

Construction Management Plans (Major) – 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, their associated level of risk 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 main components of this Guide include:

- Requirements for construction management measures on construction sites.
- Risk assessment guidance.
- 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 two plans:

- *Plan 1* includes a space for a site plan and boxes for narrative to detail the types and locations of environmental protection measures on the site.

Construction Management Plans (Major) – Guidance Notes

- *Plan 2* includes a risk assessment checklist and an area for designs of the protection measures that will be used on the site.

These endorsed plans are to be displayed on site during the works.

Using the CMP Kit

Risk Assessment

Fill out the following items on the Risk Assessment Checklist on Plan 2 of the Template:

1. Identify the environmental aspects relevant to your site.

Generic construction-related aspects including noise, dust, erosion and sediment, waste, chemicals, flora & fauna, archaeological & heritage items have already been identified. Other site-specific aspects may be identified informally through your knowledge of the site or formally through forums such as risk identification workshops.

Site-specific aspects must be documented in the blank boxes of the risk assessment on the bottom of Plan 2.

2. Under 'Issues', document the items that influence the assignment of the level of risk for each aspect. Some generic issues have been included, however you are required to include site-specific details for these. In addition to the nominated issues, you must fill out any other site-specific issues next to the blank bullets.

3. Based on the issues, document the likelihood and consequence of an aspect occurring.

- a) Likelihood

What is the likelihood that the aspect will have an impact on the environment?

Certain	Will occur at a frequency greater than every week if preventative measures are not applied.
Likely	Will occur more than once or twice but less than weekly if preventative measures are not applied.
Unlikely	May occur once or twice during the project if preventative measures are not applied.
Rare	Unlikely to occur during a project even if controls are missing.

- b) Potential Impact

Construction Management Plans (Major) – Guidance Notes

How severe will the potential impact be?

Catastrophic	<p>Significant damage or impact on environment or community eg.</p> <ul style="list-style-type: none">▪ severe and/or persistent waterway/ stormwater quality pollution▪ deaths of fauna/ flora▪ widespread and/or significant changes to ecosystems▪ soil contamination over an area > 10 m², contamination of off site soil or contamination of soil with prescribed or hazardous materials▪ widespread community impact resulting in illness, injury or inconvenience▪ loss or destruction of archaeological/heritage places, sites or objects▪ receiving a fine/s is a certainty or works will be halted
Major	<p>Major adverse environmental or social impacts eg.</p> <ul style="list-style-type: none">▪ medium-term, noticeable/measurable change in waterway/ stormwater quality▪ isolated deaths of non-vulnerable fauna/ flora species▪ noticeable, localised changes to ecosystems▪ soil contamination over an area 1m²– 10 m² (excluding contamination of off site soil or contamination of soil with prescribed or hazardous materials)▪ annoyance or nuisance to community▪ frequent, partial damage or off site movement of archaeological/heritage places, sites or objects▪ fining likely or works may be halted
Moderate	<p>Moderate undesirable environmental or social impacts eg.</p> <ul style="list-style-type: none">▪ localised, short term noticeable/measurable change in waterway/ stormwater quality▪ short term, minor changes to ecosystems▪ soil contamination over an area <1m² (excluding contamination of off site soil or contamination of soil with prescribed or hazardous materials)▪ some annoyance or nuisance to community▪ isolated, partial disturbance or movement of archaeological/heritage places, sites or objects▪ fines unlikely
Minor	<p>No or minimal adverse environmental or social impacts eg.</p> <ul style="list-style-type: none">▪ no measurable/ unlikely effect on waterway/ stormwater quality and ecosystems▪ no or isolated community complaints

Construction Management Plans (Major) – Guidance Notes

- no or isolated events where areas of soil <1m² is contaminated (excluding contamination of off site soil or contamination of soil with prescribed or hazardous materials)
- no or unlikely impact on archaeological/heritage places, sites or objects
- no likelihood of being fined

Using the table below determine the level of risk based on the likelihood of occurrence and the potential consequence. Document this on both the Plan 2 Risk Assessment in the box marked 'overall risk' and on Plan 1.

Consequence	Likelihood			
	Rare	Unlikely	Likely	Certain
Catastrophic	Medium	Significant	Significant	Significant
Major	Medium	Significant	Significant	Significant
Moderate	Low	Medium	Significant	Significant
Minor	Low	Low	Medium	Medium

5. The level of risk will determine the type and amount of protection measures that will be required on site. Where a significant risk to the environment has been identified, protection measures must be introduced to reduce the risk to an acceptable level. Aspects with a medium or low risk should also have practicable management measures implemented if these can further reduce risk.

The environmental protection measures selected to minimise risk must be outlined on the two plans.

Plan 1- Types and Locations of Environmental Protection Measures

A site plan inclusive of the following shall be placed on Plan 1 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 Plan 1 shall be derived from Appendix B.

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

Construction Management Plans (Major) – Guidance Notes

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 Plan 1 of the Template provides an area for narrative to address these aspects. Each of the boxes on 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.

Plan 2 - Designs of Environmental Protection Measures and Structures

Designs of the environmental protection measures to be used on site shall be included on Plan 2.

Designs of measures may include:

- Access Point/s
- Water Diversion Structures
- Stabilisation Measures
- Sediment Retention Structures
- Vehicle Cleaning Mechanisms
- Waste Containment Measures
- Bunding
- Flora and Fauna Protection Mechanisms
- Archaeological / Heritage Protection Mechanisms
- Other Relevant Designs

Sediment retention and water diversion structures should be designed to cater for a one in two-year storm event (two-year ARI with intensity of six hours). Contingency measures such as stabilised bypasses should be put in place to cater for extreme storm events.

Submission to Council for Approval and Endorsement

When submitting your CMP to council ensure you include:

1. Plan 1 of the Template
2. Plan 2 of the Template
3. Completed Checklist (See Appendix A)
4. Any other relevant documentation (see Box 5)

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.

Construction Management Plans (Major) – Guidance Notes

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

Construction Management Plans (Major) – Guidance Notes

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- Communication of CMP Requirements

-  It is necessary that the objectives and requirements of the CMP be communicated to all individuals on the site, including sub-contractors.
-  Provide details on how this information will be communicated.

Possible Considerations:

1. Displaying CMP on site shed wall
2. Inductions
3. Toolbox meetings
4. Training sessions
5. Informal events (e.g. Barbecues)

Construction Management Plans (Major) – Guidance Notes

Box 3- 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? 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.

Box 4- Staging of Works

- ✎ Provide details of staging of works to minimise detrimental environmental effects.

Possible considerations:

 1. Staging of works in relation to weather conditions
 2. Staged stripping to minimise the amount of exposed soil at one time
 3. Limiting the time that areas are left exposed

Box 5- Informing Residents and Businesses

- ✎ Provide details relating to the circumstances that will result in residents and businesses being informed about items of works and how this will be undertaken.
- ✎ Possible considerations:
 1. Letter drop
 2. Signage
 3. Door knock
 4. Newspaper articles

Box 6- Associated Documents

Construction Management Plans (Major) – Guidance Notes

- ✎ Documents, which support the CMP, may be used to keep records to demonstrate due diligence in the event of an incident. They may also provide additional information to that provided on the CMP.
- ✎ The types and locations of documents that support the CMP should be noted within this box.
- ✎ Documents may include fauna or flora investigations, archaeological / heritage assessments or surveys, inspection / self-check checklists, emergency procedures, incident report forms, Inspection Test Plans, work procedures and induction checklists.

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.

Risk Assessment

- 🔊 Using the Risk Assessment Checklist on Plan 2, assign a level of risk (significant, medium, or low) for Noise.
- 🔊 Document the level of risk on Plan 1 of the Template.

Plan 1- Proximity to Potential Noise Receptors

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

Environmental Protection Measures

Box 7- Working Hours

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

Box 8- Noise Minimisation Methods

- 🔊 Provide details on the methods to be used to reduce the amount of noise generated on site.

Construction Management Plans (Major) – Guidance Notes

🔊 Possible considerations:

1. Noise barriers or screens
2. Maintenance / retrofits of machinery
3. Use of alternative machines/work practices that produce less noise
4. Other site-specific noise reduction methods

Box 9- Other

🔊 Document any other items relating to noise management that have not previously been covered.

Plan 1- Environmental Protection Measures

🔊 Draw on the plan the types and locations of environmental protection measures selected for noise management.

Plan 2- Designs

🔊 Show designs of the environmental protection measures selected for use on site.

Dust

Requirement

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

Risk Assessment

⇒ Using the Risk Assessment Checklist on Plan 2, assign a level of risk (significant, medium or low) for Dust.

⇒ Document the level of risk on Plan 1 of the Template.

Plan 1- 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.

Environmental Protection Measures

Construction Management Plans (Major) – Guidance Notes

Box 10- 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 11- 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

Box 12- Contingencies

- ☞ Provide details for the contingencies to be adopted in the event of unreasonable dust generation. Triggers that will result in the contingencies being implemented should also be documented.

Possible considerations:

1. Restricting dust generating activities
2. Halting works
3. Other site-specific considerations

Box 13- Other

- ☞ Document any other items relating to dust management that have not previously been covered.

Plan 1- Environmental Protection Measures

Construction Management Plans (Major) – Guidance Notes

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

Plan 2- Designs

- ⇒ Show designs of the environmental protection measures selected for use on the site.

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.

Risk Assessment

- Using the Risk Assessment Checklist on Plan 2, assign a level of risk (significant, medium or low) for erosion and sediment.
- Document the level of risk on Plan 1 of the Template.

Plan 1- Proximity to Potential Erosion and Sediment Receptors

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

Possible areas may include:

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

Plan 1- Site Drainage Patterns

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

Environmental Protection Measures

Box 14- Drainage Management

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

Construction Management Plans (Major) – Guidance Notes

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 15- Soil Stabilisation

- Provide details on the soil stabilisation methods to be employed on site during construction and after works.

Possible considerations:

1. Stabilisation matting
2. Grass/ vegetation establishment
3. Mulching
4. Rock armouring
5. Other site-specific soil stabilisation methods

Box 16- Stockpile Protection

- Document how stockpiles will be protected from erosion.

Possible considerations:

1. Diversion of run-off away from stockpile areas
2. Sediment retention structures downslope from stockpiles
3. Temporary grassing of stockpiles in place >28days
4. Position away from drainage lines and at least 10m from waterways
5. Cover stockpiles
6. Minimise the number and size of stockpiles
7. Max 2:1 height to width ratio
8. Other site-specific stockpile management measures

Box 17- Sediment Traps

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

Box 18- Dewatering Procedure

- Document the details of the procedure for dewatering. This may include pumping of water from sumps, sediment basins or site low points. Where dewatering of

Construction Management Plans (Major) – Guidance Notes

groundwater is required, groundwater should be considered as a separate site-specific aspect.

Possible considerations:

1. Re-use of run-off
2. Water quality objectives
3. Pumping procedure
4. Supervision during de-watering process
5. Use of flocculants
6. Other site-specific considerations

Box 19 - 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
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

Box 20 - Other

- Document any other items relating to erosion and sediment management that have not previously been covered.

Construction Management Plans (Major) – Guidance Notes

Plan 1- 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

Plan 2 - Designs

- Show designs of the environmental protection measures selected for use on the site.

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.

Risk Assessment

- Using the Risk Assessment Checklist on Plan 2, assign a level of risk (significant, medium or low) for Waste.
- Document the level of risk on Plan 1 of the Template.

Box 21 - Movement of Soil

- Identify if soil will be moved on or off site and the contaminant status.
- Possible considerations:
 1. Clean fill
 2. Low level contaminated waste
 3. Prescribed waste

Construction Management Plans (Major) – Guidance Notes

Plan 1 - Proximity to Potential Waste Receptors

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

Environmental Protection Measures

Box 22 - Waste Minimisation Methods

- Provide details on how the generation of waste on site will be minimised.

Possible considerations:

1. Reduce
2. Reuse
3. Recycle
4. Other site-specific measures

Box 23 - 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
3. Other site-specific considerations

Box 24 - Other

- Document any other items relating to waste management that have not previously been covered.

Plan 1 - 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


Construction Management Plans (Major) – Guidance Notes

Plan 2 - Designs



Show designs of the environmental protection measures selected for use on site.

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.

Risk Assessment


-  Using the Risk Assessment Checklist on Plan 2, assign a level of risk (significant, medium or low) for Chemicals.
-  Document the level of risk on Plan 1 of the Template.

Plan 1 - 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 25 - 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 26 - Spill Management

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

Construction Management Plans (Major) – Guidance Notes

Possible considerations:

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

Box 27 - Refuelling Procedure

- ☠ Provide details on the procedure for refuelling.

Possible considerations

1. Refuelling in designated areas vs. fuel trucks
2. Other site-specific considerations

Box 29 - Other

- ☠ Document any other items relating to chemical management that have not previously been covered.

Plan 1- 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

Plan 2- Designs

- ☠ Show designs of the environmental protection measures selected for use on site.

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.

Construction Management Plans (Major) – Guidance Notes

Risk Assessment

- ✎ Using the Risk Assessment Checklist on Plan 2, assign a level of risk (significant, medium or low) for Flora / Fauna.
- ✎ Document the level of risk on Plan 1 of the Template.

Plan 1- Outline the Location of Flora / Fauna

Environmental Protection Measures

Box 29- 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
6. Offsets e.g. removal of a tree, replaced by planting of new trees
7. Design changes
8. Other site-specific measures

Plan 1- Environmental Protection measures:

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

Plan 2- Designs

- ✎ Show designs of the environmental protection measures selected for use on site.

Archaeological / Heritage

Requirement

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

Construction Management Plans (Major) – Guidance Notes

Risk Assessment

- △ Using the Risk Assessment Checklist on Plan 2, assign a level of risk (significant, medium or low) for Archaeological / Heritage.
- △ Document the level of risk on Plan 1 of the Template.

Plan 1- Outline the Location of Archaeological/Heritage Places, Sites or Objects

Environmental Protection Measures

Box 30- 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

Plan 1- Environmental Protection Measures

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

Plan 2- Designs

- △ Show designs of the environmental protection measures selected for use on the site.

□ Blank Box 1

Aspect: _____

Requirement:

Construction Management Plans (Major) – Guidance Notes



Risk Assessment:

- Using the Risk Assessment Checklist on Plan 2, assign a level of risk (significant, medium or low) for _____ .
- Document the level of risk on Plan 1 of the Template.

Environmental Protection Measures

- Document measures within [Box 31, Plan 1 and Plan 2](#) as appropriate.

Blank Box 2

Aspect: _____

Requirement:

Risk Assessment:

- Using the Risk Assessment Checklist on Plan 2, assign a level of risk (significant, medium or low) for _____ .
- Document the level of risk on Plan 1 of the Template.

Environmental Protection Measures

- Document measures within [Box 32, Plan 1 and Plan 2](#) as appropriate.

Construction Management Plans (Major) – Guidance Notes

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	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 and contractor signoff	YES/NO	
Risk assessment checklist completed	YES/NO	




2. Is the level of risk nominated for the following aspects appropriate?

Aspect	Risk Appropriate?	Comments
Noise	YES/NO	
Dust	YES/NO	






Construction Management Plans (Major) – Guidance Notes

Sediment and Erosion	YES/NO	
Waste	YES/NO	
Chemicals	YES/NO	
Flora and Fauna	YES/NO	
Archaeological/ Heritage	YES/NO	
Other site-specific aspects:	YES/NO	

3. 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	

Construction Management Plans (Major) – Guidance Notes



 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	
 Other site-specific aspects cited, and measures selected to manage.	YES/NO	

Construction Management Plans (Major) – Guidance Notes

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	

Other Site-specific Objectives


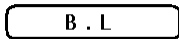




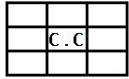
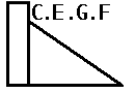



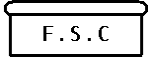
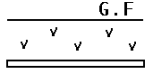

Requirement	Compliance	Comments
 Is significant flora and fauna on and adjacent to the site protected?	YES/NO	
 Are places, sites and objects of archaeological or heritage significance protected?	YES/NO	

Construction Management Plans (Major) – Guidance Notes

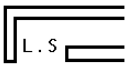
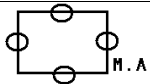



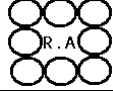


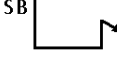
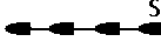
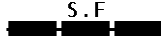

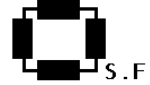




<input type="checkbox"/> Are other site-specific aspects being appropriately managed?	YES/NO	
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Construction Management Plans (Major) – Guidance Notes






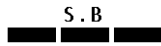
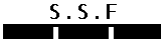




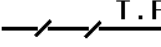





Appendix B: STANDARD SYMBOLS FOR USE ON CMPs

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	

Construction Management Plans (Major) – Guidance Notes

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	

Construction Management Plans (Major) – Guidance Notes

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: Sample 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> <p>Management</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>1. Responsibilities: Emergency Contact 1: Name Number Email Emergency Contact 2: Name Number Email</p> </td> <td style="width: 50%; vertical-align: top;"> <p>4. Staging of Works: Approximate Start March 2021 - Finish March 2022 Earthworks, Drainage, Buildings, Pavement & Cross Over, Landscaping</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>2. Communication of EMP Requirements: To be included during site induction. CMP shall be located in site office. CMP to be reviewed at regular toolbox meetings.</p> </td> <td style="vertical-align: top;"> <p>5. Informing Residents and Businesses: Informing businesses located at adjoining properties by letter drop & door knock at least 2 days prior to works being undertaken.</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>3. Inspections and Maintenance: Inspect control measure weekly and during, before and after rainfall events.</p> </td> <td style="vertical-align: top;"> <p>6. Associated Documents: N/A</p> </td> </tr> </table>		<p>1. Responsibilities: Emergency Contact 1: Name Number Email Emergency Contact 2: Name Number Email</p>	<p>4. Staging of Works: Approximate Start March 2021 - Finish March 2022 Earthworks, Drainage, Buildings, Pavement & Cross Over, Landscaping</p>	<p>2. Communication of EMP Requirements: To be included during site induction. CMP shall be located in site office. CMP to be reviewed at regular toolbox meetings.</p>	<p>5. Informing Residents and Businesses: Informing businesses located at adjoining properties by letter drop & door knock at least 2 days prior to works being undertaken.</p>	<p>3. Inspections and Maintenance: Inspect control measure weekly and during, before and after rainfall events.</p>	<p>6. Associated Documents: N/A</p>	<h2 style="text-align: center;">Major Construction Management Plan (1) - Types and Locations of Environmental Protection Measures</h2> <p style="text-align: center;">Project Name: [Address, Planning Permit Number] Date and Revision: 9th Feb 2021</p> <div style="text-align: center;"> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Legend:</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Site Fencing</td> <td style="width: 50%;">Waste Area</td> </tr> <tr> <td>Gate</td> <td>Chemicals Area</td> </tr> <tr> <td>Site Shed</td> <td>Cattle Grid</td> </tr> <tr> <td>Toilet</td> <td>Tree Protection Zone</td> </tr> <tr> <td>Parking Area</td> <td>Soil Stockpile</td> </tr> <tr> <td>Meter Box / Substation</td> <td></td> </tr> </table> </div>		Site Fencing	Waste Area	Gate	Chemicals Area	Site Shed	Cattle Grid	Toilet	Tree Protection Zone	Parking Area	Soil Stockpile	Meter Box / Substation	
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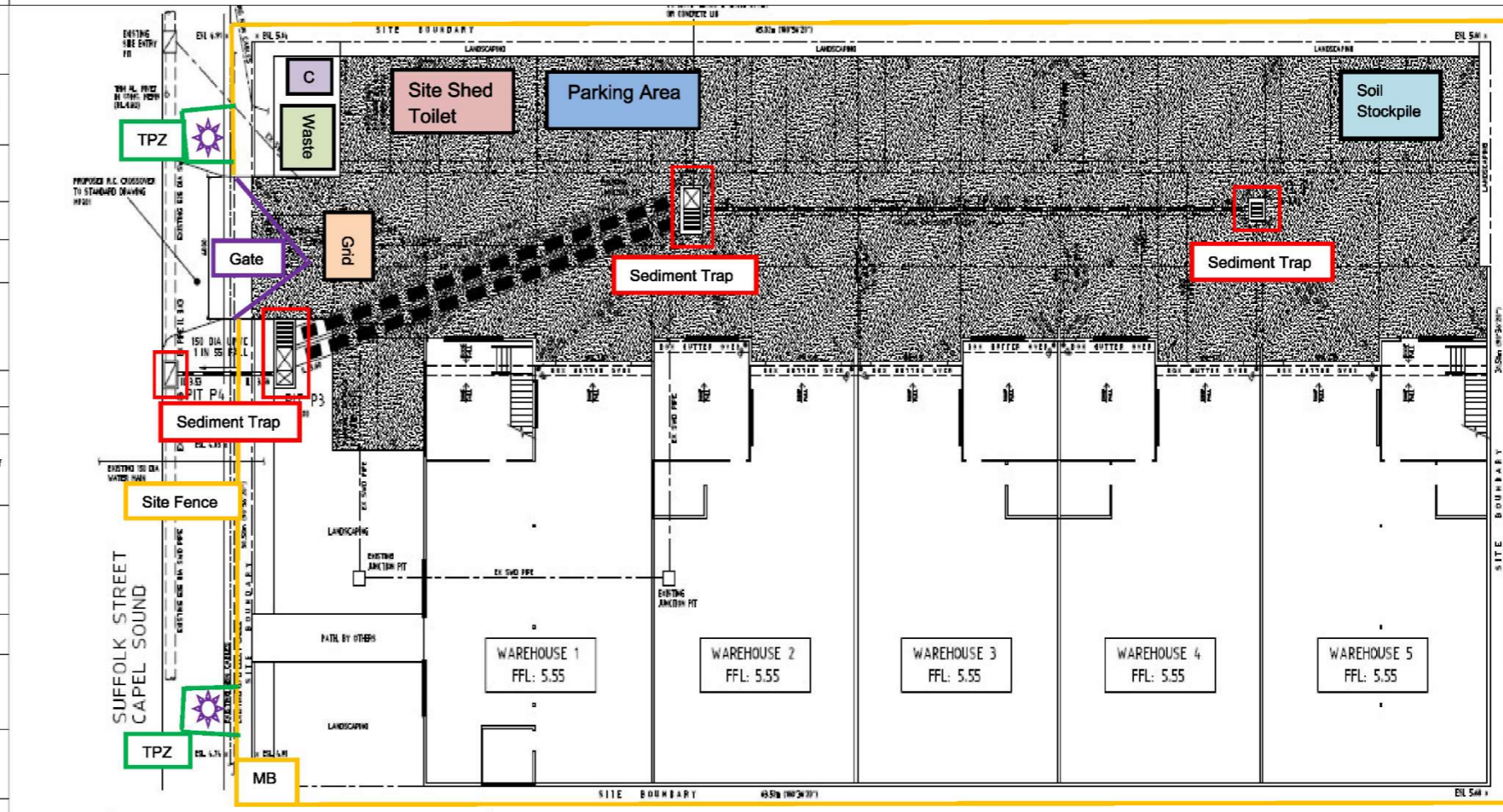
I have read this Construction Environmental Management Plan and agree to undertake works and ensure sub-contractors undertake works in accordance with this plan.
 Developer: [Developer] _____ Date: [Date] _____ Consultant: [Consultant] _____ Date: [Date] _____ Contractor: [Contractor] _____

The following have been identified as significant environmental aspects for the site:
 These aspects shall be managed with the environmental protection measures outlined on this plan.

Management	
1. Responsibilities: Emergency Contact 1: Name Number Email Emergency Contact 2: Name Number Email	4. Siting of Works: Approximate Start March 2021 - Finish March 2022 Earthworks, Drainage, Buildings, Pavement & Cross Over, Landscaping
2. Communication of EMP Requirements: To be included during site induction. CMP shall be located in site office. CMP to be reviewed at regular toolbox meetings.	5. Informing Residents and Businesses: Informing businesses located at adjoining properties by letter drop & door knock at least 2 days prior to works being undertaken.
3. Inspections and Maintenance: Inspect control measure weekly and during, before and after rainfall events.	6. Associated Documents: N/A
Noise Risk: Significant / Med / Low	
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 minimized.	
7. Working Hours: 7:00 am to 5:00 pm Monday – Friday 8:00 am to 1:00 pm Saturday	8. Noise Minimization Methods: All movements of vehicles are to be during work hours only. Ensure all plant is well maintained & serviced regularly. Ensure noise generating activities are for less sensitive times or between times set by council.
9. Other: Follow EPA Noise guidelines 1264.	
Dust Risk: Significant / Med / Low	
Requirement: Dust generation must be minimized to ensure there is no health risk or loss of amenity and prevented on dry, windy days.	
10. Minimizing Dust Generation: Minimize moving & handling of soil on dry windy days. Restrict movements of vehicles on the site. Minimize area of stripping soil & vegetation where possible.	12. Contingencies: Postpone dust generating activities during high winds to avoid problems. Any material deposited on Suffolk St to be removed immediately by scraping off with a shovel & broom. A street sweeper may be used to clear any debris from the roadway at the direction of an Authorized Council Officer.
11. Dust Suppression: Use water to suppress any dust whenever required. By means of either a handheld hose with trigger nozzle or by a sprinkler placed on top of stockpile.	13. Other: If required a wind / dust fence to be installed.
Erosion and Sediment Risk: Significant / Med / Low	
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.	
14. Drainage Management: Control measures shown on plan will be implemented to reduce runoff into stormwater system. Silt Traps to be used on all drainage pits.	17. Sediment Traps: Use of filter sock on council pit and sediment traps on internal drainage pits.
15. Soil Stabilization: During Construction: Where possible growth of vegetation will be encouraged.	18. Dewatering: Where possible water is to be discharged over existing area to appropriate sediment control devices.
Post Works: Where required environmental control measures shall be inspected & maintained during the maintenance period.	19. Vehicle and Road Management: Roads must be kept clear of mud, to satisfaction of Council, at all times. Site Access: Suffolk Street.
16. Stockpile Protection: Minimize size of stockpile/s onsite. Position stockpile/s away from drainage area/s. Divert runoff away from stockpile area/s. Silt Fence maybe required to help with runoff from stockpile/s.	Cleaning Vehicles: Vehicles to be manually cleaned of excessive materials prior to leaving the site. Street Cleaning: In the event of material/s being deposited onto the roadway, it will be manually cleaned by shovel & broom. A street sweeper maybe required to assist as directed by an Authorized Council Officer.
20. Other:	
Waste Risk: Significant / Med / Low	
Requirement: Litter and waste must be contained on site, before disposal in a responsible manner. Waste generation must be minimized.	
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Chemicals Risk: Significant / Med / Low	
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.	
25. Storage: Where required the storage of chemicals onsite shall be minimized.	27. Refueling Procedure: Any refueling required onsite is to be conducted away from any drainage line & pits.
26. Spill Management: Spill kits are to be used if & where necessary. Kits to be kept onsite.	28. Other:

Major Construction Management Plan (1) - Types and Locations of Environmental Protection Measures

Project Name: [Address, Planning Permit Number]
 Date and Revision: 9th Feb 2021



Legend:

- Site Fencing
- Gate
- Site Shed
- Toilet
- Parking Area
- Meter Box / Substation
- Waste Area
- Chemicals Area
- Cattle Grid
- Tree Protection Zone
- Soil Stockpile

Other Site-Specific Issues			
Flora and Fauna Risk: Significant / Med / Low Requirement: All significant flora and fauna on and adjacent to the site must be protected. 29. Yes / No. Details: Tree Protection Zones to be placed around 2 street trees on the road reserve. Drawings and zones to meet AS4970-2009	Archaeological/Heritage Risk: Significant / Med / Low Requirement: Places, sites and objects of archaeological or heritage significance must be protected. 30. Yes / No. Details:	Blank 1 Risk: Significant / Med / Low 31. Substation / Meter Box to have temporary fencing placed around it.	Blank Risk: Significant / Med / Low 32.

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: [Developer] Date: [Date] Consultant: [Consultant] Date: [Date] Contractor: [Contractor]