Construction Environmental Management & Sustainability Plan (CEMP)

EASTERN CREEK DATA CENTRE_ REV 6

Construction
Development
Retirement
Capital

HINDMARSH
Leadership at work

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1. Document Control – Revision History

1.1 REVISION STATUS

Approved revisions to this document may be independently issued.

Date Issued	Revision	Details	Section	Page
15-8-19	1	EMP development	All	All
10-10-19	2	EMP development	All	All
12-08-20	3	Revised as CEMP	All	All
10-09-20	4	CEMP development	10.3	14 & 15
18-09-20	5	CEMP development	All	All
23-09-20	6	CEMP development	2.4	8

1.2 PROJECT SPECIFICS

Company Name:	Hindmarsh Construction Australia Pty Ltd
ABN:	15 126 578 176
Project:	Surfside 2 CDC
Project No:	2026
Location:	17 Roberts Road Eastern Creek
Client:	Canberra Data Centres
Client Contact:	Michael Gunton
Work Description	Hindmarsh Constructions Australia (HCA) have been engaged by Canberra Data Centres (CDC) to deliver a 2 storey multi-phased data centre at 17 Roberts Road Eastern Creek NSW 2766. The project is highly serviced orientated and comprises the following elements Four new buildings varying in height New Data Hall spaces including offices Carpark and landscaping 150MW capacity Chiller and plant decks Generator facilities Perimeter fencing

1.3 APPROVAL FOR IMPLEMENTATION

This revision of the Construction Environmental Management and Sustainability Plan (CEMP) has been reviewed by the Project Manager, it complies with environmental aspects of Hindmarsh's internal integrated Business Management System Compass) and contractual obligations and is authorised for use. Draft versions of this document, although approved, are issued for comment \ feedback and should not be considered as finalised until a revision number \ letter is assigned.

1.4 CEMP INDUCTION

Every Project Hindmarsh employee receives induction training into the purpose and use of this CEMP. Each acknowledges that they fully understand this CEMP's requirements and their roles \ responsibilities associated with it. This acknowledgement is recorded via Aconex

Key elements of this CEMP may be extracted for inclusion in the project specific site induction training which is given to all employees, subcontractors and site workers prior to commencing works on site.

2. Purpose and Scope of CEMP

Hindmarsh operates a fully integrated Business Management System, known as Compass which incorporates our Safety, Quality and Environment business systems.

This CEMP describes the environmental strategy, methods, controls, and requirements to be implemented during the execution of the project. The purpose of this CEMP is to:

- Ensure company environmental objectives and targets are achieved
- Identify the environmental issues (impacts and aspects) for this project;
- Establish, communicate and implement controls to reduce any adverse impacts on the environment which may arise from project's activities, products and services;
- Identify controls which will be implemented to mitigate high risk environmental impacts, which may eventuate during construction.
- Ensure Hindmarsh, its suppliers and subcontractors comply with all relevant environmental legislation, any applicable licenses, approvals, permits and regulatory requirements;
- Ensure works are managed to reduce adverse impacts on the environment;
- Action any outcomes from environmental incidents or accidents, project audits or other identified non-conformances and to continually improve the Environmental Management System elements within Compass; and
- Establish project-specific objectives and targets (where appropriate), and identify strategies and evidence in support of their achievements.

2.1 SUSTAINABILITY

Responsible Environmental Management extends far beyond that of simple mitigation measures. Sustainability embraces environmental, social and economic accountability. Hindmarsh seeks, with its project partners, to reduce those negative impacts and maximise benefits related to all three areas across the entire project life cycle. Fundamentally, our environmental strategy and CEMP requires every project to consider:

- A reduced resource consumption
- reuse of resources
- use and support of recyclable resources
- protection of the natural environment
- elimination of toxic substance \ material use
- focus on quality

2.2 ENVIRONMENTAL MANAGEMENT SYSTEM

Hindmarsh operates an Environmental Management System as per the requirements of AS14001:2004 and the NSW Government Environmental Management System Guidelines Edition 2. The system has been independently certified as meeting the requirements of both.

2.3 REFERENCED PROCEDURES AND DOCUMENTS

Documents, procedures, and forms supporting this CEMP have been referenced accordingly throughout this plan.

2.3.1 Client \ Project Specific Documents

The following project specific environmental \ sustainability related documents have been referred to in the preparation of this CEMP:

Document	Section
Roles and Responsibilities Matrix	5.1
Environmental Risk Register	12.1
Geotechnical Report	16.4
Construction Management Plan	16.6
Sediment Erosion Control plan and details	16.7
BDAR	16.9
Emergency Management Plan	16.10
Updated Waste Management Plan	16.10
Accommodation and Amenities Management Plan	16.11
Stormwater Management Plan	16.12
Soil and Water Management Plan	16.12

The additional following project specific environmental \ sustainability related documents have been prepared for the SSDA approval and used in preparation of this CEMP, these can be found on the Major Projects Planning Portal (https://www.planningportal.nsw.gov.au/major-projects/project/12551):

Document
Aboriginal Cultural Heritage Assessment
Fire Compliance Report
Environmental Features and Control Layout
ESD Report

Arboricultural Impact Assessment
Community Engagement Report
SEPP No.33 Review
Dangerous Goods Design Review

2.4 COMPLIANCE WITH CONDITIONS OF CONSENT

This report has been prepared in compliance with the following conditions as outlined in the Development Consent dated 14th July 2020 as issued by Consent Authority: Minister for Planning and Public Spaces

SCHEDULE 2: PART C ENVIRONMENTAL MANAGEMENT, REPORTING AND AUDITING

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN

C2. *The Applicant must prepare a Construction Environmental Management Plan (CEMP) in accordance with the requirements of Condition C1 and to the satisfaction of the Planning Secretary.*

C4. *The Applicant must:*

(a) not commence construction of the development until the CEMP required by Condition C2 is approved by the Planning Secretary; and

(b) implement the most recent version of the CEMP approved by the Planning Secretary for the duration of construction.

C3. *As part of the CEMP required under Condition C2 of this consent, the Applicant must include the following:*

(a) updated Construction Traffic Management Plan (see Condition B22);

(b) a copy of the approved Waste Management Plan (see Condition B41);

(c) Erosion and Sediment Control Plan;

(d) Community Consultation and Complaints Handling.

A summary of the relevant requirements of the conditions of consent addressed have been outlined below in the Post Approval Matrix below:

Environmental Management, Management Plan Requirements, C1	**Section of document addressing condition**
Management plans required under this consent must be prepared in accordance with relevant guidelines, and include	
(a) details of:	
(i) the relevant statutory requirements (including any relevant approval, licence or lease conditions);	N/A to project
(ii) any relevant limits or performance measures and criteria; and	Section 12, Checking
(iii) the specific performance indicators that are proposed to be used to judge the performance of, or guide the implementation of, the development or any management measures;	Section 5, Resource Management
(b) a description of the measures to be implemented to comply with the relevant statutory requirements, limits, or performance measures and criteria;	Section 6, Compliance
(c) a program to monitor and report on the:	N/A to project
(i) impacts and environmental performance of the development; and	
(ii) effectiveness of the management measures set out pursuant to Condition C1(b) above;	
(d) a contingency plan to manage any unpredicted impacts and their consequences and to ensure that ongoing impacts reduce to levels below relevant impact assessment criteria as quickly as possible;	Section 9, Emergency / Incident Management Section 13, Reporting
(e) a program to investigate and implement ways to improve the environmental performance of the development over time;	N/A to project
(f) a protocol for managing and reporting any:	Section 6, Compliance Section 9, Emergency / Incident Management Section 13, Reporting
(i) incident and any non-compliance (specifically including any exceedance of the impact assessment criteria and performance criteria);	
(ii) complaint;	
(iii) failure to comply with statutory requirements; and	
(g) a protocol for periodic review of the plan.	Section 1, Document Control
Note: *The Planning Secretary may waive some of these requirements if they are unnecessary or unwarranted for particular management plans*	

Construction Environmental Management, C2	Section of document addressing condition
The Applicant must prepare a Construction Environmental Management Plan (CEMP) in accordance with the requirements of Condition C1 and to the satisfaction of the Planning Secretary.	All
Construction Environmental Management, C3	**Section of document addressing condition**
As part of the CEMP required under Condition C2 of this consent, the Applicant must include the following:	
(a) updated Construction Traffic Management Plan (see Condition B22);	Section 16.6, Construction Traffic Management Plan
(b) a copy of the approved Waste Management Plan (see Condition B41);	Section 16.9, Environmental Management Sub-Plans
(c) Erosion and Sediment Control Plan;	Section 7.3, Environmental Impact Guides
(d) Community Consultation and Complaints Handling.	Section 10.3 – Key Stakeholder, Community and Authorities Communication / Consultation
Construction Environmental Management, C4	**Section of document addressing condition**
The Applicant must:	
(a) not commence construction of the development until the CEMP required by Condition C2 is approved by the Planning Secretary; and	Noted
(b) implement the most recent version of the CEMP approved by the Planning Secretary for the duration of construction.	Noted
Reporting and Auditing, Incident Notification, Reporting and Response, C8	**Section of document addressing condition**
The Planning Secretary must be notified in writing via the Major Projects website immediately after the Applicant becomes aware of an incident. The notification must identify the development (including the development application number, SSD-10330) and set out the location and nature of the incident. Subsequent notification must be given and reports submitted in accordance with the requirements set out in Appendix 3.	Section 13.5.1, Incident Notification, Reporting and Response
Back-up Generator Incident Reporting, C9	**Section of document addressing condition**
Within 30 days of the back-up generator system being used to power the development, the Applicant must prepare a Back-up Generator Incident Report to the satisfaction of the Planning Secretary. The report must be submitted to the Planning Secretary and the EPA, and include:	Section 13.5.2, Back-up Generator Incident Reporting
(a) details regarding the:	
(i) date and time of the power outage event;	

(ii) total number of back-up generators used to power the development; (iii) total number of hours the back-up generators were operated for; (iv) total quantity of diesel fuel used by the back-up generators; and (v) total amount of electricity produced by the back-up generators;	
(b) an assessment of any air quality impacts resulting from the operation of the back-up generators; and	
(a) an assessment and consideration of any additional measures which could be implemented to reduce future air quality impacts.	
Note: *Additional measures could include, but are not limited to, measures to reduce the likelihood of the back-up generators being operated and retrofitting of emission controls to the back-up generators.*	
Non-Compliance Notification, C10	**Section of document addressing condition**
The Planning Secretary must be notified in writing via the Major Projects website within seven days after the Applicant becomes aware of any non-compliance.	Section 13.5.3, Non-compliance Notification
Non-Compliance Notification, C11	**Section of document addressing condition**
A non-compliance notification (see Condition C10) must:	Section 13.5.3, Non-compliance Notification
(a) identify the development (including the development application number, SSD-10330);	
(b) set out the condition of consent that the development is non-compliant with and the way in which it does not comply;	
(c) set out the reasons for the non-compliance (if known); and	
(d) what actions have been, or will be, undertaken to address the non-compliance.	
Non-Compliance Notification, C12	**Section of document addressing condition**
A non-compliance which has been notified as an incident (see Condition C8) does not need to also be notified as a non-compliance.	Section 13.5.3, Non-compliance Notification

3. Project Information

3.1 DESCRIPTION (SCOPE)

Hindmarsh Constructions Australia (HCA) have been engaged by Canberra Data Centres (CDC) to deliver a multiple staged construction of data-centre buildings at 17 Roberts Road Eastern Creek NSW 2766. The project is highly serviced orientated and comprises the following elements:

- Four new buildings varying in height
- New Data Hall spaces including offices
- Carpark and landscaping
- 150MW capacity
- Chiller and plant decks
- Generator facilities
- Perimeter fencing

4. Environmental and Sustainability Strategy, Policy, Objectives and Targets

4.1 STRATEGY

This CEMP is implemented in support of the Hindmarsh *Environmental and Sustainability Strategic Framework*, **[refer to Appendix: A]** this strategy is to be communicated and made available to all workers at all times.

4.2 POLICY

The Hindmarsh Environmental and Sustainability Policy **[Refer to Appendix: B]** and the PPE Policy are to be communicated and made available to all workers at all times. At time of site induction workers are briefed on the Policy and its intent. A PPE Requirements document is also available.

4.3 COMPANY OBJECTIVES AND TARGETS

Current company environmental and sustainability objectives and targets are detailed within the *Environmental and Sustainability Strategic Framework*, as noted in Section 4.1.

Hindmarsh objectives and targets established at company and project level are managed and maintained in accordance with company procedures.

4.4 PROJECT OBJECTIVES AND TARGETS

The following are project specific objectives and targets:

Objective:	Target:	Monitored by:	Reported via:	Frequency of Report:
Recycle waste	70% of waste recycled	Site Engineer	Status Report – Project Objectives and Targets.	Monthly

5. Resource Management

General information detailing overall resource management is detailed within the current Project Management Plan (PMP) for this project, Section: Resource Management. The following sections provide details regarding environmental and sustainability specific considerations related to resource management.

5.1 RESPONSIBILITY AND AUTHORITY

It is the responsibility of Hindmarsh project staff to ensure that the Environmental Management Plan (CEMP) is complied with, and objectives and targets are met. To facilitate effective environmental management, specific responsibilities for implementing and supporting this CEMP have been assigned.

Please refer to the *Roles and Responsibility Matrix*, **[refer to Appendix: C**] for the project specific allocations.

5.2 ENVIRONMENTAL TRAINING REQUIREMENTS

Hindmarsh ensures specific environmental and sustainability training requirements are identified in consultation with each project team member. This is completed as per the *Training and Development Procedure – Project* any training needs identified are captured via the *Training ID \ Requirements Register.*

The following additional forms shall be used as appropriate:

- Training Approval Form
- Training Evaluation Form

Hindmarsh employees provide evidence of training completion to the Human Resource Department (only required for nominated courses \ competencies), such evidence may also be filed electronically or via hardcopy on site for reference purposes. Environmental training requirements are continually revisited throughout the life of the project, particularly where there has been a change in project resources, where a skill gap has been identified, or as required by the Project Manager (PM).

6. Compliance

6.1 LEGISLATIVE \ REGULATORY

The Legal Register is a list of relevant legislative and regulatory requirements applicable to general Hindmarsh construction operations. The project team has reviewed this document and has identified relevant legislative and regulatory requirements applicable to project specific operations. The project specific Legal Register is available upon request and has been completed as per the *Legal Requirements* procedure **[refer to Appendix: D**].

Legislative and or regulatory information may also be included in relevant *Environmental Impact Guides (EIGs)* and in the site-specific induction training provided to all employees and site workers prior to their commencement of works on site.

6.2 MONITORING \ CHANGES TO: ACTS, REGULATIONS, CODE OF PRACTICE AND AUSTRALIAN STANDARDS (SUBSCRIPTION)

Hindmarsh is notified of SQE legislative and regulatory change via a subscription service called LAWLEX - http:\\www.lawlex.com.au Where relative legislative change is to occur the National SQE Manager informs State SQE Manager who are then required to review changes and forward recommendations (this may be Document Change Request, email, hardcopy or other) to the SQE Systems Manager for Hindmarsh Management System (Compass) coordination.

For more detailed information please refer to *Legal Requirements* procedure, as per Section 6.1.

6.3 ACCESS TO AND COMMUNICATION OF LEGAL REQUIREMENTS / AUSTRALIAN STANDARDS

Hindmarsh employees, suppliers and subcontractors have access to legislation and regulatory documents via the internet. Where a project receives a request for an applicable legislative \ regulatory document which is not available via the internet, then the request is to be forwarded to one of the following who will arrange for a copy of the required document to be made available to the requestor.

- National SQE Manager
- State SQE Manager

6.3.1 Australian Standards

Hindmarsh subscribes to “Building and Construction” related Australian Standards. Refer to the *Australian Standards Online Select Access* document for further information regarding access instructions and credentials required for login.

7. Risk Management

7.1 INTRODUCTION

Project risk management is completed as directed within the *Risk Assessment procedure in Compass* , and as detailed within PMP. The *Risk Assessment – Quick Reference Card* provides a summary of the risk assessment process, including consequence and likelihood tables.

7.2 ENVIRONMENTAL ASPECTS AND IMPACTS

The project specific Environmental Risk and Opportunity Profile takes into account identified hazards (aspects) and impacts which are relevant to the project. The Project team has reviewed all available information (i.e. risk assessments, consultant reports, advice, papers, scope of works etc) to ensure the Environmental Risk and Opportunity Profile accommodates all known issues.

Hindmarsh ensures environmental aspects and impacts are continually reviewed, risks assessed and that monitoring requirements remain relevant and current.

Key environmental aspects and risks are communicated to Hindmarsh employees and subcontractors based on level risk, controls implemented and or as deemed appropriate by project requirements.

Please refer to the project specific *Environmental Risk and Opportunity Profile*.

7.3 ENVIRONMENTAL IMPACT GUIDES – EIG'S

Hindmarsh has developed a number of standard *Environmental Impact Guides (EIGs)*, these are documented procedures targeting high risk and \ or common environmental aspects and impacts which arise from general construction activities. EIGs provide the project team with general guidance regarding the management of each respective environmental impact, describes the processes involved, the permits or licenses required, the control measures to be implemented, the monitoring and reporting requirements and any emergency response measures to be implemented.

These documents are available upon request and are communicated to workers as required. A number of these EIGs are available via Hindmarsh's integrated Business Management System, Compass, these include:

- *EIG001-Soil Erosion, Sediment, Surface Run Off* **[refer to Appendix: E]**.
- *EIG004- Noise Emissions* **[refer to Appendix: F]**.
- *EIG007- Storage, Maintenance, Refuel* **[refer to Appendix: G]**.
- *EIG008- Storage, Handling or Hazardous \ Dangerous Substances \ Materials* **[ref Appendix: H]**.

7.3.1 Monitoring and Review of Environmental Impact Guides

EIG effectiveness and currency is monitored throughout the life of the project. The project team accomplishes this by identifying an active EIG (or several) and attaching it to the *Weekly \ Daily Environmental and Sustainability Check Sheet.* During completion of the check sheet the EIG content is also checked for efficiency and currency. The EIG is marked accordingly and amendments made and or controls altered as required. The EIG sheet under review accompanies the completed check sheet and filed (electronic or hardcopy) as evidence of review.

7.4 DESIGN AND REVIEW CHANGES

The *Design Involvement Management Risk* procedure ensures that where Hindmarsh is involved in the design, or has input into design, a process exists for ensuring effective participation and management. In support of this procedure a *Design Change Authority Form* is completed, upon which any environmental aspects or impacts will be considered. This system ensures all related documents, forms and or risk and opportunity profiles are also updated accordingly.

Design changes may be tracked via the *Design Change Register*, Aconex or similar system.

Safety in design documentation may also be reviewed to ensure environmental considerations are addressed appropriately. Please refer to the *Safety in Design* procedure and *Safety in Design Risk and Opportunity Profile* where available.

8. Hazard Reporting

Hindmarsh employees, subcontractors, those working on site, as well as those visiting have a duty to report any hazard observed on site. If a hazard is suspected or identified, report the matter with urgency to a Hindmarsh Management representative who shall be responsible for recording this in the OnSite CAR Module.

Hazard information may be communicated via site induction, safe work method statement review, and \ or safety meetings (e.g. Pre Start and Toolbox) held on site.

Where a Corrective Action has been submitted reporting a hazard, Hindmarsh shall investigate and take necessary corrective action to address the issue raised to remove the hazard and \ or prevent a reoccurrence.

9. Emergency \ Incident Management

Please refer to the Projects *Emergency Management Plan (EMMP)* **[Refer to Appendix: R]** for information regarding emergency preparedness and response. The project-specific Emergency Management Plan (EMMP) ensures Hindmarsh controls, and assesses Emergency preparedness elements as required for the project.

Referenced elsewhere (simon to issue updated version)

9.1 INCIDENT MANAGEMENT

Refer to the *Injury, Illness and Incident Management and Reporting* **[Refer to Appendix: H]** flow chart for detailed guidance regarding the management and reporting of injuries, illness and incidents.

Procedures and processes referenced within the above mentioned document address the following:

- Detailed definitions (SQE Definitions)
- Actions to be taken in the event of an injury, illness or incident (*Injury, Illness and Incident Response*)
- Additional reporting responsibilities and obligations associated with higher level injuries \ incidents (*Incident Actions \ External Notifications)*
- Incident Reporting responsibilities and expectations (*Incident Reporting Flowchart*)
- Site and or National investigation requirements
- Corrective and Preventive Action
- Analysis of data \ findings (including Objectives \ Targets status)

9.1.1 Significant SQE Incident Alerts

Hindmarsh communicates lessons learnt information, from both internal and external events, via Significant SQE Incident Alerts. Refer to the *Safety Management and Sustainability Process Map* for a list of those available.

10. Communication \ Consultation

10.1 INTRODUCTION

With many interested parties involved in the project it is critical that communication and consultation occurs efficiently and effectively between all.

With regards to environmental issues consultation and communication generally occurs when the following matters arise:

- An employer or employees identifies a hazards
- assessing any aspect \ impact (risk)
- deciding on measures to control risks
- implementing controls
- reviewing the effectiveness of controls
- reviewing and developing policies
- investigating incidents \ complaints
- changing work practices and procedures
- introducing new substances to the workplace
- changes to current health and safety Acts, Regulations, Australian Standards, Codes of Practice and other relevant environmental requirements

10.2 MEETINGS \ REPRESENTATIVE \ OTHER AGREED ARRANGEMENTS

In discussion with site workers (Hindmarsh employees and Subcontractors), the following arrangements have been made with regards to communication and consultation regarding environmental matters:

Determine (preferably by obtaining agreement from workers onsite to which of the above mentioned forums is most acceptable) communication and consultation arrangements. Arrangements may include one or more of the following:

- The formulation of an Environmental Meeting (Hindmarsh Internal \ Contractor)
- Inclusion of environmental issues in other meetings \ forums
- Other agreed arrangements, eg (detail what the specifics are)
  - Environmental Meeting
  - Daily Prestart Meetings
  - Toolbox Meetings
  - Site Induction
  - Weekly Subcontractor \ Supervisor meetings
  - Hazard Identification \ Reporting and Communication
  - JSA \ SWMS Submission and Review

Once determined or agreed arrangements are to be summarized here and communicated to all workers on site. Supporting posters \ flow charts may be posted to assist with communication.

10.3 KEY STAKEHOLDER, COMMUNITY AND AUTHORITIES COMMUNICATIONS \ CONSULTATION

Hindmarsh seeks to ensure stakeholders, the local Community and authorities are satisfied by the manner in which construction activities and tasks are managed. To facilitate this Hindmarsh will follow the following process:

Hindmarsh has created two Information Packages to assist with the consultation process:

- Consultation Package 1 includes the following:
  - Details of the 24 Hours contact number for questions, concerns and complaints.This will include the Site Manager & Project Manager's Contact Details.
  - Information sheet regarding complaints escalation process (Please refer to the Complaints Escalation Process below)
  - Information sheets providing details of the construction planned and duration of predicted construction activity including noise and vibration.
  - Letterbox drops detailing the proposed work, the location of work, the days and dates of the work and the hours involved and the contact number of the Project Manager.
  - Advice to Council and local Police to support current complaints managements
  - Construction Animations – detailing traffic movement, specific construction activities and other points of interest for Key Stakeholders and the community.

- Consultation Package 2 – High Noise \ Night Works – includes the following:
  - Consultation Package 1 plus;
  - Direct contact with potentially affected land users (residents, childcare centre, businesses and client) to provide information in a letterform outlining the proposed work, the location of the work, the day(s) and date(s) of the work and the hours involved. This contact shall be made at least two days before proposed commencement of the work.

Both packages include reference to relevant vibration events in addition to the information relating to noise impacts. The 24 hours contact number will be addressed to a project resource which has the ability to take action in support of complaint received. The contact details of the current Site Manager (SM) and Project Manager (PM) are also published within Consultation Packages (and below) and may be contacted any time.

Contact Details

Role:	Name:	Contact details:
Project Manager	Simon Davis	Mob: 0434 233 713 Email: Simon.Davis@hindmarsh.com.au
Site Manager	Greg Byrne	Mob: 0400 592 006 Email: Greg.Byrne@hindmarsh.com.au

Complaints Escalation Process:

Complaints received by Hindmarsh shall be recorded and managed via the online Complaints Register. The online Complaints Register allows for real time reporting of complaints by recording:

- *a unique Complaint Number;*
- *Aconex / Project Documentation tool reference number for correspondence;*
- *date complaint received;*
- *date of last correspondence;*
- *description of the complaint;*
- *action required; and*
- *action taken.*

Any Complaints will be escalated as per the table in Communications Summary in Section 10.4. These are reviewed at the Internal Project Production Review held monthly. It will be the responsibility of the Project manager to ensure the compliant is closed out with the relevant parties in a timely manner.

10.3.1 Authorities

Hindmarsh acknowledges at times it will be necessary to communicate, and or consult, with public authorities regarding emergency planning and other relevant environmental issues.

10.4 COMMUNICATION SUMMARY

Communication with internal and external stakeholders regarding environmental issues will be in accordance with the following table:

Notifications

Subject	Action	Recipient	Frequency
Environmental incident	Project Manager	CLIENT	As per client requirements
Pollution \ Environmental non compliance	Project Manager	CLIENT	As per client requirements
Public complaints	Project Manager	State Manager Construction \ CLIENT	48 hours and as per client requirements
Complaint response	Project Manager	State Manager Construction \ CLIENT	48 hours and as per client requirements
Extended working hours	Project Manager	CLIENT	and as per client requirements
Discovery of threatened fauna	Project Manager	State Manager Construction	48 hours
Discovery of archaeological material incl heritage items	Project Manager	State Manager Construction \ CLIENT	48 hours and as per client requirements
Discovery of skeletal material	Project Manager	State Manager Construction \ CLIENT	24 hours and as per client requirements
Consultation Package 1	Project Manager	Key Stakeholders	As Required \ as per programme

Consultation Package 2	Project Manager	Key Stakeholders	As Required \ as per programme
High Noise \ Night Works (note these events are not planned to occur)	Project Manager	ALL	2 Days prior to works commencing

General

Subject	Action	Recipient	Frequency
CEMP	Project Manager	Internal	Quarterly
Environmental CAR	Team	Project Manager	As stipulated within ARN
Audit	National SQE Manager	Project Manager	Notify 5 days prior
Environmental performance	National SQE Manager	State Manager Construction	As scheduled via Internal Audit

Meetings

Type	Chair	Attendees	Frequency
Key Stakeholder Meeting	Project Manager	TBA	Weekly to Fortnightly
Toolbox Meetings	Site Manager	As Required	Weekly
Daily Prestart Meetings	Subcontractor Reps	As Required	As Required

11. Induction and Visitor Management

Site Induction is undertaken by all workers (this includes Hindmarsh employees, all subcontractors and any employees working for subcontractors), prior to work commencing on site. Induction consists of the worker completing a *Site-Specific Induction* and by being made aware of the *Site Safety Rules*. The worker acknowledges acceptance and understanding of the induction process by signing the *Site-Specific Induction* form. During induction copies of all appropriate licensing, certification and qualification will be collected by Hindmarsh and retained with the worker's induction record. A nominated Hindmarsh employee* will be responsible for maintaining these records.

It will be a condition of entry, of the project, that each individual worker has a valid White Card/Blue card as issued by a recognised safety training authority.

11.1 VISITOR INDUCTION

A visitor's induction is undertaken by all visitors, prior to site access. Visitor induction consists of the visitor reading and understanding the project's *Safety Guidelines for Visitors Pamphlet*, *Site Safety Rules*, and *Emergency Management Plan (EMMP) - Visitor Information*. Visitors to site are to acknowledge understanding of the Visitor Induction by the signing of the *IAcknowledgement Register*.

Those who visit site for a one off short duration visit to carryout non-intrusive work such as – external auditors, delivery drivers may visit site without undertaking the Visitor Induction however these visitors must be accompanied at all times (if on site) and or must follow Hindmarsh representative's instructions.

Hindmarsh is responsible for maintaining the induction register\s.

12. Checking

12.1 MONITORING AND MEASUREMENT

Monitoring requirements for the project will be identified within the project specific *Environment Risk and Opportunity Profile* **[Refer to Appendix: J]**. Where monitoring has been identified data collected may be analysed and may result in corrective and or preventive action. All Hindmarsh owned measuring equipment must be registered on the *Equipment Calibration Register* **[Refer to Appendix: K]** and all associated calibration records maintained. Hindmarsh may outsource environmental monitoring to external consultants as required. Calibration records for non Hindmarsh owned equipment will be requested.

The following should be noted regarding possible noise \ vibration \ dust monitoring regimes:

- Monitoring may be undertaken in response to complaints where this is considered an appropriate response
- Monitoring that is to occur will be undertaken by personnel suitable qualified and experienced in undertaking acoustic measurements
- Monitoring may occur for plant and equipment which is perceived as 'excessively noisy' to determine the need for rectification or replacement
- If night works are required: Night works construction noise levels, if approved by EPA, may be monitored at the start of the activity, and at a location equivalent to the most affected noise sensitive land user to confirm operation in accordance with EPA requirements.

12.2 NONCONFORMITY, CORRECTIVE AND PREVENTIVE ACTION

Any environmental nonconformity observed will be rectified via the Corrective Action process. Where nonconformity creates a hazard this will result in either:

- a record being made within an "Uncontrolled Hazard Booklet",
- a *Corrective Action Required* form being raised and issued, or
- the completion of an *Incident Report*.

Where a hazard has not been created by the nonconformity a Corrective Action Required form will be issued if immediate action is not taken to rectify.

Where a Corrective Action Required form is issued and it is not addressed in a timely manner or there is a subsequent re-occurrence of the non conformance the *Corrective Action and Escalation Process* will commence.

Please refer to the *Corrective Action* procedure and *Uncontrolled Hazard \ Hazard Reporting - Management* flowchart for further information.

During project delivery Hindmarsh anticipates and encourages continual improvement in all areas of business. Continual improvement opportunities may arise from inspections, testing, auditing, incidents and or observations. Hindmarsh promotes and support the issue of corrective actions, as required, to support continual improvement requirements. Please refer to the *Preventive Action* procedures for further information.

12.3 AUDITING

Hindmarsh actively monitors performance and seeks potential improvement opportunities by completing internal audits. Please refer to *Audits Management* procedure for detailed information regarding the internal audit function and requirements, including:

- Audit Notification
- Internal Auditor Notes (audit opening \ closing meeting)
- Internal Auditor Notes (audit)
- Internal Audit Report

12.4 INSPECTION (EVALUATION OF COMPLIANCE)

The Weekly *Environmental and Sustainability Check Sheet*, is completed by the project team to evaluate compliance. The weekly or daily check sheet is customised to reflect specific project requirements. Where applicable, the environmental controls listed within *Environmental Risk and Opportunity Profile* may also be included within the check sheet.

It is preferred that only persons who have completed environmental awareness training or environmental management training complete the check sheet, however at times it is accepted it may be completed by a resource who has not completed such training but whom has environmental experience.

Hindmarsh management also inspect the site to ensure that the environmental impacts resulting from construction work are being adequately mitigated and environment controls have been implemented, are being met and maintained. Refer *Senior Manager's Visit (SMV)* and *Management, Project Inspections* documents.

13. Reporting

Detail all contractual and required project reporting requirements here. This should cover all areas including internal and external reporting requirements.

13.1 WEEKLY REPORTING REQUIREMENTS

- Weekly SQE Report
- Weekly Environment & Sustainability Check Sheet or Daily Environmental & Sustainability Check Sheet
  - Results of the Environmental & Sustainability Weekly or Daily Check Sheet are to be reported to the Project Manager
  - The report is to be co-signed by the Project Manager

13.2 MONTHLY REPORTING REQUIREMENTS

- *Monthly Internal Project Report*
- *OnSite Database (Intranet)*
  - Earthworks
  - Piling
  - Structure
  - Facade

- Glazing
- Mechanical
- Post Tensioning
- Concrete (insitu and or precast)

13.3 CLIENT & EXTERNAL REPORTING REQUIREMENTS

- Monthly Client Report

13.4 REGULATORY REPORTING REQUIREMENTS – [EPA NSW]

An Environmental Incident includes: EPA NSW definition of an environmental incident , eg: any spills, leaks, land contamination, damage to heritage items, unauthorised clearing, pollution of waterways, or anything that could harm people or the environment. EPA Reportable Incidents include a leak, spill or escape of substance that threatens harm to people or the environment.

In the event of reporting an incident, the EPS NSW Environment Line should be contacted:

EPA State Name: EPA NSW

Telephone: 131 555

Email: info@epa.nsw.gov.au

In the event of a reportable environmental incident the Project Manager (PM) must refer to the *Injury, Illness and Incident Management and Reporting* flow chart for detailed guidance regarding the management and reporting of environmental incidents.

13.5 REPORTING AND AUDITING

13.5.1 Incident Notification, Reporting and Response

The Planning Secretary must be notified in writing via the Major Projects website immediately after the Applicant (Canberra Data Centres) becomes aware of an incident. The notification must identify the development (including the development application number, SSD-10330) and set out the location and nature of the incident. Subsequent notification must be given and reports submitted in accordance with the requirements set out in **Appendix L**.

13.5.2 Back-up Generator Incident Reporting

Within 30 days of the back-up generator system being used to power the development, the Applicant (Canberra Data Centres) must prepare a Back-up Generator Incident Report to the satisfaction of the Planning Secretary. The report must be submitted to the Planning Secretary and the EPA, and include:

(a) details regarding the:

(i) date and time of the power outage event;

(ii) total number of back-up generators used to power the development;

(iii) total number of hours the back-up generators were operated for;

(iv) total quantity of diesel fuel used by the back-up generators; and

(v) total amount of electricity produced by the back-up generators;

(b) an assessment of any air quality impacts resulting from the operation of the back-up generators; and

(c) an assessment and consideration of any additional measures which could be implemented to reduce future air quality impacts.

Note: *Additional measures could include, but are not limited to, measures to reduce the likelihood of the back-up generators being operated and retrofitting of emission controls to the back-up generators.*

13.5.3 Non-Compliance Notification

A.) The Planning Secretary must be notified in writing via the Major Projects website within seven days after the Applicant becomes aware of any non-compliance.

B.) A non-compliance notification (as above) must:

(i) identify the development (including the development application number, SSD-10330);

(ii) set out the condition of consent that the development is non-compliant with and the way in which it does not comply;

(iii) set out the reasons for the non-compliance (if known); and

(iv) what actions have been, or will be, undertaken to address the non-compliance.

C.) A non-compliance which has been notified as an incident (refer to section 13.5.1) does not need to also be notified as a non-compliance.

14. Document and Record Management

Environmental project records are controlled in accordance with the Project Management Plan Section : Document and Record Management. The minimum records maintained include the following:

Category	Record	Responsible	Retention Timeframe
General Requirement	Environmental Management Plan (all versions), Including: • Performance Targets and Measurements • Contact and Service Provider Information	Project Manager Site Manager Project Manager	Permanent Permanent
	Site Diary – Site Manager \ Foreman *Site Diary – SQE* (where required)	HR Manager Project Manager	Permanent Permanent
	Inspection Records Training Records – Including Qualifications held by individuals All formal correspondence with stakeholders Meeting Minutes Complaint records Audit reports (including internal review reports) Weekly Environmental & Sustainability Checksheets Induction Records	Project Manager Project Manager Project Manager Environmental Coordinator	Permanent Permanent Permanent Permanent Permanent
Legislative \ Regulatory	Identified Legislative Regulatory Register	Project Manager	Permanent
Approvals, Permits and Licenses	Any Approvals, Permits and Licenses	Project Manager	Permanent

External Review Reports	Not Applicable		
Construction Waste management	Waste tracking dockets Waste disposal receipts	Site Manager Site Manager	Permanent Permanent
Land Contamination	Not Applicable		
Hazardous Substance	Copies of MSDS's	Site Manager	Permanent
Corrective Action Request	Copies of issued corrective action \ Action Required Notifications Log of corrective actions	Project Manager Project Manager Project Manager	Permanent Permanent Permanent
Incident reporting	Environmental incident reports Incident Investigation Reports	Project Manager Project Manager	Permanent Permanent
Performance Analysis \ Evaluation Reports	Where available	Project Manager	Permanent

Additional information regarding document and record control is available, refer: *Control of Documents* and *Control of Records*.

Each subcontractor is selected on the basis of their ability to meet all specified requirements including Quality, Environment and Health and Safety. The following are examples of environmental documents which may be required from subcontractors:

- Tool box talks and attendance registers
- Environmental Risk Assessment
- Project Risk Assessments
- Job Safety Analysis (JSA)
- Material Safety Data Sheets (MSDS)
- SQE information such as logbook, tests records etc of all plant and equipment on site
- Competency Certificates and training records

Applicable subcontractors may also be required to submit a site specific Quality, Environmental and \ or Health and Safety Plan as determined by the contract requirements and / or risks.

14.1 CUSTOMISED COMPASS TEMPLATES

During the life of the project a number of Compass templates will be customised, and in some cases continually revised to address project specific requirements: for example Risk Profile templates. In order to ensure these documents \ records are appropriately controlled this project will utilise, either or both, Aconex and or the Site Server Electronic Filing System. Where such documents are controlled via the Site Server Electronic Filing System, the *Compass to Project Controlled Document Register* shall be completed and maintained accordingly.

15. Subcontractor Management

All subcontractors are to ensure they make appropriate environmental inclusions in their SWMS \ JSEAs and abide by all statutory requirement mentioned in this CEMP.

Hindmarsh is to ensure SWMS are reviewed as per *SWMS Review,* and to ensure legislative \ regulatory requirements are meet as per Legal Register. Risk Profiles completed are also to be used during the review of SWMS to ensure all known risks have been addressed and adequately controlled.

Monthly subcontractor spot audit may be undertaken to ensure each Subcontractor complies with all requirements (Contract, Statutory etc)

16. Project Environmental \ Sustainability Information & Particulars

16.1 EXISTING ENVIRONMENTAL CONDITIONS OF SITE

This section of the plan identifies Key Site Features including:

- Ecological context – To encourage and recognise the reuse of land that has previously been developed.
- Outline previous use of site including outline of ecological value.
    - Description for surrounding area
    - Existing site plan
    - Images of significant environmental features - through initial site visits
    - List of specific sensitivities
    - Remediation Plans which may have been completed.

16.2 DILAPIDATION REPORT

This element \ requirement has been reviewed and is deemed not applicable to this project at the time this management plan was last revised

16.3 HERITAGE \ CULTURAL CONSIDERATIONS

This element \ requirement has been reviewed and is deemed not applicable to this project at the time this management plan was last revised.

16.4 GEOTECHNICAL REPORT

Refer to Appendix: M for Geotechnical report.

16.5 CONTAMINATION \ REMEDIATION REPORT

This element \ requirement has been reviewed and is deemed not applicable to this project at the time this management plan was last revised.

16.6 CONSTRUCTION TRAFFIC MANAGEMENT PLAN

Refer to Appendix: N for updated Construction Traffic Management Plan.

16.7 EROSION AND SEDIMENT CONTROL PLAN

Refer to Appendix: O for Erosion and Sediment Control Plan and details.

16.8 ADDITIONAL REPORTS

Other additional reports completed and included as part of the State Significant Development Application approval process can be found on the Major Projects Planning Portal website as part of the EIS (Environmental Impact Assessment). Please refer to https://www.planningportal.nsw.gov.au/major-projects/project/12551 to access the following reports:

- Noise and Vibration Assessment Report
- Air Quality Assessment Report
- Services Infrastructure Statement
- Arboricultural Impact Assessment
- SEPP No.33 Review
- Dangerous Goods Design Review

16.9 PROJECT SPECIFIC SUSTAINABILITY INITIATIVES

Additional project specific sustainability initiatives include:

- Relocation of vegetation \ tree originally marked for removal, **[Refer to Appendix: P]**

16.10 ENVIRONMENTAL MANAGEMENT SUB-PLANS

This section of the plan is to identify whether there are any sub-plans applicable to this document. This will include (the emergency management plan must be referenced here):

- Emergency Management Plan **[Refer to Appendix: Q]**
- Waste Management Plan, **[Refer to Appendix: R]**

16.11 SITE SETUP – ACCOMMODATION AND AMENITIES MANAGEMENT

Refer to Appendix: S for Accommodation and Amenities Management Plan.

16.12 STORM WATER \ RAINWATER

Refer to Appendix: T for Storm water Management Plan.

Refer to Appendix: U for Soil and Water Management Plan

16.13 LAND USE AND ECOLOGY

This site is zoned as industrial use.

The project site is not:

- On prime agricultural land;
- On land containing old-growth forest
- Within 100 metres of a wetland listed as being of ‘high ecological value’.

APPENDIX A: ENVIRONMENTAL AND SUSTAINABILITY STRATEGIC FRAMEWORK

APPENDIX B: ENVIRONMENTAL AND SUSTAINABILITY POLICY

HINDMARSH
Leadership at work

Environment and Sustainability Policy

Hindmarsh operates with full appreciation and awareness that environmental protection and sustainability are principle to our ongoing success. Operations in terms of both construction and completion are compassionate to the environment, the local community and aim to support the ongoing sustainability of the environment.

Hindmarsh seeks to meet its own environmental needs and the needs and expectations of clients, stakeholders, employees and the community by:

- Setting and continually reviewing measureable environmental objectives and targets. Backed by ongoing monitoring, reporting and analysis supporting continual improvement. Complimented by ongoing feedback at all levels.
- Prevent pollution and unnecessary resource consumption by setting targets and maintaining systems and processes which facilitate the more efficient use of energy and material resources and improved waste management, waste avoidance, re-use and recycling.
- Seek to minimise construction related aspects and impacts including noise, vibration, groundwater, air quality, land contamination, amenity and heritage.
- Promote a shared sense of ownership and responsibility for optimal environmental performance from board through to employees and contractors whilst developing a culture of environmental respect and appreciation.
- Encourage and support environmental awareness through ongoing training and development of competencies particular to specific environmental impacts related to individual activities.
- Comply with all legal requirements including environmental Legislation, Regulations, Codes of Practice, Applicable Australian and other standards specific to Hindmarsh.
- Implement and maintain the Hindmarsh Management System and its Environmental elements to ensure all potential aspects and impacts are identified, evaluated and suitably eliminated or controlled.
- Foster and support continuous improvement at all levels including the identification of key environmental initiatives.

Compliance with this policy will be monitored, audited and continually reviewed so as to remain effective and aligned with all of our operations.

Rowan Hindmarsh
Chief Executive Officer

APPENDIX C:
ROLES AND RESPONSIBILITY MATRIX

HINDMARSH
Leadership at work

Project Roles and Responsibility Matrix

L = Leadership (Accountable)
P = Participate in / Complete Task (Responsible)
C = Communicated to
M = Mandatory

Project Name : 17 Roberts Road, Eastern Creek, Data Centre
Project Revision Number : 1 Date **17-Sep-20**

	Company Positions			Standard Project Positions \ Roles					
Task	State Manager	Construction Manager	State SQE Manager	Project Manager (PM)	Site Manager (SM)	Contract Administrator (CA)	Project Coordinator / Site Supervisor	Construction Worker 1	Construction Worker 2
	Reports to GMC	Reports to MCO	Reports to MCO	Reports to MCO & PD	Reports to PM	Reports to PM	Reports to PM	Reports to SM	Reports to SM
Initials of Person Holding Position									
Project General									
Point of Contact for Client Representative	P	P		L		P			
Point of Contact for Consultants		P		L	P	P	P		
Point of Contact for Industrial Relations	P	P	P	L	P				
Manage and Track Right of Entry Notices				P	P		L		
Manage and Track Code of Practice, Legislative Requirements			P	L	P	P			
Planning									
Appoint Project Team & maintain resourcing	L	P		P					
Lead and mentor the team	P	P		L	P				
Manage / Roster Staff				L	P	P			
Establish / Maintain Roles and Responsibilities Matrix and Induct team to it's use				L			P		
Employee performance appraisals as per Company Schedule		P		L					
Identify, Coordinate & Implement Training Requirements			P	P	L		P		
Review Head Contract	P	P		P		L			
Understand and keep abreast of Terms & Conditions	P	P		L		P			
Define the Contractual Project Scope	P	P		L		P	P		
Identify Contractual Risks	P	P		L		P			
Develop and update Contract Procedures / Processes				L		P			
Store Contract document - client						P			
Building Works Approvals				L	P	P			
Establish project budget	P	P		L		P			
Establish Cheops code allocation				P		L			
Payment of Subcontractors and Suppliers				P		L			
Identify / Design or Service Scope				L		P			
Consultant - contractor Selection / Shortlist				L		P			
Develop Brief, Scope and Profile				L		P			
Consultant Agreement Schedules				L		P			
Consultant Agreement Recommendation				L		P			
Execute Consultant Agreement				L		P			
Monitoring of consultant performance				L		P	P		
Manage and undertake Dilapidation report				L	P				
Arrange and Maintain Facilities / toilets/tables/chairs					L				
Arrange and Maintain Equipment /locks/security/					L				
Arrange and Maintain Services / electrical/plumbing					L				
Arrange and Maintain IT requirements				L		P			
Prepare, monitor and update - files, drawings, ACONEX				P		P	P		
Establish & Maintain Amenity Cleaning & Supply					L			P	P
Identify, provide and maintain special storage requirements (inc Haz Substance)					L				
Establish & Maintain Perimeter Fencing					L			P	P
Establish & Maintain Entry					L				
Establish & Maintain Environmental conditions					L			P	P
Establish & Maintain Safety Information /posters/hazard reporting/signage					L				
Establish & Maintain Company Branding				L	P	P			
Arrange and Maintain Stationary & Miscellaneous Supplies				P		L			
Prepare, monitor and update Project Management Plan				L	P		P		
Prepare, monitor and update Project Commencement Checklist				L	P		P		
Prepare, monitor and update Performance Targets				L	P	P	P		
Prepare, monitor and update Stakeholder Risk Profile				L	P	P	P		
Prepare, monitor and update Project Risk Assessment				L	P	P	P		
Design									
Prepare, monitor and update Safety in Design Risk Profiles			P	L			P		
Participate in design and pre-construction planning		P		L	P		P		
Conducting workshops with customers/clients at the conceptual design stage				L		P			
Liaise with Architects, Engineers etc regarding specifications technical matters.				L	P		P		
Vet contract documentation in relation to design services and construction aspects.				L	P		P		
Identify interface, coordination and procurement issues relating to design				L	P	P			
Prepare schedules to ensure the timely completion of design services for projects.				L	P	P	P		

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Task	- State Manager	- Construction Manager	- State SQE Manager	- Project Manager (PM)	- Site Manager (SM)	- Contract Administrator (CA)	- Project Coordinator / Site Supervisor	- Construction Worker 1	- Construction Worker 2
Liaise with design team, client, sub-contractors and suppliers				L	P	P	P		
Field testing or trialling proto-types with a representative group of users				L	P	P	P		
Design for safe maintenance			P	L	P				
Design for safe alteration			P	L	P	P			
Test, trial or evaluate the design solution with various users (WHERE PERMITTED).				L		P			
Prepare, monitor and update ITPs, product inspections, sampling register				P	P	P	L		
Implement design procedure \ management plan				L	P	P	P		
Undertake and design safety reviews for constructability, operability and maintenance				L	P	P	P		
ESD Reviews				L	P	P	P		
Procurement									
Prepare Procurement Schedule				P	P	P	L		
Monitor and Update procurement schedule				P		P	L		
Identify on procurement schedule long lead time plant/materials				L	P	P			
Prepare scope of work & documentation list		P		P	P	L	P		
Internal Fitout						L			
Services/Structure							L		
External/Facades									
Identify any discrepancies, anomalies associated with documents		P		L	P		P		
Develop detailed scope of works (in conjunction with proforma)				P		L	P		
Undertake formal OHS & E review of tenders				P	L				
Services Manager to be involved in Final review of of services let, Pre-award				L		P	P		
Review tenders and quotation to determine conformity with the tender				P		L	P		
Internal Fitout						L			
Services/Structure							L		
External/Facades									
Draft a recommendation to engage the contractor	P	P		P		L	P		
Issue Recommendation per Internal Approval	P	P		L		P	P		
Internal Fitout						L			
Services/Structure							L		
External/Facades									
Issue Subcontract Agreement (No letters of Intent)				P		L	P		
Delivery									
Site Supervision & Coordination									
Structural trades				P	L				
Services				P	P	P	L		
Finishes trades				P	P				
External Works: Hebel/Windows/External Balustrade/Waterproofing/Public Realm				P	P				
Coordinators									
Structural trades				P	P		L		
Services Trades				P	P		L		
Finishes trades				P	P				
External Works: Hebel/Windows/External Balustrade/Waterproofing/Public Realm				P	P				
Site Progressive Clean up and Waste Removal / Control					L			P	P
Materials Handling & Delivery coordination					L			P	P
Record of plant hire and note of off-hire number					L			P	P
Coordinate Subcontractor Resources				P	L		P		
Take Weekly Photos, date and electronically file					P		P		
Prepare, monitor and update sub-contract register				P		L	P		
Draft Subcontracts for approval and sign off				P		L			
Approve and sign off Subcontracts	P	P		P		L			
Approval of Subcontractor / Supplier claims				P		L			
Payment of Subcontractors and Suppliers				P		L			
Ensure adequate retention held prior to final claims (incl defects / NCR's)				P		L			
Preparation of Client Progress Claim and follow up payment of				P		L			
Ensure subcontractor submit of statutory doc's (insurance, workcover, licences etc)				P		L			
Manage BG's / retentions at project completion				P		L			
Log purchase orders				P	P	L			
Establish a register and monitor site IT Recoverables				P		L			
Establish a register and monitor project reimbursables				P		L			
Collate monthly timesheets for PM signature				P	P	L			
Collate Weekly timesheets for approval				P	L	P		P	P
Control of incoming & outgoing fax						P	L		
Prepare Letting Schedule; nominate responsible party for each trade				L		L	P		
Prepare & Update Variation Register				P		L			
Prepare / Issue Variation Quotations				P	P	L			
Issue Variation Notices to subcontractors				P	P	L	P		
Manage timely approval of variations				P		L			
Enter Variations into cheops. (confirm Process)						L			
Enter Budgets into cheops				P		L			
Prepare Back charge Register				P		L			
Issue Back charge notices to Subcontractors				P		L			
Respond to Subcontractor Claims - EOT				P		L			
Maintain an accurate site diary					L				
Prepare and Issue Monthly Client Reports				L		P			
Prepare and Issue Monthly SQE Reports				P	L				

Task	- Site Manager	- Construction Manager	- State SQE Manager	- Project Manager (PM)	- Site Manager (SM)	- Contract Administrator (CA)	- Project Coordinator / Site Supervisor	- Construction Worker 1	- Construction Worker 2
Prepare, monitor, update and Financial Calendar				P		L			
Prepare, monitor, update and Security Bonds				P		L			
Prepare and Issue Monthly Cheops Reporting				P		L			
Prepare, monitor, update and Progress Claims				P		L			
Prepare, monitor, update and Issue Cash Flow				P		L	P		
Prepare, monitor and update Risk and Opportunity Register (Project \ Stakeholder)				L	P	P			
Prepare / Update Contingency report				P		L			
Prepare Monthly Cost Report as per established format (ongoing through month with regularly input)				L		P			
Prepare, monitor and update Weekly Programs				P	L		P		
Prepare, monitor and update 4 weekly programs				P	L		P		
Track activities on programme ; Master Programme to be visible on Wall				L	P		P		
Prepare, monitor, update and display Staging Plan (Site or Office wall).				P	L				
Subcontractor programmes to be developed				L	P		P		
Prepare, monitor and update Commissioning Programme				P	P		L		
Prepare, monitor and update Master Program (electronic)				L	P		P		
Collate and Issue Fortnightly Programs to subcontractors.				L	P				
Issue Updated Master program to Subcontractors / Client				L	P		P		
Track critical path activities				P	L		P		
Prepare, monitor and update EOT / Delay Register				P	P	P			
Substantiate EOT / Delay Claims				P	P	P			
Prepare schedules to ensure the timely completion of design services for projects.				L	P	P			
Meeting Schedule to be developed and issued to all parties				L					
Project Control Group Meeting	P	P		L					
Client / Consultant Meeting				L	P		P		
Subcontractor Meetings				P	L		P		
Design Meetings (Hindmarsh lead meetings or involvement)				L	P		P		
Internal Programming / Production Meeting - Construction program				L	P				
Site Safety Committee Meeting				P	L		P		
Staff/ Team Meeting		P		L	P	P	P	P	P
Site pre start meeting (Compulsory)				P	L		P		
Group/work team OH&S discussions				L	P	P	P	P	P
Liaise with Local Authorities / Emergency / Electrical / Water/				P	L		P		
Safety									
Safety Management Plan Requirements									
Prepare, monitor and update Safety Management Plan			P	L	P	P	P		
Prepare, monitor and update Project Risk Assessment			P	P	L	P	P		
Ensure each Management Plan reflects and supports the current Project and Teams Needs			P	L	P	P	P		
Completion of reports in support of Objectives and Targets (Onsite data entry)			P	P	L	P	P		
Ensure the Project team are aware and understand Company Objectives and Targets			P	L	P	P	P	P	P
Identification of any client / contractual Project Objectives and Targets			P	L	P				
Accountable for all Safety matters across the state	L		P	P					
Ensure the Project SMP is complied with (entire team)	P	P	P	L	P	P	P	P	P
Identify Legislative and Regulatory requirements relevant to Project operations.			P	P	L				
Review Legislative and Regulatory requirements relevant to Project operations.			P	P	L				
Ensure all relevant contractor documentation is forwarded for work permit approval per Project Risk Assessment				P	L		P		
Review and ensure all Safe Work Method Statements reflect Risks identified and appropriate controls, ensure relevant legislation / regulations are acknowledged			P	P	L				
Ensure any training completed at project level is documented and relevant forms completed and forwarded to HR				L	P	P	P	P	P
Identification of any skill gaps at project level, arrangement of training ID and ensuring training is completed				L	P	P	P	P	P
Conduct Site Specific Inductions					L				
Maintenance of all Induction (including Visitor) Records and Registers					L				
Ensure all workers performing work on site complete site induction				P	L				
Conduct Visitor Inductions					L				
Seek and review Plant Risk Assessments (Hindmarsh or subcontractor assessments)					L				
Complete Weekly SQE Report				P	L				
Ensure registers for plant, electrical, equipment, maintenance associated with Hindmarsh equipment are current.					L				
Maintain the Hindmarsh Plant Register and associated Plant Risk Assessments and Service / Check logs					L				
Perform periodic spot checks on contractors to ensure Plant and Equipment records, including risk assessments, are current and adequate					L				
Review Safety Management Plan and associated documents / sub plans / risk profiles			P	L	P				
Identification and management of any Health Surveillance Requirements			P	L	P				
Completion of Federal Safety Reports			P	L					
Completion of Monthly Internal Project Report			P	L	P	P	P	P	P
Reporting of Incidents (entire team)	P	P	P	L					
Completion of Incident Reports			P	L	P	P	P	P	P
Action Incident Investigation			P	L	P				
Ensure Regulatory Notification where required in the event of notifiable Incident			P	L	P				
Other Safety Requirements									
Prepare, monitor and update Emergency Management Plan			P	L	P				
Review and update Hazardous Substance Register & MSDS & Risks Assessments				P	L				
Manage and monitor to site and subcontractor OHSE Requirements				P	L				
Evaluate OH&S performance of subcontractors				P	L	P	P		
Attend Sub contractor tool box meetings randomly					L				
Initiate and coordinate OH&S awareness activities or presentations			P	L	P				
Consult on and resolve OH&S issues			P	L	P				
Administer first aid to injured persons					L				
Assist with return to work and rehabilitation processes			L	P	P				

Task	- State Manager	- Construction Manager	- State SQE Manager	- Project Manager (PM)	- Site Manager (SM)	- Contract Administrator (CA)	- Project Coordinator / Site Supervisor	- Construction Worker 1	- Construction Worker 2
Emergency Management									
Prepare, monitor and update Project Emergency Management Plan			P	L	P	P			
Nominate Chief Emergency Warden CEW (confirming competency)				L	P		P		
Nominate First Aiders (ensure adequate number of personnel per workers)				L	P				
Ensure Dangerous / Hazardous goods or substances are stored as per MSDS				P	L				
Ensure MSDS records are maintained and available				P	L				
Ensure Hazard / Substance Register is up to date				P	L				
Document any client / contractual emergency requirements within the EMMP				L	P				
Display Rehabilitation / Employee Assistance Flow Chart in Site Sheds				P	L				
Display Incident Reporting Flow Charts in Site Sheds				P	L				
Ensure statutory reporting requirements are understood and documented within the EMMP				L	P				
Record First Aid, Medical, Lost Time Injury Treatments - Via Monthly SQE Report				L	P				
Emergency Personnel will have training booked to meet requirements where required or where unforeseen training				L	P	P			
Emergency and First Aid Equipment will be determined and placed as per CEW assessment				L	P				
Display EMMP Appendices within site sheds				L	P				
Track and records number of workers on site				L	P				
Induct all workers into the EMMP and its requirements				L	P				
Discuss / invite / forward emergency plans to local authorities for input / feedback / approval				L	P				
Coordinate Emergency Drills				P	L				
Document Emergency Drills and Findings associated with Emergency Equipment Tests, Exit signage, paths of travel and				P	L				
Ensure all emergency documents / records are maintained as per the EMMP				P	L				
Traffic Management									
Prepare, monitor and update Project Traffic Management Plan				L	P				
Overall Accountability of TTMP including reporting to MCO & Client Representative				L	P				
Responsible for ensuring compliance with TTMP (all employees)	P	P	P	L	P	P	P	P	P
Inclusion of Traffic Management requirements in induction					L				
Ensure persons engaged in TTMP work are competent and adequately trained					L				
Identify and maintain TTMP Docs / Records as per project requirements					L				
Regularly monitors physical controls are maintained as per TTMP Drawing / Design					L				
Ensure performance of TTMP is reviewed, with suitable corrections where necessary					L				
Design of Temporary Road Layout / Signage and other requirements (maybe outsourced)					L				
Maintenance of TTMP Signs					L			P	P
Removal / Movement of TTMP Signage (maybe outsourced)					L				
Communication of changes in TTMP to relevant parties are effective and accurate					L				
Ensure all staff and subcontractors are aware of implementation & importance of TTMP					L				
Advise suppliers of TTMP requirements when supplier delivering to site					L				
Manage material handling & delivery requirements					L				
Quality Assurance									
Prepare, monitor and update Project Quality Plan				L	P	P	P		
Obtain, read and understand Quality Management Plan				L	P	P	P		
Document any QA related objectives and Targets				L	P	P	P		
Develop monitoring system for Project Quality Objectives and Targets				L	P	P	P		
Confirm QA Role and Resource allocation is adequate to support quality requirements				L	P	P			
Identify and Schedule any additional QA Training Requirements				L		P	P		
Identify and document any quality High Risks / Opportunities				L	P	P	P		
Confirm QA Document and Record Management Requirements				L	P	P	P		
Understand compliance requirements, auditing and inspections				L	P	P	L		
Determine Quality Reporting Requirements				L	P	P	L		
Provide a weekly summary status of RFI's / Shop drawings prior to project team meetings flagging critical items				L	P	P			
Develop and Document Communication Workflows				L		P			
Document Control									
Architectural							P		
Structural & Services							L		
Setup Aconex - user access, workflows, mail types, document management				P		P	L		
Establish Requestion for Information Workflow (aconex or flowchart)				P		P	P		
Issue Request For Information				P	P	P	P		
Establish Manage and Update Request for Information Register				P		P	P		
Consolidate RFI responses (& issue internally) including confirmation whether time or cost implication - Coordinated via				P	P	P	P		
Establish Engineer / Arch / Client Instruction workflow (aconex or flowchart)				P	P	P	P		
Establish Hindmarsh Site Instruction requirements / workflow (aconex or flowchart)				P	P	P	P		
Consolidate Instruction responses (& issue internally) including completion of Design Change Authority Form as				L	P	P	P		
Issue Site Instructions (SI)				P	P	L	P		
Establish Manage and Update Site Instruction Register				P		P	P		
Coordinate project documentation via Aconex (Drawings / Specifications)				P		P	P		
Mark (cloud) hard copy 'For Construction Drawings' with Site / Client Instructions or RFI				P	P	P	P		
Monitor shop drawings and ensure timely submission and approval				P	P	P	P		
Establish Prototype and Sample Register - Manage Submissions & approvals				P	P	P	P		
Action and or Close out Client / Consultants requests				P	P	P	P		
Action and or Close out Client / Hindmarsh Site Instructions				P	P	P	P		
Develop and document Project QA Strategy				L	P	P	P		
Determine and document Definable Features of Work				L	P	P	P		
Review Project Documentation (Specifications, drawings) and complete QAC Part 1				P	P	L	P		
Review Subcontractor QA Documentation using related QAC Part 2				P	P	P	L		
Develop and implement Hindmarsh ITPs as appropriate				P	P	P	L		
Develop and document Inspection (internal and external) processes				L	P	P	L		
Complete Notifications to Validating Consultants / Authorities				L	P	P			
Close out raised Inspection Actions				P	P	P	L		
Identify and Register Hindmarsh owned measuring equipment				P	P	P	L		

Task	- State Manager	- Construction Manager	- State SQE Manager	- Project Manager (PM)	- Site Manager (SM)	- Contract Administrator (CA)	- Project Coordinator / Site Supervisor	- Construction Worker 1	- Construction Worker 2
Obtain measure equipment register and calibration records from subcontractors					P		L		
Issue ARNs for Non-conforming product and services as required				P	P	P	P		
Issue ARNs for Corrective and Preventive Action requirements as required				P	P	P	P		
Monitor and ensure timely close out of ARNs				L	P	P	P		
Complete Design Change Authority Form for all scope changes				L		P	P		
Register and track to closure each Design Change Authority (Aconex or Design Change Register)				P	P	L	P		
Ensure Trade Procurement addresses QA requirements				L	P	P	L		
Complete inspection of goods received				P	L		P		
Seek completion of Client Satisfaction Survey (6 monthly)				L		P			
Continually review and update construction program				L	P	P	P		
Other QA Items									
Prepare, monitor and update commissioning Register				P		P	L		
Manage the technical compliance of services and commissioning data					P	P	L		
Review service documentation for compliance and errors / anomalies				P	P	P	L		
SA - Certification of Completion for Installation of Essential Safety Provisions Form 2 Development Act.				L		P	P		
Environment and Sustainability									
Prepare, monitor and update Project Environmental Plan			P	L	P				
Establish and document environmental objectives and targets			P	L	P				
Develop monitoring system for Project Env Objectives and Targets			P	P	L				
Confirm ENV Role and Resource allocation is adequate to support env requirements			P	L	P				
Identify and Schedule any additional ENV Training Requirements			P	L		P			
Review Legislative and Regulatory Register ensuring env requirements are identified			P	L	P				
Ensure understanding regarding legislative / regulatory access and monitoring			P	L	P	P	P		
Prepare, monitor and update Environmental Risk Profile			P	L	P				
Review and make project specific required Environmental Impact Guides			P	L	P				
Update and monitor Environmental Controls as nominated with Risk Profile and Environmental Impact Guides			P	P	L				
Understand incident reporting requirements and expectations			P	L	P	P			
Ensure Env Hazard Reporting requirements are understood and satisfactory to workers			P	P	L			P	P
Determine and document community / stakeholder communication requirements			P	L		P	P		
Determine and document env communication strategy			P	L		P	P		
Understand compliance requirements and expectations			P	L	P	P	P		
Inspect and monitor project specific env controls and processes. Document via Environmental and Sustainability Check			P	P	L	P	P	P	P
Issues ARNs where required to address Env requirements				P	L				
Determine and document env reporting requirements				P	P	P	L		
Confirm and Document env document and record Management Requirements				P	L		P		
Document available env reports				P	P		L		
Document Project information and particulars				P		L			
Determine and document subcontractor management processes				L	P	P			
Other Env Items									
Liase with community stakeholders as per environmental managment plan requiremnts			P	P	L				
Practical Completion									
Additional Client Requirements				L	P	P			
Prepare Powering up schedule					L	P	P		
Consolidate Defect Lists & Programme				P	P	P	P		
Action Defect Lists advise Subcontractors				P	P	P	P		
Generate & Close out internal defects lists				P	P	P	P		
Manage the submission of maintenance manuals				P		P	L		
Ensure works are completed in accordance with the documentation and AS Standards				L	P	P	P		
Formal handover to client				L	P	P			
Ensure adequate retention held prior to final claims (incl defects / NCR's)				P		L			
Client Satisfaction Survey				L	P	P			

LEGEND

L = Leadership / Complete Task (Accountable)

P = Participate in

M = Mandatory

Direct responsibility to complete the activity drawing on the advice & assistance provided by Provide technical and proactive assistance (physically help) to allow the person responsible to Company Mandatory Roles & Responsibility Requirement and cannot be deleted and may need

Highlights the respective Task is not applicable to the Project

Highlights Position is yet to be resourced

Highlights task is not a Hindmarsh Responsibility / Task may be complete by client / other

Signed Agreement - as tracked via Aconex

- State Manager
- Construction Manager (CM)
- Project Manager (PM)
- Site Manager (SM)
- Site Supervisor/QA
- Contracts Administrator (CA)
- State SQE Manager (SSM)
- Project Safety Advisor (PSA)
- Construction Worker (CW)
- Construction Worker (CW)

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APPENDIX D: LEGAL REQUIREMENTS

HINDMARSH
Leadership at work

LEGAL REGISTER
SAFETY - Acts, Regulations, Codes, Guides

NEW SOUTH WALES

Law and Code Title	Type	In force	Date Current	Status	Category	Sub- Category	Comments
Aboriginal Land Rights Act 1983	Act	1983	2018	Current	Environmental	heritage	
Abrasive blasting	Code of Practice	2012	2014	Current	Safety	Abrasive Blasting	
Amenity Tree Industry: Code of Practice	Code of Practice	1998	1998	Current	Safety	Tree Lopping	
Annual Holidays Act 1944	Act	1944	2016	Current	Employment	Employment	
Anti-Discrimination Act 1977	Act	1977	2018	Current	Employment	Employment	
ANZEC Guideline for Blasting	Guide	1990	1990	Current	Environmental	Blasting	
Apprenticeship and Traineeship Act 2001	Act	2001	2018	Current	Employment	Employment	
Border Railways Act 1922	Act	1922	2007	Current	Rail	Rail	
Building and Construction Industry Long Service Payments Act 1986	Act	1986	2018	Current	Employment	Employment	
Building and Construction Industry Security of Payment Act 1999	Act	1999	2017	Current	Commercial	Commercial	
Building and Construction Industry Security of Payment Regulation 2008	Regulation	2008	2018	Current	Commercial	Commercial	
Building Professionals Act 2005	Act	2005	2018	Current	Building	Building	
Building Professionals Regulation 2007	Regulation	2007	2019	Current	Building	Building	
City of Sydney Act 1988	Act	1988	2018	Current	Local Government	Local Government	
Civil Liability Act 2002	Act	2002	2019	Current	Civil law	Civil law	
Civil Liability Regulation 2019	Regulation	2019	2019	Current	Civil law	Civil law	
Coastal Management Act 2016	Act	2016	2018	Current	Environmental	Coast	
Commercial Arbitration Act 2010	Act	2010	2018	Current	Civil law	Civil law	
Confined Spaces	Code of Practice	2012	2016	Current	Safety	Confined Spaces	
Construction work	Code of Practice	2012	2014	Current	Safety	Construction	
Contaminated Land Management Act 1997	Act	1997	2019	Current	Environmental	Contamination	
Contaminated Land Management Regulation 2013	Regulation	2013	2013	Current	Environmental	Contamination	
Contractors Debts Act 1997	Act	1997	2009	Current	Commercial	Contracts	
Contracts Review Act 1980	Act	1980	2016	Current	Commercial	Contracts	
Control Of Work-Related Exposure To Hepatitis And Hiv (Blood-Borne) Viruses	Code of Practice	2004	NA	Current	Safety	Disease	CoP- under NSW OHS Act 2000
Crimes Act 1900	Act	1900	2019	Current	Criminal	Criminal	
Crown Land Management Act 2016	Act	2016	2019	Current	Environmental	land	
Crown Land Management Regulation 2018	Regulation	2018	2019	Current	Environmental	land	
Cutting and Drilling Concrete and Other Masonry Products	Code of Practice	1996	1996	Current	Safety	Cutting and Drilling	CoP- under NSW OHS Act 2000
Dangerous Goods (Road and Rail Transport) Act 2008	Act	2008	2018	Current	Safety	Chemicals/Transport	
Dangerous Goods (Road and Rail Transport) Regulation 2014	Regulation	2014	2019	Current	Safety	Chemicals/Transport	
Demolition work	Code of Practice	2012	2016	Current	Safety	Demolition	
Dividing Fences Act 1991	Act	1991	2018	Current	other	other	
Electricity Supply (Corrosion Protection) Regulation 2014	Regulation	2014	2017	Current	Energy Supply	Electrical	
Electricity Supply (General) Regulation 2014	Regulation	2014	2019	Current	Energy Supply	Electrical	
Electricity Supply (Safety and Network Management) Regulation 2014	Regulation	2014	2018	Current	Energy Supply	Electrical	
Electricity Supply Act 1995	Act	1995	2019	Current	Energy Supply	Electrical	
Employment Protection Act 1982	Act	1982	2016	Current	employment	employment	
Environmental Planning and Assessment Act 1979	Act	1979	2019	Current	Environmental	Planning	
Environmental Planning and Assessment Regulation 2000	Act	2000	2019	Current	Environmental	Planning	
Environmental Trust Act 1998	Regulation	1998	2018	Current	Environmental	heritage	
Environmentally Hazardous Chemicals Act 1985	Act	1985	2018	Current	Environmental	Chemicals	
Excavation work	Code of Practice	2012	2015	Current	Safety	Excavation	
Explosives Act 2003	Act	2003	2017	Current	Explosives	Explosives	
Explosives Regulation 2013	Regulation	2013	2017	Current	Safety	explosives	
Fair Trading Act 1987	Act	1987	2019	Current	Consumer	Commercial	

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NEW SOUTH WALES

Law and Code Title	Type	In force	Date Current	Status	Category	Sub- Category	Comments
Fair Trading Regulation 2012	Regulation	2012	2019	Current	Consumer	other	
First aid in the workplace	Code of Practice	2012	2016	Current	Safety	First Aid	
Formwork	Code of Practice	1998	NA	Current	Safety	Formwork	CoP- under NSW OHS Act 2000
Frustrated Contracts Act 1978	Act	1978	2015	Current	commercial	Contracts	
Gas Supply (Safety and Network Management) Regulation 2013	Regulation	2013	2017	Current	Energy Supply	Gas	
Gas Supply Act 1996	Act	1996	2018	Current	Energy Supply	Gas	
Hazardous Manual Tasks	Code of Practice	2012	2016	Current	Safety	Manual Tasks	
Heritage Act 1977	Act	1977	2018	Current	Environmental	heritage	
Heritage Regulation 2012	Regulation	2012	2018	Current	Environmental	heritage	
How to Manage and Control Asbestos in the Workplace	Code of Practice	2012	2016	Current	Safety	Asbestos	
How to Manage Work Health and Safety Risks	Code of Practice	2012	2012	Current	Safety	Risk	
How to Safely Remove Asbestos	Code of Practice	2012	2016	Current	Safety	Asbestos	
Implementation Guidelines to the NSW Code of Practice for Procurement: Building and	Guide	2013	2013	Current	Prequalification	Tendering	
Industrial Relations (Commonwealth Powers) Act 2009	Act	2009	2010	Current	Employment	Employment	
Industrial Relations (General) Regulation 2015	Regulation	2015	2019	Current	Employment	Employment	NSW Govt employees only
Industrial Relations (National System Employers) Order 2009	Regulation	2009	2018	Current	Employment	Employment	NSW Govt employees only
Industrial Relations Act 1996	Act	2012	2019	Current	Employment	Employment	NSW Govt employees only
Industrial Relations Advisory Council Act 2010	Act	2010	2014	Current	Employment	Employment	
Industrial Relations Commission Rules 2009	Rules	2009	2014	Current	Employment	Employment	
Interim Construction Noise Guideline	Guide	2009	2009	Current	Environmental	Noise	
Interpretation Act 1987	Act	1987	2018	Current	Safety	Interpretation	
Labelling of Workplace Hazardous Chemicals	Code of Practice	2012	2016	Current	Safety	Hazardous Substances	
Library Amendment Act 2019	Act	2019	2019	Current	Commerical	Commerical	
Long Service Leave Act 1955	Act	1955	2016	Current	employment	leave	
Managing electrical risks at the workplace	Code of Practice	2012	2016	Current	Safety	Electrical	
Managing Noise and Preventing Hearing Loss at Work	Code of Practice	2012	2016	Current	Safety	Noise	
Managing risks of hazardous chemicals	Code of Practice	2012	2014	Current	Safety	Hazardous Substances	
Managing risks of plant in the workplace	Code of Practice	2012	2014	Current	Safety	Plant	
Managing the Risk of Falls at Workplaces	Code of Practice	2012	2016	Current	Safety	Falls	
Managing the Work Environment and Facilities	Code of Practice	2012	2012	Current	Safety	Amenities	
Marine Pollution Act 2012	Act	2012	2017	Current	Environmental	Pollution	
Marine Pollution Regulation 2014	Regulation	2014	2015	Current	Environmental	Marine	
Moving plant on construction sites: Code of Practice	Code of Practice	2004	2004	Current	Safety	Plant	CoP- under NSW OHS Act 2000
National Environment Protection Council (New South Wales) Act 1995	Act	1995	2004	Current	Environmental	Environmental	
National Rail Corporation (Agreement) Act 1991	Act	1991	2010	Current	Safety	Rail	
NSW Code of Practice for Procurement	Code of Practice	2005	2005	Current	Prequalification	Tendering	
NSW Code of Practice for Procurement: Building and Construction	Code of Practice	2013	2013	Current	Prequalification	Tendering	
NSW Environmental Management Systems Guidelines	Guide	2013	2013	Current	Prequalification	Tendering	
NSW Government Aboriginal Participation in Construction Guidelines	Guide	2007	2007	Current	Prequalification	Tendering	
NSW Industrial Noise Policy	Policy	2000	2000	Current	Environmental	Noise	
NSW Work Health and Safety Management Systems and Auditing Guidelines	Guide	2013	2013	Current	Prequalification	Tendering	
Overhead protective structures	Code of Practice	1995	1995	Current	Safety	Overhead Protection	CoP- under NSW OHS Act 2000
Payroll Tax Act 2007	Act	2007	2018	Current	Employment	Employment	
Preparation of Safety Data Sheets for Hazardous Chemical	Code of Practice	2012	2012	Current	Safety	Hazardous Substances	
Preventing falls in housing construction	Code of Practice	2012	2014	Current	Safety	Falls	
Privacy and Personal Information Protection Act 1998	Act	1998	2017	Current	Employment	Employment	

NEW SOUTH WALES

Law and Code Title	Type	In force	Date Current	Status	Category	Sub- Category	Comments
Privacy and Personal Information Protection Regulation 2019	Regulation	2019	2019	Current	Employment	Employment	
Privacy Code of Practice (General) 2003	Code of Practice	2003	2017	Current	Employment	Employment	
Protection of the Enivronment Administration Regulation 2012	Regulation	2012	2012	Current	Environmental	Environmental	
Protection of the Environment Administration Act 1991	Act	1991	2018	Current	Environmental	Environmental	
Protection of the Environment Operations (Clean Air) Regulation 2010	Act	2010	2016	Current	Environmental	Environmental	
Protection of the Environment Operations (General) Regulation 2009	Regulation	2009	2019	Current	Environmental	Environmental	
Protection of the Environment Operations (Underground Petroleum Storage Systems)	Regulation	2014	2015	Current	Environmental	Environmental	
Protection of the Environment Operations (Waste) Regulation 2014	Regulation	2014	2018	Current	Environmental	Environmental	
Protection of the Environment Operations Act 1997	Regulation	1997	2018	Current	Environmental	Environmental	
Quality Management System Guidelines (for construction)	Guide	2013	2013	Current	Prequalification	Tendering	
Rail Infrastructure Noise Guideline	Guide	2013	2013	Current	Environmental	Environmental	
Rail Safety (Adoption of National Law) Act 2012	Act	2012	2018	Current	Safety	Rail Operation-Construction	
Rail Safety National Law (NSW)	Act	2012	2019	Current	Safety	Rail Operation-Construction	
Rail Safety National Law National Regulations 2012	Regulation	2012	2019	Current	Safety	Rail Operation-Construction	
Restraints of Trade Act 1976	Act	1976	2015	Current	Commerical	Commerical	
Road Obstructions (Special Provisions) Act 1979	Act	1979	2013	Current	Road Safety	Road Safety	
Road Obstructions (Special Provisions) Regulation 1990	Regulation	1990	1990	Current	Road Safety	Road Safety	
Road Rules 2014	Regulation	2014	2019	Current	Road Safety	Road Safety	
Road Transport (General) Regulation 2013	Regulation	2013	2019	Current	Road Safety	Road Safety	
Road Transport (Vehicle Registration) Regulation 2017	Regulation	2007	2019	Current	Road Safety	Road Safety	
Road Transport Act 2013	Act	2013	2019	Current	Road Safety	Road Safety	
Roads Act 1993	Act	1993	2018	Current	Road Work	Road Work	
Royal Botanic Gardens and Domain Trust Act 1980	Act	1980	2018	Current	Eviromental	Environmental	
Royal Botanic Gardens and Domain Trust Regulation 2013	Regulation	2013	2019	Current	Eviromental	Eviromental	
Safe design of structures	Code of Practice	2012	2014	Current	Safety	Design Safety	
Safe use of bulk solids containers and flatbed storage including silos, field bins and chaser bins	Code of Practice	2006	2006	Current	Safety	Bulk Solids Containers	CoP- under NSW OHS Act 2000
Safe use of pesticides in non-agricultural workplaces	Code of Practice	2006	2006	Current	Safety	Pesticides	CoP- under NSW OHS Act 2000
Safe Use of Synthetic Mineral Fibres	Code of Practice	1993	1993	Current	Safety	Hazardous Substances	CoP- under NSW OHS Act 2000
Safe work on roofs, Part 1 - Commercial and industrial buildings	Code of Practice	2009	2009	Current	Safety	Safety	CoP- under NSW OHS Act 2000
Skills and training in the construction industry	Guide	2013	2013	Current	Prequalification	Tendering	
Soil Conservation Act 1938	Act	1938	2018	Current	Eviromental	Environmental	
Spray painting and powder coating	Code of Practice	2015	2015	Current	Safety	Spray Painting	
Superannuation Act 1916	Act	1916	2018	Current	Employment	Employment	
Superannuation Administration Act 1996	Act	1996	2019	Current	Employment	Employment	
Superannuation Regulation 2016	Regulation	2016	2016	Current	Employment	Employment	
Sydney Water Act 1994	Act	1994	2019	Current	Environmental	Environmental	
Taxation Administration Act 1996	Act	1996	2019	Current	Commerical	Tax	
Technical Guidance	Code of Practice	2001	NA	Current	Safety	Aust Standards Various	CoP- under NSW OHS Act 2000
Trustee Act 1925	Act	1925	2018	Current	commerical	commerical	
Trustee Regulation 2015	Regulation	2015	2015	Current	Commerical	Commerical	
Tunnels Under Construction	Code of Practice	2006	2006	Current	Safety	Tunnels	CoP- under NSW OHS Act 2000
Waste Avoidance and Resource Recovery Act 2001	Act	2001	2018	Current	Eviromental	Environmental	
Water (Part 2 - General) Regulation 1997	Act	1997	2018	Current	Eviromental	Environmental	
Water Act 1912	Act	1912	2018	Current	Eviromental	Environmental	
Water Management (General) Regulation 2018	Act	2018	2019	Current	Eviromental	Environmental	
Water Management Act 2000	Act	2000	2019	Current	Eviromental	Environmental	

NEW SOUTH WALES

Law and Code Title	Type	In force	Date Current	Status	Category	Sub- Category	Comments
Water NSW Act 2014	Act	2014	2018	Current	Environmental	Environmental	
Water Savings Order 2005	Order	2005	2011	Current	Eviromental	Environmental	
Welding processes	Code of Practice	2012	2016	Current	Safety	Welding	
Work Health & Safety Act 2011	Act	2012	2017	Current	Safety	Safety	
Work Health & Safety Regulation 2017	Regulation	2017	2019	Current	Safety	Safety	
Work Health and Safety Consultation Cooperation and Coordination	Code of Practice	2012	2012	Current	Safety	Safety	
Workers Compensation Act 1987	Act	1987	2019	Current	Workers Compensation	Workers Compensation	
Workers Compensation Regulation 2016	Regulation	2010	2018	Current	Workers Compensation	Workers Compensation	
Workers' Compensation (Dust Diseases) Act 1942	Act	1942	2018	Current	Workers Compensation	Workers Compensation	
Workers' Compensation (Dust Diseases) Regulation 2018	Regulation	2018	2018	Current	Workers Compensation	Workers Compensation	
Working Near Overhead Powerlines	Code of Practice	2006	2006	Current	Power lines	Power lines	CoP- under NSW OHS Act 2000
Workplace Injury Management and Workers Compensation Act 1998	Act	1998	2018	Current	Workers Compensation	Workers Compensation	

APPENDIX E: EIG001; EROSION, SEDIMENT, SURFACE RUN OFF

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EIG001 – Soil Erosion, Sediment, Surface Run Off

Project Name:			
Revision:		**Date of Last Revision:**	
Reviewed by:			

1. PROCESS SUMMARY

To minimise the potential for erosion of the site and sedimentation in the adjoining properties, waterways, dams and drains.

2. OBJECTIVES

- No sedimentation of the adjoining properties, waterways, dams and drains.
- Minimal erosion on site;

3. DEFINITIONS

Not Applicable

4. RESPONSIBILITIES

Owner	Responsibility
Environmental Role	Is responsible for the construction and maintenance of the erosion and sediment control works. Is responsible (directly or indirectly) for cleaning and repairing erosion and sediment control works, and notifying the Project Manager of any failures.

5. PROCESS DESCRIPTION

5.1 Permits and Licenses

Not Applicable

5.2 Control Measures

The following control measures are to be fully operational and provide effective erosion control prior to disturbing adjacent ground and commencement of adjacent excavation.

Control or divert surface drainage entering the construction site	**Cross Box for Measures Relevant to Project**
Nominated resource to regularly assess the need for temporary run off control.	☐
Divert surface drainage by the installation of bunds, v-drains, swales and diversion channels.	☐
Install cut-off drains where long cut/fill battered slopes occur to control water run-off speed and erosion.	☐
Prevent sediment laden run-off entering adjoining areas, watercourses, drains and dams	☐
Construct silt traps (silt fences, straw bales) as necessary.	☐
Straw bales to be secured by two steel droppers.	☐
Ensure drain entry points are protected by silt socks or sand bags.	☐
Ensure silt traps are located at toe of stockpile batters.	☐
Protect exposed embankments using silt traps.	☐
Protect batter slopes with mulch, plant grass or plants.	☐
Seal off work areas prior to completing work each day by rolling and grading to ensure areas are free draining.	☐
Maintain minimum capacity of silt fences of 50% by regular removal of accumulated debris.	☐
Place material stockpiles clear of watercourses and storm water drain inlets and above normal highwater level of watercourses.	☐
Do not wash out trucks etc., within 20m of drainage system or natural watercourses.	☐

Prevent soil loss from disturbed areas through wind and water erosion	**Cross Box for Measures Relevant to Project**

Stage the works to minimise the amount of exposed areas.	☐
Strip topsoil immediately after clearing.	☐
Use stripped topsoil to rehabilitate other areas if possible.	☐
As a priority protect exposed embankments using silt fences and straw bales.	☐
Regularly water exposed surfaces where wind erosion may occur.	☐
Rehabilitate cleared areas ASAP.	☐
Grass exposed surfaces if exposed for an extended time.	☐

Prevent soil loss from stockpiles through wind and water erosion	**Cross Box for Measures Relevant to Project**
Regularly water exposed surfaces of stockpiles where wind erosion may occur.	☐
Construct swales around stockpiles as necessary.	☐
Stockpile materials away from drainage lines and cleared areas.	☐

Minimise damage and erosion by site traffic	**Cross Box for Measures Relevant to Project**
Plan and establish access and haul roads with agreement local authorities and client.	☐
Existing tracks or final road alignment to be used whenever possible.	☐
Avoid construction of parallel and multiple tracks.	☐
Restrict vehicular movement over cleared areas.	☐
Adequate signage to be in place to ensure safe movement of vehicles and to discourage access away from haul roads.	☐
Maintain water quality.	☐
Test surface water quality to ensure discharge offsite to waterways complies with contract and regulatory requirements.	☐
Check weather forecast prior to priming, sealing and painting activities and ensure bonding or other controls are in place to limit contamination of waterways.	☐

5.3 Monitoring

- Inspect the erosion and sediment control devices weekly and before and after a significant storm event.
- Observe the erosion and sediment control devices daily to ensure correct functioning and placement and that available capacity is adequate.
- Observe any signs of erosion or sedimentation after every significant storm event and once per week at other times.
- If applicable inspect adjacent properties, waterways, dams, drains for the presence of silt, contaminates, litter, erosion.
- Undertake water sampling if required by the contract or by regulator.

5.4 Emergency Response

Please refer to the project's *Emergency Management Plan (EMP)* for information regarding emergency preparedness and response. The project-specific Emergency Management Plan ensures Hindmarsh controls, and assesses Emergency preparedness elements as required for the project.

Specific to this EIG, in the event of any significant failure of the erosion and sediment control devices:

- The Environmental Role is to reinstate the erosion and sediment control works as soon as practical.
- If failure constitutes a threat to the environment and or an adjoining waterway, the Site Manager is to follow incident reporting procedures as detailed within 5.5

5.5 Incident Reporting

Refer to the *Injury, Illness and Incident Management and Reporting* flow chart for detailed guidance regarding the management and reporting of injuries, illness and incidents.

Procedures and processes referenced within the above mentioned document address the following:

- Detailed definitions
- Reporting responsibilities and obligations (both internal and external)
- Incident Reporting responsibilities and expectations
- Site and or National Investigation requirements
- Corrective and Preventive Action
- Analysis of data \ findings (including Objectives \ Targets status)

6. RECORDS

Keep written record showing:

- *Weekly Environmental & Sustainability Checksheet*

7. REFERENCES

Internal References	Compass Ref No.
Environmental Management Plan	C-PRE-M005
Environmental Risk and Opportunity Profile	C-PRE-F016

External References

Document Title	Section	Date \ Revision
Refer to ENV Risk Profile for external resource references		

APPENDIX F: EIG004; NOISE EMMISSIONS

HINDMARSH
Leadership at work

EIG004 – Noise Emissions

Project Name:			
Revision:		**Date of Last Revision:**	
Reviewed by:			

1. PROCESS SUMMARY

To limit the level of noise generated by the construction works so that it does not cause an environmental nuisance to nearby residents and the general public. The following contains advice on managing and monitoring noise levels associated with site works.

2. OBJECTIVES

To provide monitoring information and advice to ensure that noise levels experienced on site and surrounding the site can be adequately managed. Specifically:

- To minimize \ avoid adverse noise impacts associated with the day to day operations of plant, machinery and task through construction methods and management measures.
- Comply with relevant EPA requirements
- Comply with local or site specific requirements.

Target:

- To monitor noise prior to start at pre-selected locations so that background noise levels can be established and compared against throughout the project life.
- Monitor noise levels generated from plant and equipment and construction activities.
- Maintain noise levels below the accepted rise from the original readings (at surrounding locations).
- Noise complaints that are received from neighboring facilities are dealt with in an appropriate and timely manner.
- To minimise the occurrence of noise complaints associated with the site works from adjacent occupied areas, facilities and neighbors.

3. DEFINITIONS

Not Applicable

4. RESPONSIBILITIES

Owner	Responsibility
Environmental Role	The Environmental Role (or delegated resource) is responsible for the continual monitoring of noise levels on the site.

5. PROCESS DESCRIPTION

5.1 Permits and Licenses

Where construction activities require permits these must be obtained prior to works commencing – e.g. working outside of hours as stated by local Environmental Protection Authority.

5.2 Impacts

Excessive noise levels can result in a serious nuisance, hearing damage (noise induced hearing loss and tinnitus etc) and loss of usability of site areas and surrounding facilities.

5.3 Noise Generating Activities

	Cross Box for Measures Relevant to Project
Movement and reversing alarms of construction equipment, plant trucks, site vehicles;	☐
Materials equipment loading and unloading;	☐
Use of equipment such as concrete cutter, circular saws, nail guns, jack hammer, hand tools, generators , compressors;	☐
Mobile plant such as Concrete pumps, Agitators, Vibrators, crane operations;	☐

5.4 Control Measures

	Cross Box for Measures Relevant to Project
Complete Noise Study. Including establishment of 'normal' noise levels at the site prior to construction commencing.	☐
Working hours to be in accordance with contractual and legislative limitations.	☐
Execute noise generating tasks within the project central area rather than along perimeters, i.e. do not drop rubbish into bins and or loads into trucks from excessive heights or without due care.	☐
Coordinate site works to maximise the use of existing site features as sound barriers where possible.	☐
Install temporary or project life hoardings along sensitive areas such as solid panels in preference to mesh panels.	☐
Install temporary, mobile sound barriers or enclosures around noisy tasks, activities and or plant such as	☐

brick saws. Possible use of 6mm plywood on timber framing with no gaps at joints or corners. The inside of enclosure lined with sound absorption material (e.g. perforated foil faced fiberglass). These enclosures may be moved as required to achieve maximum benefit for the nearest affected premises, building and or user.	
Induction training will address noise awareness, noise sensitive areas and the need to make as little noise as possible, such as avoiding shouting and whistling.	☐
All site personnel must adhere to site safety rules in relation to hearing PPE when operating or in the vicinity of noise generating plant or equipment when other hierarchy of controls has been eliminated.	☐
Care shall be taken not to drop materials ensuring no peak noise events occur, including materials from a height into a truck or skip.	☐
Traffic controllers will prevent queuing, idling or reversing near noise sensitive receivers.	☐
No music radios or music generating devices are permitted on site	☐
Plant and Equipment Controls	☐
Vehicle warning devices such as horns are only to be used in case of emergency or where there is imminent threat of danger.	☐
All plant and equipment to be regularly serviced in accordance with manufacturers' specification.	☐
Eliminate noisy work practices, shut down plant and do not leave it idling unnecessarily, substitute for something that does not generate as much noise.	☐
Generators and or other noisy plant are to be situated to minimise noise disturbance to local residents and the general public.	☐
Noisy equipment to be removed from site.	☐
Trucks and plant to follow approved, designated transport routes.	☐
Ensure silencers and enclosures are intact, rotating elements of plant and equipment is balanced, loose bolts are tightened, and frictional noise is reduced through lubrication and cutting noise reduced by maintained sharp equipment.	☐
Use only necessary power to complete the task at hand. The correct tool, plant and or equipment for the activity.	☐
Ensure equipment is fitted with adequately maintained silencers \ mufflers which meet the design specifications.	☐
Plant known to emit noise strongly in one direction shall be orientated so that the noise is directed away from noise sensitive areas where practicable.	☐
Trucks to be loaded within legal limits for travel on public roads.	☐
Where possible plant and equipment to be selected with lowest noise rating or to have silencing and noise suppression equipment fitted.	☐
Other	☐
Use of BBS-TEK Backalarm or similar system	☐
Acoustically enclose generators and compressors where possible	☐
Off site access is to be located as far away as possible from noise sensitive receivers	☐

5.5 Monitoring

General

Observation of noise levels from equipment, vehicles and operation during working hours

Monitoring Devices

To be determined as soon as possible prior to site works commencing.

Noise Monitoring Location Plan:

To be completed as soon as possible prior to site works commencing.

5.6 Emergency Response

- Cease noisy work and consider alternative methods.
- Repair or service noisy equipment.

The above tasks may be included within the *Emergency Management Plan*. This document may be attached to the *Emergency Management Plan*.

5.7 Incident Reporting

Refer to the *Injury, Illness and Incident Management and Reporting* flow chart for detailed guidance regarding the management and reporting of injuries, illness and incidents.

Procedures and processes referenced within the above mentioned document address the following:

- Detailed definitions
- Reporting responsibilities and obligations (both internal and external)
- Incident Reporting responsibilities and expectations
- Site and or National Investigation requirements
- Corrective and Preventive Action
- Analysis of data \ findings (including Objectives \ Targets status)

5.8 Training

- All Hindmarsh Site Staff to be inducted into the *Environmental Management Plan*.

- Relevant Personnel to complete Manger / Supervisor Training in Noise Management this may include a basic grasp of noise terminology, methods of noise measurement, knowledge of current Acts and Regulations OHS&E.
- All site contractors to be inducted into the site specific induction.

6. RECORDS \ REPORTING (as required)

- *Weekly SQE Inspection,*
- *Weekly Environmental & Sustainability checklist,*

In the event of a complaint record the following via the Action Required Notification:

- A complaint or the recording of successive excessive noise levels above the determined surrounding levels may result in the following corrective actions being implemented
- Address complaint and respond with and implement proposed mitigation measures
- Retraining , removal, re induction, review
- Monitor updated control measures for effectiveness

7. REFERENCES

Internal References	**Compass Ref No.**
Environmental Management Plan	C-PRE-M005
Environmental Risk and Opportunity Profile	C-PRE-F016
Equipment Calibration Register	C-PRE-F007
Weekly Environmental & Sustainability Checksheet	C-CON-F019
Environmental Noise Monitoring Report	C-CON-F030
Emergency Management Plan	C-PRE-M004

External References		
Document Title	**Section**	**Date \ Revision**
Refer to ENV Risk Profile for external resource references		

APPENDIX G: EIG007; STORAGE, MAINTENANCE, REFUEL

HINDMARSH
Leadership at work

EIG007 – Storage, Maintenance, Refuel

Project Name:			
Revision:		**Date of Last Revision:**	
Reviewed by:			

1. PROCESS SUMMARY

Minimise contamination of the soil or waters on and in the vicinity of the work caused by oil or fuel leak or spillage.

2. OBJECTIVES

No contamination of the soil or waters on and in the vicinity of the works

3. DEFINITIONS

Not Applicable

4. RESPONSIBILITIES

Owner	Responsibility
Environmental Role	The project team is to implement the fuels, chemicals and waste management procedures. All project team members are to notify the Project Manger of any significant breaches. The Environmental Role may inspect storage facilities and work practices and report non-conformances.

5. PROCESS DESCRIPTION

5.1 Permits and Licenses

Not Applicable

5.2 Control Measures

The following nominated control measures are as follows:

	Cross Box for Measures Relevant to Project
Carry out maintenance in designated area only. Designated areas to be located away from vegetation if possible.	☐
A hydrocarbon spill kit to be maintained and located close to designated maintenance, storage and refueling area.	☐
An Emergency Response Plan to be prepared and employees be inducted in its application.	☐
Specific personnel to be trained in the efficient deployment of the spill kit.	☐
Refueling location to be such that there is no possibility of discharge into a natural watercourse or storm water system in the event of accidental spillage.	☐
Fuel and oil storage facilities to be established in accordance with the requirements of AS1940. Storage facilities to be located away from watercourses and areas prone to flooding or tidal areas.	☐
If fuel storage tank is used place the tank on a clay platform surrounded by a clay or plastic lined earth bund sized to accommodate any potential spills.	☐
Any spills are to be rendered harmless and collected for treatment and disposed of at designated site including cleaning materials, absorbents and contaminated soils.	☐
Waste oil to be stored on site in a secure area and periodically removed from site to a licensed re-cycling facility. Refueling of machinery and vehicles to be carried out in a manner which prevents spills.	☐
Any maintenance or servicing of machinery and vehicles to be undertaken in accordance with best practice guidelines to minimise the potential for site contamination through oil or fuel leakage.	☐
Used oil filters to be drained overnight and disposed to a regulated waste facility.	☐
Maintain plant and vehicles so they have no oil/ fuel leaks.	☐

5.3 Monitoring

- Weekly inspection of the containment bunds and identify location of any spills
- Observation of plant maintenance and refuelling activities and identification of any spills and oil/fuel leaks.

5.4 Emergency Response

- Advise the Supervisor or Site Engineer and the spill response team.
- Cease work contain the spill, cleanup and correct disposal in accordance with the Emergency Response Plan.
- If the failure does not involve an environment threatening spillage review the control measures and amend as necessary.
- Identify the contaminant and ensure current removal and disposal as per legislative requirements.
- If the failure involves an environmental threatening spillage immediately notify parties as necessary in accordance with the Emergency Response Plan.

The above tasks are to be included within the *Emergency Management Plan*. This document may be attached to the *Emergency Management Plan.*

5.5 Incident Reporting

Refer to the *Injury, Illness and Incident Management and Reporting* flow chart for detailed guidance regarding the management and reporting of injuries, illness and incidents.

Procedures and processes referenced within the above mentioned document address the following:

- Detailed definitions
- Reporting responsibilities and obligations (both internal and external)
- Incident Reporting responsibilities and expectations
- Site and or National Investigation requirements
- Corrective and Preventive Action
- Analysis of data \ findings (including Objectives \ Targets status)

6. RECORDS

Keep written record showing:

- *Weekly Environmental & Sustainability Checksheet*,
- Other:
  - Incident reports of spills and their corrective actions.
  - Record any preventive actions undertaken.

7. REFERENCES

Internal References	Compass Ref No.
Environmental Management Plan	C-PRE-M005
Environmental Risk and Opportunity Profile	C-PRE-F016

External References		
Document Title	**Section**	**Date \ Revision**
Refer to ENV Risk Profile for external resource references		

APPENDIX H: EIG008; STORAGE, HANDLING OF HAZARDOUS / DANGEROUS SUBSTANCES / MATERIALS

HINDMARSH
Leadership at work

EIG008 – Storage, Handling Hazardous / Dangerous Substances / Materials

Project Name:			
Revision:		**Date of Last Revision:**	
Reviewed by:			

1. PROCESS SUMMARY

To eliminate, reduce and manage the storage and use of hazardous substances so as to prevent contamination of the soil and water or drains on and in the vicinity of the works.

2. OBJECTIVES

The elimination, reduction and management of toxic and harmful substance due to project works resulting in no contamination of the soil, water or drains on and in the vicinity of the works.

3. DEFINITIONS

Not Applicable

4. RESPONSIBILITIES

Owner	Responsibility
Environmental Role	The environmental role (or delegated resource) is to inspect storage facilities adjoining waterways, dams and drains and work practices and report non-conformances.

5. PROCESS DESCRIPTION

5.1 Permits and Licenses

Not Applicable

5.2 Control Measures

The following nominated control measures are as follows:

	Cross Box for Measures Relevant to Project
Material Safety Data (MSD) Sheets to be readily available and accessible for all hazardous substances used on site.	☐
Where particularly dangerous substances are used or stored, the MSD Sheets must be displayed at the storage area.	☐
Workers are to be made aware of the types, usage and storage requirements of hazardous substances found on site	☐
Hazchem signs to be displayed as necessary.	☐
The control, usage, transportation and storage of hazardous substances must be in accordance to manufacturers' instructions and any license requirements.	☐
Hazardous substances to be stored neatly in a secure container.	☐
Segregation requirements of hazardous substances to be complied with.	☐
All containers, carrying hazardous substances, to be clearly and correctly labeled.	☐
Storage areas for fuel and other hazardous substances to be placed away from watercourses, drains or dams or downstream whenever possible	☐
Storage areas for fuel and other hazardous substances to be bunded to prevent discharge in the event of a spillage.	☐
As necessary bund areas where motors are placed to prevent discharge of fuel or oil into any nearby water facility (e.g., a pump placed next to a dam).	☐
Construct pollution traps as necessary at entrances into storm water drains (i.e. grated drains, site entry pits etc.).	☐
Carry out works involving use of large quantities of hazardous substances (e.g. spray sealing) only when rain is not anticipated in the immediate future.	☐
Spillage response kits to be ready and accessible at all times and monitored for replenishment of contents sufficient to clean up spillages and prevent discharge to watercourses dams and drains.	☐

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Superintendent to be notified of spillage of hazardous substances where a potential of environmental harm/impact can occur.	☐
Trucks or vehicles carrying hazardous substances to be appropriately licensed, signed and to carry the required shipping and emergency response documentation.	☐

5.3 Monitoring

- Weekly inspection of storage facilities.
- Observation of the location and bunding of pumps, refuelling locations storage areas etc.
- Observation of pollution controls in drains and watercourses

5.4 Emergency Response

- In accordance with emergency procedures in the Project Management Plan to contain any spill and prevent substances entering water courses, dams and drains.
- If the failure does not involve an environment threatening spillage review the control measures and amend as necessary.
- Identify the contaminant and ensure current removal and disposal as per legislative requirements.
- If failure constitutes a threat to the environment the Site Manager is to follow incident reporting procedures as detailed within 5.5

The above tasks are to be included within the *Emergency Management Plan*. This document may be attached to the *Emergency Management Plan.*

5.5 Incident Reporting

Refer to the *Injury, Illness and Incident Management and Reporting* flow chart for detailed guidance regarding the management and reporting of injuries, illness and incidents.

Procedures and processes referenced within the above mentioned document address the following:

- Detailed definitions
- Reporting responsibilities and obligations (both internal and external)
- Incident Reporting responsibilities and expectations
- Site and or National Investigation requirements
- Corrective and Preventive Action
- Analysis of data \ findings (including Objectives \ Targets status)

6. RECORDS

Keep written record showing:

- *Weekly Environmental & Sustainability Checksheet*

7. REFERENCES

Internal References	Compass Ref No.
Environmental Management Plan	C-PRE-M005
Environmental Risk and Opportunity Profile	C-PRE-F016

External Reference

Document Title	Section	Date \ Revision
Refer to ENV Risk Profile for external resource references		

APPENDIX I: INJURY, ILLNESS AND INCIDENT MANAGEMENT REPORTING

Incident Management

COMPASS » Construction » Construction » Project Delivery » Incident Management

This procedure identifies Hindmarsh requirements for incidents occuring at the workplace so as to learn from these in order to prevent recurrence.

Step	Control Requirements	Responsibili
Immediate Action	Provide first aid to injured person and/or make site safe where safe to do so. In the event of an emergency the **Emergency Management Plan (EMMP)** shall be implemented in accordance with the Emergency Management procedure. In the event of a Critcial Incident provide immediate notification to your line manager. The CEO shall be repsonsible for activating the **Crisis Management and Recovery (CMR) Plan** in accordance with the Emergency Management procedure. The following events are defined as Critical Incidents: - Fatalities; - Serious negative business occurences; - Serious management failure, fraud or misconduct; - Serious perceptual damage to Hindmarsh's reputation; - An escalating incident of any kind; or - any situation declared by the Chief Executive Officer (CEO).	Project Manager
Incident Classification	The Incident Classification table and the **SQE Definitions** shall be used to assist with incident classification, notification, investigation and reporting requirements:	Project Manager

Incident Classification	Business Reportable	State Reportable	Project Reportable
Safety	Notifiable Incident Dangerous Incident/Occurrence Lost time injury (LTI) or illness	Medical treatment injury (MTI) or illness First aid treatment - Investigation Required Near Miss Incident (not regulatory reportable)	First aid treatment - No Investigation Required (eg minor lacerations, splinter removal etc)
Environmental	Environment damage with remedy costs >$50,000	Environment damage with remedy costs <$50,000	Insignificant or no impact on environment
Property	>$50,000 property damage, costs to remedy or repair	>$1,000 property damage, costs to remedy or repair	<$1,000 property damage, costs to remedy or repair
Notification Timeline	Verbally within 1 hour Entered in OnSite within 24 hours	Entered in OnSite within 2 working days	
Automatic OnSite Notification	- CEO - National SQE Manager - State Manager Construction - State SQE Manager - Project Manager	- National SQE Manager - State Manager Construction - State SQE Manager - Project Manager	- N/A
External Notification	- Regulatory Authority - OFSC for LTI (Scheme/ Non-Scheme Projects)	- OFSC for MTI (Scheme Project Only)	- N/A
Investigation	- Incident Report to be completed in OnSite within 20 days by SQE Manager	- Incident Report to be completed in OnSite within 20 days by SQE Manager	- Investigate if FAI had potential to be State or Business Reportable
Incident Report Review/Signoff	- CEO - National SQE Manager - State Manager Construction - State SQE Manager - Project Manager	- State Manager Construction - State SQE Manager - Project Manager	- NA
Internal Reporting	Board Report		

Step	Control Requirements	Responsibili
Verbal Notification - Business Reportable Incidents	Each Manager shall be responsible for ensuring incidents involving employees, contractors and visitors are reported, investigated and corrective actions assigned and completed. Verbal notification shall be made within 1 hour of the incident as follows. Where a line manager is unavailable, the next line manager shall be contacted. 	Project Manager
Incident Reporting	Incidents shall be reported via Hindmarsh ONSITE >> SQE >> Incidents module ensuring Parts A to E are completed as appropriate: Part A - incident details, immediate actions and personnel involved and injury details; Part B - incident response and ouctomes; Part C - Root cause, corrective actions and level of action required; Part D - Witness statements; Part E - incident close out.	State SQE Manager
Investigation	The ONSITE Incident module contains approval workflows and digital signoffs that shall be used to assist SQE Managers conduct the investigation to identify causal factors and actions for improvement. ONSITE records information and associated documents relating to the incident. In certain circumstances (eg for Dangerous Incident/Occurrence) the SQE Systems Manager can engage the services of an investigator with higher order investigation training though an accredited RTO (eg ICAM training) to conduct or assist investigations. Where investigations identify improvement to Compass these shall be managed via the Continual Improvement procedure and communicated to relevant stakeholders. The Serious SQE Incident Alert may be used to communicate lessons learned for continual improvement opportunities. Information related to incidents, including Incident Reports and associated documents shall not be issued externally without CEO approval.	National SQE Manager
Incident Review and Lessons Learned	A Serious SQE Incident Alert may be issued within Hindmarsh to communicate lessons learned and actions required arising from: - Notifiable Incidents; - Dangerous Incidents / Occurrences; or - Critical Incidents where the Crisis Management and Recovery Plan has been enacted. Alerts may also be issued for relevant regulatory/industry alerts, or where directed via National SQE meetings to address relevant issues of recurring incidents. A review of Notifiable Incidents, Dangerous Incidents/Occurrences and Critical Incidents shall be conducted to determine the ongoing suitability and effectiveness of the incident management process. This shall be conducted with team input and suggestions for improvement identified within the incident sign off section in ONSITE > SQE > Incidents module. Improvements to how the **incident was managed** process was implemented shall be addressed through ONSITE > SQE > CAR's. Improvements to the management system **as a result of the review** shall be addressed through the Continual Improvement process.	National SQE Manager
Training - Incident Investigation	SQE Managers, trained in the Hindmarsh Incident Management procedure and ONSITE Incident module shall be repsonsible for leading incident investigations. **The SQE Training Matrix shall identify other employees requiring Incident Management training.**	State SQE Manager

APPENDIX J: ENVIRONMENT RISK AND OPPORTUNITY PROFILE

HINDMARSH
Leadership at work

Project Name: Eastern Creek

Developed & Assessed By: Stuart Bell
Reviewed & Approved By:

Environmental Risk Assessment

Aspect	Impact	Is this a Potential Impact? Y/N	Risk Assessment			Action to Control Potential Impact	Task Responsibility	HCA Sign Off	Monitoring
			Consequence	Likelihood	Risk Score				
Sediment and Erosion	Soil erosion	No	Severe	Very Likely	H-2	EIG002 - Disturbance Flora Fauna	Hindmarsh	Project Manager	SWMS Field Assessment
	Sediment	No	Severe	Very Likely	H-2	EIG002 - Disturbance Flora Fauna	Hindmarsh	Project Manager	SWMS Field Assessment
	Surface run off	No	Severe	Very Likely	H-2	EIG002 - Disturbance Flora Fauna	Hindmarsh	Project Manager	SWMS Field Assessment
HAZARD	Disturbance of flora and fauna	Yes	Minor	Very Likely	**M-17**	EIG002 - Install mesh and sand bags to prevent dirt and debris entering drains whilst re-creating sediment control dams	Hindmarsh	Compass	Compass
CRITICAL NOTE - Do not duplicate hazards as identifed on Tab 3 (eg public protection, site security). These hazards are standard and controls implemented inherantly protect client / other entities. Record here additional hazard as identified via consultation which are not already addressed by Tab 3.	Disturbance of aquatic flora and fauna	No	Major	Unlikely	**HM-9**	EIG002 - Disturbance Flora Fauna	Hindmarsh	Compass	Compass
	Spread of infectious plant, disease and/or weeds	No	Severe	Almost Certain	VH-1	EIG010 - Presence of Infectious Plant, Disease and/or Weeds	SQE Manager	SWMS Field Assessment	
	Noise emissions	No	Moderate	Possible	M-13	EIG004 - Noise Emissions	Hindmarsh	Compass	
	Atmospheric emissions	No	Moderate	Possible	M-13	EIG005 - Atmospheric Emissions	Hindmarsh	Compass	
	Vibration	No	Moderate	Possible	M-13	EIG006 - Vibration	Hindmarsh	Compass	
Storage and Handling of Materials and Substances	Leaks / spillage of materials or substances	Yes	Moderate	Possible	**M-13**	EIG007 - Storage, Maintenance, Refuel	Hindmarsh	Compass	Compass
	Leaks / spillage of hazardous materials or dangerous substances	No	Moderate	Possible	M-13	EIG008 - Storage Handling Hazardous / Dangerous Substances / Materials	Hindmarsh	Compass	Compass
	Contact with PCBs or contamination of surrounding soils and / or	No	Severe	Unlikely	HM-4	EIG018 - PCB Management	Hindmarsh	Compass	Compass
Community	Negative social impact	No	Severe	Very Likely	H-2	EIG012 - Disturbance Cultural Heritage	Hindmarsh	Project Manager	SWMS Field Assessment
	Disturbance of cultural or heritage items	No	Moderate	Unlikely	L-14	EIG012 - Disturbance Cultural Heritage	Hindmarsh	Compass	Compass
	Negative visual impact	No	Moderate	Possible	M-13	EIG014 - Visual Amenity	Hindmarsh	Compass	Compass
Land Contamination	Soil contamination in the vicinity of the site	Yes	Moderate	Possible	**M-13**	EIG013 - Land Contamination	Hindmarsh	Compass	Compass
	Contamination due to acid sulphate soils	No	Severe	Almost Certain	H-1	EIG018 - Acid Sulphate Soils	Hindmarsh	Project Manager	SWMS Field Assessment
	Contamination of soils / water due to ballast	No	Severe	Rare	HM-5	EIG017 - Ballast	Hindmarsh	Compass	Compass
Resource management	Energy consumption	No	Severe	Almost Certain	VH-1	EIG019 - Energy and/or Water Consumption	Hindmarsh	SQE Manager	SWMS Field Assessment
	Water consumption	No	Severe	Almost Certain	VH-1	EIG019 - Energy and/or Water Consumption	Hindmarsh	SQE Manager	SWMS Field Assessment
	Solid waste treatment	No	Moderate	Possible	M-13	EIG011 - Solid and/or Liquid Waste Recycling	Hindmarsh	Compass	Compass
	Liquid waste treatment	No	Severe	Almost Certain	VH-1	EIG011 - Solid and/or Liquid Waste Recycling	Hindmarsh	SQE Manager	SWMS Field Assessment
Potential Emergencies	This includes project specific potential emergencies that are ouside the standard EIG controls								
	Major Chemical Spill	No	Severe	Possible	H-3	**Emergency Management Plan EMMP Standing Orders, SWMS**	Hindmarsh	Project Manager	SWMS Field Assessment
	Major Waterway Pollution	No	Severe	Possible	**H-3**	**Emergency Management Plan EMMP Standing Orders , SWMS**	Hindmarsh	Project Manager	SWMS Field Assessment

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APPENDIX K:
EQUIPMENT CALIBRATION REGISTER

HINDMARSH
Leadership at work

Equipment Calibration Register

Calibration intervals
Measuring devices and tools shall be inspected, repaired and calibrated at regular intervals for proper operation and accuracy. A periodic measuring device and tool recalibration program shall be developed based upon the measurement equipment's stability, purpose, usage and environmental conditions. Using manufacturer guidelines calibration requirements will be detailed in the table below.

NOTE: Normal operating conditions do not include: Dropping, Overloading, Working outside the environmental conditions specified by the manufacturer, working in a severe operating condition.

In the event the device is suspected of being damaged, then the device shall be recalibrated immediately. In some instances damage is not readily discernable. Severe operating conditions involve a device being used in an operating environment that involves the potential for the device to lose its calibration due to frequent use, environmental conditions or rough handling. The Project Team will develop a schedule on recalibrating measuring devices that operate under severe operating conditions more frequently than the guidelines.

Measuring Devices

Element	On Site (Yes \ No)	Normal Operating Conditions (Yes \ No)	Name Device Is	Model	Serial Number Is	Initial Calibration Date	Calibrated By: (ensure all copies of calibration records are maintained on site)	Calibration Requirement (as Per Manufacturer Guidelines or as Scheduled by Project Team)	CMO Updated with Schedule Requirements (Yes \ No)
SAFETY AND ENVIRONMENT									
Dust Measuring Devices									
Noise Dose Meters									
Vibration meters									
WEATHER									
Weather Stations									
CONSTRUCTION \ QUALITY									
Laser Meters									
Survey Equipment									
PROJECT REQUIREMENTS									
N/A									

Record Management
All calibration records must be maintained on site.

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APPENDIX L: INCIDENT NOTIFICATION AND REPORTS REQUIREMENTS

INCIDENT NOTIFICATION AND REPORTING REQUIREMENTS

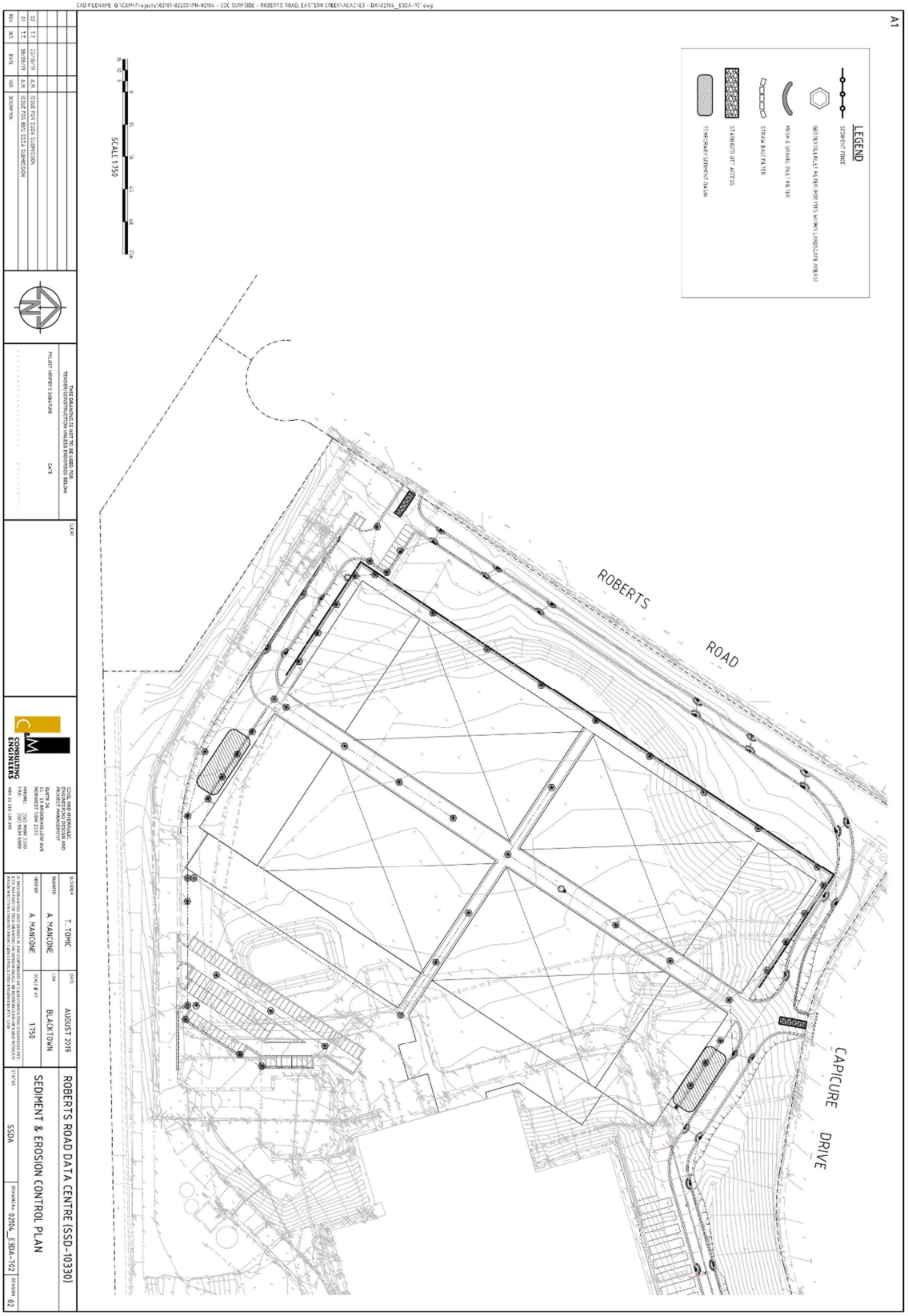
WRITTEN INCIDENT NOTIFICATION REQUIREMENTS

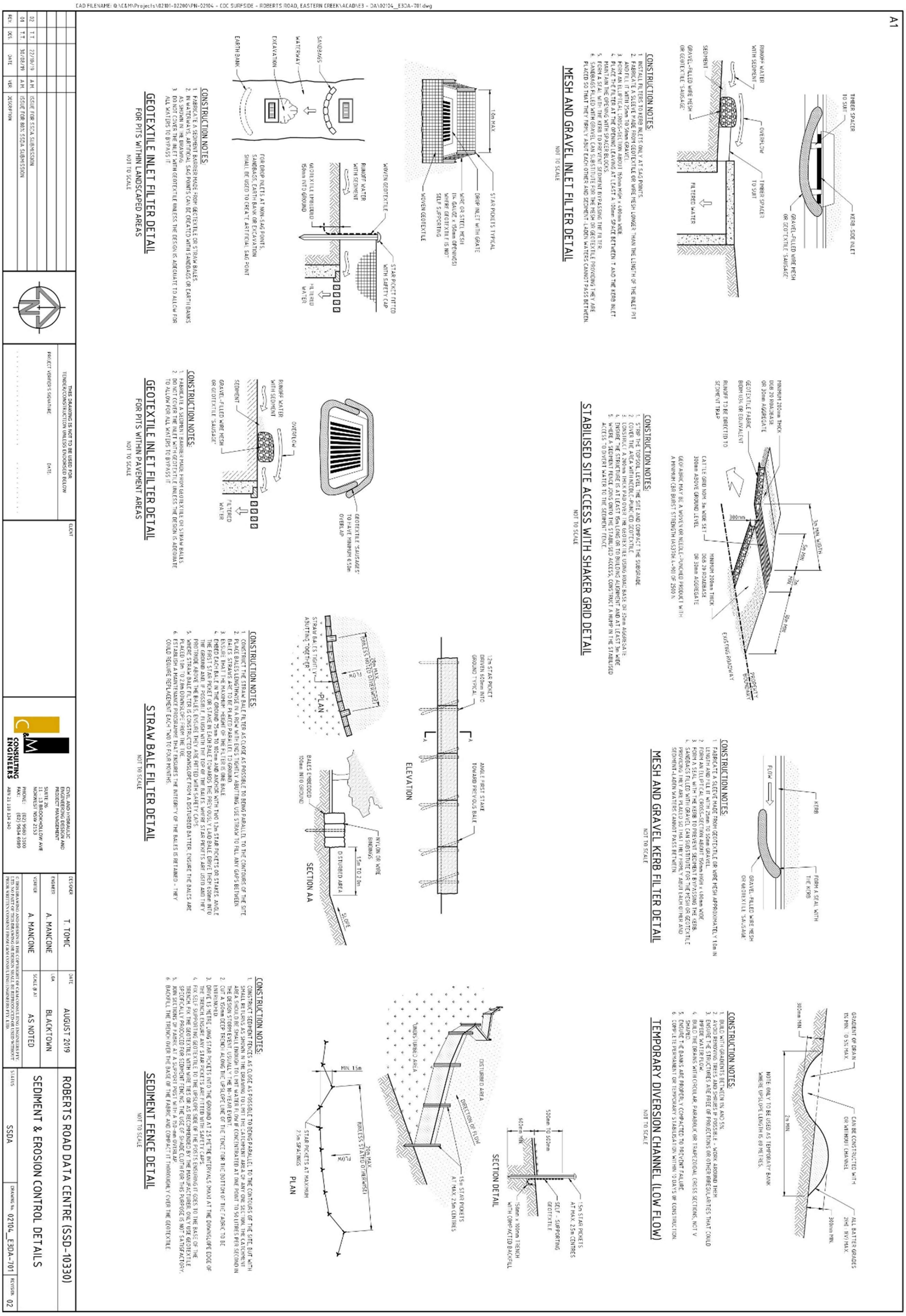
1. A written incident notification addressing the requirements set out below must be submitted to the Planning Secretary via the Major Projects website within seven days after the Applicant becomes aware of an incident. Notification is required to be given under this condition even if the Applicant fails to give the notification required under Condition C8 or, having given such notification, subsequently forms the view that an incident has not occurred.
2. Written notification of an incident must:
   a. identify the development and application number;
   b. provide details of the incident (date, time, location, a brief description of what occurred and why it is classified as an incident);
   c. identify how the incident was detected;
   d. identify when the applicant became aware of the incident;
   e. identify any actual or potential non-compliance with conditions of consent;
   f. describe what immediate steps were taken in relation to the incident;
   g. identify further action(s) that will be taken in relation to the incident; and
   h. identify a project contact for further communication regarding the incident.
3. Within 30 days of the date on which the incident occurred or as otherwise agreed to by the Planning Secretary, the Applicant must provide the Planning Secretary and any relevant public authorities (as determined by the Planning Secretary) with a detailed report on the incident addressing all requirements below, and such further reports as may be requested.
4. The Incident Report must include:
   a. a summary of the incident;
   b. outcomes of an incident investigation, including identification of the cause of the incident;
   c. details of the corrective and preventative actions that have been, or will be, implemented to address the incident and prevent recurrence; and
   d. details of any communication with other stakeholders regarding the incident.

APPENDIX M: GEOTECHNICAL REPORT

APPENDIX N: CONSTRUCTION TRAFFIC MANAGEMENT PLAN

APPENDIX O:
SEDIMENT EROSION CONTROL PLAN



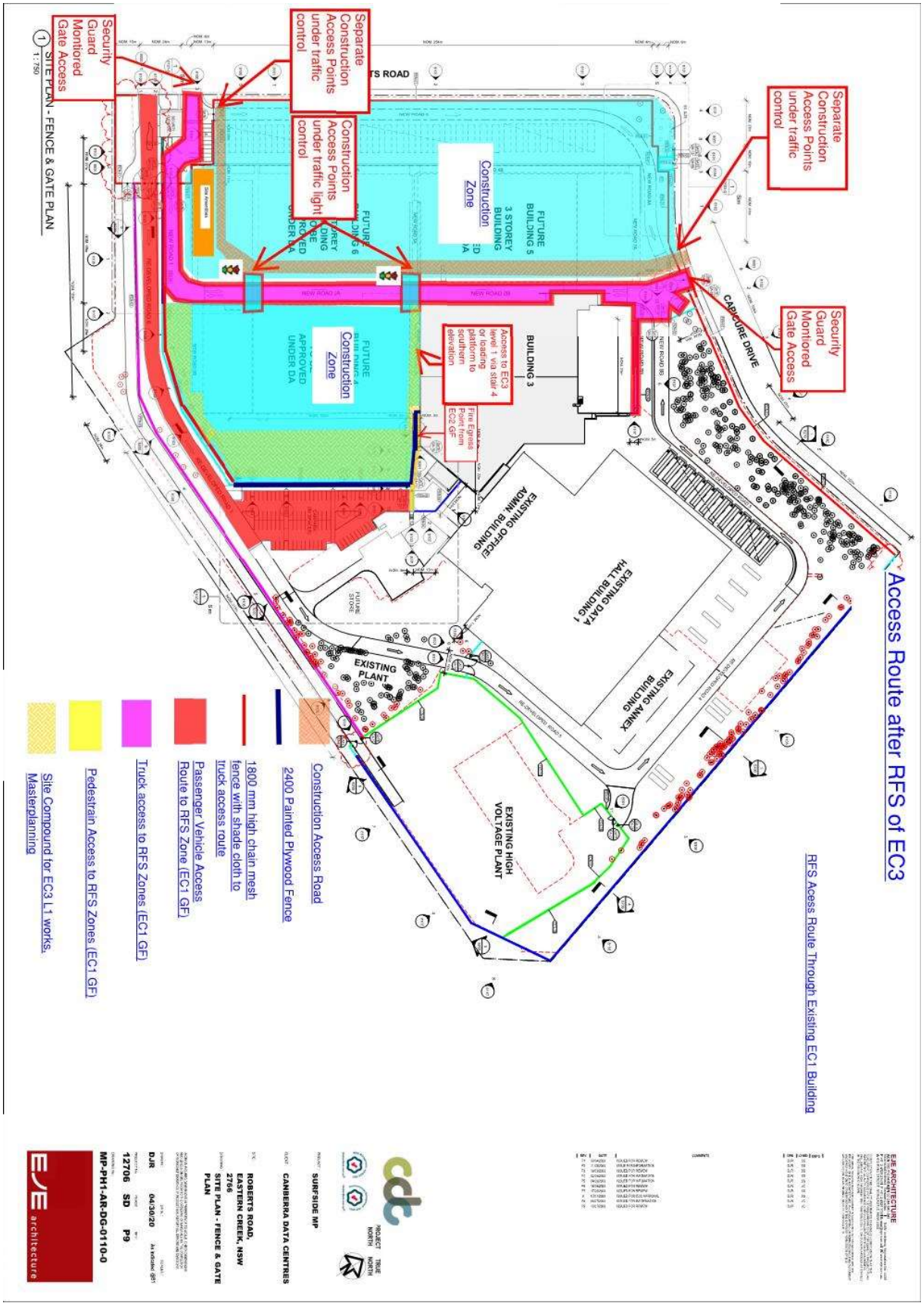

MESH AND GRAVEL INLET FILTER DETAIL
NOT TO SCALE
STABILISED SITE ACCESS WITH SHAKER GRID DETAIL
NOT TO SCALE
MESH AND GRAVEL KERB FILTER DETAIL
NOT TO SCALE
TEMPORARY DIVERSION CHANNEL (LOW FLOW)
NOT TO SCALE
GEOTEXTILE INLET FILTER DETAIL
FOR PITS WITHIN LANDSCAPED AREAS
NOT TO SCALE
GEOTEXTILE INLET FILTER DETAIL
FOR PITS WITHIN PAVEMENT AREAS
NOT TO SCALE
STRAW BALE FILTER DETAIL
NOT TO SCALE
SEDIMENT FENCE DETAIL
NOT TO SCALE
CONSULTING ENGINEERS
T. TOMIC
A. MANCONE
AUGUST 2019
BLACKTOWN
AS NOTED
ROBERTS ROAD DATA CENTRE (SSD-10330)
SEDIMENT & EROSION CONTROL DETAILS
SSDA
02104_E3DA-701
02

APPENDIX P: BIODIVERSITY DEVELOPMENT ASSESSMENT REPORT

APPENDIX Q:
EMERGENCY MANAGEMENT PLAN

APPENDIX R: WASTE MANAGEMENT PLAN

APPENDIX S: ACCOMMODATION AND AMENITIES MANAGEMENT PLAN



APPENDIX T:
STORMWATER MANAGEMENT PLAN

APPENDIX U:
SOIL AND WATER MANAGEMENT PLAN