



# Environmental Management & Sustainability Plan (EMP)

ORAN PARK PUBLIC AND ORAN PARK HIGH SCHOOL REV 2

Construction  
Development  
Retirement  
Capital



**HINDMARSH**  
Leadership at work

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# Table of Contents

<b>1. Document Control – Revision History .....</b>	<b>5</b>
1.1 Revision Status .....	5
1.2 Project Specifics.....	5
1.3 Approval for Implementation .....	5
1.4 EMP Induction .....	5
<b>2. Purpose and Scope of EMP .....</b>	<b>6</b>
2.1 Sustainability .....	6
2.2 Environmental Management System .....	7
2.3 Referenced Procedures and Documents .....	7
<b>3. Project Information .....</b>	<b>13</b>
3.1 Description (Scope).....	13
3.2 Staging of the SSD Construction .....	13
<b>4. Environmental and Sustainability Strategy, Policy, Objectives and Targets .....</b>	<b>14</b>
4.1 Strategy .....	14
4.2 Policy .....	14
4.3 Company Objectives and Targets.....	14
4.4 Project Objectives and Targets .....	14
<b>5. Resource Management.....</b>	<b>15</b>
5.1 Responsibility and Authority .....	15
5.2 Environmental Training Requirements .....	15
<b>6. Compliance .....</b>	<b>16</b>
6.1 Legislative \ Regulatory .....	16
6.2 Monitoring \ Changes to: Acts, Regulations, Code of Practice and Australian Standards (Subscription) .....	16
6.3 Access to and communication of Legal Requirements / Australian Standards .....	16
<b>7. Risk Management.....</b>	<b>17</b>
7.1 Introduction.....	17
7.2 Environmental Aspects and Impacts .....	17
7.3 Environmental Impact Guides – EIG’s .....	17
7.4 Design and Review Changes .....	18

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<b>8. Hazard Reporting .....</b>	<b>18</b>
<b>9. Emergency \ Incident Management.....</b>	<b>18</b>
9.1 Incident Management.....	19
<b>10. Communication \ Consultation .....</b>	<b>19</b>
10.1 Introduction.....	19
10.2 Meetings \ Representative \ Other Agreed Arrangements .....	20
10.3 Key Stakeholder, Community and Authorities Communications \ Consultation .....	20
10.4 Communication Summary .....	21
<b>11. Induction and Visitor Management .....</b>	<b>22</b>
11.1 Visitor Induction .....	22
<b>12. Checking .....</b>	<b>23</b>
12.1 Monitoring and Measurement .....	23
12.2 Nonconformity, Corrective and Preventive Action .....	23
12.3 Auditing .....	24
12.4 Inspection (evaluation of compliance).....	24
<b>13. Reporting .....</b>	<b>24</b>
13.1 Weekly Reporting Requirements .....	24
13.2 Monthly Reporting Requirements.....	24
13.3 Client & External Reporting Requirements .....	25
13.4 REGULATORY REPORTING REQUIREMENTS .....	25
<b>14. Document and Record Management.....</b>	<b>25</b>
14.1 Customised Compass Templates .....	26
<b>15. Subcontractor Management.....</b>	<b>26</b>
<b>16. Project Environmental \ Sustainability Information &amp; Particulars .....</b>	<b>27</b>
16.1 Existing Environmental Conditions of Site .....	27
16.2 Dilapidation Report.....	27
16.3 Heritage \ Cultural Considerations .....	27
16.4 Geotechnical Report.....	27
16.5 Contamination \ Remediation Report.....	28
16.6 Additional Reports .....	28
16.7 Project Specific Sustainability Initiatives .....	28
16.8 Environmental Management Sub-Plans.....	28

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16.9 Site Setup – Accommodation and Amenities Management.....	28
16.10 Storm Water \ Rainwater .....	29
16.11 Land Use and Ecology .....	29
16.12 Waste Management .....	29
<b>APPENDIX A – ENVIRONMENTAL AND SUSTAINABILITY POLICY .....</b>	<b>30</b>

# 1. Document Control – Revision History

## 1.1 REVISION STATUS

Approved revisions to this document may be independently issued.

Date Issued	Revision	Details	Section	Page
28 <sup>th</sup> August 2018	Final	EMP	All	All
26 <sup>th</sup> August 2019	Final	update to incorporate SSD7968 Mod 1 introduction, and the proposed staged handover of the project under Mod 2		

## 1.2 PROJECT SPECIFICS

<b>Company Name:</b>	Hindmarsh Construction Australia Pty Ltd
<b>ABN:</b>	15 126 578 176
<b>Project:</b>	Oran Park High School and Oran Park Public School Expansion
<b>Project No:</b>	2022
<b>Location:</b>	Oran Park Public School and Oran Park High School are co-located at: 390 South Circuit Oran Park, NSW 2570
<b>Client:</b>	Department of Education
<b>Contract:</b>	GC 21 (Edition 2) Contract number SINSW-16-101
<b>Work Description</b>	Oran Park High school new build for up to 2,000 students and expansion of Oran Park Public School for up to 1,000 students
	<b>SSD7968 MOD1</b> allows the installation of 10 air conditioning plants with associated platforms, balustrades and screening on the roofs of school buildings
	Update to incorporate SSD7968 Mod 1 introduction, and the proposed staged handover of the project under Mod 2

## 1.3 APPROVAL FOR IMPLEMENTATION

This revision of the Environmental Management and Sustainability Plan (EMP) has been reviewed by the Project Manager, it complies with environmental aspects of 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 EMP INDUCTION

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

Key elements of this EMP 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.

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## 2. Purpose and Scope of EMP

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

This EMP describes the environmental strategy, methods, controls, and requirements to be implemented during the execution of the project. The purpose of this EMP 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 EMP 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 (EMMP)
- Safety Management Plan (SMP)
- Temporary Traffic Management Plan (TTMP)
- 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 EMP requires every project to consider:

- A reduced resource consumption
- reuse of resources
- use and support of recyclable resources
- protection of the natural environment

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- 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. Please refer to the Compass Manual for further information regarding the Hindmarsh Management System.

## 2.3 REFERENCED PROCEDURES AND DOCUMENTS

Documents, procedures, and forms supporting this EMP have been referenced accordingly throughout this plan. Please refer to the Environmental Management and Sustainability Process Map 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 EMP:

Project Specific documents include the State significant development application **Dated 14 December 2017. Application No: SSD 7968, SSD7968 MOD 1 dated 17 June 2019, and proposed SSD7968 MOD 2.**

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

### Revision of Strategies, Plans and Programs

**A14.** Within two months of:

- a) The submission of an annual review/compliance report required by conditions of this consent.
- b) The submission of an incident report required by conditions of consent.
- c) The submission of an audit under required by condition of this consent and
- d) The approval of any modification to the conditions of this consent/approval or
- e) A direction of the Secretary under Conditions A3 of this consent.

The applicant must review and if necessary revise, the strategies, plans and programs required under this consent/approval to the satisfaction of the Secretary.

Where this review leads to revisions in any such document, the within six weeks of the review the revised document must be submitted to the Secretary for approval unless otherwise agreed with the Secretary.

**A19.** If statutory notification is provided to the EPA as required under the POEO Act in relation to the project, such notification must also be provided to the Secretary within 24 hours after the notification was provided to the EPA.



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- A20.** Incident are to be notified as part of monitoring the carrying out of the Development to provide data on compliance with this consent or the environmental impact of the Development. Accordingly, Division 2B of Part 6 of the EP&A Act applies.
- A21.** The project may be constructed and operated in stages. Where staged construction or operation is proposed, a Staging Report (for either or both construction and operation as the case may be) must be prepared and submitted for the approval of the Planning Secretary. The Staging Report must be submitted to the Planning Secretary no later than one month before the commencement of construction of the first of the proposed stages of construction (or if only staged operation is proposed, one month before the commencement of operation of the first of the proposed stages of operation) unless otherwise agreed to by the Planning Secretary.
- A22.** The Staging Report must:
- a) if staged construction is proposed, set out how the construction of the whole of the project will be staged, including details of work and other activities to be carried out in each stage and the general timing of when construction of each stage will commence and finish;
  - b) if staged operation is proposed, set out how the operation of the whole of the project will be staged, including details of work and other activities to be carried out in each stage and the general timing of when operation of each stage will commence and finish (if relevant);
  - c) specify how compliance with conditions will be achieved across and between each of the stages of the project; and
  - d) set out mechanisms for managing any cumulative impacts arising from the proposed staging.
- A23.** The project must be staged in accordance with the Staging Report, as submitted to the Planning Secretary.
- A24.** Where staging is proposed, the terms of this approval that apply or are relevant to the works or activities to be carried out in a specific stage must be complied with at the relevant time for that stage.

### **Staging, Combining and Updating Strategies, Plans or Programs**

- A25.** With the approval of the Planning Secretary, the Applicant may:
- a) prepare and submit any strategy, plan or program required by this consent on a staged basis (if a clear description is provided as to the specific stage and scope of the development to which the strategy, plan or program applies, the relationship of the stage to any future stages and the trigger for updating the strategy, plan or program);
  - b) combine any strategy, plan or program required by this consent (if a clear relationship is demonstrated between the strategies, plans or programs that are proposed to be combined); and
  - c) update any strategy, plan or program required by this consent (to ensure the strategies, plans and programs required under this consent are updated on a regular basis and incorporate additional measures or amendments to improve the environmental performance of the development).



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- A26.** If the Planning Secretary agrees, a strategy, plan or program may be staged or updated without consultation being undertaken with all parties required to be consulted in the relevant condition in this consent.
- A27.** If approved by the Planning Secretary, updated strategies, plans or programs supersede the previous versions of them and must be implemented in accordance with the condition that requires the strategy, plan or program.

## **PRIOR TO COMMENCEMENT OF WORKS**

### **Ecologically Sustainable Development.**

- B2.** Prior to commencement of works, the Applicant must submit details of the chosen ESD Measures incorporated into the final design, as identified in the ESD Report prepared by JHA Services dated 22 December 2016. Details Must be submitted to the satisfaction of the Certifying Authority.

### **Erosion and Sedimentation Control**

- B7.** Soil erosion and sediment control measures must be designed in accordance with Managing Urban Stormwater – *Soils & Construction Volume 1 (2004)* by Landcom. Details must be submitted to the satisfaction of the Certifying Authority prior to the commencement of any works.

### **Stormwater and Drainage Works Design**

- B14.** Final Drainage design plans of the stormwater drainage management system must be prepared by a suitably qualified engineer generally in accordance with the stormwater drawings prepared by *Woollacott's Consulting Engineers* (as listed under Condition A2 of this consent) and Councils relevant engineering guidelines. The drainage design plans must be submitted to the Certifying Authority prior to the commencement of works

### **Storage and Handling of Waste**

- B15.** The Building Plans and specifications accompanying the relevant plans submitted to the Certifying Authority prior to the commencement of relevant works associated with this consent must demonstrate that an appropriate area will be provided within the premise for the storage of garbage bins and recycling containers and all waste and recyclable material generated by the School. Requirements of the storage areas must be designed in consultation with Council and must:
- a) Ensure all storage areas are covered and bunded.
  - b) Ensure all internal walls of the storage area are rendered to a smooth surface covered at the floor/wall intersection, graded, appropriately drained with a tap in close proximity to facilitate cleaning and drained to sewer via an approved treatment device.

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- c) Include provision for the separation and storage, in appropriate categories, of material suitable for recycling and
  - d) Include provision for separate storage and collection of organic/food waste.

**B17. a)** Prior to the commencement of works on the Subject Site, a Construction Environmental Management Plan (CEMP) must be prepared for the development and must address, but not limited to the following matters where relevant:

- i) Hours of work
- ii) 24-hour contact details of the site manager
- iii) Traffic management, prepared in consultation with council
- iv) Construction noise and vibration management, prepared by a suitable qualified person.
- v) Management of dust and odour to protect the amenity of the neighbourhood
- vi) Erosion and sediment control
- vii) Stormwater control and discharge
- viii) Measures to ensure that sediment and other materials are not tracked onto the roadway by vehicles leaving the subject site.
- ix) Groundwater management plans including measures to prevent are not tracked onto the roadway by vehicles leaving the subject site.
- x) Groundwater management plan including measures to prevent groundwater contamination.
- xi) External lighting in compliance with AS 4282 -1997 Control of the obstructive effects of outdoor lighting.
- xii) An unexpected find protocol
- xiii) Waste storage, recycling and litter control.

**b)** The **CEMP** must not include works that have not been explicitly approved in the development consent. In the event of any inconsistencies between the consent and the **CEMP**, the consent must prevail.

**c)** The Applicant must submit a copy of the CEMP to the Department and Council, prior to the commencement of work.

**B18.** The CEMP (as revised from time to time) must be implemented by the applicant for the duration of the construction works.

**B19. a)** Prior to the commencement of works on the Subject Site, a **Construction Noise and Vibration Management Plan (CNVMP)** must be prepared for the development and must address, but not limited to, the following matters where relevant:

- i) Be prepared by a suitably qualified expert.

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- ii) Be prepared in consultation with council and all noise sensitive receivers where noise levels exceed the construction noise management level, in accordance with EPA guidelines.
  - iii) Describe the measure that would be implementing to ensure:
    - (i) Best management proactive is being employed
    - (ii) Compliance with the relevant conditions of this consent.
    - (iii) Describe the measures that would be implemented to ensure;
      - i. Best management practice is being employed
      - ii. Compliance with the relevant conditions of this consent.
  - iv) Describe the proposed noise and vibration management measures in detail.
  - v) Include strategies that have been developed to address impacts to noise sensitive receivers where noise levels exceed the construction noise management level, for managing high noise generating works.

**B20.** The applicant must submit a copy of the CNVMP to the Department and Council, prior to commencement of work.

**B21.** The CNVMP (as revised from time to time) must be implemented by the Applicant for the duration of the construction works.

**B24.** Prior to the commencement of works on the subject site, a construction waste management plan (CWMP) must be prepared for the development by a suitably qualified person and in consultation with the council. The CWMP must address, but not limited to, the following matters:

- i) removal of hazardous material and disposal at an approved waste disposal facility in accordance with the requirements of the relevant legislation, codes, standards and guidelines, prior to the commencement of any building works;
- ii) details of the methods to be used to prevent spill, escape of any dust, waste or spoil from the vehicles or trailers used to transport waste or excavation spoil from the site.

**b)** details demonstrating compliance with the relevant legislative requirements associated with the removal of hazardous waste, particularly the method of containment and control of emission of fibres to the air, must be submitted to the satisfaction of the Certifying Authority prior to the removal of any hazardous materials.

**c)** the applicant must notify the RMS traffic management centre of the truck route(s) to be followed by trucks transporting waste material from the subject site, prior to the commencement of the removal of any waste material from the subject site; and

**d)** the applicant must submit a copy of the CWMP to the department and council, prior to the commencement of work.

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- B25.** The CWMP (as revised from time to time) must be implemented by the Applicant for the duration of the construction work.

## **DURING CONSTRUCTION**

### **Site Contamination Issues During Construction**

- C3.** Should any new information come to light during construction works which has the potential to alter previous conclusions about site contamination, then the certifying authority must be immediately notified, and works must cease.

### **Erosion and Sediment Control**

- C4.** All erosion and sediment control measures, must be effectively implemented and maintained at or above design capacity for the duration of the construction works and until all ground disturbed by the works have been stabilised and rehabilitated so that it no longer acts as a source of sediment.

### **Disposal of Seepage and Stormwater**

- C5.** Any seepage or rainwater collected on site during construction or groundwater must not be pumped to the street stormwater system unless separate prior approval is given in writing by the Environment Protection Authority in accordance with the Protection of the Environment Operations Act 1997.

### **Construction Noise Management**

- C7.** The development must be constructed with the aim of achieving the construction noise management levels details in the interim construction noise guideline (*department of Environment and Climate Change, 2009*) All feasible and reasonable noise mitigation measures must be implements and any activities that could exceed the construction noise management levels must be identified and managed in accordance with the **CNMP**.
- C11.** Any noise generated during construction of the development must not be offensive noise within the meaning of the Protection of the Environment Operations Act 1997 or exceed approved noise limits for the Subject Site.

### **Tree Protection**

- C15.** The development must be constructed with the aim of achieving the construction noise management levels details in the interim construction noise guideline (*department of Environment and Climate Change, 2009*) All feasible and reasonable noise mitigation measures must be implements and any activities that could exceed the construction noise management levels must be identified and managed in accordance with the **CNMP**.

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## 3. Project Information

### 3.1 DESCRIPTION (SCOPE)

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

SSD 9768 dated 14<sup>th</sup> December 2017 granted approval for the design and construction of Oran park public school expansion to accommodate up to 1,000 students, including but not limited to:

- Expansion of existing covered outdoor learning area (COLA)
- Refurbishment of existing administration area
- Engineering Services
- Expansion of existing carpark

Design & Construction of Oran Park High School (new build) to accommodate up to 2,000 students, including but not limited to:

- Teaching spaces
- Hall
- Library

SSD 7968 modification 1 (Mod 1) dated 17<sup>th</sup> June 2019 granted approval for the:

- Installation of ten air conditioning plants with associated platforms, balustrades and screening on the roofs of blocks PE, PF, PG, HB, HC and HD.

### 3.2 STAGING OF THE SSD CONSTRUCTION

As noted in DFP Planning Consultants Staging Report (Ref. No 9656A), the construction of the Project will be delivered in sequence over two (2) stages, with Stage 1 separated into two (2) parts and Stage 2 separated into three (3) parts. The general details of construction work and timing on each stage is detailed below.

#### Stage 1a: Oran Park Primary School Extension

The expansion works of Oran Park Primary School have been identified as a separate stage to allow for occupation by the first day of the School Term in 2020, given that these works are largely completed and have no bearing on the timeframe for the opening of the Oran Park High School campus.

#### Stage 1b: Oran Park High School Essential Services

The Essential Services stage for the High School will include the following:

- Construction of home bases within Blocks HB (16 General Learning Spaces) and Block HC (27 General Learning Spaces);
- General Support spaces contained within Blocks HC and HB;
- Main Administration area in Block HA;
- Library within Block HA/HC;
- School Hall/Practical Physical Education are within Block HE;
- Staff car park and external works.

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Stage B will also include the construction of a temporary access tunnel which will link the staff car park of the high school through to Block He and Block HC.

#### **Stage 2a and 2b: Oran Park High School Landscape works**

Landscaping works will take place from the north of the site to the south. Once completed, this area will be handed over for use of the school.

#### **Stage 2c: Block HD**

This includes the construction of the following:

- Canteen;
- Food technology rooms and kitchens;
- Additional home bases for Years 9, 10, 11 and 12;
- Performance workshop and fitness studio.

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

### **4.1 STRATEGY**

This EMP 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 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*.

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**

PROJECT OBJECTIVES AND TARGETS ARE SET – COMPLETE THE FOLLOWING

The following are project specific objectives and targets:

Objective:	Target:	Monitored by:	Reported via:	Frequency of Report:
<b>EXAMPLE:</b> Recycle waste	95% of waste recycled	Site Engineer	Status Report – Project Objectives and Targets.	Monthly

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PROJECT OBJECTIVES AND TARGETS ARE NOT SET – COMPLETE THE FOLLOWING

<Where no additional project objectives and targets are set, delete the section above and replace with the following:>

This project has no 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 Plan (EMP) is complied with, and objectives and targets are met. To facilitate effective environmental management, specific responsibilities for implementing and supporting this EMP have been assigned.

Please refer to the PMP Appendix C - *Roles and Responsibility Matrix*, 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).

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*.



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## 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.

### 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 via **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.

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# 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*

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- 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 \ 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) 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.

## 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
Notification Timeline	Verbally within 1 hour Entered in OnSite within 24 hours	Entered in OnSite within 2 working days	
Automatic OnSite Notification	- CEO - CFO - National Construction Manager - National SQE Manager - State Manager Construction - State SQE Manager - Project Manager	- National Construction Manager - SQE Manager - State Manager Construction - 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 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.

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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:

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

AS AN EXAMPLE:

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.
- Information sheet regarding complaints escalation process
- Information sheets providing details of the construction planned and duration of predicted construction 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 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

Revise red text to support project requirements:

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 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	NSW Construction Manager \ CLIENT	48 hours and as per client requirements
Discovery of skeletal material	Project Manager	NSW Construction Manager \ 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
EMP	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 (EMP) - Visitor Information. Visitors to site are to acknowledge understanding of the Visitor Induction by the signing of the 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.



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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 [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 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 [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.

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## 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, 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
  - 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
- [Detail other weekly project reporting requirements]

## 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 State Name: NSW Environmental Protection Authority Telephone: 131555

Email: [info@epa.nsw.gov.au](mailto:info@epa.nsw.gov.au)

Local Council: Camden Council 70 Central Ave, Oran Park NSW 2570

Telephone: (02) 4654 7777

Email: [mail@camden.nsw.gov.au](mailto:mail@camden.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
	• 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</u> (where required)	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		
Legislative \ Regulatory	<u>Legal Register</u>	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 EMP.

Hindmarsh\* is to ensure SWMS are reviewed as per SWMS Review, and to ensure legislative \ regulatory requirements are met 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.

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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

If a Dilapidation report has been undertaken - include details here.

If this section is not applicable write “This element \ requirement has been reviewed and is deemed not applicable to this project at the time this management plan was last revised” and delete text above

### 16.3 HERITAGE \ CULTURAL CONSIDERATIONS

Detail any Heritage \ cultural considerations which exist within the immediate vicinity of the project.

If this section is not applicable write “This element \ requirement has been reviewed and is deemed not applicable to this project at the time this management plan was last revised” and delete text above

### 16.4 GEOTECHNICAL REPORT

If a Geotechnical report has been undertaken – refer to aconex

If this section is not applicable write “This element \ requirement has been reviewed and is deemed not applicable to this project at the time this management plan was last revised” and delete text above

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## 16.5 CONTAMINATION \ REMEDIATION REPORT

If a Contamination report has been undertaken – refer to aconex

If this section is not applicable write “This element \ requirement has been reviewed and is deemed not applicable to this project at the time this management plan was last revised” and delete text above

## 16.6 ADDITIONAL REPORTS

Other additional reports include:

- Noise and Vibration
- Electromagnetic Induction Interference Tests
- Arborist Report
- Air Quality Report

## 16.7 PROJECT SPECIFIC SUSTAINABILITY INITIATIVES

Detail here any additional project specific sustainability initiatives which have not already been addressed within this EMP. Consider:

- Urban ecology (eg landscaping to consider indigenous vegetation)
- Innovation (eg encourage innovative technology, design and processes in all development, which positively influence the sustainability of infrastructure)
- Construction and Building Management
- Carbon Neutrality for the Project
- Relocation of vegetation \ tree originally marked for removal

If this section is not applicable write “This element \ requirement has been reviewed and is deemed not applicable to this project at the time this management plan was last revised” and delete text above

## 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):

- Emergency Management Plan
- Waste Management Plan,
- Heritage Management Plan and
- Green Star Management Plan.

If this section is not applicable write “This element \ requirement has been reviewed and is deemed not applicable to this project at the time this management plan was last revised” and delete text above.

## 16.9 SITE SETUP – ACCOMMODATION AND AMENITIES MANAGEMENT

Detail within this section specific details regarding accommodation \ amenities management. Completing a site layout is encouraged and should be referenced within this section. Also consider:

- Type of site sheds to be used
- Energy efficiency of amenities
- Indoor environmental quality (eg shade site sheds to lower air conditioner use)
- Water efficiency
- Transport (eg provide bike racks for employee \ subcontractor use)

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## 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

Comment on the existing storm water quality within the site. Outline the measures to manage/ capture the storm water. To establish quality of storm water catchment it may be required to undertake a water quality assessment report.

### 16.10.2 Storm Water Quantity

Identify catchment prior to construction commencing- what is the expected containment to this site. Levels of storm water may be obtained by an independent report. Identify how you will manage the catchment. Identify potential uses for the storm water within the project

### 16.10.3 Rain Water Harvesting

Investigate possible rainwater harvesting opportunities to facilitate use of collected water for cleaning, toilet flushing and possible dust suppression usage. A rainwater harvesting proposal involves collecting rainwater from nominated areas and storing it in a suitable rainwater tank. Access to such a tank must be restricted to ensure accidental use cannot occur.

## 16.11 LAND USE AND ECOLOGY

This section of the plan is to identify previous use of site and the types of activities allowed in the development zone (agriculture, residential, industrial etc)

This is to include existing eco systems within 100m of site or that may be affected by the construction activities proposed. Detail that 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'.

## 16.12 WASTE MANAGEMENT

Detail here the waste management strategy for the project. Consider:

- Use of certified waste management contractors (include details regarding expectations \ frequency of recycle reports from contractor)
- Separate waste bins (include how recycling will be monitored)



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# 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