

**Document Number**

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**Document Title**

**SITE ENVIRONMENT MANUAL  
DARWIN SUPPLY BASE**

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**CONTROL STATUS**

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## AMENDMENTS

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# Table of Contents

1.0	Scope .....	5
1.1	Introduction .....	5
1.2	Scope of Works .....	5
1.3	Existing Environment .....	5
1.4	Site Environment Manual (SEM) Scope .....	6
1.5	Normative References .....	6
2.0	Environment Management.....	7
2.1	General Requirements.....	7
2.2	Environment Policy.....	7
2.3	Planning .....	9
2.4	Aspects.....	9
2.5	Legal and Other .....	10
2.6	Approval and Licencing Conditions .....	10
2.7	Environment Objectives and Targets .....	13
3.0	Implementation and Operation.....	17
3.1	Resources, Roles, Responsibilities and Authority.....	17
3.2	Competence, Training and Awareness .....	18
3.3	Communication .....	18
3.4	Environment Management System Framework.....	19
3.5	Operational Control.....	19
3.6	Emergency Preparedness and Response.....	19
3.7	Environment Aspects and Impacts .....	20
3.9	Aspects and Impacts Risk Rating .....	20
4.0	Tank Wash Bay.....	21
5.0	Waste Management .....	23
4.1	Minimising Waste Product .....	26
4.2	Waste Streams.....	26
4.3	Waste Hierarchy .....	27
4.4	Waste Monitoring.....	27
4.5	Management of Waste Streams.....	27
4.6	Waste Classification and Management .....	28
4.7	Waste Water .....	29
4.8	Waste Storage Areas .....	29
4.9	Waste Minimisation and Avoidance.....	29
4.10	Waste Receipt and Handling on Site .....	29
4.11	Waste Tracking .....	30
6.0	Discharge Points .....	30
6.1	Discharge to Air .....	30
6.2	Discharge to Land .....	30
6.3	Discharge to Water.....	30
7.0	Emission Sources .....	30
7.1	Emissions to Air.....	30
7.2	Emissions to Water .....	31
7.3	Emission to Land .....	31
8.0	Hazardous Substances .....	31

8.1	Hazardous Substance Identification .....	31
8.2	Hazardous Substance Risk Assessment .....	31
8.3	Hazardous Substances Packing .....	31
8.4	Hazardous Substance Labelling.....	31
8.5	Hazard Substance SDS.....	31
8.6	Hazardous Substance Pipework.....	31
8.7	Hazardous Waste Products .....	31
8.8	Hazardous Substance Manifest.....	32
8.9	Placarding.....	32
9.0	Monitoring.....	32
10.0	Management Review.....	34
11.0	Documented Information .....	34
	Appendix A - Schedule 2: Listed Wastes at Darwin Supply Base .....	35
	Appendix B – Measuring and Monitoring Objectives .....	36
	Appendix C – Location Plan.....	45

# Site Environment Manual

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## 1.0 Scope

### 1.1 Introduction

This Site Environment Manual (SEM) is written specifically for the OEG Offshore Pty Ltd (OEG) Supply Base located at Lot number 4735 Muramats Road, Hudson Creek, Berrimah, Darwin in the Northern Territory.

The SEM has been established in accordance with the requirements for legislative and regulatory compliance in the Northern Territory and will further serve as a repository for information relating to all Environmental Aspects, Hazards, Risks and Control Measures applicable to the scope of works.

### 1.2 Scope of Works

Location: Lot 4735 (20) Muramats Road, East Arm Darwin NT. (Section 05998 Hundred of Bagot plan(s) L2008/058).

Building Area: 2,611 sqm

Land Area: 19,910 sqm

Clearspan Warehouse: 2,230 sqm

20 Muramats Road offers 19,910sqm of land with 2,360sqm of clearspan warehouse. The property has frontage on Berrimah Road and the entrance is on Muramats Road. The warehouse has crane rails installed and eight 6m X 5.5 electric roller doors. The warehouse is suited for trucks to drive through and the rear hardstand is large enough to turn triples.

On the back of the warehouse is a 600sqm awning for extra coverage. The entire site is made up of bitumen hardstand. The fully air-conditioned office measures 252sqm and has six enclosed office spaces with a lunchroom and men's and women's restrooms.

The entry way to the office is tiled and new commercial grade carpet has been installed throughout. The property has two gates for entrance and drive around access.

- Fabrication and machining and mechanical repairs (inclusive of welding) to OEG owned and customer owned equipment.
- Bunded storage area to store chemicals, decanting of heli-tank residue and repackaging residues for waste collection.
- IBC, tank wash facility.
- Offshore container fleet maintenance and storage.
- NATA accredited inspectors qualified to perform annual certified visual inspections on offshore containers and tanks. One of the inspectors NATA accredited to perform tank cleanliness and 2.5 / 5.0 yearly periodic tank inspections-certification.

OEG recognises that the range of supply base operations have the potential to cause environmental impacts and that all environmental impacts must be identified and managed appropriately.

This Site Environment Manual (SEM) has been developed to identify and document potential environment related risks and develop appropriate mitigation measures and procedures to ensure that the environmental objectives of OEG and the relevant statutory requirements are addressed.

### 1.3 Existing Environment

The land surrounding the supply base is primarily used for industrial purposes including:

# Site Environment Manual

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- Muramats Road (primary road access point) with the Darwin Harbour nearby to the south.
- Directly surrounding port related industries.
- Vopak terminal to the west.
- Passenger rail system to the north.

A variety of products are produced at the supply base including:

- general waste (food and plastic).
- recyclable waste (metal, paper, cardboard).
- hazardous waste (oil, fuel, cleaning chemicals, dangerous substances).
- wastewater sludge (waste solids from water treatment plant);

## 1.4 Site Environment Manual (SEM) Scope

The SEM provides the management and performance requirements related to the waste at the supply base and includes:

- requirements for the management of waste for operations at the supply base as stipulated by regulatory approvals for the site.
- responsibilities for implementing the SEM.
- description of potential sources of wastes and risks related to waste management.
- description of environmental controls and associated limits to meet objectives and regulatory approval requirements; and
- overview of the environmental monitoring programs associated with environmental controls and management actions.

## 1.5 Normative References

### 1.5.1 Terms and Definitions

Auditor	Person with the competence to conduct an audit.
Accreditation	A process of giving formal recognition of competence.
Can	Indicates a possibility or a capability.
Check	A visual and functional assessment of equipment.
Corrective action	Action to eliminate the cause of a detected nonconformity.
Environment	Surroundings in which an organization operates, including air, water, land,
Environment Aspect	Elements of an organisations activities or products or services that can interact with the environment.
Environment Impact	Any change to the organisation, whether adverse or beneficial, wholly or partially resulting from an organisation's environmental aspects.
Environment Management System (EMS)	Part of an organization's management system used to develop and implement its environmental policy and manage its environmental aspects
Environment Policy	Overall intentions and direction of an organization related to its environmental performance as formally expressed by top management
Internal Audit	Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the environmental management system audit criteria set by the organization are fulfilled

# Site Environment Manual

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Non-Conformity	Non-fulfilment of a requirement
Preventative Action	Action to eliminate the cause of a potential nonconformity

## 1.5.2 Acronyms and Abbreviations

AMSA	Australian Maritime Safety Authority
APPEA	Australian Petroleum Production & Exploration Association
OEG	OEG Offshore Pty Ltd

## 2.0 Environment Management

### 2.1 General Requirements

OEG Offshore Pty Ltd (OEG) is committed to taking practicable steps to minimise the detrimental effects of its activities on the environment and recognises that achieving a high standard of environmental performance requires organisational commitment and a systematic approach.

OEG is committed to:

- Undertaking operations in accordance with the Environmental Policy.
- Pay due recognition to relevant environmental codes, standards and prescribed regulations.
- Develop and implement environmental management procedures including objectives and targets.
- Monitor the Environmental Management System for compliance and improvement.
- Exercise reasonable care to avoid hazards and environmental problems.

### 2.2 Environment Policy

OEG Offshore Pty Ltd (OEG) recognises its responsibility to respect the environment and will strive to achieve environmental best practice throughout its business activity, wherever practicable.

We believe that everyone has a duty of care for the environment and to seek ways to conserve natural resources. We are conscious of environmental issues, and we believe that the pursuit of economic growth can be linked to ecological protection. This is a collective issue, which is the responsibility of government, business, and the community at large.

All employees, sub-suppliers and contractors are responsible for the implementation of, and compliance with this policy to meet the above requirements OEG will:

- Monitor the performance of its sub-suppliers and sub-contractors to ensure that the goods and services they provide meet the OEG Environment objectives.
- Provide the support and resources necessary to ensure operations comply with applicable environmental laws and regulations.
- Continuously improve the company's environmental performance by implementing environmental management procedures, reviewing their effectiveness and rectifying deficiencies where necessary.
- Review environmental aspects and impacts of OEG operations prior to undertaking the work and implement appropriate procedures to manage potential risks.
- Implement internal recycling programs and encourage process modifications that reduce pollution and waste.

# Site Environment Manual

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- Initiate remedial action to improve performance, rectify damage and prevent incidents reoccurring and report and record environmental incidents and non-compliance situations.
- Establish mechanisms for employees to report concerns about environmental issues and respond promptly to their concerns.
- Develop employee and contractor awareness of their environmental obligations through education, induction and training.
- Set and review targets and objectives to continuously improve our environmental performance.

This statement will be communicated to all relevant personnel and made available to interested parties when requested. The statement is reviewed on an annual basis and may be added to or modified from time to time and may be supplemented in appropriate cases by further statements relating to the work of particular sites or installations.

Patrick Hanna  
**General Manager**  
(OEGAU-E-POL-001)

## **ENERGY, SUSTAINABILITY & DECARBONISATION POLICY**

OEG Energy (OEG) recognise that climate change is a serious global environmental issue, and OEG are supportive of worldwide efforts to materially reduce greenhouse gas emissions.

OEG is committed to participating in this global effort to reduce greenhouse gas emissions and minimising the impact of its activities on the environment.

Through OEG's large and extensive rental fleet of reusable containers and tanks, combined with our supporting management and maintenance service offering, OEG offer sustainable packaging solutions which facilitate circularity across the energy supply chain. Furthermore, we aim to reduce our, and our customers', environmental footprint through water conservation, and lower greenhouse gas emissions.

As part of our wider Corporate Social Responsibility Policy (OEGQ-POL-018), one of OEG's principal environmental objective's is to reduce its carbon footprint and we have set out the following realistic targets based on an analysis of our current and historic emissions, set with reference to a 2019 baseline:

- By 2025 – a 35% reduction in Scopes 1 and 2 emissions
- By 2030 – a 70% reduction in Scopes 1 and 2 emissions, and 30% reduction in Scope 3
- By 2040 – net zero, with minimal reliance on offsets

The following key near-term actions have been identified, to ensure that the above targets can be met, including:

- Implement a monitoring and reporting system to regularly report energy usage by location and asset, in as granular detail as possible, and engage regular external audits of our energy usage.
- Optimise our sites to improve minimise inefficiencies such as heat-loss through investment in the facilities.
- Accelerate electrification of our vehicles and other internal plant and machinery with electric alternatives where available/possible.
- Purchase our electricity from guaranteed renewable sources wherever possible.
- Increase staff awareness of the impact of their actions on energy use including use of electrical equipment, lighting and heating/cooling.

# Site Environment Manual

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- Promote best practice and ideas/actions across our worldwide locations.

Site specific actions have also been identified as part of our triennial energy surveys across our facilities, and these are part of specific local action plans.

Along this journey to net-zero, OEG will ensure transparency on reporting its reduction in greenhouse gas emissions in line with relevant local regulatory requirements and through specific reporting on its website.

Furthermore, OEG is committed to wider sustainable development by conducting our business in a manner which promotes economic growth, a healthy environment and investment in our people and local communities. In promotion of this sustainable development, we continue to promote the following actions:

Measuring the impact of our actions on the environment and set targets for ongoing improvement.

- Minimise waste by evaluating operations and ensuring they are as efficient as possible.
- Actively promote recycling and sustainability both internally and with customers and suppliers.
- Adopt water-saving and reuse techniques and remind employees to be conscientious of water use.
- Minimise the environmental impact of both production and distribution of OEG products.
- Meet or exceed the environmental legislation that relates to OEG across all regions.
- Implementation of training initiatives for its staff to raise awareness of environmental issues and enlist their support in improving the company's performance.

In Summary, OEG are committed to undertaking our business activities in a sustainable manner, while also playing an active role in the worldwide effort to reduce greenhouse gas emissions from our activities and those of the industries we serve and support.

Patrick Hanna  
**General Manager**  
(OEGAU-E-POL-002)

## 2.3 Planning

Environmental management planning is applicable to all activities undertaken at the Darwin Supply Base and shall include:

- Review of work to be undertaken.
- Identification and assessment of the environmental aspects (hazards) and impacts (risks) associated with the work.
- Implementation of control measures to eliminate or minimize the risks associated with any significant environmental impacts, including compliance with Client and/or regulatory requirements.
- Identification and assignment of competent personnel to perform the work.
- Monitoring of the environmental control measures put in place for effectiveness.

## 2.4 Aspects

Environmental aspects and impacts are defined in the Australian/New Zealand Standard AS/NZS ISO 14001 2004 as:

- Environmental Aspects: “element of an organisation’s activities or products or services that can interact with the environment”; and

# Site Environment Manual

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- Environmental Impacts: “any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation’s environmental aspects”.

Environment Aspects are assessed using the Environmental Aspect Assessment Form. Once completed the results are entered into the Aspects and Impacts Register.

See Environment Aspects and Impacts Register for OEG environmental aspects and related impacts.

## 2.5 Legal and Other

OEG are aware of and understand the legislative environmental obligations specific to their operations and the importance of complying with the relevant legislation.

A list of legislation potentially relevant to OEG operations is listed in the OEG Legal Register. To accomplish this, OEG have documented the Legal Requirements Procedure. The procedure outlines how OEG establish, implement and maintain legal compliance which identifies conditions of regulatory approvals as well as generally applicable Environmental Acts and their subsidiary legislation.

This manual ensures that environment management at the supply base is undertaken in accordance with:

### 2.5.1 Legislative and Approval Requirements

Commonwealth:

- National Environment Protection Council Act 1994
- National Environmental Protection (Movement of Controlled Waste between States and Territories) Measure 1998

Northern Territory

- Environmental Protection Authority Act 2019
- Waste Management and Pollution Control Act 1998
- Water Act 1992
- Waste Management and Pollution Control Regulations 1998

Local

NT WorkSafe - Schedule 11 Hazardous Chemicals exceeding manifest quantities in accordance with Regulation 348 of the Work Health and Safety (National Uniform Legislation) Regulations.

## 2.6 Approval and Licencing Conditions

Approval	Section	Condition	Reference
NT WorkSafe Schedule 11  Work Health and Safety (National Uniform Legislation) Act and Work Health and Safety (National Uniform Legislation) Regulations	Regulation 347	Manifest - A PCBU at a workplace where the quantity of a Schedule 11 hazardous chemicals exceeds the manifest quantity are used stored or handled must: <ul style="list-style-type: none"><li>• Prepare a manifest of hazardous chemicals, and</li><li>• Amend the manifest as soon as reasonably practicable if:</li></ul>	OEGAU-S-FO-059 Hazardous Chemical Manifest - Darwin

# Site Environment Manual

		<ul style="list-style-type: none"> <li>• The type or quantity of hazardous chemical that must be listed in the manifest changes, or</li> <li>• There is a significant change in the information required to be recorded in the manifest.</li> <li>• A manifest of Schedule 11 hazardous chemicals must comply with Schedule 12 of the WHS (NUL) Regulations.</li> <li>• The manifest must be kept in a place determined in agreement with the primary emergency service organisation and be available for inspection under the WHS Act and be readily accessible to the emergency services organisation.</li> </ul>	
<p>NT WorkSafe Schedule 11</p> <p>Work Health and Safety (National Uniform Legislation) Act and Work Health and Safety (National Uniform Legislation) Regulations</p>	<p>Regulation 348(2) and 348 (4)</p>	<p>Hazardous Chemicals - Notification to the Regulator is required:</p> <ul style="list-style-type: none"> <li>• Immediately after it is known that the Schedule 11 hazardous chemical or Schedule 11 group of hazardous chemicals is to be first used, handled or stored or at least 14 days before that first use, handling or storage (whichever is earlier), and</li> <li>• Immediately after it is known that there will be a significant change in the risk of using, handling or storing the Schedule 11 hazardous chemical or group of Schedule 11 hazardous chemicals at the workplace or at least 14 days before that change (whichever is the earlier), and</li> <li>• As soon as practicable after the Schedule 11 hazardous chemical or group of Schedule 11 hazardous chemicals is no longer used, stored or</li> </ul>	

# Site Environment Manual

		<p>handled or it is not likely to be used, handled or stored at the workplace in the future.</p>	
<p>NT WorkSafe Schedule 11</p> <p>Work Health and Safety (National Uniform Legislation) Act and Work Health and Safety (National Uniform Legislation) Regulations</p>	<p>Regulation 367(2), 367 (3) and 367 (4)</p>	<p>Abandonment of Tank - Notification to the Regulator is required as soon as practicable after the tank is abandoned Regulation 367(3)</p> <p>The tank is taken to be abandoned if:</p> <ul style="list-style-type: none"> <li>• The tank has not been used to store flammable gases or flammable liquids for 2 years, or</li> <li>• The person does not intend to use the tank to store flammable gases or flammable liquids again.</li> </ul> <p>Regulation 367(2) Tank means a container, other than an intermediate bulk container (IBC) designed to use, handle or store hazardous chemicals in bulk, and include fittings, closures and other equipment attached to the container – Regulation 367(4).</p>	
<p>Waste Management and Pollution Control Act – Schedule 2</p>	<p>Section 30</p>	<p>Part 1 – Activities that require EPA approval</p> <p>Carrying out works in relation to the premises for the storage, recycling, treatment or disposal of listed wastes on a commercial or fee-for-service basis.</p> <p>Carrying out works in relations to the premises for the storage processing of hydrocarbons so as to produce, store and/or dispatch liquefied natural gas or methanol</p>	<p>EPL - Waste</p>
<p>Waste Management and Pollution Control (Administration) Regulations – Schedule 2 (Listed waste)</p>	<p>Regulation 2A</p>	<p>Acidic solutions</p> <p>Containers that are contaminated with residues of a listed waste</p> <p>Residue from industrial waste treatment or disposal operations</p> <p>Sewerage sludge and septic tank sludge</p> <p>Waste mixtures and waste emulsions of oil and water or hydrocarbon and water</p>	

# Site Environment Manual

The SEM falls under the broader company Health, Safety, Security and Environment Manual for the supply base.

## 2.7 Environment Objectives and Targets

Environmental objectives and targets are defined in the Australian/New Zealand Standard AS/NZS ISO 14001: 2015 as:

- Environmental Objective: “Overall goal, consistent with the environmental policy, that an organisation aims to achieve”
- Environmental Target: “Detailed performance requirement, applicable to the organisation or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives”

The OEG Environment Objectives and Targets address the significant Environmental Aspects and any environmental requirements identified by the QHSE Manager, Management Team with consultation with OEG’s employees.

The Objectives and Targets also reflect OEG’s Environmental Policy goals, significant environmental aspects, technology options, commercial requirements, legal requirements and views of interested parties.

Targets must be set with achievable deadlines - specific dates for achievement of the targets. This ensures environmental objectives are met in accordance with the organisation's environmental policy leading to continual improvement in environmental management.

Responsibility for the achievement of each target and associated actions must be assigned to ensure they are achieved as planned.

The Environment Objectives and Targets of this manual are to:

- Advise OEG employees and its contactors of their responsibilities toward environment management on the site.
- Ensure compliance related to regulatory and legislative requirements.
- Ensure the surrounding local environment is not impacted by OEG operations.

	Objective	Target		Process	Relevant Documentation
		Indicator	Target		
1	Ensuring work is performed in accordance with this Site Environment Manual. The Environmental Management System and statutory requirements.	Close out of actions from incident investigations, inspections, observations, audits and inspections Actual vs. Scheduled	100% within agreed timeframes	Internal and external site audits, Corrective Action Tracking, PD weekly environmental inspection, incident reporting and observations.	OEGAU-Q-PROCD-013 Non-Conformance, Corrective and Preventative Action Procedure  OEGAU-Q-FO-123 NCR Register.
2	Pollution prevention and environmental impact reduction	Reporting of Environment incidents	Immediate reporting Zero Incidents	Spill Kits, Providing Spill response,	OEGAU-S-PROCD-022 Emergency Preparedness and

# Site Environment Manual

		to the EPA immediately & the QHSE Manager. Recording in Incident Register.		DG/Hazardous Material Handling Environmental awareness, emergency response training, Conduct Reporting training e.g. Induction	Response Procedure-Darwin  <b>Commonwealth</b> National Environment Protection Council Act 1994 National Environmental Protection (Movement of Controlled Waste between States and Territories) Measure 1998  <b>Northern Territory</b> Environmental Protection Authority Act 2017 Waste Management and Pollution Control Act 2016 Water Act 2016 Waste Management and Pollution Control Regulations 2014
3	Mitigate potential environmental risks. Impacts are identified and provisions are made for their prevention and management	Environment Risk Register is current.  Monthly Site Inspections	Updated when additional risks identified with JHA/PTW/Hazardous Substance Risk Assessments  100%	Conducting formal Risk Management. Implementation of JHA/PTW and Environmental Risk Register	OEGAU-E-FO-006 Environment Risk Register  Environmental Protection and Biodiversity Conservation Act 1999 (Cwth)  ISO 31000 Risk Management 2018
4	Ensuring Personnel are aware of and able to achieve their environmental targets through	Inductions and training completed Environmental awareness topics delivered to	As per training requirement targets  100% Conducting environmental toolbox as	Training requirements are identified and risk are communicated via	OEGAU-Q-FO-071 Training Matrix  OEGAU-Q-PROCD-002 Control of Personnel Procedure

# Site Environment Manual

	appropriate training and awareness programs.	personnel in toolbox sessions.		induction, Toolbox, Pre-start and QHSE notice boards	
5	Maintain and improve SEP and procedures in order to meet and demonstrate the environmental objectives are met.	Inspections and audits completed Actual vs. Scheduled: Monthly QHSE meetings	100%	Internal and external audits, SEP review by management	OEGAU-S-FO-005 Site Inspection Checklist  OEGAU-E-FO-007 Environment Audit Form
6	Compliance with environmental legislation, guidelines and policies	Legal Register: Compliance with all applicable environmental legislative requirements Non-compliance identified during performance monitoring	100%  CAR >90% close out within specified time frame.	Annual Management Review	OEGAU-E-FO-002 Legal Register  OEGAU-Q-PROCD-013 Non-Conformance, Corrective and Preventative Action Procedure  OEGAU-Q-FO-063 NCR Register  OEGAU-Q-PROCD-014 Management Review Procedure
7	Keep the Facility/Base clean and free from any potential environmental hazards	Environmental Inspections, actual vs. scheduled	100%	Monthly Site Inspections	OEGAU-S-FO-005 Site Inspection Checklist
8	Mitigating potential hazardous risk	Risk Assessment Inspections actual vs. scheduled	100%	Materials Storage and Handling training. Updated MSDS, Inventory and incident reporting Employees Trained in the implementation of Chemicals and HAZMAT Process	Commonwealth:  National Environment Protection Council Act 1994  National Environmental Protection (Movement of Controlled Waste between States and Territories) Measure 1998

# Site Environment Manual

					Northern Territory Environmental Protection Authority Act 2017 Waste Management and Pollution Control Act 2016 Water Act 2016 Waste Management and Pollution Control Regulations 2014
9	Achievement of best practice environmental management	Audit results Inspection results	100%	Adhere to this Site Environment Manual	This SEM OEGAU-Q-FO-072 Audit and Inspection Schedule  OEGAU-E-FO-007 Environment Audit Form
10	Ensure environmental controls are implemented and continuous improvement processes are in place.	Audit schedule; developed and in operation	Inspections and audits completed Actual vs. Scheduled 100%	Audits to be conducted at a minimum every 12 months. Documented Inspections conducted by personal on a monthly basis.	This SEM OEGAU-Q-FO-072 Audit and Inspection Schedule  OEGAU-E-FO-007 Environment Audit Form
11	Ensure the water quality in the region is maintained and that surface water released to the municipal drain that feeds into Darwin Harbour is not contaminated with hazardous substances.	Samples of water sent to laboratory for testing	12 monthly water monitoring of 2 sites	Monthly monitoring	Water Monitoring Plan / Sampling Analysis Quality Plan (SAQP)

# Site Environment Manual

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## 3.0 Implementation and Operation

The range of environment mitigation controls outlined in this manual are applied to the supply base operation by OEG.

### 3.1 Resources, Roles, Responsibilities and Authority

Responsibility, accountability and commensurate authority for the overall effectiveness of the Environmental Management System has been assigned to management functions, as described below. The incumbents of these positions have the independence, capability and authority to exercise the necessary responsibility.

#### ***General Manager***

The General Manager is responsible for:

- Responsible for the direction of the development and implementation of the company Environmental Management System.
- Responsible for providing the necessary resources and infrastructure to implement, maintain and improve the Environmental Management System.
- Responsible for ensuring commitment and accountability of functional staff towards the environment.
- Responsible for reviewing the effectiveness of the Environmental Management System.

#### ***QHSE Manager***

Within OEG operations, the QHSE Manager shall report both the environmental performance and any recommendations for additional improvement directly to their respective General Manager and have the organisational freedom to take all necessary action to ensure that the environmental management system requirements are established, implemented and maintained.

- Responsible to assist in the development and implementation of the EMS.
- Review and improve the EMS.
- Co-ordinate environmental awareness amongst staff.
- Facilitate continual improvement.
- Resolve instances of non-conformance.
- Perform surveillance and audits.
- Review and approval of environmental documentation.
- Report to management on environmental issues and direction, including:
  - Results of internal audits and evaluations of compliance with legal requirements and with other requirements to which the organization subscribes.
  - Communication(s) from external interested parties, including complaints.
  - The environmental performance of the organization.
  - The extent to which objectives and targets have been met.
  - Status of corrective and preventive actions.
  - Changing circumstances, including developments in legal and other requirements related to its environmental aspects, and
  - Any recommendations for improvement.

#### ***Operations Manager***

- Responsible for implementing environmental management systems.

# Site Environment Manual

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- Responsible for ensuring the requirements of Governments and Statutory Authorities are reflected in the divisional environmental management systems.
- Responsible for ensuring that all levels of staff receive adequate training.
- Responsible for the provision of adequate resources.
- Reporting Environmental Incidents.
- Responsible for implementing specific environmental plans.
- Ensuring and partaking in regular reviews of the environmental management policy and/or specific elements of the EMS.
- Providing a regular report to management and ensure that findings and recommendations are responded to and implemented as necessary.
- Ensuring non-conformities are reported.
- Ensuring non-conformities are corrected within the required time frame and that disposition/remedial solutions are effectively implemented.
- Ensuring subcontractors fulfil their environmental obligations.
- Attending meetings called to discuss environmental issues.

## **Employees**

All employees of OEG have the responsibility to perform their duties consistent with the requirements of the Environmental Management System and report areas for improvement.

### **3.2 Competence, Training and Awareness**

Personnel performing tasks that could cause significant environmental impacts shall be competent and have the necessary skills and experience to perform the tasks.

Company inductions are performed for all new OEG personnel and include an overview of the OEG environmental policy and procedures.

Topics covered include, but are not limited to, the following:

- The Environmental Policy and Objectives.
- The potential effects of the operations on the environment.
- The environmental regulatory framework in which OEG operates.
- The structure and use of the Environmental Management System.
- The duties and responsibilities of all personnel.
- The procedures used for reporting and investigating environmental incidents.
- Spill Management Training Presentation.
- Chemical Management and Hazardous Substance Training Presentation.
- Emergency Evacuation and Emergency Drills.

Induction is completed prior to the new worker or contractor undertaking work activity at the supply base. Initial training is further reinforced through regular toolbox talks and prestart meetings.

### **3.3 Communication**

Key Contacts for the SEM are as follows:

Issue of Concern	Responsible Agency	Contact Number	Website/Email
Police, Fire & Emergency Services	Local Government	132 500 Emergency Helpline 08 8999 3473 Fire Assistance	<a href="http://www.pfes.nt.gov.au/">http://www.pfes.nt.gov.au/</a>

# Site Environment Manual

			<a href="https://twitter.com/ntpolice">https://twitter.com/ntpolice</a>
NT Integrated Land Information Services (ILIS)	Department of Infrastructure, Planning and Logistics (DIPL)	(08) 8995 5322.	<a href="mailto:ilis.support@nt.gov.au">ilis.support@nt.gov.au</a>
Handling and storage of dangerous goods	NT WorkSafe	1800 019 115	<a href="http://www.worksafe.nt.gov.au/Pages/default.aspx">http://www.worksafe.nt.gov.au/Pages/default.aspx</a>
Sewerage	Power and Water	1800 245 090	<a href="https://www.powerwater.com.au">https://www.powerwater.com.au</a>
Spills/Waste Management	NT EPA	(08) 8924 4218 or pollution hotline 1800 064 567	<a href="mailto:ntepa@nt.gov.au">ntepa@nt.gov.au</a>

## 3.4 Environment Management System Framework

Key Environment Management System includes:

- Environment Policy
- Health, Safety, Security and Environment Manual
- Impact and Aspects Register
- Legal Register
- Environmental Aspects Assessment Form
- Environment Risk Register
- Waste Register
- Environment Audit Form
- Chemical Manifest
- MSDS Register
- Site Inspections

## 3.5 Operational Control

The following aspects shall be controlled as and when they impact on the environment:

- Waste Management
- Air Emission to Atmosphere
- Water Usage and Discharge to Waterways
- Release to Land – Contamination by Spills
- Storage and Management of Materials - Hazardous Materials
- Use of Energy – Water/Energy Consumption
- Landscaping and Infrastructure

## 3.6 Emergency Preparedness and Response

An Emergency Preparedness and Response Procedure has been developed for the Darwin Supply Base. The procedure includes:

- Emergency Evacuation Plan
- Emergency Drills
- Contingency Plans
- Incident Reporting

# Site Environment Manual

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## 3.7 Environment Aspects and Impacts

An Environmental impact (or risk) is the likelihood/probability that environmental pollution might result because of the aspect. By assessing risks, the Manager/Supervisor can identify priorities for the implementation of risk control options. This process is defined as follows:

1. Identify and record process/activity to be assessed.
2. Carry out environmental aspect assessment.
3. Identify environment aspects:
  - Air emissions to atmosphere
  - Water usage and discharge to surface water, ground water and sewers
  - Land contamination caused by spillages
  - Production, re-use, recycling and disposal of controlled and special wastes
  - Storage and management of materials
  - Local ecology surrounding the location of supply bases
  - Environment noise
  - Community
  - Energy Use and management
  - Raw materials or resources
  - Landscaping and infrastructure
  - Waste generation or local land contamination
4. Record Environment Impact
5. Identify and record control or influence
6. Identify and record Legal Register References
7. Record Area/Location
8. Record Owner/Responsibility
9. Assess Risks for Likelihood/Severity
10. Record Risk Rating Score
11. Reference Documents/Procedures
12. Enter Form Reference
13. Enter Form Storage location
14. Measuring and Monitoring Requirements
15. Improvement Target
16. Record assessment on OEGAU-E-FO-003 Environment Aspect Assessment form and determine review requirements.
17. Record in OEGAU-E-FO-001 Environment Aspect Register.
18. Communicate Environmental Aspect Assessment.
19. Implement controls and check effectiveness.
20. The aspect is reviewed where opportunities for improvement are identified and recorded with Environmental objectives set.

## 3.8 Aspects and Impacts Risk Rating

<b>NORMAL</b>	<b>A NUMBER GREATER THAN 10 IS CONSIDERED SIGNIFICANT</b>
<b>ABNORMAL</b>	<b>A NUMBER GREATER THAN 15 IS CONSIDERED SIGNIFICANT</b>
<b>EMERGENCY</b>	<b>A NUMBER GREATER THAN 20 IS CONSIDERED SIGNIFICANT</b>

# Site Environment Manual

LIKELIHOOD	LEGISLATION & OTHER REQUIREMENTS	POLLUTION	RESOURCE USE	PUBLIC IMAGE	BUSINESS INTERRUPTION
1 – VERY LOW	<10% LIKELIHOOD OF BREACH OF LEGISLATION OR OTHER REQUIREMENTS	NOT CREDIBLE - NO KNOWLEDGE OF PREVIOUS OCCURRENCE IN PROCESS.	NO OR INFREQUENT USE OF PROCESS	<10% IMPACT ON PUBLIC IMAGE	NO EFFECT ON BUSINESS. NOT CONCEIVABLE
2 - MEDIUM	>10% <50% LIKELIHOOD OF BREACH OF LEGISLATION OR OTHER REQUIREMENTS	CONCEIVABLE BUT WOULD REQUIRE MULTIPLE FAILURES OF SYSTEMS AND CONTROLS	AVERAGE USE FOR PROCESS	>10% <50% IMPACT ON PUBLIC IMAGE	POSSIBLE LOW LOSS OF BUSINESS OR PRODUCTION CAN BE QUICKLY RECOVERED
3 - HIGH	50% <90% LIKELIHOOD OF BREACH OF LEGISLATION OR OTHER REQUIREMENTS	REQUIRES FAILURE OF ONE SYSTEM OR CONTROL FOR MAJOR POLLUTION	FREQUENT USE OF PROCESS	>50% <90% IMPACT ON PUBLIC IMAGE	HIGHLY PROBABLE LOSS OF BUSINESS
4 – VERY HIGH	>90% LIKELIHOOD OF BREACH OF LEGISLATION OR OTHER REQUIREMENTS	CERTAIN ENVIRONMENTAL POLLUTION – NO CONTROL	CONSTANT USE OF PROCESS	>90% IMPACT ON PUBLIC IMAGE	CERTAIN LOSS OF BUSINESS CONTINUITY

SEVERITY	LEGISLATION & OTHER REQUIREMENTS	POLLUTION	RESOURCE USE	PUBLIC IMAGE	BUSINESS INTERRUPTION
1 – VERY LOW	NO STATUTORY LEGAL OR OTHER REQUIREMENTS	NO POLLUTION OCCURRING RECYCLING	VERY LOW OR NO USE OF NON RENEWABLE RESOURCES	NO PUBLIC IMAGE CONCERNS	NO LOSS OF BUSINESS
2 - MEDIUM	NON -CONFORMANCE OF INTERNAL CONTROL AND POSSIBLE CUSTOMER IMPLICATIONS	MINOR LOCALIZED POLLUTION TO ACSC MINOR LONG TERM WASTE ISSUE	MEDIUM USE OF NON-RENEWABLE RESOURCES	INTERNAL OR SHORT TERM IMAGE CONCERN (NEIGHBOURS)	SHORT TERM LOSS OF BUSINESS
3- HIGH	BREACH OF LEGISLATION RESULTING IN REGULATORY BODY ACTIONS	MAJOR LOCALIZED POLLUTION TO ACSC AND MINOR POLLUTION TO EXTERNAL ENVIRONMENT I.E CLEAN UP LARGE LONG TERM WASTE ISSUE	HIGH USE OF NON-RENEWABLE RESOURCES	MEDIUM TERM IMAGE CONCERNS (LOCAL MEDIA)	MEDIUM TERM LOSS OF BUSINESS
4 – VERY HIGH	BREACH OF LEGISLATION PROSECUTION, LARGE FINES	LONG TERM POLLUTION OF EXTERNAL ENVIRONMENT	VERY HIGH USE OF NON-RENEWABLE RESOURCES	LONG TERM PUBLIC IMAGE (NATIONAL MEDIA)	LONG TERM LOSS OF BUSINESS AND CUSTOMERS

## Wash Bay

Washing of offshore containers and tanks is undertaken on a self-contained bunded Wash Bay beneath an overhead covered structure.

The self-contained Wash Bay measures 12000mm x 21000mm in size and consists of a purpose designed bunded Tank Wash Station measuring L 1200mm x W 480mm

All wash water from the bunded Tank Wash Station is captured and stored in IBC's that are collected by licenced waste contractors for disposal offsite. All IBCs that store liquid waste are stored in the bunded warehouse.



Tank washing consists of two parts:

1. Exterior wash performed with high-pressure cleaners with wash water captured by a bund that drains to IBC's that are collected by licenced waste contractor for disposal.
2. Interior wash using high-pressure cleaners with generated wash water pumped directly from the tank and stored in IBC's that are collected by licenced waste contractor for disposal offsite.

Container washing is performed as follows :

Offshore Containers are power washed within the bunded Wash Bay rinsing them free of sea water spray and dirt. This run off water is directed to a settlement pit collection well, then pumped directly to a typical coalescing plate oil separator, detailed below.

## MURAMATS ROAD WASTEWATER HYDROCARBON SYSTEM LOT 5998 MURAMATS ROAD EAST ARM NT

### SCHEDULE OF DRAWINGS

H01	TITLE SHEET, LEGENDS AND NOTES, SCHEDULE OF DRAWINGS
H02	SITE PLAN - TRADE WASTE DRAINAGE
H03	WASHDOWN BAY DETAIL



**SITE LOCATION PLAN**  
NOT TO SCALE

### PIPELINES

	EXISTING SERVICE (TO BE SPECIFIED)
	SANITARY DRAINAGE / PLUMBING
	HOPE TRADE WASTE DRAINAGE / PLUMBING
	SEWER RIDING MAIN

### ABBREVIATIONS

<b>LEVEL</b>	
FFL	FINISHED FLOOR LEVEL
FSL	FINISHED SURFACE LEVEL

### MATERIAL

Cu	COPPER
PE	POLYETHYLENE
UPVC	UNPLASTICISED POLYVINYL CHLORIDE
HDPE	HIGH DENSITY POLYETHYLENE
GSP	GALVANISED STEEL PIPE

### FIXTURES

SNB	SCREW NOSED BITTAP
HWU	HOT WATER UNIT

### MISCELLANEOUS

UNO	UNLESS NOTED OTHERWISE
PWD	PERSON WITH DISABILITY
WMS	WASTEWATER MANAGEMENT SYSTEM

### PIPES/VALVES

CW	COLD WATER
HW	HOT WATER
TW	TEMPERATE WATER
DN	NOMINAL DIAMETER

### LEGEND

	PUMP STATION
	DIRECTION OF FLOW
	DROPPER / RISER

	ORIG/OT	OVERFLOW RELIEF GULLY/DISCONNECTOR TRAP
	IOS	INSPECTION OPENING SURFACE

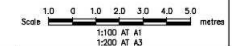
### GENERAL NOTES

- ALL PLUMBING INSTALLATION WORK MUST BE CARRIED OUT BY REGISTERED PLUMBERS WITH A CURRENT N.T. LICENCE IN ACCORDANCE WITH A.S.3500, N.T. BUILDING REGULATIONS AND POWERWATER REQUIREMENTS.
- APPROVED DRAWINGS INDICATE THE INTENDED SERVICE INSTALLATION DIAGRAMMATICALLY. DO NOT SCALE DRAWINGS. SET OUT ALL WORK TO SUIT ACTUAL ON-SITE DIMENSIONS IN COORDINATION WITH OTHER SERVICE TRADES.
- LOCATION OF EXISTING SERVICES ARE INDICATIVE ONLY AND EXACT POSITIONS SHOULD BE DETERMINED ON-SITE. THE PROJECT MANAGER DOES NOT GUARANTEE THEIR ACCURACY. IT IS THE CONTRACTORS RESPONSIBILITY TO ESTABLISH THE RESIDENT LOCATION OF ALL EXISTING SERVICES PRIOR TO COMMENCEMENT OF PIPE WORK INSTALLATION.
- THE APPROVED FOR CONSTRUCTION DRAWINGS SHALL BE READ IN CONJUNCTION WITH ARCHITECTURAL, STRUCTURAL, MECHANICAL, ELECTRICAL AND CIVIL PLANS AND SPECIFICATIONS.
- INSPECTION OPENINGS SHALL BE INSTALLED TO ALL GRADED SANITARY DRAINS AND STACK WORK IN ACCORDANCE WITH A.S.3500.2.
- ALL MEASUREMENTS ARE IN MILLIMETRES UNLESS NOTED OTHERWISE.
- ALL FIXTURES AND ITEMS OF EQUIPMENT SHALL BE INSTALLED IN ACCORDANCE WITH MANUFACTURERS INSTALLATION INSTRUCTIONS. ALL PRODUCTS AND MATERIALS USED MUST HAVE APPROVED AUSTRALIAN WATERMARK.
- PLUMBING CONTRACTOR SHALL OBTAIN ALL AUTHORITY APPROVALS AND ENSURE ALL FEES AND CHARGES ARE PAID.
- FIRE COMPARTMENT INTEGRITY AT ALL WALL AND FLOOR PENETRATIONS MUST BE MAINTAINED AT ALL TIMES. USE FIRESTOP COLLARS AND FIRE RESISTANT JOINT FILLER TO ACHIEVE APPROVED FIRE RATINGS.
- INVERT LEVELS (I.L.) OF SANITARY DRAINS WHEN SHOWN ON DRAWINGS ARE INDICATIVE ONLY. LAY NEW DRAINS AND MAKE ALTERATIONS AS DEEMED NECESSARY TO COMPLY WITH A.S.3504. EXACT INVERT LEVELS ARE TO BE DETERMINED ON SITE.

- PLUMBING CONTRACTOR TO PROVIDE A SECTION 40 CERTIFICATION CERTIFICATE ON COMPLETION OF CONSTRUCTION OF PLUMBING AND DRAINAGE WORK.
- FEES FOR 'AS-CONSTRUCTED' DRAWINGS WILL BE PROVIDED BY A.W.S. ON APPLICATION.

### SANITARY DRAINAGE NOTES

- ANY EXISTING SERVICES SHOWN ARE APPROXIMATE ONLY, AND THEIR EXACT POSITION SHALL BE DETERMINED ON SITE. NO GUARANTEE IS GIVEN THAT ALL EXISTING SERVICES ARE SHOWN. NOTIFY THE PROJECT MANAGER IMMEDIATELY UPON DISCOVERY OF EXISTING SERVICES.
- ALL SANITARY DRAINAGE PIPEWORK SHALL BE UPVC CLASS SNA AS PER A.S.1248 UNLESS NOTED OTHERWISE AND BE INSTALLED IN ACCORDANCE WITH A.S.3504.



Revision	Description	Issue Date
A	PRELIMINARY - FOR CLIENT REVIEW	28/11/22



Architectural Water Solutions  
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Do NOT scale from drawings. All dimensions to be verified on site prior to commencement of work. All existing services have been located from existing plans. Exact location of existing services to be checked on site prior to commencement of work. Drawings to be read in conjunction with other project drawings and specifications.

Copyright of this drawing is vested in AWS Pty. Ltd. 2022

PROJECT: MURAMATS ROAD WASTEWATER HYDROCARBON SYSTEM

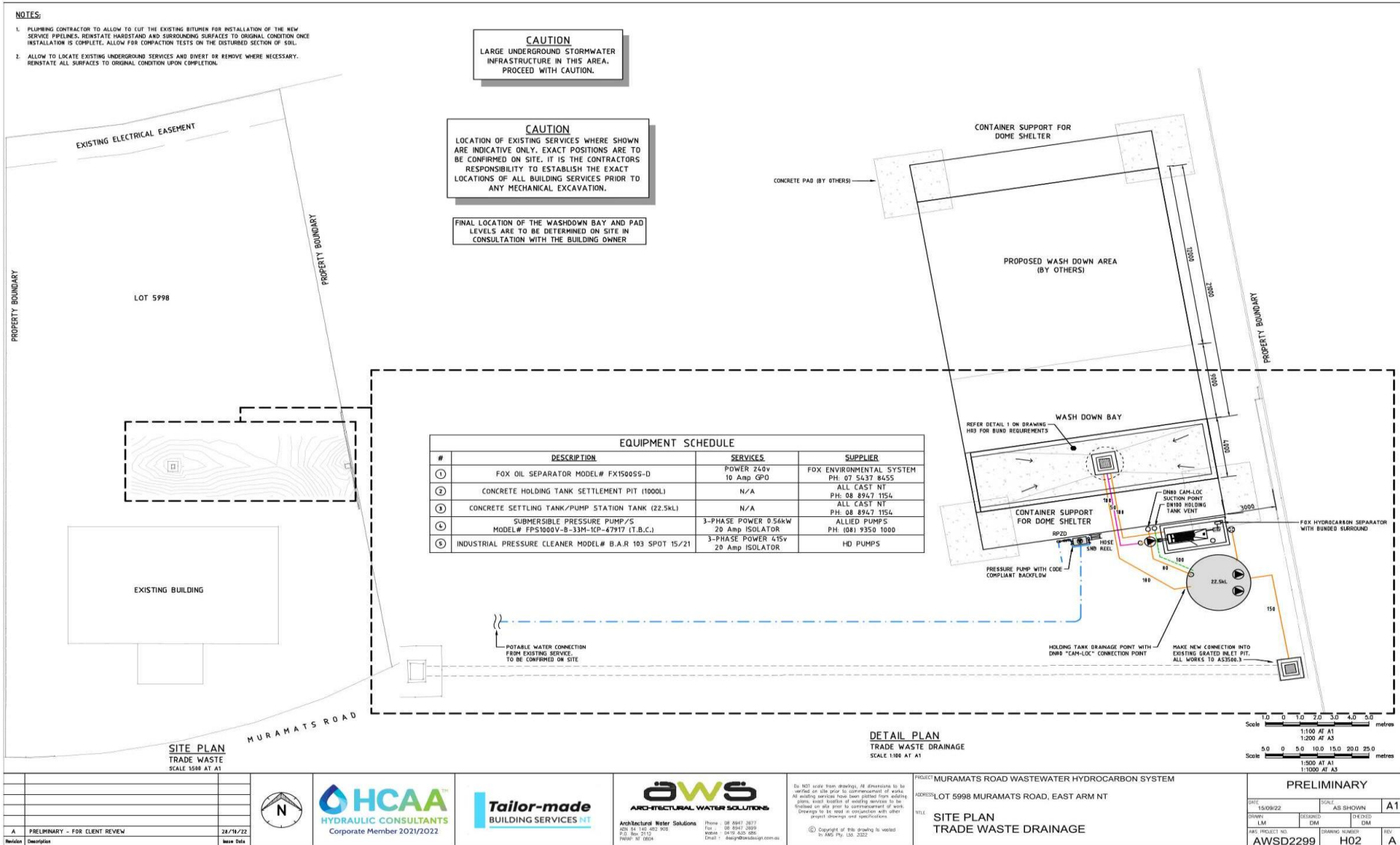
ADDRESS: LOT 5998 MURAMATS ROAD, EAST ARM NT

TITLE: TITLE SHEET  
 LEGENDS AND NOTES  
 SCHEDULE OF DRAWINGS

PRELIMINARY

DATE	15/09/22	SCALE	AS SHOWN	A1
DRAWN	LM	DESIGNED	DM	CHECKED
AWS PROJECT NO.		DRAWING NUMBER		REV
AWSD2299		H01		A

# Site Environment Manual





# Site Environment Manual

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## 4.0 Waste Management

To support the reduction in greenhouse gases OEG have a policy of 'waste minimisation' in both the office and work site.

The impact of waste disposal resulting from company activity shall be reduced to levels that are as Low as Reasonably Practicable (ALARP) through robust and effective management and monitoring practices.

To ensure that this philosophy is applied, waste management control measures should be developed where appropriate to ensure that site facilities/offices include the following:

- Facilities to manage scrap materials (e.g. scrap bins)
- Manage surplus materials (e.g. consignment or buyback)
- Facilities for the separation of wastes (e.g. mini skips/bins)
- Facilities to promote re-cycling (e.g. Paperchase/Visy)
- Facilities to manage 'prescribed waste' (e.g. subcontract)
- Training and awareness for personnel exposed to specified wastes
- PPE for personnel exposed to specified wastes (e.g. chemical gloves)
- Information regarding waste material properties (e.g. MSDSs)

### 4.1 Minimising Waste Product

Waste generation shall be minimised or treated to reduce the impact to ALARP by considering the following waste control hierarchy:

**Avoid** – change how we do business so that waste is not generated.

**Reduce** – choose less hazardous chemicals and reduce amount of natural resources (water/energy) to undertake operational activities.

**Recycle** - recycle water used to undertake chemical blending.

**Treat** – mitigate the hazard of the waste by detoxification/neutralisation.

**Dispose** – remove the waste from site via external waste contractors

### 4.2 Waste Streams

A variety of waste streams are generated at the supply base including:

Waste Category	Brief Description	Location	Quantities per Annum		
			Tonne	M3	L
Acid Water	Residue generated by tank washing	Shed 1			
Coolant	Residue generated by tank washing	Shed 1			
Drilling Mud	Residue generated by tank washing	Shed 1			
Glycol	Residue generated by tank washing	Shed 1			
Hydrocarbons	Residue generated by tank washing	Shed 1			
JET Aviation Fuel	Residue generated by tank washing	Shed 1			
Methanol	Residue generated by tank washing	Shed 1			
Oily Filters	205L Drum – Oily Filters	Shed 1			

# Site Environment Manual

Oily Rags	Rags used to clean machinery	Shed 1			
Oily Water	Residue generated by tank washing	Shed 1			
Septic Waste	Residue generated by tank washing	Shed 1			
Sludge	Residue generated by tank washing	Shed 1			
Solid Waste	General Waste	Shed 1			
Wash Water	Residue generated by tank washing	Shed 1			
Waste Oil	205L Drum Waste Oil	Shed 1			

The following identified waste streams are segregated:

- General Waste
- Hazardous Waste (oily rags/filters/hazardous chemical containers)
- Ink Toner Cartridges

### 4.3 Waste Hierarchy

OEG will endeavour to manage waste as outlined in the Waste Avoidance and Resource Recovery Act 2001. The waste hierarchy control is outlined in Figure 1 below:

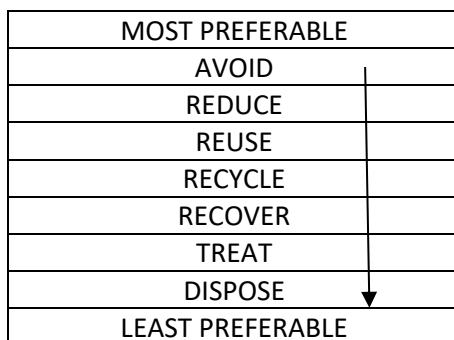


Figure 1 – Waste Hierarchy of Control

Before waste is removed from site it is accessed by the waste contractor for suitability for the intended destination. OEG can facilitate this step by sorting waste into one of seven waste categories outlined in Table 2 Waste Classification.

### 4.4 Waste Monitoring

Waste monitoring is undertaken at a corporate level by means of monthly waste reporting that is reviewed annually at the Management Review as a means of confirming the effectiveness of the waste control measures.

### 4.5 Management of Waste Streams

It is a legislative requirement that waste generated and/or stored on this supply base is assessed and classified into one of the seven categories outlined in the table below. Waste collected from the site is disposed of by licenced contractors to an appropriate licenced waste facility.

# Site Environment Manual

## 4.6 Waste Classification and Management

	Waste Category	Sources	Management	Treatment
1	General solid waste (putrescible)	Food scraps, wrappers etc from Personnel	<ul style="list-style-type: none"> <li>Separate food waste bins provided in break areas/offices.</li> <li>Wastes are collected for storage in separate skip bins.</li> <li>Skip bins are not overfilled and are kept closed so as not to attract birds and control odour.</li> </ul>	Offsite disposal by licenced contractor to an appropriately licenced waste facility.
2	General solid waste (non-putrescible, nonrecyclable)	Administration/ Workshop/Yard	<ul style="list-style-type: none"> <li>Separate bins are provided in offices, break areas, workshops and external site areas.</li> <li>Wastes are collected for storage in separate skip bins.</li> <li>Skip bins are not overfilled and are kept closed so as not to attract birds and control odour.</li> <li>Empty oil drums, scrap metal, used</li> <li>parts/components and machinery are managed as necessary.</li> <li>Wastes identified for recycling are stored separate to other wastes.</li> </ul>	Offsite disposal by licenced contractor at an appropriately licenced facility
3	General solid waste (recyclable)			Offsite disposal by licensed waste contractor
4	Liquid waste	Fabrication Workshop (Oily Water)	<ul style="list-style-type: none"> <li>All cleaning of the equipment is carried out with high-pressure hoses and collected into IBC's.</li> <li>Excess wash water is captured in the bund with excess oily sludge vacuumed into IBC.</li> </ul>	Offsite disposal by licensed waste contractor
		Tank Washing	<ul style="list-style-type: none"> <li>Liquid wastes collected from devices disposed of according to proper classification.</li> <li>Tank washing wastewater is collected in the bund in Yard 2 and collected by a vacuum truck.</li> </ul>	Offsite disposal by licensed waste contractor
5	Hazardous Waste	Workshop/ Spills/ Oily Water/Acid Water	<ul style="list-style-type: none"> <li>Waste oils and fluids, including materials used to clean up spills, are collected</li> </ul>	Offsite disposal by licensed waste contractor

# Site Environment Manual

			<p>and stored in appropriate containers in a covered and bunded area behind the workshop.</p> <ul style="list-style-type: none"> <li>• Spill kits placed in hazardous waste locations for use and clean-up materials disposed as hazardous waste.</li> </ul>	
6	Biohazard Waste	Tank wash water from treated sewerage tanks	<ul style="list-style-type: none"> <li>• Collected and pumped into IBC's</li> </ul>	Offsite disposal by licensed waste contractor

Table 2 Waste Classification

## 4.7 Waste Water

The volume of water entering the storm water drain has been reduced through the drainage design and construction of a roof over the tank washing facility. The drainage system at the supply base is designed to separate the phase of the wash into three waste streams:

- Waste oil is collected in the separator and drawn using pumps into IBC's and disposed as liquid waste by a licensed waste contractor.
- Waste sludge is collected as required and vacuumed out using pumps into IBC's and disposed as liquid waste by a licensed waste contractor.
- Waste water discharged to storm water is free of all hazardous substances.

## 4.8 Waste Storage Areas

Designated waste storage areas are as follows:

- Food Scraps/Paper/General Waste – Office/Admin Building
- Oily Rags Drum – Fabrication Bay
- Empty Jet A1 Tanks to be washed (with approx. 100lt in tank foot) – Container Laydown Area
- General Waste – Skips Bins
- Liquid Waste – Bunded IBC's (Wash water collected from inside tanks)

## 4.9 Waste Minimisation and Avoidance

OEG's preference is to avoid and re-use wherever possible. OEG has implemented a waste minimisation program by:

- Waste monitoring and tracking to enable OEG to account for trends in waste generation and set targets towards reduction where possible.
- Incorporating information on waste classification and disposal into personnel training and communication material.
- Provision and clear identification of separate waste stream disposal bins and/or locations.
- Discussion opportunities for waste minimisation during staff and contractor meetings.

## 4.10 Waste Receipt and Handling on Site

All collected waste is signed for and reported by the licensed waste contractor. Volumes, waste types etc are reported monthly by the Finance Manager.

# Site Environment Manual

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## 4.11 Waste Tracking

Waste generated by the supply base is weighed by the OEG waste disposal contractor when collected from the site.

OEG is advised of the:

- amount and classification of waste transported.
- name and license number of transporter.
- date transported, name and location of the receiving waste facility.
- waste Transfer Certificate (when appropriate); and
- processing (whether disposed or recycled).

On a 12 monthly basis, the waste disposal contractor will submit the waste data to OEG who records it as part of the site Waste Register.

The QHSE department analyses and graphs the results showing trends over time. This graph will be reviewed each regularly by the QHSE department and will be distributed in accordance with the below diagram:

OEG will undertake an annual review of the ongoing monitoring and discuss justification in the annual Management Review

## 5.0 Discharge Points

### 5.1 Discharge to Air

There is no known discharge to air access points at the facility.

### 5.2 Discharge to Land

There is no known discharge to land access points at the facility.

### 5.3 Discharge to Water

Discharge of rain water is via the municipal drain that connects to Darwin Harbour

## 6.0 Emission Sources

Emissions from fuel or organic liquid storage will generally be fugitive emissions to air unless there is a spill, in which case there may also be emissions to land and/or water.

### 6.1 Emissions to Air

Air emissions are categorised as fugitive emissions.

#### 6.1.1 Fugitive Emissions

Emissions from storage tanks are categorised as working and standing losses.

Working losses are the combined loss from filling and emptying a tank. As the liquid level increases, the pressure inside the tank increases and vapours are expelled from the tank. A loss during emptying occurs when air drawn into the tank becomes saturated with organic vapour and expands, thus exceeding the capacity of the vapour space.

# Site Environment Manual

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Standing losses occur through the expulsion of vapour from a tank due to the vapour expansion and contraction as a result of changes in temperature and barometric pressure. This loss occurs without any change in the liquid level in the tank.

## **6.2 Emissions to Water**

Emissions of fuel and organic liquid from spills or leaks discharged to surface water (Darwin harbour) via Municipal Drain (storm water). Risk is mitigated by storing the waste in IBC's inside a bunded warehouse.

## **6.3 Emission to Land**

Emissions of substances to land from spills or leaks. Risk is mitigated by storing the waste in IBC's inside a bunded warehouse.

## **7.0 Hazardous Substances**

### **7.1 Hazardous Substance Identification**

All chemicals brought onto the Darwin Supply base will be accompanied by a MSDS. All tanks washed onsite will arrive with a MSDS of the chemical last used in the tank.

### **7.2 Hazardous Substance Risk Assessment**

A Hazardous Substance Risk Assessment will be completed for all chemicals identified as hazardous.

### **7.3 Hazardous Substances Packing**

All hazardous substances must be correctly packed in accordance with Part 2 of schedule 9.

### **7.4 Hazardous Substance Labelling**

All hazardous substances transferred or decanted from its original container must be correctly labelled. Label elements must comply with Part 3 of Schedule 9.

### **7.5 Hazard Substance SDS**

All hazardous substances that are blended and repackaged for distribution to clients must be accompanied by a current Safety Data Sheet (SDS).

### **7.6 Hazardous Substance Pipework**

All hazardous substances within pipe work must be identified by a label or sign.

### **7.7 Hazardous Waste Products**

All hazardous waste products must be identified and correctly classified and labelled with the product name, Australian address and business telephone number of either the manufacturer or importer and a hazard pictogram and hazard statement that are consistent with the correct classification of the chemical.

# Site Environment Manual

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## 7.8 Hazardous Substance Manifest

All hazardous substances must be correctly manifested and updated accordingly.

## 7.9 Placarding

Outer warning placards are to be prominently displayed due to exceeding the placard quantities in Schedule 11 unless the hazardous substance has been repackaged for transport in an IBC/Container and has a placard that meets the ADG Code.

## 8.0 Monitoring

### 8.1 Inspections

Regular inspection of waste storage facilities is undertaken as part of routine environmental and maintenance inspections, including:

- office bin areas;
- skip bins;
- waste oil storage areas;
- storm water management devices;
- silt arrestors and oil interceptors; and
- all materials removed from watercourses.

### 8.2 Monitoring and Reporting

The following table shows typical monitoring requirements and frequencies:

Requirement	Method	Frequency
Waste Segregation	Site Inspection	Monthly
Spill Kits	Site Inspection	Monthly
Fire Extinguishers/Hoses/Alarms	Site Inspection	Monthly
Water Usage	Reporting	Annual (Mgt Review)
Energy Usage	Surveillance	Annual (Mgt Review)
Hazardous Substances	Chemical Register	Monthly
Oil/Water Separator	Site Inspection	Monthly
Waste Reporting	Reporting	Monthly
Water Monitoring	Reporting	Monthly

### 8.3 Evaluation of Compliance

Numerous inspections types are used to evaluate Environment Management compliance:

- Compliance visits by regulatory parties and customers.
- Site environment inspection checklists.
- Waste management equipment maintenance checklists.
- Compliance Evaluation Inspection (CEI) is an on-site evaluation of hazardous waste handler's compliance to regulations and permit standards.

### 8.4 Non-Conformity, Corrective and Preventative Action

# Site Environment Manual

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All identified Non-Conformity is recorded using a Non-Conformance Report Form with all continuous improvement recommendations arising from corrective and preventative actions documented in the Non-Conformance Report as per Non-Conformity, Corrective and Preventative Action Procedure.

Examples of Environment Non-Conformity are as follows:

- NCR's identified from EMS and Management Review Audits.
- Incorrect information of environmental attributes of Product.
- Non-fulfilment of Objectives and Targets.
- Training requirements identified.
- Results of Inspection and Calibration Audits; and
- Operational Control Failure (maintenance, design, manufacturer).

## 8.5 Control of Records

OEG retains all records for traceability, including:

- Waste receipts and invoices.
- Water/Power/Utility Bills.
- Fuel Receipts.
- Incoming/Outgoing Inspection Checklists.
- Site Inspection Reports.

These documents will be retained for traceability and will be included in the Management Review.

They will be administered by the National QHSE Manager will be uploaded into OEG internal document management system.

Records relating to waste disposal are maintained for a period of 4 years.

## 8.6 Reporting

Relevant information relating to waste management will be reported to the Senior Management Team and will include:

- Monthly waste reporting
- Monthly reporting of environment incidents
- Annual Environment Reporting as part of the Management Review
- Annual Environmental Protection Licence documents

## 8.7 Internal Audit

The annual audit and review of the SEM which emphasises on utilising Environment Risk Assessment as the driver of the review will help OEG achieve the following:

- Fulfilment of OEG's commitment to continuous improvement as noted in the Environmental Policy Statement.
- Rectification of operational or system deficiencies.
- Transparent and straightforward auditing of OEG's systems and processes; and
- Ensuring changes to operations directed by management upon review of activities, incidents, monitoring data and the Annual Environmental Management Report can be reflected in this plan.

All internal audits will be recorded in the Audit and Inspection schedule as documented in the company Quality Management Manual.

# Site Environment Manual

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## 9.0 Management Review

Annual management reviews will take place as documented in the Management Review Procedure.

## 10.0 Documented Information

Form No:	Title:	Location:
OEGAU-MAN-001	Health, Safety, Security and Environment Manual	Electronic
OEGAU-MAN-002	Quality Manual	Electronic
OEGAU-MAN-003	Quality Inspection and Test Manual	Electronic
OEGAU-E-POL-001	Environment Policy	Electronic
OEGAU-S-FO-034	Chemical Handling and Hazardous Substance Awareness Training Presentation	Electronic
OEGAU-S-PROCD-014	Chemical Management Procedure	Electronic
OEGAU-E-PROCD-001	Spill Management Procedure	Electronic
OEGAU-E-PROCD-002	Waste Management Procedure	Electronic
OEGAU-E-PROCD-003	Environmental Aspects Procedure	Electronic
OEGAU-S-PROCD-022	Emergency Preparedness & Response Procedure_Darwin	Electronic
OEGAU-E-FO-001	Aspects and Impacts Register	Electronic
OEGAU-E-FO-002	Legal Register	Electronic
OEGAU-E-FO-003	Aspects and Impacts Assessment Form	Electronic
OEGAU-E-FO-004	Waste Register	Electronic
OEGAU-E-FO-005	Spill Management Presentation	Electronic
OEGAU-E-FO-007	Environment Audit Form	Electronic
OEGAU-E-FO-008	TEG Register	Electronic
OEGAU-E-FO-009	Methanol Register	Electronic
OEGAU-E-FO-010	Ethanol Register	Electronic
OEGAU-E-FO-011	Raw Chemical Register (NALCO)	Electronic
OEGAU-S-FO-023	SDS Register	Electronic
OEGAU-S-FO-031	Hazardous Substance Risk Assessment	Electronic
OEGAU-Q-PROCD-013	Non-Conformity, Corrective and Preventative Action Procedure	Electronic
OEGAU-Q-FO-063	NCR Register	Electronic
OEGAU-Q-FO-002	Non-Conformance Report Form	Electronic
OEGAU-Q-PROCD-014	Management Review Procedure	Electronic

# Site Environment Manual

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## **Appendix A - Schedule 2: Listed Wastes at Darwin Supply Base**

- Acidic solutions or acids in solid form
- Containers that are contaminated with residues of a listed waste
- Sewage sludge and residues including night soil and septic tank sludge
- Waste mixtures, or waste emulsions, of oil and water or hydrocarbon and water

# Site Environment Manual

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## Appendix B – Measuring and Monitoring Objectives

1	Ensuring work is performed in accordance with this Site Environment Manual. The Environmental Management System and statutory requirements.
2	Pollution prevention and environmental impact reduction
3	Mitigate potential environmental risks. Impacts are identified, and provisions are made for them prevention and management
4	Ensuring Personnel are aware of and able to achieve their environmental targets through appropriate training and awareness programs.
5	Maintain and improve SEP and procedures in order to meet and demonstrate the environmental objectives are met
6	Compliance with environmental legislation, guidelines and policies
7	Keep the Facility/Base clean and free from any potential environmental hazards
8	Mitigating potential hazardous risk
9	Achievement of best practice environmental management
10	Ensure environmental controls are implemented and continuous improvement processes are in place
11	Ensure the water quality in the region is maintained and that surface water released to the municipal drain that feeds into Darwin Harbour is not contaminated with hazardous substances

# Site Environment Manual

<b>OBJECTIVE 1:</b>	Ensuring work is performed in accordance with this Site Environment Manual. The Environmental Management System and statutory requirements.						
Activity *	Performance Measure	Total projected outputs*	How will progress be measured*	When will progress be measured*	What tools/resources are required to measure progress*	Who is responsible for measuring progress*	Activity completion date(s)*
All EMS non-compliances reported and recorded.	Close out of actions from incident investigations, inspections, observations, audits and inspections within agreed timeframes.	100% reporting of incidents, planned site inspections and audits	Actual vs. Scheduled	Within CA_PA register at Monthly QHSE/Operations Meeting	OEGAU-Q-FO-063 NCR Register  OEGAU-S-FO-022 Accident and Incident Register	National QHSE Manager	Ongoing
<b>What would success look like if you achieved this objective?</b> Zero non-compliances reported.							
<b>OBJECTIVE 2:</b>	Pollution prevention and environmental impact reduction						
Activity *	Performance Measure	Total projected outputs*	How will progress be measured*	When will progress be measured*	What tools/resources are required to measure progress*	Who is responsible for measuring progress*	Activity completion date(s)*
Immediate reporting of Environment incidents to EPA	Each Spill released to the environment reported immediately to EPA	100% of all spills reported and recorded in Incident Register	Reduction in spills recorded	Annual Mgt Review Meeting	OEGAU-S-FO-022 Accident and Incident Register	National QHSE Manager	Ongoing
Chemical Safety Data Sheets	Completion of Hazardous Substance Risk Assessments	100% of all chemicals brought to site to have SDS assessed for risk	Hazardous Substance Risk Assessments reviewed every 2 years.	Annual Mgt Review Meeting	OEGAU-S-FO-023 MSDS Register (MASTER)	National QHSE Manager	Ongoing

# Site Environment Manual

<b>OBJECTIVE 1:</b>	Ensuring work is performed in accordance with this Site Environment Manual. The Environmental Management System and statutory requirements.						
Activity *	Performance Measure	Total projected outputs*	How will progress be measured*	When will progress be measured*	What tools/ resources are required to measure progress*	Who is responsible for measuring progress*	Activity completion date(s)*
Internal Environment Audits	100 % of planned Environment Audits completed	Annual Environment Audit	Actual vs Scheduled	Annual Mgt Review Meeting	OEGAU-Q-FO-072 Audit and Inspection Schedule	National QHSE Manager	Ongoing
<b>What would success look like if you achieved this objective?</b> Increased staff awareness demonstrated by an increase in Preventative Actions and a decrease in Corrective Actions.							

# Site Environment Manual

<b>OBJECTIVE 3:</b>	Mitigate potential environmental risks. Impacts are identified, and provisions are made for their prevention and management						
<b>Activity *</b>	<b>Performance Measure</b>	<b>Total projected outputs*</b>	<b>How will progress be measured*</b>	<b>When will progress be measured*</b>	<b>What tools/ resources are required to measure progress*</b>	<b>Who is responsible for measuring progress*</b>	<b>Activity completion date(s)*</b>
Site Inspections	Each completed site inspection checklists	Weekly Site Inspections	Planned vs Actual	Monthly QHSE Report	OEGAU-Q-FO-072 Audit and Inspection Schedule	National QHSE Manager	Ongoing
Daily Job Hazard Analysis (JHA)	Each additional Risk recorded within PTW/JHA	Completion of daily JHA/PTW	New risks identified and updated in Risk Register	Monthly QHSE Report	OEGAU-E-FO-006 Risk Register	National QHSE Manager	Ongoing
Increase in Preventative Actions	Every Preventative Actions recorded	Each Preventative Action (PA) recorded	Increase in PA recorded in CA_PA Register	Annual Mgt Review	OEGAU-Q-FO-077 Management Review Report	National QHSE Manager	Ongoing
Environ. Aspects Assessments	Each Env. Aspect Assessment Form	Env. Aspect assessed for all processes	Env. Aspects reviewed for effectiveness	Annual Mgt Review	OEGAU-E-FO-001 Aspects and Impacts Register	National QHSE Manager	Ongoing
<p><b>What would success look like if you achieved this objective?</b></p> <ul style="list-style-type: none"> <li>• Annual reduction in non-compliances raised and recorded from Site Inspections in Incident Register</li> <li>• Non-hazardous chemicals identified and procured once identified within in Hazardous Substance Risk Assessments</li> <li>• Controls reviewed for effectiveness in the Environment Risk Register.</li> <li>• Increase in Preventative Actions recorded in CA_PA Register at Annual Mgt Review.</li> </ul>							

# Site Environment Manual

<b>OBJECTIVE 3:</b>	Mitigate potential environmental risks. Impacts are identified, and provisions are made for their prevention and management						
Activity *	Performance Measure	Total projected outputs*	How will progress be measured*	When will progress be measured*	What tools/ resources are required to measure progress*	Who is responsible for measuring progress*	Activity completion date(s)*
<b>OBJECTIVE 4:</b>	Ensuring Personnel are aware of and able to achieve their environmental targets through appropriate training and awareness programs.						
Activity *	Performance Measure	Total projected outputs*	How will progress be measured*	When will progress be measured*	What tools/ resources are required to measure progress*	Who is responsible for measuring progress*	Activity completion date(s)*
Inductions for all new employees	Each new employee	Each induction	Number of new employees inducted	Annual Mgt Review	OEGAU-Q-FO-077 Management Review Report	National QHSE Manager	Ongoing
Refresher training	Per training session	Training session per employee	Actual vs Planned	Annual Mgt Review	OEGAU-Q-FO-071 Training Matrix	National QHSE Manager	Ongoing
Environmental awareness topics delivered to personnel in toolbox sessions	Per Env. Toolbox Talk	10% of Toolbox Talks	Actual vs Planned	Annual Mgt Review	OEGAU-Q-FO-077 Management Review Report	National QHSE Manager	Ongoing
<b>What would success look like if you achieved this objective?</b>							
All employees familiar with Environment Objectives and Targets the company want to achieve by an increase in training and toolbox meeting attendance.							

# Site Environment Manual

<b>OBJECTIVE 5:</b>	Maintain and improve SEP and procedures in order to meet and demonstrate the environmental objectives are met.						
Activity *	Performance Measure	Total projected outputs*	How will progress be measured*	When will progress be measured*	What tools/ resources are required to measure progress*	Who is responsible for measuring progress*	Activity completion date(s)*
Annual Review of SEP	Each completed review	Per document review	Actual vs Planned	Annual Mgt Meeting	OEGAU-Q-FO-077 Management Review Report	National QHSE Manager	Ongoing
<b>What would success look like if you achieved this objective?</b> Additional revisions signed off once reviewed annually.							
<b>OBJECTIVE 6:</b>	Compliance with environmental legislation, guidelines and policies.						
Activity *	Performance Measure	Total projected outputs*	How will progress be measured*	When will progress be measured*	What tools/ resources are required to measure progress*	Who is responsible for measuring progress*	Activity completion date(s)*
Legal Register – compliance with applicable environmental legislative requirements	Each completed review	100 %	Actual vs Planned	Annual Mgt Meeting	OEGAU-E-FO-002 Legal Register	National QHSE Manager	Ongoing
Non-compliance identified during performance monitoring	Each Non-Conformance raised	CAR >90% close out within specified time frame	Actions closed out in required timeframe	Annual Mgt Meeting	OEGAU-Q-FO-114 CA_PA_Register	National QHSE Manager	Ongoing
Compliance with Waste EPL	Monthly Environment Monitoring by CDM Smith reported at QHSE Meeting	100%	NCR Raised for each increase in baseline levels	Monthly QHSE Meeting	SQPM Plan developed by CDM Smith	National QHSE Manager	12 Months commencing
Ensure the water quality in the							

# Site Environment Manual

<b>OBJECTIVE 5:</b>	Maintain and improve SEP and procedures in order to meet and demonstrate the environmental objectives are met.						
Activity *	Performance Measure	Total projected outputs*	How will progress be measured*	When will progress be measured*	What tools/ resources are required to measure progress*	Who is responsible for measuring progress*	Activity completion date(s)*
region is maintained and that surface water released to the municipal drain that feeds into Darwin Harbour is not contaminated with hazardous substances	Monthly Waste Reporting (internal) and Annual Waste Reporting (external/EPA)	100%	Each waste report statistic entered into QHSE Report	Monthly QHSE Report		National QHSE Manager	Ongoing
	Review item in Annual Mgt Meeting	100%	Agenda item reviewed at Annual Mgt Meeting	Annual Mgt Meeting	OEGAU-Q-FO-077 Management Review Report	National QHSE Manager	Ongoing
<b>What would success look like if you achieved this objective?</b>							
<ul style="list-style-type: none"> <li>• Provision of a Waste EPL by the EPA.</li> <li>• Toolbox Meeting for all legislative changes identified</li> <li>• Review of all legislative changes at the Annual Mgt Meeting</li> </ul>							
<b>OBJECTIVE 7:</b>	Keep the Facility/Base clean and free from any potential environmental hazards						
Activity *	Performance Measure	Total projected outputs*	How will progress be measured*	When will progress be measured*	What tools/ resources are required to measure progress*	Who is responsible for measuring progress*	Activity completion date(s)*

# Site Environment Manual

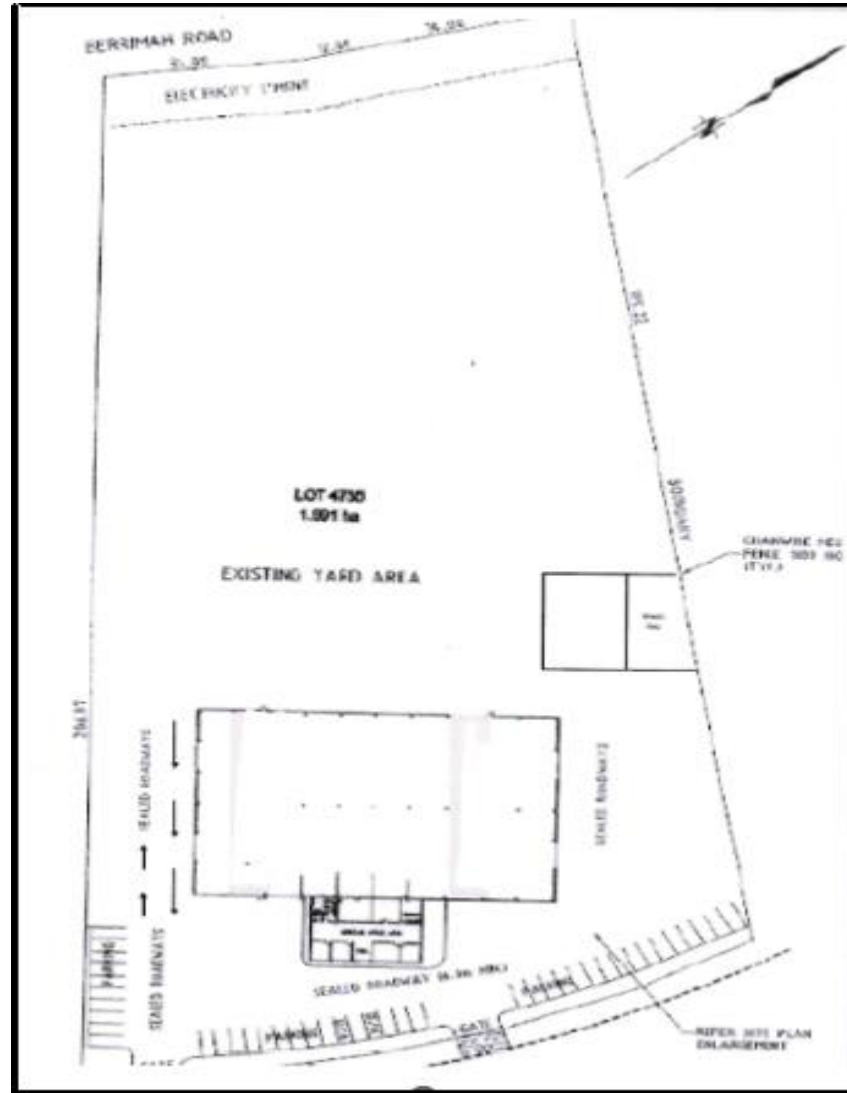
<b>OBJECTIVE 5:</b>	Maintain and improve SEP and procedures in order to meet and demonstrate the environmental objectives are met.						
Activity *	Performance Measure	Total projected outputs*	How will progress be measured*	When will progress be measured*	What tools/ resources are required to measure progress*	Who is responsible for measuring progress*	Activity completion date(s)*
Site inspections as documented in Environment Plan	Each inspection completed	100%	Actual vs Planned	Monthly QSHE Meeting	OEGAU-S-FO-005 Site Inspection Checklist  OEGAU-FO-073 Monthly QHSE Report	National QHSE Manager	Ongoing
<b>What would success look like if you achieved this objective?</b> 100% of planned site inspections completed with a reduction in corrective actions raised.							
<b>OBJECTIVE 8:</b>	Mitigating potential hazardous risk						
Activity *	Performance Measure	Total projected outputs*	How will progress be measured*	When will progress be measured*	What tools/ resources are required to measure progress*	Who is responsible for measuring progress*	Activity completion date(s)*
Daily risk assessments (JHA) to identify new risks	Daily JHA completed	Each work day	Actual vs Planned	Monthly QHSE Meeting	OEGAU-E-FO-001 Aspects & Impacts Register	National QHSE Manager	Ongoing
DG & Hazardous Goods Training	Each Manager/Supervisor Trained	Every Manager/Supervisor	Actual vs Planned	Monthly QHSE Meeting	OEGAU-FO-073 Monthly QHSE Report	National QHSE Manager	Ongoing
Incident Reporting	Each incident report	100% of incidents reported		Monthly QHSE Meeting	OEGAU-Q-FO-071 Training Matrix	National QHSE Manager	Ongoing

# Site Environment Manual

<b>OBJECTIVE 5:</b>	Maintain and improve SEP and procedures in order to meet and demonstrate the environmental objectives are met.						
		<b>Total</b>		<b>When will</b>	<b>What tools/</b>	<b>Who is</b>	<b>Activity</b>
<b>OBJECTIVE 9:</b>	Achievement of best practice environmental management						
<b>Activity *</b>	<b>Performance Measure</b>	<b>Total projected outputs*</b>	<b>How will progress be measured*</b>	<b>When will progress be measured*</b>	<b>What tools/ resources are required to measure progress*</b>	<b>Who is responsible for measuring progress*</b>	<b>Activity completion date(s)*</b>
Adherence to this Site Environment Management Plan	Audit Result Inspection Results	100%	NCR's raised	Monthly QHSE Meeting	OEGAU-FO-073 Monthly QHSE Report	National QHSE Manager	Ongoing
<b>What would success look like if you achieved this objective?</b>							
Increase in Preventative Actions and reduction in Corrective Actions raised for non-compliance.							
<b>OBJECTIVE 10:</b>	Ensure environmental controls are implemented and continuous improvement processes are in place.						
<b>Activity *</b>	<b>Performance Measure</b>	<b>Total projected outputs*</b>	<b>How will progress be measured*</b>	<b>When will progress be measured*</b>	<b>What tools/ resources are required to measure progress*</b>	<b>Who is responsible for measuring progress*</b>	<b>Activity completion date(s)*</b>
Environment audits of Supply Base	Audit Schedule: developed and in operation	100%	Inspections and audits completed	Annual Audits	OEGAU-E-FO-007 Environment Audit Report	National QHSE Manager	Ongoing
Corrective actions raised for non-compliance	Corrective action raised for each non-compliance	100%	Actual vs Scheduled	Monthly QHSE Meeting	OEGAU-Q-FO-114 CA_PA_Register	National QHSE Manager	Ongoing
<b>What would success look like if you achieved this objective?</b>							
Corrective actions reported and reviewed for effectiveness.							

# Site Environment Manual

## Appendix C – Location Plan



20 MURAMATS ROAD



Darwin Harbour