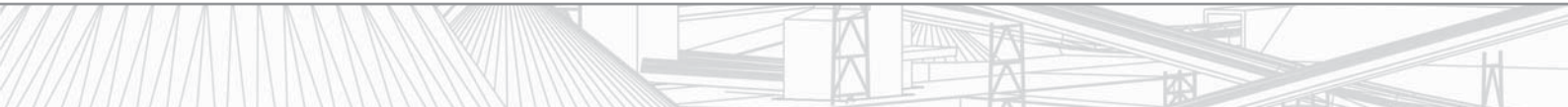


# **APPENDIX B**

## **ENVIRONMENTAL PROCEDURES**



## **PROCEDURES**

## Anvil Hill – GEN-HSE-PRO-0001 Pre-Clearing Surveys

### 1 PURPOSE AND OBJECTIVE

Pre-clearing surveys must be undertaken prior to clearing of woody native vegetation (including areas of shrubs and ground cover and trees within grasslands). The purpose of these surveys is to:

- Minimise the impact of clearing on native fauna and habitat resources;
- Clearly define the zone of the proposed clearing;
- Identify and mark habitat trees (hollow-bearing trees or trees with identified habitat features such as active bird nests or possum dreys) – see GEN-HSE-PRO-0002 and GEN-HSE-FRM-0004 for Habitat Tree Felling;
- Identify habitat features for salvage (hollow logs, fallen timber and boulders);
- Assess areas of open water for habitat value and how open bodies of water will be managed at the time of clearing
- Assess for the presence of threatened fauna species and threatened flora species ahead of clearing (Section 4);
- Assess the resource potential for seed, flora suitable for translocation;
- Assess for the presence of weed species and vertebrate pest species;
- Assess the resources suitable for fencing timber;
- Assess the potential OHS issues that are pertinent to the proposed clearing;
- Ensure all necessary protocols have been completed relating to the management of known archaeological sites; and
- Highlight specific times of the year when species will be using habitat resources for breeding.

*Note: A Pre-Clearing Survey Form GEN-HSE-FRM-0003 must be completed prior to issue of a Ground Disturbance Permit (GEN-HSE-FRM-0002). If Habitat Trees are identified as a result of GEN-HSE-FRM-0003, then the Habitat Tree Felling Procedure (GEN-HSE-PRO-0002) must be followed and Habitat Tree Felling Form (GEN-HSE-FRM-0004) must be completed to validate the Ground Disturbance Permit (GEN-HSE-FRM-0002).*

### 2 ROLES AND RESPONSIBILITIES

Position	Responsibility
General Manager	To provide sufficient resources to enable this Procedure to be implemented
Health Safety Environment and Community Manager	Authorise the Ground Disturbance Permit (GEN-HSE-FRM-0002), Authorise the Pre-Clearing Surveys Form (GEN-HSE-FRM-0003), ensure that suitably trained personnel are employed to carry out pre-clearing surveys, ensure that all Roles and Responsibilities aligned to the GEN-HSE-PRO-0001 are communicated to all relevant stakeholders
Site Environmental Representative	Implement the Procedure and complete Pre-Clearing Surveys Form (GEN-HSE-FRM-0003), ensure the Clearing of Habitat Trees Form (GEN-HSE-FRM-0004) is completed, coordinate the commencement of clearing work with the Project Manager, monitor clearing activities to ensure compliance with this Procedure and any instructions on the forms as above

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Amended By:

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<b>Project Manager (person in charge of area clearing)</b>	Identify areas to be cleared, initiate the Pre-Clearing Surveys Form (GEN-HSE-FRM-0003), and carry out work in accordance with any specific Conditions of the Pre-Clearing Surveys Form and Clearing of Non-Habitat Trees Form (GEN-HSE-FRM-0004)
<b>Clearing Contractor</b>	To carry out work in accordance with the direction of the HSEC Department (or their delegate) and the Project Manager

Surveys are to be carried out by suitably trained personnel (which may include an ecologist).

### 3 PROCEDURE

The procedure for completing pre-clearing surveys is as follows:

1. Project Manager to initiate Pre-Clearing Survey Form GEN-HSE-FRM-0003 at least two months prior to proposed clearing activities. The area must be shown on a Figure, include GPS coordinates and available in dxf format and information relating to known significant flora and / or fauna and known “No Go” areas.

2. Project Manager to ensure that the site has been defined in the field by surveyors at least two months before clearing event. The proposed clearing boundary is to be demarcated in the field via pegs or flagging or spray paint;

HSEC team to advise local animal wildlife rescue organisation of the proposed works and to ensure that suitably trained person/s would be available on the day of clearing should an animal be injured.

3. HSEC team (or their delegate) to arrange pre-clearing surveys to identify:

- Areas of known archaeological significance;
- Known locations of Tiger Orchid (*Cymbidium canaliculatum*) for to be demarcated for management (ie. Salvage, translocation, propagation etc) with yellow paint/flagging;
- Presence of hollow-bearing trees, trees with stag limbs etc and circle with red paint/flagging;
- Presence of trees with active bird nests or possum dreys, and circle with red paint/flagging;
- Location of hollow logs, fallen timber and boulders suitable for relocation,;
- Plants having ripe fruit with resultant seed resource with green paint/flagging;
- Presence of weeds that may require preclearing control or where soil may need to be stripped/ stored separately;
- Presence of vertebrate pest species and any recommended control;
- Any bodies of water that may provide habitat for fish, amphibious or other fauna;
- Where water bodies occur – how will the contained water be managed/ released;
- Any timber suitable for fencing;
- Any OHS issues relating to hanging limbs, dead trees or the presence of bee hives;
- Threatened flora species, endangered populations or Endangered Ecological Communities;
- Threatened fauna species (or signs thereof) using the area – see Note A; and
- Any actions required to discourage faunal use of the area.

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4. Post the site assessment suitably qualified and experienced personnel to provide advice to the HSEC team on resources that have the potential to be utilised including but not limited to logs, rock material, growing media from key plant communities, threatened flora (in addition to the Tiger Orchid), seed collection activities that should occur prior to or post clearing, and habitat use by identified threatened fauna species (periodic foraging habitat, roosting or active breeding);
5. Complete the Pre-Clearing Surveys Form (GEN-HSE-FRM-0003);
6. The HSEC Manager (or their delegate) will recommend actions and timing to the Project Manager as a result of the Pre-Clearing Surveys;
7. The HSEC Manager (or their delegate) will provide completed Pre-Clearing Surveys Form to the Project Manager for sign off and recommend a timeline of activities;
8. Project Manager to allocate suitable resources to address the HSEC recommendations in consultation with the HSEC Manager (or their delegate);
9. Pre-Clearing Surveys Form (GEN-HSE-FRM-0003) shall be finalised and will include where appropriate a list of the approved required considerations relevant to the management of the sites habitat / flora/ fauna and archaeology
10. A Ground Disturbance Permit (GEN-HSE-FRM-0002) must be completed and adhered to prior to any clearing of non-habitat trees

***Note A. Pre-clearing inspections for Fauna***

- If previously unrecorded threatened fauna species are identified within the area to be cleared, suitably qualified and experienced personnel will advise appropriate course of action.

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## Anvil Hill – GEN-HSE-PRO-0002 Habitat Tree Felling Procedure

### 1.0 Purpose and Objective

Habitat Tree Felling inspections/surveys must be undertaken prior to clearing of any Habitat Trees identified through the Pre-Clearing Survey (GEN-HSE-PRO-0001 and GEN-HSE-FRM-0003). The purpose of the inspections is to:

- Minimise potential impacts from clearing of habitat trees on threatened fauna species;
- Identify fauna within habitat trees and recommend management actions to avoid impact on these species;
- Ensure wildlife carers are on standby to manage potentially injured fauna; and
- Identify safety requirements through the provision of a Risk Assessment;
- Provide guidance regarding completion of the Habitat Tree Felling Form, GEN-HSE-FRM-0004.
- Identify habitat features for salvage (hollow logs, fallen timber and boulders);

*Note: Where Habitat Trees were identified as part of the Pre-Clearing Survey (GEN-HSE-FRM-0003), a Habitat Tree Felling Form (GEN-HSE-FRM-0004) must be completed prior to the validation of a Ground Disturbance Permit (GEN-HSE-FRM-0002).*

### 2.0 Roles and Responsibilities

Position	Responsibility
General Manager	To provide sufficient resources to enable this Procedure to be implemented
Health Safety Environment and Community Manager	Authorise the Ground Disturbance Permit (GEN-HSE-FRM-0002), Authorise the Habitat Tree Felling Form (GEN-HSE-FRM-0004), ensure that suitably trained personnel are employed to carry out pre-clearing surveys, ensure that all Roles and Responsibilities aligned to the GEN-HSE-PRO-0002 are communicated to all relevant stakeholders
Site Environmental Representative	Implement the Procedure and complete Habitat Tree Felling Form (GEN-HSE-FRM-0004), ensure the Clearing of Habitat Trees Form (GEN-HSE-FRM-0004) is completed, coordinate the commencement of clearing work with the Project Manager, monitor clearing activities to ensure compliance with this Procedure and any instructions on the forms as above
Project Manager (person in charge of area clearing)	Provide sufficient timing flexibility for felling activities to allow for the efficient completion of the procedure's requirements.

<b>Clearing Contractor</b>	to carry out work in accordance with the direction of the HSEC Team (or their delegate) and the Project Manager
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Surveys are to be carried out by suitably trained personnel (which may include an ecologist).

### 3.0 Procedure

Ensure a wildlife carer is on stand by to manage any injured fauna that may potentially result from the felling of habitat trees.

Project Manager must initiate Habitat Tree Felling form Six Weeks prior to clearing deadline.

The procedure for completing pre-clearing surveys is as follows:

1. Complete Pre-Felling requirements as stipulated in the Habitat Tree Felling Form (GEN-HSE-FRM-0004;
  - a) Carry out canopy inspection of habitat tree at least 7 days prior to felling date to identify breeding species. If none found go to point **1b**. If species found to be breeding, management actions/recommendations from suitably qualified person must be obtained.
  - b) Carry out Anabat survey to be conducted the night before proposed felling. If no bats present go to point 1C. If bats are present, go to point **3**;
  - c) On the day of felling, all habitat tree canopy(s) are to be visually inspected for threatened fauna species, particularly the koala, grey-headed flying-fox, nesting bird species and arboreal mammals. If nothing found, tree may be felled. If species are found, go to point **3**.
  - d) Shake/nudge habitat tree several times. If fauna are identified, management actions/recommendations from suitably qualified person must be obtained
- 2 Habitat Tree – with no micro-bats/arboreal fauna /birds identified:
  - Visual canopy inspection (as per Step 1) must be completed on day of felling;
  - If no threatened species detected in canopy, nudge tree 2-3 times using large scale earthmoving equipment
  - Observe upper canopy focusing on hollows;
  - Fell tree if no further fauna are noted;
  - If fauna are identified at shaking, obtain advice from ecologist
  - Ensure no hollows are blocked against ground;
  - Suitably qualified and experienced personnel to inspect felled tree for injured fauna;
  - Felled tree is left undisturbed overnight;
- 3 .Habitat Tree with micro-bat/ arboreal fauna /birds identified
  - Leave tree undisturbed overnight, and follow ecologists advice on appropriate actions;

- Visual canopy inspection (as per Step 1) must be completed on day of felling;
  - If no threatened species detected in canopy, nudge tree 2-3 times using large scale earthmoving equipment
  - Observe upper canopy focusing on hollows;
  - Fell tree if no further fauna are noted;
  - If fauna are identified at shaking, obtain advice from ecologist
  - Ensure no hollows are blocked against ground;
  - Suitably qualified and experienced personnel to inspect felled tree for injured fauna;
  - Felled tree is left undisturbed overnight;
- 4 Complete Habitat Tree Felling (GEN-HSE-FRM-0004)
- 5 Validation of Ground Disturbance Permit (GEN-HSE-FRM-0002)

## Anvil Hill – GEN-HSE-PRO-0003 Classification of Tree Hollow Sizes

### 1. Purpose and Objective

To record and classify tree hollows within felled hollow-bearing trees, to provide an understanding of pre-clearance tree hollow density within the clearing Area as stipulated in GEN-HSE-FRM-0003 (Pre-Clearing Survey areas). These records will be kept to enable comparison of pre-mining and post-mining rehabilitation to show tree hollow achievements in the rehabilitation area.

To maintain records, Habitat Tree Clearing – Hollow Records (GEN-HSE-FRM-0005) must be completed post Habitat Tree Felling.

### 2. Roles and Responsibilities

Position	Responsibility
General Manager	To provide sufficient resources to enable this Procedure to be implemented
HSEC Manager	Ensure that suitably trained personnel are employed to carry out the classifications and recording, ensure that all Roles and Responsibilities are communicated to those responsible.
Site Environmental Representative	Oversee the implementation of this Procedure and ensure that Habitat Tree Clearing - Hollow Records from (GEN-HSE-FRM-0005) is completed for each area stipulated in each Pre-Clearing Survey Form (GEN-HSE-FRM-0003) identified as per GEN-HSE-PRO-0001 where Habitat Trees have been felled in accordance with GEN-HSE-PRO-0002 and recorded in GEN-HSE-FRM-0004.
Project Manager (person in charge of area clearing)	Allow sufficient time to classify and record tree hollows post felling.

### 3. Procedure

A representative sample area will be defined with all hollow-bearing trees being assessed for the presence of tree hollows following felling, based on the assessment of the exposed areas of the tree post felling. The sample area will enable the estimation of tree hollow density for the site being cleared. Each sample area will:

- Comprise at least 10% of the cleared area (as per each Pre-Clearing Survey area);
- Be at least one hectare in size; and
- Be representative of the cleared area in terms of the distribution of habitat trees.

An estimation of the age of the Tree and the species of the tree shall be noted. Hollows showing on the exposed side of the tree will be classified into the following opening sizes:

- small - <50 mm;
- medium - 51-100 mm;
- large - 101- 300 mm; and
- very large - >301 mm).

Completed forms (GEN-HSE-FRM-0005) should be retained on site at all times

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# Site Visit Procedure

## 1 PURPOSE AND OBJECTIVE

Anyone visiting or accessing any property for the purposes of the Anvil Hill Project must fill in a Site Visit Form (GEN-HSE-FRM-0001) and have this Site Visit Form approved before accessing site. This is to ensure that;

- all private landholders and/or private licencees are appropriately informed of visits.
- the appropriate keys can be organised in time for site visits
- all steps are taken to ensure safety hazards and risks have been assessed and will be appropriately managed; and
- all steps are taken to ensure environmental hazards and risks have been assessed and will be appropriately managed.

## 2 ROLES AND RESPONSIBILITIES

Position	Responsibility
<b>Operations Manager</b>	To provide sufficient resources to enable this Procedure to be implemented
<b>Health Safety Environment and Community (HSEC) Manager</b>	Authorise the Site Visit Form
<b>Environment and Community Coordinator</b>	Assess all Forms and provide conditions/recommendations to Site Visit Form Applicants Monitor site visit activities Close out the Site Visit Form Carry out the duties of the HSEC Manager when they are not available
<b>Community Relations Coordinator</b>	Contact the relevant Stakeholders to ensure they are fully aware and agreeable to the proposed visit Ensure relevant Stakeholders are informed of any changes to proposed visits Ensure relevant keys are available to Site Visit Applicants
<b>Proponent</b>	Initiate Site Visit Form Fill in the form accurately Allow at least 3 days (preferably 3 business days) to process the Form Adhere to all Conditions provided by the HSEC Team

## 3 PROCEDURE

The procedure for completing site visit form is as follows:

1. Proponent must initiate the Site Visit Form by filling in Sections 1, 2 and 3
2. The Proponent must carry out a risk assessment (RA) and/or complete a Job Safety and Environmental Analysis (JSEA) prior to the Site Visit. All involved in the RA and/or JSEA must sign the documentation to confirm they have been trained. This also confirms that the hazards/risks are understood and that they will be managed accordingly;
3. The Proponent must have an Emergency Response Plan (ERP) in place prior to the Site Visit. All personnel must be trained in the ERP and must sign the ERP to confirm that they understand the protocols and requirements of the ERP;
4. Xstrata HSEC staff must audit and approve both RA and/or JSEA and the ERP prior to the site visit and work commencement.

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5. If ground disturbing works are proposed, a separate Ground Disturbance Permit (GEN-HSE-FRM-0002) must be completed and approved.
6. If vegetation clearing works are proposed, a separate Pre Clearing Survey (GEN-HSE-FRM-0003) must be completed.
7. After filling in Sections 1, 2 and 3, submit the Form to the HSEC Team along with the RA and/or JSEA and the ERP, who will fill in Sections 4 and 5 which includes specific Environmental and Community conditions. The Form will then be returned to the Applicant
8. The Proponent must sign and accept all Conditions and carry out any relevant tasks requested in the Environment and Community Conditions
9. A copy of the signed Form must be retained by the Proponent at all times;
10. Upon completion of the Site Visit, contact must be made with the Xstrata contact to advise that the Proponent has left the site ;
11. All incidents and/or hazards must be reported to the HSEC Team as soon as possible;
12. If there is any change to the organised Site Visit, the Proponent must contact the Community Relations Coordinator immediately so the relevant Stakeholders can be informed of the change;
13. All Community Complaints and or enquiries must be forwarded to the Community Relations Coordinator. The Proponent must not respond to these on behalf of Xstrata. If the Proponent receives a complaint or enquiry, note down the complainants name, contact details and the nature of the complaint. Reassure the complainant that an Xstrata representative will contact them as soon as possible. Report this complaint/enquiry immediately.

**NOTE:**

Personnel who carry out ongoing environmental monitoring who already have long term procedures approved by Xstrata HSEC Department and in place to contact Stakeholders are exempt from filling out Site Visit Form.

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## Anvil Hill – GEN-HSE-PRO-0006 Salvage and Reinstatement of Tree Hollows

### 1. Purpose and Objective

To salvage hollows from felled hollow-bearing trees (where practical and safe), for re-use in the Offset Areas and post-mining revegetation areas as nest boxes or ground habitat. The overall aim is to re-use existing hollows (where possible). The proposed and final location of tree hollow installation (area and locality – ground or host tree) must be recorded in **GEN-HSE-FRM-0005, Sections 5 and 6** respectively for monitoring purposes.

### 2. Roles and Responsibilities

Position	Responsibility
General Manager	To provide sufficient resources to enable this Procedure to be implemented
HSEC Manager	Ensure that suitably trained personnel are employed to carry out the salvage of tree hollows, reinstatement of tree hollows and subsequent recording, ensure that all Roles and Responsibilities are communicated to those responsible.
Site Environmental Representative	Oversee the implementation of this Procedure and ensure that Habitat Tree Clearing - Hollow Records from (GEN-HSE-FRM-0005) is finalised following placement of hollows either in a near host tree or on the ground. Manage the treatment of tree hollows as required particularly in the case of host tree installation
Project Manager (person in charge of area clearing)	Allow sufficient time to salvage tree hollows following tree felling.

### 3. Procedure

Tree hollows suitable for salvage will have been previously identified and marked as per GEN-HSE-FRM-0005 (Habitat Tree Clearing – Hollow Records). The procedure for salvaging tree hollows is as follows:

1. Identify how and where each hollow will be salvaged (ie. To be installed on the ground to improve habitat or installed as a nest box in a host tree)
2. Carry out risk assessment prior to removal of tree hollows and consider the job tasks based on hollow location (see above).
3. Employ suitably qualified and experienced personnel to salvage tree hollows and ensure appropriate insurances are in place.
4. Remove entire tree hollow using a chainsaw (operator must have appropriate training).
5. Where hollow is to be installed in a host tree:
  - o Cap exposed ends of the salvaged hollow with marine grade plywood (21mm, or thicker).
  - o Ensure the base of capped hollows contains two or more drainage holes of 5-10mm diameter.

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- Identify host tree for reinstatement of hollow on the basis of age, accessibility, form, presence of existing hollows and ability to accommodate a hollow without sustaining damage.
  - Install salvaged hollow in tree according to the 'Habisure™' approach (**GEN-HSE-PRO-0007**), or future designs that provide a similar or enhanced attachment technique.
6. Where hollow is to be relocated and place on the ground, consider
- carrying methodology,
  - obstacles associated with transportation path,
  - securing hollow to vehicle; and
  - any other risks/hazards associated with the task
7. Record location/size of reinstated hollow using unique identifying number, GPS coordinates and photograph.
8. Record purpose of the tree hollow/nest box ie. Cockatoo, micro bat, brushtail possum, ringtail possum etc on **GEN-HSE-FRM-0005**
9. Monitor the reinstated hollow for species use and maintenance requirements, as required and as indicated in the Rehabilitation and Offset Management Plan.

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## Anvil Hill – GEN-HSE-PRO-0007 Nest Box/Salvaged Tree Hollow Installation

### 1. Purpose and Objective

To provide a consistent and feasible approach to the installation of nest boxes using the Habisure™, approach (Franks 2006). Nest boxes can be secured on poles (regenerating areas) or on appropriately mature trees (within existing vegetation areas)

### 2. Roles and Responsibilities

Position	Responsibility
General Manager	To provide sufficient resources to enable this Procedure to be implemented
HSEC Manager	Ensure that suitably trained personnel are employed to carry out the installation of nest boxes (or tree hollows), ensure that all Roles and Responsibilities are communicated to those responsible.
Site Environmental Representative	Oversee the implementation of this Procedure and the installation of nest boxes. Coordinate monitoring of nest boxes as appropriate
Project Manager (person in charge of area clearing)	Allow sufficient time to salvage tree hollows following tree felling.

### 3. Procedure

#### Site Selection:

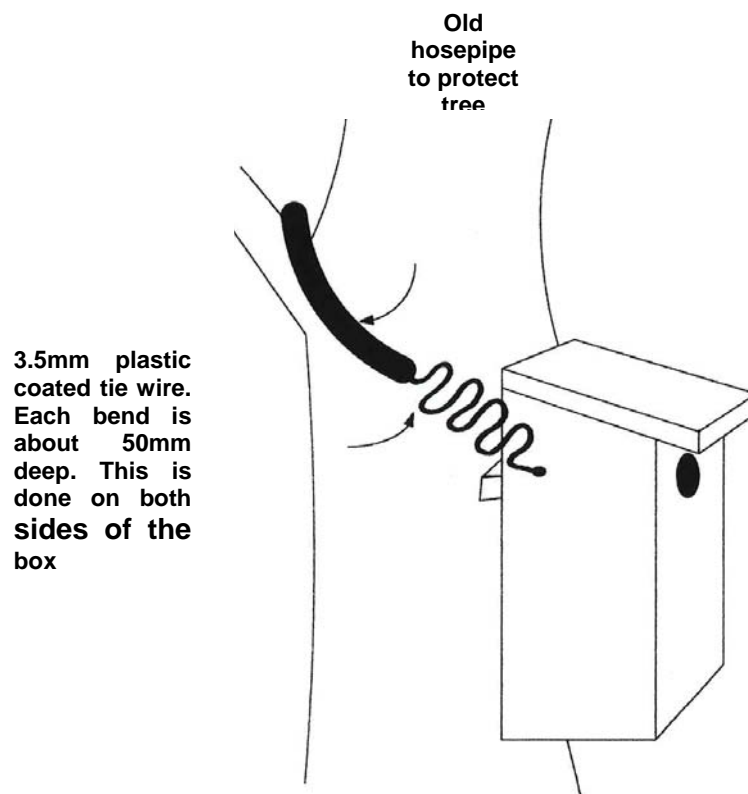
1. Nest boxes and salvaged tree hollows will be appropriately positioned with in the landscape and within suitable mature trees
2. Nest boxes and salvaged tree hollows will be attached to larger trees, where possible, as smaller trees grow rapidly and are likely to require re-installation
3. All nest boxes and salvaged tree hollows will be preferentially positioned on the southern side of the tree trunk to avoid exposure to direct sunlight. However, this will be based on site conditions and safety aspects of the task.

#### Installation

1. After site election has been determined, carry out risk assessment prior to installation of nest box. Take the following job steps into account to identify risks/hazards and appropriate to identify the appropriate management steps to reduce/eliminate risk
2. Attachment wires should be positioned above a branch on the tree trunk to reduce the potential for the nest box to slide down the trunk. Branchless trunks can also be used if required.
3. Nest boxes designed for brushtail possums, gliders, parrots and cockatoos should be attached at 5 metres or higher within the tree or pole.
4. Nest boxes designed for common ringtail possums and micro bats should be attached at 4 metres or high within the tree or pole
5. Plastic coated wire should be used at all times, as this creates less impact on the tree

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6. Wire is to be passed through the nest box, around the tree trunk and back to the nest box
7. Lengths of garden hose (ideally) should be threaded onto the wire to protect the tree trunk and to reduce replacement requirements
8. The wire should be folded on both sides of the nest box to allow for tree growth
9. Large and heavy nest boxes (such as cockatoo or owl boxes) will require two wires to hold the box in position
10. Nest boxes to be installed on poles can be bolted directly onto the pole



Source: Franks (2006)

When using this method, you may attach it without the limb on the opposing side, simply pull the wire tight on the truck of the tree.

**FORMS**



# Anvil Hill Coal Project

GEN-HSE-FRM-0001  
SITE VISIT

*This Permit is an environmental and community checklist applying to all site visits to all areas, including those owned or managed by Anvil Hill Mine, within and outside of the approved mining area. Permission may need to be sought from private landholders, lessees or neighbours*

**Allow a timeframe of at least 3 working days to process this form and contact relevant people.**

**PROPONENT TO FILL IN BOXES 1, 2, 3 – then provide to Xstrata**

1. PROPONENT = Project Manager/Engineer for Site Visit

NAME:	COMPANY:
POSITION:	DATE:

2. WORKS DESCRIPTION - Include the reason for the site visit, where access is required and the actual activities proposed for the site visit

DESCRIPTION OF SITE VISIT, REASON FOR SITE VISIT - INCLUDE LOCALITY (ATTACH FIGURE)	
Number of people in the group:	
Vehicle colour/type:	
Timing of Access. Start:	Finish:
Description of activities:	

**HAVE YOU COMPLETED THE GENERIC ANVIL HILL HSEC INDUCTION? YES  NO**

HAS A RISK ASSESSMENT BEEN CARRIED OUT?	YES/NO
If NO state when this will be conducted:	
A risk assessment <b>MUST</b> accompany this Form to be approved by your Xstrata contact for the visit.	

3. ENVIRONMENT AND COMMUNITY CONSIDERATION

IS THE SITE VISIT WITHIN THE PROJECT APPROVAL DISTURBANCE AREA (FIG. 1)?	YES/NO
ARE PROPOSED ACTIVITIES PERMITTED BY THE ANVIL HILL PROJECT APPROVAL?	YES/NO
WILL THE ACTIVITY <u>EXTEND</u> BEYOND THE HOURS OF 7am-6pm (Mon-Sat)?	
<i>If yes, what hours are proposed?</i>	
How will people access the area (attach Figure)?	
Are the works in the vicinity (50m) of a creekline? IF YES, WHICH ONE?	
Is access required in the vicinity (50m) of an archaeological site?	
Does the site visit include ground disturbing work OR vegetation clearing?	
If proposing ground disturbing works, a separate Ground Disturbance Permit (GEN-HSE-FRM-0002) MUST be completed. Is this required?	
<b>YES/NO</b>	

If proposing clearing works, a separate Pre-Clearing Survey (GEN-HSE-FRM-0003) MUST be completed Is this required?	YES/NO
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**XSTRATA TO FILL IN BOXES 4, 5 – then provide to Proponent**

4. LAND IDENTIFIER – is the visit to be carried out on non-Xstrata controlled land

LAND OWNERSHIP	XSTRATA [ ]	CROWN [ ]	PRIVATE [ ]	OTHER [ ]
Land Occupier	XSTRATA [ ]	Crown [ ]	Private [ ]	Other [ ]
Is the visit proposed for non-Xstrata controlled land? YES [ ] NO [ ]				
If yes, who needs to be contacted?				
Are there any special access issues or licence requirements to consider? If YES, provide details.				
Is access allowed on non-Xstrata controlled land?				
NO WORKS TO BE CARRIED OUT ON CROWN LAND. CONFIRMED [ ]				
HOW CLOSE IS THE NEAREST NEIGHBOUR?				
If nearest neighbour is less than 200m, has contact been made with that neighbour to inform them of the proposed activity?				

5. REVIEW AND CONDITIONS

REVIEW AND CONDITIONS	
ENVIRONMENTAL COORDINATOR or delegate (Name)	Date:
Conditions/Comments:	
MANAGER-STAKEHOLDER RELATIONS or delegate (Name)	Date:
RELEVANT LANDOWNERS IDENTIFIED,CONSULTED & AGREE TO ACTIVITY	YES NO
If not why not?	
What keys have been provided?	
IF DATE/TIME/DURATION CHANGES LANDOWNERS CONSULTED & AGREE	YES NO
If not why not?	

**PROPONENT TO FILL IN BOX 6**

6. PROJECT MANAGER - ACCEPTANCE OF CONDITIONS

ACCEPTANCE/ACKNOWLEDGEMENT OF PROPOSED VISIT APPLICATION CONDITIONS		
I, the undersigned "Proponent" have read the "Review" section above and will ensure that all control measures relevant to the job will be implemented prior to commencement		
Name:	Signature:	Date:
Comments:		

**XSTRATA TO FILL IN BOX 7**

7. JOB COMPLETION/INSPECTION – CLOSE OUT

IS THE JOB COMPLETE?	DATE:
Improvements?	Date:
Signature:	Date:



*This Permit is an environmental and land management checklist applying to all ground disturbing works within areas owned or managed by Anvil Hill including land within and outside of the approved mining area. This permit includes drilling, clearing/grubbing non habitat trees, trenching, access roads etc. Red Text to be completed by Project Manager and Green Text Heading to be completed by relevant Xstrata representative*

Allow a timeframe of two months to process the GDP.

GDP Number:	
(HSEC Team)	

## Section 1a – GDP Proponent/Project Manager

Project Manager: <i>(Name and Role)</i>	Phone:	
Works required and Location (the Project): <i>(provide brief description of project and general locality)</i>		
Project Area - size:		
Estimated timeframe of Works/Project Does this timeframe include rehabilitation? YES/NO	Start Date:	Finish Date:
DXF Attached: <i>(A figure or dxf file and screen dump of the proposed disturbance area must be supplied)</i>		YES / OTHER
If proposed work is drilling, Xstrata Pre-Drilling, During and Post Drilling Checklist to be completed. Has this been carried out?		YES / NO
Has a Pre-Clearing Survey been carried out to identify Habitat Trees? Provide Pre Clearing Survey Reference Number <b>(THIS IS NOT A PERMIT TO FELL HABITAT TREES. See GEN-HSE-PRO-0002 and GEN-HSE-FRM-0004)</b>		YES / NO Ref. No.....
If NO, <i>when</i> and by <i>whom</i> will the Pre-Clearing Survey be carried out		

## Section 1b – GDP Proponent/Project Manager - Safety

Has a Risk assessment been carried out?	YES / NO
If NO, state when the risk assessment will be conducted	
A Risk Assessment MUST accompany this form to be approved by your Xstrata contact for the work	
Have all employees/contractors associated with the work completed the generic Anvil Hill HSEC induction	YES / NO
If NO, state when the induction will be completed	
If a contractor is engaged to do the work, are public liability and workers compensation insurances in place	YES / NO

## GDP Proponent/Project Manager Sign Off

	Name	Signature	Date
Project Manager:			
<i>I, the Project Manager confirm that all proposed works provided in Section 1 constitutes the "Project" relating to this Ground Disturbance Permit.</i>			

## Section 2 – Land Use

Checklist	Y/N	Initial
Is the proposed activity within Anvil Hill Land Ownership and Property Boundaries:		
Is the proposed activity consistent with Anvil Hill Land Management Practices:		
Is the proposed activity consistent with Anvil Hill Mining Tenements:		
Are there any additional Land & Property considerations:		
Are there any underground services – (has a check for underground services or a “Dial before you Dig” been carried out) or above ground services – (pipelines, etc)		
<i>Details.</i>		
Does the work extend outside of 7am-6pm Mon-Sat, 8am-6pm Sun & public holidays		
Does the activity require approval/certificate from a Government Department (ie. Council, RTA, etc)		
<b>Specific Land &amp; Property Comments / Conditions:</b>		

## Section 3 – Environment and Approvals

Is the proposed activity consistent with:	Y/N	Initial / Other.
Project Approval Boundaries		
EPA Licence Premise Boundary		
Mining Operations Plan (MOP) Limits		
<b>Has a site inspection of the area been completed by the HSEC Site Coordinator/Officer/Graduate:</b>		
<b>Has a Pre-Clearing Inspection (GEN-HSE-FRM-0003) been carried out?</b>		
Were any habitat trees located by the Pre-Clearing Inspection?		
If <b>YES</b> , a Habitat Tree Felling Form (GEN-HSE-FRM-0004) must be completed prior to Felling identified trees. Has this been completed? Provide date carried out.		Date:
Were any habitat resources located by the Pre-Clearing Inspection?		



If <b>YES</b> , recommendations within the Pre-Clearing Survey Form (GEN-HSE-FRM-0003) must be carried out. Has this been completed? Provide GEN-HSE-FRM-0003 Reference number (Ref.)		Ref:
<b>Rehabilitation Impacts</b>		
<b>Topsoil (must be stripped as part of the disturbance)</b>		
What depth does topsoil need to be stripped at		
Maximum height of topsoil stockpiles		
Location of topsoil stockpiles (need to consider future access and use etc.) locate on plan		
<b>Vegetation (must be stockpiled for future use as part of the disturbance)</b>		
Maximum height of vegetation stockpiles		
Location of vegetation stockpiles (need to consider future access and use etc.) locate on plan		
<b>Are there other known issues within the area:</b>		
Flora/fauna restriction (described within a Management Plan, Licence or Approval, Offsets Area, threatened or endangered species). Provide below		
Drainage impacts (on clean runoff, water drainage or WMA Act). Provide below		
Nearby monitoring sites (eg. blast, groundwater, surface water, dust, noise, flora/fauna). Provide below		
<b>Has the area been fenced or pegged?</b> <b>THE AREA MUST BE FENCED OR PEGGED FOR WORK TO PROCEED</b>		
<b>Specific Environment and Approval Comments / Conditions:</b>		

## Section 4 –Heritage

Has an archaeological survey been conducted over the area:	Y/N	Initial
If <b>Yes</b> : Are there any extant archaeological sites in the area (include below)		
If <b>No</b> : Is an archaeological survey planned (include when below)		
Are there any European Heritage Sites nearby (include below)		
Is the Disturbance in line with the Cultural Heritage Management Plan		

Specific Heritage Comments / Conditions:
Archaeological or European Heritage Sites or Nearest Site(s):
What measures are proposed to minimise potential disturbance of any heritage?

### Section 5 – Community *(to be completed by Stakeholder Relations Coordinator)*

Activity	Y/N	Initial
Is the proposed activity located On land owned by Xstrata Coal		
Is the proposed activity controlled by Xstrata Coal		
Does any member of the public need to be contacted (include below and note contact details and communication methods)		
Are there any specific Community Procedures that need to be followed (below)		
Are there any additional requirements from contacted public (include below)		
How close is the nearest neighbour (include below)		
Where relevant, what measures will be used to minimise potential noise and dust impacts on neighbouring residents? (include below)		
Comments/Conditions:		

### Section 6 – Xstrata GDP Approval

This GDP is valid until:			
	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
Xstrata Stakeholder Relations		Signed Copy filed	
Xstrata E&C Coordinator		Signed copy filed	
Xstrata HSEC Manager		Signed copy filed	
Version No. 1 Date: 04/04/2008	Drafted By: Edwina White Amended By:	GEN-HSE-FRM-0002	Page 4 of 7

## Section 7– GDP Acceptance)

*I, the undersigned "Project Manager" have read the each of the "comments/conditions" sections above and will ensure that all control measures relevant to the job will be implemented both prior to commencement as well as during and after the project completion*

<b>Project Manager:</b> (Please return a signed copy of the completed GDP to the HSEC Team)	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

A copy of this GDP must be held by the Project Manager and the HSEC Team throughout the entire Project

## Section 8– GDP Completion

GDP Number (see page 1):			
Works associated with this GDP were completed on:			
<b>Project Manager:</b> (Please return a signed copy of the completed GDP to the HSEC Team)	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

## Section 9– GDP Compliance Report(s) (to be completed by the HSEC Team)

Compliance Inspection Number	Name/Role of Inspector	Date	HSEC Sign Off
Inspection 1 undertaken By:			
Inspection 2 undertaken By:			
Inspection 2 undertaken By:			
<b>Project Completion</b>			
<b>The Final GDP Compliance Report Completed:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
Site Personnel			
Xstrata			
Please attach all GDP Compliance Inspection reports to this document. Please scan a copy of completed forms and compliance reports and file electronically			

Section 9 – Plan (Original Plan approved /////)

Version No. 1 Date: 10/10/2007	Drafted By: Edwina White Amended By:	Environmental Form 002	Page 6 of 7
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(Requested amendment to GDP plan ////)

Version No. 1 Date: 24/09/2007	Drafted By: Edwina White Amended By:	Environmental Form 002	Page 7 of 7
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# Anvil Hill Coal Project

## GEN-HSE-FRM-0003 Pre-Clearing Surveys

This Form is an environmental and land management checklist applying to all areas owned or managed by Anvil Hill including land within and outside of the approved mining area that will be subject to clearing activities. *Red Text Heading to be completed by Project Manager and Green Text Heading to be completed by relevant Xstrata HSEC representative*

**Form to be completed 2 months prior to proposed activities**

PreClearing Survey Reference Number: (HSEC Team)	
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**PROPONENT TO FILL IN BOXES 1, 2, 3 – then provide to Xstrata**

### 1. Project Manager

NAME:	COMPANY:
POSITION:	DATE INITIATED:

### 2. Works Description - Include GPS co-ordinates

DESCRIPTION OF WORKS INCLUDING LOCALITY (ATTACH FIGURE)	
Date of Proposed Clearing Work:	
Description of area to be cleared (include GPS co-ordinates):	
A figure or dxf file and screen dump of proposed area must be attached	
Is it proposed to engage a contractor to complete the clearing work?	YES/NO
If YES, state who:	

### 3. Risk Assessment and Inductions

A RISK ASSESSMENT <b>MUST</b> ACCOMPANY THIS FORM TO BE APPROVED BY YOUR XSTRATA CONTACT FOR THE WORK.	
Have all employees/contractors associated with the work completed the generic Anvil Hill HSEC induction? <b>YES/ NO</b>	
If <b>NO</b> , when will the induction be completed? <b>Date:</b>	

### XSTRATA TO FILL IN BOXES 4, 5, 6, 7 and 8

### 4. Pre-Clearing Survey Personnel

PRE-CLEARING SURVEYS COMPLETED BY:	
NAME:	COMPANY:
POSITION/QUALIFICATION:	Delegated authorisation (signed by Xstrata HSEC)
DATE SURVEYS COMMENCED:	DATE SURVEYS COMPLETED:
DECC SECTION 132C SCIENTIFIC LICENCE NUMBER:	DPI ANIMAL RESEARCH AUTHORITY LICENCE NUMBER:

### 5. Weather Conditions

TEMPERATURE:	CLOUD COVER:
RAINFALL:	WIND:

## 6. Activity Checklist (must be completed as per GEN-HSE-PRO-0001)

PRE CLEARING SURVEY CHECKLIST	✓ OR X
Proposed area to be cleared has been demarcated in field.	
Any habitat features identified? Provide details	
How many Habitat trees identified?	
Habitat trees have been clearly marked. <i>(Habitat trees must be felled in accordance with GEN-HSE-PRO-0002. GEN-HSE-FRM-0004 must be completed prior to, during and after Habitat trees have been felled)</i>	
Salvage requirements for habitat features identified are known and recorded. Provide details	
Known threatened flora/fauna species, endangered populations or EECs have been considered.	
Threatened flora and fauna species, endangered populations and EECs inspection completed	
Any found?	
Management strategy?	
Area has been inspected for signs of threatened fauna breeding activities.. If breeding is detected, an ecologist is to advise on ongoing requirements to minimise harm.	
Advice/Actions?	
Any specific actions required regarding breeding fauna species have been completed.	
Actions/Actions?	
Any actions required relating to discouraging threatened fauna species from using area completed.	
Actions/Actions?	
Tiger orchids, native grassland or threatened flora species identified for salvage, translocation or propagation?.	
Identifiers?	
Advice/Actions (as per GEN-HSE-PRO-0004)?	
Any un-recorded threatened flora or fauna species (or signs thereof), endangered populations or EECs recorded in the area to be cleared,	
Actions/Actions?	
Seed collection opportunities in the area to be cleared have been considered ?.	
Recommendations?	



### 10. Acceptance on Forward Planning Recommendations

PROJECT MANAGER NAME:	HSEC REPRESENTATIVE NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE:



# Anvil Hill Coal Project

## GEN-HSE-FRM-0004 Habitat Tree Felling

This Form is an environmental and land management checklist applying to all areas owned or managed by Anvil Hill including land within and outside of the approved mining area with Habitat Trees that will be subject to clearing activities. A Pre-Clearing Survey must be completed prior to any Habitat Tree felling. *Red Text Heading to be completed by Project Manager and Green Text Heading to be completed by relevant Xstrata HSEC representative*

**Form to be completed 6 weeks prior to proposed activities**

PreClearing Survey Reference Number: (HSEC Team)	
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### 1. PROJECT MANAGER

NAME:	COMPANY:
POSITION:	DATE SUBMITTED:

### 2. WORKS DESCRIPTION - Include the area and GPS co-ordinates

DESCRIPTION OF LOCALITY (ATTACH FIGURE)
Description of area/No. of habitat trees to be cleared (include GPS co-ordinates):

### 3. SAFETY

A RISK ASSESSMENT <b>MUST</b> ACCOMPANY THIS FORM TO BE APPROVED BY YOUR XSTRATA CONTACT FOR THE WORK.	
Have all employees/contractors associated with the work completed the generic Anvil Hill HSEC induction? <b>YES/ NO</b>	
ARE CONTRACTOR'S INSURANCES IN PLACE?	<b>YES/NO</b>

### 4. CONSTRUCTION APPROVAL CONSIDERATION

WILL THE ACTIVITY <u>EXTEND</u> BEYOND THE HOURS OF 7AM-6PM (MON-SAT)?
<i>If yes, what hours are proposed?</i>

### 5. PROJECT SUPERVISOR (ecologist if required)

NAME:	COMPANY:
POSITION/QUALIFICATION:	DATE SURVEYS COMPLETED:
DECC SECTION 132C SCIENTIFIC LICENCE NUMBER:	DPI ANIMAL RESEARCH AUTHORITY LICENCE NUMBER:

### 6. PRE-FELLING REQUIREMENTS (ecologist if required)

HAS A WILDLIFE CARER BEEN CONTACTED AND ON STANDBY?	<b>YES/NO</b>
Provide name and contact details:	
Has GEN-HSE-FRM-0002 (Ground Disturbance Permit - GDP) been initiated or completed	<b>YES/NO</b>
Provide GDP Reference Number:	
Has GEN-HSE-FRM-0003 (Pre-Clearing Inspection) been completed and reviewed	<b>YES/NO</b>
Have all recommendations/actions from GEN-HSE-FRM-0003 been completed?	<b>YES/NO</b>
If NO, provide reason why.	

Has canopy inspection of habitat trees to be cleared been carried out within 7 days of proposed felling?	YES/NO
Recommendations (include dates)?	
Are the recommendations complete?	
Has anabat survey been complete night before proposed felling (include dates)?	
Has canopy inspection been completed on the day/night prior to proposed felling?	
Recommendations (include dates)?	
Are there any other comments or conditions?	
HAS A RISK ASSESSMENT BEEN CARRIED OUT AND REVIEWED	YES/NO
Have all recommendations been followed?	

**7. THREATENED/ENDANGERED FAUNA located prior to felling**

SPECIES	LOCATION

**8. RECOMMENDATIONS FROM SUPERVISING PERSON**

WERE THERE ANY RECOMMENDATIONS?	YES/NO





## 1. PROJECT MANAGER

HTC - HR Number: (HSEC Env. Team)	
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NAME(S):	COMPANY:
POSITION(S):	DATE CARRIED OUT:

## 2. WORKS DESCRIPTION - Include the area and GPS co-ordinates

DESCRIPTION OF LOCALITY AND AREA (HA) (ATTACH FIGURE)
Description of sample area
Quote Pre-Clearing Survey Reference Number:
What was the Pre-Clearing Survey Size?
How many habitat trees identified in Pre-Clearing Survey?
What is the area of tree hollow sampling?

*Note: at least 10% of the Pre-Clearing Survey Area must be sampled which shall be NO LESS than 1 hectare*

## 3. SAFETY

HAS A RISK ASSESSMENT FOR THE HOLLOW ASSESSMENT BEEN CARRIED OUT?	YES/NO,
A risk assessment must accompany this form and be approved by your Xstrata content prior to completion of this form.	
If contractors are carrying out this work, are all contractors insurances (public liability and workers compensation in place?)	YES/NO

## 4. HOLLOW RECORDS

TREE NUMBER	TREE AGE ESTIMATE	TREE SPECIES	SMALL - 26-50 MM	MEDIUM - 51-100 MM;	LARGE - 101- 300 MM	VERY LARGE - >301 MM

