

TasWater CDO Environmental Management - Key Environmental Documentation

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CDO file ref.	0001-PRE-EN-0008
Revision no.	1
Date	20 May, 2020



Purpose & Learning Outcomes

From this presentation you will be able to:

- Identify the key environmental documentation required to support the successful planning, development and delivery of TasWater CDO Projects.
- Explain the purpose of the key environmental documentation and at what stage of a project they are required.
- be able to define:
 - ✓ What an 'APMP' is?
 - ✓ What a 'SECR' is and when it is required?
 - ✓ The difference between an APMP and a PEPA?
 - ✓ What a SEP is and when it is required?
 - ✓ What Environment Documents are included in an RFT package?

Introduction

- The TasWater CDO requires our Projects to identify, plan for and control the potential environmental impacts of our activities consistently and to as low as reasonably practicable, or ALARP.
- Our environmental management requirements have been developed in careful consideration of both the CPB UGL Joint Venture Alliance partner processes and procedures, along with inputs from our TasWater CDO Environment Team.
- Our Environmental processes and procedures incorporate the Tasmanian-specific environmental management requirements we are all familiar with.



Streamlined, Consistent, and
Tasmanian-specific Process

Understanding the Site Environmental Conditions - Pre-Request for Tender Stage

Step 1: APMP or PEPA Checklist

The first step within the TasWater CDO after receiving a new project is the development of an **Approvals and Permits Management Plan (APMP)**, or for a Minor Works Program (MWP) the completion of a Program Environmental Planning and Approvals (**PEPA) Checklist**.

- These are initial desktop investigations that highlight environmental constraints for the project and identify the potential approvals and planning permits likely needed to progress the works.
- These are managed by a TasWater CDO Senior Environmental Advisor with support from local planning and environmental approvals specialists.
- The APMP or PEPA Checklist are built from the available project information, such as concept designs drawings, previous investigation and studies and the LIST.
- APMPs take 1-2 weeks to complete, with the completed product a report with any database searches or other investigations attached.

Step 2: Commencement of Studies, Investigations, Permits & Approvals

- The next step is for the TasWater CDO Environment Team to take the information from the APMP or PEPA Checklist and arrange any environmental studies/investigations for the project site.
- In parallel, any statutory permits or approval processes are commenced (e.g. development applications, Reserve Activity Assessments, EIS/EERs etc).
- The TasWater CDO Environment Team work closely with specialist consultants who have agreed commercial terms with the CPB UGL JV.

Some of the local specialist consultants engaged include:



Step 3: Generation of the Site Environmental Conditions Report

- Once the TasWater CDO Environment Team have the reports from commissioned studies, a Site Environmental Conditions Report (SECR) for the project is developed.
- The SECR collates all the site-specific environmental information for the project, including:
 - Results of studies, including appended reports
 - Information on site specific environmental management required
 - Copies of permits & approvals available (some may still be underway during the development of the SECR)
 - Other relevant environmental information
- The purpose of the SECR is to form part of the RFT and provide our potential contractors with all relevant environmental and planning information required to inform the tender and to assist the successful contractor in developing an environmental management plan for the project.

Step 4: Request for Tender Stage

- The next step is to send out the RFT for the project with the relevant environmental documentation.
- The RFT includes the following environmental documentation:
 - ✓ A completed Site Environmental Conditions Report (PDF)
 - ✓ A Work Package Environmental Management Plan (Standard) (PDF)
 - ✓ A Site Environment Plan Template (Word version)
 - ✓ Contractors Handbook
- Contractors are encouraged to review these documents and seek clarification.
- The RFT instructs the tenderers that they must develop a Work Package Environmental Management Plan (WPEMP) or their own TasWater CDO accepted CEMP for the project if successful.

Step 5: Developing a Work Package Environmental Management Plan

Step 5: WPEMP Overview

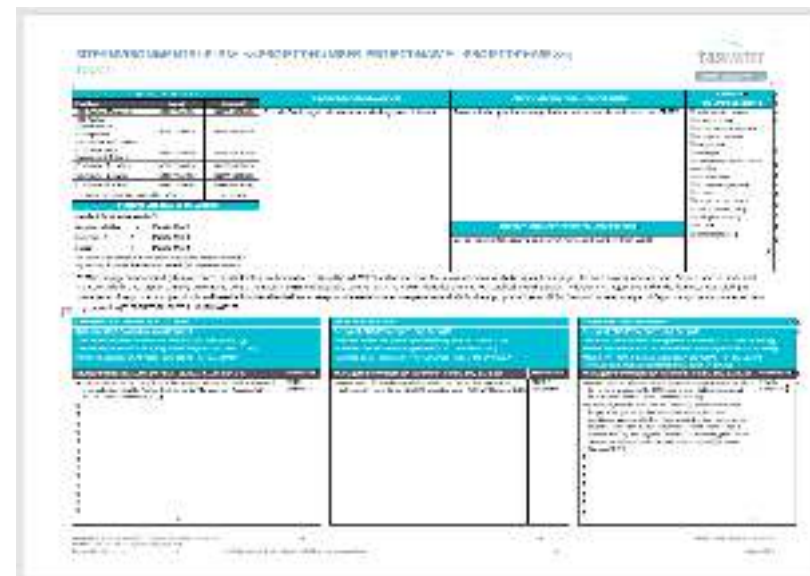
- The WPEMP describes the environmental management and mitigation measures required to be undertaken to ensure compliance with the CDO's EMS requirements. The WPEMP ensures that:
 - ✓ Contractual environmental requirements are being fulfilled
 - ✓ The work package is compliant with all relevant environmental legislation.
 - ✓ The effect of environmental impacts on the community is minimised.



Step 5: WPEMP Components

1. The **WPEMP (Standard)** (or contractors CEMP)
2. The **Site Environment Plan (SEP)**

The WPEMP is developed by the contractor in consultation with the nominated TasWater CDO Project Environmental Management Representative (PEMR).



Step 5: WPEMP (Standard)

- The **WPEMP (Standard)** is the generic governing document for site environmental management for all TasWater CDO Projects and Minor Works Program. The document:
 - ✓ Provides information on the CDO EMS.
 - ✓ Identifies roles and responsibilities.
 - ✓ Provides monitoring requirements.
 - ✓ Provides an incident reporting process.
 - ✓ Provides an array of environmental management sub-plans for each environmental field with the minimum management and mitigation measures listed.
 - ✓ Identifies the minimum environmental objectives for a project or minor works program.
 - ✓ Identifies within the sub-plans the procedures and permits required to operate in line with the CDO EMS.
 - ✓ Can be used as the contractor's CEMP for the project unless the contractor can provide a TasWater CDO accepted CEMP that meets the minimum requirements of the environmental sub-plans outlined in the standard.

Step 5: Site Environment Plan (SEP)

- The **SEP** pulls together the information within the **WPEMP Standard** (or contractor's CEMP) and **SECR** (or PEPA Checklist) to develop an overall A3 poster sized site-specific environmental management plan.
- The **SEP** provides:
 - ✓ A summary of project information including project contacts, working hours, inspection requirements, and applicable permits.
 - ✓ A summary of environmental management and mitigation measures to be implemented for the work package and associated responsibilities. This includes the measures outlined in the **WPEMP Standard** plus any additional measures that may be required as a result of an approval, permit, or site-specific condition.
 - ✓ A site plan or series of site plans showing environmental constraints on site, environmental management aspects and environmental monitoring points. Examples include sediment and erosion controls, waste area designations, water quality monitoring points and traffic flow directions.

Step 5: Site Environment Plan – Site Plan Example



Step 5: Site Environment Plan Summary

- The SEP is developed by the contractor in consultation with the TasWater CDO PEMR using the TasWater CDO SEP template.
- The site plans within the SEP are generally developed by the TasWater CDO GIS team. Shape files can be made available to the Contractor for upload into their devices.
- The SEP has purposely been designed in an A3 poster form to allow it be enlarged and displayed prominently at the site.
- **Every TasWater CDO Project must have an SEP in place and every TasWater CDO Minor Works Program must have an overarching SEP in place.**

Step 5: Site Environment Plan Implementation

- Once the SEP is in place, the TasWater CDO project team and PEMR will support the contractor to implement and maintain the controls identified on the TasWater CDO accepted SEP. This is achieved through scheduled audit and inspections and regular maintenance
- The TasWater CDO Environment Team is here to support our Project Teams to plan, develop and deliver projects and our Minor Works Program in accordance with how we have committed to deliver the Project to both TasWater and the TasWater CDO, our regulators and the communities in which we undertake our works.
- We look forward to supporting you to make the TasWater CDO a success.



CAPITAL DELIVERY OFFICE

Assessment

Assessment #1

✓ Define what an 'APMP' is.

An APMP (Approvals & Permits Management Plan) is an initial desktop investigation that highlights environmental constraints for the project and identifies the potential approvals and planning permits likely needed to progress the works.

Assessment #2

✓ What is an 'SECR' and when is it required?

A Site Environmental Conditions Report (SECR) for the project is developed once the TasWater CDO Environment Team have the reports from commissioned Environmental studies in.

The purpose of the SECR is to go out with the RFT to provide the contractor with all relevant environmental and planning information and to assist the successful contractor in developing a WPEMP/CEMP for the project.

The SECR collates all the site-specific environmental information for the project, including:

- Results of studies, including appended reports
- Information on site specific environmental management required
- Copies of permits & approvals available (some may still be underway)
- Other relevant environmental information

Assessment #3

✓ What is the difference between an APMP and a PEPA?

Both are initial desktop investigations that highlight environmental constraints and identify the potential approvals and planning permits likely needed to progress the works.

An Approvals and Permits Management Plan (APMP) is developed for CDO Projects whereas a PEPA Checklist is developed for a Minor Works Program.

Assessment #4

- ✓ What is an SEP and when is it required?

A Site Environment Plan (SEP) pulls together the information within the **WPEMP (Standard)** and **SECR** (or PEPA Checklist) to develop an overall site-specific environmental management document.

The **SEP** provides a summary of project information including project contacts, working hours,, environmental management measures, and a series of site plans showing environmental constraints and management features.

Every CDO project must have an SEP in place and every CDO minor works program must have an overarching SEP in place.

Assessment #5

- ✓ What Environment Documents are included in an RFT package?

The RFT must include the following environmental documentation:

- ✓ A completed Site Environmental Conditions Report (PDF)
- ✓ A Work Package Environmental Management Plan (Standard) (PDF)
- ✓ A Site Environment Plan Template (Word version)