

30 November 2009

To Whom It May Concern,

Tyree Building, UNSW - Confirmation of Head Contractor Environmental Management Requirements

As part of its commitment to obtain a Green Star Education Design rating for the Tyree Building located at the University of NSW (UNSW) campus, AECOM can confirm that UNSW have committed to engaging a Head Contractor with ISO14001 accreditation.

ISO14001 is a worldwide management tool which provides an instrument to control environmental impacts and improve environmental performance. Through the requirement of ISO14001 certification, this ensures that appropriate management procedures to minimise or avoid potential adverse impacts associated with construction works are considered throughout the development stage.

The engaged Head Contractor will hold valid ISO14001 Environmental Management Systems accreditation and will be required to ensure that any subcontractors relevant to the project will adhere to applicable ISO14001 requirements.

As part of the Head Contractor's contractual requirements, they are required to compile a comprehensive and project-specific Environmental Management Plan (EMP) for the works in accordance with Section 4 of the NSW Environmental Management System guidelines (1998) as well as a site specific Construction Management Plan. The EMP will be undertaken in accordance with the attached checklist.

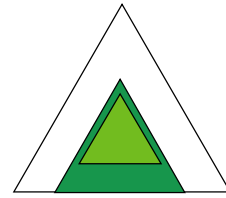
In addition to the EMP requirements, the Head Contractor will also be contractually required to recycle or reuse a minimum 80% (by mass) of all demolition and construction waste during the building phase and provide documented evidence (in the form of waste disposal receipts and reports) to UNSW on a minimum quarterly basis.

Yours faithfully



Linda Slechta
Environmental Scientist
linda.slechta@aecom.com

Direct Dial: +61 2 8295 4483
Direct Fax: +61 2 9262 5060



What elements must be included in an EMP?

The scope of an EMP may vary, depending on the scale and environmental impact of the project.

For all projects

All EMPs should include at least the following four elements:

Commitment and policy

- 1 Objectives of the EMP.

Planning

- 2 A listing of the environmental aspects and impacts associated with the work, including:
 - specific undertakings arising from the environmental impact assessment;
 - consent conditions;
 - pollution control approvals and any conditions attached to the approvals;
 - statutory obligations; and
 - environmental risks.

Implementation

- 3 Documentation of the measures to be taken to manage the identified aspects and impacts. These measures are subject to approval by the responsible agency and in compliance with the tender documents.
- 4 A clear indication of the respective environmental responsibilities of the contractor and subcontractors.

For major projects

Typical contents of an EMP for major projects, ie. projects estimated to cost more than \$10 million, would include the four elements already listed, as well as the additional elements below.

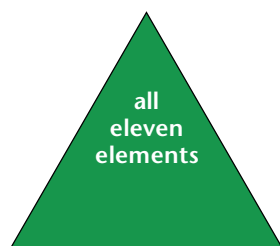
Implementation

- 5 Assignment of corporate responsibilities for implementing, maintaining or monitoring each environmental requirement.
- 6 Assignment of individual responsibilities for implementing, maintaining or monitoring each environmental requirement.
- 7 Procedures and instructions for implementing, maintaining or monitoring each environmental requirement.
- 8 Administrative and supervisory arrangements, responsibilities and accountabilities (eg. supervisory protocols; provision of a site environmental manager; management of subcontractors, training of site staff; submission of regular reports on the implementation of the EMP; compliance bonds and penalties for non-compliance).
- 9 Cross-references to other environmental management documents (eg. landscape plans, soil and water management plans, statements of heritage significance, incident management plans).
- 10 Emergency response procedures.

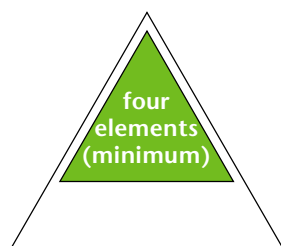
Measurement, evaluation and review

- 11 Monitoring and audit procedures including provisions for corrective action.

Projects over \$10M

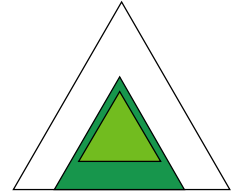


All projects



Appendix C

Environmental Management Plan audit checklist



This checklist has been designed to assist government construction agency staff in auditing contractors' Environmental Management Plans. It may also assist contractors in developing their Environmental Management Plans.

Answering some of these questions may require specialist knowledge. It is the responsibility of the agency's auditor to seek this specialist advice. Where this is not available, the auditor should at least verify that the contractor has adhered to the Plan as documented.

Minimum requirements

Does the EMP include

- ☐ A statement of objectives?
- ☐ A listing of the environmental aspects and issues associated with the work?

Do the environmental aspects and issues listed include:

- ☐ Specific undertakings arising from the environmental impact assessment?
- ☐ Consent conditions?
- ☐ Pollution control approvals and any conditions attached to the approvals?
- ☐ Statutory obligations?
- ☐ Environmental risks?

Does the EMP include

- ☐ Documentation of the measures to be taken to manage the identified aspects and issues? *(These measures are subject to compliance with the tender documents.)*
- ☐ A clear indication of the respective environmental responsibilities of the contractor and subcontractors?
- ☐ **Can it be demonstrated that all personnel are familiar with the EMP and can understand it?**

Key to symbols used in check-boxes

✓ = **Yes**

✗ = **No**

O = **Not applicable**

(This symbol may be used where necessary)

Enhancements

Does the EMP include the following, as applicable to the nature and scope of the project?

- ☐ Assignment of corporate responsibilities for implementing, maintaining or monitoring each environmental requirement.
- ☐ Documented procedures and instructions as well as assignment of individual responsibilities for implementing, maintaining or monitoring each environmental requirement *(list all environmental requirements)*.
- ☐ Administrative and supervisory arrangements, responsibilities and accountabilities:
 - ☐ supervisory protocols
 - ☐ provision of site environmental manager
 - ☐ management of subcontractors
 - ☐ training of site staff
 - ☐ submission of regular reports on the implementation of the EMP
 - ☐ compliance bonds and penalties for non-compliance
 - ☐ cross-references to other environmental management documents
 - ☐ landscape plans
 - ☐ erosion control plans
 - ☐ statements of heritage significance
 - ☐ incident management plans
 - ☐ OHS&R management
 - ☐ quality management
 - ☐ monitoring and audit procedures including provisions for corrective action
 - ☐ emergency response procedures.