



Fact Sheet- November 2018

SITE ENVIRONMENTAL MANAGEMENT PLANS (SEMP)

Overview

This Fact Sheet provides additional guidance to the development industry on how to improve SEMP processing times and work with Council to improve environmental outcomes. Wyndham is working with other agencies including Melbourne Water and EPA Victoria to further improve the SEMP process and guidelines during 2018/2019.

Submission and Approval Process

- All construction projects must obtain an SEMP approval prior to commencing works.
- For a submission to be registered and assessed it must be submitted to the central mailbox: envioplanning@wyndham.vic.gov.au
- A SEMP may require approval from other organisations such as Melbourne Water or DELWP. These approvals must be sought and gained separately, however Council approval is still required.
- Where possible please coordinate all SEMP correspondence through one representative and avoid making requests for a status update or approval within 10 working days of submission.
- **Resubmissions:** 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.

Preparing a SEMP

Please consider the following in preparing your SEMP for submission:

- **Quality control check all SEMPs prior to submission.**
- Avoid copying from previously approved SEMPs as this usually results in errors.
- Refer to, and apply, Council's [SEMP Guideline and template](#).
- Make sure the SEMP reflects the most recent engineering/civil plans and traffic management plans, for example, ensure that:
 - all stormwater outfalls are included;
 - trees to be retained do not conflict with the location of infrastructure; and
 - entry/exit points on the SEMP align with the traffic management plan.

Some additional guidance on environmental management can be found in the table below.

Dust Control	<ul style="list-style-type: none"> • A water truck must be available at all times within a subdivision.
Erosion and Sediment Control	<ul style="list-style-type: none"> • Ensure sediment management is considered for all stages of the works. Clearly mark and detail control measures on the site plan.
Works within or adjacent to a Waterway	<ul style="list-style-type: none"> • Design and install suitable concentrated flow controls. Note: straw bales are not considered best practice and will not be approved. • Sediment fencing, or any other type of temporary fencing will generally not be approved if it cuts across a waterway and obstructs flow. • Active management controls (e.g. pumped bypass, testing for turbidity then release) must include a management procedure. • Upstream and downstream water monitoring is required. Include sampling locations, frequency and discharge limits in the SEMP. • All discharges must be monitored to ensure turbidity <30 NTU.
Tree Protection	<ul style="list-style-type: none"> • Clearly show all trees and indicate if they are to be retained or removed. • Where trees are to be removed all relevant approvals and reports should be submitted with the SEMP (e.g. Arborist assessment, vegetation removal permits). • Where trees are to be retained a Tree Management Plan may be required.
Flora and Fauna	<ul style="list-style-type: none"> • For works in Growth Areas check the Precinct Structure Plan and clearly indicate in the SEMP any native vegetation, trees and conservation zones marked for retention, with associated protection measures. • If applicable attach native vegetation assessments or vegetation removal permits. • If works are proposed within a designated Conservation Zone provide evidence of approval from the Department of Environment Land Water and Planning.
Cultural Heritage	<ul style="list-style-type: none"> • If a Heritage Assessment or Cultural Heritage Management Plan has been completed include relevant requirements in the SEMP (e.g. protection measures for heritage rock walls or artefact deposits).

On Site Compliance

It is critical that the Council **endorsed and stamped** SEMP is implemented in full on site. Improved compliance by site operators will free up Council resources and reduce SEMP processing times.

All parties involved with a site have a responsibility to protect the environment, including:

- **Developers:** Ensure contracts allow for, and require, compliance with the SEMP, including compliance checks/audits.
- **Consultants / Superintendents:** Ensure the SEMP can be practicably implemented on site. Audit on site contractors for SEMP compliance and provide results to Council.
- **Contractors:** Ensure controls specified in the SEMP are implemented on site. Implement adaptive management to continually improve controls where required.

Wyndham City Council is undertaking joint inspections of construction sites with the Environment Protection Authority (EPA) to check compliance with the approved SEMP. A copy of our site inspection checklist is available [here](#). Where non-compliance exists, appropriate action will be taken, including guidance/direction to comply or enforcement where required.