

## ENVIRONMENTAL MANAGEMENT PLAN FOR LOW RISK SITES

<b>Project Address:</b>	<b>QLDC Consent Number (if applicable):</b> RM123456                      BC123456
<b>Brief Project Description:</b>	
<b>Nearest Sensitive Receptors: (e.g storm water network, waterway)</b>	

### **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**

<b>ROLE</b>	<b>NAME</b>	<b>PHONE NUMBER</b>	<b>EMAIL</b>
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](tel:034410499)

ORC Pollution Hotline – [0800 800 033](tel:0800800033)

### 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 site set out:

- |  |   |                                    |
|--|---|------------------------------------|
| <input type="checkbox"/> Stabilised access point   | <input type="checkbox"/> Parking area                         | <input type="checkbox"/> Fencing   |
| <input type="checkbox"/> Waste collection facility | <input type="checkbox"/> Hazardous substance storage facility | <input type="checkbox"/> Spill kit |
| <input type="checkbox"/> Concrete wash out bay     | <input type="checkbox"/> Wash down facility (mud from tyres)  |                                    |

#### 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 site set out:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Water diverted around site         | <input type="checkbox"/> Minimise area of exposed soil                              | <input type="checkbox"/> Sediment fences      |
| <input type="checkbox"/> Bunds and/or catch drains          | <input type="checkbox"/> Sediment retention device                                  | <input type="checkbox"/> Stockpile management |
| <input type="checkbox"/> Stabilisation following earthworks | <input type="checkbox"/> 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:**



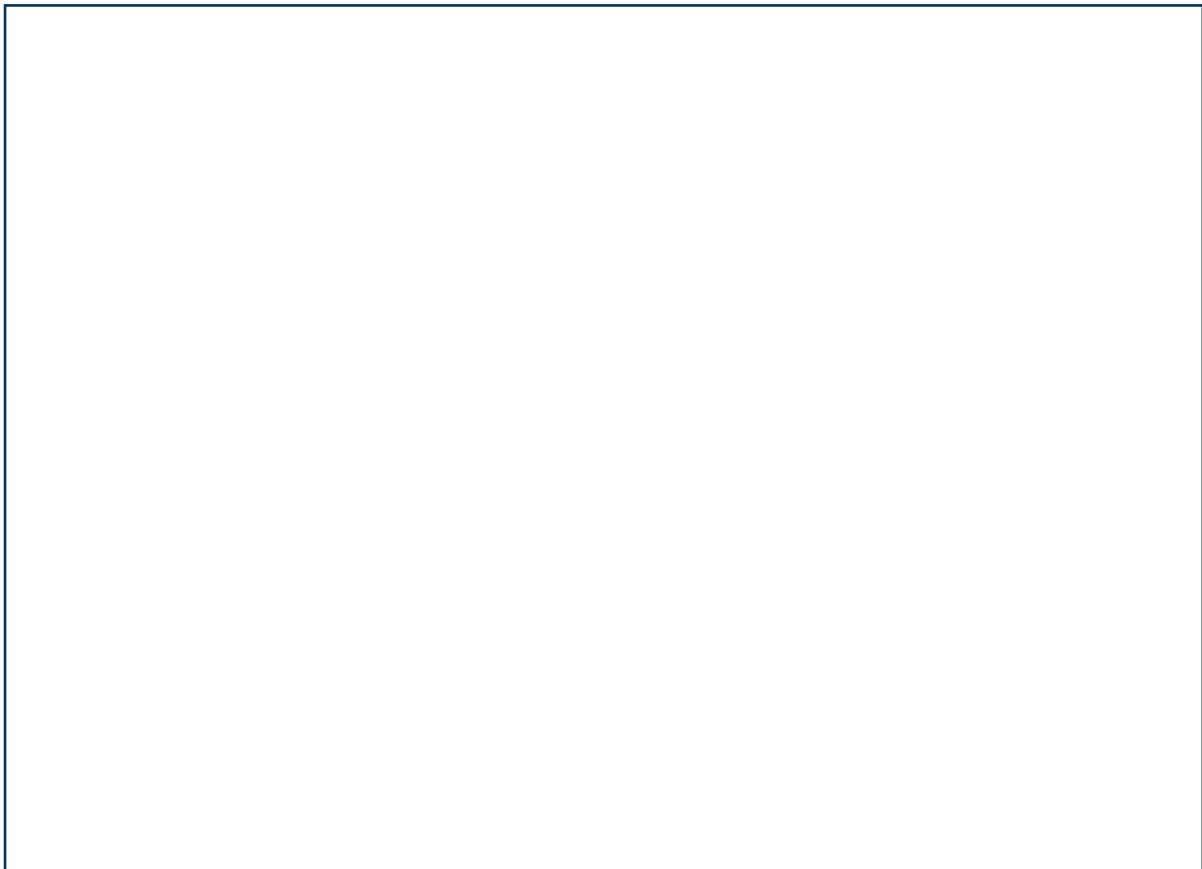
**Erosion and Sediment Control Plan:**

An example of this at the end of this appendix

This needs to demonstrate:

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

**Draw ESCP Here**



**Disclaimer:** It is noted that these are for the operators own use and Council accepts no responsibility for failure of these plans in the case of any environmental incidents. This document is intended as a guide for operators and it is recommended that if the operator is unsure of how to manage a potential environmental effect they should seek the advice of an appropriately qualified environmental professional.

### Dust Management

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

- Irrigators for soil dampening
- Hand watering
- Longstanding stockpiles covered/stabilised
- Stockpile heights minimised
- Geotextiles device
- 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 4 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:

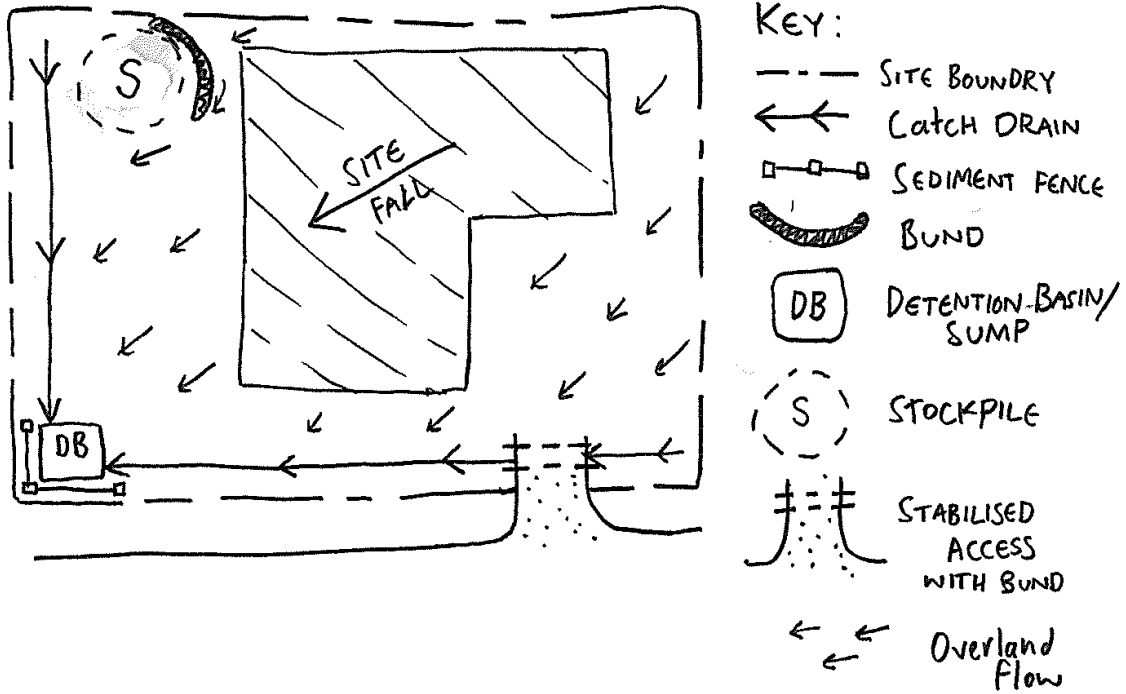
### Waste management

#### 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

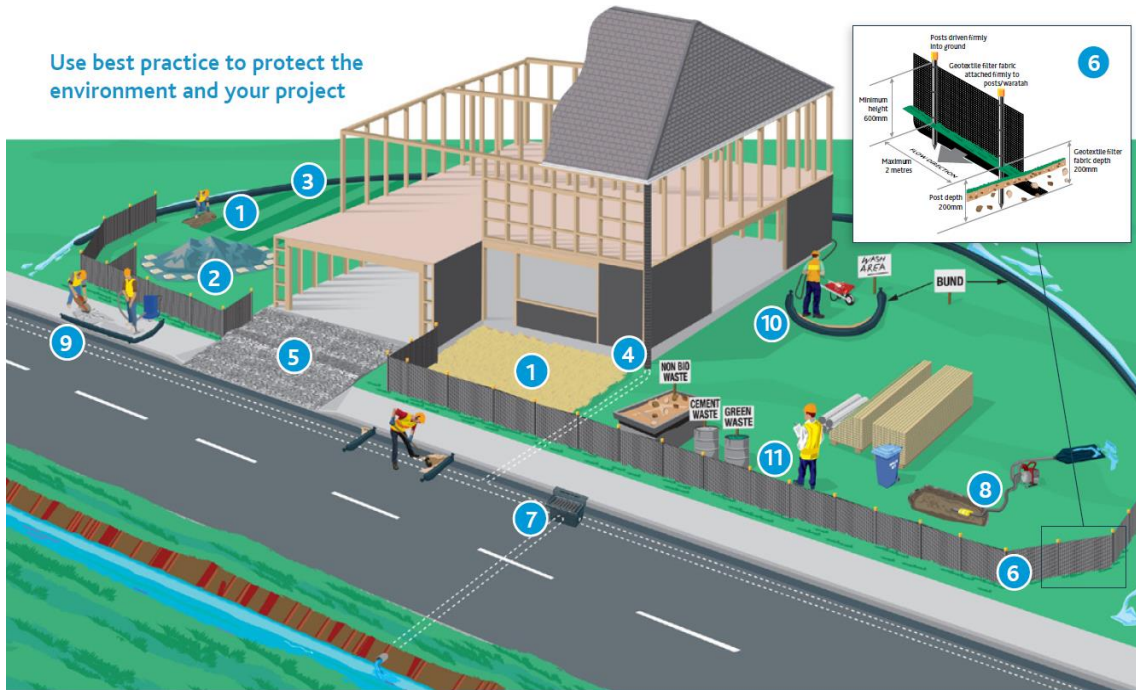
Further Comments/Other Measures:

Example of an Erosion and Sediment Control Plan:



Example of Best Practice Construction Environmental Management:

Use best practice to protect the environment and your project



Key to site diagram

- |  |  |  |
|--|--|--|
| <ol style="list-style-type: none"> <li>1. Minimise exposed areas</li> <li>2. Cover stockpiles</li> <li>3. Clean water diversion</li> </ol> | <ol style="list-style-type: none"> <li>4. Connect to the stormwater system as soon as the roof is complete</li> <li>5. Stabilise construction entranceway</li> <li>6. Silt fences</li> <li>7. Drain/catchpit protection</li> </ol> | <ol style="list-style-type: none"> <li>8. Dewatering</li> <li>9. Keep concrete cutting away from drains &amp; water courses</li> <li>10. Stop concrete, paint and other chemical waste from entering drains or streams. Isolate it on site</li> <li>11. Maintenance and inspections</li> </ol> |
|--|--|--|