



# what is an environmental management plan (emp)?

**An EMP is a site-specific plan developed to ensure that all necessary measures are identified and implemented in order to protect the environment and comply with environmental legislation.**

A site-specific EMP must be prepared for all Landcom civil works projects. It provides the answers to the following important questions:

- What are the likely environmental issues for your site?
- What likely harm these issues can cause to the surrounding environment?
- How will you manage these issues to minimize harm to the environment?

## Why do you need to do an EMP for Landcom?

Landcom is committed to protecting the environment from its activities and requires the same commitment from its service suppliers through development and implementation of an EMP.

It is the civil contractor's responsibility to prepare a site-specific EMP and submit it to the project manager for approval.

## The scope of an EMP

The scope of an EMP will vary depending on the scale and type of the development project. Environmental issues for greenfield developments will be somewhat different from those of urban renewal projects.

The EMP example for Green Meadows Estate Precinct 12 presents some of the likely environmental issues that civil works contractors should consider when preparing each site-specific EMP (see EMP – Planning & Implementation). Not all the environmental issues listed in the example will be applicable to every site. Each site is unique and therefore the environmental issues which need to be considered will vary from site to site.



The Green Meadows Estate EMP example is intended only as a guide and it is by no means exhaustive.

**Remember:** Each site should be considered in its local and regional context.

An EMP is developed in stages. These stages are:

**Commitment** ▪ **Planning** ▪ **Implementation** ▪ **Monitoring & Reporting**

# Prepare your EMP following these steps

## Commitment

### STEP 1

Make a Statement of Commitment.

For example, Our objectives are to:

- Fully comply with applicable environment protection legislation,
- Comply with Landcom's environmental guidelines and requirements,
- Minimise damage to the environment caused by our activities.

## Planning

### STEP 2

List environmental issues related to your site activities and identify their likely impact on the surrounding environment. You will need to be aware of sensitive natural features surrounding your site that can potentially be affected by your activities on-site.

### STEP 3

Spell out the legal requirements, Department of Environment and Conservation (DEC)/Council requirements development consent conditions, and Landcom's requirements as stated in the Tender Documentation and Special Conditions of Contract. Relate these to issues you have listed in Step 2. Include these requirements in your staff training programme.

### STEP 4

Write a series of simple work instructions which will ensure compliance with the legal requirements as well as minimising damage to the environment. Provide training for staff appropriate to their level of knowledge.

### STEP 5

Prepare an Emergency Plan for the site. See EMP – Site Emergency Response Plan:

- Identify the likely emergency situations that can arise on your site.
- The list prepared in Step 2 is helpful for this step
- Determine the actions required to manage each of the emergency situations.
- Identify relevant authorities and person(s) to be contacted in each emergency situation.
- Prepare a List of Emergency Contacts with up-to-date contact details.
- Prepare a site map and a locality map.



# Prepare your EMP following these steps continued...

## Implementation

### STEP 6

Assign responsibility for implementing the Work Instructions. The implementation is generally the Site Foreman's responsibility.

### STEP 7

Provide adequate training to the personnel responsible for implementation of the EMP components. Make sure all site personnel are aware of the Work Instructions applicable to their tasks.

## Monitoring & Reporting

### STEP 8

Prepare your monitoring report card. See EMP – Monitoring Report Card:

- Identify what you must measure for compliance purposes as specified by the legislative requirements (for example, dust emissions, water quality discharged from sedimentation basins). These measuring requirements should be evident from your EMP.
- Include Landcom's monitoring requirements (Monitoring Report Card) in your EMP (see Monitoring Report Card).
- Determine how often you will measure.
- Measure what you have identified.
- Submit your report card to Landcom's Development Manager with your monthly reports or at the end of the job.
- Establish an in-house audit process.

## Summary of Steps for preparing an EMP

