

Construction Management Plan

Construction Execution Plan, Demolition Management Plan

(CMP)



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**Bayside City Council
Planning and Environment Act 1987**

ENDORSED PLAN

**This plan complies with Condition No.: 18
Planning Permit: 5/2022/85/1
Planning Permit issued: 26/9/2022**

**Sheet 1 of 1
(72 Page Report)**

**Endorsed on: 25/1/2023
Endorsed by: Tom Corrie**

Project name	Park Village Highett	Job # V22-1334	
Client contact	Spiro Mirgiannis – Spiro@sunkin.com.au		
Project address	37 Graham Rd, Highett VIC 3190		
Scope of work	Bulk Earthwork, Service Works, Service Diversion, Pavement Construction	Site UHF Channel #	
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Project Manager	Name: Javier Guzman	Signature: <i>J.G.</i>	Date: 24/11/22
Project Engineer	Name: Lindsey Hu	Signature: <i>L.H.</i>	Date: 24/11/22
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Planning Permit Application Number	5/2022/185/1		

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1. Introduction

Delta Group is engaged by Sunkin Property Group to conduct civil works for the Park Village Highett project. The purpose of this construction management plan is to make the authorities aware of the civil works issues addressed by Delta Group on this project.

The site is located at 37 Graham Road, Highett, which was formerly occupied by CSIRO, on a brownfield site, next to a conservation area. Access to site is achievable through both Graham Road and Middleton Street.

The civil works scope generally includes:

- Bulk Earthworks
- Services Works
- Services Diversion
- Pavement Construction

We anticipate that the construction management plan will gain Bayside City Council's assurance of Delta Groups ability to perform these works in a professional safe, competent manner.

Scope of the construction management plan shows the methods which will be implemented into work procedures to ensure a safe and healthy workplace is achieved on this site.

1.1. Project Location

The site is located at 37 Graham Road and 32 Middleton Street, Highett. Please see figure 1 below for an aerial photograph of the site. There are three conservation zones located next to or within the site, which are as shown in Figure 2. Proposed site compound/Carpark and display suite as shown in Figure 3.



Figure 1 Park Village Highett Aerial

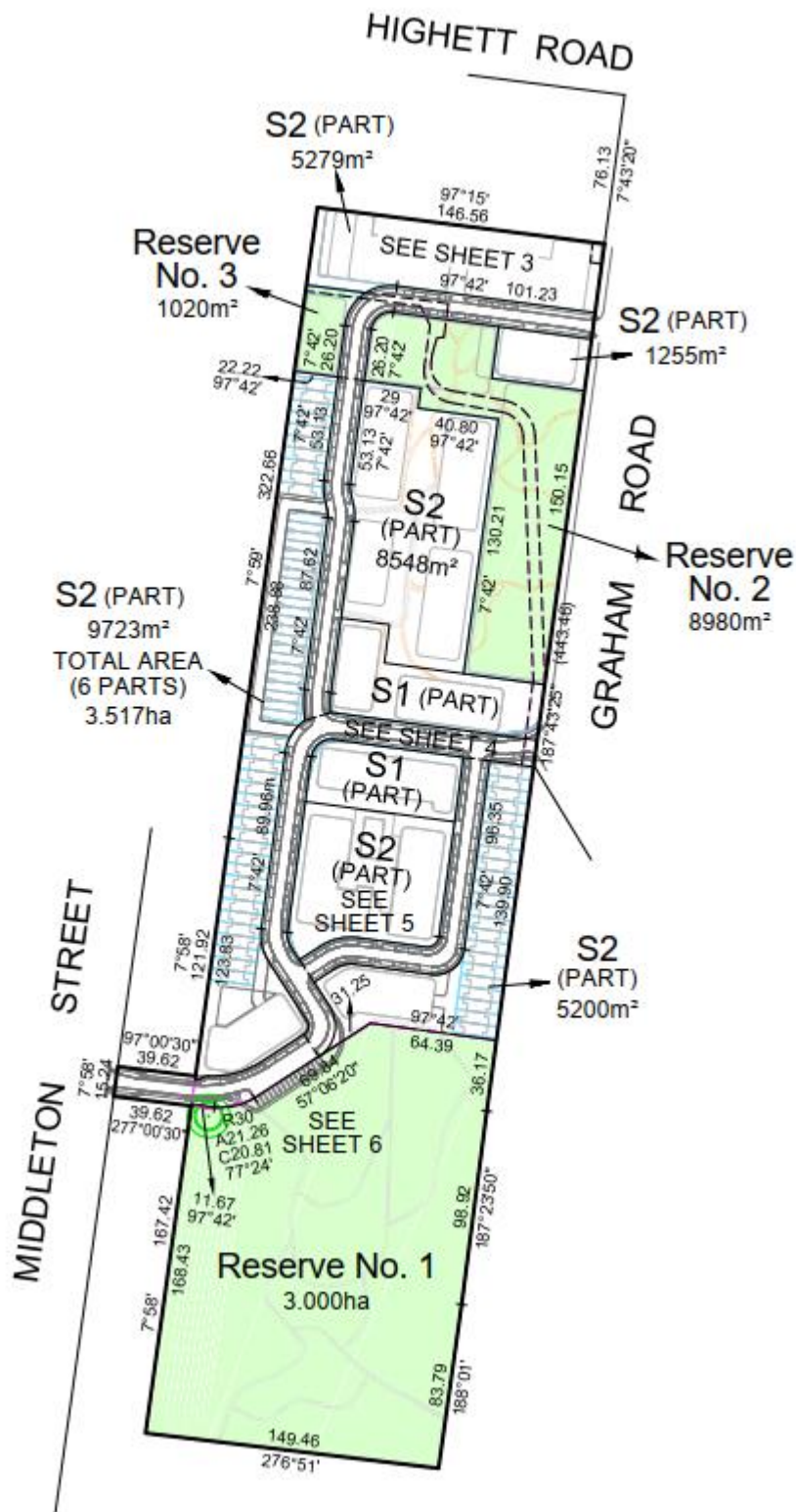


Figure 2 Conservation Zone



Figure 3 Proposed Site Compound and Display Suite Location

- During the construction period, the number of onsite personnel will be 10-20, with a peak of approximately 30 people.
- All contractor vehicles must park legally, adhering to the Victorian Road Rules.
- During site inductions all contractors & Subcontractors to be made aware of the lack of parking in the area & should seek private off-street car parks or use public transport.
- The onsite carpark will be able to accommodate parking for at least 30 people during the construction period.

2. COVID Safe Management Plan

All COVID-19 directions and processes are undertaken in coordination with the information and requirements outlined by the Australian Federal Government, Victorian State Government and Department of Health and Human Services Victoria. The most onerous requirements are adopted if there are clashing requirements and directions. The following is reviewed and updated in accordance with the latest directives and advice on an on-going basis and therefore is subject to changes.

Delta Group takes its duties to ensure the health and safety of everyone involved in our business seriously and are taking all reasonably practicable steps to ensure that the risks associated with COVID-19 are properly managed. In accordance with Victorian Government guidelines for large scale construction sites, Delta Group will implement and maintain a High Risk COVID Safe Plan for the Park Village Highett Project. This includes (but is not limited to) the provision of the following control measures to ensure operational continuity:

- Actively communicating with workers (and clients/subcontractors) as well as promoting good hygiene practices, e.g. site inductions, regular COVID-19 briefings/updates, management letters and displaying posters on handwashing and respiratory hygiene. Undertaking regular meetings, Daily Take 5s and/or Toolbox Talks with all staff to provide up-to-date information on COVID-19 and real or potential impacts on Delta Group operations.
- Nominating a COVID Marshall for site.
- Providing appropriate PPE to all employees/contractors.
- Providing adequate hand washing facilities and making sure these are kept clean, properly stocked and in good working order, including alcohol-based hand sanitiser, wipes, tissues, and cleaning supplies.

- Maintaining a clean and hygienic workplace, including elevated disinfection and decontamination procedures for high-touch surfaces and/or shared amenities at a minimum standard for routine cleaning of twice daily. Monitoring, recording, and publishing the supply/provision of cleaning services to ensure contemporary COVID-19 cleaning and disinfection guidelines are being satisfied.
- Clarifying employee/contractor reporting protocols, including corresponding leave entitlements.
- Screening all staff and site/office visitors, including health (and travel) declarations and temperature screening. Minimising site visitors/meetings and restricting travel to/from sites.
- Ensuring employees and/or contractors who are feeling unwell to stay at home, irrespective of symptoms and if they relate directly or indirectly to COVID-19 infection. Completing a Risk Assessment Questionnaire (RAQ) for any employee/contractor who reports feeling unwell (at home or at work) and who are displaying one or more of COVID-19 symptoms. Undertaking immediate disinfection and decontamination of the workplace(s) when a RAQ has been completed.
- Advising all employees/contractors to contact their nearest medical centre, hospital or family doctor if they are feeling unwell and/or displaying COVID-19 symptoms – no matter how mild.
Advising all employees/contractors to strictly follow advice of health authorities and medical professionals. Advising all employees/contractors of their obligation to follow legal orders to self-quarantine/isolate if instructed by authorities and/or if identified as a close contact of a confirmed case.
- Maintaining strict physical distancing requirements, including density quotients and signage, staggered breaks and start/finish times (work bubbles), floor markings, seating and table arrangements,
- Undertaking regular workplace audits to ensure compliance with COVID Safe Plans per State/Territory Government guidelines and requirements.
- Advising of and enforcing work travel requirements and shared use of company and/or private vehicles.
- Ensuring all employees/contractors have the necessary Essential Work Travel Permits for travel to/from site.
- Record and maintain daily workplace records of all staff/visitors.
- Maintaining and implementing Positive Case Response & Business Continuity protocols.
- Please refer to current Delta Group Covid-19 Management Plan that will be implemented through the project.

3. Traffic Management and Works Vehicle Access

During the civil works, Delta Group will manage these issues with the following actions:

- Heavy Vehicle and Truck access/ egress to site will be from Graham Rd. This will be the vehicle and delivery access to the site throughout the duration of the job. Delivery frequency is 1-2 times monthly depending on work requirement.
- All materials will be loaded by an excavator or crane within the site boundary into/out of Truck & Trailers, Tandem Trucks, Semi-Trailers, Flat-Bed Trucks, bins or similar vehicles. Materials exported from site will be transferred to recycling yards, landfill or clean fill sites. Vehicles carrying import materials will return to their dispatch yard once unloaded.
- The impact of high frequency of trucks upon local traffic movements will be minimised by controlling movements. Drivers will report to Delta's traffic controller on-site via UHF radio to ensure street/site access space exists before proceeding leaving the designated muster area and entering the site.
- During construction works, materials will be transported on and off site with trucks and it is proposed that the site traffic controllers be inducted in such a way that they are responsible for keeping the streets and footpath clean by means of sweeping and cleaning. Delta Group will utilize street sweepers to pass by site for further street cleaning as required.
- Liaison with neighbours and local authorities.
- All site personnel will be inducted into the traffic management plan that will be operating on the site. Training will be ongoing for all supervision and civil works staff during the entire works process.
- Existing footpaths & kerbs will be protected as required using road plates, plywood etc. Reinstate existing footpath and kerbs if any damage is done.
- Delta Group will consult with neighbouring properties to the site to ensure they are impacted minimally by the works. Delta Group will use these consultations to ensure site works are not impacting traffic during important times for neighbours.
- When carting excavated material from site throughout works all trucks will be required to have a tarp over their load to minimise any dust.

- Trucks will not stage on local roads surrounding the site.
- Any deliveries on to site shall be within the confined hours of the planning permit.
- Any trucks leaving site with excavation material will be adequately covered.
- Vehicle movements to and from site will be as per vehicle route approved by council.
- Consent from VicRoads will be obtained where vehicle ingress or egress to site requires vehicles to perform a reversing maneuver onto or from an arterial road. This consent will be obtained and provided to council for review prior to any of the aforementioned maneuvers being performed.
- Consent from the relevant responsible authority will be obtained where vehicle ingress or egress to site requires traffic to be temporarily halted on an arterial roadway or any roadway used by public transport services, including but not limited to bus and tram services and routes. This consent will be obtained and provided to council for review prior to any of the aforementioned vehicle movements occurring.
- Delta Group will engage an approved Traffic Management Firm (Such as Point Force Traffic/MC Traffic) as a third party traffic engineer to complete an assessment and construct a traffic management plan for this job. Please see below figure 4 for the traffic management plan.
- Traffic management plans to comply with provisions of AS174.3 Manual of Uniform Traffic Control Devices – Part 3: Traffic Control Devices.
- It is noted that Traffic management plans endorsed within the CMP are subject to further review during the assessment of permit applications. Amendments to the plans or further information relating to the works may be requested by Council when assessing the permit applications.

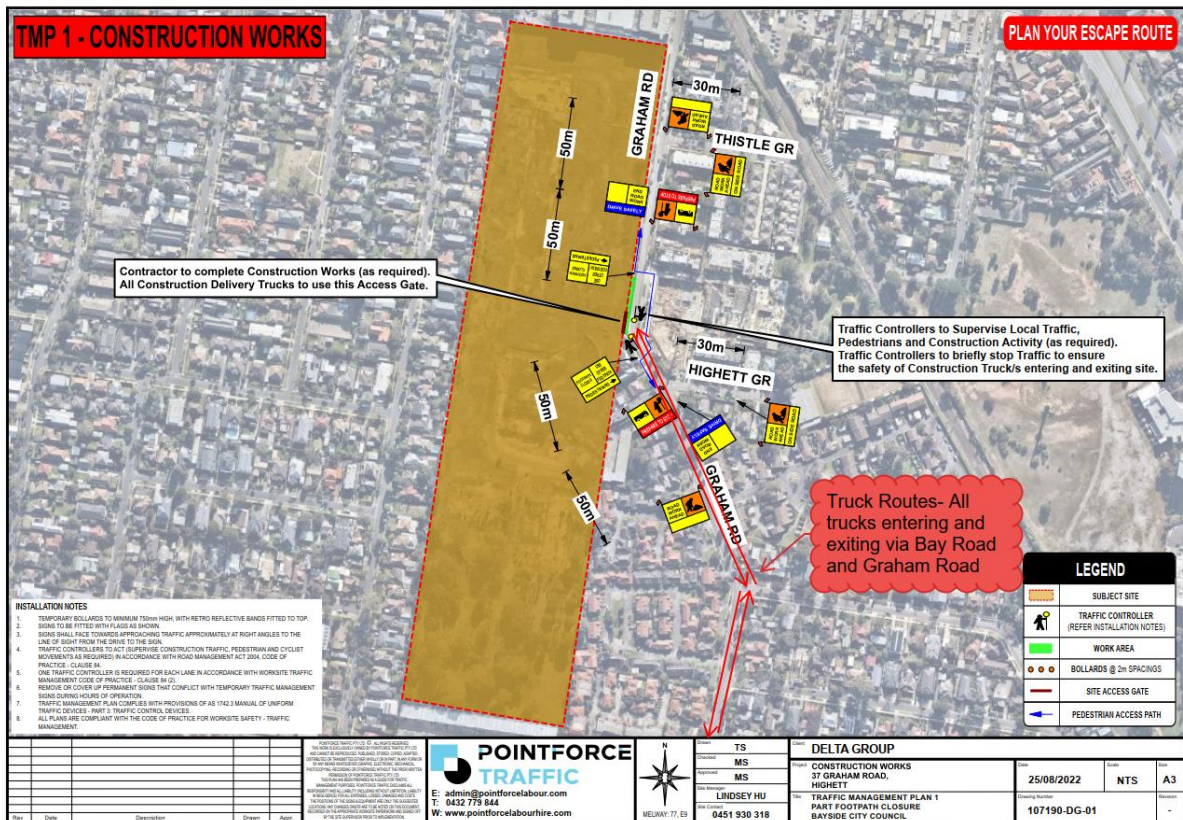


Figure 4 Traffic Management Plan_ Highett

4. Protection Measures and Works

4.1 Dilapidation Survey

Prior to the commencement of any works onsite Delta Group has completed a thorough dilapidation report and survey of surrounding infrastructure that may be affected by the works. This will provide a reference point and ensure that if any surrounding infrastructure is damaged by the works this can be monitored and measured for the extent of Delta Group’s negligence and liability to fix and make good. Please refer to dilapidation report in Appendix A for further information.

4.2 Site Inductions

Each worker will undergo a specific site induction prior to commencing works onsite. This induction will address the following:

- Site location and emergency evacuation points (briefing of emergency response plan).
- Safety briefing of all SWMS, SOPS and sign on to all documents associated with the safe execution and work processes.
- Site access points and emergency evacuation muster points.
- Ensuring personnel have the relevant tickets, qualifications, and experience to execute the works.
- Understand all site rules and risk associated with works.
- Ensure all personnel understand the site rules and requirements.
- Acknowledgement of traditional land owners.
- Be briefed and inducted to the following management plans:
 - Environmental
 - OH&S
 - Quality
 - Dust management
 - Emergency preparedness and response plan
 - Asbestos management
 - Project management plans

4.3 Protection Work Methods

The primary method of protecting the general public and surrounds from the works occurring onsite is via a timber hoarding and/or fencing system along the property boundary and Graham Road. This will be maintained and modified as required to suit the different stages of the project. The intent of the hoarding is not only for the security of the construction site but to also provide a physical barrier to keep the general public out of the site and away from any potential dangers within. The hoarding structure will be designed and certified by a qualified temporary works engineer. The hoarding will be self-supporting and therefore not make any contact with the structure of the building itself.

4.4 Notification of Damage

In the unlikely event that there is damage to any adjacent structures or roads the appropriate authority will be notified, and rectification works in consultation with them will be conducted.

5. Noise, Dust & Vibration Control

The site objectives are to minimize the noise, vibration and dust generated by civil activities, and its impact on surrounding residents, businesses, and workers. At all times, works will be completed in accordance with EPA guidelines and Delta Environmental Policy. Many of these controls are detailed further within the Site Environmental Plan (Appendix B) which is to be read in conjunction with this document to fully understand the controls and environmental protections that Delta Group plan to put in place for the duration of these works.

5.1 Noise Control Measures

- Establish & maintain good relations with the community and neighbouring sites.
- State and Local Authority requirements will be adhered to in relation to noise levels to ensure that nearby sensitive receivers are not unreasonably disturbed.
- Machine noise will be unavoidable during the civil works, however, Delta Group will aim to keep noise to a minimum and only work within the specified hours - Monday to Friday 7am to 6pm, Saturday 9am to 3pm. Where noise is problematic, construction methodology and machinery settings will be altered to lower noise.
- Only machinery appropriate for works being undertaken will be used throughout the duration of the project. Any other machinery which could be deemed noisy will be used to a minimum.
- No noise generating activities will occur outside the normal working hours unless approval has been given by

Council.

- All trucks and machinery will be checked for defective exhaust systems and general servicing as part of the project's noise mitigation treatment.
- Delta Group will remove concrete in large pieces and crush off-site, minimizing hydraulic hammering, thus reducing noise and vibration.

5.2 Dust Control Measures

- Dust will be suppressed if generated using water sprays. Specific controls will be in place to ensure there is minimal impact outside of the site.
- Trucks transporting materials to/from site will be required to cover their loads and ensure the tailgates are securely fixed.
- Dust control measures implemented will be reviewed on a regular basis for effectiveness.
- Speed will be limited on site for all vehicles to reduce dust generation.
- Site activities are to be altered and reviewed if the above measures are not effective.
- See copy of the Delta Group dust management plan that will be implemented throughout scope of our works.

5.3 Vibration Control Measures

- Establish & maintain good relations with the community and neighbouring sites.
- State and Local Authority requirements will be adhered to in relation to vibration levels to ensure that nearby sensitive receivers are not unreasonably disturbed.
- Delta to ensure all works techniques are considered in order to provide a methodology which will create minimum disturbance for all adjoining properties. Where vibration is problematic, construction methodology and machinery settings will be altered to lower vibration.
- Only machinery appropriate for works being undertaken will be used throughout the duration of the project. Any other machinery which could be deemed to generate excessive vibration, will be used to a minimum.
- No vibration generating activities will occur outside the normal working hours unless approval has been given by Council.

5.4 Road Cleaning and Waste Disposal

- All trucks will be loaded/unloaded within the site to prevent any littering of construction material in public space.
- Cattle grids will be installed at all site entrance points to remove soil from truck tyres as they leave the site. Proposed cattle grid location as shown in Figure 5.

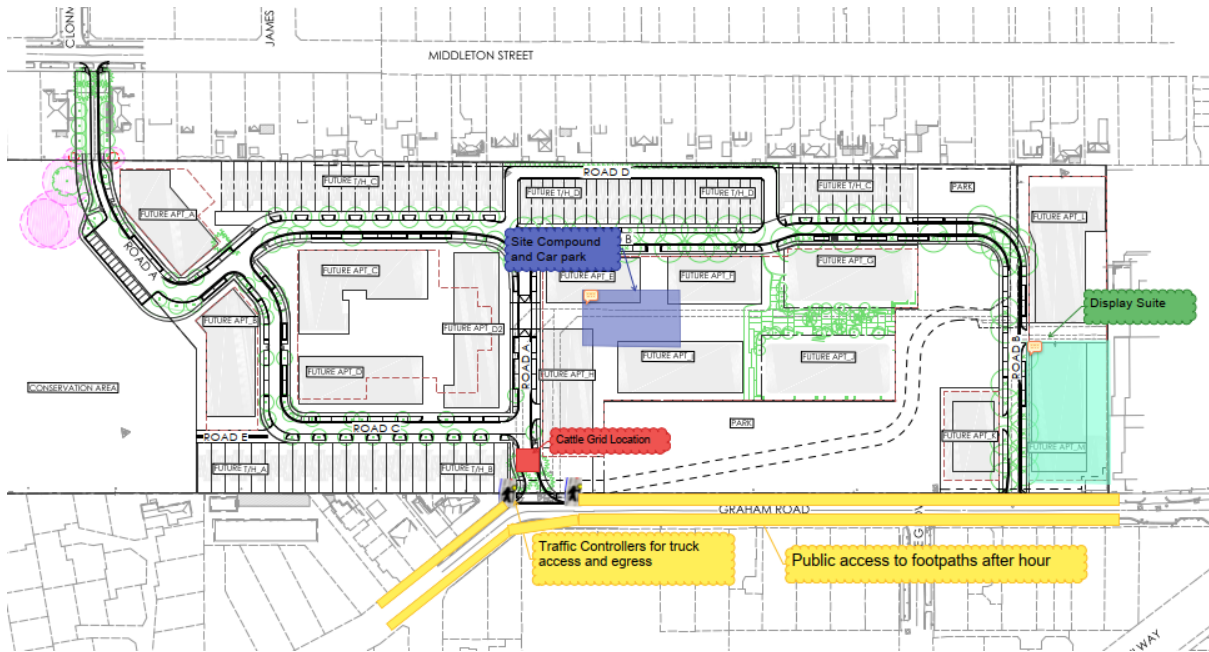


Figure 5 Cattle Grid Location and Public Access to Footpath after hours

- A spill kit will be kept on site should there be any plant breakdown or leak fluid (hydraulic oil, fuel, etc.) as they enter/leave the site. In this event, an emergency response would be enacted to make safe and clean up the area.
- All trucks carrying soil to be covered with a tarp before leaving the site.
- Vehicle borne material must not accumulate on the roads abutting the land;
- The cleaning of machinery and equipment will take place on site and not on adjacent footpaths or roads
- All stormwater pits around the site footprint will have litter/sediment traps installed to protect the public drainage system in the event of a high-volume rainfall event.
- Street sweepers will be used where required throughout works to ensure no mud, dirt or other foreign materials are dragged from the construction site on adjacent roadways.

6. Drainage Plan and Sediment Control

- Surface run-off from within the site will be allowed to flow along existing contours (down slope).
- Storm water pit inlets will be protected as required. See Sediment control plan (Appendix C) for detail information.
- The site will be continually cleaned of excess rubble to minimise possible sediment flow during rainfall periods.
- All drainage control devices will be regularly checked and maintained particularly during heavy rainfall periods.
- Trade waste agreement provided by client according to Addendum 01. All water authority requirements will be met in order to pump any rising ground water or rainfall runoff offsite, such as the installation of a sediment tank and flow-meter or similar.
- Refer to environmental management plan for further details regarding the specific stormwater management controls that will be implemented onsite throughout the completion of works.

7. Public Safety Issues

A detailed Civil Works Risk Assessment (HIRAC) and specific safe work method statements will be produced to identify high risk activities including and not limited to public safety and security.

The key driver for Delta Group and all our sites is to ensure there is no risk to the public. This will be achieved by:

- Lockable gates/fence for construction works site access, with access opening inwards to the site.
- All bins/trucks will be loaded within the site boundary for transfer to recycling yards, clean fill sites or landfill.
- Delta Group Traffic controllers to control trucks entry to and from site.
- Installation of timber hoarding and/or fencing along the property boundary and Graham Road.
- Signage will be in place around the site perimeter to alert the public that construction works are in progress. These will include specific signs alerting the public of the dangers related to the works occurring (i.e. deep excavation). This also extends to any required traffic management signage that is required to be installed as per the traffic management plan.
- The use of traffic/pedestrian controllers when construction vehicles are entering/exiting the site.
- Permits/Consent will be obtained from Council's Asset Protection Unit within Council, where required.
- A memorandum of Authorisation (MOA) will be obtained from VicRoads where required.

8. Hours of Construction Works To Be Undertaken

The civil works on this project will be within the following city of Bayside council requirements:

- Monday to Friday 7.00am to 6:00pm
- Saturday 9.00am to 3.00pm

Where specific activities are required to be carried out outside of these hours, council and neighboring residents will be notified/consulted to confirm whether the proposal is feasible.

9. Stakeholder Communications & Emergency Contacts

Engagement and communication with nearby stakeholders is key to successful project completion for both Delta Group and the broader community. As part of the stakeholder engagement and communications for this significant project, Delta Group will be undertaking the following, in consultation with the client:

- Make contact with all adjoining property owners and stakeholders, including but not limited to City of Bayside and surrounding property owners.
- Notify stakeholders prior to commencement of works onsite (via email or letter).
- Notify stakeholders of any significant project events which may have potential to impact them, such as out of hours works, access changes etc.
- Submit Protection Works Notices to impacted stakeholders for their review.
- Submit applications as required by City of Bayside requirements.
- Submit applications as required by South East Water for items such as Construction Trade Waste Agreement and Temporary Sewer Connection.

Delta Group provide the following contacts for any site or emergency contact requirement

Project Manager – Peter Tiyago – 0401 440 295 – PeterTi@deltagroup.com.au

Project Engineer – Lindsey Hu – 0439 154 866 – Lindsey.Hu@deltagroup.com.au

Site Manager – Jason Dyball – 0423 571 084 – Jason.Dyball@deltagroup.com.au

10. Method Statement

Outlined below is a Works Method Statement for the Park Village Highett project.

10.1 Purpose

The purpose of the method statement is to make the client and authorities aware of the procedures and methodology that will be implemented for the excavation works, services work/diversion and pavement construction work at the above site. We anticipate that from the method statement the client will gain an assurance of our ability to perform the works by the sequences and methods proposed.

10.2 Building & Works Description

It is anticipated the works program (Appendix D) will be approximately 12 months.

The construction sequence will generally be as follows:

- Site establishment, including setup of amenities by Delta Group.
- Installation of traffic management scheme
- Installation of Site Compound including timber hoarding
- Tree Removal, Clear and Grubbing Site, Remove existing pipes
- Earthworks – cut and fill
- Services works and diversion
 - Melbourne Water Main Drain
 - Sewer
 - Drainage
 - Water (Internal)
 - Water (SEW)
 - Electrical & Communications
- Pavements construction
 - Pedestrian footpath
 - Vehicle Crossover, driveways
 - Carpark
 - Kerb Installation

10.3 Preliminaries

Prior to commencement of construction works site facilities, site hoarding, traffic management (including signage) and all required environmental protections will be installed. All preliminaries works will be submitted, reviewed and approved by the building surveyor as required to ensure that there implementation is endorsed.

10.4 Public & Property Protection

Prior to commencement of the civil works the following will occur:

- Council occupation permits will be obtained for works along public boundaries as required.

- Council asset protection permit will be obtained as required.
- Signage indicating earthworks in progress and no access will be placed at all entry points to alert pedestrians and prevent unauthorised access.
- All existing services will be checked to ascertain location and cut off points, availability of temporary supply and emergency shutdown points.
- Stormwater inlets will be protected by filters and sediment traps.
- A traffic management plan will be implemented comprising use and location of signs and barricades, and control of truck movements with flagmen from truck loading points.
- For any public footpaths closure, a footpath closure traffic management plan will be implemented.
- Site amenities will be established.
- A site induction will be held for all employees explaining the safety requirements and proposed methods to be used on site.

10.5 Contaminated Soil Management (if required)

- Whilst contaminated soil is not expected to be found based on the geological assessment of the site that has already been completed. If any suspected soil is encountered it will be immediately tested and its removal as required, will be undertaken following the relevant EPA Guidelines, the site 'Soil Classification for Off-Site Disposal'.
- A site-specific Safe Work Method Statement (SWMS) will be created for all site workers to ensure they understand the procedures and risks of working with potentially contaminated soil, including wearing appropriate PPE, hygiene standards such as washing hands thoroughly before any meal breaks or leaving site (adequate facilities and cleaning products will be made available by Delta Group)
- Should an unexpected find of asbestos, our site foreman and key site staff have undertaken asbestos awareness courses and are suitably trained in the process of an unexpected find. This includes stopping work, creating a minimum 10m exclusion zone around the find, contacting a fully licensed and approved Class 'A' asbestos removalist contractor to remove and dispose of the unexpected asbestos find. All steps will be done in accordance with OH&S approved procedures and standards as well as following all EPA Guidelines relevant to asbestos. Air Monitoring will be undertaken during asbestos removal works if encountered to ensure there is no risk to the site workers or to the broader public neighbouring the site.

10.6 Services Identification & Services Into Site

- A dial before you dig inquiry has been raised and all services within the vicinity of the earthworks will be located using an independent locating contractor. Should earthworks enter the no go zones around the services, the service owners will be contacted, and relevant measures put into place in accordance with the service authority's direction.
- Where possible, also services running through the construction site will be either re-directed or safely disconnected by authorised personnel.
- Temporary water supply will be established during the earthworks to control dust but will be carefully monitored to ensure no sediment runoff occurs.
- Power will be supplied using a generator. This will be turned off overnight where possible. Electrical test and tag will be conducted monthly.

10.7 Bulk Excavation

Please refer to below for bulk earthworks plan – cut and fill.



Figure 6 Bulk Earthworks Plan - Cut and Fill

10.8 Other (Out of Hours Works)

The intent is for all construction works to be conducted within normal operating hours; however due to construction methods and certain safety issues there will arise occasions where works will need to be performed outside of these hours. Where works are expected to extend beyond the normal operating hours, prior notification will be provided to the relevant authority. Delta will engage a structural engineer to provide advice & sign offs as required for works on the project.

11. Environmental Management

Delta has constructed a Site Environmental Management Plan that outlines the roles and responsibilities of those involved in the project. The EMP will have ISO 14001 Third Party Certification endorsing it. All personnel working for Delta onsite will be inducted into the SEMP and be made aware of their roles and responsibilities in its execution. Please refer to Delta EMP for further details.

11.1 Conservation Zone and Tree Management

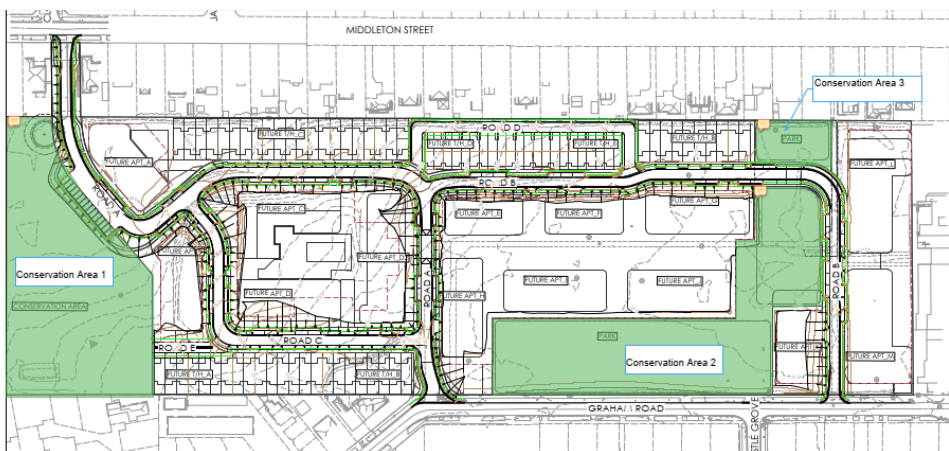


Figure 7 Conservation Zone

Arboricultural Impact Assessment for the site has been conducted by Treescape consulting for conservation area 1 (Southern end of site) in July 2020. Isolation of this reserve (Conservation Area 1) with a protection fence is recommended to separate the development area from the reserve.

The below Tree Management Plan for Park Village Highett Project is to address the machinery movement within the conservation zones, installation of tree protection fence and signage, and precautions for any ground works required within and near the TPZ for each tree.

- a. Put on Signage 'TREE PROTECTION ZONE' and 1.8m temp fences at the edge of conservation area prior to any works commencing on site. The fencing will be firmly attached to removable concrete or similar base. Fence location as shown below Figure 8.

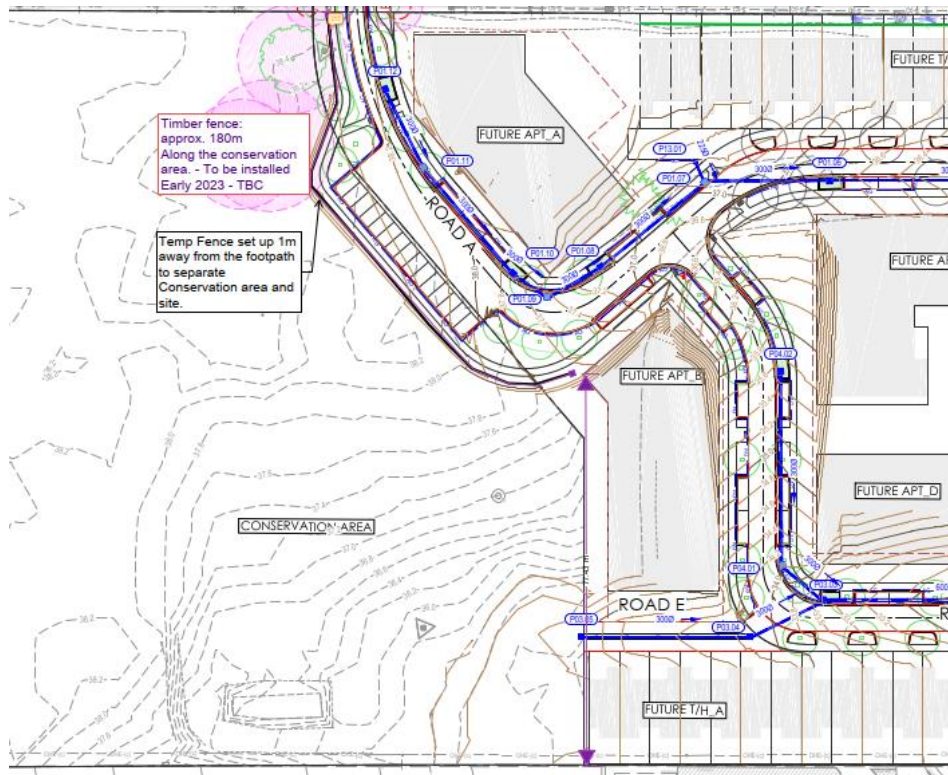


Figure 8 Temp Fence to Separate Conservation Area and Work Zone

- b. Install star pickets and flag bunting to delineate the Tree Protection Zone for trees that are affected by the work.
- c. Trenching for underground services located within the reserve that the trees are to be isolated within should not be undertaken without the project arborist being consulted.
- d. Trenching for underground services located within the recommended TPZ for each tree must be avoided. Should there be no alternative for service location, the services must be bored underneath the area designated as the tree protection zone. No trenching will be used to install services within the protected area.
- e. Use ground protection when TPZ cannot be entirely fenced.
- f. No soil levels should be altered within the fenced TPZ area, no heavy machinery should be allowed to pass within this area and no spoil, chemicals, building material or refuse should be stored within the TPZ area.
- g. Nothing whatsoever will be attached to the tree, excluding tape to identify a tree to be protected.
- h. The tree protection fence with clearly signed 'TREE PROTECTION ZONE' -as shown below, will remain in place until all site development work is completed.



- i. A designated area on site, which is at least 10 metres distance from any tree protection zone of the trees to be retained, can be used to store materials and chemicals.
- j. site induction and toolbox meeting – All persons attending the site will be inducted and informed regarding this tree protection management plan.

12. General Standards & Practices

All civil works will conform to the following codes and general practices.

- Workplace Safety legislation: Occupational Health and Safety Act 2004.
- Workplace Safety legislation: Occupational Health and Safety Regulations 2017.
- Hazard Warning Signs (AS 1319)
- AS 3798 Guidelines on Earthworks for Commercial and Residential Developments.
- 320-PR-OM-0067 Rev 2 Transmission Excavation with 30+ years of commercial civil works experience.
- 580-POL-L-0001 Rev 3 Standard Conditions for works near APA Gas Transmission Pipelines with 30+ years of commercial civil works experience.
- A full time experienced Civil works foreman will be on site at all times.
- Site communication will be with the use of 2-way radios and mobile phones. Site contacts and a UHF channel will be posted at entry points to the site.
- All deep excavation areas will be sectioned off by the use of barricade, bunting and appropriate signage.
- All site workers to wear safety equipment including but not limited to helmets, hi-visibility clothing, steel capped boots, gloves, glasses and ear plugs appropriate to the works being undertaken.
- No works to be carried out in areas where potential fall hazards exist without fall arresters or handrails being used.
- No part of any excavation shall be left in an unsafe condition where it may collapse or undermine other structures.
- Due to unforeseen circumstances on site, or safer and more efficient methods being developed, changes to this procedure may be required as construction proceeds. These changes will be documented as required and conveyed to the principal.

13. Waste Management Plan

Any materials disposed of during the earthworks and civil works will be tracked in MS Excel registers as per the following procedures:

13.1 Spoil

All suitable soil will be transported and reused at a receiving site. Every load will be recorded when a docket received. The truck driver will hand the docket over to the site foreman or excavator operator. The dockets from the last load of each day will be returned to Delta with the driver's invoice or kept and returned to site the next day.

13.2 Water

Where possible, sources of non-potable water must be identified and assessed for use for construction purposes and water minimising controls, renewable energy sources and energy efficiency devices must be assessed for use during the works.

Recycled water will not be suitable for structural elements, however, we will use efficient means to transport the water from the supply point onsite to each workface as required – for example, ensuring no leaking hoses, minimal spillage or wasted water etc.

13.3 Hazardous / Contaminated Materials

All hazardous materials will be removed in accordance with the OH&S approved procedures & standards. Any handling and disposal of contaminated site material will be in accordance with the requirements of the Environment Protection Authority and the Environment Protection Act 1970.

A preliminary environment report will advise if contaminated soils are present. If present the environmental consultant will be engaged to advise the best method of removal of the soil.

13.4 Other Materials

Other non-typical materials encountered during excavation will be treated on a case-by-case basis. For instance, if drums of unknown liquids/substances are discovered work will stop in the immediate area until we have had the materials tested. If the material is of a hazardous nature the materials will be removed by an EPA Licensed Company (such as Chemsal) and an EPA Waste Transport Certificate will be received for each load.

13.5 Local Industry Engagement

Where the relevant and appropriate skills for specialist and high risk demolition and civil construction work are available, Victorian workers will be recruited in accordance with Delta Group's existing workplace policies and procedures, while Victorian subcontractors and suppliers will be required to satisfy our rigorous prequalification process to ensure Delta Group's (high) quality, safety and environmental standards are met.

As a national contractor with our Victorian Office located in Port Melbourne (since 1980), Delta Group will source all products from our established Victorian workforce and database of Victorian suppliers and subcontractors. Local suppliers and subcontractors have or will need to satisfy our strict prequalification standards and complete a detailed online questionnaire prior to engagement or purchase of products. As an industry leader – and one of the largest contractors of our type in the world today – Delta Group has established excellent relationships and wide-ranging industry networks with all relevant stakeholders to maximise local labour content and supply civil construction related materials/products.

We aim to maximise value for money for our clients through the application of our triple certified quality, safety, and environmental management systems to ensure best value-for-money over the life of the contract. Delta Group maintains strict policies and procedures that ensure the right people are allocated to the right task at the right time,

throughout the life of a project – and to ensure the contracted works programme proceeds on time, on budget and without incident.

With a database of more than 1,000 prequalified suppliers and subcontractors nationally, Delta Group has unrivalled capacity and scale to attract the best price as well as to coordinate the recruitment, vetting/selection and appointment of the most qualified trades and specialist subcontractors for the project. Only prequalified contractors and suppliers can or will be used on Delta Group projects.

Suppliers and subcontractors must adhere to best practice governance and risk management protocols to achieve prequalified status, including (but not limited to):

- Financial
- Insurances
- Licenses & Accreditation
- Risk Management
- Quality, Safety & Environmental Management Systems – in the absence of independent certification, subcontractors and suppliers are contractually bound to follow Delta Group QSE Management Systems.
- Relevant Capabilities & Experience, including personnel
- Plant & Equipment
- All contractors, tradespersons and subcontractors will operate in accordance with the CMP.

Project Managers are accountable for the performance of all site workers – including suppliers and subcontractors - throughout the life of a contract, including strict financial and budget controls, quality assurance standards, safe work methods and secure environmental measures. Our custom designed 'Delta Way' integrated management system ensures full compliance with company policies and procedures, as well as all relevant legislative and regulatory requirements.

Delta Group prequalification processes and operating (project and/or site specific) policies also ensure full compliance with the Building Code 2016 and support our own Industrial Relations strategies. Delta Group has never been subject to direct (protected or unprotected) industrial action at any time or on any project site – Australia wide.

Where the relevant and appropriate skills for specialist and high-risk civil construction work can be recruited/allocated, Delta Group will monitor and report on local labour content and workforce development activities in accordance with our contractual obligations, including as an example (but not limited to):

- Workforce Safety Statistics – FAIs, MTIs, LTIs etc
- Workforce Toolbox Talks
- Workforce Daily Take 5s
- Site, Quality, Safety & Environmental Audits
- Workforce, Training & Development Program(s) – Site Specific
- Workforce Attendance Records (Payroll, Annual Leave, Sick Leave etc)
- Site Inspection Test Plans (ITPs)
- Workforce Verification of Competencies (VOCs) & Ticket Registers

- Contract Administration (Deliverables)
- Program Milestones
- Project (Site) Cost Controls
- Site Incident Management & Emergency Response

14. Major Project Skills Guarantee

Delta Group maintain a Graduate and Internship Program.

The Graduate Program sees us engage 6 young persons annually. The Graduates commence the program in a 3-week bootcamp in the QSE (Safety) Department, and upon completion of the 3 weeks they are allocated to their respective divisions under the guidance of a senior Project Manager or Project Engineer.

The internship Program is similar in that the bootcamp is in QSE, but generally up to 4 to 6 weeks long. Upon completion of the boot camp, and when they are reviewed and assessed as ready for deployment, interns are allocated to sites/work to work alongside a Graduate. Interns also have a mentor relationship with a Senior Project Manager.

This program has proved to be very successful throughout the Delta Group with a very high percentage of interns securing a contract role.

Delta will also use a cadet engineer on this project who is still completing their studies and is able to work part time on the project.

15. Indigenous Engagement

Delta Group recognises and values Indigenous Australian cultural knowledge as a significant contributor to our operational capacity and we acknowledge the skills and experience which Aboriginal Australians can bring to our organisation. Where possible, we provide employment and skills development to Aboriginal and Torres Strait Islander people. We are committed to fostering equality by including structures and practices that remove any barriers to Indigenous engagement, employment, and professional development, or which eliminate any direct and indirect discrimination in our workplace.

Our commitment to a practical Indigenous engagement strategy led to an agreement with 100% Aboriginal owned Mallard Contracting for the creation of Delta Mallard in 2015. Since it was established in 2011, Mallard Contracting has been focused on developing the skills of Aboriginal youth through the provision of turnkey solutions to clients across the mining and resources sector. In turn, Delta Group has been able to learn and apply valuable cultural insights as well as offering Indigenous workers greater scope for developing their individual career pathways. In this context, the Delta Mallard joint venture has been fundamental in developing our three-pillar strategy for Indigenous engagement:

Cultural Awareness

We recognise that developing the skills and knowledge of our staff and sub-contractors is part of building strong relationships with Aboriginal communities. We aim to establish a work environment that is welcoming, respectful and understanding of Indigenous people and culture.

Meaningful Community Engagement

Indigenous businesses know the customs, environment and needs of their communities better than anyone else. We will strive to build positive and meaningful relationships with Indigenous communities wherever we operate.

Proactive Business Development

We will help develop the capability of Indigenous owned suppliers by providing support to enhance their economic prospects and sharing policies and procedures for best practice integrated management systems and behavioural safety programs.

Our vision for Delta Mallard is to become Australia's largest employer of Aboriginal apprentices in Australia - specialising in Facilities Management & Maintenance as well as Camp Construction, Decommissioning & Demolition. Based in Western Australia – Perth and Karratha – Delta Mallard provides strategic counsel and advice to Delta Group State Divisions in context of client, project and/or site specific (local) Indigenous Engagement.

In particular, Wajarra-Nanada man and Director Robby Mallard will work with Delta Group Divisional Management in NSW to identify, develop and implement strategies to engage and employ Indigenous workers and subcontractors.

Our ultimate objective of Aboriginal employment and opportunity does not discriminate between Aboriginal people and their country. We recognise all Traditional Owners as the custodians of their lands and will work with respective Traditional Owners to ensure:

- Education on matters of culture and heritage and seek opportunities to celebrate local traditional culture.
- Engage local indigenous subcontractors and labour where the relevant skills and experience is available.
- Actively and meaningfully contribute to our local community and the communities where we work.
- Engage Traditional Owners to discuss with our employees what is important and respectful to Aboriginal people, including heritage, culture and history whilst working on their land.

Where the relevant and appropriate skills for specialist and high-risk demolition and civil construction work are available, Indigenous workers will be recruited in accordance with Delta Group's existing workplace policies and procedures, while Indigenous subcontractors and suppliers will be required to satisfy our rigorous prequalification process to ensure Delta Group's (high) quality, safety and environmental standards are met.

Appendix A – Dilapidation Report

Appendix B – Environmental Management Plan

Appendix C – Sediment Control Plan

Appendix D – Work Programme

Appendix E – Temporary Vehicle Crossing Permit

Appendix F – Swept Path Diagram

DILAPIDATION REPORT



Delta Pty Limited ABN: 67 007 069 794
Delta Rent Pty Limited ABN: 24116501725
Delta Recycling Pty Limited ABN: 84007069801

**Head Office: 577 Plummer Street, Port Melbourne,
Victoria, Australia. 3207
Telephone— +61 3 9 646 8277**

Project Name:	Park Village Highett		
Client Names:	Sunkin		
Project Address:	37 Graham Road, Highett VIC		
Civil Scope:	Bulk Excavation, Service Diversion, Service Works, Pavement Construction	Civil Site UHF Channel #	
Prepared by (Project Engineer):	Name (Civil): Lindsey Hu	Signature: <i>L.H.</i>	Date: <i>05/09/22</i>
Authorised by (Construction Manager):	Name (Civil): Peter Tiyago	Signature: <i>P.T.</i>	Date: <i>05/09/22</i>
Project Manager	Name (Civil): Javier Guzman	Signature: <i>J.G.</i>	Date: <i>05/09/22</i>
Project Engineer (Responsible for Implementation):	Name (Civil): Lindsey Hu	Signature: <i>L.H.</i>	Date: <i>05/09/22</i>
Site Foreman (Approved for use on site):	Name (Civil): Steve McManus/Jason Dyball	Signature: <i>S.M.M./J.D.</i>	Date: <i>05/09/22</i>

Disclaimer:

Delta have attempted to show all of the obvious defects observed, however Delta cannot guarantee all cracks have been identified and cannot accept liability for any omissions.

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1. INTRODUCTION

The following report comprises of the existing conditions at designated locations around the location of the proposed civil works, bulk excavation, service works, service diversion and pavement construction.

The dilapidation survey was undertaken by Delta Pty Ltd and is restricted in its coverage to include recording the existing conditions and any damage (where visible) of the surrounding area of the site.

The recording includes digital still photographs and location plans of defects.

2. SCOPE OF THE STUDY

The scope of the study includes any visible existing cracking or dilapidation of the existing natural habitat and road infrastructure.

Delta has attempted to show all obvious defects observed throughout the area surveyed, as well as photos of the general area to observe current conditions. The photography taken is for record purpose only.

3. SUMMARY

The information available within this report provides a basis for assessment of any change to the surrounds.

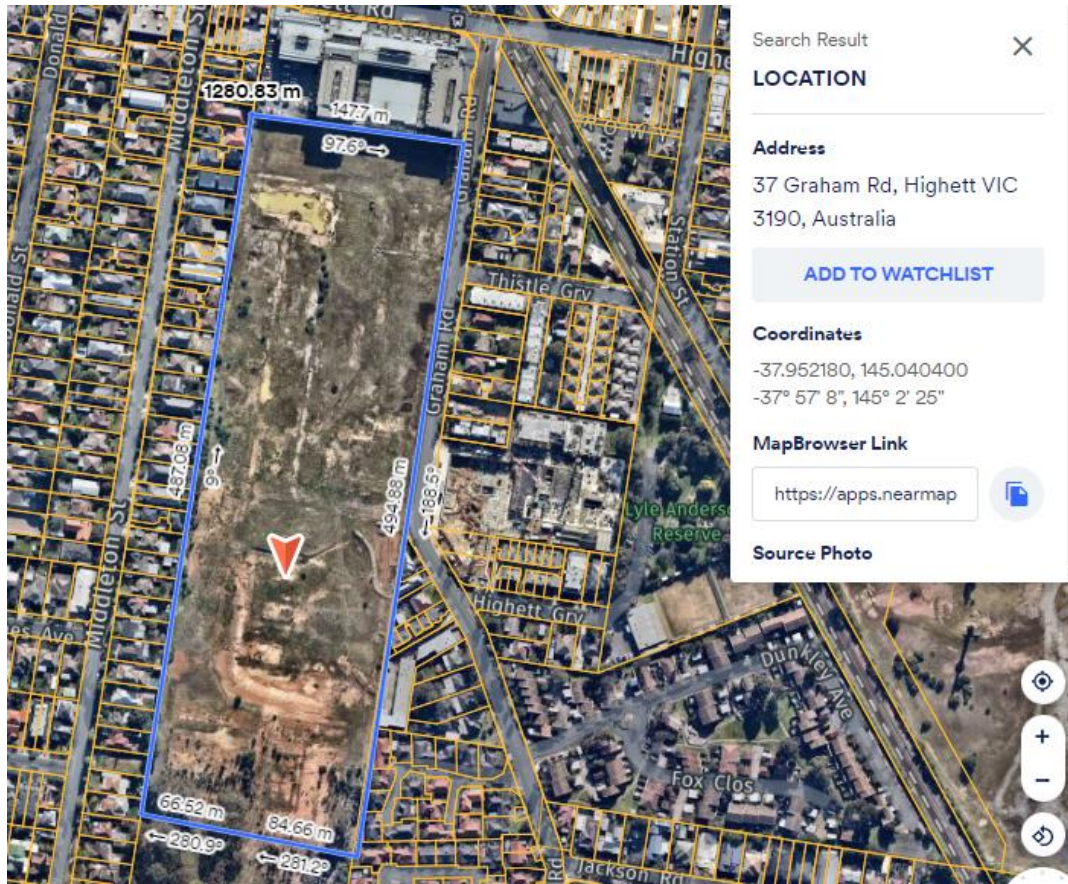
The following photos have been taken to reflect the existing condition of the parameter of the extent of the site – 37 Graham Road, Highett VIC. Road condition including Graham Rd and Middleton Road were photographed where possible on 04-08-2022. Only conditions outside the site fences are recorded on 04-08-2022 due to access limit. The overall conditions are summarized in table 1:

Kerb and footpath condition was also recorded during this survey; photos can be found at the end of this report. Noted that there is another construction site opposite to 37 Graham Road, which may introduce changes to the existing conditions.

Feature	Material	General condition/commonly observed defects
Kerb and channel	Concrete	Cracks prominent in some locations
Pit	Concrete	Damaged or covered by soil in some locations
Road	Asphalt	Minor cracks at some locations
Trees	Wood	Good condition
Grass Area	Natural Grass	Generally Well maintained, lack of maintenance in some locations
Services Infrastructure	Varies	Good condition

Table 1: Condition of various building features and natural features at the parameter of the site

4. Site aerial view (circled Blue = scope of works)



Search Result X

LOCATION

Address
37 Graham Rd, Highett VIC 3190, Australia

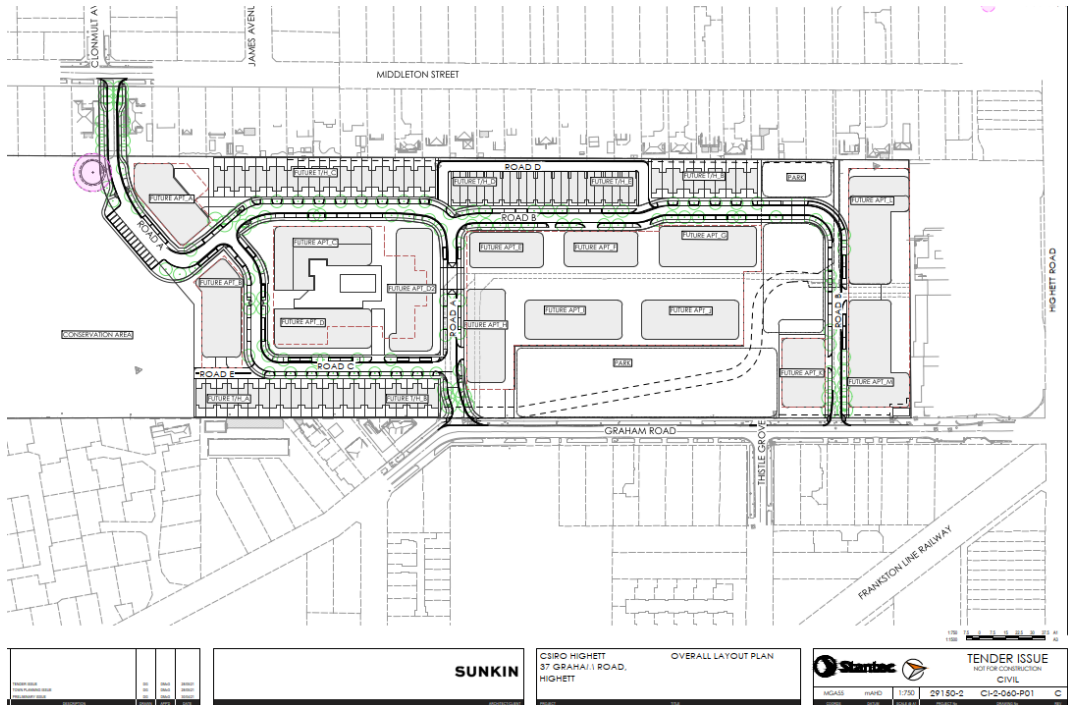
[ADD TO WATCHLIST](#)

Coordinates
-37.952180, 145.040400
-37° 57' 8", 145° 2' 25"

MapBrowser Link
<https://apps.nearmap>

Source Photo

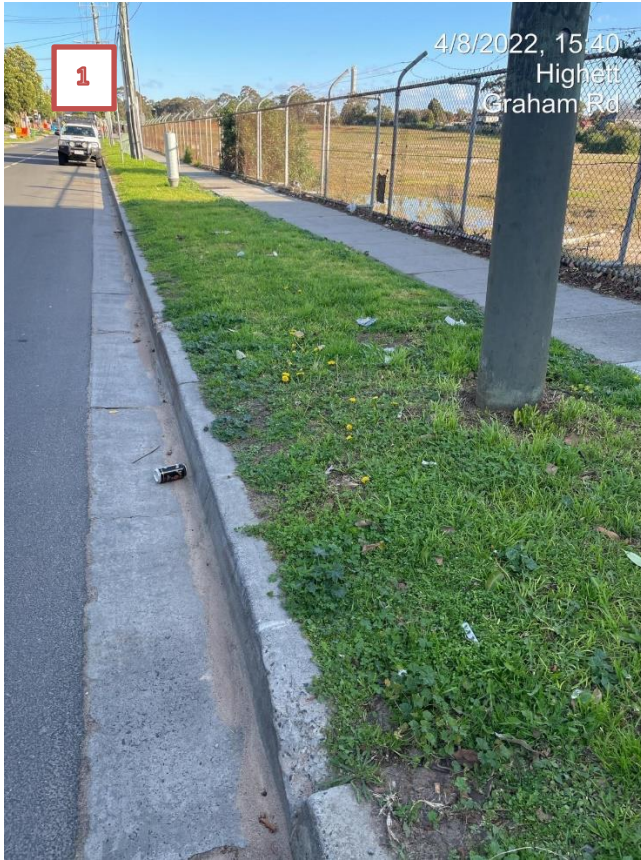
5. Site Plan



6. Photographic Record and Locations



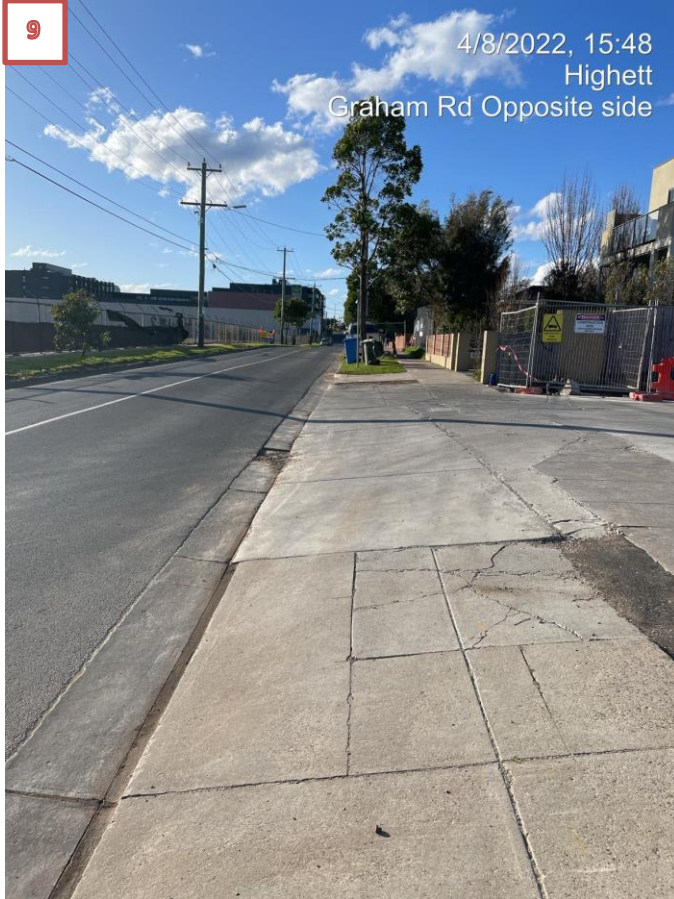
Site Photos:

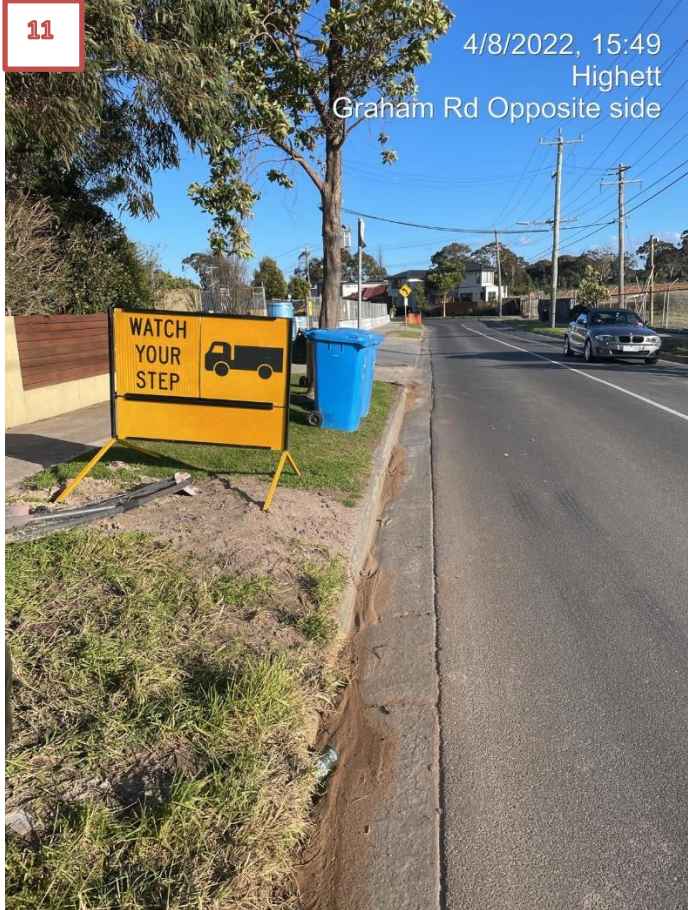














7. Report Review and Acceptance

This report lists the observable defects and existing conditions of the area immediately surrounding the site of the proposed works at 37 Graham Road, Highett VIC.

This report is accepted as a true and correct record of the condition of the site and surrounds.

Recording Date:	Survey summary (location, buildings)
04-08-2022	Road, kerb, pit, service, and grass area

Client Acceptance

Client name	Acceptance of Recorded Information	Date
Sunkin		

Environmental Management Plan



Delta Pty Limited ABN: 67 007 069 794
 Delta Rent Pty Limited ABN: 24116501725
 Delta Recycling Pty Limited ABN: 84007069801

**Head Office: 577 Plummer Street, Port Melbourne,
 Victoria 3207 Telephone– 03 9 646 8277**

Project name	Park Village Highett	Job # V22-1334	
Client contact	Spiro Mirgiannis – Spiro@sunkin.com.au		
Project address	37 Graham Rd, Highett VIC 3190		
Scope of work	Bulk Earthwork, Service Works, Service Diversion, Pavement Construction	Site UHF Channel #	
Prepared by	Name: Lindsey Hu	Signature: <i>L.H.</i>	Date: 05/09/22
Construction Manager	Name: Peter Tiyago	Signature: <i>P.T.</i>	Date: 05/09/22
Project Manager	Name: Javier Guzman	Signature: <i>J.G.</i>	Date: 05/09/22
Project Engineer	Name: Lindsey Hu	Signature: <i>L.H.</i>	Date: 05/09/22
Site Foreman	Name: Steve McManus/Jason Dyball	Signature: <i>S.M./J.D.</i>	Date: 05/09/22
Site QSE Advisor	Name: Jeff Lancaster		

DISCLAIMER

This document has been developed to assist Delta Group to implement best practice environmental management on their Projects. While every effort has been made to ensure the accuracy of the material in this document, this publication is not intended to be a substitute for the legislation. For the specific requirements on an issue covered in this document, persons should refer directly to the relevant legislation in their location. The information in this document is copyright. No part may be reproduced by any process without written permission from the Delta Group General Manager.

Controlled Documents: The aforementioned company has all been assessed and registered as complying with the requirements of ISO45001, ISO14001 and ISO9001, therefore all documents within the Delta Group Integrated Management System (IMS) are known as “Controlled Documents”.

Once a document is printed it becomes un-controlled, it is thereafter known as an “Un-controlled Document”. Document revisions may be viewed in the document “Properties”, documents will be reviewed on an as need basis. The controlled copy of all documents is on the computer network.

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1. **INTRODUCTION**

The Environmental Management Plan identifies hazards and risks that Delta Group business and personnel may be exposed to during work. The plan details the control measures to be implemented to regulate these hazards and risks. The risk management process involves the use of policies and procedures compliance, forms and checklists, education, training and supervision, and continual improvement in all areas required of the environment.

The model in AS/NZS 4581 Management System Integration and the guidelines in Standards Australia Handbook Guidance on integrating the requirements of Quality, Environment and Health and Safety Management Systems form the basis for the Delta Group IMS.

This document is intended to be used in conjunction with and following the principles set out in ISO 14001. The standard does not set specific levels of performance; however, it does include requirements that are mandatory for the implementation of specific principles and applicable when such principles are adopted.

REVIEW: This Management Plan will be reviewed on an as needs basis, it will be revised to ensure it remains up to date. Project Management will ensure so far as is reasonably practicable, that each person carrying out work in connection with the project is made aware of any revision to this plan.

A trigger to review is when a control measure does not control the risk it was implemented to control, or, a notifiable incident occurs, or, a new relevant hazard or risk is identified, or, the results of consultation indicate a review is necessary, or, a change to the workplace itself or any aspect of the work environment, or, a change to a system of work, a process or a procedure.

2. POLICY

ENVIRONMENTAL MANAGEMENT POLICY (04)



POLICY STATEMENT

As part of our commitment to achieving the principles of responsible environmental management, sustainability and protection of the natural environment in our worksites, we recognise our legal and moral responsibility to ensure that our activities, products and services are designed to protect and enhance the environment in the communities in which we operate, and our obligations to ensuring that our operations do not place the natural environment or the local community at risk of harm.

AIMS AND OBJECTIVES

We are committed to environmental improvement and prevention of pollution. We will achieve this by working with our customers, suppliers and the community. To achieve these objectives we will –

- develop, implement and maintain a management system that addresses the requirements of ISO 14001;
- reduce waste through innovative work practices and recycling practices;
- minimise environmental impacts by reduction of polluting substances produced by our operations, activities, products or services;
- minimise the impact of our operations on the neighbouring community;
- increase the use of environmentally acceptable materials, equipment and technology in place of those which are considered harmful;
- ensure that our suppliers follow acceptable environmental policies; and
- actively promote environmental awareness among workers, clients, customers and the general public

At Delta Group we recognise that the overall responsibility environmental sustainability rests with management, who will be accountable for the implementation of this policy. These responsibilities include –

- ensuring that all environmental policies and procedures are implemented;
- establishing measurable objectives and targets to ensure continued improvement aimed at the elimination of waste, pollution and environmental harm;
- encouraging consultation and co-operation between management, workers and stakeholders in matters which may affect or impact on the environment; and
- providing adequate resources to meet these environmental commitments.

Workers responsibilities include –

- following all environmental policies and procedures; and
- recognising and reporting hazards which may affect the health and well-being of the environment.

A handwritten signature in black ink, appearing to read 'Jason Simcocks'.

Jason Simcocks
CEO

AUSTRALIA WIDE

Head Office: 577 Plummer Street, Port Melbourne VIC 3207 / Ph: 03 9646 8277 Fax: 03 9646 6877 / delta@deltagroup.com.au

1800 335 824 / DELTAGROUP.COM.AU



3. AUTHORISATION AND CONTROL

This Environmental Plan is authorised by the Project Manager. All project personnel are to ensure that their work activities and those of Project Consultants, Contractors and Suppliers are carried out in accordance with the requirements of this Plan. Delta Group senior management acknowledges the importance of meeting customer, statutory and regulatory requirements.

a. DISTRIBUTION

This Plan is a Controlled Document and must be distributed and revised under the guidance of the Project Manager. People who hold controlled copies are responsible for maintaining their copies up to date. We issue this document as a guide to all those working to our environmental standards.

b. REVISION

The Project Manager will monitor the implementation of this Plan and review the need for change or improvements on an as needs basis. This document will be reviewed annually. Document revisions may be viewed in the document "Properties".

c. CONTRACT REVIEW (REFER QMS)

d. CONTRACT CHANGE MANAGEMENT (REFER QMS)

4. PROJECT SAFETY MANAGEMENT COMMITMENT STATEMENT

Nothing is more important to us than the safety and wellbeing of our personnel and caring for the environment. Together, our personnel form the Delta Group most powerful asset - a rich and culturally diverse team of talented, enthusiastic individuals. Safety and the environment are about people, not numbers. The standards and targets we set are important, and have been successful in assisting Delta Group to improve our performance, but singularly they do not deliver our safety and environmental vision.

5. PLANNING

The Environmental Management Plan identifies environmental hazards and risks, it details the control measures to be implemented to regulate these hazards. The risk management process involves the use of policies, procedures, audits, forms, checklists, education, supervision, and continual improvement in all aspects of environmental management.

a. RESOURCES

The resources essential to the implementation of the Delta Group environmental policy and the achievement of environmental objectives and targets are defined in the Environmental Management System and made available in its development and implementation in accordance with AS/NZS ISO 14001.

b. OVERVIEW OF LEGAL REQUIREMENTS (PROCEDURE 19)

Delta Group applies the relevant state or territory legislation to the work location. Delta Group will maintain legal and other compliance as a minimum standard. We acknowledge the need to identify and understand the importance of addressing the regulatory and other requirements applicable to environmental aspects of our activities, products and services in accordance with ISO 14001.

6. MANAGEMENT SYSTEM

Delta Group:

- Maintains an up to date version of this Environmental Management Plan
- Retains all obsolete pages of the Plan
- Ensures the scope of works is referenced in the Project Management Plan
- Provides a copy of the current version of the Plan to the Client
- Reviews the Plan on an as needs basis to maintain its currency
- Ensures all amendments to the Plan are communicated to persons involved in the works
- All our people are involved in continuously improving our Environmental Management System, particularly in how the system meets the needs and expectations of our clients.

7. MANAGEMENT SYSTEM REVIEW

Delta Group Management will conduct regular inspections of the work activities and work environment to monitor the effectiveness of this Environmental Management Plan. A record of all inspections / audits and toolbox talks used in communicating and reviewing it will be retained on-site.

Should it be necessary to expand or modify the environmental management system, any alterations shall be duly reviewed and communicated to persons involved in the works. The scope of the management review includes the effectiveness of the Environmental Management System, and the stability of the system in adapting to client and business needs and its compliance with the Environmental Standard and the Environmental Management System objectives.

Delta Group will consider and assess which aspects of our activities, products and services involve an interaction with the environment, and identify the risks and opportunities involved, and the resulting significant impacts in accordance with ISO 14001.

This is an ongoing review process that identifies and assesses past, present and potential future impacts. The review includes revisiting existing environmental management assessments and procedures. An important part of the review is for the organisation to identify the legislation and regulations affecting the environmental aspects of its activities, products and services, and the related risks and opportunities involved.

a. CONTINUOUS IMPROVEMENT

As a minimum the continuous improvement process is comprised of audits, self-assessments, lessons-learned, procedure preparation, and training. Continuous improvement is an essential management and environmental management strategy in addressing customer satisfaction, product delivery, compliance, and cost savings.

It is the intention of the process that areas of concern are assessed before problems develop, and before they have a significant impact on a project. The project manager will maintain all infrastructures needed to achieve contractual compliance.

To ensure the continuing efficiency and effectiveness of the Management System, all members of staff have a responsibility to observe and report occasions where the organisation does not meet its specified requirements, be they imposed by customers, by regulation or nominated in the Management System.

8. ROLES AND RESPONSIBILITIES DEFINED

Delta Group personnel at all levels are accountable legally and otherwise for environmental performance, within the scope of their defined and inferred roles and responsibilities, including in supporting the Environmental Management System.

PROJECT MANAGER is responsible for environmental issues at the workplace and these include:

- Implementing and maintaining the Environmental Management Plan;
- Undertake a detailed review of the project documentation and prepare a schedule of scope deliverables which forms the environmental management plan
- Organisation of on-site personnel with regard to their responsibilities within the Environmental Management System;
- Identify key environmental management risks and opportunities to ensure high environmental management outputs;
- Communicating with the principal contractor to reduce environmental management risks;
- Being a part of the planning and design stages of trade activities;
- Ensure that all staff under their control have adequate training and experience for the for the work in conjunction with operations supervisor;
- Ensure that all staff under their control has adequate equipment to carry out the works in conjunction with operations supervisor;
- Periodic audits of their environmental control processes;
- Manage non-conformances and initiate corrective action as required;
- Manage defects on site to reduce the number of defects at completion;
- Lead by example and promote sound environmental management practices at every opportunity;
- Review environmental management reports and inspections, and following up on recommendations;
- Regular attendance at on-site meetings to ensure environmental management related issues are raised for review;
- Manage responsibilities for the Environmental Impact Analysis Action Plan

OPERATIONS SUPERVISOR _Rod Smith_ is responsible for environmental management at the workplace and these include:

- Work with the Site Foreman, and ensure that no unnecessary delays occur;
- Develop systems for the implementation of safe and efficient work methodologies for the completion of project tasks;
- Assist in planning the daily work procedures, resourcing and allocation of labor;
- Assist in ensuring environmental management procedures are adhered to;
- Ensure communication is maintained between the subcontractor representative/s and Delta Group operations;
- Be responsible for providing appropriately trained personnel for the project and the hiring and expulsion of personnel;
- Organise the hiring of equipment and ensure its compliance with environmental management requirements;

SITE FOREMAN _Steve McManus/Jason Dyball_ is responsible for environmental management at the workplace and these include:

- Implementing the Environmental Management Plan;
- Understand the requirements of the contract and ensure the works are delivered in accordance with the contract;
- Ensure that ITPs are being carried out properly and nominated hold points are verified prior to works proceeding
- Providing advice and assistance on environmental matters to employees;

- Deciding when training is required;
- Undertaking inspection of the contracted or planned works to ensure that environmental control measures are implemented and effective;
- Ensure that all defects and incidents are identified, actioned and closed out;
- Ensure that ITPs are being carried out properly and nominated hold points are verified prior to works proceeding
- Leading by example and promoting sound environmental practices at every opportunity;
- Regular attendance at on-site meetings to ensure environmental related issues are raised for review;
- Assist in developing SWMS for all tasks and ensuring the work is monitored throughout. If required, amend the SWMS to reflect work activity changes;
- Take all reasonable care to maintain a high standard of care and workmanship;
- Ensure Site Inductions are conducted for all workers and Subcontractors;
- Managing the Site Folder on and ensuring all QSE documents are correctly completed – including consultation, communication checklist and registers;
- Recording all daily site activities in a site diary;
- Other environmental related duties as directed by the Project Manager.

QSE ADVISOR _Jeff Lancaster_ is responsible for environmental management at the workplace and include:

- Conduct internal audits and inspections of the environmental management system;
- Assist in the implementation of the Environmental Management Plan;
- Understand the requirements of the contract;
- Providing advice and assistance on environmental management matters to employees;
- Advise when training required;
- Assist where possible to communicate to the workforce including toolbox meetings and inductions;
- Ensure that all defects and incidents are identified, actioned and closed out;
- Lead by example and promote sound environmental management practices at every opportunity;
- Regular attendance at on-site meetings to ensure environmental management related issues are raised for review;
- Lead the process of ensuring environmental management audits are undertaken periodically;

9. OPERATIONAL CONTROL

Delta Group procedures cover a specific tasks, activities and processes, the many tasks, activities and processes are undertaken during a contract. Our safe system of work documents serves to identify controls relating to known hazards to achieve successful objectives and targets.

To ensure effective environmental management, Delta Group environmental and safe system of work documents cover activities and processes which controls and mitigates known significant environmental hazards within our operations. The Delta Environmental Management System has been developed in accordance with ISO 14001. Delta operations consider the needs and expectations of interested parties that are relevant to the environmental management system which may become our compliance obligations. Such consideration is but not limited to; planning, designing, purchasing, contracting, management of service providers, handling and storage of materials (hazardous or otherwise), disposal of wastes, recycling, air/water/land/heritage management, and de-contamination / remediation/restoration and asset maintenance. ISO14001

10. TRAINING AND COMPETENCY PROCEDURE 03

Delta Group confirms that all personnel are trained and competent to perform their work in accordance with the requirements of the contract. We require all employees to undergo training in our Environmental Management System as part of their induction and continuing training. This training is both general

environmental management training and training related to achievement of environmental management standards in the tasks done by each employee.

Delta Group ensures all personnel able to influence environmental performance have the necessary education, skills, experience and knowledge. This includes training all personnel; ensuring they are kept informed about changes, risks/opportunities, their roles and required procedures; and generally ensuring they can meet environmental management requirements.

Delta Group maintains an electronic data base for training and competency which is updated as training is completed. The electronic ticket register system is available on the Delta Group Intranet. Subcontractors will provide Delta Group with evidence of training and competency for their employees.

A listing of Delta Group Employee details with the skills and competencies of the group employees will be provided to the client on request.

Induction training is oriented in assisting personnel to be aware of their environmental system responsibilities to ensure that an environmental product or service is delivered and that an appropriate communication and reporting system is maintained to allow verification of all facets of work produced. Records of induction and training sessions are recorded and can be reviewed by the client's Environmental Manager on request.

11. ENVIRONMENTAL ASPECTS AND IMPACTS ASSESSMENT

This procedure aims to allow environmental aspects and impacts to be identified and then assessed to determine which ones are significant. The Project Manager shall ensure that all environmental aspects and impacts are satisfactorily assessed, controlled and monitored. (SEF 006)

a. Identification of Environmental Aspects

Environmental Aspects are the cause of impacts to the environment.

The Project Manager shall assess any activity which will cause an impact (either positive or negative) to the environment. This will include aspects from workshops, maintenance facilities, onsite construction and office. When identifying aspects, consideration should be given to potential emergency situations, normal and abnormal operating conditions.

b. Identifying Impacts

Environmental Impacts are the consequences arising from environmental aspects. It is possible that from one aspect there may be several impacts on the environment. Impacts to all segments of the environment should be considered including positive impacts. (SEF 006)

12. ENVIRONMENTAL ASPECTS and IMPACTS ASSESSMENT REGISTER

Refer to SEF 068

13. RECORDS AND RECORD MANAGEMENT (Procedure 28)

The Delta Group ensure all Environmental Management System documents, including procedures, work instructions, checklists and forms, are available and appropriate before they are used, in accordance with ISO 14001 clauses 4.4.4, 4.4.5, A.4.4 and A.4.5.

A system (on-site) shall be established for the identification, collection, indexing, filing, storage and maintenance of all records pertaining to the provision of objective evidence that:

- The environmental system is being implemented in accordance with this environmental management plan and ISO 14004;
- The products and services provided meet the requirements of the project specification;
- The records shall be available when required for review and audit by the Client.

The records referred to in this section, will be all records generated by Delta Group personnel, their subcontractors and consultants for the project which may include:

- Inspection and test records;
- Inspection reports;
- Non-conformance notices;
- Environmental memos;
- Written approvals for changes to specifications by structured engineers;
- Subcontractor's records;
- Final environmental reports including test and commissioning report.

As each section of the work is completed, copies of the environmental management record shall be collated and made available for hand-over.

a. SUBCONTRACT EMPLOYEES (QF 026)

Are responsible for the following:

- Complying with the Environmental Management Plan including all ITPs;
- Reporting all non-conformances to the Works Supervisor;
- Subcontractors are and remain responsible for meeting their legal obligations.

14. INSPECTION AND TEST PLANS (ITP's) (Refer QMS)

15. INTERNAL AUDITS Procedure 02

Delta Group reviews all quality policies and procedures on an as need basis to determine the effectiveness of the Environmental Management Plan in addressing quality in the workplace.

Internal auditing is conducted on all sites thereby ensuring standards are maintained. This procedure provides guidance for auditing the environmental management system to ensure that the system continues to conform to the requirements of ISO14001. Delta Group internal auditing system is an independent, objective assurance and consulting activity designed to add value and improve our organization's operations.

Audits assist Delta Group to accomplish our objectives by bringing a systematic, disciplined approach to evaluate and improve our effectiveness of risk management, control, and governance processes. Internal auditing assists Delta Group in improving our governance, risk management and management controls by providing insight and recommendations based on analyses and assessments of data and business processes. With commitment to integrity and accountability, Delta Group internal auditing provides value to governing bodies and senior management as an objective source of independent advice.

The QSE Advisor is principally responsible for conducting audits however we are subject to external quality audits for our ISO9001 accreditation.

16. MONITORING AND REPORTING (Procedure 24)

Delta Group agrees to comply with 3rd party inspections by the client or an independent party not directly involved in production to inspect, witness and monitor characteristics for acceptance. The independent party shall report directly to the management responsible.

Delta Group will implement the following monitoring processes on this project:

- ITP's
- Site Inspections

- Internal Audits
- Corrective Action/s and Close Out
- Calibration of equipment
- Document Control
- Informal checks by Site Foreman/Supervisor
- Product delivery

Subcontractors are included in all monitoring processes Delta Group performs. Delta Group will maintain records of all monitoring activities in the site files.

17. EXTERNAL COMMUNICATION

This element is addressed in accordance with ISO 14001 clauses 4.4.3 and A.4.3. Any report on environmental performance will include statistical and quantitative information rather than just qualitative remarks. This information is linked to the targets identified so that the report is part of the process of continual improvement and verifiable by a third party.

Reports cover the outcome of reviews, performance monitoring and other activities for some or all Delta Group operations.

18. THIRD PARTY CERTIFICATION

The international standard for environmental management is the ISO 14000 series.

19. REPORTING Procedure 05

Delta Group retains records of all reporting activity in the site files and will be provided to the client on request. Delta Group will meet client and subcontract reporting requirements.

20. SUBCONTRACT WORKS Procedure 35

Subcontractors will be subject to Delta Group Internal Audit Planner and External Accreditation Audits for compliance with this plan and work procedures. Prior to commencement on the work site, Delta Group Project Management will review all Subcontractor Environmental Documentation including ITP's, Training records and work methodology. During the project, Delta Group's Project Management will monitor works to confirm that work is being conducted according to the supplied documentation and that appropriate registers are being updated as required.

Subcontractors working on Delta Group sites will be monitored daily and have their works included in Site Inspections (SEF 049) and Site Audits. This is to confirm that QSE documents submitted prior to site commencement are being complied with. Subcontractors are required to participate in Delta Group's Safety Walks (AUD 006) and QSE Site Audits (AUD 005). Where applicable sub-contracting is subject to the prior approval of the Client and all relevant Environmental Assurance Plans will be provided to the Client for review prior to work commencing.

Delta Group will ensure that each sub-contractor has full knowledge of the scope of works and is able to comply with the relevant sections of the contract. Qualified personnel will monitor the progress of the sub-contract program to enable assessment of any potential impact on the overall contract program.

21. SUBCONTRACTOR REPORTING

Subcontractors must provide Delta Group with the following information:

- ITPs;

- Induction and training records
- First aid treatment
- Incident investigation reports and any corrective action evidence.
- Hazard reports
- Internal and external non- conformances issued
- Site inspection and audit report

22. SUBCONTRACT EMPLOYEES

Are responsible for the following:

- Complying with the Environmental Management Plan including all ITPs;
- Reporting all non-conformances to the Works Supervisor;
- All site plans and company procedures and the content therein.

23. MEASUREMENT AND TEST EQUIPMENT (Refer to the QMS)

24. NON-CONFORMANCES/CORRECTIVE ACTION REPORT SEF 005

Non-conformances or system defects issued by the client will be closed out and evidence provided. Proposed corrective actions will be issued to the client for approval prior to commencing rectification. Non-conformances will be rectified in a timely fashion and as stipulated in the Non-conformance Report. The non-conformance details will be recorded in the Action Register (SEF 024). The non-conformance register shall be updated and made available to the Client when a non-conformance notice is generated. The person or persons responsible for determining the method of disposition will be identified on the corrective action report (CAR) (SEF 005). The Project manager or the QSE department carry responsibility for issuing corrective action reports and closing out non-conformances.

Non-conforming product found at delivery shall not be accepted and returned to the manufacturer/supplier. Where the product cannot be immediately returned, the non-conforming product shall be clearly marked and segregated to prevent its use on site.

A Non-conformance report (SEF 038) will be raised and issued to the client for information. Non-conforming product found during the installation works shall be immediately rectified and re-inspected prior to proceeding.

Non-conforming product that cannot be rectified immediately shall be documented as a Non-Conformance and the client will be notified. The client will be advised of the proposed corrective action report for approval. The rectified product will be subject to re-inspection to verify its conformity.

25. DEFECTS (Refer to the Contract)

26. CORRECTIVE ACTION

Corrective Action Report (SEF 005) shall be initiated where a non-conformance or a potential non-conformance has been detected to prevent occurrence or re-occurrence of a non-conformance on the project. Environmental performance reviews and environmental incidents provide definite pointers to unsound work practices and performance requiring action. Incidents and performance are recorded, investigated and analysed, to facilitate improvements in policy, procedures and work practices to progressively improve Delta Group environmental performance.

The requirements for corrective action report result from the detection of a non-conformance or potential non-conformance.

On receipt of a non-conformance corrective action report, the management representative shall;

1. Assess the non-conformance to determine how the non-conformance occurred;
2. Develop, where possible, a revised method of carrying out works to ensure that the same non-conformance does not re-occur;
3. Regularly check operational methods following the implementation of corrective action to ensure revised methods of works are effective;
4. Submit to the Client's Environmental Manager or nominated representative, all details of corrective actions implemented for all non-conformances.

Action undertaken after reviewing past errors or anticipating future problems is part of the learning that enables Delta Group to keep improving our environmental performance. The Project Manager or delegate is responsible for carrying out and recording site inspections.

27. HANDLING, STORAGE & PROTECTION OF MATERIAL PRODUCTS & WORK **(Refer to the QMS)**

28. QUALITY RECORDS AND CERTIFICATES (Refer to the QMS)

29. OBJECTIVES and TARGETS Procedure 25

Delta Group believes that environmental awareness and preservation is an essential element of all operations. As we strive towards continual improvement, Delta Group aims to progressively develop the environmental standards of our work.

We are committed to controlling the impacts of our operations on the environment and protecting it by safeguarding existing land, water, air, the surrounding ecology and community.

Delta Group's scope of operations includes project management and supervision, site assessment, remediation/treatment, heavy earth moving equipment operation, civil and building demolition works, removal of prescribed waste and asbestos management.

We strive to achieve and maintain our sound environmental performance by commitment to legislative compliance (as a minimum) and our standard practices, which include:

1. Stating in writing, for each employee, his/her responsibilities in the campaign to protect and enhance the environment;
2. Fostering a dynamic awareness of the environment in all our employees;
3. Communicating our policy and environmental standards to all employees, subcontractors and the public at large.
4. Instituting a continuous program of education and training throughout the company;
5. Performing all works with an underlying objective of reducing pollution and pollution effects;
6. Keeping adequate records, and promoting controls and feedback to maintain our sound environmental record; and

7. Providing adequate resources to ensure that all planned means and methods are utilised to maximum capacity.

We will ensure that at project level, we:

1. Develop an Environmental Management System encompassing all the controls, mechanisms, employee and management requirements necessary to carrying out works in accordance with this environmental policy and ISO14001;
2. Ensure all supervisory personnel accept responsibility for the establishment and maintenance of environmental controls including emissions, run off, waste removal, water management, materials recycling and the management and disposal of hazardous materials;
3. Ensure employees across all levels of the business are appropriately trained in environmentally sound work practices to ensure they can recognise, understand and minimise environmental impacts when undertaking any tasks;
4. Provide a safe working environment at all times;
5. Provide mechanical and physical environmental protective measures in keeping with relevant regulations and standards;
6. Ensure that all employees and subcontractors are aware of and comply with Delta Group's environmental policy, rules and governing regulations;
7. Ensure the surrounding environment, property and public are least affected by works carried out by Delta Group;
8. Assess and evaluate the effectiveness of our environmental management system and control measures and,
9. Ensuring environmental control measures and management systems are maintained, revised and redeveloped where required.

30. ENVIRONMENTAL CONTROL MEASURES / EROSION AND SEDIMENT

CONTROLS (AUD 005)

Erosion and sediment will be managed in accordance with sound environmental practices to prevent sediment laden water from entering any drainage or natural waterway.

a. PLACEMENT AND MANAGEMENT OF STOCKPILES

Placement of stockpiles will take into consideration proximity to drainage lines/waterways and other nearby sensitive receivers (e.g. schools, residents). Stockpiles will be managed to limit erosion and runoff.

Should they need to be on site for longer than 28 days, a higher level of erosion and sedimentation control may be required (e.g. Hydroseeding). Odour from stockpiles should not be discernible beyond the site boundary. Controls measures such as odour suppressing sprays / cover may be required.

b. MANAGEMENT OF BATTERS

Any batters which are created will be cut at a minimum angle as to reduce the risk of slope failure and erosion. Where necessary control devices will be used to stabilise and control any erosion or sediment created from the construction of batters.

c. SEDIMENT TRAPS

Sediment traps are designed to capture flow from exposed areas and then filter (or allow time to settle) out suspended particles. Consideration should be given to the location, size/capacity and ongoing management, ensuring captured sediment is not allowed to enter a drain or waterway during cleaning/maintenance.

Priority must be given to offline sediment traps (stopping sediment as close to the source as possible – rather than letting it settle once it has entered a drain or waterway).

d. COFFER DAMS

The use of coffer dams must be carefully designed, managed and monitored to ensure water quality discharge limits are being met.

e. DIVERSION DRAINS

Diversion drains can be constructed to divert surface runoff away from amenities/exposed work areas (including stockpiles) to appropriately controlled discharge points.

f. STAGING OF WORKS

Works onsite will be staged to limit the amount of exposed earth. Consideration may also be given to the time of year and short-term weather conditions (e.g. rainfall/high wind).

g. VEHICLE NO-GO AREAS

Areas where construction work is taking place will be blocked off to all vehicles other than construction vehicles using bunting and barriers.

h. WASH DOWN AND RUMBLE GRIDS

Truck wash down and / or cattle grate/ rumble strip may be utilized to minimise and avoid soil and dirt being transported out onto public roads by vehicles leaving the construction site. If water is being used to clean the vehicles exiting the site, it will need to be collected and treated, or disposed offsite if water quality discharge limits cannot be met.

i. SITE ENTRY / EXIT POINTS

The site entry / exit point(s) need to be kept free of dirt. This is achieved by planning how the vehicles will move around the site and trying to keep them on hardstand/defined haulage routes. Sometimes, despite best efforts on site, some dirt may get tracked onto the road.

A street sweeper should be used to clean the area. Roads should not be washed unless they have become a safety hazard. If a water cart is used, the storm water drains must be protected, and a street sweeper used in conjunction to pick up as much of the sediment as possible.

31. IMPORT and EXPORT of FILL MATERIAL

a. IMPORTED FILL

Fill imported to site must be demonstrated to meet EPA IWRG 621 *Fill Material* criteria. The exception to this is quarry product where a receipt demonstrating the origin of the material will generally suffice (no history of prior contaminating land uses and it is a virgin natural product).

b. OFFSITE SOIL DISPOSAL

Soil that requires offsite disposal must be classified in accordance with EPA IWRG 621. Other considerations include the presence of solid inert material and the additional handling and disposal requirements if asbestos is identified in the soil.

c. ONSITE REUSE OF SOIL

Internal movement and re-use of soil within the site boundary will be assessed against the National Environment Protection Measure Health and Ecological Screening Levels (updated 2013). Some sites may be subject to Statutory Audit and the environmental assessor will determine and advise how soil must be managed at the site.

32. NOISE AND VIBRATION

State and Local Authority requirements must be adhered to in relation to noise levels, vibration and working hours, to ensure that nearby sensitive receivers are not unreasonably disturbed.

a. APPLICATION OF NOISE/VIBRATION REDUCTION MEASURES

Machine noise will be unavoidable during earthworks. However, Delta Group will aim to keep noise and vibration to a minimum and only work within the specified hours of work. Where vibration is problematic, construction methodology and machinery settings will be altered to eliminate or lower vibration generation.

b. SELECTION OF MACHINERY

Only machinery appropriate for works being undertaken will be used throughout the duration of the project. Any other machinery which could be deemed noisy will be used to a minimum and at designated times during the day.

c. RESTRICTION OF HOURS OF OPERATIONS

No noise generating activities will occur outside the normal working hours unless approval has been given by Superintendent and/or Council. Furthermore, the following conditions apply:

- As part of the noise mitigation treatment for the project, all trucks and machinery will be checked for defective exhaust systems and general servicing.
- No works shall be conducted outside of normal working hours unless the client representative has given written approval to do so.

d. PLACEMENT OF MACHINERY

Machinery will only be working inside the perimeters of the job site unless all relevant applications and permits have been obtained for outside works. Trucks waiting to enter the site will be advised to turn off their motors to prevent noise and emissions from their idle engines.

33. AIR QUALITY (DUST AND ODOUR)

a. DUST CONTROL

- Phase work to limit extent of exposed areas;
- Maintain hardstand areas where possible;
- Delineate haul roads and place crushed rock down, where possible to limit dust generation;
- Limit speed on site to reduce dust generation;
- Use water for dust suppression being careful not to generate run off
- Roughen up exposed soil to lower wind velocity at the soil surface
- Assess a higher level of dust mitigation if stockpiles are to remain for longer than 28 days
- Use street sweepers to keep hardstand areas and entry/exit points free of debris
- Alter (or temporarily cease) site activities when the above measures are not effective, and dust is visible beyond the site boundary.

34. SOLID WASTE MANAGEMENT (Procedure 38)

Litter and waste must be contained on site, and then disposed in a responsible manner

a. PRESCRIBED WASTE

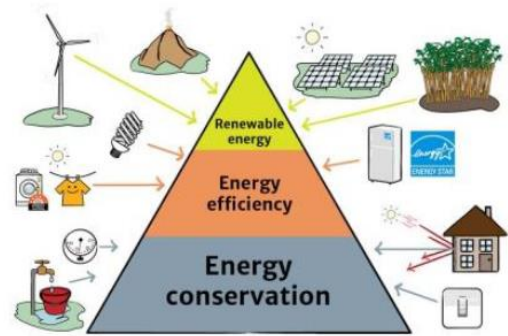
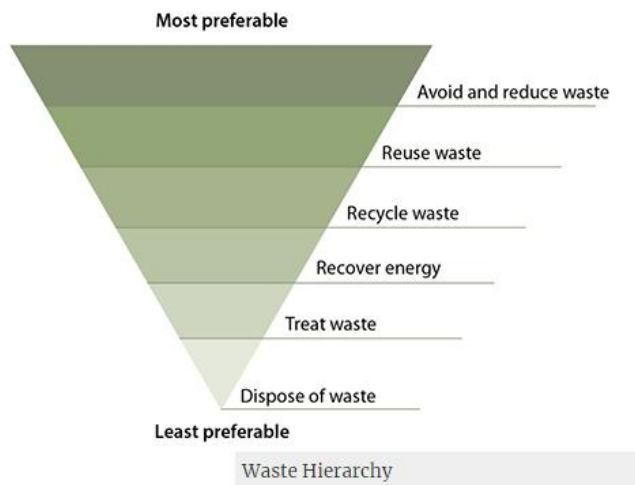
Prescribed Industrial Wastes (as defined in Environment Protection (Prescribed Waste) Regulations 1998) need to be assessed to determine appropriate disposal options. Prescribed Wastes need to be transported in EPA licensed vehicles, to a facility licensed to accept the category/classification of waste. In addition, each load or consignment needs to be accompanied by completed waste transport certificates. Contact needs to be made with the proposed receiver prior to transport to ensure they can accept the waste under their existing license. Classify industrial waste as per Schedule 5 of the Environment Protection Regulations 2021 and retain records of disposal to a lawful place.

b. STORAGE OF FUELS AND CHEMICALS

Fuels and chemicals will be stored in accordance with EPA Bunding Guidelines, Dangerous Goods Regulations and Australian Standard 1940. Appropriate spill containment and clean up products will be available on site to use in the event of a spill.

c. WASTE MANAGEMENT

Building and demolition waste will be re-used or recycled where possible. Every effort will be made to segregate waste on site to optimize the chance for recycling. The EPA hierarchy of waste will be considered when managing such material on site.



The Energy Pyramid: Conserve energy by switching off equipment, lights, heaters and generators when not in use

d. LITTER COLLECTION STORAGE AND REMOVAL

Delta Group will ensure there are an adequate number and type of bins on site to manage general litter. Bins will be regularly emptied, and all employees will be encouraged to ensure waste is disposed appropriately. Good housekeeping practices are encouraged to ensure a safe and clean working environment.

e. WASTE MINIMISATION AND AVOIDANCE

Every effort will be made to ensure quantities of material ordered have been accurately calculated to reduce wastage. Where possible, suppliers will be asked to take back excessive packaging. Often there is suitable fill available on other Delta projects to construct piling platforms etc. Use of such material prevents importation of quarry product. This practice is encouraged providing documentation is available on the contamination status of the material.

35. WATER MANAGEMENT

The runoff and disposal of site water will be managed in accordance with sound environmental practices to prevent sediment laden or any contaminated water from entering any drainage system or waterway.

a. STORM WATER MANAGEMENT

- Clean stormwater should be diverted around active work areas to limit the amount of runoff requiring treatment.
- Works should be phased to limit exposed earth
- All drainage lines and pits must be identified and protected prior to work being undertaken;
- Sediment control devices must be designed to accommodate a one-in-two-year storm event (two-year ARI with intensity of six hours) for temporary structures;
- Sediment control devices must be regularly maintained to ensure effectiveness during a rain event
- No materials or machinery will be stored in a flood plain
- Sediment control devices need to be placed as close to the source as possible
- Preference is always given to offline sediment control devices.

b. DE-WATERING SITES

When dewatering sites, the following issues/actions require consideration:

- The inlet to the pump should be raised to prevent the sediment on the floor from being picked up and discharged
- Ponds may require time to settle prior to discharge
- Flocculant may need to be added to the water in some situations to achieve desired turbidity readings (some flocculants may not be suitable for aquatic habitats, check prior to use)
- Water must always be filtered prior to discharge to stormwater/waterways
- Time/space constraints may dictate discharge into the sewer system under a trade waste agreement with the local water authority.

c. WASH DOWN AREAS

Water from truck wash down areas will need to be treated and tested prior to discharge to ensure it is of suitable quality for the receiving environment (most likely to be via a trade waste agreement).

d. WORKING IN WATERWAYS AND FLOOD PLAINS

Working in and / or around waterways requires a high level of planning. It may be necessary to create a dry working environment by diverting a watercourse around the work site or by working inside a caisson or other similar structure. Routine water monitoring upstream and downstream is required to demonstrate the worksite is not adding an unacceptable level of additional sediment to the water downstream. Attention needs to be given to spill management including having a marine spill kit on site. No machinery is to be stored in the flood plain and site supervision needs to monitor rainfall within the catchment area to effectively manage the site.

e. PROTECTION OF GROUNDWATER

- Contaminated soil will not be re-used within the groundwater zone
- Site spills will be controlled, contained and cleaned up at the time of the incident
- Groundwater well installation and decommissioning will be undertaken in accordance with best practice and with appropriate permits.
- Consideration of how/if the scope of work may impact groundwater recharge areas/flow directions

36. PROTECTION OF EXISTING FLORA AND FAUNA

All significant flora and fauna on and adjacent to the site must be protected unless otherwise permitted. Any removal of flora and fauna will be dealt with through the relevant authorities and with the relevant permits.

37. REHABILITATION

a. STOCKPILING OF TOPSOIL

Topsoil excavated from site can be stockpiled and reused on site if it is considered a suitable growth medium (and contaminant levels are consistent with the final use of the land).

38. CULTURAL AND HISTORICAL FEATURES

Places, sites and objects of archaeological or heritage significance (can include trees) must be protected at all times. Any contact with historical or cultural features will be dealt with through the

relevant authorities and with the relevant permits. Permits remain the responsibility of the client/client's representative.

39. EMERGENCY PREPAREDNESS AND RESPONSE Refer to the ERP

Delta Group procedures will address the requirements of ISO 14001, including identifying emergency organization details and responsibilities, a list of key personnel to contact with full contact details, details of emergency services (such as ambulance, fire brigade, spill clean-up services), communications strategy (internal and external) and training plans, details of actions to be taken in the event of the various types of emergencies, accidents and other incidents possible, location of information on hazardous materials, including each material's potential impact on the environment and measures to be taken in the event of accidental release or other misuse and plan effectiveness testing, review and revision procedures.

40. RISK CONTROL Procedure 31 HIRAC

Where a risk to the environment has been identified, controls must be introduced to reduce risk levels to an acceptable level. Consideration should be given to seriousness of the risk, experience and the skill of employees involved and legislative or client requirements.

41. MONITORING

As part of the Job Environmental Assessment (SEF 006) control mechanisms will be established and consideration should be given for the need for monitoring. Monitoring may be based on observation or include quantification of parameters such as water quality, air quality (dust/odour/fibres), vibration and soil quality as an example. All monitoring is to be recorded. Any monitoring undertaken using equipment must include calibration and assessment in accordance with recognised standards. In some situations, a NATA accredited test may need to be undertaken by a third party with certification.

42. UNEXPECTED FINDS / UNANTICIPATED CONTAMINATION

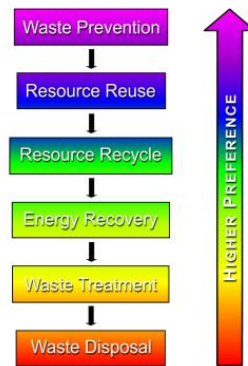
Despite advances in technology (e.g. ground penetrating radar), there are occasions where unanticipated contamination or unexpected finds are uncovered on site. Some examples may include:

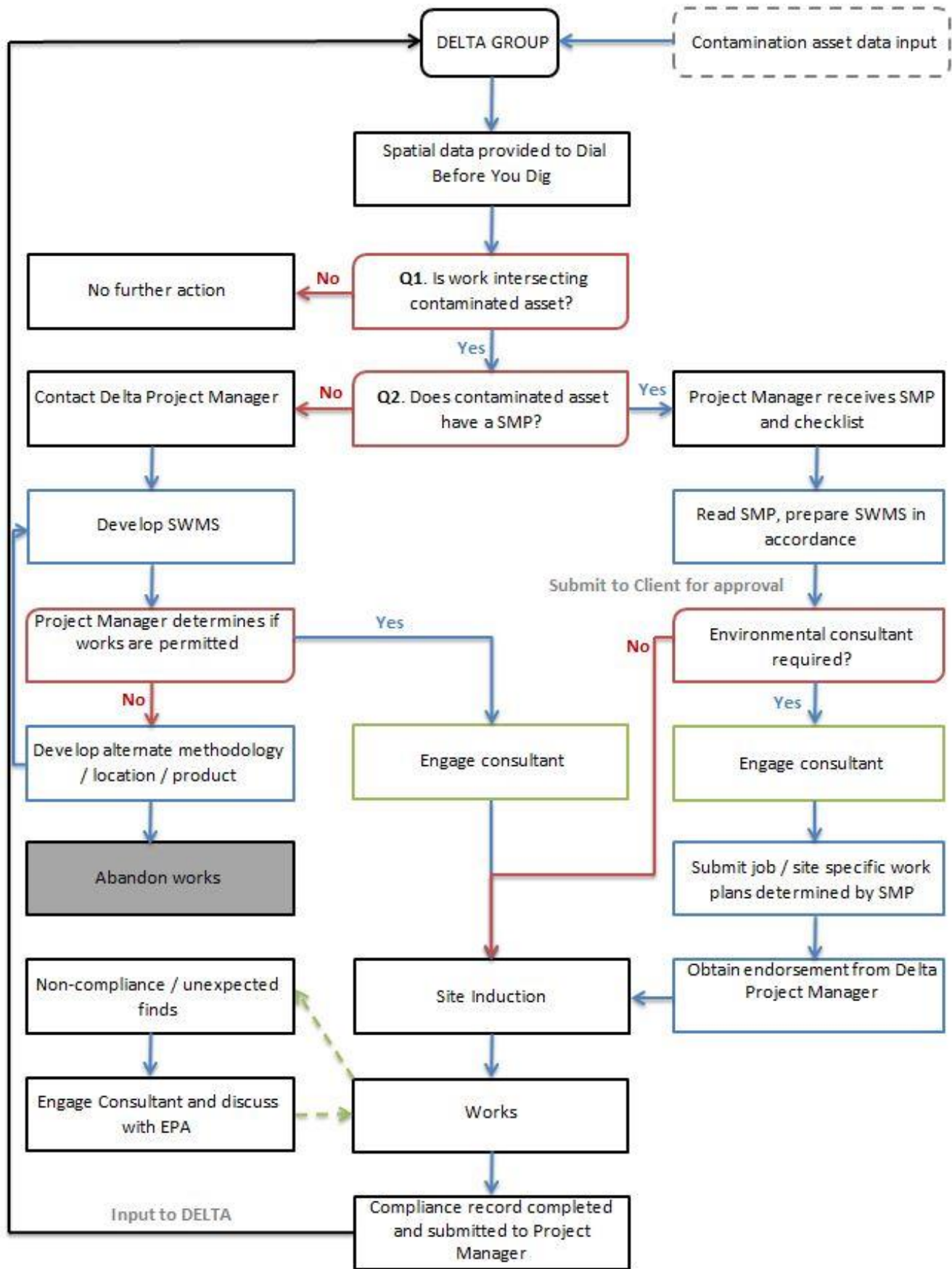
- Underground storage tanks / pits;
- Asbestos lined infrastructure;
- Soil that is odorous, stained, discolored, contains tar or asbestos;
- Buried waste;
- Potential human remains;
- Heritage / Archaeological structures and/or artefacts.

In this situation work should temporarily cease in the area of impact and the Supervisor must be notified. The Supervisor will then make the area safe until advice is sought from a suitably qualified person and/or the client. In the event potential human remains are found the Coroner's Office needs to be notified.

43. CONTROL OF ENVIRONMENTAL RISK (GUIDE)

The extent of controls and their physical characteristics for the environment is based on the Resource Management Hierarchy (below)





44. WORK ACTIVITIES AND DUST CONTROL MEASURES

To mitigate dust emissions while conducting (deconstruction) works, water will be used to wet down structures and surrounding areas as much as is practicable.

Site wide ambient dust levels are controlled by the implementation of the following measures.

- All parts of the site that will be affected by clearing operations must be dampened during the entire process to suppress dust, whilst ensuring that no run-off occurs. To achieve this (demolition) works should be in accordance with Environment Act's 1998 guidelines "Erosion and Sediment Control During Land Development". A fine mist water spray should be used to minimise dust generation.
- Water carts will be available for the control of dust and wind-blown materials.
- Erecting temporary screens of a minimum 2.0m in height on boundaries, which are in the direction of prevailing wind. Screens, which have a porosity of around 50%, are generally suitable for most situations;
- Where the use of tools is necessary, Delta will endeavor to use tools that are non-powered hand tools or portable power tools that incorporate dust suppression or dust extraction attachments designed to collect small particles.
- All work causing dust will cease when the levels of dust or wind-blown material exceed agreed levels.

45. DEFINITIONS

The terms used include the following and those defined in ISO 14001 and ISO 9000.

The term **'audit' or 'review'** means an examination of a random or particular sample of processes to determine whether or not correct procedures are being followed, and includes a document review or an examination of activities or an examination of documents and activities, to assess their conformity with requirements.

The **'certification'** of an Environmental Management System is the attestation by certificate that the Environmental Management System meets certain defined requirements for use for a certain scope of activities (usually following an audit by another organisation accredited to provide such certifications, as the certifier).

The term **'client'** means the owner of the asset to be procured or project product, and representative of the end users of the asset.

The term **'construction'** means all organised activities concerned with demolition, building, landscaping, maintenance, civil engineering, process engineering, heavy engineering and mining.

The term **'consultant'** means a professional person or organisation that contracts with a customer to provide design, management or other services.

The term **'contractor'** means an organisation that contract with a Principal to carry out the work under the contract, including construction and related services, to deliver an asset or construction product.

The term **'design'** means the process (and product) of converting a brief into design details ready for documentation, including concept design and design development, and then documentation or detailing of

the technical and other requirements for the project in a written form that details the project product sufficiently for it to be constructed or otherwise provided.

The term **‘environmental opportunity’** means a potential for beneficial environmental impacts.

The term **‘environmental risk’** means a potential for adverse environmental impacts.

The term **‘management’** means the planning and interactive controlling of human and material resources to achieve time, cost, quality, performance, functional and scope requirements. It involves the anticipation of changes due to changing circumstances and the making of other changes to minimise adverse effects.

The term **‘project’** means an undertaking with a defined beginning and objective by which completion is identified. Project delivery may be completed using one contract or a number of contracts.

The term **‘subcontractor’** means an organisation that contract with a contractor as the customer to carry out construction and related services, and/or provide other products.

46. REFERENCE GUIDANCE MATERIAL

National Strategy for Ecologically Sustainable Development 1992;
National Strategy for the Conservation of Australia’s Biological Diversity 1996;
National Greenhouse Strategy 1998; and
National Environmental Protection (Ambient Air Quality) Measure 1998

Risk: AS 4360 Risk Management

National Environmental Protection (Assessment of Site Contamination) Measure 1999 NEPC

AS/NZS 4581 and ISO45001 Management System Integration

AS1216 Hazard Identification and Information Systems for Dangerous Goods

AS1678 Emergency Procedures Guidelines Transport

AS1940 Storage and Handling of Flammable and Combustible Liquids

AS3580 Methods of Sampling and Analysis of Ambient Air

AS2346: Guide to Noise Control of Construction, Maintenance and Demolition Sites

AS1259.2 Acoustics-Measurement of airborne noise emitted by earth-moving, Stationary test condition. Part 1: Determination of compliance with limits for exterior noise

AS/NZS 1596 – The storage and handling of LP Gas

AS/NZS 3833 - The storage and handling of mixed classes of dangerous goods.

AS 1940: The storage and handling of flammable and combustible liquids

AS 3780: The storage and handling of corrosive substances

AS 4326: The storage and handling of oxidising agents

AS 4332: The storage and handling of gases in cylinders

Heavy Vehicle National Law Regulations

NHVR Code of Practice for the Approval of Heavy Vehicle Modifications

Environmental Acts and Regulation relevant to the state or territory to which the contract applies

Each site, branch, state or territory should identify and apply the relevant WHS/OHS/OSH Legislation and COP’s for the area that is applicable to their workplace. (Inclusive of AS/NZS)

For the purpose of identifying current national environmental legislation and regulations Delta Group maintain an annual subscription to Workplace Enviro Australia Pty Ltd.

47. ACCEPTANCE OF ENVIRONMENTAL MANAGEMENT PLAN

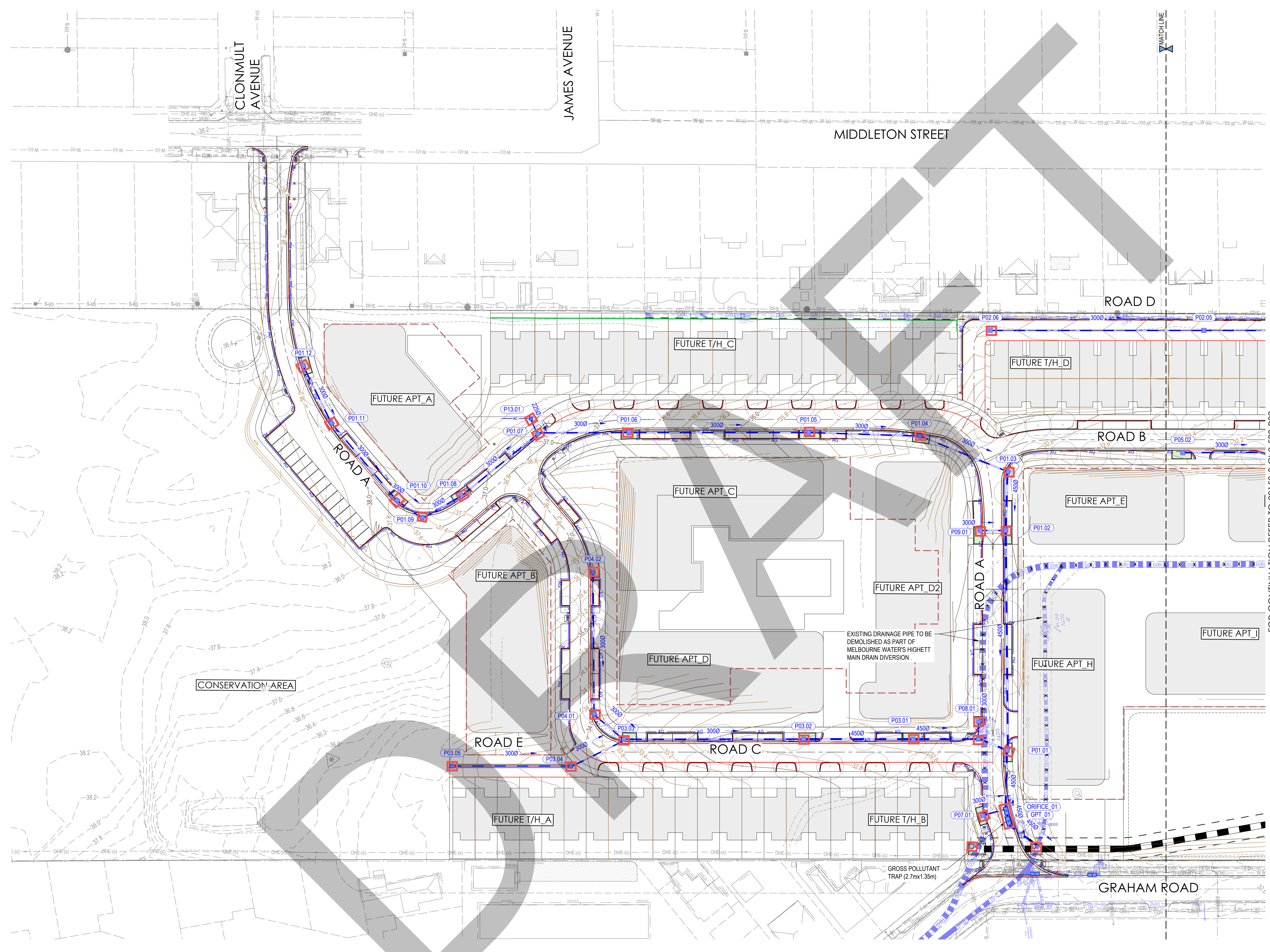
This Environmental Management Plan has been developed and viewed in consultation with the workers and it is read and signed by all persons involved in the plan. If a variation occurs to this Environmental Management Plan, then management will communicate and re-induct the change to the work group whilst adjusting the work method accordingly.

I hereby confirm that I have read and understand this Safety Plan and I will ensure my work process is completed accordingly.

Inductor Name:			
Position:			
Inductee Name	Company/Title	Signature	Date

Inductee Name	Company/Title	Signature	Date

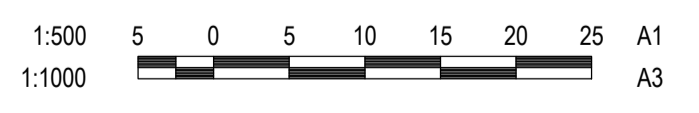
DATE PLOTTED: 28/05/2021 14:38:22 PM BY: GROS, DAVID



- NOTES:**
- REFER TO SERVICES COORDINATION PLAN FOR ALL PROPERTY CONNECTION DETAILS AND LOCATIONS.
- LEGEND**
- 9000 PROPOSED STORMWATER PIT AND DRAIN
 - PROPOSED MELBOURNE WATER DIVERSION
 - PROPOSED AG DRAIN
 - PROPOSED SWALE
 - PIT REFERENCE
 - PROPOSED GRATED PIT
 - PROPOSED JUNCTION PIT
 - PROPOSED SIDE ENTRY PIT
 - PROPOSED MAJOR CONTOUR
 - PROPOSED MINOR CONTOUR
 - PROPOSED RAINGARDEN

Sediment Control Fence / Grate to be wrapped in Geotextile Fabric

FOR CONTINUATION REFER TO 29150-2-CI-2-520-P02



REV	DESCRIPTION	DRAWN	APPD	DATE
C	TENDER ISSUE	DG	DMcG	28/05/21
B	TOWN PLANNING ISSUE	DG	DMcG	28/05/21
A	PRELIMINARY ISSUE	DG	DMcG	30/04/21

SUNKIN

ARCHITECT/CIENT

CSIRO HIGHETT
37 GRAHAM ROAD,
HIGHETT

STORMWATER DRAINAGE
PLAN -
SHEET 1

PROJECT TITLE

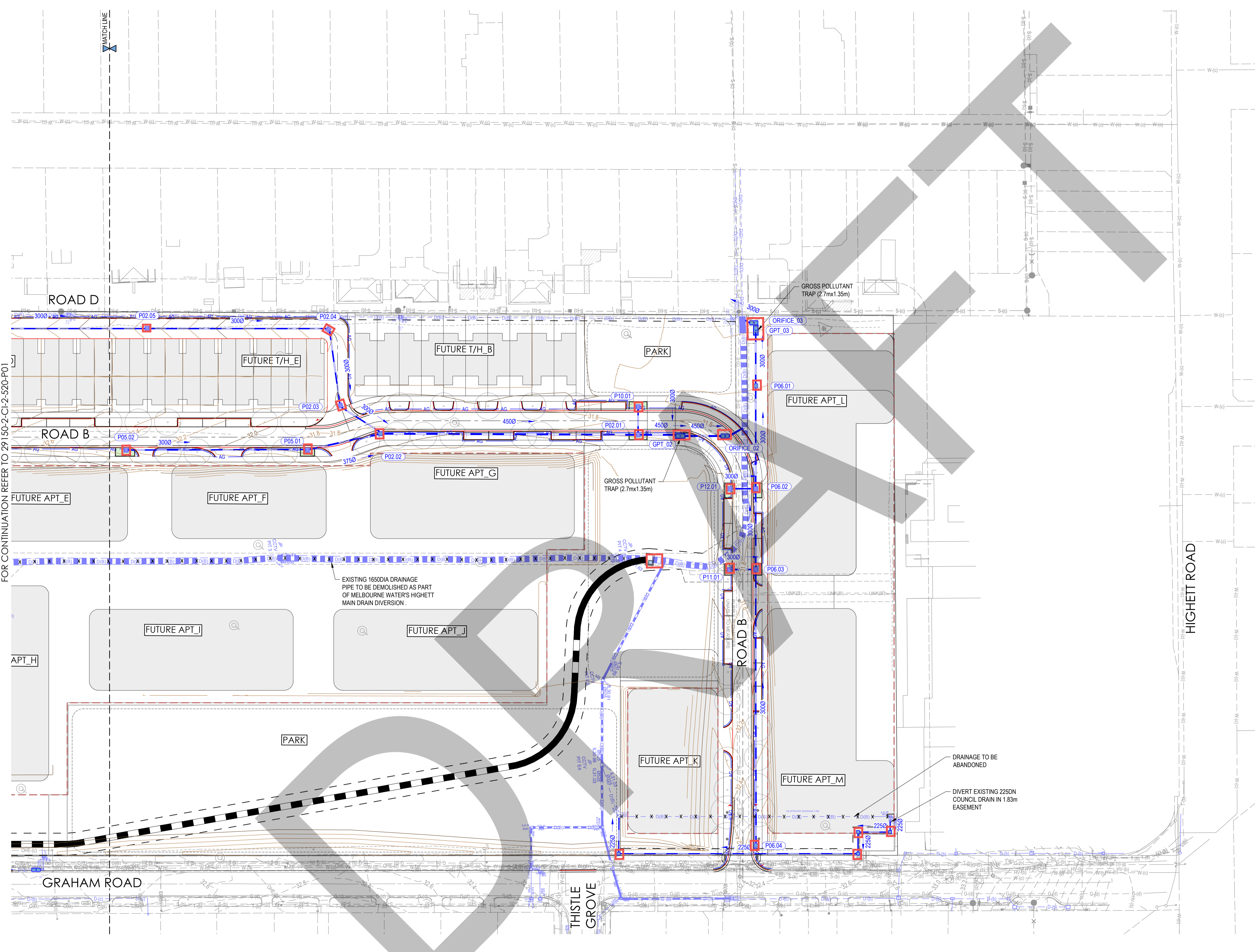
Stantec

MGA55 mAHd 1:500 29150-2 CI-2-520-P01 C

COORDS DATUM SCALE @ A1 PROJECT No DRAWING No REV

TENDER ISSUE
NOT FOR CONSTRUCTION
CIVIL

FOR CONTINUATION REFER TO 29150-2-CI-2-520-P01



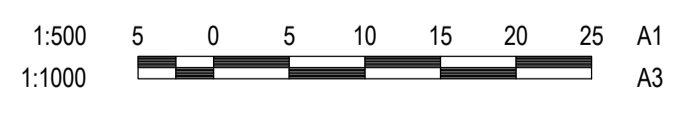
NOTES:

- REFER TO SERVICES COORDINATION PLAN FOR ALL PROPERTY CONNECTION DETAILS AND LOCATIONS.

LEGEND

- 9000 PROPOSED STORMWATER PIT AND DRAIN
- PROPOSED MELBOURNE WATER DIVERSION
- AG PROPOSED AG DRAIN
- PROPOSED SWALE
- PIT REFERENCE
- PROPOSED GRATED PIT
- PROPOSED JUNCTION PIT
- PROPOSED SIDE ENTRY PIT
- 442.0 PROPOSED MAJOR CONTOUR
- 442.2 PROPOSED MINOR CONTOUR
- PROPOSED RAINGARDEN

Sediment Control Fence / Grate to be wrapped in Geotextile Fabric



REV	DESCRIPTION	DRAWN	APPD	DATE
C	TENDER ISSUE	DG	DMcG	28/05/21
B	TOWN PLANNING ISSUE	DG	DMcG	28/05/21
A	PRELIMINARY ISSUE	DG	DMcG	30/04/21

SUNKIN

ARCHITECT/CIENT

PROJECT: CSIRO HIGHETT
37 GRAHAM ROAD,
HIGHETT

TITLE: STORMWATER DRAINAGE
PLAN -
SHEET 2

Stantec

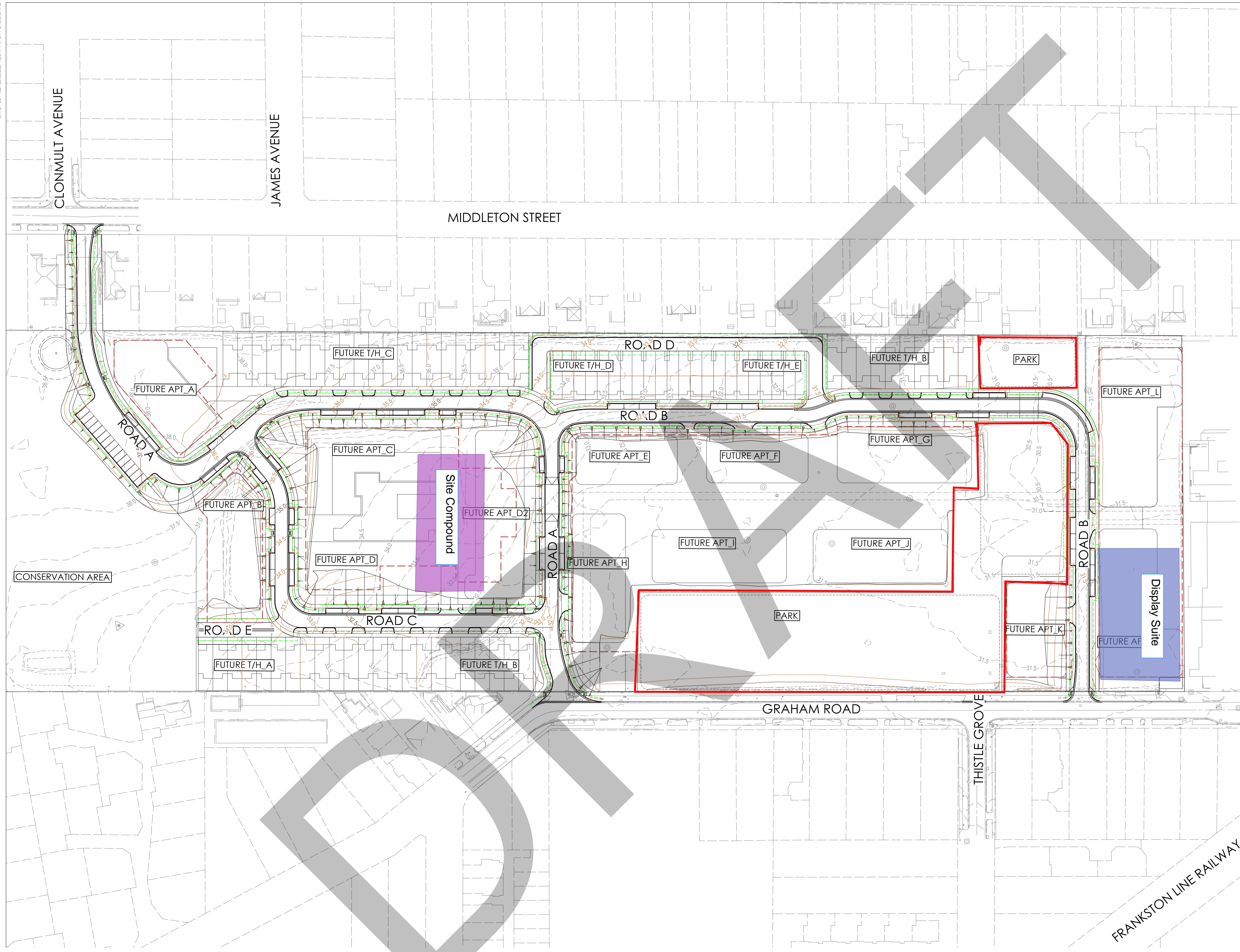
TENDER ISSUE
NOT FOR CONSTRUCTION
CIVIL

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DATE PLOTTED: 28/05/2021 14:28:47 PM BY: GROS, DAVID

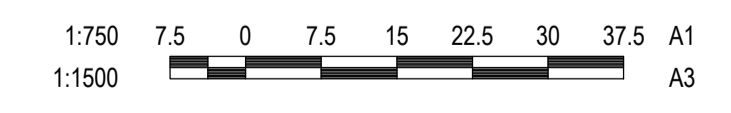
LEGEND

- - - 36.00 - - - EXISTING MAJOR CONTOUR
- - - 36.50 - - - EXISTING MINOR CONTOUR
- - - 36.00 - - - DESIGN BENCHING MAJOR CONTOUR
- - - 36.50 - - - DESIGN BENCHING MINOR CONTOUR
- - - - - DESIGN PAVEMENT CAPPING LAYER EXTENT
- - - - - FUTURE BASEMENT EXTENT
- ▲▲▲▲▲ BATTER



— Sediment Fences to protect Conservation Area

CONSERVATION AREA



CAD FILE: 29150-2-CI-2-100-P01.DWG

REV	DESCRIPTION	DRAWN	APPD	DATE
B	TENDER ISSUE	DG	DMcG	28/05/21
A	PRELIMINARY ISSUE	DG	DMcG	30/04/21

SUNKIN
ARCHITECT/CIENT

CSIRO HIGHETT
37 GRAHAM ROAD,
HIGHETT

BULK EARTHWORKS PLAN -
BENCHING CONTOURS

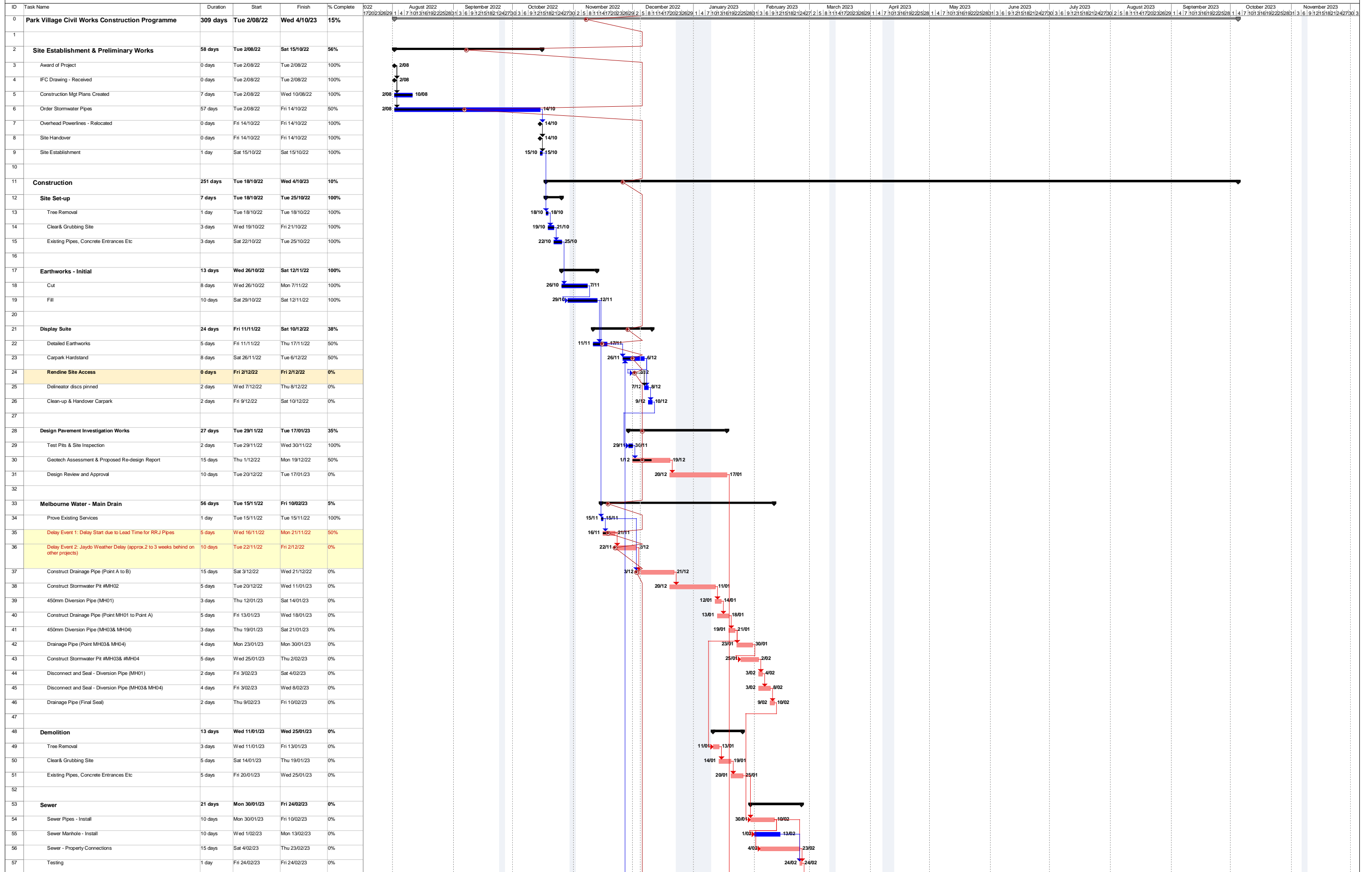
PROJECT TITLE

Stantec

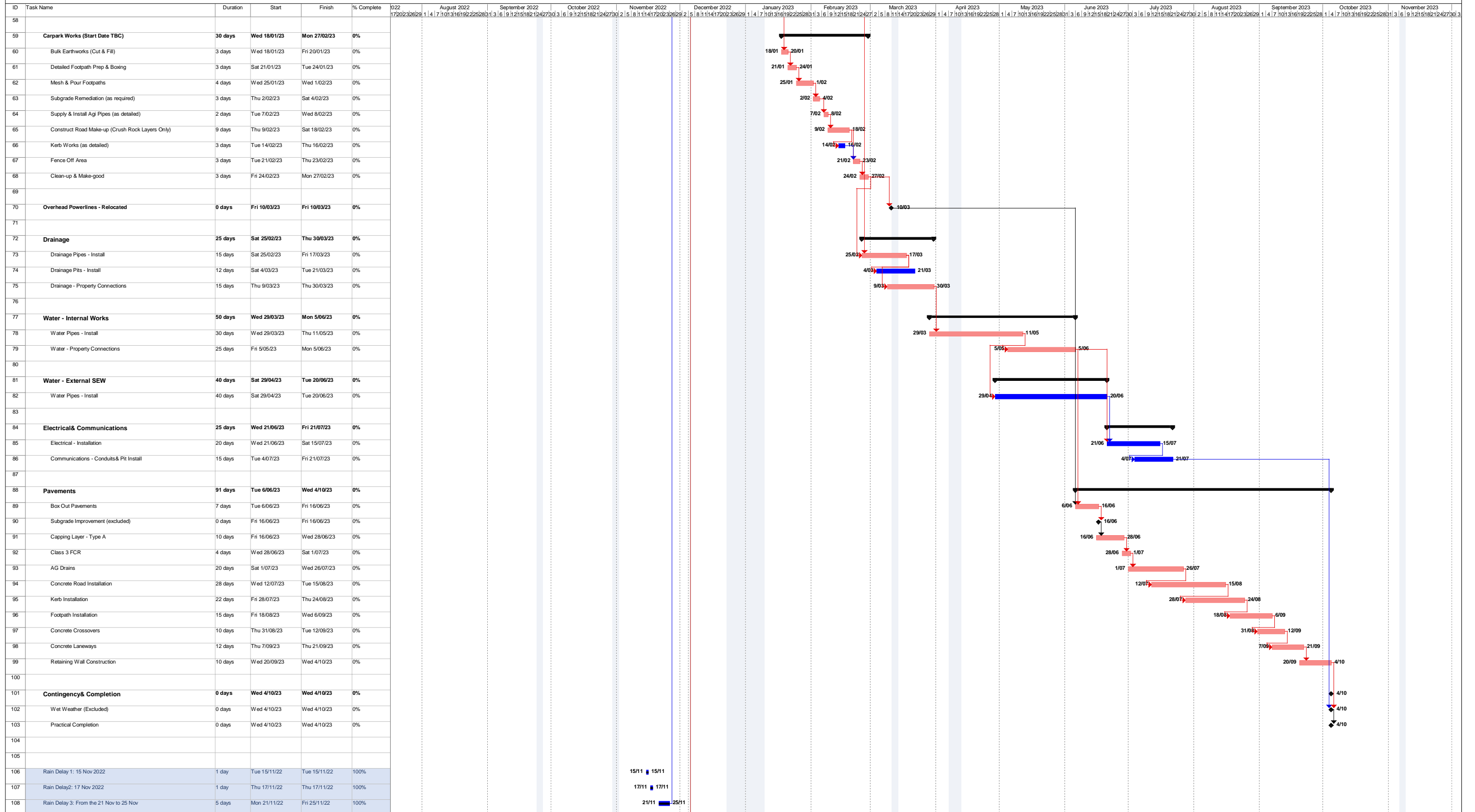
TENDER ISSUE
NOT FOR CONSTRUCTION
CIVIL

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COORDS	DATUM	SCALE @ A1	PROJECT No	DRAWING No	REV

Landscape & Civil Works
V22 - 1334 - Park Village Highett Civil Works Contract Construction Programme Rev 20221114_...
 Date: Mon 5/12/22



Landscape & Civil Works
V22 - 1334 - Park Village Highett Civil Works Contract Construction Programme Rev 20221114_...
 Date: Mon 5/12/22



VEHICLE CROSSING PERMIT



Urbis
Level 10,477 Collins Street
MELBOURNE VIC 3000

Permit: 2022/94
Issue date: 18/03/2022

Valid for 12 months from Issue date

The bearer of this permit has permission to construct a temporary vehicular crossing to the extent covered by the required fee, outside 37 Graham Road HIGHETT.

Comments: Construct a new 5,495m wide, temporary vehicle crossing, with a 2,501m offset from the power pole on the northern side of the proposed crossing and, also, offset 5,710m from the communication pit & pillar from the southern side of the proposed crossing. Vehicle crossing will be used for the purposes of sales of dwellings on the land, so may be considered commercial. When the development commenced, temporary vehicle crossing needs to be removed and area: footpath, nature strip and curb and channel need to be reinstated to Council standards. The application for a temporary vehicle crossing has been approved by traffic engineer, Peter Eady.

1. Vehicle Crossing Inspection Fee/Permit (gst free) \$ **319,00**
2. A re-inspection fee of \$178.00 may apply, and where applicable charged prior to re-inspection.
3. **Inspection tappings to drains and pits available with 24 hour notice during 9.00am to 3.00pm, Monday to Friday, except for public holidays. To arrange inspection please call Council on 9599 4444 and select Option 2 for Planning and Building.**
4. Redundant vehicle crossings must be removed and footpath, naturestrip and kerb and channel reinstated at owners cost, to Council's specification, at the same time any new or replacement crossing is constructed.
5. See reverse side of permit for Councils Privacy Statement. Underground services are to be located before digging. Contact Dial Before You Dig on 1100.
6. **ISSUE OF PERMIT IS SUBJECT TO CONDITIONS ON BACK HEREOF.**

Katerina Kaldellis
Coordinator Asset Protection

VEHICLE CROSSING PERMIT



1. Excavations must be the minimum size for the work in hand. Concrete roads and footpaths are to be saw cut and not to be broken unless this is absolutely unavoidable.
2. All excavations materials are to be kept segregated and replaced in the order in which they are removed from the excavation. In road pavements all excavated material is to be replaced with 20mm class 2 FCR. Each layer is to be thoroughly consolidated; Layers shall be replaced in thickness not exceeding 150mm and be thoroughly consolidated before placement of the next layer. A temporary seal consisting of 40mm of P.C.M (Cold Mix Asphalt) is to be applied to road pavement and footpath opening.
3. The recipient of this permit shall cause all works to be adequately barricaded and lighted for the protection of traffic (both pedestrian and vehicular) and shall be responsible for any damages incurred by reason of civil action. Appropriate advance warning signs shall be erected where necessary. Such barricades, lights and warning signs shall be provided by the recipient of the permit in accordance with AS 1742.3. Temporary Roadwork's signing Code of Practise.
4. Should the above conditions be not carried out a further charge sufficient to cover the cost of bringing the work into conformity therewith will be made.
5. If the area of road opened as measured by Bayside Council exceeds the area for which a estimated reinstatement charge has been paid, an account for the extra area will be rendered to the recipient of the permit.
6. If the area of road opened is less than the area which a fee has been paid, a written request for a refund, based on the reduced area opened, will receive consideration by the council.
7. Recipients of street opening permits are reminded of their obligations at law in connection with the opening of roads and the placing of obstructions thereon.
8. The road shall at all times be kept open for traffic, unless written permission has been obtained from the relevant Council Officer.
9. Unless otherwise approved by Council, all permanent repairs to road pavement, footpath, nature strip, kerb and channel, vehicular crossings, lanes and unmade roads shall be carried out by council.
10. All backfilled trenches or excavations carried out under this permit shall be maintained in a safe condition by the person taking the permit out for a period of twenty eight (28) days after notification to council of completion of the work.
11. The recipient of this permit shall at all times keep roads, footpaths and channels in a clean and tidy condition and upon completion of the work shall remove all surplus materials.
12. Vehicle crossings shall be constructed in accordance with the requirements described in Councils specification, a copy of which will be made available upon request at the Technical Services Department. The onus is on the permit holder to obtain the necessary drawings and specification prior to construction.
13. Persons digging trenches are reminded of the need to take appropriate safety precautions and to comply with the relevant provisions of Clause 202 of the Mines (Trenches) Regulations (1979). Information can be obtained from the Occupational Health and Safety Authority.
14. The permit is valid for 12 months from the date of issue.
15. All drains to be constructed in accordance with the requirements specified by the Technical Service Department and / or building Surveyor as appropriate.
16. Connections to Councils drains or pits are to be carried out in accordance with Councils standard drawings and specifications.
17. All disturbed nature strips are to be top dressed with a minimum of 50mm of seeded sandy loam topsoil.
18. There must be no excavation within the drip line of the nature strip tree that is the outer edge of the foliage, or within 3 metres of the trunk of a tree, whichever is the greater distance. These distances must be adhered to unless a written exemption from Councils Parks Arborist is obtained before any excavation on Councils nature strip commences.

PRIVACY STATEMENT

Council collects personal information of the property owners and / or applicants for the purpose of the proceeding the application and internal purposes. Council may disclose this information to appropriate service authorities. If the information is not provided, Council may not be able to process the application. If the owner or applicant have any queries or wish to gain access to their information, they may contact Councils privacy officer on 9599 4444 or at privacy@bayside.vic.gov.au

VEHICLE CROSSING PERMIT



Schedule of Reinstatement Fees

Your Estimated Fee

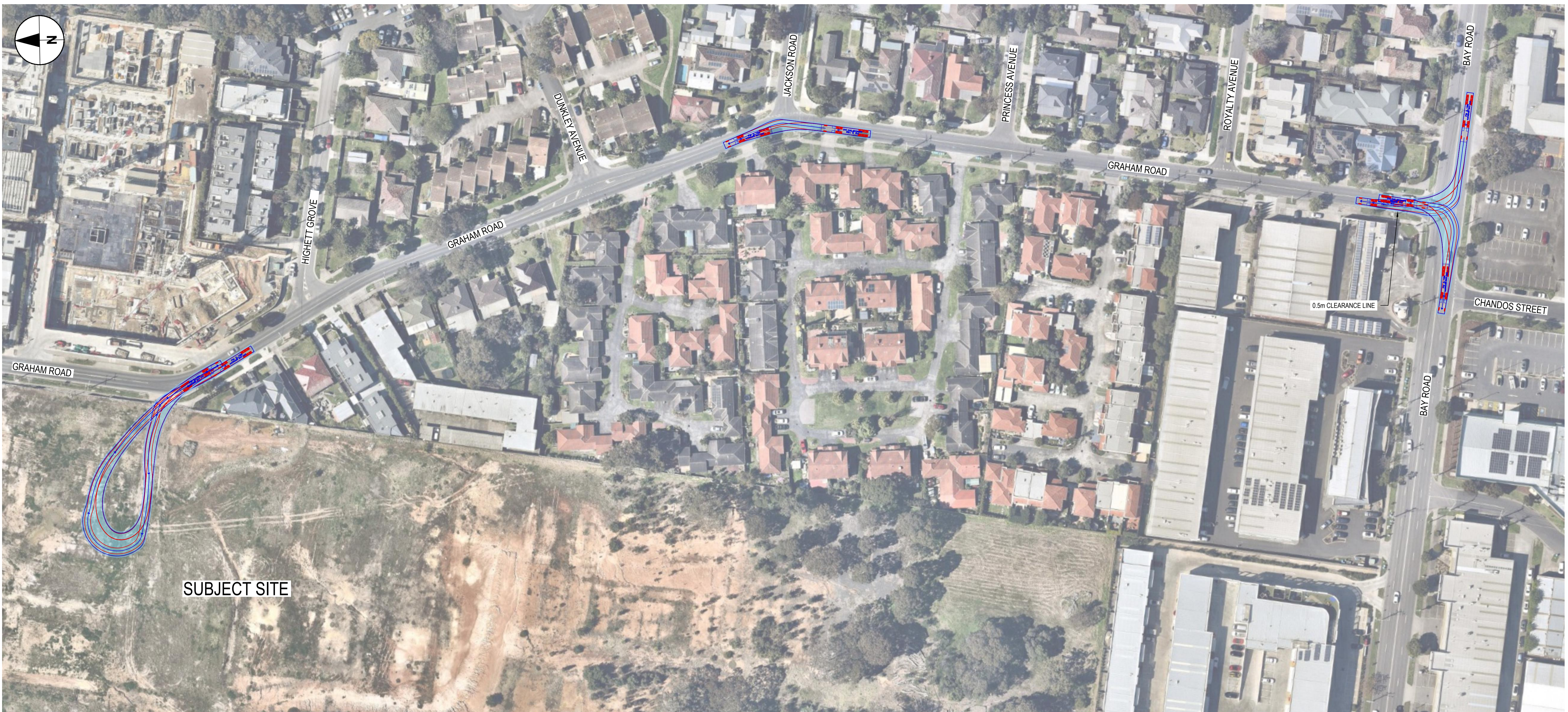
Footways & Vehicle Crossings

Concrete 75mm thick	\$206.00 /m2	\$180.00 minimum	n/a
Concrete 100mm -150mm thick	\$235.00 /m2	\$200.00 minimum	n/a
Asphalt service reinstatement	\$186.00 /m2	\$100.00 minimum	n/a
Brick pavers	\$186.00 /m2	\$100.00 minimum	n/a

Kerb & Channel

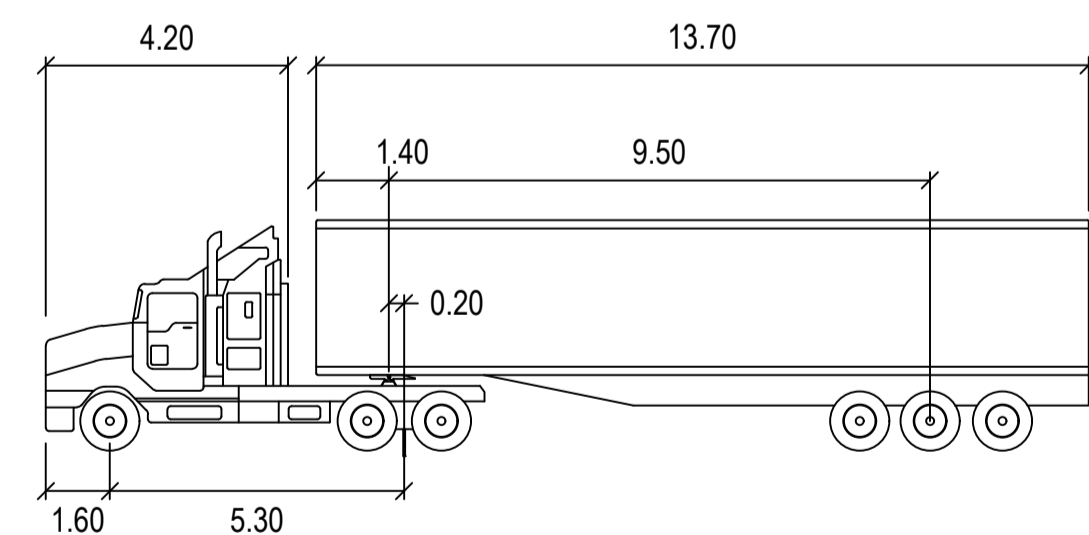
Concrete kerb and channel	\$205.00 /lin mtr	\$200.00 minimum	n/a
Bluestone pitchers existing	\$193.00 /lin mtr	\$200.00 minimum	n/a

Upon completion of the reinstatement works, where there is a variance in quantities, a separate invoice will be issued to the applicant for the variation amount.



SUBJECT SITE

DELTA GROUP ARE RESPONSIBLE FOR ALL BUILDING DELIVERY WORKS AS REQUIRED



19.0m SEMI
 meters
 Tractor Width : 2.50
 Trailer Width : 2.50
 Tractor Track : 2.50
 Trailer Track : 2.50
 Lock to Lock Time : 6.0
 Steering Angle : 27.8
 Articulating Angle : 70.0



CLIENT		REV		DATE	REVISION DETAILS	APPROVED	SCALE	SIZE	PRELIMINARY	PROJECT	37 GRAHAM ROAD HIGHETT, VIC	
DELTA GROUP		A	25.11.22	ISSUED FOR INFORMATION			1:750	A1	NOT FOR CONSTRUCTION	BUILDING DELIVERY WORKS AUTOTURN MOVEMENTS 19.0m SEMI	8500000000	
							DRAWN		APPROVED	TITLE	NUMBER	
							M.S		DATE		109070-DG-01	
							DESIGNED			DRAWING No.	REV	
							M.S				A	
							CHECKED					



DELTA GROUP