

**Essendon Airport**  
**AutoCentro Stage 3**  
**Site Specific Construction Environmental Management Plan**  
**111136**  
*January 2015*

**Prepared For:**

Essendon Airport Pty Ltd

*Care of:*

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# 1 Introduction

Essendon Airport is a general aviation aerodrome situated on 395 hectares, 11 kilometres northwest of Melbourne's Central Business District and 7 kilometres southeast of Melbourne Airport. The airport is well located both in terms of its linkages to the surrounding road network, its proximity to Melbourne Airport and the CBD, and Essendon Airport Pty Ltd (EAPL) has identified the potentials of both as a functioning airport and as a place of business.

In April 2014 the 2013 – 2018 Essendon Airport Master Plan was approved, in accordance with the Airport Act 1996, providing direction for future development of the airport, catering for a range of future development activities. The airport recognises current and projected airport activities and operations, and the likely need for buildings and suitable location for aviation and non-aviation activities.

## 1.1 Purpose

The purpose of the Construction Environmental Management Plan (CEMP) is to outline practical and achievable management procedures of potential impacts from the Auto Centro Stage 3 development works on the Essendon Airport precinct, to ensure that any environmental impact during the construction phase is minimised.

## 1.2 Objective

The objective of the CEMP is to provide appropriate management procedures for environmental management to ensure works undertaken by contractors (and subcontractors) have minimal impact on the environment and are undertaken in accordance with the relevant Commonwealth and State government regulations.

The EMP outlines the management procedures for potential environmental impacts.

The CEMP presents a framework for environmental management during the construction phase, however it should be recognised that this framework will require review and updating throughout key stages of development (i.e. appointment of construction contractors, commencement of works and commencement of operations).

## 1.3 Scope of Work

The scope of work undertaken in assembling an CEMP should include:

- a “pre-start” site inspection;
- a detailed description of the development;
- a review of relevant legislation;
- an investigation into the potential environmental impacts of the proposal;
- a description of management procedures (control measures, performance criteria and mitigation strategies) which aim to reduce any environmental impacts; and
- an outline of relevant monitoring and reporting procedures.

Due to the nature of development works the CEMP may be subject to change or modification as a result of site development or changes on the site.

## 1.4 Consultation

It is recommended that prior to undertaking construction works on the Essendon Airport site, contractors consult with the following personnel / organisations to obtain assistance in identifying and managing potential environmental impacts.

Company	Position	Name	Contact Numbers
<b>Essendon Airport Pty Ltd</b>	Precinct Infrastructure and Planning Manager	Rory Kennedy	0412 369 049 (03) 9948 9400
	Civil Engineering Project Manager	Scott Brown	03 9948 9400 0410 431 069
<b>Department of Infrastructure and Regional Development</b>	Airport Environment Officer	Bryan Perry	0434 074 213 03 9338 5943
<b>Meinhardt</b>	Environmental Consultant	David Corrigan	(03) 8676 1200

## 2 Overview

Prior to undertaking any construction works on Essendon Airport site, an overview of the proposed works should be submitted, detailing the scope of the works and the layout of the work site including:

- Address, property number, description of the site (size and location);
- Details of contractor, and other key personnel associated with the project - detailing Position and Title (eg. Site Manager) within the organisation, Name and Contact (phone numbers and email address where applicable) details;
- Details of the type of work for the whole site;
- Duration of the construction phase; and
- Site plan. The plan should detail the spatial location of key developments on the site, any natural features, and any environmental control measures (eg. erosion and sediment control devices) to be employed. A copy of the Site Plan should be displayed at the site office, and updated and amended as necessary.

## 3 Relevant Legislation and Guidelines

Essendon Airport is operated by Essendon Airport Pty Ltd (EAPL) and is principally subject to Commonwealth laws. The pre-eminent environmental legislation for operation of the airport is the Airports Act 1996 and specifically for environmental matters, the Airports (Environment Protection) Regulations 1997. The Commonwealth has recognised that with regard to areas not addressed in the federal legislation, state laws may be applicable with respect to regulating activities on airport land. The legislation and guideline documents included here is not intended to be an exhaustive list of legislative requirements, but is to be used as a reference of guideline listings, and it should be noted that legislation is likely to be amended and updated from the date of printing of this CEMP.

### 3.1 Commonwealth Legislation

#### 3.1.1 Airports Act 1996

Essendon Airport is located on Commonwealth land and therefore subject to Commonwealth law. The *Airports Act 1996* is administered by the Department of Infrastructure and Regional development, and by the Department of Infrastructure and Regional Development representative - the Airport Environment Officer (AEO).

Specific environmental regulations are outlined in the *Airports (Environment Protection) Regulations 1997*.

#### 3.1.2 Airports (Environment Protection) Regulations 1997

The *Airports (Environment Protection) Regulations 1997* were created under the Airports Act 1996. The Regulations establish a Commonwealth system of regulation of “activities at airports that generate, or have potential to generate pollution or excessive noise”, and to promote improved environmental management practices for activities carried out at airport sites. These regulations do not apply to:

- “pollution generated by an aircraft; or
- noise generated by an aircraft in flight or when landing, taking off or taxiing at an airport”.

The Regulations define:

- pollution and excessive noise;
- outline the duties of operators of undertakings at airports;
- outline the monitoring and reporting requirements; and
- provide accepted limits for:
  - air pollution;
  - water pollution;
  - soil pollution; and
  - excessive noise.

Part 3, Division 3.06 Management of Airport Sites from the regulations states that an airport lessee company must address its policies for:

- continuous improvement in the environmental consequences of activities at the airport;
- progressive reduction in extent of pollution at the airport;
- development and adoption of a comprehensive environmental management system for the airport that maintains consistency with relevant Australian and International standards;
- identification and conservation, by the airport lessee company and other operators of undertakings at the airport, of objects, and matters at the airport that have natural, indigenous or heritage values;

- involvement of the local community and airport users in development of any future strategy; and
- dissemination of the strategy to sub-lessees, licensees and other airport users and the local community.

### **3.1.3 Other relevant federal Legislation and Regulations**

- *National Environment Protection Council Act 1994;*
- *Environment Protection and Biodiversity Conservation Act 1999;*
- *Environment Protection and Biodiversity Conservation Regulations 2000;*
- *Fuel Quality Standards Act 2000;*
- *Air Services Act 1995;*
- *Airports (Transitional) Act 1996;*
- *Australian Heritage Council Act 2003;*
- *Commonwealth Places (Application of Laws) Act 1970;*
- *Ozone Protection Act 1989;*
- *Environment Protection (Ambient Air Quality) Measure as varied July 2003;*
- *National Environment Protection (National Pollutant Inventory) Measure as varied June 2008;*
- *Aboriginal and Torres Strait Islander Heritage Protection Act 1984;*
- *Protection of Movable Cultural Heritage Act 1986;*
- *Australian Heritage Commission Act 1975; and*
- *National Environment Protection (Used Packaging Materials) Measure as varied September 2011.*

## **3.2 Essendon Airport Environmental Management**

The Airports Act 1996 requires each airport to have an (Airport Environmental Strategy) AES outlining the environmental management strategies and actions for operations at the Airport.

An AES for 2013-2018 was developed for the airport and approved in April 2014 and outlines the environmental objectives and the environmental management framework of Essendon Airport. The AES is designed to:

- show EAPL's commitment to protecting the surrounding environment from impact from airport activities for the next 5 years;
- comply with legislation related to the operation of the airport;
- promote EAPL's objective to improve environmental consequences of the activities of the airport and manage them in an efficient manner; and
- continually measure, monitor, report and improve the environmental performance of the airport as defined in EAPL's objectives and targets.

The AES outlines the operation and management of the following areas:

- air quality;
- noise;
- stormwater;
- groundwater;
- soil quality;
- waste management;
- dangerous goods and hazardous substances;
- resource use;

- flora and fauna; and
- heritage and native title.

To ensure that operational activities within Essendon Airport are complying with legislation, tenants and EAPL are audited regularly for compliance with the AES's environmental objectives. A copy of the audit checklist is included in Appendix B. The CEMP has been produced as a guidance tool for EAPL tenants to:

- comply with legislation;
- achieve the objectives and targets of the AES;
- assist with compliance with the regular audit system, ongoing monitoring and corrective actions;
- identify environmental impact from airport operational activities;
- recommend management controls to minimise or prevent environmental impact from operational activities according to perceived risk; and
- assist with the improvement of environmental management, environmental awareness and to minimise environmental impact.

### **3.3 State Legislation**

Relevant state legislation that applies to commercial operational activities on the Essendon Airport Precinct is included below.

#### **3.3.1 Noise**

- State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade) as varied 2001 - The goal of this policy is to protect people from commercial, industrial or trade noise that may affect the beneficial uses made of noise sensitive areas while recognising the reality of the existing land use structure in the metropolitan region.

#### **3.3.2 Air**

- Environment Protection (Vehicle Emissions) Regulations 2013 - The objective of these Regulations is to minimise the impact of motor vehicle air and noise emissions and fuel quality on Victorians and the Victorian environment;
- State Environment Protection Policy (Ambient Air Quality) 1999 - The aim of this policy is to protect the air environment; and
- State Environment Protection Policy (Air Quality Management) 2001 - The aim of this policy is to ensure that the environmental quality objectives of the State environment protection policy (Ambient Air Quality) are met, drive continuous improvement in air quality and achieve the cleanest air possible having regard to the social and economic development of Victoria and support Victorian and national measures to address the enhanced greenhouse effect and depletion of the ozone layer.

#### **3.3.3 Water**

- State Environment Protection Policy (Groundwaters of Victoria) as varied 2002 - This policy aims to protect beneficial uses of groundwater for future use, which would consequently protect the quality of surface waters; and
- State Environment Protection Policy of Victoria (Waters of Victoria) 2003 - This policy aims to share the responsibility of protecting the surface water environment from pollution, through all levels of government, business, industry and community. The polluter is required to cover the cost of remediation.

### 3.3.4 Land

- State Environmental Protection Policy (Prevention and Management of Contamination of Land) 2002 - The goal of this policy is to maintain and where appropriate and practicable improve the condition of the land environment.

### 3.3.5 Waste

- Environment Protection (Industrial Waste Resource) Regulations 2009 - This replaces both the Environment Protection (Prescribed Waste) Regulations 1998 and the Industrial Waste Management Policy (Prescribed Industrial Waste) 2000;
- Environment Protection (Resource Efficiency) Act 2002 - This act promotes the establishment of voluntary sustainability covenants to improve the efficiency of resource use and to reduce impacts on the environment; and
- Industrial Waste Management Policy (National Pollutant Inventory) 1998- The aims of this policy is to maintain and improve ambient air quality, marine estuarine, freshwater quality and expand the re-use and recycling of used materials.

### 3.3.6 Dangerous Goods

- Dangerous Goods Act 1985 - This Act promotes the safety of persons and property in relation to the manufacture, storage, transport, transfer, sale and use of dangerous goods, and to ensure that adequate precautions are taken against certain fires, explosions, leakages and spillages of dangerous goods; and
- Dangerous Goods (Storage and Handling) Regulations 2012 - These regulations require occupiers of premises where dangerous goods are stored to undertake an assessment of hazards and risks associated with the storage of the dangerous goods.

### 3.3.7 Occupational Health and Safety

- Occupational Health and Safety (Asbestos) Regulations 2003 - These regulations are concerned with the processing and handling of asbestos in the workplace;
- Occupational Health and Safety (Manual Handling) Regulations 1999 - the aim of these Regulations is to reduce the number and severity of [musculoskeletal disorders](#) associated with tasks involving [manual handling](#);
- Occupational Health and Safety Act 2004 - This act aims to eliminate, at the source, risks to the [health](#), safety or welfare of employees, other persons at work and members of the public;
- Occupational Health and Safety (Noise) Regulations 2004 - This act aims to control the exposure noise in the workplace for [employees](#) and to reduce the incidence and severity of hearing loss resulting from excessive exposure to noise;
- Occupational Health and Safety (Prevention of Falls) Regulations 2003 - The objective of these Regulations is to prevent incidents at workplaces involving falls of more than 2 metres and to prevent or reduce injury resulting from those falls;
- Occupational Health and Safety (Issue Resolution) Regulations 1999 - The objective of these Regulations is to prescribe a procedure for the effective resolution at workplaces of health and safety issues as they arise, where there is no agreed procedure for resolution;
- Occupational Health and Safety (Incident Notification) Regulations 1999 - The aim of the regulations is to specify notifiable incidents; and prescribe procedures relating to notifiable incidents at a workplace; and
- Occupational Health and Safety (Hazardous Substances) Regulations 1999 - The objective of these Regulations is to protect people at work against risks to their health associated with the use of hazardous substances.

### **3.3.8 Heritage**

- Archaeological and Aboriginal Relics Preservation Act 1972 - This Act makes provisions for the preservation and protection of Archaeological and Aboriginal relics; and
- Heritage Act 2008 -The purpose of this act is to provide for the protection and conservation of places and objects of cultural heritage significance and the registration of such places and objects.

### **3.3.9 General**

- Environment Protection Act 1970 - This act aims to create a legislative framework for the protection of the environment in Victoria having regard to the principles of environment protection;
- National Environment Protection Council Act 1995 (Vic) - The purpose of the act is to ensure that, by means of the establishment and operation of the National Environment Protection Council people enjoy the benefit of equivalent protection from air, water or soil pollution and from noise, wherever they live in Australia;
- Electricity Safety Act 1998 - The purpose of this act is to make further provision relating to the safety of electricity supply and use and the efficiency of electrical equipment; and
- Building (Legionella Risk Management) Regulations 2001 - This regulations specify the matters to be included in risk management plans addressing the risks associated with stagnant water in a cooling tower system and the presence of dead-end pipework and other fittings in a cooling tower system; nutrient growth and poor water quality in a cooling tower system etc.

## **3.4 Other Relevant Guidelines**

A list of relevant best practice guidelines is listed in Appendix A. Best practice guidelines shall be referred to for guidance on best practice and methodologies for achieving environmental compliance.

## 4 Potential Environmental Impacts

A summary of environmental impacts or issues associated with development works at the proposed site must be considered. Issues may include:

- Land Contamination and Management;
- Water Quality Management;
- Air Quality Management (Dust and Vehicle Emissions);
- Noise Management;
- Flora and Fauna; and
- Heritage.

The role of this section is to identify areas, issues and values that may be impacted by the development. A risk assessment methodology may be employed to assess the potential environmental impacts, and prioritise preventative and management strategies and actions.

These control measures are based on relevant legislative criteria, environmental best practice and current technologies employed to minimise adverse environmental impacts.

### 4.1 Land Contamination and Management

Essendon Airport has relatively flat terrain, and as a result, proposed development will not significantly impact on the site topography.

Potential impacts that may arise as a result of construction activities include:

- spoil from levelling of the site and from service trenches;
- dust created from earth-moving activities;
- contact with contaminated material;
- exposure of pieces of buried asbestos;
- wind erosion of exposed soils; and
- storage and handling of fuel and chemicals.

These impacts can be managed through:

- following procedures for testing and off site removal of spoil as per Victorian EPA IRWG 621 & 702 guidelines;
- using water carts (for dust suppression);
- following processes for the removal and disposal of waste asbestos prescribed in the Victorian Occupational Health and Safety Regulations (2007);
- limiting the amount of soil exposed at a time; and
- following procedures for the storage and handling of fuel and chemicals as per Victorian EPA guidelines.

### 4.2 Water Quality Management

Wastewater that is discharged into stormwater drains can potentially pollute receiving surface water bodies (lakes, creeks, ponds, rivers). Stormwater drains at Essendon Airport discharge into the Moonee Ponds Creek to the east and Steele Creek to the west. Legislation that protects Surface water bodies within Victoria is provided in section 3.3.3. Pollution of Moony Ponds Creek is subject to state law, and could lead to prosecution, and fines issued by the Environmental Protection Authority Victoria (EPA).

During construction, stormwater may have an increased sediment load. Sediment reduction controls must be put in place to ensure that stormwater sediment concentrations are below the Airports (Environment Protection) Regulations 1997. Reference should be made to the Construction Techniques for Sediment Pollution Control – EPA Publication 275. Consideration of Erosion and Sediment Control Measures must be given at the site preparation, and during the construction and post-construction phase of the project. In addition, reference should be made to the Reducing Stormwater from Construction Site – EPA Publication 981, for suggestions on how to reduce pollution from construction sites.

Impacts can be managed through:

- minimising the area of land disturbed at any one time;
- diverting potential upstream runoff from exposed soil and disturbed areas;
- vegetate, pave, cover or stabilize all exposed and unstable soil or loose material;
- installation of water diversion devices, away from disturbed and exposed soil;
- installation of sediment and litter control devices eg. filters/sediment fences, filter strips and sediment trap dams and basins; and
- installation of designated vehicle crossovers and control measures eg. Shakedown pads.

### **4.3 Air Quality Management (Dust and Vehicle Emission)**

Generation of dust during construction activities may occur and must be minimised.

Measures to reduce or eliminate dust emission during construction activities may include:

- water carts spraying the soil on a regular basis;
- avoiding or minimising works throughout dry, windy conditions;
- placing covers on the loads; and
- utilising passive devices eg. Silt fences.

Control of vehicle emissions should be maintained through regular maintenance to manufacturers specifications.

### **4.4 Noise Management**

Construction activities can create noise emissions from truck haulage, excavations and building construction. These impacts must be reduced by efficient site planning for operating hours and limiting the speed of trucks.

The EMP should outline proposed hours of operation and management practices to ensure that noise levels are maintained within the acceptable limits as outlined in the Noise Control Guidelines (EPA Publication 1254) Schedule.

Control of vehicle emissions should be maintained through regular maintenance and use of noise suppression devices to the manufacturers specifications.

### **4.5 Flora and Fauna**

Essendon Airport has been deemed an area of low biological value, consisting of significant hardstand and limited grassed areas. No rare, endangered or vulnerable flora or fauna have been identified within the vicinity of the Essendon Airport Precinct, with the exception of one endangered community listed under the EPBC Act, which comprises:

- Natural Temperate Grasslands of the Victorian Volcanic Plain (NTGVVP).

No clearing of vegetation in grassed areas will occur without prior permission from Essendon Airport, and where necessary written permission from the relevant Regulatory Authority.

## 4.6 Heritage

Consultation with Aboriginal Affairs Victoria has illustrated that no known sites of indigenous archaeological significance exists at the airport.

Essendon Airport is listed as a Registered Place on the Register of the National Estate (RNE) and as an Indicative Place on the Commonwealth Heritage List (CHL). In 2005 a Heritage Management Plan was completed for the Essendon Airport site identifying specific guidelines for managing the values of the airport and its precincts, viewlines and individual elements of heritage value.

Sites / elements of heritage value to be considered include:

- Wirraway Precinct;
- Terminal Precinct;
- Wirraway Road hangar View Lines;
- International Terminal Precinct View Lines;
- Hangar 3 and Curtilage;
- Hangar 4 and curtilage;
- Hangar 5 and curtilage;
- Hangar 6 and curtilage;
- Building 36 and Curtilage;
- Building 44 and curtilage;
- Building 72 and curtilage;
- Building 79 and Curtailing;
- Building 154 and Curtailing;
- North-South and East-West Runways;
- Building 83;
- Building 85;
- Building 103;
- Building 104; and
- Wirraway Road.

## 5 Construction Management Procedures

The Construction Management Procedures should outline the:

- Issue;
- management procedures / actions;
- responsible personnel to undertake the action; and
- timing for completion of action.

The Construction Management Procedures should be associated with development works throughout the “pre-start” site assessment and during development activities. The Works Site Manager is responsible for recording any discrepancies or incidents and ensuring that the Construction Management Procedures are followed. A daily log of activities including incidences, should be maintained by the Works Site Manager.

### 5.1 Environmental Management

The following lists procedures to control environmental impacts during the construction phase of the project.

#### 5.1.1 Land

These procedures describe how soil pollution and erosion management should be undertaken to protect environmental quality.

##### Objectives

- To reduce off-site soil loss and the erosion of soil during construction works.

##### Targets

- Sediment run off controlled during any rainfall event; and
- No impact on surrounding environment from sediment runoff.

**Table 1 Land Management Procedures**

Issue	Procedures	Responsibility	Timing
Erosion	Install and maintain erosion controls on unstable slopes so that they remain effective during any pause in construction. Refer to EPA Publication 275 and 981.	Works Site Manager	Prior to commencement of works and throughout construction phase
	Keep vehicle traffic to well-defined haul roads.		At all times
Runoff	Runoff to be controlled and managed for all rainfall events < = 1 in10 ARI	Works Site Manager	At all times
Stockpiles	Stockpiles are to be located away from stormwater drains.	Works Site Manager	Throughout construction phase
	Construct long-term stockpiles with no	Works Site	Prior to

Issue	Procedures	Responsibility	Timing
	slope greater than 2:1 (horizontal to vertical).	Manager	commencement of works
Fill Material	The site has been covered with a layer of fill. Excavations should be examined for signs of contamination within the fill.	Works Site Manager Meinhardt	As required
Spoil	Excavated material to be removed off site is to be tested for potential contaminants.	Works Site Manager	As required
	Any soil removed off site must be tested, transported and disposed according to Victorian waste disposal regulations and guidelines.	Works Site Manager Meinhardt	As required
Imported soil or fill	Any soil or fill imported to the site will be required to be tested by the supplier for contamination. Any imported material used onsite must be classified as fill material under Environment Protection (Industrial Waste Resource) Regulations 2009.	Works Site Manager Meinhardt	As required
Asbestos	Asbestos will be handled, packaged and removed in accordance with the Occupational Health and Safety (Asbestos) Regulations 2003, EPA Publication 364d The Transport and Disposal of Waste Asbestos October 2009 ( <i>IWRG611.1</i> ), and the Worksafe Australia Asbestos Code of Practice.	Asbestos Contractor	As required
	Techniques for identification potential asbestos containing material will be included in the site induction training program.	Works Site Manager	Prior to commencement of works
Drums	Any empty drums removed off-site should be done so in accordance with EPA Publication IWRG644.1 Used Containers - Transport and Management, May 2010.	Meinhardt Works Site Manager	As required

### 5.1.2 Water

These procedures describe how water pollution prevention and stormwater management should be undertaken to protect environmental quality.

#### Objectives

- Manage rainfall and runoff for all rain events  $\leq 1$  in10 ARI;
- Reduce wastewater discharge;
- No impact on offsite surface or groundwater(s) due to construction activities; and
- Site stormwater will be managed such that there will be no contaminated water discharged off-site.

#### Targets

- No impact on surface waters; and
- Wastewater management to incorporate the principles of reduce, re-use and recycling prior to disposal.

**Table 2 Land Management Procedures**

Issue	Procedures	Responsibility	Timing
General	Storage of materials and waste is to be located at least 2 metres away from stormwater drains.	Works Site Manager	At all times
	Oils, fuel and other liquid chemicals are to be located on spill trays, or in a bunded area, at least 5 metres from any stormwater drains. Refer to EPA Publication 347.	Works Site Manager	At all times
	All chemical spills will be contained and cleaned up immediately.		As required
Stormwater	Prevent stormwater from adjacent sites entering the development site. Refer to EPA Publication 275 and 981.	Works Site Manager	Prior to commencement of works and throughout construction phase
	Stormwater generated on-site should be managed and discharged off site in accordance with Melbourne Waters Site Specific EMP guidance notes and templates to prevent off site impacts from sediment laden stormwaters.  (See: <a href="http://goo.gl/7WyWA1">http://goo.gl/7WyWA1</a> )  The preferred sequence for the implementation of environmental measures is preventative measures followed by control measures. By preventing erosion, the need for sediment control is reduced.		

Issue	Procedures	Responsibility	Timing
	<p>If the contractor wishes to dewater stormwater over grassed areas at the site consultation with Essendon Airport management, seeking approval to do so, must occur prior to initiation of any works.</p> <p>The contractor should not conduct any dewatering activity that impacts on an area outside the construction site, without consultation with airport site management.</p>		
Sediment Control	Sediment control devices are to be placed around all stormwater outlets on the site to remove sediment from stormwater. Refer to Publication 275, 347, 981.	Works Site Manager	Prior to commencement of works and throughout construction phase
	Regular inspections of the effectiveness of sediment control measures will be undertaken, with necessary improvements made where required. An inspection must be undertaken after all rain events *( $\geq 10$ mm rain fall in a 24hr period).		Throughout construction phase and after heavy storm events.
	Undertake inspections of surface runoff during or immediately after rain events.		As required
	Apply crushed rock to other frequently used tracks and haul roads that may produce sediment.		As required
	Circle long-term stockpiles with hay bales.		As required
Wastewater	Wastewater must be disposed to sewer under a Trade Waste agreement with the local water authority. Wastewater must not be disposed to stormwater drains.	Works Site Manager	At all times
Records	Rainfall to be recorded on site and submitted monthly to EF environmental officer. Inspection and testing records are to be available upon request of the EF environmental officer.	Works Site Manager	Monthly

### 5.1.3 Air

These procedures describe how dust control and air quality management should be undertaken to protect air quality.

#### Objectives

- To ensure that air pollution and dust are within Airport (Environment Protection) Regulations 1997.

#### Targets

- Air exhausts within Airports (Environment Protection) Regulations 1997 acceptable limits;
- Reduce dust emissions; and
- No complaints received in relation to air emissions or dust.

**Table 3 Air Management Procedures**

Issue	Procedures	Responsibility	Timing
Dust control	Water down exposed areas when visible dust is observed.	Works Site Manager	As required
	Water stockpiles to suppress dust.		
	Consider using crushed rock or water on main haul roads in the event of excessive dust generation.		
Air Quality	No burning or incineration of wastes is to occur on-site.	Vehicle Operators	As required
	Vehicles and other exhaust emitting equipment on-site should be maintained as per manufactures recommendations so that fugitive exhaust emissions do not occur.		

### 5.1.4 Noise

These procedures describe how noise emissions will be reduced.

#### Objectives

- To ensure all noise emissions are within the acceptable limits as specified by the Airports (Environment Protection) Regulations 1997; and
- To ensure that the generation of noise from construction activities is kept to a level low enough to not significantly affect the amenity of contractors and surrounding land users.

#### Targets

- No complaints received in regards to noise emissions during the construction phase; and
- No violation of noise regulations.

**Table 4 Noise Management Procedures**

Issue	Procedures	Responsibility	Timing
Noise Emissions	Regularly maintain equipment and machinery.	Works Site Manager	As required
	No noise emissions from construction or demolition activities will be discernible from a habitable room of a sensitive area between the hours of 7pm and 7am.		Throughout construction phase
			Throughout construction phase

### 5.1.5 Flora and Fauna Management

These procedures describe how the site should be managed to protect flora and fauna.

#### Objectives

- No impact on adjacent vegetated areas; and
- No unauthorised damage/removal of protected flora without appropriate permits in place.

#### Targets

- No signs of impact on adjacent vegetation.

**Table 5 Flora and Fauna Management Procedures**

Issue	Procedures	Responsibility	Timing
Flora and Fauna	Erosion, sedimentation and stormwater may impact on offsite flora and fauna. Refer to Land and Water Management Procedures for control measures.	Works Site Manager	Prior to commencement of works and throughout construction phase
Flora and Fauna	No clearing of vegetation will occur without written permission from the relevant Regulatory Authority. All clearing works under a permit, approvals or license shall be complied with the conditions of permit, approvals or license and within the predetermined area.  In the event of any unauthorised clearing, works will cease immediately and the site manager, client and Essendon Airport will be notified.	Works Site Manager / Meinhardt	Prior to commencement of works and throughout construction phase
Flora and Fauna	Any areas to be cleared are clearly marked and areas of vegetation or trees nominated to be excluded from the clearing works are to be visually identifiable to all personnel involved in the works.  The method of marking is to be communicated to all persons involved in the clearing process. All control measures are to be communicated to personnel involved in the tasks.	Works Site Manager	Prior to commencement of works and throughout construction phase
Flora and Fauna	Flora that is to be protected shall be clearly marked using a method that shall not harm or damage.  Native vegetation should be protected where reasonably possible. Large areas that are to be protected from Site works shall be demarcated to prevent intrusion and disturbance. This requirement is to be communicated to personnel involved within the site area	Works Site Manager	Prior to commencement of works and throughout construction phase
Flora and Fauna	All open excavations and trenches will be visually expected on a daily basis for trapped fauna.	Works Site Manager	During construction

## 5.2 Waste Management

These procedures describe how waste management should be undertaken to protect environmental quality. This section does not deal with soil for removed and/or disposal off site, this is discussed in section 5.1.1.

### Objectives

- To ensure that all litter is disposed of in a responsible manner; and
- To implement the principles of reduce, reuse and recycle at the site.

### Targets

- To reuse or recycle materials where possible;
- Avoidance of waste where possible; and
- No complaints will be received in relation to site litter or appearance.

**Table 6 Waste Management Procedures**

Issue	Procedures	Responsibility	Timing
General	Materials will be reused or recycled where possible, with appropriate storage and collection arrangements established.	Works Site Manager	Prior to commencement of works and as required
	Provide designated and well signed bins for materials to be recycled.		Prior to commencement of works and throughout construction phase
	Transport and dispose of all waste that cannot be practicably recycled to appropriate EPA licensed facilities as per EPA waste policies and guidelines.	Meinhardt Works Site Manager	All times
	Follow the waste management hierarchy of reduce, re-use, recycle and recover wastes.	Works Site Manager	All times
	Waste will be managed to prevent generation of litter, transmission of odours and control vermin (e.g. bin lids are to be kept closed).		All times
Litter control	Provide bins for general waste at prominent waste generation areas within the site (eg. Lunch rooms, on-site offices).	Works Site Manager	Prior to commencement of works and throughout construction phase
	Ensure that litter is not left where it can be washed or blown off-site.		Weekly
	Clean litter from key areas of the site		Weekly

### 5.3 Storage and Handling of Hazardous Materials

These procedures describe how the storage and handling of hazardous materials management should be undertaken to protect environmental quality.

*Objectives*

- Reduce the volume and the potential impact of waste generated on the site;
- To prevent and control chemical spillage;
- Comply with:
  - Dangerous Goods Act 1985;
  - Dangerous Goods (Storage & Handling) Regulations 2000;
  - Used Containers - Transport and Management - EPA Publication 644.1;
  - Asbestos Transport and Disposal – IWRG611.1; and
  - Australian Standard AS1940-2004 Storage and Handling of Flammable and Combustible Liquids

*Targets*

- No impact on the surrounding environment from hazardous materials generated at the site; and
- No spillage of stored fuels and chemicals.

**Table 7 Storage and Handling of Hazardous Materials Procedures**

Issue	Procedures	Responsibility	Timing
General	Wastes identified as Regulated Wastes will be disposed and transported as per the Regulations.	Works Site Manager	As required
	Chemical and oil containers are to be kept in suitable bunded areas		All times
	Label storage tanks appropriately in accordance with the Dangerous Goods Regulations and Australian Standards.		All times
	Store an appropriately stocked spill kit on site, for use in the event of fuel or chemical spills.		All times

## 5.4 Heritage and Archaeology Management

### Objectives

- To ensure archaeological features are protected during construction works.

### Targets observant

- All historical and archaeological features identified; and
- Manage all identified historical and archaeological features as per relevant statutory requirements.

**Table 8 Heritage and Archaeology Management Procedures**

Issue	Procedures	Responsibility	Timing
General	Report any suspected aboriginal sites to Essendon Airport Management and Aboriginal Affairs Victoria. Stop work in the event that works may deface or damage an Aboriginal relic until the issue is resolved appropriately in accordance with procedures prescribed under the Archaeological and Aboriginal Relics Preservation Act 1972.	Works Site Manager	Prior to commencement of works and throughout construction phase
	Site inductions will include training on how to recognise historical and archaeological items.	Works Site Manager	Prior to commencement of works

## 5.5 General Environmental Management Procedures

These procedures describe how the site should be managed to reduce the impact on staff and nearby residents.

### 5.5.1 Occupational Health and Safety

#### Objectives

- Maintain a safe working environment for all staff and visitors.

#### Targets

- No incidents reported.

**Table 9 Occupational Health and Safety Procedures**

Issue	Procedures	Responsibility	Timing
General	Wear / use protective equipment appropriate to tasks being undertaken.	All staff	At all times
	Conduct induction training in respect of OH&S for all staff, which includes identification of asbestos and heritage items.	Works Site Manager	Prior to commencement of works
	Maintain records for all employees who have undergone OH&S induction training.		At all times
	Provide sufficient OH&S equipment (e.g. First Aid Kits, emergency showers in appropriate locations).		Every 6 mths
	Undertake regular emergency drills.		As required
	Maintain records of any incidents that have occurred, including management actions taken to prevent the incident from occurring again.		
General	Ensure there is sufficient signage regarding first aid locations.	Works Site Manager	Prior to commencement of works
	Prepare a site occupational health and safety plan for demolition and construction works.		Prior to commencement of works

## 5.5.2 Emergency and Incident Reports

### Objectives

- No impact on the surrounding environment, staff or nearby residents.

### Targets

- All incidents will be managed and resolved as quickly as possible to reduce the impact on the environment and human health.

**Table 10 Emergency and Incident Reports Procedures**

Issue	Procedures	Responsibility	Timing
General	Develop and maintain emergency and incident procedures and reporting forms, including contact details for assistance and reporting (e.g. AEO, emergency services) and the procedure, responsibilities and roles to be observed for specific scenarios (e.g. spill management).	Works Site Manager	Prior to commencement of works
	All staff will report every emergency incident to the site manager as soon as practicable.	All staff	At all times
General	Ensure incident is resolved and recorded.	Works Site Manager	
	Coordinate incident response and ensure incident is resolved.		
	Direct staff to control the discharge and supervise the operation.		
	Stop the spill at the source if possible.		Immediately
	Report incidents to the EPA where offsite impacts to air or waters occur.		As soon as practically possible
	Review incidents and response actions with a view to avoiding reoccurrence of incidents.		Immediately after incidence

In the event of an emergency, at least one the following should be immediately contacted:

**Table 11 Emergency Contacts**

Name	Company & Position	Contact Numbers
Rory Kennedy	Essendon Airport Pty Ltd <i>Precinct Infrastructure &amp; Planning</i>	0412 369 049 (03) 9948 9400
Scott Brown	Essendon Airport Pty Ltd <i>Civil Engineering Project Manager</i>	0410 431 069 (03) 9379 9077
David Corrigan	Meinhardt Infrastructure & Environment <i>Associate Director</i>	(03) 8676 1200

### 5.5.3 Complaints

#### Objectives

- All complaints will be managed and resolved as quickly and efficiently as possible.

#### Targets

- No complaints received;
- All complaints resolved to the satisfaction of all parties involved; and
- All complaints will be dealt with within 24 hours in accordance with the complaints procedure.

**Table 12 Complaints Procedures**

Issue	Procedures	Responsibility	Timing
General	Establish nature of complaint and record details of complaint in the incident register.	Works Site Manager	As soon as practically possible
	Coordinate complaint response and ensure problem is resolved.		
	Note details of complainant, time, date of incident, nature of problem, outcome of resulting investigation, solution to problem and name of person dealing with complaint.		

### 5.5.4 Monitoring

#### Objectives

- No impact on the surrounding environment due to construction activities.

#### Targets

- Air, water and soil pollution below accepted limits as specified in the *Airports (Environment Protection) Regulations 1997*.
- Noise levels below excessive noise guidelines as specified in the *Airports (Environment Protection) Regulations 1997*.

**Table 13 Monitoring Procedures**

Issue	Procedures	Responsibility	Timing
Background Readings	Prior to commencing works on-site background readings for pre-existing noise levels, dust and storm water quality to be taken.	Project Manager	Prior to commencing works
General	Inspections of the stormwater system, are to be conducted.	Works Site Manager	Weekly throughout construction phase and after heavy storm events.
	Noise monitoring will be conducted via observations and the review of any complaints received from surrounding residential areas or regulatory authorities.		As required
	Dust emissions will be monitored via personal observations and the review of any complaints received from surrounding residential areas or regulatory authorities.		As required
	Unexpected asbestos on site is dealt with when it is discovered, in accordance with the Occupational Health and Safety (Asbestos) Regulations 2007, EPA Publication 364d The Transport and Disposal of Waste Asbestos October 2009 ( <i>IWRG611.1</i> ), and the Worksafe Australia Asbestos Code of Practice.		As required

### 5.5.5 Reporting and Auditing

Objectives

- No impact on surrounding environment.

Targets

- Compliance with the Department of Infrastructure and Regional Development (DIRD) requirements.

**Table 14 Reporting and Auditing Procedures**

Issue	Procedures	Responsibility	Timing
General	Conduct periodic reviews of maintenance and inspection procedures to ensure adequate controls on environmental impact.	Works Site Manager	Monthly
	Follow up and confirm that corrective actions are implemented and effective.		Monthly