



Transport
Roads & Maritime
Services

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN

Woolgoolga to Halfway Creek
Pacific Highway Upgrade

MAY 2015



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<i>Appendix B8</i>	<i>Construction contaminated land management plan</i>

Glossary / Abbreviations

ASS	Acid Sulfate Soils
PASS	Potential Acid Sulfate Soils
CEMP	Construction environmental management plan
Compliance audit	Verification of how implementation is proceeding with respect to a construction environmental management plan (CEMP) (which incorporates the relevant approval conditions).
CoA	Conditions of approval
DoE	Commonwealth Department of the Environment
DP&E	Department of Planning and Environment
DPI	NSW Department of Primary Industries
Ecological sustainable development	Using, conserving and enhancing the community's resources so that the ecological processes on which life depends are maintained and the total quality of life now and in the future, can be increased (Council of Australian Governments, 1992).
EEC	Endangered Ecological Communities.
EIS	Environmental Impact Statement
EMS	Environmental Management System
Environmental aspect	Defined by AS/NZS ISO 14001:2004 as an element of an organisation's activities, products or services that can interact with the environment.
Environmental impact	Defined by AS/NZS ISO 14001:2004 as any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's environmental aspects.
Environmental incident	An unexpected event that has, or has the potential to, cause harm to the environment and requires some action to minimise the impact or restore the environment.
Environmental objective	Defined by AS/NZS ISO 14001:2004 as an overall environmental goal, consistent with the environmental policy, that an organisation sets itself to achieve.
Environmental policy	Statement by an organisation of its intention and principles for environmental performance.
Environmental target	Defined by AS/NZS ISO 14001:2004 as a detailed performance requirement, applicable to the organisation or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.
Environmental Representative	A suitably qualified and experienced person independent of project design and construction personnel employed for the duration of construction. The principal point of advice in relation to all questions and complaints concerning environmental performance.
EP&A Act	<i>Environmental Planning and Assessment Act 1979</i>

EPA	Environment Protection Authority
EPBC Act	<i>Environment Protection and Biodiversity Conservation Act 1999</i>
EPL	Environment Protection Licence under the <i>Protection of the Environment Operations Act 1997</i> .
ERG	Environmental Review Group – comprising representatives of Roads and Maritime, Environmental Representative, Project delivery team, regulatory authorities (EPA, DPI – Fisheries Conservation and Aquaculture, NOW) and local councils. The ERG will be maintained for the duration of the Project and will meet regularly and undertake environmental inspections. The role the ERG is to provide proactive advice on environmental management issues and review the environmental performance of the Project.
ERSED Plan	Erosion and Sediment Control Plan
Minister, the	Minister for Planning
Minor amendment	An amendment to an approved document, which can be approved or rejected by the Environmental Representative which is minor in nature. Specifically, changes which are editorial in nature eg staff and agency/authority name changes; do not increase the magnitude of impacts on the environment when considered individually or cumulatively; or do not compromise the ability of the Project to meet approval or legislative requirements.
Non-compliance	Failure to comply with the requirements of the Project approval or any applicable license, permit or legal requirements.
Non-conformance	Failure to conform to the requirements of Project system documentation including this CEMP or supporting documentation.
NOW	NSW Office of Water
OEH	NSW Office of Environment and Heritage
OHL Y	OHL York Joint Venture
SPiR	Submissions Preferred Infrastructure Report
PoEO Act	<i>Protection of the Environment Operations Act 1997</i>
Project, the	The Woolgoolga to Halfway Creek Project
RMS, Road and Maritime Services	Roads and Maritime
Secretary	Secretary of the Department of Planning and Environment
SSI	State significant infrastructure

1 Introduction

1.1 Background

On behalf of the Australian and NSW governments, NSW Roads and Maritime Services (Roads and Maritime) is progressively upgrading the Pacific Highway to dual carriageway between the Hunter and NSW/Queensland border.

The Woolgoolga to Ballina Project was declared critical State significant infrastructure under section 115V of the *Environmental Planning and Assessment Act 1979* (EP&A Act) and was assessed under Part 5.1 of the EP&A Act. The Woolgoolga to Ballina project was approved by the Minister for Planning.

An Environmental Impact Statement (EIS) was prepared for the Woolgoolga to Ballina Project and placed on public exhibition for 60 days between December 2012 and February 2013. Approval was granted by the Minister for Planning on 26 June 2014.

The Woolgoolga to Ballina Project has also been subject to approval under the Commonwealth *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act). The Woolgoolga to Ballina Project was declared by the Commonwealth Minister for Sustainability, Environment, Water, Populations and Communities to be a controlled action under this Act on 20 June 2012. Approval was granted on 14 August 2014. The Conditions of Approval directly related to this CEMP are included within Table 1-1.

The Woolgoolga to Ballina Project comprises approximately 155 kilometres of four-lane dual carriageway motorway that bypasses the towns of Grafton, South Grafton, Ulmarra, Woodburn, Broadwater and Wardell (Figure 1-1). The project does not include the Pacific Highway upgrades at Glenugie and Devils Pulpit as these are separate projects and now complete however, the tie-ins to these projects are included within the DP&E approval.

This Construction Environmental Management Plan (CEMP) addresses one section of the Woolgoolga to Ballina Project, which is Section 1 - Woolgoolga to Halfway Creek (the Project). The CEMP also addresses the Arrawarra Rest Area, which was approved under Modification 6 of the Sapphire to Woolgoolga project on 19 October 2012.

1.2 Purpose of this CEMP

This Construction Environmental Management Plan (CEMP) and its associated plans have been prepared to comply with the Minister for Planning Conditions of Approval for the Woolgoolga to Ballina Project. The Arrawarra Rest Area will be constructed as part of the Woolgoolga to Halfway Creek project, whereby the Sapphire to Woolgoolga Project Approval Conditions, specific to the Arrawarra Rest Area will also apply. A detailed description of the project is provided in Chapter 2.

The CEMP has been prepared in accordance with Roads and Maritime QA Specification G36 and the Guideline for the Preparation of Environmental Management Plans (DIPNR, 2004). It is also consistent with AS/NZS ISO 14001.

The purpose of this CEMP is to provide a structured approach to the management of environmental issues during construction of the project. Implementing this CEMP effectively will ensure that the project team meets regulatory and policy requirements in a systematic manner and continually improves its performance. The CEMP is to ensure that the requirements of Roads and Maritime and the Minister for Planning conditions of approval are met (see Appendix A1 and Compliance Tracking Program).



Figure 1-1 Wooloolga to Ballina Project and Location of Section 1

In particular, this CEMP and its subplans:

- Describes the project in detail including activities to be undertaken and relative timing.
- Provides specific mitigation measures and controls that can be applied on-site to avoid or minimise negative environmental impacts.
- Provides specific mechanisms for compliance with applicable policies, approvals, licences, permits, consultation agreements and legislation.
- Describes the environmental management related roles and responsibilities of personnel.
- States objectives and targets for issues that are important to the environmental performance of the project.
- Outlines a monitoring regime to check the adequacy of controls as they are implemented during construction.

This CEMP meets the requirements of CoA D25, D26 relating to a Construction Environmental Management Plan. The requirements of these conditions and where they are met in this CEMP are shown in Table 1-1. CoA D21 and D22 relating to Ancillary Facilities Management Plan and Borrow Sites Management Plan will be included within the broader CEMP (when required), and so are included within Table 1-1. CoA D27 relating to Compliance Monitoring and Tracking is discussed in Chapter 8-4 of this CEMP.

Table 1-1 CoA Requirements for a CEMP

CoA no.	Requirement	Reference
CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN		
D25	The Applicant shall prepare and implement (following approval) a Construction Environmental Management Plan for the SSI, prior to the commencement of construction, or as otherwise agreed by the Secretary. The Plan shall be prepared in consultation with the EPA, OEH, DPI (Fisheries), NOW and DoE and outline the environmental management practices and procedures that are to be followed during construction, and shall be prepared in consultation with the relevant government agencies and in accordance with the <i>Guideline for the Preparation of Environmental Management Plans</i> (Department of Infrastructure, Planning and Natural Resources, 2004). The Plan shall include, but not necessarily be limited to:	This plan
D25 (a)	A description of activities to be undertaken during construction of the SSI (including staging and scheduling).	Chapter 2
D25 (b)	Statutory and other obligations that the Proponent is required to fulfil during construction, including approvals, consultations and agreements required from authorities and other stakeholders under key legislation and policies.	Chapter 3 and Appendix A1
D25 (c)	A description of the roles and responsibilities for relevant employees involved in the construction of the SSI, including relevant training and induction provisions for ensuring that employees, including contractors and sub-contractors are aware of their environmental and compliance obligations	Chapter 4 and Chapter 5

under the conditions of approval.

D25 (d)	<p>An environmental risk analysis to identify the key environmental performance issues associated with the construction phase and details of how environmental performance would be managed and monitored to meet acceptable outcomes, including what actions will be taken to address identified potential adverse environmental impacts (including any impacts arising from the staging of the construction of the SSI). In particular, the following environmental performance issues shall be addressed in the Plan:</p> <ul style="list-style-type: none"> (v) measures to monitor and manage dust emissions including dust from stockpiles, blasting, traffic on unsealed public roads and materials tracking from construction sites onto public roads; (vi) measures to minimise hydrology impacts, including measures to stabilise bed and bank structures as required; (vii) measures for the handling, treatment and management of contaminated materials; (viii) measures to monitor and manage waste generated during construction including but not necessarily limited to: general procedures for waste classification, handling, reuse, and disposal; use of secondary waste material in construction wherever feasible and reasonable; procedures or dealing with green waste including timber and mulch from clearing activities; and measures for reducing demand on water resources (including potential for reuse of treated water from sediment control basins); (ix) measures to monitor and manage spoil, fill and materials stockpile sites including details of how spoil, fill or material would be handled, stockpiled, reused and disposed in a Stockpile Management Protocol. The Protocol shall include details of the locational criteria that would guide the placement of temporary stockpiles, and management measures that would be implemented to avoid/minimise amenity impacts to surrounding residents and environmental risks (including surrounding water courses). Stockpile sites that affect heritage, threatened species, populations or endangered ecological communities require the approval of the Secretary, in consultation with the EPA, OEH and DPI (Fisheries); 	Section 3.4 and Appendix A2
	(xi) the issues identified in condition D26;	

CoA no.

- (xii) details of community involvement and complaints handling procedures during construction, consistent with the requirement of conditions C1 to C4;
- (xiii) details of compliance and incident management consistent with the requirements of condition D27; and
- (xiv) procedures for the periodic review and update of the Construction Environmental Management Plan and Plans required under condition D26, as necessary (including where minor changes can be approved by the Environmental Representative).

The Plan shall be submitted for the approval of the Director General no later than one month prior to the commencement of construction, or as otherwise agreed by the Director General. The Plan may be prepared in stages, however, construction works shall not commence until written approval of the relevant stage has been received from the Director General. Section 1.4

The approval of a Construction Environmental Management Plan does not relieve the Applicant of any requirement associated with this SSI approval. If there is an inconsistency with an approved Construction Environmental Management Plan and the conditions of this SSI approval, the requirements of this SSI approval prevail.

D26 As part of the Construction Environmental Management Plan for the SSI, the Applicant shall prepare and implement:

D26 (a)	a Construction Noise and Vibration Management Plan	Appendix B3
D26 (b)	a Construction Traffic and Access Management Plan	Appendix B1
D26 (c)	a Construction Soil and Water Quality Management Plan	Appendix B4
D26 (d)	a Construction Heritage Management Plan	Appendix B5
D26 (e)	a Construction Flora and Fauna Management Plan	Appendix B2

Full details of CoA D25 are provided in the Appendices of this CEMP relating to each of plans listed above.

ANCILLARY FACILITIES

D21 The Applicant shall prepare and implement an **Ancillary Facilities Management Plan** to detail the management of ancillary facilities associated with the SSI. The Plan shall be developed in consultation with the EPA, OEH, DPI (Fisheries) and the relevant council, and to the satisfaction of the Environmental Representative, and shall include, but not necessarily be limited to:

(a) a description of the ancillary facility (including a site layout plan), its components and details of the existing environment on and in the vicinity of

When Required

- the site;
- (b) details of the activities to be carried out at the facility, including the hours of operation, staging of operation and predicted date of commissioning;
 - (c) a description of the plant, equipment and materials to be used and/or stored on the site, including dangerous and hazardous goods;
 - (d) details of the light and heavy construction vehicle movements to and from each facility, including site access and route(s) to be used during the establishment and operation of the facility, and an assessment of potential construction traffic impacts on the local road network and access tracks;
 - (e) a summary of the potential environmental impacts associated with the construction and operation of the facility;
 - (f) demonstrate compliance with the locational and environmental criteria in condition B73(a) — B73(n);
 - (g) details of the mitigation, monitoring and management procedures specific to the facility that would be implemented to minimise environmental and amenity impacts or, where this is not possible, feasible and reasonable measures to offset these impacts;
 - (h) a description of how the management and mitigation measures set out in the documents listed in condition A2 will be implemented on the site, and if not, justification for such decisions particularly on those sites assessed as having a high risk of flood impacts;
 - (i) an assessment of alternative site layouts where either noise management levels are predicted to be exceeded and acoustic treatment of residences is not proposed, or where such treatment is proposed (consequent to the operational impacts of the SSI) but will not be provided prior to establishment of an ancillary facility;
 - (j) a cumulative noise impact statement for the ancillary facility addressing the worst-case cumulative noise impacts resulting from the concurrent operation of the site (including construction traffic movements to and from the site), nearby construction works within the SSI corridor and any other nearby construction activities associated with other road upgrade projects;
 - (k) identification of the timing for the completion of activities at the facility and how the site will be decommissioned (including any necessary

CoA no.	Requirement	Reference
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- rehabilitation); and
- (l) mechanisms for the monitoring, review and amendment of this plan.

The plan shall be approved by the Environmental Representative prior to the establishment of the facility. In considering the approval of the plan, the Environmental Representative shall take into account the Proponent's response to public authority and council comments on the plan.

The Applicant may prepare a separate plan for each facility or include multiple sites within a single or multiple management plans.

BORROW SITES

D22	<p>Prior to the commencement of construction at the borrow sites, or as otherwise agreed by the Director General, the Applicant shall prepare and implement a Borrow Sites Management Plan to manage the construction, operation and rehabilitation of the borrow sites used to source construction material for the SSI. The Plan shall be prepared in consultation with the EPA, OEH and DPI (Fisheries) and to the satisfaction of the Director General, and shall include, but not necessarily be limited to:</p> <p>(a) details of construction/extraction methods and activities carried out at the borrow site;</p> <p>(b) management measures to be used to minimise surface and groundwater impacts, Aboriginal and non-Aboriginal heritage, air quality, noise and vibration, biodiversity and visual impacts;</p> <p>(c) consultation with sensitive receivers; and</p> <p>(d) details of the rehabilitation of the borrow site, including future landform and use of the borrow site, landscaping and revegetation, and measures that would be implemented to minimise or manage the ongoing environmental effects of the site</p>	When required
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The CEMP is also to meet the requirements of the revised Environmental Impact Statement (EIS) mitigation measures for the project as presented in the Submissions / Preferred Infrastructure Report (November 2013), presented below.

Table 1-2 EIS Requirement for a CEMP

Issue	Requirement	Reference
Construction Environmental Management	A construction environmental management plan is to be prepared by each contractor and will identify measures to be implemented to minimise environmental impacts. The construction environmental management plan will	W2B EIS S19.1

Plan	<p>be required to include any conditions of approval for the project and construction measures identified in the EIS. The CEMP will be required to include:</p> <ul style="list-style-type: none"> - Roles and responsibilities for planning, approval, implementation, assessment and monitoring of environmental controls. - Required licences, approvals and permits. - Environmental legislation that will be required to be complied with. - Potential environmental impacts resulting from construction of the proposed upgrade and the control and mitigation measures to be implemented. - Objectives and targets for environmental performance. - Environmental monitoring programs and a mechanism for evaluating environmental performance. - Communication procedures. - Document control procedures. - Emergency response procedures to mitigate potential environmental damage. - Training, competence and awareness assessment procedures and programs. - An environmental auditing program and a mechanism for control and management of non-conformances. <p>The Construction Environmental Management Plan would provide specific information in particular areas of environmental management, either by way of direct reference or by environmental management sub-plans.</p>	
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Relevant management measures and requirements for the project are included within the attached plans to this CEMP (Appendix B):

- Appendix B1 - Construction traffic and access management plan
- Appendix B2 - Construction flora and fauna management plan
- Appendix B3 - Construction noise and vibration management plan
- Appendix B4 - Construction soil and water quality management plan
- Appendix B5 - Construction heritage management plan
- Appendix B6 - Construction air quality management plan
- Appendix B7 - Construction waste and energy management plan.
- Appendix B8 – Construction contaminated land management plan

This CEMP is the overarching document in the environmental management system for the Project that includes a number of management documents. These are described in Section 4.1. It is applicable to all staff and sub-contractors associated with the construction of the Project.

1.3 Consultation

Extensive consultation for the Woolgoolga to Ballina Project commenced during the route selection phase and continued during the environmental impact assessment of the concept design. The primary objective of consultation was to keep stakeholders well informed and involved during each stage of Project development.

Further consultation with relevant stakeholders and government authorities has continued through the development of this CEMP and associated plans for the Woolgoolga to Halfway Creek Project. Those consulted include:

- NSW Environment Protection Authority
- NSW Department of Primary Industries – Fisheries Conservation and Aquaculture
- NSW Office of Environment and Heritage
- Commonwealth Department of the Environment.

Consultation will continue throughout the Project with relevant stakeholders and government authorities. The outcomes of the consultation will be documented where relevant in subsequent revisions of the CEMP and the management review.

1.4 Certification and Approval

This CEMP shall be approved by the Roads and Maritime Project Manager and Roads and Maritime Environmental Manager prior to submission to DP&E. Submission to DP&E is required no later than one month prior to commencement of construction or as otherwise agreed.

The CEMP must be approved by the Secretary of the Department of Planning and Environment prior to the commencement of construction.

The plans prepared under CoA D26 also require approval by the Secretary prior to commencement of construction. Further explanation and details of these documents are provided in Section 4.1.

1.5 Distribution

This CEMP is available to all personnel and sub-contractors via the Project document control management system. An electronic copy can be found on the Project website.

The document is uncontrolled when printed. One controlled hard copy of the CEMP and supporting documentation will be maintained by the Quality Manager at the Project office.

Registered copies will be distributed to:

- Project Manager
- Environmental Representative
- Construction Manager
- Environmental Manager
- Communications Manager
- Roads and Maritime Authorised Delegate Roads and Maritime Environmental Services Manager, Pacific Highway, Grafton Northern Office.

1.6 Revision

A document review process ensures that environmental documentation including this CEMP is updated as appropriate for the specific works that are occurring on-site. This includes the management review process described in Chapter 9.

The CEMP currently consists of the following subplans –

- *Appendix B1 Construction traffic and access management plan*
- *Appendix B2 Construction flora and fauna management plan*
- *Appendix B3 Construction noise and vibration management plan*
- *Appendix B4 Construction soil and water quality management plan*

- *Appendix B5 Construction heritage management plan*
- *Appendix B6 Construction air quality management plan*
- *Appendix B7 Construction waste and energy management plan*
- *Appendix B8 Construction contaminated land management plan*

Should the subplan review process identify any issues or items within the documents that are either redundant or in need of updating, it is the responsibility of the Environmental Manager or Environmental Officers to prepare the revised documents, in accordance with G36.

The revised subplan will then be issued to the Project Manager and the Environmental Representative for certification of the changes. The Environmental Representative can approve or reject minor amendments to the CEMP. Minor amendments would typically include those that:

- Are editorial in nature eg staff and agency/authority name changes.
- Do not increase the magnitude of impacts on the environment when considered individually or cumulatively.
- Do not compromise the ability of the Project to meet approval or legislative requirements.

Where the Environmental Representative deems it necessary, the amended CEMP will be forwarded to the Secretary of the Department of Planning and Environment for approval.

Revised versions of the CEMP will be made available through the processes described in Section 1.5.

2 Project Description

2.1 General Features

The general features of the portion of the Project covered by this CEMP are:

- Approximately 14.7km (Section 1) of motorway standard highway, comprising a four-lane divided carriageway (two lanes in each direction) that can be upgraded to a six-lane divided carriageway in the future, if required
- The following major interchange is to provide access to and from the upgraded highway at:
 - Section 1 - Range Road
- Three bridge crossings of waterways or floodplains.
- Four bridges and underpasses to maintain access along local roads crossed by the project.
- Viaducts located where the project would cross low-lying or flood-prone areas.
- Service roads and access roads to maintain connections to existing local roads and properties.
- Structures to help wildlife cross above or below the project, including median crossings for arboreal mammals, dedicated culverts and land bridges.
- Rest area located at the Arrawarra Interchange.
- Connectivity structures to help wildlife cross above or below the project.

2.2 Staging

The Woolgoolga to Ballina Pacific Highway Upgrade Environmental Impact Statement divided the alignment into 11 sections, the first stage, which is applicable to the OHLY is:

- Section 1 - Woolgoolga to Halfway Creek (the project).

The key features of this section is described below and shown in Figure 2-1.

In accordance with the requirements of CoA A7 and D25(a), details of the Project staging, including construction activities and submission of corresponding environmental plans, strategies and protocols, are documented in the Project Staging Report. The Staging Report will be updated as necessary by RMS, or advice provided that no changes to staging are proposed, and submitted to the Secretary of the Department of Planning and Environment prior to the commencement of each stage, identifying any changes to the proposed staging or applicable CoAs.



Figure 2-1 Woolgoolga to Ballina overview, and Section 1

2.2.1 Section 1: Woolgoolga to Halfway Creek

The Woolgoolga to Halfway Creek section is about 17 kilometres long, extending from and including the Arrawarra rest area (about six kilometres north of Woolgoolga) to the northern end of the completed Halfway Creek upgrade just south of Lemon Tree Road, Halfway Creek. The Arrawarra rest area was previously included within the Sapphire to Woolgoolga project. The rest area design provides separate parking areas for trucks, stock and refrigerated trucks, light vehicles and buses/cars with trailers. There are also picnic shelters, toilets, an information board and RV dump point.

From the Arrawarra Interchange, the Project will duplicate the existing highway for about 1.6 kilometres. A northbound carriageway will be constructed on the western side of the existing highway adjacent to Wedding Bells State Forest and the new southbound carriageway constructed over the existing highway.

Between Tasman Street (Corindi) and Range Road, the Project will deviate about 600 metres to the west of the existing highway through the Corindi Creek floodplain. The Project will rejoin the existing highway near Range Road. The deviation will be about 7.7 kilometres long and will take the highway further away from the Corindi area. A new road (Corindi Access Road) will be constructed to provide access for private properties on the western side of the new alignment between Cassons Creek and Range Road.

As part of the overall Pacific Highway strategy, the highway has been designed for two scenarios, an initial upgrade (A-class) and the ultimate upgrade to motorway standard (M-class). The section between the Arrawarra Interchange and Range Road is M-class, with the remaining length within section 1 being A-class.

Access to the project will be via three at-grade intersections and two grade separated interchanges located at Arrawarra (constructed as part of the Sapphire to Woolgoolga Upgrade recently completed) and Range Road, Dirty Creek. There are also three at grade connections to private properties. Three bridges on the main carriageway will be provided across Corindi Creek, Corindi floodplain, Cassons Creek and Redbank Creek tributary.

The Project includes a portion of the 2.5 kilometre section of the recently completed upgrade at Halfway Creek. No changes will be required to the main carriageways at Halfway Creek. However, this section includes the removal of the open intersection at Grays Road/Rediger Close and the provision of u-turn facilities to service both local roads.

2.3 Construction Activities and Sequence

Typically the following sequences of construction activities are anticipated:

- **Site establishment** – installing boundary fencing, construction facilities, environmental controls and carrying out pre-clearing vegetation / fauna surveys.
- **Relocation or protection of services** – relocating and protecting electricity, gas, water and telecommunications infrastructure affected by the Project.
- **Site preparation** – removal of harvestable timber, clearing and grubbing, topsoil stripping and storage.
- **Earthworks** – undertaking cut and fill works along the alignment to achieve desired levels, removal of unsuitable material, batter and embankment shaping.
- **Structures** – building bridges, drainage and fauna underpasses.
- **Pavements** – forming subbase and base layers and construction of final pavement finishes.
- **Road furniture** – installing signage, line marking, safety barriers and fauna furniture.
- **Landscaping and restoration** – reuse of topsoil, planting of native plants and seeding disturbed areas with native and cover crops species (this will take place throughout construction as elements become complete where ongoing disturbance is not anticipated).
- **Open to traffic** – decommission construction facilities and commission new road and related infrastructure.

2.4 Compound and Ancillary Facilities

Temporary compound and ancillary facilities are required to support construction of the Project. Primary site compounds will be established at:

- Lot 11/DP1152234, on Kangaroo Trial Road, on land owned by RMS.
- Lot 1102 DP803773 on Hawthorn Close, on land owned by RMS.

These sites will accommodate the majority of management, engineering, specialist and administrative personnel and will include:

- Office accommodation.
- Staff amenities.
- Light vehicle parking.
- A plant and equipment maintenance workshop.
- Material and chemical storage.
- Waste storage

Ancillary facilities will also be required and will be located closer to active work zones and support site based construction personnel. Typically these facilities will include:

- Crib sheds and minimal office accommodation.
- Equipment storage.
- Material and waste storage.
- Concrete casting areas.
- Concrete & asphalt batch plant facilities.

The locations of ancillary facilities will be assessed prior to use, as per Section 3.7.2. which details the location, composition and purpose of compound and ancillary facilities required for the Project.

An assessment of the ancillary facility assessment criteria required by CoA B73 will also be undertaken. This assessment shall be approved by the Environmental Representative and included within an Ancillary Facilities Management Plan. Through the approval of this CEMP by DP&E it is deemed that these ancillary facilities are also approved and comply with the requirements set out in the CoA.

3 Planning

3.1 Project Environmental Obligations

All construction personnel working on the Project have the following general environment related obligations:

- Minimise pollution of land, air and water.
- Use pollution control equipment and keep it in proper working order.
- Preserve the natural and cultural heritage environment.
- Give notice to the Roads and Maritime and relevant authorities of a non-Aboriginal or Aboriginal heritage discovery.
- Minimise impacts on threatened flora and fauna species and communities;
- Minimise the occurrence of offensive noise.
- Be a good neighbour to surrounding land users.
- Keep the community informed of Project milestones, upcoming activities and duration of relevant aspects of the works.
- Use equipment with noise control features where available and ensure that it is properly maintained.
- Take all feasible and reasonable steps to ensure compliance with the requirements of this CEMP and subplans.

3.2 Legal and Other Requirements

A register of legal and other requirements for the Project is contained in Appendix A1 (Table 1). This register is maintained as a checklist. This register will be reviewed quarterly by the Project Environment Manager, and updated with any applicable changes. Any changes made to the legal requirements register will be communicated to the wider team where necessary through toolbox talks, specific training and other methods detailed in Chapter 5.

A checklist of compliance with Roads and Maritime specification G36 is also included in Appendix A1 (Table 2) with a reference to where each requirement is addressed by this CEMP or other Project documentation.

3.3 Approvals, Permits and Licences

Appendix A1 also includes a register of all relevant environmental approvals, permits and licences for the Project. The register will be maintained by the Environmental Manager and will be reviewed prior to the commencement of construction and/or stages of construction, at least quarterly during construction and at least annually as part of the management review.

Key approvals and licences are:

- Project Approval under the EP&A Act.
- Environmental Protection Licence (EPL) under the *Protection of the Environment Operations Act 1997* (PoEO Act) for road construction and/or for the operation of ancillary facilities.
- Approvals under the *Water Act 1912* for access to ground or surface water during construction.
- EPBC Approval under the *Environment Protection and Biodiversity Conservation Act 1999* for Commonwealth listed threatened species.

In accordance with CoA A6, all necessary licences, permits and approvals required for the development of the Project will be obtained and maintained as required throughout the life of the Project. No condition of the Project Approval removes the obligation for Roads and Maritime or OHL York JV to obtain, renew or comply with such necessary licences, permits or approvals except as provided under Section 115ZG of the EP&A Act.

The conditions of the Project Approval, the EPL and other approvals, licences and permits that are or may be obtained, are listed in Table 3 of Appendix A1, with a reference to where each requirement is addressed by this CEMP or other Project documentation.

3.4 Environmental Aspects and Impacts

A risk management approach will be used to determine the severity and likelihood of an activity's impact on the environment and to prioritise its significance. This process considers potential regulatory and legal risks as well as taking into consideration the concerns of community and other key stakeholders.

The objectives of risk assessment are to:

- Identify activities, events or outcomes that have the potential to adversely affect the local environment and/or human health/property.
- Qualitatively evaluate and categorise each risk item.
- Assess whether risk issues can be managed by environmental protection measures.
- Qualitatively evaluate residual risk with implementation of measures.

Risk assessments for the Project, carried out in accordance with EC-22 Hazard Identification, Risk Assessment & Control (HIRAC) are based on AS/NZS 4360:1999, the Australian standard for risk assessments.

Appendix A2 includes a list of activities associated with the Project, related aspects and corresponding risks. Measures to minimise the identified environmental risks are also provided.

3.5 Environmental Policy

OHL will undertake its business operations in a manner that recognises the importance of environmental protection and sustainability and meet the expectations of our clients and the broader community in any activity.

OHL Environmental Policy (refer Appendix A3), which is adopted by the OHL, describes OHL commitment to continual improvement in environmental performance and compliance with applicable legal requirements. It demonstrates the company's overall commitment to its environmental performance and is the foundation of the OHL's third-party certified Environmental Management System under which the project will operate.

The Environmental Policy will be displayed on the Project website and at the site office, and shall be communicated to staff and other interested parties via inductions and ongoing awareness programs.

3.6 Objectives and Targets

As a means of assessing environmental performance during construction of the Project, environmental objectives and targets have been established. These objectives and targets have been developed with consideration of key issues identified through the environmental and risk assessment process. The objectives and targets are consistent with the Project Environmental Policy and will assist in monitoring whether the commitments of the policy are being met.

The targets are incorporated into relevant environmental management plans.

The performance of the Project against the objectives and targets will be documented in the Project construction compliance reports and at least on an annual basis as part of the management review.

Environmental objectives and targets for the Project are provided in Table 3-1.

Table 3-1 Environmental objectives and targets

Objective	Target	Measurement tool
Construction of the Project in accordance with environmental approvals.	<ul style="list-style-type: none"> • Full compliance with statutory approvals. • Achieve agreed targets in each sub plans as per Section 4.1.2. 	Audits, construction compliance reporting, management view.
Compliance with all legal requirements.	<ul style="list-style-type: none"> • No regulatory infringements (PINs or prosecutions). • No formal regulatory warning. 	Audits, construction compliance reporting, management view.
Implement a rigorous and comprehensive EMS certified as complying with AS/NZS ISO 14001.	<ul style="list-style-type: none"> • Address non-conformances and corrective actions within specific timeframes. 	Audits, management reviews.
Engage with the affected and broader community, minimise complaints and respond to any complaints within a suitable timeframe.	<ul style="list-style-type: none"> • Disseminate regular Project updates and other information through the Project website and other tools identified in the Community Communication Strategy. • Record and response to complaints within the timeframe specified in the Community Communication Strategy. 	Review complaints register, construction compliance report, audits.
Continuously improve environmental performance.	<ul style="list-style-type: none"> • Develop and maintain a program of ongoing environmental training. • Capture lessons learnt from environmental incidents to minimise repeat issues. • Encourage and reward innovation and effort throughout the works force. 	Construction compliance report, management review.

3.7 Project Refinements

3.7.1 General Changes

Refinements to the Project may result from detailed design refinement or changed circumstances throughout construction, and Roads and Maritime is responsible for formally seeking approval from the Minister for Planning for any Project modifications and for documenting refinements that are consistent with the approved Project.

The Roads and Maritime Environmental Manager, Pacific Highway is responsible for the environmental assessment of Project refinements and management of the consistency assessment process. The OHLV Environmental Manager is responsible for incorporating requirements in relation to any new environmental impacts and/or new statutory approval requirements into the appropriate environmental management documentation, as per Work Procedures and Controls.

Any design changes or changes in scope of works should be communicated to the Project Environmental Manager. The Project Environmental Manager will then undertake an additional environmental assessment and consistency review in consultation with the Roads and Maritime Environmental Manager, Pacific Highway to determine if a Project modification may be required. Consistency assessments will be undertaken in accordance with RMS Minor and Major Consistency Design Refinement.

Should the consistency review determine that a Project modification may be required ie the impacts are of a nature and scale that it is not considered consistent with the Project approval, the Environmental Representative will be informed and a modification application under Section 115ZI of the EP&A Act 1979 will be prepared and submitted to the Secretary of the Department of Planning and Environment for determination.

The Roads and Maritime General Manager, Pacific Highway will approve all refinements that are deemed consistent with the Project approval and advise the Project Environment Manager and Project Manager accordingly.

3.7.2 Ancillary Facilities Assessment Criteria

Ancillary facilities are defined by RMS as a “temporary facility for construction, including for example an office and amenities compound, construction compound, batch plant (concrete or bitumen), materials storage compound, maintenance workshop, testing laboratory or material stockpile area”.

The locations of the main site compound and ancillary facilities shall be nominated, assessed and detailed in as part of the Ancillary Facilities Management Plan, which will be developed. If additional ancillary facilities, or changes to the location or arrangement of ancillary facilities are required, an assessment against the criteria detailed in CoA B73 will be undertaken. These criteria require that ancillary facilities:

- (a) be located more than 50 metres from a waterway (100 metres for a *State Environmental Planning Policy No. 14* wetland or known Oxleyan Pygmy Perch habitat waterway);
- (b) not impact on connectivity structures or vegetation leading to a connectivity structure;
- (c) be located within or adjacent to the SSI boundary;
- (d) have ready access to the road network;
- (e) be located in areas of low ecological significance and require no clearing of native vegetation;
- (f) be located more than 50 metres from threatened species and endangered ecological communities and their habitats;
- (g) be located on relatively level land;
- (h) be separated from the nearest residences by at least 200 metres (or at least 300 metres for a temporary batching plant) and comply with construction noise management levels at sensitive receivers;
- (i) be above the 20 year ARI flood level unless a contingency plan to manage flooding is prepared and implemented;
- (j) have minor impacts on flood storage and not result in obstruction of floodplain flow or blockage of culverts and drains;
- (k) not unreasonably affect the land use of adjacent properties;
- (l) operate in accordance with the construction hours set out in conditions B15 and B16;

- (m) provide sufficient area for the storage of material to minimise, to the greatest extent practical, the number of deliveries required outside standard construction hours; and
- (n) be located in areas of low heritage conservation significance (including areas identified as being of Aboriginal cultural value) and not impact on heritage sites beyond those already impacted by the SSI.

The Applicant shall undertake an assessment of the facility against the above criteria in consultation with the relevant public authority(s) and the relevant council. Note that any proposed additional ancillary facilities and changes to ancillary facilities is also required to meet all relevant CoA where applicable, as described in Appendix A1. The assessment shall be approved by the Environmental Representative and included in the Ancillary Facilities Management Plan as required under CoA D21.

4 Implementation and Operation

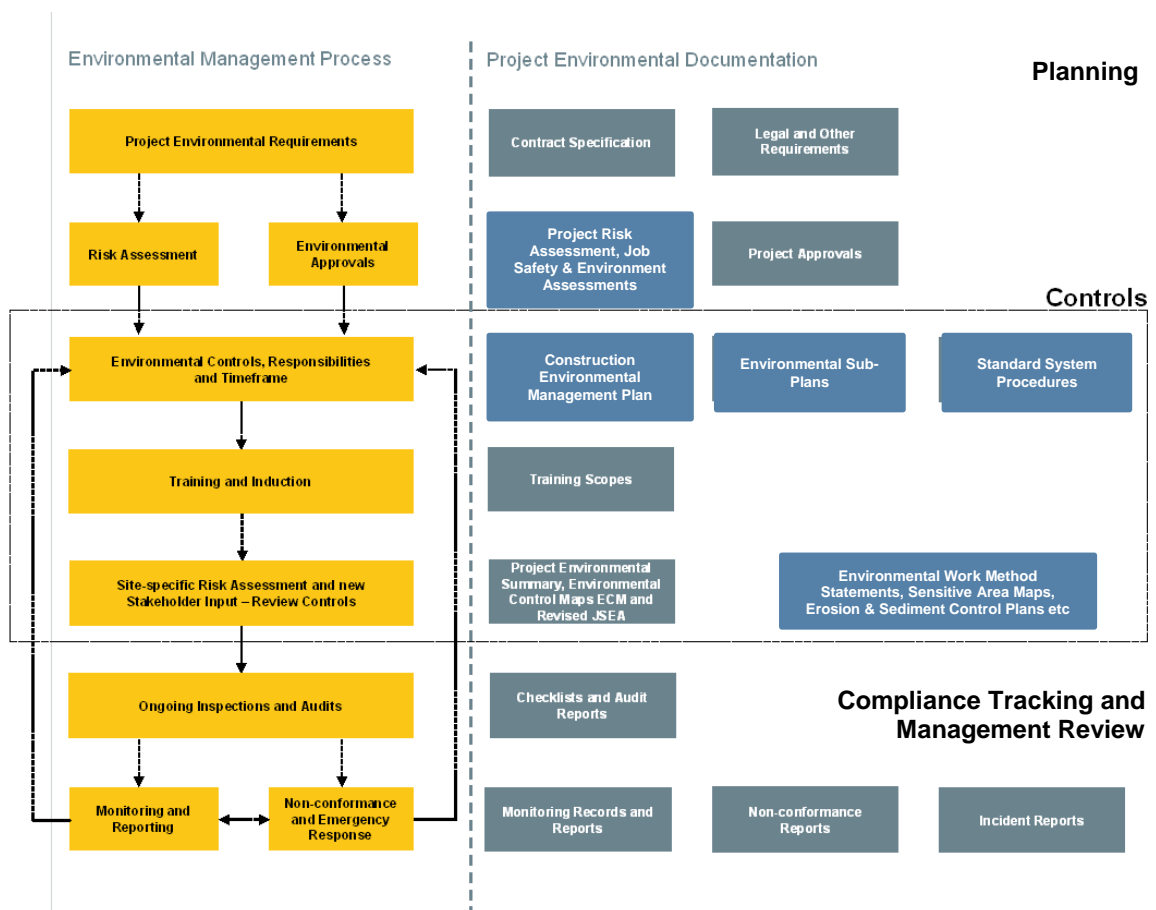
This CEMP is the overarching management plan for a suite of environmental management documents. It provides a structured and systematic approach to environmental management.

The primary purpose of the system of documentation is to:

- Ensure compliance with all applicable environmental laws, obligations and approvals.
- To minimise and mitigate environmental impacts.
- To continually improve OHLY environmental performance.

The structure of the environmental management system for the Project is shown in Figure 4-1.

Figure 4-1 Environmental Management System Structure



4.1 Environmental Management System Documentation

4.1.1 Construction Environmental Management Plan

This CEMP provides the system to manage and control the environmental aspects of the Project during pre-construction and construction. It identifies all requirements applicable to activities described in Chapter 2. It also provides the overall framework for the system and procedures to ensure environmental impacts are minimised and legislative and other

requirements are fulfilled. The strategies defined in this CEMP have been developed with consideration of the Project Approval requirement, safeguards and mitigation measures presented in the Environmental Assessment and Approval documents. This CEMP establishes the system for implementation, monitoring and continuous improvement to minimise impacts from the Project on the environment.

This CEMP is consistent with:

- Guideline for the preparation of Environmental Management Plans (DIPNR, 2004).
- AS/NZS ISO14001: 2004, *Environmental Management Systems - requirements with guidance for use*.
- Roads and Maritime QA Specification G36.

The CEMP and associated plans required under CoA D25 and D26 will be provided to the Secretary of the Department of Planning and Environment for approval.

4.1.2 Other Environmental Management Plans and Strategies

A number of environmental management plans support the CEMP. These documents are prepared to identify requirements and processes applicable to specific impacts or aspects of the activities described in Chapter 2. They address requirements of the CoA and mitigation measures identified in the Environment Impact Assessment documentation.

Environmental strategies may also be developed as required throughout the Project. These will also guide environmental management of potential impacts on-site.

A list of construction plans and strategies for the Project, and their approval requirements, are provided in **Table 4-1**. The Project Staging Report documents the required Project-wide environmental documentation to be prepared for the Project and the timing required for submission where required.

Table 4-1 Environmental Management Plans and Strategies

Document name	Document number	Approval pathway
Construction Traffic and Access Management Plan (Appendix B1)	W2HC-EMP-App_B01	DP&E approval
Construction Flora And Fauna Management Plan(Appendix B2)	W2HC-EMP-App_B02	DP&E approval
Construction Noise And Vibration Management Plan (Appendix B3)	W2HC-EMP-App_B03	DP&E approval
Construction Soil and Water Quality Management Plan (Appendix B4)	W2HC-EMP-App_B04	DP&E approval
Construction Heritage Management Plan (Appendix B5)	W2HC-EMP-App_B05	DP&E approval
Construction Air Quality Management Plan (Appendix B6)	W2HC-EMP-App_B06	Roads and Maritime approval
Construction Waste and Energy Management Plan (Appendix B7)	W2HC-EMP-App_B07	Roads and Maritime approval
Construction Contaminated Land Management Plan (Appendix B8)	W2HC-EMP-App_B08	Roads and Maritime approval

4.1.3 Environmental Work Method Statements

Environmental Work Method Statements (EWMS) are prepared as required under G36 in order to manage and control all activities that have the potential to negatively impact on the environment. EWMS will be prepared prior to the commencement of these activities on site and will incorporate relevant mitigation measures and controls from management plans. They also identify key procedures to be used concurrently with the EWMS. EWMS are specifically designed to communicate requirements, actions, processes and controls to construction personnel using plans, diagrams and simply written instructions.

EWMS will be prepared progressively in the lead up to and throughout construction in consultation with relevant members from the Project team, and approved by the Environment Manager. EWMS in current use will be reviewed monthly and submitted for approval when altered.

EWMS for activities identified as having high environmental risk will undergo a period of consultation with stakeholders and authorities prior to approval. A list of upcoming/future EWMS will be provided to ERG participants during regular meetings. The ERG will determine which EWMS are high risk and require consultation and those that do not.

EWMS for activities likely to be considered high risk include:

- Working platforms in or adjacent to waterways.
- Temporary waterway crossings.
- Site compound establishment.
- Stockpile management
- Public road accesses and managing mud tracking.
- Batch plant establishment and operation.
- Managing runoff from curing processes.
- Clearing and grubbing.
- Sediment basin, construction and management.
- Dewatering activities.
- Soft soil treatment.
- Piling.
- Blasting.
- Excavation and management of Acid Sulphate Soils
- Excavation and management of contaminated soils

All construction personnel and sub-contractors undertaking a task governed by an EWMS must participate in training on the EWMS, and acknowledge that they have read and understood their obligations prior to commencing work.

Regular monitoring, inspections and auditing against compliance with the EWMS will be undertaken by Project management, quality, and environmental personnel to ensure that all controls are being followed and that any non-conformances are recorded and corrective actions implemented.

A register of EWMS will be maintained in Appendix A4.

4.1.4 Erosion and Sediment Control Plans

Erosion and Sediment Control Plans (ESCPs) are planning documents that clearly show the site layout and the approximate location of erosion and sediment control structures onsite. They cover all construction stages from initial vegetation clearing through to rehabilitation when erosion and sediment control are no longer required and are removed. ESCP will be developed and implemented across the Project where there is a risk of erosion and sediment loss.

ESCPs may be produced in conjunction with EWMS to provide more detailed site-specific environmental mitigation measures.

ESCP will be developed by environment staff in consultation with the project Soil Conservationist, superintendent, site engineers, foreman and other relevant site personnel, as required. They will be modified to reflect site conditions at the time of construction, and reviewed as works progress. The Environmental Manager and Area Supervisor will approve ESCP. Minor changes thereafter will be approved by environment staff in consultation with the Environmental Manager and Area Foreman, as required.

ESCPs will be developed for all work areas prior to commencing activities.

4.1.5 Sensitive Area Plans

The Project traverses a diversity of environmental and socially sensitive areas/sites. To assist pre-construction planning and on-site construction management, these site constraints are consolidated on a series of map-based sheets that extend the length of the Project. Sensitive Area Plans include information pertaining, but not limited to:

- Noise sensitive receivers eg residential dwellings, educational institutions.
- Flora features, including threatened species and endangered ecological communities.
- Aboriginal and non-Aboriginal heritage sites including assessment boundaries, items, places, objects and sites.
- Local waterways.
- Recorded threatened fauna sightings.
- State Forest / National Parks / Nature Reserves / Flora Reserves
- Areas of vegetation to be retained
- Potential or actual acid sulphate soil areas
- Contaminated sites
- Monitoring locations for groundwater, surface water and dust
- Clearing limit boundary

The sensitive area plans are presented in Appendix A5. They are a working element of the CEMP and will be revised throughout construction to reflect true ground conditions and the most up-to-date information available on sensitive sites. Sensitive area plans will be used in conjunction with EWMS to help identify key risk areas and to promote ongoing communication to construction personnel during the Project.

4.1.6 System Procedures, Forms and Other Documents

The Project Environmental Management System procedures, forms and other documents provide instructions and records related to both environmental and non-environmental activities throughout the Project.

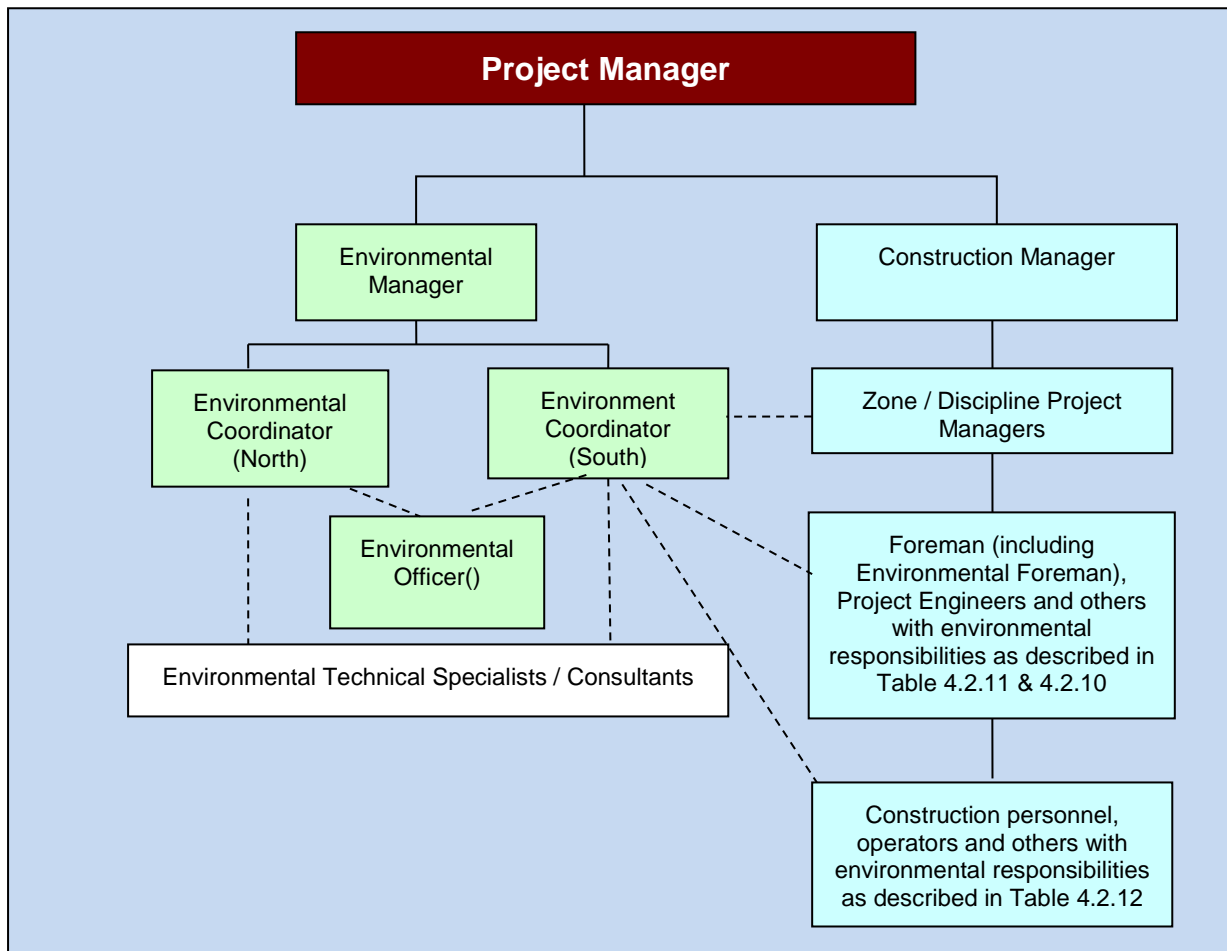
Project specific procedures will be developed in accordance with the requirements for the Project. Where applicable, existing procedures and work instructions will be applied or amended for use on the Project.

A register of relevant environmental procedures and forms are maintained in Appendix A4.

4.2 Resources, Roles, Responsibilities and Authority

The key environmental management roles and responsibilities for the construction phase of the Project are described below. The structure of these roles is shown in Figure 4-2.

Figure 4-2 Management structure



4.2.1 Environmental Representative

The environmental responsibilities of the Environmental Representative, who is appointed by RMS, independent of the Project team is approved by the Department of Planning and Environment are detailed in CoA D23 and include:

- a) Be the principal point of advice in relation to the environmental performance of the Project.
- b) Monitor the implementation of environmental management plans and monitoring programs required under the Project Approval and advise the Proponent upon the achievement of these plans / programs.
- c) Consider and advise the Proponent on matters specified in the CoA, and other licences and approvals related to the environmental performance and impacts of the Project.
- d) Ensure that environmental auditing is undertaken in accordance with the Environmental Management System.
- e) Approve / reject minor amendments to the CEMP.
- f) Approve / reject Out of Hours Works activities. These works shall be conducted in accordance with the Out of Hours Works Protocol (OOHW Protocol).
- g) Approve / reject ancillary facilities in accordance with CoA B73 and B74.
- h) Require reasonable steps be taken to avoid or minimise unintended or adverse environmental impacts, and failing the effectiveness of such steps, to direct that relevant

actions be ceased immediately should an adverse impact on the environment be likely to occur.

- i) Be consulted in responding to the community concerning the environmental performance of the Project where the resolution of points of conflict between the Proponent and the community is required.

The Environmental Representative shall prepare and submit to the Secretary a monthly report on the Environmental Representative's actions and decision on matters specified in condition D23 for the preceding month. The reports shall be submitted for the duration of construction of the SSI, unless otherwise agreed by the Secretary.

4.2.2 Roads and Maritime Environmental Manager

The environmental responsibilities of the Roads and Maritime Environmental Manager include (but are not limited to):

- a) Review any environmental management plans and related documents prepared for the Project.
- b) Review minor Project refinements that are consistent with the Project environmental assessment and approval documentation and recommend they be approved to the General Manager, Pacific Highway.
- c) Monitor the environmental performance of the Project in relation to Roads and Maritime requirements.

4.2.3 Roads and Maritime Representative

The environmental responsibilities of the Roads and Maritime Representative include (but are not limited to):

- a) Evaluate and advise on compliance with Roads and Maritime environmental requirements.
- b) Review and approve any environmental management plans for the Project or related activities that are not required to be approved by the Secretary of the Department of Planning and Environment.

4.2.4 Project Manager

The environmental responsibilities of the Project Manager include (but are not limited to):

- a) Ensure all works comply with relevant regulatory and Project requirements.
- b) Ensure the requirements of the CEMP are fully implemented, and in particular, that environmental requirements are not secondary to other construction requirements.
- c) Endorse and support the Project Environmental Policy attached at Appendix A3.
- d) Liaise with Roads and Maritime, Environmental Representative and other government authorities as required.
- e) Participate and provide guidance in the regular review of this CEMP and supporting documentation.
- f) Provide adequate resources (personnel, financial and technological) to ensure effective development, implementation and maintenance of the CEMP.
- g) Ensure that all personnel receive appropriate induction and subsequent training, including details of the environmental and community requirements.
- h) Ensure that complaints are investigated to ensure effective resolution.
- i) Stop work immediately if an unacceptable impact on the environment is likely to occur.

4.2.5 Construction Manager

The environmental responsibilities of the Construction Manager include (but are not limited to):

- a) Plan construction works in a manner that avoids or minimises impact to environment.
- b) Ensure the requirements of the CEMP are fully implemented.
- c) Consult with the project environment personnel when planning works.
- d) Ensure construction personnel manage construction works in accordance with statutory and approval requirements.
- e) Ensure environmental management procedures and protection measures are implemented.
- f) Ensure all Project personnel attend an induction prior to commencing works.
- g) Liaise with Roads and Maritime, the Environmental Representative and other government authorities as required.
- h) Stop work immediately if an unacceptable impact on the environment is likely to occur.

4.2.6 Superintendent / Site Manager

The environmental responsibilities of the superintendent include (but are not limited to):

- a) Consult with the project environment personnel when planning works.
- b) Communicate with all personnel and sub-contractors regarding compliance with the CEMP and site-specific environmental issues.
- c) Ensure all site workers attend an environmental induction prior to the commencement of works.
- d) Coordinate the implementation of the CEMP.
- e) Ensure all workers sign on to EWMS and other environmental documentation
- f) Coordinate the implementation and maintenance of pollution control measures.
- g) Identify resources required for implementation of the CEMP.
- h) Report any activity that has resulted, or has the potential to result, in an environmental incident immediately to the Environmental Manager / Environmental Officers.
- i) Coordinate action in emergency situations and allocate required resources.
- j) Stop activities where there is an actual or immediate risk of harm to the environment and advise the Construction Manager and Environmental Manager.

4.2.7 Environmental Manager

The environmental responsibilities of the Environmental Manager include (but are not limited to):

- a) Overall responsibility for the implementation of environmental matters on the Project.
- b) Development, implementation, monitoring and updating of the CEMP and associated environmental plans in accordance with ISO14001.
- c) Report to Project Manager and other senior managers on the performance and implementation of the CEMP.
- d) Ensure management reviews of the CEMP are undertaken annually, documented and actions implemented.
- e) Ensure environmental risks of the Project are identified and appropriate mitigation measures implemented.
- f) Identify where environmental measures are not meeting the targets set and where improvement can be achieved.

- g) Ensure environmental protocols are in place and managed.
- h) Ensure environmental compliance.
- i) Obtain and update all environmental licences, approvals and permits as required.
- j) Lead liaison with Environmental Representative and approval authorities.
- k) Manage environmental document control, reporting, inductions and training.
- l) Manage environmental reporting within the Project team and to the Roads and Maritime and regulatory authorities.
- m) Preparing reports on a monthly basis outlining the Project Works undertaken and the achievements that have been met, as well as identifying those areas where improvements were made.
- n) Oversee site monitoring, inspections and audits.
- o) Manage all subcontractors and consultants with regards to environmental matters, including assessing their environmental capabilities and overseeing the submission of their environmental documents.
- p) Prepare and/or distribute environment awareness notes.
- q) Review and approve ESCP and EWMS
- r) Develop and facilitate induction, toolbox talks and other training programs regarding environmental requirements for all site personnel.
- s) Notify Roads and Maritime and relevant authorities in the event of an environmental incident and manage close-out of these.
- t) Stop activities where there is an actual or immediate risk of harm to the environment, or to prevent environmental non-conformities, and advise the Project Manager, Construction Manager and Superintendent.
- u) Assist the Communications Manager to resolve environment-related complaints.

4.2.8 Environmental Officer

The environmental responsibilities of the Environmental Officer include (but are not limited to):

- a) Assist in preparing the CEMP (including any future revisions) in accordance with all relevant requirements.
- b) Develop ESCP and EWMS in consultation with the superintendent, site engineers, foreman and other relevant site personnel, as required.
- c) Participate in all project planning meetings and provide environmental input to construction planning generally
- d) Undertake site inspections, carry out monitoring activities and complete site checklists.
- e) Ensure monitoring records are appropriately maintained, reviewed and any non-compliance issues addressed.
- f) Manage the day-to-day environmental elements of construction.
- g) Record and provide written reports to the Environmental Manager of non-conformances or corrective actions with the CEMP. This may include the need to implement additional, or revise existing, mitigation measures.
- h) Assist in identifying environmental risks.
- i) Advise the Environmental Manager and Construction Manager of the need to stop work immediately if an unacceptable impact on the environment is likely to occur or to require other reasonable steps to be taken by the Construction Manager or site construction staff to avoid or minimise impacts.
- j) Provide reports to the Environmental Manager on any major issues resulting from the Project.

- k) Assist all site staff with issues concerning Project environmental matters.
- l) Assist in developing training programs regarding environmental requirements and deliver where required, including delivery of the environmental component of toolbox talks.
- m) Stop activities where there is an actual or immediate risk of harm to the environment and advise the Project Manager, Construction Manager, Superintendent and Environmental Manager.

4.2.9 Communications Manager

The environmental responsibilities of the Communications Manager include (but are not limited to):

- a) Ensure that all community consultation activities are carried out in accordance with approved plans and strategies.
- b) Report any environmental issues to the Environmental Manager raised by stakeholders or members of the community.
- c) Communicate general Project progress, performance and issues to stakeholders including the community.
- d) Maintain the 24 hour complaints hotline.

4.2.10 Project/Site Engineers

The environmental responsibilities of the Project / Site engineers include (but are not limited to):

- a) Provide input into the preparation of environmental planning documents as required.
- b) Ensure that instructions are issued and adequate information provided to employees that relate to environmental risks on-site.
- c) Ensure that the works are carried out in accordance with the requirements of the CEMP and supporting documentation, including the implementation of all environmental controls.
- d) Identify any environmental risks.
- e) Identify resource needs for implementation of CEMP requirements and related documents.
- f) Ensure that complaints are investigated to ensure effective resolution.
- g) Take action in the event of an emergency and allocate the required resources to minimise the environmental impact.
- h) Report any activity that has resulted, or has the potential to result, in an environmental incident immediately to the Superintendent and Environmental Manager.

4.2.11 Foreman / Site Supervisor

The environmental responsibilities of the foreman/site supervisor include (but are not limited to):

- a) Undertake any environmental duties as defined by the superintendent or Project/site engineer.
- b) Control field works and implement/maintain effective environmental controls.
- c) Where required, undertake environmental risk assessment of works prior to commencement.
- d) Ensure site activities comply with EWMS and ESCP and relevant records are kept.
- e) Ensure all site workers are site inducted prior to commencement of works.
- f) Attend to any spills or other environmental incidents that may occur on-site.

- g) Report any activity that has resulted, or has the potential to result, in an environmental incident immediately to the Superintendent.
- h) Stop activities where there is an actual or immediate risk of harm to the environment and advise the Project Manager, Construction Manager, Superintendent or Environmental Manager.

4.2.12 Wider Project Team (including sub-contractors)

The environmental responsibilities of the wider Project Team (including sub-contractors) include (but are not limited to):

- a) Comply with the relevant requirements of the CEMP, or other environmental management guidance as instructed by a member of the Project's management.
- b) Participate in the mandatory Project/site induction program.
- c) Report any environmental incidents to the foreman immediately or as soon as practicable if reasonable steps can be adopted to control the incident.
- d) Undertake remedial action as required to ensure environmental controls are maintained in good working order.
- e) Stop activities where there is an actual or immediate risk of harm to the environment and advise the Project Manager, Construction Manager, Superintendent or Environmental Manager.

4.3 Sub-contractor Management

Subcontractors will be selected and managed in accordance with OHL Y Subcontract Administration and Management Process.

Environmental requirements and responsibilities will be specified to sub-contractors in the contract documentation. The Environmental Manager, or delegate, will participate in the tender assessment and selection process where it is deemed necessary due to associated environmental risks. All subcontractors will be required to complete a subcontractor questionnaire or similar and, as part of the selection process, consideration will be given to their past environmental performance.

All subcontractors are required to attend Project and/or site inductions where the requirements and obligations of the CEMP are communicated. A record of all subcontractors inducted will be maintained as part of the Project induction and training register.

All subcontractors are required to work in accordance with this CEMP.

Subcontractors may be required to submit a project or task specific Environmental Management Plan (EMP) which at a minimum complies with this CEMP.

Subcontractors who are not required to submit an EMP will be issued a controlled copy of, and will be required to conform to, this CEMP.

All subcontractor plans, work procedures and Job Safety Analysis (JSAs) shall be submitted to the Project Manager for review and approval prior to the commencement of works. A record of these reviews shall be recorded on the Document Review Register, and kept in the site quality files.

Control over subcontract personnel with regards to environmental aspects and impacts shall be the responsibility of the subcontractor's supervisory staff. OHL York JV supervisory staff shall oversee work practices and procedures to ensure that environmental controls are implemented and maintained, and review their performance against the requirements of the CEMP by regular inspections and audits.

Subcontractors shall participate in environmental inspections and audits of their works.

At any stage of the works if subcontractor personnel are found to have ignored environmental controls or have caused environmental harm, their activities will cease, a non-conformance issued in accordance with the OHLV Project Quality Management Plan and works will not recommence until the non-conformance is successfully closed out. In the case of environmental harm, an incident shall be raised in accordance with the OHLV Project Quality Management Plan and the *RMS Incident Classification and Reporting Procedure*. Subcontractor interfacing with adjacent work and non-work areas and other operations shall be controlled by the Superintendent / Site Manager or his/ her nominated representative.

Subcontractors are also required to attend all pre-starts and Toolbox meetings, to sign onto any relevant JSEA and EWMS, and to attend whatever training is required for them to carry out their work effectively.

Subcontractors' environmental performance will be assessed using a standard monitoring form that includes:

- The subcontractor's general work practices.
- The effectiveness of the subcontractor's environmental protection measures.
- The subcontractor's compliance with the requirements of this CEMP.
- The maintenance of environmental measures.

4.4 CEMP Availability

This CEMP will be made available for public inspection on request. Confidential information, which may include the location of threatened species, Aboriginal objects or places and personnel contact details, will be removed from all documents which will be made available to the public.

An electronic copy of the CEMP is provided on the Project website.

5 Competence, Training and Awareness

To ensure that this CEMP is effectively implemented, each level of management is responsible for ensuring that all personnel reporting to them are aware of the requirements of this CEMP. The Environmental Manager will coordinate the environmental training in conjunction with other training and development activities (eg safety).

5.1 Environmental Induction

All personnel (including sub-contractors) are required, prior to commencement on-site, to attend a compulsory site induction. This induction, which includes an environmental component is to ensure all personnel involved in the Project are made aware of the requirements of the CEMP, project approvals (including CoA, EPL, EPBC) their environmental components and requirements and all other environmental obligations and to ensure the implementation of environmental management measures.

Short-term visitors to site for purposes such as deliveries will be required to be accompanied by inducted personnel at all times. A visitors induction will also be undertaken for visitors onsite for short periods as agreed with the Safety Manager.

The Environmental Officer (or delegate) will conduct the environmental component of the site inductions.

The environmental component will include, but not limited to, an overview of:

- Relevant details of the CEMP including purpose and objectives.
- Key environmental issues.
- Conditions of environmental licences, permits and approvals.
- Specific environmental management requirements and responsibilities.
- Mitigation measures for the control of environmental issues.
- Incident response and reporting requirements.
- Information relating to the location of environmental sensitive areas

Instruction on compliance with the RMS *Environmental Incident Learning, Avoidance and Management on Pacific Highway Projects* procedure will be delivered to all relevant personnel as part of the induction process.

Details of all inducted personnel will be recorded on the Site Induction & Training Register and, this document shall be systematically updated and maintained by the Site Safety Supervisor or in their absence, another nominated member of the site management team.

The Environmental Manager may authorise amendments to the induction at any time. Possible reasons for changes to the induction may be Project modifications, legislative changes or amendments to this CEMP or related documentation.

The Environmental Representative will review and approve the induction program and monitor implementation.

5.2 Toolbox Meetings, Training and Awareness

Toolbox Meetings are one method of raising awareness and educating personnel on issues related to all aspects of construction including environmental issues. The Toolbox Meetings are used to ensure environmental awareness continues throughout construction.

Weekly Toolbox Meeting will be planned and presented to the project team will include details of EWMS and ESCP for relevant personnel. Toolbox Meetings will also be tailored to

specific environmental issues relevant to upcoming works, or to highlight experiences or incidents on site or on other sites, that serve to provide examples of good or poor environmental management. Toolbox attendance is mandatory.

Relevant environmental matters for discussion at Toolbox Meetings will include (but are not limited to):

- Incident reporting requirements and complaints handling
- Erosion and sedimentation control and sedimentation basin management.
- Hours of work, access routes and speed limits.
- Emergency and spill response.
- Working near or over water and water pollution controls
- Aboriginal and non-Aboriginal heritage.
- Flora and fauna, threatened species, endangered ecological communities, clearing controls and vegetation protection.
- Weed management.
- Dust control.
- Noise and vibration control
- Storage and handling of chemicals
- Management of concrete pours
- Liming operations
- Acid sulfate soil or contaminated land issues
- Results / actions from any site inspections or audits

Targeted environmental awareness training will be provided to individuals or groups of workers with a specific authority or responsibility for environmental management or those undertaking an activity with a high risk of environmental impact. Topics covered may include those detailed above, or others deemed necessary in the lead up to or during construction.

Key personnel who control construction work impacting erosion and sedimentation including controls will undertake training in Volume 2D of the Blue Book (or an approved equivalent training). In addition, a practical one-day training course in Volume 2D of the Blue Book, and how it applies to the project, will be presented to all personnel engaged in earthworks and sediment control on the site.

Another way to inform construction personnel will be through the development and distribution of awareness notes. These will typically take the form of a poster, booklet, or similar and will be distributed to engineers, leading hands, foreman and others with a responsibility for managing specific work locations or activities. This documentation will be used to inform the broader workforce through either daily pre-starts meeting (see section 5.3) or provision in worker crib sheds / break facilities.

The Environmental Representative shall consult with OHLY & RMS in the review and approval of the training program and monitor implementation. As per G36 3.5, RMS will also review drafts of environmental induction and training materials.

5.3 Daily Pre-Start Meetings

The pre-start meeting is a tool for informing the workforce of the day's activities, safe work practices, environmental protection practices, work area restrictions, activities that may affect the works, coordination issues with other trades, hazards and other information that may be relevant to the day's work.

The Foreman will conduct a daily pre-start meeting with the site workforce before the commencement of work each day (or shift) or where changes occur during a shift.

The environmental component of pre-starts will be determined by relevant foreman and environmental personnel and will include any environmental issues that could potentially be impacted by, or impact on, the day's activities, including weather. All attendees will be required to sign on to the pre-start (and EWMS where relevant) and acknowledge their understanding of the issues explained.

6 Communication

6.1 Internal Communication

Clear lines of communication throughout all levels and functions (eg management, staff and sub-contracted service providers) are key to minimising environmental impacts and achieving continual improvements in environmental performance.

The Project team, including the Environmental Officer, will discuss at Project Planning meetings any issues with environmental management on-site, any amendments to plans or procedures that might be required or any new / changes to construction activities that have environmental implications.

Regular meetings may also be scheduled with the Environmental Representative and relevant Roads and Maritime staff. The purpose of these meetings would be to communicate ongoing environmental performance and to identify any issues to be addressed.

Environment team members will participate in Toolbox Meetings each week and during pre-start Meetings whenever issues arise. This forum will provide an opportunity for the environment team members to communicate on environmental performance, to advise on any upcoming sensitive environmental matters for future work areas and to receive feedback from on-site personnel.

Further internal communications regarding environmental issues and aspects will be through awareness training as described in Section 5.2.

6.2 External and Government Authority Consultation

The Environmental Manager will be the main point of contact regarding specific environmental issues. The Environmental Manager has the responsibility to report on the ongoing environmental performance of the Project to Roads and Maritime, Environmental Representative and EPA. The Environmental Manager will report regularly to Roads and Maritime on progress and any key environmental matters and to the EPA through monthly EPL reports.

6.3 Stakeholder and Community Communication

6.3.1 Communications and Stakeholder Engagement Strategy

The Communications and Stakeholder Engagement Strategy provides an approach to stakeholder and community communications in accordance with the requirements of CoA C1. The Strategy identifies opportunities for providing information and consulting with the community and stakeholders during the construction phase of the Project. The strategy defines:

- The engagement groups.
- The key messages of the Project.
- The range of tools that will be used to interact with community and stakeholders.

Communication tools defined in the strategy include:

- Targeted community open days.
- Advertisements.
- Displays.
- Door-knock.

- Letterbox drops.
- Signage.
- Website.
- Focus meetings.
- 1800 number and email address.

The Community Communications Strategy will be submitted to DP&E for approval prior to the commencement of construction. OHLY will develop a Community Action Plan in accordance with the Communications and Stakeholder Engagement Strategy.

6.3.2 Complaints and Enquires Procedure

A Complaints and Enquiries Procedure, consistent with *AS 4269: Complaints Handling*, has been developed for the Project, in accordance with the requirements of CoA C2, C3 and RMS Specification G36.

All community inquiries and complaints related to the construction activities will be referred to the 24-hour community information line 1800 778 900. A postal address (PO Box 521, Woolgoolga NSW 2456) and email address (W2HC@ohlaustralia.com) has been provided for receipt of complaints and enquiries. The telephone number, the postal address and the email address were published in newspapers circulating in the local area prior to the commencement of construction and is provided on the Project website.

Information on all complaints received, including the means by which they were addressed and whether resolution was reached and whether mediation was required or used, will be included in a Complaints Register. The information contained within the Register will be made available to the Secretary on request.

Attempts will be made to resolve all complaints in accordance with the community communications strategy. An initial response to complaints will be provided within 24 hours of a complaint being received. A further detailed response, including steps taken to resolve the issue(s) that lead to the complaint, will be provided within 10 days. All complaints should be closed off in the stakeholder database. At all times the stakeholder will be kept informed of when they may expect to receive a response. All contacts made with the complainant will be documented in the Complaints Register.

The Environmental Manager will ensure that corrective actions are applied, as appropriate, in consultation with the appropriate construction staff to allow modifications and improvements in the management of any environmental issues that result in community complaints.

7 Incidents and emergencies

In the event of an environmental incident, Roads and Maritime *Environmental Incident Classification and Reporting Procedure* will be implemented, with reference to *Incident Reporting and Investigation*. The full procedure is provided in Appendix A6.

The procedure provides references to:

- Types of incidents.
- Criteria for classifying of environmental incidents.
- Processes for systematically responding to and managing emergency situations.
- Processes, and legal requirements (eg Acts, Regulations, EPL), for reporting and notification of an environmental incident.

The procedure covers the management of events such as, but not limited to:

- Spills of fuels, oils, chemicals and other hazardous materials.
- Unauthorised discharge from sediment basins or other containment devices.
- Unauthorised clearing or clearing beyond the extent of the Project boundary or premises.
- Inadequate installation and subsequent failure of temporary erosion and sediment controls.
- Unauthorised damage or interference to threatened species, endangered ecological communities or critical habitat.
- Unauthorised harm or desecration to Aboriginal & non-Aboriginal objects and places.
- Unauthorised damage or destruction to any State or locally significant relic or Heritage item.
- Unauthorised damage to marine vegetation and mangroves.
- Unauthorised dredging or reclamation works within a watercourse.
- Potential contamination of waterways or land.
- Accidental starting of a fire or a fire breaking out of containment.
- Any potential breach of legislation, including a potential breach of a condition of: an environment protection licence; CoA approval; or any agency permit condition.
- Works undertaken without appropriate approval or assessment under the EP&A Act.
- Works undertaken that are not in accordance with a Project assessment.
- Unauthorised dumping of waste.

In accordance with the requirements of CoA D27, the Compliance Tracking Program will document:

- Mechanisms for reporting and recording incidents and actions taken in response to those incidents.
- Provisions for reporting environmental incidents to the Director General during construction and operation.
- Procedures for rectifying any non-compliance identified during review of incident management.

Typically, environmental incidents will be notified verbally to the Roads and Maritime Representative and the Environmental Representative as early as possible, including the relevant environmental authorities. Incident reports will be provided to the Roads and Maritime Representative and the Environmental Representative within 48 hours of the incident occurring, including lessons learnt from each environmental incident and proposed measures to prevent the occurrence of a similar incident. All efforts will be undertaken immediately to avoid and reduce impacts of incidents and suitable controls put in place.

Incidents will be closed out as quickly as possible, taking all required action to resolve each environmental incident.

The EPA will be notified of any environmental incidents or pollution incidents on or around the site via the EPA Environment Line (telephone 131 555) in accordance with Part 5.7 of the PoEO Act. The circumstances where this will take place include:

- a) If the actual or potential harm to the health or safety of human beings or ecosystems is not trivial.
- b) If actual or potential loss or property damage (including clean-up costs) associated with an environmental incident exceeds \$10,000.

Where an incident involves an Aboriginal or non-Aboriginal site, the Unexpected Finds Procedure will be implemented.

Roads and Maritime Environment Branch and Project team will maintain all records relating to environmental incidents.

8 Inspections, Monitoring and Auditing

8.1 Environmental Inspections

8.1.1 Weekly and post rainfall site inspections

The Environmental Manager and/or Environmental Officers will undertake weekly and post rainfall inspections of the work sites to evaluate the effectiveness of environmental controls following causing runoff from a rain event, which is consistent with the conditions of the EPL. The Environmental Officers will record inspection findings on the *Environmental Inspection Checklist* form.

If any maintenance and/or deficiencies in environmental controls or in the standard of environmental performance are observed, they will be recorded on the checklist. Records will also include details of any maintenance required, the nature of the deficiency, any actions required and an implementation priority.

Actions raised in the inspections (noting accountability and the timeframe for completion) will be entered in the *Project Hazard and Action Register* if not able to be immediately addressed. Issues arising from site inspections shall be reviewed at the Project Planning meetings and may have non-conformances raised if not closed out in the nominated timeframe (*Non-conformance Report*).

8.1.2 Environmental Representative, Roads and Maritime and ERG inspections

The Environmental Representative, Roads and Maritime and members of the ERG will undertake regular inspections of works sites, and in particular critical activities throughout construction of the Project. Inspections by the Environmental Representative and Roads and Maritime would typically occur on a weekly or fortnightly basis depending on the complexity and anticipated risks associated with the stage of construction. ERG inspections will typically be less frequent, more likely on a monthly or three-monthly basis depending on the construction staging of Project.

A member of the Project RMS environment team will participate in all Environmental Representative, client and ERG inspections. Deficiencies and required actions will be analysed and prioritised at the completion of the inspection and timeframes for implementation of corrective actions agreed. Minutes of these meetings will be maintained.

8.1.3 Pre-work Inspections

Prior to the commencement of works on each shift, an inspection will be carried out and will include a check of relevant environmental controls and resources required to ensure effective operation and maintenance. Works are not to commence unless inspections are found to be satisfactory.

The foreman will undertake the inspections and record and findings, and actions taken or required, in the Site Diary.

8.2 Monitoring

Monitoring will be undertaken to validate the impacts predicted for the Project, to measure the effectiveness of management plans, environmental controls and implementation of this CEMP, and to address Approval requirements. The monitoring requirements for required aspects are included in the relevant management plans and summarised in **Table 8-1**.

Table 8-1 Summary of Environmental Monitoring Required by Project Approval

CoA	Description	Relevant Sub-Plan	Reporting Requirements
B24 (c)	Monitoring procedures to be implemented in regards to blast management and mitigation measures	Construction noise and vibration management plan (Appendix B3)	Refer to plan
D8 (d)	Ecological monitoring as part of Threatened Species Management Plans	Construction flora and fauna management plan (Appendix B2).	Annual reporting of results to the Secretary and relevant regulatory authorities.
D12 (e)(f)	Water Quality Monitoring Program to monitor impacts on surface and groundwater quality and resources and wetlands.	Construction soil and water quality management plan (Appendix B4).	Reporting of results to DP&E, EPA, DPI and NOW.
D20 (j)	Monitoring procedures for the built elements and landscaping (including weed control).	Urban Design and Landscape Plan	Refer to Urban Design and Landscape Plan
D21 (l)	Monitoring of the construction compound and ancillary facilities management.	Ancillary Facilities Management Plan	Refer Section 2.4 and Appendix B8
D23 (b)	Monitoring the implementation and outcomes of EMPs and monitoring programs by the Environmental Representative.	N/A	Report to Roads and Maritime
D25 (d)(v)	Measure to monitor and manage dust emissions including dust from stockpiles, blasting, traffic on unsealed public roads and materials tracking from construction sites onto public roads	Construction air quality management plan	Refer to plan
D26 (a)(v)	Monitoring of noise and vibration proposed, how results of monitoring recorded and reported, how to rectify any non-compliance	Construction noise and vibration management plan (Appendix B3)	Refer to plan
D26 (b)(vii)	Monitoring of construction traffic and access management plan.	Construction traffic and access management plan (Appendix B1)	Refer to plan
D26 (c)(ix)	Monitoring of effectiveness of soil and water quality management measures and the soil and water quality management plan.	Construction soil and water quality management sub plan (Appendix B4).	Refer to plan
D26 (d)(iii)	Protection / monitoring of Aboriginal cultural heritage sites and historic heritage items and the heritage management plan.	Construction heritage management plan (Appendix B5)	Refer to plan

CoA	Description	Relevant Sub-Plan	Reporting Requirements
D26 (e)	Monitoring of the flora and fauna management plan.	Construction flora and fauna management plan (Appendix B2).	Refer to plan
D28 (a)	Monitoring of noise and vibration, effectiveness of noise mitigation measures	Construction noise and vibration management plan (Appendix B3)	Operational Noise Compliance Report
NA	Monitoring of waste generation and disposal	Construction Waste and Energy Management Plan (Appendix B7)	Refer to Plan
NA	Monitoring of energy and fuel consumption	Construction Waste and Energy Management Plan (Appendix B7)	Refer to Plan

A monitoring procedure in each plan will address how these activities will be undertaken.

The monitoring procedure will include:

- Purpose and scope.
- Minimum acceptable frequency and standards listed in applicable approvals, licences and regulations.
- Relevant EPA approved methods, Australian Standards or, in the absence of an Australian Standard, industry acceptable procedures.
- Targets and parameters.
- Processes for response to any exceedances of targets/standards.
- Processes for recording and reporting results.

The Environmental Representative and Roads and Maritime will be advised of any non-conformances from monitoring and details reported in the monthly report.

Where a non-conformance is detected or monitoring results are outside of the expected range and are directly attributable to the Project (ie are influenced by factors under the direct control of the Project eg noise from construction equipment), the process described in Section 8.6 will be implemented. Steps in the process will typically include:

- An analysis of the results by the Environmental Manager in more detail with a view of determining possible causes for the non-conformance.
- A site inspection by the Environmental Manager or delegate.
- Advising relevant personnel of the problem.
- Identifying and agreeing on actions to resolve or mitigate the non-conformance.
- Implementing actions to rectify or mitigate the non-conformance.

A non-conformance Environmental Incident Report and/or Environmental Improvement Notice may be issued by the Environmental Manager in response to the non-conformance problem if it is found to be construction related.

The timing for any improvement will be agreed between the relevant Engineer/Superintendent and Environmental Manager based on the level of risk (eg a significant risk will require immediate action).

All environmental monitoring equipment shall be maintained and calibrated according to manufacturer's specifications and appropriate records kept.

8.3 Auditing and Reporting

Table 8-2 presents auditing requirements that are applicable to the Project.

8.3.1 Internal Audits

Internal auditing will be undertaken generally on a six monthly basis throughout the Project. The purpose of auditing is to verify compliance with:

- This CEMP and associated plans.
- Approval requirements (CoAs) both State and Federal.
- Any relevant legal and other requirements (eg licences, permits, regulations, Roads and Maritime contract documentation).

An audit checklist will be developed and amended as necessary to reflect changes to this CEMP, subsequent approvals and changes to Acts, regulations or guidelines.

8.3.2 Independent External Audits

In accordance with Condition of Approval, an independent environmental audit is required of the project, specifically:

D30 Within 12 months of the commencement of operation, and then as required by the Secretary, the Applicant shall commission and pay the full cost of an Independent Audit of the SSI. This audit shall:

- (a) be conducted by a suitably qualified, experienced and independent team of experts whose appointment has been endorsed by the Secretary;
- (b) include consultation with the relevant agencies;
- (c) assess the environmental performance of the SSI and assess whether it is complying with the requirements in this approval, and any other relevant approvals (including any assessments, plan or program required under these approvals);
- (d) review the adequacy of any approved strategy, plan or program required under the abovementioned approvals; and
- (e) recommended measures or actions to improve the environmental performance of the SSI, and/or any strategy, plan or program required under these approvals.

Table 8-2 Audit requirements

No.	Audit	Requirement	Timing	Responsibility	Recipient
1	Internal audit	Verify compliance with approval and legal requirements, Roads and	The first audit within three months of the commencement of construction and then at (approx.) six	Systems Manager <u>or</u> Environmental Manager	Project Manager, Roads and

No.	Audit	Requirement	Timing	Responsibility	Recipient
		Maritime specifications and construction documentation	monthly intervals thereafter. The final submitted within five working days of contract completion date.		Maritime
2	External independent audit	Verify compliance with State and Federal conditions of approval and legal requirements, Roads and Maritime specifications, construction documentation and any other commitments (D30 and D31).	Within 12 months of construction commencement or upon the direction of RMS or the Minister for Planning.	Environmental Manager	Project Manager, Roads and Maritime

8.4 Compliance Tracking Program

A Compliance Tracking Program has been developed for the Project. The requirements of the Compliance Tracking Program, as prescribed in CoA D27 are:

*CoA D27: The Applicant shall develop and implement a **Compliance Tracking Program** to track compliance with the requirements of this approval. The Program shall be submitted to the Director General for approval prior to the commencement of construction and operate for a minimum of one year following commencement of operation, or as otherwise agreed by the Director General. The Program shall include, but not necessarily be limited to:*

- a) Provisions for the notification of the Secretary prior to the commencement of construction and prior to the commencement of operation of the Project (including prior to each stage, where works are being staged).*
- b) Provisions for periodic review of the compliance status of the Project against the requirements of the Project approval.*
- c) Provisions for periodic reporting of compliance status to the Secretary, including a Pre-Construction Compliance Report, during construction reporting and a Pre-Operation Compliance Report.*
- d) A program for independent environmental auditing in accordance with ISO 19011:2003 - Guidelines for Quality and/ or Environmental Management Systems Auditing.*
- e) Mechanisms for recording environmental incidents during construction and actions taken in response to those incidents.*
- f) Provisions for reporting environmental incidents to the Secretary and relevant public authorities during construction.*
- g) procedures for rectifying any non-compliance identified during environmental auditing, review of compliance or incident management; and*
- h) provisions for ensuring all employees, contractors and sub-contractors are aware of, and comply with, the conditions of this approval relevant to their respective activities.*

The Compliance Tracking Program describes how the requirements of CoA D27 will be met and sets out a program and frequency for compliance reporting and independent auditing. The compliance reporting required under the Compliance Tracking Program will record how the CoA has been addressed. A summary of the required compliance reporting, as required by CoA D27, is provided in

Table 8-3.

Table 8-3 Compliance reporting

No.	Report	Requirement	Timing	Responsibility	Recipient
1	Compliance tracking program CoA D27	Describes how the requirements of CoA D27 will be met and sets out a program and frequency for compliance reporting and independent auditing.	Prior to construction	OHL York JV to prepare Roads and Maritime to Revise and submit	DP&E
2	Pre-Construction Compliance Report CoA D27	Review of compliance status of the Project against the requirements of the Project approval prior to construction	Prior to construction commencing	OHL York JV to prepare Roads and Maritime to Revise and submit	DP&E
3	Construction reporting CoA D27	Periodic review of compliance status of the Project against the requirements of the Project approval during construction	Six months following the commencement of construction and then at six monthly intervals thereafter	OHL York JV to prepare Roads and Maritime to Revise and submit	DP&E
4	Pre-Operation Compliance Report CoA D27	Review of compliance status of the Project against the requirements of the Project approval prior to operation	Prior to operation commencing	OHL York JV to prepare Roads and Maritime to Revise and submit	DP&E

8.5 Other Reporting

Prior to, during and following construction, various reports will be prepared to fulfil internal Roads and Maritime and OHL York JV reporting needs, and requirements under the Project approval. **Table 8-4** sets out the reporting requirement applicable to the Project, timing of the

reporting, who is responsible for managing preparation of the reports and the intended recipient(s).

Additional reporting may be necessary as the works progress. In such a circumstance, **Table 8-4** will be amended to reflect these changes.

Table 8-4 Reporting requirements

No.	Report	Requirement	Timing	Responsibility	Recipient
1	Monthly environmental report	For incorporation in Project Monthly Reports including environmental statistics (ie incidents, regulatory action, complaints on environmental issues), regulatory and authority considerations, monitoring program performance and key environmental issues.	Monthly	Environmental Manager	Roads and Maritime
2	EPL monthly report	Details of all non-compliances with conditions of EPL, measures taken to prevent recurrence, and details of discharges from sediment basins where water quality results exceed EPL conditions, or reporting on other licence requirements.	Within 10 working days of the end of each calendar month.	Environmental manager	EPA
3	EPL annual returns	Report on compliance with EPL.	Within 60 days of the anniversary of the EPL.	Environmental Manager	EPA
4	ER inspection report	Report of site environmental performance following routine inspections.	Monthly	Environmental Representative	Roads and Maritime /DP&E
5	Monitoring results	Report on monitoring data recorded and potential exceedances against criteria.	Monthly as part of Project Report (refer Item 1)	Environmental Manager, Environmental Officer (s)	Roads and Maritime
6	RMS and/or EPA environmental inspection reports	Response to matter raised in RMS and/or EPA site inspections.	As required. (Typically every two weeks for RMS inspection reports and monthly for EPA inspection reports).	Environmental Manager, Environmental Officer (s)	Roads and Maritime /EPA
7	Compliance tracking EPBC CoA #21	Periodic review of compliance status of the Project against the requirements of the Project approval during construction	Within three months of every 12 month anniversary of commencement of construction	OHL York JV to provide relevant information Roads & Maritime to compile and publish on W2B website	DoE

8.6 Non-conformity, Corrective and Preventative Actions

Any member of the Project team may raise a non-conformance or improvement opportunity. The Quality Plan, which refers to *Nonconformance Reporting* and *Corrective Action Reports*, describes the process for managing non-conforming work practices and initiating corrective/preventative actions or system improvements.

The Environmental Representative, Roads and Maritime or public authority may also raise a non-conformance or improvement opportunity using the same process.

A non-conformance is the failure or refusal to comply with the requirements of this CEMP and supporting documentation.

For each non-conformance identified a corrective/preventative action (or actions) must be implemented. In addition any environmental management improvement opportunities can be initiated as a result of incidents or emergencies, monitoring and measurement, audit findings or other reviews. Improvement opportunities may also result in the implementation of corrective/preventative actions.

Corrective/preventative actions and improvement opportunities shall be reported using *Non-conformance Report* or *Corrective Action / Preventative Action Report*, as appropriate, and will be entered into the OHL York JV management system Register (EC-doc-21 *Non-conformance / Corrective Action Register*) and include detail of the issue, action required and timing and responsibilities. The record will be updated with date of close out and any necessary notes. The Register will be reviewed regularly to ensure actions are closed out as required.

Non-conforming activities may be stopped, if necessary, by the Environmental Manager, Environmental Officers or Project / Site Engineer following consultation with the Construction Manager or delegate. The works will not commence until a corrective / preventative action has been closed out. The Environmental Representative may also stop works in these circumstances. In such circumstances a non-conformance report must be prepared in accordance with the Quality Plan.

Procedures for rectifying any non-compliance identified during environmental auditing, review of compliance or incident management are also documented in the Compliance Tracking Program.

9 Review and improvement

Management reviews are undertaken as part of the continual improvement process. The management review can consist of group reviews, or executive reviews.

A group review is initiated by the Environmental Manager and includes relevant Project team members and stakeholders. The environment team also meet at least quarterly, or at other pre-determined periods, to review environmental management issues for the Project. The environment team meeting can be run in conjunction with a wider group meeting if the Environmental Manager deems it appropriate.

The environment group meetings include:

- A review of the aspects and impacts register, legal register and environmental induction.
- Consideration of monitoring, inspection and audit results.
- Consideration of incidents and any lessons learnt.
- Consideration of any new regulatory issues.
- A review of the effectiveness of erosion and sediment controls.
- Consideration of issues raised by ERG.
- Consideration of changes in operational needs such as resourcing.
- Feedback from management reviews.

An executive review will involve the management team. This review will be held every 12 months and will include a review of:

- Effectiveness of environmental management documentation implementation.
- Management effectiveness.
- Potential improvements to the environmental management documentation.
- Adequacy of resources.
- Findings of audits.
- Environmental objectives and targets.
- Environmental performance.
- Compliance with legal and other requirements.
- Critical non-conformance or repeated non-conformances.
- Organisation changes.
- Effectiveness of training and inductions.

The outcomes of the group and executive reviews could include amendments to this CEMP and related documentation, revision to the Project's environmental management system, risk assessment review, re-evaluation of the Project objectives and targets as well as feeding into other Project documents.

10 Documentation

10.1 Environmental records

The Environmental Manager is responsible for maintaining all environmental management documents as current at the point of use. Types of records include:

- All monitoring, inspection and compliance reports/records.
- Correspondence with public authorities.
- Induction and training records.
- Reports on environmental incidents, other environmental non-conformances, complaints and follow-up action.
- Community engagement information.
- Minutes of CEMP and construction environmental management system review meetings and evidence of any action taken.

All environmental management documents are subject to ongoing review and continual improvement. This includes times of change to scheduled activities or to legislative or licensing requirements.

Only the Environmental Manager, or delegate, has the authority to change any of the environmental management documentation.

10.2 Document control

OHL York JV, or Roads and Maritime where relevant, will coordinate the preparation, review and distribution, as appropriate, of the environmental documents listed above. During the Project, the environmental documents will be stored at the main site compound.

OHL York JV will control the flow of documents within and between Roads and Maritime, stakeholders and subcontractors.

The procedure will also ensure that documentation is:

- Developed, reviewed and approved prior to issue.
- Issued for use.
- Controlled and stored for the legally required timeframe.
- Removed from use when superseded or obsolete.
- Archived.

A register and distribution list will identify the current revision of particular documents or data.

Appendices

Appendix A1

Register of legal and other requirements

Act	Activity / aspect	Requirement	Reference	Part 5.1 applicability
General				
<i>Environmental Planning and Assessment Act 1979</i>	All	Comply with the terms Minister for Planning and Infrastructure's approval for the project. Obtain the Minister's approval for any project modifications that are not consistent with the planning approval.	S115ZI	Yes
Water				
<i>Water Management Act 2000</i>	Water access and use.	Do not take water from a water source (a lake, river or estuary or place where water occurs naturally on or below the surface of the ground, and includes coastal waters) without an access licence. Do not use water on land (unless supplied by a water utility, irrigation corporation or in accordance with basic landholder rights) without a water use approval.	S56 S60A S89 S91A	No
<i>Water Management Act 2000</i>	Water management works	Do not construct/use a water supply work, drainage work or flood work without the appropriate approval.	S90 S91B S91C S91D	No
<i>Water Management Act 2000</i>	Waterfront land.	Do not deposit material, excavate, or remove material within a watercourse bank, shore or bed, or on land 40 metres inland, or interfere with the likely flow of water to such a body, without a controlled activity approval.	S91	No Public authorities are exempt from the need to obtain a controlled activity approval. Water Management (General) Regulation 2004 (cl.39A)

Act	Activity / aspect	Requirement	Reference	Part 5.1 applicability
<i>Water Management Act 2000</i>	Surface water	Obtain a licence or permit for construction or use of 'work' for purposes including the taking and using of water.	S21B	Yes
	Groundwater	Obtain a licence where interference with groundwater is likely to occur.	S112 S121A	S112 does not apply to the Crown. RMS is therefore not required to obtain a licence under this provision.
	Floodplains	Obtain an approval for controlled works. These include works which occur on a designated floodplain, which can prevent land from being flooded or which can affect water flow to or from a river or lake.	S180	An exemption in relation to roads potentially applies – see clause 4 of the Water (Part 8-General) Regulation 1995.
<i>Protection of the Environment Operations Act 1997</i>	Water pollution	Do not cause water pollution (other than to a sewer), except in accordance with the conditions of any EPA licence.	S120 S122	Yes
Noise				
<i>Protection of the Environment Operations Act 1997</i>	Plant maintenance and operation	Do not operate plant if it emits noise caused by poor maintenance or operation.	S139	Yes
<i>Protection of the Environment Operations Act 1997</i>	Materials management	Do not cause noise by failing to properly and efficiently deal with materials.	S140	Yes

Act	Activity / aspect	Requirement	Reference	Part 5.1 applicability
Protection of the Environment Operations (Noise Control) Regulation 2008	Marine vessels – offensive noise and noise control equipment	As owner or captain, do not allow a vessel to be used on navigable waters so as to emit offensive noise. Do not use a vessel on navigable waters if its noise control equipment is defective.	cl. 30-31 cl. 32	NA
Contaminated material				
<i>Protection of the Environment Operations Act 1997</i>	Land pollution	Do not cause or permit land pollution other than under authority of a licence or regulation. (However it is not a land pollution offence to place virgin excavated natural material or lawful pesticides and fertilisers on land, or by placing matter on land that has been notified to the EPA as an unlicensed landfill and which is operated in accordance with the regulations.)	S142A – S142E	Yes
<i>Contaminated Land Management Act 1997</i>	Reporting contamination	Notify the EPA if <ul style="list-style-type: none"> Contaminants exceed thresholds contained in guidelines or the regulations where contamination has entered or will foresee ably enter neighbouring land, the atmosphere, groundwater or surface water. Contaminants in soil are equal to or exceed guideline levels with respect to the current or approved use of the land. Contamination meets other criteria that may be prescribed by the regulations. 	S60	Yes

Act	Activity / aspect	Requirement	Reference	Part 5.1 applicability
Biodiversity				
<i>Noxious Weeds Act 1993</i>	Weed control	As a public authority occupier of land, control noxious weeds on the land as required under the control category or categories specified in relation to the weeds concerned. Notify relevant control authority within 3 days of becoming aware that a notifiable weed (W1 weed) is on land. (or ought reasonably to have known). Must not scatter or cause to scatter notifiable weed material.	S13 S16 S30	Yes
<i>National Parks and Wildlife Act 1974</i>	Native fauna	Do not harm any animal that is of a threatened species population or ecological community, or its habitat except in accordance with a planning approval.	Part 8A	Yes
		Do not harm critical habitat except as in accordance with a planning approval.	S98	Yes
		Do not harm native fauna (other than listed unprotected fauna) except in accordance with a planning approval or licence.	S120, S127, 132C	Yes
<i>Native Vegetation Act 2003</i>	Flora and native vegetation conservation	Only clear native vegetation in accordance with a planning approval or property vegetation plan.	S12	Yes
<i>National Parks and Wildlife Act 1974</i>	Flora and native vegetation conservation	Do not pick protected native plants without a licence.	S117 S131	Yes
<i>Fisheries Management Act 1994</i>	Dredging or reclamation	Provide the Minister for Primary Industries 28 days notice of planned dredging or reclamation work.	S199	Yes

Act	Activity / aspect	Requirement	Reference	Part 5.1 applicability
<i>Fisheries Management Act 1994</i>	Mangroves, seagrasses and marine vegetation	Do not harm any mangroves, seagrasses or other marine vegetation on public water land protected by the regulations without a permit.	S205	No
<i>Fisheries Management Act 1994</i>	Fish passage	Do not block fish passage without a permit.	S219	No
<i>Environment Protection Biodiversity Conservation Act, 1999 (Commonwealth)</i>	Flora and fauna conservation	Do not kill, injure or take a member of a listed threatened species without a permit.	Part 13	Yes
	All	Comply with the terms of any EPBC Act approval for the project.		Yes
Waste				
<i>Protection of the Environment Operations Act 1997</i>	Littering	Do not litter in a public place or an open private place. Do not litter from a vehicle. Only deposit advertising material in receptacles provided for mail or newspapers or under the door of the premises. Do not deposit advertising material on or in vehicles.	Part 5.6A	Yes
<i>Protection of the Environment Operations Act 1997</i>	Waste and transportation	Do not undertake a scheduled waste activity unless in accordance with an environmental protection licence. A licence must be obtained when construction and demolition wastes are applied to land under certain circumstances. This includes the reincorporation of crushed road base material back into roads and the placing of excess fill material onto properties. A licence is not required if the material: <ul style="list-style-type: none"> • Is VENM. • Does not exceed 200 tonnes in the Sydney, Newcastle and Wollongong areas, or 20,000 tonnes outside these areas. • Is covered by a “general exemption”. Current exempted materials are ENM, recycled aggregates and raw mulch. These 	Part 3.2 Schedule 1	Yes

Act	Activity / aspect	Requirement	Reference	Part 5.1 applicability
		<p>exemptions are conditional and require some chemical testing of materials before they are placed onto land.</p> <p>A licence must be obtained if more than 2,500 tonnes (or cubic metres, whichever is lesser) are stored on a stockpile site at any one time, or more than 30,000 tonnes of waste is received per year from off site.</p>		
		Only transport waste to a facility that can lawfully accept the waste.	S143	Yes
		Do not dispose of waste in a manner that harms or is likely to harm the environment.	S115	Yes
Protection of the Environment Operations (Waste) Regulation 2014	Waste and transportation	Comply with general requirements for the transport of waste. For example, any vehicle used by the person to transport waste must be kept in a clean condition and be maintained so as to prevent spillage of waste. For some wastes only licensed transporters can be used.	Regulation cl.49	Yes
		Comply with record keeping requirements in relation to the transport of certain types of waste.	Regulation Part 3	Yes
Heritage				
<i>Heritage Act 1977</i>	Heritage	Do not undertake an activity that will affect a place, building, work, relic, moveable object or precinct which is subject to an Interim Heritage Order or is listed on the State Heritage Register without approval from the Heritage Council.	S56-57	No
		Do not disturb or excavate land with knowledge or reasonable cause to suspect that the disturbance or excavation will or is likely to result in a relic being discovered, exposed, moved, damaged or destroyed. Do not disturb or excavate land on where a relic has been discovered or exposed.	S139	No
		Notify the heritage Council on discovery of a relic.	S146	Yes

Act	Activity / aspect	Requirement	Reference	Part 5.1 applicability
<i>National Parks and Wildlife Act 1974</i>	Aboriginal places and objects	Do not harm or desecrate an Aboriginal object or Aboriginal place without consent.	S86 S90	No
		Notify the NPWS within reasonable time of becoming aware of the location or discovery of certain Aboriginal objects.	S89A	Yes
<i>Aboriginal and Torres Strait Islander Heritage Protection Act 1984 (Commonwealth)</i>	Protection of areas and objects	Report any discovery of Aboriginal remains to the Federal Minister for the Environment and Heritage.	S20	Yes
		Comply with the provisions of any declaration in relation to a significant Aboriginal area or object.	S22	Yes
General				
<i>Protection of the Environment Operations Act 1997</i>	Harming the environment	Do not risk harming the environment by wilfully or negligently:	S115	Yes
		• Disposing of waste unlawfully.	S116	
		• Causing any substance to leak, spill or otherwise escape (whether or not from a container).	S117	
<i>Protection of the Environment Operations Act 1997</i>	Control equipment	Properly and efficiently maintain and operate any installed pollution control equipment (including monitoring devices).	S167	Yes
		<i>Protection of the Environment Operations Act 1997</i>	Notification of pollution incidents	Notify the EPA immediately of pollution incidents where material harm to the environment is caused or threatened.

Act	Activity / aspect	Requirement	Reference	Part 5.1 applicability
<i>Protection of the Environment Operations Act 1997</i>	Site licensing	Do not carry out or allow an activity listed in Schedule 1, or carry out work to enable such an activity, unless the premises are licensed by the EPA. This applies to: <ul style="list-style-type: none"> road construction: meaning the construction, widening or re-routing of roads if it results in the existence of 4 or more traffic lanes (other than bicycle lanes or lanes used for entry or exit) for 1 kilometre of their length in the metropolitan area, or 5 kilometres in length in any other area, where the road is classified, or proposed to be classified, as a freeway or tollway under the Roads Act 1993. 	S47 S48	Yes
<i>Environmentally Hazardous Chemicals Act, 1985</i>	Hazards and risks	Obtain a licence to undertake prescribed activities involving environmentally hazardous chemicals or declared chemical wastes.	S28	Yes
<i>Dangerous Goods (Road and Rail Transport) Act 2008</i>	Hazards and risks	Ensure that dangerous goods are transported in a safe manner.	S9	Yes
<i>Pesticides Act 1999</i>	Hazards and risks	Use pesticides in an environmentally sensitive manner. Do not use an unregistered pesticide without a permit. Read the label or permit for the pesticide. Use registered pesticides in accordance with instructions on the label. Do not use any restricted pesticide unless authorised by a certificate of competency or a pesticide control order under the Act. Compliance with pesticide codes of practice is required.	S12 S13 S14 S15 S17	Yes
<i>National Greenhouse and Energy Reporting Act, 2007 and Regulations 2008</i>	Greenhouse gas emissions	Accounting and reporting of greenhouse gases produced and energy consumed during construction. Applicability dependent on thresholds.	-	Yes

Appendix A3

Environmental policy



ENVIRONMENTAL SUSTAINABILITY COMMITMENT

The OHL Group strives to attain the highest customer satisfaction and create value in conditions of sustainability while addressing the needs and expectations of all agents interested in having things run well.

OHL undertakes its activities by applying a set of guidelines conceived to protect, preserve and improve the environment and natural capital. These guidelines are:

- apply a **preventive focus** to minimize any negative impact on the environment by adequately managing:
 - generated waste;
 - dumped waste, and
 - emissions to the atmosphere of particles and contaminant gases, particularly greenhouse gases.
- **prevent the worsening of ecosystems** by planning and developing practices of ecological preservation and restoration aimed at increasing, or in the absence thereof, minimizing the net loss of ecosystem services and biodiversity,
- **optimize the use of material and energy resources** through responsible consumption plans,
- **control the effects on social-economic surroundings** and historic-artistic and archeological heritage while encouraging local development,
- **apply corrective measures** where necessary, and
- prioritize the **management of the water footprint**, the **conservation of ecosystems** and the **fostering of a low-carbon economy and energy efficiency**.

With a view to fulfilling these guidelines, the OHL Group:

- assesses and manages its environmental risks;
- understands and adheres to environmental legislation, contractual requirements and the commitments that the Group assumes voluntarily;
- plans and undertakes its activities considering the promotion, training and informing of company employees and employees in collaborating companies;
- tracks and monitors the environmental indicators and own activities;
- establishes goals for constant improvement, and
- promotes fluid communication with the interested parties.

All these activities are articulated with the pertinent environmental management mechanisms and systems that enable the OHL Group to share its know-how with society and become a reference in environmental affairs.

The OHL Group **forbids any action that engenders unchecked risks** in the execution of its projects. Adherence to this commitment is compulsory for all activities and companies in all the countries in which it operates, and leadership begins with the senior management at OHL. All employees follow and spread the policy in their professional endeavors from the outset of the work and Management ensures that they are equipped with the resources necessary to do so.

ORIGINAL SIGNED

Luis García-Linares García
Corporate General Director of the OHL Group

Appendix A4

Document Register

Table 1 Environmental document register

Environmental management document	Purpose	Document no.	Document title	Approval requirement
Environmental Policy	Outlines the Contractors environmental management commitments.	<i>CEMP Appendix A3</i>	Environmental Policy	Construction Contractor
Construction environmental management plan	Policy Legal and other requirements Risk assessment Objectives and targets Roles and responsibilities Communication and training Monitoring, auditing and reporting Corrective action Management review Management actions	<i>W2HC-EM-App-B01</i>	Woolgoolga to Halfway Creek Construction Environmental Management Plan	Secretary, Department of Planning and Environment
Environmental management plans	Objectives and targets	<i>W2HC-EMP-App_B01</i>	Construction traffic and access management plan (Appendix B1)	Secretary, Department of Planning and Environment
	Roles and responsibilities			
	Legal and other requirements	<i>W2HC-EMP-App_B02</i>	Construction flora and fauna management plan (Appendix B2) [#]	Secretary, Department of Planning and Environment
	Training			
Monitoring, auditing and reporting				
Management actions		<i>#W2HC-EM-App_B02</i>	<i>Threatened Flora Management Plan</i> <i>Threatened Frog Management Plan</i> <i>Threatened Glider Management Plan</i> <i>Threatened Mammal Management Plan</i> <i>Threatened Bats Management Plan</i> <i>Koala Management Plan</i> <i>Nest box Plan</i>	Department of the Environment Secretary, Department of Planning and Environment
		<i>W2HC-EMP-App_B03</i>	Construction noise and vibration	Secretary, Department of Planning and Environment

Environmental management document	Purpose	Document no.	Document title	Approval requirement
			management plan (Appendix B3)	Environment
		<i>W2HC-EMP-App-B04</i>	Construction soil and water quality management plan (Appendix B4)	Secretary, Department of Planning and Environment
		<i>W2HC-EMP-App-B05</i>	Construction heritage management plan (Appendix B5)	Secretary, Department of Planning and Environment
		<i>W2HC-EMP-App-B06</i>	Construction air quality management plan (Appendix B6)	Roads and Maritime
		<i>W2HC-EMP-App-B07</i>	Construction waste and energy management plan (Appendix B7)	Roads and Maritime
		<i>W2HC-EMP-App-B08</i>	Construction contaminated land management plan (Appendix B8)	Roads and Maritime
Other environmental plans		<i>W2HC-EMP-App-B09</i>	Ancillary facilities management plan (Appendix B9)	Environmental Representative (CoAB73)
		<i>W2HC-EMP-App-B10</i>	Borrow sites management plan (Appendix B10)	Secretary, Department of Planning and Environment
Urban Design and landscape plan	Objectives Materials Methodology Monitoring	<i>Appendix P of Flora & Fauna Management Plan</i>	Urban Design and Landscape Management Plan	Secretary, Department of Planning and Environment
Compliance tracking program	Compliance status Auditing Recording and reporting		Woolgoolga to Halfway Creek Compliance tracking program	Secretary, Department of Planning and Environment

Environmental management document	Purpose	Document no.	Document title	Approval requirement
Environmental procedures	Operational controls and instructions	W2HC-EN-PR-001	<i>Fauna Handling & Rescue Procedure</i>	Construction Contractor
		W2HC-EN-PR-002	<i>Unexpected Threatened Species/EECs Procedure</i>	
	Step by step activity description			
	Timing	W2HC-EN-PR-006	<i>Sediment Basin Management and Discharge Procedure</i>	
	Equipment to be used			
	Monitoring criteria / standards	W2HC-EN-PR-007	<i>RMS Standard Management Procedure – Unexpected Archaeological Finds</i>	
		W2HC-EN-PR-008	<i>Dust Deposition Gauge Procedure</i>	
W2HC-EN-PR-009		<i>Unexpected Discovery of Contaminated Lands Procedure</i>		
		W2HC-EN-PR-005	<i>Acid Sulfate Soil Management Procedure</i>	
		W2HC-EN-PR-004	<i>Spoil and Fill Management Procedure</i>	
Environmental forms and checklists	Monitoring and auditing Recording and reporting	W2HC-EN-FO-001	<i>Dust Deposition Gauge Sampling Field Sheet</i>	Construction Contractor
Environmental Permits	Operational control and reporting	W2HC-EN-PE-001	<i>Out of Hours Works Permit</i>	Construction Contractor
		W2HC-EN-PE-002	<i>Permit to Enter Protected or No Go Areas</i>	
		W2HC-EN-PE-003	<i>Pre Clearing & Ground Disturbance Checklist and Permit to Clear</i>	
		W2HC-EN-PE-004	<i>Water Release Permit</i>	
Environmental work method statements	Management measures	EN-EWMS-01	<i>Early Works – Nest Box Installation</i>	Environment Manager, RMS, Environmental Representative and environmental agencies
	Operational controls	EN-EWMS-02	<i>Early Works – Fencing of Sensitive Areas</i>	
		EN-EWMS-03	<i>Early Works – Dust Gauge Installation</i>	
		EN-EWMS-04	<i>Early Works – Baseline Weed Survey</i>	
		EN-EWMS-05	<i>Survey</i>	

Environmental management document	Purpose	Document no.	Document title	Approval requirement
		<i>EN-EWMS-06</i>	<i>Site Compound Establishment</i>	
		<i>EN-EWMS-07</i>	<i>Clearing & Grubbing</i>	
		<i>EN-EWMS-08</i>	<i>General Earthworks</i>	
		<i>EN-EWMS-09</i>	<i>Fencing</i>	
		<i>EN-EWMS-10</i>	<i>Shoulder widening</i>	
		<i>EN-EWMS-11</i>	<i>Topsoil & stockpiling</i>	
		<i>EN-EWMS-12</i>	<i>Weed & Vegetation Management</i>	
		<i>EN-EWMS-13</i>	<i>Installing ERSED controls</i>	
		<i>EN-EWMS-14</i>	<i>Asphalt & Sealing</i>	
		<i>EN-EWMS-15</i>	<i>House Demolition</i>	
		<i>EN-EWMS-16</i>	<i>Sediment Basin Construction</i>	
		<i>EN-EWMS-17</i>	<i>Service Installation & Relocation</i>	
		<i>EN-EWMS-18</i>	<i>Box & Pipe Culvert Construction</i>	
		<i>EN-EWMS-19</i>	<i>Piling (including near waterways)</i>	
		<i>EN-EWMS-20</i>	<i>Working in or near sensitive areas</i>	
		<i>EN-EWMS-21</i>	<i>Construction Access Roads</i>	
		<i>EN-EWMS-22</i>	<i>Acid Sulfate Soils Treatment</i>	
		<i>EN-EWMS-23</i>	<i>Blasting & Crushing</i>	
		<i>EN-EWMS-24</i>	<i>Deck pours & Curing</i>	
		<i>EN-EWMS-25</i>	<i>Establishing & Operating Borrow & Quarry Areas</i>	
Erosion and sediment control plans	Management measures	<i>W2HC-EN-ESCP-XX</i>	<i>Progressive Erosion and Sediment Control Plans</i>	Environment Manager
Hydrological mitigation report	Management measures Roles and responsibilities	<i>Appendix K of Soil & Water Management</i>	<i>Woolgoolga to Glenugie Pacific Highway Upgrade</i>	Secretary, Department of Planning and

Environmental management document	Purpose	Document no.	Document title	Approval requirement
		<i>Plan</i>	<i>Hydrological Mitigation Report</i>	Environment
Water quality monitoring program	Monitoring and reporting Management measures	<i>Appendix A of Soil & Water Management Plan</i>	<i>Pacific Highway Upgrade-Woolgoolga to Glenugie</i> <i>Water Quality Monitoring Program</i>	Secretary, Department of Planning and Environment
Communication and Stakeholder Engagement Strategy	Procedures and mechanisms	<i>W2HC-CAP-011</i>	<i>Woolgoolga to Halfway Creek Project Community Action Plan</i>	Secretary, Department of Planning and Environment




Appendix A5

Sensitive area plans

Sensitive Area Plan: Legend

Threatened Fauna

Frogs

-  Giant Barred Frog
-  Wallum Froglet
-  Green-thighed Frog









Birds

-  Emu
-  Brolga
-  Black-necked Stork
-  Cattle Egret
-  Square-tailed Kite
-  Eastern Osprey
-  Sooty Oystercatcher
-  Glossy Black Cockatoo
-  Little Lorikeet
-  Masked Owl
-  Sooty Owl
-  Grey-crowned Babbler
-  Varied Sittella
-  Brown Treecreeper

Mammals

-  Spotted-tailed Quoll
-  Common Planigale
-  Brush-tailed Phascogale
-  Squirrel Glider
-  Yellow-bellied Glider
-  Rufous Bettong
-  Grey-headed Flying Fox
-  Hoary Wattleed Bat
-  Southern Myotis
-  Large-footed Myotis
-  Little Bentwing Bat
-  Eastern Bentwing Bat
-  Habitat Tree
-  Fauna underpass
-  Microbat Box Location

Threatened Flora

-  Quassia sp. 'Moonee Creek'
-  *Eleocharis tetraquetra*
-  *Lindernia alsinoides*
-  *Cyperus aquatilis*
-  *Maundia triglochinosoides*
-  *Arthraxon hispidus*
-  *Lindsaea incisa*
-  *Angophora subvelutina*

Vegetation Communities

-  Lowland Rainforest On Floodplain (EEC)
-  Sub-Tropical Coastal Floodplain Forest (EEC & Koala Habitat)
-  Swamp Oak Floodplain Forest On Coastal Floodplains (EEC & Koala Habitat)
-  Swamp Sclerophyll Forest On Coastal Floodplains (EEC & Koala Habitat)
-  Blackbutt Open Forest (Koala Habitat)
-  Orange Gum Open Forest (Koala Habitat)
-  Spotted Gum Open Forest (Koala Habitat)
-  Scribbly Gum Heathy Open Forest
-  Needlebark Stringybark - Red Bloodwood Heathy Woodland











-  Aboriginal Heritage
-  SEPP 14 Wetlands
-  SEPP 71 Coastal Protection
-  Contaminated Land
-  State Forest
-  NPWS Estate
-  Clearing Footprint
-  Design
-  Cadastre
-  Noise Receivers
-  Water Quality Monitoring Location
-  Groundwater Monitoring Location
-  Watercourse

FIGURE Sensitive Area Plan

CREATED BY AM11482

REVISION 0

STATUS FINAL

DATE 17/02/2015

ISSUED FOR INFORMATION

PROJECT NO.

1020852

PROJECT TITLE

Woolgoolga to Halfway Creek Pacific Highway Upgrade

COORDINATE SYSTEM GDA 1994 MGA Zone 56

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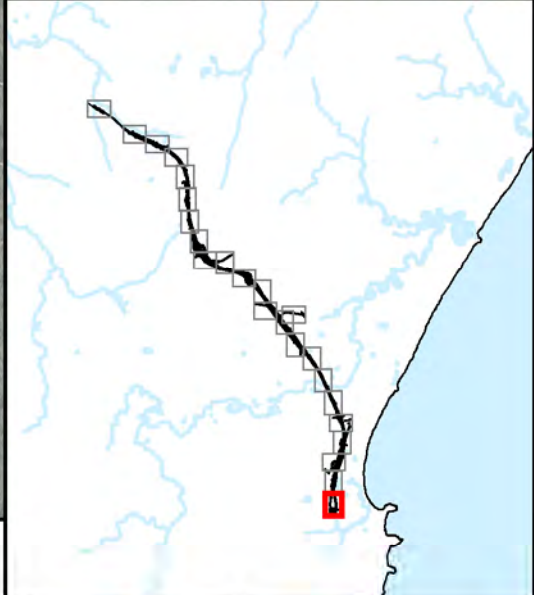
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CLIENT

OHL York
Joint Venture



Sensitive Area Plan - Map 1 of 24



Note: Acid Sulfate Soils Risk applies - refer to "Acid Sulfate Soils Risk Area" map
 National Register Estate "Woolgoolga Area and Solitary Islands" applies - refer to "National Register Estate" map

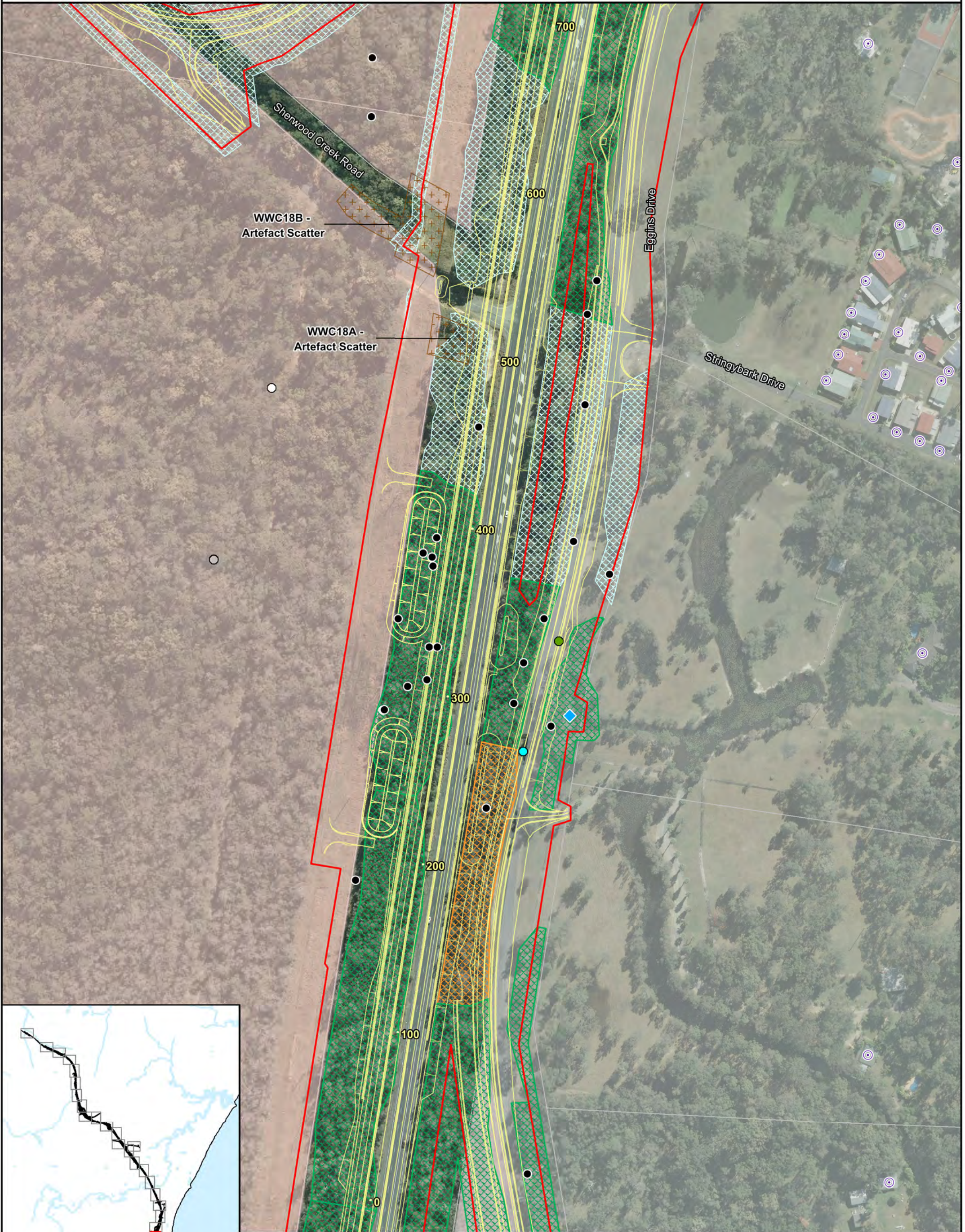
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	SOURCE NSW Roads and Maritime Services, Copyright 2014. Digital Globe, Copyright 2015 PATH A:\Woolgoolga to Halfway Creek\Sensitive Area Plans\wor	PROJECT NO. 1020852	PROJECT TITLE Woolgoolga to Halfway Creek Pacific Highway Upgrade		

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Sensitive Area Plan - Map 2 of 24

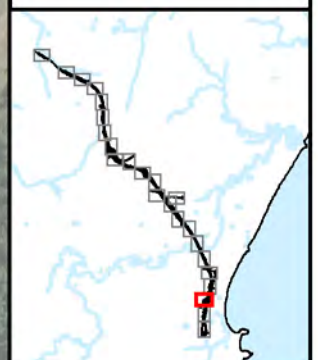
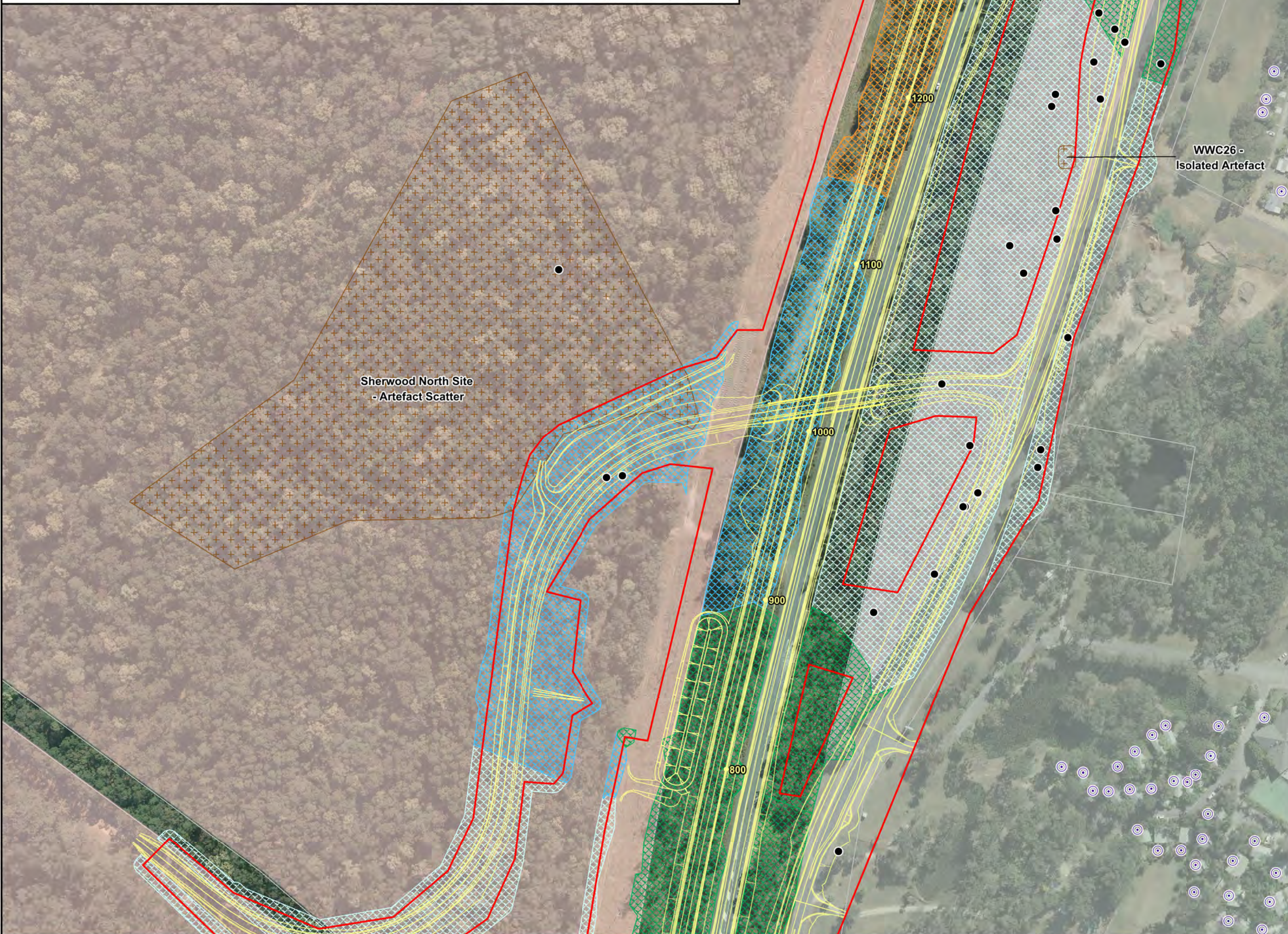


Note: Acid Sulfate Soils Risk applies - refer to "Acid Sulfate Soils Risk Area" map
 National Register Estate "Woolgoolga Area and Solitary Islands" applies - refer to "National Register Estate" map

	COORDINATE SYSTEM GDA 1994 MGA Zone 56	FIGURE Sensitive Area Map - Map 2	REVISION 0	STATUS FINAL
		ISSUED FOR INFORMATION	DATE 19/02/2015	CREATED BY AM11482
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Note: Acid Sulfate Soils Risk applies - refer to "Acid Sulfate Soils Risk Area" map
National Register Estate "Woolgoolga Area and Solitary Islands" applies - refer to "National Register Estate" map

Sensitive Area Plan - Map 3 of 24



REVISION 0
STATUS FINAL
DATE 13/02/2015
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ISSUE FOR INFORMATION

PROJECT NO.
1020852

PROJECT TITLE
Woolgoolga to Halfway
Creek Pacific Highway
Upgrade

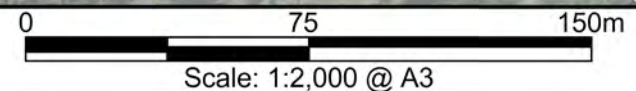
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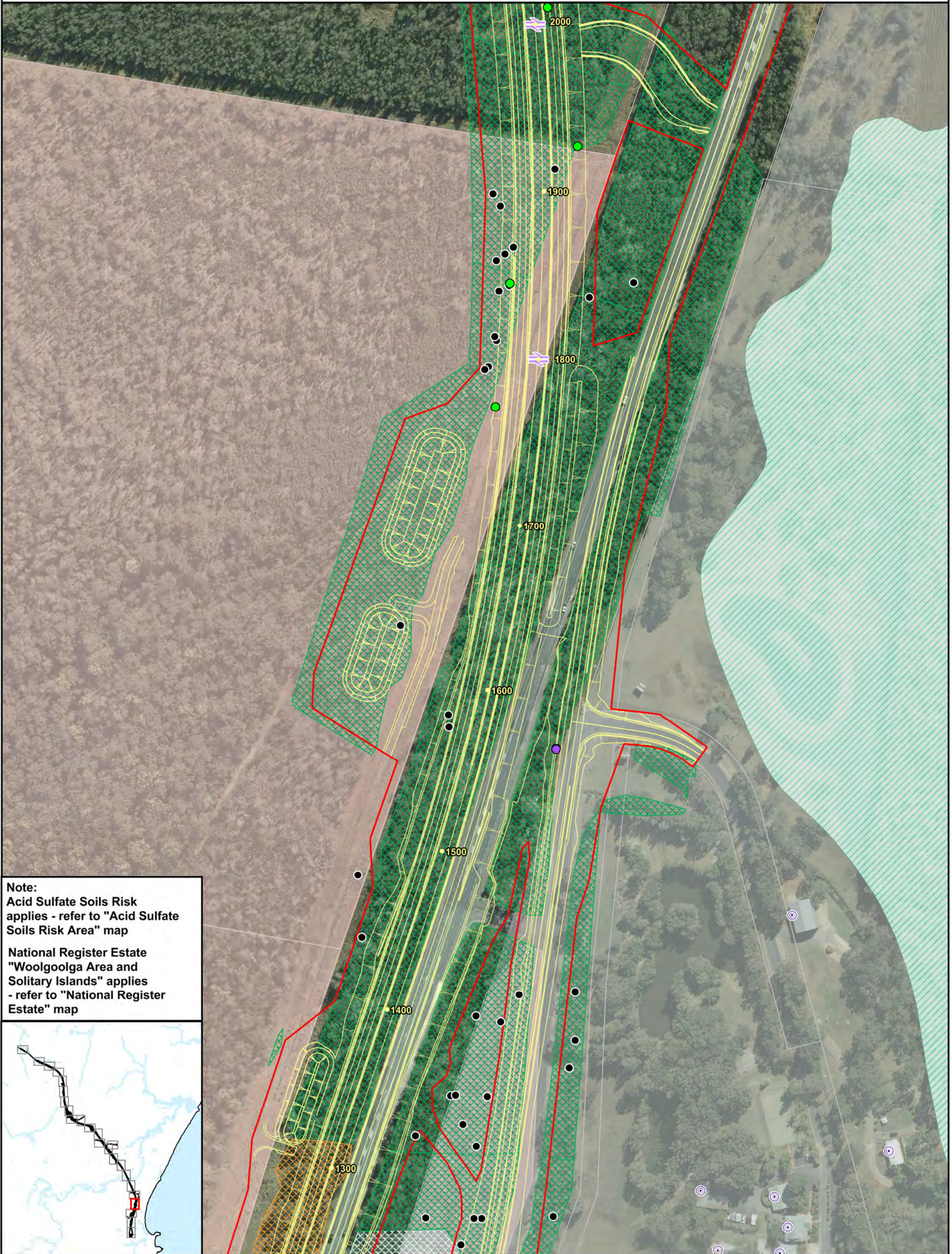


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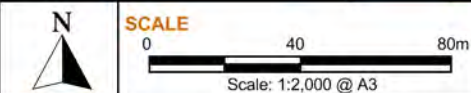
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Note:
 Acid Sulfate Soils Risk applies - refer to "Acid Sulfate Soils Risk Area" map
 National Register Estate "Woolgoolga Area and Solitary Islands" applies - refer to "National Register Estate" map



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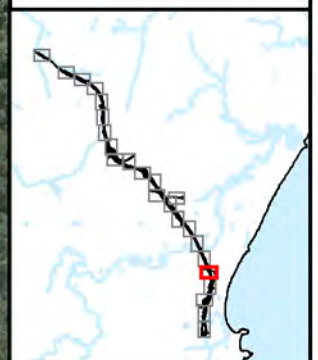
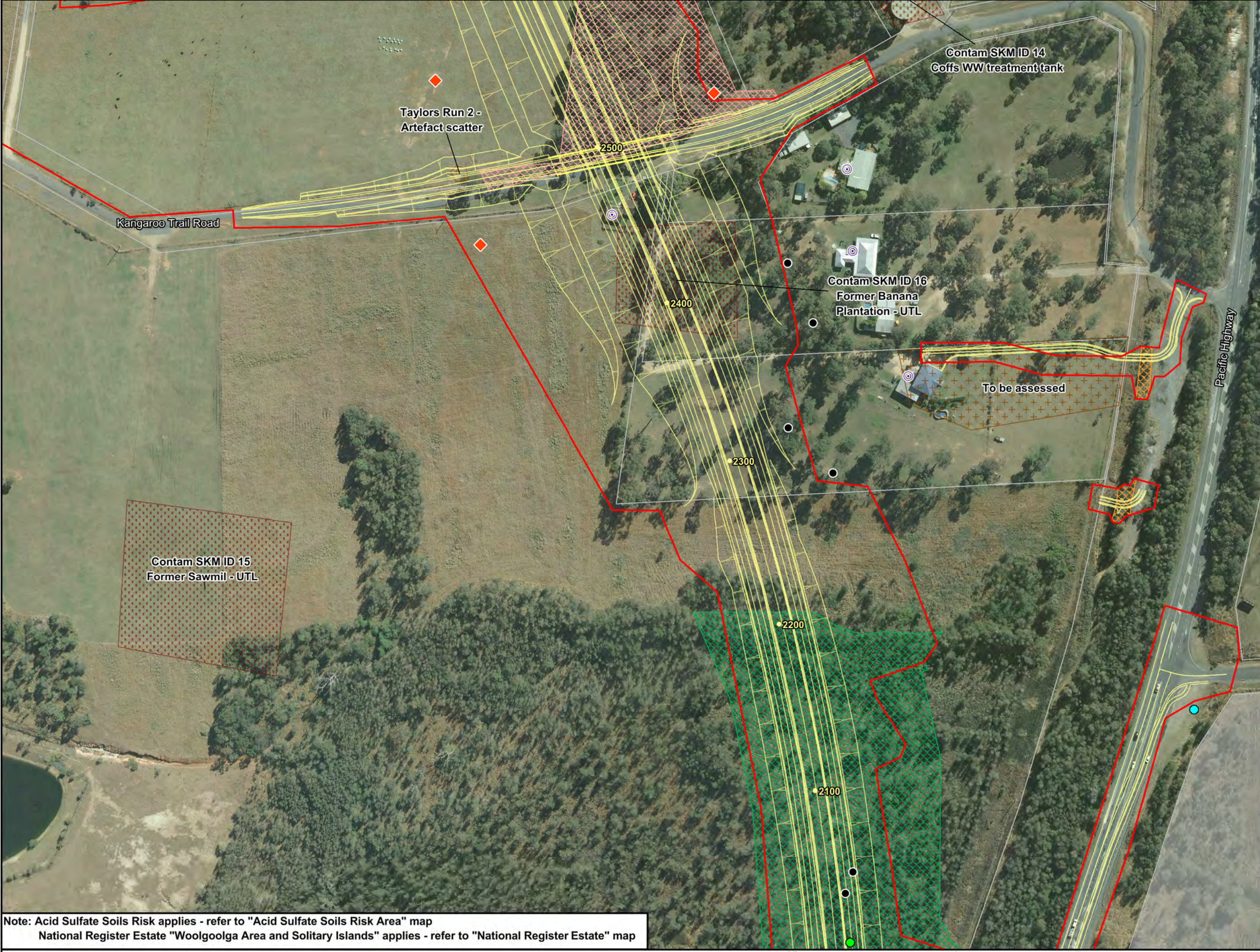
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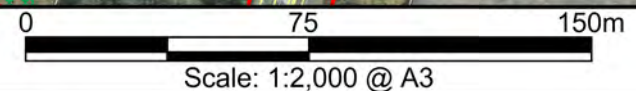


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Note: Acid Sulfate Soils Risk applies - refer to "Acid Sulfate Soils Risk Area" map
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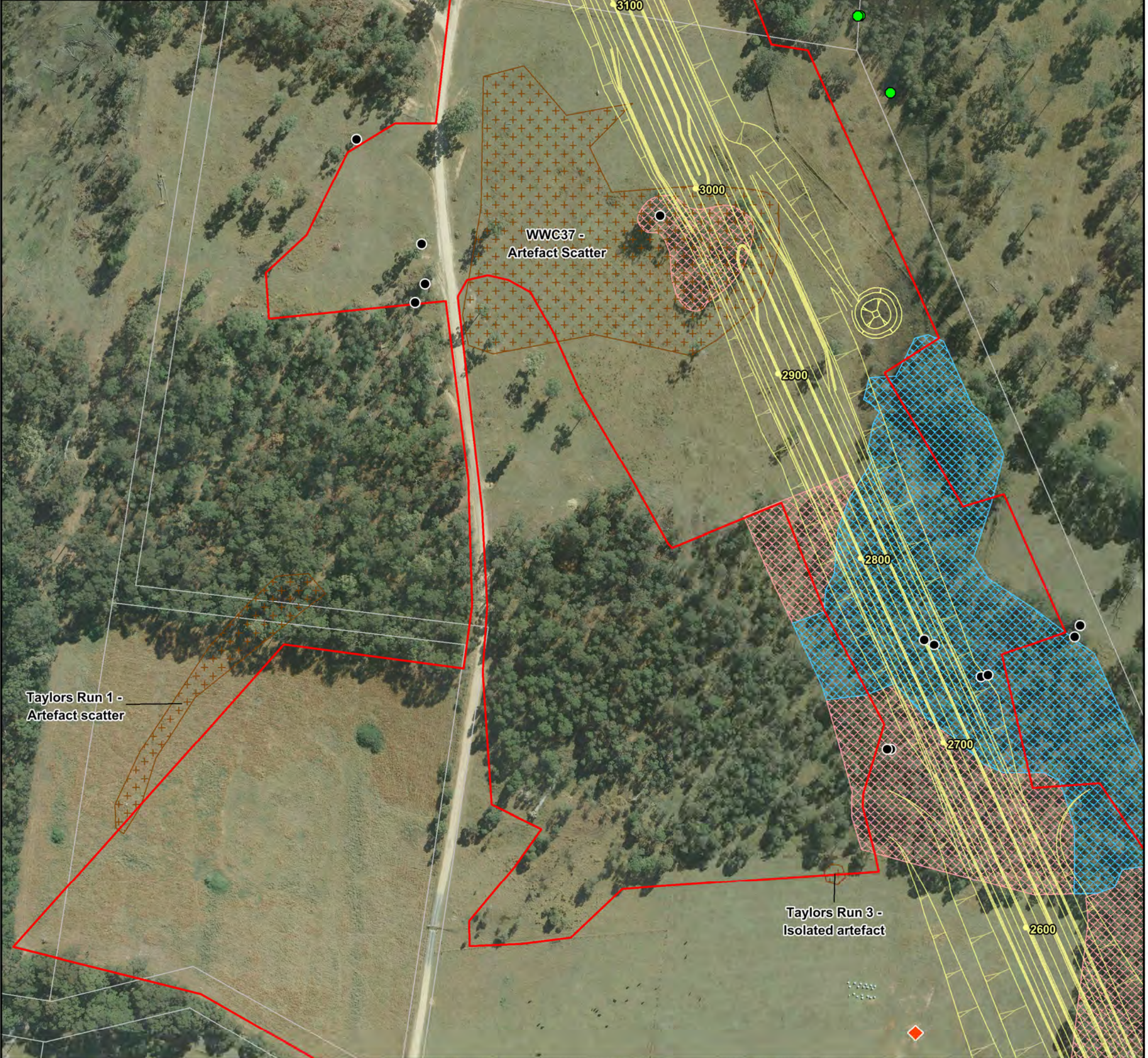
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Note:
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National Register Estate
 "Woolgoolga Area and
 Solitary Islands" applies
 - refer to "National Register
 Estate" map



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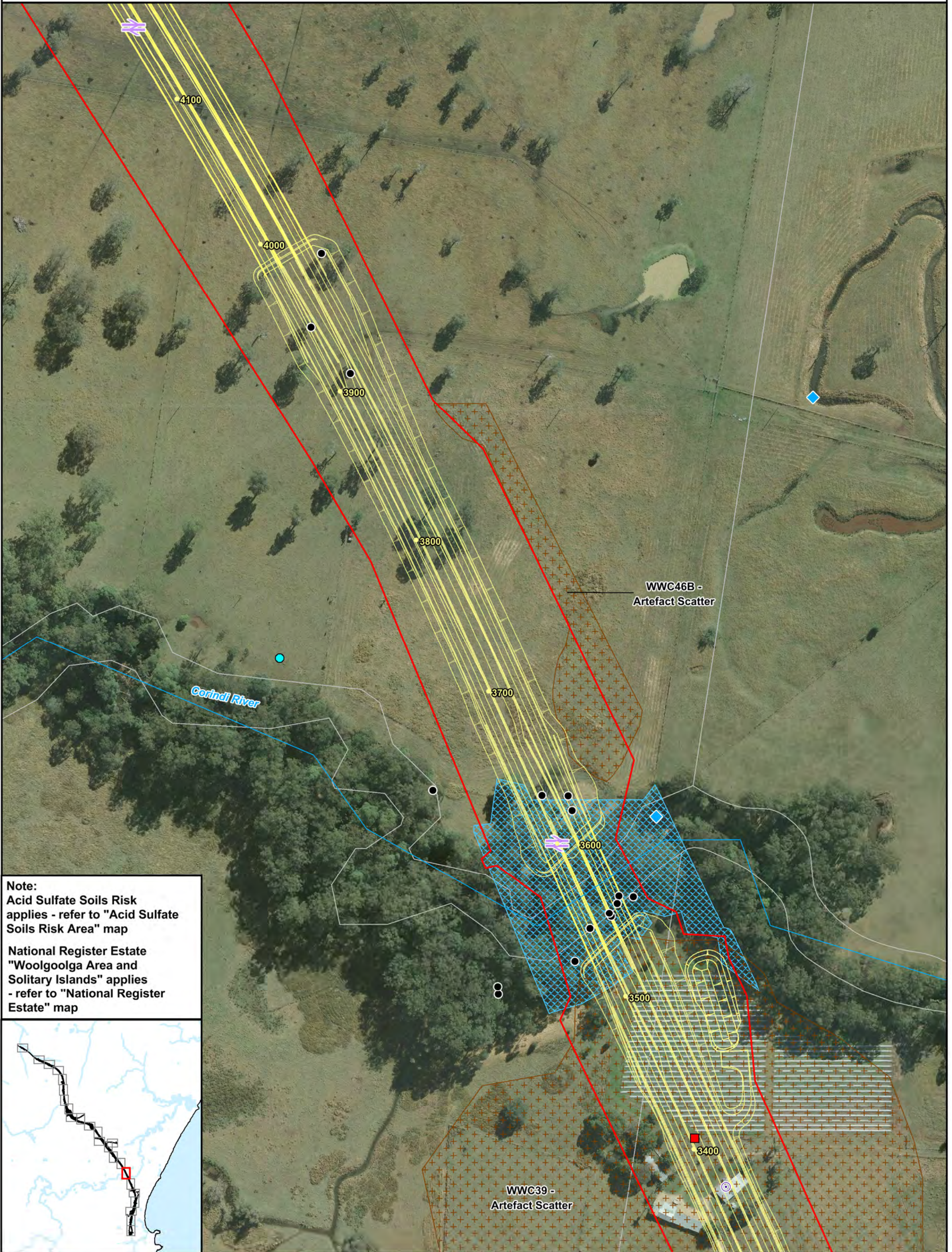
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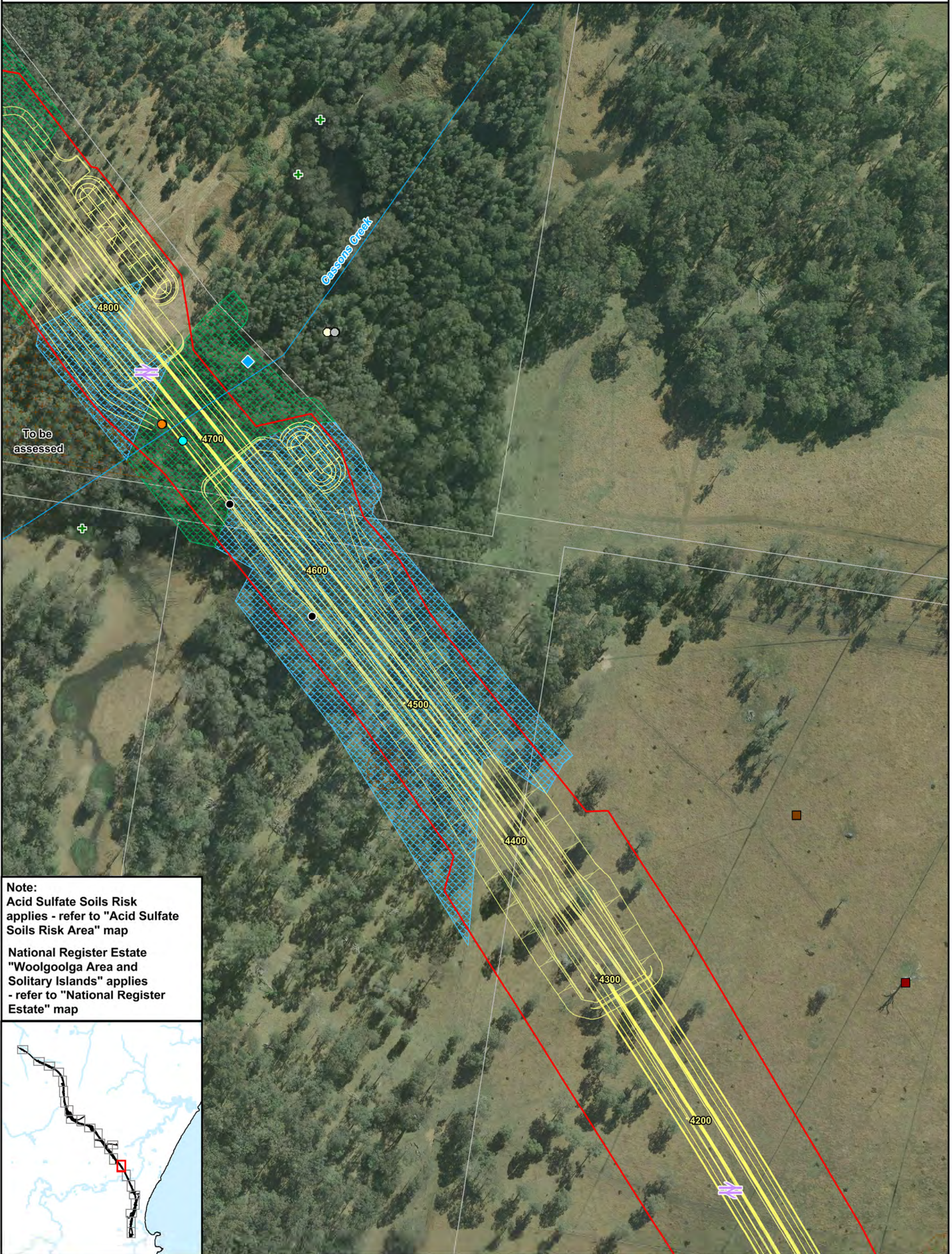
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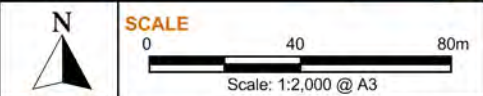
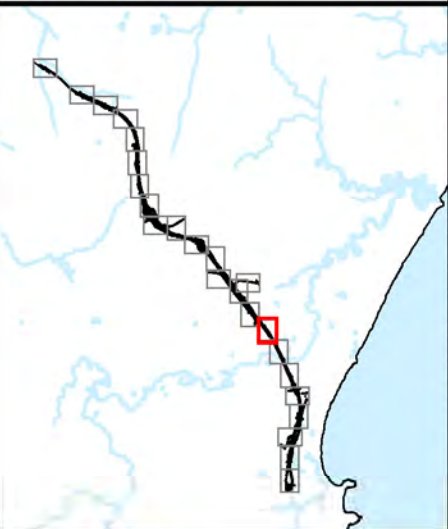
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Note:
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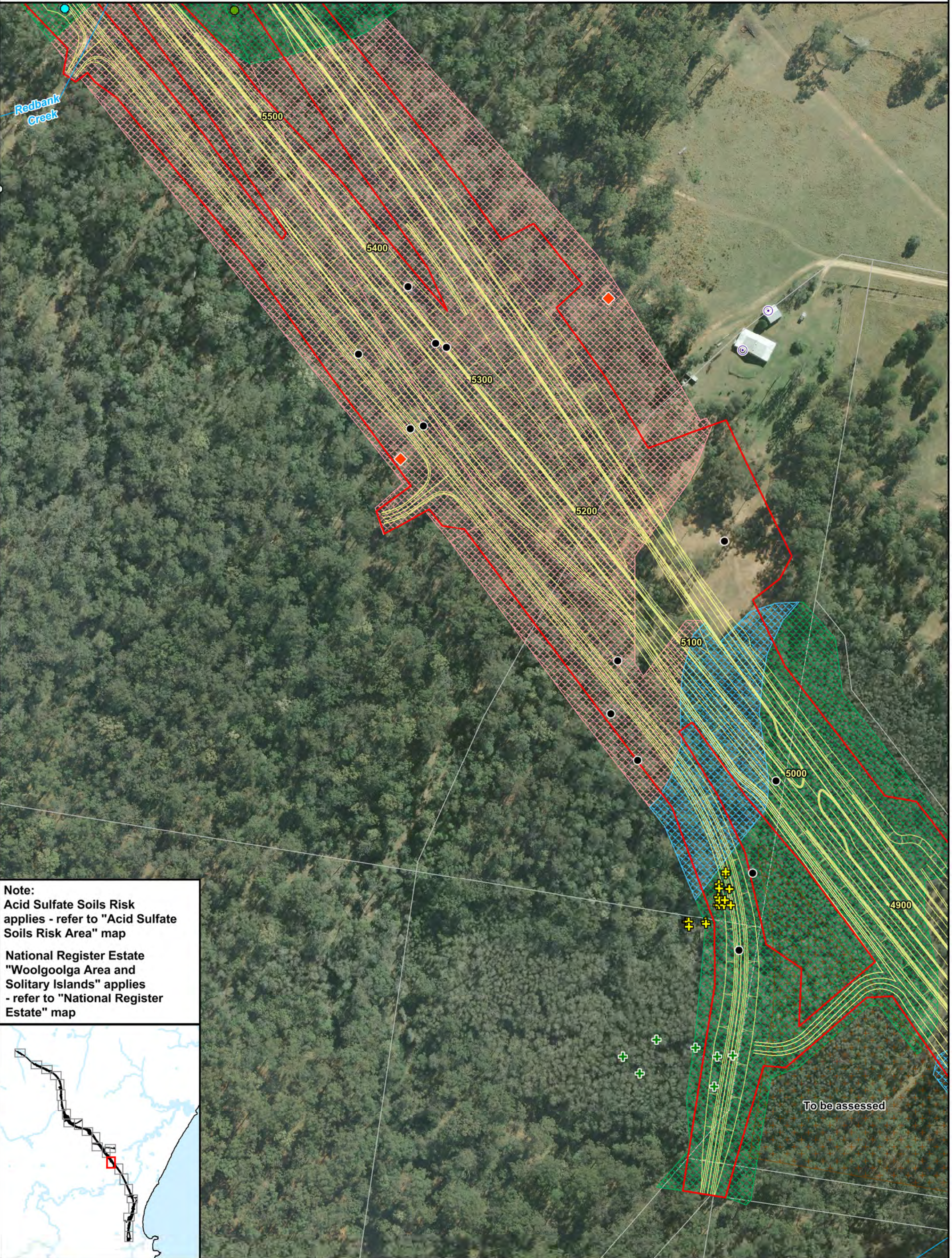
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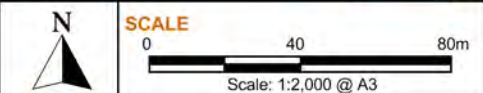
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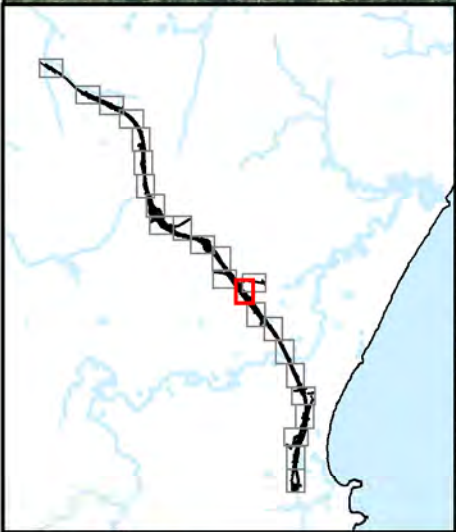
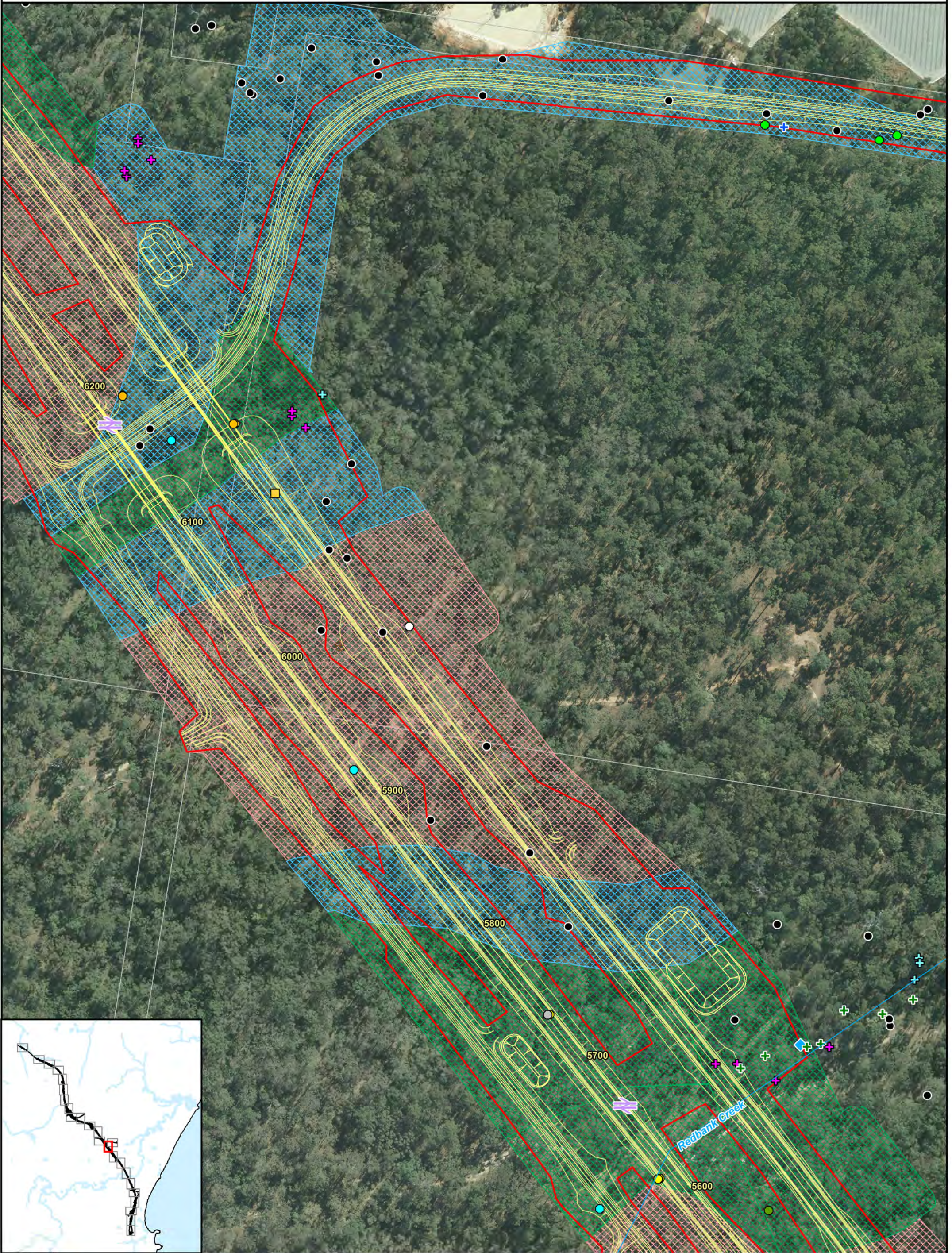
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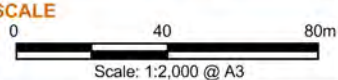
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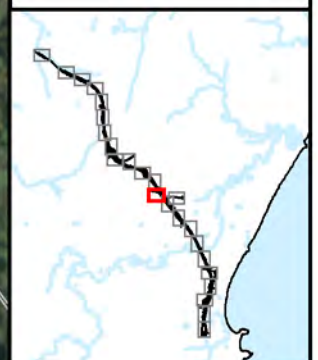
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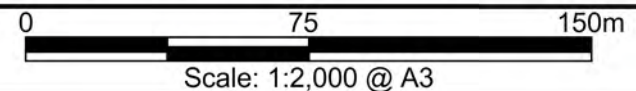


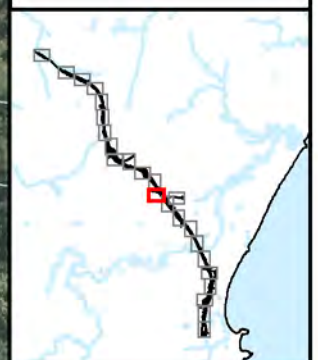
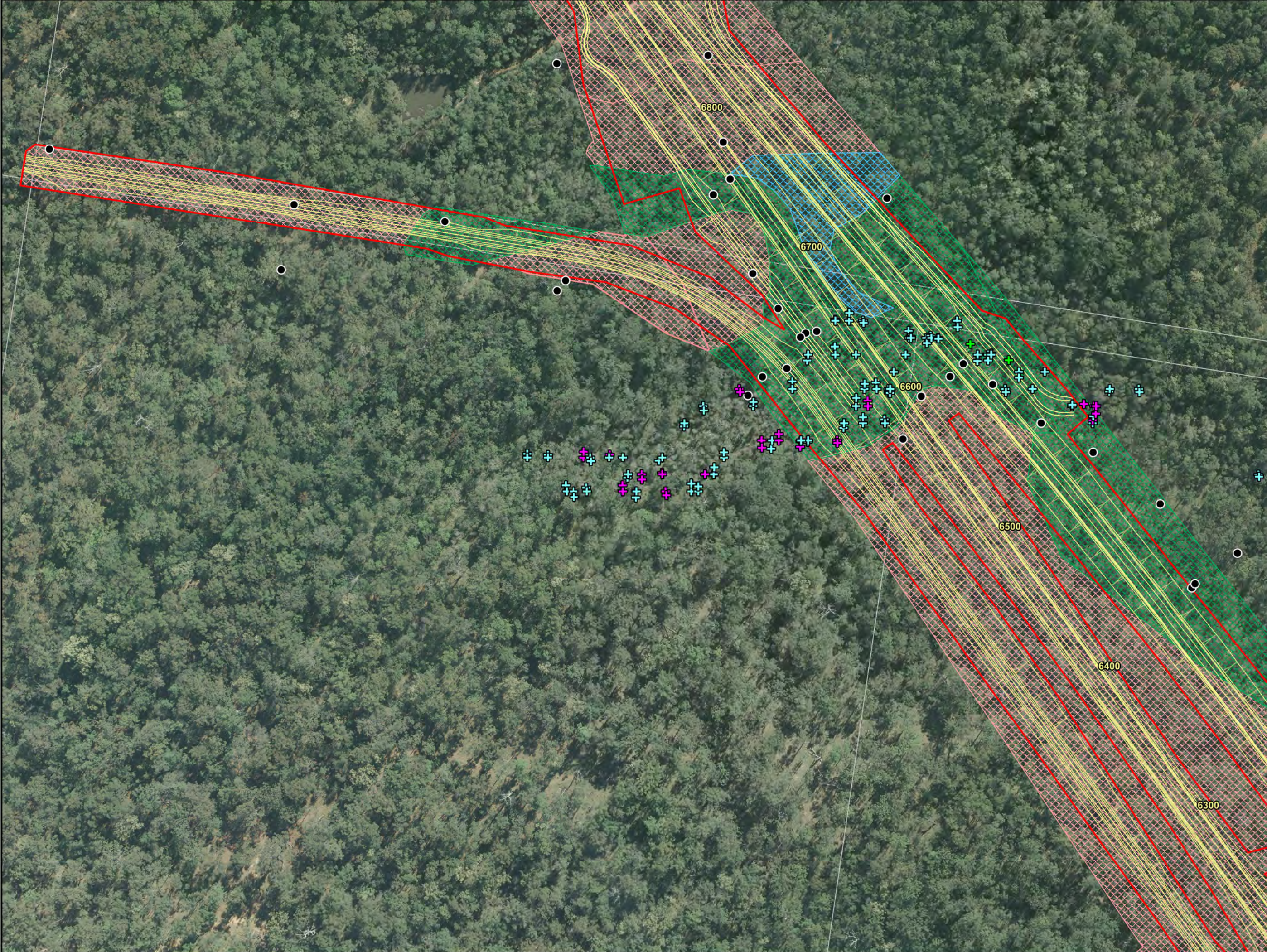
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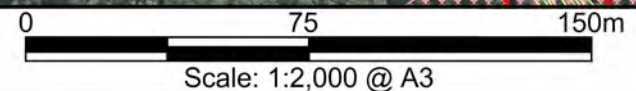
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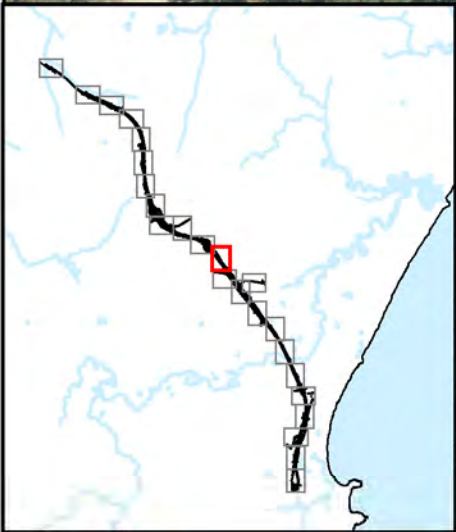
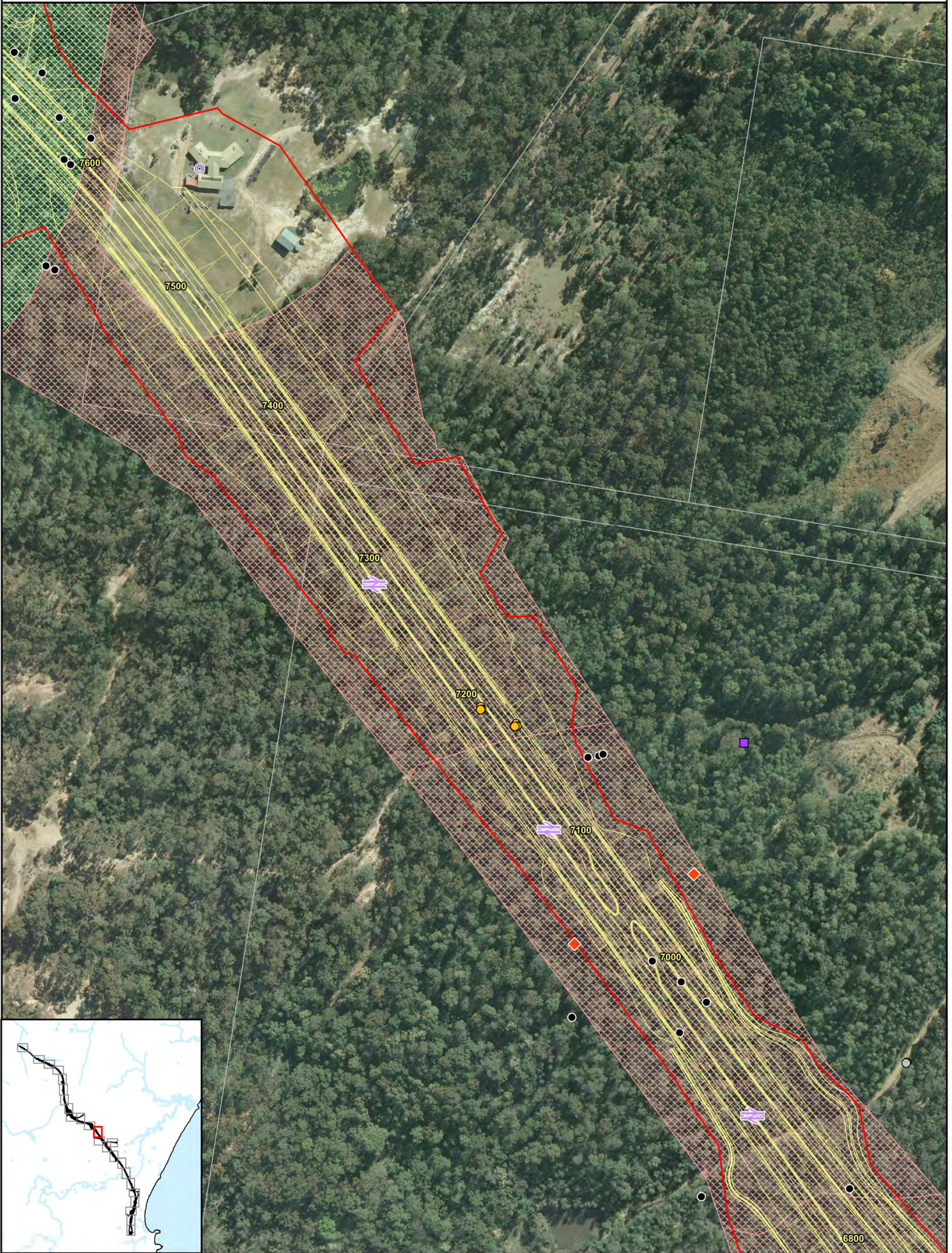
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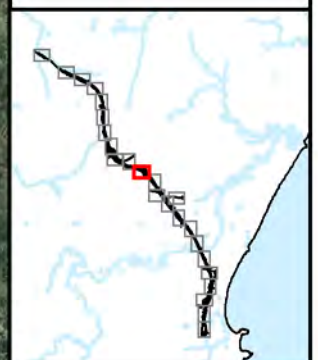
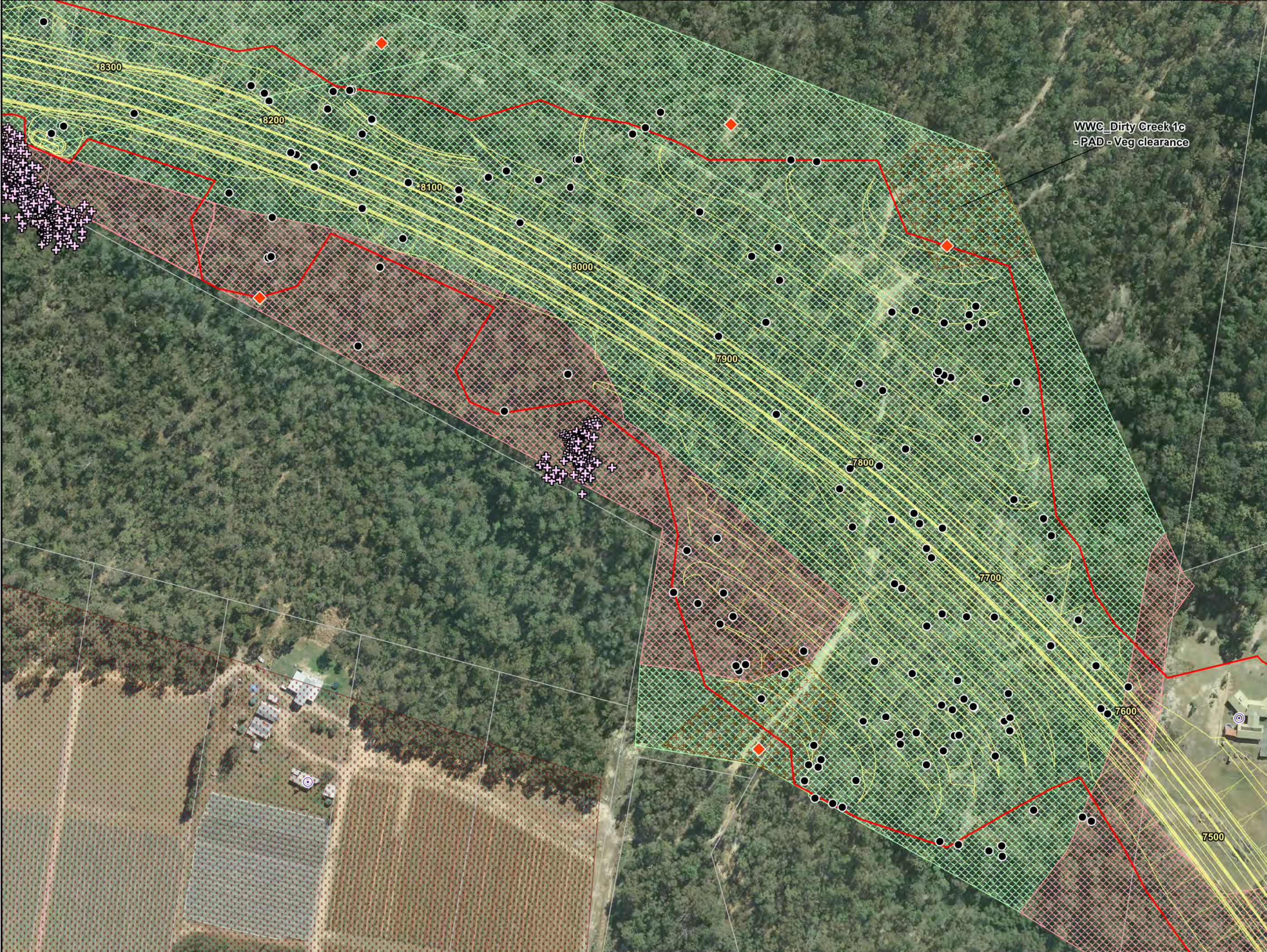


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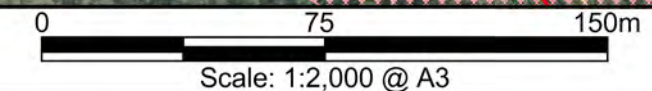
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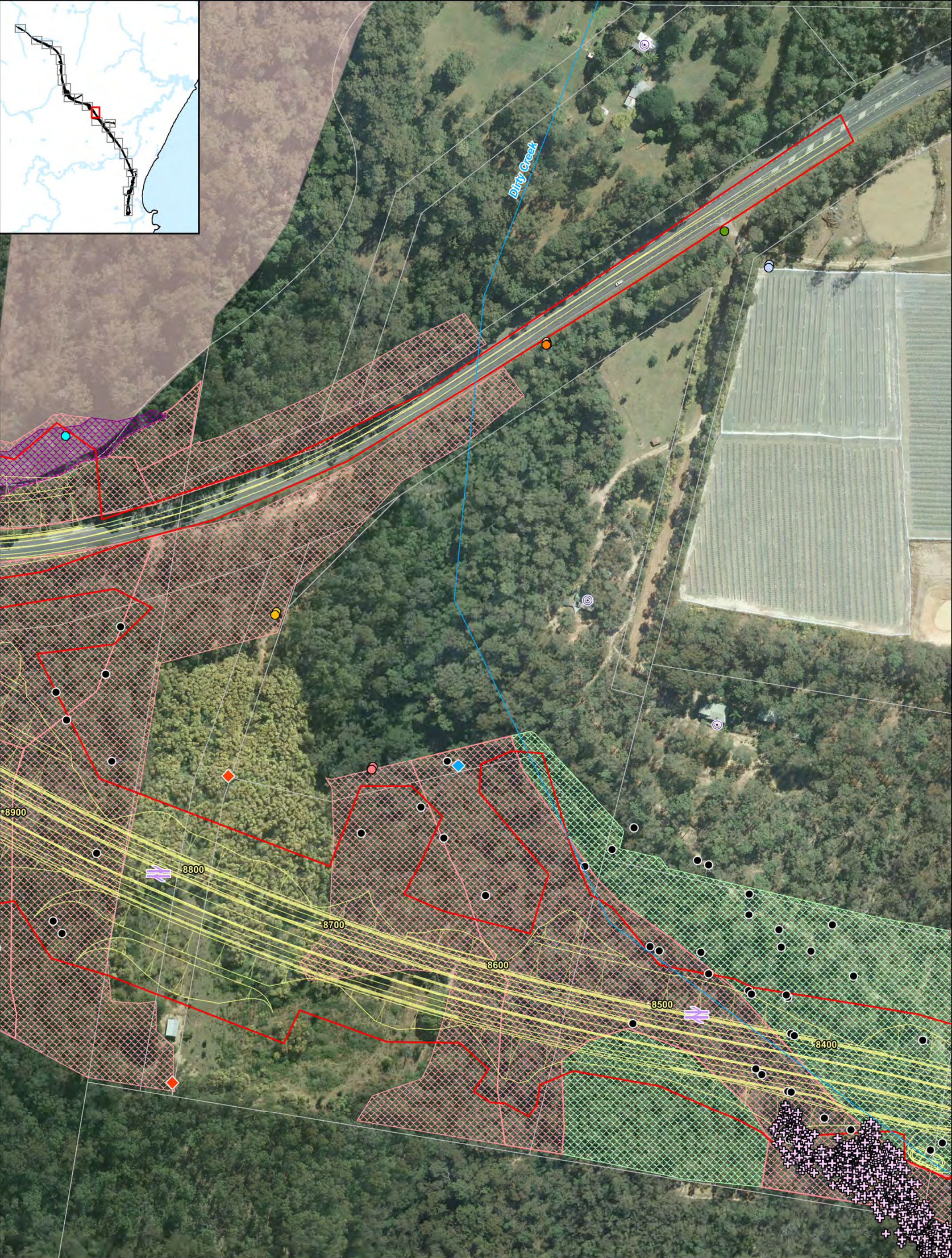
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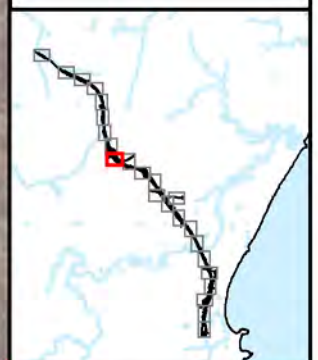
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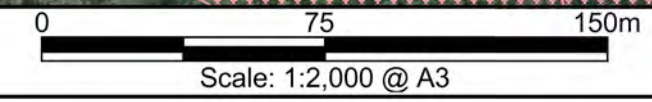
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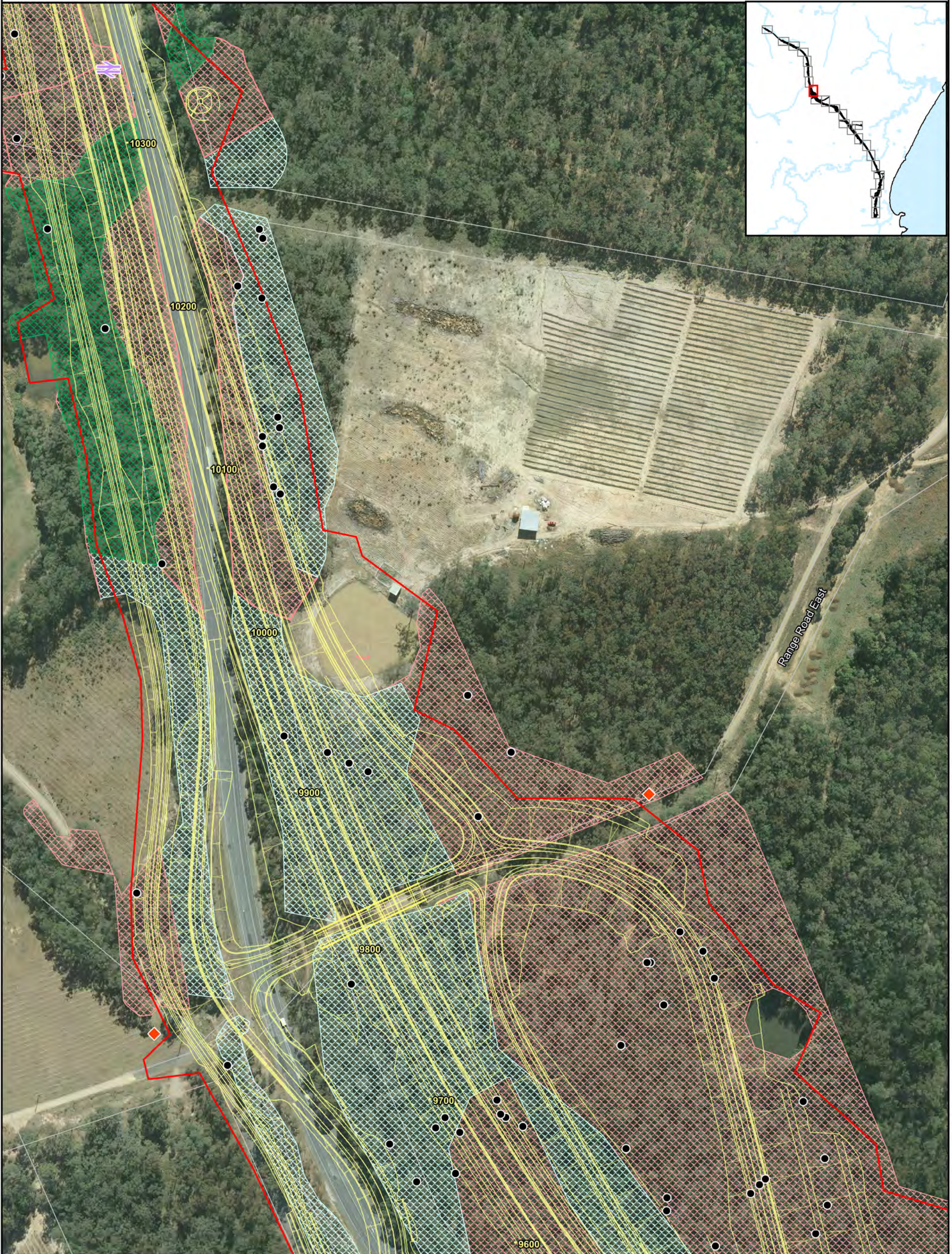
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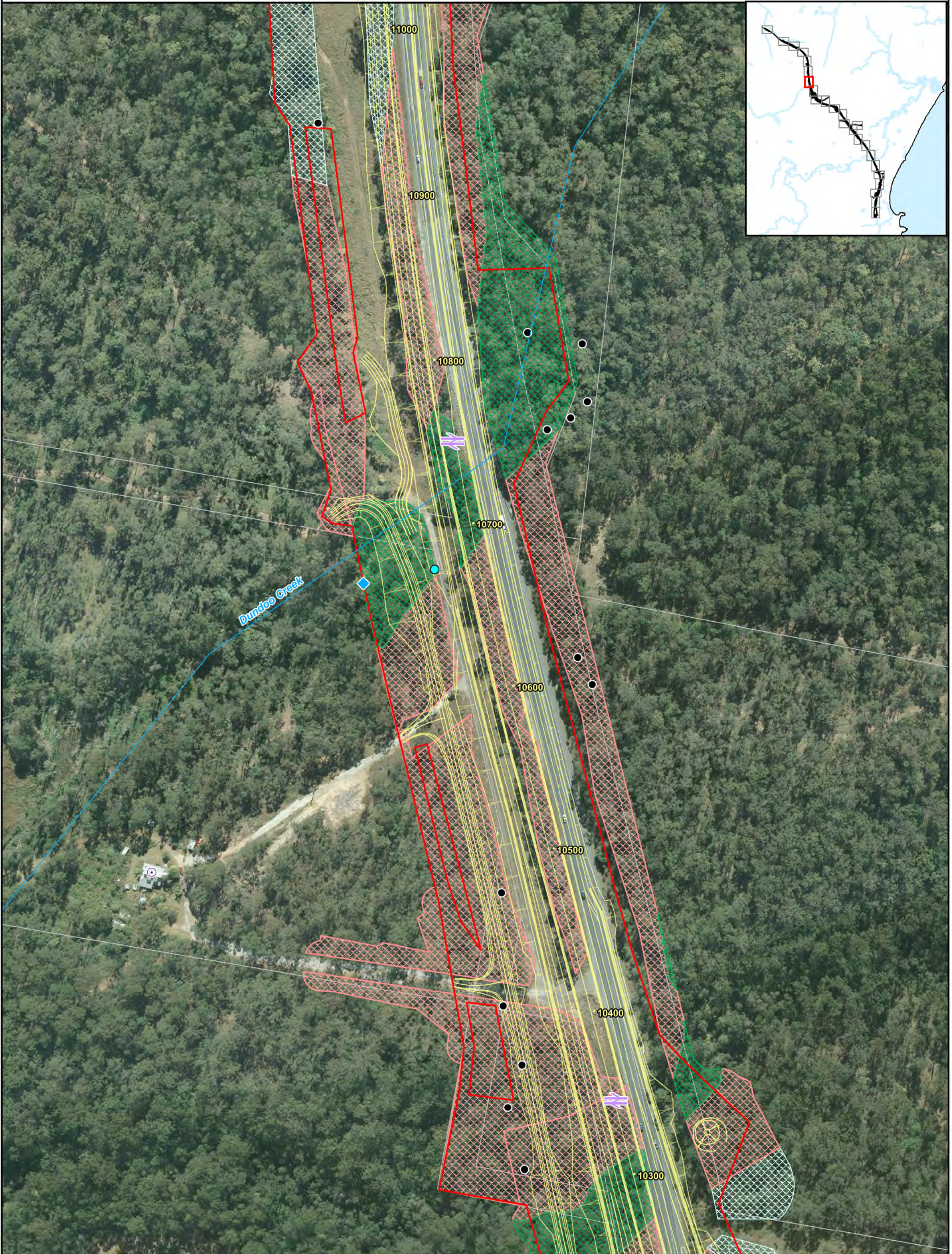
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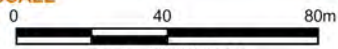

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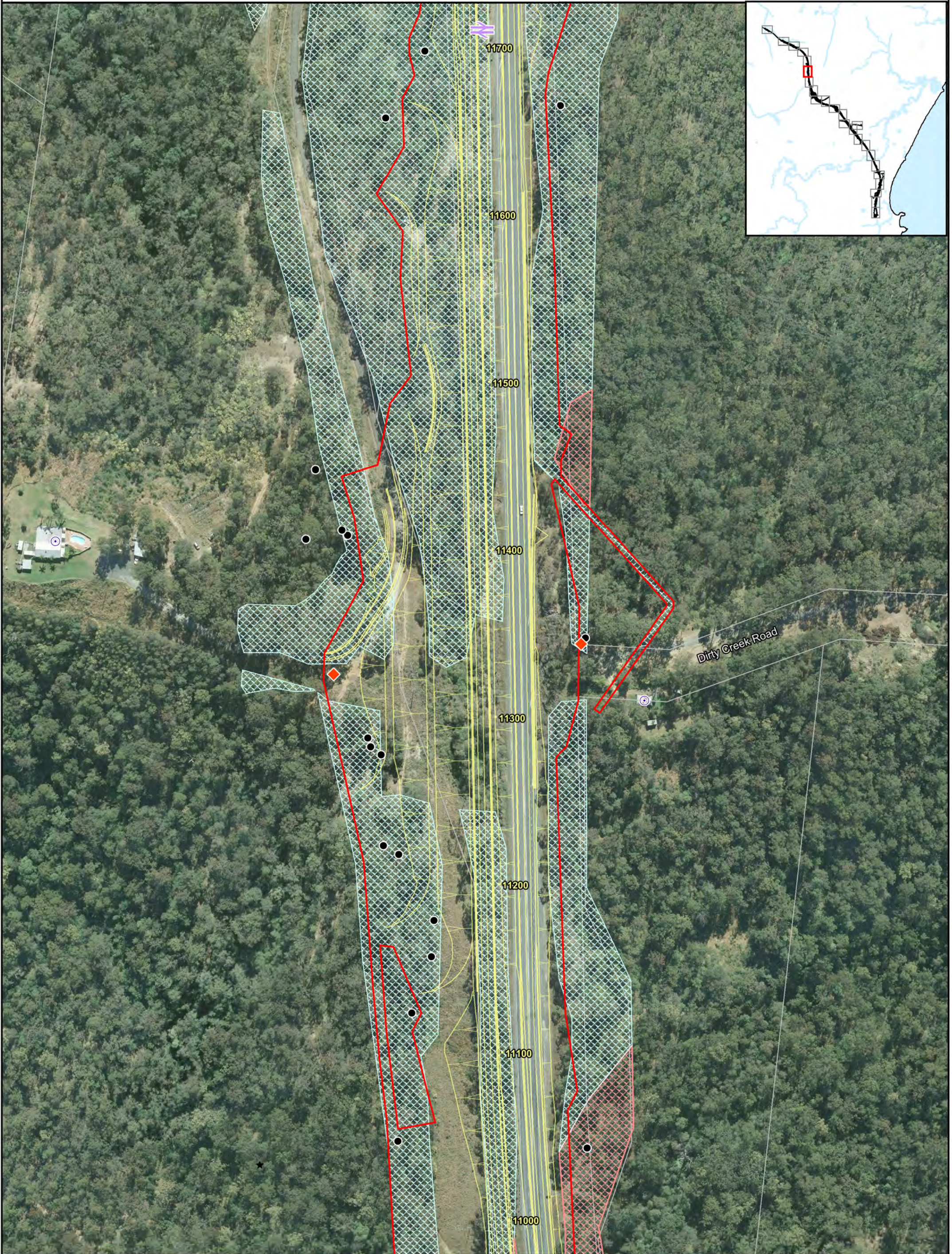
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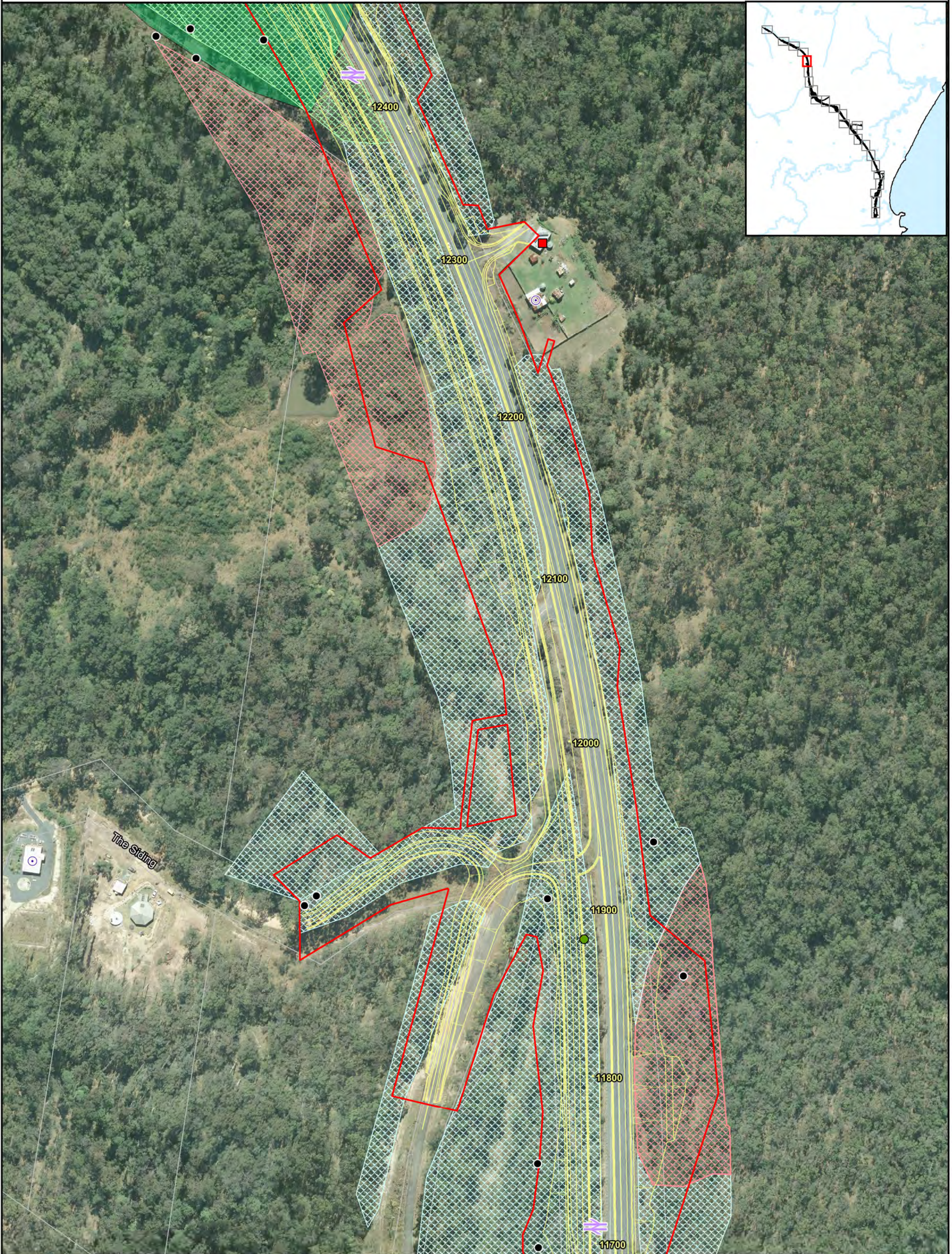
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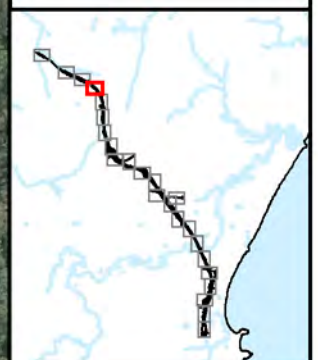
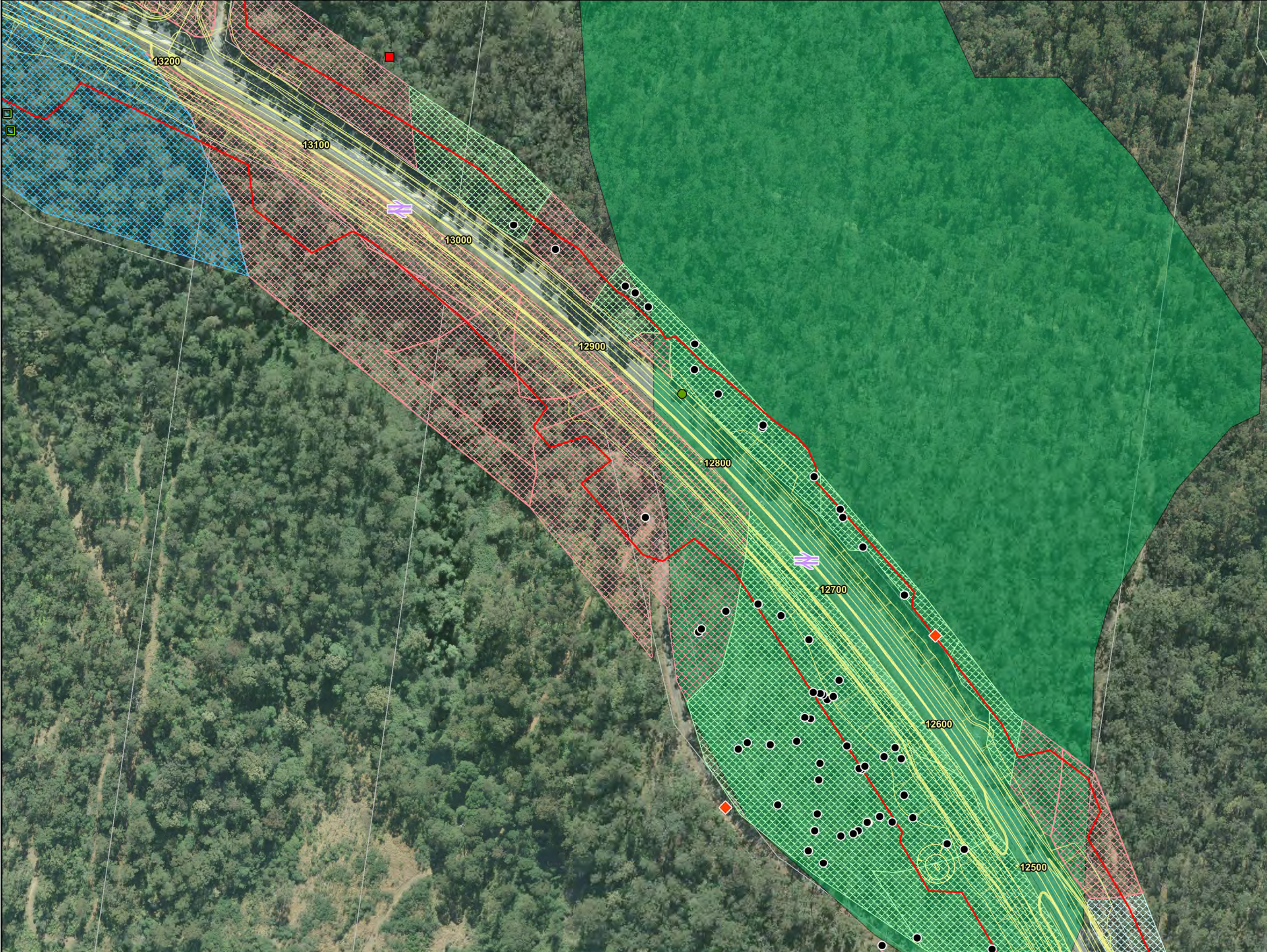
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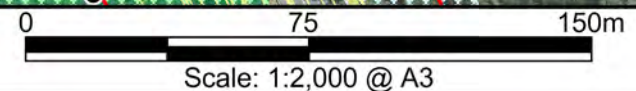
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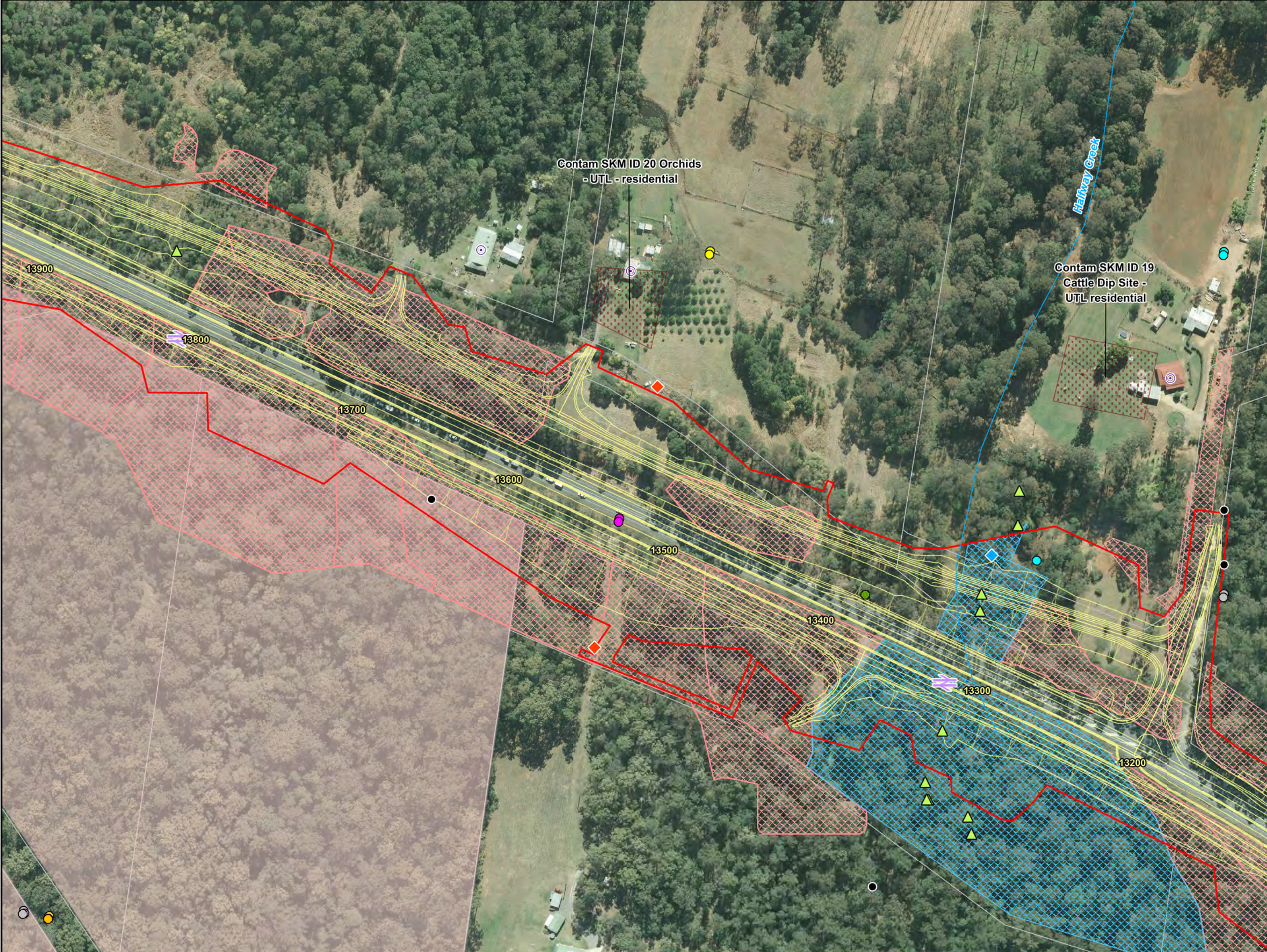


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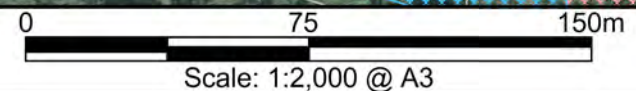
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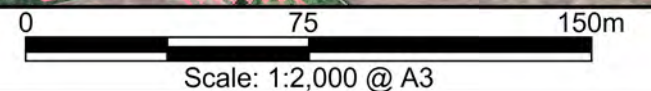
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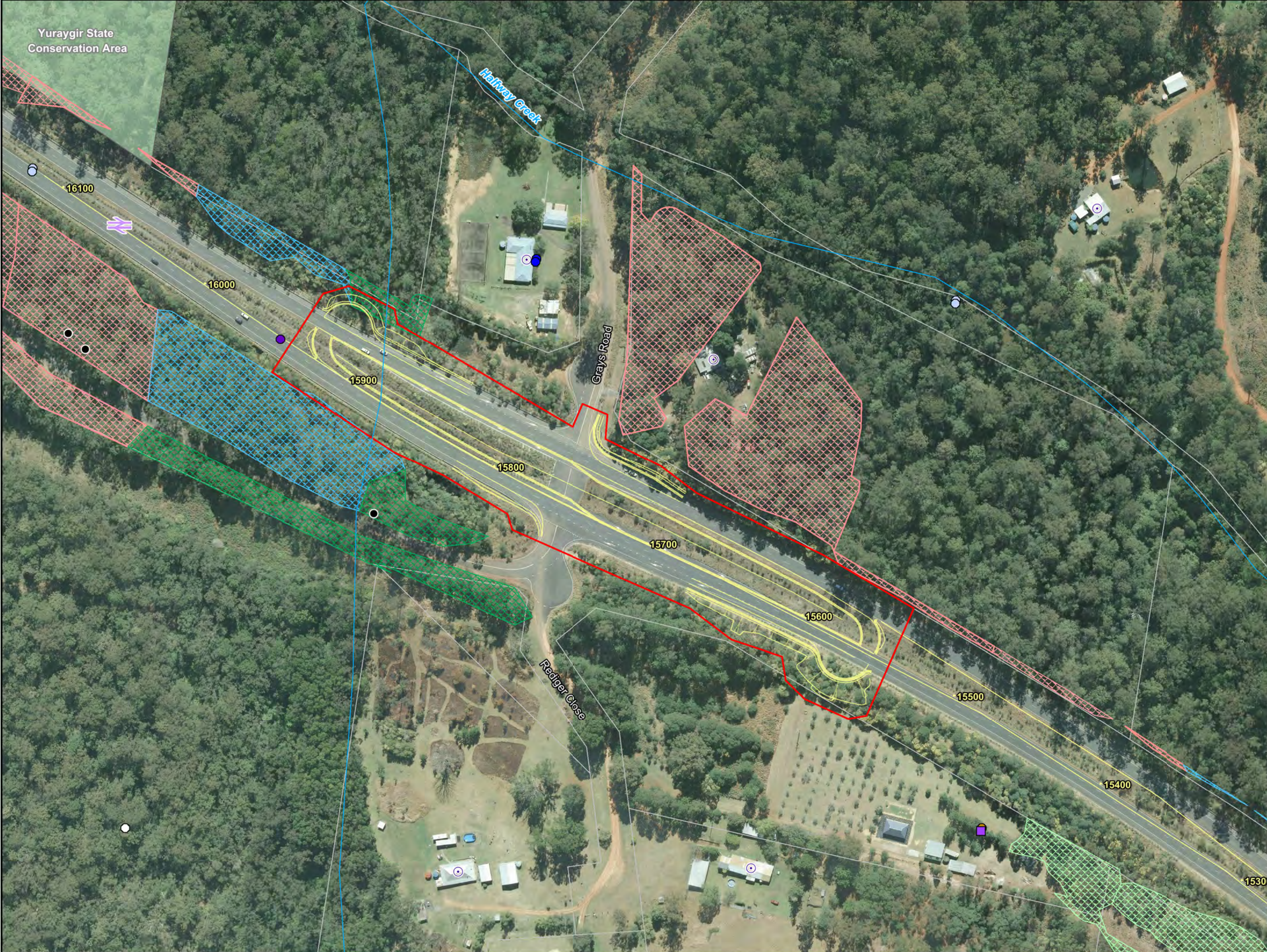


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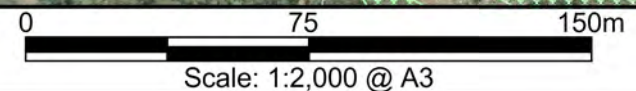
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Appendix A6

RMS Environmental Incident and Classification Procedure



Transport
Roads & Maritime
Services

ENVIRONMENTAL INCIDENT CLASSIFICATION AND REPORTING PROCEDURE

September 2014

About this release

Title		Environmental Incident Classification and Reporting Procedure
Approval and authorisation		Name
Prepared By	Environment Manager Environment Performance Improvement	Sean Hardiman
Approved By	Principal Manager Environment Operations	David Featherston
Document Status		Date
Version 4.7		6 August 2014
Version	Date	Revision Description
1.0	14.11.2007	Classification and Management of Environmental Incidents and Hazards. Environmental incidents classified under two categories.
1.1	22.11.2007	Additional definitions included.
1.2	10.12.2007	Clarified definition of Senior Environmental Officer
2.0	08.02.2008	Title change. New incident category (Cat 3) included.
2.1	14.02.2008	Appendix 1 Environmental Incident Report Form & instructions included.
2.2	11.04.2008	Environmental Incident Report Form & instructions included in Guidance material
2.3	09.07.2008	Minor changes to category 1 incident types; discharge of waters, critical habitat and failure to comply with a REF determination.
3.0	16.06.2011	Sections from Guidance document included in Procedure, Requirement to notify Chief Executive and relevant Directors of significant category 1 incidents. Appendices included.
3.1	22.12.2011	Significant changes to formatting.
4.0	27.04.2012	Title change to Environmental Incident Classification And Reporting Procedure. Update to include Maritime Division. Unexpected threatened species find to be managed in accordance with Biodiversity Guidelines included in reportable events. Significant changes to notification of material harm. Reportable event category included.
4.2	29.05.2012	Changes to reportable events, including unexpected contamination finds. Update to notification of material harm.
4.3	31.08.2013	Legal Branch revision and update following recommendations in "The External Review of Roads and Maritime Services' Handling of Contaminated Material on the Pacific Highway Herons Creek to Stills Road Section" by Brian Gilligan dated February 2013.
4.4	1.10.2013	Update Maritime Division contact and inclusion of document history
4.5	11.11.2013	Update contact positions, edit references to RMS
4.6	10.06.2014	Update contact positions, update incident form.
4.7	06.08.2014	Clarify that unexpected find of asbestos is a reportable event Update to meet Web Content Accessibility Guidelines version 2.0 (WCAG 2.0)
4.8	16.08.2014	Update Contacts page

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1 BACKGROUND

1.1 Purpose

To ensure that Roads and Maritime Services has processes to classify and report environmental incidents that may occur during Roads and Maritime managed activities and to comply with its statutory obligations to report certain incidents.

1.2 Scope and Coverage

This Procedure is for the use of all Roads and Maritime staff in all regions and divisions where environmental incidents may occur, including where incidents occur during the course of Roads and Maritime's contractors or alliance members undertaking works. The procedure is to clearly define the requirements of Roads and Maritime staff and contractors to report environmental incidents. The procedure does NOT cover environmental incidents caused by traffic accidents or boating accidents nor marine oil and chemical spills covered by the National Plan¹.

The Roads and Maritime Environmental Incident Classification and Reporting Procedure relates to incidents involving Roads and Maritime or its contractor/alliance partners and is for internal reporting processes as outlined in this procedure.

An environmental incident is not only necessarily when an event caused by Roads and Maritime or its contractors, but one that occurs on a site under their control or management.

Environmental incidents can involve (but not be limited to) the following:

- spills of fuels, oils, chemicals and other hazardous materials;
- unauthorised discharge from sediment basins or other containment devices;
- unauthorised clearing or clearing beyond the extent of the project boundary or premises;
- inadequate installation and subsequent failure of temporary erosion and sediment controls;
- any adverse health or well-being impacts on persons due to activities by Roads and Maritime or its contractors causing adverse environmental conditions;
- an unexpected find of contaminated soils or other potentially hazardous substances;
- unauthorised damage or interference to native vegetation, threatened species, endangered ecological communities or critical habitat;
- unauthorised harm to Aboriginal objects and Aboriginal places; or
- unauthorised damage to any State or locally significant relic or Heritage Item;
- unauthorised damage to protected marine vegetation and mangroves;
- dredging or reclamation works within a watercourse without appropriate authorisation;
- potential contamination of waterways or land;
- accidental starting of a fire or a fire breaking out of containment;

¹ The National Plan to Combat Pollution of the Sea by Oil and Other Noxious and Hazardous Substances

- any breach of legislation including a condition of an environment protection licence, a Department of Planning and Infrastructure (DP&I) approval; a Local Government development consent; or any government agency permit condition;
- works impacting outside an approved area or undertaken without appropriate approval or assessment under the *Environmental Planning & Assessment Act 1979*;
- works undertaken that are not in accordance with a determined Review of Environmental Factors (REF); and
- unauthorised dumping of waste by Roads and Maritime, its contractors or others.

An environmental incident, for the purposes of these guidelines, need not necessarily be an incident that comprises a breach of legislation. Nonetheless it is important to capture this information for reasons including the environmental improvement of Roads and Maritime practices and contractor performance.

1.3 Responsibilities

All Roads and Maritime staff and contractors are responsible for reporting an environmental incident when they become aware of an incident. Appendix 2 summarises the general roles and responsibilities of Roads and Maritime staff. Regional Maintenance Delivery shall manage environmental incidents in accordance with the Roads and Maritime responses as detailed in Table 2 of this document.

Supervisors and managers are responsible for ensuring environmental incidents are reported to the appropriate level as set out in this document.

Environment Branch is responsible for:

- assisting with advice and the reporting process;
- monitoring environmental incidents;
- monitoring and reviewing this procedure; and
- giving advice on whether environmental incidents need to be reported to external agencies.

Legal Branch is responsible for providing legal advice, assisting with investigations of incidents and preparation of reports for the Environment Protection Authority and other regulators for major incidents.

1.4 Evaluation

The environmental incident register is used to record and monitor all environmental incidents within Roads and Maritime. The register will assist with record keeping, reporting and determining improvements to incident response. The register is kept by Environment Branch. Environment Branch is responsible for entering incidents on the register and monitoring and measuring the effectiveness of incident management and of this procedure.

2 CLASSIFICATION, NOTIFICATION AND REPORTING PROCESS

2.1 Environmental Incident Classification

There are three categories of environmental incidents / events that are to be identified and managed as shown in shown in Table 1. They include:

1. Category 1;
2. Category 2; and
3. a Reportable Event.

2.1.1 Category 1 Incidents

Category 1 incidents are potentially the most serious incidents. They generally reflect breaches of environmental legislation.

Category 1 incidents can be divided into several sub-groups;

- Environmental Breaches against the Protection of the Environment Operations Act 1997 (POEO Act). These include:
 - ◊ water pollution incidents that actually or potentially pollute waters. Such incidents include sediment laden water moving off a site due to inadequate controls being put in place; the intentional discharge of waters that are polluted or outside the limits set by environment protection licences or approvals; chemical/oil spills, discharges or spills to waters from the Rozelle Maritime marina or Maritime operated vessels, and sewage/septic overflows.
 - ◊ odour pollution incidents that involve the emission of an offensive odour.
 - ◊ dust pollution involving the generation of excessive dust and/or levels that might unreasonably impact on nearby residences/users of land.
 - ◊ noise pollution involving the generation of offensive noise.
 - ◊ fire that travels beyond site boundary causing or potentially causing adverse impact to the environment or community.
 - ◊ breaches of environment protection licence conditions.
 - ◊ unauthorised or illegal waste disposal by Roads and Maritime, its contractors or others.
- Conservation Breaches
 - ◊ of the National Parks and Wildlife Act 1974 and the Environment Protection and Biodiversity Conservation Act (Cth) 1999 such as unauthorised harm to threatened species, endangered populations, endangered ecological communities or critical habitat or to land reserved under the National Parks and Wildlife Act 1974, and
 - ◊ of the Fisheries Management Act 1994 such as unauthorised harm to threatened aquatic species and protected marine vegetation or unauthorised dredging or reclamation works within a watercourse.
- Heritage Breaches of the National Parks and Wildlife Act 1974 and the Heritage Act 1977 such as the unauthorised damage to any State or locally significant relic or Heritage item or to Aboriginal objects or places.

- Planning Breaches of the Environmental Planning and Assessment Act 1979 such as undertaking works without required approval or assessment or the failure to comply with an approval condition.

2.1.2 Category 2 Incidents

Category 2 incidents are generally less environmentally serious and have lower maximum penalties. Nevertheless, there are sound policy reasons why these incidents need to be identified and reported, including in order to track potential trends that may lead to Category 1 incidents. Category 2 incidents include:

- those incidents that have been classified and reported as a Category 1 incident and have been reclassified as a Category 2 incident by Principal Manager Environment Operations (PMEO). PMEo will assess all Category 1 incidents in consultation with relevant senior environmental staff (and Legal Branch if necessary) and undertake an objective assessment of the environmental / conservation / heritage significance or the legislative breach and may reclassify the incident category for reporting and KPI purposes. Reporting officers will be advised of any reclassifications.
- spills that do not leave the site boundary or Maritime vessel and are cleaned up without material environmental harm or residual environmental impact such as small plant hydraulic spills.
- a fire that is contained on site and does not cause or potentially cause adverse impact to the environment or community.
- failure to implement a component of Environment Management Plan or work method statement that does not result in a Category 1 incident.

2.1.3 Reportable Events

This category captures those environmental incidents that occur outside the scope of reasonable controls and mitigation. Reportable events fall into four groups:

- those relating to erosion and sediment control, that occur as a result of weather events that are beyond the design capacity of controls, and where those environmental controls have been properly (appropriate and in compliance with all requirements and guidelines) designed, installed and maintained. It recognises that some incidents, such as those due to extremely intense rainfall events, cannot be controlled even with properly designed, installed and maintained controls. For the incident to be classified as a reportable event it will need to be demonstrated that appropriate and properly installed and maintained environmental controls and management systems were in place prior to and during the event.
- an unexpected archaeological find that has been discovered and not previously identified during previous environmental assessments and is being managed in accordance with the 'Roads and Maritime Standard Management Procedure - Unexpected Archaeological Finds'.
- an unexpected threatened species find that has been discovered and not previously identified during previous environmental assessments and is being managed in accordance with the 'Roads and Maritime Biodiversity Guidelines – unexpected threatened species finds procedure'.
- any formal complaint or warning from a regulatory agency.
- an unexpected find of contaminated soils, asbestos or other potentially hazardous substances.
- any adverse impact to human health caused by an activity resulting in adverse environmental conditions.

Table 1 Environmental Incident Classification Categories

Category	Incident type	Primary Legislative Requirements and offence provisions
Category 1	Material, odour, fire or noise that travels beyond site boundary causing or potentially causing adverse impact to the environment or community.	s.120 POEO Act – water pollution, sediment laden water, chemical/oil spill and sewage/septic overflow; s.116 POEO Act – leaks and spills generally s.129 POEO Act - offensive odour; s.126 POEO Act - dust exceeding reasonable levels without active management measures in place. s.139 POEO Act - offensive noise
	Discharge of waters from site not in accordance with any applicable REF determination / approval / environment protection licence condition.	s.120, s.116 and s.64 POEO Act; s.75D EP&A Act
	Discharges or spills to waters from the Rozelle Maritime marina or Maritime operated vessels.	s.120 POEO Act – water pollution, sediment laden water, chemical/oil spill and sewage/septic overflow; s.116 POEO Act – leaks and spills generally
	Unauthorised harm to threatened species, endangered populations, endangered ecological communities or critical habitat.	<i>NPW Act</i> particularly s.118A, s.118C and s.118D.
	Unauthorised harm to threatened aquatic species and protected marine vegetation or unauthorised dredging or reclamation works within a watercourse.	<i>Fisheries Management Act (1994)</i> particularly s.199 and 204A.
	Unauthorised damage to any State or locally significant relic or Heritage item.	<i>Heritage Act 1977</i> particularly s.57, s.119, s.139 and s.156. <i>EPBC Act 1999</i> s.15A, B & C
	Unauthorised harm to Aboriginal objects and Aboriginal places.	<i>NPW Act</i> particularly s.86 and s.87. <i>EPBC Act 1999</i> s.15A, B & C
	Failure to comply with a REF determination / approval / environment protection licence condition.	<i>EP&A Act</i> particularly s.75D, s.76A, s.115W; <i>POEO Act</i> particularly s.64; <i>FM (G) Reg</i> particularly s.337A, <i>NPW Act</i> particularly s.90 and s.141.
	Works undertaken without required approval or environmental assessment.	<i>EP&A Act</i> particularly s.75D and s.111
	Material harm to the environment or persons as per Part 5.7 of POEO Act	<i>POEO Act</i> particularly s.148 (notification requirements).
Unauthorised disposal/transport of waste	S115, 142A, 143, 144, POEO Act.	

Category 2	Spills that do not leave a site boundary and are cleaned up without material environmental harm or residual environmental impact.	<i>POEO Act</i> including s.120 and s.142A.
	A fire that is contained on site and does not cause or potentially cause adverse impact to the environment or community	Potentially <i>EP&A Act</i> particularly s.111
	Failure to implement component of Environment Management Plan or work method statement that does not result in a Category 1 incident.	<i>EP&A Act</i> particularly s.111
Reportable Events	Material travelling beyond a site boundary, and where it can be demonstrated that the erosion and sediment control plan has been prepared and the controls have been installed appropriately, are being maintained well, and the weather (rain, wind etc) event exceeds the design capacity of the controls.	
	An unexpected find of contaminated soils, asbestos or other potentially hazardous substances.	
	An unexpected archaeological find and is being managed in accordance with the " Roads and Maritime Standard Management Procedure - Unexpected Archaeological Finds"	
	A formal complaint or warning from a regulatory agency	

2.2 Environmental Incident Reporting

Table 2 details the response to each incident category and Appendix 2 gives information in relation to who is responsible for the various management actions described below. The table provides information of the type of response and whether it is required to be undertaken by Roads and Maritime and/or the Roads and Maritime contractor. It is important to note that, Roads and Maritime's Regional Maintenance Delivery are to follow the procedure in accordance with the Roads and Maritime required responses rather than as a Roads and Maritime contractor.

In general, Category 1 incidents are the most serious and incorporate quick notification to Environment Branch and Table 2 details the investigation and reporting procedure. Category 2 incidents are generally less serious with more flexible notification and reporting timeframes.

If in doubt, treat all incidents as Category 1 and in consultation with PMEO, a decision can be made to reclassify the category.

2.2.1 Category 1 Incidents

- i. Where it is possible and necessary, all work in the relevant area should cease and actions should be implemented to prevent adverse impact to the environment or community. Common sense dictates the extent of the 'stop work', however experience indicates that in the majority of incidents allow work to continue, with only those activities in the close vicinity to cease. If the incident is a pollution incident and if it threatens public health, property or the environment, follow the procedures detailed in section 2.3.1.
- ii. Advise the relevant Environment Manager (and Regional Maintenance Delivery Environment Manager for Regional Maintenance Delivery projects) as soon as Roads and Maritime staff become aware of the incident occurring. The Environment Manager in turn advises Environment Branch (GM Environment, Principal Manager Environment Operations or Principal Manager Environment Policy Planning and Assessment). Roads and Maritime contractors are to advise Roads and Maritime Project Site Management.

- iii. Environment Branch will also notify the Chief Executive and relevant Directors of significant Category 1 incidents as soon as possible and ideally within 24 hours of the incident occurring.
- iv. Pollution incidents that cause or threaten material harm to the environment or humans must be notified immediately after becoming aware of the incident - refer to section 2.4
NOTE: The General Manager Environment or PME0 may also discuss incidents with EPA or DP&I whether there is a requirement to notify those agencies or not.
- v. The Project Manager needs to ensure that the environmental incident report form is completed and submitted to Environment Branch (and Quality Systems Coordinator (QSC) for Regional Maintenance Delivery projects).
- vi. Following consultation with PME0, undertake an investigation into the cause, nature and management response to the incident and check that any measures recommended to prevent further incidents are implemented.

2.2.2 Category 2 Incidents

- i. If necessary, stop work in relevant area and/or take immediate actions to prevent adverse impact to the environment, community or heritage.
- ii. Advise relevant Environment Manager (and QSC for Regional Maintenance Delivery projects) of the incident.
- iii. The Project Manager needs to ensure that the environmental incident report form is completed and submitted to relevant Environment Manager, Environment Branch (and QSC for Regional Maintenance Delivery projects).
- iv. Following consultation with PME0, undertake an investigation into the cause, nature and management response to the incident and check that any measures recommended to prevent further incidents are implemented.

2.2.3 Reportable Events

Environment Manager is to advise Principal Manager Environment Operations of the event by email.

Table 2: Environmental Incident Reporting Response

Category 1 Reporting Response		Roads and Maritime Response	Contractor Response
1	Stop work in relevant area (if necessary) and take immediate actions to prevent adverse impact to the environment or community.	✓	✓
2	<p>For Category 1 POLLUTION INCIDENTS refer to section 2.4 below. For all other Category 1 incidents follow the points below.</p> <ul style="list-style-type: none"> ▪ For Roads and Maritime contractors and projects, immediately advise relevant Environment Manager (Roads and Maritime contractors to advise Roads and Maritime Project Site Management) who must immediately advise Environment Branch by phone. ▪ For Regional Maintenance Delivery projects immediately advise Team Leader/Works Supervisor/Project Delivery Manager/District Works/Section Manager who must immediately advise the Regional Maintenance Delivery Environment Manager, and regional environment staff by phone Environment Branch who must immediately advise Environment Branch by phone. 	✓	✓ (Advise Roads and Maritime Project Site Management)
3	Notify relevant authorities of pollution incidents that cause or threaten material harm to the environment or humans immediately after becoming aware of the incident - refer to section 2.4.	✓	✓
4	Complete the environmental incident report form 624 (Regional Maintenance Delivery form 400) and submit to PME0 by email within 3 days of the date of the incident.	✓	✓
6	Following consultation with PME0, review the cause, nature and management response to the incident	✓	✓
Category 2 Reporting Response		Roads and Maritime Response	Contractor Response
1	Stop work in relevant area (if necessary) and take immediate actions to prevent adverse impact to the environment or community.	✓	✓
2	<ul style="list-style-type: none"> ▪ For Roads and Maritime contractors and projects advise relevant regional Environment Manager (Roads and Maritime contractors to advise Roads and Maritime Project Site Management). ▪ For Regional Maintenance Delivery projects advise Team Leader /Works Supervisor/Project Delivery Manager/District Works/Section 		
3	Complete the environmental incident report form 624 (Regional Maintenance Delivery form 400) and submit to PME0 by email within 3 days of the date of the incident.	✓	✓
4	Following consultation with PME0, review the cause, nature and management response to the incident	✓	✓
Reportable Event		Roads and Maritime Response	Contractor Response
1	Environment Manager to advise Principal Manager Environment Operations by email. [Roads and Maritime contractors to advise Roads and Maritime Project Site Management]	✓	✓ (Advise Roads and Maritime Project Site Management)

2.3 When Must A Regulatory Agency Be Notified Of An Environmental Incident?

There are specific statutory requirements relating to the notification of pollution or environmental incidents to relevant regulatory agencies. These are summarised in table 3 below

Table 3: Environmental Incident Notification Requirements

Legislation	Regulating Authority	Section
POEO Act 1997	EPA and relevant authorities	Section 148 – requirement to immediately notify pollution incidents occurring during an activity that cause or threaten material harm to the environment.
Heritage Act 1977	EPA	Section 146 – requirement to notify the Heritage Council of the location of the relic once a relic has been discovered or located.
National Parks and Wildlife Act 1974	EPA	Section 89A – requirement to notify the location of an Aboriginal object that is the property of the Crown.
Commonwealth Aboriginal and Torres Strait Islanders Heritage Protection Act, 1984	Department of Sustainability, Environment, Water, Population and Communities	Section 20 – requirement to notify the Minister of the discovery of Aboriginal remains.
Contaminated Land Management Act 1997	EPA	Section 60 – requirement to notify if Roads and Maritime activities have contaminated land or if Roads and Maritime owns land that has been contaminated.
Rural Fires Act 1997	NSW Fire Brigades	Section 64 – requirement to notify an appropriate fire officer of the inability to extinguish any fire burning during a bush fire danger.

Should an environmental incident have the potential to impact on a drinking water supply, the relevant water supply authority must also be advised.

2.4 POEO Act Notification of Material Harm

Under Part 5.7 of the POEO Act, there is a duty to notify each relevant authority (identified below) of a pollution incident, where material harm to the environment is caused or threatened. Material harm includes actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial or that results in actual or potential loss (refer definitions in s147 of POEO Act) or property damage of an amount over \$10,000.

The following notification procedure only relates to pollution incidents.

Conservation, heritage and planning breaches described in Section 2.1 are not included in the definition of a pollution incident with respect to Part 5.7 of the POEO Act.

Roads and Maritime is not responsible for notifying a pollution incident caused by a traffic or vehicle accident where notification has already occurred. Notification is required by the person carrying on the activity "immediately upon becoming aware" of the incident.

IMPORTANT NOTE

- The following procedure is to be followed by all Roads and Maritime staff and contractors.
- Any actual or potential material harm to a person's health or well being or the environment as a result of a pollution incident must be reported immediately to Principal Manager Environment Operations on 0428 608 758.
- Contractors who hold an environment protection licence for their activities are responsible for notifying EPA and the relevant authorities in accordance Part 5.7 of the POEO Act and any relevant Conditions of their EPL.
- Contractors undertaking works without an EPL are responsible for notifying Roads and Maritime, EPA and the relevant authorities in accordance Part 5.7 of the POEO Act. If the incident occurs on a premises that is regulated by an environment protection licence, refer to the Pollution Incident Response Management Plan.

As soon as a Roads and Maritime employee becomes aware of a **Category 1 pollution incident**, all Roads and Maritime environment officers and project managers are to **immediately** notify Principal Manager Environment Operations on 0428 608 758 of all **Category 1 pollution incidents**. PMEOP will assist in making an assessment of the incident and determine whether or not to formally notify the incident to the EPA and other relevant authorities.

If for any reason that PMEOP is not contactable, staff should contact their regional Roads and Maritime Environment Managers (or Regional Maintenance Delivery Environmental Manager for Regional Maintenance Delivery projects) to assist in assessing whether an incident triggers the notification requirement.

In any case, if no assistance can be obtained within a reasonable time, you are required to notify the relevant authorities in the order of notification outlined in the table below and provide each agency with the information required in section 2.5 of this procedure. Even if you do not have all the information, you must notify each agency with the information you have at hand and ensure that they are updated as soon as further relevant information becomes available.

In circumstances where there is doubt about the need to notify or the relevance of a particular agency, Roads and Maritime should always err on the side of notification. When in doubt, communicate!

The relevant authorities and contact details for a pollution incident where material harm to human health or the environment is caused or threatened are given below in Table 4.

Table 4: Appropriate Authorities for Part 5.7 Incident Notification

Relevant Authority	Contact Number
Fire and Rescue NSW	1300 729 579 (for Environmental harm) 000 (for human health or safety incidents)
EPA environment line	131 555
The Ministry of Health	Via the local Public Health Unit see Appendix 3
WorkCover Authority	131 050
The appropriate regulatory authority	Your Local Council or Western Lands Commissioner for the Western Division (except any part of the Western Division within the area of a local council)
Local Council	Please call Division of Local Government on 4428 4100 to find relevant local council contacts or visit their website on http://www.dlg.nsw.gov.au/

The appropriate contact for the relevant local council and Public Health Unit will vary. All necessary contact numbers should be found in advance and stored for immediate access should a pollution incident need to be notified.

Relevant authorities notification order

- If the incident presents an immediate threat to human health or property, Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service should be contacted first for emergency assistance
 - call Fire and Rescue NSW on 000 first then
 - EPA environment line
 - The Ministry of Health
 - WorkCover Authority
 - Local Authority (Council)
- If there is not an immediate threat to human health or the environment:
 - call EPA environment line first then
 - Local Authority (Council)
 - The Ministry of Health
 - WorkCover Authority
 - Fire and Rescue NSW on 1300 729 579

All of the above authorities (whether considered relevant or not) must be contacted for each pollution incident to satisfy notification obligations

2.5 The relevant information to provide

Section 150 of the POEO Act provides the information that needs to be notified. It is important to avoid speculation on origin, causes or outcomes of a pollution incident in discussions with the

authorities. While it is important not to speculate on the causes of an incident, s150 (1) (d) below requires notification of the circumstances in which the incident occurred (including the cause of the incident, if known) and there is an ongoing duty ensure that relevant information be notified after it becomes known.

Section 150 POEO Act - Relevant information to given

1. The relevant information about a pollution incident required under section 148 consists of the following:
 - a. the time, date, nature, duration and location of the incident,
 - b. the location of the place where pollution is occurring or is likely to occur, the nature, the estimated quantity or volume and the concentration of any pollutants involved, if known,
 - c. the circumstances in which the incident occurred (including the cause of the incident, if known),
 - d. the action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, if known,
 - e. other information prescribed by the regulations.
2. The information required by this section is the information known to the person notifying the incident when the notification is required to be given.

If the information required to be included in a notice of a pollution incident by subsection (1) (c), (d) or (e) is not known to that person when the initial notification is made but becomes known afterwards, that information must be notified in accordance with section 148 immediately after it becomes known.

Note: if a pollution incident occurs, the above information, is to be initially communicated verbally to each relevant authority and is to be followed by written notification within 7 days of the date on which the incident occurred (Clause 101 POEO (Gen) Regs).

Complying with these notification requirements does not remove the need to comply with any other obligations for incident notification, for example, those that apply under other environment protection legislation such as an EPL condition or legislation administered by WorkCover.

2.6 Other Agencies

It is the responsibility of Environment Managers to liaise with Environment Branch prior to notifying other regulatory agencies of relevant environmental incidents.

2.7 Incident Reporting

It is important that there is consistency in the way that an environmental incident is reported. Therefore, incidents must be reported by project staff and project managers through the Environmental Incident Report Form (refer Appendix 1, Form 624 available here or Form 400 for Regional Maintenance Delivery projects available here). The incident report form and any subsequent reports must only include factual information. Speculation about the causes and outcomes are not to be included. The completed reports must be forwarded through regional Environment Managers or relevant Project Manager to the Principal Manager Environment Operations.

The incident reporting form requires that certain information be provided as below:

- the name of the project, contractor and Roads and Maritime Region;
- the date, time and duration of the incident;
- an outline of the incident including;
 - a brief description of the incident. If the incident relates to a “failure to comply with a REF determination / approval / licence condition” provide details of the approval or licence number and condition;
 - the exact location and extent of the incident;
 - the circumstances in which the incident occurred (including the cause of the incident, if known): and
 - how it was identified.
- identification of the potential incident category;
- a description of what actions/control measures were taken to rectify the incident and prevent a recurrence of the incident;
- details regarding any notification of the advice to EPA or other authorities such as DP&I; and
- sign off by:
 - the person making the report; and
 - the Environment Manager or project manager.

The information from the form will be entered into the Environment Branch Environmental Incident Register for the purposes of record keeping, reporting (e.g. annual environment report and regular KPI assessments) and to monitor and improve responses to environmental incidents. Directorates are encouraged to keep their own environmental incident registers to manage environmental issues at a local level.

Information contained in the form or report should be verified by the relevant Project Manager by checking:

- the initial reports of the incident – who made the first report, at what time, and what information was provided, what instructions for actions were given; and
- the incident diary or field notes kept by those involved in the incident – identify and investigate any inconsistencies.

Should initial forms or reports be subsequently found to have ambiguities or other errors, then these should be annotated with full explanation and clarification within the initial forms/reports. A copy of the original form/report must be retained on file.

Incidents which may have caused material harm to the environment, damaged heritage, impacted on biodiversity matters or which are potential breaches of the POEO Act or conditions of environment protection licences may be investigated and prosecuted by EPA. DP&I authorised officers have the same investigative powers as authorised EPA officers.

The Principal Manager Environment Operations must be contacted in relation to these incidents and document control must be observed. This includes any communications, documents, records, written statements or reports (for example, emails and file notes) internally between Roads and Maritime personnel.

Under the POEO Act and the EP&A Act, EPA and DP&I can require Roads and Maritime to provide information and records regarding an incident to assist in their investigations, for example letters, emails, memoranda, drawings, files and other project information. Roads and Maritime must submit any information requested by the agencies.

Should Roads and Maritime receive a request from a regulatory authority for a written report regarding an environmental incident, the relevant Project Manager must immediately contact Environment Branch and Legal Branch for advice. Communications with Legal Branch, for the purpose of obtaining legal advice in relation to incidents, may be subject to legal professional privilege. Documents that may be the subject to legal privilege should be clearly identified and sent to Legal Branch prior to producing them to a regulatory agency. Such documents may not be required to be produced to the agencies under written notices to provide information. Environment Branch will provide advice and will co-ordinate a response with Legal Branch. Environment Branch and Legal Branch will assist in the investigation of incidents, prepare legal advice and assist with the preparation of reports to EPA, OEH and DP&I.

Appendix 1 Environmental incident report Form

Form 624 available [here](#) or Form 400 for Regional Maintenance Delivery projects available [here](#)

Environmental Incident Report - 624		NSW Government	Transport Roads & Maritime Services										
<p>Complete this form for all environmental incidents that occur due to Roads and Maritime Services works or on Roads and Maritime worksites. The purpose of this form 624 is to alert Environment Branch to potential environmental incidents. It does not represent the Roads and Maritime final position for any incident reported on this form.</p>													
Remember!		Complete all fields prior to submitting form Be succinct, stick to the facts and do not make assumptions. Only record information you know to be correct.											
Project name:		Region:											
Contractor name:													
Incident details	Date	Time	: am <input type="checkbox"/> pm <input type="checkbox"/> Duration hr. min										
Description (provide a brief description of what happened during the incident)													
EXACT location of the incident (include chainage, landmarks, features, nearest cross street, etc to make it easier to identify later) - provide a sketch if appropriate													
Quantity or volume of material escaped or causing incident (provide an estimate if quantity unknown)													
Estimated distance to nearest waterway (can include stormwater drains and dry watercourses)													
What activity was being undertaken when the incident occurred?													
How was the incident identified? (e.g. Roads and Maritime employee, Council, community, complaint)													
Name & contact details of complainant (where relevant)													
<p>Potential Category 1 Incident: (may involve one or more of the following [tick incident type] - fill in table over page)</p> <table border="0"> <tr> <td><input type="checkbox"/> Material, odour or noise that travels beyond site boundary causing or potentially causing adverse impact to the environment or community.</td> <td><input type="checkbox"/> Unauthorised harm or damage to native vegetation, threatened species, endangered populations, endangered ecological communities or critical habitat.</td> </tr> <tr> <td><input type="checkbox"/> Discharge of waters from site not in accordance with any applicable REF determination /approval / environment protection licence condition.</td> <td><input type="checkbox"/> Unauthorised harm or damage to threatened aquatic species and protected marine vegetation or unauthorised dredging or reclamation works within a watercourse.</td> </tr> <tr> <td><input type="checkbox"/> A fire that travels beyond site boundary</td> <td><input type="checkbox"/> Unauthorised damage or destruction to any State or locally significant relic or Heritage item.</td> </tr> <tr> <td><input type="checkbox"/> Unauthorised harm or desecration to Aboriginal objects and Aboriginal places.</td> <td><input type="checkbox"/> Material harm to the environment or persons as per Part 5,7 of POEO Act. (including harm on site)</td> </tr> <tr> <td><input type="checkbox"/> Failure to comply with a REF determination / approval / environment protection licence condition.</td> <td><input type="checkbox"/> Works undertaken outside approved areas, without required approval or environmental assessment.</td> </tr> </table>				<input type="checkbox"/> Material, odour or noise that travels beyond site boundary causing or potentially causing adverse impact to the environment or community.	<input type="checkbox"/> Unauthorised harm or damage to native vegetation, threatened species, endangered populations, endangered ecological communities or critical habitat.	<input type="checkbox"/> Discharge of waters from site not in accordance with any applicable REF determination /approval / environment protection licence condition.	<input type="checkbox"/> Unauthorised harm or damage to threatened aquatic species and protected marine vegetation or unauthorised dredging or reclamation works within a watercourse.	<input type="checkbox"/> A fire that travels beyond site boundary	<input type="checkbox"/> Unauthorised damage or destruction to any State or locally significant relic or Heritage item.	<input type="checkbox"/> Unauthorised harm or desecration to Aboriginal objects and Aboriginal places.	<input type="checkbox"/> Material harm to the environment or persons as per Part 5,7 of POEO Act. (including harm on site)	<input type="checkbox"/> Failure to comply with a REF determination / approval / environment protection licence condition.	<input type="checkbox"/> Works undertaken outside approved areas, without required approval or environmental assessment.
<input type="checkbox"/> Material, odour or noise that travels beyond site boundary causing or potentially causing adverse impact to the environment or community.	<input type="checkbox"/> Unauthorised harm or damage to native vegetation, threatened species, endangered populations, endangered ecological communities or critical habitat.												
<input type="checkbox"/> Discharge of waters from site not in accordance with any applicable REF determination /approval / environment protection licence condition.	<input type="checkbox"/> Unauthorised harm or damage to threatened aquatic species and protected marine vegetation or unauthorised dredging or reclamation works within a watercourse.												
<input type="checkbox"/> A fire that travels beyond site boundary	<input type="checkbox"/> Unauthorised damage or destruction to any State or locally significant relic or Heritage item.												
<input type="checkbox"/> Unauthorised harm or desecration to Aboriginal objects and Aboriginal places.	<input type="checkbox"/> Material harm to the environment or persons as per Part 5,7 of POEO Act. (including harm on site)												
<input type="checkbox"/> Failure to comply with a REF determination / approval / environment protection licence condition.	<input type="checkbox"/> Works undertaken outside approved areas, without required approval or environmental assessment.												
<p>Potential Category 2 Incident: (may involve one or more of the following [tick incident type] - fill in table over page)</p> <table border="0"> <tr> <td><input type="checkbox"/> Spills that do not leave the site boundary and are cleaned up without material environmental harm or residual environmental impact.</td> <td><input type="checkbox"/> Failure to implement component of Environment Management Plan that does not result in a Category 1 incident.</td> </tr> <tr> <td></td> <td><input type="checkbox"/> A fire contained on site without causing impact to the environment.</td> </tr> </table>				<input type="checkbox"/> Spills that do not leave the site boundary and are cleaned up without material environmental harm or residual environmental impact.	<input type="checkbox"/> Failure to implement component of Environment Management Plan that does not result in a Category 1 incident.		<input type="checkbox"/> A fire contained on site without causing impact to the environment.						
<input type="checkbox"/> Spills that do not leave the site boundary and are cleaned up without material environmental harm or residual environmental impact.	<input type="checkbox"/> Failure to implement component of Environment Management Plan that does not result in a Category 1 incident.												
	<input type="checkbox"/> A fire contained on site without causing impact to the environment.												
Please refer to page 2 for submitting details													
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Any other details of the incident (including any information which did not fit in spaces above, as well as any special circumstances of the day or the location):

.....
.....
.....

What immediate actions/control measures were taken to rectify or contain the incident?

.....
.....
.....

What corrective action has been taken to prevent similar incidents recurring?

.....
.....
.....

Sign off (officer making report)

Print name: Sign:
Position: Date:

Notification of EPA and other relevant authorities - To be completed by the relevant Project Manager or Regional Environment Manager

Was EPA notified? Yes No - If No, provide reasons for not notifying EPA

Who notified the EPA?
Name: Position:

Notification method: telephone on site **Date:** **Time:** : am | pm

Has there been a EPA Environment Line Complaint? Yes No EPA Complaint No.

Was any of the following authorities notified?
 Fire & Rescue Local Government WorkCover Ministry of Health

Other authorities notified and why (eg NSW Fire & Rescue, Dept. of Planning & Infrastructure, Department of Primary Industries)

Is there an EPL for the project site?
 Yes - Was the Pollution Incident Response Management Plan implemented? Yes No
 No

Sign off (Regional Environment Manager/Project Manager)

Print name: Sign:
Position: Date:

Please submit all completed forms to Environment Branch via Fax: 8588 4173 or email at environmentalperformanceimprovement@rms.nsw.gov.au Regional Maintenance Delivery staff to forward completed form to QSC; QSC to forward form to LEO and R.M.D. Environment Manager (Fax: 9598 7881).

APPENDIX 2 ROADS AND MARITIME CONTACTS

General Manager Environment	Miller Street	8588 5730	
Principal Manager Environment Operations	Miller Street	8588 5765	0428 608 758
Principal Manager Environment Policy, Planning and Assessment	Miller Street	8588 5740	0439 595 361
Maritime Division Emergency Planner Officer	Rozelle office	9563 8476	0428 740 520
Senior Environment Specialist – Biodiversity ²	Miller Street	8588 5740	0439 595 361
Senior Environment Specialist - Heritage	Miller Street	8588 5754	0400 474 405
Environment Manager Motorways	Miller Street	8588 4372	0408 989 693
Environment Manager Sydney	Parramatta	8849 2516	0411 148 513
Environment Manager Western	Parkes	6861 1644	0439 240 297
Environment Manager Southern	Wollongong	6492 9515	0447 443 957
Environment Manager Northern	Grafton	6640 1072	0411 406 519
Environment Manager South-West	Wagga Wagga	8588 5766	0417 652 929
Environment Manager Hunter	Newcastle	49240440	0413 483 539
Environment Manager Pacific Highway North	Grafton	6640 1375	0419 248 583
Environment Manager Pacific Highway South	Newcastle	4924 0281	0411 126 989
Environmental Manager Regional Maintenance Delivery	Rockdale	9598 7721	0418 113 942

² Currently vacant. Contact Principal Manager Environment Policy, Planning and Assessment.

APPENDIX 3 CONTACT DETAILS FOR PUBLIC HEALTH UNITS

Public Health Unit	Contact Details	After Hours Contact
Goulburn Office	Locked Bag 11, Goulburn, 2580 Ph: 02 4824 1840 Fax: 02 4824 1831 / 4822 5038 (s)	Ph: 02 6080 8900 (diverts to Albury Base Hospital) - ask for Public Health Officer on call,
Albury Office	PO Box 3095, Albury, 2640 Ph: 02 6080 8900 Fax: 02 6080 8999	Ph: 02 6080 8900 (diverts to Albury Base Hospital) - ask for Public Health Officer on call,
Broken Hill Office	PO Box 457, Broken Hill, 2880 Ph: 08 8080 1499 Fax: 08 8080 1683 / 1196 (s)	Ph: 08 8080 1333 (Broken Hill Base Hospital) - ask for Public Health Officer on call, if no answer: Mob: 0417 685 259
Dubbo Office	PO Box 739, Dubbo, 2830 Ph: 02 6841 5569 Fax: 02 6841 5571 (s)	Ph: 02 6885 8666 (Dubbo Base Hospital) - ask for Public Health Officer on call, if no answer: Mob: 0418 866 397 - ask for Public Health Officer on call
Bathurst Office	PO Box 143, Bathurst, 2795 Ph: 02 6339 5601 Fax: 02 6339 5173 (s)	Mob: 0428 400 526 - ask for Public Health Officer on call
Newcastle Office	Locked Bag 10, Wallsend, 2287 Ph: 02 4924 6477 Fax: 02 4924 6490 / 4922 3164 (s)	Ph: 02 4924 6477 (diverts to John Hunter Hospital) - ask for Public Health Officer on call
Tamworth Office	Locked Mail Bag 9783, NEMSC 2348 Ph: 02 6764 8000 Fax: 02 6766 3890 (s)	Ph: 02 6764 8000 (diverts to Public Health Officer on call)
Matraville Office	PO Box 150, Matraville 2036 Ph: 02 9311 2707 Fax: 02 9700 3747 (s)	Ph: 02 9311 2707

Public Health Unit	Contact Details	After Hours Contact
Port Macquarie Office	PO Box 126, Port Macquarie 2444 Ph: 02 6588 2750 Fax: 02 6588 2837	Pager Service: 1300 555 555 Communicable Disease: 48073 Environmental Health: 149 377 If no answer phone: Mob 0417 244 966 or Mob 0407 904 280
Lismore Office	PO Box 498, Lismore 2480 Ph: 02 6620 7585 Fax: 02 6622 2151 / 6620 2552 (s)	Pager Service: 1300 555 555 Communicable Disease: 48073 Environmental Health: 149 377 If no answer phone: Mob 0417 244 966 or Mob 0407 904 280
Hornsby Office	Hornsby Hospital, Palmerston Rd, Hornsby 2077 Ph: 02 9477 9400 Fax: 02 9482 1650 / 1358 (s)	Ph: 02 9477 9123 (Hornsby Hospital) - ask for Public Health Officer on call
Gosford Office	PO Box 361, Gosford, 2250 Ph: 02 4349 4845 Fax: 02 4349 4850 (s)	Ph: 02 4320 2111 (Gosford Hospital) - ask for Public Health Nurse on call
Randwick Office	Locked Bag 88, Randwick 2031 Ph: 9382 8333 Fax: 02 9382 8334 / 8314 (s)	Ph: 02 9382 2222 (Prince of Wales Hospital) - ask for Public Health Nurse on call
Wollongong Office	Locked Bag 9, Wollongong 2500 Ph: 02 4221 6700 Fax: 02 4221 6759 (s)	Ph: 02 4222 5000 (Wollongong Hospital) - ask for Public Health Officer on call
Eastern Zone(Camperdown Office) For Liverpool Area, please dial the Camperdown office.	PO Box 374, Camperdown 2050 Ph: 02 9515 9420 Fax: 02 9515 9440 Fax: 02 9515 9467 (s)	Ph: 02 9515 6111 (Royal Prince Alfred Hospital) - ask Public Health Officer on call

Public Health Unit	Contact Details	After Hours Contact
Penrith Office	PO Box 63, Penrith 2751 Ph: 02 4734 2022 Fax: 02 4734 3300 / 3444 (s)	Ph: 02 9845 5555 (Westmead Hospital) - ask for Public Health Officer on call
Parramatta Office	Locked Bag 7118, Parramatta BC 2150 Ph: 02 9840 3603 Fax: 02 9840 3608 / 3591 (s)	Ph: 02 9845 5555 (Westmead Hospital) - ask for Public Health Officer on call

APPENDIX 4 ROLES AND RESPONSIBILITIES

	Project Manager	Environment Manager or Delegate	Principal Manager Environment Operations	Executive Environment Committee	Roads and Maritime
RESPONSIBILITY (CATEGORY 1 & 2 INCIDENTS)					
Strategic Overview & Performance Review					
Oversee environmental incident implementation, review its suitability and adequacy against Roads and Maritime policy, legislative requirements and relevant external party (i.e. EPA) incident management protocols			✓		
Review incident management performance and provide feedback on incident management performance			✓	✓	
Incident Management & Investigation					
Provide adequate resources for managing environmental incidents	✓	✓	✓		
Ensure environmental incidents are responded to in a timely manner by adequately trained personnel	✓	✓	✓		
Ensure employees are adequately trained in managing environmental incidents	✓	✓	✓		
Provide adequate resources for incident investigation	✓	✓	✓		
Provide adequate and timely advice to those Roads and Maritime employees affected by or involved in environmental incidents	✓	✓			
Liaise and respond to media enquiries / coverage of environmental incidents or nominating appropriate media contact	✓		✓		
Ensure that when not available to fulfil incident management roles and responsibilities, these responsibilities are delegated to an available and appropriate Roads and Maritime employee	✓	✓	✓		
Incident Administration					
Develop, maintain and control Roads and Maritime environmental incident management procedures and supporting guidance material			✓		
Track the corrective action / follow up implementation identified within environmental incident reports		✓	✓		
Coordinate the Environment Executive Committee's review of environmental incidents			✓		
Coordinate and implement environmental incident training			✓		
Coordinate environmental incident performance reporting			✓		
General					
Adhere to the requirements of this Roads and Maritime procedure and supporting document					✓
Identify opportunities for improvement with environmental incident management and prevention					✓