



Guide to Preparing Environmental Management Plans

1 Introduction

Where required by the contract, a specific and detailed Environmental Management Plan is to be prepared for approval by East Gippsland Water / engineering services provider prior to the commencement of the contract works.

2 Environmental Management Plan Elements

The EMP shall consider and respond to the significant environmental aspects and impacts relevant to the contract works and shall document the systems and methods to be implemented for the term of the contract. The key elements to be included in an Environmental Management Plan are:

2.1 Introduction

The introduction should explain the purpose of the documents, provide a brief description of the scope of work associated with the contract, provide a brief description of the significant environment aspects or risks associated with the project and list any relevant environmental legislation or EPA environmental management guidelines. The description should be sufficiently detailed to provide persons unfamiliar with the contract an overview of the type of work being carried out and under what conditions.

2.2 Environmental Management Plan Distribution and Control

A description of the EMP document distribution, management and version control.

2.3 Contract Environmental Management Structure and System

The Environmental Management Plan should be established around the Contractor's existing environmental management systems and associated procedures and controls. Reference should be made to existing procedures and documentation in the Environmental Management Plan. This will also assist in minimising the size of the document.

The Contractor should outline the management structure, responsibilities, standards and control systems applicable to the contract to ensure environmental requirements are adequately addressed. The following information should be included:

- Summary of management and environmental roles and responsibilities of Contractor staff involved in the contract.
- List of subcontractors to be used in relation to this contract.
- Position and/or name of senior person who will liaise with East Gippsland Water on environmental matters.

2.4 Reporting

A description of how environmental performance and environmental issues will be reported to East Gippsland Water or superintendent. Items to report on may include:

- Job status, works achieved since last meeting and proposed works for next few weeks
- Environmental issues raised or upcoming environmental issues
- Environmental incidents during the reporting period
- Results of any environmental audits or inspections undertaken
- Complaints received since previous meeting.

2.5 Complaints Register

Details of any external complaints must be recorded.

2.6 Training

East Gippsland Water requires that Contractors document their environmental training program ensuring that they have appropriately skilled employees, suitable training programs and adequate supervision for the contract works.

The following information should be provided:

- An outline of contract induction procedures for employees and subcontractors.
- Details of induction course content.
- Register of personnel who have satisfactorily completed the contract induction.
- Details of employee environmental training which has or will be provided relevant to the contract requirements.
- Provide a register of names and/or positions of contract employees with authorisations, permits, competency certificates, licences etc who may be required to supervise or undertake specialist work activity.

2.7 Managing Significant Environmental Aspects / Risks

A description of how the significant environmental risks will be managed and any mitigation measures to minimise the environmental impact of the project for aspects including but not limited to:

- Access to the site
- Cross contamination
- Any weather restrictions
- Stormwater management
- Soil erosion
- Acid Sulphate Soils (see 2.8)
- Dust suppression
- Noise management
- Maintenance activities and refuelling
- Waste management
- Other aspects / risks

2.8 Acid Sulphate Soils (ASS)

Acid Sulphate Soils or ASS naturally occur in coastal and inland settings and are generally located in low lying areas within coastal plains, wetlands or along the edges of water bodies. The soils contain metal sulphide minerals, which if drained, excavated or exposed to air can react and form sulphuric acid.

Land that may be affected by ASS can be located at the following website:
http://vro.dpi.vic.gov.au/dpi/vro/vrosite.nsf/pages/soil_acid_sulfate_soils.

Any land that falls within the 'red zone' on the mapping, is deemed as potential acid sulphate soils, will require further assessment and development of an ASS Management Plan.