Environmental Management Plan for Low Risk Sites

Project Address:	**QLDC Consent Number (if applicable):** **RM**123456 **BC**123456
Brief Project Description:	
Nearest Sensitive Receptors: (e.g storm water network, waterway)	

Purpose

This document is for use for sites that are deemed through resource consent to be of low environmental risk. These are also designed for the construction industry to provide guidance to construction environmental management on small scale jobs with low environmental risk.

This document is a guide for operators to help control environmental effects such as storm water, erosion and sediment run off into nearby waterways and storm water infrastructure, manage dust, noise, litter pollution and other construction related effects to neighbours and the environment.

Administrative requirements

Roles and responsibilities

Role	Name	Phone number	Email
Site Supervisor			
Environmental Representative			

Inductions

All workers on site shall be briefed on the control measures outlined in this Environmental Management Plan. This should include and outline of the rapid stabilisation and spill response procedures. A copy of this Environmental Management Plan shall be kept on site at all times.

Environmental incident notification and reporting

Any environmental incidents which may result in an adverse effect on the environment or community shall be notified to the Regulatory Team at Queenstown Lakes District Council within 12 hours of the incident occurring. Any spills or offsite release of a hazardous substance shall be notified immediately to the Pollution Hotline at Otago Regional Council.

QLDC Regulatory Team – 03 441 0499
ORC Pollution Hotline – 0800 800 033

Environmental inspections

The Environmental Representative will inspect all control measures at the start of each working day, and ensure that all measures are in good condition and suitable for the works. Inspections will also be undertaken where adverse weather events are forecast. The site should always be suitably stabilised to limit erosion and sedimentation, any potential spills, discharges and deposition of waste from site.

Operational requirements

Site Set-up

The site will have the following measures installed. These need to be considered when planning the site set out:

- ☐ Stabilised access point
- ☐ Waste collection facility
- ☐ Concrete wash out bay
- ☐ Parking area
- ☐ Hazardous substance storage facility
- ☐ Wash down facility (mud from tyres)
- ☐ Fencing
- ☐ Spill kit

Further Comments/Other Measures:

Drainage, Erosion and Sediment Control

Under the Queenstown Lakes District Plan, no discharge of water holding sediment is allowed off-site, unless you have a resource consent permitting this activity. Consider your site and your works: what's the best tool for the job, to make sure your site is stabilised at all times.

The site will have the following measures installed. These need to be considered when planning the site set out:

☐ Water diverted around site ☐ Minimise area of exposed soil ☐ Sediment fences
☐ Bunds and/or catch drains ☐ Sediment retention device ☐ Stockpile management
☐ Stabilisation following earthworks ☐ Storm water inlets protected (closed off or sediment sock)

Ongoing management of erosion and sediment controls:

☐ E&SCs to be inspected daily, prior to heavy rainfall and following heavy rainfall
☐ E&SCs are always correctly installed and suitable for the planned works
☐ Sediment deposits removed from E&SCs following storm events to ensure capacity for next storm

Rapid Stabilisation Procedure:

In the event of heavy rainfall or significant weather event forecast, the site can be quickly stabilised by:

Further Comments/Other Measures:

Erosion and Sediment Control Plan:

Example at **Appendix 1**

Need to demonstrate:

- overland flow paths
- locations of controls (sediments fences, catch drains, sumps, etc)
- stormwater outlet point

Draw ESCP Here

Dust Management

The site will have the following measures installed. These need to be considered when planning the site set out:

☐ Irrigators for soil dampening ☐ Hand watering ☐ Longstanding stockpiles covered/stabilised
☐ Stockpile heights minimised ☐ Geotextiles ☐ Soil binders ☐ Progressive Stabilisation

Ongoing management of dust:

☐ Dust generating activities avoiding during windy weather (where possible)
☐ Stabilise site when works untended for more than 5 calendar days.

Further Comments/Other Measures:

Noise and Vibration management

Ongoing management of noise and vibration:

☐ Noisy activities to be undertaken between 0800hrs – 1700hrs Monday to Saturday inclusive
☐ Letter drops to neighbours during any unusually loud or noisy activities outside of 0800 – 1700 Mon to Sat
☐ Noise dampening devices utilised and avoidance of loud slamming to be avoided where possible

Further Comments/Other Measures:

Cultural Heritage Management

Accidental Discovery Protocol

In the event that an archaeological site (defined as a place associated with pre-1900 human activity, regardless of cultural association) is discovered during construction, works onsite will cease immediately and the accidental discovery protocol attached to this document as **Appendix 3** will be followed.

Further Comments/Other Measures:

Chemicals and Fuels management

The main environmental concern for fuel and chemical management is avoiding spills entering a watercourse or groundwater.

Ongoing management of chemicals and fuels:

☐ Containers closed and appropriately stored at all times when not in use
☐ Spill kit onsite at all times and restocked immediately following any spills

Spill Response procedure:

Further Comments/Other Measures:

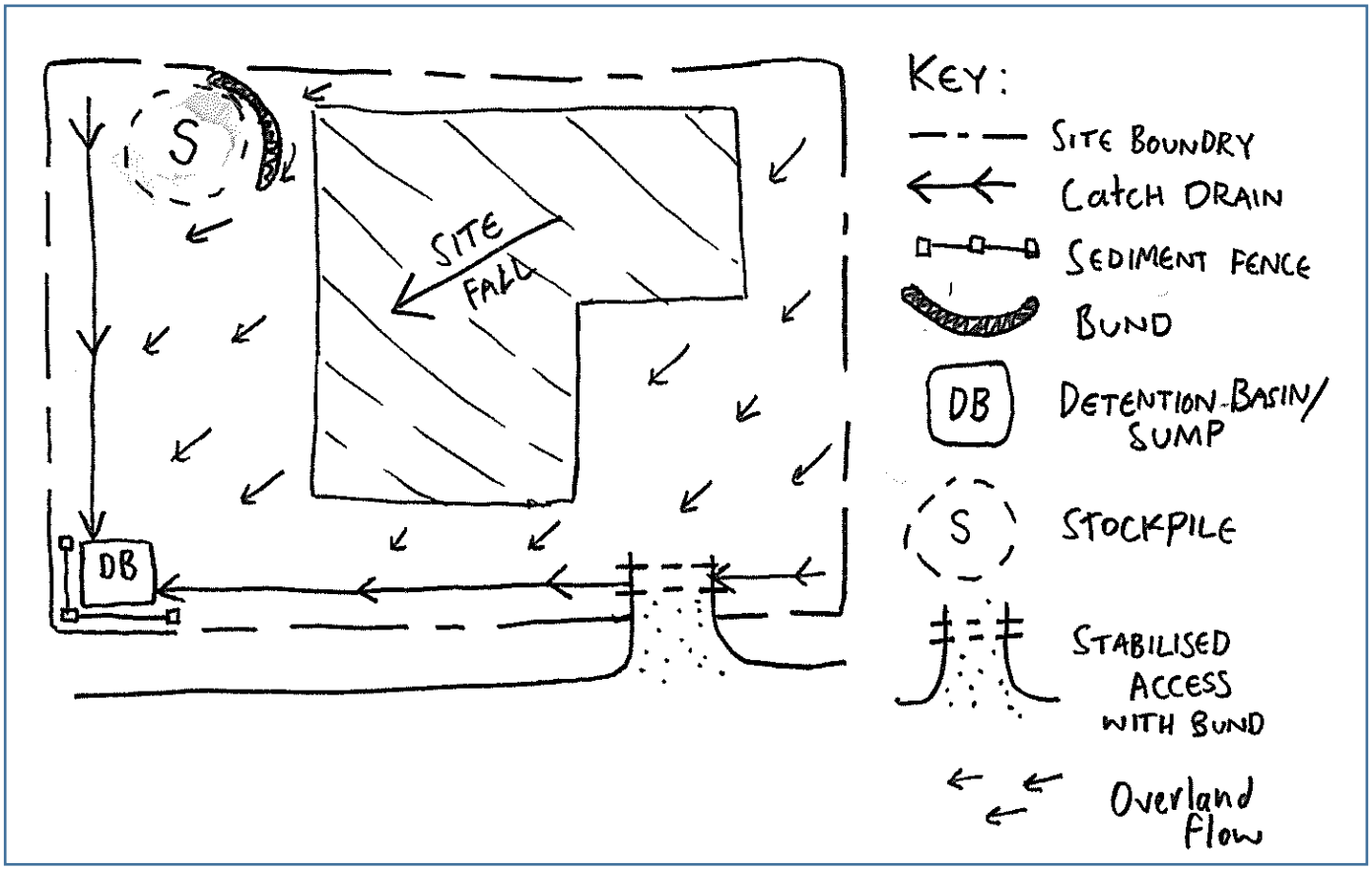
Waste management

Ongoing management of waste:

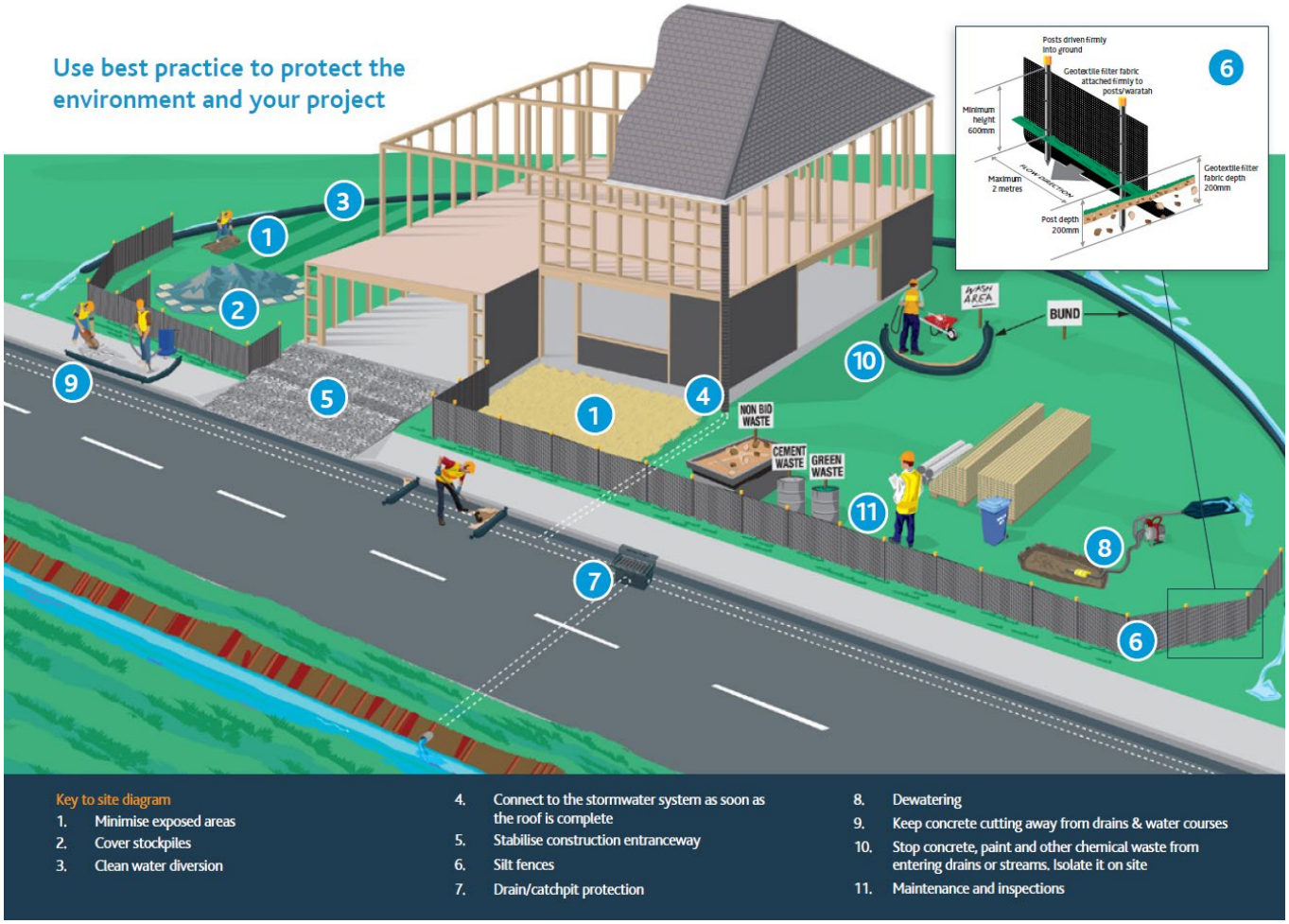
☐ Appropriately-sized bin located onsite with lid
☐ Site cleaned free of rubbish at the end of each day
☐ Waste regularly removed from site such that bins are not overflowing
☐ Adopt the Waste Hierarchy

Further Comments/Other Measures:

Appendix 1: Example Erosion and Sediment Control Plan



Appendix 2: Examples of Best Practice Construction Environmental Management



Appendix 3: Heritage New Zealand Pouhere Taonga Archaeological Discovery Protocol

HERITAGE NEW ZEALAND
POUHERE TAONGA

Heritage New Zealand Pouhere Taonga Archaeological Discovery Protocol

Under the Heritage New Zealand Pouhere Taonga Act (2014) an archaeological site is defined as any place in New Zealand that was associated with human activity that occurred before 1900 and provides or may provide, through investigation by archaeological methods, evidence relating to the history of New Zealand. For pre-contact Maori sites this evidence may be in the form of bones, shells, charcoal, stones etc. In later sites of European/Chinese origin, artefacts such as bottle glass, crockery etc. may be found, or evidence of old foundations, wells, drains or similar structures. Burials/koiwi tangata may be found from any historic period.

In the event that an unidentified archaeological site is located during works, the following applies;

1. Work shall cease immediately at that place and within 20m around the site.
2. The contractor must shut down all machinery, secure the area, and advise the Site Manager.
3. The Site Manager shall secure the site and notify the Heritage New Zealand Regional Archaeologist. Further assessment by an archaeologist may be required.
4 If the site is of Maori origin, the Site Manager shall notify the Heritage New Zealand Regional Archaeologist and the appropriate iwi groups or kaitiaki representative of the discovery and ensure site access to enable appropriate cultural procedures and tikanga to be undertaken, as long as all statutory requirements under legislation are met (*Heritage New Zealand Pouhere Taonga Act*, *Protected Objects Act*).
5. If human remains (koiwi tangata) are uncovered the Site Manager shall advise the Heritage New Zealand Regional Archaeologist, NZ Police and the appropriate iwi groups or kaitiaki representative and the above process under 4 shall apply. Remains are not to be moved until such time as iwi and Heritage New Zealand have responded.
6. Works affecting the archaeological site and any human remains (koiwi tangata) shall not resume until Heritage New Zealand gives written approval for work to continue. Further assessment by an archaeologist may be required.
7. Where iwi so request, any information recorded as the result of the find such as a description of location and content, is to be provided for their records.
8. Heritage New Zealand will determine if an archaeological authority under the *Heritage New Zealand Pouhere Taonga Act* 2014 is required for works to continue.

It is an offence under S87 of the *Heritage New Zealand Pouhere Taonga Act 2014* to modify or destroy an archaeological site without an authority from Heritage New Zealand irrespective of

whether the works are permitted or a consent has been issued under the Resource Management Act.

Heritage New Zealand Regional archaeologist contact details:

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