

Site EMP Kit- Guidance Notes

Introduction

This Guide has been designed to assist applicants to understand council's requirements for Site Environmental Management Plans (Site EMP's) for subdivisions. The Site EMP Kit, comprising of this Guide and accompanying Template, aims to provide a standard for Site EMP submissions to Councils, by setting out clearly what information council requires. Environmental Protection Authority Victoria (EPA), Melbourne Water and Civil Contractors Federation (CCF) requirements are also incorporated within the Site EMP Kit (these are not exhaustive and do not remove your responsibilities to these organisations), which may allow its application for non-council submissions.

This guide is designed both as a tool for developing a Site EMP, as well as to provide supporting notes (including requirements for environmental management) to accompany the template. The concise format and A1, diagrammatic nature of the plans, ensures that plans developed in accordance with the kit can be easily used in the field.

This guide has been developed in response to councils identifying detrimental ecological, aesthetic and economic impacts from subdivision construction as a priority issue. Effective employment of your Site EMP, in addition to minimising these impacts, should result in further benefits on site. On site benefits typically include a lower chance of encountering council or EPA enforcement and fines, lower risk of works being undermined by erosion or buried by sediment, improved drainage and reduced site wetness, less dust problems, improved working conditions, reduced downtime after rain, less stockpile losses, reduced clean-up costs, earlier works completion, earlier land sales and less chance of complaints by neighbours.



'This project has been assisted by funding from the Victorian Government through EPA Victoria as part of the Victorian Stormwater Action Program.'



The Site EMP Kit

The Site EMP Kit is designed to help you prepare a site specific environmental management plan to mitigate impacts on the environment during construction of your subdivision. Your Site EMP will outline environmental aspects of concern for the site, as well as their level of risk and environmental protection measures to diminish the identified risk.

The Site EMP Kit comprises of two elements, this Guide and the Template.

The major components of this Guide include:

- Requirements for environmental management on subdivision construction sites.
- Risk assessment guidance
- Lists of environmental protection measures that may be appropriate for use on your site
- Self-check checklists to aid in internal reviews of Site EMP's and their implementation

The Template consists of two A1 plans:

- Plan 1 includes a space for a site plan and boxes for narrative, to detail the types and locations of environmental protection measures on the site.
- Plan 2 includes a risk assessment checklist and an area for designs of the environmental protection measures that will be used on the site.

It is envisaged that the A1 plans can be carried around on site with the construction plans or be posted on site shed walls for ease of reference.

Using the Site EMP Kit

Risk Assessment

Fill out the following items on the Risk Assessment Checklist on Plan 2 of the Template.

1. Identify the environmental aspects relevant to your site. Generic construction related aspects including noise, dust, erosion and sediment, waste and chemicals have already been identified. Flora and fauna and archaeological/heritage have also been identified, as these are aspects of interest to Council. Other site-specific aspects may be identified informally through your knowledge of the site or formally through forums such as risk identification workshops.

Site specific aspects must be documented in the blank boxes of the risk assessment on the bottom of Plan 2.

2. Under issues, document the items that influence the assignment of the level of risk for each aspect. Some generic issues have been included, however you are required to include site-specific details for these. In addition to the nominated issues, you must fill out any other site-specific issues next to the blank bullets.

3. Based on the issues, document the likelihood and consequence of an aspect occurring.

a) Likelihood

What is the likelihood that the aspect will have an impact on the environment?

Certain Will occur at a frequency greater than every week if preventative measures are not applied.

- Likely** Will occur more than once or twice but less than weekly if preventative measures are not applied.
- Unlikely** May occur once or twice during the project if preventative measures are not applied.
- Rare** Unlikely to occur during a project even if controls are missing.

b) Potential Impact

How severe will the potential impact be?

- Catastrophic** Significant damage or impact on environment or community eg.
- severe and/or persistent waterway/ stormwater quality pollution
 - deaths of fauna/ flora
 - widespread and/or significant changes to ecosystems
 - soil contamination over an area $> 10 \text{ m}^2$, contamination of off site soil or contamination of soil with prescribed or hazardous materials
 - widespread community impact resulting in illness, injury or inconvenience
 - loss or destruction of archaeological/heritage places, sites or objects
 - receiving a fine/s is a certainty or works will be halted
- Major** Major adverse environmental or social impacts eg.
- medium-term, noticeable/measurable change in waterway/ stormwater quality
 - isolated deaths of non-vulnerable fauna/ flora species
 - noticeable, localised changes to ecosystems
 - soil contamination over an area $1\text{m}^2 - 10 \text{ m}^2$ (excluding contamination of off site soil or contamination of soil with prescribed or hazardous materials)
 - annoyance or nuisance to community
 - frequent, partial damage or off site movement of archaeological/heritage places, sites or objects
 - fining likely or works may be halted
- Moderate** Moderate undesirable environmental or social impacts eg.
- localised, short term noticeable/measurable change in waterway/ stormwater quality
 - short term, minor changes to ecosystems
 - soil contamination over an area $< 1\text{m}^2$ (excluding contamination of off site soil or contamination of soil with prescribed or hazardous materials)
 - some annoyance or nuisance to community
 - isolated, partial disturbance or movement of archaeological/heritage places, sites or objects
 - fines unlikely
- Minor** No or minimal adverse environmental or social impacts eg.
- no measurable/ unlikely effect on waterway/ stormwater quality and ecosystems
 - no or isolated community complaints
 - no or isolated events where areas of soil $< 1\text{m}^2$ is contaminated (excluding contamination of off site soil or contamination of soil with prescribed or hazardous materials)
 - no or unlikely impact on archaeological/heritage places, sites or objects
 - no likelihood of being fined

4. Using the table below determine the level of risk based on the likelihood of occurrence and the potential consequence. Document this on both the Plan 2 Risk Assessment in the box marked ‘overall risk’ and on Plan 1.

Likelihood	Consequence			
	Rare	Unlikely	Likely	Certain
Catastrophic	Medium	Significant	Significant	Significant
Major	Medium	Significant	Significant	Significant
Moderate	Low	Medium	Significant	Significant
Minor	Low	Low	Medium	Medium

5. The level of risk will determine the type and amount of environmental protection measures that will be required on a site. Where a significant risk to the environment has been identified, environmental protection measures must be introduced to reduce the risk to an acceptable level. Aspects with a medium or low risk should also have practicable management measures implemented if these can further reduce risk.

The environmental protection measures selected to minimise risk must be outlined on the two A1 Plans.

Plan 1- Types and Locations of Environmental Protection Measures

A site plan inclusive of

- contour lines,
- drainage patterns (including outfall point),
- proximity to sensitive areas (eg. waterways, native vegetation, residential housing) and
- locations of environmental protection measures

shall be placed on Plan 1 within the area labelled PLAN HERE

The space provided on this plan may not be large enough for large sites. If this is the case the site should be separated into segments and more than one location plan may be submitted.

Symbols used to represent environmental protection measures on Plan 1 shall be derived from Appendix B.

The measures depicted on the site plan do not need to be to scale.

Where possible, information shall be represented diagrammatically on the A1 plans. Obviously there will be some aspects such as noise, which cannot be drawn on the plans. A series of boxes on Plan 1 of the Template provides an area for narrative to address these aspects. Each of the boxes on Plan 1 has an accompanying section within this Guide. The section provides guidance on what should be documented in each box.

All boxes on the template are to be filled out. Where an item is not applicable, justification for the item not being applicable should be written within the relevant box.

Plan 2- Designs of Environmental Protection Measures and Structures

Designs of the environmental protection measures to be used on site, shall be included on Plan 2.

Designs of measures may include:

- Access Point
- Water Diversion Structures
- Stabilisation Measures
- Sediment Retention Structures
- Vehicle Cleaning Mechanisms
- Waste Containment Measures
- Bunding
- Flora and Fauna Protection Mechanisms
- Archaeological/ Heritage Protection Mechanisms
- Other Relevant Designs

Sediment retention and water diversion structures should be designed to cater for a one in two year storm event (two-year ARI with intensity of six hours). Contingency measures such as stabilised bypasses should be put in place to cater for extreme storm events.

Submission to Council

When submitting your Site EMP to council ensure you submit:

1. Plan 1 of the Template,
2. Plan 2 of the Template and
3. Any other relevant documentation (see Box 5).







Further Guidance

Additional guidance on assessing risk and possible environmental protection measures may be found within:



- EPA's publication 480 "Environmental Management Guidelines for Major Construction Sites" (available online: www.epa.vic.gov.au, Link- Publications and Legislation),
- EPA's Publication 275 "Construction Techniques for Sediment and Pollution Control" (available online: www.epa.vic.gov.au, Link- Publications and Legislation),
- CCF's publication "Environmental Management System" (available from CCF- 9819 5170), and
- LG PRO's "Specification for the Protection of Stormwater Quality" (available online: www.lgpro.com/stormwater.html . Applicable sections of this document are Appendices A and B.).

*Please note that a technical document has been developed as part of the VSAP funded 'Subdivision Project', to provide guidance on the environmental protection measures currently available. The document contains details on the appropriate uses, installation and maintenance of measures in addition to performance comparisons. Standard designs and symbols for inclusion in your Site EMP should be sourced from this document. This publication will be available from EPA from April/May 2004. For further information contact EPA's Information Center on 9695 2722.

Site EMP Kit Aspects




-  Management
-  Noise
-  Dust
-  Sediment and Erosion
-  Waste
-  Chemicals

Other Site Specific Aspects



-  Flora and Fauna
-  Archaeological/ Heritage
- Blank 1
- Blank 2

Management

Box 1 – Responsibilities

-  Document who is responsible for implementing the components of the plan and who is responsible for the overall implementation. The division of responsibility between the developer, consultant and contractor should be nominated.
-  A minimum of two individuals must be nominated as emergency contacts. This ensures that in the event of absence of one individual, another can be contacted.
-  Phone numbers must be included for all contacts.


Box 2 – Communication of Site EMP Requirements

-  It is necessary that the objectives and requirements of the Site EMP be communicated to all individuals on the site, including sub-contractors.
-  Provide details on how this information will be communicated.

Possible Considerations:

1. Displaying Site EMP on site shed wall
2. Inductions
3. Toolbox meetings
4. Training sessions
5. Informal events (eg Barbecues)

Box 3 – Inspections and Maintenance

-  The contractor must ensure that environmental protection measures are working effectively on site through a system of self-checking. The self-check system should comprise of inspections of:
 1. Status of the aspect (eg. Has there been rain resulting in sediment-laden run-off?)
 2. Environmental protection measures (eg. Are appropriate measures in place to treat sediment-laden run-off and are these installed correctly and sufficiently maintained?)

3. Receptors of the effects of the aspect (eg. Is sediment-laden water discharging to natural waterbodies or the stormwater system? Inspections of the receiving waters should be up and downstream of works, during storm events and may take the form of water quality monitoring and/or visual inspections.)

- ✎ Within this box state the nature and frequency of inspections. You may wish to refer to a checklist and include this with your submission to Council.
- ✎ Within this box state the amount of time allocated to rectify deficiencies in environmental protection measures after they are identified.

Box 4- Staging of Works

- ✎ Provide details of staging of works to minimise detrimental environmental effects.

Possible considerations:

1. Staging of works in relation to weather conditions
2. Staged stripping to minimise the amount of exposed soil at one time
3. Limiting the time that areas are left exposed

Box 5- Informing Residents

- ✎ Provide details relating to the circumstances that will result in residents being informed about items of works and how this will be undertaken.
- ✎ Possible considerations:
 1. Letter drop
 2. Signage
 3. Door knock
 4. Newspaper articles

Box 6- Associated Documents

- ✎ Documents, which support the Site EMP, may be used to keep records to demonstrate due diligence in the event of an incident. They may also provide additional information to that provided on the Site EMP.
- ✎ The types and locations of documents that support the Site EMP should be noted within this box.
- ✎ Documents may include fauna or flora investigations, archaeological/heritage assessments or surveys, inspection/ self check checklists, emergency procedures, incident report forms, Inspection Test Plans, work procedures and induction checklists.

Noise

Requirement

- 🔊 EPA Victoria and Council requirements must be adhered to in relation to the level of noise and working hours, to ensure that residents and other applicable neighbours to the site are not disturbed unreasonably. The generation of noise must be minimised.

Risk Assessment

- 🔊 Using the Risk Assessment Checklist on Plan 2, assign a level of risk (significant, medium or low) for Noise.
- 🔊 Document the level of risk on Plan 1 of the Template.

Plan 1 – Proximity to Potential Noise Receptors

- 🔊 Draw on the plan the location of receptors that may be effected by site noise. This may include residents in close proximity to the site or other sensitive site neighbours.

Environmental Protection Measures

Box 7– Working Hours

- 🔊 Nominate working hours in accordance with EPA and Council requirements.

Box 8– Noise Minimisation Methods

- 🔊 Provide details on the methods to be used to reduce the amount of noise generated on site.
- 🔊 Possible considerations:
 1. Noise barriers or screens
 2. Maintenance/ retrofits of machinery
 3. Use of alternative machines/work practices that produce less noise
 5. Other site specific noise reduction methods

Box 9– Other

- 🔊 Document any other items relating to noise management that have not previously been covered.

Plan 1 – Environmental Protection Measures

- 🔊 Draw on the plan the types and locations of environmental protection measures selected for noise management.

Plan 2– Designs

- 🔊 Show designs of the environmental protection measures selected for use on site.

Dust

Requirement

- ≡ Dust generation must be minimised to ensure there is no health risk or loss of amenity.

Risk Assessment

- ≡ Using the Risk Assessment Checklist on Plan 2, assign a level of risk (significant, medium or low) for Dust.
- ≡ Document the level of risk on Plan 1 of the Template.

Plan 1 – Proximity to Potential Dust Receptors

- ≡ Draw on the plan the location of receptors that may be affected by dust generated by the site. This may include residents in close proximity to the site or other sensitive site neighbours.

Environmental Protection Measures

Box 10 – Minimising Dust Generation

- ≡ Provide details on the measures to inhibit dust generation on site.

Possible Considerations:

1. Retaining vegetation
2. Soil stabilisation
3. Roughening soil surface
4. Stockpile protection
5. Restricted vehicle movements
6. Preventing dust from material being transported
7. Wind fences
8. Other site-specific considerations

Box 11 – Dust Suppression

- ≡ Provide details on the measures that will be used to suppress dust on site.

Possible considerations:

1. Method of water application (eg. water cart, sprinklers, hand held hose)
2. Target areas for water application
3. Likelihood of sprayed water generating run-off and management measures
4. Addition of dust suppressants and additional measures required due to their use.
5. Other site-specific considerations

Box 12 – Contingencies

- ≡ Provide details for the contingencies to be adopted in the event of unreasonable dust generation. Triggers that will result in the contingencies being implemented should also be documented.

Possible considerations:

1. Restricting dust generating activities
2. Halting works
3. Other site-specific considerations

Box 13– Other

⇒ Document any other items relating to dust management that have not previously been covered.

Plan 1– Environmental Protection Measures

⇒ Draw on the plan the types and locations of environmental protection measures for dust management.

Plan 2– Designs

⇒ Show designs of the environmental protection measures selected for use on the site.

Erosion and Sediment

Requirement

- Erosion and sediment must be managed in accordance with current best practice environmental management practices, to prevent sediment-laden water from entering any drainage system or natural waterway.

Risk Assessment

- Using the Risk Assessment Checklist on Plan 2, assign a level of risk (significant, medium or low) for erosion and sediment.
- Document the level of risk on Plan 1 of the Template.

Plan 1– Proximity to Potential Erosion and Sediment Receptors

- Draw on the plan the location of any areas, which may be affected by erosion or sediment.

Possible areas may include:

- Waterways and stormwater systems
- Neighbouring properties
- Areas of protected vegetation on or abutting the site
- Other site-specific sensitive areas

Plan 1– Site Drainage Patterns

- Draw on the plan the drainage patterns for the site.

Environmental Protection Measures

Box 14– Drainage Management

- Document how run-off coming onto the site, drainage on site and run-off leaving the site will be managed.

Possible considerations:

1. Diversion of off site run-off away from the site
2. Diversion of on site run-off away from sensitive areas such as unstabilised soil, batters or stockpiles
3. Diversion of sediment-laden run-off into sediment retention structures
4. Other site specific drainage management methods

Box 15– Soil Stabilisation

- Provide details on the soil stabilisation methods to be employed on site during construction and after works.

Possible considerations:

1. Stabilisation matting
2. Grass/ vegetation establishment
3. Mulching
4. Rock armouring
5. Other site specific soil stabilisation methods

Box 16– Stockpile Protection

- Document how stockpiles will be protected from erosion.

Possible considerations:

1. Diversion of run-off away from stockpile areas
2. Sediment retention structures downslope from stockpiles
3. Temporary grassing of stockpiles in place >28days
4. Position away from drainage lines and at least 10m from waterways
5. Cover stockpiles
6. Minimise the number and size of stockpiles
7. Max 2: 1 height to width ratio
8. Other site specific stockpile management measures

Box 17– Sediment Traps

- Provide details of sediment retention structures (traps) where they cannot be represented diagrammatically on Plan 1 and Plan 2.

Box 18– Dewatering Procedure

- Document the details of the procedure for dewatering. This may include pumping of water from sumps, sediment basins or site low points. Where dewatering of groundwater is required, groundwater should be considered as a separate site-specific aspect.

Possible considerations:

1. Re-use of run-off
2. Water quality objectives
3. Pumping procedure
4. Supervision during de-watering process
5. Use of flocculants
6. Other site specific considerations

Box 19– Vehicle and Road Management

- Provide details on the site access characteristics that will be adopted to inhibit sediment from being deposited on roads.

Possible considerations:

1. Minimising the number of access points
2. Site access restrictions
3. Stabilisation
4. Other site specific measures

- Provide details on how vehicles will be cleaned of soil before leaving the site.

Possible considerations:

1. Physical scrape off of material with a shovel or brush
2. Driving the length of a stabilised access track
3. Rumble grids
4. Other site specific measures

- Provide details on how any soil deposited on the street will be removed.

Possible considerations:

1. Physical scrape/sweep of material
2. Street sweeper
3. Other site specific measures

Box 20– Other

- Document any other items relating to erosion and sediment management that have not previously been covered.

Plan 1– Environmental Protection Measures

- Draw on the plan the types and locations environmental protection measures for erosion and sediment management.

Possible considerations:

1. Soil stabilisation measures
2. Run-off diversion structures
3. Sediment retention structures (traps)
4. Stockpiles
5. Outfall point
6. No go areas/ signage
7. Access points/ haul roads
8. Vehicle cleaning facilities

9. Other site specific measures

Plan 2- Designs

- Show designs of the environmental protection measures selected for use on the site.

Waste

Requirement

- Litter and waste must be contained on site, before disposal in a responsible manner. Waste generation must be minimised.

Risk Assessment

- Using the Risk Assessment Checklist on Plan 2, assign a level of risk (significant, medium or low) for Waste.
- Document the level of risk on Plan 1 of the Template.

Box 21- Movement of Soil

- Identify if soil will be moved on or off site and the contaminant status.
- Possible considerations:
 1. Clean fill
 2. Low level contaminated waste
 3. Prescribed waste

Plan 1- Proximity to Potential Waste Receptors

- Draw on the plan the location of receptors that may be effected by site waste. This may include waterways in close proximity to the site or other sensitive site neighbours.

Environmental Protection Measures

Box 22- Waste Minimisation Methods

- Provide details on how the generation of waste on site will be minimised.

Possible considerations:

1. Reduce
2. Reuse
3. Recycle
4. Other site specific measures

Box 23– Waste Storage and Disposal

- ☞ Provide details on how litter and waste will be stored and disposed of. Waste on the site at work commencement and waste that will be generated throughout the works process should be considered.

Possible considerations:

1. Containment methods for general litter, solid waste and liquid wastes such as concrete washing's
2. Frequency of removal
3. Other site specific considerations

Box 24– Other

- ☞ Document any other items relating to waste management that have not previously been covered.

Plan 1– Environmental Protection Measures:

- ☞ Draw on the plan the types and locations environmental protection measures for waste management.

Possible considerations:

1. Litter/ recycling bins
2. Solid waste stockpile areas
3. Washout areas
4. Other site specific measures

Plan 2– Designs

Show designs of the environmental protection measures selected for use on site.

Chemicals

Requirement

- ☞ Storage and spill management practices must be implemented to ensure that no environmental damage can result from the escape or spillage of chemicals or fuels.

Risk Assessment

- ☞ Using the Risk Assessment Checklist on Plan 2, assign a level of risk (significant, medium or low) for Chemicals.
- ☞ Document the level of risk on Plan 1 of the Template.

Plan 1– Proximity to Potential Chemical Receptors

- ☞ Draw on the plan the location of receptors that may be effected by the use or spills of chemicals on site. This may include waterways in close proximity to the site or other sensitive site neighbours.

Environmental Protection Measures

Box 25– Storage

- ☒ Provide details on the storage of chemicals on site.

Possible considerations:

1. Designated areas
2. Bunding
3. Impervious liners
4. Other site specific measures

Box 26– Spill Management

- ☒ Document how spills of chemicals will be managed on site.

Possible considerations:

1. Spill kits
2. Trained personnel
3. Other site specific measures

Box 27– Refuelling Procedure

- ☒ Provide details on the procedure for refuelling.

Possible considerations

1. Refuelling in designated areas vs. fuel trucks
2. Other site specific considerations

Box 29– Other

- ☒ Document any other items relating to chemical management that have not previously been covered.

Plan 1– Environmental Protection Measures

- ☒ Draw on the plan the types and locations of environmental protection measures.

Possible considerations:

1. Designated storage area
2. Refuelling area
3. Bunding
4. Spill Kits
5. Other site specific measures

Plan 2– Designs

- ☒ Show designs of the environmental protection measures selected for use on site.



Other Site Specific Issues

Flora and Fauna

Requirement

-  All significant flora and fauna on and adjacent to the site must be protected.


Risk Assessment

-  Using the Risk Assessment Checklist on Plan 2, assign a level of risk (significant, medium or low) for Flora/Fauna.
-  Document the level of risk on Plan 1 of the Template.

Plan 1 – Outline the Location of Flora/ Fauna

Environmental Protection Measures

Box 29– Management Measures for Significant Flora and Fauna


-  Yes/No Are significant flora or fauna present?

If yes, provide details of management measures:

Possible considerations:

1. No go areas/ barriers/ signage
2. Buffers
3. Relocation programs
4. Tree protection eg. temporary fencing around the drip line
5. Weed management
6. Offsets eg. removal of a tree, replaced by planting of new trees
7. Design changes
8. Other site-specific measures

Plan 1 – Environmental Protection measures:

-  Draw on the plan the types and locations of environmental protection measures for flora and fauna management.

Plan 2– Designs

-  Show designs of the environmental protection measures selected for use on site.

Archaeological/ Heritage

Requirement

- △ Places, sites and objects of archaeological or heritage significance must be protected.

Risk Assessment

- △ Using the Risk Assessment Checklist on Plan 2, assign a level of risk (significant, medium or low) for Archaeological/ Heritage.
- △ Document the level of risk on Plan 1 of the Template.

Plan 1 – Outline the Location of Archaeological/Heritage Places, Sites or Objects

Environmental Protection Measures

Box 30– Presence of Archaeological/ Heritage Places, Sites or Objects of Significance

- △ Yes/No- Are significant archaeological/ heritage places, sites or objects present?

If yes, provide details of management measures:

Possible considerations:

1. Requirement to contact community
2. Procedure if further items are found
3. Collection and relocation
4. Design changes
5. Monitoring
6. Stop works

Plan 1 – Environmental Protection Measures

- △ Draw on the plan the types and locations of environmental protection measures for archaeological/ heritage places, sites or objects.

Plan 2 – Designs

- △ Show designs of the environmental protection measures selected for use on the site.

□ Blank Box 1

Aspect _____

Requirement

Risk Assessment

- Using the Risk Assessment Checklist on Plan 2, assign a level of risk (significant, medium or low) for _____ .
- Document the level of risk on Plan 1 of the Template.

Environmental Protection Measures

- Document measures within [Box 31, Plan 1 and Plan 2](#) as appropriate.

Blank Box 2

Aspect

Requirement

Risk Assessment

- Using the Risk Assessment Checklist on Plan 2, assign a level of risk (significant, medium or low) for _____ .
- Document the level of risk on Plan 1 of the Template.

Environmental Protection Measures

Document measures within [Box 32, Plan 1 and Plan 2](#) as appropriate.

DOES YOUR SITE EMP CONTAIN WHAT COUNCIL IS LOOKING FOR?

1. Does the Site EMP contain the following standard components?









Standard Components	Item Present?	Comments
Contour lines	YES/NO	
Drainage patterns (including outfall point)	YES/NO	
Proximity to sensitive areas (may include waterways, native vegetation, residential housing)	YES/NO	
Nomination of responsibilities (including two environmental emergency contacts)	YES/NO	
Details of how Site EMP requirements will be communicated to individuals on site	YES/NO	
Details of inspections and maintenance	YES/NO	
Associated records submitted	YES/NO	
Developer, consultant and contractor signoff	YES/NO	
Risk assessment checklist completed	YES/NO	

2. Is the level of risk nominated for the following aspects appropriate?






Aspect	Risk Appropriate?	Comments
Noise	YES/NO	
Dust	YES/NO	
Sediment and Erosion	YES/NO	
Waste	YES/NO	
Chemicals	YES/NO	

Flora and Fauna	YES/NO	
Archaeological/ Heritage	YES/NO	
Other site specific aspects:	YES/NO	



3. Will the environmental protection measures selected fulfil the following requirements?

Requirement	Measures Nominated Will Achieve Objective?	Comments
 EPA Victoria and Council requirements must be adhered to in relation to the level of noise and working hours, to ensure that residents and other applicable neighbours to the site are not disturbed unreasonably. The generation of noise must be minimised.	YES/NO	
 Dust generation must be minimised to ensure there is no health risk or loss of amenity.	YES/NO	
 Erosion and sediment must be managed in accordance with current best practice environmental management practices, to prevent sediment-laden water from entering any drainage system or natural waterway.	YES/NO	
 Litter and waste must be contained on site, before disposal in a responsible manner. Waste generation must be minimised.	YES/NO	
 Storage and spill management practices must be implemented to ensure that no environmental damage can result from the escape or spillage of chemicals or fuels.	YES/NO	
 All significant flora and fauna on and adjacent to the site must be protected.	YES/NO	
 Places, sites and objects of archaeological or heritage significance must be protected.	YES/NO	
 Other site-specific aspects cited and measures selected to manage.	YES/NO	

IS YOUR SITE FULFILLING THE FOLLOWING ENVIRONMENTAL REQUIREMENTS?







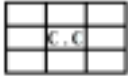





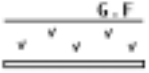

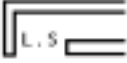

Requirement	Compliance	Comments
 Are EPA Victoria and Council requirements being adhered to in relation to the level of noise and working hours, to ensure that residents and other applicable neighbours to the site are not disturbed unreasonably? Is noise generated by works being minimised?	YES/NO	
 Is dust generation being minimised to ensure there is no health risk or loss of amenity?	YES/NO	
 Is erosion and sediment being managed in accordance with current best practice environmental management practices, to prevent sediment-laden water from entering any drainage system or natural waterway?	YES/NO	
 Are litter and waste contained on site, before disposal in a responsible manner? Is the generation of waste being minimised?	YES/NO	
 Are appropriate storage and spill management practices being implemented to ensure that no environmental damage can result from the escape or spillage of chemicals or fuels?	YES/NO	












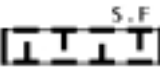







Other Site Specific Objectives








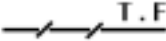


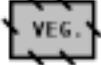


Requirement	Compliance	Comments
 Is significant flora and fauna on and adjacent to the site protected?	YES/NO	
 Are places, sites and objects of archaeological or heritage significance protected?	YES/NO	
<input type="checkbox"/> Are other site specific aspects being appropriately managed?	YES/NO	

Appendix B:

STANDARD SYMBOLS FOR USE ON SITE EMP's

Environmental Protection Measure	Standard Symbol
Bin	
Biodegradable log	
Block and gravel inlet filter	
Bund	
Catch drain	
Coir logs	
Composite silt curtain	
Culvert entry gravel filter	
Down drain	
Earth bank	
Energy dissipater	
Floating silt curtain	
Grass filter strip	
Gravel sausage	
Level spreader	
Mesh and aggregate drop inlet filter	

Environmental Protection Measure	Standard Symbol
Mulch	
Noise barrier	
Portable settling tank	
Rock armouring	
Rock bund	
Rumble grid	
Sediment basin	
Sediment sandbag barrier	
Silt fence	
Silt fence and straw bale drop inlet filter	
Silt fence drop inlet filter	
Silt fence sediment trap	
Silt fence under grate	
Silt filtering bung	
Skip	
Solid waste stockpile	
Spill kit	
Stabilisation matting	
Stabilised access point	

Environmental Protection Measure	Standard Symbol
Stockpile	
Straw bales	
Straw bales and silt fence (combined use)	
Straw bale and stone sediment trap	
Straw bale drop inlet filter	
Synthetic straw bale replacement	
Synthetic log	
Temporary fencing	
Temporary pit lid	
Vegetation to be retained	
Vegetation to be retained and fenced	
Wash up area	
Wind fence	

*Note- Although the symbols are black and white, the use of different colours for different measures is encouraged.