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Australian Rail Track Corporation Ltd
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Environment Report

Attachments

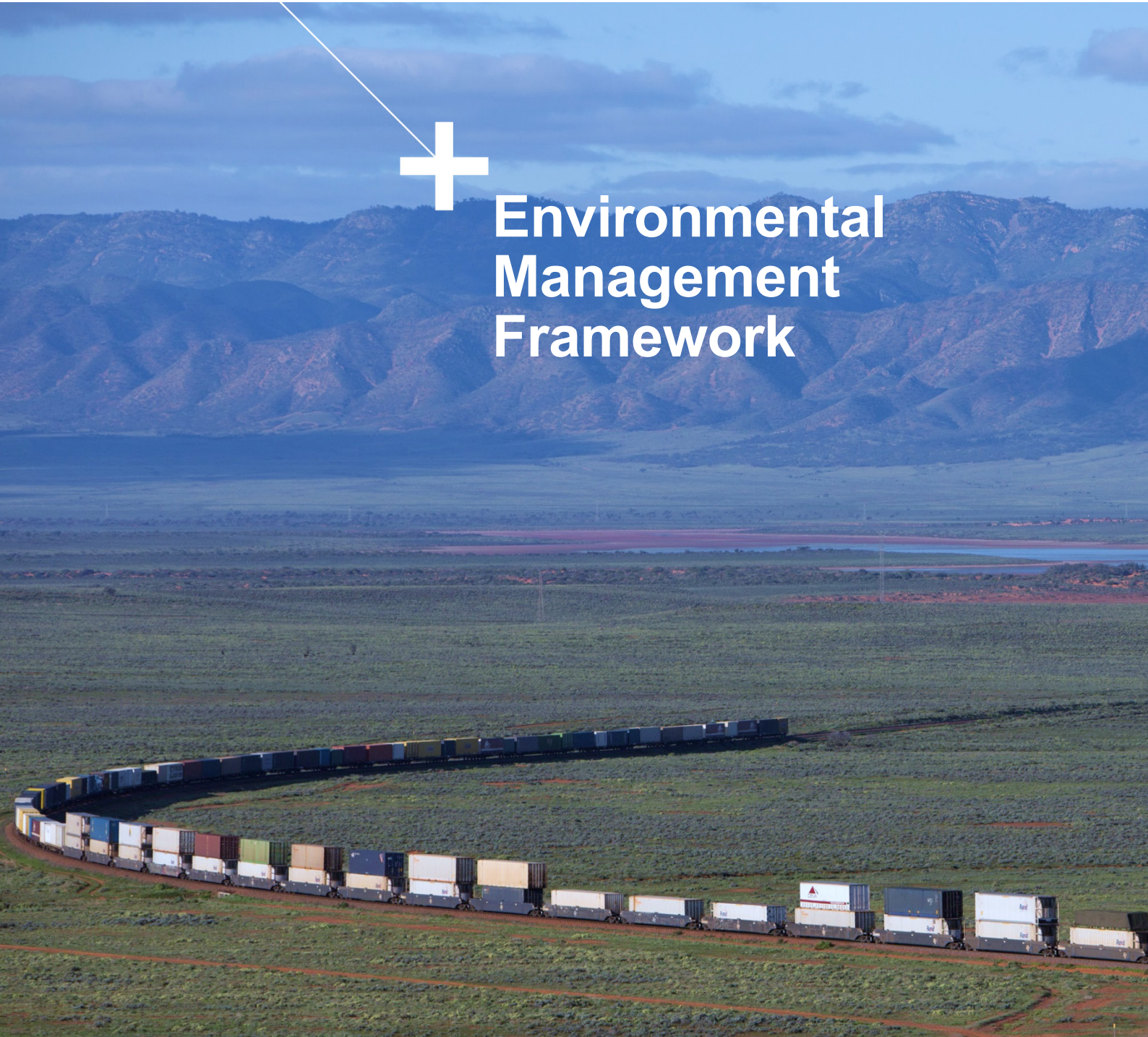
Inland Rail - Beveridge to Albury

Attachment F

Draft Environmental Management Framework



Environmental Management Framework



Document Control

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Glossary

Specific terms and acronyms used throughout this document are listed and described in Table 1.

Table 1 Glossary of terms

TERM	ACRONYM	DESCRIPTION
ARTC Approval		Means: <ul style="list-style-type: none"> ▶ each ARTC Approval; and ▶ any other licence, permit, authorisation, consent, assessment, approval, determination, certificate, accreditation, registration, clearance, permission or the like of any Authority or any other person which must be obtained or satisfied (as the case may be) in connection with the Project or as a requirement of any Law.
AS/NZ ISO 14001		Australian and New Zealand International Standard Environmental management systems - Requirements with guidance for use
Beveridge to Albury	B2A	
Environmental Management Framework	EMF	The EMF provides a transparent and integrated governance framework to manage environmental aspects associated with the B2A Project.
Construction Environmental Management Plan	CEMP	Plans and subplans prepared by the relevant contractor for each project to implement the environmental management measures during the construction phase and establish the compliance reporting processes to demonstrate compliance with the project commitments and conditions of approval.
Cultural Heritage Management Plan	CHMP	Cultural Heritage Management Plan (CHMP) is a written report prepared by a Heritage Advisor. It includes results of assessments and measures to be taken before, during and after an activity in order to manage and protect Aboriginal cultural heritage.
Close out report		Report provided to ARTC detailing the handover and closure of environmental approvals, assets and documentation.
Conditions of Approval	CoA	
Contractor		A generic term used to describe a contracted party. This includes civil works contractors, professional services providers, consultants, material suppliers, etc.
D&C Contractor's activities		All things and tasks that the Contractor is required to do pursuant to the requirements of the D&C Contract including but not limited to the Project Scope Requirements (PSR) and compliance to all statutory and legislative approval requirements for the delivery of the B2A section of the T2A Works.
Department Environment, Land, Water and Planning	DELWP	
Design and Construction Contractor	D&C	
Enhancement Site		Discrete sites where road and rail interfaces do not provide the required horizontal and vertical clearance for double-stacked freight trains. Key works required at enhancement sites include (but are not limited to): <ul style="list-style-type: none"> ▶ Road bridge replacements; ▶ New road underpasses; and ▶ Track lowering.

TERM	ACRONYM	DESCRIPTION
Environment Report		A requirement of the Project under the Environment Protection and Biodiversity Conservation Act 1999 (Cth) Bilateral (Assessment Agreement) 2014 and the Environment Effects Act 1978 (Vic). The Environment Report will describe the Project and assess the likely and relevant environmental effects. Assessment of the Project and the Environment Report is being undertaken by the Victorian State Government to avoid process duplication and enable integrated and efficient consideration of relevant Commonwealth and Victorian government matters.
Environmental Management System	EMS	
Enabling Works		Enabling works are those undertaken separately by, or for, third parties, primarily for the relocation or provision of public utilities, or existing rail assets. These works may be undertaken under a separate Ancillary Agreement, or by the relevant asset owner, and are required to comply with the relevant environmental or regulatory framework applicable to the works or public utility.
Environmental Event		An environmental event includes: <ul style="list-style-type: none"> ▶ ARTC Approval Event as defined in the Deed. ▶ An incident which results in unauthorised environmental impact/ harm through damage, disturbance, contamination/ pollution or disruption/ nuisance; or ▶ A breach or potential breach of an environmental obligation resulting in either an environmental non-compliance or environmental non-conformance; or ▶ A near miss.
Environmental management requirements		Environmental management requirements are: <ul style="list-style-type: none"> ▶ the CoA ▶ the Environmental Management Plans ▶ obligations under any Law relating to the Environment.
Environmental Performance Requirement	EPR	A project specific environmental requirement that sets the minimum standard to be met during design, construction and operation of the Project.
Environmental Effects Act 1978 (Vic)	EE Act	
Environment Protection Act 2018 (Vic)	EP Act	
Environment Protection and Biodiversity Conservation Act 1999 (Cth)	EPBC Act	
Kilometres	KM	
Matters of National Environmental Significance	MNES	The EPBC Act defines and protects Matters of National Environmental Significance (MNES): <ul style="list-style-type: none"> ▶ World Heritage properties ▶ National Heritage places ▶ Wetlands of international importance (RAMSAR sites) ▶ Listed threatened species and ecological communities ▶ Migratory species protected under international agreements ▶ Commonwealth marine areas ▶ Great Barrier Reef Marine Park ▶ Nuclear actions (including uranium mines), ▶ Water resource, in relation to coal seam gas development and large coal mining development.
National Pollutant Inventory	NPI	

TERM	ACRONYM	DESCRIPTION
Native Vegetation		Native vegetation (as defined in Victorian planning schemes) are plants that are indigenous to Victoria, including trees, shrubs, herbs and grasses.
Native Vegetation Offset		Any works of other actions to make reparation for the loss of native vegetation arising from the removal of native vegetation. This may include an area of existing remnant vegetation that is protected and managed, an area that is revegetated and protected, an area that is set aside for regeneration or restoration, or any combination of these. The relative size of an offset is graded according to its conservation significance.
Obligation		An obligation is the regulatory instrument i.e. EPBC Approval
Project Scope Requirments	PSR	
ARTC Environmental Management Information System	SAI360	
Planning and Environment Act 1987	PE Act	
Planning Scheme Amendment	PSA	
The Project		Beveridge to Albury section of the Inland Rail Project

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1 Introduction

Inland Rail is a once-in-a-generation project that will enhance supply chains and complete the backbone of the national freight network between Melbourne and Brisbane via regional Victoria, New South Wales and Queensland.

Inland Rail will transform the way we move freight around the country, connect regional Australia to markets more efficiently, drive substantial cost savings for producers and consumers, and deliver significant economic benefits.

Comprising 13 individual projects and spanning more than 1,700km, Inland Rail is the largest freight rail infrastructure project in Australia and one of the most significant infrastructure projects in the world.

The Australian Government selected the Australian Rail Track Corporation (ARTC) to deliver Inland Rail, in partnership with the private sector, and has committed \$14.5 billion to the delivery of Inland Rail.

Construction of Inland Rail commenced in late 2018 and it is expected to be fully operational in 2026.

Inland Rail will provide greater freight carrying capacity, as it is designed for double-stacked trains up to 1,800m long, each of which will be able to carry the same volume of freight as 110 B-double trucks.

Better infrastructure and an effective national freight operation are key to delivering efficient supply chains, improving Australia's global competitiveness and lifting our nation's wealth and prosperity.

The Victorian portion of the Inland Rail Project (the Project) includes 12 discrete project areas (also referred to as 'enhancement sites') from Beveridge to Albury where road and rail interfaces do not provide the required horizontal and vertical clearance for double-stacked freight trains.

In addition to the enhancement sites, the Project includes works to signal gantries, track slews and overhead powerline works from Beveridge to Albury to ensure that appropriate horizontal and vertical clearances are achieved for double-stacked freight trains.



Figure 1 Schematic of Inland Rail Beveridge to Albury works and enhancement sites

1.1 Purpose

The purpose of this Environmental Management Framework (EMF) is to provide a transparent and integrated governance framework to manage the planning, environment and heritage aspects of the Project.

The EMF outlines clear accountabilities for the delivery and monitoring of the implementation of the Project Environmental Performance Requirements (EPRs). The EPRs are a suite of performance-based standards/outcomes that apply to the design and construction of the Project and are set out in Section 7.

The key objectives of the EMF and EPRs are to:

- ▶ Minimise project delivery, approvals, environmental, and reputational risks.
- ▶ Increase certainty that key environmental risks are identified and meaningfully considered early in project planning and throughout project delivery.

- ▶ Set out the expected performance-based outcomes during design and construction and encourage innovation by the appointed Design and Construction (D&C) Contractor to achieve them.
- ▶ Ensure environmental effects and hazards are appropriately managed in a consistent manner across the Project and good environmental outcomes are achieved.
- ▶ Identify requirements that D&C contractor will address within management plans including the Construction Environment Management Plan

This EMF addresses the planning, environmental, and heritage aspects of the Project during design and construction phase only. The EMF and embedded EPRs do not apply to the operation and maintenance of the infrastructure as these matters are subject to separate existing contractual arrangements.

1.2 Regulatory Context

1.2.1 Incorporated Document

The delivery of the Project is facilitated by an Incorporated Document into the Whittlesea, Mitchell, Strathbogie, Benalla, Wangaratta and Wodonga Planning Schemes (the Planning Schemes).

This EMF responds to the conditions contained within the Incorporated Document as follows:

- ▶ Condition 4.2.3
 - ▶ *Prior to the commencement of works, excluding preparatory works listed in Clause 4.3, an Environmental Management Framework (EMF) must be prepared to the satisfaction of the Minister for Planning. The EMF must be informed by the findings of the Environment Report and prepared in consultation with City of Whittlesea, Mitchell Shire Council, Strathbogie Shire Council, Benalla Rural City Council, Rural City of Wangaratta and Wodonga Council.*
- ▶ Condition 4.2.4 states that the EMF must contain the following:
 - ▶ A set of Environmental Performance Requirements to define the environmental outcomes that must be achieved during the design and construction of the Project.
 - ▶ The process and timing for the preparation of a Construction Environment Management Plan and any sub-plan that is required by the Environmental Performance Requirements.
 - ▶ A statement of all environmental commitments for the Project

1.2.2 Minister's No Environmental Effects Statement Decision

The preparation of this EMF is required as a condition of the Minister for Planning's no Environmental Effects Statement (EES) with conditions decision.

1.3 Roles and Responsibilities

This section outlines the roles, responsibilities, accountabilities and governance arrangements for implementing the EMF and the EPRs during delivery of the Project.

Fulfilling the responsibilities and accountabilities across all elements of the EMF involves ARTC, the D&C Contractor and regulators. The D&C Contractor responsibilities will be included as contractual requirements in the Project contract. The D&C Contractor will also be responsible for activities conducted by their subcontractors and the development of the Construction Environment Management Plan (CEMP).

The key roles and responsibilities for the environmental management under this EMF are show in Table 2.

Table 2 Roles and responsibilities

ROLE	RESPONSIBILITIES
ARTC	<ul style="list-style-type: none"> ▶ Obtain applicable statutory approvals, as required, generally including Planning Scheme Amendment, Cultural Heritage Management Plans, Heritage Permits, Environment Report and EMF. ▶ Mandate compliance with the EMF and EPRs in Project contracts, ▶ Establish and implement its responsibility under the EMF. ▶ Monitor compliance with the EPRs and comply with the EPRs applicable to ARTC. ▶ Review and approve documents as per the EMF, including the CEMP, management plans and associated sub-plans. ▶ Prior to the commencement of work, verify that the D&C Contractor has complied with the relevant EPRs. ▶ Review the performance against the EPRs and CEMP and take corrective actions as necessary. ▶ Appoint a qualified and experienced Independent Environmental Auditor (IEA) to confirm compliance with its EMS, the EMF, EPRs, CEMP, and other plans as required by the Incorporated Document, EPRs or Contract. The IEA will prepare environmental compliance reports (frequency to confirmed with DAWE and DELWP). These reports will be published on the ARTC website. ▶ At the completion of works, ARTC will complete a detailed audit of all rehabilitated areas to ensure the contractor has met all rehabilitation requirements as stated in the Reinstatement and Rehabilitation Management Plan.
Minister for Planning	<ul style="list-style-type: none"> ▶ Approve the Planning Scheme Amendment as required to introduce an Incorporated Document into the Planning Scheme Amendment (GC157) under the <i>Planning and Environment Act 1987 (Vic)</i>. ▶ Approval of applications to discharge conditions of the Incorporated Document for the Project, including but not limited to the Environment Report and the EMF. ▶ Assess the EMF to determine that it satisfies conditions of the 'no environment effects statement (EES) required subject to conditions' decision 2020-07 (dated 23 August 2020). ▶ Approve amendments to the EMF.
Regulators and agencies	<ul style="list-style-type: none"> ▶ Administer and determine compliance, where appropriate, with the Incorporated Document (GC157) and relevant Project approvals. ▶ Grant relevant secondary permits or planning, heritage or environmental approvals.
D&C Contractor	<ul style="list-style-type: none"> ▶ Comply with its responsibilities under the EMF, legislative and approval requirements. ▶ Obtain any additional permits and approvals required to design and construct the Project from regulatory authorities (other than the approvals obtained by ARTC). ▶ Develop and implement a project-specific Environmental Management System certified to AS/NZS 14001:2015. ▶ Prepare a CEMP and other plans as required by EPRs in the EMF. ▶ Provide adequate resources to establish, implement, maintain and improve the Environmental Management System, CEMP and other plans as required by the Incorporated Document, EPRs or Project contract. ▶ Engage an Environmental Manager with authority and responsibility for environmental management for the duration of the design, construction and rehabilitation phases of the Project. ▶ Implement and maintain compliance with the EPRs applicable to the D&C Contractor. ▶ Undertake environmental audits to confirm compliance with the EMF, EPRs and approvals as required. ▶ Prior to the commencement of work, ensure subcontractors have complied with the relevant EPRs, CEMP and other plans as required by the Incorporated Document, EPRs or Project contract. ▶ Review of sub-contractors' performance against the EPRs and CEMP and take corrective actions as necessary.
D&C Project Manager	<ul style="list-style-type: none"> ▶ The Project Manager will be responsible for the overall management, performance and delivery of all aspects of the Project, as well as the day-to-day planning and administration of the CEMP.

	<ul style="list-style-type: none"> ▶ The Project Manager will ultimately be responsible for the implementation of the requirements contained within the CEMP and associated sub-plans.
D&C Environment Manager	The Environment Manager will have the responsibility of ensuring all environment protection measures as stipulated by the EMF are in place and working effectively.
D&C Construction Manager	The Construction Manager will have the responsibility for planning and undertaking work activities following the CEMP, management plans and sub-plans, managing subcontractors and construction activities daily to ensure appropriate environmental controls are implemented and maintained, reporting environmental incidents, and immediately addressing any non-compliance through to resolution.
D&C Construction personnel and subcontractors	All construction personnel will have a responsibility for implementing the CEMP and sub-plans and other environmental management procedures relevant to their work activities.
Independent Environmental Auditor	<ul style="list-style-type: none"> ▶ Prior to commencement of enhancement site and powerline works, review the Contractor's systems and plans to ensure they are adequate for compliance with this EMF, relevant EPRs, CEMP, and any other plans required by the EPRs, and conditions of Project approvals. ▶ Conduct regular audits (every six months) of Contractors' compliance with this EMF, relevant EPRs, CEMP, and any other plans required by the EPRs, conditions of Project approvals, and as required by ARTC. ▶ Prepare a six-monthly audit report summarising the Contractor's compliance and results of audits and provide to ARTC and the Contractor(s). ▶ Review complaints referred by ARTC relevant to the EPRs.

2 Statutory Approvals and Consents

The following section provides an overview of the key legislative requirements applicable to permits, approvals, environmental management and reporting.

2.1 Primary Approvals

2.1.1 Environmental Effects Act 1978

The *Environment Effects Act 1978 (Vic) (EE Act)* provides for assessment of proposed projects (works) with the potential to have a significant effect on the environment. The Act does this by enabling the Minister administering the *EE Act* to decide whether an Environment Effects Statement should be prepared.

A number of preliminary and detailed studies were undertaken by ARTC which resulted in a decision to refer the Project under the *EE Act*.

The Minister determined that an EES was not required under the *EE Act*, subject to several conditions including the requirement for preparation of an Environment Report and an EMF in consultation with Department Environment, Land, Water and Planning (DELWP) (EE 2020-07).

It is a requirement that the Minister of Planning reviews and endorses that this EMF and the Environment Report have met all conditions of the No-EES with conditions decision.

2.1.2 Environment Protection and Biodiversity Conservation Act 1999

The *Environment Protection and Biodiversity Conservation Act 1999 (Cth) (EPBC Act)* is the Australian Government's key piece of environmental legislation which provides a national approach to environment and heritage protection and biodiversity conservation. The *EPBC Act* focuses on the protection of Matters of National Environmental Significance (MNES). The *EPBC Act* states that 'controlled' actions i.e., actions that are determined as likely to have a significant impact on MNES are subject to assessment and approval under the *EPBC Act*.

A number of preliminary and detailed studies were undertaken by ARTC which resulted in a decision to refer the Project under the *EPBC Act*.

The Project was determined to be a ‘controlled action’ (EPBC 2020/8721) due to the likelihood of the Project having a significant impact on one or more MNES:

- ▶ Grey Box (*Eucalyptus microcarpa*) Grassy Woodlands and Derived Native Grasslands of South-Eastern Australia.
- ▶ Euroa guinea-flower (*Hibbertia humifusa subsp. Erigens*)

It was determined that assessment of the Project under the *EPBC Act* is being undertaken via the accredited State assessment process (Environmental Report under the Bilateral (Assessment) Agreement between the Commonwealth and Victorian governments).

2.1.3 Planning and Environment Act 1987

The *Planning and Environment Act 1987 (Vic) (PE Act)* sets out the framework for planning the use, development and protection of land in Victoria. This includes the process for amending planning schemes and matters that need to be considered when preparing and assessing a planning scheme amendment (PSA).

An amendment to the Whittlesea, Mitchell, Strathbogie, Benalla, Wangaratta and Wodonga Planning Schemes (the Planning Schemes) is currently being prepared for the Project. The Amendment introduces the ‘Inland Rail – Beveridge to Albury April 2021’ Incorporated Document into the Planning Schemes to facilitate the use and development of the Project land for the purpose of the Project (excluding overhead powerline replacement works outside enhancement sites).

The Project’s PSA is the key planning approval for the Project and will allow works to proceed alongside the approval of the Environment Report and the EMF (see Figure 2 below). All three documents must be prepared to the satisfaction of the Minister for Planning.

Amendments to the EMF and EPRs are required to be submitted to the Minister for Planning for approval.

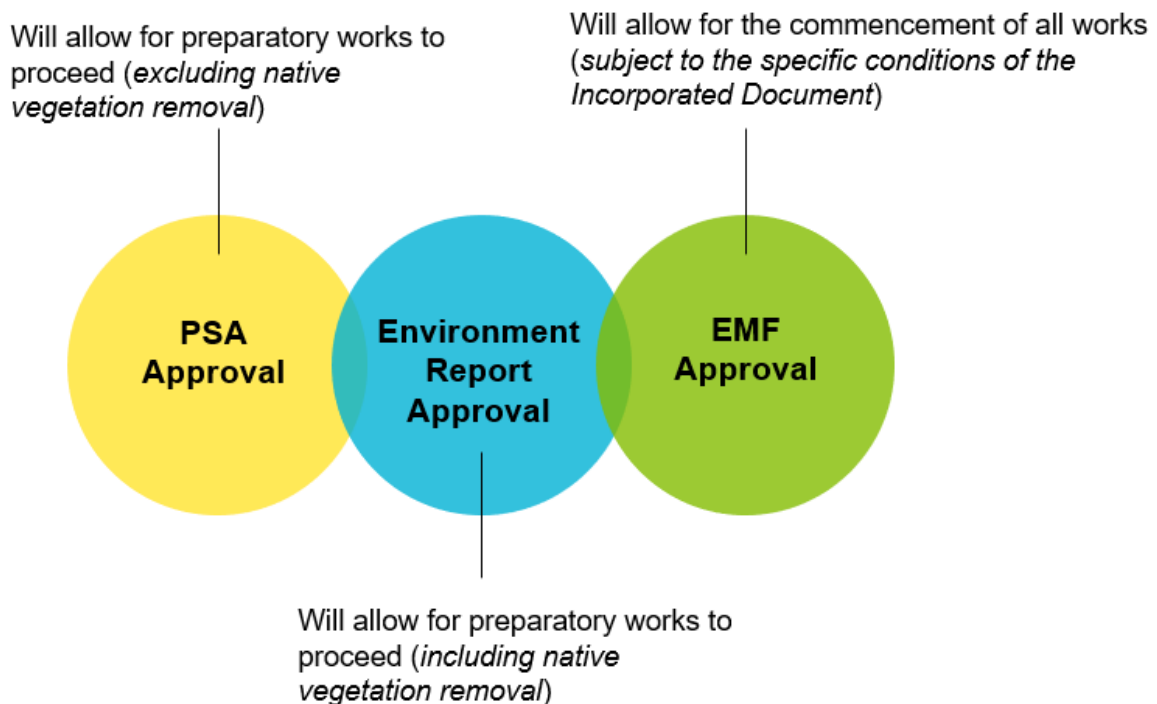


Figure 2 Sequencing of Approvals for works within the PSA area

Please note, Figure 2 shows approvals required for the commencement of works within the PSA area only. For powerline works outside of the enhancement sites (and therefore outside of the PSA area), a Planning Permit to remove vegetation and/or buildings and works for 'utility installation' (as defined in the Planning Schemes) will be required.

In accordance with the Incorporated Document, ARTC will consult with DoT, Councils, DAWE and DELWP on the draft EMF prior to submission to the Minister for Planning.

2.1.4 National Greenhouse and Energy Reporting Act 2007

The D&C Contractor shall comply with any applicable responsibilities for reporting in respect of the D&C Contractor's Activities and the Works under the *National Greenhouse and Energy Reporting Act 2007 (NGER Act)*.

The intention is that, if reporting is required in respect of the D&C Contractor's Activities and the Works, the D&C Contractor would comply with those reporting requirements.

However, irrespective of whether reporting is required:

- ▶ The D&C Contractor shall prepare, record and retain greenhouse gas and energy information related to the D&C Contractor's Activities and the Works in order to report under the *NGER Act* in respect of the D&C Contractor's Activities and the Works; and
- ▶ The D&C Contractor shall provide all documents and other information which are necessary to enable ARTC to comply with any obligations it may have under the *NGER Act* or which ARTC (acting reasonably) may request in connection with the *NGER Act*.

2.1.5 National Environment Protection Measures (Implementation) Act 1998

The Laws relating to the Environment responsible for the implementation of the National Pollutant Inventory (NPI) in Victoria may require reporting of emission of pollutants associated with the D&C Contractor's Activities and the Works. The D&C Contractor shall comply with any applicable responsibilities for reporting under the relevant Act in respect of the D&C Contractor's Activities and the Works.

The intention is that, if reporting is required in respect of the D&C Contractor's Activities and the Works, the D&C Contractor would comply with those reporting requirements.

However, irrespective of whether reporting is required:

- ▶ The D&C Contractor shall prepare, record and retain information related to the D&C Contractor's Activities and the Works in order to report under the relevant Act in respect of D&C Contractor's Activities and the Works; and
- ▶ The D&C Contractor shall provide all documents and other information which are necessary to enable ARTC to comply with any obligations it may have under the relevant Act in respect of the NPI, or which ARTC (acting reasonably) may request in connection with the NPI.

2.1.6 Aboriginal Heritage Act 2006

Sections of the Project are within areas of Aboriginal cultural heritage sensitivity due to the presence of registered cultural heritage places and named waterways as defined in the Aboriginal Heritage Regulations 2007 (Vic). As such, the Project requires the preparation of Cultural Heritage Management Plans (CHMP) under the *Aboriginal Heritage Act 2006 (Vic)*.

Given the spatial extent of the Project, four CHMPs are currently being prepared in consultation with the Yorta Yorta Nation Aboriginal Corporation and the Taungurung Land and Waters Council Aboriginal Corporations.

The CHMPs are summarised in Table 3 and, once approved, will provide management conditions for any Aboriginal heritage within the Project.

Table 3 Summary of CHMPs

CHMP NUMBER	REGISTERED ABORIGINAL PARTY
CHMP 17752	Yorta Yorta Nation Aboriginal Corporation
CHMP 17402	Yorta Yorta Nation Aboriginal Corporation
CHMP 17401	Taungurung Land and Waters Council Aboriginal Corporation
CHMP 17862	Taungurung Land and Waters Council Aboriginal Corporation

2.1.7 Heritage Act 2017

Sections of the Project are within the extent of Victorian Heritage Register places. As such permits to impact Glenrowan Heritage Precinct (H2000) and the Wangaratta Railway Station Complex (H1597) are required under the *Heritage Act 2017 (Vic)*.

2.2 Other Approvals and Consents

A number of other permits and approvals may be required for specific aspects of the Project. These are listed in Table 4.

Table 4 Summary of secondary approvals

LEGISLATION	RESPONSIBLE AUTHORITY	APPROVAL	PURPOSE
<i>Heritage Act 2017(Vic)</i>	Heritage Victoria	Heritage Consent, Heritage Permit and Heritage Permit Exemption for works in heritage places.	Required to facilitate works within the boundary of heritage places listed on the Victorian Heritage Register (VHR) and the Victorian Heritage Inventory (VHI).
<i>Flora and Fauna Guarantee Act 1988 (Vic)</i>	DELWP	Flora and Fauna Guarantee Permit	Permit to take protected flora from public land.
<i>Wildlife Act 1975 (Vic)</i>	DELWP	Management authorisation for the salvage and handling of fauna	Suitably qualified persons engaged to remove, salvage, hold or relocate fauna must hold a Management Authorisation under the Wildlife Act 1975.
<i>Water Act 1989 (Vic)</i>	Port Phillip and Westernport, Goulbourn Broken and North East Catchment Management Authorities	Permit for works on, over or under a designated waterway	Required to facilitate water crossing works.
<i>Environment Protection Act 2017</i>	Environment Protection Authority	Approval for any discharge into a waterway during the construction of the Project. Movement and reduce of spoil.	Required to facilitate construction.
<i>Road Management Act 2004 (Vic)</i>	DoT	Consent for works within a road reserve.	Required to facilitate works within the road reserve.
<i>Planning and Environment Act 1987</i>	Local Government	Planning permit to remove, destroy, or lop vegetation under Clause 52.17, 42.01, 42.02, 42.03, 44.01 and 44.02 and/ or buildings and works for 'utility installation'.	Required to facilitate vegetation removal outside the PSA area, in accordance with the requirements of the Guidelines for the removal, destruction or lopping of native vegetation

LEGISLATION	RESPONSIBLE AUTHORITY	APPROVAL	PURPOSE
			(DELWP, 2017) and overlays where applicable.
Planning and Environment Act 1987	As specified in the Incorporated Document	Incorporated Document Conditions (Clause 4.2) [<i>relevant conditions will be listed here upon approval of the PSA</i>]	Required to discharge the conditions to facilitate the permitted use and development.

The D&C Contractor shall develop an Environmental Approvals Register that lists the following obligations, but not limited to:

- ▶ CoA;
- ▶ Environmental Management Plans;
- ▶ Other requirements that require tracking (e.g. CoA compliance reporting requirements, timeframes);
- ▶ All other Approvals and other legally binding obligations (e.g. any other agreements); and arrangements (e.g. Memoranda of Understanding) pertaining to the D&C Contractor’s Activities and the Works.

For each of the approvals identified in the Environmental Approvals Register, the D&C Contractor shall provide a reference to:

- ▶ The relevant D&C Contractor’s Activities and the Works;
- ▶ The relevant legislative requirement and/or Project Document requirement;
- ▶ The approval trigger;
- ▶ The type of approval;
- ▶ The approving Authority;
- ▶ The applicant (party responsible for the approval);
- ▶ The start and end/expiry dates for all other Approvals including anniversary dates;
- ▶ The relevant location including any specific areas, chainage, boundaries or constraints that apply; and
- ▶ Any approvals and associated requirements required for acceptance, including those required for the Services.

3 Environmental Management Framework

This EMF is based on the approach set out in AS/NZS140001:2015 – *Environmental Management System* and, is comprised of several key components that are summarised in the Table 5 and shown in Figure 3.

The EMF will be implemented through appropriate plans that will be documented and prepared by ARTC and the D&C Contractor. These plans will also be designed to implemented and achieve compliance with the EPRs set out in Section 7, relevant approvals requirements under Commonwealth and State legislation, and ARTC contractual, environmental, sustainability, and urban design requirements.

Table 5 EMF key components

KEY COMPONENTS	DESCRIPTION
----------------	-------------

Regulations	Includes the requirements under the relevant Commonwealth and State laws and guidelines that govern the planning, environment, and heritage aspects of the Project.
ARTC management frameworks	ARTC planning and environmental management plans/ environmental management procedures, and urban design and sustainability requirements. This includes the application of the plans in Section 5.2.
Project requirements	Includes the contractual requirements to prepare and implement a CEMP, and to comply with the EPRs.
Environmental approvals and assessments	Includes the range of approvals and assessments required under State and Commonwealth legislation. Appropriately qualified specialist advice will inform the standards and environmental management actions that may be implemented through the EMF and EPRs to satisfy the requirements of these approvals and assessments.
D&C Contractor’s Environmental Management System	The systems, processes, and procedures the D&C Contractor implements to manage the environmental aspects of the Project.
Construction Management	The CEMP and associated management plans that set out the environmental risks and the measures and processes required to appropriately manage those risks.
Monitoring/learning/improving	The systems and procedures implemented by ARTC and the D&C Contractor to monitor, report, and audit non-conformances, non-compliances, and environmental incidents, implement corrective actions, and ensure continuous improvements.

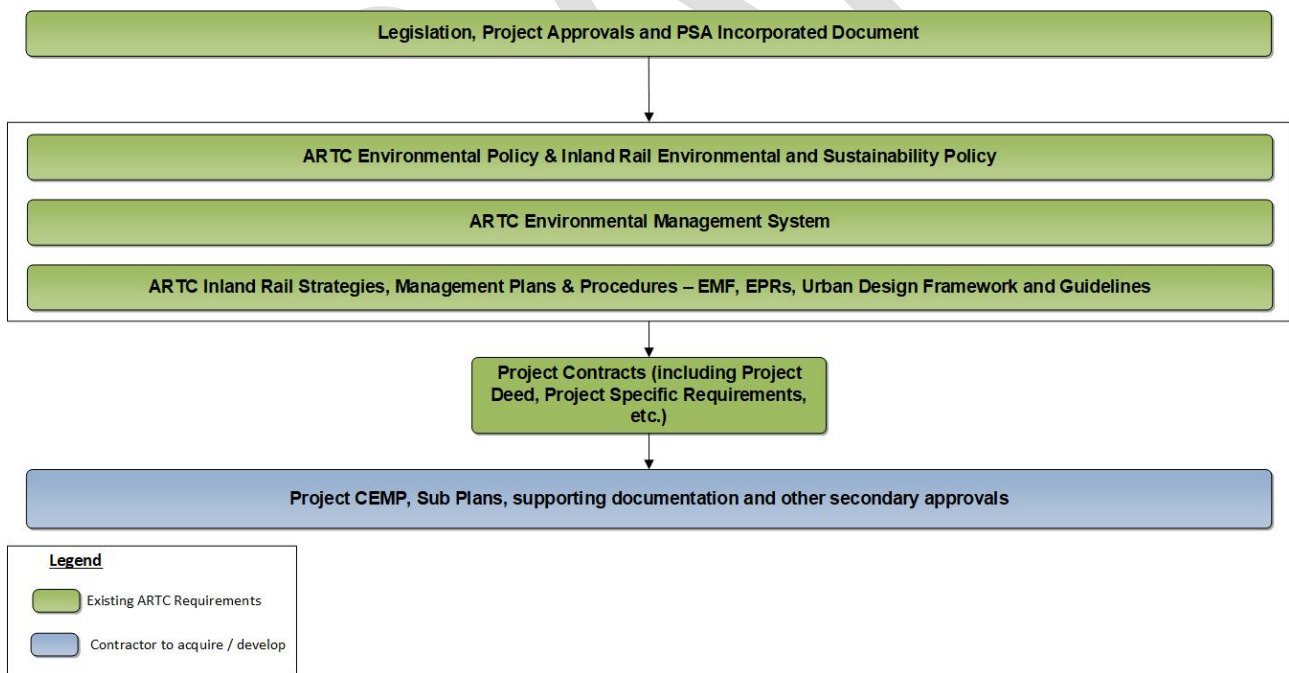


Figure 3 ARTC and Inland Rail environmental documentation hierarchy

4 Environmental Management Documentation

4.1 Overview

This section provides an overview of how the D&C Contractor's Environmental Management System (EMS) and plans required under this EMF shall be documented. It describes the process for preparing the systems and plans and who is responsible for preparing, approving and implementing them.

The EMF will be implemented through a series of environmental management plans under the D&C Contractor's EMS. They are designed to implement and achieve compliance with the relevant legislation and their respective contractual requirements and environmental and sustainability policies, and with requirements of the conditions of relevant planning, environmental and heritage approvals.

ARTC Reference documents:

- ▶ *Landscape and Rehabilitation Strategy (0-0000-900-ELE-00-ST-0001)*;
- ▶ *Biosecurity Strategy (0-0000-900-EEC-00-ST-1000)*;

4.2 Process for developing key plans and approvals requirements

ARTC and the D&C Contractor will develop and implement environmental management plans and programs generally in accordance with the process and approvals requirements.

Revisions to the plan, programs and approval process in this document may from time-to-time be required as a result of changes in activities and work practices, results of monitoring, changes to legislation, identification of environmental risks, or as result of findings from internal or external audits, incidents or complaints. The D&C Contractor's EMS, CEMP, and other plans as required by the EPRs, will be controlled documents and shall be developed, approved, implemented and revised in accordance with Table 6.

Table 6 Environmental Management Documents – required content and approval process

[PLACEHOLDER]

5 Evaluating Environmental Performance

This section identifies the requirements for monitoring, reporting and auditing of compliance with this EMF, which includes the relevant regulations, Project requirements (including contractual requirements and the EPRs), planning and environmental assessments and approvals under State and Commonwealth legislation, and the CEMP.

5.1 ARTC Environmental Management Information System (SAI360)

SAI360 has been configured to support ARTC to fulfil environmental management requirements associated with Inland Rail Projects.

The D&C Contractor is required to provide environmental data using the SAI360 platform and directly enter all required information. ARTC will provide reasonable licences and training material for the D&C Contractor's environmental staff to efficiently and effectively use the SAI360 platform.

5.2 Environmental Compliance Monitoring

The Contractor shall undertake environmental monitoring in accordance with the all Project plans, and any other relevant standard or statutory requirement, where required.

Monitoring records must be retained in accordance with statutory and Project-specific timeframes.

ARTC will rely on the Environmental Approvals Register provided by the D&C Contractor to inform the following within SAI360 for ARTC Approvals:

- ▶ Obligation and requirement owners (either ARTC or the D&C Contractor);
- ▶ Obligation requirements (i.e. conditions, commitments, controls);
- ▶ Dates and frequency of associated actions to meet requirements; and
- ▶ Details of any supporting evidence of action completion (all evidence shall be readily accessible so it can be supplied to ARTC or third-party Regulator on request).

The CEMP shall contain procedure(s) for undertaking the various types of monitoring including specific location(s), method, timing, frequency, duration, parameter/s to be monitored, and objective/ criteria measured against.

Where monitoring identifies a non-conforming result with the legislative and/or EPRs, this non-conformance shall be managed and reported as part of the D&C Contractor monthly environmental reporting.

All environmental monitoring data, calibration records, written analysis/ reports and/or subject matter expert reviews shall be provided to ARTC upon request within the requested timeframe, in a format agreed with ARTC.

The D&C Contractor shall be required to undertake additional monitoring at the direction of ARTC in response to complaints, non-compliances or a change in D&C Contractor activities.

5.3 Environmental Audits and Inspections

ARTC and the D&C Contractor personnel are required to develop and implement a program of environmental audits and routine site inspections, detailed in the CEMP and other key documents.

5.4 Routine Site Inspections

Routine inspections shall include site inspection of site environmental and sustainability risks, controls and conditions.

The D&C Contractor's environmental representatives shall undertake and document, using a field inspection sheet or checklist (or similar) covering the following:

- ▶ The site inspections for the purposes of verifying the adequacy of environmental and sustainability controls on site.
- ▶ Change in site conditions or D&C Contractor activities.
- ▶ Compliance with approvals, permits, regulatory and environmental requirements.
- ▶ Identify any actual or potential environmental risks or issues.

Routine site inspections will be conducted at the discretion of ARTC Environment personnel independently of D&C Contractor or as a joint inspection accompanying the D&C Contractor.

The D&C Contractor shall undertake appropriate immediate corrective actions to rectify issues identified during site inspections. An Environmental Action Register shall be maintained by the D&C Contractor, it shall contain internal actions and those assigned by ARTC. The action register shall be up-to-date and available for review by ARTC upon request. The required content of the Environmental Action Register will be documented within the CEMP.

The procedure for site inspections, and any inspection checklist to be used, shall be documented within the CEMP.

Site inspection records shall be made available to ARTC upon request, and details of completed inspections and environmental coordination meeting minutes provided to ARTC in the monthly environment report.

5.5 Environmental Audits

The D&C Contractor shall undertake environmental audits at Project commencement, within 6 months of commencement, then 6-monthly during construction thereafter for the duration of the D&C Contractor's activities. An audit will also be completed prior to the commencement of works to ensure compliance.

The D&C Contractor's environmental audit program shall be detailed in their respective CEMP, include any subcontractors engaged by the D&C Contractor, and confirm conformance with:

- ▶ D&C Contractor's environmental management requirements detailed in this EMF, the CEMP and EPRs.
- ▶ Contractual requirements.
- ▶ AS/NZS ISO 14001:2015.

The D&C Contractor shall be resourced appropriately with suitably qualified and experienced personnel to deliver audits in a timely and efficient manner and produce an audit report which shall be supplied to ARTC.

The audit report shall be delivered by the D&C Contractor to ARTC within two (2) weeks of audit completion, in a format agreed with ARTC.

The D&C Contractor shall document any non-conformances identified during audits, which shall also be reported accordingly in the monthly environment report.

The audits will assess compliance with requirements of the EPRs and CEMP, including sub-plans and approvals.

5.6 ARTC Environmental Audits

ARTC will undertake periodic audits of the D&C Contractor's CEMP, compliance, activities and environmental contractual requirements. ARTC will provide at least five (5) business days' notice (where appropriate) of a planned audit. The D&C Contractor shall ensure that the relevant people identified within the audit notification attend the audit as required.

ARTC may, at their discretion, undertake unplanned audits in response to non-conformances, Environmental Events, or upon receiving complaints regarding the Project.

ARTC will also conduct a rehabilitation audit at the completion of works to ensure that the D&C Contractor has met all rehabilitation requirements as contained in the Reinstatement and Rehabilitation Management Plan. Relevant stakeholders will be invited to attend this inspection.

Third-party independent audits, engaged by ARTC, will be completed on a six-monthly basis, or as defined by the EPRs, during the construction period. The audits will assess compliance with requirements of the EPRs and CEMP, including sub-plans.

5.7 Independent Environmental Auditor

An Independent Environmental Auditor (IEA) engaged by ARTC, shall undertake six-monthly environment audits of the D&C Contractors' compliance with this EMF, relevant EPRs, CEMP, and any other plans required by the EPRs, conditions of Project approvals, and as required by ARTC.

The IEA will produce compliance reports to be provided to ARTC, these reports will be published on the ARTC website (frequency to be negotiated with DAWE and DELWP).

5.8 Communications and Stakeholder Engagement

The Contractor shall work with ARTC to uphold communications standards and engage with community and stakeholders in an inclusive, accessible and timely manner. The Contractor shall comply with the Project Scope Requirements (PSR), ARTC standards, policies and procedures, and all applicable laws.

5.9 Training and Awareness

The D&C Contractor shall be responsible for determining the training needs of their personnel. As a minimum, the CoA of relevant Approvals are to be met. In addition, the D&C Contractor shall include site inductions and regular toolbox talks with environmental, sustainability, social and cultural heritage content, topic-specific environmental training and any additional training outlined in the environmental management requirements.

The D&C Contractor shall identify, in their respective CEMPs, the competency, qualifications and accreditations required of staff that hold environmental roles and responsibilities.

Prior to commencing any works involving ground disturbing activities, the D&C Contractor shall ensure that all staff involved in or supervising these activities have attended an environmental induction covering high risk topics, such as, 'no go' zones vegetation clearance and biosecurity requirements.

The D&C Contractor shall prepare and deliver a site induction for all persons entering the Project Site, including short term visitors. The D&C Contractor shall maintain a register signed by those inducted. The register shall contain but not be limited to the name of the training being delivered, name of inductees, dates inducted, the name of the induction facilitator and content covered. The register shall be made available to ARTC upon request.

- ▶ The D&C Contractor shall identify the task or activity-specific training needs of personnel and document a training register in their respective CEMPs, to ensure the competency, qualifications or accreditations of staff that hold environmental roles and responsibilities are suitable.
- ▶ A copy of the D&C Contractor's environmental inductions shall be made available to ARTC upon request.

5.10 Environmental Reporting

Environmental reporting is required to enable ARTC to manage its environmental compliance obligations. The reports described below are what is anticipated however ARTC may request environmental information in different formats to meet its reporting obligations. Environmental reporting requirements will be tracked in the ARTC Environmental Management Information System (SAI360).

5.10.1 Environment Event Management and Notification

The D&C Contractor shall manage events in accordance with the Environment Event management process in Appendix 1.

Appendix 2 provides details regarding ARTC's Event Severity matrix.

The D&C Contractor shall immediately notify ARTC of any CoA non-compliance and the proposal to rectify the non-compliance to enable ARTC to make any statutory notification.

Where required, the D&C Contractor shall notify ARTC, in accordance with the Environment Event management process, where a non-compliance of Approval condition, reportable legislative breach, or actual or potential material or serious environmental harm has been identified.

All notifiable incidents shall be reported to the relevant authority within regulatory reporting timeframes. This includes, but may not be limited to:

- ▶ Notification to the Environment Protection Authority (EPA) as per the *Environment Protection Act 2017 (Vic)*.
- ▶ Notification to First Peoples – State Relations and/or Registered Aboriginal Party (RAP) as relevant, in accordance with the approved CHMP.
- ▶ Notification to Heritage Victoria (HV) as per *Heritage Act 2017 (Vic)*.
- ▶ Notification to DELWP as per *Flora and Fauna Guarantee Act 1988 (Vic)* and *Wildlife Act 1989 (Vic)*.

The D&C Contractor shall undertake immediate remedial actions to mitigate environmental harm or further impacts from Environmental Events which shall be documented in the D&C Contractor Emergency Response Plan; immediate response actions shall not be delayed by the need to notify ARTC.

Should works for the Inland Rail Program result in environmental nuisance or environmental harm, the D&C Contractor shall be responsible for remediation works to make good the environmental nuisance and / or environmental harm to the satisfaction of ARTC, the Regulator, and any statutory requirement.

The D&C Contractor shall also notify ARTC of any correspondence, meetings with or visits from representatives of an administering authority or Regulator immediately but no later than 24 hours of becoming aware of the event. Where possible, the D&C Contractor are to notify ARTC once they are informed of proposed visits from an administering authority or Regulator and include ARTC in any conversations/communications, where appropriate.

ARTC may nominate a representative to attend any meetings or site visits.

ARTC shall be included in all regulatory correspondence including notifications, incident reports and other correspondence relevant an Environmental Event. Incident reports and corrective actions are to be closed out in a suitable timeframe to the satisfaction of ARTC.

The D&C Contractor shall, on receiving a penalty infringement notice or other statutory notice and any correspondence issued by the Regulator immediately notify ARTC and forward a copy of any penalty infringement notice or other statutory notice and any information required to ARTC.

Complaints arising from environmental nuisance and amenity aspects, such as noise and vibration, shall be investigated and assessed. Where the investigation has concluded an Environmental Event has occurred this shall be managed through the Event Management process.

5.10.2 ARTC Monthly Environment Reports

The D&C Contractor shall complete and submit reporting to ARTC in the form of a monthly environmental report. The monthly environmental report shall be submitted to ARTC within five (5) business days of the end of each month.

The monthly environmental report shall include reporting and statements actively addressing, but not limited to, the following:

- ▶ The D&C Contractor's updates to their respective CEMP and subplans.
- ▶ Compliance status of requirements of any obligations obtained for activities as part of the D&C Contractor's activities and the works.
- ▶ Completed site inspections, including number of inspections completed and open and closed corrective actions raised and completed.
- ▶ Summary of environmental events for the month and open and closed corrective actions and lessons learned.
- ▶ Pre-clearance surveys completed including details of the monthly and cumulative totals of vegetation that has been cleared and fauna spotter/ catcher reports.
- ▶ Waste classification, volumes and destinations (all recorded evidence and provided monthly). Environmental monitoring in accordance with CEMP and any other relevant standard or statutory requirement, where required.
- ▶ Details of complaints and resolution.
- ▶ Details of any inspections undertaken by regulators.
- ▶ Details of any internal audits conducted, audit findings and corrective actions.
- ▶ Positive environmental outcomes achieved, opportunities for improvement and lessons learned identified and implemented by the D&C Contractor.

- ▶ Next month's key areas of focus for upcoming works/ compliance requirements e.g. reports/audits etc.

The D&C Contractor may nominate to utilise their own reporting template if deemed suitable by ARTC.

Reports shall not be released or published without the written approval of ARTC. At the discretion of ARTC, any inadequacies or inaccuracies in the documentation will be addressed by the D&C Contractor to the satisfaction of ARTC.

5.10.3 Environmental Data – GIS

Environmental data shall be collected in formats suitable for use within a GIS to allow data users to collect data attributes against spatial features and to conduct spatial analysis.

The *GIS Data Integration and Handover Specification (5-0000-900-PEN-00-SP-0001)* provides a common understanding and language for the management of environmental data within the ARTC-Inland Rail Program GIS environment. The D&C Contractor shall provide environmental data in accordance with this specification.

The D&C Contractor shall provide pre and post clearance ecological assessments supported by technical assessment reports (including spatial data). This documentation will assist with reporting requirements associated with CoA including all other Approvals.

6 Record Keeping and Provision of Information

Records shall be maintained by the D&C Contractor to demonstrate compliance with environmental management requirements and this EMF and shall be retained in accordance with the PSR and statutory timeframes, whichever timeframe is the greater after Final Completion of the Works. Records and registers shall be made available to ARTC upon request.

Where CoA contain a reporting requirement or supply of data or other documentation, the D&C Contractor shall supply the necessary information to ARTC no later than 20 business days prior to the dates specified in the Approvals.

Environmental records shall include, but not be limited to:

- ▶ Site inspection checklists;
- ▶ Environmental audit reports;
- ▶ Corrective actions;
- ▶ Training records;
- ▶ Monitoring data;
- ▶ Environmental Approval documentation and associated compliance reporting;
- ▶ Complaints and associated records of communication;
- ▶ Environmental procedures and plans;
- ▶ Meeting minutes; and
- ▶ Regulator correspondence (formal and informal – e.g. emails/verbal and diary notes etc).

7 Environmental Performance Requirements

7.1 Context

The EPRs define the minimum environmental outcomes that shall be achieved for design and construction of the Project. The EPRs are intended to provide a strong foundation for efficient environmental management that is informed by fit for purpose risk assessment and site-specific investigations. The EPRs are not intended to be prescriptive in how the outcome are to be achieved, but rather sets out an approach to project

delivery that is flexible and encourages innovation by the D&C Contractor to develop strategies and use best practice methodologies and technologies in order to implement and achieve the EPRs.

7.2 Rationale

The purpose of the EPRs is to minimise adverse impact and define the planning, environmental and heritage outcomes that shall be achieved for the design and construction of the Project. The EPRs provide guidance for Project design and construction activities across a range of environmental risk areas. In some cases, the EPRs set obligations that are not covered by legislative requirements, policies or guidelines, or specifically addressed in contracts.

The D&C Contractor shall manage and minimise environmental risks at all stages of the Project, these risks shall be addressed through a formal risk assessment, undertaken by a suitably qualified and experienced person, and included in the D&C Contractors CEMP.

Prior to the commencement of construction, a collaborative Environmental Risk Assessment Workshop (ERA) shall be undertaken with ARTC representatives to gain a shared understanding of the construction risks associated with the delivery of the Project and identify effective controls and included in the D&C Contractor's Project risk register.

The risk registers are to be updated periodically, following workshops, environmental events and lessons learned.

7.3 Development of the EPRs

The Project is required to undertake and maintain an environmental risk assessment (ERA) in accordance with ISO/AS/NZS 31000:2009 Risk Management – principles and guidelines. The objective of the ERA is to identify social, environmental, and business risks associated with the design and construction of the Project and to develop management and mitigation measures to reduce these risks. The ERA will inform the EPRs and the requirements of the EM.

The ERA shall be developed at the planning and design phase and maintained throughout the construction phase. The ERA is to be considered a 'live' document, adopting regular reviews and updating the register in response to changes to design, construction or operational activities, work methods, new technology, legislation and policy, or the occurrence of incidents or complaints.

All assessments and plans required under these EPRs shall be undertaken by a suitably qualified professional with adequate experience in the respective fields. Where appropriate, the management plans require by these EPRs may be included as part of the CEMP.

The outcomes of the ERA are fundamental for the achievement of the EPRs as follows:

- ▶ The ERA provides a systematic process for identifying the key environmental risks that may arise from the construction and operation of a project and the EPRs that may apply to manage these risks.
- ▶ A strong understanding of the environmental risks will also inform the approach, scope and monitoring of applicable management plans or actions that may be required by the EPRs.
- ▶ By undertaking an ERA process during the planning and design of a project there is the opportunity to avoid environmental impacts through 'design out' some environmental risks.

Example EPRs are listed in Table 7. The EPRs will be fully developed in consultation with the relevant Councils, DELWP and DAWE, to the satisfaction of the Minister for Planning in accordance with the Incorporated Document and the Minister's no-EES with conditions decision (and included in the final version of this document).

Table 7 Environmental Performance Requirements

Objective	<i>To provide a transparent framework with clear accountabilities for managing environmental effects, hazards, and incidents associated with Project design and construction to achieve acceptable environmental outcomes.</i>
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EPR	Environmental Performance Requirement	Timing	Management Plan/ Assessment/ Hold Point
EMF1	The D&C Contractor shall prepare and implement an Environmental Management System (EMS) that is developed and implemented in accordance with AS/NZS 14001:2015 - <i>Environmental Management Systems</i> - requirements with guidance for use for construction and operation.	Design/Construction	
EMF2	The D&C Contractor shall prepare and implement a Construction Environmental Management Plan (CEMP) and other plans as required by the Environmental Performance Requirements (EPRs) as relevant to any stage of the Project. The CEMP and other plans shall be informed by an Environmental Risk Assessment (ERA) carried out under EMF4 and prepared in accordance with EPA Publication 1834, <i>Civil Construction, Building and Demolition Guide</i> (EPA, Nov 2020). Construction shall not commence until the CEMP has first been reviewed and accepted by ARTC.	Construction	Construction Environmental Management Plan (CEMP) Construction Hold Point (ARTC sign-off)
EMF3	The D&C Contractor shall develop an Environmental Management Documentation Program that sets out the process and timing for development of an EMS, CEMP and other plans as required by the EPRs and as relevant to any stage of the Project.	Design/construction	Environmental Management Documentation Program
EMF4	The Project shall undertake an Environmental Risk Assessments (ERA) in accordance with ISO/AS/NZS 31000: 2009 Risk management- principles and guidelines to identify key social, environmental and business risks associated with the design and construction of the Project. This ERA to be held in collaboration with relevant ARTC personnel. The results of the ERA are to inform the Project's approach to compliance with other applicable EPRs, including the scope of any modelling or assessment of potential environmental impacts.	Design/construction	Environmental Risk Assessment (ERA)
EMF6	The D&C Contractor shall notify ARTC and relevant statutory agency where required as soon as possible	Construction	

EPR	Environmental Performance Requirement	Timing	Management Plan/ Assessment/ Hold Point
	after an environmental event and within agreed or stated statutory timelines.		
EMF7	The D&C Contractor are to complete an incident investigation within one (1) week (unless otherwise agreed with ARTC) following an environmental incident (irrespective of severity), which may recommend changes to site management, pollution control systems, and/or monitoring programs to minimise the risk of repeat incidents. Any such recommendations shall be incorporated into the documented information and management plans of the site as soon as practicable.	Construction	Environmental Incident Report

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Appendix 1 Environmental Event Management Process

As per Section 5.9, this process presents the approach to be used by the D&C Contractor when entering environmental data into ARTC Environmental Management Information System (SAI360). SAI360 Training Material will be provided to the D&C Contractor in the form of Help Guides to assist with this process and use of SAI360.

Table 8 Environmental Event Management Process Steps

PROCESS STEP	STEP TITLE	TASK DESCRIPTION	TIMEFRAME	RESPONSIBLE ROLE
Step 1	Conduct initial response for identified Event	<ol style="list-style-type: none"> Whether identified by ARTC representative or the D&C Contractor representative, the individual is to contact the appropriate Site Supervisor to take reasonable and practicable steps to stop, reduce and / or prevent further impacts. Whether identified by ARTC representative or the D&C Contractor representative, the individual is to advise the appropriate Environment Team member. <p><i>Note: It is imperative that all ARTC representatives and D&C Contractor, subcontractors and any other associated persons working on the Inland Rail Program do not put their own personal welfare or the welfare of others at risk and emergency services should be called if required. The ARTC Environment Team shall be notified immediately to determine if there is a need for immediate regulatory notification.</i></p>	Immediately after identification of Event	ARTC representative or D&C Contractor representative
Step 2	Complete Initial Event Notification	<ol style="list-style-type: none"> Notify any third-party as applicable and in accordance with environmental laws and / or Condition of Approval requirements. Open SAI360 either via mobile (ROAM app.) or web link. Complete the SAI360 Part A – Notification tab, including in as much detail as possible and all mandatory fields. Complete SAI360 Part A – Event details, select Environmental Impact and / or Environmental Obligation Breach or Near Miss, select Actual and Potential Severity and People to Notify as per SAI360 Help Guides. Attach supporting documentation to the SAI360 Event Record including but not limited to: <ul style="list-style-type: none"> ▶ Photographic evidence of impacted area. 	Immediately and no later than 24 hours after becoming aware of any environmental event.	D&C Contractor Representative

PROCESS STEP	STEP TITLE	TASK DESCRIPTION	TIMEFRAME	RESPONSIBLE ROLE
		<ul style="list-style-type: none"> ▶ Relevant map/s, diagram/s and GIS shape files (as per ARTC GIS specification) clearly showing impacted area and surrounding area, including identification of any nearby sensitive areas. ▶ Records of communication between the D&C Contractor and any applicable regulatory representatives, this may include written record and / or record of verbal communication in the form of diary entry or similar. ▶ Initial estimation of remediation calculations as per the glossary internal and external examples for threshold amount. <p>6. Save the SAI360 Event Record. <i>Note: Where there is a potential for external regulatory notification, the D&C Contractor shall immediately notify ARTC verbally of the event.</i></p>		
Step 3	Review SAI360 Event Record	<ol style="list-style-type: none"> 1. Review or clarify feedback on the D&C Contractors SAI360 Event Record. 2. Determine if any additional notification to external environmental Regulator is required. If additional notification is required, they are to complete as per the internal process for Environmental Regulator Notification. 3. If not already complete, determine if investigation is required and ARTC’s involvement. If ARTC involvement is required, they are to complete investigation as per the internal process for Environmental Event Investigations. <p><i>Note: During review of the SAI360 Event Record ARTC may request the initial severity level to be amended due to further information identified or additional factors present (i.e. reoccurrence of similar events, significant costs to the business, level of regulatory involvement, significant damage to ARTC reputation and / or significant public interest).</i></p>	Within a mutually agreed timeframe.	ARTC representative
Decision	Is additional action required?	<p>Yes: Provide any direction to the D&C Contractor on the review of their SAI360 Event Record via Aconex transmittal.</p> <p>No: If there is no additional action required proceed to Step 6 – Complete SAI360 Event Sign Off.</p>		ARTC representative

PROCESS STEP	STEP TITLE	TASK DESCRIPTION	TIMEFRAME	RESPONSIBLE ROLE
Step 4	Update SAI360 Event Record	<ol style="list-style-type: none"> 1. Review ARTC feedback. If required, request clarification on ARTC feedback responding to Aconex transmittal (ARTC to clarify as per step 3). 2. If satisfied with feedback, update SAI360 Event Record, including in as much detail as possible and all mandatory fields. 3. Add new Environmental Impact and/or Potential Environmental Obligation Breach as per Event Details. Include as much additional information within tabs as possible and selecting a Primary Category as per SAI360 Help Guide. 4. Attach any additional supporting documentation with the SAI360 Event Record, including but not limited to: <ul style="list-style-type: none"> ▶ Any updates to original supplied documentation. ▶ Any additional findings or evidence. ▶ Any proposed / implemented corrective actions. ▶ Any lessons learned using ARTC Lesson Learned Template (available upon request) or in other ARTC agreed format. 5. Save updated SAI360 Event Record). <p><i>Note: Lessons learned will be required for all potential severity level 1, 2 and 3 events. Level 4 event lessons learned will be optional. ARTC reserve the right to request the D&C contractor to complete a lesson learned template and/ or to include ARTC representatives to either lead or participate in a lesson learned workshops at their discretion.</i></p>	Within a mutually agreed timeframe.	D&C Contractor Representative
Decision	Is Investigation required?	<p>Yes: Proceed to Step 5 – Complete Investigation if required.</p> <p>No: Wait for ARTC feedback on Event Record to determine if close out can occur or additional action is required.</p>		D&C Contractor Representative
Step 5	Complete Investigation if required	<ol style="list-style-type: none"> 1. Undertake investigation as per appropriate investigation methodology, including ARTC representatives as per ARTC direction. 2. Attach investigation report with any supporting documentation to SAI360 Event Record for review within 1 week of investigation due date. 3. Save SAI360 Event Record. 	As per event severity.	D&C Contractor Representative

PROCESS STEP	STEP TITLE	TASK DESCRIPTION	TIMEFRAME	RESPONSIBLE ROLE
		<p><i>Note: It is an ARTC requirement for ICAM Investigations to be undertaken for all potential severity level 1, 2 and 3 events. The D&C Contractor will use an ICAM trained Lead Investigator and impartial investigation team for all ICAM investigations. The higher the event severity level the greater the independence must be. Level 4 event investigations will be optional and can be complete in the form of a formal root cause analysis. ARTC reserve the right to request the D&C Contractor to complete an investigation or to include ARTC representatives to either lead or participate in the investigation at ARTC discretion. Investigation Completion Timeframes from day event is identified:</i></p> <ul style="list-style-type: none"> • Severity Level 4: 2 weeks • Severity Level 3: 4 weeks • Severity Level 2: 8 weeks <p><i>Severity Level 1: 12 weeks</i></p>		
Step 6	Complete SAI360 Event Sign Off	<ol style="list-style-type: none"> 1. If ARTC is satisfied that no additional action is required, the SAI360 Event Record will be signed off by ARTC. 2. If ARTC are not satisfied that sufficient information has been provided, the D&C Contractor will be instructed to return to step 4 and action as required in agreement with ARTC. <p><i>Note: ARTC may require additional verification of the close out of events either through Environmental Coordination meetings or during an ARTC lead audit of the CEMF event management process.</i></p>		ARTC representative
Step 7	Close event	Close event as per agreement with ARTC.		D&C Contractor Representative

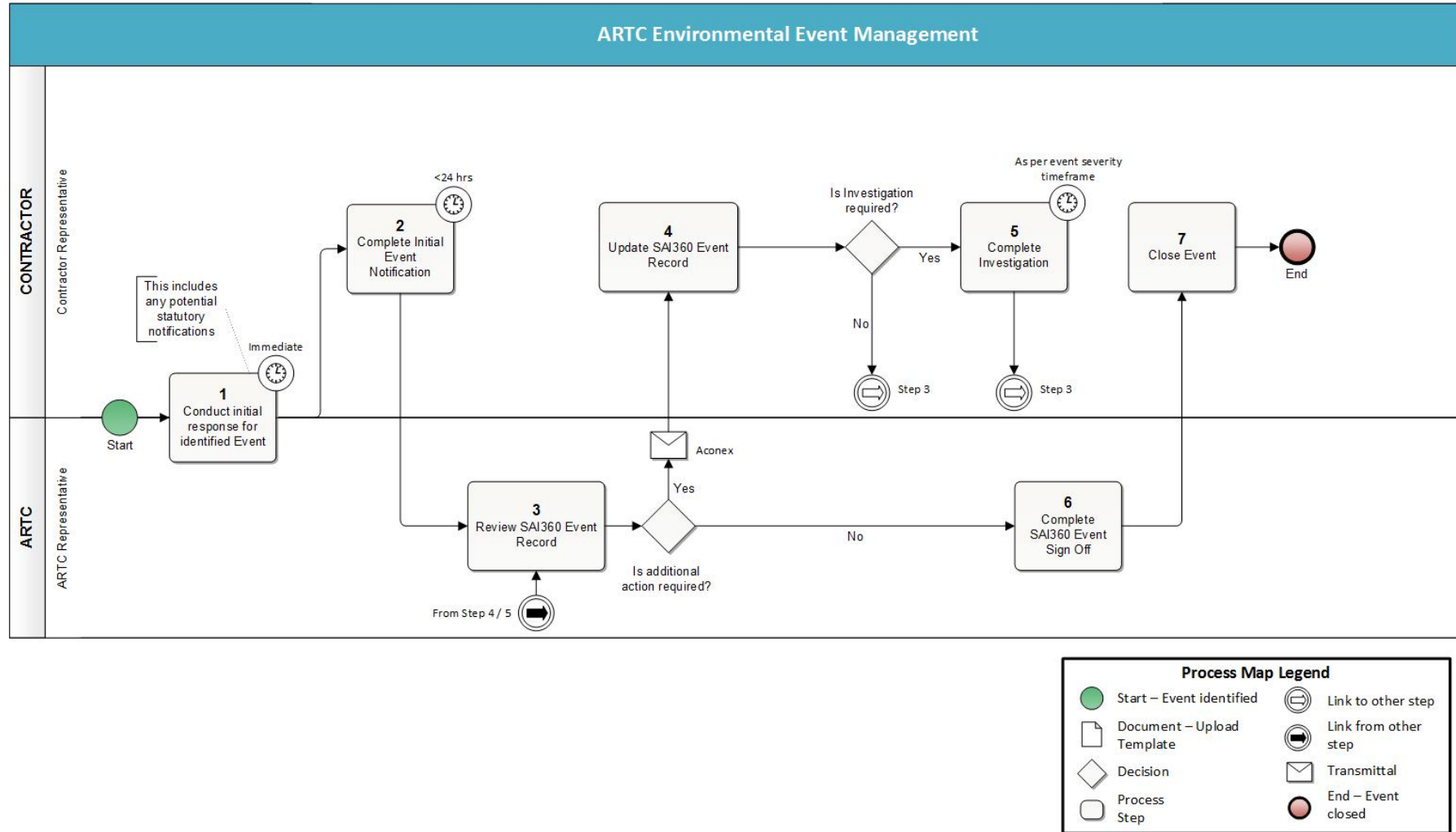


Figure 4 Environmental Event Management Process Map

Appendix 2 ARTC Event Severity Matrix



ARTC EVENT SEVERITY MATRIX

		Actual or Potential Impact				
Safety: Impact to people		Injury or illness with no impairment (may or may not require treatment)	Injury or illness with short-term impairment (less than 1 month)	Injury or illness with moderate but recoverable impairment (more than 1 month but less than 6 months)	Injury or illness with long term (more than 6 months) to permanent impairment	One or more fatalities
Assets: Impact to network performance		Immaterial disruption to non-critical track section	Material disruption to non-critical track section or Immaterial disruption to critical track section	Material disruption to a critical track section recoverable in the short-term	Material disruption to critical track section not recoverable in the short term	Material disruption to critical track section not recoverable in the short term with significant long-term impacts on customers
Assets: Impact to organisational capability		Manageable impact to internal operations, which may or may not require internal reallocation of existing resources	Missing short-term targets which may or may not require use of additional resources	Reduced ability to achieve business goals with some business impact	Material failure to achieve business goal(s) with significant business impact	Failure to achieve business goals with lasting impacts
Environment: Impact to environmental factors		Minimal environmental impact	Limited and recoverable environmental impact	Significant and recoverable environmental impact	Permanent impact to area of less than high environmental significance	Permanent impact to area of high environmental significance
Financial: Impact of this event in terms of a total cost estimation		<250k loss or damage	\$250K to \$2M loss or damage	\$2M to \$5M loss or damage	\$5M to \$10M loss or damage	>\$10M loss or damage
		Not Significant	Minor	Moderate	Major	Extreme
Status of Controls	EVENT HAS OCCURRED	Level 4 Negligible	Level 3 Minor	Level 2 Major	Level 1 Significant	Level 1 Significant
Not in place and will allow escalation to the potential outcome	Likely	4	3	2	1	1
Partially in place and may allow escalation to the potential outcome	Possible	4	3	3	2	1
Mostly in place and unlikely to allow escalation to the potential outcome	Unlikely	4	4	3	2	2
Fully maintained and only under exceptional circumstances allow escalation to the potential outcome	Rare	4	4	4	3	2

Figure 5 ARTC Event Severity Matrix