Appendix B: Environmental site induction and emergency contacts

Emergency contact list

The below table provides a non-exhaustive list of contacts that may be appropriate to inform/involve in the event of an environmental incident or emergency. The Environmental Representative should always be contacted and consulted prior to contacting any outside parties regarding an incident.

Print this table and pin it to your site office and smoko room walls for quick reference!

Incident/emergency	Contact	Phone number
Pollution or spill	ORC pollution hotline	0800 800 033
	ORC compliance officer	TBD
	CODC compliance officer	TBD
Fire	Fire and Emergency New Zealand	111
Human remains discovery	New Zealand Police	111
Public utilities issue	CODC	03 440 0056
Contaminated land discovery	Environmental Representative	TBD
Accidental heritage discovery		
Environmental complaint		

Environmental roles and responsibilities

Key personnel relating to onsite environmental management are as follows:

- Project manager: Tim James (027 484 4004)
- Site supervisor:
- Environmental Representative:
- Environmental Consultant: Will Nicolson (027 459 8090)

It is important to remember that all personnel working on site have a responsibility to ensure the provisions of the Environmental Management Plan (EMP) are enforced. This includes preventing sediment-laden water from leaving site, keeping erosion and sediment controls in good working order, minimising dust, keeping the site clean and tidy, and being familiar with the spill contingency plan outlined in Section 5.8.4 of the EMP.

A copy of the EMP will be available onsite at all times.

Significant environmental locations

Environmentally sensitive areas

The two key environmentally sensitive features are Lake Dunstan/Te Wairere, immediately east of the site, and the Park Burn – a small creek that runs through the northeast part of the site, and drains into the lake. Any earthworks near these water bodies must be undertaken with extreme care, and in exact accordance with the erosion and sediment control plan (ESCP) – see Appendix D of the EMP.

Environmentally sensitive receptors

Neighbouring residents to the south of the project site are at risk of adverse effects from dust, noise and vibration in particular. Also be conscious of motorists using the adjacent state highway, and of users of the cycle trail that is located between the eastern boundary of the property and the lake.

Relevant resource consents

To be updated following grant of consents sought.

Earthworks staging and vegetation clearance

Earthworks staging plans are provided in Appendix A of this EMP, and staging area outlines are shown on the ESCP. This sequencing must be adhered to, in order to avoid increased environmental risk from the works. In order to reduce the potential for stormwater contamination, ground disturbance should always be kept to a minimum.

Changes to the approved earthworks sequencing is to be approved by the Environmental Representative/Site Supervisor (in collaboration with ORC).

While much of the site has already been cleared of vegetation, ground cover vegetation should be maintained as far as practicable – this protects the soil and helps to minimise generation of dirty runoff and dust.

Key EMP measures to be aware of

The following is a brief summary of measures presented in the EMP that all site personnel, including subcontractors, should be aware of:

Environmental issue	Mitigation measures
Erosion, runoff and sedimentation (EMP Section 5.1)	• Ensure the erosion and sediment control plan is implemented at all times. • Report issues with ESC measures (e.g. silt fences, basins, etc) to the Site Supervisor or Environmental Representative immediately. • Avoid working immediately adjacent to drainage

Environmental issue	Mitigation measures
	ditches, swales, inlet pipes and basins. • Report any uncontrolled movement of sediment-laden water away from site to the Site Supervisor immediately. • Keep clean water and dirty water separate, to reduce pressure on water treatment controls. • Stabilise and/or revegetate disturbed ground ASAP. • Make sure stockpiles are covered or dampened to prevent dust issues. • Check ESCs both before and after storm events to ensure they're in good working order.
Dust (EMP Section 5.3)	• Ensure exposed soil is dampened regularly via the water carts or sprinklers. • Keep offsite roads clean and free of silt or dirt. • Ensure stockpiles are securely covered, stabilised or dampened, especially prior to/during high winds • Report any dust issues to the Site Supervisor immediately. • If dust suppression during high winds is difficult, works must cease.
Cultural heritage (EMP Section 5.4)	• In the case of an accidental discovery, stop works in the vicinity and report to the Site Supervisor.
Noise (EMP Section 5.5)	• Noise-producing activities (including larger machinery operation) only to occur between 8am and 6pm Monday to Saturday. No work to occur on Sundays and public holidays. • Particularly noisy work should be undertaken towards the middle of the day, during normal business hours.
Fuel and chemicals (EMP Section 5.8)	• Only refuel in designated areas, away from drainage features such as swales, channels and ponds. • No refuelling is to occur within 30 m of the lake or creek. • Use drip trays or absorbent mats during

Environmental issue	Mitigation measures
	refuelling. • Only store chemicals and fuels in designated areas that are bunded to at least 110% of the largest container stored there. • Locate chemical and fuel storage areas away from drainage features. • All onsite staff are to be trained in spill response and are to be familiar with the spill contingency plan provided in Section 5.8.4 of the EMP. • Spill kits are to be clearly identified and readily available onsite. Spill kits should be regularly audited and items replaced after use. • Only designated pits are to be used for concrete washout. Drivers to be made aware of these designated washout locations and appropriate procedures for their use.

Notifying Environmental Incidents

An Environmental Incident is one that causes a significant environmental effect or nuisance offsite or to sensitive receptors like waterways (e.g. a dust complaint from a neighbour, dirty water discharge to the lake).

Environmental Incidents are to be reported immediately to the Site Supervisor/Environmental Representative, who will follow the procedures outlined in Section 4.3 of the EMP. The Environmental Incident form, attached in Appendix C of the EMP, is to be completed and submitted accordingly.

Procedures for managing storm events

The Site Supervisor should regularly monitor the weather forecast and manage onsite works with the forecast in mind. If a storm is approaching, the following procedures will be followed:

- **Wind**: Stop works in advance and secure all loose items that may be prone to being blown away by high winds. Ensure all areas of exposed soil are thoroughly dampened, stabilised or covered to prevent dust generation. After the wind has abated, check that nothing has blown onto adjacent properties or roads.

- **Rain**: Perform a full inspection of erosion and sediment control measures well

prior to a rain event. Any issues identified (holes in silt fencing, infiltration basins in need of cleaning out, etc) should be rectified immediately, where practicable to do so. Perform the same inspection after the rain has passed, and rectify issues as needed.

Appendix C: EMP forms

1. **Site environmental induction register**
2. **Environmental Incident Report template**
3. **Weekly inspection proforma**
4. **Environmental complaints register**
5. **EMP non-conformance register**
6. **Water quality monitoring log**

EMP induction register

Date	Inductee			Inductor		
	Name	Phone #	Signature	Name	Phone #	Signature

ENVIRONMENTAL INCIDENT REPORT FORM

Project address/description: Parkburn Subdivision, Cromwell	**CODC consent no.:** **ORC consent no.:**

Instructions

Complete this form for all environmental incidents that cause contaminants (including sediment) or environmental nuisance to leave the site. Please be succinct, stick to known facts and do not make assumptions.

Incident details

Date and time	Date:	Time:
Description Provide a brief and factual description of what happened during the incident. Include relevant details such as: • The estimated distance to the nearest waterway (including storm water and dry courses) • Estimated distance to the nearest sensitive receiver • The activity being undertaken when the incident occurred Sketches/diagrams/photos may be referenced and appended to this report to aid in the description of the incident		
Location of the incident Include address, landmarks, features, nearest intersection, etc. Maps and plans can be attached to the incident report if appropriate.		
Who identified the incident?	☐Community ☐Contractor ☐Council ☐Other	

What immediate actions or control measures were taken to rectify or contain the incident?

What corrective action will be taken to prevent similar incidents recurring?

Approvals

Name:	**Role/organisation:**
Date:	**Signature:**

Parkburn – Weekly Environmental Inspection

Date:	Inspector:	Weather/general conditions:

Inspection item	**Compliance** (Not applicable, complies, non-compliance)			**Comments** List any observations relating to the item inspected, and any remedial action required	**Timeframe** Remedial action to be completed by date or within certain timeframe
	N/A	**C**	**NC**		
Admin					
Is a hard copy of the EMP available onsite?					
Is a register of environmental records (inductions, inspections, etc) available onsite and up-to-date?					
Erosion and sediment control					
Are controls installed as per the ESCP and in good working order?					
Are IBs, swales, silt fences etc in need of sediment removal?					
Are completed earthworks being stabilised?					
Are stockpiles, storage and refuelling areas ≥30 m from water/drainage features?					

Inspection item	Compliance (Not applicable, complies, non-compliance)			Comments List any observations relating to the item inspected, and any remedial action required	Timeframe Remedial action to be completed by date or within certain timeframe
	N/A	C	NC		
Are stockpiles stabilised and surrounded by silt fencing or similar?					
Is uncontrolled contaminated runoff discharging beyond the site boundary?					
Is mud being tracked onto SH6?					
Water quality					
Is the Water Quality Monitoring Plan being adhered to?					
Has the Dosing System Maintenance Checklist been completed?					
Dust and vibration					
Is there evidence of dust migrating beyond the boundary?					
Have any dust or vibration complaints been received in the 7 days prior?					

Inspection item	Compliance (Not applicable, complies, non-compliance)			Comments List any observations relating to the item inspected, and any remedial action required	Timeframe Remedial action to be completed by date or within certain timeframe
	N/A	C	NC		
Are stockpiles sufficiently stabilised or covered to prevent dust generation?					
Noise & vibration					
Have any noise or vibration complaints been received in the 7 days prior?					
Has monitoring been conducted in response to a complaint?					
Vegetation					
Is ground disturbance limited to those shown in the plans? Has surrounding vegetation been retained?					
Chemicals and fuel					
Are designated refuelling areas at least 30 m from IBs, swales, and water bodies?					
Is suitable onsite chemical storage provided?					
Are spill kits well maintained and in suitable locations?					

Inspection item	**Compliance** (Not applicable, complies, non-compliance)			**Comments** List any observations relating to the item inspected, and any remedial action required	**Timeframe** Remedial action to be completed by date or within certain timeframe
	N/A	**C**	**NC**		
Waste management					
Are sufficient bins provided for onsite waste?					
Is there evidence of uncontained waste/litter onsite?					

Parkburn – Environmental Complaints Register

Complaint No.	Date & time complaint received	Complainant details (Name, address, phone or email)	Complaint details	Investigation and findings	Remedial actions, if applicable?	Date complaint closed

Parkburn – EMP Non-Conformance (NC) Register

NC no.	Date	Source of NC (e.g. inspection, complaint, etc.)	Details of NC	Remedial actions	Remedials undertaken by?	Close-out date

Parkburn – Water Quality Monitoring Log

Date:	Person:	Monitoring trigger:

	Location 1	Location 2	Location 3 (optional)
Location description			
Sampling results			
TSS			
Turbidity			
pH			
Visual monitoring			
Hydrocarbons			
Tannins & paint			
Waste			
Non-compliance and remedial actions?			

Appendix D: Erosion and sediment control plan