



# **ENVIRONMENTAL MANAGEMENT SYSTEM**

**Council Requirements for  
Contractors, Subcontractors and Service Providers**

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## Introduction

The City of Greater Dandenong is committed to providing and maintaining, so far as practicable, an environment that is safe and without risk to the health of its employees, its contractors and members of the public. Council's obligation extends to conducting operations in an environmentally sound and responsible manner.

Council requires that any contractors, subcontractors or service providers that may be engaged on its behalf will at all times identify and exercise all necessary precautions for the health and safety of all persons and protection of the environment.

Should the tenderer wish to discuss these requirements, please contact the relevant Council Officer:

Occupational Health & Safety Consultant	03 9239 5100
Environmental Planner	03 9239 5100
Risk Management Co-ordinator	03 9239 5100

Contracts Unit  
City of Greater Dandenong  
397 – 405 Springvale Road  
SPRINGVALE VIC 3171  
☎ 03 9239 5100

## **1. Environmental Policy and Legislation**

### **1.1 Policy**

The City of Greater Dandenong is committed to achieving environmental and economically - sustainable development through the creation of a healthy, safe and enjoyable environment for its citizens now and in the future.

### **1.2 Legislation**

Contractors and Service Providers to Council shall, as a minimum, comply with the requirements of the Catchment and Land Protection Act 1994, the Environmental Protection Act 1970, other relevant legislation, Regulations and State Environment Policies. In addition Contractors and Service Providers shall abide by all Ordinances, By Laws designated to protect the environment.

## **2. Guidelines for Works and Services**

All tenderers must abide by Council's Environmental Guidelines, as follows:

### **2.1 Objective**

The Council is committed to achieving high quality environmental outcomes through the implementation of best practice environmental management systems that incorporate management of the environmental effects of the work and services that are beneficial to the community and the natural environment.

### **2.2 Purpose**

To ensure that Contractors and Service Providers to the Council undertake the execution of works and the provision of services in a manner that has minimal impact on the natural environment and can demonstrate, as a minimum, compliance with legislative requirements, regulations and policies.

### **2.3 Scope**

An environmental management plan should include but be not limited to, storm water pollution, discharges to sewerage systems, soil contamination, preservation of habitat air pollution rubbish and surplus material noise, waste minimisation, dangerous goods and safety.

### **2.4 Principles**

2.4.1 Council will consider the full range of environmental considerations as they relate to specific tenders or quotations. Tenders will be evaluated against the Evaluation Criteria included in the Tender Documents.

2.4.2 High quality outcomes are required for the benefit of the community and natural environment.

2.4.3 Environmental management will be monitored, reported on and continuously improved.

2.4.4 Contractors and Service Providers are responsible to ensure that their Managers, Supervisors and employees within their control or influence comply with these Guidelines, Council's Environmental Policy and provide support, training and resources to ensure reasonable precautions, due care and diligence are applied to prevent non-compliance.

2.4.5 Demonstrated commitment to high quality environmental outcomes will be valued by Council.

### **3. Environmental Issues to be addressed by Contractors**

The following is a brief overview of the issues that are to be addressed by Contractors and Service Providers.

#### **3.1 Stormwater Pollution**

All efforts shall be made to ensure that no pollutants enter the stormwater drainage system, including liquids and solids. For example, vehicles, plant and equipment are not to be washed so that waste water enters the stormwater drainage system. Bunding may need to be installed and wastes are not to be deposited into, hosed down or swept into the stormwater drainage system.

#### **3.2 Discharges to Sewerage System**

Disposal of waste to the sewerage system can only occur in accordance with the written approval of the appropriate Water Authority.

#### **3.3 Soil Contamination**

All work practices shall be undertaken in a manner that does not result in any form of soil contamination. This includes correct storage, handling and disposal of products. Installation of bunding, covered storage areas and equipment to contain runoff and spills may be required.

#### **3.4 Preservation of Habitat**

##### **3.4.1 Native and Heritage Flora**

Significant native vegetation and vegetation that is of historical importance is to be protected and advice sought from the Council's Environmental Officer prior to any removal, or possible damage to, trees shrubs or areas containing significant quantities of native grasses or aquatic plants. All requirements listed in the Planning and Environment Act 1987, Council's Planning Scheme and the Flora and Fauna Guarantee Act 1988 must be adhered to.

##### **3.4.2 Fauna**

Native Fauna and habitat of native fauna must be protected, including large trees providing habitat for fauna and wetlands that provide habitat for birds and aquatic creatures. No interference with native fauna or native fauna habitat is to be undertaken without the written approval of the Council's Environmental Planner.

#### **3.5 Air Pollution**

All practicable measures shall be taken to protect the air environment. This includes no burning of rubbish, vegetation or other matter in incinerators or in open spaces without a written approval of the Council's Environmental Planner. All vehicles, plant and equipment shall be kept in a roadworthy and satisfactory condition and must be serviced and maintained regularly to ensure that emissions comply with EPA requirements. Where technological advances permit, the use of alternative and cleaner vehicle fuels shall be investigated and implemented.

#### **3.6 Rubbish and Surplus Material**

Contractors and Service Providers shall keep the site and the works clean and tidy. All rubbish and surplus material shall be regularly removed and disposed of to a licensed landfill site. Rubbish and surplus materials must not be allowed to escape from designated work areas and suitable facilities and containers must be provided and maintained for the collection of rubbish and surplus material.

### **3.7 Noise**

All plant and equipment must be operated in accordance with the Environmental Protection Act 1970, related State Environmental Protection Policies and Council's Local Laws to ensure that the operation of plant and equipment does not create a disturbance. Wherever required, plant and equipment must be fitted with noise control equipment.

### **3.8 Waste Minimisation and Disposal**

Wherever feasible, waste products are to be recycled or reused. Where it is not possible to recycle or reuse waste, it must be disposed of legally to a licensed landfill site. No waste products are to be illegally dumped or left on-site.

### **3.9 Dangerous Goods**

All products and chemicals classified as dangerous or hazardous are to be handled, labelled stored and disposed of in accordance with Dangerous Goods regulations.

### **3.10 Safety**

Safety precautions shall be undertaken to protect people, property and the environment. Trained staff are to be available at all times when dangerous or hazardous goods are used.

## **4. Contractor's Responsibilities**

Contractors and Service Providers are responsible for sound environmental management including:

- Understanding environmental legislation as it relates to their activities and the activities of subcontractors and / or consultants working on their behalf;
- Keeping informed about any amendments and changes to legislation;
- Developing and monitoring policies, procedures and work instructions;
- Monitoring performance of tasks and activities;
- Reporting on environmental performance;
- Minimising environmental damage in the event of an incident;
- Providing safeguards to minimise environmental risks;
- Documenting operational and emergency procedures;
- Developing and monitoring an Environmental Program.

## **5. Environmental Management Program**

The Environmental Program shall:

- Identify major activities to be performed under this contract;
- Identify activities that pose significant environmental risks;
- Document the environmental legislative responsibilities relating to the Contractors' and / or Service Providers' activities;
- Identify the impacts likely to arise from any subcontractors and consultants;
- Document how the environmental impacts shall be addressed, managed and minimised.