

Site Environmental Management Plan (SEMP) factsheet

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 the City of Whittlesea 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 SEMP submission?

All construction projects must obtain an approved & endorsed Site-Specific SEMP from Council prior to commencing works.

All sections of the SEMP must be filled and submitted to Council a minimum of 21 days before a required pre-commencement meeting (attended by authorised representatives of the construction contractor and project superintendent as appointed by the developer).

SEMPs will not be considered for approved until the Functional Layout Plan(s) for the relevant stage has been endorsed by Council, the plan of subdivision has been certified, a draft landscape works plan for the relevant stage has been submitted for comparison against the civil engineering plan and the locations of other authorities' services have been provided to the satisfaction of Council. When approved the SEMP will form part of the permit.

For a submission to be assessed it must contain the following (and submitted as a stand-alone pdf document):

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

A SEMP may require approval from other organisations such as DELWP, 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 SEMP, ensure that the SEMP is site-specific to the current works and reflects the most recent and approved engineering/civil plans and permit conditions prior to submission. If Council provides questions or comments on your draft SEMP please ensure your response addresses all issues raised and that the SEMP is updated accordingly.

Submit your SEMP to Council via email to Development.Engineering@whittlesea.vic.gov.au.

Resources

A Site Environmental Management Plan Kit has been developed to provide a step-by-step process to understand the City of Whittlesea's requirements for the development of a satisfactory SEMP.

Example guidance of Site Environmental Management Plan can be found in the table below:

Management	<ul style="list-style-type: none"> All contractors, subcontractors and others working on site must be aware and inducted into SEMP.
Noise, Vibration and Lighting	<ul style="list-style-type: none"> Locate works that may generate noise and vibration as far away from neighbours and sensitive environments (Sensitive receivers) as possible.
Dust	<ul style="list-style-type: none"> A water truck/cart must be available on site full-time to spray truck routes and exposed surfaces.
Erosion and Sediment	<ul style="list-style-type: none"> Site access point to be maintained and clean of, soil etc. 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	<ul style="list-style-type: none"> Site managers must be aware of any potentially problematic soils such as highly erodible soils, dispersive or sodic soils.
Sediment traps	<ul style="list-style-type: none"> 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 retention/runoff controls should be designed and installed to cater for the predicted flows from a 1in2yr storm event. 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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.
Archaeological / Heritage	<ul style="list-style-type: none"> Address environmental controls and cultural heritage and/or drystone wall protection measures to the satisfaction of the Responsible Authority.
Haulage Routes	<ul style="list-style-type: none"> Record intended offsite haulage routes and specify access point(s). Detail design and management of access (entry and exit) point(s).
Works within or adjacent to a Waterway	<ul style="list-style-type: none"> Monitor surface water quality regularly upstream and downstream from the activity.

On Site Compliance

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.

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

Contact Us

Further information and questions relating to the SEMP Guidelines and Standards Manual and Template should be directed to City of Whittlesea's Development Engineering Department.

If you have any concerns or questions regarding the draft conditions, please do not hesitate to contact the Planning Officer assigned to your application.