FREMANTLE PORTS

ENVIRONMENTAL GUIDELINES

Construction Environmental Management Plan

FREMANTLE PORTS

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN (CEMP) GUIDELINES

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APPENDICES

1 INTRODUCTION

Fremantle Ports is committed to facilitating trade in a sustainable way and maintaining the highest environmental standards. These guidelines form one component of the overall environmental management strategy and aim to provide tenants and contractors with guidance for the development of their Construction Environmental Management Plan (CEMP).

A CEMP is a practical plan of management measures which are designed to minimise environmental impact from the construction phase of a development. Further, it provides a framework within which the measures will be implemented throughout the project.

A CEMP provides project-specific management measures and is a dynamic document which should be reviewed if activities or conditions onsite change that may influence management measures. Further, an audit schedule should be implemented against the details of the CEMP.

In accordance with the requirements of Fremantle Ports Development Guidelines, construction projects within the Port may require a CEMP to be prepared. This requirement is separate to the Operational Environmental Management Plan (EMP) requirement that outlines environmental management measures for the operational phase of a facility.

The size, complexity and location of the project will guide the development of the CEMP. For example, a project undertaken on a hardstand area is likely to have a relatively simple CEMP when compared to a large project undertaken adjacent to, or over, Port Waters. The development of the management measures should be based on a risk assessment approach.

2 PURPOSE

These guidelines provide a framework for the development of a CEMP.

Ultimately, it is the tenant and/or contractor's responsibility to ensure that appropriate actions are documented and implemented to mitigate potential environmental impacts that may be associated with the project.

3 LEGISLATIVE FRAMEWORK

Environmental issues at Fremantle Port are administered principally by the following State legislation:

- *Port Authorities Act 1999* (the Act) and Regulations (2001)
- *Environmental Protection Act 1986* and Regulations (1987)
- *Contaminated Sites Act 2003* and Regulations (2006)
- *Pollution of Waters by Oil and Noxious Substances Act 1987* and Regulations (1993)
- *Mining Act 1978* and Regulations (1981)
- *Heritage of Western Australia Act 1990*

Whilst environmental protection is principally administered by the above legislation, Commonwealth laws may be applicable in certain circumstances. These include:

- *Environmental Protection and Biodiversity Conservation Act 1999*
- *Australian Heritage Council Act 2003*
- *National Environment Protection Council Act 1994*

Other State requirements that may apply to environmental management include but are not limited to:

- *Department of Environmental Regulation (DER) Assessment and Management of Contaminated Sites*
- *Western Australian Planning Comission (WAPC) and Department of Planning and Infrastructure Acid Sulfate Soils Planning Guidelines*
- *Department of Environmental Regulation (DER) Identification and Investigation of Acid Sulfate Soils and Acidic Landscapes*
- *Department of Environmental Regulation (DER) Treatment and Management of Soils and Water in Acid Sulfate Soil Landscapes*
- *Environmental Protection (Controlled Waste) Regulations 2004*
- *Dangerous Goods Safety Act 2004* and *Regulations 2007*
- *Department of Environment and Conservation (DEC) A Guideline for Managing the Impacts of Dust and Associated Contaminants From Land Development Sites, Contaminated Sites Remediation and Other Related Activities*
- *Department of Water (DoW) Water Quality Protection Note 13 - Dewatering of Soil at Construction Sites*.

Project specific approval conditions (where applicable).

Note - The contractor must ensure that all activities undertaken comply with the relevant legislation, government guidelines and approvals.

4 PREPARATION FOR CEMP DEVELOPMENT

Prior to the development of the CEMP, a number of steps should be undertaken to ensure the environmental aspects and risks associated with the project are identified. This is a critical component of the process and will ultimately drive the management measures that are implemented.

5 ENVIRONMENTAL RISK/SITE ASSESSMENT

The contractor should undertake an environmental risk assessment to identify potential environmental impacts of the project. This assessment may be undertaken in a number of ways including the formal risk assessment process or a comprehensive site assessment.

The CEMP may not require all components of these guidelines depending upon the outcomes of the assessment.

The assessment should give consideration to each work activity to be undertaken and the potential for them to impact on the environment. The contractor should provide details on the rating system used to determine the level of consequence and likelihood.

Fremantle Ports may identify additional risks at any time prior to or during construction, which will be communicated to the contractor to be addressed in the CEMP.

6 CONTENTS OF THE CEMP

Table 1 provides an outline of the structure and content that would typically make up a CEMP.

Generally, the content of the CEMP document should be clear and concise and should only contain relevant information for environmental management aspects of that project.

Table 1 Expected structure and content of a CEMP

CEMP RECOMMENDED CONTENT	COMMENTS
Organisational Procedures	
Environmental Policy - provide a copy of the Environmental Policy and a commitment to sustainability	
Regulatory Framework - demonstrate an understanding of the regulatory framework at Fremantle Ports.	Refer to applicable State and Commonwealth legislation. Provide details of consultation and liaison with government agencies if applicable. Copies of relevant regulatory approvals, licences and permits should be provided if applicable.
Key Staff - The contractor's organisational structure should be provided including responsibility levels for key staff associated with the project and contact numbers.	This typically includes as a minimum: • Contractor's representative (such as project manager/site engineer) • Site environmental contact • Site Foreman/Superintendent • Fremantle Ports' project manager (if applicable) • Emergency Contact

Site Induction and Training - The site induction process and the integration of CEMP requirements within this should be outlined.	Details of any other mechanisms that are utilised for staff training, such as toolbox talks, Job Analyses (JA) forms or prestart meetings should be outlined.
Incident Management System - The CEMP should include details of the contractor's incident management system, including procedures for reporting, corrective actions and record keeping.	The CEMP should include procedures for reporting incidents to Fremantle Ports, including timeframes.
Complaint Management System - The CEMP should include details of the contractor's complaint management system, including procedures for reporting, corrective actions and recording.	The CEMP should include procedures for reporting complaints to Fremantle Ports, including timeframes.
CEMP Audit and Review Process - Details of the audit and review process of the CEMP should be outlined.	The contractor will need to undertake periodic compliance audits of the CEMP. The frequency and extent of the audits will depend on the characteristics of the project. It may range from a weekly checklist, to a complete audit with meetings and a report produced. The CEMP also needs to be reviewed to ensure it remains up to date and relevant. The CEMP should detail the process of how changes in site activities or the project are incorporated into the CEMP.

Scheduled Reporting - The CEMP should provide an outline of any periodic reporting components.	The frequency and detail of reporting will depend upon the characteristics of the project. For example, small projects may only need a single page letter report whereas larger projects may require monthly reporting on aspects such as; • Results of inspections and monitoring • Performance against targets • Summary of incidents and complaints • Corrective actions implemented
Project Details	
Project Outline - provide an outline of the project.	Details would typically include: • Proposed timing/duration of works • Description of work methods • Types of plant/equipment to be used on site • Proposed site layout in figure format.
Environmental Aspects	
This section should provide detail on all identified environmental aspects and how they will be managed to minimise environmental impacts. Typically information provided will include • Actions or mitigation strategies that will be implemented • Performance indicators • Any monitoring and reporting processes • Corrective actions to be undertaken should the performance requirements not be met • Responsibilities	**Attachment 1** provides a list of construction environmental aspects that may require consideration. **Attachment 2** provides an example of how a contractor may choose to present elements for this component of the CEMP. In some circumstances it may be necessary to provide specific Work Method Statements (or similar).

Relationship with other Site Plans	
This section should outline the relationship between the CEMP and other documentation or frameworks for the site.	Where appropriate, supporting documents can be appended to the CEMP. Reference to other plans provided under the Fremantle Ports development framework such as an Operational Environmental Management Plan (EMP), Emergency Response Plan, Traffic Management Plan, Landscaping Plan or Stormwater Management Plan may also be useful. Whilst the CEMP needs to be project and site specific, it is acceptable to integrate the CEMP within other site plans and documentation such as Safety Management Plans. HSEQ plans are common for smaller projects.

7 REFERENCES/KEY DOCUMENTS

Fremantle Ports
Port Authority Act 1999 and Regulations
Fremantle Ports Planning Guidelines
Fremantle Ports Operational Environmental Management Plan (OEMP) Guidelines. 2018
www.fremantleports.com.au – this website contains many critical documents and links for planning and development at Fremantle Ports.

Department of Water and Environmental Regulation
Environmental Protection Act 1986 and Regulations 1987
Contaminated Sites Act 2003 and Regulations 2006
Environmental Protection (Controlled Waste) Regulations 2004

Assessment and Management of Contaminated Sites 2014

Acid Sulphate Soils Guideline Series, including:

- *Identification and Investigation of Acid Sulphate Solid and Acidic Landscapes 2015.*
- *Treatment and Management of Soils and Water in Acid Sulphate Soil Landscapes 2015*

Department of Environment and Conservation. A Guideline for Managing the Impacts of Dust and Associated Contaminants from Land Development Sites, Contaminated Sites Remediation and Other Related Activities 2011.
Department of Water. Water Quality Protection Note 13 - Dewatering of Soil at Construction Sites 2012

www.dwer.wa.gov.au - Department of Water and Environmental Regulation website which contains links to Acid Sulphate Soils, dewatering, dust management and Contaminated Sites Management Series guidelines.

Department of Planning, Lands and Heritage and the Western Australian Planning Commission
Acid Sulfate Soils Planning Guidelines 2008.

Department of Mines, Industry Regulation and Safety
Dangerous Goods Safety Act 2004 and *Regulations 2007*

Department of the Environment and Energy
Environmental Protection and Biodiversity Conservation Act 1999
Australian Heritage Council Act 2003
National Environment Protection Council Act 1994

Attachment 1 Potential Construction Environmental Aspects

Note this list is not exhaustive and is provided for guidance only.

a) Soil Erosion and Sediment Control
b) Management of Acid Sulphate Soils
c) Flora and Fauna
d) Contaminated Sites
e) Cultural Heritage
f) Air Quality
g) General Waste Management
h) Hazardous Waste Management
i) Water Quality
j) Dewatering
k) Storage and Handling of Chemicals and Hazardous Materials
l) Refuelling
m) Construction Noise
n) Light
o) Vibration
p) Spill Management
q) Housekeeping

Attachment 2 Example of how the contractor may choose to present the detailed environmental aspects for the project.

Note this is not exhaustive and is provided as an example for information only.

Element	**Waste Management – General Wastes**
Objective/Target	• To ensure that general refuse produced during construction is collected, retained and transferred to an appropriate facility for disposal or recycling. • To minimise waste to landfill and maximise recycling.
Actions	• Supply of appropriate type and number of clearly labelled collection bins. • Material placed in bins to be as compacted as possible to reduce space requirements. • Bins to be secured at all times to prevent material loss. • Construction waste segregated, where practical, for recycling.
Performance Indicators	• Inappropriate storage or loss of general waste. • Volume of waste recycled as a percentage of total waste volume.
Monitoring	• Weekly visual assessment of collection points. • Volume of waste to landfill and recycled to be recorded.
Reporting	• Reporting of inappropriate storage loss or loss of waste to the Foreman. • Quantity of waste disposed of and recycled to be provided in the monthly report to Fremantle Ports.
Corrective Action	• Review procedure causing material loss and rectify immediately. • If necessary, order additional/alternative waste receptacles
Term	• At all times during construction.
Responsibility	• Site Foreman.

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