

Construction Management Plans (Minor) – Guidance Notes

Purpose

As a condition of your works, the Mornington Peninsula Shire may require that a Construction Management Plan (CMP) be submitted to council's Development Engineering Department for approval and endorsement at least 15 business days prior to the commencement of works. These plans must be endorsed by council before you can commence works on site. These plans were formerly referred to as Environmental Management Plans (EMPs), or Construction and Environment management Plans (CEMPs).

This Guide should be read in conjunction with Section 'R' of the Mornington Peninsula Shire Specification and has been designed to assist applicants to understand Council's requirements with regard to CMPs.

The CMP Kit, comprising of this Guide and accompanying Templates, aims to provide a standard for CMP submissions to Council, by setting out clearly what information is required. The Environmental Protection Authority (EPA), Melbourne Water and the Civil Contractors Federation (CCF)'s requirements are also incorporated within this Kit. These requirements are not exhaustive and do not remove your responsibilities to these other organisations.

This guide is designed both as a tool for developing a CMP, as well as to provide supporting notes which include the objectives for environmental management to accompany the template. Your CMP should be easily understood and used on site.

Effective execution of your CMP, in addition to minimising the impacts identified within it, will allow your works to be completed in a more safe and timely manner, with less inconvenience for users of the surrounding area.

The CMP Kit

The CMP Kit is designed to help you prepare a site-specific CMP to mitigate impacts on the environment during construction of your works. Your CMP will outline aspects of concern for the site and what measures you will be taking to diminish these identified risks.

The CMP Kit comprises of two elements, this Guide and the Template.

The major components of this Guide include:

- Requirements for construction management measures on construction sites.
- Lists of protection measures that may be appropriate for use on your site and
- Self-checks to aid in internal reviews of CMPs and their implementation.

The Template consists of one plan that includes a space for a site plan and boxes for narrative to detail the types and locations of environmental protection measures on the site.

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When the CMP is endorsed, a copy of these plans are to be displayed on site during the works.

Using the CMP Kit

Plan Area - Types and Locations of Environmental Protection Measures

A site plan inclusive of the following shall be placed on the plan within the area labelled “Plan Here”;

- Allotment corner levels and contour lines,
- Drainage lines (including outfall point),
- Proximity to sensitive areas (e.g. waterways, native vegetation, residential housing) and
- Locations of environmental protection measures

The space provided on this plan may not be big enough for large sites. If this is the case, the site should be separated into segments and more than one location plan may be submitted.

Symbols used to represent environmental protection measures on the plan shall be derived from Appendix B.

The measures depicted on the site plan do not need to be to scale.

Where possible, information shall be represented diagrammatically on the plans. Some aspects, such as noise and dust cannot be drawn on the plans. A series of boxes on the plan of the Template provides an area for narrative to address these aspects. Each of the boxes on the plan 1 has an accompanying section within this Guide. The section provides guidance on what should be documented in each box.

All boxes on the template are to be filled out. Where an item is not applicable, justification for the item not being applicable should be written within the relevant box.

Submission to Council for Approval and Endorsement

When submitting your CMP to council, ensure you include:

1. The Construction Management Plan – Site Setout and Proposed Environmental Protection
2. A completed checklist (See Appendix A)
3. Any other relevant documentation (see Box 5)

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The CMP will only be reviewed after your Condition 1 Plans are endorsed by the Planning Department and your engineering plans are approved by the Development Engineering Team.

When appropriate, your proposed CMP is to be submitted to the Development Engineering Team via email (dev.eng@mornpen.vic.gov.au). Your CMP will be designated to a reviewing officer who will liaise with you throughout the approval and endorsement process.

You must not begin works on site until your CMP has been endorsed by the planning department and returned to you.







Further Guidance

Additional guidance on assessing risk and possible environmental protection measures may be found in the following links:



- EPA's publication 960 "Doing It Right On Subdivisions. Temporary Environmental Protection Measures For Subdivision Construction Sites" (<https://www.epa.vic.gov.au/about-epa/publications/960>),
- EPA's publication 480 "Environmental Management Guidelines for Major Construction Sites" (<https://www.epa.vic.gov.au/about-epa/publications/480>),
- EPA's publication 275 "Construction Techniques for Sediment and Pollution Control" (<https://www.epa.vic.gov.au/about-epa/publications/275>),
- Australian Civil Contractors Federation's publication "Environmental Guidelines for Civil Construction" (<https://www.egwater.vic.gov.au/wp-content/uploads/2016/03/CivilContractorsFederationEnvironmentalGuidelinesforCivilConstruction-May2010-1.pdf>), and

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CMP Kit Aspects




-  Management
-  Noise
-  Dust
-  Sediment and Erosion
-  Waste
-  Chemicals

Other Site-Specific Aspects


-  Flora and Fauna
-  Archaeological/ Heritage
- Blank 1
- Blank 2

Management

Box 1 - Responsibilities

-  Document who is responsible for implementing the components of the plan and who is responsible for the overall implementation. The division of responsibility between the developer, consultant and contractor should be nominated.
-  A minimum of two individuals must be nominated as emergency contacts. This ensures that in the event of absence of one individual, another can be contacted.
-  Phone numbers and email addresses must be included for all contacts.

Box 2 - Inspections and Maintenance

-  The contractor must ensure that environmental protection measures are working effectively on-site through a system of self-checking. The self-check system should comprise inspections of:
 1. Status of the aspect (e.g. Has there been rain resulting in sediment-laden run-off?)
 2. Environmental protection measures (e.g. Are appropriate measures in place to treat sediment-laden run-off and are these installed correctly and sufficiently maintained?)
 3. Receptors of the effects of the aspect (e.g. Is sediment-laden water discharging to natural waterbodies or the stormwater system)?

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Inspections of the receiving waters should be up and downstream of works, during storm events and may take the form of water quality monitoring and/or visual inspections.)

- ✍ Within this box state the nature and frequency of inspections. You may wish to refer to a checklist and include this with your submission to Council.
- ✍ Within this box state the amount of time allocated to rectify deficiencies in environmental protection measures after they are identified.

Noise

Requirement

- 🔊 EPA Victoria and Council requirements must be adhered to in relation to the level of noise and working hours. This adherence will ensure that residents and other neighbours to the site are not disturbed unreasonably. The generation of noise must be minimised.

Proximity to Potential Noise Receptors

- 🔊 Draw on the plan the location of receptors that may be affected by site noise. This may include residents and businesses in close proximity to the site or other sensitive neighbours.

Environmental Protection Measures

Box 3 - Working Hours

- 🔊 Nominate working hours in accordance with EPA and Council requirements.

Dust

Requirement

- ☁ Dust generation must be minimised to ensure there is no health risk or loss of amenity.

Proximity to Potential Dust Receptors

- ☁ Draw on the plan the location of receptors that may be affected by dust generated by the site. This may include residents in close proximity to the site or other sensitive neighbours.

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Environmental Protection Measures

Box 4 - Minimising Dust Generation

⇒ Provide details on the measures to inhibit dust generation on site.

Possible Considerations:

1. Retaining vegetation
2. Soil stabilisation
3. Roughening soil surface
4. Stockpile protection
5. Restricted vehicle movements
6. Preventing dust from material being transported
7. Wind fences
8. Other site-specific considerations

Box 5 - Dust Suppression

⇒ Provide details on the measures that will be used to suppress dust on site.

Possible considerations:

1. Method of water application (e.g. water cart, sprinklers, hand held hose)
2. Target areas for water application
3. Likelihood of sprayed water generating run-off and management measures
4. Addition of dust suppressants and additional measures required due to their use.
5. Other site-specific considerations

Environmental Protection Measures

⇒ Draw on the plan the types and locations of environmental protection measures for dust management.

Erosion and Sediment

Requirement

- Erosion and sediment must be managed in accordance with current best-practice environmental management practices to prevent sediment-laden water from entering any drainage system or natural waterway.

Proximity to Potential Erosion and Sediment Receptors

- Draw on the plan the location of any areas which may be affected by erosion or sediment.

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Possible areas may include:

- Waterways and stormwater systems
- Neighbouring properties
- Areas of protected vegetation on or abutting the site
- Other site-specific sensitive areas

Site Drainage Patterns

- Draw on the plan the drainage lines for the site.

Environmental Protection Measures

Box 6 - Drainage Management

- Document how run-off coming onto the site, drainage on site and run-off leaving the site will be managed.

Possible considerations:

1. Diversion of off-site run-off away from the site
2. Diversion of on-site run-off away from sensitive areas such as unstabilised soil, batters or stockpiles
3. Diversion of sediment-laden run-off into sediment retention structures
4. Other site-specific drainage management methods

Box 7- Sediment Traps

- Provide details of sediment retention structures (traps) where they cannot be represented diagrammatically on Plan 1 and Plan 2.

Box 8 - Vehicle and Road Management

- Provide details on the site access characteristics that will be adopted to inhibit sediment from being deposited on roads.

Possible considerations:

1. Minimising the number of access points
2. Site access restrictions
3. Stabilisation
4. Other site-specific measures

- Provide details on how vehicles will be cleaned of soil before leaving the site.

Possible considerations:

1. Physical scrape off of material with a shovel or brush
2. Driving the length of a stabilised access track

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3. Rumble grids
4. Other site-specific measures

- Provide details on how any soil deposited on the street will be removed.

Possible considerations:

1. Physical scrape/sweep of material
2. Street sweeper
3. Other site-specific measures

Environmental Protection Measures

- Draw on the plan the types and locations environmental protection measures for erosion and sediment management.

Possible considerations:

1. Soil stabilisation measures
2. Run-off diversion structures
3. Sediment retention structures (traps)
4. Stockpiles
5. Outfall point
6. 'No-go' areas / signage
7. Access points/ haul roads
8. Vehicle cleaning facilities
9. Other site-specific measures



Waste

Requirement

- Litter and waste must be contained on site, before disposal in a responsible manner. Skip bins must have hinged lids and be kept closed each night and on wind affected days.

Box 9 - Waste Storage and Disposal

- Provide details on how litter and waste will be stored and disposed of. Waste on the site at work commencement and waste that will be generated throughout the works process should be considered.

Possible considerations:

1. Containment methods for general litter, solid waste and liquid wastes such as concrete washings
2. Frequency of removal

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3. Other site-specific considerations

Environmental Protection Measures:

- 🗑️ Draw on the plan the types and locations of environmental protection measures for waste management.

Possible considerations:

1. Litter/Recycling bins
2. Solid waste stockpile areas
3. Washout areas
4. Other site-specific measures

☠️ **Chemicals**

Requirement

- ☠️ Storage and spill management practices must be implemented to ensure that no environmental damage can result from the escape or spillage of chemicals or fuels. These practices must be implemented as per Worksafe guidelines and all applicable standards.

Proximity to Potential Chemical Receptors

- ☠️ Draw on the plan the location of receptors that may be affected by the use or spills of chemicals on site. This may include waterways in close proximity to the site or other sensitive site neighbours.

Environmental Protection Measures

Box 10 - Storage

- ☠️ Provide details on the storage of chemicals on site.

Possible considerations:

1. Designated areas
2. Bunding
3. Impervious liners
4. Other site-specific measures

Box 11 - Spill Management

- ☠️ Document how spills of chemicals will be managed on site.

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Possible considerations:

1. Spill kits
2. Trained personnel
3. Other site-specific measures

Environmental Protection Measures

- ☒ Show on the plan the types and locations of environmental protection measures.

Possible considerations:

1. Designated storage area
2. Refuelling area
3. Bunding
4. Spill Kits
5. Other site-specific measures

Other Site-specific Issues



Flora and Fauna

Requirement

- ☒ All significant flora and fauna on and adjacent to the site must be protected in accordance with AS4970.

Outline the Location of Flora / Fauna

Environmental Protection Measures

Box 12 - Management Measures for Significant Flora and Fauna

- ☒ Are significant flora or fauna present? Yes / No

If yes, provide details of management measures:

Possible considerations:

1. No go areas/barriers/signage
2. Buffers
3. Relocation programs
4. Tree Protection e.g. temporary fencing around the drip line
5. Weed management

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6. Offsets e.g. removal of a tree, replaced by planting of new trees
7. Design changes
8. Other site-specific measures

Environmental Protection measures:

- ✎ Draw on the plan the types and locations of environmental protection measures for flora and fauna management.

Archaeological / Heritage

Requirement

-  Places, sites and objects of archaeological or heritage significance must be protected.

Outline the Location of Archaeological/Heritage Places, Sites or Objects

Environmental Protection Measures

Box 13 - Presence of Archaeological/ Heritage Places, Sites or Objects of Significance


-  Yes/No- Are significant archaeological/ heritage places, sites or objects present?

If yes, provide details of management measures:

Possible considerations:

1. Requirement to contact community
2. Procedure if further items are found
3. Collection and relocation
4. Design changes
5. Monitoring
6. Stop works

Environmental Protection Measures

-  Draw on the plan the types and locations of environmental protection measures for archaeological/ heritage places, sites or objects.

Blank Box 1

Aspect: _____

Requirement: _____

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Environmental Protection Measures

Document measures within Box 14 and on the plan as appropriate.

Blank Box 2

Aspect: _____

Requirement:

Environmental Protection Measures

Document measures within Box 15 and on the plan as appropriate.

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Appendix A: Self-Check Checklists








DOES YOUR CMP CONTAIN WHAT COUNCIL REQUIRES?

1. Does the CMP contain the following standard components?

Standard Components	Item Present?	Comments
Contour lines and corner levels	YES/NO	
Drainage patterns (including outfall point)	YES/NO	
Proximity to sensitive areas (may include waterways, native vegetation, residential housing)	YES/NO	
Nomination of responsibilities (including two emergency contacts)	YES/NO	
Details of how CMP requirements will be communicated to individuals on site	YES/NO	
Details of inspections and maintenance	YES/NO	
Associated records submitted	YES/NO	
Developer, consultant and contractor signoff	YES/NO	

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2. Will the environmental protection measures selected fulfil the following requirements?






Requirement	Measures Nominated Will Achieve Objective?	Comments
 EPA Victoria and Council requirements must be adhered to in relation to the level of noise and working hours, to ensure that residents and other applicable neighbours to the site are not disturbed unreasonably. The generation of noise must be minimised.	YES/NO	
 Dust generation must be minimised to ensure there is no health risk or loss of amenity.	YES/NO	
 Erosion and sediment must be managed in accordance with current best practice environmental management practices, to prevent sediment-laden water from entering any drainage system or natural waterway.	YES/NO	
 Litter and waste must be contained on site, before disposal in a responsible manner. Waste generation must be minimised.	YES/NO	
 Storage and spill management practices must be implemented to ensure that no environmental damage can result from the escape or spillage of chemicals or fuels.	YES/NO	
 All significant flora and fauna on and adjacent to the site must be protected.	YES/NO	
 Places, sites and objects of archaeological or heritage significance must be protected.	YES/NO	

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<input type="checkbox"/> Other site-specific aspects cited and measures selected to manage.	YES/NO	
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IS YOUR SITE FULFILLING THE FOLLOWING REQUIREMENTS?

Requirement	Compliance	Comments
 Are EPA Victoria and Council requirements being adhered to in relation to the level of noise and working hours, to ensure that residents and other applicable neighbours to the site are not disturbed unreasonably? Is noise generated by works being minimised?	YES/NO	
 Is dust generation being minimised to ensure there is no health risk or loss of amenity?	YES/NO	
 Is erosion and sediment being managed in accordance with current best practice environmental management practices, to prevent sediment-laden water from entering any drainage system or natural waterway?	YES/NO	
 Are litter and waste contained on site, before disposal in a responsible manner? Is the generation of waste being minimised?	YES/NO	
 Are appropriate storage and spill management practices being implemented to ensure that no environmental damage can result from the escape or spillage of chemicals or fuels?	YES/NO	

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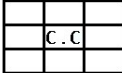
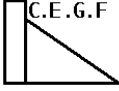




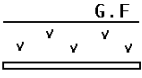

Other Site-specific Objectives

Requirement	Compliance	Comments
 Is significant flora and fauna on and adjacent to the site protected?	YES/NO	
 Are places, sites and objects of archaeological or heritage significance protected?	YES/NO	
<input type="checkbox"/> Are other site-specific aspects being appropriately managed?	YES/NO	

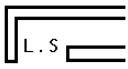
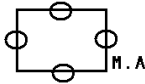



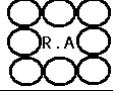



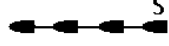



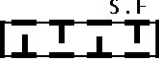



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Appendix B:







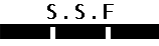



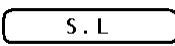
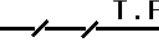





STANDARD SYMBOLS FOR USE ON CMPs

Environmental Protection Measure	Standard Symbol
Bin	
Biodegradable log	
Block and gravel inlet filter	
Bund	
Catch drain	
Coir logs	
Composite silt curtain	
Culvert entry gravel filter	
Down drain	
Earth bank	
Energy dissipater	
Floating silt curtain	
Grass filter strip	
Gravel sausage	

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Level spreader	
Mesh and aggregate drop inlet filter	
Mulch	
Noise barrier	
Portable settling tank	
Rock armouring	
Rock bund	
Rumble grid	
Sediment basin	
Sediment sandbag barrier	
Silt fence	
Silt fence and straw bale drop inlet filter	
Silt fence drop inlet filter	
Silt fence sediment trap	
Silt fence under grate	
Silt filtering bung	
Skip	

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Solid waste stockpile	
Spill kit	
Stabilisation matting	
Stabilised access point	
Stockpile	
Straw bales	
Straw bales and silt fence (combined use)	
Straw bale and stone sediment trap	
Straw bale drop inlet filter	
Synthetic straw bale replacement	
Synthetic log	
Temporary fencing	
Temporary pit lid	
Vegetation to be retained	
Vegetation to be retained and fenced	
Wash up area	
Wind fence	

*Note - Although the symbols are black and white, the use of different colours for different measures is encouraged.

Appendix C: Example CMP

<p>The following have been identified as significant environmental aspects for the site:</p> <p>These aspects shall be managed with the environmental protection measures outlined on this plan.</p>		<h2>Minor Construction Management Plan – Site Setout and Proposed Environmental Protection Measures</h2>			
<p>Management</p> <p>1. Responsibilities:</p> <p>Emergency Contact 1:</p> <p>2:</p>		<p>Project Name:</p> <p>Date and Revision:</p>			
<p>2. Inspections and Maintenance:</p> <p>Inspections will be made and maintained daily by available to all contractors.</p> <p>A copy of the CMP will be kept on site at all times & made available to all contractors.</p>					
<p>Noise Risk: Significant / Med / Low</p> <p>Requirement: EPA Victoria and Council requirements must be adhered to in relation to the level of noise and working hours, to ensure that residents and other applicable neighbors to the site are not disturbed unreasonably. The generation of noise must be minimised.</p>					
<p>3. Working Hours:</p> <p>7 am to 5 pm Monday - Friday</p> <p>8 am to 1 pm Saturday (3 working hours only between 8am - 1pm)</p>					
<p>Dust Risk: Significant / Med / Low</p> <p>Requirement: Dust generation must be minimised to ensure there is no health risk or loss of amenity and prevented on dry, windy days.</p>					
<p>4. Minimising Dust Generation:</p> <p>Where possible any dust generated cutting will be done off site. Should cutting be done on-site we will have designated area with extraction.</p> <p>Low risk dust areas to neighbours are noted on the plan in red boxes.</p>					
<p>5. Dust Suppression:</p> <p>Dust suppression will come in the form of using connected hoses whilst cutting.</p>					
<p>Erosion and Sediment Risk: Significant / Med / Low</p> <p>Requirement: Erosion and sediment must be managed in accordance with current best practice environmental management practices, to prevent sediment-laden water from entering any drainage system or natural waterway. Mud must not be transported on to nearby roads.</p>					
<p>6. Drainage Management</p> <p>will be responsible to maintain clean drains and sediment spill over to prevent it flowing into the street drains.</p>					
<p>7. Sediment Traps:</p> <p>We will use sediment catchers along the entrance of the site as this will be the closest to the street drain. All other areas don't pose a risk. Please see below pink marking on plan. Sediment traps to be placed around all internal drainage pits on site. Internal Drainage shown on layout plan.</p>					
<p>8. Vehicle and Road Management. Roads must be kept clear of mud, to satisfaction of Council, at all times.</p> <p>Site Access: site access marked in pink, temporary fencing marked in yellow. See both plans.</p> <p>Cleaning Vehicles: Vehicles will not be entering the site. Should vehicles enter will wash down wheels prior to leaving.</p> <p>Street Cleaning: The road to be cleaned by means of shovel & broom or use of a street sweeper. Or as directed by an authorized council officer.</p>					
<p>Waste Risk: Significant / Med / Low</p> <p>Requirement: Litter and waste must be contained on site, before disposal in a responsible manner. Waste generation must be minimised.</p>		<p>Other Site-Specific Issues</p>			
<p>9. Waste Storage and Disposal:</p> <p>Waste generation will be kept to a minimum, there will be short periods of stored waste marked in green on the plan. This will be disposed off in a timely fashion as to not let rubbish build up on site.</p>					
<p>Chemicals Risk: Significant / Med / Low</p> <p>Requirement: Storage and spill management practices must be implemented to ensure that no environmental damage can result from the escape or spillage of chemicals or fuels.</p>					
<p>10. Storage:</p> <p>Storage of chemicals</p> <p>There will be safe storage of chemicals on site with lockable room. Any left over chemicals will be disposed of as per council requirements.</p>		<p>Flora and Fauna Risk: Significant / Med / Low</p> <p>Requirement: All significant flora and fauna on and adjacent to the site must be protected.</p> <p>29. Yes / No. Details:</p> <p>There is protective fencing around all fauna on site to safely protect whilst under construction. Fencing to comply with AS4970-2009</p>	<p>Archaeological/Heritage Risk: Significant / Med / Low</p> <p>Requirement: Places, sites and objects of archaeological or heritage significance must be protected.</p> <p>30. Yes / No. Details:</p> <p>There is no known archaeological / heritage risks on the site. Should we come across any we will notify the relevant authorities.</p>	<p>Blank 1 Risk: Significant / Med / Low</p> <p>31.</p>	<p>Blank 2 Risk: Significant / Med / Low</p> <p>32.</p>
<p>11. Spill Management:</p> <p>There will be a spill kit available on site should there be a spillage. This is to ensure no contamination in the ground or storm water drain ways. Spill kit marked in blue on plan.</p>					

I have read this Construction Environmental Management Plan and agree to undertake works and ensure sub-contractors undertake works in accordance with this plan.

Developer: _____ Date: _____ Contractor: _____ Date: _____