



# Environmental Management & Sustainability Plan (EMP)

Health Infrastructure

RNA Research and Pilot Manufacturing Facility

Revision A

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Hindmarsh would like to acknowledge the Traditional Custodians of the Land on which we live and work and pay our respects to their Elders past and present.

# 1. Document Control – Revision History

## 1.1 Revision Status

Approved revisions to this document may be independently issued.

Date Issued	Revision	Details	Section	Page
05/07/24	Rev A	Plan creation	All	All

## 1.2 Project Specifics

<b>Company Name:</b>	Hindmarsh Construction Australia Pty Ltd
<b>ABN</b>	15 126 578 176
<b>Project:</b>	RNA Research and Pilot Manufacturing Facility
<b>Project No:</b>	2056
<b>Location:</b>	Cnr of Culloden Rd & Gymnasium Rd Macquarie Park
<b>Client:</b>	Health Infrastructure NSW
<b>Contract:</b>	GC21
<b>Work Description:</b>	<p>The RNA Research and Pilot Manufacturing Facility will be a Good Manufacturing Practice (GMP) Facility that will manufacture potential RNA therapeutics for Phase 1 to 3 clinical trials using pidan and mRNA processes. The facility includes:</p> <ul style="list-style-type: none"><li>- Workspaces</li><li>- Plantrooms</li><li>- Storerooms</li><li>- Laboratory Areas</li><li>- pDNA Suite</li><li>- Process Development (PD) Laboratory</li></ul>

Condition B14: Prior to the commencement of any construction, the Applicant must submit a Construction Environmental Management Plan (CEMP) to the Certifier and publish a copy of the CEMP on the Applicant's website in accordance with condition A24. The CEMP must include, but not be limited to, the following:

(a) Details of:	
(i) hours of work;	<a href="#">Section 3.2</a>
(ii) 24-hour contact details of site manager;	<a href="#">Section 3.2</a>
(iii) management of dust and odour to protect the amenity of the neighbourhood;	<a href="#">Section 12.1</a>
(iv) stormwater control and discharge;	<a href="#">Section 16.11</a>
(v) measures to ensure that sediment and other materials are not tracked onto the roadway by vehicles leaving the site;	<a href="#">Section 16.11</a>
(vi) external lighting in compliance with AS 4282-2019 Control of the obtrusive effects of outdoor lighting;	<a href="#">Section 16.9</a>
(b) An unexpected finds protocol for contamination and associated communications procedure to ensure that potentially contaminated material is appropriately managed;	<a href="#">Section 8.1</a>
(c) an unexpected finds protocol for Aboriginal and non-Aboriginal heritage and associated communications procedure;	<a href="#">Section 8.2</a>
(d) Construction Traffic and Pedestrian Management Sub-Plan (see condition B15);	<a href="#">Section 16.8</a>
(e) Construction Noise and Vibration Management Sub-Plan (see condition B16); and	<a href="#">Section 16.8</a>
(f) Construction Waste Management Sub-Plan (see condition B17).	<a href="#">Section 16.8</a>

### 1.3 Approval for Implementation

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

### 1.4 EMP Induction

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

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

## 2. Purpose and Scope of EMP

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

This EMP describes the environmental strategy, methods, controls, and requirements to be implemented during

the execution of the project. The purpose of this EMP is to:

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

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

- Project Management Plan (PMP)
- Emergency Management Plan (EMMP)
- Safety Management Plan (SMP)
- Temporary Traffic Management Plan (TTMP)
- Quality Management Plan (QMP)

## 2.1 Sustainability

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

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

## 2.2 Environmental Management System

Hindmarsh operates an Environmental Management System as per the requirements of AS14001:2004 and the NSW Government Environmental Management System Guidelines Edition 2. The system has been independently certified as meeting the requirements of both. Please refer to the [Compass Manual](#) for further information regarding the Hindmarsh Management System.

## 2.3 Referenced Procedures and Documents

Documents, procedures, and forms supporting this EMP have been referenced accordingly throughout this plan. Please refer to the *Environmental Management and Sustainability Process Map* for instruction and guidance information relating to these documents. Compass documents detailed within this plan are identifiable by title and are formatted in *italics and underlined*.

### 2.3.1 Client / Project Specific Documents

The following project specific environmental \ sustainability related documents have been referred to in the preparation of this EMP, the below documents are part of the contract information:

T&T / HI Reference Document	Aconex Doc Reference
Geo Tech Report	Douglas Partners DPS-ENV-GEO-RPT-001
Detailed Site Investigation	HI-APX-FF-DSI-RPT-001
Preliminary Hazard Analysis	HI-APX-GG-HZ-RPT-001
Social Impact Assessment	HI-APX-X-SIA-RPT-001
Environmental Impact Statement_RNA Pilot Research and Manufacturing	HI-EIS-RPT-001
EIS Summary	HI-EIS-Summary-001



## 3. Project Information

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### 3.1 Description (Scope)

The RNA Research and Pilot Manufacturing Facility will be a Good Manufacturing Practice (GMP) Facility that will manufacture potential RNA therapeutics for Phase 1 to 3 clinical trials using pidan and mRNA processes.

The facility includes:

- Workspaces
- End of Trip Facilities
- Plantrooms
- Storerooms
- Laboratory Areas
- pDNA Suite
- Process Development (PD) Laboratory

### 3.2 Contact Details

Throughout the project, Working Hours will be as per the SSDA Condition C4:

- between 7am and 6pm, Mondays to Fridays inclusive; and
- between 8am and 1pm, Saturdays.
- No work may be carried out on Sundays or public holidays.

Contact details for the project team will be:

- Site Manager – Cheyne Spence – 0439 457 750

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

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### 4.1 Strategy

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

### 4.2 Policy

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

### 4.3 Company Objectives and Targets

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

Hindmarsh objectives and targets established at company and project level are managed and maintained in

accordance with Company & Project Objectives & Targets – Maintenance, Management & Monitor procedure.

#### 4.4 Project Objectives and Targets

This project has the following environmental Green Star requirements:

Green Star Description		Targets/ Requirement
Green Star Buildings v1 5-star	5 star	
Reduced waste to landfill	<ul style="list-style-type: none"> <li>- during demolition and construction by at least 90%</li> <li>- during building operation by provision of storage areas for recycling streams (paper and cardboard, glass, plastic) as well as at least one other stream such as e-waste, batteries, etc.</li> </ul>	
Conservation of Biological Diversity and Ecological Integrity	<ul style="list-style-type: none"> <li>- The proposed project site is an existing carpark and vegetation. The biodiversity of the site will be respected and</li> <li>- conserved without major disruption to the site – refer to the design by 360 Landscape Architects. Light pollution to the night sky will be minimised through selection of appropriate fixtures that restrict upward light output ratio</li> </ul>	
1. Improved Valuation, Pricing and Incentive Mechanisms	<ul style="list-style-type: none"> <li>- The project will prioritise cost effectiveness for all sustainability initiatives to achieve the best outcome.</li> </ul>	
minimises greenhouse gas	<ul style="list-style-type: none"> <li>- Demonstrate how the development minimises greenhouse gas emissions (reflecting the Government’s goal of net zero emissions by 2050 with a 50% reduction in emissions by 2030) and consumption of energy, water (including water sensitive urban design WSUD) and material resources.</li> </ul>	

Materials and Circular Economy	<ul style="list-style-type: none"> <li>- Recycling waste streams (paper and cardboard, glass, plastic) as well as at least one other stream such as e-waste, batteries, etc.</li> <li>- At least 90% of construction and demolition waste to be diverted from landfill</li> <li>- Use locally sourced materials</li> </ul>
Greenhouse Gas Emissions and Energy	<ul style="list-style-type: none"> <li>• On-site renewable energy – maximising roof space for solar PV panels</li> <li>• Fully electric building services to eliminate fossil fuel use on site (aside from emergency generation which will have a transition plan) and allowing procurement of renewable energy to eliminate associated electricity emissions</li> <li>• Selection of cooling equipment with low-GWP refrigerant, with associated GHG emissions to be offset</li> <li>• Upfront carbon reduction of at least 20% compared to a standard practice build, through low impact materials such as concrete with Portland cement replacement by fly ash</li> <li>• Sustainable transport plan to promote active and low-emission commuting, including end-of-trip facilities and provision for EV chargers</li> </ul>

## 5. Resource Management

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

### 5.1 Responsibility and Authority

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

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

### 5.2 Environmental Training Requirements

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

The following additional forms shall be used as appropriate:

- Training Approval Form

- Training Evaluation Form

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

Refer to the [Learning and Development Overview](#) document for further information regarding the relationship between company and project training processes.

### 5.2.1 Unforeseen Training Requirements

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

## 6. Compliance

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### 6.1 Legislative \ Regulatory

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

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

### 6.2 Monitoring \ Changes to: Acts, Regulations, Code of Practice and Australian Standards (Subscription)

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

For more detailed information please refer to [Legal Requirements](#) procedure.

### 6.3 Access To and Communication of Legal Requirements / Australian Standards

Hindmarsh employees, suppliers and subcontractors have access to legislation and regulatory documents via the internet. Where a project receives a request for an applicable legislative \ regulatory document which is not

available via the internet, then the request is to be forwarded to one of the following who will arrange for a copy of the required document to be made available to the requestor.

- National SQE Manager
- State SQE Manager

### 6.3.1 Australian Standards

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

## 7. Risk Management

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### 7.1 Introduction

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

### 7.2 Environmental Aspects and Impacts

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

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

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

Please refer to the project specific [Environmental Risk and Opportunity Profile](#).

### 7.3 Environmental Impact Guides – EIG’s

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

These documents are available upon request and are communicated to workers as required. A number of these EIGs are available via Compass these include:

EIG001-Soil Erosion, Sediment, Surface Run Off

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

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

The Project team is to complete the Environmental Risk and Opportunity Profile, where EIGs are nominated these documents must be reviewed for relevance, and amended to meet project needs and requirements.

#### **7.3.1 Monitoring and Review of Environmental Impact Guides**

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

#### **7.4 Design and Review Changes**

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

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

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

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## 8. Hazard Reporting

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

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

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

### 8.1 Unexpected Finds Protocol – Hazardous Material

Should any asbestos or hazardous materials be identified on site, the procedure will be managed in accordance with the NSW WHS Reg and appropriate remediation strategy should developed as per the hierarchy of controls e.g. removal, in accordance with must be handled, managed, and disposed of according to the applicable legislation and guidance provided below and SafeWork NSW Regulations, EPA waste protocols and NSW Health Documentation. Appropriate contractors must be engaged to develop and review this strategy.

As per the JBS&G Detailed Site Investigation report, there has been no identified contamination of hazardous material on the site.

### 8.2 Unexpected Finds Protocol – Heritage Items

An ‘unexpected heritage finds’ can be defined as any unanticipated archaeological discovery that has not been identified during a previous assessment or is not covered by an existing permit under relevant legislation such as the NPW Act or Heritage Act. The find may have potential cultural heritage value, which may require some type of statutory cultural heritage permit or notification if any interference of the heritage item is proposed or anticipated. In the event that an unexpected find is encountered, refer to Appendix D. extract from DGN Unexpected Finds Protocol Heritage Items

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## 9. Emergency \ Incident Management

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

### 9.1 Incident Management

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

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

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

- Corrective and Preventive Action
- Analysis of data \ findings (including Objectives \ Targets status)

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

#### **9.1.1 Significant SQE Incident Alerts**

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

## **10. Communication \ Consultation**

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## 10.1 Introduction

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

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

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

## 10.2 Meetings \ Representative \ Other Agreed Arrangements

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

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

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

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

## 10.3 Key Stakeholder, Community and Authorities Communications \ Consultation

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

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

Hindmarsh will through consultation with the client assist in the client providing communication to community and stakeholders through a consultation package that will be provided by the client. Within this consultation package, the following will be provided:

- Details of the 24 Hours contact number for questions, concerns and complaints.
  - Information sheet regarding complaints escalation process
  - Information sheets providing details of the construction planned and duration of predicted construction noise and vibration.
  - Letterbox drops (as required) detailing the proposed work, the location of work, the days and dates of the work and the hours involved and the contact number of the Project Manager.

The package will also make reference to the project website where associated plans and reports will be uploaded including management plans, complaints register, SSDA documentation, etc. The 24 hours contact number will be addressed to a project resource which has the ability to take action in support of complaint received. The contact details of the current Site Manager (SM) and Project Manager (PM) are also published within Consultation Packages and may be contacted any time and will also be located on the sign boards as gates around the site.

### 10.3.1 Authorities

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

## 10.4 Communication Summary

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

### Notifications

Subject	Action	Recipient	Frequency
Environmental incident	Project Manager	CLIENT	As per client requirements
Pollution \ Environmental non compliance	Project Manager	CLIENT	As per client requirements
Public complaints	HI C&E Team	State Manager Construction \ HI C&E Team	48 hours and as per client requirements
Complaint response	HI C&E Team	State Manager Construction \ HI C&E Team	48 hours and as per client requirements
Extended working hours	Project Manager	CLIENT	and as per client requirements

Discovery of threatened fauna	Project Manager	State Manager Construction	48 hours
Discovery of archaeological material incl heritage items	Project Manager	State Manager Construction \ CLIENT	48 hours and as per client requirements
Discovery of skeletal material	Project Manager	State Manager Construction \ CLIENT	24 hours and as per client requirements
High Noise \ Night Works (note these events are not planned to occur)	Project Manager	ALL	2 Days prior to works commencing

### General

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

### Meetings

Type	Chair	Attendees	Frequency
Key Stakeholder Meeting	Project Manager	TBA	Weekly
Toolbox Meetings	Site Manager	As Required	Weekly
Daily Prestart Meetings	Subcontractor Reps	As Required	Daily (Work days)

## 11. Induction and Visitor Management

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

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

## 11.1 Visitor Induction

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

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

## 12. Checking

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(MONITORING, MEASUREMENT, NONCONFORMITY, CORRECTIVE ACTION, PREVENTIVE ACTION, INTERNAL AUDIT, INSPECTION (EVALUATION OF COMPLIANCE))

### 12.1 Monitoring and Measurement

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

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

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

### 12.2 Nonconformity, Corrective and Preventive Action

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

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

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

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

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

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

### 12.3 Auditing

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

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

### 12.4 Inspection (Evaluation of Compliance)

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

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

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

## 13. Reporting

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

### 13.1 Weekly Reporting Requirements

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

## 13.2 Monthly Reporting Requirements

- Monthly Internal Project Report
- OnSite Database (Intranet)
  - Site SetUp
  - Demolition
  - Façade installation inc scaffolding
  - Roofing installation
  - Service Install
  - General fit out
  - Isolation / power on
  - Commissioning
  - Handover

## 13.3 Client & External Reporting Requirements

- Monthly Client Report

## 13.4 Regulatory Reporting Requirements – NSW Environment Protection Authority

A primary EPA objective is to protect, restore and enhance the quality of the environment in NSW. To help achieve this objective, the EPA assists the responsible party in efforts to mitigate the impact of pollution incidents on the environment and surrounding community. An Environmental Incident includes:

Pollution incidents may occur due to a broad range of causes. The severity of the incident depends on factors including.

- the nature and amount of the materials exposed to the environment
- the level of sensitivity of the local environment
- variables such as the time of day, weather conditions and community activities

Examples of incidents that may result in environmental harm include;

- an unauthorized release of chemicals to the air from a factory stack
- a milk tanker rollover into a creek
- a sewerage system overflow
- a factory fire
- illegal dumping of waste.

EPA State Name: NSW Environment Protection Authority - NSW EPA. Telephone:  
131 555

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

# 14. Document and Record Management

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

Category	Record	Responsible	Retention Timeframe
General Requirement	Environmental Management Plan (all versions), Including:	Project Manager	Permanent
	<ul style="list-style-type: none"> <li>Performance Targets and Measurements</li> <li>Contact and Service Provider Information</li> </ul>		
	<u>Site Diary – Site Manager \ Foreman</u>	Site Manager	Permanent
	<u>Site Diary – SQE</u> (where required)	Project Manager HR Manager	Permanent Permanent
	Inspection Records		
	Training Records – Including Qualifications held by individuals	Project Manager	Permanent
	All formal correspondence with stakeholders	Project Manager	Permanent
	Meeting Minutes	Project Manager	Permanent
	Complaint records	Project Manager	Permanent
	Audit reports (including internal review reports)	Environmental Coordinator	Permanent
Weekly Environmental & Sustainability Checksheets		Permanent	
Induction Records			
Legislative \ Regulatory	Identified Legislative Regulatory Register	Project Manager	Permanent
Approvals, Permits and Licenses	Any Approvals, Permits and Licenses	Project Manager	Permanent
External Review Reports	Not Applicable		
Construction Waste management	Waste tracking docket	Site Manager	Permanent
	Waste disposal receipts	Site Manager	Permanent
Land Contamination	Not Applicable		
Hazardous Substance	Copies of MSDS's	Site Manager	Permanent
Corrective Action Request	Copies of issued corrective action \ Action Required Notifications	Project Manager	Permanent
	Log of corrective actions	Project Manager	Permanent
		Project Manager	Permanent
Incident reporting	Environmental incident reports	Project Manager	Permanent
	Incident Investigation Reports	Project Manager	Permanent
Performance Analysis \ Evaluation Reports	Where available	Project Manager	Permanent

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

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

- Tool box talks and attendance registers
- Environmental Risk Assessment
- Project Risk Assessments

- Job Safety Analysis (JSA)
- Material Safety Data Sheets (MSDS)
- SQE information such as logbook, tests records etc of all plant and equipment onsite • Competency Certificates and training records

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

### 14.1 Customised Compass Templates

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

## 15. Subcontractor Management

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

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

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



# 16. Project Environmental \ Sustainability Information & Particulars

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## 16.1 Existing Environmental Conditions of Site

## 16.2 Dilapidation Report

Dilapidation will be occurring on the 9<sup>th</sup> of July 2024 to which management plan will be updated

## 16.3 Heritage \ Cultural Considerations

Refer Detailed Site Investigation HI-APX-FF-DSI-RPT-001

## 16.4 Geotechnical Report

Refer Douglas Partners geo tech report DPS-ENV-GEO-RPT-001

## 16.5 Contamination \ Remediation Report

Refer Detailed Site Investigation HI-APX-FF-DSI-RPT-001

## 16.6 Additional Reports

Other additional reports include:

- Refer Aconex for docs listed in 2.3.1

## 16.7 Project Specific Sustainability Initiatives

- Refer Aconex for docs listed in 2.3.1

## 16.8 Environmental Management Sub-Plans

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

- Emergency Management Plan
- Construction Noise and Vibration Monitoring Plan
- Construction Waste Management Plan
- Construction Traffic and Vibration Monitoring Plan

## 16.9 Site Setup – Accommodation and Amenities Management

Refer to construction management plan for the layout of all site amenities including hoarding.

The project will be removing current light poles that service the carpark with only existing light poles to remain. As there is a Macquarie University preference to reduce the lighting in the carpark to suit the Observatory, the project will be installing lighting as per approved SSDA Drawings.

Further, the project will install temporary lighting for safety with automatic timers to ensure lights are turned off and no light pollution affects surrounding buildings.

## 16.10 Storm Water \ Rainwater

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

### 16.10.1 Storm Water Quality

Refer to Appendix C that documents the stormwater controls to be implemented to improve the quality of stormwater run off. Storm Water Quantity

Refer to Appendix C for location of where stormwater controls will be implemented.

### 16.10.2 Rain Water Harvesting

As per the SSDA, temporary rainwater harvesting is not required during the construction phase.

## 16.11 Land Use and Ecology

Siltation devices as documented in Appendix C will be used to prevent stormwater/sediment run off entering outside of the site compound.

Cattle grates and irrigation lines will be installed at the driveway exit to ensure that there is no sediment entering into public space. The irrigation line has been requested by the engaged Arborist to ensure trees are sufficiently cared for. Please refer to the Arboricultural Report for further information.

## 16.12 Waste Management

Through out the construction phase Hindmarsh will engage a waste contractor such as Just Skips or Equivalent to provide waste bins for the collection and separation of waste on site bins expected to be onsite include:

- 3m3 food waste bin (collected weekly)
- 660L cardboard and paper recycling bin (collected fortnightly)
- Concrete slurry bin for the collection of concrete pump excess concrete
- 1.5m3 general site waste bins
- 660L general site waste bins
- 240L general site waste bins

All the site general site waste bins will be used to collect all site waste from the building area. These smaller site bins will then be tipped into the appropriate large site bins ready for truck collection and transportation to a recycling facility. Our contracted waste collection contractor will be contracted to ensure a minimum of 90% of all waste is recycled. It is anticipated that our construction waste will be taken to:

KLF Camelia - being a Green star certified waste recycling facility

The facility will separate our waste into such categories:

- Metals
- Cardboard
- Timber
- Concrete
- Plasterboard
- Soils
- Plastics
- Landfill

Every month the facility will provide a log and waste recycling report on all the materials delivered from our site to the facility.

No waste will be conveyed to or deposited at any place that cannot lawfully be used as a waste facility for that waste.

The Waste management plan is in line with the JBS&G Waste Management Plan rev.5 dated 21 July 2023

## Appendix A Environmental Risk and Opportunity Profile

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Other environmental related Risk Profiles created for this project include:

- Refer to overall project risk assessment that covers environmental items

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

# Appendix B Environmental and Sustainability Policy V4



## Environment & Sustainability Policy

This policy applies to all Hindmarsh employees and contractors, including (without limitation) employees and contractors Hindmarsh Construction Australia Pty Ltd, HCA Queensland Pty Ltd, Hindmarsh Living Pty Ltd, Hindmarsh Corporate Pty Ltd and any other related entities at the date of this policy or at any other time.

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

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

Rowan Hindmarsh  
Chief Executive Officer



### Hindmarsh Environmental & Sustainability Pledge

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

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



# Appendix D - Unexpected Finds Protocol – Heritage Items

Figure 1: Unexpected historical archaeology heritage finds flowchart

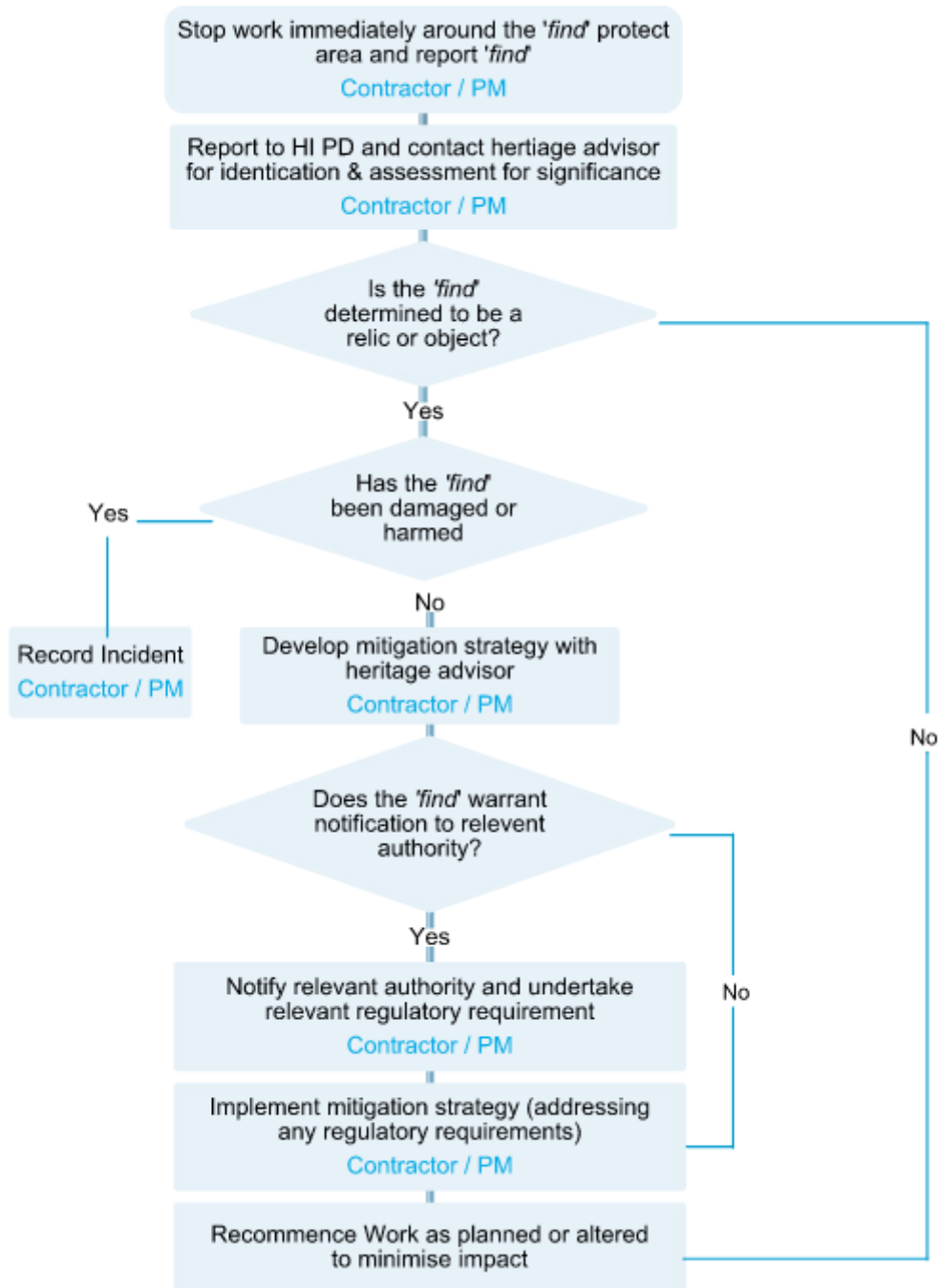


Figure 2 Unexpected heritage finds flowchart for 'Objects' under the National Parks and Wildlife Act 1977.

