



Gladstone Ports Corporation
Growth, Prosperity, Community.

GPC Environment Questionnaire

Contract Number:	
Contract Title:	
Contractor:	
Contact Name:	
Contact Number	
Proposed Dates for Work:	

QUESTION	Please Tick		
	Yes	No	N/A
1. Is your company likely to carry out any work or other activities at GPC's sites which has the potential to impact on the environment? Potential impacts / activities include: <ul style="list-style-type: none"> - construction/equipment noise - dust generation - storage of hazardous goods eg. fuel, chemicals and other potential - disposal of regulated waste eg. fuel, oil, chemicals and sewage) - rubbish, general waste and site clean up - impacts upon flora and fauna - Any other activity that you believe may impact on the Environment 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does your company operate under an Environmental Management System? (EMS cover documentation or summary must be supplied) (if "No" then go to question 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has the EMS been independently certified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your company operate under and environmental policy? (Policy documentation must be supplied)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does your company conduct an Environmentally Relevant Activity (ERA) which requires an Environmental Authority under the <i>Queensland Environmental Protection Act 1994</i> ? NOTE: All contractors undertaking Environmentally Relevant Activities under the Environmental Protection Act 1994 on GPC sites are required to be licensed for those activities. (Authority cover documentation must be supplied)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

QUESTION	Please Tick		
	Yes	No	N/A
6. GPC is required to record and report all emissions generated on GPC sites under Queensland's Environmental Protection Regulation for inclusion in the National Pollutant Inventory (NPI). Emissions are generated from the use of hydrocarbons, chemicals, and the creation of dust for example. Refer to: http://www.npi.gov.au for further information on NPI GPC has developed an electronic excel based tool which can be used to record and supply this data to GPC on a monthly basis. Where this tool is not automatically supplied to you, a copy can be supplied at your request.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Have all employees been made aware of:			
• The importance of conformity with the company Environmental Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Their roles and responsibilities for maintaining conformance to your company's EMS / other environmental requirements, and the potential consequences of departure from these	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Their general environmental duties under the Queensland Environmental Protection Act, 1994? (eg. Do new employees complete a company induction-training program, which includes an environmental component?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are employees aware of Waste Tracking Legislation and how it may apply to this job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Has your company identified those risks (or areas) of its activities, products or services that have or can have impact(s) on the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are person(s) performing tasks for your company, or on behalf of it, that have the potential to cause environmental impact, competent on the basis of appropriate training or experience?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Has your company established environmental objectives and targets at relevant levels in the organisation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Does your company maintain an emergency response plan, which provides response procedures to potential emergencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Will you have emergency response capabilities whilst working at GPC sites? (eg. Spill response material, appropriate PPE)? (Relevant documentation must be supplied)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Does your company monitor and measure, on a regular basis, the key areas of its operations that can have a significant environmental impact (including staff environmental performance)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Has your company been subject to an environmental enforcement action that resulted in prosecution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. You may be required to submit an Environmental Management Implementation Plan for the proposed work. Does your company consider, based on the answers provided in this questionnaire and potential environmental impacts associated with the proposed work, that a specific EMP is required? (If "Yes" please see attached GPC EMP guidelines. Documentation must be supplied)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name:		Name:	
Position:		Position:	
Signature:		Signature:	
Date		Date	
	Supplier		GPC Environmental Representative



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Environmental Management Implementation Plan Guidelines

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GUIDELINES FOR AN ENVIRONMENTAL MANAGEMENT PLAN

Use of Guidelines :

The guidelines below represent a master list of issues that should be checked prior to work commencing when management of potential environmental impacts is required.

For projects with a relatively low environmental impact, a significant number of the elements will not be relevant and therefore not be required to be addressed. GPC Environmental staff will assist a project proponent to refine the list below to determine which issues are appropriate for an individual project.

PROJECT GUIDELINES

1. LOCATION

Include the following details:

- Drawing of area
- Real property description
- Site area in m² or ha.
- Location of local water courses or any local significant environmental areas (both on & off site)
- Meteorological conditions (wind speed & direction, monthly rainfall)
- Location of residential areas, other local industry, sensitive areas (schools, hospitals etc)
- Photos of site

2. DESCRIPTION OF PROPOSED SITE ACTIVITIES

Provides details of:

- Main activities proposed on the site - include a detailed description of any processes to be used.
- Details of principal equipment to be used on site e.g. conveyors, trucks, graders etc.
- Cargo (type and volumes) to be handled or stored on the site.
- Number, size and frequency of ships (if relevant)
- Number of people normally on site.
- Any equipment/vehicle maintenance to be carried out on the site.
- Vehicle Parking - number, location on site, whether area will be paved.
- Operating hours.
- Construction methods to be used.
- Traffic impact.

2. DESCRIPTION OF PROPOSED SITE ACTIVITIES (Cont'd)***Structures to be Erected on the Site***

Provide details of:

- Building sizes, main materials of construction, architectural style, colour scheme.
- Body/authority who will be used to approve the building design.
- Details of any construction activity that could impact on the environment and measures being taken to minimise this impact.

3. UTILITIES TO SITE

Provide details of the utilities to be used on the site:

- Power/phone
- Town water
- Sewage or septic
- Stormwater - collection system proposed and where it flows to.

4. ENVIRONMENTAL LEGISLATION

Provide details of:

- Any environmental licence /approvals required and their current status (applied for or approved). If licences/approvals are already held, copies should be provided with this plan.
- Any other licences or approvals required for operation and their status. This should include approvals required for construction activities, such as sand blasting etc.

5. WASTE MANAGEMENT**a) General Garbage**

Provide details of the waste management service to the site (supplier, frequency etc) and how waste is managed. (The extent of recycling of wastes to be carried out)

b) Regulated Waste (e.g. waste oil, grease, chemicals, tyres, paints)

- What regulated wastes (solid & liquid) will be generated - type & generation rates.
- What measures have been put in place to minimise waste generation e.g. Cleaner Production techniques.
- How will regulated wastes be stored - bund size/construction materials etc.
- Where will regulated wastes be disposed of?
- Who will transport the waste? Are they licensed?
- What chemicals/products will be brought onto site, that reg waste will be generated
- Waste Management Plan – if required

5. WASTE MANAGEMENT (Cont'd)**c) Sewage/Septic**

- Provide details of the design & local council approvals.
- If a septic system is installed, will it impact on any local water courses or affect local use of groundwater? Which Council will the system be licensed under? What effluent standards will be applied?
- If an on-site sewage treatment plant is proposed, provide full details of the type proposed, capacity, where effluent will flow to and the expected quality/quantity of effluent.
- If connected to a Council sewage plant, provide details of the Council involved and if the plant has the capacity to accept the extra quantity of effluent.

d) Construction Waste

Provide details of:

- Type and volume of construction waste expected
- How/where it will be disposed
- How recycling of the waste will be maximised
- How this waste will be recycled

6. STORAGE OF HAZARDOUS CHEMICALS OR FLAMMABLE LIQUIDS

- What are the types and quantities of hazardous chemicals or flammable liquids to be stored on the site? Provide Material Safety Data Sheets for each material.
- What control measures will be put in place to prevent soil contamination (e.g. bunding type/size) and to clean up any spills?
- Have licences been obtained for the storage of the above if required by the EPA or local council? If so, provide copies of licences.

7. NOISE

- Will any activity create noise beyond the boundary of the site either during construction or operation?

If any, give details of the expected noise levels, duration and frequencies.

8. AIR EMISSIONS

- Will any activity create air emissions, including dust, either during construction or operation?
- If any, detail all proposed control mechanisms and give details of the expected generation rates and ground level concentrations expected in the closest residential and commercial areas.

9. WASTE WATER & GROUNDWATER MANAGEMENT

- Will there be any waste water (other than treated sewage) flowing from the site? Where will it flow to?
- How will waste water be treated? What will be the quantity and quality characteristics of the treated waste water?
- What measures have been taken to minimise waste water generated on the site?
- Is there any risk of groundwater contamination from the site? Are there any local users of groundwater? What is the groundwater use eg stock, drinking etc.
- Will any ballast water be discharged from ships? If so, what is the quantity and frequency of discharge? Detail expected ports of origin for the ballast water. What control measures will be used eg mid-ocean exchange.

10. STORMWATER CONTROLS

Provide details of the measures being taken to prevent contamination of stormwater during construction and operation, including that from site activities or from site erosion.

11. ENVIRONMENTAL MONITORING

Provide details of any environmental monitoring that will be carried out (air, waste water, stormwater, groundwater, noise etc) during either construction or operation. Include details of the tests to be carried out, frequency and who will carry out sampling and testing.

12. SITE PRESENTATION

Provide details of:

- Any activities on the site that could be visually unsightly and the measures to be taken to minimise this impact.
- Any landscaping plans for the site e.g. grassed areas, areas of garden and the plant species to be used. Note: GPC requires principally local native species to be used in any landscaping schemes.

13. VEGETATION CLEARING

Provide details of the current vegetation on the site and details of any trees or native habitat to be removed.

14. FAUNA PROTECTION

Provide details of any significant fauna that may be on the site or in adjacent areas, including the marine environment.

15. REDUCTION OF GREENHOUSE GAS EMISSIONS

Provide a numerical estimate of the net change in greenhouse gas emissions that will result from implementation of the project.

Provide details of the measures being taken to reduce greenhouse gas emissions from the project. Measures to be addressed could include:

- Energy saving measures being implemented
- Energy efficiency of buildings and new equipment included in the project
- Fuel efficiency of vehicles
- Any carbon sinks included in the project to balance new carbon sources

16. EMERGENCY PROCEDURES

- Provide details of any potential significant emergency or environmental incidents that could occur.
- For each incident, detail the emergency response procedures that would apply.
- Detail the emergency response equipment that will be kept on site e.g. fire extinguishers, oil spill equipment etc.

17. ENVIRONMENT MANAGEMENT SYSTEM

- Provide details of how the company's environmental policy, procedures, practices and responsibilities will be documented.
- Provide details of the planned frequency and scope of site audits to ensure continued compliance and environmental improvement.
- Provide details of how staff will be trained in the above.
- Detail how the company will audit its performance.

18. CULTURAL HERITAGE AND NATIVE TITLE ISSUES

- Have cultural heritage issues been investigated and addressed?
- Is there a need to notify registered native title holders, or others with a potential interest in the land? If so, has this been done?

19. OTHER ENVIRONMENTAL, SAFETY OR SOCIAL IMPACTS

Provide details of any other environmental, safety or social impacts not covered in the above.

20. REPORTING

Provide details of how the site's environmental performance will be regularly communicated to the Ports Corporation of Qld and to relevant government departments.

21. AUDITING

An environmental audit program is required for all large projects. The frequency of environmental audits will vary throughout the project based upon activities. A minimum of 2 audits should be carried out, after the start and at the end of construction and to be submitted to GPC Environmental Department.