
Draft Construction Environmental Management Plan



Draft Construction Environmental Management Plan

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Revision History

Rev	Date	Description	Originator	Reviewer	Approver
A	October 2007	First Draft	C Thamm	T Peterson	

SUMMARY

This Environmental Management Plan (EMP) has been developed for the construction of the Jilalan Rail Yard Upgrade and associated infrastructure (herein referred to as the "Project"). It provides a framework to facilitate the successful implementation of environmental management procedures to manage potential environmental impacts, ensure compliance with obligations under law, commitments of the project Environmental Impact Statement as well as a mechanism to ensure the Coal Stream Alliance Jilalan (referred to as CSAJ) meets its internal environmental performance targets and where applicable, realise potential opportunities for enhanced environmental outcomes.

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1.0 Introduction

1.1 Purpose of the Management Plan

This plan sets out a framework for the management of environmental obligations and issues for the Project. This EMP primarily addresses construction related potential environmental impacts created during the construction period (eg construction dust and noise) and any permanent environmental impacts (eg disturbance to vegetation and water quality) that are influenced by the construction methods.

All subcontractors to CSAJ will be required to develop their own EMPs which satisfy all relevant requirements of this EMP and obligations under law or operate fully under this EMP.

This EMP describes how the CSAJ will manage the environmental issues associated with the construction of the Project.

The aims of this EMP are to:

- 1) Capture the environmental issues associated with the construction of the Project as already identified and assessed through the Environmental Impact Statement (EIS) and various development approval applications and assessments for the site;
- 2) Develop environmental mitigation measures to minimise the potential impacts associated with the construction phase of the Project; and,
- 3) Incorporate the environmental mitigation measures identified into a comprehensive framework to facilitate and ensure their appropriate management through the construction stage of the Project.

For the construction phase of the Project, all personnel, subcontractors and consultants shall be made familiar with the CSAJ environmental objectives and all activities will be undertaken in accordance with this EMP.

1.2 Preparation and Review of the Environment Management Plan

This EMP has been prepared using the following methods:

- Review of Project Documentation including the following:
 - Environmental Impact Statement (September 2007);
 - Draft Project Risk Register; and
 - Reference Documents and Legal Requirements.
- Review of project activities;
- Undertaking a risk assessment of proposed works; and
- Documentation of control measures required to manage the identified risks.

1.2.1 Revision

The EMP will be reviewed and amendments made if:

- There are relevant changes to environmental conditions or generally accepted environmental management practices; or
- New or previously unidentified environmental risks are identified; or
- Information from the project monitoring and surveillance methods indicate that current control measures require amendment to be effective; or
- There are changes to environmental legislation that are relevant to the project; or
- There is a request made by a relevant regulatory authority.

The EMP should be reviewed and amended if necessary, at least once during the construction period to determine the suitability and effectiveness of the current control measures.

1.3 Key Project Tasks

The major activities associated with the Project are:

Pre-construction:

- Site establishment (administration buildings, construction compound, crib huts, ablution blocks);
- Survey;
- Geotechnical surveys;
- Establishment of accommodation village;
- Collections of any outstanding baseline data.

Construction:

- Survey;
- Fencing;
- Installation of erosion and sediment controls (sedimentation basins, diversion and catch drains, sediment fences etc);
- Clearing and grubbing;
- Topsoil removal and stockpiling;
- Piling;
- Earthworks

1.4 Relationships to other Management Systems

The Project is managed in accordance with a series of management plans, which cover the various aspects of the project.

The Matrix below depicts the relationship between this Environmental Management Plan and other

Environmental Management Plan

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Functional Plans

Figure 1.2 – Management Plan Relationships

2.0 Environmental policy

2.1 Environmental policy

The Coal Stream Alliance Jilalan is committed to working in an environmentally responsible manner.

To realise this commitment it is the Alliance's policy that appropriate commercially sustainable management practices are implemented by the Project Manager, who will deliver the following outcomes:

- Compliance with all relevant legislative and other requirements.
- Control of potential sources of pollution associated with site operations.
- Protection of native flora and fauna.
- Conservation of natural resources.
- Adoption of an operating practice that seeks continual improvement of environmental performance.
- Compliance with the QR Environmental Policy and commitments to the Sustainability Alliance, ESD and approval/licence conditions relevant to QR operations within the project area

All personnel and contractors employed by CSAJ are required to perform their activities in accordance with the CSAJ Environmental Management System and Site Based Management Plan.

3.0 Reference documents and legal requirements

This EMP is the lead document that dictates environmental performance for the Project construction. Sub plans to the EMP have been developed to address specific significant environmental issues associated with the Project. The specific sub plans for the project are described in Section 9.0.

In addition, construction work method statements (WMS) would address any specific requirements from Sub plans to ensure that environmental issues are addressed at an operational level. The WMS would incorporate references to specific tasks relating to environmental controls, such as installation of sediment control devices and spill management.

Changes in environmental legislation and/or the environmental management procedures developed for this project may change at some time during the project. This EMP will be continually updated to reflect these changes. Licences, permits and approvals granted for the Project are contained in Section 3.2.

3.1 Reference documents

Compliance with legal obligations is an integral component to successfully delivering the Project. CSAJ aims to implement all possible mitigation measures to control environmental hazards relevant to the construction phase of the project. This includes compliance with all relevant environmental legal requirements and best-practice guidelines. Following is an indicative list of key organisational legislation and guidelines that may be applicable to this project.

3.1.1 Legislation, Policies and Regulations

- *Aboriginal and Torres Strait Island Heritage Protection Act 1986*
- *Aboriginal Cultural Heritage Act 2003*

- *Acquisition of Land Act 1967*
- *Animal Care and Protection Act 2001*
- *Coastal Protection and Management Act 1995*
- *Commonwealth Environment Protection (Impact of Proposals) Act 1974*
- *Commonwealth Environment Protection and Biodiversity Conservation Act 1999*
- *Commonwealth Aboriginal and Torres Strait Islander Heritage Protection Act, 1984*
- *Commonwealth Endangered Species Protection Act, 1992*
- *Commonwealth Australian Heritage Commission Act, 1975*
- *Commonwealth Native Title Act, 1993*
- *Cultural Record (Landscapes Queensland & Queensland Estate) Act, 1987*
- *Dangerous Goods Safety Management Act 2001*
- *Environmental Protection Act, 1994*
- *Environment Protection (Noise) Policy, 1997*
- *Environmental Protection (Water) Policy, 1997*
- *Environmental Protection (Air) Policy, 1997*
- *Environmental Protection (Waste Management) Policy, 2000*
- *Environmental Protection Regulation, 1998*
- *Fisheries Act, 1994*
- *Integrated Planning Act 1997 (Qld)*
- *Land Act, 1994*
- *Nature Conservation Act, 1992*
- *Nature Conservation (Wildlife) Regulation 1994*
- *Queensland Heritage Act, 1992*
- *Queensland Aboriginal Heritage Act, 2003*
- *Road and Rail Transport (Dangerous Goods) Act 1997*
- *Rural Lands Protection Act, 1998*
- *Soil Conservation Act 1986*
- *Transport Infrastructure Act 1994*
- *Transport Planning and Coordination Act 1994*
- *Vegetation Management Act 1999*
- *Water Act 2000*
- *Workplace Health and Safety Act 1995*

3.1.2 Standards and Guidelines

- *Environment Protection Agency – Water Quality Sampling Manual 1987*
- *Environment Protection Agency – Air Quality Sampling Manual 1997*
- *ANZECC Guidelines for Fresh and Marine Water Quality 2000*
- *Soil Erosion and Sedimentation Control Guidelines for Queensland Construction Sites, Institute of Engineers, 1996*
- *Department of Natural Resources and Mines Clean down Procedure Guidelines*
- *Local Government Weed Management Plan*
- *AS 1055.1 and 2659.1 – Noise Monitoring*
- *AS 2436 – Noise Control Methods*
- *AS 2187.2 – Vibration*
- *AS 3580 – Methods of Sampling and Analysis of Ambient Air*
- *AS 2922 (1987) – Ambient Air: Guide for the Siting of Sampling Units*
- *AS 1940-1993 The storage and handling of flammable and combustible liquids*

- *Draft Guidelines for the Assessment and Management of Contaminated Land in Queensland (1998)*
- *Draft Mackay-Whitsunday Regional Coastal Management Plan*

3.2 Approvals/Licences/Permits

CSAJ will maintain a register of all Approvals/Licences/Permits granted for the Project. A list of all environmental legislation and associated approvals, licences and permits required for the Project and their current status has been included in Appendix A. Copies of the associated approvals are included in Appendix B.

3.3 Environmental risk assessment

An environmental risk assessment has been undertaken for the project and is documented in the project Risk Register (Refer 21-MPL-21 CSA Risk and Opportunity Management Plan) an **Environmental Aspects, Impacts and Risk Management Register (Appendix A)**.

The risk register includes the risks as identified in the CSAJ risk assessment workshops as well as other risks that have been identified by project staff.

The risk assessment process is based on the Australian standard for risk assessment (AS/NZS 4360:1999) and covers all aspects of construction including normal and abnormal operations or activities and any potential emergency situations.

The outcomes of this process (ie the Environmental Aspects, Impacts and Risk Management Register) are reflected in, and will be managed through the implementation of this Construction EMP, the Environmental Management Sub Plans (refer Section 9) and Work Method Statements.

The Register will be revised as needed to reflect any significant changes to the project and/or construction techniques.

3.4 Project environmental issues and controls

The key environmental issues associated with the project and the controls to manage these issues are shown in the sub plans in section 5. These issues and controls have been identified through a risk assessment process and consideration of the EIS, permit conditions and a variety of industry standards and reference documents.

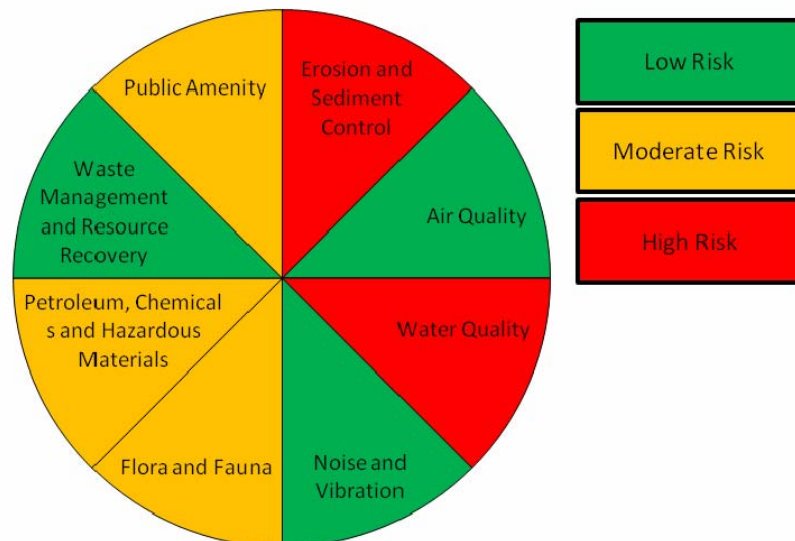
The major issues relate to water quality, erosion and sediment control, dust, noise and vibration, flora and fauna, waste management and hazard management.

The site is in close proximity to residences and hence they are considered to be susceptible to the impacts of excessive dust and noise. Dust control will be achieved through the use of dust suppression techniques and noise impacts will be managed through the implementation of mitigation measures throughout construction. Details of the monitoring regime and the specific control methods are provided in the relevant Environmental Management Sub Plans (refer Section 9).

The effectiveness of the controls identified in the Environmental Management Sub Plans will be assessed through regular monitoring and routinely reviewed throughout the pre-construction and construction phases.

3.5 Environmental management sub plans – Risk Assessment

Figure 2 indicates the relative risk associated of the various environmental aspects of the project. This information is based on the outcomes of the environmental risk assessment.



3.6 Work Method Statements

Following from the Environmental Risk Assessment process outlined in Section 3.3, environmental controls and procedures will be specifically incorporated into work method statements (WMS) for construction activities that have 'high' or 'very high' risks (also known as critical construction activities).

The WMS will be developed in advance of the operations to which they relate and will be implemented from commencement of these activities. WMS will address the environmental issues that are specific to that method and/or site and will include, but will not be limited to the following:

- Site or construction activity;
- Description of activity;
- Relationship/references to the EMP and Sub Plans;
- Legal and other requirements -;
- Environmental Risk Assessment which includes the identification of possible environmental hazards and determining the level of associated risk;
- Roles and responsibilities of site personnel;
- Mitigation and control measures to minimise any adverse effects in line with the Sub Plans;
- Establishing, monitoring and measuring indicators to ensure compliance with legislative requirements, standards and approval/permit conditions;
- Reporting requirements against criteria that are stated in the contract requirements; and
- Compliance requirements including auditing, inspections and checklists and the associated corrective action requirements.

4.0 Implementation and operation

4.1 Project Team

Resources for this project have been identified by the Alliance Manager and detailed in the Project Organisation Chart as referenced in the Alliance Management Plan.

4.2 Responsibilities and Authority

The responsibilities and authorities of personnel are defined in position descriptions, and the extent to which functional responsibility rests are located in each Management Plan. The responsibilities of staff specific to this Environmental Management Plan are generally detailed below:

		ALT	AMT	Alliance Manager	Design Manager	Construction Managers	Wider Project Team	Commercial manager
Creation of the Management Plan		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approval of the Management Plan		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approval of Management Plan Amendments		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implementation and Operation	Establishment of Risk Work Shop Facilitator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Establish Risk Register	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Identify Risks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Analyse and Define each risk profile	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Define Risk Treatments Arising from Risk Analysis	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Monitor / Review Risk Treatments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Report Risk Performance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.2.1 *Responsibilities & Authorities*

All Alliance members are responsible for their own environmental performance and the impact they have on environmental performance. The responsibilities and authorities of project personnel are defined in position descriptions:

Alliance Project Manager

The Alliance Project Manager duties include but are not limited to the following:

- Implementing, reviewing and ensuring compliance with this EMP and associated Environmental Management Sub Plans;
- Ensuring that the environmental requirements in this EMP are not secondary to other construction requirements;
- Allocating resources to meet the requirements of this EMP;
- Notifying the relevant regulatory authorities in the event of an environmental incident, non-conformance potentially resulting in environmental harm or breaches of approval/permit conditions (where required to do so by legal obligation);
- Ensuring that all members of the Alliance are implementing the requirements of this EMP and investigate and review any environmental complaints received; and
- Implementing effective corrective actions and reviews in response to environmental complaints.
- Ensuring the appropriate resourcing (in collaboration with the Project Controls Manager) requirements

Project Controls Manager

The Project Controls Manager duties include but are not limited to the following:

- Ensuring the development, maintenance and implementation of the environmental management system and environmental management plan;
- Participating in audits / inspections etc especially systems related audits;
- Ensuring the appropriate resourcing (in collaboration with the Alliance Manager) to manage environmental requirements.

Supervisors (Foremen)

The Supervisors duties include but are not limited to the following:

- Undertaking site inspections including inspecting the environmental controls in place and repair / implementing corrective actions to remediate any non conformances;
- Implementing controls, investigating and ensuring the remediation of any spills, environmental incidents or non-conformances that may occur on site;
- Reporting on any activity that has resulted in, or has the potential to result in an environmental incident immediately to the Environmental Officer;
- Communicating with all personnel and subcontractors regarding compliance with the EMP and site specific environmental issues;
- Co-ordinating the implementation of the EMP;

- Co-ordinating the implementation and maintenance of pollution control measures; and,
- Ensuring that instructions are issued and adequate information provided to field based personnel which relate to environmental risks on site.

Environmental Officer

The Environmental Officer's duties include but are not limited to the following:

- Providing environmental input into the development of integrated procedures;
- Undertaking site inspections including inspecting the environmental controls in place and reporting any non conformances immediately to the appropriate supervisor and Alliance Manager where necessary;
- Undertaking environmental monitoring and inspections;
- Participating in environmental audits; and,
- Developing, monitoring and reviewing environmental management procedures.
- Preparation of the monthly environmental report (this will be a component of the monthly Alliance Leadership Team report)

Community Liaison Officer

The Community Liaison Officer's duties include but are not limited to the following:

- Manage the complaints/community contact database and ensure complaint close-outs are within acceptable timeframes;
- Attend community liaison meetings;
- Inform local residents of construction activities that have potential to cause disturbance;
- Liaison with Traditional Owner groups and site representatives.

Other Alliance Personnel

All personnel associated with the project will adhere to the following environmental management actions:

- Undertake all activities in accordance with the agreed management plans, procedures and work methods;
- Report any activities that have resulted in or have the potential to result in an environmental incident ; and,
- Ensure that they attend any environmental training that is provided.

The following roles are referred to throughout the Draft EMP and sub plans – all will require review to ensure that the appropriate roles and responsibilities definitions are correct and reference to each role is consistent throughout the documents:

Project Controls Manager
Plant Operators
Fauna Spotter/Catcher
Queensland Rail Authorised Person

Construction Manager
Earthworks Manager
Supervisors
Workshop Supervisors
Site Engineer
Safety Officer

5.0 *Training*

Prior to commencing work on projects all staff and subcontractors are to receive environmental awareness training during the site induction training that includes, but is not limited to the following:

- EMP overview
- Project Environmental Policy;
- Roles and responsibilities and site management contact details;
- Relevant legislation;
- Environmental aspects of the project and the location of environmentally sensitive areas, with emphasis on:
 - maintaining acceptable downstream water quality and maintenance of water quality controls;
 - avoiding environmental nuisance due to a deterioration in air quality through dust liberation or noise generation;
 - cultural heritage requirements/obligations under CHMP; and
 - animal ethics requirements/obligations for the treatment and management of injured/discovered fauna (including pest species).
- Key environmental issues and controls as identified in the Environmental Management Sub Plans;
- Emergency response;
- Incident reporting; and
- Environmental due diligence

Those elements of the EMP, which directly relate to the work to be carried out by the person or persons being inducted, are covered as part of the induction.

Records are maintained; detailing the attendees, content, trainer and dates of the induction/training.

Persons that have not been provided with appropriate environmental inductions/training (level of training is dependent on the nature of duties) are not to be allowed to work on projects. Training often includes field instruction on appropriate implementation of environmental controls (dependent on nature of duties).

6.0 *Monitoring and Auditing*

6.1 *Inspections and Auditing*

6.1.1 *Internal audits and inspections*

Environmental audits would be conducted to verify CSAJ's and their subcontractors' compliance with the environmental management program as defined by this EMP and associated documents.

The audit program would be managed by the Project Controls Manager and the CSAJ Environmental Officer who would, through consultation:

- Maintain a continual planned schedule of audits. The frequency of audits will be determined by the nature of works and their potential impacts in addition to project approval / contractual requirements;
- Appoint auditors on the basis of technical competence, independence and auditing experience;
- Maintain records of all audits;
- Ensure that any required corrective actions are promptly and effectively implemented; and
- Report audit findings in accordance with the Alliance reporting schedule.

All aspects of this EMP and Environmental Management Sub Plans will be reviewed on a regular basis, including the following actions:

- Site inspections and environmental checklists will be completed on a weekly basis throughout the pre-construction and construction phases by the CSAJ Environmental Officer
- Audits will be undertaken by the CSAJ Environmental Officer on a monthly basis to determine compliance with project approval and contractual requirements; and
- A post-completion environmental compliance audit will be undertaken within 60 days of practical completion of construction.

All internal audits and inspections will be carried out in accordance with CSAJ's Quality Management procedures.

6.1.2 Auditing of Equipment

All environmental monitoring equipment (eg noise meters, water quality meters, air monitoring equipment) will be maintained and calibrated according to manufacturer's specifications. Verification will be assessed as part of CSAJ's internal auditing processes and records of all verification audits will be retained.

All analyses of environmental samples (other than field samples) will be undertaken by NATA-accredited laboratories where practical to do so.

6.1.3 Non conformances and work improvement notices

Non-conformances with this EMP and Environmental Management Sub Plans, and associated documentation will be managed in accordance with CSAJ Quality Plan procedures and relevant contract requirements. A register of all non-conformances will be maintained and reviewed by the CSAJ Environmental Officer on a regular basis to identify corrective and preventative actions. Environmental incidents, complaints, investigation findings/outcomes and corrective actions will be reported in the monthly report.

This EMP and Environmental Management Sub Plans and Work Method Statements will be revised wherever appropriate to reflect the corrective action.

6.1.4 Management review

Management review meetings will be held every two months to examine the effectiveness of the implementation of the CSAJ's environmental management system for the project. These review meetings will address, but not be limited to the following:

- Performance against project aims and objectives;
- Results of audits, inspections, monitoring, complaints, incidents and investigations;
- Trends in non-conformance; and
- Setting new objectives and targets to promote continual improvement.

Meeting attendees will include (as a minimum) the Alliance Project Manager, Site Foreman, Quality Manager and the CSAJ Environmental Officer or their nominated representatives. The meeting would be chaired by the Environmental Officer.

6.2 Environmental monitoring and reporting

Monitoring requirements for the various environmental aspects of this project are summarised below and outlined in further detail in the attached Sub Plans.

Table 2: Environmental monitoring schedule

Environmental Aspect	Action Required	Responsibility	Frequency	Reporting
Erosion and Sediment Control	All drainage and sediment and erosion control measures will be inspected	Environmental Officer	Daily during construction and following a rain event of 20 mm or more in a 24 hour period	Weekly inspection checklist and monthly report
Air Quality	Dust monitoring will be undertaken to ensure dust levels do not exceed 120 mg/sqm/da	Environmental Officer	Upon receipt of a complaint of nuisance dust, or when requested by the Administering Authority	Complaint investigation report and the following monthly report (as required)
	Particulate (PM10) Monitoring. Particulate (particles with diameter of <10 micrometers) levels must not exceed 150 mg/sqm over a 24 hr averaging time	Environmental Officer	Upon receipt of a complaint of nuisance dust, or when requested by the Administering Authority	Complaint investigation report and the following monthly report (as required)
Water Quality	Surface water quality monitoring will be undertaken upstream and downstream prior to construction to determine baseline water quality levels. Surface water quality parameters to be monitored include: <ul style="list-style-type: none"> ▪ pH ▪ turbidity (NTU) ▪ DO (mg/L) ▪ EC (µS/cm) ▪ Visual oil and grease 	Environmental Officer	Surface water quality monitoring will be undertaken during or after rainfall events of 20 mm or more in a 24 hour period and at monthly intervals prior to construction	Baseline water quality monitoring report prior to the commencement of construction

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Environmental Aspect	Action Required	Responsibility	Frequency	Reporting
	<p>Surface water quality monitoring will be undertaken during construction and compared to baseline water quality levels. Surface water quality parameters to be monitored include:</p> <ul style="list-style-type: none"> pH turbidity (NTU) DO (mg/L) EC ($\mu\text{S}/\text{cm}$) Visual oil and grease 	Environmental Officer	Surface water quality monitoring will be undertaken during or after rainfall events of 20 mm or more in a 24 hour period and at monthly intervals during construction.	Monthly reports
	<p>Groundwater baseline monitoring will be undertaken fortnightly for three months prior to the commencement of pre-construction. Groundwater parameters to be monitored include:</p> <ul style="list-style-type: none"> Standing Water Level (SWL) pH EC ($\mu\text{S}/\text{cm}$) Redox Dissolved oxygen Temperature 	Connell Hatch Groundwater Team	To be determined following groundwater resource assessment	Data included in the baseline water quality monitoring report prior to the commencement of construction
	<p>Groundwater monitoring during pre-construction and construction will be undertaken on a monthly basis using pre-existing wells constructed during geotechnical investigations. Groundwater parameters to be monitored include:</p> <ul style="list-style-type: none"> Standing Water Level (SWL) pH EC ($\mu\text{S}/\text{cm}$) Redox Dissolved oxygen Temperature 	Environmental Officer	To be determined depending upon groundwater resource assessment	Results data included in the monthly report and Connell Hatch will provide an annual report at the end of the first 12 months of construction monitoring
WWTP effluent	<p>Record the quantity of wastewater generated using a water meter</p> <p>Record the quantity of effluent used for construction and irrigation using a water meter</p>	Site Foreman	Daily	Daily log record

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Environmental Aspect	Action Required	Responsibility	Frequency	Reporting
	Wastewater quality parameters to be monitored include: (refer site based management plan)	Environmental Officer		All monitoring results shall be reported in the monthly report
	Disinfection (free chlorine)		Weekly	Weekly recording sheet
	pH, BOD ₅ , EC, SS, TPS, Turbidity 95 % (max)		Weekly Turbidity continuous	Weekly recording sheet
	Indicator organism (eg faecal coliform)		Monthly	Laboratory report
	Total nitrogen Total Phosphorus Sodium (Na) Potassium (K) Calcium (Ca) Magnesium (Mg) Sulfur (S) Manganese (Mn) Iron (Fe) Chlorine (Cl) Copper (Cu) Zinc (Zn) Boron (B)		3 months	Laboratory report
	Toxic metals: Cadmium (Cd) Mercury (Hg) Arsenic (As) Lead (Pb)		6 months	Laboratory report
Effluent irrigation	Groundwater monitoring of existing monitoring bores installed for the effluent irrigation area and two background bores. Groundwater monitoring parameters shall include: SWL Nitrate as Nitrogen Faecal coliforms	Environmental Officer	Monthly during wet weather two months during dry weather	
	pH EC Ammonium nitrogen and total nitrogen Ortho-phosphate and total phosphorus Sulfate Chloride	Environmental Officer	6-12 months depending on funding limitations	Laboratory report
	Field observation to determine the extent of variation in irrigation application rates and/or soil moisture	Environmental Officer	Every three months	Results reported in monthly report

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Environmental Aspect	Action Required	Responsibility	Frequency	Reporting
	Irrigation system including pipework to be inspected for damage and blockages			
	Soil monitoring shall be undertaken at two fixed sample sites within the effluent irrigation area. Test every 200 mm from surface to 1000 mm or refusal.	Environmental Officer	Every 12 months	Laboratory report
	The test elements include: 1 soil: 5 water pH EC Chlorine (Cl) Phosphorus (P) NO ₃ 1 soil: 20 soil ammonium chloride Sodium (Na) Potassium (K) Calcium (Ca) Magnesium (Mg) Aluminium (Al) 1 soil: 10 DTPA Manganese (Mn) Iron (Fe) Copper (Cu) Zinc (Zn) 1: 2 CaCl ₂ Boron (B) 1 soil: 100 NaHCO ₃ Phosphorus (P) 1 soil: 200 0.1 N H ₂ SO ₄ Phosphorus (P) Kjeldal (1 sample site only) Nitrogen (N)			
Noise and Vibration	Continuous noise monitoring (LA ₁₀ , LA _{eq} , LA ₉₀) to be undertaken at the nearest resident's property boundary.	Environmental Officer	Upon receipt of a complaint of nuisance noise or when requested by the Administering Authority	Complaint investigation report and the following monthly report (as required)
Flora and Fauna	Monitoring rehabilitation works and fauna management, including fauna incidents, mulching and weed management.	Environmental Officer Fauna Spotter/Catcher	Up to two years Monthly inspections	Monthly report
Public Amenity	Site / excavation Inspections	Site Foreman Plant Operators Environmental Officer	Weekly During construction adjacent to sensitive receptors	Weekly site inspection checklist and monthly report

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Environmental Aspect	Action Required	Responsibility	Frequency	Reporting
Petroleum, Chemicals and Hazardous Materials	Monitoring activities to ensure compliance with EMP and ensure that all vehicles are well maintained	Site Foreman Other Alliance Personnel	Continuous	Weekly inspection checklist and monthly report
Cultural Heritage	Engage Traditional Owner representatives to undertake inspections and monitoring during pre-construction and construction phases	Site Foreman Community Liaison Officer Environmental Officer	Continuous during earthworks	Weekly report by Traditional Owner Groups and monthly report
Acid Sulfate Soils	Visual monitoring during works within the Plane Creek floodplain area	Environmental Officer Site Foreman	Continuous during earthworks in the Plane Creek floodplain area	Weekly inspection checklist and monthly report

Note: No waste monitoring measures are yet recorded in the Waste sub plan

7.0 Communication

Effective communication between all levels of CSAJ management, personnel, subcontractors and external parties is of paramount importance to the implementation and maintenance of this EMP.

7.1 Project Contacts

A project contacts list including Queensland Rail, Macmahon Holdings Limited, MVM Rail, Connell Hatch and Parsons Brinkerhoff staff is provided as Appendix C. This list also provides details for relevant contacts from administering authorities and other relevant government agencies and project stakeholders. It is the responsibility of the CSAJ Environmental Officer and Community Liaison Officer to maintain and update this list.

7.2 Internal communication

Internal communication of environmental performance and incident related issues will be achieved via:

- Weekly Management Meetings, with Environmental Management as an agenda item;
- Monthly project reports
- 'Tool box' talks focusing on environmental management awareness and other related issues for all site staff;
- Pre-shift meetings covering the works for the day and any environmental issues that require special consideration;
- Site notice boards, on which items such as the Environmental Policy are located; and
- Formal memos and notices issued to staff as required detailing any changes to site procedures and methods.

The CSAJ Environmental Officer will contribute to the monthly internal report on environmental matters. The Alliance Project Manager will then review the report to ensure this EMP is providing effective management of environmental issues.

7.3 External communication

External communication will be handled in line with Project Management and Quality Plan and the Community Relations Plan, which will be developed for the project and implemented prior to the commencement of the pre-construction phase. Please refer to the Community Relations Plan for detailed information on the following:

- Advertising construction activities;
- Establishing the Complaints Management System;
- Incident notification for regulatory authorities; and
- Consulting with both government agencies and the public.

7.4 *Enquiry and Complaint Management*

Comprehensive procedures for managing complaints and enquiries that are received in relation to the project will be implemented. All complaints received will be recorded in a project 'Contacts and Complaints' database, which will be kept as part of project records and in accordance with the Project's Community Relations Plan.

The following details will be recorded in the database for each complaint:

- Date and time of complaint;
- Contact details;
- The issue, nature and urgency of the complaint;
- Recommended response;
- Date action completed; and
- Outcomes and response to the complainant.

All complaints received will be acknowledged within 2 hours, an interim response will be provided within 24 hours, and a detailed response provided within 10 days of initial complaint receipt. Wherever possible, mitigation measures will be implemented and every attempt made to resolve the issue to the satisfaction of the complainant.

In the event of the receipt of an environmental complaint – including pollution – a written report is to be provided to the Queensland Rail Authorised Person within one working day regarding the complaint and corrective action taken. A further report detailing measures to prevent recurrence is to be provided within five working days of the incident.

Where required to do so under legal obligation, relevant administering authorities will be notified of incidents in the manner prescribed by the applicable permit or statute. **NOTE: notification obligations will be inserted in detail following granting of project approvals**

8.0 *Emergency Response*

Potential environmental emergency situations could arise from a variety of causes, directly or indirectly related to the Project. Emergencies are to be managed through the project Emergency Response Plan. Emergency response agencies and contact details are provided in the table below.

All Materials Safety Data Sheets will be stored at the main site office and, where appropriate, at specific locations where that substance(s) are being used.

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Table 3: Possible Emergency Situations

Hazard	Agencies and phone
Fire	Qld Fire Brigade 000
Bush fire	Qld Fire Brigade 000
Explosion	Qld Fire Brigade 000 Qld Police 000 Qld Ambulance 000 Sarina Hospital, 1 Hospital Street SARINA QLD 4737 (07) 4943 8777
Hazardous material spill or leak	Qld Fire Brigade 000 Qld EPA Pollution Line 1300 130 372
Industrial accident/ medical emergency	Qld Fire Brigade 000 Qld Police 000 Qld Ambulance 000
Flood	Qld SES 132500
Storm and tempest	Qld SES 132500

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9.0 *Environmental Management Sub Plans*

9.1 *Erosion and Sediment Control Management Sub Plan*

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Erosion and Sediment Control Management Sub Plan		Preliminary Draft 17/10/07
Approved for issue:		
Status: Draft	Author	Craig Thamm
	Project Manager	Fraser Ramsay / /
Objective(s)	To prevent sediment pollution of drainage systems and waterways and minimise the quantity of soil lost during project construction by implementing erosion and sediment control structures.	
Key issues		
The project is located adjacent to Plane Creek and spans Willy and Elizabeth creeks. Creeks intercepted by the project area discharge into Sarina Inlet and Llewellyn Bay. The measures indicated in the plan are intended to ensure protection of the aquatic environment as well as preserving water passing the site in a state suitable for downstream uses and environmental protection.		
Statutory requirements		
EPP(Water)		
EPP(Air)		
EP Act 1994		
Environmental Protection Regulation 1998		
CoG Report		
Development Application Approval conditions		
EPA Permit – Conditions of Approval		
Environment Protection Agency – Water Quality Sampling Manual 1987		
Environment Protection Agency – Air Quality Sampling Manual 1997		
ANZECC Guidelines for Fresh and Marine Water Quality 2000		
Soil Erosion and Sedimentation Control Guidelines for Queensland Construction Sites, Institute of Engineers, 1996		
Soil Conservation Act		
Land Protection (Pest and Stock Route Management) Act 2002		

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
A site rehabilitation/revegetation schedule and plan will be developed and implemented progressively throughout construction in order to stabilise exposed erosion prone soils and subsoils as quickly as possible	✓	✓	✓	✓		✓	✓		Entire Site & Accommodation Village		Environmental Officer	First draft by 31 May 2008
All cut and fill procedures will be developed and implemented in accordance with the relevant QR engineering standards and specifications, AS3798-1996 and all findings and recommendations detailed in the geotechnical investigations and reports completed during the preliminary and detailed design stages of the project	✓	✓	✓	✓		✓	✓		Entire Site & Accommodation Village		Construction Manager	n/a
Conduct excavation trials prior to commencement of bulk earthworks in order to confirm the type and size of equipment required to effectively and safely complete earthworks			✓	✓		✓	✓		Entire Site		Earthworks manager	Pre-construction
Remove unsuitable material during preparatory earthworks to reduce risks associated with uncontrolled settlement of unconsolidated material under load			✓	✓		✓	✓		Entire Site & Accommodation Village		Earthworks Manager	Duration of earthworks

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Clearing of native vegetation will be limited to those areas identified in Plan		✓							Entire Site and Accommodation Village		Construction Manager	Duration of works
A specification and commitments for site rehabilitation will be developed and implemented – progressively where practical	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer	1 December 2008
Where practical material stockpiles will be located more than 100 m from a watercourse. Where this is not feasible bunding will be installed to protect surface flow paths	✓				✓				Laydown and storage areas		Construction Manager	Duration of works
Where practical undertake significant earthworks during the dry season	✓	✓	✓	✓			✓		Entire Site & Accommodation Village		Construction Manager	Duration of works
Works within watercourses will be restricted to areas of approved disturbance	✓	✓	✓	✓			✓		Willy, Elizabeth and Plane Creeks		Construction Manager	Duration of works
Filling, draining or alteration of any waterway will be restricted to areas of approved disturbance	✓	✓	✓	✓			✓		Willy and Elizabeth Creeks		Construction Manager	Duration of works

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
High risk erosion areas will be identified, clearly marked on the ground and where practical excluded from vehicular and plant access	✓	✓	✓	✓			✓		Entire Site & Accommodation Village		Environmental Officer	Duration of works
Sequencing of works will be developed in consideration of the risks posed by climatic events (eg where practical works in watercourses and erosion prone areas will be scheduled to occur during the dry season)	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site		Construction Manager	Duration of works
Erosion and sediment control measures will be installed prior to construction works commencing or as soon as reasonably practical thereafter	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer Construction Manager Earthworks Manager	Duration of works
Where a waterway has a continuous flow throughout the year, other control measures may be implemented to reduce impacts to water quality downstream of the site (eg the use of floatation sediment curtains)	✓	✓	✓	✓			✓		Willy, Elizabeth and Plane Creek		Environmental Officer	Duration of works

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Erosion and sediment controls will be routinely inspected.	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer	Weekly and within 1 working day of a rainfall event of 20 mm or more in a 24 hour period
Erosion and sediment controls will be repaired/maintained/replaced as required											Supervisors	Duration of works
Erosion and Sedimentation Control measures will be designed to comply with IEAust – Soil Erosion and Sediment Control – Engineering Guidelines for Queensland Constructions Sites (1996)	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer	Duration of works
Major erosion and sediment control measures will be installed/implemented in accordance with Plan XX (major means sediment dams, drains or other permanent or semi-permanent infrastructure, it does not include sediment fences, check dams and alike)	✓	✓	✓	✓	✓	✓	✓	✓				Duration of works

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Progressive site layout plans, identifying the specific controls to be installed, will be developed prior to any clearing	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer	Prior to disturbance within the area
Stockpile areas that are not to be used for three months or more will be compacted, struck-off and/or covered by vegetation or other stabilising material	✓	✓	✓	✓	✓	✓	✓		Entire Site		Environmental Officer	Within 3 months of stockpile completion
Where practical, temporary erosion and sedimentation controls (ESCs) are to be designed so as to be compatible with future permanent ESCs	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Construction Manager	Duration of works
Construction supervision will be undertaken to ensure compliance with the Erosion and Sediment Control management Sub Plan, including regular site inspections and environmental audits by the Environmental Officer	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Construction Manager Environmental Officer	Duration of works
Where practical diversion banks will be constructed at the upstream boundary of construction activities to ensure runoff is diverted around exposed areas	✓	✓	✓	✓	✓	✓	✓		Entire Site & Accommodation Village		Construction Manager	Prior to or as soon as practicable after commencement of works

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Haulage routes and stockpile areas will be clearly signposted across the site	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site		Construction Manager	Duration of Works
Filter barriers, temporary covering or vegetation will be used to prevent escape of soil/materials from stockpiles	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site		Environmental Officer Supervisors	Duration of works
Erosion and sediment control measures (eg sediment fences, stabilised earth bunds) will be constructed on upstream edges of buffer areas and at the base of fill embankments and stockpiles	✓	✓	✓	✓		✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer Supervisors	Duration of works
Catch drains will be constructed at the downstream boundary of disturbed areas to ensure sediment laden runoff is contained and diverted to sediment basins or other controls	✓	✓	✓	✓		✓	✓		Entire Site & Accommodation Village		Environmental Officer Construction Manager	Duration of works
Drainage works will be stabilised to protect against erosion by appropriate selection of channel dimensions, slope and lining, and incorporation if necessary of detention storage, drop structures and energy dissipaters such as level spreaders where appropriate	✓	✓	✓	✓		✓	✓		Entire Site & Accommodation Village		Environmental Officer Construction Manager	Duration of works

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Runoff protection measures (eg sediment fences, stabilised earth bunds) will be installed along catch drains to slow flow, reduce scour and capture/entrain sediment	✓	✓	✓	✓		✓	✓		Entire Site & Accommodation Village		Environmental Officer Supervisors	Duration of works
All drainage and sediment and erosion control measures will be inspected regularly and maintained. Sediment basins will be cleaned out to maintain at least 60 % capacity	✓	✓	✓	✓		✓	✓		Entire Site & Accommodation Village		Environmental Officer Supervisors	Weekly and within 1 working day after rainfall of 20 mm or more in 24 hour period
Sediment basins will be designed and installed at the downstream end of catch drains and designated construction areas to collect excess sediment and allow adequate settlement prior to discharge to receiving waters	✓	✓	✓	✓		✓	✓		Entire Site & Accommodation Village		Environmental Officer Construction Manager	Duration of works
Runoff to be discharged from sedimentation basins will be sampled and analysed for the water quality parameters listed in the monitoring schedule (refer Section 6.2)												Duration of works
Permanent erosion control measures such as grouted rock, rock mulching or rock filled wire baskets will be used where necessary to control bank erosion along the natural watercourses	✓	✓	✓	✓		✓	✓		Entire Site		Environmental Officer Construction Manager	Duration of works

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Daily Bureau of Meteorology weather forecasts will be obtained for the site. Appropriate action based on forecasts will be implemented through the daily works schedule. Immediate actions will be taken where weather threatens to reduce the effectiveness of erosion and sediment control devices	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer	Duration of works
Stockpiles of stripped topsoil material will be respread as soon as practicable after stripping. Where reuse of topsoil for revegetation is not appropriate, topsoil material vegetatively stabilised. Excess topsoil may be used by the Sarina Golf Club for future developments	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site		Environmental Officer	Duration of works
Earth bunds (temporary and permanent) will be stabilised (ie grass seeding, hydromulching)	✓	✓	✓	✓	✓		✓		Entire Site		Environmental Officer	Duration of works
All construction fill materials will be stored in designated areas	✓	✓	✓		✓		✓		Entire Site		Environmental Officer Construction Manager	Duration of works

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
All material storage areas shall have cut off and diversion drains to direct runoff to designated discharge/treatment areas	✓				✓				Entire Site			Duration of works
All vehicle exit points utilised by construction vehicles shall incorporate a stabilised entry/exit point with minimum length of 15 m, width of 3 m and 50-70 mm crushed rock laid over geotextile with a minimum thickness of 150 mm.	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site			Duration of works

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Monitoring				
<i>Item</i>	<i>Frequency</i>	<i>Applicable standards</i>	<i>~Responsibility</i>	<i>Reporting</i>
Inspection of erosion and sediment controls	Weekly during construction and following rain events of greater than 20 mm in any 24 hour period		Site Foreman Environmental Officer	Site Manager

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9.2 Air Quality Management Sub Plan

Air Quality Management Sub Plan		Preliminary Draft 17/10/07
<i>Approved for issue:</i>		
Status: Draft	Author	Craig Thamm
	Project Manager	Fraser Ramsay / /
Objective(s)	To minimise adverse air quality impacts particularly dust emissions generated during construction.	
Key issues Insufficient dust control measures are likely to be the primary issue relating to air pollution generated during construction. Residences in the immediate vicinity may obtain their potable water supply from rainwater tanks. As there are a number of residences in close proximity to the project, it will be imperative to control dust emissions during the project works, especially site clearing and bulk earthworks.		
Statutory requirements Environmental Protection Act 1994 Environmental Protection Regulation, 1998 Environmental Protection (Air) Policy, 1997 Environment Protection Agency – Air Quality Sampling Manual, 1997 AS 3580 Methods of Sampling and Analysis of Ambient Air. AS 2922-1987 Ambient Air – Guide for the Siting of Sampling Units CoG Report Development Application Approval conditions EPA Permit - Conditions of Approval		

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Plant and vehicle speeds on unsealed roads in close proximity (<200 m) to sensitive receptors will be restricted to 40 km/hr	✓	✓	✓	✓	✓	✓	✓	✓	Gurnetts Road Oonooie Road		Construction Manager	Duration of works
Where vehicles are required to move dust generating materials on public roads, loads will be covered	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Supervisors	Duration of works
Stockpiles of potentially dust generating material will be situated more than 200 m from any sensitive receptor wherever practical to do so	✓	✓	✓		✓		✓		Entire Site & Accommodation Village		Construction Manager	Duration of works
Where a distance of less than 200 m exists between a sensitive receptor and stockpiled material, the stockpile will be treated appropriately to minimise dust generation	✓	✓	✓		✓		✓		Gurnetts Road Oonooie Road		Environmental Officer	Duration of works
Machinery using public roads will be cleaned regularly and wheel wash bays installed at construction site entry/exit points as required	✓	✓	✓	✓	✓	✓	✓	✓	Entire site		Supervisors Construction Manager Environmental Officer	Duration of works

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Unless required for the control of declared weeds, there will be no burning of cleared vegetation		✓							Entire Site & Accommodation Village		Environmental Officer Supervisors	Duration of works
Roads will be appropriately surfaced (eg deco, spray seal) as soon as practical after the commencement of site activities	✓		✓	✓					Entire Site & Accommodation Village		Construction Manager	Duration of works
Haul routes will be located as far as practical from dust sensitive receptors	✓		✓						Entire Site		Construction Manager	Duration of works
Vehicles and equipment are to be maintained in accordance with manufacturers' specifications	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Workshop Supervisor	Duration of works
Air quality monitoring will be conducted on an as needs basis and in the event a complaint (other than a complaint that is frivolous or vexatious) is received and conform to the EPA Air Quality Sampling Manual 1997 or real time methods where appropriate	✓	✓	✓						Entire Site & Accommodation Village		Environmental officer	As soon as practical following complaint

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
<p>During construction, emissions of greenhouse gases may be minimised by implementing a variety of mitigation and management measures including:</p> <ul style="list-style-type: none"> Minimising haul distances between construction sites to spoil sites Ensuring that plant, equipment and vehicles are switched off when not in use Implementing regular maintenance for equipment and construction fleet Using appropriately sized equipment for construction activities Minimising waste from construction 	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental officer	Duration of Works
Total area disturbed at any one time will be minimised and will be progressively rehabilitated/revegetated in accordance with the Rehabilitation Plan	✓	✓	✓	✓		✓	✓		Entire Site		Earthworks Manager	Duration of Works
Treated stormwater from sedimentation basins and possibly recycled water from the STP will be used for dust suppression where possible (if latter is used, appropriate approval(s) will be obtained)	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site		Environmental officer Construction Manager	Duration of Works

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Equipment lay-down, storage areas and access routes boundaries will be defined and signed to minimise land disturbance	✓			✓	✓	✓	✓	✓	Entire Site		Construction Manager	Duration of Works
Dust generating activities will be avoided or restricted during periods when an obvious visual impact to sensitive receptors is apparent	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site		Environmental officer Construction Manager	Duration of Works
Areas adjacent to the work sites, including roadways, are to be kept free of construction soil or dust	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Supervisors	Duration of Works
Machinery and vehicles will be switched off when not in use	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Supervisors	Duration of Works
Dust generation from unsealed roads will be suppressed by watering down and limiting vehicle speeds in selected areas	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Supervisors	Duration of Works

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Monitoring				
<i>Item</i>	<i>Frequency</i>	<i>Applicable standards</i>	<i>~Responsibility</i>	<i>Reporting</i>
Dust Monitoring Dust levels must not exceed 120mg/sqm/day	Upon receipt of a complaint of nuisance dust, or when requested by the Administering Authority	EPA 'Air Quality Sampling Manual' (1997)	Environmental Officer	Results reported to the Administering Authority (if required) within 14days
Particulate (PM10) Monitoring Particulate (particles with diameter of <10 micrometers) levels must not exceed 150 mg/sqm over a 24 hr averaging time	Upon receipt of a complaint of nuisance dust, or when requested by the Administering Authority	AS 3580.9.6 (2003) 'Ambient Air – Particulate Matter – Determination of Suspended Particulate PM10 High-Volume Sampler with a Size-Selected Inlet – Gravimetric Method' EPA 'Air Quality Sampling Manual' (1997)	Environmental Officer	Results reported to the Administering Authority (if required) within 14days
Real time monitoring	Upon receipt of a complaint of nuisance dust, or when requested by the Administering Authority	To be determined	Environmental Officer	Results reported to the Administering Authority (if required) within 14 days after the completion of a monitoring event and reported as part of the monthly report
Meteorological information and weather forecast	Daily	N/A	Site Foreman	Retain forecast information on file in daily site log and communicate impacts to daily works activities and schedules during tool box talks at the start of each shift

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9.3 Water Quality Management Sub Plan

Water Quality Management Sub Plan		Preliminary Draft 17/10/07
Approved for issue:		
Status: Draft	Author	Craig Thamm
	Project Manager	Fraser Ramsay / /
Objective(s)	<ul style="list-style-type: none">To maintain the quality and quantity of water entering and discharging from the construction site and prevent pollution of the waterways and downstream receiving environments as a result of construction.To minimise and manage adverse impacts to groundwater and hydrogeological processes as a result of constructionTo comply with water quality/quantity requirements/limits set by the Administering Authority	
Key issues		
<p>The project is located adjacent to Plane Creek and spans Willy and Elizabeth Creeks. The Creeks intercepted by the project area discharge into Sarina Inlet and Llewellyn Bay. Construction works will involve extensive earthworks and will necessitate large areas of clearing of agricultural land and significant clearing of vegetation along the banks, dredging of sediments and stockpiling of spoil materials in Willy and Elizabeth Creeks. The use of mechanical plant and construction materials within and adjacent to the work site has the potential for degradation of water quality in the affected watercourses. It is important to maintain the quality and quantity of water entering and discharging the construction site so as to not impact uses of the water downstream</p>		
Statutory requirements		
Environmental Protection Act 1994		
Environmental Protection Regulation 1998		
Queensland Water Quality Guidelines EPA/QPWS (March 2006)		
Mackay Whitsunday Natural Resource Management Plan 2005		
Mackay Whitsunday Healthy Waterways Programme Environment Protection Agency – Water Quality Sampling Manual 1987		
Environment Protection Agency – Air Quality Sampling Manual 1997		
ANZECC Guidelines for Fresh and Marine Water Quality 2000		
Water Act 2000 (Qld)		
Environmental Protection (Water) Policy, 1997		
CoG Report		
Development Application Approval conditions		
EPA Permit - Conditions of Approval		

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Surface water discharges will be monitored at the locations identified on plan ??? For the parameters detailed in the environmental monitoring schedule (refer Table 2)	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site		Environmental Officer	Duration of Works
Water quality will be monitored in accordance with the water quality monitoring schedule (refer Table 2)	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site		Environmental Officer	Duration of Works
Water quality monitoring will be undertaken at representative upstream and downstream locations and compared to baseline water quality levels	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site		Environmental Officer	During or after rainfall events 20mm or more in a 24 hour period as well as at monthly intervals prior to and during construction
In the event that groundwater is used for construction water supply, groundwater monitoring for standing water levels and field parameters will be monitored in accordance with the water quality monitoring schedule (refer Table 2)			✓						Groundwater monitoring bore network		Environmental Officer	Fortnightly intervals for three months prior to commencement of pre-construction and monthly for the first 12 months

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
												during pre-construction and construction
In the event that groundwater is identified as a construction water supply, aquifer tests will be completed on the bores identified for use, with specific emphasis on assessing the potential for seawater intrusion and the effects of stream/aquifer interaction such as stream depletion	✓	✓	✓	✓	✓	✓	✓	✓	Groundwater bore network		Environmental Officer/ Connell Hatch Groundwater team	Prior to construction
Groundwater encountered in construction will be recovered for use as water supply on the project where practical to do so	✓	✓	✓	✓	✓	✓	✓	✓	Earthworks		Construction Manager Environmental Officer	Duration of Works
Refuelling, fuel decanting and vehicle maintenance work will take place in designated sealed and bunded areas	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Supervisors Environmental Officer	Duration of Works

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Material laydown and storage areas include areas designated for hazardous materials will be designed and bunded in compliance with relevant standards (refer Waste Management and Resource Recovery Sub Plan and Petroleum, Chemical and Hazardous Materials Management Sub Plan)	✓				✓	✓			Entire Site and Accommodation Village		Construction Manager Environmental Officer	Duration of Works

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Monitoring				
<i>Item</i>	<i>Frequency</i>	<i>Applicable standards</i>	<i>Responsibility</i>	<i>Reporting</i>
<p>Surface water quality monitoring will be undertaken upstream and downstream prior to construction to determine baseline surface water quality levels. Surface water quality parameters to be monitored include:</p> <p>pH turbidity (NTU) DO (mg/L) EC (µs/cm) Visual oil and grease</p>	<p>During or after rainfall events 20 mm or more in a 24 hour period as well as at monthly intervals.</p>	<p>Environment Protection Agency Water Quality Sampling Manual (1987)</p> <p>ANZECC Guidelines for Fresh and Marine Water Quality (2000)</p> <p>Queensland Water Quality Guidelines (2006)</p>	<p>Environmental Officer</p>	<p>Site Manager</p>
<p>Surface water quality monitoring will be undertaken upstream and downstream during construction and compared to baseline surface water quality levels. Surface water quality parameters to be monitored include:</p> <p>pH turbidity (NTU) DO (mg/L) EC (µs/cm) Visual oil and grease</p>	<p>During or after rainfall events 20 mm or more in a 24 hour period as well as at monthly intervals.</p>	<p>Environment Protection Agency Water Quality Sampling Manual (1987)</p> <p>ANZECC Guidelines for Fresh and Marine Water Quality (2000)</p> <p>Queensland Water Quality Guidelines (2006)</p>	<p>Environmental Officer</p>	<p>Site Manager</p> <p>Monthly report (by exception only)</p>
<p>Groundwater monitoring during pre-construction and construction will be undertaken on a monthly basis. Groundwater parameters to be monitored include:</p> <p>Standing water levels (SWL)</p> <p>pH EC (µS/cm) Temperature</p>	<p>Monthly</p>	<p>ANZECC Guidelines for Fresh and Marine Water Quality (2000)</p>	<p>Environmental Officer</p>	<p>Construction Manager</p> <p>Monthly report (by exception)</p>

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9.4 Noise and Vibration Management Sub Plan

Noise and Vibration Management Sub Plan		Preliminary Draft 17/10/07
<i>Approved for issue:</i>		
Status: Draft	Author	Craig Thamm
	Project Manager	Fraser Ramsay / /
<i>Objective(s)</i>	<ul style="list-style-type: none">• To minimise potential nuisance and loss of amenity for local residents due to noise and vibration impacts resulting from construction activities for the Project.• Comply with noise and vibration goals where feasible and reasonable	
<i>Key issues</i> <p>There are a number of residential premises in close proximity to the site. These properties have the potential to be affected by construction noise and vibration. Mitigation measures are required to address these potential impacts in particular applying restricted work hours and informing local residents of potential noise / vibration creating activities.</p>		
<i>Statutory requirements</i> <p>Environmental Protection Act 1994 Environmental Protection Regulation, 1998 <i>Environment Protection (Noise) Policy, 1997</i> AS 3580 – Methods of Sampling and Analysis of Ambient Air AS 2922 (1987) – Ambient Air: Guide for the Siting of Sampling Units AS 1055.1 and 2659.1 – Noise Monitoring AS 2436 – Noise Control Methods AS 2187.2 – Vibration CoG Report Development Application Approval conditions EPA Permit - Conditions of Approval</p>		

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Mitigation actions	Relevant project activities (from Risk Assessment)								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Plant and equipment will be maintained in accordance with manufacturers requirements in order to minimise noise emissions	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Workshop Supervisor	Duration of works
The use of exhaust breaking will be prohibited on the Gurnetts Road	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Supervisors	Duration of works
Operators of construction equipment are to be made aware of the potential noise issues and of techniques to minimise noise emissions through the site induction and toolbox talks	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer	Duration of works
Large rocks will be placed in dump trucks not dropped	✓	✓	✓				✓		Entire Site		Supervisors	Duration of works
Horn signals should be kept to a minimum, where feasible without compromising public and employee safety	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Supervisors	Duration of works
The community consultation program will provide information to the public regarding construction noise	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer Community Liaison Officer	Duration of works

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Mitigation actions	Relevant project activities (from Risk Assessment)								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Where construction noise levels exceed the noise and vibration goals or in the event of complaints, an investigation of construction noise will be conducted	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer Community Liaison Officer	Within two working days of complaint
A community contact number will be provided and published in community newsletters	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Community Liaison Officer	Duration of works
Residents are to be notified of the times and durations that they will likely be unusually affected as a result of construction noise and vibration	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer Community Liaison Officer	Seven days prior to the coming event
Work compounds, parking areas, equipment and material stockpile sites will be located away (>200 m) from noise-sensitive locations wherever possible (locations are shown in <insert reference to site document>)	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site		Construction Manager	Duration of works
Quieter equipment will be selected where known to be available and suitable	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Construction Manager	Duration of works

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Monitoring				
<i>Item</i>	<i>Frequency</i>	<i>Applicable standards</i>	<i>Responsibility</i>	<i>Reporting</i>
Complaint based continuous and spot noise monitoring (LA ₁₀ , LA _{eq} , LA ₉₀) to be undertaken at the nearest resident's property boundary	Complaint based as required	Australian Standards AS 1055.1 and 2659.1 Noise Monitoring AS 2436 – Noise Control Methods	Environmental Officer	Site Manager Monthly report

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9.5 Flora and Fauna Management Sub Plan

Flora and Fauna Management Sub Plan		Preliminary Draft 17/10/07
Status: Draft	<i>Approved for issue:</i>	
	Author	Craig Thamm
	Project Manager	Fraser Ramsay / /
Objective(s)	To avoid, where possible, construction-related impacts on native flora and fauna and their habitat, including minimising the amount of vegetation clearing. Minimise clearance of terrestrial vegetation, marine plants and native fauna habitat To implement controls and mitigation measures, during the construction phase to allow for fish passage within creeks intercepted by the project. To ensure revegetation is undertaken progressively and uses locally endemic flora species with the aim of providing fauna habitat.	
Key issues	Terrestrial and aquatic habitats will be impacted by this project. Clearing of vegetation will remove fauna habitat and impact on vegetation communities. Disruption of creek flows will affect fish passage.	
Statutory requirements	Environmental Protection Regulation 1998 <i>Fisheries Act, 1994</i> <i>Nature Conservation Act, 1992</i> <i>Vegetation Management Act, 1994</i> <i>Environmental Protection and Biodiversity Conservation Act, 1999</i> <i>Environmental Protection Act, 1994</i> <i>CoG Report</i> Development Application Approval conditions EPA Permit - Conditions of Approval DPI&F Permit – Conditions	

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Mark vegetation to be cleared (refer PlanXX??)		✓							Entire Site		Environmental Officer Construction Manager	Prior to clearing
Ensure all necessary permits and approvals are in place and communicated to site personnel prior to commencing vegetation clearing works		✓							Entire Site		Environmental Officer Construction Manager	Prior to clearing
Mark and maintain a 10m no go zone from the outer boundary of the riparian zones adjacent Plane Creek, Willy Creek and Elizabeth Creek unless in compliance with approval/permit conditions		✓	✓	✓			✓		Willy, Elizabeth and Plane Creeks		Environmental Officer Construction Manager	Prior to clearing
Where clearing of riparian or instream vegetation or marine plants is required, rootstock will be retained insitu wherever practical		✓	✓	✓			✓		Willy, Elizabeth and Plane Creeks		Environmental Officer Construction Manager	Duration of clearing

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
No filling, draining or alteration of any waterway is to occur unless in compliance with permits/approval conditions		✓		✓			✓		Willy, Elizabeth and Plane Creeks		Environmental Officer Construction Manager	Duration of works
No additional clearing of remnant vegetation will be undertaken to accommodate temporary facilities such as site offices, stockpiles and plant and equipment storage	✓				✓				Entire Site and Accommodation Village		Environmental Officer Construction Manager	Duration of works
An EPA approved fauna spotter/catcher will be present during clearing of native vegetation		✓							Entire Site and Accommodation Village		Environmental Officer Construction Manager	Duration of works
Access tracks will be constructed >10 m from the outer boundary of riparian zones unless in compliance with approval/permit conditions	✓	✓	✓	✓	✓		✓		Entire Site		Construction Manager	Duration of Works

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Mulching of cleared vegetation will occur as soon as practicable after clearing to avoid resident fauna populations moving into the stockpiles of felled trees		✓							Entire Site & Accommodation Village		Environmental Officer EPA Approved Fauna Spotter/Catcher	Within 3 days of clearing
If stockpiles are not mulched within 3 days of clearing, an EPA approved fauna spotter/catcher will inspect stockpiles of cleared vegetation prior to mulching and will watch for any fauna that may be within the stockpile during mulching activities									Entire Site & Accommodation Village		Environmental Officer EPA Approved Fauna Spotter/Catcher	Duration of works
All mulch whether created onsite or brought in from off site shall be free from all deleterious and extraneous matter including rubbish, CCA treated timber, stones, clay, soil, dust, weeds, seeds, pests, disease and the like (including matter toxic to plant growth)									Entire Site		Environmental Officer	Duration of works
Mulch stockpiles shall be a maximum of 3 m high									Entire Site		Environmental Officer Construction Manager	Duration of works

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Retain <i>Cycas ophiolitica</i> and <i>Eucalyptus raveretiana</i> (Black ironbox) where practicable (refer PlanXX??)									Entire Site		Environmental Officer Construction Manager	Duration of works
Collect seed from <i>Cycas ophiolitica</i> and <i>Eucalyptus raveretiana</i> (Black ironbox) individuals within the project area for propagation and planting in suitable locations nearby to increase numbers and density to aid in their long term survival in the area (to be negotiated with the EPA)		✓					✓		Entire Site		Environmental Officer	Duration of works
If the <i>Cycas ophiolitica</i> cannot be retained in their current location relocate them to another suitable area outside the project area (to be negotiated with the EPA)		✓					✓		Willy and Elizabeth Creeks		Environmental Officer Construction Manager	Duration of works
If the <i>Eucalyptus raveretiana</i> (Black ironbox) cannot be retained collect seed from them for propagation and planting in suitable locations outside the project area (to be negotiated with the EPA)		✓					✓		Willy and Elizabeth Creeks		Environmental Officer Construction Manager	Duration of works

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Operation of heavy equipment shall not occur within 10 m of the outer boundary of riparian zones and/or adjacent to waterways unless in compliance with approval/permit conditions		✓		✓			✓		Willy, Elizabeth and Plane Creeks		Environmental Officer Supervisors	Duration of works
Disturbances within and around the wetland areas will be minimised, particularly during the summer migratory season (refer Plan XX??)		✓							Plane Creek and Willy Creek Wetland areas		Environmental Officer Construction Manager	Duration of works
Prior to clearing, a ground survey by a qualified botanist/terrestrial ecologist will be completed to ensure <i>Cycas ophiolitica</i> are identified and salvaged for relocation		✓		✓			✓		Willy and Elizabeth Creeks		Environmental Officer	Duration of works
Trees and stags containing hollows, that are to be removed, will be marked prior to clearing and will be salvaged for use in rehabilitation works unless they present a significant risk to the health and safety of people and property		✓							Entire Site and Accommodation Village		Environmental Officer	n/a
Revegetation of the entrances to culverts (to enhance their potential for use as fauna underpasses) will be undertaken progressively and as soon as practically possible (consistent with Rehabilitation Plan)				✓			✓		Entire Site		Environmental Officer Construction Manager	Duration of works

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Prepare and implement a Weed Management Sub Plan (including wash down for vehicles prior to entering the project area and no go zones) to prevent the introduction of additional weed species and the further spread of existing weed species within the project area.	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer	31 March 2008
Prepare and implement bushfire management measures (as part of site emergency procedures) to minimise damage to adjacent regional ecosystems, wetland and riparian vegetation	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer	31 March 2008
A rehabilitation plan detailing specification and commitments for site rehabilitation will be prepared and implemented	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer	1 December 2008
An EPA approved spotter/catcher must be engaged for the length of clearing works, clearing must not commence until a spotter/catcher has inspected the area and given approval for works to commence		✓		✓			✓		Entire Site & Accommodation Village		Environmental Officer	Duration of clearing
Any fauna that is discovered onsite must not be harmed. If the animal is in an area where works are to occur, work must cease until an approved spotter/catcher or EPA representative has removed the animal or the animal moves away of its own volition	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer Supervisors	Duration of works

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Provisions shall be made for tree hollows that have been inspected by an EPA/QPWS approved spotter/catcher prior to removal, to be removed from habitat trees and retained to be utilised during rehabilitation works		✓		✓			✓		Entire Site & Accommodation Village		Environmental Officer Supervisors	Duration of works
Inspected/cleared hollows must be removed as gently as possible so that they can be lowered safely, with hollows remaining intact		✓		✓					Entire Site and Accommodation Village		Environmental Officer	Duration of works
Hollows that have been removed from habitat trees should be reattached to a tree of the same species facing in the same aspect, preferably within the same day of the hollow being removed so that the animal inside does not need to be re-located without a hollow		✓							Entire Site and Accommodation village		Environmental Officer Construction Manager	Duration of works
Inspect trenches, culverts and other structures daily to ensure that no fauna species are trapped or injured due to site works	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Supervisors	Duration of works
Implement waste management measures (refer waste management and resource recovery sub-plan) to avoid increased numbers of introduced animals and opportunistic native fauna in the project area and adjacent areas during construction activities	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer	Duration of works

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Imported material to be checked. No biotic or abiotic contamination is to enter the construction site	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Site Engineer Supervisors	Duration of works
A weed assessment will be undertaken prior to the commencement of works, to identify any Declared or significant weeds which need to be controlled	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer	Duration of works
Clearing of vegetation must be undertaken using a staged approach to reduce any impacts to biodiversity and minimise erosion		✓							Entire Site		Earthworks Manager	Duration of works
Where possible root balls of mature trees being cleared will be left <i>in situ</i> to provide stability and prevent erosion		✓		✓			✓		Entire Site		Environmental Officer Earthworks Manager Supervisors	Duration of works
An arrangement with the local veterinary clinic is to be established to ensure priority treatment of any injured fauna	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer	Duration of works

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Parking of vehicles, storage of plant and equipment and stockpiling will be prohibited beneath the drip zone of trees to be retained	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site		Supervisors	Duration of works
Cleared vegetation will be mulched and used in landscaping and revegetation works unless there is a risk of propagation of declared pests		✓					✓		Entire Site & Accommodation Village		Environmental Officer	Duration of works

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Monitoring				
<i>Item</i>	<i>Frequency</i>	<i>Applicable standards</i>	<i>Responsibility</i>	<i>Reporting</i>
Monitoring rehabilitation works, including mulching and weed management	Up to 2 years		Environmental Officer	
Spotter/Catcher survey pre-clearing	As required		Environmental Officer	
Spotter/Catcher survey during clearing	As required		Environmental Officer	

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9.6 Petroleum, Chemicals and Hazardous Materials Management Sub Plan

Petroleum, Chemicals and Hazardous Materials Management Sub Plan		Preliminary Draft 17/10/07
Approved for issue:		
Status: Draft	Author	Craig Thamm
	Project Manager	Fraser Ramsay / /
Objective(s)	For any construction project, there are the inherent dangers of fires and the possibility of the spread of chemicals, dangerous goods and other potential contaminants.	
Key issues The use of machinery within or adjacent to the waterway enhances the probability of a chemical, dangerous good or other contaminant spill within the waterway. Continuous monitoring of these and other activities associated with the construction will ensure that potential risks are identified and mitigation measure implemented before environmental harm occurs.		
Statutory requirements Environmental Protection Regulation 1998 Commonwealth Environment Protection (Impact of Proposals) Act 1974 Environmental Protection Act, 1994 Environmental Protection (Waste Management) Policy, 2000 Environmental Protection Regulation, 1998 AS 1940-1993 The storage and handling of flammable and combustible liquids		

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
The project induction for all staff will include spill response training	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Safety Officer Environmental Officer	Duration of works
Chemical spill kits will be located within vehicles carrying chemicals and adjacent to petroleum product and chemical storage areas	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer	Duration of works
Petroleum product and chemical storage areas and site wash down facilities shall be located >30m away from natural drainage lines and >100 m from surface waterways	✓				✓				Storage areas		Construction Manager Environmental Officer	Duration of works
Petroleum product and chemical storage areas and site wash down facilities shall be bunded and have wastewater collection mechanisms installed inside bunded areas	✓				✓				Storage areas		Construction Manager Environmental Officer	Duration of works
Wastewater collected from petroleum product and chemical storage areas, disturbed and potentially contaminated areas shall be disposed to a liquid waste disposal facility or company, or treated to an acceptable level for discharge in accordance with approval/permit conditions	✓				✓	✓			Entire Site & Accommodation Village		Environmental Officer Site Foreman	Duration of works

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Designated waste storage facilities and spoil placement areas shall be located >30 m away from existing drainage lines and >100 m from surface waterways	✓	✓	✓	✓	✓	✓	✓	✓	Storage Areas		Construction Manager Environmental Officer	Duration of works
Designated waste storage facilities and spoil placement areas shall be bunded and have wastewater collection mechanisms installed inside bunded areas									Storage areas		Supervisors	Duration of works
All fuels and chemicals used during the construction phase of the Project will be stored in bunded facilities compliant with the relevant Australian Standard to ensure that they prevent spills, leakage, or over topping of the facility. The facility will be lined in order to prevent any migration of fuels or chemicals to surface water bodies and/or the underlying groundwater	✓	✓	✓	✓	✓	✓	✓	✓	Storage Areas		Environmental Officer Supervisors	Duration of works
Fuel and chemical storage facilities shall be designed and installed/constructed to provide sufficient buffer zone and protection for pathways to aquatic environments	✓	✓	✓	✓	✓	✓	✓	✓	Storage Areas		Environmental Officer Construction Manager	Duration of works
Fires shall not be lit for any purpose (refer Emergency Response Procedure)	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		All	Duration of works

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Fire fighting equipment shall be provided, as required, to ensure the safety of public and property	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Safety Officer	Duration of works
Emergency contact details shall be listed and visible throughout the site (ie crib rooms, notice boards and in site vehicles)									Entire Site and Accommodation Village		Safety Officer	Duration of works
All items of plant used during proclaimed high fire danger periods that could discharge sparks shall be fitted with spark arresters	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Safety Officer Supervisors	Duration of works
The use and storage of chemicals and dangerous goods shall comply with all relevant legislation, manufacturer's instructions and the relevant Materials Safety Data Sheets (MSDS)	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Safety Officer	Duration of works
Transporting, handling, storage and application of petroleum and other chemicals shall be undertaken by competent personnel to ensure that the risk of chemical, fuel and lubricant spillage is minimised	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Safety Officer All	Duration of works
A JSEA shall be developed and implemented for all activities that require transporting, storing, handling and/or application of petroleum product, chemicals, dangerous goods and/or hazardous materials	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site and Accommodation Village		Safety Officer All	Duration of works

Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Activities identified through risk assessment and JSEA that have the potential to result in spillages of chemicals, fuel and/or lubricants to a waterway or environmentally sensitive area shall have temporary bunding installed prior to the commencement of the activity	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer Supervisors	Duration of works
Chemical, lubricant and fuel storage areas be located more than 30 m of natural drainage lines, flood prone areas, slopes steeper than 1:10, or near vegetated areas	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer Supervisors	Duration of works
Chemical drums shall not be left open either inside or outside bunded areas and drums used as markers will not contain chemicals or hydrocarbons and will be cleaned out (triple washed) in accordance with relevant standards and guidelines	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer Supervisors	Duration of works
In the event of an actual or potential pollution event resulting from a spill and/or breach of approval/permit conditions, the matter is to be reported immediately to the Environmental Officer who will coordinate appropriate corrective actions and notification of the relevant Authority as required	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer All	within 2 hours of an incident

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Monitoring <i>Item</i>	<i>Frequency</i>	<i>Applicable standards</i>	<i>Responsibility</i>	<i>Reporting</i>
Monitoring activities to ensure compliance with EMP and ensure that all vehicles are well maintained	Continuous	AS 1940-2004 The storage and handling of flammable and combustible liquids and amendments	Supervisors Plant Operators	Monthly report by exception
Monitor and record plant, equipment and vehicle maintenance events	As required	Product/manufacture specifications	Workshop Supervisor	Monthly report by exception

9.7 Waste Management and Resource Recovery Sub Plan

Waste Management and Resource Recovery Sub Plan		Preliminary Draft 17/10/07	
Approved for issue:			
Status: Draft	Author	Craig Thamm	
	Project Manager	Fraser Ramsay	/ /
Objective(s)	<ul style="list-style-type: none">To minimise generation of waste over the duration of the project.Compliance with approval/permit/licence conditions		
Key issues <p>There are a number of waste streams, which include:</p> <ul style="list-style-type: none">Soil and excess cut material from earthworksTimber and concrete wasteSteel and metal offcutsPlastics from pipework and insulating wiringPackaging materials from equipment and materialsOffice and amenity refuse, paper, cardboard, etcFood containers, wrappings and food scrapsCleared vegetation, tree hollows and mulch <p>Measures shall be taken to minimise the generation of wastes onsite and the need to dispose of waste material.</p> <p>Measures shall be implemented to reuse and recycle waste material, where practicable.</p>			
Statutory requirements <p>Environmental Protection Regulation 1998 Environmental Management Plan Revision A Environmental Protection Act 1994 Doc # 21-MPL-14-XXXX V:\Projects\21-MPL-21 CSA Environmental Management Plan supp EIS.doc Appendix H Construction Environmental Management Documents\01 Draft</p>			

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Environmental Management Plan Revision A
Environmental Protection Act 1994
Doc # 21-MPL-14-XXXX
V:\Projects\21-MPL-21 CSA Environmental Management Plan supp EIS.doc
Appendix H Construction Environmental Management Documents\01 Draft

Environmental Management Plan

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Waste reduction, reuse and recycling initiatives shall be implemented including but not limited to setting and reviewing waste reduction targets which shall be reported in the monthly report	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer	Duration of Works
Waste streams generated onsite shall be segregated into designated waste management areas/receptacles for reuse, recycling, treatment and/or disposal (eg construction and demolition wastes, scrap metal for recycling, packaging material for return to supplier, paper and cardboard for recycling, topsoil for landscaping and revegetation, cleared vegetation for mulching and tree hollows for reuse during site rehabilitation)	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer Supervisors	Duration of Works
Supply contracts shall include requirements to reduce packaging material wastes and supplier acceptance of returned packaging material	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Commercial Manager	Duration of Works
Where practical, goods and materials shall be ordered in bulk to minimise the generation of packaging wastes	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Project Engineers	Duration of Works

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Store and dispose of waste chemicals in accordance with the product Material Safety Data Sheet (MSDS)	✓	✓	✓	✓	✓	✓	✓	✓	Waste Management and Chemical Storage areas		Environmental Officer Supervisors Site Personnel	Duration of Works
Chemical drums shall be returned to suppliers or disposed of through drum recyclers	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer Supervisors	Duration of Works
Waste streams that are not suitable for reuse or recycling onsite shall be recycled offsite or collected by a licensed waste transporter and disposed of at a licensed facility if recycling is not feasible. Records of waste streams and quantities removed from site for disposal shall be maintained	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer Supervisors	Duration of works
Regulated waste streams will be removed by a licensed regulated waste contractor, disposed at a licensed regulated waste facility and documented in accordance with EPA waste tracking requirements	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer Supervisors	Duration of works
Waste tracking documentation shall be retained on file as a record of appropriate and legal disposal and tracking of regulated wastes									Entire Site & Accommodation Village		Environmental Officer Construction Manager	Duration of works

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Appropriate disposal permits for the disposal of contaminated soil from site will be obtained in accordance with Section 424 of the EP Act and retained on file	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer	Duration of Works
Storage of waste materials will be in designated waste management areas. Bunding and/or diversion of stormwater and surface runoff will be installed as required	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer Supervisors	Duration of works
All waste generation, storage, treatment and disposal activities shall be recorded in a Waste Management Register	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer	Duration of works
General, construction and hazardous waste streams shall be contained and separated from inert waste streams	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer Supervisors	Duration of works
Any Hazardous or Industrial Waste shall be stored in an environmentally safe manner by being properly bunded and >30 m from drainage lines or water courses	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer Supervisors	Duration of works
Any Hazardous or Industrial Waste shall not come into contact with any incompatible materials	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer Supervisors	Duration of works

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Transporting any hazardous or industrial waste will comply with relevant waste tracking requirements and necessary documentation maintained	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer Supervisors	Duration of works
Wood packaging received from pallets and wood used for formwork, as well as cardboard boxes and plastic wrapping shall be reused on or off site where possible	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer Supervisors	Duration of works
Portable self-contained toilets will be provided at work sites and contents collected and disposed of by a licensed contractor or into the project STP	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Project Engineers	Duration of works
Concrete washout bays will be provided onsite	✓		✓	✓	✓	✓	✓		Entire Site & Accommodation Village		Construction Manager	Duration of works
Solid concrete waste will be incorporated into earthworks where practical	✓		✓	✓	✓	✓	✓		Entire Site & Accommodation Village		Earthworks Manager Supervisors Environmental Officer	Duration of works

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Products with a recycled content are to be used wherever they are cost effective and achieve the desired quality. Targets shall be set and reviewed on a monthly basis	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer	Duration of works
Install emergency spill kits within designated waste management areas. Spill kit condition and contents shall be visually inspected on a monthly basis and replenished as required	✓				✓	✓			Waste Management Areas		Environmental Officer Supervisors	Duration of works
Emergency spill kits shall be complete (fully stocked), readily available and all site personnel shall be trained in site spill clean up procedures	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer Supervisors	Duration of works
No litter shall be allowed to be left onsite. All work areas shall be tidied each day	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer Supervisors Site Personnel	Duration of works
In the event of a waste or chemical spill/incident a incident/accident report form shall be completed, retained on file and reported in the monthly report	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer Supervisors	Duration of works

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Mitigation actions	Relevant project activities								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
All non-conformances relating to waste management shall be corrected as soon as practicable after being detected and strategies/procedures shall be developed/implemented to reduce the likelihood of the incident reoccurring through the incident management process	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation village		Environmental Officer Site Foreman	Duration of works

Environmental Management Plan

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9.8 Public Amenity Management Sub Plan

Public Amenity Management Sub Plan		Preliminary Draft 17/10/07
<i>Approved for issue:</i>		
Status: Draft	Author	Craig Thamm
	Project Manager	Fraser Ramsay / /
Objective(s)	To minimise impact on public amenity over the duration of the project.	
Key issues		
Statutory requirements		

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Mitigation actions	Relevant project activities (from Risk Assessment)								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Access to the construction site and accommodation village will be clearly delineated with sufficient sight distance for the speed environment	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer Supervisors	n/a
Traffic Management Plan will be prepared and implemented during construction to minimise potential traffic impacts	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Construction Manager	n/a
Maintain areas of screening vegetation and include a programme of replanting vegetation that not providing adequate screening	✓	✓					✓		Entire Site & Accommodation Village		Environmental Officer Supervisors	n/a
Maintain the rail infrastructure and the project area in a clean and tidy condition	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site & Accommodation Village		Environmental Officer Supervisors	n/a

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Mitigation actions	Relevant project activities (from Risk Assessment)								Relevant location(s)	Relevant approval / statutory conditions (refer to Appendix B)	Responsibility	Timing
	Site establishment & stockpiling	Vegetation clearing & grubbing	Bulk earthworks & spoil removal	Bridge / Crossing Works	Materials delivery	Building Works	Protection works	Signalling and Electrification				
Lighting for night works will be directed away from sensitive receptors wherever practical to do so. Lighting towers used in sensitive locations must also have guards to limit light spill	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site		Environmental Officer Supervisors	n/a
Complaints will be managed according to the complaints management procedure. Complaints must have an initial response within 24 hours and an action plan developed within 2 working days of the complaint being received. Complaints will be reported in the monthly report	✓	✓	✓	✓	✓	✓	✓	✓	Entire Site		Environmental Officer Community Liaison Manager	n/a

APPENDIX A: Approvals Register

DRAFT

APPENDIX B: Copies of Permits and Approvals

DRAFT

Weed Management Plan

Connell Hatch
ABN 21 646 421 651
433 Boundary Street
Spring Hill
Queensland 4004 Australia

Telephone: +61 7 3135 8444
Facsimile: +61 7 3135 8445
Email: chbne@connelhatch.com
www.connelhatch.com

Weed Management Strategy Jilalan Rail Yard Upgrade Project Queensland Rail

27 November 2007
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Rev No	Date	Revision Details	Typist	Author	Verifier	Approver
0	22 November 2007	Draft	PM	PM	AW	SAC
1	27 November 2007	Final	PM	PM	MH	SAC

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Appendix A

Images of Declared Species within Project Area

1. Introduction

The project area has been broken into 12 management sub-areas (A-L) to reflect different approaches required for weed management across the site. These are indicated in Figure 1.

2. General principles

Weed management of the project area will require regular effort during the construction period, the maintenance period and indefinitely after the maintenance period is finished. A greater effort will be required to remove and control weeds on the project area in the initial phase of the project but the effort required should diminish providing the weeds are removed before they finish flowering and set seed or develop propagules. There is also a strong need to focus the weed effort on and around sensitive areas such as waterways. In figure 1 the main sub areas within the project area which require this special consideration are K, G and F.

Application of herbicides shall only be carried out under the authority of a licensed contractor in accordance with the *Agricultural Chemicals Distribution Control Act (1966)* and in accordance with the manufacturer's directions. Where herbicide will be applied to hazardous areas, as defined by the Act, the Contractor shall obtain and submit a distribution permit to the Environmental Officer prior to carrying out the works.

Declared weeds are plants which are currently targeted for control under state legislation and shall therefore, be managed as per legislative guidelines. Declared weeds all cause or have the potential to cause serious economic, environmental and social impacts to those areas affected by them. There are three categories of declared weeds, Class 1, Class 2 and Class 3. The project area contains species listed as Class 2 and 3 under the *Land Protection (Pest and Stock Route Management) Act 2002*. These species include *Hymenachne amplexicaulis* (Hymenachne), *Lantana camara* (Lantana), *Spathodea campanulata* (African Tulip tree) and *Sporobolus fertilis* (Paramatta grass).

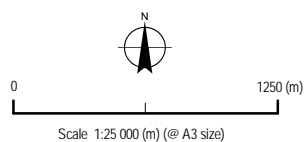
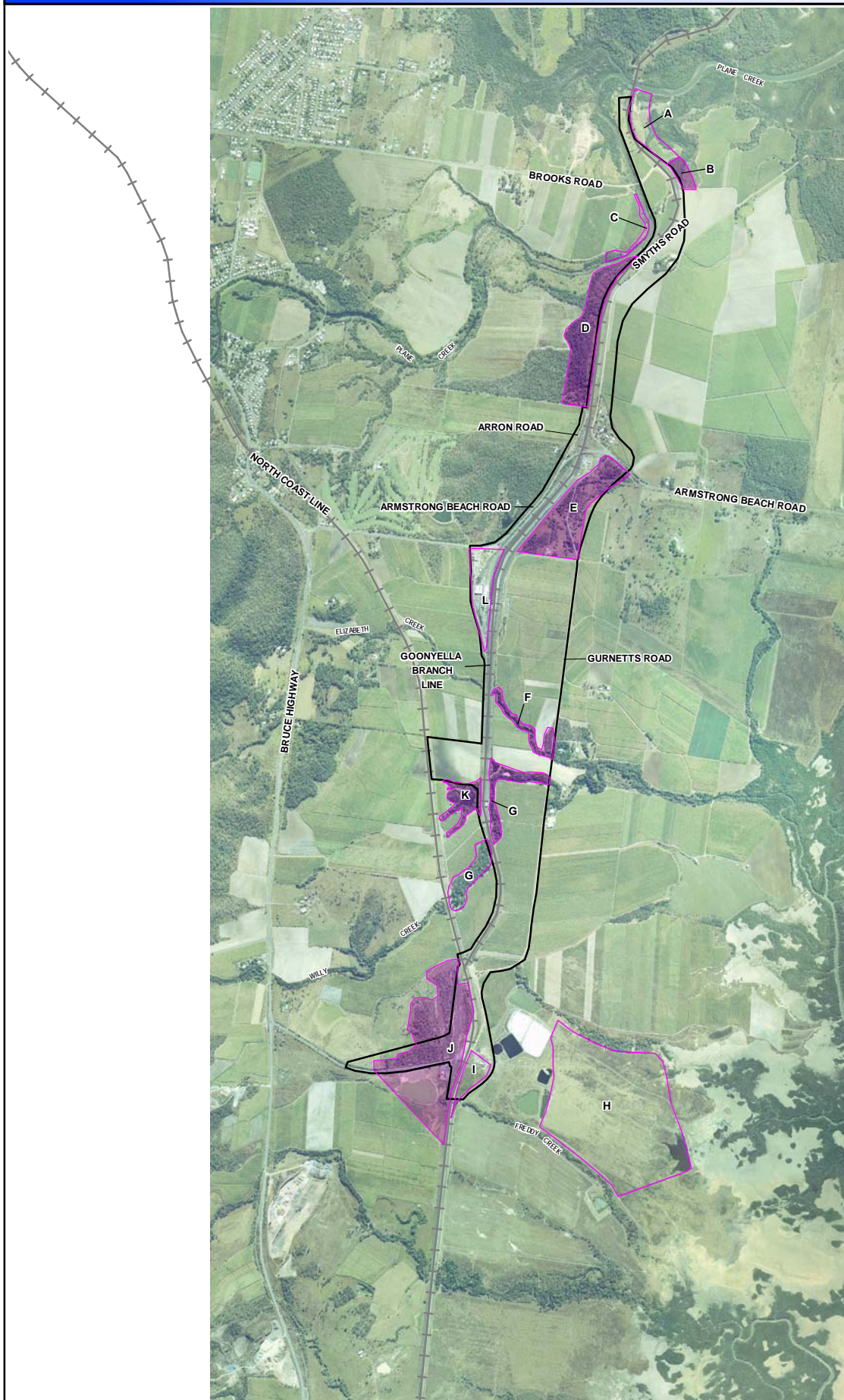
No weeds are to be mulched for the rehabilitation of the site. This is to reduce the risk of resprouting of weed species within the project area and to protect the sensitive ecosystems such as the creek system within the project area. There are also other sensitive areas downstream from the project area which could be affected by the spread of weeds.

3. Roles and responsibilities

From the commencement of the project to the end of the maintenance period weed control will be the responsibility of the Coal Stream Alliance – Jilalan (CSAJ). The CSAJ will also be responsible for identification of weeds to be controlled. Once the maintenance period is completed weed control will be the responsibility of QR.

4. Weed control methods

The main method for controlling weeds in this area will be herbicide applications in conjunction with manual removal. There are three applications which will be utilised, these are; foliar spraying, cut stump method and stem injection. Due to the proximity of waterways within the project area Roundup Biactive (or a similar, approved systematic herbicide) which has been formulated for use in aquatic situations shall be used to treat the weeds present on site. All herbicides shall be applied in accordance with the manufacturer's instructions.



LEGEND

- | | |
|--------------|--|
| Project Area | Survey Site with Declared Pest Species |
| Rail | All Other Survey Sites |

DECLARED PEST SPECIES

FIGURE 1

4.1 Foliar spraying

Spray a mixture of Roundup Biactive (or similar approved) and clean water in accordance with the manufacturer's directions to achieve a good cover over most of the foliage. A suitable dye, (eg vegetable dye) shall be added to the herbicide mix to indicate which weeds have been sprayed. Herbaceous weeds taller than 500mm shall be cut to remove most of the plants' above ground mass and allowed to re-shoot before new growth is sprayed. Remove weeds manually where spraying would damage desirable plants.

Guards shall be fitted to sprays to prevent over-spray onto plants to be retained. Immediately wash with clean water any plants to be retained that are accidentally sprayed.

Table 4.1 lists the species found within the project area which require foliar spraying treatment.

Table 4.1 Weed species requiring foliar spraying

Botanical Name	Common Name	Form	Status
<i>Axonopus fissifolius</i>	Narrow leaved carpet grass	G	Intro
<i>Chloris inflata</i>	Purple-top chloris	G	Intro
<i>Chloris virgata</i>	Feathertop Rhodes grass	G	Intro
<i>Digitaria ciliaris</i>	Summer grass	G	Intro
<i>Echinochloa colona</i>	Awnless barnyard grass	G	Intro
<i>Eleusine indica</i>	Crows foot grass	G	Intro
<i>Eragrostis tenuifolia</i>	Elastic grass	G	Intro
<i>Hyparrhenia rufa</i>	Thatch grass	G	Intro
<i>Megathyrsus maximus</i>	Guinea grass	G	Intro
<i>Melinis repens</i>	Red Natal grass	G	Intro
<i>Saccharum officinarum</i>	Sugar cane	G	Intro
<i>Setaria sphacelata</i>	South African pigeon grass	G	Intro
<i>Sorghum halapense</i>	Johnson grass	G	Intro
<i>Themeda quadrivalvis</i>	Grader grass	G	Intro
<i>Urochloa decumbens</i>	Signal grass	G	Intro
<i>Urochloa mutica</i>	Para grass	G	Intro
<i>Ageratum houstonianum</i>	Blue Billygoat Weed	H	Intro
<i>Amaranthus viridis</i>	Green amaranth	H	Intro
<i>Aster subulatus</i>	Wild aster	H	Intro
<i>Bidens pilosa</i>	Cobbler's pegs	H	Intro
<i>Crotalaria goreensis</i>	Gambia pea	H	Intro
<i>Crotalaria pallida</i>	Streaked rattlepod	H	Intro
<i>Eclipta prostrata</i>	White eclipta	H	Intro
<i>Emilia sonchifolia</i>	Emilia	H	Intro
<i>Euphorbia hirta</i>	Asthma plant	H	Intro
<i>Gomphrena celosioides</i>	Gomphrena Weed	H	Intro
<i>Leucas lavandulifolia</i>	Leucas	H	Intro
<i>Mimosa pudica</i>	Common sensitive plant	H	Intro
<i>Oxalis corymbosa</i>	Pink shamrock	H	Intro
<i>Phyllanthus virgatus</i>	NCN	H	Intro
<i>Richardia brasiliensis</i>	White eye	H	Intro
<i>Sida rhombifolia</i>	Sida	H	Intro
<i>Sonchus oleraceus</i>	Sow thistle	H	Intro

Botanical Name	Common Name	Form	Status
<i>Stachytarpheta jamaicensis</i>	Snake weed	H	Intro
<i>Stylosanthes hamata</i>	Verano	H	Intro
<i>Synedrella nodiflora</i>	Cinderella weed	H	Intro
<i>Tridax procumbens</i>	Tridax daisy	H	Intro
<i>Xanthium pungens</i>	Noogoora burr	H	Intro
<i>Cyperus brevifolius</i>	Mullumbimby Couch	Se	Intro
<i>Cyperus compressus</i>	NCN	Se	Intro
<i>Cyperus eragrostis</i>	Umbrella sedge	Se	Intro
<i>Cyperus involucratus</i>	Umbrella sedge	Se	Intro

4.2 Cut stump method

Cut the stem or trunk of the plant to be removed within 150mm above ground level. This cut must be horizontal to minimise potential runoff of the herbicide. Within 10 seconds of cutting apply a solution of Roundup Biactive (or similar approved) and clean water in accordance with the manufacturer's directions to the outside edge (sapwood) of the freshly cut base. For trees with large circumferences apply the herbicide mix to the edge of the stump where the cambium layer is present only. Any resprouts or suckers should be treated using the cut stump method or foliar spraying until the plant is completely dead. Table 4.2 lists the species requiring cut stump method.

Table 4.2 Species requiring cut stump method

Botanical Name	Common Name	Form	Status
<i>Leucena leucocephala</i>	Leucena	S	Intro
<i>Ricinus communis</i>	Castor oil plant	S	Intro
<i>Senna pendula</i>	Easter cassia	S	Intro
<i>Solanum torvum</i>	Devil's fig	S	Intro
<i>Tithonia diversifolia</i>	Japanese sunflower	S	Intro
<i>Urena lobata</i>	Urena weed	S	Intro

4.3 Specific application of vines

Vines require a scrape and paint method. Using a knife start at the base and scrape 20mm to 1m of the stem to expose the sapwood and apply a mixture of Roundup Biactive (or similar approved) and clean water to the sapwood within 10 seconds of scraping. Do not ring bark the stem of the vines. Established vines need to remain in trees after treatment to ensure that the host is not damaged.

Table 4.3 lists species of vines within the project area which require this method of treatment.

Table 4.3 Vine species requiring scrape and paint method

Botanical Name	Common Name	Form	Status
<i>Centrosema molle</i>	NCN	V	Intro
<i>Macroptilium atropurpureum</i>	Siratro	V	Intro
<i>Passiflora foetida</i>	Stinking Passion Flower	V	Intro
<i>Passiflora suberosa</i>	Corky Passion Flower	V	Intro
<i>Solanum seaforthium</i>	Brazilian nightshade	V	Intro

4.4 Stem injection

Drill or cut through the bark into the sapwood tissue of the trunks or stems of shrubs and trees. The drill holes should be made with a cordless drill at an angle of 45° at a maximum of 50 mm apart around the trunk. A Roundup Biactive (or similar approved) and clean water mixture is then applied to the hole/cut within 10 seconds of drilling. **The holes or cuts must not be overfilled.**

Table 4.4 lists the species within the project area that require stem injection.

Table 4.4 Species requiring stem injection

Botanical Name	Common Name	Form	Status
<i>Abutilon auritum</i>	Chinese lantern	T	Intro
<i>Bauhinia</i> sp.		T	Intro
<i>Citrus taitensis</i>	Bush lemon	T	Intro
<i>Clerodendrum</i> sp.		T	Intro
<i>Mangifera indica</i>	Mango	T	Intro
<i>Psidium</i> sp.	Guava	T	Intro

4.5 Declared weeds

All four of the declared weed species found within the project area can be controlled with Roundup Biactive (or similar approved). Table 4.5 summarises the appropriate application methods. Refer to appendix A for images of these declared weed species.

Table 4.5 Control methods for declared weed species

Species	Class	Permit (if required)	Herbicide	Rate	Comments
<i>Hymenachne amplexicaulis</i> (Hymenachne)	C2	PER 7485 Effective 1 July 2004 to 30 June 2009.	360g/L Glyphosate (includes Roundup Biactive and Weed mater Duo).	1 L/100L water or 10 L/ha delivered by boom.	The best form of management for this weed is to use herbicides as mechanical or physical removal does not work due to its ability to reproduce vegetatively. Spot spray in aquatic and wetland areas. Spraying usually needs to be repeated every three months to control regrowth. This species was located in the wetland west of the projects area only.
<i>Lantana camara</i> (Lantana)	C2	-	Glyphosate (Roundup) (Glyphosate 360)	1 L/ 100 L water	Foliar spraying will usually kill plants which are less than 2m high, herbicides applied to the lower bark of the stems (the basal bark technique) or immediately to a freshly cut stump (the cut-stump technique) are useful for larger plants. Optimum stage to apply herbicide is when the plant is actively growing. This is usually six weeks after good rains (at least 45mm) when minimum temperatures exceed 15°C (in Queensland the spraying season usually lasts from early summer to autumn). Wet plant thoroughly. Glyphosate usually affects any green plant it comes into contact with.
<i>Spathodea campanulata</i> (African Tulip tree)	C3	PERMIT 7485	Glyphosate (360 g/L)	Undiluted to 1 L per 2 L water at 1 mL per 2 cm of hole or cut	The cut stump or stem inject method is the most effective for this species.
<i>Sporobolus fertilis</i> (Paramatta grass)	C2	-	Glyphosate (360 g/L)	15 mL/L water	For scattered plants or small clumps spot spraying is the best method. However there is usually a strong need for follow up spraying of 'missed' weedy Sporobolus grasses and new seedlings.

(Source: Adapted from NRM fact sheets)

5. Other weed species

All declared and environmental weeds in the project area including those listed in Table 5.1 are to be controlled.

Table 5.1 Other weed species requiring appropriate controls

Botanical Name	Common Name	Form	Status
<i>Ageratum houstonianum</i>	Blue Billygoat Weed	H	Intro
<i>Amaranthus viridis</i>	Green amaranth	H	Intro
<i>Abutilon auritum</i>	Chinese lantern	T	Intro
<i>Aster subulatus</i>	Wild aster	H	Intro
<i>Axonopus fissifolius</i>	Narrow leaved carpet grass	G	Intro
<i>Bauhinia</i> sp.		T	Intro
<i>Bidens pilosa</i>	Cobbler's pegs	H	Intro
<i>Centrosema molle</i>	NCN	V	Intro
<i>Chloris inflata</i>	Purple-top chloris	G	Intro
<i>Chloris virgata</i>	Feathertop Rhodes grass	G	Intro
<i>Citrus taitensis</i>	Bush lemon	T	Intro
<i>Clerodendrum</i> sp.		T	Intro
<i>Crotalaria goreensis</i>	Gambia pea	H	Intro
<i>Crotalaria pallida</i>	Streaked rattlepod	H	Intro
<i>Cyperus brevifolius</i>	Mullumbimby Couch	Se	Intro
<i>Cyperus compressus</i>	NCN	Se	Intro
<i>Cyperus eragrostis</i>	Umbrella sedge	Se	Intro
<i>Cyperus involucratus</i>	Umbrella sedge	Se	Intro
<i>Digitaria ciliaris</i>	Summer grass	G	Intro
<i>Echinochloa colona</i>	Awnless barnyard grass	G	Intro
<i>Eclipta prostrata</i>	White eclipta	H	Intro
<i>Eleusine indica</i>	Crows foot grass	G	Intro
<i>Emilia sonchifolia</i>	Emilia	H	Intro
<i>Eragrostis tenuifolia</i>	Elastic grass	G	Intro
<i>Euphorbia hirta</i>	Asthma plant	H	Intro
<i>Gomphrena celosioides</i>	Gomphrena Weed	H	Intro
<i>Hymenachne amplexicaulis</i>	Hymenachne	G	Intro;C2
<i>Hyparrhenia rufa</i>	Thatch grass	G	Intro
<i>Lantana camara</i>	Lantana	S	Intro;C2
<i>Leucas lavandulifolia</i>	Leucas	H	Intro
<i>Leucena leucocephala</i>	Leucena	S	Intro
<i>Macroptilium atropurpureum</i>	Siratro	V	Intro
<i>Mangifera indica</i>	Mango	T	Intro
<i>Megathyrsus maximus</i>	Guinea grass	G	Intro
<i>Melinis repens</i>	Red Natal grass	G	Intro
<i>Mimosa pudica</i>	Common sensitive plant	H	Intro
<i>Oxalis corymbosa</i>	Pink shamrock	H	Intro
<i>Passiflora foetida</i>	Stinking Passion Flower	V	Intro
<i>Passiflora suberosa</i>	Corky Passion Flower	V	Intro
<i>Phyllanthus virgatus</i>	NCN	H	Intro

Botanical Name	Common Name	Form	Status
<i>Psidium</i> sp	Guava	T	Intro
<i>Richardia brasiliensis</i>	White eye	H	Intro
<i>Ricinus communis</i>	Castor oil plant	S	Intro
<i>Saccharum officinarum</i>	Sugar cane	G	Intro
<i>Senna pendula</i>	Easter cassia	S	Intro
<i>Setaria sphacelata</i>	South African pigeon grass	G	Intro
<i>Sida rhombifolia</i>	Sida	H	Intro
<i>Solanum seaforthium</i>	Brazilian nightshade	V	Intro
<i>Solanum torvum</i>	Devil's fig	S	Intro
<i>Sonchus oleraceus</i>	Sow thistle	H	Intro
<i>Sorghum halapense</i>	Johnson grass	G	Intro
<i>Spathodea campanulata</i>	African Tulip tree	T	Intro; C3
<i>Sporobolus fertilis</i>	Paramatta grass	G	Intro; C2
<i>Stachytarpheta jamaicensis</i>	Snake weed	H	Intro
<i>Stylosanthes hamata</i>	Verano	H	Intro
<i>Synedrella nodiflora</i>	Cinderella weed	H	Intro
<i>Themeda quadrivalvis</i>	Grader grass	G	Intro
<i>Tithonia diversifolia</i>	Japanese sunflower	S	Intro
<i>Tridax procumbens</i>	Tridax daisy	H	Intro
<i>Urena lobata</i>	Urena weed	S	Intro
<i>Urochloa decumbens</i>	Signal grass	G	Intro
<i>Urochloa mutica</i>	Para grass	G	Intro
<i>Xanthium pungens</i>	Noogoora burr	H	Intro

Form: T = Tree P = Palm S = Shrub H = Herb V = Vine O = orchid F = Fern
G = Grass Se = Sedge

C2 = Class 2 Pest Plants under the *Land Protection (Pest and Stock Route Management) Act 2002* and listed in the *Land Protection (Pest and Stock Route Management) Regulation 2003*

C3 = Class 3 Pest Plants under the *Land Protection (Pest and Stock Route Management) Act 2002* and listed in the *Land Protection (Pest and Stock Route Management) Regulation 2003*

N = Not native to SEQld and has become an environmental weed

Intro = introduced species

Appendix A

Images of Declared Species within Project Area

Appendix A

Hymenachne amplexicaulis (Olive Hymenachne)



(Source: Department of the Environment and Water Resources 2004 & Northern Territory Government 2007)



(Source: Northern Territory Government 2007)

Lantana camara (Lantana)



(Source: CRC Weed Management 2003)



(Sources: Department of Natural Resources and Water 2006; Centre for Plant Biodiversity research and Australian National Herbarium 2002; Bega Valley Shire Council 2004)

Spathodea campanulata (African Tulip tree)



(Source: James Cook University 2007)

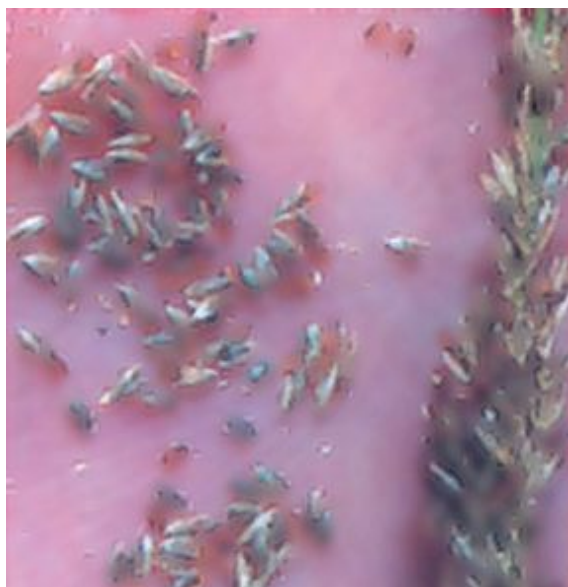


(Source: National Weeds Strategy Undated)



(Source: Department of Natural Resources and Water 2006)

Sporobolus fertilis (Paramatta grass)



(Source: National Weeds Strategy Undated)

Sources:

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Emergency Response Plan



Draft Emergency Response Plan

for

Coal Stream Alliance Jilalan

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Draft Emergency Response Plan

Coal Stream Alliance Jilalan



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Rev	Date	Description	Originator	Reviewer	Approver
A	19/07/07	Preliminary Draft issued for comment by the AMT			

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1. INTRODUCTION

1.1 ***Emergency Response Plan***

The Emergency Response Plan is a key document which presents information to provide effective management of emergency situations.

1.1.1 *Purpose*

The primary purpose of this Emergency Response Plan is to ensure that project personnel are aware of the applicable emergency procedures and take reasonable and practicable action in the event of an emergency, and thereby mitigate any safety or environmental impacts that may be related to the emergency situation.

To achieve this purpose the Plan will cover the following:

- Key emergency response personnel, responsibilities and contact details;
- Emergency services - e.g. 000 (ambulance, fire brigade and spill clean-up service);
- Communications strategy (internal and external);
- Details of containment measures to be taken in the event of emergency situations that may arise during the work;
- Location of site register and information on hazardous materials including material safety data sheets (MSDS);
- Environmental incident response;
- To manage any crisis in an effective and efficient manner.
- To prevent or minimize inaccurate information circulating in the public domain;
- To keep all stakeholders including Alliance personnel up to date with accurate information in a caring manner; and
- To minimize the impact of any major crisis on Alliance personnel, operations and shareholders.

1.1.2 *Plan Review*

The Emergency Response Plan will be reviewed annually as a minimum and will also be reviewed in response to:

- Significant Incidents;
- Findings of inspections and audits;
- Change in project scope and risk profile;
- Changes in Alliance systems; and
- Management reviews.

1.1.3 Scope

This Emergency Response Plan and includes the management of crisis. A crisis is defined as an event which involves:

- A fatality or catastrophic event;
- Multiple serious injuries;
- Entrapment of workers for prolonged period; and
- Serious incident which captures the public attention i.e. major fire, rock fall or environmental event.

This Emergency Response Plan applies to all Alliance operations. In addition, the **Emergency Preparedness and Response Procedure - PEPC22** also provides information.

These plan was developed with reference to the requirements of Australian Standard AS 3745-2002 - *Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces*.

A number of hazards have been identified by the Alliance that may be the cause of an emergency. Management plans have been developed that include processes and controls that effectively manage these hazards and eliminate, or lessen, the associated risks and reduce the possibility that these will escalate to the level of an emergency.

All identified hazards that present a risk to the Alliance are listed in the OH&S and Environmental Risk Assessments. Potential incidents that may result in an emergency situation at the mine are;

- Heavy equipment/vehicle accident;
- Explosive incidents;
- Lightning;
- Severe thunderstorm/flooding; and
- Bushfires.

The site strategies for dealing with various emergencies are identified provided in Appendix 2.

1.2 Background

The Jilalan Yard was originally built in the 1970's for smaller head end power trains and has been incrementally expanded over time to match growing coal exports. However, the number and type of trains and the supply chain operating mode have also evolved and the current yard infrastructure is no longer adequate to handle current and future Goonyella system coal capacity requirements. Jilalan Yard is an integral part of the Goonyella system which processes coal trains operating to ports at Hay Point and Dalrymple Bay.

It is proposed to expand the current Goonyella system from its existing capacity by a number of infrastructure improvements

which are documented in the 2006 Coal Rail Infrastructure Master Plan. The upgrades identified for Jilalan are a critical component in the supply chain improvement program in order to obtain a system capacity of 129 Mtpa by early 2010.

The inefficiencies in the yard and to the system include:

- The ability to stage and re-sequence trains for unloading at the two Hay Point ports is constrained;
- Minimum track centres do not allow efficient access to trains for examinations and minor repairs;
- There are no full length train examination tracks and therefore trains have to be split, increasing the time taken for examinations;
- Current workshop facilities are not adequate to service the planned rollingstock fleet expansion required to meet future contractual obligations;
- There is no allowance to provision loaded trains queuing for the port and restricted bypass ability (i.e. trains can only be provisioned in the empty direction);
- Outdated locomotive provisioning, rollingstock maintenance, turntable and inefficient overhead wiring isolation issues limit network capacity and throughput; and
- Existing level crossings in yard restrict main line speed.

The system currently has a maximum capacity of 92 Mtpa. The proposed upgrade is required to meet contracted coal throughput requirements of 129 Mtpa by the start of 2010.

The Project has been granted Significant Project status under the *State Development and Public Works Organisation Act* (1971). An Environmental Impact Study has been commissioned for the proposed works and it is anticipated that this will be completed by the end of 2007.

2. EMERGENCIES

2.1 *Emergencies*

For the purpose of this Emergency Response Plan, emergencies will be classified as minor or major emergencies or a crisis.

2.1.1 *Minor Emergency*

A minor emergency shall be any event which can be effectively controlled or contained by the resources and personnel immediately available at the time of the event e.g. Employee suffers a broken arm after falling whilst alighting from a machine. The Supervisor and First Aid Officer would handle this event with the assistance of on duty personnel without the utilisation of additional resources.

2.1.2 *Major Emergency*

A major emergency shall be any event, which requires dedicated personnel, skill and resources beyond the immediate capacity of the Workshop Personnel, e.g. A major spill has occurred, and a number of employees have been overcome by toxic fumes.

Emergency situations may include, but not limited to the following situations: -

Medical Emergencies

- Situations involving serious injuries and illness.

Chemical Emergencies

- Situations where chemicals have been spilt or have reacted and produced threatening situations to health and the environment.

Fire Emergencies

- Situations where property/structures are burning with or without danger to personnel, and with potential to cause major destruction to property and the environment.

Entrapment Emergencies

- Situations where personnel are not free to escape to a safe location. Personnel may require the assistance of trained personnel and specialist equipment to extricate them.

Environmental Emergencies

- Situations involving severe weather, bush fires, flooding or escape of a containment etc.

2.1.3 Crisis

A crisis is defined as an event which involves:

- A fatality or catastrophic event;
- Multiple serious injuries;
- Entrapment of workers for prolonged period; and
- Serious incident which captures the public attention i.e. major fire, rock fall or environmental event.

2.2 **Arrangements with Partners and Other Third Parties**

While Emergency Response is the responsibility of the Alliance, assurances must be sought and formal arrangements made for the protection of employees in all aspects of safety, risk, and crisis management.

Media arrangements must preclude the making of public statements about a crisis or emergency situation in any of the entities linked to the Alliance, unless they have been authorised by the respective Chief Executive Officer or other authorised representative of each organisation.

3. EMERGENCY PREVENTION AND SITE FACILITIES

3.1 *Employee Awareness*

All Alliance Management and personnel directly involved or affected in the event of a crisis are to be aware and trained in their responsibility and roles. This may entail undergoing regular mock emergency situations to ensure viability and efficiency.

Alliance employees are to be aware of the Crisis Management Plan and the importance of confidentiality in the event of a crisis especially in relation to media response procedures.

During the site induction, employees shall be advised of:

- First Aid Locations;
- Emergency Telephone Numbers;
- Radio Call Signs;
- Evacuation Areas;
- Fire Equipment Use /Location and Muster Points
- The contents and access to the Emergency Response Plan.

A Site Emergency Procedure Poster is to be displayed in all crib rooms, offices and other areas where it will provide employees with an 'on the spot' reckoner of what to do and who to contact in an emergency. The Site Emergency Procedure Poster highlights;

- Exits;
- Assembly areas/ Muster points;
- Location of fire extinguishers;
- Emergency services phone numbers;
- Names of qualified first aid personnel
- Emergency contact number for the site; and
- Instructions - what to do on hearing an evacuation alarm.

An Emergency Response Checklist (a colour coded wall mounted flip-chart) will be provided. The flip-chart includes the following headings:

- Emergency Contact Names/Numbers;
- Serious Injury/Medical Emergency;
- Electricity/Electrical Shock;

- Fire;
- Chemical Spill/Gas Leak;
- Bomb Threat/Robbery or Hostile Intruder;
- Site Evacuation;
- Site Specific Emergency Response Procedure/Plan;
- Site Emergency Team; and
- Site Map.

3.2 **First Aid**

Industrial First Aid Kits to be located in site in the Site Office. First Aid Kits to be provided as required by site, eg in the Crib Room.

First Aid Procedure (PEPC29) should be followed to ensure that adequate first aid facilities are provided and maintained throughout the Company workplaces, in accordance with legislation, award requirements and specific workplace needs.

The Safety & Training Co-ordinator is to inspect all first aid kits on site on a monthly basis (or as required) using the **First Aid Kit Inspection and Stock Check (PEFM132)** form (i.e. one form for each kit maintained).

3.3 **Site Facilities**

Communication facilities on site are to include a phone in the site office and operable two way radios in plant and equipment.

3.4 **Hazardous Substances**

All substances/chemicals to be utilised on the works shall be checked using the Chemwatch system and Material Safety Data Sheet (MSDS) obtained prior to use on the project. The Project Supervisor shall ensure that a register and file of MSDS records are maintained for all hazardous products used.

All other aspects of hazardous substance management shall be in accordance with procedure **PEPC28 'Control of Hazardous Substances'**.

3.5 **Safety Management**

The Safety and Health Management Plan identifies and treats safety risks and provides a range of mitigation and management measures.

3.6 **Environmental Management**

The Construction Environmental Management Plan identifies and treats environmental risks and provides a range of mitigation and management measures.

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4. EMERGENCY RESPONSE

4.1 *The Declaration of an Emergency Situation*

The principle of prudent over-reaction and rapid de-escalation applies to all line managers within the Alliance, with the aim being to contain the situation at the lowest level possible.

The Site Emergency Response plans will nominate a functional head point of contact, normally the Alliance Manager.

This functional head determines if the Alliance Leadership Team is required to support the site, or if line management remains sufficient.

Any functional head can declare a functional emergency, or act as if the function is in a crisis situation. However only the Alliance Leadership Team, or the nominated alternate, can formally declare an Alliance crisis, or direct that the entire Alliance act as if in crisis.

4.2 *Activation of the Crisis and Emergency Organisation*

The notification and activation of all Alliance Leadership Team and support members is by direct telephone call to the individual, following declaration by the Alliance Director / Manager.

The caller should specify the location and the time at which the team is to convene. The first choice of location will be that of the Board Room situated in the Brisbane Office.

4.3 *Summary of Steps*

In the event of a major emergency, the Emergency Response Plan will be implemented and the following emergency response steps would be undertaken relevant to the nature and extent of the emergency.

1. Activate the alarm, via Emergency Evacuation Air horns/Alarms.
2. Evacuation of associated areas in proximity to the accident and contacting the relevant personnel for assistance.
3. The relevant Supervisor responds to the emergency and notifies the Alliance Manager (Emergency Director). If applicable, the Site Emergency Response Team will be notified and are to secure, manage and resolve the emergency situation.
4. Immediate controls to prevent further danger to personnel or equipment including the barricading of accident area and control of traffic to the accident scene.
5. Establishment of dedicated communication lines specifically for use by the emergency and site management personnel.

6. The Emergency Director takes charge, deploys resources and notifies Alliance Management Team (Alliance Director) for major emergencies.
7. The Alliance Director notifies and relevant persons (Alliance Leadership Team) according to the Crisis Management Plan.
8. Immediate controls to prevent further danger to personnel or equipment including the barricading of accident area and control of traffic to the accident scene. The accident scene is not to be disturbed.
9. Emergency Response engaged to obtain control and resolve the situation.
10. As required, external services are utilised to assist such as medical personnel, ambulance officers and police.
11. In the circumstance of a fatality, deceased are to be protected against the elements. The accident scene is not to be disturbed until the coroner has given permission for removal of deceased and or property.
12. Witnesses are to be supported and are to remain contactable for statements.
13. Situation resolved, debrief, investigation, preventative measures applied and internal and external reporting completed.
14. The Alliance Manager with assistance from internal resources shall implement the accident investigation procedure.

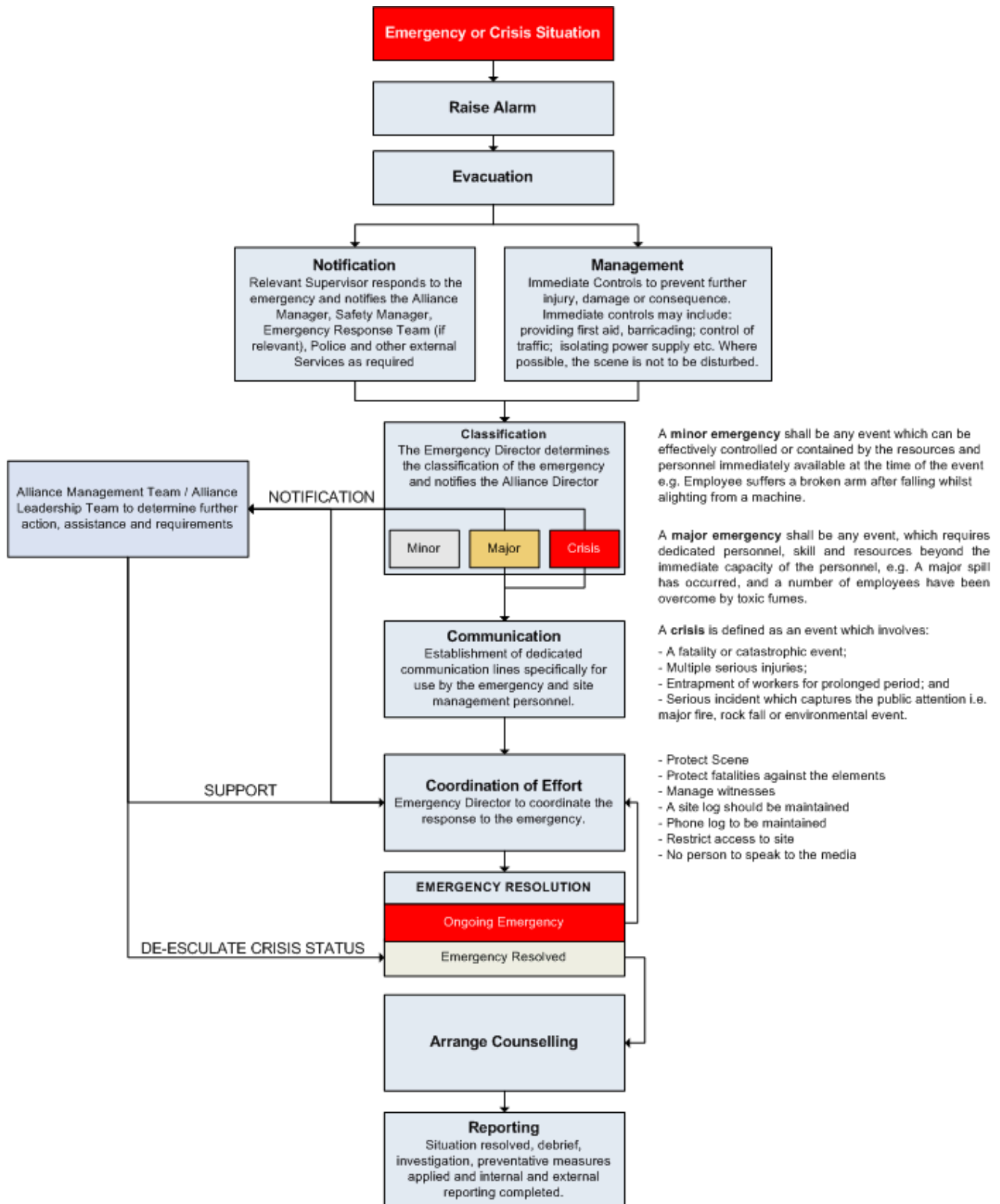
4.4 Emergency Response

An Alliance Emergency Response Checklist (a colour coded wall mounted flip-chart) will be developed. The flip-chart includes the following headings:

- Emergency Contact Names/Numbers;
- Serious Injury/Medical Emergency;
- Electricity/Electrical Shock;
- Fire;
- Chemical Spill/Gas Leak;
- Bomb Threat/Robbery or Hostile Intruder;
- Site Evacuation;
- Site Specific Emergency Response Procedure/Plan;
- Site Emergency Team; and
- Site Map.

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4.5 Environmental Emergency Response

Contingency plans for the management of environmental emergencies may also be developed as part of the environmental management plan. Examples of environmental contingency plans include:

- ***The Hydrocarbon/Chemical Spill Response Process (PEFC13)***;
- ***Management of Unrecorded Aboriginal Heritage Sites (SSFC06c)***; and
- ***Erosion and Sediment Control Failure Management (PEFC14)***.

Other environmental contingency plans may also be developed during the project if the need arises.

4.6 Reporting Crisis to Key Personnel and Authorities

There are two types of reporting required:

- Internal Reporting, which includes the reporting of the crisis to key Alliance and relevant stakeholders; and
- External Reporting of the crisis to authorities.

4.6.1 Internal Reporting

The following key Alliance personnel are to be notified by the Alliance Manager as soon as possible in the event of a crisis situation:

- Alliance Manager;
- Alliance Director;
- Safety Manager;
- Environmental Manager;
- Interface Manager;
- Alliance Management Team members;
- Alliance Leadership Team members in the event of a crisis;
- Respective Organisations Chief Executive Officer or authorised person will be notified by the Alliance Director as soon as possible in the event of a crisis.

4.6.2 External Reporting

- Queensland Police (during emergency response process).
- Worksafe Inspector.
- Emergency response groups as necessary.
- Any other relevant government agency depending upon the nature of the crisis.

4.7 Dealing with Fatalities

4.7.1 *Removal of the Deceased and Property from the Accident*

The Coroner or Coroner's representative must grant permission before the deceased and/or property from the accident scene may be removed.

- The Alliance Manager shall secure, protect and hand over the accident scene to the statutory agency and State Police Representative on their arrival.
- The Site Surveyor shall fully measure and survey the scene of the crisis situation and draw up a plan of the incident and the location of the deceased.

4.7.2 *Notification of Next of Kin*

The Alliance Manager will liaise with the Police in relation to the notification of the next of Kin to the deceased. It is standard practice for the Police to notify the next of kin.

There may be a requirement to liaise with the Alliance Manager for the release of personal information.

The Alliance Director will discuss and agree who and how contact will be made with the next of kin. If the deceased lived locally the Alliance Manager should make direct contact with the next of kin and offer the following:

- Moral support;
- Counselling service; and
- Assistance with any funeral arrangements (dollar value to be determined by ALT).

If available a counsellor should attend any visits with the Alliance Manager. In any discussions with next of kin no comment should be made in respect to liability for the accident or any benefits that may apply.

If the next of kin lives away from the site the Alliance Manager and Alliance Director will agree on who will make personal/direct contact.

4.7.3 *Counselling*

The Alliance Manager will liaise with the Alliance Management Team to arrange for counselling personnel to attend the site.

The following people should be offered/encouraged to utilise the services of the counsellors:

- Next of kin.
- All Alliance Personnel and especially those either involved in the accident and/or rescue/recovery process including the Alliance Manager.
- Client staff.

4.8 *Record Keeping*

Site Log

It is important in managing a crisis that a clear record of all events is kept.

Responsibility for this lies with the Alliance Manager and it is recommended that responsibility be delegated to the Site Administrator. The site log (Appendix 3) should include the following:

- Clear record, including time and person(s) involved, of all events that occurred on site from the time of the crisis until the investigation is complete.

Phone Log

A log of all incoming/outgoing phone calls (Appendix 3) is to be maintained by the Site Administrator from the time the crisis occurs until 24 hours after either the crisis is resolved or the deceased is removed from site.

4.9 Restricted Access to Site

In any crisis situation it is important to restrict access to site to only those personnel required in relation to the crisis. This includes:

- Ambulance/medical personnel;
- Police; and
- Coroner.

In the event of a crisis the Alliance Manager will appoint an Access Controller who will be responsible for controlling entry to the site. Entry is to be restricted to authorised personnel only.

The Access Controller is to record all personnel entering and leaving site on the Access Register (Appendix 4). The Access Register is to be utilised until the crisis is resolved or the deceased is removed from site.

4.10 Emergency Contact List

An Emergency Contact List (Appendix 5) is to be kept at each Alliance location (Brisbane, Jilalan, Camp etc.). The list must be easily accessible to all employees at all times. It is the responsibility of the Site Administrator to ensure that the list is kept current.

4.11 Media Enquiries and Statements

No Alliance personnel or sub-contractor shall make any comment to the media in relation to the crisis situation or deceased. In all occurrences persons receiving an inquiry from a media organisation must obtain details of the person and media organisation making the inquiry and report the nature of the enquires to the Alliance Manager.

The Alliance Director is responsible for any Media Releases or statements with authority from the Alliance Leadership Team.

No Alliance personnel or subcontractor will provide details of a

crisis to any other party. The Alliance Manager shall ensure that under no circumstances should any photographic evidence be circulated electronically both internally or externally. All photographs are deemed as evidence and as such must be kept as part of the investigation material.

4.12 Accident Investigation

The investigation shall be completed by the Safety Manager only when all relevant facts have been determined and the Alliance Management Team are satisfied that the findings are true and accurate.

Detailed investigation documentation shall not be released to any person, company or organization until the Alliance Leadership team has given authority to do so. Such release shall be made in a controlled manner subject to verification.

4.13 Post Accident or Emergency Recovery

After the crisis situation there is a requirement for the Alliance Manager to hold a number of meetings to discuss the crisis and review the procedures.

4.14 Debriefing

As soon as possible after the event a debriefing meeting needs to be arranged by the Alliance Manager attended by all personnel involved in the event. This includes the Emergency Response Team, work personnel, witnesses and site medical staff.

A debriefing meeting is a discussion of the events experienced during and following the crisis. The debriefing meeting may cover topics such as:

- What happened, including an overview of the events and known facts;
- The quality and timing of the Emergency Response and any improvements required;
- Co-ordination of the event;
- Experiences of the personnel involved;
- The offer of further counselling, and
- Immediate controls to prevent recurrence.

4.15 Safety Meeting and Personnel Matters

After the crisis situation, a safety meeting shall be held to inform all Alliance employees of the facts from the accident, and to help prevent rumours of the event.

During this meeting, Counselling Services and Employee Assistance Programs shall be offered to all employees.

5. KEY PERSONNEL AND DUTIES

5.1 *Structure & Responsibility*

Resources for this project have been identified by the Alliance Director and detailed in the Project Organisation Chart, refer to Appendix 1. Resources are from the members of the Coal Stream Alliance Jilalan including:

- Queensland Rail (QR);
- Connell Hatch;
- PB;
- Macmahon Contractors Pty Ltd (Macmahon); and
- MVM Rail Pty Ltd (MVM).

5.2 *Responsibilities & Authorities*

The responsibilities and authorities of Coal Stream Alliance personnel are defined in position descriptions. The specific responsibilities of staff in relation to are detailed below:

5.3 *Emergency Director (Alliance Manager)*

The Emergency Director assumes overall control of emergency. Make initial appraisal of the situation by consultation with the Emergency Controller.

Establish emergency command post (project office) and nominate a communications officer to take charge of phones and radio communication.

Liaise with external organisations as required, such as:

- Client Representative;
- Police;
- Fire Service;
- Ambulance; and
- Emergency Service Agency.

Ensure resources required by at the scene are obtained and dispatched with utmost haste.

Deal with press and media enquiries.

Commence gathering information about the emergency, its cause and consequences for follow up reporting and investigation. Ensure that personnel who are not involved in the emergency are given feedback on what has happened and are kept up to date with developments.

Allocation of personnel to specific duties in support of personnel involved in the emergency e.g. assessment of weights of structures to be raised or lifted etc.

Ensure support services e.g. grief counselling, stress counselling etc are organised for personnel involved in the emergency.

Prepare a post emergency plan of action to cover: re-commencement of construction works; stabilisation of ground and equipment at emergency scene; isolation of any equipment/vehicles etc as required by statutory organisation; clean up of emergency scene.

5.4 All Site Personnel

Personnel to be aware of potential emergency situations, including:

- Fire, e.g. bushfire from lightning strike.
- Spillage of dangerous goods, e.g. chemical, fuel spills.
- Medical causes, e.g. impacts and crushes; falls; electric shock.
- Natural occurrences, such as floods, cyclones, earthquakes.
- Accidents, such as accidental firing of a blast by atmospheric electrical disturbance.
- Operational emergencies, such as void collapse, unplanned exposure to powerlines.

5.5 Person Making Emergency Call

- Stay calm.
- Speak clearly and slowly.
- Give your name.
- Give your location and exact location of the emergency.
- State what has happened and how long since it happened.
- State number of injured personnel if possible.
- State type and extent of damage.

5.6 Supervisor

Supervisor ensures that all employees for whom they are responsible are aware of emergency procedures applicable to their work site, including accommodation areas.

6. CHECKING AND CORRECTIVE ACTION

6.1 *Determine Effectiveness of Emergency Preparedness*

The emergency procedure/plan is to be tested every six months to determine the effectiveness of planned arrangements. The emergency procedures are to be reviewed following a practice drill/ session or actual accident / emergency events and results recorded.

6.2 *Maintain Records*

Alliance Manager maintains records of all site emergencies, and results of any emergency practice drills conducted on a six (6) monthly basis. A copy of these records to be forwarded to the Safety Training Manager and the original to be kept on site.

Draft Emergency Response Plan

Coal Stream Alliance Jilalan



7. REVIEW & IMPROVEMENT

The following mechanism(s) will be implemented to review performance and identify opportunities for improvement:

7.1 *Emergency Management Review*

Following any emergency or Emergency Response Plan test the Safety Manager shall review the effectiveness of the Emergency Response Plan with the Alliance Management Team.

Spill Response Procedure

SPILL RESPONSE PROCEDURE



Step	Who	Actions
Secure Area	<ul style="list-style-type: none"> You Your Supervisor 	<p>If there is a safety risk, ensure no-one enters the area</p>
Assess the Situation	<ul style="list-style-type: none"> You Your Supervisor 	<p>Step back and review the situation. If you can stop the spill safely (e.g. pick up leaking drum) do so.</p> <p>Notify your supervisor and call for assistance from Environmental officer if needed</p> <p>Initiate Emergency Response Plan if required</p>
Contain the Spill	<ul style="list-style-type: none"> You Your Supervisor 	<p>If possible Contain spill using the spill response kit.</p> <p>For larger spills, construct an earth bund to protect surrounding areas - especially waterways</p>
Clean-up the Spill	<ul style="list-style-type: none"> You Your Supervisor Enviro Officer 	<p>If possible clean up using spill response kit</p> <p>Make sure you use the PPE required (gloves, goggles, overalls etc)</p> <p>Environmental officer will organise for any disposal of contaminated material off-site</p>
Report the Incident	<ul style="list-style-type: none"> You Your Supervisor Enviro Officer 	<p>Notify the Environmental Officer if not already involved</p> <p>Complete an incident investigation as per the procedure in the Safety Management Plan</p>
Notifications	<ul style="list-style-type: none"> Enviro Officer 	<p>Environmental Officer is to notify the Alliance Manager who will in turn notify the ALT if warranted.</p> <p>Environmental Officer to facilitate notification of regulatory authorities (through the Alliance Manager) if required</p>
Replenish Spill Kit	<ul style="list-style-type: none"> You 	<p>A full replacement of spill response kit is held in the PPE store. Use this to replace any used items from the spill kit.</p> <p>Be sure to notify the safety office to ensure replacement items are ordered</p>

Communication and Consultation Management Plan



Communication and Consultation Management Plan

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Distribution and Revision

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Interface Manager	9
Commercial Manager	10

Revision History					
Rev	Date	Description	Originator	Reviewer	Approver
A	October 07	1 st Draft	Kim Norton	Ian Wrightson	Fraser Ramsay
B	November 07	2 nd Draft	Kim Norton	QR	Fraser Ramsay

SUMMARY

This Communication and Consultation Management Plan (CCMP) articulates the Alliance's communication and consultation activities for the project and is intended to be a working document for use by the Alliance Community Relations Team (CRT). The use of key messages for the communication and consultation management aspects of this Alliance project will be tied into Queensland Rail's key messages for the overall COALRAIL Infrastructure Program. To that end, this document has been informed by QRNA's COALRAIL Infrastructure Program Communication Strategy.

Throughout the duration of the project, the Alliance CRT will evaluate community discussions and feedback to identify specific project issues that may impact the ongoing scope of the communication and consultation activities undertaken.

As a working document, this plan will be reviewed regularly, updating communication and consultation activities where relevant to ensure the ongoing currency, accuracy and relevance of the plan.

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1.0 INTRODUCTION

To accommodate significant growth within the Central Queensland coal industry through the provision of future rail capacity, Queensland Rail's dedicated Rail Manager, Network Access (QRNA), developed the 2006 COALRAIL Infrastructure Master Plan. The Master Plan provides a staged pathway for expansion of rail infrastructure within Central Queensland.

QRNA's COALRAIL Infrastructure Program Management Office is now charged with the delivery of over \$700m in coal rail infrastructure, on behalf of customers, over the next two years. The program encompasses some 30 projects, all in varying stages of development, across four Central Queensland coal systems, including the Goonyella Rail System.

Part of the Goonyella Rail System, and located 3 km south east of Sarina, is the Jilalan Rail Yard, first commissioned in 1971. The rail yard is used by QR for maintaining and servicing coal trains transporting coal to the Hay Point Services Coal Terminal and Dalrymple Bay Coal Terminal. The Jilalan Yard Upgrade Project will increase the capacity and operational efficiency of the Goonyella Rail System in line with port infrastructure expansions at both Hay Point and Dalrymple Bay.

The project will include:

- the construction of new bypass and provisioning tracks
- construction of a new locomotive provisioning facility
- construction of a new wagon maintenance facility
- alterations to the existing yard including the conversion of an existing wagon shed into a locomotive maintenance facility
- alterations to existing road alignments
- the construction of several new grade separated road crossings.

The Alliance will be responsible for all civil engineering and infrastructure works including the design and construction of road and rail alignments, bridges, roads and associated earthworks. QR will design and construct the rail systems elements of the project which include tracks, overhead power and signalling. Through coordinating and integrating these components into the QR rail systems, the Alliance will be responsible for facilitating the successful delivery of the project as a whole.

The communication and consultation process will be a key component of delivering a project that demonstrates a level of community acceptance and a sense of ownership. The process will be relevant, transparent, inclusive, accessible, allow for meaningful contribution and will be fairly managed. To achieve this across both the design and construction phases of the project, the Alliance will establish a dedicated Community Relations Team (CRT). PB's Senior Consultation and Communication Consultant Kim Norton, will join the CRT in the role of Community and Stakeholder Relations Manager (CSRM). The CSRM will manage all community and stakeholder issues throughout the course of the project, with a Sarina-based Community and Stakeholder Relations Officer (CSRO) to be appointed in line with the project's early works and construction phase for the duration of 2008 and 2009.

The CRT will consist of the Alliance Manager, Deputy Alliance Manager, Interface Manager, Community and Stakeholder Relations Manager and Community and Stakeholder Relations Officer.

The CRT, in implementing the CCMP, will ensure community and stakeholder trust and understanding of the project and of QR is established and maintained.

The CRT will:

- undertake an accountable, transparent communication and consultation process
- clarify existing stakeholder and community perceptions about the Jilalan Yard upgrade
- manage community expectations and concerns about the Jilalan Yard upgrade and QR
- consult with a range of stakeholders and the community
- provide a range of opportunities for information exchange, where project team members can provide information and answer questions
- provide the community with accessible information about the communication and consultation process and identified issues
- respect the needs, views and, where they exist, concerns of stakeholders
- interact and work with QR within a cooperative framework
- continually review and update the CCMP.

1.1 Social Context

Sarina Shire

Sarina Shire is located at the southern tip of the Great Barrier Reef in northern Queensland, 37km south of Mackay and 307km north of Rockhampton. Bounded by Mackay City, Nebo and Broadsound shires, Sarina Shire includes the townships of Sarina, Koumala, Campwin Beach, Grasstree Beach, Salonika Beach and Louise Creek. The population of the shire as at June 2006 was 11,360 and is estimated to increase to between 12,300 and 14,800 by 2026.

As home to the Hay Point and Dalrymple Bay port facilities, Sarina is a focal point for the export of coal. Sugar cane farming, ethanol distilling, sugar milling, biofertiliser production, dairying, grazing, tropical fruit growing, horticulture, aquaculture and tourism also contribute significantly to the shire's economy.

With the passing of the Local Government Reform Implementation Bill 2007 in August and the local government amalgamations and boundary changes to occur as a result, Sarina Shire, Mackay City and Mirani Shire will form the Mackay Regional Council as of March 2008.

Mackay City

Mackay is Queensland's major regional centre located between Cairns and Brisbane. Mackay City Council borders with the shires of Whitsunday, Mirani and Nebo. The Mackay City Council area population was 90,303 in June 2006.

Mackay City includes Walkerston, Bakers Creek, Eton, Farleigh, Nindaroo, Ball Bay, Seaforth, Calen and Midge Point.

The Mackay region is one of the largest contributors to sugar cane production in Australia and contributes significantly to coal production and exports from within the Bowen Basin. Other significant contributors to the Mackay regional economy are the agribusiness, tourism and marine sectors.

Mirani Shire

As the major industry for more than 100 years, sugar production continues to be of significant importance to Mirani Shire economy. Other industries include dairy farming, mango processing, horticulture, cattle and tourism.

As at June 30 2006, Mirani Shire had an estimated population of 5,709. Other towns in the shire include Eungella, Finch Hatton, Marian, and Rosedale.

2.0 COMMUNICATION AND CONSULTATION OBJECTIVES AND ACTIVITIES

2.1 Communication and consultation objectives

The communication and consultation objectives of the CCMP are to:

- Communicate and consult with key stakeholders to identify and define issues surrounding the project and work with them to develop an optimum solution
- Conduct an open and transparent communication and consultation process with stakeholders and the broader community
- Ensure that accurate and current information is provided to stakeholders about the Jilalan Yard Upgrade
- Provide a level of comfort and certainty to adjacent land owners regarding QR's intentions for the Jilalan Yard Upgrade site
- Continue to build a positive relationship with Sarina Shire Council and the future Mackay Regional Council
- Protect and enhance the reputation of QR and the Queensland Government
- Promote confidence amongst key stakeholders in QR's ability to manage and deliver the expansion to the Goonyella Rail System
- Facilitate a consultation process which balances the community's need for information with opportunities to provide input into the project process
- Ensure opportunities for community input are maximised
- Provide a consultation process that is compatible with the social environment of the study area
- Manage community expectations related to the potential impact and benefits of the upgrade
- Obtain feedback that will assist the development of mitigation measures and/or engagement strategies.

To achieve these objectives, the CCMP will:

- Recognise the history of the project by building on previous regional consultation activities
- Recognise the contribution the Jilalan Yards make to the economic development of the region and to the Goonyella Rail System
- Conduct consultation that facilitates a wide geographical awareness of the project objectives
- Obtain, consider, manage and document community and stakeholder comments and issues of concern
- Identify local stakeholders and understand their interest in the project

- Assist the immediate community to understand the need for the upgrade, the scope and timing of the project
- Identify preliminary government and community issues associated with the upgrade
- Provide opportunities for community input into the planning and development of the proposed Jilalan Yard Upgrade
- Seek community knowledge and data that may assist the investigation of all potential economic, social and environmental impacts
- Help to identify engagement strategies that would enhance the project from a community perspective
- Assist in understanding what potential mitigation techniques are acceptable and available to those who may be affected.

2.2 Groups to be consulted

The CCMP has been designed to incorporate the views of the following groups:

- QR
- QR Network Access
- Local, state and federal elected representatives
- The Queensland Government
- Government agencies and regulatory bodies
- Major customers
- Industry and competition
- Adjacent infrastructure owners/users
- Emergency services
- Service providers
- Transport providers
- Local business and industry
- local community (directly affected land owners, adjacent land owners and QR employees)
- Education
- Special interest groups
- Media.

Appendix A provides a detailed list of overall project stakeholders.

The CSAJ will use the Consultation Manager database to record and manage stakeholder issues. Through the use of Consultation Manager, the different levels of stakeholders, and the degree to which the CSAJ will interact with them, will be identified.

2.3 Communication and Consultation Activities

2.3.1 Overview of communication and consultation activities

Following is a broad outline of the communication and consultation activities to be undertaken by the Coal Stream Alliance – Jilalan's CRT. Communication tasks are also documented on pages 46 – 52 of the QR Network Access COALRAIL Infrastructure

Program Communication Strategy. The tasks outlined below are specific to this plan and reflect the need to provide stakeholders and the community with timely information and the opportunity to comment on the project.

Table 2-1 lists the broad communication and consultation activities, the aim of each activity, and the stakeholder groups the activities target.

Table 2-1: Overview of communication and consultation activities

Activity	Aim	Group
Communication and Consultation Management Plan (including key messages)	Framework of communication and consultation activities	Project team and all stakeholder groups
Formation of CRT	Implement and monitor communication and consultation activities	Project team and all stakeholder groups
Free-call telephone hotline, project email, website and Reply Paid postal address	Information collection, distribution and exchange	All stakeholder groups
Establish issues database (Consultation Manager)	Information collation and analysis	All stakeholder groups
Meetings with elected representatives	Information exchange, identification of relevant community groups	Elected representatives
Meetings with industry and regulatory bodies	Information exchange	Industry and regulatory bodies
Meetings with adjacent infrastructure owners/users	Information exchange	Adjacent infrastructure owners/users
Monthly e-mail updates	Information distribution	Government, business and industry stakeholder groups
Meetings with land owners	Information exchange	Directly affected land owners
Project signage	Information distribution	Local community
Newsletter publications (including maps)	Information distribution	Local community
Fact sheets (including maps and FAQ's)	Information distribution	Local community
Advertisements	Information distribution	Broader community
Information days/public static displays	Information distribution	Local community
Media briefing kit	Information distribution	Media
Media briefings (at	Information distribution	Media

milestone events)	and exchange	
Media releases	Information distribution	All stakeholder groups
Presentations to local interest groups	Information distribution and exchange	Special interest groups, agencies and broader community
Schools education programme	Information distribution and exchange	Local primary and secondary schools
Activity	Aim	Group
Site visits	Information collection and exchange	Project team
Issues Management	Information collection, analysis, distribution and exchange	Project team and all stakeholder groups

A detailed communication and consultation activity planner, including proposed responsibilities and timeframes, is contained in Appendix B.

2.3.2 Key contacts

Key contacts for the CSAJ are outlined in Table 2-2.

Table 2-2: Key contacts

Name	Position	Contact details
CSAJ		
Fraser Ramsay	Alliance Manager Coal Stream Alliance - Jilalan	Ph: 07 3235 7515 Mob: 0411 223 255 Fax: 07 3235 7899 Email: Fraser.Ramsay@csaj.com.au
Steve Davidson	Deputy Alliance Manager Coal Stream Alliance – Jilalan	Ph: 07 3235 5890 Mob: 0418 814 501 Fax: 07 3235 7899 Email: Steve.Davidson@csaj.com.au
Ian Wrightson	Engineering & Interface Manager Coal Stream Alliance - Jilalan	Ph: 07 3235 5892 Mob: 0417 942 156 Fax: 07 3235 7899 Email: Ian.Wrightson@csaj.com.au
Kim Norton	Community and Stakeholder Relations Manager Coal Stream Alliance - Jilalan	Ph: 07 3854 6676 Mob: 0408 762 613 Fax: 3864 6500 Email: Kim.Norton@csaj.com.au

Name	Position	Contact details
Amanda Campbell	Community and Stakeholder Relations Officer Coal Stream Alliance - Jilalan	Ph: 07 3854 6626 Mob: 0402 023 015 Fax: 07 3854 6500 Email: Amanda.Campbell@csaj.com.au
TBA	Community and Stakeholder Relations Officer Coal Stream Alliance - Jilalan	Ph: Mob: Fax: Email:
QR		
Kevyn Neale	Project Manager QR	Ph: 07 3235 5033 Mob: 0423 567 849 Fax: 07 3235 2361 Email: Kevyn.Neale@qr.com.au
Mary Steele-Alston	Senior Communications Manager COALRAIL Infrastructure Program	Ph: 07 3235 5528 Mob: 0404 478 271 Fax: 07 3235 2361 Email: Mary.Steele-Alston@qr.com.au
Adrian Neubecker	Project Manager	Ph: 07 4951 7206 Mob: 0427 587 443 Email: Adrian.Neubecker@qr.com.au

3.0 COMMUNICATION AND CONSULTATION PROTOCOLS

Throughout the project, community issues need to be identified and managed through a coordinated approach to communication, consultation and community contact. To do this, it is important that all members of the Alliance team inform the CSRM of any contact they have with stakeholders and community members.

All members of the Alliance team should follow the protocols outlined below for the duration of the project.

A summary of communication and consultation protocols (Appendix C) will be distributed to all Alliance team members. They are intended for use when working in the field or discussing the project with stakeholders and community members.

3.1 Key Messages

Key messages form the core of the information the CRT aims for stakeholders and community members to remember and respond to. They are broad statements that are supported by important facts. When approached by the community or when discussing the Jilalan yard upgrade project with stakeholders, the following key messages are to be used:

Primary messages

- QR is working to accommodate significant growth within the Central Queensland coal industry through the provision of future rail capacity.
- The planned Jilalan yard upgrade will increase the capacity and operational efficiency of QR's Goonyella Rail System.
- The Jilalan Rail Yard is currently used for maintaining and servicing coal trains transporting coal to the Hay Point Services Coal Terminal and Dalrymple Bay Coal Terminal.
- The project will allow loaded coal trains to bypass the congested area around Jilalan Yard.
- The project will maximise pit use by staging and sequencing loaded coal trains into the pits.
- The project will expand the number of rail tracks within the yards and improve traffic movements around the site.
- The Coal Stream Alliance – Jilalan will be responsible delivering a successful project.
- The Alliance will be responsible for all civil engineering and infrastructure works including the design and construction of road and rail alignments, bridges, roads and associated earthworks.
- QR will design and construct the rail systems including the track, overhead power and signalling.
- The project is expected to create 350 direct jobs and 100 indirect jobs during design and construction.
- The Jilalan yard upgrade is due for completion in December 2009.
- The Alliance will undertake a community and stakeholder communication and consultation process that is relevant, transparent, inclusive, and accessible, fairly managed and allows for meaningful contribution.
- Should land need to be acquired, QR will negotiate with land owners to achieve a fair and reasonable price.

Secondary messages

- The Goonyella Rail System services the Hay Point Services Coal Terminal and Dalrymple Bay Coal Terminal.
- The Jilalan yard upgrade will increase capacity throughput to Dalrymple Bay to 130 million tonnes per annum (Mtpa) with provision to move to 140 Mtpa in line with additional port infrastructure works.
- All parties in the Queensland coal supply chains are undertaking major capital expansion programs over the next three years.
- The Dalrymple Bay Coal Terminal currently handles 35% of Queensland coal exports, worth \$5.3 billion during 2005-06.
- QR has developed the Coal Rail Infrastructure Master Plan to give more certainty to infrastructure investment over a five year horizon.
- The Coordinator General has granted the project State Significance under the *Public Works Origination Act 1971*.
- An Environmental Impact Statement has been prepared for the project.

3.2 **Approval of communication and consultation material**

Communication and consultation material prepared by the CSRM and CSRO, with the approval of the CRT, will be forwarded through to the COALRAIL Program Office for distribution to QR Corporate and then to the Minister's Office for approval.

The CSRM/CSRO will provide COALRAIL with the required lead time to review and comment on communication and consultation materials before forwarding them through to QR Corporate and the Minister's Office.

3.3 **Media procedure**

Without the approval of the Alliance Manager, no project team members are permitted to communicate with any members of the print or electronic media about any aspect of the project.

If a journalist approaches a project team member working in the field seeking an impromptu interview or comment on the project, it is important not to make any comment. Whilst being courteous to journalists, Alliance team members should state 'I am not the spokesperson for this project. However, the Alliance's Community and Stakeholder Relations Manager will be pleased to respond to your questions. Please contact Kim Norton on 0408 762 613.

Kim Norton will handle the enquiry as per the Alliance/COALRAIL process, taking down the journalist's contact details, questions and deadline requirements. All media enquiries will be immediately reported by Kim to Alliance Manager Fraser Ramsay and forwarded through to COALRAIL's Senior Communications Manager and QR Corporate, as necessary.

QR will consult with the CRT to develop a dot point summary of specific project issues and potential responses for both reactive and proactive media releases. Media releases will be developed by QR Corporate and distributed by the Minister's Office.

Appendices G and H outline the Alliance's media release and media inquiries processes respectively.

3.4 Stakeholder and community contact

3.4.1 Recording community issues

All face-to-face conversations with the community and hotline calls, including contact details, should be recorded on the project's Record of Consultation (RoC) form. Copies of the RoC form will be given to Alliance team members for use when working in the field. A copy of the RoC form is attached in Appendix D. All contact will be recorded in the project specific issues database, ensuring all contact details and emerging issues are recorded and tracked.

Stakeholders, community members or affected landowners interested in the project should be encouraged to discuss the project with team representatives on the freecall project hotline (number tba). Key issues relating to the project will be managed by the CSRM, in liaison with the CRT. The CSRO (and CSRM) will be responsible for answering calls and providing information to stakeholders and community members. Where necessary, messages will be taken and the issue/s referred to the CSRM for follow up.

The CSRM, CSRO and Interface Manager will have access rights to the project database, Consultation Manager. Once the RoC forms have been completed and received by the CSRM, CSRO and/or the Interface Manager, all identified issues will be entered into the database and actions issued where appropriate.

3.5 Issues management

An issue is a matter that has the potential to impact significantly on the outcomes of the project.

To determine the significance of issues and ensure they are addressed appropriately, the CSRM must be notified immediately of any key stakeholders or community members who have indicated they are distressed by any aspect of the project. Notification of an issue/s will result in the commencement of the issues management process (see Appendix E).

The CSRM will determine the potential impact of the issues and, together with the Alliance Manager, will consider strategies to address them. After being provided with a brief on the issue/s, the CSRM, in liaison with QRNA's Senior Communications Manager, will document issues on the issues management proforma (Appendix F). Copies of the proforma will then be circulated to the AMT, QR and QR Corporate, as required. Issues which require escalation and response by QR, will be forwarded through to COALRAIL's Senior Communications Manager via the Alliance Manager.

QRNA's COALRAIL Infrastructure Program Communication Strategy outlines a number of significant issues and opportunities that could be raised during the course of the project. These are outlined below, along with a number of additional possible issues and opportunities identified.

Issues

- delays to project timing
- negative community reaction to the project
- land owner expectation for fair compensation where the acquisition of land is required
- land owner concerns re further expansion of the Jilalan site

- community expectation for adequate levels of consultation
- change in local government attitude (particularly following March 2008 reforms)
- impact on district cane farming activities
- temporary housing of project construction workforce
- impact on surrounding property values
- impact on community from accommodation village
- concerns about QR's land acquisition process
- need for effective management of riparian areas along creeks
- perception by Queensland Competition Authority of the project not providing value for money for all users
- delays to project planning and construction
- land owner appointment of lawyers to liaise with QR re land acquisitions
- impact of loss of cane land on CSR's Plane Creek Mill
- impact of closure or grade separation of Oonooie Road on CSR's fertiliser plant
- increase in rail coal dust emissions
- affect of increased noise on nearby land owners/businesses
- affect of increased vibration on nearby land owners/businesses
- impact on local roads
- impact from roadworks
- increase in truck traffic
- dust associated with construction
- impact/s on level crossings
- construction delays caused by prolonged inclement weather

Opportunities

- local benefit for Sarina Shire residents and businesses
- close working relationships with local authorities
- strong relationship between QR's Project Manager and property division with affected land owners
- community and environment sponsorship.

3.6 Coordination between the Alliance CRT and QR

3.6.1 Regular liaison

Regular liaison will occur between the CSRM, under the supervision of the Alliance Manager, and QR's COALRAIL Senior Communications Manager. To ensure a collaborative approach to consultation, regular contact, including weekly meetings, will be maintained. Contact will involve the discussion of emergent issues, content of material to be distributed to the community, and general implementation of the Communication and Consultation Management Plan and associated strategy.

3.6.2 QR community contact

Where community members contact QR directly to discuss the project, the Alliance CRT asks that, in the first instance, all inquiries be directed through to the CSRO (and CSRM) on the project hotline 1800 XXX XXX. On occasions where inquiries cannot be referred to the hotline, the CSRM asks that a Record of Consultation form be used to record community issues. For consistency and issues management purposes, this form should then be forwarded to the CSRO (and CSRM) on the day it is completed.

3.7 Correspondence and communication

A copy of all correspondence about the project received from stakeholders and members of the community will be forwarded to the CSRO, and cc'd to the CSRM. Correspondence will be recorded in the issues database to provide an up-to-date summary of issues.

Table 3-1 summarises the procedures for recording issues raised during the communication and consultation phase.

Table 3-1: Correspondence

Item	Response procedures
Written correspondence (including e-mails and faxes)	The correspondence is acknowledged in writing by the CSRM within two working days, with contact details and issues entered into the issues database. The CSRM and Alliance Manager will provide a response to the correspondence for forwarding onto QR. Issues requiring immediate response will be discussed with QR's COALRAIL Senior Communications Manager.
Freecall hotline calls	A Record of Consultation form is to be completed by the project team member taking the call. The form is then forwarded through to the CSRO (and cc'd to the CSRM) for entry into the database. All calls are to be followed up within two working days.
Meetings	Project team members will complete a Record of Consultation form for each affected land owner meeting held. Upon completion, all forms are to be forwarded through to the CSRO for entry into the database. Details of all individual meetings will be entered into a meetings register to ensure a complete record is maintained.

4.0 *REPORTING OF CONSULTATION FINDINGS*

All comments received through the communication and consultation process will be summarised into broad issue categories in the Alliance CRT's issues database.

Throughout the communication and consultation process, the CSRM will prepare a regular issues summary for the Alliance Manager, AMT and QR, listing the issues raised through contact with stakeholders and the community. In addition, the CSRM will provide summaries following public displays, meetings and other milestone activities.

A report will be generated at the end of the communication and consultation process, detailing the issues raised, the frequency of each issue, the stakeholder group/s from which the issues originated and the contact method via which each was received and responded to. The CRT will also recommend ongoing consultation activities which may assist in maintaining the relationship between QR, key stakeholders and the broader community beyond the completion of this project. A debrief will also be held to discuss learnings from the communication and consultation process.

5.0 *EVALUATION*

Evaluation of the communication and consultation process will assist in measuring the success of the activities used in managing stakeholder and community issues and concerns about the project. The communication and consultation process will be measured against:

- the timely and effective implementation of the communication and consultation activities
- the timely delivery of stakeholder and community feedback
- balanced or limited media coverage of the project
- frequent and effective communication exchanges with relevant stakeholders and community members
- informal feedback from the project team
- informal feedback from stakeholders
- ministerial briefing note requests (number and content)
- a balance of demographics and attendance at information displays and presentations to local interest groups and agencies
- number of invitations to address/be involved with special interest groups activities
- community attendance at project events

Appendix A – Stakeholder List

Internal Stakeholders	
Network Access	
<ul style="list-style-type: none"> ▪ GGM Network Access ▪ General Manager, Rail Access Services ▪ General Manager, Network Operations ▪ A/General Manager, Network Infrastructure ▪ General Manager, Strategic Issues ▪ Manager Terminal Access Services ▪ A/Manager Business Services ▪ A/Regional Manager Network Infrastructure – Brisbane ▪ Regional Manager Network Infrastructure – Toowoomba ▪ Regional Manager Network Infrastructure – Rockhampton ▪ Regional Manager Network Infrastructure - Townsville ▪ Rail Access Services ▪ Manager, Major Projects ▪ HR Manager ▪ Regional Manager Network Operations – Brisbane ▪ Regional Manager Network Operations – Rockhampton ▪ Regional Manager Network Operations – Mackay ▪ Regional Manager Network Operations – Townsville ▪ Manager, Network Performance ▪ Manager, Network Systems ▪ Manager, Network Capacity ▪ Manager, Safeworking ▪ Manager, Network Control ▪ Manager, Network Yards ▪ NA staff throughout the state. 	

QR
<ul style="list-style-type: none"> ▪ QR Board ▪ Chief Executive Officer ▪ Chief Operating Officer ▪ Key Level 2s ▪ Level 3s ▪ GGM QR Passengers, Mike Scanlan ▪ GGM QR National ▪ Including GM Coal and selected staff ▪ Chief Finance Officer ▪ GGM Shared Services ▪ Chief Risk Officer ▪ QR Corporate Affairs ▪ Manager, Community Relations ▪ Manager, Government Stakeholder Relations ▪ Legal ▪ Supply ▪ Projects.
Political
<ul style="list-style-type: none"> ▪ Sarina Shire Council: Cr. Karen May (Mayor), Cr. John Airolidi, Cr. Rodney Webb, Cr. Paul Steindl, Cr. Cath Hutton, Cr. Harry Griffiths, Cr. Michael Hackett, Ms Sandra Cannon (CEO). ▪ Divisional Councillors, Sarina Shire Council, Cr. Michael Hackett and Cr. Harry Griffiths ▪ Mackay City Council: Mr Ken Gouldthorp (CEO) ▪ Member for Mirani, Hon. Ted Malone MP ▪ Premier of Queensland, Hon. Anna Bligh MP ▪ Deputy Premier and Minister for Infrastructure and Planning, Hon. Paul Lucas MP ▪ Treasurer, Hon. Andrew Fraser MP ▪ Minister for Transport, Trade, Employment and Industrial Relations, Hon. John Mickel MP ▪ Minister for Main Roads and Local Government, Hon. Warren Pitt MP ▪ Minister for Mines and Energy, Hon. Geoff Wilson MP ▪ Minister for Primary Industries and Fisheries, Member for Mackay, Hon. Tim Mulherin MP ▪ Federal Member for Dawson, Hon. De-Anne Kelly MP ▪ Deputy Prime Minister and the Minister for Transport and Regional Services, Hon. Mark Vale MP ▪ The Minister for Local Government and Territories and Roads, Hon. Jim Lloyd MP ▪ The Treasurer, Hon. Peter Costello MP.

Government and regulatory
<ul style="list-style-type: none"> ▪ Coordinator General ▪ Queensland Transport (RPF) ▪ Queensland Treasury (OGOC) ▪ Department of Finance, State Development & Innovation ▪ Department of Natural Resources & Mines ▪ Department of Main Roads ▪ Department of Primary Industries ▪ Queensland Transport ▪ DOTARS ▪ Qld Competition Authority ▪ ACCC ▪ Sarina Shire Council ▪ Mackay City Council ▪ Mirani Shire Council ▪ Environmental Protection Agency ▪ Queensland Resources Council ▪ Queensland Competition Authority ▪ Queensland Chamber of Commerce.
External Stakeholders
Major customers
<ul style="list-style-type: none"> ▪ Rail operators ▪ Mining companies (detail) ▪ Queensland Resources Council ▪ Potential access seekers ▪ Domestic consumers of coal eg. power stations.
Industry and competition
<ul style="list-style-type: none"> ▪ Port of Brisbane ▪ CQPA (Gladstone) ▪ Babcock & Brown (Dalrymple Bay) ▪ Ports Corp (Abbott Point) ▪ BMA (Hay Point) ▪ Queensland Resources Council ▪ Engineers Queensland ▪ Infrastructure Association of Queensland ▪ Chartered Institute of Transport ▪ Construction industry ▪ LGAQ ▪ Other Supply Chain stakeholders.

Adjacent infrastructure owners/users
<ul style="list-style-type: none"> ▪ Ports Corporation of Queensland ▪ Babcock and Brown Infrastructure (owner) ▪ DBCT Management (managers) ▪ BMA (Hay Point) ▪ Coal customers ▪ Pacific National.
Emergency services
<ul style="list-style-type: none"> ▪ Queensland State Emergency Service ▪ Queensland Police Rescue ▪ Queensland Fire & Rescue ▪ Queensland Ambulance Service.
Service providers
<ul style="list-style-type: none"> ▪ Telstra ▪ Energex ▪ Ergon Energy ▪ Origin Energy ▪ Queensland Gas Company (QGC) ▪ AGL Pty Ltd. ▪ Reefnet.
Transport providers
<ul style="list-style-type: none"> ▪ RACQ ▪ Sarina Shuttle Bus Coach Transport ▪ Taxi companies.
Local business and industry
<ul style="list-style-type: none"> ▪ CSR Ethanol ▪ Babcock & Brown Infrastructure ▪ BHP Billiton Mitsubishi Alliance (Hay Point) ▪ Ports Corporation of Queensland ▪ Dalrymple Bay Coal Terminal (DBCT) Management ▪ Coal Customers ▪ Pacific National ▪ Canegrowers Association.
Local community
<ul style="list-style-type: none"> ▪ Directly affected land owners ▪ Cane growers ▪ QR employees ▪ Regional road users ▪ Broader community.

Education	
▪ Sarina Primary School	
▪ Sarina High School.	
Special interest groups	
▪ Sarina Landcare Integrated Catchment Management Association	
▪ Sarina Agricultural Advisory Group (SAAG)	
▪ Cane Growers Association	
▪ Sarina Chamber of Commerce	
▪ Sarina Beach Progress Association	
▪ Armstrong Beach Progress Association	
▪ Sarina Shire Community Development Committee	
▪ Mudth-Niyleta Aboriginal & Islander Corporation	
▪ Sarina Shire Historical Committee	
▪ SARTOUR (Sarina Tourism)	
▪ Healthy Waterways Forum	
▪ Sarina Broadband Coastal Land Use Study Group	
▪ Mackay Whitsunday Natural Resource Management Group	
▪ Sarina Golf Club	
▪ Port of Hay Point CRG	
▪ Dalrymple Bay Coal Terminal CRG	
▪ PCQ Reference Group.	
Media	
▪ The Courier Mail	
▪ The Mackay Mercury	
▪ The Australian	
▪ Lloyds List	
▪ The Sarina Siren	
▪ Southern Cross Ten	
▪ Channel Seven	
▪ WIN Television	
▪ 4MK 101.9FM	
▪ 102.6FM Easy Listening	
▪ HotFM	
▪ SeaFM.	

Appendix B – Detailed Consultation Planner

The following table provides a summary of the key activities that will be undertaken as part of the communication and consultation process. Activities and their associated preparation details are divided into specific stages. A description of each stage is also provided to assist tracking communication and consultation processes against specific project need and outcomes.

Table A-1: Consultation and communication activities

Task 1 – Establish communication and consultation process and tools

This stage puts in place the framework that is used to implement, monitor and evaluate the various consultation activities. Stage One also details the activities that should be maintained for the duration of the project.

*** Please note: activities that appear shaded in this planner form part of the Coal Stream Alliance – Jilalan (specific) internal and external communications activities.**

ACTIVITY	RATIONALE	OUTCOME	RESPONSIBILITY	TIMEFRAME
Prepare Communication and Consultation Management Plan.	Internal working document for the CRT and QR. Provides a framework and outline for approved communication and consultation activities. Details project key messages.	Approved communication and consultation process. Periodic review at key consultation milestones to reflect project's progress.	CSRM to prepare. Alliance Manager to review. QR to review and approve.	Draft under review. Draft to ALT w/c 29/10/07 – 2/11/07.
Formulation of CRT	Alliance team responsible for the implementation and monitoring of Communication and Consultation Management Plan communication and consultation activities.	Communication and Consultation Management Plan strategies implemented.	Alliance Manager and CSRM to establish. QR to approve.	Formation of initial team completed October 2007. Planning ongoing for recruitment of Sarina-based CSRO.

ACTIVITY	RATIONALE	OUTCOME	RESPONSIBILITY	TIMEFRAME
Establish and maintain community free-call hotline, project email, Reply Paid postal address and fax number.	Provides the community with an avenue for information exchange.	Community information contact point. Community issues are identified for analysis and response. <ul style="list-style-type: none"> Project hotline number (tba) *with call diversion set-up through to PB Project e-mail address is (tba) Project website address is (tba) Reply Paid mailing address is PO Box 2907, Brisbane. 	CSRM/CSRO to establish and maintain.	Completed September 2007.
Establish and maintain a stakeholder issues register/database.	Records stakeholder and community information, tracks and analyses emergent issues.	Issues register established. Register to inform the ongoing issues management process and project communication and consultation final report.	CSRM/CSRO to establish and maintain.	Database set up to be finalised w/c 29/10/07 – 9/11/07.
Finalise the list of stakeholders to be engaged in the communication and consultation process.	Determine the type and number of stakeholders to be consulted during the course of the study.	Stakeholders are identified and their details entered into the database.	CSRM/CSRO to finalise list. Alliance Manager to review. QR to approve.	Initial list completed October 2007. Review of list to be ongoing throughout consultation process.

Task 2 – Prepare for community consultation and communication

Stage Two is designed to introduce the project. It focuses on further establishing relationships with all stakeholders and community contact points, and maintaining project awareness.

ACTIVITY	RATIONALE	OUTCOME	RESPONSIBILITY	TIMEFRAME
Develop 'Question & Answer' sheet.	Internal document for Alliance project team and QR providing consistent answers to frequently asked project questions.	Public are provided with regularly updated and consistent answers to frequently asked questions.	CSRM/CSRO to draft. Alliance Manager to review. QR to review and approve.	w/c 29/10/07 – 16/11/07.
Media briefing kit.	Introduce project and provide information directly to the media regarding the communication and consultation process.	Provide media with a comprehensive introduction to the project. Establish relationships with key local and regional media.	QR.	w/c 29/10/07 - 16/11/07.
Prepare (project update) newsletter #1.	Introduce the project and project team to the community, provide background and project information.	Newsletter distributed to stakeholders and community.	CSRM/CSRO to draft and design. Alliance Manager to review. QR to review and approve. CSRO to print and distribute. (Distributed to QR).	Project update 1 completed June 2007. November edition (w/c 5/11/07 – 23/11/07) February 2008 May 2008 August 2008 November 2008 January 2009
Fact sheets (including maps and frequently asked questions).	Preparation of fact sheets on project related issues. Example: <ul style="list-style-type: none"> overall project overview noise (from construction) community benefit. 	Communicates information on key aspects of the project.	CSRM/CSRO to draft and design. Alliance Manager to review. QR to review and approve. CRT to print and distribute.	At relevant stages throughout the course of the project. Project overview fact sheet w/c 5/11/07 – 23/11/07.

ACTIVITY	RATIONALE	OUTCOME	RESPONSIBILITY	TIMEFRAME
Community updates.	Provision of updates by way of local newspapers on project construction related issues. Example: <ul style="list-style-type: none"> temporary road closures increased construction traffic. 	Communicates information on key aspects of the construction program.	CSRM/CSRO to draft and design. Alliance Manager to review. CRT to print and distribute. (Distributed to QR)	At relevant stages throughout the course of the project.
Alliance e-blast	Internal Alliance team document. Provides project information, updates, timelines, team profiles, and news of community involvement.	Identify quantity and costs for design and develop protocol for distribution. Scope subjects for inclusion.	CSRM/CSRO to source design costs and develop distribution protocol. Alliance Manager to review and approve. CSRM/CSRO to commence sourcing story information.	w/c 19/11/07 – 30/11/07
Alliance newsletter. Develop content proforma, distribution databases (email and hard copy) for internal monthly newsletter.	Internal Alliance team document. Provides project information, updates, timelines, team profiles, and news of community involvement. Ensures team contribution is recognised and that members remain engaged for duration of project.	Identify quantity and costs for printing and distribution methods. Scope subjects for inclusion.	CSRM/CSRO to source quote and distribution information. Alliance Manager to review and approve. CSRM/CSRO to commence sourcing story information.	w/c 19/11/07 – 14/12/07

ACTIVITY	RATIONALE	OUTCOME	RESPONSIBILITY	TIMEFRAME
'Meet the neighbours' events.	<p>Opportunity for members of the community, particularly those directly affected, to visit the site and view progress first hand.</p> <p>Opportunity for members of the community to meet key members of the project team in an informal setting.</p> <p>Ensures community and project team feel part of the one 'community'.</p>	<p>Identify scope, budget and frequency of events.</p> <p>Develop registration of interest and invitation method.</p> <p>Provides the community and project team members with the opportunity to feel part of the one 'community'.</p>	<p>CSRM/CSRO to draft discussion paper incorporating scope and budget.</p> <p>Alliance Manager to review, input and approve.</p>	w/c 19/11/07 – 7/12/07.
Schools information package.	<p>Provides information to local community children, teachers and 'Mums and Dads'</p> <p>Communicates information on key aspects of the project and the role the project plays in the local community and national economy</p> <p>Identifies:</p> <ul style="list-style-type: none"> the role of rail in the coal export process the 'life cycle' of coal production information regarding the export of coal project target and jobs/benefits associated with the coal industry in the 	<p>Identify scope and budget of education packs (for primary and high school application).</p> <p>Identify internal and external resources available for delivery of packs.</p> <p>Identify delivery method for information package including web-based and in school delivery.</p>	<p>CSRM/CSRO to draft discussion paper incorporating scope and budget.</p> <p>Alliance Manager to review, input and approve.</p>	w/c 19/11/07 – 7/12/07.

ACTIVITY	RATIONALE	OUTCOME	RESPONSIBILITY	TIMEFRAME
	community.			
Community Newsletter.	Introduces the project and project team to the community. Provides project background and updates, key milestones, and information on Alliance community involvement activities.	Identify quantity and costs for printing and distribution methods. Scope subjects for inclusion.	CSRM/CSRO to source quote and distribution information. Alliance Manager to review and approve. CSRM/CSRO to commence sourcing story information.	w/c 19/11/07 – 7/12/07.
Local newspaper column.	Introduces the project and project team to the community including project information; progress; key milestones, Alliance community involvement (meet the neighbours events, school programmes) and community notice information.	Identify appropriate newspaper/s for column. Size and cost monthly appearance of column.	CSRM/CSRO to source quote and placement information. Alliance Manager to review and approve.	w/c 26/11/07 – 1/12/07.
Identify local charity/organisation beneficiary.	Provides the Alliance with a strong community profile. Provides a positive and lasting legacy to the community after the project has been completed. Promotes good corporate citizenship. Provides PR opportunities for the project and community group/charity.	Results in tangible local community benefits resulting from the project.	CSRM/CSRO to draft discussion paper detailing suggested beneficiaries, activities undertaken by each and how the Alliance can contribute. Discussion paper to detail proposed scope and budget involved. Alliance Manager to review, input and approve.	w/c 26/11/07 – 8/12/07.

ACTIVITY	RATIONALE	OUTCOME	RESPONSIBILITY	TIMEFRAME
Investigate the hosting of a Coal Stream Alliance – Jilalan Golf Day. Research logistics, costs and promotion of same to determine whether event should proceed.	<p>Internal focus:</p> <p>Promotes interaction between members of the Alliance project team.</p> <p>Provides the opportunity for team building and social networking.</p> <p>Recognises project team commitment.</p> <p>Community focus:</p> <p>Provides an informal setting for Alliance team members to mix with members of the community.</p>	Research logistics, viability of event.	<p>CSRM/CSRO to draft discussion paper detailing event management requirements.</p> <p>Discussion paper to include information on scope, budget and promotional opportunities.</p> <p>Alliance Manager to review, input and approve.</p>	w/c 14/01/08 – 1/02/08.

Task 3 – Consultation and communication

This stage is designed to encourage ongoing involvement by stakeholder and community groups. Feedback from all stakeholders during this stage will help the CRT identify emerging issues and concerns.

ACTIVITY	RATIONALE	OUTCOME	RESPONSIBILITY	TIMEFRAME
Stage meetings with elected representatives.	Introduce project team, and ensure representatives are aware of the project and future plans.	Introduction to project and regular report on progress.	QR.	Ongoing as required.
Stage meetings with industry and regulatory bodies.	Introduce project team, and ensure representatives are aware of the project and future plans.	Introduction to project and regular report on progress.	QR.	Ongoing as required.
Stage meeting with adjacent infrastructure owners/users.	Introduce project team, and ensure owners/users are aware of the project and future plans.	Introduction to project and regular report on progress.	QR Project Manager to arrange and conduct.	Ongoing as required.
Hold one-on-one meetings with directly affected land owners.	Respond to queries and collect feedback in a confidential and informal setting.	Relationships are formed between members of the project team and land owners, allowing them to speak freely and openly about the project. Issues and matters raised are recorded. Project team members are able to advise on project progress.	QR Project Manager to arrange and conduct.	August 2007 – December 2008 Ongoing for duration of project.
Media briefing – distribute media kits.	Provide project update via distribution of media briefing kits.	Ensure accurate delivery of project key messages.	QR.	October 2007
Media release – send.	Provides initial project update Details contact points that will be maintained for the duration of the project, including hotline numbers	Provides and update on progress of the project.	QR.	October 2007

ACTIVITY	RATIONALE	OUTCOME	RESPONSIBILITY	TIMEFRAME
	and e-mail address.			
Monthly e-mail updates.	Provide key stakeholders with a regular project progress report.	Key stakeholders kept informed on how the project is progressing.	CSRM/CSRO to draft. Alliance Manager to review. QR to review and approve. Alliance Manager to distribute.	w/c 26/11/07 Monthly for duration of project.
Advertisements	Broader community is aware of project progress and the opportunity to learn more about the project.	Advertisements placed in local newspapers and in high circulation editions to ensure maximum project exposure.	CSRM/CSRO to draft and design. Alliance Manager to review. QR to review and approve. CSRO to arrange placement.	In line with major project milestones and community events.
Information Day/public staffed and static display.	Provides an opportunity for stakeholders and the community to view and speak with project team members, raise any issues and receive feedback, responses.	Information Days, public displays held at various locations with Sarina Shire.	CSRM/CSRO to arrange venues, draft and design materials. Alliance Manager to review. QR to review and approve. CSRO to print materials.	First info day completed 23 August 2007. Ongoing as required for duration of project.
Presentation to local interest groups.	Introduce project team, and ensure group representatives are aware of the project progress.	Introduction to project and regular report on progress.	CSRM/CSRO to arrange and attend. Alliance Manager to attend and present.	Ongoing as required for duration of project.
Project and issues management during community	Issues are managed in a timely manner and interaction with the public reflects current concerns/ attitudes.	Project challenges managed.	PB and QR.	Ongoing for duration of project.

ACTIVITY	RATIONALE	OUTCOME	RESPONSIBILITY	TIMEFRAME
consultation.				
Stage site visit.	Visit by project team members and key stakeholders to project site to view progress.	First hand viewing of project progress.	CSRM/CSRO to arrange and attend. Alliance Manager and project team members to attend.	Ongoing as required for duration of project.
Alliance e-blast	Internal Alliance team document. Provides project information, updates, timelines, team profiles, and news of community involvement.	Communicates, via dot points, the 'top 5' project issues for the week ahead. Includes a "tell us something about yourself that few people know" bio feature. To be distributed via e-mail (only) weekly on a Monday afternoon.	CSRM/CSRO to draft and design. Alliance Manager to review. CSRM/CSRO to send out.	Issued weekly w/c Monday 3/12/07
Alliance newsletter. Develop content proforma, distribution databases (email and hard copy) for internal monthly newsletter.	Internal Alliance team document. Provides project information, updates, timelines, team profiles, and news of community involvement. Ensures team contribution is recognised and that members remain engaged for duration of project.	Communicates key internal information on the project. Engenders support, knowledge and ownership of the project by its staff and the project team. Issued electronically and in hard copy.	CSRM/CSRO to draft and design. Alliance Manager to review. CRT to print and distribute. (Distributed to QR).	Issued monthly w/c Monday 7/1/07
'Meet the neighbours' events.	Opportunity for members of the community, particularly those directly affected, to visit the site and view progress first hand. Opportunity for members of the community to meet key members of the project	Events hosted to provide registered guests the opportunity to meet the team and discuss project detail.	CSRM/CSRO to arrange event date, time, venue and invitations. Project team members to attend.	Ongoing as required for duration of project.

ACTIVITY	RATIONALE	OUTCOME	RESPONSIBILITY	TIMEFRAME
	team. Ensures community and project team feel part of the one 'community'.			
Schools information package (primary and high school).	Provides information to local community children, teachers and 'Mums and Dads'. Communicates information on key aspects of the project and the role the project plays in the local community and national economy.	Identifies: <ul style="list-style-type: none"> the role of rail in the coal export process the 'life cycle' of coal production information regarding the export of coal. project target and jobs/ benefits associated with the coal industry in the community.	CSRM/CSRO to arrange design and production. Alliance Manager to review and approve contents. CSRM/CSRO to develop information package delivery method, timetable and schedule.	Ongoing for duration of project.
Community Newsletter.	Introduces the project and project team to the community. Provides project background and updates, key milestones, and information on Alliance community involvement activities.	Newsletter distributed to stakeholders and community.	CSRM/CSRO to draft and design. Alliance Manager to review. QR to review and approve. CSRO to print and distribute.	Issued quarterly. First issue for distribution w/c 21/1/08.
Local newspaper column.	Introduces the project and project team to the community. Provides project background and updates, key milestones, and information on Alliance community involvement activities.	Column published and information distributed to stakeholders and the community.	CSRM/CSRO to draft and design. Alliance Manager to review. CSRO to arrange placement. (Distribute to QR).	Published monthly First column to appear w/c 28/1/08.
Identify local charity	Provides the Alliance with a strong community profile.	Alliance project team members provide voluntary support to local organisation/s	CSRM/CSRO to liaise with local	February – December 2008

ACTIVITY	RATIONALE	OUTCOME	RESPONSIBILITY	TIMEFRAME
/organisation beneficiary.	<p>Provides a positive and lasting legacy to the community after the project has been completed.</p> <p>Promotes good corporate citizenship.</p> <p>Provides PR opportunities for the project and community group/charity.</p>	<p>through involvement in a number of activities.</p> <p>Example, raffles to be run on-site to help fund raise.</p>	<p>charities/organisations re fund raising requirements and suggested activities through which the Alliance can help.</p> <p>Alliance Manager to review and approve.</p>	

Task 4 – Evaluation

Stage Four examines the progress of community consultation against the project's consultation objectives. It provides a measure of how things were done and how communication and consultation objectives were achieved.

ACTIVITY	RATIONALE	OUTCOME	RESPONSIBILITY	TIMEFRAME
Groups participation rate.	Identification of stakeholder group mix.	Identification of groups that participated in terms of numbers and the range of views expressed. Identifies if all target groups were adequately represented.	CSRM/CSRO to draft. Alliance Manager to review and approve.	December 2009
Ministerial briefing note requests.	Review of number and type of requests for Ministerial Briefings on project.	Frequency of briefing requests to determine the success of internal communication processes and management of community issues.	CSRM/CSRO to collate and review.	December 2009
Media coverage of project.	Review of frequency and balance of all project media coverage.	Frequency and balance of articles published categorised as positive/negative as a means of determining success of communication activities.	CSRM/CSRO to collate and review.	December 2009
Response procedure.	Review of types of responses and means by which they were lodged.	A measure of the effectiveness of methods used and the timeframes associated with each.	CSRM/CSRO to analyse and review. Alliance Manager to review and approve.	December 2009
Project evaluation and debrief meeting.	Provide the project team with the opportunity to discuss the results of the consultation process.	Lessons learned from the project captured for input into the overall QR process.	CRT and QR to attend.	December 2009
Community participation rate.	Review of community events (Alliance team events) and attendance and feedback of same.	Assists project team in measuring community support/information exchange on project.	CSRM/CSRO to collate and review.	December 2009

Task 5 – Reporting

This stage provides for the analysis, review and compilation of all stakeholder and community contact into report format. The impacts and outcomes detailed in this report will be used to recommend ongoing consultation activities beyond the completion of the project.

ACTIVITY	RATIONALE	OUTCOME	RESPONSIBILITY	TIMEFRAME
Prepare communication and consultation report.	Collation and analysis of stakeholder and community comments. Impacts raised by stakeholders will inform the results of the study.	Completion of a communication and consultation summary report.	CSRM/CSRO to draft. Alliance Manager to review and approve.	December 2009
Project evaluation and debrief meeting.	Provide the project team with the opportunity to discuss the results of the consultation process.	Lessons learned from the project captured for input into the overall QR process.	PB and QR.	December 2009
Reporting to Alliance Management Team.	Emerging issues tracked, recorded and discussed. Informs the Alliance monthly reporting process.	Weekly and monthly reporting requirements met and issues managed.	CSM/SCRO	Ongoing

Note: Where 'QR to review and approve' features as a responsibility, this includes the internal approvals process from QRNA through to QR Corporate and the Minister's Office.

CSAJ Internal communications activities

The activities listed as part of this section details those to be implemented by the CSAJ to assist with the continual improvement of project team internal communications and contact.

ACTIVITY	RATIONALE	OUTCOME	RESPONSIBILITY	TIMEFRAME
Review format of alliance meetings.	Review the format of all CSAJ meetings to identify strengths, weaknesses and suggest areas for improvement.	Meeting formats are revised to capitalise on strengths and incorporate identified areas for improvement. Alliance project team takes ownership of new meeting format, championing the teamwide use of it.	CSRM to review and provide feedback. Alliance Manager, Deputy Alliance Manager, Interface Manager and PA to Alliance Manager to review feedback. CSRM to develop discussion paper for distribution to project team. CSRM to post discussion paper to Sharepoint. CSRM to collate and review team feedback and present recommendation to Alliance Manager, Deputy Alliance Manager and Interface Manager. Alliance Manager to announce format changes.	Ongoing commencing November 2007.
Report and document format and compilation process review.	Review the format, content and compilation of all CSAJ reports and documents to identify strengths, weaknesses and suggest areas for improvement.	Report and document formats and compilation processes are revised to capitalise on strengths and incorporate identified areas for improvement. Alliance project team takes ownership of new formats and compilation processes, championing the teamwide use of them.	CSRM to review and provide feedback. Alliance Manager, Deputy Alliance Manager, Interface Manager and PA to Alliance Manager to review feedback. CSRM to develop	Ongoing commencing December 2007.

ACTIVITY	RATIONALE	OUTCOME	RESPONSIBILITY	TIMEFRAME
			discussion paper for distribution to project team. CSRM to post discussion paper to Sharepoint. CSRM to collate and review team feedback and present recommendation to Alliance Manager, Deputy Alliance Manager and Interface Manager. Alliance Manager to announce format changes.	
Presentation skills development.	Review the presentation skills of relevant CSAJ project team members to identify strengths, weaknesses and suggest areas for improvement.	Project team members who regularly present to internal and external stakeholders have their presentation skills reviewed to capitalise on strengths and incorporate identified areas for improvement. Team members develop confidence in their individual and collective presentation skills.	CSRM to review and provide feedback for discussion with relevant team members. Team members workshop review findings, incorporating review information into their individual and collective presentation skills as appropriate.	Ongoing commencing January 2008.
Community consultation training.	Provide team members with an overview of the protocols involved in consulting and communicating with the community.	Project team members develop an understanding and appreciation of community consultation and communication protocols and the reasons they are used.	CSRM to present to relevant team members and facilitate team discussion.	Ongoing commencing January 2008.
Media training for AMT members	Provide team members with an overview of how the media works and the protocols involved in dealing	Project team members develop an understanding and appreciation of how the media works and the protocols involved in dealing with them.	CSRM to present to relevant team members, facilitate "mock interviews" and review of same, and	Ongoing commencing January 2008.

ACTIVITY	RATIONALE	OUTCOME	RESPONSIBILITY	TIMEFRAME
	with them.		lead team discussion. Training to target AMT members.	

Appendix C – Consultation Protocols

Communications and consultation protocol for project team members

Key messages

Key messages form the core of the information the CRT aims for stakeholders and community members to remember and respond to. They are broad statements that are supported by important facts. When approached by the community or when discussing the Jilalan Yard Upgrade Project with stakeholders, the following key messages are to be used:

Primary messages

- QR is working to accommodate significant growth within the Central Queensland coal industry through the provision of future rail capacity.
- The planned Jilalan Yard Upgrade will increase the capacity and operational efficiency of QR's Goonyella Rail System.
- The Jilalan Rail Yard is currently used for maintaining and servicing coal trains transporting coal to the Hay Point Services Coal Terminal and Dalrymple Bay Coal Terminal.
- The Jilalan Yard Upgrade Project will allow loaded coal trains to bypass the congested area around Jilalan Yard.
- The project will maximise pit use by staging and sequencing loaded coal trains into the pits.
- The project will expand the number of rail tracks within the yards and improve traffic movements around the site.
- The Coal Stream Alliance – Jilalan will be responsible delivering a successful project.
- The Alliance will be responsible for all civil engineering and infrastructure works including the design and construction of road and rail alignments, bridges, roads and associated earthworks.
- QR will design and construct the rail systems including the track, overhead power and signalling.
- The project is expected to create 350 direct jobs and 100 indirect jobs during design and construction.
- The Jilalan Yard Upgrade is due for completion in December 2009.
- The Alliance will undertake a communication and consultation process that is relevant, transparent, inclusive, accessible, fairly managed and allows for meaningful contribution.
- Should land need to be acquired, QR will negotiate with land owners to achieve a fair and reasonable price.

Secondary messages

- The Goonyella Rail System services the Hay Point Services Coal Terminal and Dalrymple Bay Coal Terminal.
- The Jilalan Yard Upgrade will increase capacity throughput to Dalrymple Bay to 130 million tonnes per annum (Mtpa) with provision to move to 140 Mtpa in line with additional port infrastructure works.
- All parties in the Queensland coal supply chains are undertaking major capital expansion programs over the next three years.

- The Dalrymple Bay Coal Terminal currently handles 35% of Queensland coal exports, worth \$5.3 billion during 2005-06.
- QR has developed the Coal Rail Infrastructure Master Plan to give more certainty to infrastructure investment over a five year horizon.
- The Coordinator General has granted the project State Significance under the Public Works Origination Act 1971.
- An Environmental Impact Statement has been prepared for the project.

Recording community issues

All face-to-face conversations with the community and hotline calls, including contact details, should be recorded on the project's Record of Consultation form. Copies of the Record of Consultation form will be given to Alliance team members for use when working in the field. A copy of the Record of Consultation form is attached in Appendix D. All contact will be recorded in the project specific database, ensuring all contact details and emerging issues are recorded and tracked.

Stakeholders, community members or affected landowners interested in the project should be encouraged to discuss the project with team representatives on the freecall project hotline (number tba). Key issues relating to the project will be managed by the CSRM, in liaison with the CRT. The CSRO will be responsible for answering calls and providing information to stakeholders and community members. Where necessary, messages will be taken and the issue/s referred to the CSRM for follow up. Issues which require escalation and response by QR, will be forwarded through to COALRAIL's Senior Communications Manager via the Alliance Manager.

Media procedure

Without the approval of the Alliance Manager, no project team members are permitted to communicate with any members of the print or electronic media about any aspect of the project.

If a journalist approaches a project team member working in the field seeking an impromptu interview or comment on the project, it is important not to make any comment. Whilst being courteous to journalists, Alliance team members should state 'I am not the spokesperson for this project. However QR will be pleased to answer your questions. They can be contacted by calling Mary Steele-Alston on 0404 478 271.

Mary Steele-Alston will handle the enquiry as per the normal QR process, taking down the journalist's contact details, questions and deadline requirements. All media enquiries will be immediately reported by Mary Steele-Alston to Alliance Manager Fraser Ramsay and CSRM Kim Norton and forwarded through to QR Corporate for actioning with the Minister's Office.

QR will consult with the CRT to develop a dot point summary of specific project issues and potential responses for both reactive and proactive media releases. Media releases will be developed by QR Corporate and distributed by the Minister's Office.

Appendix D – Record of Consultation Form

Record of Consultation

Date: _____ **Job Name:** Coal Stream Alliance - Jilalan

Time: _____ **Job Number:** 2107956B

Team Member: _____

Telephone Contact:

- Hotline call 0
- E-mail follow-up 0
- Written submission follow-up 0

Face to face Contact:

- One-on-one meeting 0
- Community group meeting 0

Present at meeting: _____

Conversation/meeting with: _____

Company/Organisation: _____

Address: _____

Property Description: _____

Telephone: _____

Facsimile: _____

Mobile: _____

Email: _____

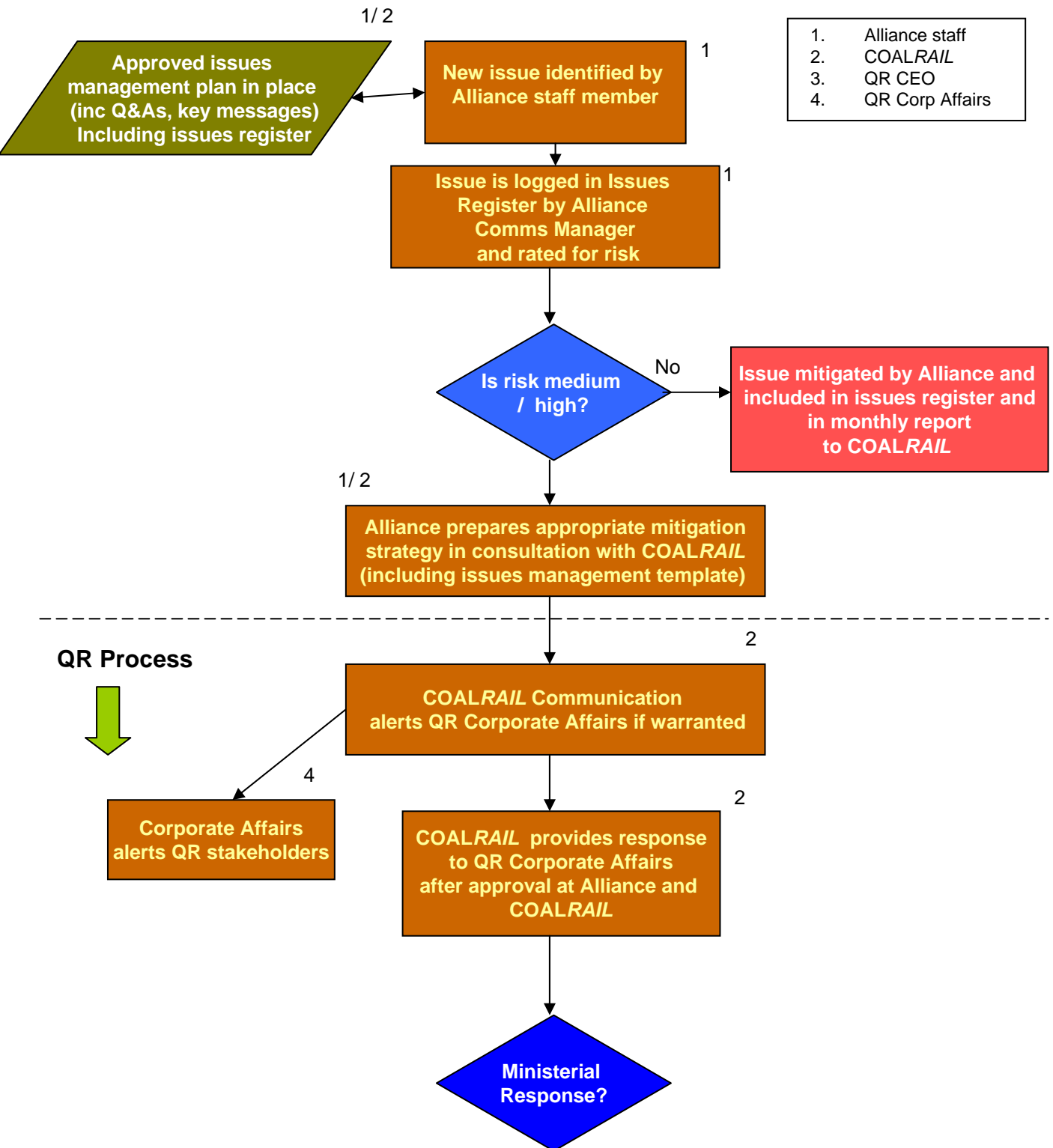
Interview Notes

[illegible][illegible]

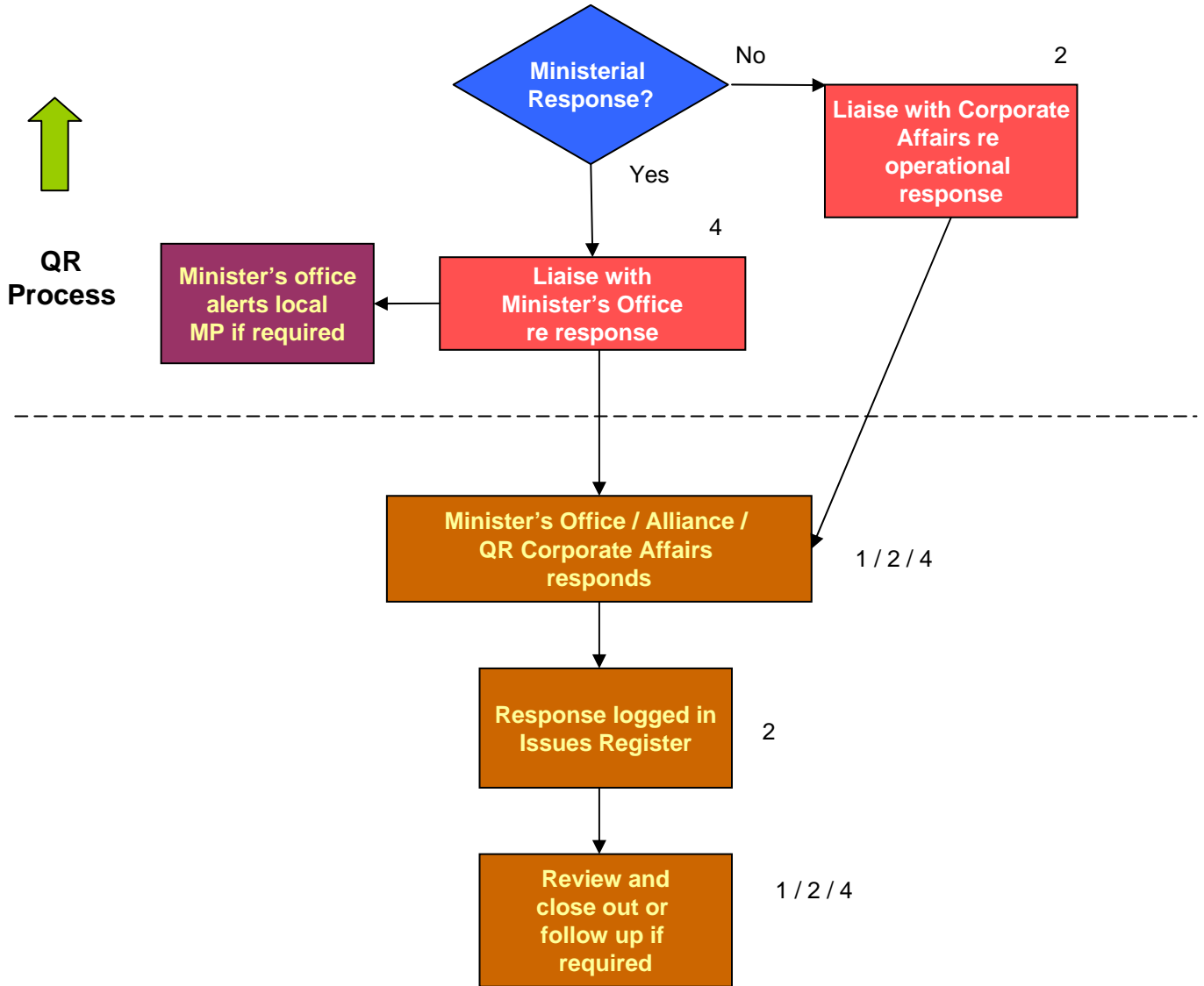
Appendix E – Issues Management Process

Process for COALRAIL Issues Management

DRAFT



Process for COALRAIL Issues Management (cont)



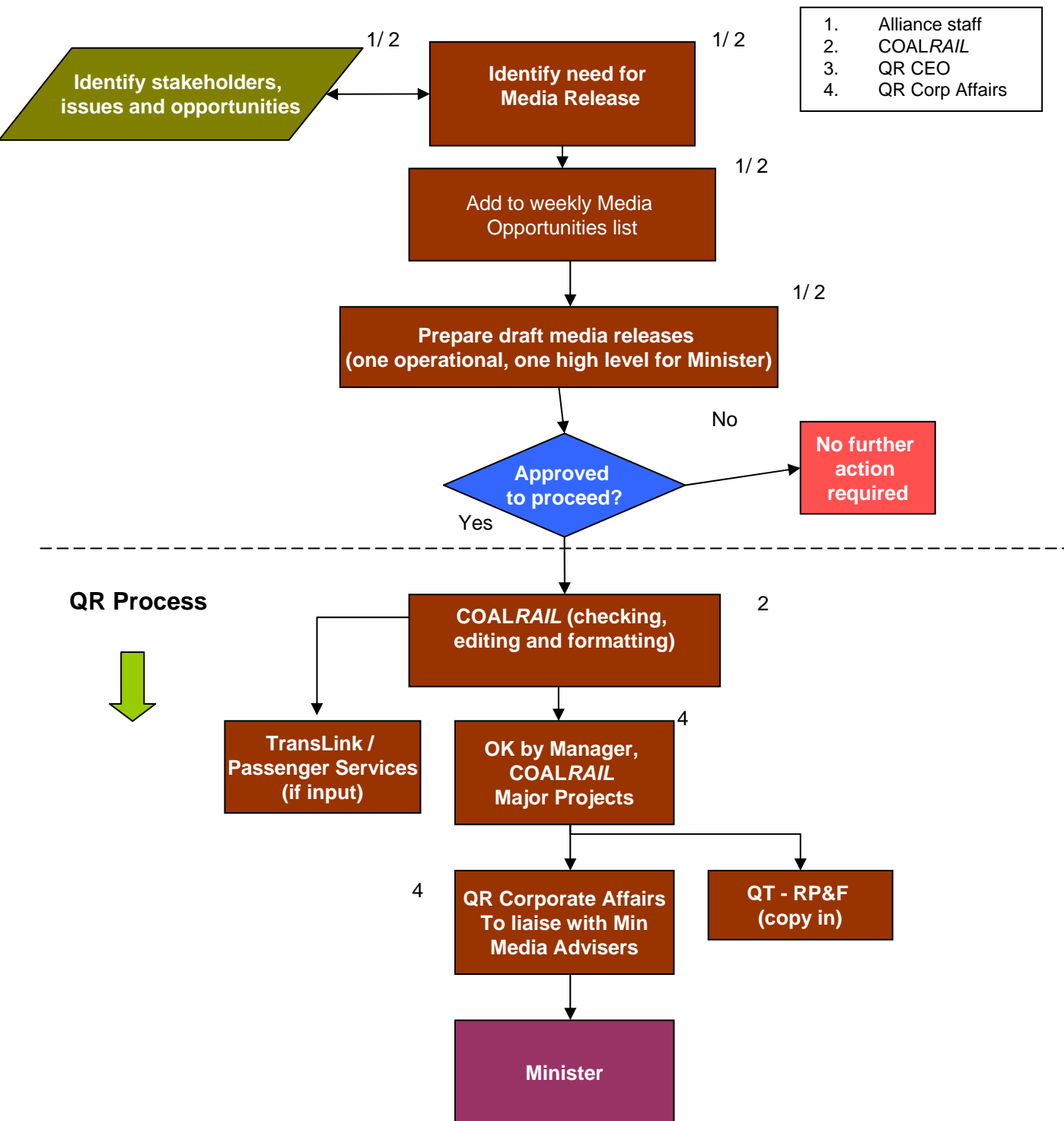
Appendix F – Issues Management Proforma

Time:	Distribution:		
Date:			
Issue / Risk: Increase in freight capacity and traffic			
Status: <input type="checkbox"/> Potential <input type="checkbox"/> Likely <input type="checkbox"/> Actual <input type="checkbox"/> Crisis <input type="checkbox"/> Retrospective			
Media involvement: <input type="checkbox"/> Potential <input type="checkbox"/> Likely <input type="checkbox"/> Actual <input type="checkbox"/> Response required			
By when:			
Stakeholders affected: <input type="checkbox"/> Residents <input type="checkbox"/> Community <input type="checkbox"/> Govt & Council Reps <input type="checkbox"/> Environmental Groups <input type="checkbox"/> OtherMedia		Please list names & phone numbers if possible:	
1. Current position on issue / risk:			
■ ■			
2. Preferred Outcome/s:			
3. Recommended / Required Action:			
<input type="checkbox"/> Communication Action Plan required		<input type="checkbox"/> Below <input type="checkbox"/> To be completed	
■ ■ ■			
DRAFT Key Messages:			
Agreed Spokesperson/s & Contact Number/s:			
Actioned by (insert name):		Informed of response:	
		<input type="checkbox"/> Yes Time: Date:	

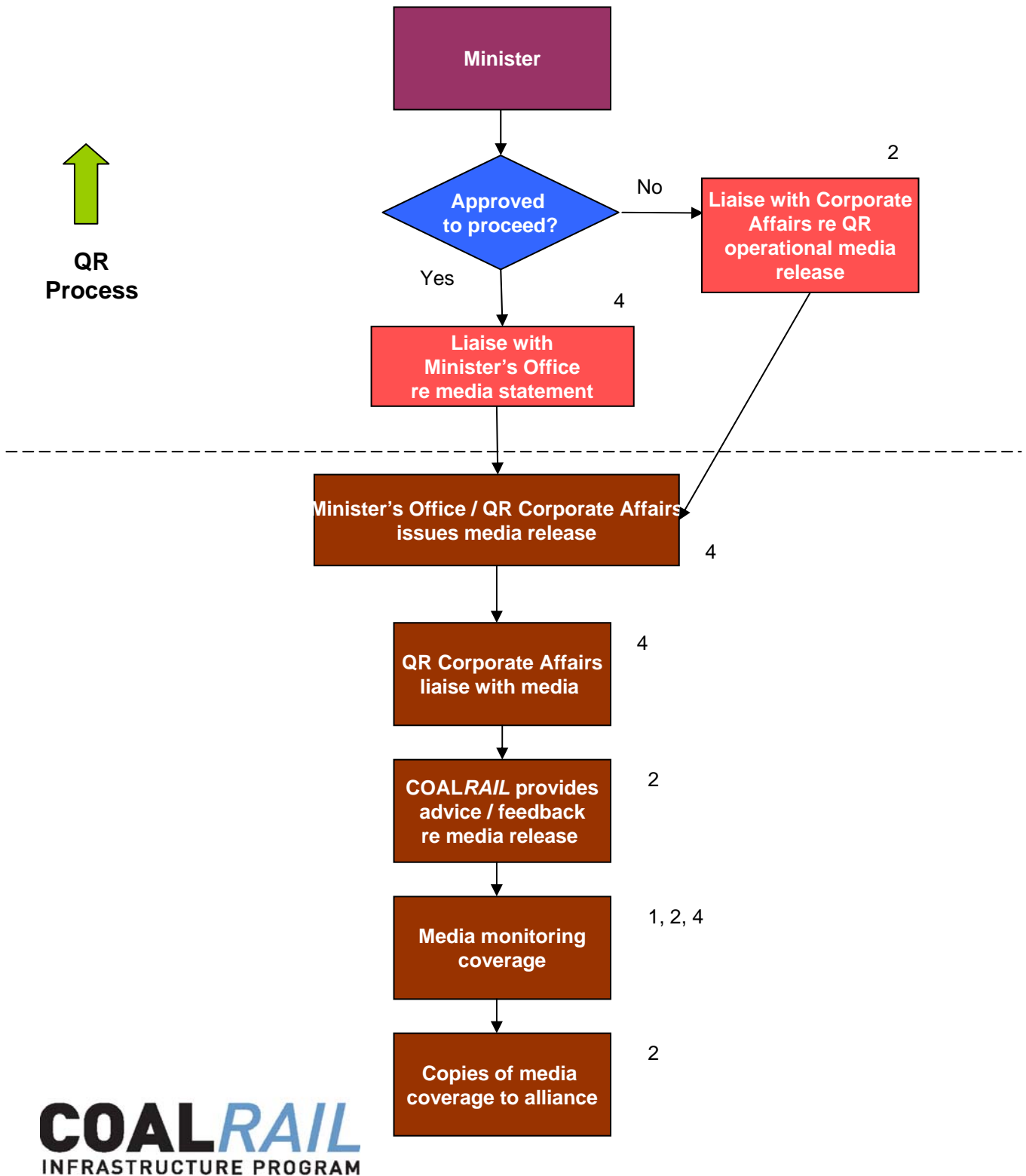
Appendix G – Media Release Process

Process for COALRAIL Media Releases

DRAFT



Process for COALRAIL Media Releases (cont)



Appendix H – Media Inquiries Process

Process for COALRAIL Media Inquiries

DRAFT

1/2

Approved issues
management plan in place
(inc Q&As, key messages)

Media inquiry
received by
Alliance staff member

1

Details are taken – see form
attached – and sent to
COALRAIL Communication
via phone AND email

1

1. Alliance staff
2. COALRAIL
3. QR CEO
4. QR Corp Affairs

1/2

Alliance prepares response in
consultation with COALRAIL Communication

COALRAIL Communication alerts
QR Corporate Affairs and
undertakes to provide response

QR Process



Corporate Affairs
alerts QR stakeholders

COALRAIL provides response
to QR Corporate Affairs
after approval at Alliance and
COALRAIL

2

Minister's office
alerts local
MP if required

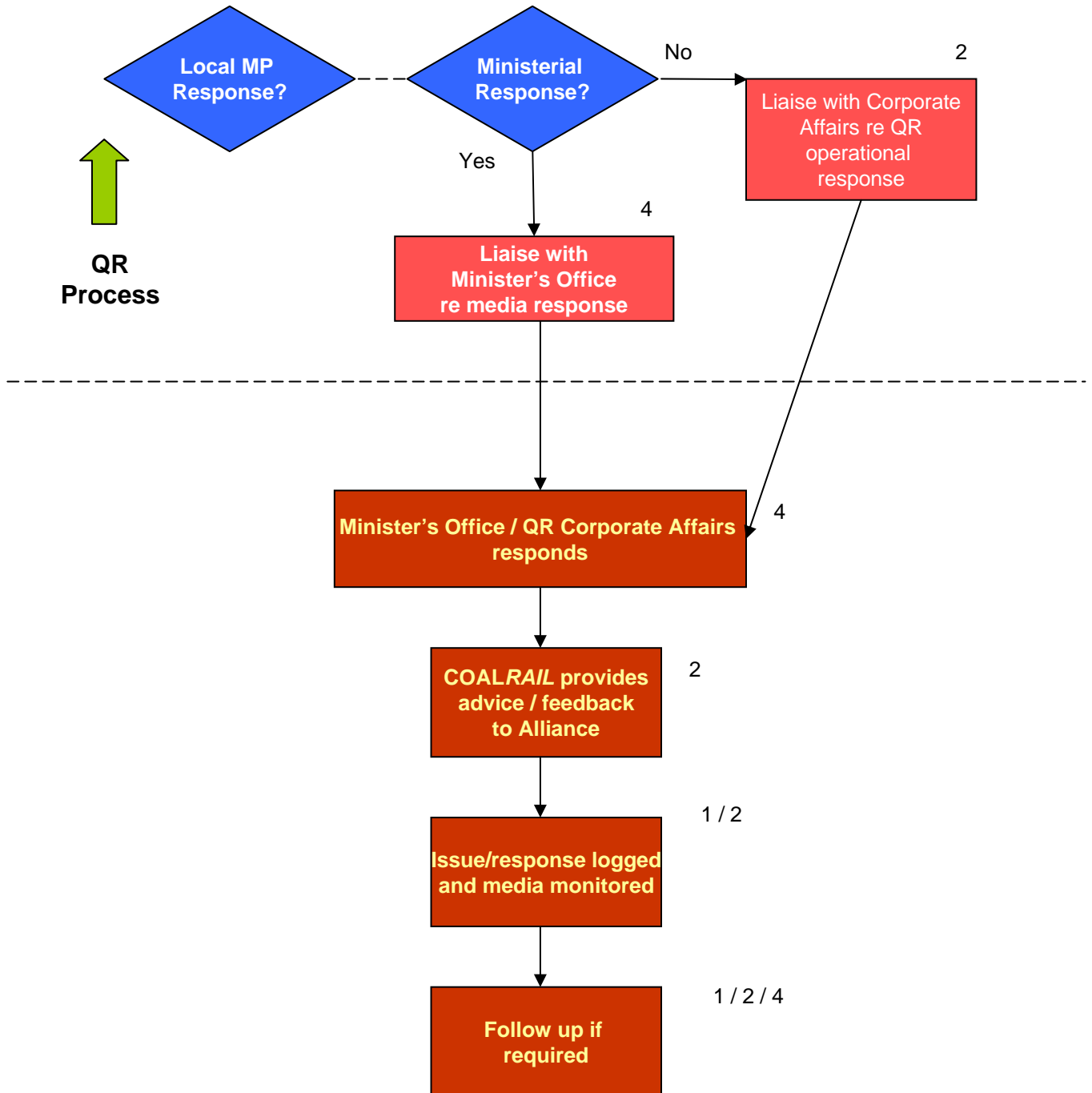
QR Corporate Affairs
provides details and response
to Minister's office

4

Local MP
Response?

Ministerial
Response?

Process for COALRAIL Media Inquiries (cont)



Appendix I – Glossary of Acronyms

Glossary of acronyms

CSAJ	Coal Stream Alliance Jilalan
CCMP	Communication and Consultation Management Plan
CSRM	Community and Stakeholder Relations Manager
CSRO	Community and Stakeholder Relations Officer
CRT	Community Relations Team
QRNA	QR Network Access
QRN	QR National
ALT	Alliance Leadership Team
AMT	Alliance Management Team
RoC	Record of Consultation (form)

Accident Report Form

ACCIDENT REPORT FORM

RESPONSIBLE SUPERVISOR TO COMPLETE WITHIN 24 HOURS OF OCCURRENCE

Report Type: ☐ Injury ☐ Damage ☐ Near Miss / Hazard ☐ Environmental

LOCATION: _____

AREA: _____

☐ LTI Lost Time Injury ☐ Alternative Duties ☐ MTI Medically Treated Injury ☐ First Aid Treatment

PERSON(S) INVOLVED

Name: _____ DOB: _____

Classification: _____

Sex: ☐ Male ☐ Female

Subcontractor: ☐ Yes ☐ No

Employer: _____

EQUIPMENT & PROPERTY DAMAGE

Equipment/Property Type: _____

Asset Number: _____ Estimate repair cost: \$ _____

Brief Description of Damage: _____

Date & Time of Accident (24hr) Date: _____ Time: _____

Date & Time Accident Reported(24hr) Date: _____ Time: _____

Name of person making report: _____

Name of person reported to: _____

Witnesses: _____ (attach statement)

Notification (tick as applicable)

- ☐ Internal (Significant Incident)
- ☐ Regulatory Authority
- ☐ Client Representative

EMPLOYEES JOB - AT TIME OF ACCIDENT

Shift: ☐ 8 hour ☐ 12 hour ☐ Day ☐ Night ☐ Afternoon

Hours into shift: _____ Days into Roster: _____ Employees Classification at the time: _____

ALLEGED INJURY DETAILS

Part of the Body

- ☐ Head/Face ☐ Eye (Left/Right) ☐ Back/Trunk ☐ Arm/Wrist (Left/Right)
- ☐ Neck/Shoulder ☐ Internal ☐ Hand/Finger (Left/Right) ☐ Foot/Toe (Left/Right)
- ☐ Leg/Knee (Left/Right) ☐ Other _____

Please note: medical treatment and assessment must be sought immediately for all head, neck and back injuries

Type of Alleged Injury

- ☐ Fracture ☐ Dislocation ☐ Abrasion ☐ Amputation
- ☐ Strain/Sprain ☐ Burn ☐ Concussion ☐ Laceration
- ☐ Foreign Body ☐ Multiple ☐ Other _____

Apparent causes of Alleged Injury

- ☐ Falling/Flying Object ☐ Struck Against/By Object ☐ Arc Welding ☐ Stepping On/Off
- ☐ Chemical Contact ☐ Machinery (fixed) ☐ Caught on or between ☐ Inhalation/Ingestion
- ☐ Conveyor ☐ Slipping/Tripping/Falling ☐ Electrical Energy ☐ Animal/Insect
- ☐ Lifting/Pulling/Pushing ☐ Fire/Explosion ☐ Airborne Dust ☐ Hand Tool
- ☐ Power Tool ☐ Vehicle ☐ Other _____

INSTRUCTION & TRAINING

List and attach documentation/instructions given to person(s) involved at start/during shift (i.e. pre-start Card)

ALLEGED ACCIDENT DESCRIPTION (if more space is required please attach extra information)						
What:	PROBABILITY (LIKELIHOOD)	CONSEQUENCE				
		Insignif- icant	Minor	Moderate	Major	Catastro phic
	Almost Certain	H	H	E	E	E
	Likely	M	H	H	E	E
	Possible	L	M	H	E	E
	Unlikely	L	L	M	H	E
	Very Unlikely	L	L	M	H	H
How:						
Why:						
Immediate Actions:	Assess Risk Ranking of Incident = _____ <i>(If required, refer to form PPFM02 – OHS Risk Register)</i>					
	NOTE In the event of an Extreme Rating, a Significant Incident Alert is to be generated.					

PREVENTATIVE ACTION

ANALYSIS: The objective is to obtain information so that preventative action can be taken - NOT to fix blame.
WHAT DO YOU THINK WERE THE CAUSAL FACTORS: Consider environmental conditions, job procedures, job and equipment design, training and personal factors which in your opinion may have contributed to the accident.

Your Recommendations to Prevent a Recurrence (indicate with a Tick):

<input type="checkbox"/> Action to improve clean-up	<input type="checkbox"/> Correction of congestion	<input type="checkbox"/> Re-instruction of person(s) involved
<input type="checkbox"/> Order job safety analysis	<input type="checkbox"/> Action to improve inspection	<input type="checkbox"/> Discipline of person(s) involved
<input type="checkbox"/> Equipment repair or replacement	<input type="checkbox"/> Improved personal protection	<input type="checkbox"/> Temporary/permanent relocation of person(s)
<input type="checkbox"/> Action to improve design or construction	<input type="checkbox"/> Re-instruction of others	<input type="checkbox"/> Check with manufacturer
<input type="checkbox"/> Installation of guard or similar	<input type="checkbox"/> Order alternative materials	<input type="checkbox"/> Business System Improvement (procedures)

WHAT ACTION HAS OR WILL BE TAKEN TO PREVENT A SIMILAR OCCURRENCE?	Actioned By	Date	Completion Date

INSURANCE

INSURANCE CLAIM DETAILS: The following information is required for Insurance Claims and is to be completed for all Reports. 1. Do you think the driver or injured was under the influence of liquor or drugs? _____ 2. Was the alleged with anyone? _____ 3. Has police action been taken or threatened in connection with the accident? If so, state nature. _____ 4. Did the Driver or injured undergo a breath or blood alcohol test? If so, provide result details? _____	THIRD PARTY DETAILS: The following information is required where Non-Company Vehicles, equipment or personnel are involved causing injury or damage. Name: _____ Address: _____ _____ Vehicle: _____ Registration No: _____ Description of Damage or injury: _____ _____
--	---

COMMENTS

Investigating Supervisor / Foreman's Comments

Name:

Signed:

Date:

Project / Site Manager

Name:

Signed:

Date:

Area / Construction / Operations Manager

Name:

Signed:

Date:

Safety Training Manager/ QA & Environmental Manager (as applicable)

Name:

Signed:

Date:

General Manager (All significant incidents inclusive of Lost Time Injuries)

Name:

Signed:

Date:

CLOSE OFF INTERVIEW (with persons involved) Comments:

Supervisor Signed::

Employee Signed: