

APPENDIX C – ENVIRONMENTAL SITE INDUCTION





ENVIRONMENTAL SITE INDUCTION

Ridgeburn – 122 Morven Ferry Road,
Queenstown

Revision A



MCKENZIE & CO.

DOCUMENT CONTROL RECORD

PROJECT:

Ridgeburn – 122 Morven Ferry Road, Queenstown

CLIENT:

Gibbons Developments

PROJECT LOCATION:

122 Morven Ferry Road, Doonholme, Queenstown

FILE PATH:

Synergy12d://MCKSQL01/4048 122 Morven Ferry Rd –
Doonholme – Ridgeburn/4048-0 Ridgeburn
Overall/06000. Engineering Design/6300. Reports and
Memos/6302. EMP/Appendices

Revision	Date	Originator	Checker	Approver	Description
A	5/11/2025	Mac Stevenson	Mac Stevenson	James Kitchen	Issue to Council

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1. KEY ROLES AND RESPONSIBILITIES

Key roles and responsibilities are as below.

Role	Name	
Project Manager	TBC	
Environmental Adviser (SQEP)	Mac Stevenson	
Environmental Adviser (SQEP)	James Kitchen	
Site Supervisor	TBC	
Environmental Representative	TBC	
Regional Council	Otago Regional Council	
District Council	Queenstown Lakes District Council	
Emergency	Human discoveries, Serious injury, Fire	

Table 2: Project Specific Roles

Role and Contact Details	Description
<u>Project Manager</u> TBC	The Project Manager has responsibility for the effective implementation of the EMP and has overall responsibility for the environmental performance of the project. The Project Manager is primarily responsible for: - Ensuring adequate resources are in place to implement the EMP. - Appoint staff/personnel responsible for successful EMP implementation and ensure the staff operates within the standards set by the EMP. - Ensuring Project Managers, Supervisors, Subcontractors and other Employees operate

	within the guidelines of the EMP. • Ensuring that an EMP is prepared and that environmental standard, processes and procedures meet relevant resource consent conditions. • Overseeing the successful implementation, monitoring and review of the EMP. • Providing reporting of environmental incidents to the QLDC and other periodic environmental reports to QLDC as required by The Guidelines. • Ensuring that inspections and audits are carried out in accordance with the relevant EMP. • Restrict or stop work if the EMP is not appropriately implemented and the work undertaken has potential to cause harm to the environment. • Delegate authority of the above responsibilities.
<u>Site Supervisor</u> TBC once a contractor is engaged	The Site Supervisors report directly to the Project Manager and responsible for: • Ensuring they understand and comply with EMP. • Directly responsible of implementation of the EMP • Coordinating and identifying resources required for the implementation of the EMP. • Ensuring that site employees and subcontractors are working in compliance with environmental requirements and work activities are not impacting the environment. • Coordinating actions in emergency situations/rapid stabilisation of site and allocating appropriate resource for these activities. • Restrict or stop any activity on the Project that has the potential to or has caused environmental effects. • Ensuring that adequate instructions and information is provided to Operators which relate to environmental risks onsite.
<u>Environmental</u>	The Environmental Representative is accountable to the

<u>Representative</u> TBC once a contractor is engaged	Project Manager and supports the Project Manager and Site Supervisor in the day-to-day implementation of the EMP. This is a key environmental role for the Project and includes the following responsibilities: • Coordinate the Implementation of the EMP • Ensure installation of environmental controls as per the EMP. • Undertake environmental site inspections of the project including end-of-day inspections of controls. • Oversee the maintenance and improvement of defective environmental controls. • Undertake Environmental Incident reporting. <i>Communication</i> • Keep project leadership informed of environmental performance of the project. • Inform staff of procedures and constraints applicable to managing specific environmental issues. • May be responsible for providing environmental inductions to all staff and sub- Contractors. <i>Complaints and Incidents</i> • Assist the project leadership in attending to Environmental Incidents and Complaints. <i>Familiarity</i> The Environmental Representative will be familiar with: • Environmental aspects of the project. • Environmental Management Plan. • Best practice erosion and sediment control from: - Guidance Document 2016/005: Erosion and Sediment Control Guide for Land Disturbing Activities in the Auckland Region (GDOS); and/or, - Similar Regional Council guidelines from throughout New Zealand based on GD05 or internationally recognised best practice.
<u>Environmental</u>	The Environmental Adviser/Consultant will oversee the

<u>Advisor/Consultant (SOEP):</u> Mac Stevenson ██████████57 ██████████ ██████████enzie ██████████nz	environmental management of the site and provide technical environmental management advice as and when required. The Environmental Adviser/Consultant will deliver the Site Environmental Induction to core staff and check the erosion and sediment controls around the dwelling site to ensure they have been correctly installed and provide QLDC & ORC with As-built confirmation of this where required. The Environmental Adviser/Consultant will undertake monthly monitoring of the site to ensure that the EMP continues to provide adequate environmental management for the Project. The Environmental Adviser/Consultant will also prepare and submit Monthly Environmental Reports to QLDC/ORC.
<u>All Staff</u>	All Project staff have responsibility for their own environmental performance and the impact they have on Project environmental performance. In particular, all staff are required to: • Undertake all activities in accordance with the requirements of the EMP. • Ensure they are aware of the contact person related to environmental matters. • Report to the Site Supervisor or Environmental Representative, any activity that has the potential to or has resulted in an Environmental Incident.
<u>Subcontractors</u>	All persons involved with the Project, including subcontractors/suppliers/consultants and their employees shall comply with relevant environmental requirements. All subcontractor personnel are considered equivalent to staff personnel. This includes all aspects of environmental management and control; their responsibilities will mirror that of staff. All subcontractors and their employees shall participate in the Site Environmental Induction prior to commencing works.

2. SENSITIVE LOCATIONS

Key sensitive environmental receivers nearby include:

- Neighbouring properties
- Streams and wetlands local to the site
- Kawarau River

These sensitive environmental receivers mean that it is key that all elements of the Environmental Management Plan are followed. Water discharges and dust from the site have the potential to cause significant harm to the receiving environment if not correctly managed.

3. WORKS OVERVIEW

A wider Environmental Management Plan (EMP) has been prepared, which covers many processes in detail, and should be referred to when required. The EMP should always be available on-site.

All construction activity will adhere strictly to the approved hours of work. These are as follows.

- Quiet preparation work is permitted from 6.30 am – 7.30 pm, and non-noisy work is permitted from 6 pm – 8 pm during Monday to Friday.
- Noisy construction work (including earthworks) is only permitted from Monday to Saturday between the hours of 7.30 am to 6.00 pm.
- No noisy construction works are to be undertaken on Sundays or Public Holidays.

Refer to Section 4.7 Noise in the EMP below for further details and guidelines on noise limits and management practices.

4. KEY ENVIRONMENTAL MEASURES

Erosion and Sediment Control

- Implement appropriate controls in accordance with the approved Erosion and Sediment Control Plan (ESCP). Be familiar with this. ESCP is to serve as a live document.
- Monitor the effectiveness of ESCP throughout the project, and make sure things are in working order.
- If there are areas where things can be improved, speak up.
- Execute earthworks in favourable weather conditions where possible and prepare for rain events.
- Redirect clean water runoff from the site, and collect, capture and treat any dirty water from the site.
- Further detail and design requirements of erosion and sediment control devices in the EMP. This includes silt fences, clean water and dirty water bunds, sediment ponds and/or decanting earth bunds, drop-out pits, stabilised entranceways etc.
- Sizing of devices is important and is in the calculations of EMP and/or ESCP.

- Stabilisation and/or revegetation to be done as soon as possible. Erosion and sediment control devices are to remain in place until the site is stabilised (defined as 80% vegetative cover).

Dust Management (Section 5.2 of EMP)

- Dust can be harmful and a nuisance for nearby properties, the public and the receiving environment.
- Contractor is responsible for managing construction to avoid and mitigate the effects of dust
- Winds from the W and N often have the strongest potential for dust transport, especially during the spring and summer months.
- Contractor to be checking weather forecasts for wind, hot and dry days and also acting proactively for these, as well as acting quickly for unforecasted events.
- Stripping and disturbance limited where practical, and stabilisation as soon as possible.
- Reduce vehicle speeds on site.
- Regular watering of site required and/or polymer stabilisation.

Water Quality Management (Section 5.5 of EMP)

- The Contractor shall be responsible for the management of the water quality to ensure that there are no adverse environmental effects on the waterbodies into which the site discharges.
- Water discharge criteria are in the EMP and water quality monitoring form.
- Water quality monitoring results are to be recorded by the Contractor's appointed Environmental Representative using the form provided in Appendix F. Results from the monitoring are to be kept on-site and provided to QLDC and ORC on a monthly basis if requested.
- The discharge criteria applies to any flows moving that could enter waterbodies or stormwater networks within or adjacent to the site.
- The timing of the discharge monitoring should occur prior to dewatering sediment retention devices or during rain events when 'controlled' or 'uncontrolled' discharge crosses the boundary of the site.

Noise and Vibration (Section 5.3 of EMP)

- The Contractor shall always take reasonable and practicable management measures to avoid and mitigate effects from noise and vibrations associated with construction works. The Contractor shall ensure that all works are undertaken in accordance with the noise limits specified in the Zone Standards and onsite noise management practices to be adhered and must comply with NZS 6803:1999.
- Work within the approved hours.

- Complaints will be dealt with first-hand by the site construction manager and proactively followed up on. There will be a complaint register of record detailing the investigation and response.

Chemicals and Fuels (Section 5.6 of EMP)

- The Contractor holds the responsibility for overseeing the handling of all chemicals and fuels on the site to prevent any detrimental environmental impact, including off-site environmental disturbances.
- There is a list of approved chemicals and fuels, be familiar with this. If this changes notify the Environmental Representative who will notify the SQEP and Council
- Spill kits on site, be aware of these and where they are
- If anyone on site encounters a spill, they are to find out where it's coming from and check if it can be stopped safely. The Site Supervisor is to be notified immediately. Safeguard waterways by putting earth, sand, or absorbent material around stormwater entry points and along water bodies to prevent pollution until the spill kit is found. Utilize the spill kits to control and clean up the spill. Remove all contaminated soil to an approved facility. As soon as the spill kit equipment is used, it is to be replaced immediately with a new one.

Waste Management (Section 5.8 of EMP)

- The Contractor shall ensure that all wastes have been removed from the site. No waste shall be burnt onsite.
- The Contractor shall provide bins in common areas at all times. Bins shall be fitted with lids and serviced before being filled. During construction, the Contractor shall maintain the site free of litter and ensure that no litter leaves the boundary of the site or enters any waterway within the site.
- Vegetation waste from clearing and striping, that is free of noxious plants, may be used in conjunction with soil erosion and sediment measures such as brush matting or mulching.

Vegetation Management (Section 5.9 of EMP)

- The Contractor shall adhere to any limit of clearing specified within relevant resource consents.
- The Contractor always takes reasonable and practicable management measures to avoid disturbance to vegetation or ground surface outside the limits of clearing and to minimise disturbance to vegetation or ground surface outside of the limits of clearing.
- The Contractor shall install identification markers along the limits of clearing prior to commencing vegetation clearing and ground disturbance.

Historic and Cultural Heritage (Section 5.10 of EMP)

- The Contractor is responsible for appropriate management and protection of Cultural Heritage within and adjacent to the site to avoid any damage or adverse effects to

Cultural Heritage from construction works.

- The works shall be undertaken, and the protection of the Cultural Heritages is to be managed in accordance with the guidelines set by Heritage New Zealand Pouhere Tāonga Act, 2014 (HNZPTA).
- If any artefacts are found works must stop within 20 meters of the discovery and the site manager notified immediately.
- Any discoveries are to be notified to site supervisor and appropriate actions outlined in the Resource Consent Conditions and HNZPTA must be followed.

5. INSPECTIONS AND MAINTENANCE

Daily inspections (by Environmental Representative)

- Quick walkover each day to ensure no new issues have arisen, record in works diary.

Weekly inspections (by Environmental Representative)

- More comprehensive. Verify everything is in place in EMP, check for any environmental effects and identify maintenance requirements. Record in a standard form.

Significant Rain Event Inspection (by Environmental Representative)

- Check pre and post significant rain events to make sure everything is in place and operating correctly. These are also recorded in standard form. A 'Significant Rain Event' is defined as a rain event at an intensity of 20mm or more within a 12-hour period.

Monthly inspections

- Done by the SQEP and sent to QLDC and ORC

Regular Inspection Requirements for ESCP devices (excluding rain events)

Device	Frequency
Clean and Dirty Water Bunds	Weekly
Decanting Earth Bund	Daily
Erosion and Sediment Control Pond	Daily
Stabilised Entrance Way	Weekly
Silt and Super Silt Fences	Weekly
Drop Out Pits and Check Dams	Weekly

Refer EMP for further details.

6. ENVIRONMENTAL INCIDENTS

If an environmental incident occurs, the Contractor shall immediately undertake identified

remedial actions to mitigate adverse environmental effects.

The Site Supervisor is to be immediately notified, who will then notify QLDC and ORC within 12 hours of the incident occurring.

Once the immediate risk from the Environmental Incident is alleviated, the Project Manager (on behalf of Consent Holder) shall investigate the cause of the breach and/or adverse environmental effects, then identify and implement corrective actions as soon as practicable. The Environmental Advisor and SQEP will likely have input in this process.

The Project Manager shall provide an Environmental Incident Report to QLDC and ORC within 10 working days of the incident occurring.

Refer EMP section 3.8 and 3.9 for further details.

7. RESOURCE CONSENT REQUIREMENTS

The contractor is responsible for ensuring the site complies with all earthworks consent conditions. Refer to the approved Resource Consent decision.

8. SITE INDUCTION REGISTER

[illegible]

APPENDIX D – ENVIRONMENTAL INCIDENT FORM



Environmental Incident Report Form

Address	Doonholme, 122 Morven Ferry Road, Queenstown 9300
ORC Consent Number (if applicable):	RM
District or City Council Consent Number (if applicable):	RM
Brief Project/Site Description	Large scale development consisting of approx. 1242 residential dwellings and a commercial district.

Instructions

This form may be used for all environmental incidents that result in contaminants (including sediment, odour, smoke or dust) either 1) leaving the site's boundary and/or 2) entering a waterbody (groundwater or surface water) on site and/or 3) onto or into land or water (in a manner not provided for in the resource consent(s)). Please be factual and do not make assumptions.

Once completed, submit to the **Compliance team** at Otago Regional Council at pollution@orc.govt.nz

Call the Compliance team and the pollution hotline **immediately** on 0800 800 033 for any incidents that cannot be brought under control, or for discharges of sediment, oil or chemicals to a waterbody, race or drain.

Incident Details					
Incident Date and Time	Date / /	Time :	am ☐	pm ☐	Duration hr m
Response Date and Time	Date / /	Time :	am ☐	pm ☐	Duration hr m
Description of Incident					
Provide a factual description of what happened, how it happened, factors leading to event & response. Sketches/diagrams/photos may be referred to and appended to this report.					
EXACT location of the incident/discharge Include address, landmarks, features, nearest cross street, etc. Maps, sketches and plans can be attached to the incident report if appropriate.					
Material(s) discharged/released	☐ Oil/Fuel	☐ Sediment	☐ Dust	☐ Cement	
	☐ Waste	☐ Effluent	☐ Odour	☐ Noise	
	☐ Other:				

Estimated distance to nearest waterbody such as a river, stream, wetland or lake (include stormwater, dry watercourses, drains and races)		m km
Estimated distance to nearest private property (i.e. property boundary)		m km
Activity being undertaken when the incident occurred (e.g. refueling)		
Was material discharged/released off site? If yes, where to?		
Quantity or volume of material discharged beyond the boundary or causing an incident within the site (provide an estimate if quantity unknown)		
Cause of the discharge/release. Was it controlled or uncontrolled?		
Who identified the incident?	☐ Contractor ☐ Council staff ☐ Community ☐ Other (please specify)	
What immediate actions/control measures were taken to rectify or contain the incident?		
What corrective actions will be taken to prevent similar incidents recurring? (e.g. procedural changes, staff training, increase in monitoring, improved storage).		

Advice Note:

By submitting this form, please note that:

1. The form will become official information and be subject to the Local Government Official Information and Meetings Act 1987; and
2. ORC may charge the consent holder for carrying out its resource consent functions under the Resource Management Act 1991; and
3. The incident may give rise to an offence under the Resource Management Act 1991, which may result in enforcement action.

Has the Otago Regional Council been notified? ☐ Yes ☐ No

Has the District/City Council been notified? ☐ Yes ☐ No

Approvals:

Environmental Representative/Person making report

Name

Signature

Organisation

Date

/ /

Mobile phone number

Email address

Site Supervisor

Name

Signature

Organisation

Date

/ /

Mobile phone number

Email address



Photographs (please provide description for each photo)

Project Address:	QLDC Consent Number (if applicable): RM BC123456
Brief Project Description:	

Instructions

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

Once completed submit to the Regulatory team at Queenstown Lakes District Council at RCMonitoring@qldc.govt.nz Call the Regulatory team immediately on [03 441 0499](tel:034410499) for any serious or ongoing incidents that cannot be brought under control.

Incident details

Date and Time	Date: XX/XX/XX Time: XX:XX am ☐ pm ☐
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 (include storm water and dry courses) > The estimated distance to the nearest sensitive receiver > The activity being undertaken when the incident occurred Sketches/diagrams/photos may be reference and appended to this report to aid in the description of the incident.	
EXACT location of the incident Include address, landmarks, features, nearest cross street, etc. Maps and plans can be attached to the incident report if appropriate	
Quantity or volume of material escaped or causing incident (provide and estimate if quantity unknown)	
Who identified the incident?	☐ Contractor ☐ Council ☐ Community ☐ Other

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

What initial corrective action will be taken to prevent similar incidents recurring in the near future?

Has the Otago Regional Council been notified? ☐ Yes ☐ No

Approvals:

Environmental Representative/Person making report

Name..... Signature.....

Organisation..... Date.....

Mobile phone number.....

Site Supervisor

Name..... Signature.....

Organisation..... Date.....

Mobile phone number.....

APPENDIX E – INSPECTION CHECKLISTS



Weekly Environmental Inspection Form

Note: Also to be used pre/post significant rain events

Site and Address:	
Date and Time:	
Environmental Representative:	
Site Supervisor:	
Weather:	

Item	Response (Y, N or N/A)	Comments and Observations	Action to be taken (and timeframes)
Always Checked			
Is EMP on-site? Provide details of where.			
Have all staff been inducted?			
Have there been any dust, noise, water quality or any other complaints in past week? If so have these been reported?			
Any visual evidence of sediment from construction site leaving the site controls?			
Are daily inspections recorded in works diary?			
Vehicle crossing present and in good condition?			
Clean water bunds present and in good condition?			
Dirty water bunds present and in good condition?			
Silt fences present and in good condition?			
Are there any bunds requiring hydroseeding or mulching?			
Decanting Earth Bunds present and in good condition?			
Is complaints and non-conformance register up to date?			
Dust suppression in place?			

Item	Response (Y, N or N/A)	Comments and Observations	Action to be taken (and timeframes)
Are all stockpiles more than 30m away from waterbodies/watercourse?			
Are chemicals and fuels stored in accordance with plan?			
Are chemical spill kits on site, clearly labeled and any used material replaced?			
Is any flocculant being used? And if so is pH monitored, and flocculant safely applied and stored.			
Are completed areas being progressively stabilised?			
If any discharge of site observed			
Water quality monitoring undertaken and form completed (as per Appendix F form)			
Any other items to note/check?			

Signature and Name of Inspector:

APPENDIX F – WATER QUALITY CRITERIA



Water Quality Monitoring Form

[illegible]

APPENDIX G – NON-CONFORMANCE AND COMPLAINTS REGISTER



Complaints Register

[illegible]

Non-Conformance Register

[illegible]

APPENDIX H –SPECIFIC CONSENT CONDITIONS
(UPDATED ONCE RECEIVED)

