Southern Queensland Correctional Precinct Stage 2

Environmental Management Plan

JH-7515-PLN-EMP-001

The Project have determined the compliance obligations related to its environmental aspects, determined how these obligations apply, and taken these compliance obligations into account when establishing the EMS.

Required Project documentation	Responsibility	JH tools to be used by Project to manage documentation
Legal Register	Project HSE Manager	Envirolaw
Approvals & Licences Register (high level register including details of authorisations, contracts, agreements and commitments)	Project HSE Manager	During project delivery this will be live in Project Pack Web with snap shot provided in Appendix 2. During tender phase this is provided in the Appendix 2 table
Obligations Register	Project Environment Representative/s	Project Pack Web
John Holland system requirements	Project Environment Representative/s	Integrated Management System

5.2 Environmental objectives

EMS reference
Environmental Management Manual JH-MAN-ENV-001
Environmental Planning JH-MPR-ENV-001

The Project have established environmental objectives, taking into account the Projects significant environmental aspects and associated compliance obligations, and considering its risks and opportunities. The Project objectives are detailed in the table below

Project Objectives	
Number of Class 1 & 2 Incidents	0
Environmental Incident Frequency Rate* (EIFR)	0.16
Energy Intensity** (includes fuel, electricity, natural gas)	Targets TBC
Water Intensity** (includes potable water only)	
Waste Intensity** (excludes fill/soil, liquid waste, hazardous and prescribed wastes)	

*normalised against man hours worked, calculated on a rolling 12 month basis

**normalised against turnover ($$), calculated on a ‘to date’ basis

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Required Project documentation	Responsibility	JH tools to be used by Project to manage documentation
This Environmental Management Plan, in particular the Objectives Table above	Project HSE Manager	Project Pack – Document Management System or Aconex

5.3 Planning action

Relevant JH EMS Document	Reference No.
Environmental Management Manual	JH-MAN-ENV-001
Environmental Planning	JH-MPR-ENV-001
Global Mandatory Requirement 9 - Site Environment Management	JHG-STD-WHS-009,
Global Mandatory Requirement 10 - Clearing, Water Management and Earthworks	JHG-STD-WHS-010
Global Mandatory Requirement 11 - Resources, Recycling and Waste Management	JHG-STD-WHS-011

The Project has planned to take actions to address significant environmental aspects, compliance obligations and the risks and opportunities they present, as well as its objectives. The Project have determined what will be done, what resources will be required, who will be responsible, when it will be completed and how the results will be evaluated.

Required Project documentation	Responsibility	JH tools to be used by Project to manage documentation
Obligations Register	Project Environment Representative/s	Project Pack Web
Environmental Control Plan(s) ▪ SWMP -Storm Water ▪ BMP -Biodiversity (Koala) ▪ WMP – Waste Management ▪ NVMP – Noise & Vibration	Project Environment Representative/s	Project Pack – Document Management System or Aconex
Site Environment Plans	Project Environment Representative/s	Project Pack – Document Management System or Aconex
Resource Use Plan	Project Environment Representative/s	Project Pack – Document Management System or Aconex
Other Project Specific Management Plans -TBC	Project Environment Representative/s	Project Pack – Document Management System or Aconex

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7 Support

7.1 Resources

EMS reference
Resource Planning JH-MPR-PPL-003
Project Launch JH-MPR-PMA-001
Planning and Programming JH-MPR-PMA-002

The Project has determined and made provision for the resources needed for the establishment, implementation, maintenance and continual improvement of the EMS on the Project.

Required Project documentation	Responsibility	JH tools to be used by Project to manage documentation
Work Breakdown Structure	Commercial Representative	Project Pack
Schedule	Planning Representative	Produced using P6 Primavera, recorded in Project Pack – Document Management System or Aconex
Budget	Commercial Representative	Project Cost Reporting
Organisation Chart	HR Representative	Project Pack – Document Management System or Aconex
Position Descriptions	HR Representative	Performance Management and Development System
Sub consultant agreements	Commercial Representative	Project Pack – Subcontract Management Pack
Subcontractor agreements	Commercial Representative	Project Pack – Subcontract Management Pack
Supplier agreements	Commercial Representative	Project Pack – Subcontract Management Pack

7.2 Competence, Awareness and Training

EMS reference
Learning and Development JH-MPR-PPL-020
Employee Records JH-MPR-PPL-021
Verification of Competency JH-MPR-PAE-005
Counselling and Disciplinary JH-MPR-PPL-012
Internal Design Management JH-MPR-DES-001
Management of Design Consultants JH-MPR-DES-002
Letting of Consultant, Subcontract, Supply Packages JH-MPR-PMA-005
Administration of Consultant, Subcontract or Supply Packages JH-MPR-PMA-006
Performance Rating of Subcontractors JH-MPR-QUA-004
Site Induction JH-MPR-SQE-001
Health Safety Management & Consultation Arrangements JH-MPR-WHS-004

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The Project shall:

- determine the necessary competence of persons doing work under its control that affects its environmental performance and its ability to fulfil its compliance obligations;
- ensure that these persons are competent on the basis of appropriate education, training or experience;
- determine training needs associated with its environmental aspects and its environmental management system;
- where applicable, taken actions to acquire the necessary competence, and evaluate the effectiveness of the actions taken

The Project shall ensure that persons doing work under the Projects control are aware of:

- the Environment Policy;
- the environmental requirements described in Global Mandatory Requirements 9, 10 & 11
- the significant environmental aspects and related actual or potential environmental impacts associated with their work;
- their contribution to the effectiveness of the environmental management system, including the benefits of enhanced environmental performance
- the implications of not conforming with the environmental management system requirements, including not fulfilling the organisation's compliance obligations

Required Project documentation	Responsibility	JH tools to be used by Project to manage documentation
Training needs analysis	L&D Representative	Chris 21 – for JH personnel W Drive – for external personnel
Education, training, experience, verification of competency records - for Individuals	HR Representative	Chris 21 – for JH personnel W Drive and/or Project Pack – for external personnel
Internal Training programmes (if required)	L&D Representative	SharePoint - L&D Course Catalogue e-learning Centre
External Training programmes (if required)	L&D Representative	SharePoint – Preferred Suppliers Panel
Counselling and Disciplinary records – for individuals	HR Representative	Chris 21 – for JH personnel W Drive and/or Project Pack – for external personnel
Subconsultant/subcontractor/supplier experience, certifications and ratings – for organisations (including for subcontractors)	Commercial Representative	Project Pack – Subcontract Management Pack
Subcontractor HSEQ Deliverables	Commercial Representative	Project Pack – Subcontract Management Pack
Project Online Induction	L&D Representative	e-learning Centre
Induction attendance records	HR Representative	Chris 21 – for JH personnel W Drive and/or Project Pack – for external personnel
Project Orientation	Project Environment Representative	Project Pack – Document Management System or Aconex

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Required Project documentation	Responsibility	JH tools to be used by Project to manage documentation
Site Orientation attendance records	HR Representative	Chris 21 – for JH personnel W Drive and/or Project Pack – for external personnel
Pre-start Meetings and attendance records	Supervisor(s)	W Drive and/or Project Pack
Toolbox Meetings and attendance records	Supervisor(s)	W Drive and/or Project Pack
HSEQ Alert briefing records	HSEQ Representative	W Drive and/or Project Pack

7.3 Communication

EMS reference
Community Relations JH-MPR-CCM-005
Corporate Communications JH-MPR-CCM-004

The Project has established the processes needed for internal and external communications relevant to the EMS, including:

- on what it will communicate;
- when to communicate;
- with whom to communicate;
- how to communicate;

When establishing its communication processes, the Project has

- taken into account its compliance obligations;
- ensured that environmental information communicated is consistent with information generated within the environmental management system, and is reliable.

The Project shall respond to relevant communications on its EMS. The Project shall retain documented information as evidence of its communications, as appropriate.

7.3.1 Internal communication

EMS reference
Community Relations JH-MPR-CCM-005
Performance Statistics – Safety, Quality & Environment JH-MPR-SQE-009

The Project shall:

- internally communicate information relevant to the EMS among the various levels and functions of the Project and John Holland, including suggested changes to the EMS, as appropriate;
- ensure its communication processes enable persons doing work under the Project's control to contribute to continual improvement.

Internal communication will include meetings. Meetings may include Pre-start Meetings, Toolbox Talks, Project Team Meetings, HSEQ Team Meetings, Principal Meetings, Subcontractor

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Meetings, and HSEQ System Review Meetings. Meetings shall include appropriate environmental information and shall be minuted and recorded.

Internal communication will also include written instruction, this may include drawings, specifications, method statements, risk assessments, contracts and sub-contracts.

Internal communication regarding the notification of events and associated SQE actions will be managed using JHET.

Internal communication of The Project's performance will also be undertaken via monthly environmental reporting using Project Pack and JHET.

Required Project documentation	Responsibility	JH tools to be used by Project to manage documentation
Communication records - general	All personnel	Project Pack – Office Correspondence or Aconex
Meeting minutes	All personnel	Project Pack – Office Correspondence or Aconex
Reports	All personnel	Project Pack – Office Correspondence or Aconex
Event Notifications	HSEQ Representatives/ Managing Contractor's Representative	John Holland Event Tracker

7.3.2 External communication

EMS reference
Community Relations JH-MPR-CCM-005
Corporate Communications JH-MPR-CCM-004

The Project shall externally communicate information relevant to the EMS, as established by John Holland's communication processes and as required by its compliance obligations.

External notification of events will be via The Managing Contractor's Representative after approval from the Principal's Representative as required.

All enquiries including complaints will be managed in accordance with the project specific Community and Stakeholder Engagement Management Plan. Verified complaints will be managed as per an event.

Required Project documentation	Responsibility	JH tools to be used by Project to manage documentation
Communication records – principal and regulators	Managing Contractor's Representative	Project Pack – Office Correspondence or Aconex
Communication records – design consultants	Design Representative	Project Pack – Office Correspondence or Aconex
Communication records – subcontractors and suppliers	Commercial Representative	Project Pack – Office Correspondence or Aconex

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Required Project documentation	Responsibility	JH tools to be used by Project to manage documentation
Communication records - community	Managing Contractor's Representative	Project Pack – Office Correspondence or Aconex
Meeting minutes	Managing Contractor's Representative	Project Pack – Office Correspondence or Aconex
Reports	Managing Contractor's Representative	Project Pack – Office Correspondence or Aconex
Media release	Managing Contractor's Representative	Via John Holland External Affairs only
Community and Stakeholder Engagement Management Plan	Principal's Representative (supported by MC)	Principal's Plan supported by JH

7.4 Documentation

EMS reference
Project Documentation Control Procedure JH-MPR-QUA-005

The John Holland EMS includes:

- documented information required by the Standard;
- documented information determined by John Holland as being necessary for the effectiveness of the EMS

When creating and updating documented information, the Project shall ensure appropriate:

- identification and description (e.g. a title, date, author, or reference number);
- format (e.g. language, software version, graphics) and media (e.g. paper, electronic);
- review and approval for suitability and adequacy

This EMP is a 'live' and 'working' document. The HSE Manager will conduct regular reviews of the EMP at intervals of not less than six months and ensure that the EMP is formally reviewed and updated at least annually, or earlier as change requirements dictate.

Documented information required by the EMS and by the Standard shall be controlled to ensure:

- it is available and suitable for use, where and when it is needed;
- it is adequately protected (e.g. from loss of confidentiality, improper use, or loss of integrity)

For the control of documented information, the Project shall address the following activities as applicable:

- distribution, access, retrieval and use;
- storage and preservation, including preservation of legibility;
- control of changes (e.g. version control);
- retention and disposition

Documented information of external origin determined by the Project to be necessary for the planning and operation of the EMS shall be identified, as appropriate, and controlled.

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Required Project documentation	Responsibility	JH tools to be used by Project to manage documentation
Policy, Standards, Manuals, Procedures, Workflows	Various Owners (see documentation for details)	Integrated Management System
All other documentation referred to in this EMP	Managing Contractor's Representative	See relevant sections of this plan

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8 Operation

8.1 Operational planning and control

EMS reference
Managing SQE Risks JH-MPR-SQE-006
Global Mandatory Requirement 9 - Site Environment Management JHG-STD-WHS-009
Global Mandatory Requirement 10 - Clearing, Water Management and Earthworks JHG-STD-WHS-010
Global Mandatory Requirement 11 - Resources, Recycling and Waste Management JHG-STD-WHS-011
HSE Behavioural Framework
Internal Design Management JH-MPR-DES-001
Management of Design Consultants JH-MPR-DES-002
Letting of Consultant, Subcontract, Supply Packages JH-MPR-PMA-005
Administration of Consultant, Subcontract or Supply Packages JH-MPR-PMA-006
Inspection of Subcontracted Works JH-MPR-QUA-003
Hazardous Chemicals Management JH-MPR-SQE-011
Asbestos Procedure JH-MPR-WHS-024
Plant and Equipment JH-MPR-PAE-001

Operational planning and controls processes are implemented by the Project in order to incorporate the actions identified in relation to risks and opportunities, and the achievement of environmental objectives, by establishing operating criteria and controls.

8.1.1 Managing SQE risks procedure

EMS reference
Managing SQE Risks Procedure JH-MPR-SQE-006

This procedure involves preparing a series of progressively more in-depth risk assessments and method statements, further information on key documents required by the procedure is provided below.

- Workplace Risk Assessment (WRA); (strategic risk assessment conducted on workplace and broken down into work components for the purpose of identifying system, training, legislative, and the identification of further detailed planning and risk assessment activities). Also referred to as Construction Risk Analysis Workshop (CRAW), Risk Registers, and Principal Hazards Management Plan (PHMP). . Must be informed by Pre-Tender and Contract Award SQE Reviews. Must engage relevant subject matter experts.
- Activity Method Statement (AMS); are operational planning risk assessments which aim to address the detailed hazard/risk control reduction strategies for workplace activities. The AMS includes the methodology for the conducting activities, resources, plant, equipment and materials necessary to do the work safely. The requirements for an AMS will be identified in the WRA..
- Task Risk Assessment (TRA); are team base planning risk assessments which aim to address hazard/risk control reduction at the task level. TRAs are facilitated by the

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Supervisor, Leading Hand and/or Engineer and are primarily identified in the AMS. Must be completed prior to work commencing

The WRA, AMSs and TRAs are pivotal to the management of all activities during delivery. They allow operational controls to be developed and implemented, case by case, for all the different workplaces, activities and tasks that are encountered in the contracting industry.

The WRA's, AMS's and TRA's are owned by Project Management, Project Engineers, Supervisory Staff and Workforce. Subject matter experts act as advisors during the preparation of these documents ensuring that information from the [include relevant project documentation - EMP, ECPs, ITPs and the RUP] is suitably incorporated and acted upon. Implementation of the Managing SQE Risk Procedure by the Project, will allow the actions identified in relation to risks and opportunities, and the achievement of environmental objectives, to be incorporated and used to establish operating criteria and controls.

Required Project documentation	Responsibility	JH tools to be used by Project to manage documentation
Workplace Risk Assessment	Managing Contractor's Representative	Project Pack Web
Activity Method Statements	Project Engineer(s)	Project Pack Web
Task Risk Assessments	Supervisor(s)	Project Pack Web

8.1.2 Global mandatory requirements

EMS reference
Global Mandatory Requirement 9 -Site Environment Management JHG-STD-WHS-009
Global Mandatory Requirement 10 - Clearing, Water Management and Earthworks JHG-STD-WHS-010
Global Mandatory Requirement 11 - Resources, Recycling and Waste Management JHG-STD-WHS-011

When developing the operational controls to be included in the WRA, AMSs and TRAs the Global Mandatory Requirements (GMRs) must be incorporated, as applicable, on every project. The GMR's outline mandatory operational controls that must be deployed for managing key risks. The three environmental GMR's are outlined below:

GMR 9: SITE ENVIRONMENT MANAGEMENT. To prepare the work area, protect the surrounding environment and minimise impacts to the community

GMR 10: CLEARING, WATER MANAGEMENT AND EARTHWORKS. To ensure the environment is protected during earthworks and clearing activities

GMR 11: RESOURCES, RECYCLING AND WASTE MANAGEMENT. To manage resources efficiently, prevent pollution and minimise waste

Required Project documentation	Responsibility	JH tools to be used by Project to manage documentation
Workplace Risk Assessment	Managing Contractor's Representative	Project Pack Web
Activity Method Statements	Project Engineer(s)	Project Pack Web
Task Risk Assessments	Supervisor(s)	Project Pack Web

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8.1.3 HSE behavioural framework

EMS reference
Managing Safety for Senior Leaders JH-MPR-WHS-020
Other references
JH HSE Behaviours Implementation Plan
Our HSE Behaviours Handout

John Holland's HSE Behaviours describe a set of everyday behaviours that are expected of all people working on behalf of The Project. The HSE Behavioural Framework encourages a culture that serves as an operational control.

At [insert project name], the HSE behaviours will be implemented accordingly.

The HSE Behaviours are outlined in a framework below (excerpt from the "Our HSE Behaviours Handout").

Theme	Everyone	Supervisors	Managers
Standards	Follow rules	Ensure compliance	Set high standards
Communications	Speak up	Encourage the team	Communicate openly
Risk management	Be mindful	Promote risk awareness	Confront risk
Involvement	Get Involved	Involve the team	Involve others

Figure 4: Overview of HSE Behavioural Framework

The framework describes the behaviours that are expected of 'Everyone', 'Supervisors' and 'Managers'. Four themes (that are critical to any strong HSE culture) are displayed. These are 'Standards', 'Communication', 'Risk Management' and 'Involvement'. These are the key elements of our strong safety culture which supports our vision.

There are twelve sets of behaviours across each of the three employee groups and the four themes, all of which are interdependent. Each of the twelve sets of behaviours are supported by a set of positive and negative statements that provide practical guidance on what is expected.

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The HSE Behaviours that will be implemented at [insert project name] based on the risk profile of the project, size and scope, in accordance with [insert workplace name] HSE Behaviours Implementation Plan.

Below is an example of the guidance that sits behind one of the behaviours.

Figure 3: Example of specific HSE Behaviours

Required Project documentation	Responsibility	JH tools to be used by Project to manage documentation
Personal Action Plans	Senior Manager(s)	Project Pack Web
Induction Records	Project Management Team	Project Pack Web
Toolbox Records	Supervisors	Project Pack Web

8.1.4 Outsourced processes

EMS reference
Management of Design Consultants JH-MPR-DES-002
Purchasing JH-MPR-PMA-004
Inspection of Subcontracted Works JH-MPR-QUA-003
Letting of Consultant, Subcontract, Supply Packages JH-MPR-PMA-005
Administration of Consultant, Subcontract or Supply Packages JH-MPR-PMA-006

The Project ensure that outsourced processes are controlled or influenced. Consistent with a life cycle perspective, the Project have:

- established controls, as appropriate, to ensure that its environmental requirement(s) is (are) addressed in the design and development process for the product or service, considering each life cycle stage;
- determined its environmental requirement(s) for the procurement of products and services, as appropriate;
- communicated its relevant environmental requirement(s) to external providers, including contractors;
- considered the need to provide information about potential significant environmental impacts associated with the transportation or delivery, use, end-of-life treatment and final disposal of its products and services

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Required Project documentation	Responsibility	JH tools to be used by Project to manage documentation
Sub consultant, sub-contractor, supplier qualification records	Design/Commercial Representative	Project Pack – Subcontract Management Pack or Aconex
Sub consultant, sub-contractor, supplier agreements	Design/Commercial Representative	Project Pack – Subcontract Management Pack or Aconex
Sub consultant, sub-contractor, supplier HSEQ deliverables	Design/Commercial Representative	Project Pack – Subcontract Management Pack or Aconex

8.1.5 Other operational controls

EMS reference
Hazardous Chemicals Management JH-MPR-SQE-011
Asbestos Procedure JH-MPR-WHS-024
Plant and Equipment JH-MPR-PAE-001

The Project have:

- established operating criteria for hazardous chemicals, asbestos and plant & equipment;
- implemented controls for hazardous chemicals, asbestos and plant & equipment

Required Project documentation	Responsibility	JH tools to be used by Project to manage documentation
Chemical Risk Assessment	Supervisor(s)	Chemwatch and/or Project Pack Web
Safety Data Sheets	HSEQ Representative	Chemwatch and/or Project Pack Web
Chemical Register	HSEQ Representative	Chemwatch and/or Project Pack Web
Asbestos Assessment	Managing Contractor's Representative	Project Pack – Document Management System or Aconex
Asbestos Register	HSEQ Representative	Project Pack – Document Management System or Aconex And/or Project Pack Web
Asbestos Management Plan	HSEQ Representative	Project Pack – Document Management System or Aconex
Plant and Equipment Register	Plant and Equipment Representative	Project Pack Web
Plant Hazard Assessments	Plant and Equipment Representative	Project Pack Web
Plant and Equipment Maintenance Records	Plant and Equipment Representative	Project Pack Web

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Required Project documentation	Responsibility	JH tools to be used by Project to manage documentation
Pre-start Daily Checks	Plant and Equipment Operators	Hard-copies
Plant Pre-acceptance Checklists	Plant and Equipment Representative	Project Pack Web

8.2 Emergency preparedness and response

EMS reference
Emergency Evacuation and Response JH-MPR-PMA-008

The Project have established processes needed to prepare for and respond to potential emergency situations.

The Project shall:

- prepare to respond by planning actions to prevent or mitigate adverse environmental impacts from emergency situations;
- respond to actual emergency situations;
- take action to prevent or mitigate the consequences of emergency situations, appropriate to the magnitude of the emergency and the potential environmental impact;
- periodically test the planned response actions, where practicable;
- periodically review and revise the process and planned response actions, in particular after the occurrence of emergency situations or tests;
- provide relevant information and training related to emergency preparedness and response, as appropriate, to relevant interested parties, including persons working under its control

The Project shall maintain documented information to the extent necessary to have confidence that the process is carried out as planned.

Required Project documentation	Responsibility	JH tools to be used by Project to manage documentation
Emergency Response Plan	Managing Contractor's Representative	Project Pack – Document Management System or Aconex
Emergency Response Exercise Checklist/Records	HSE Manager	Project Pack – Office Correspondence or Aconex

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9 Performance evaluation

9.1 Monitoring, measurement, analysis, evaluation and reporting

EMS reference
Monitoring and Review JH-MPR-SQE-002
Inspection, Testing and Surveillance JH-MPR-SQE-004
Workplace Hazard Identification and Inspection JH-MPR-WHS-006
Performance Statistics – Safety, Quality and Environment JH-MPR-SQE-009
Inspection of Sub-contracted Works JH-MPR-QUA-003
Administration of Consultant, Subcontract, Supply Packages JH-MPR-PMA-006
Resource Use Reporting JH-MPR-ENV-002
Project Monthly Reporting and Reforecasting and Review JH-MPR-PMA-015
WHSR Planning JH-MPR-WHS-001

The Project shall monitor, measure, analyse and evaluate its environmental performance.

The Project shall determine:

- what needs to be monitored and measured;
- the methods for monitoring, measurement, analysis and evaluation, as applicable, to ensure valid results;
- the criteria against which the organisation will evaluate its environmental performance, and appropriate indicators;
- when the monitoring and measuring shall be performed;
- when the results from monitoring and measurement shall be analysed and evaluated

Projects will use the Project Monitoring Schedule to plan for monitoring activities in accordance with the risk profile on the project as per Workplace Hazard Identification and Inspection.

The Project shall ensure that calibrated or verified monitoring and measurement equipment is used and maintained, as appropriate. The Project shall evaluate its environmental performance and the effectiveness of the EMS.

The Project shall communicate relevant environmental performance information both internally and externally, as identified in its communication processes and as required by its compliance obligations.

The Project shall retain appropriate documented information as evidence of the monitoring, measurement, analysis and evaluation results.

The Project shall establish, implement and maintain the processes needed to evaluate fulfilment of its compliance obligations.

The Project shall:

- determine the frequency that compliance will be evaluated;
- evaluate compliance and take action if needed;
- maintain knowledge and understanding of its compliance status

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The Project shall retain documented information as evidence of the compliance evaluation results.

Required Project documentation	Responsibility	JH tools to be used by Project to manage documentation
Site Diary (daily)	Supervisor(s)	Project Pack Web
Weekly General Inspections	Project HSE Manager, Project Environment Representative/s	John Holland Event Tracker
High Risk Inspections	Enviro Manager/ Project Environment Representative/s	John Holland Event Tracker
Subcontractor HSEQ Deliverables (pre-mob and monthly thereafter)	Commercial Representative	Project Pack – Subcontract Management Pack
GMR Self-Assessments (monthly)	HSE Manager	John Holland Event Tracker
Resource usage (energy, water, etc) data (monthly)	Commercial Representative, PER, PE	Project Pack Web
Concrete and steel consumption data (monthly)	PE, Project Environment Representative/s	Project Pack Web
Waste data (monthly)	Project Environment Representative/s	Project Pack Web
Approvals and Licences Register Status (monthly)	Project Environment Representative/s	Project Pack Web
Obligations Register Status (monthly)	Project Environment Representative/s	Project Pack Web
Any other specific environmental monitoring – TBC	Project Environment Representative/s	Project Pack Web
Internal Project Report (Monthly)	Managing Contractor's Representative	Project Pack – Document Management System or Aconex
Principal Report (Monthly)	Managing Contractor's Representative	Project Pack – Document Management System or Aconex
HSES Valuation (Monthly)	Managing Contractor's Representative / Project HSE Manager	John Holland Event Tracker
Project Self Assessment (Annual)	Project Environment Representative/s	John Holland Event Tracker
Actions arising	HSE Manager, Project Environment Representative/s	John Holland Event Tracker

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9.2 Internal audit

9.2.1 General

EMS reference
Monitoring and Review JH-MPR-SQE-002

John Holland shall conduct internal HSE audits of the Project at planned intervals to provide information on whether the EMS:

- conforms to:
  - the organisation's own requirements for its EMS;
  - the requirements of the International Standard;
  - is effectively implemented and maintained

John Holland shall establish, implement and maintain (an) internal audit programme(s) for the Project, including the frequency, methods, responsibilities, planning requirements and reporting of its internal audits. When establishing the internal audit programme, John Holland shall take into consideration the environmental importance of the processes concerned, changes affecting the Project and the results of previous audits. Internal HSE and other High Risk Audits will be scheduled using the Regional Audit Schedule in accordance with Monitoring and Review

John Holland shall:

- define the audit criteria and scope for each audit;
- select auditors and conduct audits to ensure objectivity and the impartiality of the audit process;
- ensure that the results of the audits are reported to relevant management

John Holland shall retain documented information as evidence of the implementation of the audit programme and the audit results.

Required Project documentation	Responsibility	JH tools to be used by Project to manage documentation
Audit Programme	Regional HSEQ Personnel	John Holland Event Tracker
Audit Reports	Regional HSEQ Personnel	John Holland Event Tracker
Actions Arising	Regional HSEQ Personnel	John Holland Event Tracker

9.3 Management review

EMS reference
Monitoring and Review JH-MPR-SQE-002
Independent Project Reviews JH-MPR-PMA-018
Project Monthly Reporting and Reforecasting and Review JH-MPR-PMA-015
WHSR Planning JH-MPR-WHS-001

John Holland management conduct yearly reviews of the John Holland EMS, to ensure its continuing suitability, adequacy and effectiveness. When the EMS review is complete an update of system improvements is communicated via the IMS to all employees.

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The management review shall include consideration of:

- the status of actions from previous management reviews;
- changes in:
  - external and internal issues that are relevant to the environmental management system;
  - the needs and expectations of interested parties, including compliance obligations;
  - its significant environmental aspects;
  - risks and opportunities;
- the extent to which environmental objectives have been achieved;
- information on the organisation's environmental performance, including trends in:
  - nonconformities and corrective actions;
  - monitoring and measurement results;
  - fulfilment of its compliance obligations;
  - audit results;
- adequacy of resources;
- relevant communication(s) from interested parties, including complaints;
- opportunities for continual improvement

The outputs of the management review shall include:

- conclusions on the continuing suitability, adequacy and effectiveness of the EMS;
- decisions related to continual improvement opportunities;
- decisions related to any need for changes to the environmental management system, including resources;
- actions, if needed, when environmental objectives have not been achieved;
- opportunities to improve integration of the EMS with other business processes, if needed;
- any implications for the strategic direction of the organisation

Management reviews are conducted at project level through the internal project reports and/or HSEQ Valuations. The project shall retain documented information as evidence of the results of management reviews.

Required Project documentation	Responsibility	JH tools to be used by Project to manage documentation
Internal Project Report (Monthly)	Managing Contractor's Representative	Project Pack – Document Management System or Aconex
Project Management Meeting minutes	Managing Contractor's Representative	Project Pack – Document Management System or Aconex
HSEQ Valuation (Monthly)	Managing Contractor's Representative	John Holland Event Tracker
Actions Arising	Project Environment Representative	John Holland Event Tracker

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10 Improvement

10.1 Incidents, non-conformity and corrective action

EMS reference
Non-conformance and Corrective Action JH-MPR-SQE-007
Incident and Event Management JH-MPR-SQE-010

When a nonconformity (including an incident, or a verified complaint) occurs, the Project shall:

- react to the nonconformity and, as applicable:
  - take action to control and correct it;
  - deal with the consequences, including mitigating adverse environmental impacts;
- evaluate the need for action to eliminate the causes of the nonconformity, in order that it does not recur or occur elsewhere, by:
  - reviewing the nonconformity;
  - determining the causes of the nonconformity;
  - determining if similar nonconformities exist, or could potentially occur;
- implement any action needed;
- review the effectiveness of any corrective action taken;
- make changes to the environmental management system, if necessary

Corrective actions shall be appropriate to the significance of the effects of the nonconformities encountered, including the environmental impact(s).

The Project shall retain documented information as evidence of:

- the nature of the nonconformities and any subsequent actions taken;
- the results of any corrective action

Required Project documentation	Responsibility	JH tools to be used by Project to manage documentation
Event Records	Project Environment Representative/s	John Holland Event Tracker
Non Conformance Records	Quality Representative/s	John Holland Event Tracker
Actions Arising	Project Environmlent Representative/s	John Holland Event Tracker

10.2 Accountable Culture Tool (ACT)

EMS reference
Incident and Event Management JH-MPR-SQE-010
Counselling and Disciplinary Procedure JH-MPR-PPL-012

The Accountable Culture Tool (ACT) is designed for line managers to help them to understand, categorise and address appropriate actions of their staff, work force and subcontractors w in a fair and just way.

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The ACT is a step-by step decision making tool that provides managers with a structured process to address an event and the people involved in a constructive way and not simply react on the outcome. It also encourages the recognition of positive performance.

Required Project documentation	Responsibility	JH tools to be used by Project to manage documentation
Event Records	HSE Manager, Project Environment Representative/s	John Holland Event Tracker
Reward and recognition records	HR Representative	Chris 21 – for JH personnel W Drive – for external personnel
Counselling and disciplinary records	HR Representative	Chris 21 – for JH personnel W Drive – for external personnel

10.3 Continual improvement

EMS reference
Monitoring and Review JH-MPR-SQE-002
Project Completion Procedure JH-MPR-PMA-016

The Project shall continually improve the suitability, adequacy and effectiveness of the John Holland EMS to enhance environmental performance.

Required Project documentation	Responsibility	JH tools to be used by Project to manage documentation
Actions Arising	Project Environment Representative/s	John Holland Event Tracker
Lessons Learned	Project Environment Representative/s	Work Centre

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Appendix 1: Project Context Summary

Environmental Context

A number of environmental issues and constraints which should be taken into account during the planning stage of the development. These are further detailed in the QBuild 2019 Environmental Checklist Report & Koala Management Plan A summary of the findings are listed below

Indigenous Cultural Heritage

Search results from the Department of Aboriginal and Torres Strait Islander Partnership (DATSIP) cultural heritage database shows no records of indigenous cultural heritage within present on the site. The proposed area has been previously cleared and is heavily disturbed. Therefore, the nature of the activity is likely to be Category 4 "Area previous subject to significant disturbance under the Aboriginal Cultural Heritage Act 2003, Section 28 Duty of Care Guidelines. Works within Category 4 can proceed without a cultural heritage assessment.

During the planning phase of the Stage 2 project works, The Cultural Heritage Agreement from the Stage 1 development of the Southern Queensland Correctional Precinct will be reviewed to confirm if the Stage 2 works can/are to be carried out under than agreement. This review will detail if a new mitigation program is to be developed for the Stage 2 works. If a new agreement is required to be developed, the new agreement shall identify the obligations of project stakeholders.

Local Planning Scheme

The site is partially mapped as containing 'Significant Habitat Areas' under the planning scheme (Attachment E). However, the proposed area has been heavily disturbed and prepared during Stage 1 development, is cleared of vegetation and outside these mapped values.

Current design does not require any further clearing works to be undertaken during the Stage 2 scope of works for the Southern Queensland Correctional Precinct. A further review will be required at the completion of the 100% design stage of the project for confirmation that no clearing works are required.

At the time of writing this management plan "Broadacre Irrigation" was being investigated as a possible design inclusion. If the proposal moves forward and claring is required, appropriate deparments (Lockyer Valley Regional Council – Gatton Shire Planning Scheme) will be consulted in respect to Local Planning schemes.

Vegetation Management, Nature Conservation and EPBC Acts

The regulated vegetation map obtained from the Department of Environment and Science (DES), shows that the site does partially support areas of mapped regional ecosystem. However, the area of the site subject to this assessment is heavily disturbed and outside the mapped areas.

As noted above in the 'Local Planning Scheme' section, further reviews will be undertaken at the 100% design stage (100% CD Issue) for confirmation that no further clearing works are required. A Flora Survey and Fauna breeding area management plan, will only be relevant if

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there is to be clearing activities undertaken. These plans will be required if the ‘Broadacre Irrigation’ scheme is adopted for the project.

Koala Planning Instruments

State Government Supported Community Infrastructure Koala Conservation Policy (Community Infrastructure Policy) requires that a Koala Assessment and Conservation Management Plan be prepared for all community infrastructure projects within the South East Queensland Koala Protection area with a minimum footprint of 500m2. Lockyer Valley Regional Council is outside the SEQ Koala Protection Area.

During the planning phase of the Stage 2 project Koala and fauna management plans will be developed and will take into account the report prepared by Natural Solutions titled “Ecological Assessment Spring Creek, Gatton” from May 2007

Invasive Species

A site inspection was not carried out as part of this report; therefore, it is unknown if there are listed

weed species present on the site. The site is not mapped on the National Red Imported Fire Ant Eradication Program Fire ant biosecurity zones mapping.

If the map changes and site is subsequently included as part of a fire ant biosecurity zone, any materials movements will be undertaken with controls that are to be observed. Suspected sightings of fire ants, will be reported to Biosecurity Queensland and the Clients Representative as soon as practicable.

A Site inspection for further assessment is required to confirm any presence of invasive species will be carried out in conjunction with the ‘Bulk Earthworks’ contractor in advance of their ‘Top-soil’ removal works activities. Any encountered Invasive Species will be noted and treated on site in advance of the ‘top-soil’ stripping activities.

Continual monitoring of the site will be ongoing for the duration of the construction project, any and all confirmed sightings of prohibited and restricted matters will be reported to Biosecurity Queensland.

Protected and Vulnerable Areas

There are areas of ecological significance mapped on the site surrounding the proposed Stage 2 area.

Additional Erosion and Sediment control measures will be installed and maintained to the project Civil consultant drawings NTP-DWG-CV-AA-020 through NTP-DWG-CV-AA-029. The erosion and sediment controls will be inspected post rain events and any sediment build-up will be removed.

Contamination

The site is not listed on the EMR and/or CLR registers. Any found contaminated soil will be disposed of under a disposal permit with full tracking requirements.

All materials being removed from site will be classified by environmental laboratory testing and disposed of in accordance with guidelines for its classification.

Acid Sulfate Soils

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The entire site is mapped as C4 Extremely Low Probability/Very Low Confidence' for Acid Sulfate Soils (ASS) on Australian Soil Resource Information System. Therefore, an ASS Assessment is not considered to be necessary for the project.

The project architect (Guymer Bailey) have engaged a Soil Property Assessment of Soil Samples Gatton Prison Extension – Millers Rd Adare, undertaken by 'Environmental Soil Solutions Australia' (ESSA) with accompanying report titled "Soil Report, for Guymer Bailey (12 October 2020)".

The Soil Assessment report has been circulated to the project consultant team (WSP, Northrop and Webb Australia) Consultant teams have provided their endorsement of the Soil Assessment report aligning to the current design.

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Appendix 2: Obligations, Approvals and Licences Register

Environmental Element	Obligations/ Approvals/ Licences Required	Source	Relevance to Project	Relevant Authority	Responsibility	Status/Timing
Existing Sewerage Treatment Plant (STP)	▪ Environmental Authority (EA) amendment.	▪ Environmental Protection Act 1994	▪ Required if Significant modification / augmentation of the existing STP	▪ Environmental Protection Authority	JH	▪ Final design inputs to existing STP required.
Existing Sewerage Treatment Plant (STP)	▪ Compliance	▪ Nature Conservation (Wildlife Management) Regulation 2006	▪ Protected Plant Flora Survey & Fauna Breeding Area Management Plan if clearing vegetation 'in the wild'	▪ Wildlife Authority	JH	▪ Final design outcome of the Water Balance and if there is a need to have additional evaporation basins ▪ Decision to proceed with Broadacre Irrigation scheme
Hydrology and Stormwater	▪ Stormwater Management Plan	▪ Environmental Protection (Water) Policy 2009	▪ The proposed development will result in an increase in hard surface area and potentially impact the existing stormwater systems	▪ Local Authority Guidelines	Project Civil Engineer (Northrop)	▪ To be completed

Fauna and Flora	▪ Wildlife Permit required to handle and relocate native fauna ▪ Fauna / Species Management Plans	▪ Environment Protection and Biodiversity Conservation (EPBC) Act 1999	▪ May be required if Fauna found on site. ▪ To be prepared & Implemented to ensure safe relocation / removal of species	▪ Department of the Environment	JH	▪ If required ▪ If required upon the presence of fauna
Indigenous Cultural Heritage	▪ Cultural Heritage Agreement	▪ Aboriginal Cultural Heritage Act 2003 Duty of Care Guideline ▪ DATSIP – Environmental Checklist Report: Southern Queensland Correctional Centre – Stage 2	▪ The site is subject to an existing Cultural Heritage Agreement that was executed for Stage 1 of the development. ▪ There are no Aboriginal or Torres Strait Islander cultural heritage site points recorded on the Lot	▪ Department of Environment and Science (DES) ▪ Department of Aboriginal and Torres Strait Islander Partnerships	JH	▪ Check existing agreement remains valid. If not valid then a new mitigation program may need to be developed. Any new agreement is to clearly define obligations of all stakeholders.
Koala Planning Instrument	▪ Koala Assessment and Conservation Management Plan	▪ Koala Conservation Policy (Community Infrastructure Policy)	▪ Lockyer Valley Regional Council is outside the SEQ Koala Protection Area			▪ NOT REQUIRED ▪ Appropriate Koala and fauna management plans to be developed referencing the “Ecological Assessment Spring Creek, Gatton” by

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						Natural Solutions May 2007
Soil & Geology (Erosion Risk)	▪ Construction Environmental Management Plan (CEMP) ▪ Site Environmental Plan incorporating erosion and sediment control.	▪ Environmental Protection Act 1994	▪ IEA Best Practice Erosion and Sediment Control			▪ Project Civil Drawings for erosion and Sediment control: NTP-DWG-CV-AA-020, ▪ Through NTP-DWG-CV-AA-029
Soil & Geology (Acid Sulfate Soils)			▪ The entire site is mapped as C4 Extremely Low Probability/Very Low Confidence' for ASS			▪ NOT REQUIRED ▪ ▪ An ASS Assessment is not considered to be necessary for the project
Bushfire	▪ Bushfire Hazard Assessment	▪ State Planning Policy and the Planning Scheme bushfire hazard overlay code	▪ The proposed site is subject to bushfire hazard as mapped under the planning scheme	▪ Local Authority Guidelines	JH	▪ Incorporate into CEMP
Flood	▪ Flood impact assessment	▪ Temporary Local Planning Instrument 01/2019 – Flood Regulation	▪ Assessment criteria relating to overland flow paths		JH	▪ Refer to Appendix 4
Traffic	▪ Site Traffic Impact Assessment (update)	▪ Existing report	▪ Report to be updated to reflect the increased capacity of the	▪ Existing Report		▪ Include within project TMP

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	site and to confirm any potential new traffic requirements based on change to background traffic.	

Appendix 3: Integrated Management System Procedures

IMS procedure references
Environment Management Manual JH-MAN-ENV-001
Strategic and Business Planning JH-MPR-BUA-020
Environment and Heritage Policy JHG-POL-GEN-002
Resource Planning JH-MPR-PPL-003
Project Launch JH-MPR-PMA-001
Planning and Programming JH-MPR-PMA-002
Environmental Planning JH-MPR-ENV-001
Managing SQE Risks JH-MPR-SQE-006
Global Mandatory Requirements 9, 10 & 11 (JHG-STD-WHS-009, JHG-STD-WHS-010 & JHG-STD-WHS-011)
Learning and Development JH-MPR-PPL-020
Employee Records JH-MPR-PPL-021
Verification of Competency JH-MPR-PAE-005
Counselling and Disciplinary JH-MPR-PPL-012
Internal Design Management JH-MPR-DES-001
Management of Design Consultants JH-MPR-DES-002
Letting of Consultant, Subcontract, Supply Packages JH-MPR-PMA-005
Administration of Consultant, Subcontract or Supply Packages JH-MPR-PMA-006
Performance Rating of Subcontractors JH-MPR-QUA-004
Site Induction JH-MPR-SQE-001
Health Safety Management & Consultation Arrangements JH-MPR-WHS-004
Community Relations JH-MPR-CCM-005
Corporate Communications JH-MPR-CCM-004
Performance Statistics – Safety, Quality & Environment JH-MPR-SQE-009
Project Documentation Control Procedure JH-MPR-QUA-005
Inspection of Subcontracted Works JH-MPR-QUA-003
Hazardous Chemicals Management JH-MPR-SQE-011
Asbestos Procedure JH-MPR-WHS-024
Plant and Equipment JH-MPR-PAE-001
Managing Safety for Senior Leaders JH-MPR-WHS-020
Purchasing JH-MPR-PMA-004
Emergency Evacuation and Response JH-MPR-PMA-008
Monitoring and Review JH-MPR-SQE-002
Inspection, Testing and Surveillance JH-MPR-SQE-004

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IMS procedure references
Workplace Hazard Identification and Inspection JH-MPR-WHS-006
Resource Use Reporting JH-MPR-ENV-002
Project Monthly Reporting and Reforecasting and Review JH-MPR-PMA-015
WHSR Planning JH-MPR-WHS-001
Independent Project Reviews JH-MPR-PMA-018
Non-conformance and Corrective Action JH-MPR-SQE-007
Incident and Event Management JH-MPR-SQE-010
Project Completion Procedure JH-MPR-PMA-016

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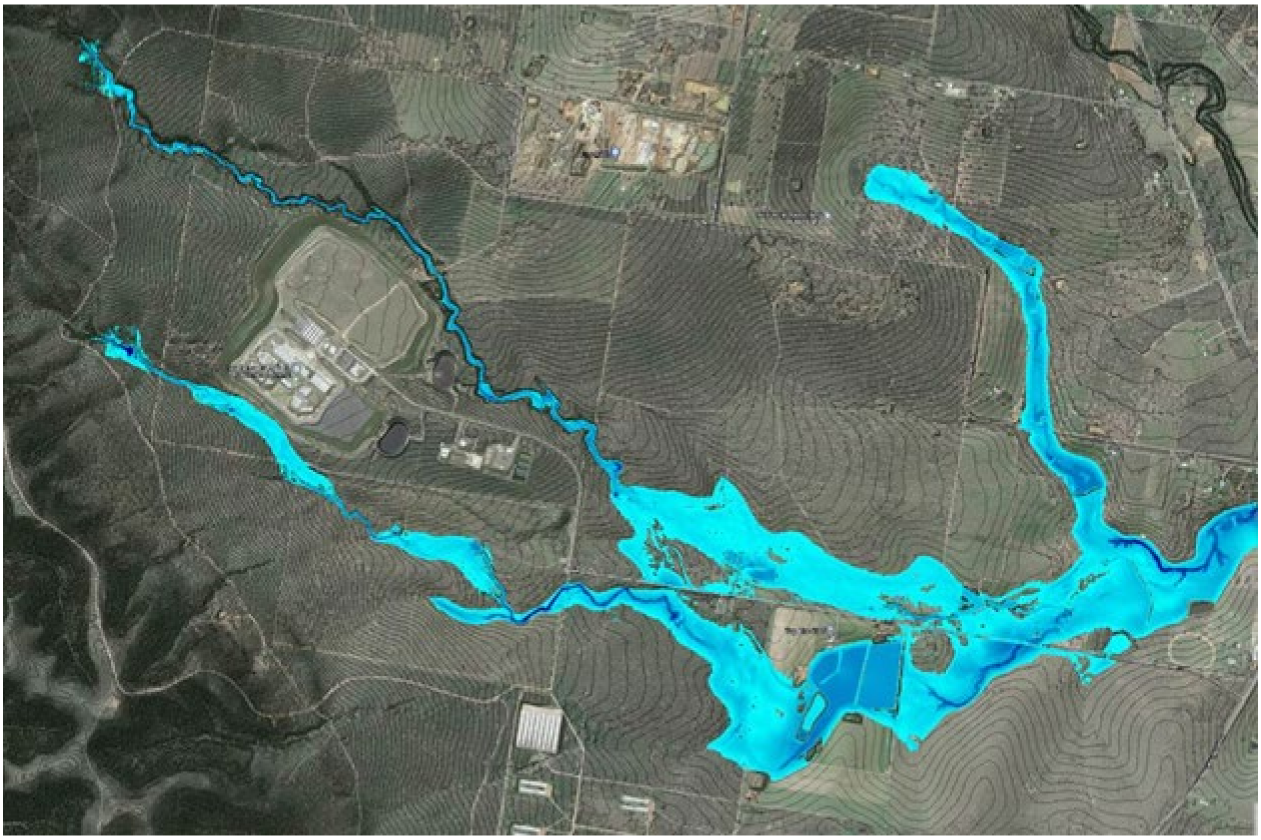
Appendix 4: Flood Impact Assessment

The SQCP Stage 2 site is located on an already excavated and leveled construction pad. A large existing swale drain surrounds the perimeter of the construction site (constructed by others) has been designed to capture and convey localised surface runoff from the construction site and neighbouring prison. The existing swale drain discharges to existing stormwater detention basins (all of which were constructed as part of the Stage 1 works undertaken circa 2010.)

The Site catchment area which flows into the existing basins is approximately 50Ha, whereas the Regional catchment area for waterways upstream of Gatton-Esk Road is 1,877Ha. Any impact of these existing basins (and associated project catchments) on overall flood levels or flooded extents within the project area would be negligible.

Below image is a flood impact assessment for a 1:100 year flood event.



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