Site Environmental Management Plan

Thredbo Snowmaking Unit 1 and Associated Works, Friday Flat

Thredbo Alpine Resort
Kosciuszko National Park, NSW

October 2024

Document Control

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Project number: 24015MO

Kosciuszko Thredbo Pty Ltd

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1 Introduction

This Site Environmental Management Plan (SEMP) has been prepared for implementation by Kosciuszko Thredbo Pty Ltd (KT) (and its contractors) for the construction of a snowmaking unit and associated works at Friday Flat, within Thredbo Alpine Resort (the Project).

1.1 Purpose

This SEMP has been developed to outline how construction activities for the Project are to be managed in order to maintain and protect the environmental values of the Project site and surrounds.

1.2 Objective

The objectives of this SEMP are to:

- Provide mitigation measures to minimise the potential for environmental harm and/or environmental nuisance.
- Provide guidance for the development of detailed construction environmental management plans.
- Ensure all Project Personnel understand individual roles and responsibilities.
- Provide corrective actions to be implemented in the event of environmental harm and/or environmental nuisance. and
- Ensure Project personnel understand incident and emergency response procedures.

2 Reference Documentation

2.1 Summary of Statutory Requirements

- *Environment Protection and Biodiversity Conservation Act 1999 (Cwlth)*;
- *Biodiversity Conservation Act 2016*;
- *Environmental Planning and Assessment Act 1979*;
- *Environmentally Hazardous Chemicals Act 1985*;
- *Heritage Act 1977*;
- *National Parks and Wildlife Act 1974*;
- *Protection of the Environment Operations Act 1997*;
- *Waste Avoidance and Resource Recovery Act 2001;*
- *Water Management Act 2000;* and
- *Work Health and Safety Act 2011.*

2.2 Guidelines

- Guideline for the Preparation of Environmental Management Plans (DIPNR 2004)
- Managing Urban Stormwater: Soils and Construction, Volume 1, 4th Edition (Landcom 2004)
- Managing Urban Stormwater: Soils and Construction, Volume 2A, Installation of services (NSW DECC 2008)
- Interim Construction Noise Guidelines (DECC 2009)
- NSW EPA Waste Classification Guidelines (NSW EPA 2014)

2.3 Procedures & Policies

The following Kosciuszko Thredbo procedures and guidelines apply to the Project:

- Construction Site Incident and Emergency Procedures Thredbo Village, version 1.1
- Emergency Response Spill Procedure, version 1
- Standard Operating Procedure: Use and Maintenance of Wash Down Bay 2019
- Bushfire Danger Period Policy, version 2

3 Project Description

The Project is for the construction of a snowmaking unit and associated works at Friday Flat. The site is located within the Thredbo Head Lease on Lot 876/DP1243112.

3.1 Construction Activities

Pre-construction activities involve site preparation works, which will include:

- establishment of site boundary/fencing
- erection of site signage and pedestrian/traffic controls
- installation of erosion and sediment controls as required

Construction activities will include:

- vegetation removal
- excavation, including cut/fill to create level pad, footings and retaining wall
- trenching for installation of services and pipes
- installation of snowmaking unit, pits, connection of services and associated works
- backfilling and compaction of excavations.

Post-construction activities will comprise:

- rehabilitation in accordance with the Rehabilitation Guidelines;
- demobilisation of plant and machinery; and
- site clean-up.

4 Construction Management Details

4.1 Construction Timing

Construction is anticipated to take approximately 1.5 months, commencing in January/February 2025.

4.2 Construction Corridor

The construction corridor is shown on the Site Plan.

4.3 Site Access

The site is accessible via the summer mountain access road off Friday Drive.

4.4 Vehicles, Machinery and Equipment

The Development will require (but not limited to) the following vehicles, machinery and equipment:

- excavator
- concrete truck
- crane
- 4wd light vehicles
- telehandler
- proof roller
- truck
- wheelbarrow
- shovel.

4.5 Adverse Weather Contingencies

Adverse weather events (e.g. high winds, thunderstorms, heavy rain, hail, snow, bushfire and high temperatures) have the potential to negatively impact upon construction activities. To ensure appropriate consideration of such events, the Project and Construction Manager will monitor weather conditions throughout the construction period. If adverse weather events are anticipated and/or occur during construction, contingencies will be implemented, and arrangements made to postpone construction activities.

The Construction Manager / Site Project Manager will be responsible for notifying construction staff of any impending adverse weather, and to implement appropriate controls onsite, such as:

- Erecting wind breaks or covering stockpiles to prevent materials being blown away.
- Evaluate temporary sediment and erosion controls to ensure they are adequately installed to withstand adverse weather events.
- Discontinue use of plant and machinery.
- Secure materials and equipment.
- Protect open excavations.

4.6 Stockpiles and Material Storage Areas

4.6.1 Site Compound

No site compound will be required. Amenities will be available at the Friday Flat base station for staff.

4.6.2 Stockpile Sites

Temporary stockpiles will be required adjacent to excavations to effectively manage any excavated materials, spoil, soil and vegetation during the works. Soil will be separated so that it can be used during rehabilitation works. These will be maintained within disturbed areas.

A secondary stockpile location is shown on the site plan in **Appendix A**. All stockpiles will be managed in accordance with the controls in **Section 6.7.1**.

4.7 Work Hours

All work in connection with the Development must be carried out between the hours of 7.00am and 6.00pm, 7 days a week, or as otherwise approved.

5 Environmental Management

5.1 Roles and Responsibilities

The roles and responsibilities are outlined in **Table 1**.

Table 1: Roles and Responsibilities

Role	Responsibilities
Project Manager	• Ensure the SEMP is made available, communicated, maintained and understood by all Project staff. • Responsible for the overall management of the construction and operation of the Project. • Ensure the SEMP is updated with applicable conditions of approval following the provision of Development Consent from Department of Planning and Environment (DPE). • Ensure that the requirements of the SEMP and sub-plans have been addressed in all contractor environmental management documentation. • Review of incidents, non-conformances and non-compliance. • Ensuring Project personnel and contractors are adequately trained and qualified to fulfil their roles.
Site Project Manager	• Implement and maintain the SEMP. • Ensure all Project personnel comply with the requirements of the SEMP. • Report any incidents, non-conformances to the Project Manager.
Environmental Officer	• Oversee all works which are part of the Project on behalf of KT. • Ensure compliance with all environmental protection measures detailed in the SEMP, supporting management plans and conditions of approval. • Ensure all environmental controls are in place and adequately functioning during construction. and • Conduct construction inspections and complete reporting requirements e.g. progress reports, environmental incidents, non-compliance, corrective action and auditing.
All Personnel	• Comply with requirements of this SEMP. • Report any actual or potential environmental incidents to the Construction Manager immediately. • Identify and report non-conforming or potentially hazardous work practices, equipment, machinery or products. • Only perform tasks for which they are trained and competent. • Assist with environmental incident investigations and applying corrective actions. • Ensure all machinery, plant and equipment are in good working order and condition prior to use.
Construction Contractor	• Comply with SEMP and legislative requirements. • Construction contractor to develop and implement management plans in accordance with this SEMP, conditions of approval and contractual obligations.

5.2 Communication and Consultation

5.2.1 Training and Awareness

All Project staff will be made aware of the site-specific environmental controls through a site induction, and pre-start meetings before construction. These will discuss topics such as responsibilities, risks, health and safety issues, licensing and procedures.

5.2.2 Key Contacts

Key contacts for the Project are provided in **Table 2**. Prior to commencement of works, contact details (name and contact number) will be provided for Project personnel.

Table 2: Key Project Personnel Contact Details

Company / Agency	Role / Reason	Contact
Government Agency Contacts		
Department of Planning and Environment (DPE) (Alpine Resorts Team)	Development approval and compliance	(02) 6456 1733
National Parks and Wildlife Service (NPWS)	Flora, fauna, archaeology	(02) 6450 5600
Environment Protection Agency (EPA)	Water, noise, air pollution and regulation	131 555
NSW Soil Conservation Service	Soil erosion and sediment control	02 9842 8300
Thredbo Village Services		
Thredbo Medical Centre	General medical attention	(02) 6457 6254
Fire and Rescue Thredbo, NSW	Incident / emergency	(02) 6457 6144
Emergency Contacts		
NSW Police	In case of fire, medical or police emergency	000
NSW Fire and Rescue		
NSW Ambulance		

5.2.3 Consultation

KT is committed to ensuring effective communication and consultation is undertaken to inform the development of this SEMP and ensure it is implemented on-site as per the Project roles and responsibilities in **Section 5.1.** Where required, communication with key external stakeholders such as DPE and NPWS will be undertaken. A summary of the key consultation activities is provided in **Table 3**.

Table 3: Summary of Consultation Activities

Consultation Activity	Communication Method	Frequency
Internal	Site inductions	Prior to commencement of works
	Pre-start meetings and toolbox talks	Daily
	Reports to Project Manager identifying project progress, any environmental incidents, and review of any complaints or enquiries	Weekly
External	Face-to-face meetings, phone and email correspondence with relevant Government Departments / Agencies	As required
	In-writing notifications to Government Departments / Agencies and relevant parties	As required

5.2.4 Notification Protocols

A summary of the key notification protocols is provided in **Table 4.** Notification requirements will be updated as required.

Table 4: Regulatory Agency Notification Protocols

Party to Notify	What to Notify	When to Notify	Responsibility to Notify Regulatory Agency
DPE	Commencement of construction	DPE will be notified in writing at least 48 hours prior to the commencement of construction.	Site Project Manager
NPWS	Details of any material suspected of being a European or Aboriginal culturally significant site, relic or artefact.	Immediately upon discovery of any archaeological/culturally significant site or relic that are encountered. NSW Police to also be notified immediately upon discovery of human remains.	Site Project Manager
NSW Environmental Protection Agency	Details of pollution incident – who, what, when, where, how, any other supporting information and evidence (e.g. photos)	Immediately upon identification of pollution incident causing or threatening material harm to the environment, in accordance with KT's **Construction site Incident and Emergency Procedures Thredbo**	KT Environmental Manager

5.3 Environmental Incident and Emergency Response

All Project personnel are required to follow KT's **Construction site Incident and Emergency Procedures Thredbo Village.** The procedure will be available on-site and all Project staff will be trained on their implementation through the site induction. The procedure classifies examples of emergencies and incidents and provides specific procedures for response to such events.

The procedure also outlines general site management principles, incident reporting and notification requirements and provides an emergency contacts list. In the event of an environmental incident, emergency or near-miss, the following steps should be taken:

1) **STOP** works in the area and if safe to do so ensure the safety of personnel within the vicinity.
2) **NOTIFY** relevant persons e.g. emergency services or Construction Manager.
3) **ISOLATE** the risk or hazard e.g. turn off machinery/plant, implement immediate site controls, set up exclusion zone. and
4) **REPORT** and notify relevant persons (e.g. Project Manager, regulatory agencies).

Environmental incident and near-miss reporting requirements are detailed in **Section 7.2**. Contact details for key Project personnel and emergency services are provided in **Table 2**.

External contractors are required to prepare and implement an emergency and incident response procedure. The contractor will be responsible for responding to any environmental emergency caused by any action (or inaction) of the contractor's staff, including notification requirements to external parties such as EPA and Fire, Fire and Rescue NSW.

6 Environmental Controls

6.1 General

- Ensure works are conducted by suitably qualified and trained personnel.
- Ensure all site environmental management controls relevant to that stage of work are implemented in accordance with the approved plans and conditions of consent.
- Provide approved plans and relevant documentation in the site office or other suitable location so that they are easily accessible by all construction staff.

6.2 Site Establishment

- Establishment of site boundary with temporary fencing, rope or flagging to clearly delineate the construction corridor and "no-go" areas.
- Erection of site signage and pedestrian/traffic controls.
- Installation of erosion and sediment controls.

6.3 Machinery and Storage

- All equipment, machinery and vehicles used during construction of the Project must be cleaned prior to entry into the Park and prior to site mobilisation to ensure they are free of mud and vegetative propagules.
- Equipment, machinery, and vehicles must be regularly maintained and manoeuvred to prevent the spread of exotic vegetation.
- Storage of equipment, machinery, vehicles and material is to be restricted to existing disturbed areas (i.e. within the construction corridor and nominated material storage area) and avoid undisturbed areas.
- All vehicles and machinery entering Thredbo must adhere to the **Standard Operating Procedure: Use and Maintenance of Wash Down Bay.**

6.4 Earthworks

- Implement sediment control measures as required, prior to any construction work and retain in place until exposed areas of soil or vegetation are stabilised/rehabilitated.
- Drainage, erosion and sediment controls to be designed and installed in accordance with *Managing Urban Stormwater: Soils and Construction, Volume 1, 4th Edition* (Landcom 2004)
- All erosion and sediment control measures are to be regularly checked.
- Schedule trenching works for periods when rainfall is low.
- Minimise the area of soil disturbed and exposed to erosion. Ensure trench widths and depths are the minimum necessary.
- Conserve topsoil for backfilling and rehabilitation works.
- Progressively rehabilitate disturbed land immediately post construction.
- When excavating, place excavation soil on upslope of trench to divert water from away from the trench line.
- Limit time trenches are left open and avoid trenching when the risk of adverse weather is high.
- If trenches and excavations are to be left open overnight, fauna escape ramps should be installed to enable fauna to escape. Open trenches and excavations should be inspected regularly for the presence of any fauna that may have fallen in.
- Excavations are to be properly guarded and protected to prevent them from being dangerous.

6.4.1 Erosion and Sediment Controls

Recommended erosion and sediment controls outlined below. Appropriate controls to be installed onsite as determined by the construction contractor.

Table 5: Erosion and Sediment Controls

Control	Project Activity	Location	Purpose	Timing	Standard Drawing Reference[1]
Sediment fence	Excavation, trenching and stockpiling	Downslope side of any excavations; wetter areas; downslope of earth stockpiles; need to be placed following contours where possible.	To prevent sediment run-off by filtering medium to coarse-grained sediment from runoff	Install prior to, or in conjunction with earthworks. Retain in place until exposed areas of soil are stabilised.	Sediment fence (SD 6-8)
Straw bale filter fencing	Excavations and trenching	Drier areas of excavation, across or at the toe of slope, where required.	To prevent sediment run-off (suitable for low flows of water)	Install prior to, or in conjunction with earthworks. Retain in place until exposed areas of soil are stabilised.	Straw bale filter (SD 6-7)
Straw bales	Cross-slope excavations	To be installed on the uphill side of excavations running cross-slope, where required.	Divert water around and away from excavation works. Suitable for low flows of water to reduce water velocity.	Install prior to, or in conjunction with earthworks. Retain in place until exposed areas of soil are stabilised.	Straw bale filter (SD 6-7)
Temporary geofabric filter pond	Dewatering excavation	Where required, on flat area away from drainage lines/watercourses and native vegetation. Equipment and pumping operation to be confined to construction corridor.	To capture sediment and pollutants and prevent them leaving the filter pond	In the event water enters an excavation and it's required to be pumped out prior to recommencement of works	Control installation notes provided below. Refer to best practice guidelines such as IECA.

6.5 Sediment Fence

Construction notes:

1) Construct sediment fences as close as possible to being parallel to the contours of the site, but with small returns to limit the catchment area of any one section. **The catchment area should be small enough to limit water flow if concentrated at one point to 50 L/s in the design storm event, usually the 10-year event.*

2) Dig a 150 mm deep trench along upslope line of fence for the bottom of the fabric to be entrenched.

3) Install 1.5 m long star pickets into ground at 2.5 m intervals (max) on the downslope edge of the trench. **Fit star pickets with safety caps.*

4) Fix geotextile to the upslope side of the posts ensuring it goes to the base of the trench.

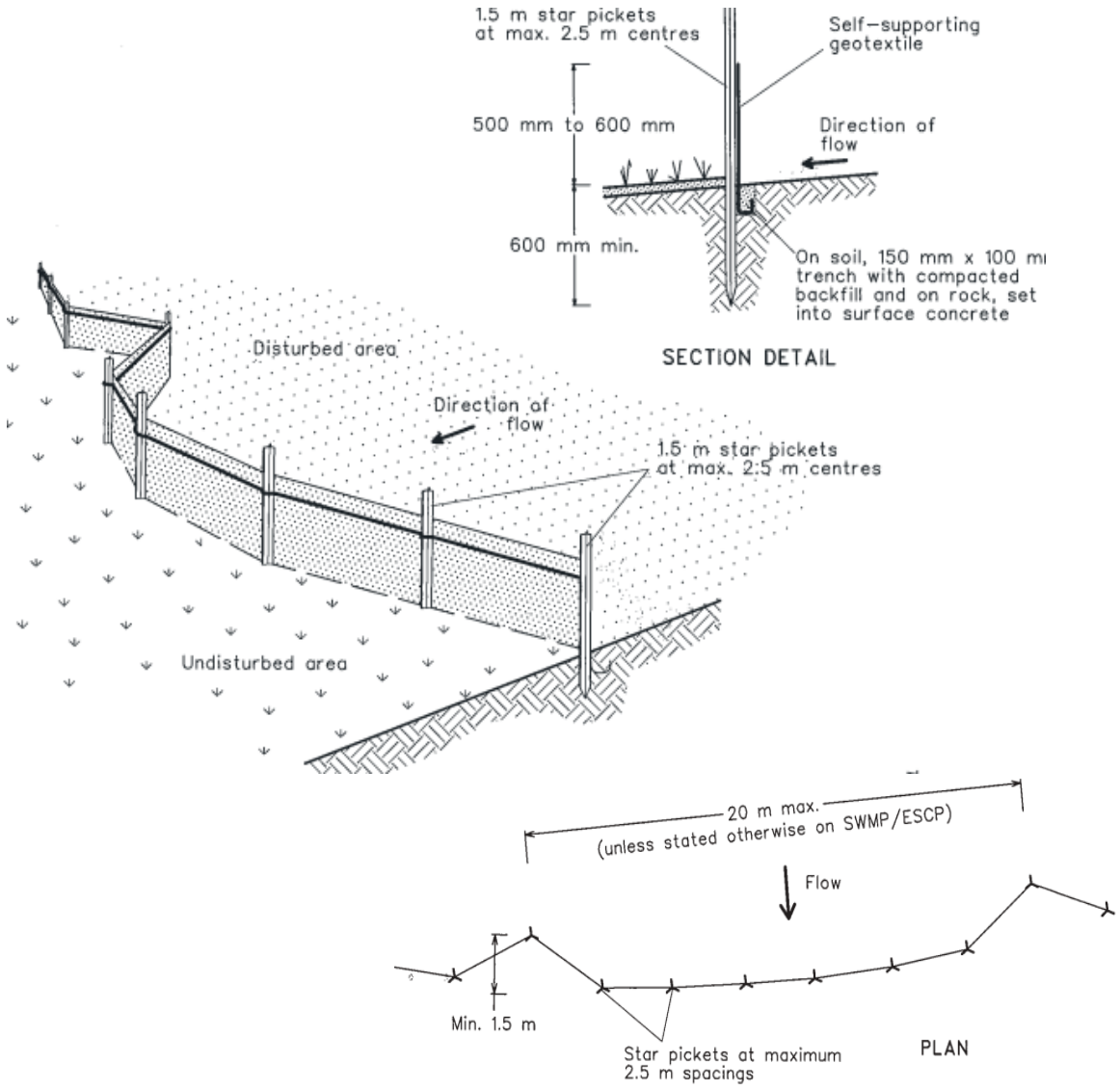

Figure 1: Standard Sediment Fence Installation (Source: Landcom 2004)

6.6 Straw Bale Filter

Construction notes:

1) Construct the straw bale filter as close as possible to being parallel to the contours of the site.
2) Place bales lengthwise in a row with ends tightly abutting (1 bale = max height of filter). Fill gaps between bales with straw and wrap with geofabric where necessary.
3) Embed each bale in the ground 75-100 mm and anchor with two 1.2 m stakes/star picket. Angle the first stake in each bale towards the previously laid bale. Stakes should be driven 600 mm into ground, sitting flush with top of bale (if possible). **If using star pickets which protrude above bales, fit with safety caps.*
4) Where a straw bale filter is constructed downslope from a disturbed batter, ensure the bales are placed 1-2 m downslope from the toe.

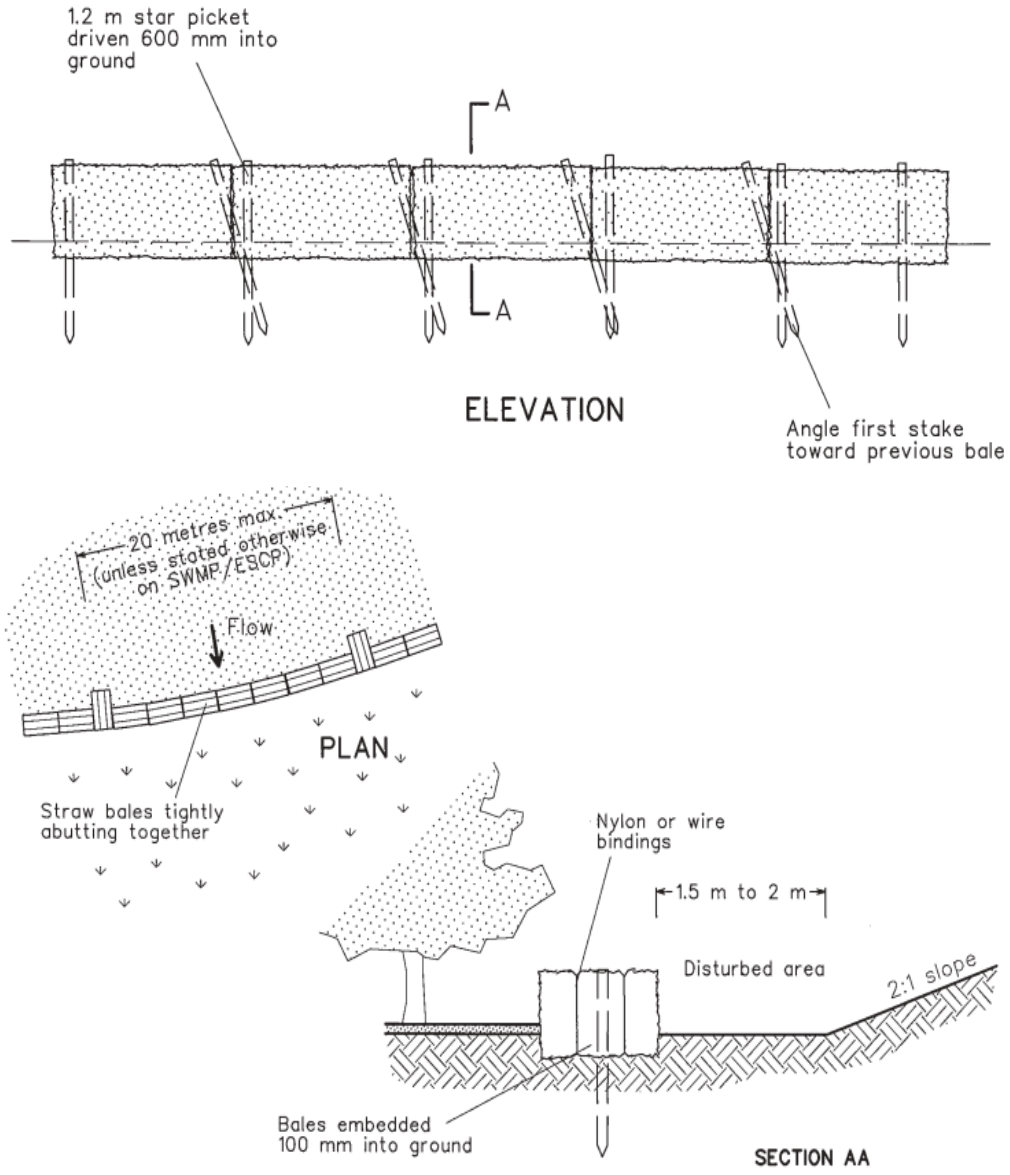

Figure 2: Standard Straw Bale Filter Installation (Source: Landcom 2004)

6.7 Geofabric Filter Dam

Construction notes:

1) Where practicable, locate the filter dam at least 50 m from the edge of a waterbody. The temporary filter dam must be located wholly within the construction corridor, unless otherwise agreed by the Secretary or nominee (DPIE).
2) Suitably clear and prepare the surface where the filter dam will be installed.
3) Arrange straw bales to form an enclosure and securely anchor each bale with at least one star picket or stake.
4) Securely attach the filter fabric to the straw bales and reinforce with stakes. If more than one sheet of fabric is used, then overlap within a minimum of 600 mm at all joints.

Figure 3: Filter Dam Example

6.7.1 Stockpile Management

- All stockpiles will be constructed and managed in accordance with *Soil Stockpile Guidelines for the Resort Areas of Kosciuszko National Park* (OEH 2017).
- Temporary stockpile sites within the construction corridor should adhere to the following criteria (Landcom 2004; OEH 2007):
  - not exceed 2 m in height, have a slope <50% (26˚)
  - be at least 2 m from vegetation, concentrated water flows, roads, publicly accessible areas or hazardous areas
  - avoid impacts to native vegetation and be located on disturbed areas
  - located directly adjacent to the works
  - located on relatively flat ground, where possible
  - in areas with sufficient room to accommodate the volume of material being stockpiled
  - be contained by appropriate erosion and sediment controls.
- Any excess excavated material will be removed from site and transported to the designated soil stockpiles sites.

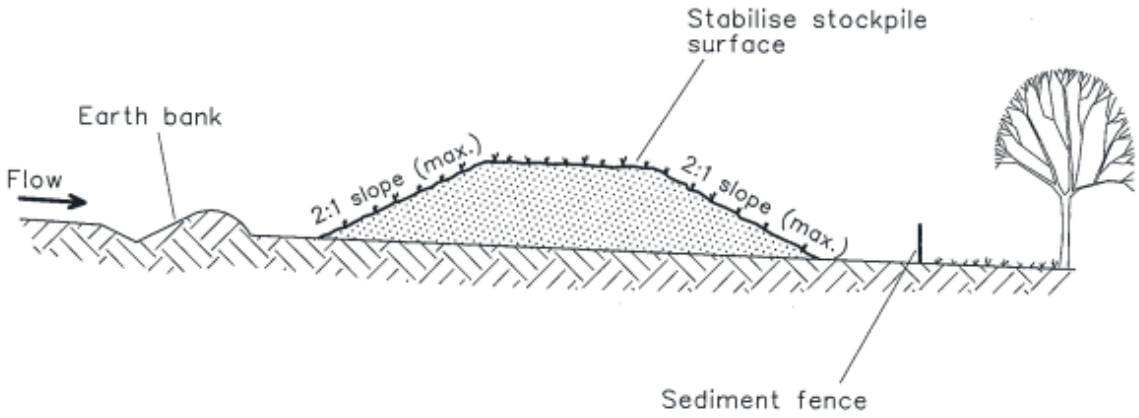

Figure 4: Stockpile Management (Source: Landcom 2004)

6.7.2 Material Sourcing

Authorisation from NPWS is to be sought where imported gravel or fill material is required, unless the material is sourced from the following NPWS approved locations:

- McMahons Earthmoving quarry, located on Alpine Way, Crackenback NSW; or
- Kraft Earthmoving / Snowy Mountains Sand and Gravel quarry located on Kosciuszko Road, Jindabyne NSW.

6.8 Waste Management

- All waste will be managed and disposed of in accordance with the KT's waste management procedures. This includes recycling or transfer to KT's waste facility and stockpile locations for re-use where possible. Excess spoil from excavations will be taken off-site and placed within the resort's existing stockpile area located at the carpark adjacent to the Thredbo Waste Transfer Station for re-use within the resort.
- All waste will be separated into waste stream and contained within appropriate receptacles and disposed in accordance with EPA guidelines;
- Any waste that cannot be re-used within the resort will be transported off-site by a licenced contractor and disposed of at the Jindabyne Landfill.

There are two licenced waste facilities within proximity to Thredbo, including:

- Jindabyne Landfill, 6013 Kosciuszko Road, Jindabyne NSW
- Cooma Landfill, 8448 Monaro Highway, Cooma NSW.

6.9 Vegetation Removal

Vegetation removal is to adhere to the following clearing protocols:

- All clearing must only occur within approved construction corridor. The construction corridor is to be clearly identified with flagging tape to mark no-go/no clearing zones prior to construction.
- Clearing should remove habitats in stages to allow movement of fauna away from disturbed areas.

- Vegetation to be removed must be clearly marked prior to removal (refer **Figure 5** and **Figure 6**).
- All vegetation must be checked for fauna habitats and fauna by the Environmental Officer immediately prior to felling/removal. Vegetation with active nests must not be removed until the young have left the nest. If fauna is present, then the NPWS must be contacted to assist with mitigation actions.
- All machinery to be used during the construction phase should be limited to the existing disturbed areas and access tracks.

Figure 5: Tree removal required for placement of snowmaking unit

Figure 6: Vegetation for removal to allow trenching for distribution pipes

6.10 Rehabilitation

- Progressive rehabilitation is to be undertaken in accordance with the Rehabilitation and Monitoring Plan. All rehabilitation should be undertaken in accordance with the *Rehabilitation Guidelines for the Resort Areas of Kosciuszko National Park* (DECC 2007).
- All disturbance should be kept to the minimum required to achieve the proposal.

6.11 Hygiene Protocols

- All machinery and equipment used during construction must be cleaned prior to entry into KNP and prior to site mobilisation to ensure the machinery is free of mud, vegetative propagules, and pathogens. This includes machinery that may have been working in an area of the resort that contains weeds and is preparing to be redeployed in the construction corridor and associated stockpile and staging areas.
- All relevant weed species that occur within the construction corridor must be treated prior to works commencing to ensure these weeds are not spread further at the site or within KNP.
- All vehicles and machinery entering Thredbo must adhere to the Standard Operating Procedure: Use and Maintenance of Wash Down Bay, March 2019 (KT055). The wash down bay is located at the Thredbo Waste Transfer Station for use by KT staff and contractors.

6.12 Dust Management

- Dust generation will be managed through typical dust suppression that will include covering stockpiled spoil, minimising ground disturbance and covering loads.

- Plant and equipment to be maintained and operated in an efficient manner to reduce air pollution.
- Vehicles are to adhere to speed limits to minimise dust general and potential spill of hauled materials.
- All vehicles carrying spoil or rubble to/from site should be covered to prevent the escape of dust or other material. Covers are to be adequately secured.

6.13 Noise and Vibration

- Awareness training and information will be provided to project personnel in relation to minimising noise pollution as much as practicable when in close proximity of tourist accommodation along Friday Drive.
- Selection of the most appropriate plant and equipment to minimise noise generation.
- Construction works will be undertaken during standard work hours.
- Regular checks are to be undertaken to ensure all equipment and vehicles are in good working order and are operated correctly.

6.14 Fuels and Chemicals

- In the event on an on-site spill, construction staff will follow KT's Construction Site Incident and Emergency Procedures Thredbo Village
- Environmental spill kits containing suitable spill response materials shall be kept on site at all times. Spill kit materials shall be used in the event of a spill. Any oil spilt during the oil transfer or at other times shall be immediately contained and cleaned up.
- Fuel and chemicals will be appropriately stored and handled in accordance with relevant Australian Standards and Codes of Practice.

6.15 Traffic and Access

- Traffic and construction vehicle access will be managed as per regular daily operation in the resort.
- Appropriate signage, fencing or demarcation to be installed to manage access to and around the construction corridor.

6.15.1 Mountain bike trails

Sections of the existing Friday Flat Loop (purple in figure below) and proposed beginner trail (orange in figure below, subject to DA approval) traverse the construction corridor. Pending the timing of construction, the Friday Flat Loop trail may be temporarily closed, or the new beginner trail will be temporarily closed to enable construction works in close proximity of the trail. If any disturbance to a trail occurs as a result of construction, they will be re-instated. Temporary closures will be managed via notification on the Thredbo website, and installation of onsite controls such as signage and exclusion fencing.

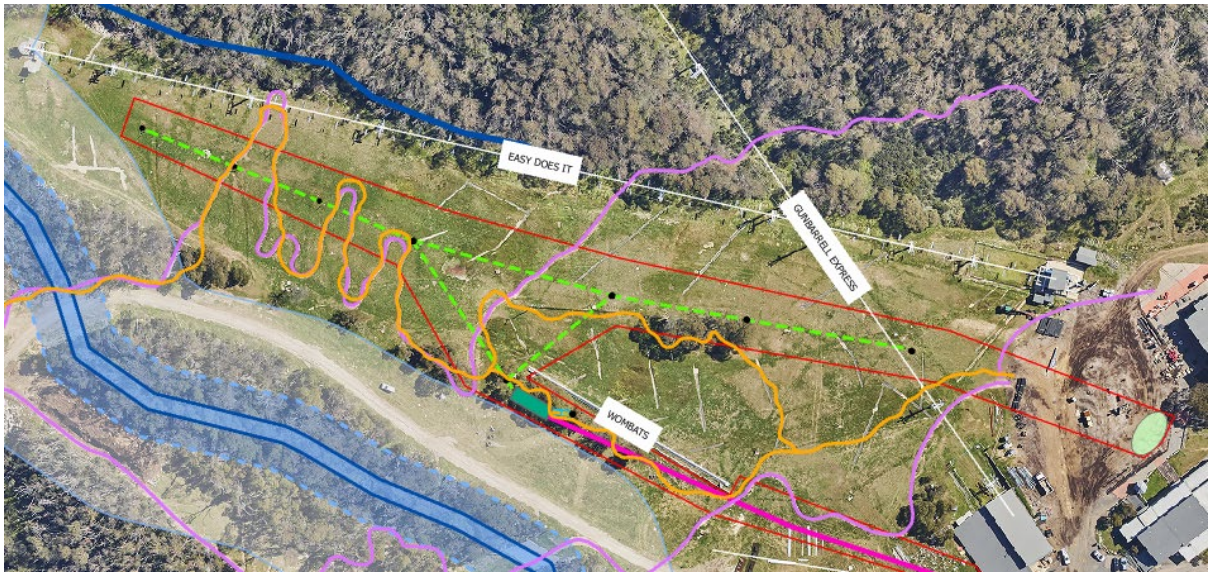

Figure 7: MTB Trails traversing construction corridor

6.16 Aboriginal Cultural Heritage

6.16.1 Unexpected Finds Procedure

Where unexpected items of potential archaeological, built or Aboriginal cultural heritage significance are discovered, Project personnel will follow the below procedure:

- **STOP:** Stop work and leave the site or item where it is.
- **NOTIFY:** Notify the Project Manager and NPWS to arrange for representatives to inspect the site. If human remains are found, the NSW Police must also be notified.
- **MANAGE:** Management may involve securing the find by erecting a no-go zone.
- **REPORT:** The Project Manager will complete any reporting requirements, as directed by NPWS.

6.17 Bushfire Protection

The construction contractor would be responsible for determining relevant requirements for the site and ensuring staff are aware of bushfire avoidance, evacuation, and management measures e.g. prior to undertaking works the construction contractor should confirm that there is no current total fire ban or Kosciuszko National Park fire ban as this may place restrictions of activities such as use of plant or machinery in grass/bush settings.

The **Construction Site Incident and Emergency Procedure** outlines procedures for responding to fire and bushfire incidents or emergencies. This procedure is made available to all construction staff. In the event of a bushfire, Kosciuszko Thredbo (the head lessee) would implement the resort-wide Bushfire Evacuation Plan. The plan has been designed to assist management and emergency services to protect life and property in the event of a bush fire or other emergency.

7 Monitoring and Reporting

7.1 Environmental Monitoring

The Environmental Officer will conduct monitoring during all project phases (pre-construction, during construction and post-construction) to ensure compliance with this SEMP, associated management plans and conditions of approval.

7.2 Environmental Incident Reporting

All incidents and near misses will be managed in accordance with KT's **Construction site Incident and Emergency Procedures Thredbo Village**. The document provides procedures for responding to incidents and emergences, reporting and notification requirements and emergency contacts.

The following information should be recorded:

- Time and date of the incident / near miss
- A description of the incident / near miss
- A sequence of events that led to the incident / near miss occurring
- Person/s involved in the incident / near miss (including witnesses)
- Written statements from person/s involved (as applicable)
- Details of corrective actions.

The **Environmental Incident Report Form** should be completed for all environmental incidents. All parts of the form must be completed in accordance with KT's incident procedure and following the instructions within the form. The form must be signed by the person making the report and the Project Manager/person in charge of the site/activity.

7.3 Non-conformance

A non-conformance is the failure to comply with the requirements of this SEMP and supporting management plans. Non-conformances identified via site inspection or during day-to-day activities will be documented on the **Site Environmental Management Measures Report** (or similar contractor's form) and closed out in subsequent inspections.

The Environmental Officer is responsible for investigation and managing corrective and preventative actions in the event of non-conformance or a situation likely to cause environmental harm.

7.4 Corrective Actions

Corrective actions should be prioritised on the following hierarchy of controls:

1. **Elimination** – can activities and processes be eliminated to reduce the risk of reoccurrence?
2. **Substitution** – can activities be substituted with another activity of lesser risk?
3. **Isolation** – can you isolate the hazard from any person exposed to it?
4. **Engineering controls** – can you reduce the risk of reoccurrence through engineering changes?
5. **Administrative controls** – can a change in work practices, additional training or additional checks reduce the risk?
6. **Personal Protective Equipment (PPE)** – can PPE be worn to protect personnel from harm?

The Construction Manager will be responsible for managing the implementation of corrective actions on-site.

7.5 Complaints Management

Should complaints be received from the public in relation to the Project they will be recorded using the **Complaints Form** (or similar contractor's form). The Project Manager will be responsible for investigating, recording and closing out any complaints received. All records will be stored within KT's files and distributed to relevant persons / regulatory authorities as required.

8 Record Keeping and Review

8.1 Document Control

All Project related documentation will be maintained within KT's Project file. Documents stored within the file include (but not limited to) the following:

- Copies of relevant planning approvals and documents, licences and permits.
- All completed induction forms and visitor sign-on register.
- Records of routine environmental inspections.
- Records of any environmental incidents, complaints, non-conformances and no-compliances.

8.2 SEMP Review

This SEMP is a live document and will undergo reviews and amendments, as necessary. Reviews will generally be undertaken –

- If there is a change in the scope of the Project.
- Prior to commencement of construction to ensure any relevant conditions of consent and/or other approval, licence or permit requirements are incorporated.
- If there is a need to improve environmental controls to protect environmental values.
- If there is an increase or introduction of a new environmental risk or impacts.
- At the end of a Project to allow for improvements in subsequent Projects.

9 References

Department of Environment and Climate Change (DECC) 2007, Rehabilitation Guidelines for the Resort Areas of Kosciuszko National Park, NSW Government.

Department of Environment and Climate Change (DECC) 2009, Interim Construction Noise Guideline, July 2009, https://www.epa.nsw.gov.au/-/media/epa/corporate-site/resources/noise/09265cng.pdf?la=en&hash=EF4576FD79DBB25D5AC22DFA1A883A2BADA1F77B

Department of Infrastructure, Planning and Natural Resources (DIPNR) 2004*, Guideline for the Preparation of Environmental Management Plans*, https://www.planning.nsw.gov.au/~/media/Files/DPE/Guidelines/guideline-for-the-preparation-of-environmental-management-plans-2004.ashx?la=en

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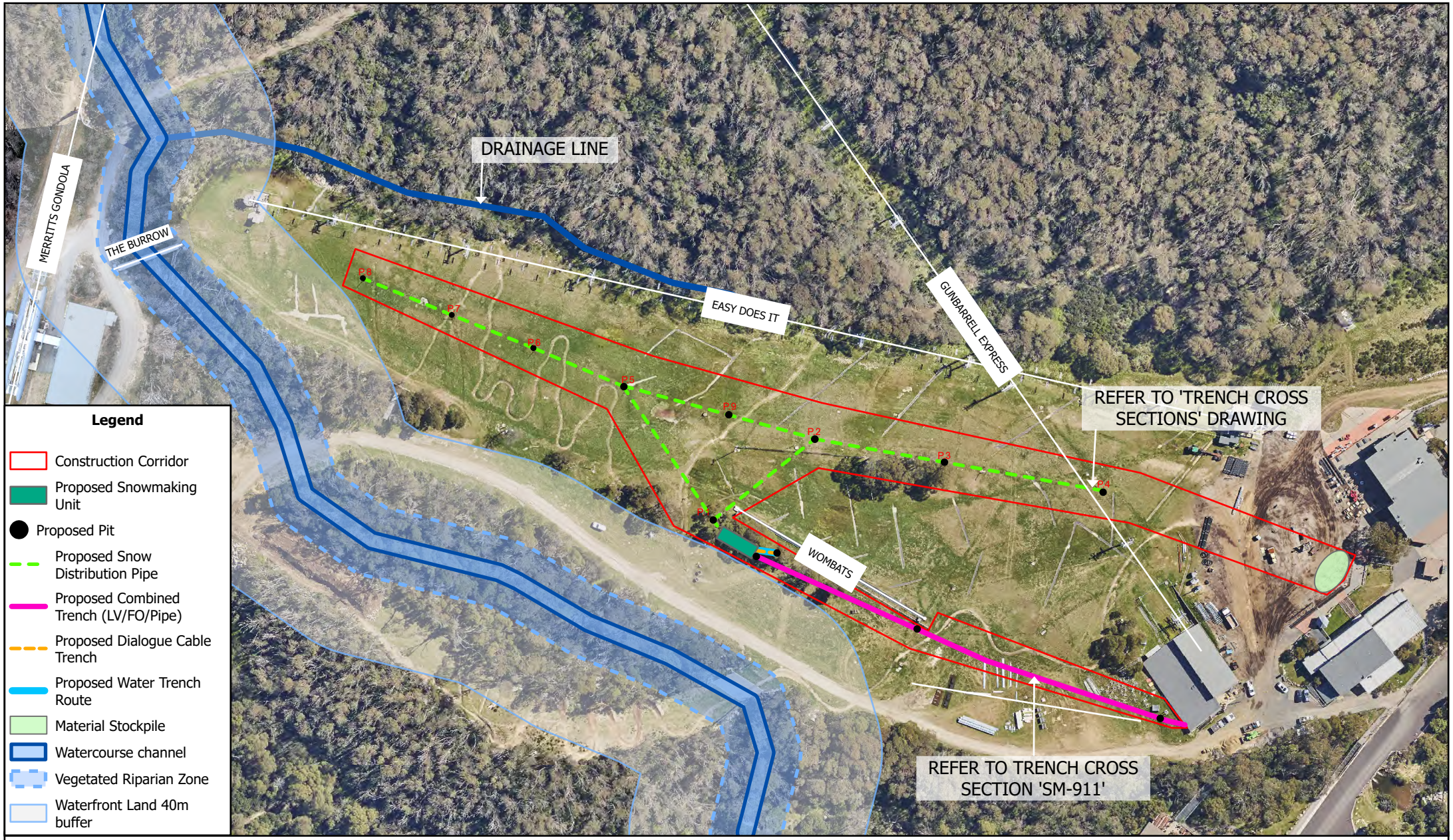
10 Appendices

Appendix A Plans



Scale: 1:1,859

0 15 30 60 90

Meters

Map Projection: Universal Transverse Mercator
Horizontal Datum: GDA 1994
Grid: GDA 1994 MGA Zone 55

N

THREDBO

Site Plan

Project: Thredbo Snowmaking Unit 1

Note: Services shown are indicative within the construction corridor and any existing services are to be located prior to construction.

Revision: F

Date: 25/10/2024

Produced By: JB

Appendix B Environmental Schedules

THREDBO ENVIRONMENTAL SERVICES

Record of complaint

Sheet _____of_____

Project: _____ Date / Time: _____

Received by: _____ Reference Number: _____

Complainant details:	Witness details:

Nature of complaint:

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..... Complainant sign:

Action taken:

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Kosciuszko Thredbo Pty Ltd

Environmental Incident Reporting Form

Confidential document after first entry

The purpose of this form is to report any incident that may have resulted in Environmental harm on Kosciuszko Thredbo Pty Ltd premises. Remember to be succinct, stick to the facts and do not make assumptions. Only record information you know to be correct.

The only persons authorised to contact external agencies eg EPA in relation to environmental incidents are the Kosciuszko Thredbo General Manager and Environmental Services Manager or their approved delegates.

Return completed form to the Environmental Services Manager as soon as practicle, on completion of the Environmental incident.

Date of Incident:	**Time of incident:**
Reported by:	**Department:**

Location of Incident

EXACT location of the incident (include landmarks and features, nearest cross street etc to make it easier to identify later)		
Site:	Building:	Room:

Description of incident

Provide description and extent of incident: …… …… …… …… ……
Have relevant photos been taken and attached? Yes ☐ No ☐
If 'No', provide sketch and attach to the rear of this document.
What was the estimated duration of the incident?

Type of incident

☐ Spill (including fuel,oil,waste material or other polluting substance)	☐ Erosion and sedimentation incident	☐ Contaminated water discharge
☐ Noise emission/complaint	☐ Unauthorised/accidental damage to heritage item	☐ Unauthorised/accidental vegetation removal or harm
☐ Air Emission	☐ Wildlife habitat/nesting area disturbed	☐ Other (specify)

Environmental Incident Reporting Form

Level of incident

Level	Example
☐ Minor	eg. No material has escaped the site or caused material harm to the environment – it is easy to clean up without additional assistance.
☐ Major	eg. Material has escaped the site causing pollution downhill/downstream areas, which will require clean up involving other agencies and/or additional resources not available to local site management. Damage has occurred or is likely to occur to the environment.

Hazardous Material Spilt

☐ Petroleum based products/ Hydrocarbons	☐ Chemicals domestic or industrial grade
☐ Biological waste / Clinical and related waste	☐ PCB insulating liquids
☐ CFC containing equipment	☐ Paints or paint products
☐ Radioactive waste	☐ Other (specify)
Detail type/ingredient spilt: (UN, MSDS details)	
Detail concentration of material spilt:	
Detail quantity of material spilt:	

Type of Spill

☐ Spilt onto ground	☐ Spilt into stormwater drain
☐ Spilt into waterway	☐ Poured down sink
☐ Poured down sewer	☐ Released into atmosphere
☐ Caused odour	☐ Caused fire/explosion
☐ Caused infectious contamination	☐ Other (specify)

Immediate Actions

Was spill contained? Yes ☐ No ☐
Detail immediate actions/controls measures taken to rectify or contain the incident …… …… …… …… …… …… …… ……

Environmental Incident Reporting Form

Corrective Actions

Detail corrective clean up action taken

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Disposal

Detail disposal method/plans and location

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Recommended follow up and preventative actions

Detail recommendations

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……

……

Persons present at Incident

Were there any witnesses to the accident? Yes ☐ No ☐ If 'Yes', please provide names

……

……

Declaration

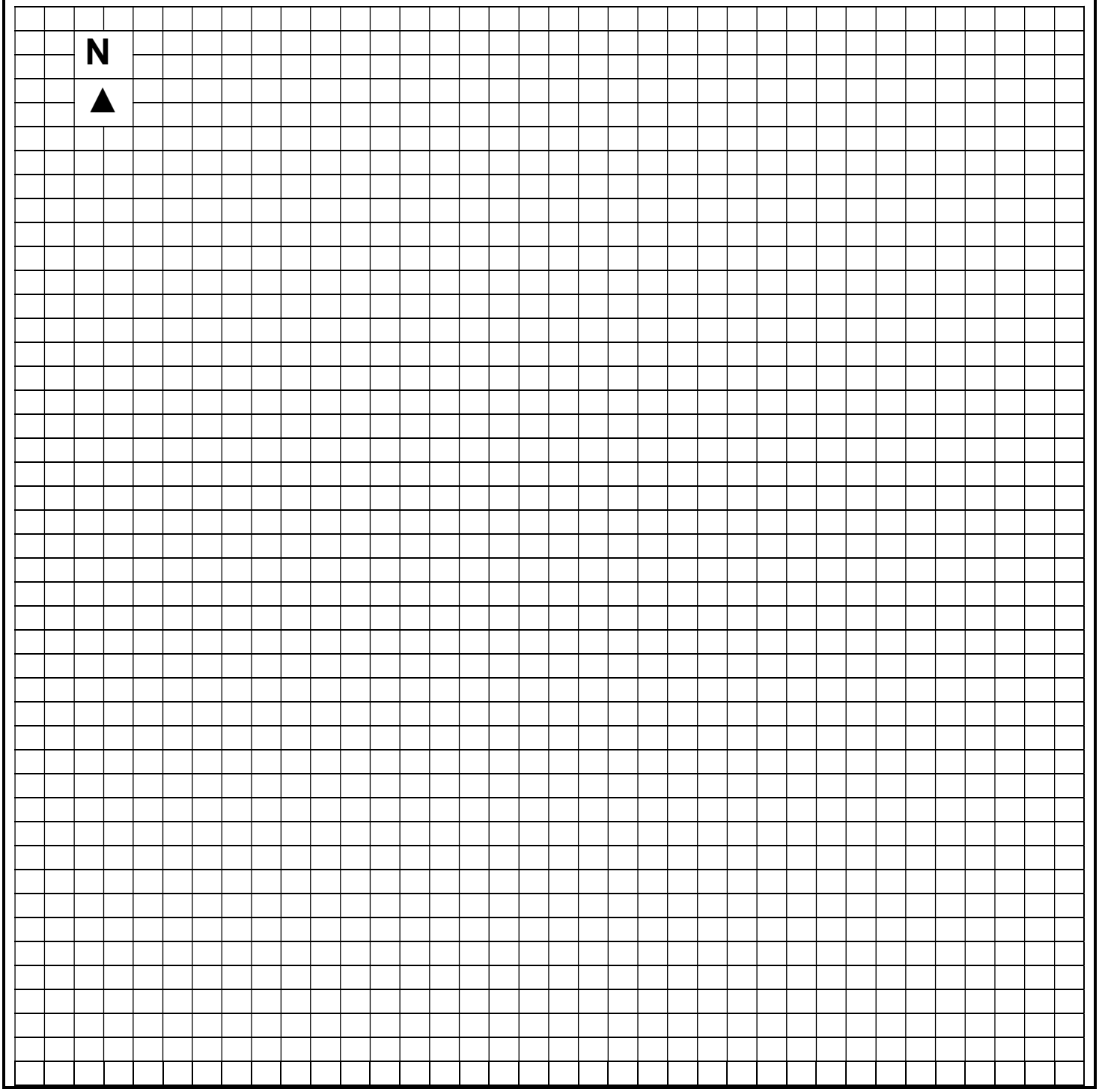
The information and answers given above are true in every detail and no information has been withheld.

Departmental Supervisors Name	
Departmental Supervisors signature	*Date*

Departmental Managers Name	
Departmental Managers signature	*Date*

Environmental Incident Reporting Form

Diagram: (do not scale)



Created By: Paul Corcoran
Created Date: 24 Mar 2009
Review Date: 24 Mar 2017
Reviewed Date: 7th January 2020, by E Diver