



# ENVIRONMENTAL MANAGEMENT PLAN

**Project Address:**

16 Ferguson Street, Albany Creek, QLD 4035

**Job Name:**

Albany Creek Library

**Date Developed:**

25/08/2025

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## BUSINESS MANAGER DETAILS AND DOCUMENT SCOPE

Organisation Details	
Business/Trading name	Tallan Group
ACN/ABN	22 649 005 096
DIRECTORS	Zane Taylor/ Joel Quillan
Address	15 Nicol Way Brendale 4500
Phone	07 3448 9191

The following table sets out a brief description of the work to be carried out by **Our Company** during the course of Operations.

Description Of Works & Client Requirements
<p>Construction works within the current courtyard area located on the north-west exterior of the Albany Creek Library. The project scope includes the demolition of the current outdoor courtyard area and the construction of a new, enclosed, multipurpose meeting room with after-hours access. The renovation works aim to upgrade the library's facilities and increase the usability of the space as well as provide a space for facility meetings and other hireable activities.</p> <p>Tallan Group must ensure we incorporate sustainability related practices in our business, address environmental risks and opportunities and ensure legislative compliance (at a minimum) to assist City of Moreton Bay to reduce its environmental footprint and protect the health of our environment and communities.</p>

The table below identifies the designated person on site responsible for the management of environment.

Environmental Responsibilities	
Name & Role	Contact Details
Zane Taylor - Director	0409 498 429
Adam Henricks – WHSE Manager	0467 963 903

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**Our Company may** engage contractors to perform various activities

Amendments				
Date	Version No.	Description of Amendments	Prepared by	Approved by
12/12/2023	001	Creation of Document	Adam Henricks	Zane Taylor

Distribution Register				
Version No.	Date of Issue	Name of Recipient	Position / Organisation	
001	12/12/2023	Office	General Manager	

## INTRODUCTION

### Background

This Environmental Management Plan (EMP) has been prepared for use by all personnel including subcontractors engaged by Tallan Group for the project. The EMP describes the actions required to effectively protect the environment from any potential impacts resulting from construction activities.

This EMP provides a system for the management and implementation of mitigation measures identified as necessary for the project. This EMP consists of a series of environmental management elements whereby requirements for each element are addressed. The EMP aims to:

- Meet government, client and community expectations for protection of the environment
- Document controls to be implemented for environmental compliance
- Implement controls to effectively mitigate environmental impacts throughout the project
- Ensure construction personnel are fully aware of their environmental obligations under the relevant legislation and the contract
- Establish roles and responsibilities for implementing controls
- Ensure the project site is returned to a near natural state upon completion of the contract

### Purpose

This EMP and Sub-Plans have been prepared to comply with the Project Approval. It has been prepared in accordance with:

- The Guideline for the Preparation of Environmental Management Plans (DIPNR, 2004)
- The Project Approval
- RMS QA Specification G36
- AS/NZS ISO 14001

This EMP is the overarching document in the environmental documentation system for the project that includes a number of management documents. It is applicable to all staff and subcontractors associated with the construction of the Project.

### Authorisation, Revision & Distribution

A document review process is implemented to ensure that environmental documentation, including

this EMP and sub plans, are updated as appropriate for the specific works that are occurring on-site. This review will occur every three months.

Should the document review process identify issues or items within the documents that need updating, it is the responsibility of the Environmental Officer or Environmental Rep to prepare the revised documents.

The revised document will be issued to the Project Manager for approval and revised versions of the EMP will be made available to controlled copy holders.

This EMP is available to all personnel and subcontractors via the Tallan Group's document control management system for the project. The document is uncontrolled when printed. One controlled hard copy of the EMP and supporting documentation will be maintained by the Environmental Rep at the project office. Registered copies will be distributed to:

- Project Manager
- WHSE Manager
- Operations Manager

## EMP Availability

This EMP will be made available for public inspection on request. Confidential information, which may include the location of threatened species, Aboriginal objects or places and personnel contact details, will be removed from all documents provided or made available to the public.

## Objectives & Targets

All construction personnel working on the Project have the following general environmental obligations:

- Minimise pollution of land, air and water
- Preserve the natural and cultural heritage environment
- Be a good neighbour to surrounding land users
- Keep the community informed of Project milestones, upcoming activities and duration of relevant aspects of the works
- Take all feasible and reasonable steps to ensure compliance with the requirements of this EMP

Project specific objectives and targets have been developed consistent with Tallan Group's Environmental Policy and in response to:

- The environmental outcomes for the project as described in the Environment Assessment documents
- The results of the environmental risk assessment workshop
- Applicable legal and other requirements
- Any technological, operational and other constraints or limitations

## Roles & Responsibilities

All staff, including subcontractors, have a responsibility to manage their own impacts on the environment whilst on the project. The following roles and responsibilities will be executed to implement this EMP.

### All Staff

- Complete a site induction prior to commencement of work

- Implement and comply with this EMP
- Report any activity that has resulted in, or has the potential to result in, an environmental incident to their Supervisors
- Attend any additional environmental training provided

## Project Manager

- Ensure implementation of EMP
- Lead by example – develop a 'one team-one culture' and 'beyond compliance' culture within the team
- Provide necessary resources and technical support for implementation of EMP
- Ensure non-conformances/corrective actions have been investigated and closed out appropriately

## Site Supervisor

- Implementation of requirements outlined in EMP
- Ensure all staff including subcontractors are inducted prior to commencement of works
- Conduct daily visual inspections of environmental control measures on site
- Notify the Project Engineer and/or Project Manager of incidents/non-conformances

## WHSE Manager

- Periodic inspections and audits
- Advising on environmental matters specified in this EMP
- Liaison with the Client and with all relevant authorities on environmental matters
- Maintaining a register of all environmental management documents
- Ensuring that the EMP is established, implemented and maintained in compliance with the Contract, including all sub-plans and supplementary method statements, and upgrades to these documents (as needed) to remain current with the progress of the project
- Overall responsibility of the establishment, management, monitoring and maintenance of erosion and sediment controls within the site
- Carrying out regular inspections and auditing of the works to ensure that environmental safeguards are being followed
- Identifying where the implemented environmental measures are not meeting the targets set, and identifying areas where improvement can be achieved
- Preparing monthly reports outlining the works that have been undertaken and the achievements that have been met, as well as identifying improvements
- Facilitating the environmental induction and toolbox talks for all site personnel
- Specific authority to stop work on any activity where the WHSE Manager deems it necessary to prevent environmental non-conformities
- Notification to the relevant parties of any environmental incidents

## Technical Support

To ensure compliance with this EMP and environmental duty of care, the following technical specialists may be engaged to support the project team:

- Qualified Ecologist to conduct pre-clearance survey
- Fauna Spotter-Catcher to remove any fauna during clearing activities
- Erosion and Sediment Control experts to assist with development of robust E&SC plans
- Waste handling and removal shall be undertaken by licenced professionals
- Pest and weed control specialists

## Planning

### Environmental Aspects & Impacts

A break-down of activities and the associated risk levels (of an activity causing an adverse environmental impact) are provided in the register *Project Risk Register*. Risks are classified in accordance with the *Risk Matrix*.

The project risk register enables the identification of significant environmental aspects and impacts as they relate to the project and enables controls to be identified to mitigate those risks. This document forms the primary risk management tool for the project. The register will be maintained in accordance with the *Risk Management Procedure* and shall be reviewed annually during audits.

A risk management approach was used to determine the severity and likelihood of an activity's impact on the environment and to prioritise its significance. This process considers potential regulatory and legal risks as well as taking into consideration the concerns of the community and other key stakeholders.

The objectives of the risk assessment are to:

- Identify activities, events or outcomes that have the potential to adversely affect the local environment and/or human health/property
- Qualitatively evaluate and categorise each risk item
- Assess whether risk issues can be managed by environmental protection measures, and
- Qualitatively evaluate residual risk with implementation of measures.

### Environmental Risk Assessment Workshop

An environmental risk assessment workshop will be held prior to the commencement of works on site. This workshop will identify and address the environmental risk associated with the Project and will develop risk mitigation and management strategies to eliminate or reduce the risk exposure. The workshop will also be used to raise general awareness of good environmental management practices among the project team. The outcomes of the workshop will be included in the EMP.

## Implementation & Operation

### Environmental Management Framework

The framework of the environmental management documents has been designed to comply with the requirements of ISO 14000, and to be consistent with the Guidelines for the Preparation of an EMP (DP&I). The EMP comprises relevant sections from Tallan Group's Management System.

### Environmental Management Plan

The EMP is the key management tool in relation to environmental performance during the construction phases. The EMP describes the construction environmental management framework for the Project and Tallan Group's system for minimising and managing environmental risks associated with the construction phase of the Project. The EMP is a dynamic document that will be reviewed and amended to incorporate additional requirements as required, changes to the project team, organisational structure and responsibilities.

The EMP(C) has been prepared in accordance with a number of guidelines including:

- Guideline for the Preparation of Environmental Management Plans (DP&I);
- RMS Specification G36 – Environmental Protection (Management Systems);
- ISO 14001 – Environmental Management Systems
- ISO 19011 – Guidelines for Quality and/or Environmental Management Systems Auditing



## System Procedures, Forms & other Documents

Current Tallan Group environmental management system and project procedures, forms and other documents provide instructions and records related to both environmental and non-environmental activities throughout the Project.

## Sensitive Area Plans

To aid in the identification and protection of significant environmental features associated with the project, a set of Sensitive Area Plans (SAPs) will be prepared. These plans will provide information relevant to the pre-construction and construction period and must be considered prior to commencing any work activity that may require ground disturbance. The SAPs are working documents and will be updated throughout construction as required.

## Procurement of Services & Subcontractors

All subcontractors are to work in accordance with this EMP and Tallan Group's Sustainable Procurement Policy. Subcontractor environmental performance requirements and capability will be considered prior to engagements. In particular the following measures will be taken:

- Incorporate environmental provision clauses in subcontractor agreements
- Complete the subcontractor pre-commencement briefing
- Issue subcontractor project specific information start-up pack

Subcontractors will be required to provide information on their past environmental performance and this will be considered during award of contract. All subcontractors will be required to work in accordance with the project environmental management documentation.

Environmental requirements and responsibility will be specified to subcontractors in the contract documentation, including the details of:

The duties of each subcontractor for planning, implementing and monitoring environmental protection measure and for keeping environmental records.

The duties that will be retained by Tallan Group for environmental protection of subcontracted work.

How environmental protection measures on subcontracted work interact with adjacent work areas, as applicable.

The surveillance program to monitor the compliance of each subcontractor's environmental protection measure for the surrounding country, watercourses, drainage systems, water bodies and wetlands. This includes the location of site compounds, access tracks, stockpile sites and temporary work areas plus staging of work to minimise the extent and duration of disturbance to vegetation.

All subcontractors are required to attend Project Site Inductions, pre-start meetings and toolbox talks where Project environmental requirements are communicated. Signatures demonstrating acknowledgement of environmental responsibilities of subcontractors, direct labour and others will be contained in induction records.

Representative from key subcontractors will be requested to participate in weekly environmental inspections and address non-conformances identified as required.

## Competence, Training & Awareness

To ensure that this EMP is effectively implemented, each level of management is responsible for ensuring that all personnel reporting to them are aware of the requirements of this EMP. The WHSE Manager will coordinate environmental training in conjunction with other training and development activities.

### Environmental Inductions

All personnel, including subcontractors, will be required to attend the Site-Specific Induction, that includes an environmental component prior to the commencement of work on-site. The Site-Specific Induction will incorporate the following environmental components:

- Purpose and objectives of the EMP
- Requirements of due diligence and duty of care
- Conditions of environmental licences, permits and approvals
- Potential environmental emergencies on Site and the emergency response procedures and location of emergency spill kits
- Reporting and notification requirements for pollution, for damage to environmental controls and other environmental incidents
- High-risk activities and associated environmental safeguards, e.g. earthworks, vegetation clearing, erosion and sedimentation and stabilisation risks and controls, night works, operation and maintenance of concrete washouts, and washing, refuelling and maintenance of plant and equipment
- Awareness of:
  - Potential for ground contamination from previous land use and uncontrolled filling
  - Need to minimise noise and vibration to avoid disturbance of residents' amenity
  - Need to avoid disturbance of potential heritage sites
- Working in or near environmentally sensitive areas identified in the Sensitive Area Map.
- Waste disposal protocols

A record of all environment inductions will be maintained and kept on-site.

The WHSE Manager will review and endorse the induction program and monitor its implementation.

The WHSE Manager may authorise amendments to the induction where required to address Project modifications, legislative changes or amendments to this EMP or related documentation.

### Toolbox Talks Training & Awareness

Toolbox talks will be used to raise awareness and educate personnel on construction related environmental issues. The toolbox talks will be used to ensure environmental awareness continues during construction.

Environmental awareness induction/training will be conducted within two weeks of commencing construction and when new personnel commence work on site. A refresher environmental training session will be conducted based on an environmental risk assessment and turnover of project personnel, but no less than 6 monthly.

Toolbox talks will be tailored to specific environmental issues, including:

- Efficient use of plant and materials
- Soil erosion and sediment control, particularly sediment basins, dewatering and spill response
- Waste management, minimisation and recycling
- Noise and vibration minimisation and management requirements

- Flora and fauna protection
- Dust control
- Wastewater control
- Work methods for specific high-risk activities such as working in and around watercourses
- Improvements from incidents and audits.

A register of all training and toolbox talks will be maintained including details of topics, dates, names of trainees and trainer qualifications.

## Daily pre-start meetings

The pre-start meeting is a tool for informing the workforce of the day's activities, safe work practices, environmental protection practices, work area restrictions, activities that may affect the works, coordination issues with other trades, hazards and other information that may be relevant to the day's work.

The Foreman, or other appropriate site staff member, will conduct a daily pre-start meeting for the site workforce before the commencement of work each day (or shift) or where changes occur during a shift. Pre-start meetings may be project-wide and/or held for specific work areas.

The environmental component of pre-starts will include any environmental issues that could potentially be impacted by, or impact on, the day's activities. All attendees will be required to sign on to the pre-start and acknowledge their understanding of the issues explained.

Pre-start topics, dates delivered and a register of attendees will be recorded and the records maintained.

## Communications

### Internal communications

Clear lines of communication throughout all levels and functions (e.g. management, staff and subcontracted service providers), is key to minimising environmental impacts and achieving continual improvements in environmental performance.

The environmental team will meet regularly to discuss on-site environmental management, amendments to plans, changes to construction activities etc.

The environment team members will participate regularly in toolbox talks to communicate to the wider project personnel on environmental performance, to advise on sensitive environmental matters for future work areas and to receive feedback from on-site personnel.

### Stakeholder & Community Communication

All community inquiries and complaints will be handled in accordance with the *Complaints and Enquiries Protocol*, consistent with AS 4269: *Complaints Handling*.

Information on all complaints received, including the means by which they were addressed and whether resolution was reached and whether mediation was required or used, will be included in a complaints register.

The WHSE Manager will apply an adaptive approach to ensure that corrective actions are applied in consultation with the appropriate construction staff to ensure modifications and improvements in the

management of any environmental issues which have resulted in community complaints.

## Environmental Incidents & Emergencies

An environmental incident includes non-compliance with the Nature Conservation Act 1992 as well as nuisance or harm under the Environmental Protection Act 1994 such as:

- Failure to notify discovery of item of heritage significance
- Death or injury of native animal
- Excessive spread of declared and/or environmental weeds
- Chemical or fuel spill above 200L
- Non-compliance with conditions of permit or license (e.g. disposal permit or waterway barrier works approval)

### Environmental Incident Reporting

All incidents will be reported in accordance with the *Incident Notification Procedure* and the *Incident Guide*.

### Incident Investigations

Investigations will be completed in accordance with the *Incident Investigation and Reporting Procedure*.

### Emergency Preparedness & Response

The Emergency Preparedness and Response Procedure describes the process for emergency preparedness. The Project Manager will ensure that potential emergency situations for the site are identified and that the risks associated with these potential emergency situations are assessed and recorded in the Project Risk Register.

An Emergency Response Plan (ERP) will be documented to cover the potential emergency situations identified for the site. The ERP will include:

- key emergency response personnel, their respective responsibilities and contact details including all-hours contact telephone numbers
- emergency services (e.g. ambulance, fire brigade, spill clean-up services)
- communication strategy, both internal and external, during emergencies
- any identified potential environmental emergencies that may occur on Site, and the response procedures for these emergencies, including spill response, bushfire response and material environmental harm
- Induct all staff and subcontractors working on the Site about the potential environmental emergencies
- provide training in implementing the relevant environmental safeguards and risk mitigation measures

Emergency response plans will be tested in accordance with the schedule detailed in the ERP. A review of the effectiveness of drills will be conducted.

The ERP will be approved by the Project Manager and communicated to the workforce via inductions and toolbox meetings.

### Bushfire Risk & Response Plan

The bushfire risk as identified by the Fire Management Authority shall be monitored on a regular basis by the WHSE Manager and staff will be informed at daily prestart meetings.

Bushfire risk is managed via the Emergency Preparedness and Response procedure

## Inspections, Monitoring & Auditing

### Environmental Inspections

Regular site environmental inspections will be undertaken to assess the adequacy and effectiveness of environmental controls on site. The following inspections will be conducted during the project:

- **Daily** visual inspections of the site will be conducted by Site Supervisors and documented within the project files. The purpose of these inspections is to verify compliance with the EMP, licences, permits and approvals as well as any other environmental requirement identified in the contract. Inspections will be recorded using the *Daily environmental inspection checklist*.
- **Weekly** inspections of the site will be conducted by the WHSE Manager and recorded on the *Weekly Environmental Inspection Checklist*. This inspection is more formalised and will be used to track environmental performance.

Additional site inspections will be conducted addressing the following:

- High risk activities and processes
- Work in environmentally sensitive areas
- Site preparedness for adverse weather conditions, including adequacy of environmental controls and availability of emergency equipment
- In the event of rain (not including light showers), additional inspections (during daytime hours) will be conducted by the Environmental Rep to ensure environmental controls are functioning correctly

### Environmental Monitoring

The environmental monitoring requirements for this project are based on the combination of legislative and contractual conditions.

### Environmental Auditing

All internal and external audits for the Work Under the Contract will be conducted in accordance with AS-NZ ISO 19011 and the Internal Audit Procedure.

### Internal Audits

The Tallan Group environment team will conduct a risk-based auditing program to verify that the Work Under the Contract meets the requirements of this Specification. The purpose of these audits is to evaluate the project's environmental performance and identify continual improvements of the EMP.

### External audits

External audits, initiated by the Client may be undertaken on this project and shall be responsible for monitoring the performance and procedures of Tallan Group's staff. It is the responsibility of Tallan Group as a whole to provide external auditors with all necessary requested information, documentation, access and assistance in order to fulfil the requirements of the audit.

### Corrective Actions, Preventative Actions and Non-conformances

Non-conformance, corrective and preventative actions will be implemented in response to an event and are intended to ensure that prompt and immediate action is taken to correct the event. A non-conformance is the failure or refusal to comply with the requirements of this EMP and supporting

documentation.

Any personnel can raise non-conformances, corrective and preventative actions, and improvements requests to the system or works. The processes and procedures for this are outlined in the *Non Conformances and Improvements Procedure*.

Corrective / preventative actions from daily and weekly inspections, audits and incident will be recorded on the *Corrective Action Log*, including detail of the class, source, a description issue, action required and date raised. The register will be updated with date of close out and any necessary notes. This register will be reviewed regularly to ensure actions are closed out as required.

Non-conforming activities may be stopped, if necessary, by the WHSE Manager, Supervisors, or Delivery Manager. If there is significant risk of harm to the environment, the works will not recommence until a corrective / preventative action has been closed out.

## Records

All project records will be managed and maintained for the life of the project in accordance with the Records Management Guide.

### Document Control

All documents will be maintained and managed in accordance with the *Document Control Guide*. The WHSE Manager will coordinate the preparation, review and distribution, as appropriate, of environmental documents. During construction, environmental documents will be stored at the main site office and can be accessed on request to the WHSE Manager.

## Review

### Document Review

The Project Manager is responsible for ensuring this plan and all associated documentation is maintained and up-to-date, through regular reviews of the plan and supporting system. An environmental team member will conduct the review and amendments to the EMP will be communicated to the Project and Operations Manager to ensure the wider team are informed.

### Project Review & Continuous Improvement

The Project Manager in conjunction with relevant members of the project team will review the projects performance each month and report performance to the Operations Manager and WHSE Manager using the format prescribed. The monthly review will consider the suitability, effectiveness and adequacy of the project environmental management system.

The monthly review will include reviewing the following information:

- Project meeting minutes and actions
- Results of internal and external audits conducted
- Client and Public feedback
- Feedback from the workforce
- Summary and/or statistical information related to performance against targets
- Incidents reports and investigations
- Any upcoming changes that will affect the project environmental management system
- Recommendations for improvement
- Any actions to be taken resulting from the review will be recorded on an Improvement Notice and followed up.

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