2013).

Project control – Instructions

Requirement: Detail the processes to be carried out, for both contract and subcontracted work, for all environmental activities scheduled in the **INSTRUCTIONS SCHEDULE**.

Measurement and evaluation

Requirement: Measure, monitor and evaluate EMS performance and take preventive and corrective action.

Review

Improvement: Review the EMS to check continuing suitability, adequacy and effectiveness. Address the possible need for changes to the policy, objectives and other elements to reflect the audit results and the commitment to continual improvement.

3.3 WORK HEALTH AND SAFETY

General

Requirement: Establish and maintain a work health safety management system in conformance with AS/NZS ISO 45001 (2018).

Regulatory requirements: Conform to the WHS legislation and other State and Territory specific requirements.

Unique Requirements: As per any DA consent conditions.

Planning

Risk assessment: Establish, implement and maintain documented procedures for hazard identification, risk assessment and control of risks for activities, products and services to AS/NZS ISO 31000 (2018).

Implementation

Safe workplace: Provide hazard reporting procedures, instructions, forms and a site safety plan for the works being carried out. Nominate a safety representative to monitor conformance.

Plant and equipment: Provide evidence of the following:

- A planned maintenance program.
- Plant operator competency certification.

Supplying goods and services: If an organisation intends to supply goods and provide services, including maintenance, implement procedures covering hazard identification, risk assessment and control of risks for all parties involved.

Reporting: Include the following:

- Level of conformance with procedures.
- Performance against targets.
- Improvements made.
- Investigation of any incident occurrences.
- Health monitoring.

Project control – Instructions

Requirement: Detail the processes to be carried out, for both contract and subcontracted work, for all WHS activities scheduled in the **INSTRUCTIONS SCHEDULE**.

Measurement and evaluation

Requirement: Measure, monitor and evaluate WHS performance and take preventive and corrective action.

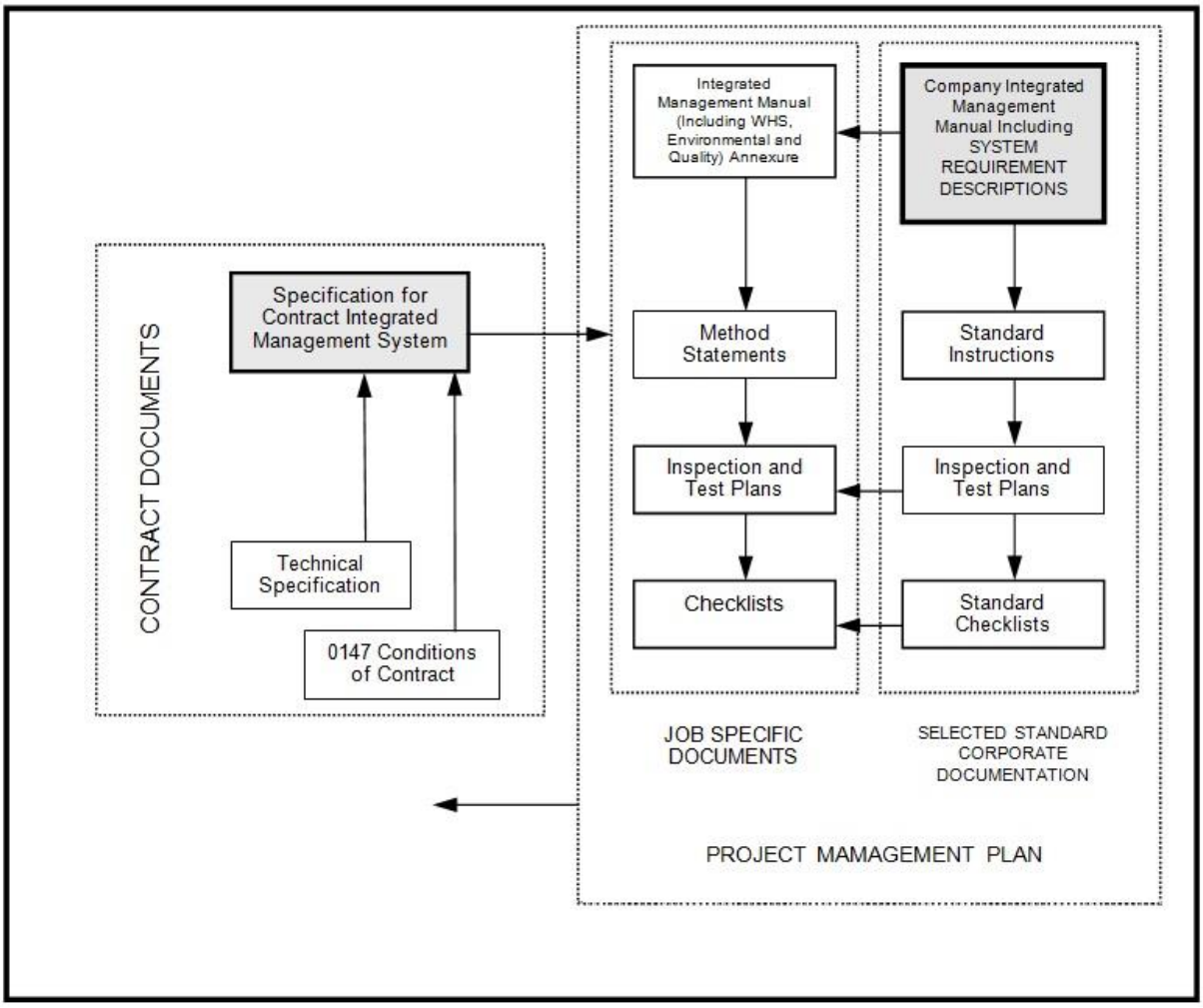
Review

Requirement: Regularly review and continually improve WHS Management systems to improve overall performance.

4 ANNEXURE A

4.1 ANNEXURE – PROJECT INTEGRATED MANAGEMENT SYSTEM FLOW CHART

Refer to Cessnock City Council Project Management Framework (projects managed by Cessnock City Council)



4.2 ANNEXURE – INSTRUCTIONS SCHEDULE

Item	Activity
	Quality
1	Calibration instruction inspection – measuring test equipment
2	Material suppliers, plant hire, subcontractors or consultants, assessment and registration, work instructions
	Environmental
3	Safety instructions for use of explosives
4	Clean up after concrete delivery
5	Fuel and chemical spill control and clean up
6	Erosion/sediment control on construction site
7	Noise pollution
8	Dust and air pollution
9	Vibration control
10	Excavation soil management
11	De-watering and pumping waste water
12	Contaminated material found during the site works
13	Site machine washing to minimise the distribution of unsuitable weeds and seeds

Item	Activity
14	Site protection and restoration of vegetation
15	Flora and fauna inspection and protection before grubbing and clearing
16	Stopping sedimentation in drains and waterways
17	Disposal of prescribed wastes
18	Site visual impacts and amenities
19	Heritage and archaeology
20	Community relations and the work site
	Work Health and Safety
21	Manual handling
22	Hearing and noise protection
23	Eye protection
24	Head protection
25	Operation construction plant
26	Work with construction plant
27	Working in trenches
28	Excavation and trench protection
29	Traffic management - low speed residential road
30	Work with subcontractor lifting plant
31	Emergency accident procedure for remote areas
32	Complete closure of a remote track
33	Operating construction plant under powerlines
34	Protection from ultra violet light
35	Work hazard: Tools, minor machinery and equipment
36	Rehabilitation of employees
37	Fire prevention and control
38	Protection from waste needles and syringes
39	Protective clothing and equipment use
40	Danger tag and Lockout system

4.3 ANNEXURE - REFERENCED DOCUMENTS

The following documents are incorporated into this worksection by reference:

AS 5334	2013	Climate change adaptation for settlements and infrastructure - A risk based approach
AS/NZS ISO 9000	2016	Quality management systems - Fundamentals and vocabulary
AS/NZS ISO 9001	2016	Quality management systems - Requirements
AS/NZS ISO 14001	2016	Environmental management systems - Requirements with guidance for use
AS ISO 14044	2019	Environmental management - Life cycle assessment - Requirements and guidelines
AS/NZS ISO 31000	2018	Risk management - Principles and guidelines
AS/NZS ISO 45001	2018	Occupational health and safety management systems - Requirements with guidance for use

AS/NZS 4801	2001	Occupational health and safety management systems - Specification with guidance for use
AS ISO 14004	2018	Environmental management systems - General guidelines on implementation
SA HB 203	2012	Managing environment-related risk
SA HB 214	2023	Urban green infrastructure — Planning and decision framework
Cessnock City Council		Development Engineering Handbook

5 ANNEXURE M – CESSNOCK CITY COUNCIL SPECIFIC CLAUSES

M1.	Variations to or non-conformances with Council's AUS-SPEC are to be evaluated with reference to the procedure in Council's *Development Engineering Handbook*. Acceptance is to be obtained in writing from: a) an authorised representative of Council's Director of Infrastructure and Engineering Services.	**Variation procedure**
M2.	This specification applies in addition to any development consent (DA) conditions. If there is any inconsistency, the conditions of consent shall prevail.	**DA Conditions**
M3.	Refer to the Cessnock City Council Development Engineering Handbook for final inspection, works-as-executed and handover requirements.	**Completion**

6 AMENDMENT HISTORY

0	15/01/2024	First Published