



Environmental Management & Sustainability Plan (EMSP)

LINDFIELD LEARNING VILLAGE STAGE 2 – DRAFT REV02



HINDMARSH
Leadership at work

*Construction
Development
Retirement
Capital*

Table of Contents

1. Document Control – Revision History.....	5
1.1 Revision Status	5
1.2 Project Specifics.....	5
1.3 Approval for Implementation.....	6
1.4 EMSP Induction	6
2. Purpose and Scope of EMSP.....	6
2.1 Sustainability.....	7
2.2 Environmental Management System	7
2.3 Referenced Procedures and Documents	7
3. Project Information	9
3.1 Project Description	9
4. Environmental and Sustainability Strategy, Policy, Objectives and Targets	10
4.1 Strategy	10
4.2 Policy.....	10
4.3 Company Objectives and Targets.....	10
4.4 Project Objectives and Targets.....	10
5. Resource Management	10
5.1 Responsibility and Authority	10
5.2 Environmental Training Requirements	11
6. Compliance	11
6.1 Legislative \ Regulatory	11
6.2 Monitoring \ Changes to: Acts, Regulations, Code of Practice and Australian Standards (Subscription).....	11
6.3 Access to and communication of Legal Requirements / Australian Standards	12
7. Risk Management.....	12
7.1 Introduction	12
7.2 Environmental Aspects and Impacts.....	12
7.3 Environmental Impact Guides – EIG’s	13
7.4 Design and Review Changes	13
8. Hazard Reporting	14

9. Emergency \ Incident Management	14
9.1 Incident Management.....	14
10. Communication \ Consultation.....	15
10.1 Introduction	15
10.2 Meetings \ Representative \ Other Agreed Arrangements.....	16
10.3 Key Stakeholder, Community and Authorities Communications \ Consultation	16
10.4 Communication Summary	16
11. Induction and Visitor Management	18
11.1 Visitor Induction.....	18
12. Checking	18
12.1 Monitoring and Measurement	18
12.2 Non-conformity, Corrective and Preventive Action	19
12.3 Auditing.....	19
12.4 Inspection (evaluation of compliance).....	19
13. Reporting.....	20
13.1 Weekly Reporting Requirements	20
13.2 Monthly Reporting Requirements.....	20
13.3 Client & External Reporting Requirements.....	20
13.4 REGULATORY REPORTING REQUIREMENTS.....	20
14. Document and Record Management.....	20
14.1 Customised Compass Templates	22
15. Subcontractor Management	22
16. Project Environmental \ Sustainability Information & Particulars	22
16.1 Existing Environmental Conditions of Site.....	22
16.2 Dilapidation Report.....	23
16.3 Heritage \ Cultural Considerations	23
16.4 Geotechnical Report.....	23
16.5 Contamination \ Remediation Report	23
16.6 Additional Reports	23
16.7 Project Specific Sustainability Initiatives.....	24
16.8 Environmental Management Sub-Plans.....	24
16.9 Site Setup – Accommodation and Amenities Management	24

16.10 Storm Water \ Rainwater	24
16.11 Land Use and Ecology	24
16.12 Waste Management	24
APPENDIX A – ENVIRONMENTAL AND SUSTAINABILITY POLICY.....	25
APPENDIX B – ENVIRONMENTAL RISK AND OPPORTUNITY PROFILE.....	26
APPENDIX C – ENVIRONMENTAL FEATURES AND CONTROLS LAYOUT.....	27
APPENDIX D – ENVIRONMENTAL ROLES & RESPONSIBILITIES MATRIX.....	28

1. Document Control – Revision History

1.1 REVISION STATUS

Approved revisions to this document may be independently issued.

Date Issued	Revision	Details	Section	Page
03/08/2020	Draft – rev 1	EMSP development	All	All
13/09/2020	Draft- rev 2	Including additional appendices	All	All
22/09/2020	Draft- rev 3	Include Vibration and Noise Plan	16	25
14/10/2020	Final- Rev 4	Changes for SSDA	All	All

1.2 PROJECT SPECIFICS

Company Name:	Hindmarsh Construction Australia Pty Ltd
ABN:	15 126 578 176
Project:	Lindfield Learning Village Project
Project No:	2030
Location:	Lindfield Learning Village is located at: 100 Eton Road, Lindfield, NSW 2070
Client:	Department of Education
Contract:	GC 21 (Edition 2) Contract number SINSW
Work Description	Lindfield Learning Village - stage 2 refurbishment of the existing facilities, approximately 31,000m ² across 7 levels in a complicated floorplan and construction of additional accommodation for up to 2,000 students
Work Hours	<p>Normal Hours: Monday to Friday – 7:00am to 6:00pm Saturdays – 8:00am to 1:00pm Sundays and Public Holidays- No Works</p> <p>Extended Hours with Noise Constraints (SSDA Condition C5): Provided noise levels do not exceed the existing background noise level plus 5dB, works may also be undertaken during the following hours: Monday to Friday- 6pm to 7pm Saturdays- 1pm-3pm</p> <p>Construction activities may be undertaken outside of the hours above if:</p> <ul style="list-style-type: none">• by the Police or a public authority for the delivery of vehicles, plant or materials; or• in an emergency to avoid the loss of life, damage to property or to prevent environmental harm; or• where the works are inaudible at the nearest sensitive receivers; or• where a variation is approved in advance in writing by the Planning Secretary or his nominee if appropriate justification is provided for the works.
24 Hour Contact-Site Manager	Andrew Barkby 0414 899 334

1.3 APPROVAL FOR IMPLEMENTATION

This revision of the Environmental Management and Sustainability Plan (EMSP) has been reviewed by the Project Manager, it complies with environmental aspects of Compass (Doc No: 900-100-B004-(NAT)) 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 EMSP INDUCTION

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

Key elements of this EMSP 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 EMSP

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

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

This EMSP is intended to stand alone as the master document for the management of all site environmental activities. It should, however, be read in conjunction with other management plans, referenced appendices and documents, including;

- Project Management Plan (PMP)
- Emergency Management Plan (EMP)
- Safety Management Plan (SMP)
- Traffic Management Plan (TMP)
- Quality Management Plan (QMP)

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 EMSP 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 (Cert No: 258619-2018-AE-AUS-JAS-ANZ) and the NSW Government Environmental Management System Guidelines Edition 2. The system has been independently certified as meeting the requirements of both. Please refer to the Compass Manual (Doc No: 900-100-B004-(NAT)) for further information regarding the Hindmarsh Management System.

2.3 REFERENCED PROCEDURES AND DOCUMENTS

Documents, procedures, and forms supporting this EMSP have been referenced accordingly throughout this plan. Please refer to the Environmental Management and Sustainability Process Map (Doc No: 900-100-B004-(NAT)) for instruction and guidance information relating to these documents. Compass documents detailed within this plan are identifiable by title and are formatted in italics and underlined.

2.3.1 Client \ Project Specific Documents

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

Project Specific documents include the State Significant Development Application Dated **16/10/2020**. Application No: SSD 8114.

The Conditions within the consent which relate to the Environmental Plan include:

Condition	Condition requirements
Compliance	
A25	The Applicant must ensure that all of its employees, contractors (and their sub-contractors) are made aware of, and are instructed to comply with, the conditions of this consent relevant to activities they carry out in respect of the development.
Incident Notification, Reporting and Response	

A26	The Planning Secretary must be notified through the major projects portal immediately after the Applicant becomes aware of an incident. The notification must identify the development (including the development application number and the name of the development if it has one) and set out the location and nature of the incident.
A27	Subsequent notification must be given, and reports submitted in accordance with the requirements set out in Appendix 1.
Non-Compliance Notification	
A28	The Planning Secretary must be notified through the major projects portal within seven days after the Applicant becomes aware of any non-compliance. The Certifying Authority must also notify the Planning Secretary in writing to compliance@planning.nsw.gov.au within seven days after they identify any non-compliance.
A29	The notification must identify the development and the application number for it, set out the condition of consent that the development is non-compliant with, the way in which it does not comply and the reasons for the non-compliance (if known) and what actions have been, or will be, undertaken to address the non-compliance.
A30	A non-compliance which has been notified as an incident does not need to also be notified as a non-compliance.
Revision of Strategies, Plans and Programs	
A31	<p>Within three months of:</p> <ul style="list-style-type: none"> (a) the submission of a compliance report under condition B33; (b) the submission of an incident report under condition A27; (c) the submission of an Independent Audit under condition C37 ; (d) the approval of any modification of the conditions of this consent; or (e) the issue of a direction of the Planning Secretary under condition A2 which requires a review, <p>the strategies, plans and programs required under this consent must be reviewed, and the Planning Secretary and the Certifying Authority must be notified in writing that a review is being carried out.</p>
A32	If necessary to either improve the environmental performance of the development, cater for a modification or comply with a direction, the strategies, plans and programs required under this consent must be revised, to the satisfaction of the Planning Secretary or Certifying (where previously approved by the Certifier). Where revisions are required, the revised document must be submitted to the Planning Secretary and/ or Certifier for approval and/ or information (where relevant) within six weeks of the review.
Environmental Management Plan (EMP) Requirements	
B11	Management plans required under this consent must be prepared in accordance with relevant guidelines, including but not limited to the Environmental Management Plan Guideline: Guideline for Infrastructure Projects (DPIE April 2020)
Construction Environmental Management Plan (CEMP)	
	Prior to the commencement of construction, the Applicant must submit a Construction Environmental Management Plan (CEMP) to

B12	the satisfaction of Certifier and provide a copy to the Planning Secretary. The CEMP must include, but not be limited to, the following:
	(a) Details of:
	(i) hours of work;
	(ii) 24-hour contact details of site manager;
	(iii) management of dust and odour to protect the amenity of the neighbourhood;
	(iv) stormwater control and discharge;
	(v) measures to ensure that sediment and other materials are not tracked onto the roadway by vehicles leaving the site;
	(vi) groundwater management plan including measures to prevent groundwater contamination;
	(vii) external lighting in compliance with AS 4282-2019 Control of the obtrusive effects of outdoor lighting;
	(viii) community consultation and complaints handling;
	(b) Construction Traffic and Pedestrian Management Sub-Plan (see condition B13);
	(c) Construction Noise and Vibration Management Sub-Plan (see condition B14);
	d) Construction Waste Management Sub-Plan (see condition B15);
	(f) Bush Fire and Flood Emergency Response Sub-Plan (see condition B17);
(g) Construction Soil and Water Management Plan (see condition B18);	
(h) an unexpected finds protocol for contamination and associated communications procedure to ensure that potentially contaminated materials is appropriately managed;	
(i) an unexpected finds protocol for Aboriginal and non-Aboriginal heritage and associated communications procedure.	
(j) waste classification (for materials to be removed) and validation (for materials to remain) be undertaken to confirm the contamination status in these areas of the site;	

3. Project Information

3.1 PROJECT DESCRIPTION

Please refer the Hindmarsh Project Management Plan document, specific to this project, for detailed project description information.

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

4.1 STRATEGY

This EMSP is implemented in support of the Hindmarsh *Environmental and Sustainability Strategic Framework*, this strategy is to be communicated and made available to all workers at all times.

4.2 POLICY

The Hindmarsh Environmental and Sustainability 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.

4.3 COMPANY OBJECTIVES AND TARGETS

Current company environmental and sustainability objectives and targets are detailed within the *Environmental and Sustainability Strategic Framework*.

Hindmarsh objectives and targets established at company and project level are managed and maintained in accordance with *Company & Project Objectives & Targets – Maintenance, Management & Monitor* procedure.

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	93% of waste recycled	Contract Administrator	Status Report – Project Objectives and Targets.	Monthly

This project has no further additional environmental and or sustainability objectives and targets.

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 and Sustainability Plan (EMSP) is complied with, and objectives and targets

are met. To facilitate effective environmental management, specific responsibilities for implementing and supporting this EMSP have been assigned.

Please refer to the PMP Appendix C - *Roles and Responsibility Matrix*, for the project specific allocations.

Refer to extract in Appendix D for Hindmarsh's Environmental Roles & Responsibilities Matrix.

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).

Refer to the *Learning and Development Overview* document for further information regarding the relationship between company and project training processes.

5.2.1 Unforeseen Training Requirements

Where unforeseen training requirements have been identified by either: Risk Assessment, Training Review or other means, arrangements will be made to ensure the employee involved is appropriately trained. Any such training need identified is captured via the *Training ID \ Requirements Register*.

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.

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:

- SQE Management > Legal requirements procedure.
- [Legal Requirements](#) procedure.
- [Legal Register located on LLVS2 in Planning Documents.](#)

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 Compass these include:

- *EIG001-Soil Erosion, Sediment, Surface Run Off*
- *EIG002-Disturbance Flora Fauna*
- ~~*EIG003-Disturbance Aqua Flora Fauna*~~
- *EIG004- Noise Emissions*
- *EIG005- Atmospheric Emissions*
- *EIG006- Vibration*
- *EIG007- Storage, Maintenance, Refuel*
- *EIG008- Storage, Handling or Hazardous \ Dangerous Substances \ Materials*
- *EIG009- Social Impact*
- ~~*EIG010-Presence of Infectious Plant, Disease or Weeds*~~
- *EIG011- Solid and \ or Liquid Waste, Recycling*
- *EIG012- Heritage \ Culture Management \ Disturbance*
- ~~*EIG013- Land Contamination*~~
- ~~*EIG014- Visual Amenity*~~
- ~~*EIG016-Acid Sulphate Soils*~~
- ~~*EIG017-Ballast*~~
- ~~*EIG018- PCB Management*~~
- ~~*EIG019- Energy and or Water Consumption*~~

Note: EIGs relevant to this project are detailed within the *Environmental Risk and Opportunity Profile*

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 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 Modification 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/Hazard 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 (EMP) for information regarding emergency preparedness and response. The project-specific Emergency Management Plan (EMP) ensures Hindmarsh controls, and assesses Emergency preparedness elements as required for the project.

Please ensure the EMMP details when Environmental Emergency Drills will be conducted, this schedule must be completed and included within the EMMP. Emergency Drill reports must be completed.

Project Team members are to ensure they are familiar with this procedure and respective forms to ensure processes are well understood in the event of an incident occurring.

9.1 INCIDENT MANAGEMENT

Refer to the Incident Management Action Steps for detailed guidance regarding the management and reporting of environmental incidents. Procedures and processes referenced within the above-mentioned document address the following:

- document address the following: Detailed definitions (SQE Definitions)
- Action to be taken in the event of a management and reporting of environmental incidents.
- Additional reporting responsibilities and obligations associated with higher level injuries \ incidents
- 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)

Incident Classification	Business Reportable	State Reportable	Project Reportable
-------------------------	---------------------	------------------	--------------------

Environmental	Environment damage with remedy costs >\$50,000	Environment damage with remedy costs <\$50,000	Insignificant or no impact on environment
	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

A *Crisis Management and Recovery Plan* supports the injury, illness and incident management process.

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* (Doc No: 900-100-B004-(NAT)) 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 hazard
- 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:

- Inclusion of environmental issues in meetings;
- Other agreed arrangements, eg (detail what the specifics are)
 1. Daily Prestart Meetings
 2. Toolbox Meetings
 3. Site Induction
 4. Subcontractor \ Supervisor meetings
 5. Hazard Identification \ Reporting and Communication
 6. 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:

Detail here how stakeholder, community and authority communication \ consultation is to occur.

- Consultation includes the following:
 1. Details of the 24 Hours contact number for questions, concerns and complaints.
 2. If required, HCA to organise a letterbox drop detailing the proposed noisy work, the location of work, the days and dates of the work and the hours involved and the contact number of the Project Manager.
 3. Advice to Council and local Police if required to support current complaints managements
 4. Frequent liaison with the School Principal

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 may be contacted any time.

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 Construction Manager \ Client	48 hours if possible
Complaint response	Project Manager	State Manager Construction \ CLIENT	48 hours if possible
Extended working hours	Project Manager	CLIENT	and as per client requirements
Discovery of threatened fauna	Project Manager	State Manager Construction	48 hours if possible
Discovery of archaeological material incl heritage items	Project Manager	NSW Construction Manager \ CLIENT	48 hours if possible
Discovery of skeletal material	Project Manager	NSW Construction Manager \ CLIENT	24 hours if possible
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
EMP	Project Manager	Internal	As Required
Environmental CAR	Team	Project Manager	As Required
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	Monthly as required
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 (EMP) - Visitor Information*. Visitors to site are to acknowledge understanding of the Visitor Induction by the signing of the *I Acknowledgement 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.

12. Checking

12.1 MONITORING AND MEASUREMENT

Monitoring requirements for the project will be identified within the project specific *Risk Assessment* 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* 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 \ odour 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 NON-CONFORMITY, 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 Onsite Hazard Module,
- a Corrective Action Required form being raised and issued, or
- the completion of an Onsite Incident Module.

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 SQE Inspection C-CON-F035, 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 Project Risk Assessment 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
 1. Results of the Environmental & Sustainability Weekly or Daily Check Sheet are to be reported to the Project Manager
 2. The report is to be co-signed by the Project Manager
- [Detail other weekly project reporting requirements]

13.2 MONTHLY REPORTING REQUIREMENTS

- *Monthly Internal Project Report*
- *OnSite Database (Intranet)*
 1. Earthworks
 2. Structure
 3. Concrete (insitu and/or precast)

13.3 CLIENT & EXTERNAL REPORTING REQUIREMENTS

- Monthly Client Report (PCG report)

13.4 REGULATORY REPORTING REQUIREMENTS

EPA State Name: NSW Environmental Protection Authority Telephone: 131555

Email: info@epa.nsw.gov.au

Local Council: Ku-ring-gai Council

Telephone: (02) 9424 0000

Email: kmc@kmc.nsw.gov.au

In the event of a reportable environmental incident the Project Manager (PM) refer to the incident management section of this Plan for guidance regarding the management and reporting of environmental incidents.

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:	Project Manager	Permanent
	<ul style="list-style-type: none"> Performance Targets and Measurements Contact and Service Provider Information 	Site Manager	Permanent
	<u>Site Diary – Site Manager \ Foreman</u>	Project Manager	Permanent
	<u>Site Diary – SQE (where required)</u>	HR Manager	Permanent
	Inspection Records	Project Manager	Permanent
	Training Records – Including Qualifications held by individuals	Project Manager	Permanent
	All formal correspondence with stakeholders	Project Manager	Permanent
	Meeting Minutes	Environmental Coordinator	Permanent
	Complaint records		
	Audit reports (including internal review reports)		
Weekly Environmental & Sustainability Check sheets			
Induction Records			
Legislative \ Regulatory	<u>Legal Register</u>	Project Manager	Permanent
Approvals, Permits and Licenses	Any Approvals, Permits and Licenses	Project Manager/Site Manager	Permanent
Construction Waste management	Waste tracking docket Waste disposal receipts	Site Manager Site Manager	Permanent Permanent
Hazardous Substance	Copies of MSDS's	WHS Supervisor	Permanent
Corrective Action Request	Copies of issued corrective action \ Action Required Notifications Log of corrective actions	Project Manager Project Manager WHS Supervisor	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:

- Toolbox talks and attendance registers
- Environmental Risk Assessment
- Project Risk Assessments
- Safe Work Method Statements (SWMS)
- 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 and abide by all statutory requirement mentioned in this EMSP.

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

Dilapidation Report completed by Ausdilaps on 8th September 2020.

16.3 HERITAGE \ CULTURAL CONSIDERATIONS

The following documents are included as part of this Environmental Management and Sustainability Plan to address the heritage significance of the project:

1. Heritage Façade Specification completed by Urbis
2. Review of Environmental Factors completed by Urbis
3. Conservation Management Plan completed by Urbis
4. Schedule of Significant Elements completed by Urbis

If surface disturbance identifies a new Aboriginal object, all works must halt in the immediate area to prevent any further impacts to the object(s). A suitably qualified archaeologist and the registered Aboriginal representatives must be contacted to determine the significance of the objects. The site is to be registered in the Aboriginal Heritage Information Management System (AHIMS) which is managed by EES Group and the management outcome for the site included in the information provided to AHIMS. The Applicant must consult with the Aboriginal community representatives, the archaeologists and EES Group to develop and implement management strategies for all objects/sites. Works shall only recommence with the written approval of EES Group.

16.4 GEOTECHNICAL REPORT

The following documents are included as part of this Environmental Management and Sustainability Plan to address the geotechnical requirements of the project:

1. Geotechnical Report completed by STS GeoEnvironmental

16.5 CONTAMINATION \ REMEDIATION REPORT

The following documents are included as part of this Environmental Management and Sustainability Plan to address the contamination/remediation of the project:

1. Hazardous Materials Risk Assessment completed by GreenCap
2. Asbestos Survey Report completed by WSP
3. Targeted Asbestos Investigation Report completed by Greencap
4. Unexpected Finds Protocol completed by P.Clifton & Associates

16.6 ADDITIONAL REPORTS

Other additional reports include:

1. Noise Impact Assessment completed by White Noise
2. Proposed Extended Construction Hours- Noise Impact Statement completed by White Noise
3. Arboricultural Impact and Tree Risk Assessment completed by McArdle Arboricultural Consultancy
4. Addendum Arboricultural Impact and Tree Risk Assessment completed by McArdle Arboricultural Consultancy
5. Biodiversity Management Plan completed by BlackAsh

16.7 PROJECT SPECIFIC SUSTAINABILITY INITIATIVES

Not Applicable

16.8 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):

1. Emergency Management Plan
2. Waste Management Plan completed by EcoPlanning
3. Construction Traffic and Pedestrian Management Plan completed by Transport and Traffic Planning Associates
4. Construction Noise and Vibration Plan completed by White Noise
5. Construction Soil and Water Management Plan completed by Birzulis
6. Construction Bushfire Protection completed by Stephen Grubits & Associates
7. Bushfire Emergency and Evacuation Plan completed by Blackash
8. Flood Emergency Management Plan completed by EFWW

16.9 SITE SETUP – ACCOMMODATION AND AMENITIES MANAGEMENT

A site Layout Plan has been provided including site amenities

16.10 STORM WATER \ RAINWATER

Storm water is to include rainwater, surface water, ground water, subsoil water and artesian water.

16.10.1 Storm Water Quality

Refer to Soil and Water Management Plan

16.10.2 Storm Water Quantity

Refer to Soil and Water Management Plan

16.10.3 Rainwater Harvesting

Not Applicable

16.11 LAND USE AND ECOLOGY

Not Applicable

16.12 WASTE MANAGEMENT

Imported Soil must include a classification that only that only VENM, ENM, or other material approved in writing by EPA is brought onto the site. Hindmarsh Construction and its subcontractor are to keep accurate records of the volume and type of fill to be used and make these records available to the Certifier upon request.

All waste generated during construction must be assess, classified and managed in accordance with the Waste Classification Guidelines Part 1: Classifying Waste (EPA, 2014).

APPENDIX A – ENVIRONMENTAL AND SUSTAINABILITY POLICY



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

WARNING – Uncontrolled when printed! Refer to COMPASS for the latest version.

Authorised by: CEO
Maintained by: SQE
Last Revision Date: 16 January 2020

Next Review Date: January 2023
Current Version: 3.0
Page 1 of 1

APPENDIX B – ENVIRONMENTAL RISK AND OPPORTUNITY PROFILE

Other environmental related Risk Profiles created for this project include:

- Refer to planning document- project risk assessment.

Due to the size and type of the above-mentioned documents please request a copy of this document from a Hindmarsh representative

APPENDIX C – ENVIRONMENTAL FEATURES AND CONTROLS LAYOUT

Refer to appendix documents:

- 16.8 (5) Soil and Water Management Plan

APPENDIX D – ENVIRONMENTAL ROLES & RESPONSIBILITIES MATRIX



Project Roles and Responsibility Matrix

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

Project Name : LINDFIELD LEARNING VILLAGE STAGE 2

Project Revision Number : 01

Date 17-Sep-20

IMPORTANT NOTE - BOTH the Project Manager and the relevant employee MUST be satisfied with allocated roles / responsibilities, this includes ensuring the employee has satisfactory competencies to support agreed responsibilities. Where a competency / skill gap has been identified please refer to the Learning and Development Procedure - for further action requirements

Task	Company Positions			Standard Project Positions / Roles						
	Site Manager	Construction Manager	Site O&E 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 & PS	Reports to PM	Reports to PM	Reports to PM	Reports to SM	Reports to SM	
Initials of Person Holding Position										
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	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 sheet			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 management plan requirements			P	P	L					

LEGEND

L = Leadership / Complete Task (Accountable)
 P = Participate in
 M = Mandatory

Direct responsibility to complete the activity drawing on the advice & assistance provided by other
 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