

PLANNING AND ENVIRONMENT ACT 1987  
PLANNING SCHEME WOYNE  
PERMIT NO. 2006/0220/B  
ENDORSED PLAN  
SHEET 1 OF 32  
SIGNED \_\_\_\_\_ FOR  
MINISTER FOR PLANNING  
DATE: 18/10/19

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## Woolsthorpe Wind Farm

Siemens Gamesa Renewable Energy Pty Ltd

### Environmental Training, Reporting and Program Management Plan

ENDORSED TO COMPLY  
WITH CONDITION  
13 i - k  
OF PLANNING PERMIT  
2006/0220/B

IS280600\_ETRPMP | Rev 3

23 May 2019



**Environmental Training, Reporting and Program  
Management Plan**



**Woolsthorpe Wind Farm**

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**Document history and status**

Revision	Date	Description	By	Review	Approved
1	18/04/2019	Draft Environmental Training, Reporting and Program Management Plan	Richa Ekka	Hugh Griggs	Phil Burn
2	17/05/2019	Update following client review	Hugh Griggs	Andrew Wallace	Hugh Griggs
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## Contents

<b>1.</b>	<b>Introduction</b> .....	<b>3</b>
1.1	Purpose .....	3
1.2	Document scope .....	3
1.3	Planning permit conditions .....	3
<b>2.</b>	<b>Training Program</b> .....	<b>4</b>
<b>3.</b>	<b>Reporting Program</b> .....	<b>6</b>
<b>4.</b>	<b>Timetable for Implementation</b> .....	<b>8</b>

**APPROVED FOR THE  
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SHEET 4 OF 32

## 1. Introduction

### 1.1 Purpose

The purpose of this Environmental Training, Reporting and Program Management Plan (ETRPMP) is to describe how environmental training, reporting and the implementation of environmental plans will be managed throughout the construction and operational phases of the proposed Woolsthorpe Wind Farm (WWF).

Training and reporting measures, along with program management timetables will be outlined in this plan to minimise potential impacts to the environment.

### 1.2 Document scope

This sub-plan includes the following information:

- Environmental training program that all construction workers and permanent employees or contractors will be required to undertake;
- Reporting program for environmental performance on the project including compliance reports, incident reports and audit reports; and
- A timetable for implementation of all programs of works that are identified in the following other sub-plans that make up the EMP:
  - Construction and Work Site Management Plan
  - Sediment, Erosion and Water Quality Management Plan
  - Blasting Management Plan
  - Hydrocarbon and Hazardous Substances Plan
  - Fire Emergency Response Plan
  - Cultural Heritage and Archaeology Management Plan
  - Pest Animal Management Plan
  - Pest Plant Management Plan
  - Training program
  - Program for reporting.

### 1.3 Planning permit conditions

This ETRPMP is a sub-plan which forms part of the overarching Environmental Management Plan (EMP) document for the WWF.

The following planning permit conditions (Conditions 15 i), j) and k) of Planning Permit 2006/0220/A) have been addressed within this plan:

The Environmental Management Plan must include:

- i. A training program for construction workers and permanent employees or contractors at the wind energy facility site including a site induction program relating to the range of issues addressed by the Environmental Management Plan to the satisfaction of the Minister for Planning.
- ii. A program for reporting including a register of environmental incidents, non-conformances, complaints and corrective actions.
- iii. A timetable for implementation of all programs and works identified in a plan referred to in conditions a) to j) above.

## 2. Training Program

All construction workers, permanent employees and contractors at the Project site will be required to undergo appropriate training relevant to their individual and collective environmental responsibilities.

All personnel will be provided with environmental, training appropriate to their scope of activity, level of responsibility and competency. This section includes:

- Definitions of role-specific training requirements;
- A training needs assessment; and
- A process for documenting records of training undertaken detailing the attendees, content, trainer and dates of the induction/training.

The on-site training requirements are outlined in Table 2-1. See sub-plans Hydrocarbon and Hazardous Substances Plan and fire Emergency Response Plan for specific training requirements related to hydrocarbons and hazardous substances management and wildfire prevention and emergency response management respectively.

Table 2-1: Proposed training program

Training	Timing	Required personnel	Description
General Site Induction Training	Prior to commencing construction Prior to commencing commissioning and operations	Everyone prior to entering the site for the first time	The general site induction training should incorporate an induction to the EMP, any CHMP, the Endorsed Development Plans, the responsibilities of personnel to ensure compliance, and complaints handling procedures.
Construction Personnel Induction Training	Prior to personnel entering work site	All construction personnel participating in construction activities	Details on control procedures to be adhered to as part of the EMP will be incorporated into a more detailed Construction Personnel Training. It will include information on: <ul style="list-style-type: none"> <li>• How to report incidents and near misses</li> <li>• Procedures to be undertaken on site to avoid or minimise environmental impacts from construction activities</li> <li>• Areas of native vegetation within the site, and that they are not permitted for removal, how to identify native vegetation, and the protocol to follow if observed during the construction process (No entry into areas 'not permitted for removal').</li> <li>• Pest plants that have been identified on site, how to identify these plants and the protocol to follow if they are observed on site during construction</li> <li>• Noise control procedures applying to evening and weekend work and night and early morning work</li> <li>• Fire prevention and management procedures</li> <li>• Control procedures relating to the management of hazardous substances including spill clean-up</li> <li>• Control procedures relating to the storage and use of explosives including site clearance.</li> </ul>
Tool box talks	During construction (as required – typically daily or weekly depending on	All construction personnel and Project representatives	Tool box talks will cover any issues that may have been experienced on site and will help to ensure that relevant information for current activities is communicated to the workforce.

Training	Timing	Required personnel	Description
	individual contractor routine)		Environmental input for tool box talks should be prepared by the environmental representative or site manager and can be used to highlight environmental near misses and incidents or changes to procedures that could result in changed levels of environmental risk.
Retraining	As required	Staff found to be non-compliant	If any staff are found to be non-compliant with the procedures set out in the EMP, they will be required to undergo re-training in the specific area of non-compliance.

Records of induction training will be kept ensuring the environmental responsibilities of all personnel have been communicated.

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SHEET 7 OF 32

### 3. Reporting Program

The adoption of a clearly defined reporting program will ensure that a transparent approach is followed when reporting on the environmental performance of the Project during construction and operation. The environmental reporting and review requirements will include the reporting of:

- Compliance Reporting – regular reporting (monthly during construction and twice annually through out operations) detailing the results of the monitoring programs under approved management plans, a comparison of actual performance against goals and objectives, and the identification of corrective actions;
- Incident Reporting – the incident reporting and investigation process will be a valuable method of addressing shortcomings in procedures, training or equipment and forms part of the opportunity for improvement. Where lessons are learnt from the investigation or current procedures are identified as being ineffective, the EMPs will be revised to include the improved procedures or requirements. In accordance with incident management procedure, Moyne Shire Council and DELWP will be advised if a notifiable environmental incident occurs; and
- Statutory Notification – required where there has been a non-compliance with legislation or approval conditions; or actual or potential harm to the health or safety of human beings or the environment is considered significant.

Table 3-1: Reporting program

Report / action	Purpose	Information to be included	Frequency	Responsibility	Issued to
Compliance Reports	To capture any incidence of nonconformance and complaints during the preceding month.  Information gathered will assist in ensuring that the EMP is kept up to date with best practice environmental management standards and techniques.	<ul style="list-style-type: none"> <li>• Environmental monitoring results collected in accordance with this EMP</li> <li>• Environmental incident report summaries (if any)</li> <li>• Number and status of environmental non-conformances raised (if any) and associated corrective actions taken</li> <li>• Overview of any formal communications and meetings with statutory authorities</li> <li>• Summary of general environmental site issues (if any) and proposed actions to resolve them.</li> </ul>	Monthly throughout construction period  Twice annually throughout operations	Contractor Site Safety & Environment Officer	Contractor Construction Site Supervisor
Incident Reports / Statutory Notification	To provide a system and instructions to manage and investigate environmental non-conformances and incidents.  To initiate and complete corrective and preventative actions.	<ul style="list-style-type: none"> <li>• Non-conformance details</li> <li>• Cause of non-conformance</li> <li>• Officer reporting the non-conformance</li> <li>• Date, Time, Location</li> <li>• Outcome of corrective/preventative action taken or required</li> <li>• Person responsible for completing the corrective/preventative action</li> </ul>	When an activity fails to comply with EMP Procedures, Control Measures, or results in an unforeseen environmental impact.	All personnel	Principal Construction Contractor and Project Director.  Should a significant incident occur, the Minister for Planning and Moyne Shire will also be notified.

Report / action	Purpose	Information to be included	Frequency	Responsibility	Issued to
		<ul style="list-style-type: none"> <li>Date by which it must be completed</li> <li>Assessment as to the effectiveness of actions undertaken</li> <li>Non-conformance report number.</li> </ul>			
Audit reports	To ensure that the EMP is operating effectively and that all performance objectives are being met.	A review of all monitoring requirements listed in each management plan appended to this EMP, compliance with specified control procedures, positive practices and, if observed, deficiencies to be addressed. Audit reports will also be used to update the EMP.	Twice a year during construction Every 5 years during operation	Independent suitably qualified environmental professional	Project Director



## **4. Timetable for Implementation**

The timetable for implementation of all programs of works, including those that are specified in the EMPs subplans is included in Appendix A.

## Appendix A. Timetable for Implementation of all Programs of Works

Table A-1: Timetable for Implementation of all Programs of Works, including those that are specified in the EMP's subplans

Action	Responsibility	Timing
<b>Pre-construction</b>		
Ensure that siting of wind turbines, associated facilities, cabling trenches and access tracks minimise noise impacts on nearest non-project residences.	Project Manager	Pre-construction
The Project Manager will monitor and maintain the “detailed noise compliant evaluation and response plan” in accord with the relevant condition of the Permit, which amongst other things will monitor and manage noise during construction activities.	Project Manager	Pre-construction
Raise staff and contractors’ awareness of negative effects of erosion and sedimentation.	Operator	Pre-construction
Train staff and contractors on how to apply practical measures to minimise erosion and sedimentation.	Operator	Pre-construction
Identify any steep sections of access roads/tracks where roadside drainage may be susceptible to erosion and identify and implement measures to protect against erosion of these drains.	Operator / Contractor	Pre-construction
Identify drainage lines likely to hold surface water from construction site.	Operator / Contractor	Pre-construction
Identify adjacent residences which might be affected by water pollution during construction.	Operator / Contractor	Pre-construction
Create a plan which indicates the locations of: <ul style="list-style-type: none"> <li>• areas for piling soil, away from drainage lines;</li> <li>• areas for washing equipment;</li> <li>• entry and exit points to the site;</li> <li>• designated roads and tracks to be used by vehicles;</li> <li>• sedimentation fences;</li> <li>• geotextile silt fences on applicable drainage lines.</li> </ul> Contractor(s) will be familiarised with this plan by the operator prior to works commencing.	Operator / Contractor	Pre-construction
Ensure that siting of the wind turbines, cabling trenches and access tracks minimise impact on surface water quality.	Project Manager	Pre-construction

Action	Responsibility	Timing
Identify natural drainage line(s) on each site. Sample and analyse site surface water if located on a major channel prior to development to establish a baseline surface water quality.	Project Manager	Pre-construction
If new roadways or upgrades of existing roadways are required, consult with the relevant authority to agree the scope of necessary work to minimise any adverse effect on existing surface and ground water.	Project Manager	Pre-construction
Ensure concrete batching plant is sited on land that is not flood prone.	Project Manager	Pre-construction
Ensure concrete batching plant can retain contaminated surface water and process wastewater onsite.	Project Manager	Pre-construction
Development of a site hydrocarbon and hazardous substances plan ("HHS Plan") which will include management strategies for the handling and storage of potentially contaminated or hazardous materials.	Project Manager	Pre-construction
Ensure that exit points from site to a paved main road where necessary will be equipped with suitable measures such as a wheel wash and or a rumble grid to prevent soil falling onto public paved roads during access track construction.	Operator	Pre-construction
Estimate the quantities of chemicals to be stored onsite, record to be kept by Balance of Plant Contractor	Balance of Plant Contractor	Pre-construction
Incident Procedure and Management Plan for any hazardous substance spill: To include the use of dry sand or absorbent material to contain spill, to lock off surface water drains temporarily, and contact EPA licensed educator truck operate and mobilise if required.	Balance of Plant Contractor	Pre-construction
Report any spills to EPA and other emergency services Tel 1800 444 004 with following information: <ul style="list-style-type: none"> <li>Spilt substance</li> <li>Time spill occurred</li> <li>Volume spilt</li> <li>Location of spill</li> <li>Site contact and telephone number</li> </ul> Act strictly in accordance with EPA instructions/emergency services.		
Project Manager will devise a list to include: <ul style="list-style-type: none"> <li>all identified wastes;</li> <li>basic waste inventory;</li> </ul>	Project Manager	Pre-construction

Action	Responsibility	Timing
<ul style="list-style-type: none"> <li>strategies for the disposal and transport of wastes generated during site activities; and</li> <li>Waste minimisation assessment which identifies opportunities for waste reduction, reuse, recycling and recovery.</li> </ul>		
Raise staff and contractors' awareness of negative effects of erosion and sedimentation and train them how to apply practical measures to minimise erosion and sedimentation	Operator	Pre-construction
Identify any steep sections of access roads/tracks where roadside drainage may be susceptible to erosion, and identify and implement measures to protect against erosion of these drains.	Operator / Contractor	Pre-construction
Identify drainage lines likely to hold surface water from construction site and adjacent residences which might be affected by water pollution during construction	Operator / Contractor	Pre-construction
<p>Create a plan which indicates the locations of:</p> <ul style="list-style-type: none"> <li>areas for piling soil, away from drainage lines;</li> <li>areas for washing equipment;</li> <li>entry and exit points to the site;</li> <li>designated roads and tracks to be used by vehicles;</li> <li>sedimentation fences;</li> <li>geotextile silt fences on applicable drainage lines.</li> </ul> <p>Contractor(s) will be familiarised with this plan by the operator prior to works commencing.</p>	Operator / Contractor	Pre-construction
Install sediment fences to retain silt from batters, cut-off drains, table drains and road works	Contractor	Pre-construction
Install geotextile silt fences at drainage lines	Contractor	Pre-construction
Construct appropriate sediment traps by using gravel filled bags, cement stabilised sandbags, stones held under geotextiles, straw bales or crushed rock.	Contractor	Pre-construction
Raise staff and contractors' awareness of negative effects of hydrocarbons and hazardous substances.	Operator / Balance of Plant Contractor	Pre-construction

Action	Responsibility	Timing
Train staff and contractors on how to apply practical measures to minimise the negative effects of hydrocarbons and hazardous substances. This will include training on the transport, storage, handling, disposal and spill response of hydrocarbons and hazardous substances.	Operator / Balance of Plant Contractor	Pre-construction
Establish bonded storage facility for hydrocarbons and hazardous substances to meet the relevant standards.	Balance of Plant Contractor	Pre-construction
Establish designated wash area for vehicles away from waterways.	Balance of Plant Contractor	Pre-construction
Train staff and contractors on how to apply practical measures to minimise the negative effects of hydrocarbons and hazardous substances. This will include training on the transport, storage, handling, disposal and spill response of hydrocarbons and hazardous substances.	Operator / Balance of Plant Contractor	Pre-construction
Ensure that siting of the wind turbines minimises risk of bushfire, preferably in open paddocks/grassland.	Operator	Pre-construction
Access for emergency vehicles: Roads at least 5m wide for loads of 15 tonnes. Required average gradient is 1 in 7 (8.1 degrees) with a maximum of 1 in 5 (11.3 degrees) for no more than 50m. Dips must have no more than a 1 in 8 (7.1 degrees) entry and exit angle.	Balance of Plant Contractor	Pre-construction
Water tanks must be centrally located in the northern section of the wind energy facility adjacent to strategic access road intersections, agreed with the local fire brigade and CFA. A turning circle with a minimum of 10 metres is required for fire appliances at all water access points. Trucks must be able to park within 4m of tanks on a hard standing area.	Operator	Pre-construction
Water outlets on tanks must have at least one 64mm, 3 thread/25mm x 50mm nominal bore British Standard Pipe (BSP), round male coupling and a marker like in Figure 1 (below).	Balance of Plant Contractor	Pre-construction
Tanks must hold a minimum of 45,000L	Balance of Plant Contractor	Pre-construction
A spotlighting census of rabbits should be undertaken along the following segments of access tracks; (a) WTGs 4-14-12 (b) WTGs 13-1 (c) WTGs 11-6-9 (d) WTGs 18-7 (e) WTGs 17-3-15	Operator	Pre-construction

Action	Responsibility	Timing
This will provide baseline information on rabbit abundance.		
Site the wind farm on well-tended weed-free cultivated land to ensure ease of pest plant management.	Operator	Pre-construction
Ensure landowners are informed about the importance of pest plant management and its strategies and procedures.	Operator	Pre-construction
Appoint a pest plant control coordinator to monitor construction and initial operating stages of Woolsthorpe Wind Farm. Tasks to include: Advising staff/contractors onsite on prevention of weed spread. Implementing pest plant control. Monitoring and reporting.	Operator	Pre-construction
Woolsthorpe Wind Farm has ensured that all planning and processes for the project have taken place with minimum negative impact to the local environment.	Project Manager	Pre-construction
Woolsthorpe wind farm will follow all necessary protocol for protection and upkeep of the project environment as set out in the project permit conditions from the Minister of Planning, including relevant site induction of archaeologists entering the site during construction and operation to identify archaeological artefacts – which must include any requirement imposed by any Cultural Heritage Management Plan (CHMP) relevant to the project.	Project Manager	Pre-construction
Woolsthorpe wind farm will ensure civil contractors awarded with the construction contract for the project have authorised environmental training programs for all workers on site completed before starting work.	Project Manager	Pre-construction
<b>Construction</b>		
Ensure all construction equipment used is in good working condition, is well-maintained and has up to date service records which are available for inspection.	Operator and Contractors	During Construction
Wherever possible schedule deliveries to the site so that disruption to local traffic and amenity are minimised and is in accordance where applicable with the approved Traffic Management Plan.	Operator and Contractors	During Construction
If complaints are received from nearby non-project residences and are valid in accord with permit condition 20, then the following options are to be considered: ensure construction equipment has mufflers; use of horns and sirens minimised during works except in emergency circumstances; and the provision of noise attenuation barriers; or	Operator and Contractors	During Construction

Action	Responsibility	Timing
enclose noisy equipment where practicable and appropriate. In addition, the requirements of the 'Noise Complaint Investigation and Response Plan', endorsed under the Planning Permit must be adhered to.		
If continuous complaints from neighbours are received, then undertake background noise monitoring to assess the extent of the problem and identify suitable mitigation where valid and implement to ensure compliance. In addition, the requirements of the 'Noise Complaint Investigation and Response Plan', endorsed under the Planning Permit must be adhered to.	Operator	During Construction
Ensure, where practical, to construct turbine bases, access tracks and power cabling during warmer months to minimise impacts on ephemeral wetlands and sediment mobilisation.	Operator / Contractor	During Construction
Minimise the area that is to be paved i.e. concrete batching plant, bundled areas.	Operator / Contractor	During Construction
Identify any elevated structures and surface run-off pathways in vicinity of site.	Operator / Contractor	During Construction
If required contractors must connect surface water drainage pipes and completely stabilise all drains, drainage lines and riverbanks within 30 days of soil being exposed.	Operator / Contractor	During Construction
Redirect clean surface water runoff to stable vegetated areas or storage areas.	Operator / Contractor	During Construction
Divert clean surface water away from parts of the site where the soil is exposed by constructing diversion banks and/or intercept drains.	Operator / Contractor	During Construction
If dewatering is required, ensure that sump inlet is kept above bottom of excavation so as to avoid pumping excessively turbid water.	Operator / Contractor	During Construction
Onsite wastewater treatment: <ul style="list-style-type: none"> <li>Discharge any sump wastewater collected from the concrete batching plants or bundled areas to a treatment/storage facility with storage capacity.</li> <li>Where possible, pumped and treated water will be used for watering or dust suppression.</li> <li>Where not possible to reuse, pumped water will be discharged through sediment pollution control devices on existing drainage lines.</li> </ul>	Operator / Contractor	During Construction

Action	Responsibility	Timing
Minimise continuous slopes where water scouring may occur by using appropriate devices such as straw bales or geotextile cloth in surface water drainage lines.	Operator / Contractor	During Construction
Install perimeter banks or sediment fences at the toe of any slope to contain surface water contaminated with sediment runoff.	Operator / Contractor	During Construction
Any sediment pits and/or pollutant traps installed shall be routinely inspected and replaced as necessary to ensure that they are operating correctly.	Operator / Contractor	During Construction
Sediment shall be removed from any installed sediment traps or basins when design capacity (volume) has been reduced by 50%.	Operator / Contractor	During Construction
Management of concrete batching plants: Redirect contaminated surface water runoff i.e. from plant to effective treatment installations.	Operator / Contractor	During Construction
Reduce or prevent and increase in land use intensities by minimising the amount of disturbed land.	Operator / Contractor	During Construction
Minimise the area that is to be paved i.e. concrete batching plant, bundled areas.	Operator / Contractor	During Construction
Identify elevated structures and surface run-off pathways in vicinity of site.	Operator / Contractor	During Construction
Ensure vehicles keep to well-defined access tracks.	Operator / Contractor	During Construction
If required contractors must connect surface water drainage pipes, completely stabilise all drains, drainage lines and riverbanks within 30 days of soil being exposed.	Operator / Contractor	During Construction
Redirect clean surface water runoff to stable vegetated areas or storage areas.	Operator / Contractor	During Construction
Divert clean surface water away from parts of the site where the soil is exposed by constructing diversion banks and/or intercept drains.	Operator / Contractor	During Construction
If dewatering is required, ensure that sump inlet is kept above bottom of excavation as to avoid pumping	Operator / Contractor	During Construction



Action	Responsibility	Timing
excessively turbid water.		
Minimise continuous slopes where water scouring may occur by using appropriate devices such as straw bales or geotextile cloth in surface water drainage lines.	Operator / Contractor	During Construction
Install perimeter banks or sediment fences at the toe of any slope to contain surface water contaminated with sediment runoff.	Operator / Contractor	During Construction
Any sediment pits and/or pollutant traps installed shall be routinely inspected and replaced as necessary to ensure that they are operating correctly.	Operator / Contractor	During Construction
Management of concrete batching plants: Redirect contaminated surface water runoff i.e. from plant to effective treatment installations.	Operator / Contractor	During Construction
For quantities of chemicals under 1200L is it generally satisfactory to provide bunds. Chemical containers should be stored such that: <ul style="list-style-type: none"> <li>• Recovery of spilt material is possible</li> <li>• They are undercover and located on impervious material eg HDPE, concrete.</li> <li>• Located away from surface water drains and pits.</li> <li>• Good operational procedures are used.</li> <li>• Absorbent material is available.</li> </ul>	Balance of Plant Contractor	During Construction
For chemical quantities exceeding 1200L, the following must be applied: Bunds will be constructed of impervious materials with a floor that is graded to enable collection of any spilt material Different chemicals will be stored in separate bundled areas.	Balance of Plant Contractor	During Construction
Diesel mobile tankers will only be allowed entry to site if the vehicle is fitted with a suitably sized spill kit	Balance of Plant Contractor	During Construction
In the event of a spill any liquid contained within the bund will be removed by a licensed liquid waste contractor as soon as practicable.	Balance of Plant Contractor	During Construction
All equipment, materials and substances brought onto site shall be advised to the appointed Site Manager. Any hazardous substances will be identified and recorded in the project logbook.	Balance of Plant Contractor	During Construction

Action	Responsibility	Timing
Any hazardous substances should be stored in accordance with the Dangerous Goods (Storage and Handling) Regulations 2002.	Balance of Plant Contractor	During Construction
Apply dry sand to any spill to contain, clean up spill if safe to do so, and report to EPA as procedure above outlines.	Balance of Plant Contractor	During Construction
Collect all waste materials and dispose of to a licensed waste receiving facility. Under no circumstances dispose of waste materials onsite.	Operator / Contractor	During Construction
Any waste concrete and wash-down from concrete supply trucks will be disposed of into a small pit excavated adjacent to the batch plant, such that the concrete can be removed from the pit once dry.	Operator / Contractor	During Construction
Adequate numbers of waste receptacles will be provided for the collection of all waste produced onsite. Waste receptacles will be equipped with secure covers to avoid waste materials being blown offsite.	Operator / Contractor	During Construction
Receptacles will be emptied regularly to avoid overflowing of bins.	Operator / Contractor	During Construction
Wherever possible waste materials will be separated for recycling into clearly labelled receptacles. Potential materials for recycling are scrap metals, plastics and cans/bottles.	Operator / Contractor	During Construction
Where vegetation has been removed for construction purposes, the green waste will be recycled onsite wherever practicable, or disposed of offsite.	Operator / Contractor	During Construction
Hazardous substances (including waste oils) will be contained within a bunded area (design in accordance with AS1940), prior to offsite disposal. The bunded area will be designed to accommodate sufficient containers.	Operator / Contractor	During Construction
Operate concrete batching plant in accordance with EPA Concrete Batching Plant Guidelines. All contaminated surface water and process wastewater will be captured and recycled by a system with the following specifications: <ul style="list-style-type: none"> <li>• Bunding available to contain runoff</li> <li>• Primary and secondary pumps fitted to collection pit</li> <li>• Collection pit emptied of water, sand and gravel</li> <li>• Level controls working properly</li> </ul>	Operator / Contractor	During Construction

Action	Responsibility	Timing
<ul style="list-style-type: none"> <li>Recycle tank large enough to store 20mm from rainwater event</li> <li>Visual alarms on console- to indicate when water is discharged from site- are installed and operable</li> <li>pH of offsite wastewater discharges between 6.0 and 9.0.</li> <li>Suspended solids level of wastewater discharges less than 80mg/L</li> </ul>	Operator / Contractor	During Construction
Ensure, where practical, to construct turbine bases, access tracks and power cabling during warmer months to minimise impacts on ephemeral wetlands and local fauna.	Operator / Contractor	During Construction
Coordinate with landowner before works begin to try and ensure minimal disturbance to stock movements.	Operator / Contractor	During Construction
Ensure all staff are aware about keeping stock protected such as closing gates etc.	Operator / Contractor	During Construction
If man holes or other hazards exist onsite, ensure that at night time they are suitably covered or cordoned off, to stop stock or other fauna falling in. Fill in as soon as practicable afterwards.	Operator / Contractor	Until construction completion
Install sediment fences to retain silt from batters, cut-off drains, table drains and road works	Contractor	Prior to /during Construction
Construct appropriate sediment traps by using gravel filled bags, cement stabilised sandbags, stones held under geotextiles, straw bales or crushed rock.	Contractor	Prior to /during Construction
Preserve as much land area as possible from excavation and disturbance.	Contractor	During Construction
Place excavated sands and soil on designated areas, unmixed and separated by horizons.	Contractor	During Construction
Wash equipment only in designated areas away from waterways.	Contractor	During Construction
Stabilise and compact earthworks and soil as soon as practically possible.	Contractor	During Construction
Reduce dust blown from access tracks by either cleaning or spraying with water.	Contractor	During Construction

Action	Responsibility	Timing
Reduce dust blown from soil piles by either spraying with water or covering.	Contractor	During Construction
Reduce or prevent dust blown from batching plant by keeping sand and aggregates damp or covered in windy conditions.	Contractor	During Construction
Ensure vehicles are kept on well-defined tracks, roads or stabilised ground as indicated on the Development Plan map(s). Roads and tracks will be marked with star pickets and fluoro marking tape where the layout of the track is unclear.	Contractor	During Construction
All erosion and sediment protection installations such as sediment fences, banks etc. are to be inspected on a regular basis, and maintained and repaired as necessary.	Contractor	During Construction
Monitor turbines for contaminated and turbid run-offs on a regular basis	Operator	During Construction
Within a reasonable time frame, compact or re-vegetate disturbed soil or soil where erosion due to construction or operation is detected.	Contractor	During Construction
All hydrocarbons and hazardous substances to be stored in an appropriate storage vessel and or banded storage facility.	Balance of Plant Contractor	During Construction
Check that Transport Contractors are appropriately licensed.	Balance of Plant Contractor	During Construction
Check that all Transport Contractors have appropriate spill equipment on their vehicles.	Balance of Plant Contractor	During Construction
Wash equipment only in designated areas away from waterways.	Balance of Plant Contractor	During Construction
Ensure vehicles are kept on well-defined tracks, roads or stabilised ground as indicated on the map. Roads and tracks will be marked with star pickets and fluoro marking tape where appropriate and the layout of the track is unclear.	Balance of Plant Contractor	During Construction
Ensure appropriate spill equipment shall be located in close proximity to where chemicals and hydrocarbons are being used.	Balance of Plant Contractor	During Construction

Action	Responsibility	Timing
Monitor turbines for contaminated and turbid run-offs on a regular basis especially after periods of heavy rain.	Operator / Balance of Plant Contractor	During construction and operation
Contractors are to be made aware of emergency procedures and evacuation assembly point. Project Manager to ensure qualified first aider is appointed.	Balance of Plant Contractor	During construction / operation
Any hot work on site is to be carried out with a knapsack and suitable extinguisher present depending on the nature of the work being carried out.	Balance of Plant Contractor	During construction / operation
Regular testing of fire suppression system and extinguishers in accordance with AS1851-2005 to ensure functionality in the event of a fire.	Operator	During construction / operation
Grass must be no more than 100mm in height and leaf litter no more than 10mm deep for a distance of thirty (30) metres around constructed buildings and viewing platforms (excluding the substation see 6 below).	Balance of Plant Contractor	During construction /operation in Fire Danger Period (FDP)
There must be no long grass or deep leaf litter in areas where plant and heavy equipment will be working.	Balance of Plant Contractor	During construction /operation in FDP
The screening vegetation for substation and electricity compounds must be at least four (4) metres from the perimeter fence to create the fuel-reduced area. This reduces the risk of an arc or explosion of infrastructure setting a fire in surrounding vegetation.	Operator	During construction /operation in FDP
All plant and heavy equipment must carry at least one 9 Litre Water Stored Pressure fire extinguisher with a minimum rating of 3A, or a 15L knapsack for hot work. Vehicles as an optional extra may carry a dry chemical extinguisher for machinery/fuel fires.	Owner / Operator/Balance of plant contractor	During construction /operation in FDP

Action	Responsibility	Timing
<p>Machinery incorporating a heat engine that is in contact with, or within 9 metres of, grass, weeds, undergrowth or other vegetation must:</p> <ul style="list-style-type: none"> <li>• Be free from faults that could cause fire</li> <li>• Be fitted with a working and maintained appropriate spark arrestor (except if fitted with a turbocharger of an aspirated exhaust air cleaner)</li> </ul>	Owner / Operator/Balance of plant contractor	During construction /operation in FDP
<p>Non-vehicles heat engines operating in the open must have:</p> <ul style="list-style-type: none"> <li>• An area around the heat engine clear of flammable material for a radius of at least 3 metres; or</li> <li>• A person in attendance at all times the heat engine is operating and they have a working water fire extinguisher or knapsack of at least 9 litre capacity.</li> </ul>	Owner / Operator/Balance of plant contractor	During construction /operation in FDP
<p>If cutting, welding, soldering or grinding type equipment is used it must:</p> <ul style="list-style-type: none"> <li>• Have a fire resisting shield or guard placed to stop sparks and hot material</li> <li>• Have an area of at least 1.5 metres from the operation clear of flammable material or wet down enough to prevent the spread of fire</li> <li>• Have a water supply or an effective water knapsack of at least 9 litre capacity available for immediate use</li> <li>• Cut-offs and electrode stubs are to be placed directly in a fireproof container.</li> </ul>	Owner / Operator/Balance of plant contractor	During construction /operation in FDP
<p>Any rocks removed from areas subject to excavation should not be left in piles in which rabbits could shelter (i.e. creating harbour).</p>	Owner / Operator/Balance of plant contractor	During Construction
<p>Any rocks removed from areas subject to excavation should be spread at low density in areas of pasture and/or buried.</p>	Owner / Operator/Balance of plant contractor	During Construction
<p>Where rabbit burrows become established, fumigation and ripping should be implemented, together with the removal of any harbour nearby.</p>	Owner / Operator/Balance of plant contractor	During construction and operation

Action	Responsibility	Timing
All monitoring and control activities implemented should be recorded in a “management log” kept at the site office and regularly reviewed by the Project Manager.	Owner / Operator/Balance of plant contractor	During construction and operation
Ensure staff and contractors are trained in how to reduce the spread of weeds whilst construction is taking place.	Operator	During Construction
Ensure all equipment brought onto site for earthmoving or otherwise is clean and weed-free to maintain high hygiene levels.	Balance of Plant Contractor	During Construction
Implement procedures that minimise soil piling and vegetation disturbance,	Balance of Plant Contractor	During Construction
Cover all soil piles to ensure weeds are unable to grow, and replace or move soil as soon as practically possible.	Balance of Plant Contractor	During Construction
If outbreak of weeds occurs during construction phase, report to the pest plant management coordinator who will then need to eradicate the weeds with a spray, mulching, manual removal or burning.	Balance of Plant Contractor	During Construction
Use soils and other fill materials that are weed-free.	Balance of Plant Contractor	During Construction
Revegetate areas that are disturbed as soon as practicable to avoid proliferation of weeds.	Balance of Plant Contractor	During Construction
Pest plant management coordinator to prepare reports of weed outbreaks and treatments to report to DPI/DSE.	Operator	During Construction
Woolsthorpe wind farm will ensure that the civil contractors are keeping records of any environmental incidents, non-conformances, complaints and corrective actions required.	Project Manager	During Construction
<b>Operation</b>		
All works to take place during normal working hours Monday to Friday wherever possible, except under emergency circumstances.	Operator/ Contractors	During operation

Action	Responsibility	Timing
Wherever necessary advise nearby non-project residences in advance of major construction activities that need to be performed.	Operator/ Contractors	During operation
Within 3 months after the commencement of the operation of the wind energy facility, facilitation of a familiarisation visit to the site and explanation of emergency services procedures for the CFA, Rural Ambulance Victoria, Moyne Shire Council's Municipal Emergency Management Committee and Victoria Police must be organised.	Operator	During operation
Wherever possible schedule all maintenance works to minimise disruption to local traffic.	Operator/ Contractors	During operation
Once construction is completed and final surface contours are achieved, stabilise all areas of exposed and unstable soil or loose material within 60 days of completion.	Operator/ Contractors	During operation
Sediment shall be removed from any remaining sediment traps or basins when design capacity (volume) has been reduced by 50%.	Operator	During operation
For quantities of chemicals under 1200L is it generally satisfactory to provide bunds. Chemical containers should be stored such that: <ul style="list-style-type: none"> <li>• Recovery of spilt material is possible</li> <li>• They are undercover and located on impervious material eg HDPE, concrete.</li> <li>• Located away from surface water drains and pits.</li> <li>• Good operational procedures are used.</li> <li>• Absorbent material is available.</li> </ul>	Balance of Plant Contractor	During operation
For chemical quantities exceeding 1200L, the following must be applied: <ul style="list-style-type: none"> <li>• Bunds will be constructed of impervious materials with a floor that is graded to enable collection of any spilt material</li> <li>• Different chemicals will be stored in separate bundled areas.</li> </ul>	Balance of Plant Contractor	During operation
Diesel mobile tankers will only be allowed entry to site if the vehicle is fitted with a suitably sized spill kit	Balance of Plant Contractor	During operation
In the event of a spill any liquid contained within the bund will be removed by a licensed liquid waste contractor as soon as practicable.	Balance of Plant Contractor	During operation



Action	Responsibility	Timing
All equipment, materials and substances brought onto site shall be advised to the appointed Site Manager. Any hazardous substances will be identified and recorded in the project logbook.	Balance of Plant Contractor	During operation
Any hazardous substances should be stored in accordance with the Dangerous Goods (Storage and Handling) Regulations 2002.	Balance of Plant Contractor	During operation
Apply dry sand to any spill to contain, clean up spill if safe to do so, and report to EPA as procedure above outlines.	Balance of Plant Contractor	During operation
Coordinate with landowner to try and ensure minimal disturbance to stock movements.	Project Manager/ operator	Prior to maintenance/ Decommission
Ensure all staff are aware about keeping stock protected such as closing gates etc.	Project Manager/ operator	Prior to maintenance/ Decommission
Organise the repair/replacement of any gates, fences or other farm structures damaged/destroyed during construction, maintenance or decommissioning phases,	Site Manager/ operator	Post construction activity
Ensure all staff are aware to keep vehicles and work to designated tracks and work areas and to keep out of designated exclusion zones,	Project Manager/ operator	Prior to maintenance/ Decommission
Organise the repair/replacement of any star pickets and bunting damaged/destroyed during construction, maintenance or decommissioning phases,	Project Manager/ operator	Post-activity
All construction areas to be rehabilitated prior to construction with appropriate pasture species.	Project Manager/ operator	Post construction
Monitor turbines for contaminated and turbid run-offs on a regular basis	Operator	During construction/ operation
Within a reasonable time frame, compact or re-vegetate disturbed soil or soil where erosion due to construction or operation is detected.	Contractor	During construction/ operation

Action	Responsibility	Timing
Inspect and maintain erosion and sediment protection installations.	Operator	During operation
Monitor turbines for contaminated and turbid run-offs on a regular basis especially after periods of heavy rain.	Operator / Balance of Plant Contractor	During construction/ operation
Inspect turbines and storage areas on a regular basis for spills and leaks especially after periods of heavy rain	Operator	During operation
Contractors are to be made aware of emergency procedures and evacuation assembly point. Project Manager to ensure qualified first aider is appointed.	Balance of Plant Contractor	During construction/ operation
Any hot work on site is to be carried out with a knapsack and suitable extinguisher present depending on the nature of the work being carried out.	Balance of Plant Contractor	During construction/ operation
Regular testing of fire suppression system and extinguishers in accordance with AS1851-2005 to ensure functionality in the event of a fire.	Operator	During construction/ operation
Grass must be no more than 100mm in height and leaf litter no more than 10mm deep for a distance of thirty (30) metres around constructed buildings and viewing platforms (excluding the substation see 6 below).	Balance of Plant Contractor	During construction /operation in FDP
There must be no long grass or deep leaf litter in areas where plant and heavy equipment will be working.	Balance of Plant Contractor	During construction /operation in FDP
The screening vegetation for substation and electricity compounds must be at least four (4) metres from the perimeter fence to create the fuel-reduced area. This reduces the risk of an arc or explosion of infrastructure setting a fire in surrounding vegetation.	Operator	
All plant and heavy equipment must carry at least one 9 Litre Water Stored Pressure fire extinguisher with a minimum rating of 3A, or a 15L knapsack for hot work. Vehicles as an optional extra may carry a dry chemical extinguisher for machinery/fuel fires.	Owner / Operator/Balance of plant contractor	During construction /operation in FDP

Action	Responsibility	Timing
<p>Machinery incorporating a heat engine that is in contact with, or within 9 metres of, grass, weeds, undergrowth or other vegetation must:</p> <ul style="list-style-type: none"> <li>• Be free from faults that could cause fire</li> <li>• Be fitted with a working and maintained appropriate spark arrester (except if fitted with a turbocharger of an aspirated exhaust air cleaner)</li> </ul>	Owner / Operator/Balance of plant contractor	During construction /operation in FDP
<p>Non-vehicles heat engines operating in the open must have:</p> <ul style="list-style-type: none"> <li>• An area around the heat engine clear of flammable material for a radius of at least 3 metres; or</li> <li>• A person in attendance at all times the heat engine is operating and they have a working water fire extinguisher or knapsack of at least 9 litre capacity.</li> </ul>	Owner / Operator/Balance of plant contractor	During construction /operation in FDP
<p>If cutting, welding, soldering or grinding type equipment is used it must:</p> <ul style="list-style-type: none"> <li>• Have a fire resisting shield or guard placed to stop sparks and hot material</li> <li>• Have an area of at least 1.5 metres from the operation clear of flammable material or wet down enough to prevent the spread of fire</li> <li>• Have a water supply or an effective water knapsack of at least 9 litre capacity available for immediate use</li> <li>• Cut-offs and electrode stubs are to be placed directly in a fireproof container.</li> </ul>	Owner / Operator/Balance of plant contractor	During construction /operation in FDP
<p>Maintenance personnel to thoroughly check turbine system for faults to reduce risk of fire; eg oil spillage from nacelle.</p>	Owner/operator / maintenance contractor	During operation
<p>Where rabbit burrows become established, fumigation and ripping should be implemented, together with the removal of any harbour nearby.</p>		During construction / operation
<p>All monitoring and control activities implemented should be recorded in a "management log" kept at the site office and regularly reviewed by the Project Manager.</p>		During construction / operation
<p>Immediately after construction, a second monitoring census of rabbits should be undertaken in accordance with the method described above.</p>		During operation
<p>Quarterly checks for rabbit's activity to be undertaken for the first year. Checks should continue annually</p>	Operator	During operation

Action	Responsibility	Timing
thereafter in the late summer.		
Mitigate the risk of weed spread by ensuring all vehicles and equipment for maintenance is clean and weed-free.	Balance of Plant Contractor	During operation
Ensure all equipment brought onto site for earthmoving or otherwise is clean and weed-free to maintain high hygiene levels.	Balance of Plant Contractor	During operation
Revegetate disturbed areas of soil as soon as practicable by sowing perennial grasses.	Balance of Plant Contractor	During operation
Cover all soil piles to ensure weeds are unable to grow, and replace or move soil as soon as possible.	Balance of Plant Contractor	During operation
Perform routine checks every few months for weed outbreak and if present, treat accordingly, for at least two years following construction.	Operator	During operation
At the end of two years provide a status report and recommendations to the operator on any residual pest plant management issues arising from the wind farm.	Operator	During operation
Woolsthorpe wind farm will continue environmental monitoring and reporting during operation of the wind farm as per this register.	Project Manager	During operation
<b>Decommissioning</b>		
Notify the Responsible Authority as soon as all wind energy facility generators have permanently ceased to generate electricity.	Operator	Cessation of electricity generation
Within 12 months of notification: <ul style="list-style-type: none"> <li>• Remove all non-operational or downed equipment excluding the concrete foundations;</li> <li>• Remove and clean up any spills;</li> <li>• Clean up all storage, construction and other areas;</li> <li>• Restore all access roads and any other area affected by the operation, if not otherwise useful to the on-going use of the land.</li> </ul>	Operator	Within 12 months of cessation of electricity generation

Action	Responsibility	Timing
<p>Within 12 months of notification:</p> <ul style="list-style-type: none"> <li>Remove all non-operational or downed equipment excluding the concrete foundations;</li> <li>Clean up any residual spills;</li> <li>Clean up all storage, construction and other areas;</li> <li>Restore all access roads and any other area affected by the operation, if not otherwise useful to the on-going management of the land;</li> <li>Submit post-decommissioning revegetation management plan.</li> </ul>	Operator	Within 12 months of cessation of generation.
Refer to construction phase procedures 1-5 above.	Operator	Within 12 months of cessation of generation.
Notify the Responsible Authority as soon as all wind energy facility generators have permanently ceased to generate electricity.	Operator	Cessation of electricity generation
<p>Within 12 months of notification:</p> <ul style="list-style-type: none"> <li>Removal all non-operational or downed equipment;</li> <li>Remove and clean up any residual spills</li> <li>Clean up and restore all; storage/construction and other areas.</li> </ul>	Operator	Within 12 months of cessation of electricity generation.
Refer to Construction phase procedures	Operator	Within 12 months of cessation of electricity generation.
Coordinate with landowner to try and ensure minimal disturbance to stock movements.	Project Manager / Operator	Prior to maintenance/ decommission
Ensure all staff are aware about keeping stock protected such as closing gates etc.	Project Manager / Operator	Prior to maintenance/ decommission

Action	Responsibility	Timing
Organise the repair/replacement of any gates, fences or other farm structures damaged/destroyed during construction, maintenance or decommissioning phases,	Site Manager/ operator	Post construction activity
Ensure all staff are aware to keep vehicles and work to designated tracks and work areas and to keep out of designated exclusion zones,	Project Manager / Operator	Prior to maintenance/ decommission
Organise the repair/replacement of any star pickets and bunting damaged/destroyed during construction, maintenance or decommissioning phases,	Project Manager / Operator	Post-activity
All construction areas to be rehabilitated prior to construction with appropriate pasture species.	Project Manager / Operator	Post construction
The same procedures as stated during construction phase apply.	Operator	During decommissioning
Any rocks removed from areas subject to excavation should be spread at low density in areas of pasture and/or buried.	Operator	During construction
Where rabbit burrows become established, fumigation and ripping should be implemented, together with the removal of any harbour nearby.	Operator	During construction and operation
All monitoring and control activities implemented should be recorded in a "management log" kept at the site office and regularly reviewed by the Project Manager.	Operator	During construction and operation
Mitigate the risk of weed spread by ensuring all vehicles and equipment for maintenance is clean and weed-free.	Balance of Plant Contractor	During decommissioning
Ensure all equipment brought onto site for earthmoving or otherwise is clean and weed-free to maintain high hygiene levels.	Balance of Plant Contractor	During decommissioning
Revegetate disturbed areas of soil as soon as practicable by sowing perennial grasses.	Balance of Plant Contractor	During decommissioning
Cover all soil piles to ensure weeds are unable to grow, and replace or move soil as soon as possible.	Balance of Plant Contractor	During decommissioning

Action	Responsibility	Timing
Perform routine checks every few months for weed outbreak and if present, treat accordingly, for at least two years following construction.	Operator	During decommissioning
At the end of two years provide a status report and recommendations to the operator on any residual pest plant management issues arising from the wind farm.	Operator	During decommissioning
Woolsthorpe wind farm will ensure that all environmental monitoring and reporting is continued throughout the decommissioning process in line with state/federal/council regulations and responsibilities outlined in council permit conditions.	Project Manager	During decommissioning

