Project Environmental Management Plan

prepared for

Young High School Main Works

11 January 2022

Joss Group

Contents

Revision

Revision	Date	Prepared By	Reviewed By	Comments
1	30/06/2020	Scott McLeod	Mark Bush	Tender Issue
2	17/11/2020	Bailey Thomson	Mark Bush	Construction Issue
3	16/03/2021	Simon Duffy	Bailey Thomson	Addition of SSD elements & Appendices
4	30/03/2021	Bailey Thomson	Scott McLeod	Amendments to be made as per K.C. mark-up.
5	06/04/2021	Bailey Thomson	Scott McLeod	Inclusion of SINSW Review comments.
6	07/04/2021	Bailey Thomson	Mark Bush	Changes required to conditions compliance schedule
7	23/06/2021	Bailey Thomson	Mark Bush	Updates from SSD Audit
8	11/01/2022	Bailey Thomson	Mark Bush	Updates from SSD Audit

Joss Construction's Standardised Environmental Management Plan bases its key criteria off the Department of Planning, Industry and Environment's EMP guideline. All items associated within the checklist are covered within.

The internal and external consultation for preparation of this plan has been extensive to appease the SSD conditions of consent.

Internal Consultation:

- Scott McLeod – HSEQ Manager
- David Van Zanten – HSEQ Coordinator
- Mark Bush – Project Manager
- Simon Duffy – Contract Manager
- Bailey Thomson – Contract Administrator

External Consultation:

- Marty Smith – SINSW Project Director
- Roger Lee – GHD Project Manager
- Kendal Caynes – SINSW Planning Department Compliance Officer
- Gavin Ng - SINSW Planning Department Compliance Officer
- Olivia Hirst - SINSW Planning Department Compliance Officer
- Game Traffic Control – Appendix C
- Marshall Day Acoustics – Appendix D
- Lantern Heritage – Appendix F
- Christine Worner – SINSW Community Engagement Manager – Appendix H

Condition to be satisfied – Construction Environmental Management Plan – Condition B13

Prior to the commencement of construction, the Applicant must submit a Construction Environmental Management Plan (CEMP) to the Certifying Authority and provide a copy to the Planning Secretary. The CEMP must include, but not be limited to, the following:

- *details of:*
  (i) hours of work;
  (ii) 24-hour contact details of site manager;
  (iii) management of dust and odour to protect the amenity of the neighbourhood;
  (iv) stormwater control and discharge;
  (v) measures to ensure that sediment and other materials are not tracked onto the roadway by vehicles leaving the site;
  (vi) groundwater management plan including measures to prevent groundwater contamination;
  (vii) external lighting in compliance with AS 4282-2019 Control of the obtrusive effects of outdoor lighting;
  (viii) community consultation and complaints handling;
  (b) Construction Traffic and Pedestrian Management Sub-Plan (see condition B14);
  (c) Construction Noise and Vibration Management Sub-Plan (see condition B15);
  (d) Construction Waste Management Sub-Plan (see condition B16);
  (e) Aboriginal Cultural Heritage Management Sub-Plan (see condition B17);
  (f) an unexpected finds protocol for contamination and associated communications procedure;
  (g) an unexpected finds protocol for Aboriginal and non-Aboriginal heritage and associated communications procedure; and
  (h) waste classification (for materials to be removed) and validation (for materials to remain) be undertaken to confirm the contamination status in these areas of the site.

Compliance Schedule

Condition	Condition Description	Page
B13 (i)	Site Working Hours	18
B13 (ii)	24Hr contact Details of Site Manager	18
B13 (iii)	Management of dust and odour to protect the amenity of the neighbourhood	18, 25, 27
B13 (iv)	Stormwater control and discharge	18, 25
B13 (v)	Measures to ensure that sediment and other materials are not tracked onto the roadway by vehicles leaving the site	11, 18, 25, 27
B13 (vi)	Groundwater management plan including measures to prevent groundwater contamination	18
B13 (vii)	External lighting in compliance with AS 4282-2019 Control of the obtrusive effects of outdoor lighting	18
B13 (viii)	Community consultation and complaints handling	11, 17, 19, 20, 21, 25, 26
B13 (b)	Construction Traffic and Pedestrian Management Sub-Plan See Condition B14	35
B13 (c)	Construction Noise and Vibration Management Sub-Plan See Condition B15	54
B13 (d)	Construction Waste Management Sub-Plan See Condition B16	90
B13 (e)	Aboriginal Cultural Heritage Management Sub-Plan See Condition B17	100
B13 (f & g)	An unexpected finds protocol for contamination and associated communications procedure. An unexpected finds protocol for Aboriginal and non-Aboriginal heritage and associated communications procedure.	132
B13 (h)	Waste classification (for materials to be removed) and validation (for materials to remain) be undertaken to confirm the contamination status in these areas of the site.	See CWMSP, Page 90

1.0 Commitment & Scope

1.1 Commitment

Joss Construction recognises that through awareness and planning the environmental impact of the Company's activities can be minimised.

Further, through the example that it sets, the Company plays an important role in educating subcontractors, suppliers and the community on environmental issues.

As such, the Company shall endeavour to facilitate and monitor an environmentally aware culture on the project.

The Managing Director of the Company has prepared a Policy Statement (see page 19) relating to Environmental Management (refer appendices attached).

To demonstrate his commitment to the implementation of the Policy and this plan he shall:

- Display the Policy Statement in our offices.
- Appoint the Systems Manager as the Management Representative responsible for monitoring the implementation of this Project Environmental Management Plan.
- Provide the resources to facilitate the implementation and monitoring of the Project Environmental Management Plan.

1.2 Scope

Hilltops Council and Schools Infrastructure NSW (SINSW) are undertaking a joint project to provide a new Library and Community Facility that will form part of the Hilltops Cultural, Community and Education Precinct (CCEP) in Young, NSW. The development is a State Significant Development and is known as SSD 9671 Young High School Redevelopment and Community Facility.
The proposed new facility is to comprise a local library for the Hilltops Local Government Area, and Young High School, as well as education, cultural and community facilities for the school and community.

The site is located at Young High School. Young High School is located on Campbell Street, Young, within the Hilltops Local Government Area (former Young LGA). The site is located approximately 500m to the south of the Young town centre, in a residential setting across from Burrangong Creek. The site also comprises the southern part of Carrington Park, located to the north of the school.

Access to the work face will be via Caple street on the eastern side of the project. This is Joss's preferred option. Western side of the project is Campbell st (or commonly known as the Olympic Hwy), which typically is a high traffic route and is the main zone for student drop off and pickup.

The following elements have been identified as high to moderate heritage values and will be conserved / protected during the works;

- Building AA—assembly hall and administration (former Courthouse);
- Courthouse forecourt (to north and east) including early and original plantings, original paths and iron palisade fence;
- Trees as identified as significant in the Griffin Associates Environmental report;
- Building CC— domestic science block;

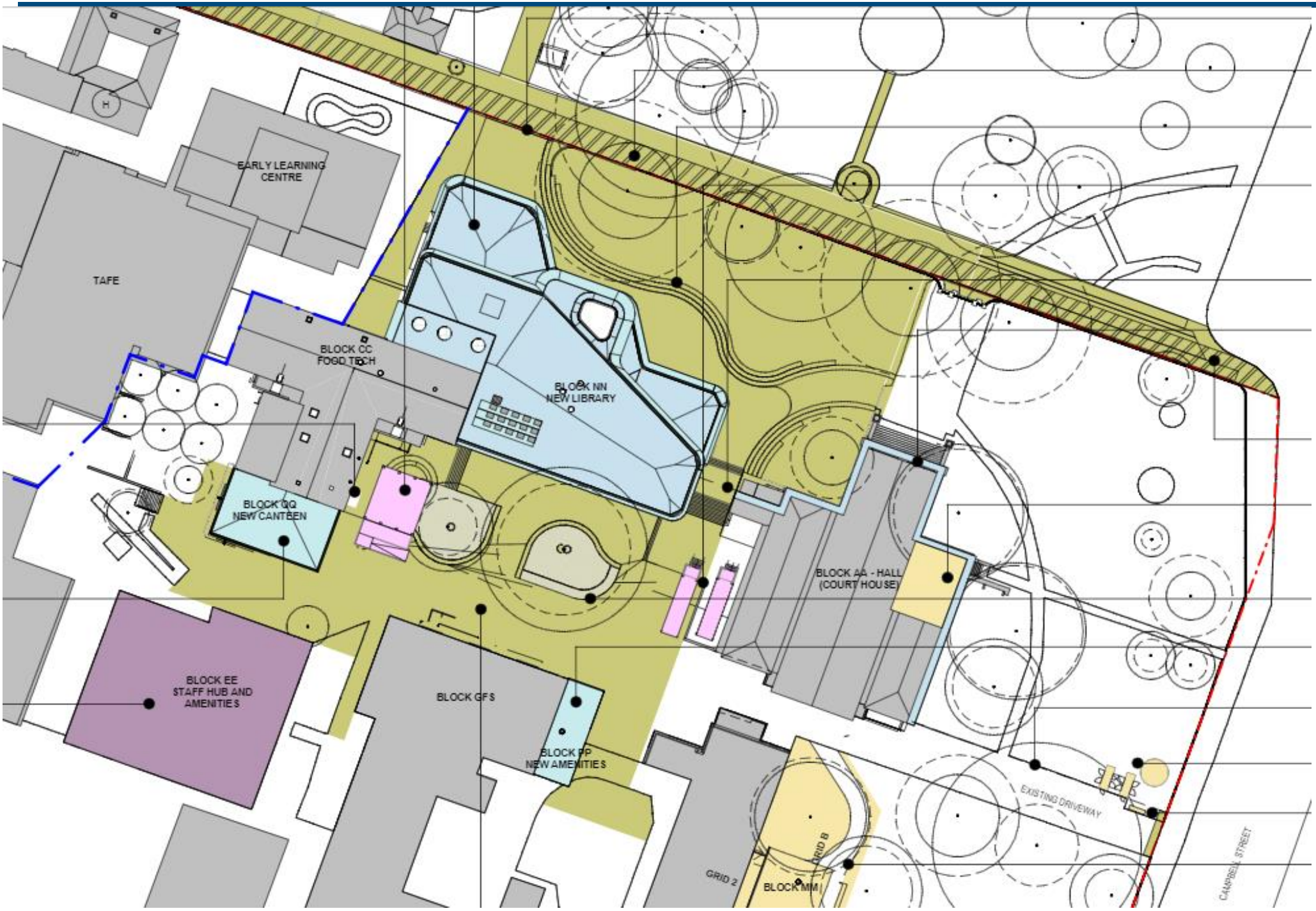
In addition to important heritage zones there are also key Archaeological areas which Joss is aware of. These areas date back to the late 1880's where historic maps indicate the site was originally occupied by a police camp. The two main areas where further controls will be adopted are the landscaping works in front of the new building NN, to the boundary fence at Carrington Park and the landscaping to the school courtyard to the rear of the new building NN.

Under the guidance of a qualified heritage consultant (refer Appendix F), mitigation measures to eliminate archaeological impacts during excavation are to have them monitored archaeologically to ensure appropriate management methodology is implemented.

Unexpected archaeological remains and artefacts may be uncovered in areas assessed as having nil to low potential during the construction phase. Joss will implement a procedure that complies with the historical finds which will be managed in accordance with the ARD and the SSD Conditions for Approval and requirement of the Heritage Act.
Significant artefacts, if recovered, will be considered for inclusion within the heritage interpretation in the new development.

A number of trees also have heritage status, extra over protection requirements are detailed within the Arborist report. Potential impacts from the new development will need to be carefully managed to maintain tree root systems, vitality and provide sufficient root space for ongoing vigour of trees. To assist Joss in the management of these significant trees, a project Arborist will be appointed with direct involvement for both the demolition and main works.

Broadly, the topography slopes at gentle gradients to a low point on the Northern boundary. To achieve Council's requirements, a stormwater management strategy will be developed which incorporates the use of an on-site detention tank, rainwater harvesting tank and stormwater network.


EARLY LEARNING CENTRE
TAFE
BLOCK CC FOOD TECH
BLOCK NN NEW LIBRARY
BLOCK QQ NEW CANTEEN
BLOCK AA - HALL (COURT HOUSE)
BLOCK EE STAFF HUB AND AMENITIES
BLOCK GF S
BLOCK PP NEW AMENITIES
BLOCK MM
GRID 2
GRID B
EXISTING DRIVEWAY
CAMPBELL STREET

1.3 The Project Environmental Management Plan

This Project Environmental Management Plan has been developed to identify the project specific environmental aspects of the works and plan procedures to remove or reduce the impacts of the aspects on the environment. Internal and external influences that may affect the way we manage our environmental responsibilities will be assessed during this process and where necessary, the CEMP will be updated. In addition, the plan defines measurable objectives, details the roles and responsibilities of various personnel and parties associated with the project, describes the procedural tools used to implement and monitor the environmental procedures and the records to be retained demonstrating compliance with the plan.

The Environmental Plan is one of a number of Management Plans utilised on the project, and, rather than redefining existing management tools, it refers to other existing procedures defined within the other systems in some instances.

1.4 Objectives

The primary objective of this plan is to construct the works in accordance with the contract documentation but, whilst doing so:

1. Not breach any legislated or local environmental requirements. (evidenced by prosecutions or fines)
2. Not receive any formal complaints from the client or adjoining properties regarding environmental issues during the course of the project.
3. Detailed mitigation measures to offset potential impacts on heritage values.
4. Training of workers in awareness of Heritage, Aboriginal and Archaeological significant importance.
5. Apply and monitor recommendations on the trees that have been identified for retention (heritage status) and those identified for removal.
6. To ensure sediment and erosion control measures can mitigate the risk of sediment runoff during the construction of the development.
7. Implement framework to meet the objectives of the Young SSDA (reduction in potable water consumption).
8. Compliance with Condition B13 of SSD-9671.

Additional smaller objectives are detailed in the Aspects, Impacts and Procedure Table in the appendices of this document

2.0 Planning

2.1 Aspects, Impacts and Procedures

A comprehensive review of the project has been conducted by the tender and project teams to identify the environmental aspects, their impacts and to determine appropriate procedures to control and monitor these both before and during construction taking into account any risks or opportunities identified.

The result of this review is shown in the Aspects, Impacts and Procedures table included as appendices to this document.

The table clearly identifies the Aspect, the possible Impact below the Aspect, the projects Objectives in relation to that Impact and then details the procedure or action to achieve the Objective, who will be responsible and when will the action be required.

The table also has provision to record the action taken and either evidence of this action or where records can be found. Completion of the table shall be by the Site Manager with the assistance of the Systems Manager or HSEQ Coordinator during their monitoring audits of the project.

2.2 Subcontractors

Subcontractors shall play a key role also in achieving the project's environmental objectives and as such require a number of controls to ensure that they are aware of their environmental responsibilities and implement controls accordingly.

2.2.1 Prior to Contract Award

Prior to awarding contracts to key subcontractors, they are interviewed and questioned with regards their works methodology, resources, etc. When the trade has potential for environmental impact, they are questioned on their proposed means to control the impact. Notes are made of these interviews when they occur and they are retained as a record.

During these interviews, subcontractors are reminded of their HS requirements including the provision of a SWMS. They are advised to include environmental controls in their SWMS to ensure that all their workers are made aware of the work activity requirements.

2.2.2 Prior to works starting

Prior to starting works each worker on the project undergoes a Site Induction. Included in this induction is an item on the implementation of environmental controls. The induction format is documented and recorded.

2.2.3 During Construction

During construction the Site Manager shall monitor the implementation of environmental controls by the Subcontractors and when necessary remind them of their requirements. When breaches are identified that are beyond minor forgetfulness then a Nonconformance shall be documented as described in Section 3.5 of this document.

Other team members including the Senior Project / Design Manager and Contract Manager may periodically communicate with the Subcontractors to clarify contract requirements but the primary interface with Subcontractors by Joss will be the Site Manager.

Communication with subcontractors could be verbal (one on one or over the phone) via email or other written correspondence, or in the form of a toolbox talk, site, or other form of meeting.

3.0 Implementation

3.1 Resources

To ensure the Project Environmental Management Plan is successfully implemented the Joss Construction Senior Project / Design Manager shall ensure that the primary resources as detailed in Section 3.2 are provided.

Should monitoring during the course of the project indicate that targets are not being achieved then the Joss Construction Project Manager shall determine and provide additional resources in an effort to achieve the project objectives.

3.2 Responsibility and Accountability

3.2.1 General Manager

The General Manager shall be responsible for the provision of a contract team of staff capable of delivering the project in accordance with the Client's requirements including implementing this Plan.

The General Manager is also responsible for ensuring resources are available to facilitate the project delivery.

3.2.2 Systems Manager

The Systems Manager's primary role on the project is to oversee the implementation of the Environmental Management Plan that will enable the client's objective of minimum environmental impact by the project to be achieved.

The Systems Manager's specific responsibilities with relation to this plan include, but are not limited to:

- Review of the Environmental Management Plan as required during Risk and Compliance Audits.
- Provide input into the identification of Environmental Aspects, Impacts and subsequent controls.
- Review and report on the Implementation of the Environmental System
- Reviewing and providing input into corrective action.
- Identify additional opportunities for, and improvements to, Environmental Management within the Company.
- Update the CEMP where necessary.

The Systems Manager reports to the General Manager Risk and Compliance and the General Manager Construction on the progress and status of the Joss Environmental Systems on the project.

3.2.3 HSEQ Manager/ Coordinator

The HSEQ Coordinator's primary role is to monitor the implementation of the documented systems, including the environmental system, on the Company's project sites. The HSEQ Coordinator also plays a key role in assisting the Systems Manager in providing input and feedback to continually improve the systems controls we have.

The HSEQ Coordinator's specific responsibilities with relation to this plan include, but are not limited to:

- Input into the preparation of the Environmental Management Plan
- Approval of the Environmental Management Plan in consultation with the Project Manager
- Review and report on the Implementation of the Plan
- Reviewing and providing input into corrective action
- Identify additional opportunities for, and improvements to, Environmental Management on the project
- Update the CEMP where necessary.

The HSEQ Coordinator reports, and is accountable to, the General Manager Construction and the Senior Project / Design Manager on the progress and status of the project including the application of this plan.

3.2.4 Project Director

The Project Director will be primarily responsible for overseeing all facets of the project including ensuring that the contract team delivers the project in accordance with this Environmental Management Plan.

The Project Director reports, and is accountable to, the Construction General Manager on the progress and status of the contract including the application of this plan.

The Project Director has the authority to make decisions on how the duties described above are carried out including taking the actions required to fulfil the environmental responsibilities. The Project Director shall be held accountable at annual performance reviews for fulfilling their responsibilities.

The Project Director reports to the General Manager Construction.

3.2.5 Project / Design Manager

The Senior Project / Design Manager shall be primarily responsible for ensuring that the contract team has the necessary skills and training to perform their roles in the project delivery and that appropriate resources made available by the General Manager are allocated to the contract.

The Senior Project / Design Manager's specific responsibilities with relation to this plan include, but are not limited to:

- Ensuring adequate resources are provided.
- Coordination of the development of the plan with the assistance of the Contract Administrator and the HSEQ Coordinator.
- Participate in subcontractor interviews when available.
- Surveillance of the implementation of the plan through communication with Joss staff, subcontractors and the client's representatives.
- Reviewing and providing input into corrective action.
- Input into the review and selection of subcontractors and suppliers.
- Identify additional opportunities for, and improvements to Environmental management on the project.

The Senior Project / Design Manager reports, and is accountable to, the General Manager on the progress and status of the contract including the application of this plan.

3.2.6 Contract Manager

The Contract manager primary role on the project is to facilitate the flow of information on the project including subcontracts, project documentation, invoices, quotations, variations, correspondence, etc.

The Contract manager's specific responsibilities with relation to this plan include, but are not limited to:

- Provide input into the identification of Environmental Aspects, Impacts and subsequent controls.
- Assisting the Site Manager in ensuring subcontractors prepare and submit SWMS's for review.
- Implement controls (when responsible) as described in the Aspects, Impacts and Procedures Table in the Appendix of this document.

The Contract Manager reports, and is accountable to, the Senior Project / design Manager on the progress and status of the project including the application of this plan.

3.2.7 Site Manager

The Site Manager shall be primarily responsible for supervising the progress of the contract works to ensure high standards of Safety and Quality are maintained, that the impact on the environment is minimised and that the works are carried out in controlled, timely manner.

The Site Manager's specific responsibilities with relation to this plan include, but are not limited to:

- Provide input into the identification of Environmental Aspects, Impacts and subsequent controls.
- Participate in subcontractor interviews when available.
- Carry out Site Inductions including training workers in the common environmental controls applied to the project.
- Review subcontractor SWMS's as required by the HS System & to ensure that environmental controls are in place and adequate.
- Monitor the implementation of environmental controls as described in this Plan and individual SWMS's.
- Communicate with subcontractors on environmental issues.
- Retain records (when available) of compliance or noncompliance with this Plan.
- Assist both internal and external auditors in conducting reviews on the Environmental Management Plans implementation.
- Report any complaints to the Project Manager and liaise with him regarding corrective and preventative action.
- Identify additional opportunities for, and improvements to, Environmental Management on the project.
- Be available 24 hours a day to respond to emergency
- Review regularly the emergency response procedures in an effort to keep them current and appropriate given the changing conditions and materials on site.

The Site Manager reports, and is accountable to, the Project Manager on the progress and status of the project including the application of this plan.

3.2.8 Subcontractors

As the primary workforce on the project, Subcontractors play a key role in achieving the objectives set in this plan. For this reason, the controls as described in Section 2.2 will be applied to plan, train, communicate with and monitor the Subcontractors.

The Subcontractor's specific responsibilities with relation to this plan include, but are not limited to:

- Attend interviews with Joss prior to contract award to explain their tender proposal including resources, personnel and methodology
- Preparing SWMS's that include the environmental risks and associated controls
- Conduct training in the application of the SWMS's (Work Activity Training)
- Make workers available for Site Induction Training prior to starting works and for toolbox talks during the project.
- Provide the resources to implement the controls as described in their SWMS's
- Identify additional opportunities for, and improvements to, Environmental Management on the project

3.3 Site Hours

The site will operate between the hours of 7am to 6pm, Monday to Friday, and 8am to 1pm on Saturday. No work will be undertaken on Sundays or Public Holidays.

3.4 24 Hour Availability

The Site Manager, Dean Bailey is available on 0428 265 712 both during and after hours for environmental emergency.

A second contact, in the event that Dean cannot be raised is the JossFM 24hour EUR call centre on 02 6051 1999. The call centre has the contact details of other Joss employees and subcontractors familiar with the site.

A sign will be displayed (that is visible from the main entry to the site) that provides the Site Managers name, contact number, and the EUR number.

3.5 Environmental Controls

Sufficient environmental controls will be in place throughout the construction phase. These systems will be monitored and maintained as per the details on the civil documentation. Practicable stormwater controls and discharge procedures will be adopted onsite to ensure turbid waters do not inhibit other water sources, including groundwater. All site security fencing will have shade cloth on it which will serve to reduce dust from leaving the site as well as erosion and sediment control fencing at the base of the security fencing. The haul road that will provide access to the site will be constructed from ballast rock which will provide an all-weather access path free of mud. It will also assist in shaking any loose dirt or mud from the vehicles before they leave site. Should any sediment be tracked off site, it will be swept and returned to site. The construction site will consist of road base hard-stand further protecting the site from environmental breaches. All machinery will be operated within the consent conditions of the SSD for relevant construction hours.

3.6 External Lighting

To minimise the impacts of external lighting impacting on local residents, all external lighting will be designed and certified to be in compliance with AS 4282 – 2019 Control of the obtrusive effects of outdoor lighting. All temporary construction lighting will also be placed in such a way to avoid spilling onto neighbouring properties.

3.7 Statutory Obligations

During the identification of environmental aspects and impacts consideration was given to Statutory obligations with the following outcomes:

3.7.1 Development Consent

A Development Approval has already been achieved for this project.

3.7.2 Noise Legislation

In the absence of a development consent and prescriptive legislation regarding noise limits for this project we have reviewed the EPA details of recommended guidelines for local government and these guidelines are referenced in the Construction Noise and Vibration Management Sub-Plan, Appendix D.

3.7.3 Other Statutory Obligations

During the review of environmental aspects, other than the aforementioned NSW Heritage legislation, no other statutory obligations, approval, permits or licences were identified. Some explanations for these conclusions have been included in the Table of Aspects, Impacts and Procedures.

During the course of the project if environmental issues are identified that are beyond our expertise, or we are unsure of our legal obligations, we shall engage specialist consultants for assistance and advice.

3.8 Nonconformance Control

Nonconformances, when identified, shall be documented, reported on and actioned in accordance with quality management procedures as detailed in Section 8 of the Project Quality Plan.

Complaints that are serious, or in writing, shall be treated as nonconformances.

3.9 Emergency Response Procedures

Given the nature of the works performed and the limited possible causes of an environmental emergency the existing HS procedures (documented in the Site Safety Plan, issued to each worker and explained during Site Inductions) is suitable.

The site Emergency Contacts page contains emergency phone numbers for the EPA, doctors, poisons information, etc. This information is displayed in the Site Office.

Also contained in the office shall be the Hazardous Chemical Register and associated SDS's. These will be maintained in accordance with HS procedures.

The Site Manager shall, when advised by subcontractors that substances are coming on site, review the SDS and quantity to ensure that the emergency response procedures remain suitable.

3.10 Training

Joss staff involved with the project shall be trained in the application of this Environmental Management Plan by the Systems Manager or HSEQ Coordinator and a record of the training shall be retained by the Contract Manager or as part of an audit report.

Additional awareness training will be provided detailing the importance of Aboriginal, Heritage and Archaeological significance with the project.

Subcontractors, at the time of their Site Induction, shall be advised of their responsibilities within the Environmental Management Plan and records of the Site Induction shall be retained with the Site Records. Ongoing refresher training will be implemented via toolbox talks and environment incident and emergency response training.

3.11 Communication

Communication with Subcontractors shall be as described in Section 2.2.3 of this Plan.

Communication lines with the Client and Contract Administrator shall be discussed at the Project Startup Meeting and these recorded in the minutes.

The site is located at Young High School. Young High School is located on Campbell Street, Young, within the Hilltops Local Government Area (former Young LGA). The site is located approximately 500m to the south of the Young town centre, in a residential setting

across from Burrangong Creek. The site also comprises the southern part of Carrington Park, located to the north of the school.

Access to the work face will be via Caple street on the eastern side of the project. This is Joss's preferred option. Western side of the project is Campbell St (or commonly known as the Olympic Hwy), which typically is a high traffic route and is the main zone for student drop off and pickup.

The nearest residential premises are across the road on Caple St. Given the location of the work site, well within the school grounds, the size of the public road between these properties and the work site, it is unlikely that communication with local residents will be required. Joss will coordinate with SINSW Communications Division regarding the need for community engagement/ notification. For further detail on disruptive works, please refer to Appendix C – Construction Noise and Vibration Management Sub Plan

Should Joss receive any complaints, as per the project Community Communication Strategy (Condition B8)(See Appendix H), Joss staff shall direct the complainant to contact School Infrastructure New South Wales complaints division via email at schoolinfrastructure@det.nsw.edu.au or phone 1300 482 651.

Complaints shall be recorded and registered as Nonconformances as described in Section 3.8 of this Plan. Complaints related to Joss will be processed through Joss internal procedure "PR33 Complaints Procedure". The formal complaints handling procedure can be found in Appendix F of CNVMSP(Appendix D CEMP)

4.0 Measurement Evaluation and Review

4.1 Monitoring

During the course of the project the Site Manager shall be responsible for monitoring the daily application of environmental controls on site as described in the Table of Aspects, Impacts and Procedures in the Appendices of this document including the retention of records of compliance or noncompliance when available.

In addition to the monitoring described above, the Site Manager shall formally review the implementation of common environmental issues during his regular use of the Site Safety & Environmental Checklist (FR83). The frequency of these documented reviews is as defined in the Project HS ITP.

4.2 Internal Management Review

The Systems Manager or HSEQ Coordinators shall conduct an Internal Review at approximately 4 weeks into the project to determine if the plan is being implemented as documented.

The review shall also attempt to identify means of improving the Project Environmental Plan or future plans.

The HSEQ Coordinators shall record audit findings and opportunities for improvement. They may also seek additional input from external bodies on corrective action or improvement opportunities. When suggesting action, the responsible party shall be nominated, a timeframe suggested, and that person advised accordingly.

Records of the review shall be retained and made available to the Authorised Person on request.

Should the above review, complaints, or monitoring referred to in section 4.1 indicate problems with the plan or it's implementation than additional reviews shall be scheduled to monitor the effectiveness of corrective action.

4.3 Reporting on Performance to Joss Management

The Senior Project / Design Manager with the assistance of the Contract Manager shall prepare a project report for management when requested (generally quarterly) on the progress of the works. In this document the Senior Project / Design Manager shall report on the environmental performance using the indicators described in this plan i.e. waste, nonconformances, complaints, etc.

4.4 Reporting on Performance to the Client

Joss shall report on our Environmental performance to the client at the Project Meetings and in a Monthly Report.

Typically, Environmental reporting would include:

- Advice of any fines or prosecutions relating to environmental breaches.
- Any nonconformances generated.
- Any complaints received.
- Waste statistics collated during the month or for the project to date.
- The findings of any internal environmental reviews.
- Any discovery of hazardous or contaminated material.
- Any discovery of archaeological or Aboriginal finds.

4.5 Environmental Management Records

Records consistent with the requirements of this plan will be maintained. These include but are not limited to:

- The Project Environmental Management Plan itself.
- Correspondence relating to the plans implementation.
- Site Induction Training records.
- Meeting minutes.
- Internal review records including follow up action.
- Implementation monitoring records.

Environmental Management Records shall be collated and retained with the other indexed contract records for a period of 5 years from the completion of the contract.

5.0 Appendices

- Appendix A - Company Environmental Policy Statement
- Appendix B - Table of Aspects, Impacts and Procedures
- Appendix C – Construction Traffic and Pedestrian Management Sub-Plan (Condition B14)
- Appendix D – Construction Noise and Vibration Management Sub-Plan (Condition B15)
- Appendix E – Construction Waste Management Sub-Plan (Condition B16)
- Appendix F – Aboriginal Cultural Heritage Management Sub-Plan (Condition B17)
- Appendix G – Unexpected Finds Protocol for Contamination and Associated Communications Procedure
- Appendix H– Community Communication Strategy

Appendix A – Environmental Policy Statement

Environmental Policy Statement

Joss Group will actively continue to develop an environmentally aware culture throughout the Company. Joss Group's activities must co-exist with the environment.

It is the Company's policy, therefore, to promote awareness of relevant environmental aspects including:

- Social and Economic Environment (Community Interaction)
- Cultural Environment (Heritage and Indigenous)
- Physical Environment (Soil, Water & Air)
- Biological Environment (Flora & Fauna, Revegetation, Noxious Weeds, Bio Diversity & Nature Conservation)

Joss will:

- As a minimum, comply with relevant Statutory and Regulatory requirements
- Prepare, implement and maintain Contract Specific Environmental Plans and make them available to the public on request
- Ensure that environmental consideration and goals as set out in Contract Environmental Plans are relevant and responsible, and when offered, include input from other interested parties such as adjoining property owners and local authorities
- Ensure all personnel associated with individual activities, including subcontractors and consultants, are aware and understand their role in Environmental Management
- Continue to train and nurture our staff to keep up to date with ever changing environmental issues and requirements
- Continue to improve our environmental performance and to prevent pollution resulting from our activities

When our works are complete, Joss shall endeavour to leave the environment surrounding our work site in the same, if not better, condition than when we started.

The Joss Environmental System shall comply with the requirements of AS/NZS ISO 14001.

Environmental Objectives for the Company are established on an annual basis and they are reviewed as described in the Joss Environmental Manual.

9th September, 2019

Paul Joss – Managing Director
Colin Joss and Co Pty Ltd

Certified System
Environment
ISO 14001
SAI GLOBAL

Appendix B - Table of Aspects, Impacts and Procedures

ASPECT/ISSUE	IMPACT RATING (Refer matrix)	OBJECTIVE	HOW THE OBJECTIVE WILL BE ACHIEVED. ACTIONS REQUIRED TO ACHIEVE THE OBJECTIVE	WHEN THE ACTIONS WILL BE TAKEN	WHO WILL ENSURE THE OBJECTIVE IS ACHIEVED	RESIDUAL RATING (Refer matrix)	RECORDS RETAINED	REVIEW NOTES
Soil and Water Management								
- Erosion and Sediment Control	MS6+PM4 =10	To control stormwater on the site so as to prevent erosion and the transfer of sediment into the stormwater system.	Maintain as much existing surface vegetation (grass to the site as possible). Erect a silt fence in accordance with civil plan C12.01 B and anywhere else deemed necessary after possession of site to filter sediment from surface water. Temporary stockpiles should not require protection given they will be stored well away from the above provisions given that any erosion or wash from these will be rectified on completion.	During earthwork activity. During earthwork activity.	Site Manager Site Manager	MM4+NS1 =5	FR83 Site Safety Checklist, Photos	
- Handling of Substances Including Spillage Prevention and Containment	SM2+NM2 =4	To manage the correct storage and handling of substances to prevent spills and be adequately prepared to minimise the impact of spills should they occur.	During site inductions the Site Manager is to obtain details and quantities of Substances used on site by Subcontractors. Each substance is to be recorded in a Site Register and retained with the SDS's. All substances are to be stored and handled in accordance with the products SDS. If quantities exceed 200 litres or are classified as hazardous and of significant quantity, then the product is to be stored in a manner that prevents spillage such as a bunded area.	During site inductions and for the full duration of the project.	Site Manager	SM2+NS1 =3	Hazardous Substance's Register, SDS's	
Air Quality								
- Dust Control	MS6+IS3= 9	Control dust during the project to a level where no formal complaints are made.	Earth working contractors to utilise watercarts to minimise dust. Brick saws and concrete saws to be fitted with dust suppression devices. (wet cutting)	During Earthwork and brickwork	Site Manager	MS6+PS2 = 7	FR83 Site Safety Checklist	
- Air Pollution	LS9+IL9= 18	Owners of plant and equipment maintain their plant and or invest in low emission equipment to not unnecessarily contribute to air pollution.	The Joss Site Manager shall visually monitor exhaust emissions and if any plant is determined by him to be producing excessive emissions then they shall be requested to leave the site. Records – NCR documented if instances arise where vehicles/plant requested to leave site.	Immediately upon identification	Site Manager	LM6+NL3 =9	FR113 Mobile Plant Pre-Start Checklist	

Appendix B - Table of Aspects, Impacts and Procedures

ASPECT/ISSUE	IMPACT RATING (Refer matrix)	OBJECTIVE	HOW THE OBJECTIVE WILL BE ACHIEVED. ACTIONS REQUIRED TO ACHIEVE THE OBJECTIVE	WHEN THE ACTIONS WILL BE TAKEN	WHO WILL ENSURE THE OBJECTIVE IS ACHIEVED	RESIDUAL RATING (Refer matrix)	RECORDS RETAINED	REVIEW NOTES
Noise Control - Impact on Adjacent properties - Keeping noise levels below acceptable limits - Maintaining Plant to minimise noise	MM4+PS2 =6	Control noise during the project to a level where no formal complaints are made.	The Joss Site Manager shall coordinate and plan activities to the best of his ability so as to avoid noisy construction activities impacting on the occupants of the site and the surrounding residence. When this cannot be achieved then the Site Manager shall ensure that all parties are advised of the time and likely duration of noise so that they can make their own avoidance provisions. Should the Site Manager identify plant or construction activities that are beyond anticipated noise levels then he should liaise with the contractor to reduce the noise through plant maintenance, use of baffling devices, screens, etc. Should noise persist the Site Manager should utilise the company Noise Monitoring devises to monitor noise levels to determine if they are exceeding the EPA recommendations. If they are exceeding recommended limits then an NCR is to be documented and action determined.	During the project	Site Manager	MM4+PS2 =6	FR113 Mobile Plant Pre-Start Checklist, FR83 Site Safety Checklist Noise monitoring results if recorded.	

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Vegetation								
- Preservation of Vegetation	MS6+PL6 =12	To maintain existing vegetation on site except where changed as a result of the project.	Only trees nominated for removal shall be removed. Trees nominated to be retained, including heritage listed trees, shall be clearly identified to remain prior to tree felling works. Existing grass is to be retained where possible to assist in erosion, sediment and dust control.	During Site establishment and Early Works	Site Manager	MS6+NL3 =9	Retain records relating to any changes to existing vegetation retention.	
- minimising the spread of weeds	LM6+PM4 =10	To prevent seed from weeds being moved onto the site from vehicles or fill.	Joss shall inspect machinery on arrival for material carrying seed to site to minimise the spread of noxious weeds. Given the nature of the site, equipment used and nature of works however it firstly unlikely that seeds of noxious weeds will be carried. Secondly, seed carried on, even if germination occurs, will be easily identified given the size of the works and rectified in consultation with the client.	For the duration of the project	Site Manager	MM4+NM2=6	FR113 Mobile Plant Pre-Start Checklist,	
- Restoration of Vegetation	SN1+NS1 =2	To make good existing vegetation that may have suffered as a result of the construction works.	As the project nears completion the Joss shall liaise with the client regarding the most suitable means and extent vegetation restoration required.	As the project nears completion.	Site Manager	SN1+NS1 =2	Retain a copy of any correspondence relating to rectification works.	
Fauna								
- Fauna habitat conservation measures	Given the nature of the works on an existing urban site no fauna habitat investigations have been conducted by the client that we are aware of nor by Joss Construction. Should however, during the course of the works, fauna be identified on the site then we shall liaise with local wildlife authorities to determine if it / they can be successfully relocated.			If / when identified	Site Manager	MM4+NM2=6	Retain records of any action taken should circumstances arise.	

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Fire Precautions	LS9+PL6=15	To ensure that Fire does not occur on the site as a result of construction activities.	No waste or fires shall be lit on the site. Upon approach of the summer fire danger period we will consult with the local fire brigade regarding site procedures for hot work	For the duration of the project	Site Manager to monitor compliance by Subcontractors.	MS4+NL3=7	Retain a copy of the permit and or correspondence with the applicable brigade.	

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Heritage - Protection of heritage status trees - Protection of identified Aboriginal Artefacts - Protection of identified heritage items	MS6+PL6 =12	To implement a process and procedure for management of heritage or culturally sensitive areas and items To prevent any damage to trees of heritage or cultural significance To prevent damage to identified Aboriginal or historical artefacts that may be uncovered.	Heritage Management Plan will be prepared and implemented that covers both historical archaeology and Aboriginal cultural heritage. This will be created in consultation with the project heritage team, Heritage Division Department of Premier and Cabinet (Heritage DPC) and Registered Aboriginal parties. Hard landscaping works on the site are to be performed beneath the canopy of heritage status trees. An arborist will be engaged during the design period to determine whether this will be detrimental to the long-term health of the impacted trees, and if so, Joss will redesign the landscaping to be more sympathetic to the tree's survival. Other protection measures to be implemented are to lay the granite path for Currawong Walk above the current soil level to protect the heritage fence and sensitive root system, removal of bitumen by hand beneath the tree between Building NN and AA and provision of "stem protection" where recommended A no-go zone will be established around the Reconciliation Tree in Carrington Park. The extent of the no-go zone will be determined in consultation with the Registered Aboriginal Parties. All direct physical impacts to the Hilltop Aboriginal Artefact Site will be avoided. Construction and landscaping design in and around the identified Hilltop Aboriginal Artefact Site will be limited to a maximum target depth of 300mm to avoid potential subsurface impacts to Aboriginal objects. Archaeological monitoring of all ground disturbance activities in and around the site to ensure that inadvertent impacts are avoided, and any unexpected finds are rapidly dealt with. Following any bulk removal of earth to a maximum target depth of 300mm, geotextile, or similar, will be placed over the site and covered with sand, or other clean imported fill, to protect the known subsurface archaeological deposits. if Aboriginal objects are encountered, they will be managed in accordance with the Aboriginal archaeological research design and the procedures for unexpected finds. All decisions regarding management of Aboriginal objects will be made in consultation with the Registered Aboriginal Parties and SINSW and the PAP. Should unexpected finds be exposed the following procedures will be implemented: • Cease works and establish a minimum 5m buffer around the find as a no-go zone. • Notify the project manager, site foreman and project archaeologist. • Project archaeologist to inspect, document and assess the find; they will review necessity for and extent of the no-go zone. • Project archaeologist will advise whether additional actions are required (e.g. contact the Representative Aboriginal Parties for an Aboriginal find, contact the police/coroner for suspected human remains, contact Heritage DPC, undertake salvage excavation in accordance with the relevant Archaeological Research Design). • Project archaeologist will provide written advice that work can recommence once the find has been adequately assessed and investigated	Prior to commencement on site and for the duration of the project For the duration of the project For the duration of the project	Site Manager, Design Manager and Project Manager Site Manager, and Project Manager	MS6+NL1 =7	Retain records of any action taken should circumstances arise. Retain records of any action taken should circumstances arise.	

Appendix B - Table of Aspects, Impacts and Procedures

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Herbicides & other Contaminants - Spillage prevention and containment			No pesticides or Herbicides shall be used on the project. Refer to Soil and Water Management for Spillage Prevention and Containment.			SN1+NS1 =2	Retain records of any action taken should circumstances arise.	
Contaminated Ground			No contaminated ground has been identified on the project by the client. Given the previous use of the site the existence of contaminated ground is unlikely, and no testing has been deemed necessary by the client or Joss. However, should the supervisor believe that ground material is contaminated due to discolouration, odour or other indicator then that portion of work shall cease, and the Authorised Person contacted immediately.			SN1+NS1 =2	Retain records of any action taken should circumstances arise.	

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Waste Management	MN2+PL6 =8	To minimise waste through a combination of waste avoidance and recycling.	Waste bins shall be provided by Joss in readily accessible locations. The bins shall be emptied and disposed of by a specialist contractor as required. Common recyclable materials such as timber and steel may be stacked adjacent the bins for removal and re-use by site workers. Investigations are to be made for the provision of a paper and cardboard recycling bin during the fitout phase. If this is possible then workers shall be advised during a toolbox talk by the Supervisor. It is a financial practicality that any waste material (off cuts and unused materials) generated by tradesmen that can be re-used is removed from site by themselves and retained for possible later re-use. eg electrical cable, plumbing pipe, bricks, etc. All waste material leaving the site shall be recorded for statistical purposes and reported to the Department of Public Works every second month using the provided Waste Management Report. Asbestos waste will be disposed of at a registered Asbestos disposal site and dockets verifying its correct disposal will be retained.	For the Duration of the Project As the Fitout Phase Approaches For the Duration of the Project	Site Manager Contract Administrator Site Manager	MN1+NS=2	FR41 Waste Register FR41 Waste Register Generally no records. FR41 Waste Register	
Restoration of Site	MM4+NS1 =5	To ensure that any vegetation and existing assets damaged during the course of the project are restored to a condition equal to or better than when works began.	Firstly, during the course of the project every effort shall be made to minimise damage to the site's vegetation and assets. Prior to performing any works on site Joss will undertake extensive dilapidation reporting to capture the existing condition of all buildings and landscaped areas. As the project nears completion however, the Site Manager shall investigate the grounds and assets within the site boundary or adjacent to the works that may have been damaged during the course of the project and liaise with the Authorised Person and client's representatives to ensure that they are restored to an acceptable condition.	As the project nears completion.	Site Manager	MM4+NS1 =5	Retain a copy of any correspondence relating to rectification works.	

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Access and Traffic Management	LS9+PS2=11	To ensure existing road users, pedestrians, school staff and students are not impinged during normal activities	Access to and egress from the site will strictly be via the Caple St Car Park so that there is a clear demarcation between construction workers and school students, teachers and staff, and no interference with the school drop off zone in Campbell Street. Joss does however recognise that the TAFE and Early Learning Centre will require access, and this will be created via a pedestrian walkway from Caple Street. Joss will liaise with the relevant stakeholders to establish this access along with delivery block out periods so that interference during arrival and departure times is kept to a minimum. This will be identified in the final Construction Management Plan and Traffic Management Plan. Joss does not intend upon entering or exiting the site via Campbell St for the reasons stated above but also to ensure that the sensitive heritage fence and Aboriginal areas are not unnecessarily disturbed.			LN3+NM2=5		
Vibration Management	LM6+PM4=10	Ensure that existing buildings and neighbouring properties are not impacted by vibrations	Joss will ensure the protection of Building CC during the contiguous piling activities by implementing use of a professional drilling rig contractor which causes less vibration than other boring methods. Every third hole will be drilled and filled with concrete, then sequentially doing the next series of three holes until all holes are filled and the wall is created. By adopting this method, Building CC will incur no damage. Should concerns about vibration be raised by occupants of adjacent sites then the instigating work shall cease until a Vibration Management approach can be agreed and initiated.			LN3=NM2=5		

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Environmentally Sensitive Areas	MS6+PL6 =12	To prevent any damage to trees of heritage or cultural significance To prevent damage to identified Aboriginal or historical artefacts that may be uncovered	Heritage Management Plan will be prepared and implemented that covers both historical archaeology and Aboriginal cultural heritage. This will be created in consultation with the project heritage team, Heritage Division Department of Premier and Cabinet (Heritage DPC) and Registered Aboriginal parties. Hard landscaping works on the site are to be performed beneath the canopy of heritage status trees. An arborist will be engaged during the design period to determine whether this will be detrimental to the long-term health of the impacted trees, and if so, Joss will redesign the landscaping to be more sympathetic to the tree's survival. Other protection measures to be implemented are to lay the granite path for Currawong Walk above the current soil level to protect the heritage fence and sensitive root system, removal of bitumen by hand beneath the tree between Building NN and AA and provision of "stem protection" where recommended A no-go zone will be established around the Reconciliation Tree in Carrington Park. The extent of the no-go zone will be determined in consultation with the Registered Aboriginal Parties. All direct physical impacts to the Hilltop Aboriginal Artefact Site will be avoided. Construction and landscaping design in and around the identified Hilltop Aboriginal Artefact Site will be limited to a maximum target depth of 300mm to avoid potential subsurface impacts to Aboriginal objects. Archaeological monitoring of all ground disturbance activities in and around the site to ensure that inadvertent impacts are avoided, and any unexpected finds are rapidly dealt with. Following any bulk removal of earth to a maximum target depth of 300mm, geotextile, or similar, will be placed over the site and covered with sand, or other clean imported fill, to protect the known subsurface archaeological deposits. if Aboriginal objects are encountered, they will be managed in accordance with the Aboriginal archaeological research design and the procedures for unexpected finds. All decisions regarding management of Aboriginal objects will be made in consultation with the Registered Aboriginal Parties and SINSW and the PAP. Should unexpected finds be exposed the following procedures will be implemented: • Cease works and establish a minimum 5m buffer around the find as a no-go zone. • Notify the project manager, site foreman and project archaeologist. • Project archaeologist to inspect, document and assess the find; they will review necessity for and extent of the no-go zone. • Project archaeologist will advise whether additional actions are required (e.g. contact the Representative Aboriginal Parties for an Aboriginal find, contact the police/coroner for suspected human remains, contact Heritage DPC, undertake salvage excavation in accordance with the relevant Archaeological Research Design). • Project archaeologist will provide written advice that work can recommence once the find has been adequately assessed and investigated			MS6+NL1 =7		

Environmental Aspect Rating Matrix

The project team should use the matrix below to rate the environmental impact of aspects by adding the two values obtained in the tables below.
Significant aspects are those that score a value of 8 or greater.

To assist interpretation, codes should be included in the table above when ratings are made.

	Severe	**M**edium Severity	**N**ot Severe
Large Scale	9	6	3
Medium Scale	6	4	2
Minimal **S**cale	3	2	1

+

Inevitable	**P**robable	**N**ot Likely	
9	6	3	**L**ong Term
6	4	2	**M**edium Term
3	2	1	**S**hort Term

Large Scale	has potential for broader impact across multiple sites or areas.
Medium Scale	has potential to impact the whole site or may go beyond the boundaries of a site.
Minimal Scale	has potential for impact or affects a portion of a site

Severe	Impacts on highly valued species, habitat, ecosystem or cultural heritage
Medium Severity	Impacts on the ecosystem or cultural heritage but can be corrected.
Not Severe	Limited damage to minimal area of low significance.

Inevitable	It will happen.
Probable	It may happen.
Not **L**ikely	It is not likely that it will happen

Long **T**erm	Will have an impact for decades or longer.
Medium **T**erm	Impact will be evident for longer than a week and may take several years to recover.
Short **T**erm	Impact will not be evident beyond 1 week

Appendix C – Construction Traffic and Pedestrian Management Sub-Plan (Condition B14)

Project Environmental Management Plan

Appendix D – Construction Noise and Vibration Management Sub-Plan (Condition B15)

Project Environmental Management Plan

Appendix E – Construction Waste Management Sub-Plan (Condition B16)

Project Environmental Management Plan

Appendix F – Aboriginal Cultural Heritage Management Sub-Plan (Condition B17)

Project Environmental Management Plan

Appendix G – Unexpected Finds Protocol for Contamination and Associated Communications Procedure

Project Environmental Management Plan

Appendix H– Community Communication Strategy