

Factsheet

Site Environmental Management Plan (SEMP)

This information sheet provides guidance for the development of a Site Environmental Management Plan (SEMP) to effectively minimise the potential for harm to the environment and the community within Mitchell Shire Council from construction sites.

What is a Site Environmental Management Plan (SEMP)?

A Site Environmental Management Plan (SEMP) is a comprehensive site-specific document identifying in detail the potential environmental risks and impacts of a proposed development and the ways in which these risks and impacts may be reduced both on and around the site through management strategies and site practices.

What information is required by Council in your SEMF submission?

All construction projects must obtain an approved **Site-Specific** SEMF from Council prior to commencing works.

For a submission to be assessed it must contain the following **Site-specific**, fully completed:

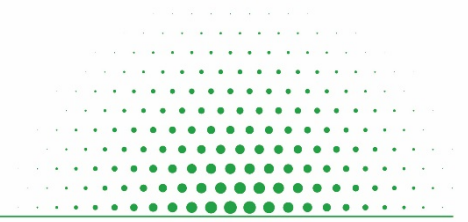
1. Risk Assessment Checklist
2. Environmental Protection Measures
3. Site Plan 1 (Types and Locations of Environmental Protection Measures), and
4. Site Plan 2 (Risk Assessment and Designs of Environmental Protection Measures),
5. Any other relevant documentation (e.g. Notifications to nearby residence; Arborist assessment; Vegetation removal permits).

A SEMF may require approval from other organisations such as EPA or Melbourne Water. These approvals must be sought and gained separately, however Council approval is still required.

Ensure to quality control check all components of the SEMF, ensure that the SEMF is site-specific to the current works and reflects the most recent and approved engineering/civil plans and Traffic Management Plan (TMP) (ie. avoid copying from previously approved SEMFs as this usually results in errors) prior to submission.

It is strongly recommended that applications are lodged early and not exceed 28 days allowing for full review, feedback and any necessary amendments prior to a Pre-Commencement request, to reduce the likelihood that activities are delayed while waiting for the plan to be approved and endorsed.

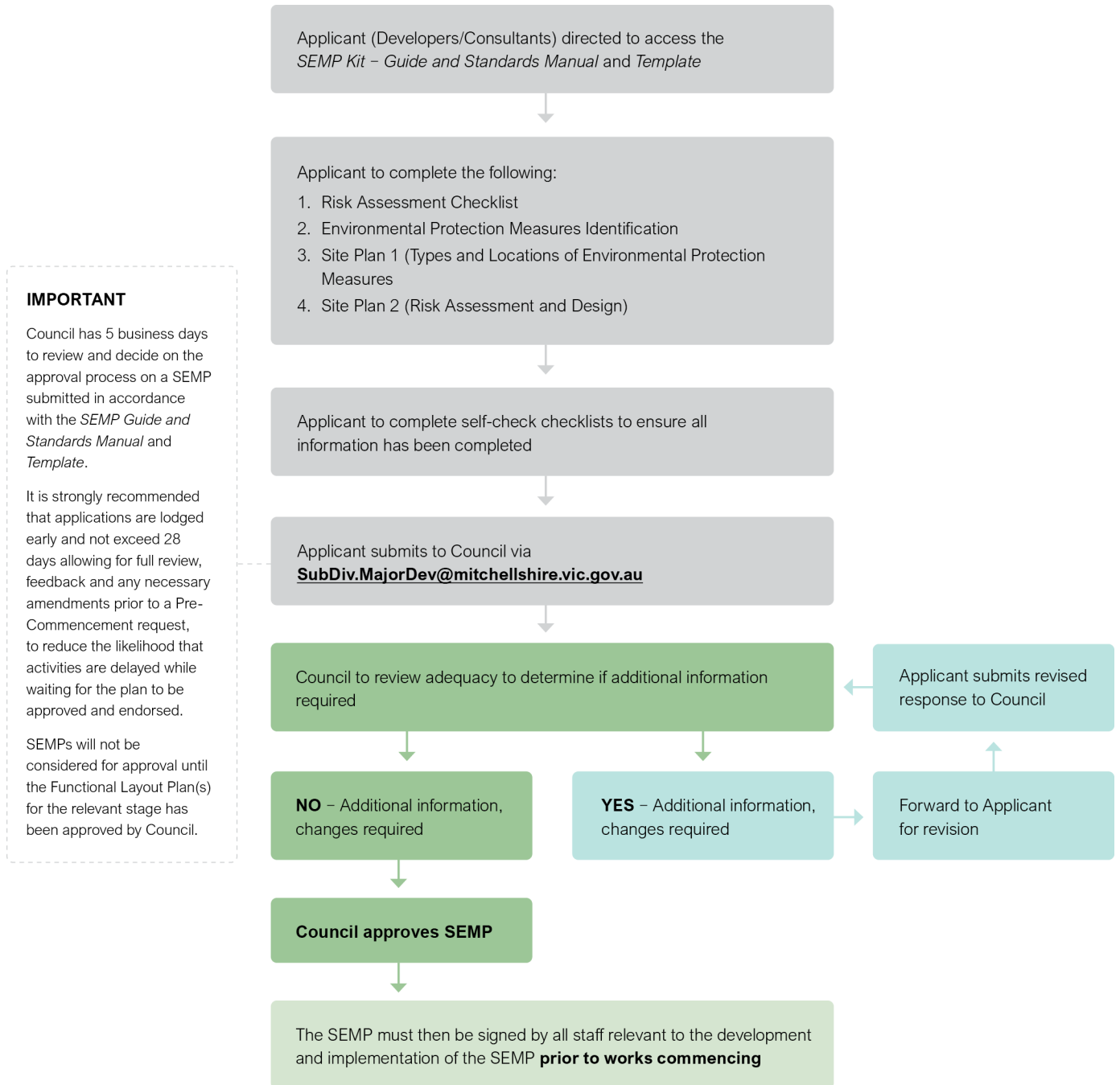
Where a SEMF application has been submitted to Council in accordance with the Mitchell Shire Council SEMF Guide and Standards Manual and Template the authority (Council) has 5 business days to review and decide on the approval process.

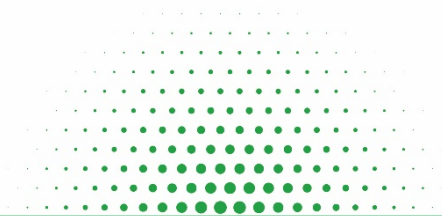


Re-submissions: If Council provides questions or comments on your SEMP please ensure your response addresses all issues raised and that the SEMP is updated accordingly.

All SEMP applications must be submitted to SubDiv.MajorDev@mitchellshire.vic.gov.au

Site Environment Management Plan (SEMP) – Approval Process





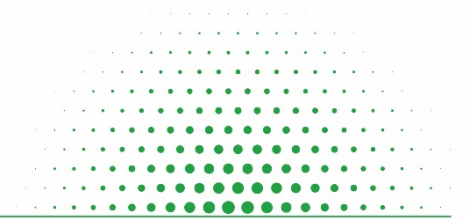
Resources

A Site Environmental Management Plan Kit – Guide and Standards Manual & accompanying Template has been developed to provide a step-by-step process to understand Mitchell Shire Council's requirements for the development of a satisfactory Site-Specific SEMP. Copies can be obtained via

<https://www.mitchellshire.vic.gov.au>.

Guidance of Environmental Management Measures can be found in the table below:

Management	☐ All contractors, subcontractors and others working on site must be aware and inducted into SEMP.
Noise, Vibration and Lighting	☐ Locate works that may generate noise and vibration as far away from neighbours and sensitive environments (Sensitive receivers) as possible.
Dust	☐ A water truck/cart must be available on site full-time to spray truck routes and exposed surfaces.
Erosion and Sediment	☐ Each site access point and access points from stripped/exposed earth onto sealed roads to be fitted with mud removal devices. ☐ Dedicated bunded cleaning and washing area on site. ☐ Stockpile areas must be away from site boundary, waterways, residential areas and other sensitive areas eg. TPZ
Dispersive /Sodic Soils	☐ Site managers must be aware of any potentially problematic soils such as highly erodible soils, dispersive or sodic soils.
Sediment traps	☐ Sediment run-off controls and drainage around all construction areas must be established prior to commencement of any building or works. ☐ All sediment control measures must be maintained and intact for the duration of the works and inspected prior to and after rain events, to ensure they are functioning properly. ☐ Sediment fences require desilting when sediment has built up to 1/3 the height of the measure or when built up sediment is preventing the fence from working effectively.
Waste	☐ Indicate whether soil will be moved on/off site as part of the works. ☐ Indicate contaminant status of soils. ☐ Site must be kept free of litter.
Chemicals	☐ All fuels, oils, chemicals and other hazardous materials must be stored in appropriate designated and bunded area. ☐ Immediately clean up all spills must to prevent contamination of the soil or water course. ☐ All refuelling and other hazardous materials must be done only within appropriate bunded or portable sealed bunded area.



Significant Flora / Fauna	☐ All significant flora, fauna and habitat on or adjacent to the site must be protected and signed accordingly for all stages of work. ☐ Clearly show all trees and indicate if they are to be retained or removed. ☐ Clearly show TPZs, No Go Zones, Kangaroo Management etc.
Archaeological / Heritage	☐ Address environmental controls and cultural heritage and/or drystone wall protection measures to the satisfaction of the Responsible Authority.
Haulage Routes	☐ Record intended offsite haulage destination, routes and specify access point(s). ☐ Detail design and management of access (entry and exit) point(s).
Works within or adjacent to a Waterway	☐ Monitor surface water quality regularly upstream and downstream from the activity. ☐ Do not place stockpiles near waterways.

On Site Compliance

All stakeholders must sign the SEMP for it to be deemed valid. It is critical that the Council Approved and Stamped SEMP is implemented in full on site, and all parties (Developers, Consultants and Contractors) involved with a site have a responsibility to protect the environment and human health.

Mitchell Shire Council officers conduct regular inspections to check compliance and where non-compliance exists, appropriate action will be taken, including guidance and direction to comply or Enforcement where required, by Council and other relevant authorities if breaches of legislation or the approved SEMP occur.

Contact Us

Send us an email mitchell@mitchellshire.vic.gov.au

Give us a call (03) 5734 6200 (option 3) Monday to Friday, 9am – 5pm