

FREMANTLE PORTS

ENVIRONMENTAL GUIDELINES

Operational Environmental Management Plan (Tenants)



FREMANTLE PORTS

OPERATIONAL ENVIRONMENTAL MANAGEMENT PLAN (OEMP) GUIDELINES (TENANTS)

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1 INTRODUCTION

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

An EMP is a practical plan of management measures which are designed to minimise environmental impact from a tenant's normal activities. In addition, an EMP identifies what measures will be in place or are actioned to manage any incidents and emergencies that may arise during normal operations.

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

In accordance with the requirements of Fremantle Ports Development Guidelines, all tenancies within the Port require an Operational EMP to be prepared. Furthermore, for tenants undertaking construction activities, a Construction Environmental Management Plan (CEMP) is also required.

The size, complexity and location of the operations will guide the development of the EMP. For example, a small office building is likely to have a relatively simple EMP when compared to an industrial operation located adjacent to a water body. The development of the management measures should be based on a risk assessment approach.

2 PURPOSE

These guidelines provide a framework for the development of a tenant EMP.

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

3 LEGISLATIVE FRAMEWORK

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

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

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

- [Environmental Protection and Biodiversity Conservation Act 1999](#)
- [Australian Heritage Council Act 2003](#)
- [National Environment Protection Council Act 1994](#)

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

- [Department of Environmental Regulation \(DER\) Assessment and Management of Contaminated Sites](#)
- [Department of Environmental Regulation \(DER\) Identification, Reporting and Classification of Contaminated Sites in Western Australia](#)
- [Environmental Protection \(Controlled Waste\) Regulations 2004](#)
- [Dangerous Goods Safety Act 2004 and Regulations 2007](#)
- [Department of the Environment and Conservation \(DEC\) A Guideline for Managing the Impacts of Dust and Associated Contaminants from Land Development Sites, Contaminated Sites Remediation and Other Related Activities.](#)
- [Department of Water. Water Quality Protection Note 13 - Dewatering of Soil at Construction Sites 2012](#)
- Project specific approval conditions (where applicable).

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

4 PREPARATION FOR EMP DEVELOPMENT

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

5 ENVIRONMENTAL RISK/SITE ASSESSMENT

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

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

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

Fremantle Ports may identify additional risks and those will be communicated to the tenant to be addressed in the EMP.

6 CONTENTS OF THE EMP

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

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

Table 1 Expected structure and content of an EMP

EMP RECOMMENDED CONTENT	COMMENTS
Organisational Procedures	
<u>Environmental Policy</u> - provide a copy of the tenant's Environmental Policy and a commitment to sustainability	
<u>Regulatory Framework</u> - demonstrate an understanding of the regulatory framework at Fremantle Ports.	Refer to applicable State and Commonwealth legislation. Provide details of consultation and liaison with government agencies if applicable. Copies of relevant regulatory approvals, licences and permits should be provided if applicable.
<u>Key Staff</u> - The tenant's organisational structure should be provided including responsibility levels for key staff associated with the operations and contact numbers.	This typically includes as a minimum: <ul style="list-style-type: none"> • Manager • Environmental Contact • Emergency Contact
<u>Site Induction and Training</u> - The site induction process and the integration of EMP requirements within this should be outlined.	Details of any other mechanisms that are utilised for staff training, such as toolbox talks, Job Analyses (JA) forms or prestart meetings should be outlined.
<u>Incident Management System</u> - The EMP should include details of the tenant's incident management system, including procedures for reporting, corrective actions and record keeping.	The EMP should include procedures for reporting incidents to Fremantle Ports, including timeframes.
<u>Complaint Management System</u> - The EMP should include details of the tenant's complaint management system, including procedures for reporting, corrective actions and recording.	The EMP should include procedures for reporting complaints to Fremantle Ports, including timeframes.

<p><u>EMP Audit and Review Process</u> - Details of the audit and review process of the EMP should be outlined.</p>	<p>The tenant will need to undertake periodic compliance audits of the EMP. The frequency and extent of the audits will depend on the characteristics of the site and operations. It may range from a monthly checklist, to a complete audit with meetings and a report produced. The EMP should detail the audit contents and schedule.</p> <p>The EMP also needs to be reviewed to ensure it remains up to date and relevant. The EMP should detail the process of how changes in site activities are incorporated into the EMP and also the general periodic review and update process for the EMP, including timeframes.</p>
<p>Site and Activities</p>	
<p><u>General Site Description</u> - including physical address, lot size, adjacent land uses, vegetation, topography and drainage.</p>	<p>Include a scaled site plan indicating buildings, structures, drains, pipelines and other site features relevant to the EMP</p>
<p><u>Outline of Operations</u> - detailed outline of operations and activities including processes being undertaken and any emissions associated with those.</p>	<p>Include a plan detailing the location of all existing and proposed discharge and emission points to the environment. Specific details and design information of individual components/devices (such as fume-venting systems or oil/water separators) can also be included here.</p>
<p>Environmental Aspects</p>	

<p>This section should provide detail on all identified environmental aspects and how they will be managed to minimise environmental impacts.</p> <p>Typically, information provided will include</p> <ul style="list-style-type: none"> • Actions or mitigation strategies that will be implemented • Performance indicators • Any monitoring and reporting processes • Corrective actions to be undertaken should the performance requirements not be met • Site Responsibilities 	<p>Attachment 1 provides a list of operational environmental aspects that may require consideration. Attachment 2 provides an example of how a tenant may choose to present elements for this component of the EMP.</p> <p>Environmental aspects specific to construction activities such as dewatering, cultural heritage, contaminated sites, acid sulphate soils and so on are not detailed in these EMP guidelines. Any proposed construction activities will require a Development Application to Fremantle Ports including a Contractor Environmental Management Plan (CEMP) that addresses the environmental issues associated with that development phase.</p>
<p>Relationship with Other Site Plans</p>	
<p>This section should outline the relationship between the EMP and other tenant documentation or frameworks for the site. Where appropriate, supporting documents can be appended to the EMP. Reference to other plans provided under the Fremantle Ports development framework such as a Construction Environmental Management Plan (CEMP), Emergency Response Plan, Traffic Management Plan, Landscaping Plan or Stormwater Management Plan may also be useful.</p>	<p>Whilst the EMP needs to be site specific, it is acceptable to integrate the EMP within other site plans and documentation such as Safety Management Plans.</p>

7 REFERENCES/KEY DOCUMENTS

Fremantle Ports

[Port Authority Act 1999 and Regulations](#)

[Fremantle Ports Planning Guidelines](#)

[Fremantle Ports Construction Environmental Management Plan \(CEMP\) Guidelines. 2018](#)

www.fremantleports.com.au – this website contains many critical documents and links for planning and development at Fremantle Ports.

Department of Water and Environmental Regulation

[Environmental Protection Act 1986 and Regulations 1987](#)

[Contaminated Sites Act 2003 and Regulations 2006](#)

[Environmental Protection \(Controlled Waste\) Regulations 2004](#)

[Assessment and Management of Contaminated Sites 2014](#)

[Department of Environment and Conservation. A Guideline for Managing the Impacts of Dust and Associated Contaminants from Land Development Sites, Contaminated Sites Remediation and Other Related Activities 2011.](#)

[Department of Water. Water Quality Protection Note 13 - Dewatering of Soil at Construction Sites 2012](#)

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

Department of Mines, Industry Regulation and Safety

[Dangerous Goods Safety Act 2004 and Regulations 2007](#)

Department of the Environment and Energy

[Environmental Protection and Biodiversity Conservation Act 1999](#)

[Australian Heritage Council Act 2003](#)

[National Environment Protection Council Act 1994](#)

Attachment 1 Potential Operational Environmental Aspects

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

- (a) Air Quality
- (b) General Waste Management
- (c) Hazardous Waste Management
- (d) Soil Contamination
- (e) Water Quality
- (f) Storage and Handling of Chemicals and Hazardous Materials
- (g) Refuelling
- (h) Noise
- (i) Light
- (j) Vibration
- (k) Spill Management
- (l) Housekeeping
- (m) Energy Use
- (n) Water Use

Attachment 2 Example of how the tenant may choose to present the detailed environmental aspects for site operations.

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

Element	Stormwater Quality
Objective	<ul style="list-style-type: none"> • To minimise the impact on stormwater quality from site activities • To comply with regulatory requirements.
Actions	<ul style="list-style-type: none"> • Appropriate design and placement of inspection devices. • Regular checks of inspection devices • Regular maintenance of drains that collect surface waters • All chemicals and hazardous wastes stored within bunded areas • Train all staff in spill response. • Specific training of fire warden for stormwater capture in the event of a fire.
Performance Indicators	<ul style="list-style-type: none"> • Discharge water quality meets agreed standard. • Review of training records indicates appropriate training has occurred.
Monitoring	<ul style="list-style-type: none"> • Weekly inspection of stormwater devices • Water Quality Monitoring during first annual rainfall events. • Post Incident Water Quality Monitoring
Reporting	<ul style="list-style-type: none"> • Weekly inspections logged • Stormwater device/GPT maintenance/service records maintained. • Recording of water quality monitoring results.
Corrective Action	<ul style="list-style-type: none"> • Control measures rectified and/or replaced in the event of a non-conformance. • Incidents recorded and followed up through the incident management system.
Responsibility	<ul style="list-style-type: none"> • Site Superintendent



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