

# PUBLIC NOTIFICATION

**Approval Sought:**

Material Change of Use and Building Works Assessable against the Planning Scheme

**Proposed Development:**

Medium Impact Industry - Industrial Spray Painting Facility and Preliminary Approval for Building Works Assessable against the Planning Scheme for an Industrial Spray Painting Facility

**Where:**

150 Port Curtis Road, Port Curtis

**Lot Description:**

Lot 3 on LN1187

**Application Reference:**

D/23-2023

**Make a submission from:**

**13 March 2023 to 31 March 2023**

**You may make a submission to Rockhampton Regional Council**

PO BOX 1860, Rockhampton QLD 4700

Email: [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au)

Phone: 07 4932 9000 or 1300 22 55 77

[Click here to view the 'Guide to public notification of development and change applications'](#)

For more information on planning requirements within the Rockhampton Region feel free to visit [www.rrc.qld.gov.au](http://www.rrc.qld.gov.au)



# DA Form 1 – Development application details

Approved form (version 1.3 effective 28 September 2020) made under section 282 of the Planning Act 2016.

This form **must** be used to make a development application **involving code assessment or impact assessment**, except when applying for development involving only building work.

For a development application involving **building work only**, use *DA Form 2 – Building work details*.

For a development application involving **building work associated with any other type of assessable development (i.e. material change of use, operational work or reconfiguring a lot)**, use this form (*DA Form 1*) and parts 4 to 6 of *DA Form 2 – Building work details*.

Unless stated otherwise, all parts of this form **must** be completed in full and all required supporting information **must** accompany the development application.

One or more additional pages may be attached as a schedule to this development application if there is insufficient space on the form to include all the necessary information.

This form and any other form relevant to the development application must be used to make a development application relating to strategic port land and Brisbane core port land under the *Transport Infrastructure Act 1994*, and airport land under the *Airport Assets (Restructuring and Disposal) Act 2008*. For the purpose of assessing a development application relating to strategic port land and Brisbane core port land, any reference to a planning scheme is taken to mean a land use plan for the strategic port land, Brisbane port land use plan for Brisbane core port land, or a land use plan for airport land.

**Note:** All terms used in this form have the meaning given under the Planning Act 2016, the Planning Regulation 2017, or the Development Assessment Rules (DA Rules).

## PART 1 – APPLICANT DETAILS

1) Applicant details	
Applicant name(s) (individual or company full name)	Hastings Deering (Australia) Limited
Contact name (only applicable for companies)	C/- Gideon Town Genade
Postal address (P.O. Box or street address)	PO BOX 450
Suburb	Rockhampton City
State	Queensland
Postcode	4700
Country	Australia
Contact number	07 4806 6959
Email address (non-mandatory)	info@gideontownplanning.com.au
Mobile number (non-mandatory)	
Fax number (non-mandatory)	
Applicant's reference number(s) (if applicable)	GTP 2250

2) Owner's consent	
2.1) Is written consent of the owner required for this development application?	
<input type="checkbox"/> Yes – the written consent of the owner(s) is attached to this development application	
<input checked="" type="checkbox"/> No – proceed to 3)	

## PART 2 – LOCATION DETAILS

### 3) Location of the premises (complete 3.1) or 3.2), and 3.3) as applicable)

**Note:** Provide details below and attach a site plan for any or all premises part of the development application. For further information, see [DA Forms Guide: Relevant plans](#).

#### 3.1) Street address and lot on plan

- ☒ Street address **AND** lot on plan (all lots must be listed), **or**  
☐ Street address **AND** lot on plan for an adjoining or adjacent property of the premises (appropriate for development in water but adjoining or adjacent to land e.g. jetty, pontoon. All lots must be listed).

a)	Unit No.	Street No.	Street Name and Type	Suburb
		150	Port Curtis Road	Port Curtis
	Postcode	Lot No.	Plan Type and Number (e.g. RP, SP)	Local Government Area(s)
	4700	3	LN1187	Rockhampton Regional Council
b)	Unit No.	Street No.	Street Name and Type	Suburb
	Postcode	Lot No.	Plan Type and Number (e.g. RP, SP)	Local Government Area(s)

#### 3.2) Coordinates of premises (appropriate for development in remote areas, over part of a lot or in water not adjoining or adjacent to land e.g. channel dredging in Moreton Bay)

**Note:** Place each set of coordinates in a separate row.

- ☐ Coordinates of premises by longitude and latitude

Longitude(s)	Latitude(s)	Datum	Local Government Area(s) (if applicable)
		<input type="checkbox"/> WGS84 <input type="checkbox"/> GDA94 <input type="checkbox"/> Other:	

- ☐ Coordinates of premises by easting and northing

Easting(s)	Northing(s)	Zone Ref.	Datum	Local Government Area(s) (if applicable)
		<input type="checkbox"/> 54 <input type="checkbox"/> 55 <input type="checkbox"/> 56	<input type="checkbox"/> WGS84 <input type="checkbox"/> GDA94 <input type="checkbox"/> Other:	

#### 3.3) Additional premises

- ☐ Additional premises are relevant to this development application and the details of these premises have been attached in a schedule to this development application  
☒ Not required

### 4) Identify any of the following that apply to the premises and provide any relevant details

- ☐ In or adjacent to a water body or watercourse or in or above an aquifer

Name of water body, watercourse or aquifer:

- ☐ On strategic port land under the *Transport Infrastructure Act 1994*

Lot on plan description of strategic port land:

Name of port authority for the lot:

- ☐ In a tidal area

Name of local government for the tidal area (if applicable):

Name of port authority for tidal area (if applicable):

- ☐ On airport land under the *Airport Assets (Restructuring and Disposal) Act 2008*

Name of airport:

<input checked="" type="checkbox"/> Listed on the Environmental Management Register (EMR) under the <i>Environmental Protection Act 1994</i>	
EMR site identification:	11741
<input type="checkbox"/> Listed on the Contaminated Land Register (CLR) under the <i>Environmental Protection Act 1994</i>	
CLR site identification:	

**5) Are there any existing easements over the premises?**

*Note: Easement uses vary throughout Queensland and are to be identified correctly and accurately. For further information on easements and how they may affect the proposed development, see [DA Forms Guide](#).*

- ☐ Yes – All easement locations, types and dimensions are included in plans submitted with this development application
- ☒ No

## PART 3 – DEVELOPMENT DETAILS

### Section 1 – Aspects of development

#### 6.1) Provide details about the first development aspect

a) What is the type of development? *(tick only one box)*

- ☒ Material change of use    ☐ Reconfiguring a lot    ☐ Operational work    ☐ Building work

b) What is the approval type? *(tick only one box)*

- ☒ Development permit    ☐ Preliminary approval    ☐ Preliminary approval that includes a variation approval

c) What is the level of assessment?

- ☐ Code assessment    ☒ Impact assessment *(requires public notification)*

d) Provide a brief description of the proposal *(e.g. 6 unit apartment building defined as multi-unit dwelling, reconfiguration of 1 lot into 3 lots):*

Medium Impact Industry – Industrial Spray Painting Facility

e) Relevant plans

**Note:** *Relevant plans are required to be submitted for all aspects of this development application. For further information, see [DA Forms guide: Relevant plans](#).*

- ☒ Relevant plans of the proposed development are attached to the development application

#### 6.2) Provide details about the second development aspect

a) What is the type of development? *(tick only one box)*

- ☐ Material change of use    ☐ Reconfiguring a lot    ☐ Operational work    ☐ Building work

b) What is the approval type? *(tick only one box)*

- ☐ Development permit    ☐ Preliminary approval    ☐ Preliminary approval that includes a variation approval

c) What is the level of assessment?

- ☐ Code assessment    ☐ Impact assessment *(requires public notification)*

d) Provide a brief description of the proposal *(e.g. 6 unit apartment building defined as multi-unit dwelling, reconfiguration of 1 lot into 3 lots):*

e) Relevant plans

**Note:** *Relevant plans are required to be submitted for all aspects of this development application. For further information, see [DA Forms Guide: Relevant plans](#).*

- ☐ Relevant plans of the proposed development are attached to the development application

#### 6.3) Additional aspects of development

- ☐ Additional aspects of development are relevant to this development application and the details for these aspects that would be required under Part 3 Section 1 of this form have been attached to this development application

- ☒ Not required

## Section 2 – Further development details

7) Does the proposed development application involve any of the following?	
Material change of use	<input checked="" type="checkbox"/> Yes – complete division 1 if assessable against a local planning instrument
Reconfiguring a lot	<input type="checkbox"/> Yes – complete division 2
Operational work	<input type="checkbox"/> Yes – complete division 3
Building work	<input type="checkbox"/> Yes – complete <i>DA Form 2 – Building work details</i>

### Division 1 – Material change of use

**Note:** This division is only required to be completed if any part of the development application involves a material change of use assessable against a local planning instrument.

8.1) Describe the proposed material change of use			
Provide a general description of the proposed use	Provide the planning scheme definition (include each definition in a new row)	Number of dwelling units (if applicable)	Gross floor area (m <sup>2</sup> ) (if applicable)
Spray painting	Medium Impact Industry	N/A	442m <sup>2</sup>
8.2) Does the proposed use involve the use of existing buildings on the premises?			
<input type="checkbox"/> Yes			
<input checked="" type="checkbox"/> No			

### Division 2 – Reconfiguring a lot

**Note:** This division is only required to be completed if any part of the development application involves reconfiguring a lot.

9.1) What is the total number of existing lots making up the premises?	
9.2) What is the nature of the lot reconfiguration? (tick all applicable boxes)	
<input type="checkbox"/> Subdivision (complete 10))	<input type="checkbox"/> Dividing land into parts by agreement (complete 11))
<input type="checkbox"/> Boundary realignment (complete 12))	<input type="checkbox"/> Creating or changing an easement giving access to a lot from a constructed road (complete 13))

10) Subdivision				
10.1) For this development, how many lots are being created and what is the intended use of those lots:				
Intended use of lots created	Residential	Commercial	Industrial	Other, please specify:
Number of lots created				
10.2) Will the subdivision be staged?				
<input type="checkbox"/> Yes – provide additional details below				
<input type="checkbox"/> No				
How many stages will the works include?				
What stage(s) will this development application apply to?				

11) Dividing land into parts by agreement – how many parts are being created and what is the intended use of the parts?				
Intended use of parts created	Residential	Commercial	Industrial	Other, please specify:
Number of parts created				

12) Boundary realignment			
12.1) What are the current and proposed areas for each lot comprising the premises?			
Current lot		Proposed lot	
Lot on plan description	Area (m <sup>2</sup> )	Lot on plan description	Area (m <sup>2</sup> )
12.2) What is the reason for the boundary realignment?			

13) What are the dimensions and nature of any existing easements being changed and/or any proposed easement? (attach schedule if there are more than two easements)				
Existing or proposed?	Width (m)	Length (m)	Purpose of the easement? (e.g. pedestrian access)	Identify the land/lot(s) benefitted by the easement

### Division 3 – Operational work

**Note:** This division is only required to be completed if any part of the development application involves operational work.

14.1) What is the nature of the operational work?	
<input type="checkbox"/> Road work <input type="checkbox"/> Drainage work <input type="checkbox"/> Landscaping <input type="checkbox"/> Other – please specify:	<input type="checkbox"/> Stormwater <input type="checkbox"/> Earthworks <input type="checkbox"/> Signage <input type="checkbox"/> Water infrastructure <input type="checkbox"/> Sewage infrastructure <input type="checkbox"/> Clearing vegetation
14.2) Is the operational work necessary to facilitate the creation of new lots? (e.g. subdivision)	
<input type="checkbox"/> Yes – specify number of new lots:	
<input type="checkbox"/> No	
14.3) What is the monetary value of the proposed operational work? (include GST, materials and labour)	
\$	

## PART 4 – ASSESSMENT MANAGER DETAILS

15) Identify the assessment manager(s) who will be assessing this development application
Rockhampton Regional Council
16) Has the local government agreed to apply a superseded planning scheme for this development application?
<input type="checkbox"/> Yes – a copy of the decision notice is attached to this development application <input type="checkbox"/> The local government is taken to have agreed to the superseded planning scheme request – relevant documents attached <input checked="" type="checkbox"/> No

## PART 5 – REFERRAL DETAILS

### 17) Does this development application include any aspects that have any referral requirements?

**Note:** A development application will require referral if prescribed by the Planning Regulation 2017.

- ☐ No, there are no referral requirements relevant to any development aspects identified in this development application – proceed to Part 6

#### Matters requiring referral to the **Chief Executive of the Planning Act 2016:**

- ☐ Clearing native vegetation
- ☐ Contaminated land (*unexploded ordnance*)
- ☐ Environmentally relevant activities (ERA) (*only if the ERA has not been devolved to a local government*)
- ☐ Fisheries – aquaculture
- ☐ Fisheries – declared fish habitat area
- ☐ Fisheries – marine plants
- ☐ Fisheries – waterway barrier works
- ☐ Hazardous chemical facilities
- ☐ Heritage places – Queensland heritage place (*on or near a Queensland heritage place*)
- ☐ Infrastructure-related referrals – designated premises
- ☐ Infrastructure-related referrals – state transport infrastructure
- ☐ Infrastructure-related referrals – State transport corridor and future State transport corridor
- ☐ Infrastructure-related referrals – State-controlled transport tunnels and future state-controlled transport tunnels
- ☐ Infrastructure-related referrals – near a state-controlled road intersection
- ☐ Koala habitat in SEQ region – interfering with koala habitat in koala habitat areas outside koala priority areas
- ☐ Koala habitat in SEQ region – key resource areas
- ☐ Ports – Brisbane core port land – near a State transport corridor or future State transport corridor
- ☐ Ports – Brisbane core port land – environmentally relevant activity (ERA)
- ☐ Ports – Brisbane core port land – tidal works or work in a coastal management district
- ☐ Ports – Brisbane core port land – hazardous chemical facility
- ☐ Ports – Brisbane core port land – taking or interfering with water
- ☐ Ports – Brisbane core port land – referable dams
- ☐ Ports – Brisbane core port land – fisheries
- ☐ Ports – Land within Port of Brisbane's port limits (*below high-water mark*)
- ☐ SEQ development area
- ☐ SEQ regional landscape and rural production area or SEQ rural living area – tourist activity or sport and recreation activity
- ☐ SEQ regional landscape and rural production area or SEQ rural living area – community activity
- ☐ SEQ regional landscape and rural production area or SEQ rural living area – indoor recreation
- ☐ SEQ regional landscape and rural production area or SEQ rural living area – urban activity
- ☐ SEQ regional landscape and rural production area or SEQ rural living area – combined use
- ☐ Tidal works or works in a coastal management district
- ☐ Reconfiguring a lot in a coastal management district or for a canal
- ☐ Erosion prone area in a coastal management district
- ☐ Urban design
- ☐ Water-related development – taking or interfering with water
- ☐ Water-related development – removing quarry material (*from a watercourse or lake*)
- ☐ Water-related development – referable dams
- ☐ Water-related development – levees (*category 3 levees only*)
- ☐ Wetland protection area

#### Matters requiring referral to the **local government:**

- ☐ Airport land
- ☐ Environmentally relevant activities (ERA) (*only if the ERA has been devolved to local government*)

<input type="checkbox"/> Heritage places – Local heritage places
Matters requiring referral to the <b>Chief Executive of the distribution entity or transmission entity:</b>
<input checked="" type="checkbox"/> Infrastructure-related referrals – Electricity infrastructure
Matters requiring referral to:
<ul style="list-style-type: none"> <li>• The <b>Chief Executive of the holder of the licence</b>, if not an individual</li> <li>• The <b>holder of the licence</b>, if the holder of the licence is an individual</li> </ul>
<input type="checkbox"/> Infrastructure-related referrals – Oil and gas infrastructure
Matters requiring referral to the <b>Brisbane City Council:</b>
<input type="checkbox"/> Ports – Brisbane core port land
Matters requiring referral to the <b>Minister responsible for administering the <i>Transport Infrastructure Act 1994</i>:</b>
<input type="checkbox"/> Ports – Brisbane core port land <i>(where inconsistent with the Brisbane port LUP for transport reasons)</i>
<input type="checkbox"/> Ports – Strategic port land
Matters requiring referral to the <b>relevant port operator</b> , if applicant is not port operator:
<input type="checkbox"/> Ports – Land within Port of Brisbane's port limits <i>(below high-water mark)</i>
Matters requiring referral to the <b>Chief Executive of the relevant port authority:</b>
<input type="checkbox"/> Ports – Land within limits of another port <i>(below high-water mark)</i>
Matters requiring referral to the <b>Gold Coast Waterways Authority:</b>
<input type="checkbox"/> Tidal works or work in a coastal management district <i>(in Gold Coast waters)</i>
Matters requiring referral to the <b>Queensland Fire and Emergency Service:</b>
<input type="checkbox"/> Tidal works or work in a coastal management district <i>(involving a marina (more than six vessel berths))</i>

<b>18) Has any referral agency provided a referral response for this development application?</b>		
<input type="checkbox"/> Yes – referral response(s) received and listed below are attached to this development application		
<input checked="" type="checkbox"/> No		
Referral requirement	Referral agency	Date of referral response
Identify and describe any changes made to the proposed development application that was the subject of the referral response and this development application, or include details in a schedule to this development application <i>(if applicable)</i> .		

## PART 6 – INFORMATION REQUEST

<b>19) Information request under Part 3 of the DA Rules</b>
<input checked="" type="checkbox"/> I agree to receive an information request if determined necessary for this development application
<input type="checkbox"/> I do not agree to accept an information request for this development application
<p><b>Note:</b> By not agreeing to accept an information request I, the applicant, acknowledge:</p> <ul style="list-style-type: none"> <li>• that this development application will be assessed and decided based on the information provided when making this development application and the assessment manager and any referral agencies relevant to the development application are not obligated under the DA Rules to accept any additional information provided by the applicant for the development application unless agreed to by the relevant parties</li> <li>• Part 3 of the DA Rules will still apply if the application is an application listed under section 11.3 of the DA Rules.</li> </ul> <p>Further advice about information requests is contained in the <a href="#">DA Forms Guide</a>.</p>



## PART 7 – FURTHER DETAILS

20) Are there any associated development applications or current approvals? (e.g. a preliminary approval)

- ☐ Yes – provide details below or include details in a schedule to this development application  
☒ No

List of approval/development application references	Reference number	Date	Assessment manager
<input type="checkbox"/> Approval <input type="checkbox"/> Development application			
<input type="checkbox"/> Approval <input type="checkbox"/> Development application			

21) Has the portable long service leave levy been paid? (only applicable to development applications involving building work or operational work)

- ☐ Yes – a copy of the receipted QLeave form is attached to this development application  
☐ No – I, the applicant will provide evidence that the portable long service leave levy has been paid before the assessment manager decides the development application. I acknowledge that the assessment manager may give a development approval only if I provide evidence that the portable long service leave levy has been paid  
☒ Not applicable (e.g. building and construction work is less than \$150,000 excluding GST)

Amount paid	Date paid (dd/mm/yy)	QLeave levy number (A, B or E)
\$		

22) Is this development application in response to a show cause notice or required as a result of an enforcement notice?

- ☐ Yes – show cause or enforcement notice is attached  
☒ No

23) Further legislative requirements

### **Environmentally relevant activities**

23.1) Is this development application also taken to be an application for an environmental authority for an **Environmentally Relevant Activity (ERA)** under section 115 of the *Environmental Protection Act 1994*?

- ☐ Yes – the required attachment (form ESR/2015/1791) for an application for an environmental authority accompanies this development application, and details are provided in the table below  
☒ No

**Note:** Application for an environmental authority can be found by searching “ESR/2015/1791” as a search term at [www.qld.gov.au](http://www.qld.gov.au). An ERA requires an environmental authority to operate. See [www.business.qld.gov.au](http://www.business.qld.gov.au) for further information.

Proposed ERA number:		Proposed ERA threshold:	
Proposed ERA name:			

- ☐ Multiple ERAs are applicable to this development application and the details have been attached in a schedule to this development application.

### **Hazardous chemical facilities**

23.2) Is this development application for a **hazardous chemical facility**?

- ☐ Yes – Form 69: Notification of a facility exceeding 10% of schedule 15 threshold is attached to this development application  
☒ No

**Note:** See [www.business.qld.gov.au](http://www.business.qld.gov.au) for further information about hazardous chemical notifications.

### **Clearing native vegetation**

23.3) Does this development application involve **clearing native vegetation** that requires written confirmation that the chief executive of the *Vegetation Management Act 1999* is satisfied the clearing is for a relevant purpose under section 22A of the *Vegetation Management Act 1999*?

☐ Yes – this development application includes written confirmation from the chief executive of the *Vegetation Management Act 1999* (s22A determination)

☒ No

**Note:** 1. Where a development application for operational work or material change of use requires a s22A determination and this is not included, the development application is prohibited development.  
2. See <https://www.qld.gov.au/environment/land/vegetation/applying> for further information on how to obtain a s22A determination.

### **Environmental offsets**

23.4) Is this development application taken to be a prescribed activity that may have a significant residual impact on a **prescribed environmental matter** under the *Environmental Offsets Act 2014*?

☐ Yes – I acknowledge that an environmental offset must be provided for any prescribed activity assessed as having a significant residual impact on a prescribed environmental matter

☒ No

**Note:** The environmental offset section of the Queensland Government's website can be accessed at [www.qld.gov.au](http://www.qld.gov.au) for further information on environmental offsets.

### **Koala habitat in SEQ Region**

23.5) Does this development application involve a material change of use, reconfiguring a lot or operational work which is assessable development under Schedule 10, Part 10 of the Planning Regulation 2017?

☐ Yes – the development application involves premises in the koala habitat area in the koala priority area

☐ Yes – the development application involves premises in the koala habitat area outside the koala priority area

☒ No

**Note:** If a koala habitat area determination has been obtained for this premises and is current over the land, it should be provided as part of this development application. See koala habitat area guidance materials at [www.des.qld.gov.au](http://www.des.qld.gov.au) for further information.

### **Water resources**

23.6) Does this development application involve **taking or interfering with underground water through an artesian or subartesian bore, taking or interfering with water in a watercourse, lake or spring, or taking overland flow water under the *Water Act 2000***?

☐ Yes – the relevant template is completed and attached to this development application and I acknowledge that a relevant authorisation or licence under the *Water Act 2000* may be required prior to commencing development

☒ No

**Note:** Contact the Department of Natural Resources, Mines and Energy at [www.dnrme.qld.gov.au](http://www.dnrme.qld.gov.au) for further information.

DA templates are available from <https://planning.dsdmip.qld.gov.au/>. If the development application involves:

- Taking or interfering with underground water through an artesian or subartesian bore: complete DA Form 1 Template 1
- Taking or interfering with water in a watercourse, lake or spring: complete DA Form 1 Template 2
- Taking overland flow water: complete DA Form 1 Template 3.

### **Waterway barrier works**

23.7) Does this application involve **waterway barrier works**?

☐ Yes – the relevant template is completed and attached to this development application

☒ No

DA templates are available from <https://planning.dsdmip.qld.gov.au/>. For a development application involving waterway barrier works, complete DA Form 1 Template 4.

### **Marine activities**

23.8) Does this development application involve **aquaculture, works within a declared fish habitat area or removal, disturbance or destruction of marine plants**?

☐ Yes – an associated resource allocation authority is attached to this development application, if required under the *Fisheries Act 1994*

☒ No

**Note:** See guidance materials at [www.daf.qld.gov.au](http://www.daf.qld.gov.au) for further information.

### **Quarry materials from a watercourse or lake**

23.9) Does this development application involve the **removal of quarry materials from a watercourse or lake** under the *Water Act 2000*?

- ☐ Yes – I acknowledge that a quarry material allocation notice must be obtained prior to commencing development  
☒ No

**Note:** Contact the Department of Natural Resources, Mines and Energy at [www.dnrme.qld.gov.au](http://www.dnrme.qld.gov.au) and [www.business.qld.gov.au](http://www.business.qld.gov.au) for further information.

### **Quarry materials from land under tidal waters**

23.10) Does this development application involve the **removal of quarry materials from land under tidal water** under the *Coastal Protection and Management Act 1995*?

- ☐ Yes – I acknowledge that a quarry material allocation notice must be obtained prior to commencing development  
☒ No

**Note:** Contact the Department of Environment and Science at [www.des.qld.gov.au](http://www.des.qld.gov.au) for further information.

### **Referable dams**

23.11) Does this development application involve a **referable dam** required to be failure impact assessed under section 343 of the *Water Supply (Safety and Reliability) Act 2008* (the Water Supply Act)?

- ☐ Yes – the 'Notice Accepting a Failure Impact Assessment' from the chief executive administering the Water Supply Act is attached to this development application  
☒ No

**Note:** See guidance materials at [www.dnrme.qld.gov.au](http://www.dnrme.qld.gov.au) for further information.

### **Tidal work or development within a coastal management district**

23.12) Does this development application involve **tidal work or development in a coastal management district**?

- ☐ Yes – the following is included with this development application:
- ☐ Evidence the proposal meets the code for assessable development that is prescribed tidal work (*only required if application involves prescribed tidal work*)
  - ☐ A certificate of title
- ☒ No

**Note:** See guidance materials at [www.des.qld.gov.au](http://www.des.qld.gov.au) for further information.

### **Queensland and local heritage places**

23.13) Does this development application propose development on or adjoining a place entered in the **Queensland heritage register** or on a place entered in a local government's **Local Heritage Register**?

- ☐ Yes – details of the heritage place are provided in the table below  
☒ No

**Note:** See guidance materials at [www.des.qld.gov.au](http://www.des.qld.gov.au) for information requirements regarding development of Queensland heritage places.

Name of the heritage place:		Place ID:	
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### **Brothels**

23.14) Does this development application involve a **material change of use for a brothel**?

- ☐ Yes – this development application demonstrates how the proposal meets the code for a development application for a brothel under Schedule 3 of the *Prostitution Regulation 2014*  
☒ No

### **Decision under section 62 of the Transport Infrastructure Act 1994**

23.15) Does this development application involve new or changed access to a state-controlled road?

- ☐ Yes – this application will be taken to be an application for a decision under section 62 of the *Transport Infrastructure Act 1994* (subject to the conditions in section 75 of the *Transport Infrastructure Act 1994* being satisfied)  
☒ No

### Walkable neighbourhoods assessment benchmarks under Schedule 12A of the Planning Regulation

23.16) Does this development application involve reconfiguring a lot into 2 or more lots in certain residential zones (except rural residential zones), where at least one road is created or extended?

☐ Yes – Schedule 12A is applicable to the development application and the assessment benchmarks contained in schedule 12A have been considered

☒ No

**Note:** See guidance materials at [www.planning.dsdmip.qld.gov.au](http://www.planning.dsdmip.qld.gov.au) for further information.

## PART 8 – CHECKLIST AND APPLICANT DECLARATION

### 24) Development application checklist

I have identified the assessment manager in question 15 and all relevant referral requirement(s) in question 17

☒ Yes

**Note:** See the Planning Regulation 2017 for referral requirements

If building work is associated with the proposed development, Parts 4 to 6 of [DA Form 2 – Building work details](#) have been completed and attached to this development application

☐ Yes

☒ Not applicable

Supporting information addressing any applicable assessment benchmarks is with the development application

**Note:** This is a mandatory requirement and includes any relevant templates under question 23, a planning report and any technical reports required by the relevant categorising instruments (e.g. local government planning schemes, State Planning Policy, State Development Assessment Provisions). For further information, see [DA Forms Guide: Planning Report Template](#).

☒ Yes

Relevant plans of the development are attached to this development application

**Note:** Relevant plans are required to be submitted for all aspects of this development application. For further information, see [DA Forms Guide: Relevant plans](#).

☒ Yes

The portable long service leave levy for QLeave has been paid, or will be paid before a development permit is issued (see 21)

☐ Yes

☒ Not applicable

### 25) Applicant declaration

☒ By making this development application, I declare that all information in this development application is true and correct

☒ Where an email address is provided in Part 1 of this form, I consent to receive future electronic communications from the assessment manager and any referral agency for the development application where written information is required or permitted pursuant to sections 11 and 12 of the *Electronic Transactions Act 2001*

**Note:** It is unlawful to intentionally provide false or misleading information.

**Privacy** – Personal information collected in this form will be used by the assessment manager and/or chosen assessment manager, any relevant referral agency and/or building certifier (including any professional advisers which may be engaged by those entities) while processing, assessing and deciding the development application. All information relating to this development application may be available for inspection and purchase, and/or published on the assessment manager's and/or referral agency's website.

Personal information will not be disclosed for a purpose unrelated to the *Planning Act 2016*, Planning Regulation 2017 and the DA Rules except where:

- such disclosure is in accordance with the provisions about public access to documents contained in the *Planning Act 2016* and the Planning Regulation 2017, and the access rules made under the *Planning Act 2016* and Planning Regulation 2017; or
- required by other legislation (including the *Right to Information Act 2009*); or
- otherwise required by law.

This information may be stored in relevant databases. The information collected will be retained as required by the *Public Records Act 2002*.

## PART 9 – FOR COMPLETION OF THE ASSESSMENT MANAGER – FOR OFFICE USE ONLY

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Date received:  Reference number(s):

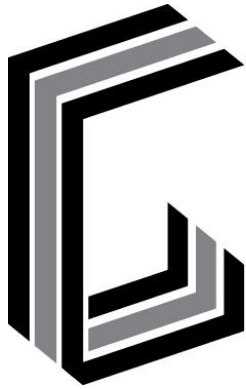
### Notification of engagement of alternative assessment manager

Prescribed assessment manager	
Name of chosen assessment manager	
Date chosen assessment manager engaged	
Contact number of chosen assessment manager	
Relevant licence number(s) of chosen assessment manager	

### QLeave notification and payment

*Note: For completion by assessment manager if applicable*

Description of the work	
QLeave project number	
Amount paid (\$)	Date paid (dd/mm/yy)
Date receipted form sighted by assessment manager	
Name of officer who sighted the form	



**GIDEON**  
TOWN PLANNING

## PLANNING REPORT

MATERIAL CHANGE OF USE FOR  
MEDIUM IMPACT INDUSTRY

LOT 3 LN1187

150 PORT CURTIS ROAD  
PORT CURTIS QLD 4700

16 February 2023

# DOCUMENT CONTROL SHEET

Report Details	
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Author:	L Saunders
Client:	Hastings Deering (Australia) Limited
Reference:	GTP 2250

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# TABLE OF CONTENTS

<b>1.0 INTRODUCTION</b>	<b>1</b>
<b>2.0 Project Overview</b>	<b>2</b>
2.1 Site Details	2
2.2 Application Details	2
<b>3.0 CHARACTERISTICS OF SITE AND SURROUNDING AREA</b>	<b>4</b>
3.1 Site Details and Location	4
3.2 Site Characteristics	4
3.2.1 Area & Configuration	4
3.2.2 Existing Infrastructure and Build Form	4
3.2.3 Topography and landscaping	5
3.2.4 Vehicle access and car parking	5
3.2.5 Urban Services	5
3.2.6 Easements	6
<b>4.0 DEVELOPMENT PROPOSAL</b>	<b>7</b>
4.1 Proposal Description	7
4.1.1 Operational areas	7
4.1.2 Hours of operations	7
4.1.3 Access and car parking	7
4.1.4 Landscaping	8
4.1.5 Services	8
4.1.6 Environmental Impacts	8
4.1.7 Flood Impacts and Management	8
<b>5.0 REVIEW OF LEGISLATIVE REQUIREMENTS</b>	<b>9</b>
5.1 Assessment Overview	9
5.1.1 Matters to be assessed	9
5.2 Rockhampton Region Planning Scheme 2015	9
5.2.1 Planning Scheme Definitions	9
5.2.2 Planning Scheme Zone	10
5.2.3 Level of Assessment	10
5.2.4 Planning Scheme Overlays and Codes	10
5.2.5 Other Planning Scheme Codes	11
5.2.6 Strategic Framework	12
5.2.7 Planning Scheme Policies	14
5.3 State Government Planning Framework	14
5.3.1 Central Queensland Regional Plan 2013	14
5.3.2 State Planning Policy 2016	14
5.3.3 State Planning Regulatory Provisions	15
<b>6.0 Referrals</b>	<b>16</b>
6.1 Electricity Infrastructure	16
<b>7.0 CONCLUSION</b>	<b>17</b>



## LIST OF FIGURES

Figure 1 Site Location Context	4
Figure 2 Council Infrastructure Map	5
Figure 3 Proposal Plans	7

## LIST OF TABLES

Table 1 Planning Scheme Overlays and Codes.....	10
Table 2 Other Planning Scheme Codes .....	11
Table 3 Settle Pattern.....	12
Table 4 Natural Environment and Hazards .....	13
Table 5 Community Identity and Diversity .....	13
Table 6 Access and Mobility .....	13
Table 7 Infrastructure and Services .....	14
Table 8 Natural Resources and Economic Development.....	14

## APPENDICES

DA FORM 1	A
TITLE SEARCH	B
PROPOSAL PLANS	C
FLOOD HAZARD ASSESSMENT	D
EMERGENCY RESPONSE PLAN	E
ENVIRONMENTAL MANAGEMENT PLAN	F
EMR / CLR SEARCH	G
CODE ASSESSMENT RRPS 2015	H

## 1.0 INTRODUCTION

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This Planning Report has been prepared on behalf of Hastings Deering (Australia) Limited in support of a Development Application for a Material Change of Use for a Medium Impact Industry located at 150 Port Curtis Road, Port Curtis, on land described as Lot 3 LN1187.

In accordance with the *Rockhampton Region Planning Scheme 2015* (Planning Scheme), and pursuant to the *Planning Act 2016*, the proposed development constitutes Assessable Development in the Rural Zone, requiring a Development Permit for a Material Change of Use (Impact Assessment).

The development proposal is to expand the established industrial land use to include a spray painting workshop. The development retains all existing infrastructure and services, improving the functionality and enabling the expansion of an established local business. No changes to the site access, onsite car parking, and primary built form are proposed.

It is considered that the proposal is consistent with the overall outcomes of the Rural Zone based on the following:

- The proposed land use is suited to operate within the rural zone, given the operations' nature and scale, being fully self-contained.
- The proposed land-use activities will not have visual or environmental impacts (dust, noise, odour, or overspray) onsite or on the adjoining rural premises.
- The current built form will be retained, with a small extension to the present gross floor area.

This report addresses the relevant Codes and Policies of the Planning Scheme and relevant State planning instruments. Supporting information is provided identifying compliance with the Acceptable Outcomes of the applicable Planning Scheme Codes and demonstrating planning merit for the proposed development.

The proposed development is considered to satisfy the relevant requirements of the regional, State, and local planning instruments. The development accords with the relevant Planning Scheme Codes and maintains the outcomes sought for the Rural Zone. It is considered that the proposal has merit and warrants favourable consideration by Council.

## 2.0 PROJECT OVERVIEW

### 2.1 Site Details

Property Address:	150 Port Curtis Road, Port Curtis
Property Description:	Lot 3 LN1187
Encumbrances:	N/A
Registered Owner	Hastings Deering (Australia) Limited (Refer to Appendix B – Title Search).
Total Site Area:	202820 m <sup>2</sup>

### 2.2 Application Details

Applicant:	<b>Hastings Deering (Australia) Limited</b> C/- Gideon Town Planning
Approval Type:	Development Permit for Material Change of Use
Description of proposal	Medium Impact Industry
Local Government Area:	Rockhampton Regional Council
Assessment Manager:	Rockhampton Regional Council
Planning Scheme:	Rockhampton Region Planning Scheme 2015
Zoning:	Rural Zone
Overlays:	<ul style="list-style-type: none"><li>• Acid Sulfate Soils – Above 5m and below 20m AHD</li><li>• Airport Light Restriction Zone - Buffer 6km</li><li>• Airport Obstacle - Height Limit 30m</li><li>• Airport Wildlife Hazard Buffer Area - 8km</li><li>• Bicycle Network Plan - Recreational road routes</li><li>• Biodiversity Areas Overlay – MSES</li><li>• Biodiversity Wetlands Overlay</li><li>• Bushfire Hazard Overlay - Bushfire Hazard Buffer</li><li>• Coastal Erosion Prone Area Overlay</li><li>• Coastal Hazard Overlay - Medium Hazard / High Hazard</li><li>• Fitzroy River Flood Overlay - H2 Medium Hazard to H6 Extreme Hazard</li><li>• Road Hierarchy Overlay - Industrial access / Rural access</li><li>• ROCK DSTE - Storm Surge Potential – Medium / High/ Extreme</li><li>• Steep Land Overlay - 15-20% slope</li></ul>
Level of Assessment:	Impact Assessment
Relevant Code:	Zone and Development Codes: <ul style="list-style-type: none"><li>• Rural Zone Code</li><li>• Access, Parking and Transport Code</li><li>• Landscape Code</li><li>• Stormwater Management Code</li><li>• Waste Management Code</li><li>• Water and Sewer Code</li></ul>

Overlay Codes:

- Acid Sulfate Soils Overlay Code
- Airport Environs Overlay Code
- Biodiversity Overlay Code
- Bushfire Hazard Overlay Code
- Coastal Protection Overlay Code
- Flood Hazard Overlay Code
- Steep Land Overlay Code

Referral Agencies:

- Ergon Energy

Regional Plan:

Central Queensland Regional Plan 2013

## 3.0 CHARACTERISTICS OF SITE AND SURROUNDING AREA

### 3.1 Site Details and Location

The subject site is located at 150 Port Curtis Road, Port Curtis, on land described as Lot 3 on LN1187. It is located approximately 5km south of the Rockhampton CBD within the Port Curtis Area. The subject site is surrounded by other Rural zones, with primarily rural uses aside from a state school and several residential lots on the opposite side of Port Curtis Road.

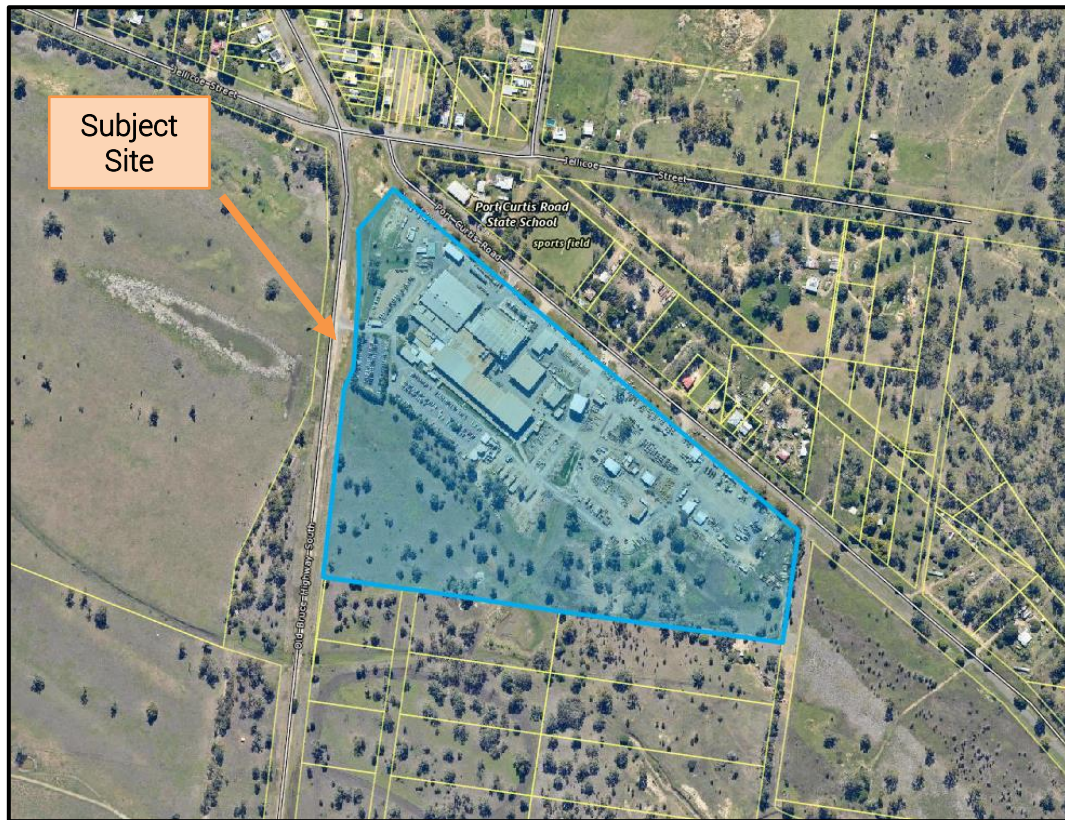


Figure 1 Site Location Context  
Source: Queensland Globe

### 3.2 Site Characteristics

#### 3.2.1 Area & Configuration

The subject site has an irregular configuration, measuring 202,820m<sup>2</sup>, with a primary road frontage of approximately 685m onto Port Curtis Road and a secondary frontage of approximately 450m onto Old Bruce Highway South.

#### 3.2.2 Existing Infrastructure and Build Form

The subject site accommodates an existing industrial building measuring approximately 15,440m<sup>2</sup> as the primary centre of operations, along with three other buildings measuring approximately 1,200m<sup>2</sup>, 580m<sup>2</sup> and 540m<sup>2</sup>. Several other smaller buildings and structures are scattered throughout the subject site.

The existing Council approvals for the subject site are as follows:

- D/477-2010 – Operational Works for Stormwater, Earthworks, Signage, Water Infrastructure, and Sewerage Infrastructure (dated 13/12/2010)
- D/2-2012 – Operational Works for Earthworks (dated 04/01/2012)
- D/314-2012 – Operational Works for Earthworks, Stormwater Works, Drainage Works and Hardstand (dated 26/06/2012)

- D/55-2016 – Building Works Assessable against a Planning Scheme for Medium Impact Industry (twelve demountable and four shade structures) (dated 20/04/2016)

### 3.2.3 Topography and landscaping

The subject site is generally flat, and there is a light scattering of vegetation in the southern half but no trees of any environmental significance. A 2.5m chain mesh fence encloses the premises along all boundaries.

### 3.2.4 Vehicle access and car parking

The subject site has seven existing access driveways, six located along the northeastern property boundary providing direct access to Port Curtis Road, and one on the western boundary providing access to the Old Bruce Highway South. The subject site has three hundred (300) existing parking spaces located along the southwestern side of the main build form.

### 3.2.5 Urban Services

The subject site is serviced by the following urban services:

- Water Infrastructure is located within Port Curtis Road (blue on insert plan below).
- Stormwater infrastructure is located within both Port Curtis Road and Old Bruce Highway South (green on insert plan below).
- Electrical infrastructure, not owned or managed by Council, is available along the road frontage of the subject sites.
- Telecommunications infrastructure not owned or managed by Council is available along the road frontage of the subject sites.
- The subject site is not serviced by Council sewer infrastructure and instead relies upon an onsite septic system.

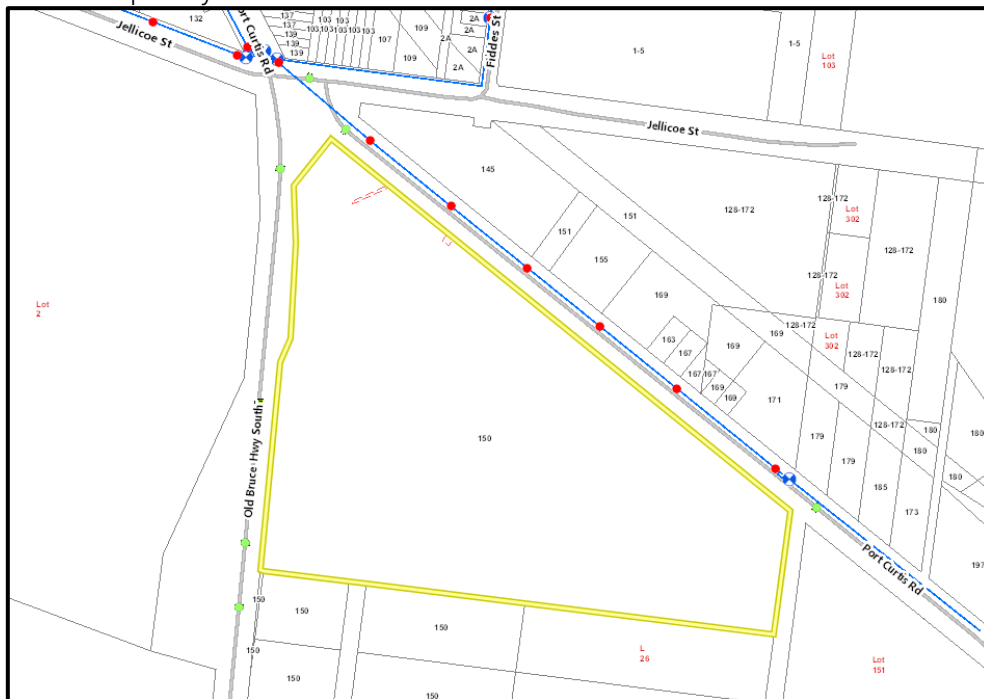


Figure 2 Council Infrastructure Map  
Source: RRC Interactive Mapping

### 3.2.6 Easements

The subject site is encumbered by two easements:

- Easement C on SP309958 burdening the land to Ergon Energy Corporation Limited; and
- Easement B on SP264570 burdening the land to Rockhampton Regional Council.

## 4.0 DEVELOPMENT PROPOSAL

### 4.1 Proposal Description

The proposal is to expand the established industrial operations of Hastings Deering to include a spray painting workshop. The additional activities will be accommodated in an extension, being approximately 442m<sup>2</sup>, located amongst the existing buildings. The proposed development will use less than 20,000 litres of paint per annum, consistent with the Medium Impact Industry use definition.

#### 4.1.1 Operational areas

Spray painting will be undertaken in the proposed paint booth (13m by 25m) enclosed within the main structure (15.5m by 28.5m). The painting area will be fitted with a Crossflow Negative Pressure Spray Booth Exhaust System for ventilation. The spray booth model is a Customised Negative Pressure Crossflow Spray Booth System manufactured by Truflow Spray Booths (AUST) Pty Ltd. Both systems adhere to the Australian Standards AS/NZS 4114:2020.

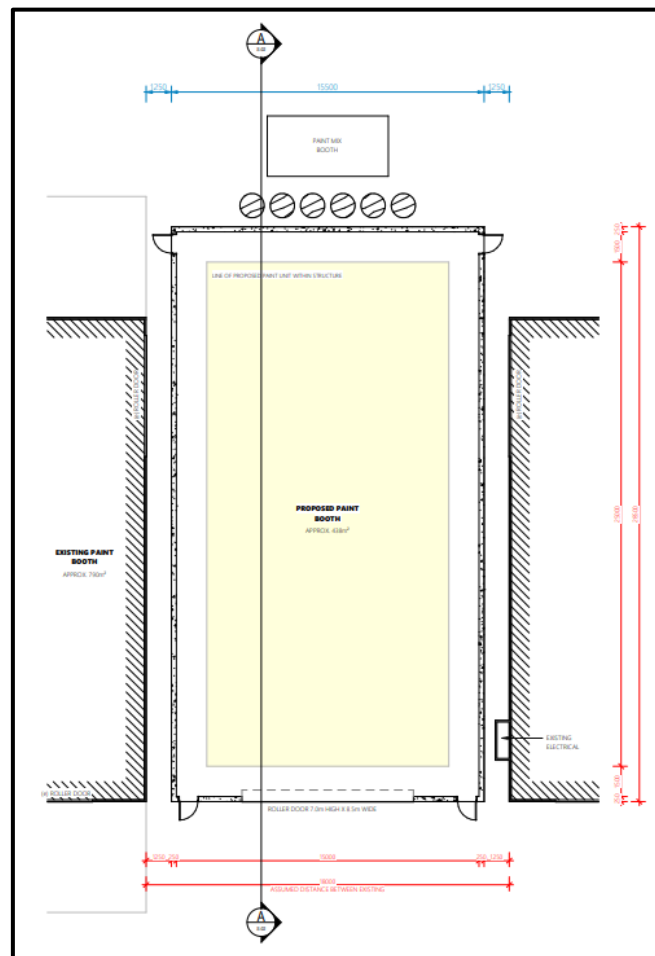


Figure 3 Proposal Plans  
Source: Design Elements

#### 4.1.2 Hours of operations

The operating hours are 7 am to 5 pm Monday to Friday, with staff generally arriving and departing in the half-hour on either side of these times.

#### 4.1.3 Access and car parking

The existing vehicle access from Port Curtis Road and Old Bruce Highway South will remain unchanged. The established onsite car parking, being three hundred (300) onsite car parking



spaces, will be retained. While the proposal will see a minor increase in the operational area, the increase does not affect the demand for onsite car parking.

#### **4.1.4 Landscaping**

The proposed development will not change the existing landscaping.

#### **4.1.5 Services**

No changes to the existing water, sewer, stormwater, electrical, or telecommunication services are proposed.

The subject site provides storage of commercial waste bins, serviced by commercial waste contractors. Waste products generated by the onsite activities (used garnet, etc.) are collected by relevant industry service contractors for recycling and disposal.

#### **4.1.6 Environmental Impacts**

With the spray booth being fully enclosed, the operations do not pose any environmental risks or nuisance to the surrounding sites.

#### **4.1.7 Flood Impacts and Management**

The subject site is impacted by flooding, as depicted on the Flood Overlay mapping. Hastings Deering has been undertaking industrial operations on the subject site for a significant period. As part of the facility's operations and management, they have an Emergency Response Plan (Appendix E) contains emergency response procedures for the facility, including the actions to be taken by the Emergency Control Organisation (ECO) and the procedures for evacuation of the site in various emergency event, including flooding. They also have an Environmental Management Plan (Appendix F) related to their onsite operations.

A Flood Hazard Assessment (Appendix D) further supports the proposed development, which demonstrates that the proposed development would not result in a material increase in flood level or flood hazard to the immediate surrounding properties.

Given the existing management practices implemented by Hastings Deering across the site, which includes an Emergency Response Plan, in conjunction with the new facility being constructed from robust and flood-resistant material, the risk and damage to property during a flood event is minimised.

## 5.0 REVIEW OF LEGISLATIVE REQUIREMENTS

---

### 5.1 Assessment Overview

#### 5.1.1 Matters to be assessed

In accordance with the *Rockhampton Region Planning Scheme 2015* and in particular, in accordance with *Table 5.4.6.4 Table of Assessment for Material Change of Use in the Rural Zone*, the proposed development application for a Medium Impact Industry is subject to **Impact Assessment**.

*According to Section 45(5) of the Planning Act:*

"(5) An impact assessment is an assessment that—

- a) *must be carried out—*
  - i. *against the assessment benchmarks in a categorising instrument for the development; and*
  - ii. *having regard to any matters prescribed by regulation for this subparagraph; and*
- b) *may be carried out against, or having regard to, any other relevant matter, other than a person's personal circumstances, financial or otherwise."*

**Assessment benchmarks are described in Section 30 of the Planning Regulation 2017 ("Planning Regulation"):**

- (1) For section 45(5)(a)(i) of the Act, the impact assessment must be carried out against the assessment benchmarks for the development stated in schedules 9 and 10.
- (2) Also, if the prescribed assessment manager is the local government, the impact assessment must be carried out against the following assessment benchmarks—
  - a) *the assessment benchmarks stated in—*
    - i. *the regional plan for a region, to the extent the regional plan is not identified in the planning scheme as being appropriately integrated in the planning scheme; and*
    - ii. *the State Planning Policy, part E, to the extent part E is not identified in the planning scheme as being appropriately integrated in the planning scheme; and*
    - iii. *a temporary State planning policy applying to the premises;*
  - b) *(b) if the development is not in a local government area—any local planning instrument for a local government area that may be materially affected by the development;*
  - c) *(c) if the local government is an infrastructure provider—the local government's LGIP*
- (3) However, an assessment manager may, in assessing development requiring impact assessment, consider an assessment benchmark only to the extent the assessment benchmark is relevant to the development."

The following sections include an assessment of the proposal against the relevant components of the *Rockhampton Region Planning Scheme 2015* and the relevant State Government planning instruments and legislative requirements.

### 5.2 Rockhampton Region Planning Scheme 2015

#### 5.2.1 Planning Scheme Definitions

Under the *Rockhampton Region Planning Scheme 2015*, the proposal has been defined as a Medium Impact Industry.

**Medium Impact Industry:** Means the use of premises for an industrial activity—

- a) that is the manufacturing, producing, processing, repairing, altering, recycling, storing, distributing, transferring or treating of products; and
- b) that a local planning instrument applying to the premises states is a medium impact industry; and
- c) that complies with any thresholds for the activity stated in a local planning instrument applying to the premises, including, for example, thresholds relating to the number of products manufactured or the level of emissions produced by the activity.

Table 1.1.2.1 Industry Threshold:

- o Abrasive blasting facility using less than ten (10) tonnes of abrasive material per annum.
- o Spray painting workshop (including spray painting vehicles, plant, equipment or boats) using less than 20,000 litres of paint per annum.

The proposed operations as described in *Section 4 – Proposed Development* is consistent with the definition of a Medium Impact Industry, specifically spray painting and surface coating product manufacturing.

## 5.2.2 Planning Scheme Zone

The subject site is located within the Rural Zone under the Rockhampton Region Planning Scheme 2015.

## 5.2.3 Level of Assessment

As previously discussed, the proposed Medium Impact Industry in accordance with *Table 5.4.6.4 Table of Assessment for Material Change of Use in the Rural Zone* within the Rockhampton Region Planning Scheme 2015 is Impact Assessable.

## 5.2.4 Planning Scheme Overlays and Codes

The site is affected by the following Planning Scheme Overlays.

Table 1 Planning Scheme Overlays and Codes

Overlays	Relevant Code	Comment
Acid Sulfate Soils - Above 5m and below 20m AHD	Acid Sulfate Soils Overlay Code	The proposed development does not include any excavation; therefore, this overlay is not further addressed as part of the development application.
<ul style="list-style-type: none"> <li>• Airport Obstacle - Height Limit 30m</li> <li>• Airport Wildlife Hazard Buffer Area - 8km</li> </ul>	Airport Environs Overlay Code	The proposed development does not include any additional buildings or construction over the permitted building height for the zone that impacts the Airport Environs Overlay; therefore, this overlay is not further addressed as part of the development application.
Biodiversity – MSES Wetlands	Biodiversity Overlay Code	The proposal does not include any buildings within the overlay area, therefore this overlay is not further addressed as part of the development application.
Bushfire Hazard – Buffer Zone	Bushfire Hazard Overlay Code	The proposal does not include any buildings within the affected area, therefore this overlay is not further addressed as part of the development application.
Coastal Protection - Erosion Prone Area - Medium Hazard	Coastal Protection Overlay Code	The proposal does not include any buildings within the overlay area, therefore this overlay is not further

- High Hazard		addressed as part of the development application.
Flood Hazard – Fitzroy River Flood Hazard Level H6 (Extreme)	Flood Hazard Overlay Code	The application is supported by a Flood Hazard Assessment (Appendix D), that includes an assessment against the Flood Overlay Code.
Road Hierarchy	N/A	It is noted that Port Curtis Road is an Industrial Access road and Old Bruce Highway South is a Rural Access road, as per the planning scheme.
Steep Land Overlay	N/A	The proposal does not include any buildings within the overlay area, therefore this overlay is not further addressed as part of the development application.

The proposed development for Medium Impact Industry is not considered to be inconsistent with the outcomes sought for the Planning Scheme Overlay provisions as they apply to the subject site.

### 5.2.5 Other Planning Scheme Codes

The following other Planning Scheme Codes have been identified as being relevant to the assessment of proposed development:

Table 2 Other Planning Scheme Codes

Code	Comment
Rural Zone Code	The proposed development is consistent with the purpose of the Rural Zone Code. An assessment of the proposed development against the code is included in <i>Appendix F – Code Assessment</i> .
Access, Parking and Mobility Code	The existing access and car parking are consistent with the purpose of the Access, Parking and Mobility Code. No changes to the built form or external hardstand areas are proposed. No changes to the existing access, parking, and mobility system are proposed. It is therefore not deemed necessary to address the code in full.
Landscape Code	The existing landscaping implemented throughout the development is consistent with the purpose of the Landscape Code. No changes to the current landscape are proposed. It is therefore not deemed necessary to address the code in full.
Stormwater Management Code	The site contains existing buildings and sealed hardstand areas. The proposed building will be constructed on an existing hardstand area located between two established sheds. No changes to the existing stormwater management regime are proposed. It is therefore not deemed necessary to address the code in full.
Waste Management Code	A refuse storage area is located within the subject site and is sufficiently screened from the road frontage. It is therefore not deemed necessary to address the code in full.
Water and Sewer Code	The site contains existing buildings and is connected to the Council reticulated water network and will continue to use existing onsite sewerage facilities. It is therefore not deemed necessary to address the code in full.

#### 5.2.5.1 Rural Zone Code

While the purpose of the Rural Zone Code is to ensure that land with productive capacity is maintained for a range of existing and emerging rural uses, the overall outcomes of the zone do make provision for the following:

- *Development does not detract from the scenic landscape features of rural land including the Fitzroy River, floodplains, lagoons, wetlands, salt pans, mountains and ridges and the coastline;*
- *Development is responsive to the environmental characteristics and constraints of the land, and minimises impacts on natural features such as waterways, wetlands and remnant vegetation;*
- *The viability of existing and future rural uses is not affected by the intrusion of incompatible uses;*
- *Development is located, designed, and managed to maintain safety to people, and to avoid significant adverse effects on the natural environment;*
- *Development is connected to all infrastructure services available in the area; and*
- *Development minimises adverse impacts on nearby non-industrial zoned land and sensitive land use(s) through building design, hours of operation, screening and landscaping.*

The proposal is for the establishment of a Medium Impact Industry (spray painting workshop) on the site. The proposal will have an insignificant impact on the surrounding environment and will mitigate against any nuisances that may potentially be generated as part of the development.

The development does not significantly alter or change the built form and amenity of the site and will maintain all existing connections to the surrounding council infrastructure.

The development and onsite operations will not have greater impacts than a rural use and will not impact any sensitive land uses within the surrounding area, as all spray painting activities are confined to the spray booth.

The proposal operates solely during daytime hours, ensuring the surrounding residential land uses are not negatively impacted. The development maintains the existing landscaping and screening along the boundaries of the site.

## 5.2.6 Strategic Framework

The strategic framework themes and their strategic outcomes, as identified within Part 3 of the Rockhampton Region Planning Scheme 2015, are applicable.

### 5.2.6.1 Settlement Pattern

Table 3 Settle Pattern

<b><i>Element</i></b>	<b><i>Comment</i></b>
<i>Natural conservation, open space and natural corridor or link</i>	The development proposal does not relate to or impact this element.
<i>Township</i>	The development proposal does not relate to or impact this element.
<i>Rural residential</i>	The development proposal does not relate to or impact this element.
<i>Rural</i>	The development is an expansion of an existing industrial use and does not significantly increase the built form. It will not compromise the existing or future rural uses on adjoining rural lots and any potential impacts will be mitigated.
<i>Industrial</i>	The development proposal does not relate to or impact this element.
<i>Urban and new urban</i>	The development proposal does not relate to or impact this element.
<i>Future urban</i>	The development proposal does not relate to or impact this element.
<i>Urban Infill and intensification</i>	The development proposal does not relate to or impact this element.
<i>Centres</i>	The proposal will not compromise the role and function of designated centres.
<i>Specialised centres</i>	The development proposal does not relate to or impact this element.

<i>Specific Use</i>	The development proposal does not relate to or impact this element.
---------------------	---

## 5.2.6.2 Natural Environment and Hazards

Table 4 Natural Environment and Hazards

Element	Comment
<i>Areas of environmental significance</i>	The development proposal does not relate to or impact this element.
<i>Natural hazards and climate change</i>	The proposed development is within the Fitzroy River flood hazard area. However, the expansion of operations does not result in further intensification of the land use or significantly increase numbers of staff onsite. The safety of people within the use will be maintained and damage to property will not be increased.
<i>Coastal environment</i>	The development proposal does not relate to or impact this element.
<i>Water resources, catchment management and healthy waters</i>	The development proposal does not relate to or impact this element.
<i>Landscape and scenic amenity</i>	The development proposal does not relate to or impact this element.
<i>Air-noise and hazardous materials</i>	The development is for a medium impact industry (spray painting workshop). All spray painting activities are to occur within the designated spray painting booth fitted with an exhaust system meeting the relevant Australian standards, ensuring any hazardous materials are contained.
<i>Waste</i>	The development proposal does not relate to or impact this element.

## 5.2.6.3 Community Identity and Diversity

Table 5 Community Identity and Diversity

Element	Comment
<i>Housing diversity, safe communities and equitable access</i>	The development proposal does not relate to or impact this element.
<i>Community identity</i>	The development does not impact Port Curtis Road's public realm.
<i>Heritage and character</i>	The development proposal does not relate to or impact this element.
<i>Sport and recreation and open space</i>	The development proposal does not relate to or impact this element.
<i>Social, arts and cultural infrastructure</i>	The development proposal does not relate to or impact this element.

## 5.2.6.4 Access and Mobility

Table 6 Access and Mobility

Element	Comment
<i>Public and active transport</i>	The development site is serviced by Port Curtis Road (Industrial Access) and Old Bruce Highway South (Rural Access), making the site highly accessible. The location of the development will not impact the safety and efficiency of the existing transport infrastructure.
<i>Road network</i>	The development site is located adjacent to an industrial access road, making the site highly accessible and compatible to accommodate the traffic generated by the proposed land use. The expansion of operations will not increase the level of traffic to the development. The development proposal does not impact this element.
<i>Rail network</i>	The development proposal does not relate to or impact this element.
<i>Freight network and key logistics hub</i>	The development proposal does not relate to or impact this element.
<i>Air transport</i>	The development proposal does not relate to or impact this element.
<i>Sea transport</i>	The development proposal does not relate to or impact this element.

### 5.2.6.5 Infrastructure and Services

Table 7 Infrastructure and Services

Element	Comment
<i>Inter-regional networks</i>	The development proposal does not impact this element.
<i>Local area networks</i>	The proposal will be connected to: a) a reliable supply of potable water; b) a reliable sewerage network (onsite septic system); c) effective stormwater drainage and treatment; d) an effective and safe transport network; e) a reliable and safe electricity network; and f) communication networks (including the National Broadband Network).

### 5.2.6.6 Natural Resources and Economic Development

Table 8 Natural Resources and Economic Development

Element	Comment
<i>Protection of key assets</i>	The development proposal does not impact this element.
<i>Industrial development</i>	The expansion of operations for the existing industrial use will ensure the mitigation of adverse impacts on the nearby school, and separation distances will be maintained.
<i>Rural land</i>	The development proposal does not expand onto land with rural productive capacity.
<i>Extractive and mineral resources</i>	The development proposal does not relate to or impact this element.
<i>Forestry</i>	The development proposal does not relate to or impact this element.
<i>Marine resources</i>	The development proposal does not relate to or impact this element.
<i>Tourism</i>	The development proposal does not relate to or impact this element.

The proposed development does not conflict with the Strategic Framework of the *Rockhampton Region Planning Scheme 2015*.

## 5.2.7 Planning Scheme Policies

Any applicable Planning Scheme Policies will be addressed as considered necessary to the assessment of the proposed development.

## 5.3 State Government Planning Framework

### 5.3.1 Central Queensland Regional Plan 2013

The subject site is identified as being within the Priority Living Area (PLA) of the Central Queensland Regional Plan 2013 (CQRP). The PLA safeguards areas required for the growth of towns in the regions while providing for resource activities to locate within these areas where it meets communities' expectations as determined by the relevant local government.

### 5.3.2 State Planning Policy 2016

The State Planning Policy was released on 3 July 2017. It is a State planning instrument made under Chapter 2, Part 2, Section 10 of the *Planning Act 2016*.

As prescribed in Section 26(2)(a)(ii) of the Planning Regulation, the State Planning Policy represents an assessment benchmark, and the assessment manager must have regard to State Planning Policies if it is not identified as being appropriately reflected in the planning scheme.

The State Planning Policy is identified as being reflected in the Rockhampton Regional Planning Scheme, which is the relevant planning scheme in this instance. Since the commencement of the Planning Scheme, the July 2017 version of the SPP has taken effect. It is considered that

the amendments in the July 2017 version of the State Planning Policy are not substantial and do not affect the State interests reflected in the Planning Scheme. Therefore, the State Planning Policy is not directly applicable to the development of the site.

### **5.3.3 State Planning Regulatory Provisions**

No State Planning Regulatory Provision will be compromised as a result of the proposed development.



## 6.0 REFERRALS

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The Planning Regulation 2017 identifies triggers and thresholds for development requiring referral to the State and other agencies.

The proposed development triggers a referral to Ergon Energy (advice agency) for the following matters.

### 6.1 Electricity Infrastructure

#### *Schedule 10, Part 9, Division 2:*

- Electricity Infrastructure - referral agency's assessment.
  - Table 2 – Material Change of Use of premises near a substation site or subject to an easement:

The application will be referred to the chief executive of the distribution entity or transmission entity.

## 7.0 CONCLUSION

---

This Planning Report has been prepared on behalf of Hastings Deering (Australia) Limited in support of a Development Application for a Material Change of Use for a Medium Impact Industry located at 150 Port Curtis Road, Port Curtis, on land described as Lot 3 LN1187.

In accordance with the *Rockhampton Region Planning Scheme 2015* (Planning Scheme), and pursuant to the *Planning Act 2016*, the proposed development constitutes Assessable Development in the Rural Zone, requiring a Development Permit for a Material Change of Use (Impact Assessment).

The development proposal is to expand the established industrial land use, to include spray painting workshop. The development retains all existing infrastructure and services, improving the functionality and enabling the expansion of an established local business. No changes to the site access, onsite car parking, and primary built form are proposed.

It is considered that the proposal is consistent with the overall outcomes of the Rural Zone, based on:

- The proposed land use is suited to operate within the rural zone, given the operations' nature and scale, being fully self-contained.
- The proposed land-use activities will not have visual or environmental impacts (dust, noise, odour, or overspray) onsite or on the adjoining rural premises.
- The current built form will be retained, with a small extension to the present gross floor area.

The development accords with the relevant Planning Scheme Codes and maintains the outcomes sought for the Rural Zone. It is considered that the proposal has merit and warrants favourable consideration by Council.

# APPENDIX A

DA FORM 1

# APPENDIX B

## TITLE SEARCH

# APPENDIX C

## PROPOSAL PLANS

# APPENDIX D

## FLOOD HAZARD ASSESSMENT

# APPENDIX E

## EMERGENCY RESPONSE PLAN

# APPENDIX F

## ENVIRONMENTAL MANAGEMENT PLAN



# APPENDIX G

## EMR / CLR SEARCH

# APPENDIX H

## CODE ASSESSMENT RRPS 2015

Queensland Titles Registry Pty Ltd  
ABN 23 648 568 101

<b>Title Reference:</b>	<b>30305128</b>	<b>Search Date:</b>	25/11/2022 11:40
<b>Date Title Created:</b>	15/06/1965	<b>Request No:</b>	42942434
<b>Creating Dealing:</b>			

**ESTATE AND LAND**

Estate in Fee Simple

LOT 3 CROWN PLAN LN1187

Local Government: ROCKHAMPTON

**REGISTERED OWNER**

Dealing No: 715105724 27/05/2013

HASTINGS DEERING (AUSTRALIA) LIMITED A.C.N. 054 094 647

**EASEMENTS, ENCUMBRANCES AND INTERESTS**

1. Rights and interests reserved to the Crown by  
Deed of Grant No. 19511079 (POR 94)
2. EASEMENT IN GROSS No 715626935 28/02/2014 at 09:45  
BURDENING THE LAND  
ROCKHAMPTON REGIONAL COUNCIL  
OVER  
EASEMENT B ON SP264570
3. EASEMENT IN GROSS No 720243236 02/09/2020 at 10:25  
burdening the land  
ERGON ENERGY CORPORATION LIMITED A.C.N. 087 646 062  
over  
EASEMENT C ON SP309958

**ADMINISTRATIVE ADVICES**

NIL

**UNREGISTERED DEALINGS**

NIL

Corrections have occurred - Refer to Historical Search

Caution - Charges do not necessarily appear in order of priority

\*\* End of Current Title Search \*\*

PROJECT

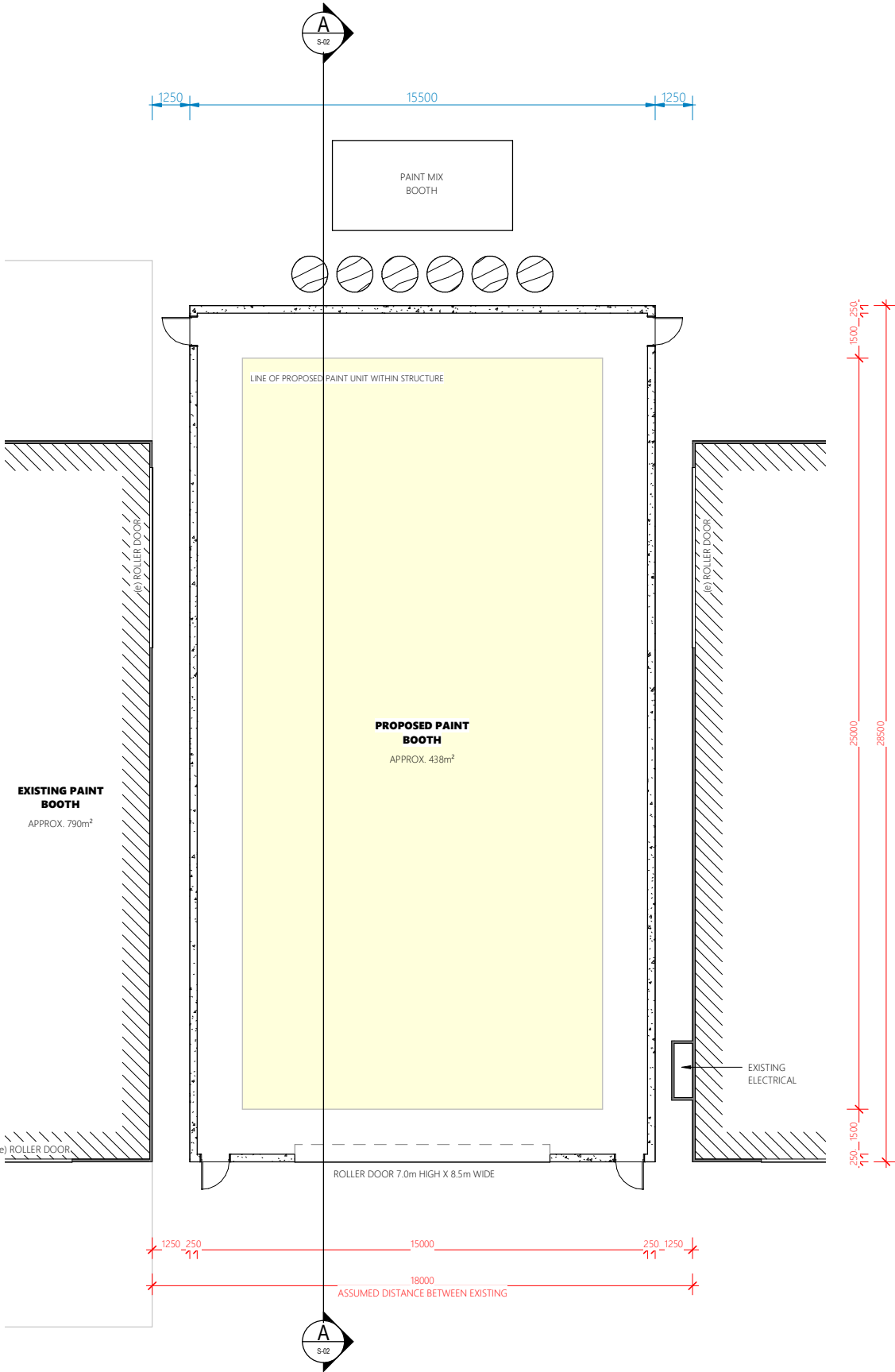
**SPRAY BOOTH**

CLIENT

**HASTING DEERING, ROCKHAMPTON**



**PROPOSED SPRAY  
BOOTH LOCATION**



**Proposed Floor Plan**

1 : 100

DO NOT SCALE DRAWING		
ALL DIMENSION IN MILLIMETERS		
No:	Description:	Date:

ISSUED FOR  
**PRELIMINARY**

Project Details:	
<b>SPRAY BOOTH</b>	
<b>HASTINGS DEERING, ROCKHAMPTON</b>	
Drawing Title:	
<b>PROPOSED</b>	



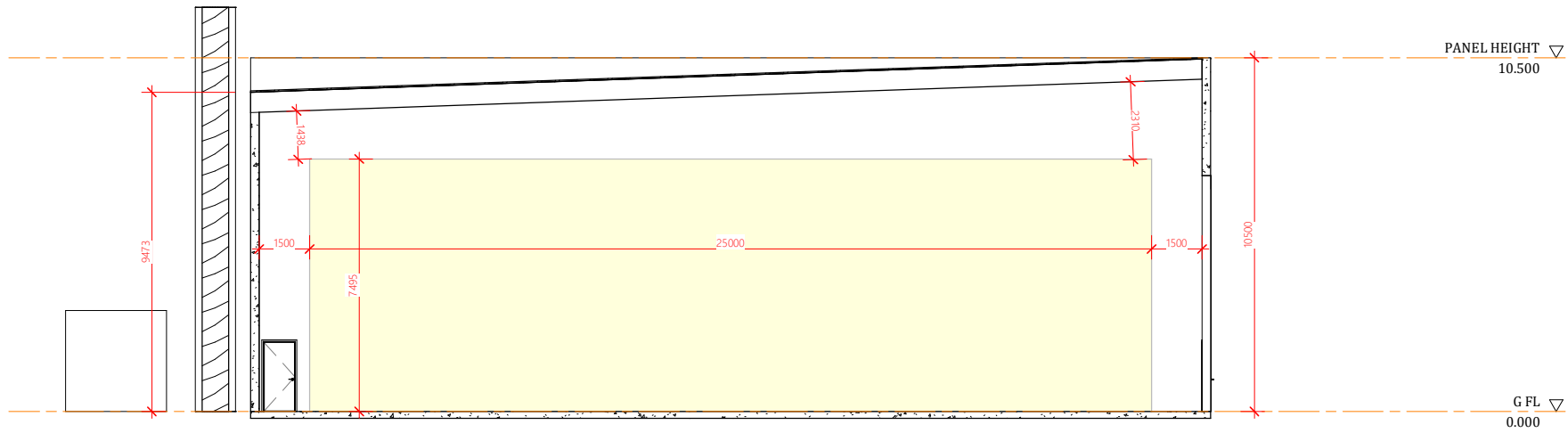
0407 271 336 M  
info@dezi nelements.com.au E

QBCC No: 1247120 BDAQ No: 0001677

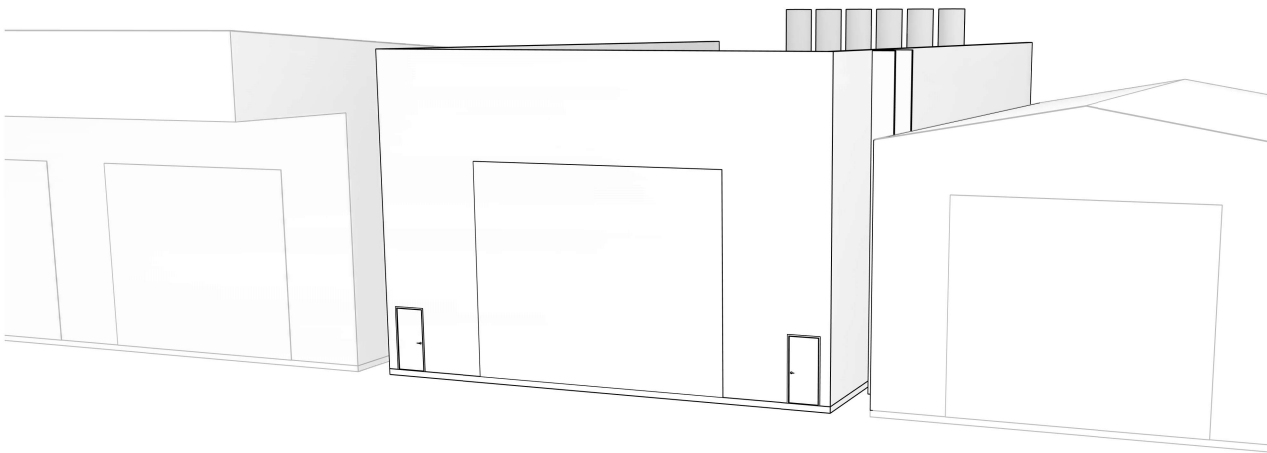
Scale: 1 : 100	Rev:
Date: SEPT 2022	
Drawn: NJB	

Project No: 22_221	Drawing No: S-01
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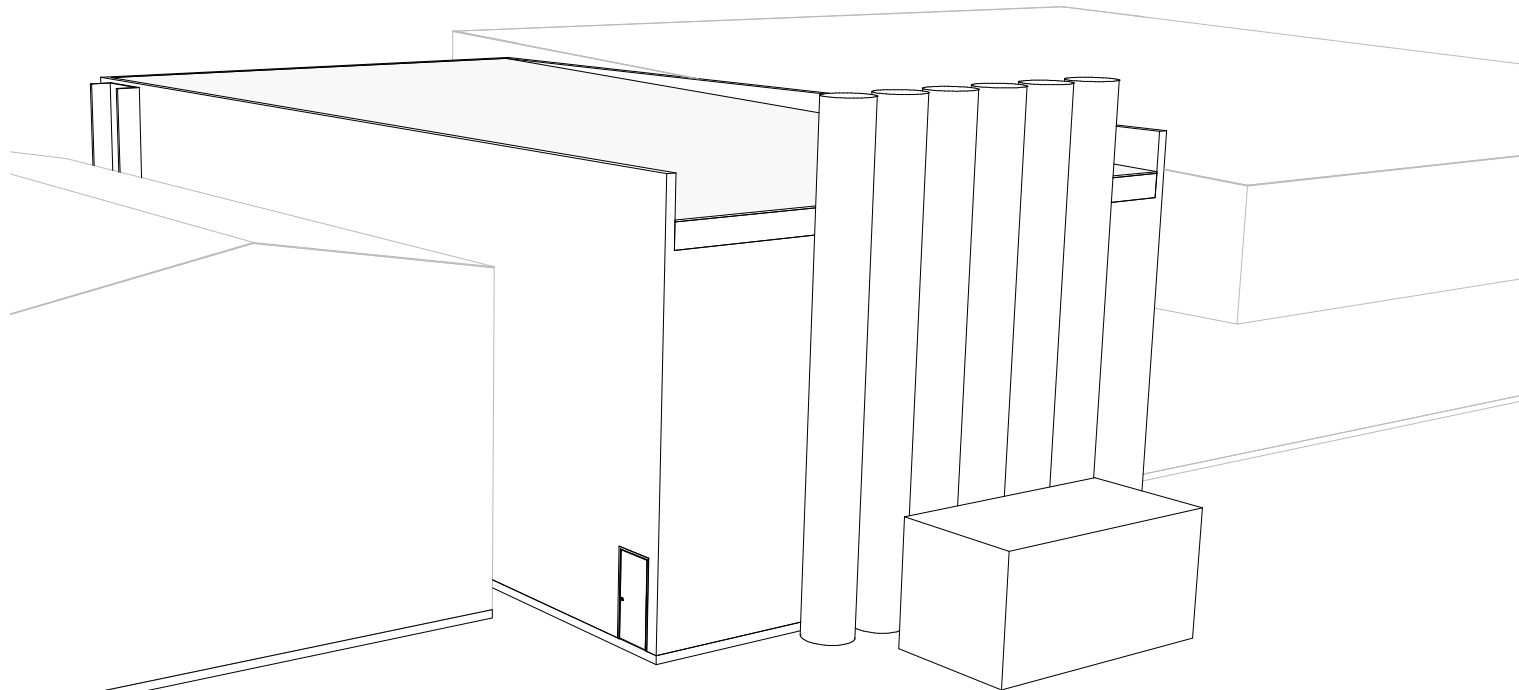
19/09/2022 12:38:28 PM



**Section A**  
1 : 100



**3D View 1 - FRONT VIEW**



**3D View 2 - BACK VIEW**

DO NOT SCALE DRAWING		
ALL DIMENSION IN MILLIMETERS		
No:	Description:	Date:
		REVISIONS

ISSUED FOR

**PRELIMINARY**

Project Details:

**SPRAY BOOTH**

**HASTINGS DEERING,**  
**ROCKHAMPTON**

Drawing Title:

**PROPOSED**

 **dezi nelements**  
BUILDING DESIGNERS

0407 271 336 M  
info@dezi nelements.com.au E

QBCC No: 1247120 BDAQ No: 0001677

Scale: 1 : 100	Rev:
Date: SEPT 2022	19/09/2022 12:38:29 PM
Drawn: NJB	

Project No: 22_221	Drawing No: S-02
--------------------	------------------

## FLOOD HAZARD ASSESSMENT

<b>Patcol Reference:</b>	<b>22-603</b>
<b>Project Address:</b>	150 Port Curtis Road, Port Curtis
<b>Client:</b>	Hastings Deering Australia Limited
<b>Client Contact:</b>	Brenton Wade

<b>Issue Date</b>	<b>Version</b>	<b>Description</b>	<b>Approved</b>
13.02.23	0	Original Issue	Scott Thomas

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## 1.0 INTRODUCTION

The scope of this document is to address the relevant provisions of the Rockhampton Region Planning Scheme 2015 with regards to the Fitzroy River Flood Overlay for 150 Port Curtis Road, Port Curtis.

The property, as shown in Figure 1 below, is a combination of many workshop style structures and the owners wish to install an additional paint booth and due to its location, it triggers the need for a flood hazard assessment.

The intended structure is shown in Figure 1 below and described as:

1. 12m by 25m paint booth. Refer to Figures 2 & 3 for typical sectional profiles and elevation.

The engineering plans for both structures are shown in Appendix A. Neither of the structures will be habitable and will be utilised for the storage of painting equipment associated with the nature of the site. The finished floor level of the adjacent shed will be maintained and as such the impact from any potential flood is extremely low. During a flood event the doors would remain open to ensure flows are not inhibited. Being generally open in nature, it will not obstruct the flow of flood waters in and around the structure without causing nuisance, turbulence or redirecting flows outside of the site.



Figure 1 - Site Location

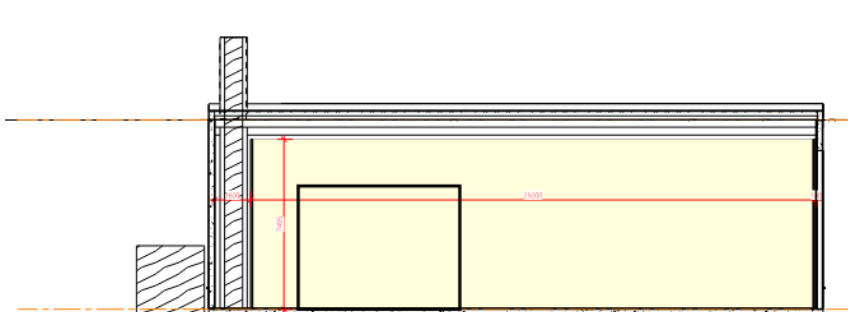


Figure 2: Paintbooth – Typical Section

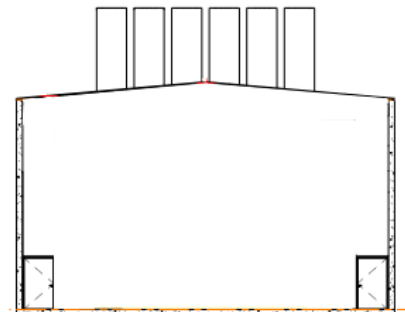


Figure 3: Paintbooth Elevation

## 2.0 FLOOD HAZARD ASSESSMENT

The proposed shed will have a concrete floor with the intention that the finished floor level of the shed is no more than 100mm higher than the adjacent natural ground. The nature of both structures is such that they are generally open in nature and will not obstruct the flow of flood waters. Additional to this the aim of the project is to construct this new facility from robust and flood-resistant material, therefore minimising the risk and damage to property during a flood event. This means that in a flood event water will be free to flow in and around the structures without causing nuisance turbulence or damaging any infrastructure which may result in adding hazards to other neighbouring properties.

The site is situated in the Fitzroy River Floodplain and the flood hazard zone as defined by the Rockhampton Region Planning Scheme 2011 hazard overlays. As can be seen in Figure 4, the flood overlay map shows the site being within the H3 (high). The site is situated in the Fitzroy River Floodplain. Rockhampton City Council's Designated Flood Event (DFE) is a flood with a once-in-a-hundred-year probability or 1% Annual Exceedance Probability (AEP) which inundates this property.

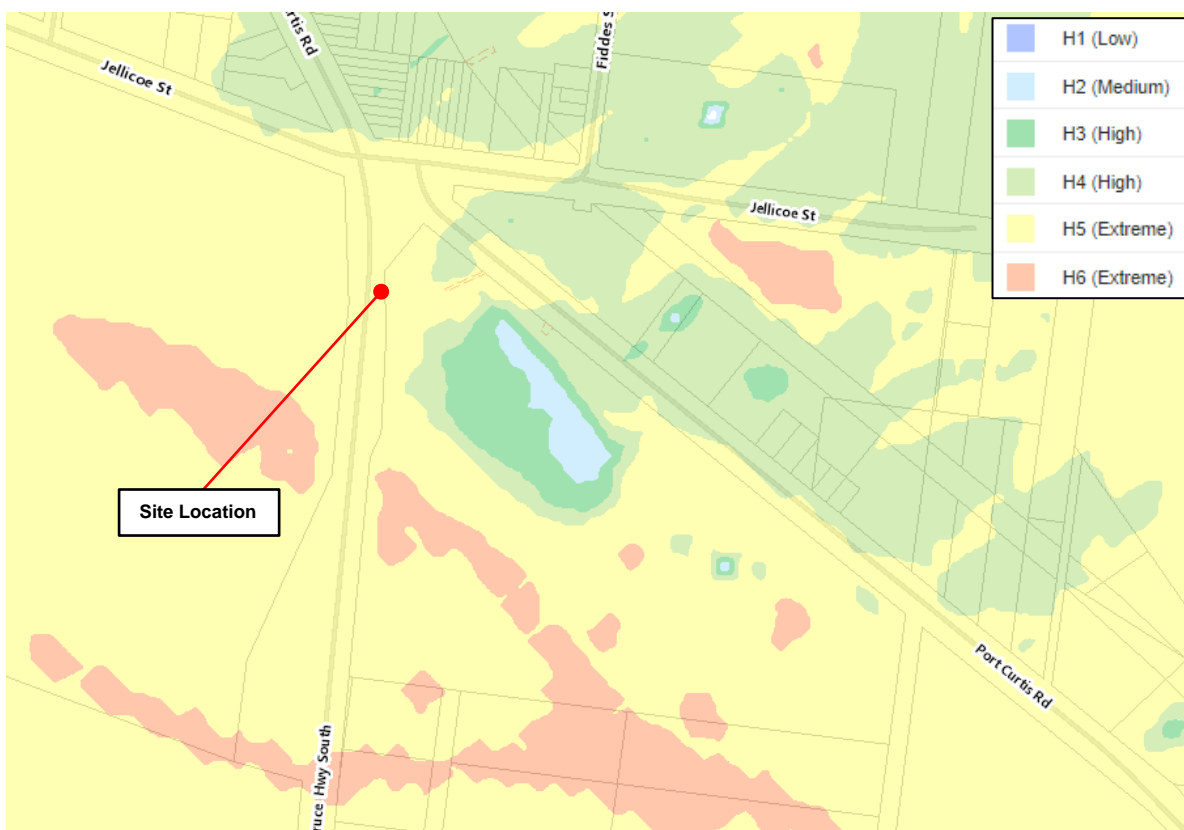


Figure 4 – RRC Flood Hazard Zones

It has been seen during previous flood events that the site can be effectively managed with regards to achieving the acceptable outcomes set out in Appendix A. Simple measures such as those nominated below prior to the event mitigates any potential impact. Further, insignificant increase in flood storage area is seen to have resulted from the additional structures, hence the post-development case for the site will show very minimal impact on the peak discharge and stormwater quality.

## 3.0 CONCLUSION

It is seen that the proposal is acceptable based on the following:




1. The ground level at the site is approximately 7.62m AHD. The DFE for the site is 8.26m AHD resulting in inundation to the property. The structures are not habitable, and the amount of displaced floodwater is negligible.
2. Resilience to the existing flood event affects will be provided in accordance with the RRC Planning Scheme outcomes towards a defined flood event. This is achievable as the proposed structures will be constructed using structural steel, reinforced concrete and designed accordingly.
3. Local and global (Riverine Flooding) flood heights will not increase because of the development. This is because there will be no material change to existing hydraulic parameters and no loss of storage.
4. As there will be no change to depth or velocity, there will be no increase to the sites Flood Hazard Category and therefore no risk to persons, infrastructure, or property.
5. There are no proposed earthworks aside from minor levelling of ground within the footprint of the proposed works.
6. Sufficient notice period of two weeks has been the case for previous Riverine Flooding events, and we know this would not change in the future. Given the affected areas of this structure are not habitable or commercial the management required after a flood's oncoming notice include:
  - a) Monitoring flood warnings to allow for preparation
  - b) Removal of loose material and potential debris.
  - c) Relocation of all equipment off site.
  - d) Remove all animals from the site.
7. The finished floor level of the shed will be a maximum of 100mm above the surrounding natural ground levels.

There appear to be no great engineering infrastructure difficulties with the proposed changes to the property. It is seen that the proposal will not affect flooding, either on the property or upstream/downstream in any way and conforms to the acceptable outcomes as set out by the RRC planning scheme. Summarising, the structures covered under this report would not create any actionable nuisance to themselves, or any surrounding properties.

Based on the above assessment, I, Scott Thomas, of Patcol Group (Consulting Engineers) being duly authorised in this behalf, believe the proposed works at 150 Port Curtis Road, Port Curtis will not result in a material increase in flood level or flood hazard to the immediate surrounding properties. Hence the proposed works are considered to comply with A02.2 of the Flood Overlay Hazard Code. I have based this certification on the data available from Rockhampton City Council website and as such this report's accuracy is reliant on the accuracy of this information.

Please see following commentary for Development outcomes for such works.



Scott Thomas  
Manager – B. Eng. (Civil/Structural) RPEQ 16203  
[scott@patcol.com.au](mailto:scott@patcol.com.au)

Refer to the following Appendixes:

*Appendix A: Engineering Plans of Proposed Structures*

*Appendix B: RRC Development Assessment*

Appendix A: ENGINEERING DRAWINGS

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Appendix B: RRC DEVELOPMENT ASSESSMENT

**Fitzroy River – H1 or H2 or North Rockhampton flood management area or Creek catchment planning area 2**

*Table 8.2.8.3.1 Development outcomes for assessable development and requirements for accepted development (part)*

Performance outcomes	Acceptable outcomes
<b>Development in Fitzroy River flood areas – H1 (low hazard area) or H2 (medium hazard area) or North Rockhampton flood management area or Creek catchment flood - planning area 2</b> Editor's note—Refer to overlay maps <a href="#">OM-8A</a> and <a href="#">OM-8C</a>	
<b>PO1</b> Development (including extensions) for non-residential purposes is able to provide a safe refuge for people and for the storage of goods during times of flood inundation.	<b>AO1.1</b> For non-residential development, at least thirty (30) per cent of the <u>gross floor area</u> of all new buildings and structures is located a minimum of 500 millimetres above the defined flood level.  Editor's note—Areas less than those nominated above may be supported where accompanied by a flood impact report in accordance with <a href="#">SC6.10—Flood hazard planning scheme policy</a> .  <b>AND</b>  <b>AO1.2</b> A report from a registered professional engineer of Queensland certifies that the development in the flood area will not result in a material increase in flood level or flood hazard on upstream, downstream or adjacent properties.
<b>PO2</b> Development is located to minimise susceptibility to and potential impacts of flooding.	<b>AO2.1</b> For residential uses the finished floor levels of all habitable rooms shall be constructed a minimum of 500 millimetres above the defined flood level.  <b>AND</b>  <b>AO2.2</b> A report from a registered professional engineer of Queensland certifies that the development in the flood area will not result in a material increase in flood level or flood hazard on upstream, downstream or adjacent properties. Editor's note—Report to be prepared in accordance with <a href="#">SC6.10—Flood hazard planning scheme policy</a> .
<b>PO3</b> Development avoids the release of hazardous materials into floodwaters.	<b>AO3.1</b> All hazardous materials and hazardous manufacturing equipment and hazardous containers are located and stored a minimum of 500 millimetres above the defined flood level.  Editor's note—Refer to the <a href="#">Work Health and Safety Act 2011</a> and associated regulation, the <a href="#">Environmental Protection Act 1994</a> and the relevant building assessment provisions under the <a href="#">Building Act 1975</a> for requirements related to the manufacture and storage of hazardous substances.

## Fitzroy River – H3-H4 or H5-H6 or Creek catchment flood planning area 1

Table 8.2.8.3.1 Development outcomes for assessable development and requirements for accepted development (part)

Performance outcomes	Acceptable outcomes
<b>Development in Fitzroy River flood areas – H3-H4 (high hazard areas) or H5-H6 (extreme hazard areas) or Creek catchment flood - planning area 1</b> Editor's note—Refer to overlay maps <a href="#">OM-8A</a> and <a href="#">OM-8C</a>	
<b>PO4</b> Development does not involve the further intensification of land uses and does not increase the risk to people and property.  Editor's Note—Flood hazard risk assessment can be undertaken in accordance with <a href="#">SC6.10 — Flood hazard planning scheme policy</a> .	<b>AO4.1</b> <b>AO4.1.1</b> Development does not involve new buildings or structures.  OR <b>AO4.1.2</b> Where involving the replacement or alteration to an existing non-residential building or structure: <ol style="list-style-type: none"> <li>1. there is no increase in the existing or previous buildings' <u>gross floor area</u>; and</li> <li>2. the finished floor level of any replacement or alteration to an existing building is constructed a minimum of 500 millimetres above the defined flood level.</li> </ol> OR <b>AO4.1.3</b> Where involving the replacement or alteration to an existing caretaker's accommodation, <u>dwelling house</u> or <u>dwelling unit</u> : <ol style="list-style-type: none"> <li>1. there is no increase in the number of dwellings;</li> <li>2. there is no increase in the existing or previous buildings' <u>gross floor area</u>; and</li> <li>3. the finished floor level of all habitable rooms shall be constructed a minimum of 500 millimetres above the defined flood level.</li> </ol> AND <b>AO4.1.4</b> Where located in the rural zone, the <u>total floor area</u> of class 10a buildings and structures on the <u>site</u> do not exceed a total of fifty (50) square metres, and are set back a minimum of twenty (20) metres from all <u>site</u> boundaries.
<b>PO5</b> Development avoids the release of hazardous materials into floodwaters.	<b>AO5.1</b> Materials manufactured, used or stored on <u>site</u> are not hazardous in nature.  <b>No hazardous materials to be manufactured, used or stored on site.</b>

**Fitzroy River – all hazard areas, North Rockhampton flood management area or Creek catchment  
– all planning areas**

Table 8.2.8.3.2 Development outcomes for assessable development

Performance outcomes	Acceptable outcomes
<b>Development in Fitzroy River flood area – all hazard areas, North Rockhampton flood management area or Creek catchment flood – all planning areas</b> Editor's note—Refer to overlay maps <a href="#">OM-8A</a> and <a href="#">OM-8C</a>	
<b>PO8</b> Development is located to minimise susceptibility to and potential impacts of flooding.	No acceptable outcome is nominated.  <b>The financial investment in this facility would deem it inappropriate to suggest another location given the number of local workforce etc.</b>
<b>PO9</b> Underground car parks are designed to prevent the intrusion of floodwaters.	<b>AO9.1</b> Development with underground car parking is designed to prevent the intrusion of floodwaters by the incorporation of a bund or similar barrier a minimum of 500 millimetres above the defined flood level.  <b>No underground car parks.</b>
<b>PO10</b> Development: <ol style="list-style-type: none"> <li>1. does not result in any reduction of onsite flood storage capacity; or</li> <li>2. does not result in any change to depth, duration or velocity of floodwaters within the premises; and</li> <li>3. does not change flood characteristics outside the premises, including but not limited to causing:               <ol style="list-style-type: none"> <li>1. loss of flood storage; or</li> <li>2. loss of or changes to flow paths; or</li> <li>3. acceleration or retardation of flows; or</li> <li>4. any reduction in flood warning times elsewhere on the <u>floodplain</u>.</li> </ol> </li> </ol> Editor's note— <u>Council</u> may require the applicant to submit a <u>site</u> -based flood study that investigates the impact of the development on the <u>floodplain</u> and demonstrates compliance with the relevant performance outcome.	No acceptable outcome is nominated.  <ol style="list-style-type: none"> <li>1. Development does not result in a reduction of onsite flood storage;</li> <li>2. Development does not result in a change to depth, duration or velocity of floodwater within the premises, and;</li> <li>3. Does not change flood characteristics outside the premises, including but not limited to causing:               <ol style="list-style-type: none"> <li>1. Loss of flood storage,</li> <li>2. Loss of or changes to flow paths,</li> <li>3. Acceleration or retardation of flows, and;</li> <li>4. Any reduction of flood warning times.</li> </ol> </li> </ol>
<b>PO11</b> Essential community infrastructure and community facilities are protected from, and able to function effectively during and immediately after, a defined flood event.	<b>AO11.1</b> A use for a purpose listed in <a href="#">Table 8.2.8.3.3</a> : <ol style="list-style-type: none"> <li>1. is not located within the flood hazard area; and has at least one (1) flood free access road.</li> </ol> <b>Development is not essential community infrastructure, community facilities or public asset.</b>
<b>PO12</b> Development provides safe and trafficable access to the local evacuation centres and evacuation services and have regard to: <ol style="list-style-type: none"> <li>1. evacuation time;</li> <li>2. number of persons affected;</li> <li>3. types of vehicles necessary for evacuation purposes;</li> <li>4. the distance to flood free land; and the evacuation route.</li> </ol>	<b>AO12.1</b> Trafficable access to and from the development complies with the Capricorn Municipal Guidelines.  <b>Trafficable access will be provided with regards to the requirements of the Capricorn Municipal Development Guidelines. AND</b> <b>AO12.2</b> Trafficable access to and from the development within the creek catchment planning areas are in accordance with the Queensland

	<p>Urban Drainage Manual.</p> <p>Trafficable access will be provided with regards to the requirements of the Queensland Urban Drainage Manual..</p> <p>Note—Trafficable access for <u>emergency services</u> or community related uses is obtained from at least one (1) route (minor collector or higher) for <u>emergency services</u> purposes. The development is to ensure that safe access, to the road network between the development <u>site</u> and the closest centre zone, is provided.</p> <p>Editor's note—Trafficable access requirements for creek catchment planning areas has not been identified and reference has been made to the provisions under the Queensland Urban Drainage Manual. This is due to the short period that property may be isolated.</p>
--	--

### Fitzroy River – H3-H4 or H5-H6, North Rockhampton flood management area or Creek catchment – planning area 1

Table 8.2.8.3.2 Development outcomes for assessable development

Performance outcomes	Acceptable outcomes
<b>Development in Fitzroy River flood areas – H3-H4 (high hazard areas) or H5-H6 (extreme hazard areas), North Rockhampton flood management area or Creek catchment flood – planning area 1</b> Editor's note—Refer to overlay maps <a href="#">OM-8A</a> and <a href="#">OM-8C</a>	
<b>PO13</b> Development that involves temporary or moveable residential structures (for example caravan parks and camping grounds) are not located with the Fitzroy River high and extreme hazard areas, North Rockhampton flood management area and Creek catchment planning area 1.	No acceptable outcome is nominated.  <p>The development is not temporary or moveable.</p>

### Operational work

Table 8.2.8.3.2 Development outcomes for assessable development (part)

Performance outcomes	Acceptable outcomes
<b>Operational work</b>	
<b>PO17</b> Development does not materially impede the flow of floodwaters through the <u>site</u> or worsen flood flows external to the <u>site</u> .	<b>AO17.1</b> Development does not involve: <ul style="list-style-type: none"> <li>a) filling with a height greater than 100 millimetres; or</li> <li>b) block or solid walls or fences; or</li> <li>c) garden beds or other structures with a height more than 100 millimetres; or</li> <li>d) the planting of dense shrub hedges.</li> </ul> <p>Development does not impede the flow of floodwaters through the site or worsen flood flows external to the site as described in this report.</p>



**Hastings Deering**



# Emergency Response Plan

## Rockhampton Area Business Centres

HDAL-SHEQ-20-PLN21

Plan

Version 5.0



**Industrial**



## Contents

<b>1. PURPOSE</b>	<b>6</b>
<b>2. SCOPE</b>	<b>6</b>
<b>3. RESPONSIBILITIES</b>	<b>6</b>
3.1. Area Manager	6
<b>4. REFERENCES</b>	<b>6</b>
<b>5. ASSOCIATED DOCUMENTS</b>	<b>7</b>
<b>6. INTRODUCTION</b>	<b>7</b>
6.1. Preliminary	7
6.1.1. Risk Assessment	7
6.1.2. Review	8
6.1.3. Distribution	8
6.2. Site Profile	9
6.3. Emergency Planning Committee (EPC)	10
6.4. Emergency Contacts and Websites	11
6.5. Emergency Systems Summary	11
6.5.1. Alarm Systems	11
6.5.2. Detection Systems	12
6.5.3. Suppression Systems	13
6.5.4. Alarm/Detection/Suppression System – Gladstone	13
<b>7. EMERGENCY PLANNING AND CONTROL STRUCTURE</b>	<b>14</b>
7.1. Emergency Planning Committee (EPC)	14
7.1.1. Duties and Responsibilities	14
7.1.2. Membership	15
7.2. Emergency Control Organisation (ECO)	15
7.2.1. Structure and Identification	15
7.2.2. ECO Authority	15
7.3. ECO Responsibilities Pre-Emergency	16
7.3.1. General	16
7.3.2. Fire Safety Advisor (QLD Only)	16
7.3.3. Chief Warden/Deputy Chief Warden	16
7.3.4. Communications Officer	16
7.3.5. Area Warden	17
7.3.6. Wardens	17
7.3.7. Management	17
7.4. ECO Responsibilities during an Emergency	18
7.4.1. Chief Warden	18
7.4.2. Deputy Chief Warden	18
7.4.3. Communications Officer	18
7.4.4. Area Wardens	18
7.4.5. Wardens	19
7.4.6. First Aiders or First Aid Officers	19
7.4.7. General Occupants	19
7.4.8. Duty Cards	19
7.5. ECO Responsibilities Post Emergency	20
7.5.1. Chief Warden	20

7.5.2.	Communications Officer.....	20
7.5.3.	Area Wardens and Wardens.....	20
<b>8.</b>	<b>TRAINING, SAFETY AND RISK REDUCTION .....</b>	<b>21</b>
8.1.	Training.....	21
8.1.1.	General .....	21
8.1.2.	EPC Training.....	21
8.1.3.	Emergency Control Organisation.....	21
8.1.4.	Fire Safety Advisor (QLD Only) .....	21
8.1.5.	Occupants .....	21
8.1.6.	Fire Equipment Training.....	22
8.1.7.	Communications System .....	22
8.2.	Emergency Response Exercises .....	22
8.2.1.	General .....	22
8.2.2.	Frequency .....	22
8.2.3.	Observation Checklist and Debriefing .....	23
8.2.4.	Emergency during an Emergency Response Exercise .....	23
8.2.5.	Conduct of Emergency Response Exercises .....	23
<b>9.</b>	<b>EMERGENCY RESPONSE PROCEDURES.....</b>	<b>24</b>
<b>10.</b>	<b>FIRE .....</b>	<b>26</b>
10.1.	Discovery of Fire .....	26
10.1.1.	Preliminary .....	26
10.1.2.	On discovery of a fire .....	26
10.2.	Chief Warden Group .....	26
10.2.1.	On being advised of a fire .....	26
10.3.	Area Wardens and Wardens.....	27
10.3.1.	On confirmation of a fire present in the area .....	27
10.4.	First Attack Firefighting Procedures .....	27
10.4.1.	Initial Response: R A C E .....	27
10.4.2.	Using an Extinguisher .....	28
10.4.3.	After the Fire .....	28
10.5.	After Hours Procedures .....	28
10.5.1.	On discovery of a fire .....	28
10.5.2.	On being advised of a fire or hearing the fire alarm.....	29
10.6.	Security Personnel.....	29
10.6.1.	On being notified of a fire .....	29
10.7.	Bush/Grass Fire .....	29
10.7.1.	Preliminary .....	29
10.7.2.	Sudden bush fire .....	29
10.7.3.	Fire Weather Warnings .....	30
10.7.4.	Fire Danger Index .....	30
10.7.5.	Fire Danger Index - Potential Fire Behaviour and Impact .....	31
10.7.6.	Response .....	32
<b>11.</b>	<b>EVACUATE.....</b>	<b>34</b>
11.1.	Chief Warden/Deputy Chief Warden.....	34
11.1.1.	Alert Tone Procedures: (Delete if no EWS at your site) .....	34
11.1.2.	Evacuation Procedures (Confirmed Emergency) .....	34
11.1.3.	Post Evacuation Procedures.....	35
11.2.	Area Wardens and Wardens.....	35
11.2.1.	Alert Tone Procedures (Delete if no EWS at your site) .....	35

11.2.2.	Evacuation Procedures .....	35
11.2.3.	Post Evacuation Procedures .....	36
11.3.	First Aid Personnel .....	36
11.3.1.	Alert Tone Procedures .....	36
11.3.2.	Evacuation Procedures .....	36
11.3.3.	Staying with a Casualty .....	36
11.4.	Occupants .....	37
11.4.1.	Alert Tone Procedures .....	37
11.4.2.	Evacuation Procedures .....	37
11.5.	Occupant/Visitor with a Disability .....	37
11.5.1.	Definition .....	37
11.5.2.	Personal Emergency Evacuation Plan (PEEP) .....	38
11.5.3.	Assistance .....	39
11.5.4.	Direct Evacuation .....	39
11.5.5.	Refuges .....	39
11.5.6.	Hearing Impaired/Vision Impaired Persons .....	40
11.6.	Refusals to Evacuate .....	40
11.6.1.	No Physical Force .....	40
11.6.2.	Procedure .....	40
11.7.	Unconscious Persons .....	40
11.7.1.	Persons not in Immediate Danger .....	40
11.7.2.	Persons in Imminent Danger .....	40
11.8.	Media Statement .....	41
11.8.1.	Nominated Persons .....	41
11.9.	Assembly Areas .....	41
11.9.1.	Locations .....	41
11.10.	Security Personnel (where present) .....	41
11.10.1.	Role of Security Personnel .....	41
<b>12.</b>	<b>BOMB THREAT .....</b>	<b>43</b>
12.1.	Receiving a Bomb Threat .....	43
12.1.1.	Received via Mail or Delivery – Postal, Courier or Person Delivery .....	43
12.1.2.	Received Digitally – Facsimile, Email, Computer File .....	43
12.1.3.	Received Verbally – Telephone .....	43
12.2.	Introduction .....	43
12.2.1.	Reasons for Bomb Threats .....	43
12.2.2.	Evaluating the Threat .....	43
12.3.	Chief Warden .....	44
12.3.1.	On Receipt of a Bomb Threat .....	44
12.3.2.	Evacuation Options .....	44
12.3.3.	Search Procedures .....	45
12.3.4.	On discovery of a suspicious object .....	45
12.4.	Area Warden and Warden .....	45
12.4.1.	On receipt of a bomb threat .....	45
12.5.	Search Procedure .....	45
12.5.1.	General – Australian Bomb Data Centre (Bombs: Defusing the Threat) ...	45
12.5.2.	Search priorities .....	46
12.5.3.	Search Methods – Internal .....	46
12.5.4.	Search Methods – External .....	47
12.6.	Suspicious Objects .....	47
12.6.1.	Definition .....	47
12.6.2.	On finding a suspicious object: .....	47

12.7.	Evacuation Addendum .....	48
12.7.1.	Adjustments to Evacuation Procedures .....	48
12.7.2.	Evacuation Priority .....	48
12.7.3.	Vehicle Movement .....	48
12.8.	Mail Bomb .....	48
12.8.1.	General .....	48
12.8.2.	Activation .....	48
12.8.3.	Recognition Points .....	49
12.8.4.	On Discovery of a Suspicious Parcel .....	49
12.9.	Action upon Detonation or Explosion .....	49
12.9.1.	General .....	49
12.9.2.	In the Event of Explosion .....	49
<b>13.</b>	<b>FAILURE OR THREAT OF FAILURE TO ESSENTIAL SERVICES</b>	<b>52</b>
13.1.	Civil Disorder and Illegal Occupancy .....	52
13.1.1.	Preliminary .....	52
13.1.2.	Chief Warden .....	52
13.1.3.	Area Wardens and Wardens .....	52
13.1.4.	General Occupants .....	52
13.1.5.	Management .....	52
13.1.6.	Security Personnel – these duties can be given to Wardens .....	53
<b>14.</b>	<b>INTERNAL EMERGENCIES</b> .....	<b>55</b>
14.1.	Electrical failure .....	55
14.1.1.	Procedure .....	55
14.1.2.	Lifts .....	55
14.2.	Air Conditioning Contamination .....	55
14.2.1.	Procedure .....	55
14.3.	Chemical, Biological or Radiological (CBR) Incident .....	55
14.3.1.	Preliminary .....	55
14.3.2.	Procedure .....	55
14.4.	Gas Leak .....	56
14.4.1.	In the event of a gas leak .....	56
14.5.	Hazardous Substances Incidents .....	56
14.5.1.	Preliminary .....	56
14.5.2.	Should an Incident Occur Involving Hazardous Material or Dangerous Goods .....	57
14.5.3.	Exposure to Hazardous Materials or Dangerous Goods .....	57
14.5.4.	Disposal of Hazardous Materials/Dangerous Goods .....	57
14.6.	Spill Response .....	58
14.6.1.	Responsibilities and Authority .....	58
14.6.2.	Procedure .....	58
14.6.3.	Spill Control .....	58
14.6.4.	Documentation and Reporting .....	59
14.6.5.	Spill Response Summary .....	59
14.7.	Building Damage .....	59
14.7.1.	Preliminary .....	59
14.7.2.	Chief Warden .....	59
14.7.3.	Area Wardens and Wardens .....	60
14.7.4.	General Occupant .....	60
14.7.5.	Security Personnel (these duties can be given to Wardens) .....	60

<b>15. MEDICAL/FIRST AID EMERGENCIES.....</b>	<b>62</b>
15.1. Medical Emergency .....	62
15.1.1. Preliminary .....	62
15.1.2. Procedure.....	62
<b>16. PERSONAL THREAT TO OTHERS OR SELF .....</b>	<b>64</b>
16.1. Armed or Unarmed Hold-up/Intrusion .....	64
16.1.1. Preliminary .....	64
16.1.2. If confronted by an armed or unarmed intruder .....	64
16.2. Lockdown (Shelter in Place) .....	64
16.2.1. Preliminary .....	64
16.2.2. Chief Warden – Lockdown Procedure .....	64
16.2.3. Area Wardens/Wardens – on hearing the Lockdown Procedure announcement .....	65
<b>17. CYCLONE/SEVERE WEATHER.....</b>	<b>67</b>
17.1. Localised Area Flooding .....	67
17.1.1. Communications .....	67
17.1.2. Flood Event – Operational Plan .....	68
17.1.3. Should Flooding be Imminent .....	68
17.1.4. When Floods Hit.....	69
17.1.5. If there is a need to Evacuate .....	69
17.1.6. After the Flood.....	70
17.2. Building/Premises Flooding .....	70
17.3. Cyclone Event.....	71
17.3.1. Cyclone Preparedness.....	71
17.3.2. Prior to Start of the Cyclone Season.....	71
17.3.3. At Home .....	71
17.3.4. Cyclone - Operational Plan .....	72
17.4. Cyclone.....	73
17.4.1. Colour Coding for Cyclone Preparedness .....	73
17.4.2. CYCLONE WATCH (CODE YELLOW) - ALERT.....	74
17.4.3. CYCLONE WARNING (CODE BLUE) – LEAN FOWARD .....	75
17.4.4. CYCLONE WARNING UPGRADE (CODE RED) – STAND UP .....	76
17.4.5. Cyclone imminent.....	76
17.4.6. All Clear Stand Down (At Home) .....	77
17.4.7. Post Impact and Resumption of Work .....	77
<b>18. DOCUMENT HISTORY .....</b>	<b>79</b>
18.1. Document information .....	79
18.2. Document amendment history .....	79
<b>APPENDIX 1 - Emergency Control Organisation (ECO) Member Register</b> .....	<b>81</b>
<b>APPENDIX 2 - Emergency Evacuation Diagram.....</b>	<b>83</b>
<b>APPENDIX 3 - Gas Isolation Instruction and Map .....</b>	<b>85</b>
<b>APPENDIX 4 - Severe Weather Notification Template .....</b>	<b>86</b>
<b>APPENDIX 5 - Key Contacts.....</b>	<b>87</b>

## 1. PURPOSE

The purpose of this Emergency Response Plan is to document the Emergency Response Procedures for the facility including the actions to be taken by the Emergency Control Organisation (ECO) and the procedures for evacuation of the site. The procedures should not be considered as rigid but rather as flexible guidelines to be adapted to cope with any emergency.

This Emergency Response Plan and procedures herein have been formulated to comply with AS3745 – 2010 Planning for Emergencies in Facilities and the Queensland Building Fire Safety Regulation 2008.

## 2. SCOPE

This Emergency Plan has been developed for the Rockhampton Area Business Centres located at 150 Port Curtis Road, Port Curtis and Corner Bassett Street and Blain Drive, Gladstone. Emergencies detailed in this Emergency Response Plan are based on an assessment of potential emergencies likely to impact the facility as per Section 6.1.1.

## 3. RESPONSIBILITIES

### 3.1. Area Manager

The Area Manager is responsible for:

- Ensuring the requirements of this Plan are implemented and maintained in their area of control including Crisis Management preparedness and reporting processes;
- Ensuring employees receive the required level of information, training and instruction to comply with the requirements of this Plan;
- Ensuring adequate resources are available to enable the requirements of this Plan to be implemented and maintained;
- Ensuring all staff are aware of, and comply with, the requirements of this Plan.

**Note:** Specific roles pertaining to emergency response management are further detailed throughout this Plan.

## 4. REFERENCES

References
AS 3745-2010 Planning for Emergencies in Facilities
AS 1670.1:2015 Fire detection, warning, control and intercom systems - System design, installation and commissioning Fire
Queensland Building Fire Safety Regulation 2008
General Occupancy and Fire Awareness (GOFA e-Learn) training



## 5. ASSOCIATED DOCUMENTS

Document ID19/01/	Document Title
HDAL-SHEQ-12-F04	Basic Risk Assessment Tool
HDAL-SHEQ-20-F10	Bomb Threat Checklist Form
HDAL-SHEQ-12-F24	Communicable Disease Checklist
HDAL-SHEQ-20-F48	Duty Card – Area Warden
HDAL-SHEQ-20-F47	Duty Card – Chief Warden
HDAL-SHEQ-20-F50	Duty Card – Communications Officer
HDAL-SHEQ-20-F52	Duty Card – Deputy Chief Warden
HDAL-SHEQ-20-F51	Duty Card – First Aider
HDAL-SHEQ-20-F49	Duty Card – Warden
HDAL-SHEQ-20-F53	Emergency Control Organisation (ECO) Appointment Form
HDAL-SHEQ-20-F06	Emergency Control Organisation (ECO) Member Register Form
HDAL-SHEQ-20-PR02	Emergency Control Organisation (ECO) Procedure
HDAL-SHEQ-20-T03	Emergency Evacuation Diagram Template
HDAL-SHEQ-20-F04	Emergency Evacuation Personnel Poster
HDAL-SHEQ-20-F05	Evacuation Checklist
HDAL-SHEQ-20-F11	Monthly Warden Checklist
HDAL-SHEQ-20-F12	Observers Checklist Form
HDAL-SHEQ-20-F09	Offender Checklist
HDAL-SHEQ-20-F08	Personal Emergency Evacuation Plan
HDAL-SHEQ-20-F03	Personal Emergency Evacuation Plan (PEEP) Register
HDAL-SHEQ-20-F02	Roll Call Sheet – Emergency Evacuation
HDAL-SHEQ-20-T02	Cyclone Tsunami Severe Weather Emergency Checklist Template

## 6. INTRODUCTION

### 6.1. Preliminary

#### 6.1.1. Risk Assessment

A risk assessment shall be conducted to identify potential emergency situations that could occur on or impact the facility. The risk assessment shall be based on a broad brush process, this includes identifying hazards, assessing risks, controlling hazards and monitoring hazards. Risk assessments shall be conducted by competent people and records of the assessment shall be captured on the site risk register. HDAL-SHEQ-12-F04 Basic Risk Assessment Tool may be used for this purpose.

In preparing this risk assessment a cross section of the workforce shall be involved and should consider (but is not limited to) the following incidents/scenarios:

- Fire/Equipment/Building/Bushfire
- Cyclone/Storm/Flooding/Lightning Strike
- Medical Emergency
- Equipment Failure/Transport Incident
- Environmental Incidents/Chemical Substance spill to ground
- Malicious Threat/Civil Disturbance
- Structural Failure/Excavation Collapse/Earthquake
- Evacuation of surrounding buildings.

The risk assessment shall be reviewed annually or more frequently if required to ensure alignment to current work practices and possible emergency situation.

#### 6.1.2. Review

This Emergency Response Plan will be reviewed annually and associated Emergency Evacuation Diagrams (HDAL-SHEQ-20-T03) must be reviewed every five (5) years or when one or more of the following occurs:

- A substantial change to the layout of the facility;
- A substantial change to the number of occupants;
- A change in the classification the facility;
- A substantial change to the fire safety appliances in the facility;
- As a result of an incident;
- There is a change in the Business Centre activities and risks;
- Any changes in procedures as listed herein.

The Emergency Response procedures contained within this plan will be reviewed annually.

#### 6.1.3. Distribution

Once completed an electronic copy of this document will be made available in the electronic document management system and labelled 'Emergency Response Plan – Rockhampton Area Business Centres'. A hard copy of this document will be distributed to each member of the Emergency Planning Committee (EPC) and a copy held at the Master Emergency Control Point (MECP) of the facility (refer section 6.5.1).

A record of distribution shall be kept by the Chief Warden.



## 6.2. Site Profile

<b>Site Name</b>	Hastings Deering
<b>Store Number</b>	15, 16
<b>Address</b>	Rockhampton Branch 10 Port Curtis Road, Port Curtis QLD 4700
	Gladstone Rental Store Corner of Bassett Street and Blain Drive, Gladstone QLD 4680
<b>Owner</b>	<b>Name:</b> Peter Martin <b>Address:</b> 150 Port Curtis Road, Port Curtis QLD 4700 <b>Tel:</b> 0407 643 228 <b>Email:</b> <a href="mailto:peter.martin@hastingsdeering.com.au">peter.martin@hastingsdeering.com.au</a>
<b>Occupier</b>	<b>Name:</b> Peter Martin <b>Address:</b> 150 Port Curtis Road, Port Curtis 4700 <b>Tel:</b> 0407 643 228 <b>Email:</b> <a href="mailto:peter.martin@hastingsdeering.com.au">peter.martin@hastingsdeering.com.au</a>
<b>Building Classification</b>	Class 5 Class 7b Class 8
<b>Number of Levels</b>	2
<b>Number of Buildings</b>	4
<b>Number of Lifts Onsite</b>	0
<b>Occupant Numbers</b>	Day Shift: 280 Afternoon Shift: 100 Night Shift: 70
<b>Nominated Building Hours</b>	6:00am – 12:00am
<b>Operating Hours</b>	Operation hours: 6:00am – 2:30pm  Afternoon Shift: 2:15pm – 10:45pm
<b>Closest Cross Street</b>	Rockhampton Jellicoe Street and Port Curtis Road  Gladstone Blain Drive and Bassett Street

### 6.3. Emergency Planning Committee (EPC)

<b>Fire Safety Advisor (QLD Only)</b>	<p><b>Name:</b> Steve Lill  <b>Tel:</b> 07 4930 8671  <b>Mob:</b> 0457 300 316  <b>Email:</b> steve.lill@hastingsdeering.com.au  <b>Qualification held:</b> Fire Safety Advisor  <b>Registered Training Organisation Details:</b> Queensland Fire and Emergency Services  <b>Date of issue:</b></p> <p><b>Name:</b> Tania Cuskelly  <b>Mob:</b> 0429 568 210  <b>Email:</b> tania.cuskelly@hastingsdeering.com.au  <b>Qualification held:</b> Fire Safety Advisor  <b>Registered Training Organisation Details:</b> Chubb  <b>Date of issue:</b> 10/12/2020</p>
<b>Chief Warden</b>	<p><b>Name:</b> Steve Lill  <b>Tel:</b> 07 4930 8671  <b>Mob:</b> 0457 300 316  <b>Email:</b> steve.lill@hastingsdeering.com.au  <b>Radio Contact Channel:</b> 4  <b>Date of Commencement:</b> January 2011</p>
<b>Site Management</b>	<p><b>Name:</b> Peter Martin – Area Manager  <b>Tel:</b> 0407 643 228  <b>Name:</b> Ben Zahnleiter – Service Manager  <b>Tel:</b> 0428 982 640  <b>Name:</b> Todd Van Den Heuvel – Service Manager  <b>Tel:</b> 0400 918 603  <b>Name:</b> Duncan Broom – Parts Manager  <b>Tel:</b> 0419 853 532  <b>Name:</b> Craig Wyvill – Field Service Manager  <b>Tel:</b> 0419 717 664  <b>Name:</b> Steve Lill – Safety Superintendent  <b>Tel:</b> 0457 300 316  <b>Name:</b> Alysha Steele – Administration Team Leader  <b>Tel:</b> 07 4930 8515  <b>Gladstone Rental Store</b>  <b>Name:</b> Stephen Bell – Rental Account Representative  <b>Tel:</b> 0409 893 941</p>
<b>After Hours Contact</b>	<p><b>Name:</b> CFT Security  <b>Tel:</b> 0428 999 189</p>
<b>Fire Services Provider</b>	<p><b>Name:</b> Firelec – Clint Bath  <b>Tel:</b> 0418 764 006</p>
	<p><b>Name:</b> Steve Lill</p>

<b>Fire Safety and Emergency Training Provider</b>	<b>Tel:</b> 0457 300 316 <b>Email:</b> <a href="mailto:steve.lill@hastingsdeering.com.au">steve.lill@hastingsdeering.com.au</a>
<b>Security Provider</b>	<b>Name:</b> CFT Security – Laura Bretherton <b>Tel:</b> 0437 725 097
<b>Security Night Patrol</b>	<b>Name:</b> CFT Security – Onsite Guard <b>Tel:</b> 0428 999 189
<b>Neighbouring Facilities</b>	<b>Rockhampton</b> <b>Company Name:</b> Port Curtis Road State School <b>Contact Name:</b> Principle <b>Tel:</b> 07 4922 3056 <b>Gladstone Rental Store</b> <b>Company Name:</b> Tranzquip PTY LTD <b>Tel:</b> 04 4972 0599

Refer to Appendix 1 for a register of all ECO members.

#### 6.4. Emergency Contacts and Websites

<b>Police</b>	000
<b>Fire</b>	000
<b>Ambulance</b>	000
<b>State Emergency Services</b>	QLD 13 25 00
<b>Poisons Information Services</b>	13 11 26
<b>Bureau of Meteorology</b>	<a href="http://www.bom.gov.au">www.bom.gov.au</a>
<b>Queensland Emergency Websites</b>	QFES <a href="http://www.qfes.qld.gov.au/Pages/default.aspx">www.qfes.qld.gov.au/Pages/default.aspx</a>
	Qld RFS <a href="http://www.ruralfire.qld.gov.au">www.ruralfire.qld.gov.au</a>
	SES <a href="http://www.emergency.qld.gov.au/ses">www.emergency.qld.gov.au/ses</a>

#### 6.5. Emergency Systems Summary

##### 6.5.1. Alarm Systems

<b>Fire Detection Control Indicating Equipment</b>	The Fire Detection Control Indicating Equipment (FDCIE) is located in Buildings Parts Warehouse and Engine Rebuild Centre (ERC 2). The FDCIE displays the location of the alarm activation, controls alarm systems and enables isolation of zones.
<b>Mimic Panel</b>	A mimic panel is located in the engine Rebuild Centre (ERC 2). The mimic panel relays alarm information from the FDCIE.
<b>Monitoring</b>	The fire alarm system is connected to Fire Brigade for monitoring.
<b>Audibility</b>	The Emergency Warning System (EWS) Panel is located with the Fire Detection Control Indicating Equipment.

	<p>The EWS allows the Chief Warden to confirm the existence of an emergency with the Area Wardens prior to evacuation. This system consists of two tones: the Alert Tone is activated automatically by the Fire Detection Control Indicating Equipment or manually by the Chief Warden. The Evacuation Tone is activated automatically after a preset time if the panel is not attended or activated manually by the Chief Warden on confirmation of the need to evacuate the building.</p> <p>A Public Address system is a feature of the EWS.</p>
<b>Communication</b>	<p>During an emergency, communication will be via two-way radio (Channel 4), public address, verbal means (runners), internal phone and mobile phone. When there is an alarm, two-way radio silence will be maintained during the emergency, until notified by the Warden, Comms Officer or Emergency Services to provide information on evacuation of the work areas. It must be noted that the internal phone system is not a failsafe means of communication during a fire or other emergency. Mobile phones and two-way radios must not be used during a bomb threat or suspicious package situation.</p>
<b>Master Emergency Control Point (MECP)</b>	<p>The Master Emergency Control Point is located in the Parts Warehouse . An alternative Emergency Control Point, should the master point be untenable or unsuitable, is located at a safe distance from the front of the building and will be decided by the Chief Warden at the time of incident if required.</p>
<b>Emergency Control Point (ECP)</b>	<p>Each area has an Emergency Control Point which is the point at which Area Wardens and Wardens will meet.</p>
<b>Loud Speaker</b>	<p>The loud speaker is located in the Parts Warehouse . It can be used as a public address system or can be turned to alarm.</p>

#### 6.5.2. Detection Systems

<b>Smoke Detectors</b>	<p>Smoke Detectors are located throughout the building and are linked to the FDCIE. These detectors are designed to detect particles of unburnt combustion being smoke. When activated a smoke detector will initiate an alarm at the FDCIE and sound the Alert Tone.</p>
<b>Thermal Detectors</b>	<p>Thermal Detectors are located throughout the building and are linked to the FDCIE. These detectors are designed to detect an increase in heat consistent with a fire. When activated a thermal detector will initiate an alarm at the FDCIE and sound the Alert Tone.</p>
<b>VESDA (Very Early Smoke Detection Apparatus):</b>	<p>A VESDA system is located in the Parts Warehouse. A deluge system is connected to the VESDA system (If connected).</p>

**Manual Call Point  
(MCP)**

Manual Call Points (MCP) are a manually operated detection system and are red in colour.  
MCP – Located throughout the facility. MCPs activate the building alarms and initiate an alarm at the FDCIE.

### 6.5.3. Suppression Systems

<b>Fire Hose Reels</b>	Located throughout the facility. Fire Hose Reels are designed to reach every area on each floor. Fire Hose Reels are operated by turning the main valve anti-clockwise or if a lever, pulling lever down, un-reeling enough portion of the hose, opening the nozzle and directing water at the base of the fire.				
<b>Deluge System</b>	A deluge system is located in the Parts Warehouse and is activated by the VESDA system.				
<b>Extinguishers</b>	<p>This site contains the following types of extinguishers:</p> <table> <tr> <td><input checked="" type="checkbox"/> CO<sup>2</sup></td><td><input type="checkbox"/> Water</td></tr> <tr> <td><input type="checkbox"/> Foam</td><td><input checked="" type="checkbox"/> Powder</td></tr> </table>	<input checked="" type="checkbox"/> CO <sup>2</sup>	<input type="checkbox"/> Water	<input type="checkbox"/> Foam	<input checked="" type="checkbox"/> Powder
<input checked="" type="checkbox"/> CO <sup>2</sup>	<input type="checkbox"/> Water				
<input type="checkbox"/> Foam	<input checked="" type="checkbox"/> Powder				

### 6.5.4. Alarm/Detection/Suppression System – Gladstone

<b>Smoke Detectors</b>	Battery operated smoke detectors are located in the administration building.				
<b>Air Horn</b>	A number of hand operated air horns are available to sound in the event of a fire evacuation (if necessary).				
<b>Extinguishers</b>	<p>This site contains the following types of extinguishers:</p> <table> <tr> <td><input checked="" type="checkbox"/> CO<sup>2</sup></td><td><input type="checkbox"/> Water</td></tr> <tr> <td><input type="checkbox"/> Foam</td><td><input checked="" type="checkbox"/> Powder</td></tr> </table>	<input checked="" type="checkbox"/> CO <sup>2</sup>	<input type="checkbox"/> Water	<input type="checkbox"/> Foam	<input checked="" type="checkbox"/> Powder
<input checked="" type="checkbox"/> CO <sup>2</sup>	<input type="checkbox"/> Water				
<input type="checkbox"/> Foam	<input checked="" type="checkbox"/> Powder				

## 7. EMERGENCY PLANNING AND CONTROL STRUCTURE

### 7.1. Emergency Planning Committee (EPC)

#### 7.1.1. Duties and Responsibilities

The EPC, where necessary in collaboration with the facility owners, managers, occupiers and employers, shall be responsible for the development, implementation and maintenance of the Emergency Response Plan, Emergency Response Procedures and related training.

The following shall apply to the implementation of the Emergency Response Plan:

- **Awareness of the Emergency Response Procedures:** (included in this Plan) Information about the procedures shall be disseminated to occupants. The information shall be in a suitable format.
- **Training:** A formalised training schedule shall be developed to ensure that relevant training is provided to ECO members and facility occupants. The training program shall be based on the Emergency Response Procedures and be in accordance with AS3745 – 2010 Section 6.
- **Testing the Emergency Response Procedures:** The EPC should ensure that the Emergency Response Procedures are tested within the first six (6) months.
- **Review of Procedures:** The effect of the procedures on the site shall be monitored at all stages of the implementation process. Amendments shall be made to rectify any deficiencies or inaccuracies that are identified in the procedures.

The following shall apply to the maintenance of the Emergency Response Plan:

- **Continued operation of the ECO:** Arrange redundancies to allow for resignation, holidays, training of deputies.
- **Register of ECO members:** The Emergency Control Organisation (ECO) Member Register Form (HDAL-SHEQ-20-F06) provides the names and position of all ECO personnel. This register is updated at every EPC meeting and is held by the Chief Warden and/or Responsible Warden.
- **Visitors/New Employees:** Establishing strategies to ensure visitors and new employees are made aware of Emergency Response Procedures.
- **Testing of Procedures:** Ensuring that the Emergency Response Procedures remain viable and effective by reviewing after an emergency or exercise every six months in accordance with Section 8.2.2.
- **Review of Plan:** Ensuring that the Emergency Response Plan and the site Emergency Evacuation Maps (using an Emergency Evacuation Diagram Template - HDAL-SHEQ-20-T03) (Appendix 2) are reviewed at the end of the validity period, or after any substantial changes to the facility or its occupancy. All revisions of the Emergency Response Plan should be submitted to Document Control for approval before publishing in the electronic document management system.
- **Record:** Ensuring that a permanent record of events for each emergency is compiled, communicated to the EPC, CMT and entered in Noggin including damage, costs, actions and meeting outcomes for insurance purposes.

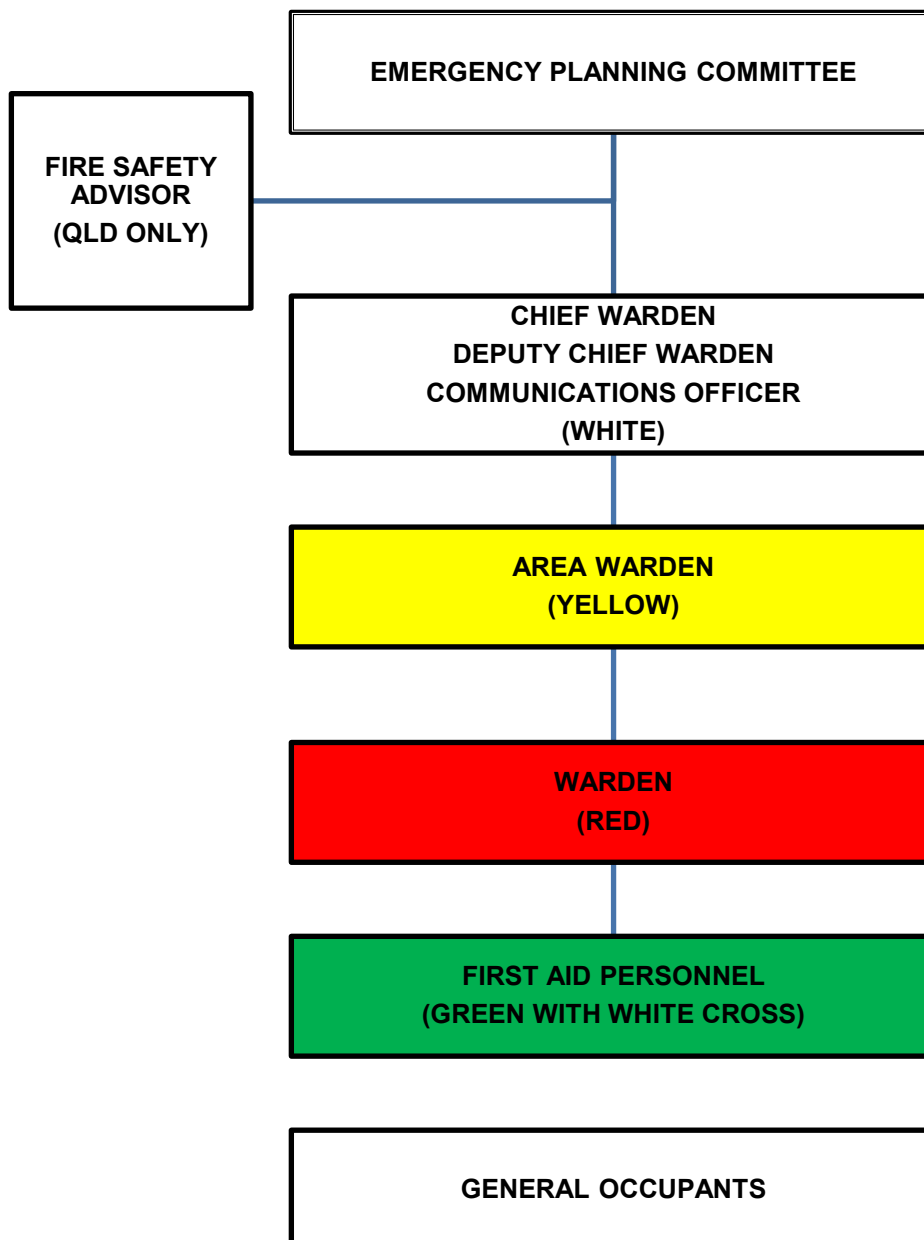
### 7.1.2. Membership

The EPC personnel are identified in Section 6.3.

## 7.2. Emergency Control Organisation (ECO)

### 7.2.1. Structure and Identification

The following chart identifies the structure and identification of the Emergency Control Organisation (ECO) and its relationship to the Emergency Planning Committee (EPC) and occupants.



### 7.2.2. ECO Authority

During emergencies, instructions given by the ECO personnel shall take precedence over the normal management structure.



### 7.3. ECO Responsibilities Pre-Emergency

#### 7.3.1. General

During an emergency the protection and preservation of life shall take precedence over the protection of asset, therefore the main role of ECO personnel is to give top priority to the safety of the occupants and visitors of the facility during an emergency.

#### 7.3.2. Fire Safety Advisor (QLD Only)

The Fire Safety Advisor has a responsibility to:

- Be familiar with all aspects of building fire safety.
- Provide advice to the occupier to ensure that appropriate emergency planning has taken place.
- Provide advice to the occupier to ensure that appropriate instruction is carried out at the prescribed times and intervals.
- Attend required legislative training, this includes initial and refresher training.

#### 7.3.3. Chief Warden/Deputy Chief Warden

The responsibilities to be undertaken by the Chief Warden prior to an emergency event may include, but are not limited to:

- Maintaining a current roster of ECO members.
- Replacing ECO personnel when a position becomes vacant as per the HDAL-SHEQ-20-PR02 Emergency Control Organisation (ECO) Procedure.
- Conducting regular exercises.
- Ensuring the Emergency Response Procedures are kept up to date.
- Attending meetings of the EPC as appropriate.
- Attending training and emergency exercises as required by the EPC.
- Ensuring personal ECO identification is available.
- Ensure all PEEP persons are provided with a suitable level of resources to safely evacuate and hold a copy of each PEEP for the duration of the visit onsite.

The Deputy Chief Warden shall assume the responsibilities normally carried out by the Chief Warden if the Chief Warden is unavailable and otherwise assist as required.

#### 7.3.4. Communications Officer

The Communications Officer has a responsibility to:

- Ensure personal proficiency in operation of facility communication equipment.
- Maintain records and logbooks and make them available for emergency response.
- Ensure that ECO members are proficient in the use of the facility communication equipment.
- Ensure that emergency communication contact details are up to date.
- Attend training and emergency exercises, as required by the EPC.



### 7.3.5. Area Warden

The Area Warden has a responsibility to:

- Identify a meeting point (the Emergency Point) in their area, which will be the point for Area Wardens and Wardens to meet in the event of an emergency or on activation of the Alert Tone.
- Confirm sufficient Wardens for Area of Responsibility.
- Coordinate the completion of Personal Emergency Evacuation Plan (PEEP) (HDAL-SHEQ-20-F08, available from the electronic document management system) documentation.
- Report on deficiencies of emergency equipment.
- Ensure that Wardens have communicated the Emergency Response Procedures to all occupants within their nominated areas.
- Coordinate safety practices (e.g. clear egress paths, access to first attack equipment and disposal of rubbish) by Wardens throughout their Area of Responsibility
- Attend training and emergency exercises, as required by the EPC.
- Ensure personal ECO identification is available.
- Ensure the Emergency Evacuation Personnel Poster (using form HDAL-SHEQ-20-F04 available from the electronic document management system) for their area is kept up-to-date and displayed throughout their area.
- Ensure all PEEP persons are provided with a suitable level of resources to safely evacuate and hold a copy of each PEEP for the duration of the visit onsite.

### 7.3.6. Wardens

Wardens have a responsibility to:

- Be aware of the location of the Emergency Point in their area.
- Ensure that all occupants are aware of the Emergency Response Procedures.
- Carry out safety practices, e.g. clear egress paths, access to first-attack equipment and disposal of rubbish; refer Monthly Warden Checklist (HDAL-SHEQ-20-F11, available from the electronic document management system).
- Ensure personal ECO identification is available and can be ordered through the HD Stationery Supplies store.
- Attend training and emergency exercises (all training shall meet the requirements as set out in the Australian Standard AS3745-2010 Planning for Emergencies in Facilities).

### 7.3.7. Management

Department Managers have a responsibility to:

- Ensure roll call sheets (HDAL-SHEQ-20-F02) are kept up-to-date by a responsible person for each department/section/team.
- Communicate with all staff, via mobile communications, not working on site or that are on a roster, as to the nature of the emergency, such as flooded roads, etc.
- Liaise with HR when required to obtain next of kin information.

## **7.4. ECO Responsibilities during an Emergency**

### **7.4.1. Chief Warden**

The Chief Warden, on becoming aware of an emergency, shall take the following actions:

- Respond and take control, as appropriate.
- Ascertain the nature of the emergency and implement appropriate procedure.
- Ensure that the appropriate Emergency Service has been notified by dialling 000.
- Ensure that Area Wardens are advised of the situation, as appropriate.
- If necessary, after evaluation of the situation and using all of the information and resources available, initiate an action plan in accordance with the Emergency Response Procedures and control entry to the affected areas.
- Monitor the progress of the evacuation and record any action taken in an incident log.
- Brief the Emergency Services personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and, thereafter, act on the senior officer's instructions.
- Any other actions as considered to be necessary or as directed by Emergency Services.

### **7.4.2. Deputy Chief Warden**

The Deputy Chief Warden shall assume the responsibilities normally carried out by the Chief Warden if the Chief Warden is unavailable, and otherwise assist as required.

### **7.4.3. Communications Officer**

The Communications Officer on, becoming aware of an emergency, shall take the following actions:

- Ascertain the nature and location of the emergency.
- Confirm that the appropriate Emergency Service has been notified.
- Notify appropriate ECO members.
- Transmit instructions and information.
- Record a log of the events that occurred during the emergency.
- Act as directed by the Chief Warden.

### **7.4.4. Area Wardens**

The Area Wardens, on hearing an alarm or on becoming aware of an emergency, shall take the following actions:

- Implement the Emergency Response Procedures for their building.
- Ensure that the appropriate Emergency Service has been notified.
- Direct Wardens to check the floor or area for any abnormal situation.
- Commence evacuation if the circumstances in their building warrant this.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Advise the Chief Warden as soon as possible of the circumstances and action taken.

- Co-opt persons as required to assist as Wardens during an emergency.
- Confirm that the activities of Wardens have been completed and report this to the Chief Warden or a senior officer of the attending Emergency Services if the Chief Warden is not contactable.

#### **7.4.5. Wardens**

Wardens shall carry out activities as set out in the Emergency Response Procedures and as directed by the Area Warden. Wardens' activities may include:

- Act as Area Wardens.
- Operate the communication system(s) in place.
- Check that any fire doors and smoke doors are properly closed.
- Close or open other doors in accordance with the Emergency Response Procedures.
- Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.
- Ensure orderly flow of people into protected areas, for example, stairways.
- Assist occupants with disabilities.
- Act as leader of groups moving to nominated Assembly Areas.
- Report status of required activities to the Area Warden on their completion.

#### **7.4.6. First Aiders or First Aid Officers**

In the event of an emergency evacuation the First Aid Officers are to wear a green hat.

When the Alert tone sounds or becoming aware of an emergency:

- The Chief Warden is to distribute first aid kits and defibrillators to First Aid Officers;
- If safe to do so, First Aid Officers are to render assistance to any persons during evacuation and emergency situations;
- First Aid Officers are to transport the first aid kits and defibrillators to the Assembly Area and to be available to render assistance at the Assembly Area if required;
- Report on any injuries or illnesses to the Chief Warden or Area Warden and advise Emergency Services of any further assistance required;
- Always maintain patient confidentiality.

#### **7.4.7. General Occupants**

All occupants are required to be familiar with their workplace Emergency Response Procedures, equipment and facilities by participating in emergency training and evacuation exercises.

General Occupant responsibilities include:

- Being familiar with who their Area Wardens and Wardens are and their location;
- Reporting incidents and emergencies;
- Being familiar with the location of the Assembly Area/s; and
- Participate in training and exercises, as required by the EPC.

#### **7.4.8. Duty Cards**

The following Duty Cards are available to ECO personnel and can be used as a reference card during an emergency evacuation.

- HDAL-SHEQ-20-F47 Duty Card – Chief Warden
- HDAL-SHEQ-20-F52 Duty Card – Deputy Chief Warden
- HDAL-SHEQ-20-F48 Duty Card – Area Warden
- HDAL-SHEQ-20-F49 Duty Card – Warden
- HDAL-SHEQ-20-F50 Duty Card – Communications Officer
- HDAL-SHEQ-20-F51 Duty Card – First Aider

## 7.5. ECO Responsibilities Post Emergency

The actions taken by the ECO after an emergency should include, but not be limited to, the following:

### 7.5.1. Chief Warden

- When the emergency incident is rendered safe or the Emergency Service returns control, notify the ECO members to have occupants return to their facility, as appropriate.
- Organise a debrief with ECO members and, where appropriate, with any attending Emergency Services.
- Compile a report for the EPC and management.
- Post emergency debrief incident to include lessons learnt and recommendations, damages, costs, actions, meetings and outcomes.

### 7.5.2. Communications Officer

- Collate records of the event during the emergency for the debrief and ensure they are secured for future reference.

### 7.5.3. Area Wardens and Wardens

- Compile a report of the actions taken during the emergency for the debrief.

**NOTE: The re-entry and post-emergency actions should be done in collaboration with the facility owners, managers, occupiers and employers.**

## 8. TRAINING, SAFETY AND RISK REDUCTION

### 8.1. Training

#### 8.1.1. General

All employees, contractors and visitors shall receive sufficient information to enable them to act in accordance with this Emergency Response Plan and associated Emergency Response Procedures. All training shall meet the requirements as set out in the Australian Standard AS 3745-2010 Planning for Emergencies in Facilities.

#### 8.1.2. EPC Training

Training shall be provided to at least one EPC member to enable them to competently execute their obligations.

#### 8.1.3. Emergency Control Organisation

All ECO members, including nominated deputies, shall be trained to develop the skills and knowledge necessary to undertake the duties set out in the Emergency Response Procedures. The training shall include exercises and assessment.

The Fire Safety Advisor for their area of responsibility shall:

- Provide training/instructions or arrange for the instructions to be given by an accredited external provider to all ECO members and nominated deputies which meets the requirements of AS 3745-2010 Planning for Emergencies in Facilities.
- Facilitate a skills retention activity at intervals not greater than six months.
- Ensure all ECO members and nominated deputies receive an equal level of training and instructions that will enable them to fulfil the roles and responsibilities of Chief Warden, Deputy Chief Warden, Warden and Communications Officer.

Refer to HDAL-SHEQ-20-PR02 Emergency Control Organisation (ECO) Procedure.

#### 8.1.4. Fire Safety Advisor (QLD Only)

The occupier of a high occupancy building must appoint a person who holds qualification as the Fire Safety Advisor (QLD Building Fire Safety Regulation 2008, Section 34 - 1). Where applicable, the occupier may appoint the same person as the Fire Safety Advisor for two or more high occupancy buildings.

Fire Safety Advisor accreditation is gained after successful completion of the training by a Registered Training Organisation. Refresher training is required every three years to maintain the Fire Safety Advisor accreditation.

#### 8.1.5. Occupants

All building occupants shall receive General Occupancy and Fire Awareness (GOFA e-Learn) training to enable them to act in accordance with the Emergency Response Procedures. GOFA refresher training shall be conducted at intervals not greater than twelve months.

New employees, casual staff and contractors shall receive information regarding the relevant evacuation procedures as part of their initial site induction. Visitors

shall receive emergency evacuation information verbally by their host as part of the visitor orientation.

If there is a physical change to a fire safety reference point or changes to the emergency procedures, the occupier must inform all occupants of the change as soon as practicable but no later than one month after the change.

#### **8.1.6. Fire Equipment Training**

To optimise the effective use of fire extinguishers, personnel shall be trained in their selection and use through the GOFA e-Learn training module.

All ECO members shall receive practical training in the use of fire extinguishers every 2 years to enable them to competently execute their duties and receive refresher training annually thereafter.

New employees shall receive first response evacuation training as soon as practicable but no later than one week after they begin work in the building.

#### **8.1.7. Communications System**

All ECO members shall be instructed on the operation of the communication system (if installed).

### **8.2. Emergency Response Exercises**

#### **8.2.1. General**

A program of site-specific Emergency Response Exercises shall be developed in collaboration with the facility owners, managers, occupiers and employers to determine the effectiveness of the Emergency Response Procedures, ECO actions and occupants' response, both when first developed and on an ongoing basis.

The following should apply for all Emergency Response Exercises

- Emergency Response Exercises should be consistent with the identified emergencies in the Emergency Response Plan.
- Simple objectives and outcomes for Emergency Response Exercises should be identified.
- The Facility Safety Advisor/ESS should be appointed as an observer for all Emergency Response Exercises. The observers shall use the Observer's Checklist HDAL-SHEQ-20-F12 (available from the electronic document management system) to record the details of the Emergency Response Exercise.
- Each Emergency Response Exercise should be prefixed by an announcement that it is an exercise only.
- Debriefing sessions should be held immediately after the exercise with the ECO and other key participants.
- A report shall be forwarded to the EPC following each Emergency Response Exercise. The report shall include any deficiencies in the evacuation exercise that were identified at the debriefing session.

#### **8.2.2. Frequency**

The Emergency Response Procedures should be tested, within the first twelve months of implementation of the Emergency Response Plan, as an evacuation exercise. On an ongoing basis, all areas of the facility shall participate in at least one Fire Evacuation Exercise and one Emergency Response Exercise (other than



fire) in each twelve month period. All occupants of the floors or areas involved in the evacuation exercise shall take part unless the EPC grants an exemption prior to conducting the exercise as per AS 3745-2010.

When planning any Emergency Response Exercise, consideration shall be given to briefing the ECO prior to the exercise.

The occupier of the building must ensure that an evacuation of the building is carried out:

- by an appropriate number of persons
- in an appropriate way; and

A record (refer Section 8.2.3) must be kept of the evacuation detailing:

- the date of the evacuation;
- the times when the evacuation started and ended;
- any action to be taken as a result of the evacuation, including, for example, carrying out a review of the building's fire and evacuation plan or giving additional fire and evacuation instructions.

### 8.2.3. Observation Checklist and Debriefing

An Observer's Checklist HDAL-SHEQ-20-F12 is available from the electronic document management system. This checklist should provide the basis for discussion at the debriefing. A debriefing session shall be held with the ECO and other key participants after the exercise to identify any deficiencies in the procedures or equipment. A report shall be forwarded to the EPC on conclusion of the exercise. The EPC shall arrange the amendment of procedures where necessary and disseminate the information to ECO personnel.

### 8.2.4. Emergency during an Emergency Response Exercise

The phrase "**Safe Guard**" shall be disseminated to all ECO members for use when an actual emergency incident takes place during an Emergency Response Exercise. The phrase shall signify that the Emergency Response Exercise has been terminated and that the ECO are to stand by for further instruction.

### 8.2.5. Conduct of Emergency Response Exercises

1. Locally isolate the Alarm system if 'back to base system' is fitted.
2. Activate alarm system.
3. Wait at the Master Emergency Control Point for Area Wardens to advise when their areas are "All Clear". Ask:
  - *Is anyone remaining or refusing to leave the area?*
  - *Where are occupants/visitors with disabilities located?*
  - *Are there any areas not searched?*
4. Note the time the Building was clear and any other relevant information.
5. Once staff and Wardens have attended the Assembly Area, the exercise can then be completed and the Chief Warden can authorise the re-occupancy of the facility.
6. The Chief Warden shall conduct a debriefing with all ECO members after the exercise utilising the Observation Checklist. Advise them of the time taken to clear their Areas of Responsibility and note any concerns or difficulties raised by the ECO.
7. Results, deficiencies and any recommendations on the procedures should be made to the EPC. The EPC shall arrange the amendment of the procedures and disseminate the information to all ECO members.

## 9. EMERGENCY RESPONSE PROCEDURES

These procedures are divided into a colour coded system:

<b>RED</b>	<b>Code Red - Fire/Smoke</b> <ul style="list-style-type: none"> <li>• Procedure – Fire</li> <li>• Bush/Grass Fire</li> </ul>
<b>ORANGE</b>	<b>Code Orange - Evacuate</b>
<b>PURPLE</b>	<b>Code Purple - Bomb Threat</b>
<b>BROWN</b>	<b>Code Brown - External Emergencies</b> <ul style="list-style-type: none"> <li>• Civil Disorder and Illegal Occupancy</li> </ul>
<b>YELLOW</b>	<b>Code Yellow – Internal Emergencies</b> <ul style="list-style-type: none"> <li>• Electrical Failure</li> <li>• Air Conditioning Contamination</li> <li>• Chemical, Biological or Radiological (CBR) Incident</li> <li>• Gas Leak</li> <li>• Hazardous Substances Incidents</li> <li>• Spill Response</li> <li>• Building Damage</li> </ul>
<b>DARK BLUE</b>	<b>Code Blue - Medical/First Aid emergencies</b>
<b>BLACK</b>	<b>Code Black - Personal Threat to others or self</b> <ul style="list-style-type: none"> <li>• Armed or Unarmed Hold-up/Intrusion</li> <li>• Lockdown (Shelter in Place)</li> </ul>
<b>LIGHT BLUE</b>	<b>Code Light Blue – Cyclone / Severe Weather</b> <ul style="list-style-type: none"> <li>• Localised Area Flooding</li> <li>• Building/Premises Flooding</li> <li>• Cyclone Event</li> </ul>



**INSERT RED TAB**  
**CODE RED – FIRE/SMOKE**

## 10. FIRE

### 10.1. Discovery of Fire

#### 10.1.1. Preliminary

This section refers to the discovery of a fire that has yet to activate an audible alarm system or for sites that do not have a Fire Detection Control Indicating Equipment or Early Warning Alarm System.

The primary duty of occupants is to the best of their ability, and with the safety of themselves and others, remove people from immediate danger. Occupants who have been trained to competently use an extinguisher or other equipment may attempt to extinguish the fire if safe to do so.

Throughout these procedures, the indication to “Raise the Alarm” is a reference to this sub-section:

- Communicate to other staff in the near vicinity the existence of a fire – shout “**Fire Fire Fire**”.
- Activate a red manual call point by firmly pressing the front panel.
- Contact the Chief Warden or Communications Officer and advise them of the location and nature of the emergency.
- Contact the Emergency Services by dialling **000**.

#### 10.1.2. On discovery of a fire

- Remove people from immediate danger;
- Close doors, if possible, to create compartmentalisation, slowing the progress of the fire;
- Raise the alarm;
- Ensure the Emergency Services have been called by dialling **000**;
- Commence evacuation of the building directing occupants to evacuate via the nearest safe exit to the Assembly Area – **ensure lifts are not used**;
- Ensure occupants/visitors with disabilities are assisted from the building or are located to a safe refuge with confident person. Refer Occupants/Visitors with Disabilities – Section [11.5](#);
- The location of occupants/visitors with disabilities should be reported to the Chief Warden.

### 10.2. Chief Warden Group

#### 10.2.1. On being advised of a fire

The Chief Warden will:

- Collect white hat, two-way radio, mobile phone, any necessary keys and the Evacuation Checklist (HDAL-SHEQ-20-F05, available from the electronic document management system). The completed Evacuation Checklist is held with the site’s Chief Warden).
- Ensure the Emergency Services have been notified by dialling **000**.
- Proceed to the Master Emergency Control Point and activate the building alarms if they are not already sounding,
- Begin Evacuation Procedures (refer Section [11.1.2](#)).

The Deputy Chief Warden will:

- Collect white hat, two-way radio, mobile phone, any necessary keys and the Evacuation Checklist (HDAL-SHEQ-20-F05) available from the electronic document management system.
- Proceed to the Master Emergency Control Point to meet with the Chief Warden.
- If the Chief Warden is absent, ensure the alarm has been raised and Emergency Services have been notified.
- Begin Evacuation Procedures (refer Section 11.1.2).
- If the Chief Warden is present, follow their direction.

The Communications Officer (C.O.) – one of the Deputy Chief Wardens will:

- Collect white hat, two-way radio.
- Collect Emergency Folder (including Evacuation Checklist HDAL-SHEQ-20-F05, available from the electronic document management system).
- Proceed to the Master Emergency Control Point.
- Follow the directions of the Chief Warden.
- Maintain emergency response log books and records.

### 10.3. Area Wardens and Wardens

#### 10.3.1. On confirmation of a fire present in the area

Area Warden:

- Collect yellow hat, two-way radio and proceed to the pre-determined Emergency Point in their Area of Responsibility.
- Ensure that the Emergency Services have been notified by dialling **000**.
- Assign Wardens to remove people from immediate danger and confine the fire if possible.
- Contact the Communications Officer and advise of the need to evacuate and scope of the emergency.
- Follow Evacuation Procedures (refer Section 11.2.2).

Wardens:

- Proceed to the Emergency Point for their Area of Responsibility, collect red hat.
- Follow directions from the Area Warden, such as evacuating persons in immediate danger and confining the fire if possible.
- Follow Evacuation Procedures (refer Section 11.2.2).

**NOTE: Any staff who have been trained to competently use an extinguisher or other equipment may attempt to extinguish the fire only if safe to do so.**

### 10.4. First Attack Firefighting Procedures

#### 10.4.1. Initial Response: R A C E

<b>Remove</b>	Any persons in immediate danger to a safe area, evacuate if necessary
<b>Alert</b>	Raise the alarm. Ensure personnel are aware of the emergency. Ensure Wardens have been notified.

	Ensure the Emergency Services have been notified.
<b>Contain</b>	<p>Decide on Action</p> <ul style="list-style-type: none"> <li>• Support – Do not attempt to fight the fire alone.</li> <li>• Size – Ensure the fire can be contained using the equipment at hand.</li> <li>• Surroundings – Check for danger such as the spread of fire, gas cylinders or chemicals.</li> <li>• Smoke, Gases, Fumes and Heat – Ensure you remain below the smoke level at all times.</li> </ul> <p>Equipment</p> <ul style="list-style-type: none"> <li>• Check that you have the correct equipment for that class of fire.</li> <li>• If the appropriate extinguisher is not available, then contain the fire by closing doors.</li> </ul> <p>Safety</p> <ul style="list-style-type: none"> <li>• Test the equipment prior to approaching the fire.</li> <li>• Keep low – stay below the smoke level.</li> <li>• Safe Escape Route – when fire is indoors, keep between the fire and the exit; when the fire is outdoors, approach the fire up hill and up wind.</li> <li>• If the fire cannot be controlled, close the doors if safe before leaving.</li> </ul>
<b>Evacuate</b>	Ensure you have a safe exit path and proceed to your Assembly Area. Do not return inside the building.

#### 10.4.2. Using an Extinguisher

Remember “**P A S S**”

- **P**ull the pin and test the equipment.
- **A**im the director or nozzle at the base of the fire.
- **S**queeze the operating handle.
- **S**weep the extinguishing agent from side to side.

#### 10.4.3. After the Fire

If the fire is extinguished prior to the arrival of the Emergency Services:

- Do not disturb the incident area.
- Keep away from the smoke and other affected areas.
- Ensure the Chief Warden is notified of the equipment used for replacement.
- Complete any Reporting Procedures.

### 10.5. After Hours Procedures

#### 10.5.1. On discovery of a fire

- Remove people from danger.
- Close doors, if possible, to slow the progress of the fire and contain smoke.
- Raise the alarm.
- Ensure the Emergency Services has been called by dialling **000**.
- Commence evacuation of the immediate area leaving via the nearest safe exit and proceed to the Assembly Area.

- Occupants/visitors with disabilities should be assisted from the building if possible or their safe location reported to the Emergency Services on their arrival.
- Delegate a representative to speak with the Emergency Services on their arrival.
- Do not re-enter the building until cleared by the Officer in Charge of the Emergency Service.

#### 10.5.2. On being advised of a fire or hearing the fire alarm

- Evacuate the building immediately via the nearest safe exit even if there is no evidence of a fire.
- Proceed directly to the Assembly Area.
- Occupants/visitors with disabilities should be assisted from the building if possible or their safe location reported to the Emergency Services on their arrival.
- Ensure the Emergency Services has been called by dialling **000**.
- Delegate a representative to speak with the Emergency Services on their arrival.
- Do not re-enter the building until cleared by the Officer in Charge of the Emergency Service.

### 10.6. Security Personnel

#### 10.6.1. On being notified of a fire

- Ensure the Emergency Services has been called by dialling **000**.
- Ensure the Chief Warden or Deputy Chief Warden have been notified.
- Ensure evacuation has begun in the affected area.
- Proceed to the main entry and prevent entry to the site if safe to do so.
- Follow instructions from the Chief Warden.

### 10.7. Bush/Grass Fire

#### 10.7.1. Preliminary

Should a *sudden* bush fire threaten the building; vehicles parked in the surrounding car park areas could fuel the fire, making it impossible to exit the area safely. Staff, visitors and contractors should be encouraged to remain within the confines of the building should a sudden bush fire occur in the immediate vicinity.

The Emergency Services must be advised immediately, via **000**, of the situation by the Chief Warden. In the interim, all care must be taken to ensure the safety of the occupants until the arrival of the responding authorities.

#### 10.7.2. Sudden bush fire

In the event of a *sudden* bush fire, the Chief Warden will:

- Immediately alert the authorities of the location and nature of the fire emergency by dialling '**000**'. Advise the Fire Brigade of the number of persons on site.
- Establish the scope of the emergency and, if necessary, secure the building and place all staff members on alert.

- Advise the ECO and staff to be on standby. DO NOT attempt to combat the fire. Only personnel trained and competent in the use of first attack fire equipment should attempt to combat fires.
- Ensure all members of the ECO follow the instructions of the responding Emergency Services.

#### 10.7.3. Fire Weather Warnings

Fire Weather Warnings are issued by the Bureau of Meteorology [www.bom.gov.au](http://www.bom.gov.au) and State fire authorities.

The information contained in a fire weather warning will be:

- The office that issued the warning.
- The local time, day and date that it was issued.
- A description of the relevant meteorological conditions and fire danger.
- The area affected.
- The time period for which it will be in effect.

A Total Fire Ban message is included if a ban is in force and action statements appropriate for the Fire Danger Ratings being forecast. These action statements are provided by the relevant fire authorities.

Fire Weather Warnings refer to the Fire Danger Ratings of Severe, Extreme and Catastrophic. These ratings correspond to the Fire Danger Index (FDI).

#### 10.7.4. Fire Danger Index

The FDI is an early indicator of potential danger and should act as the first trigger for action. The higher the rating, the greater is the need for action. The FDI is an assessment of the potential fire behaviour, the difficulty of suppressing a fire, and the potential impact on the community should a bush fire occur on a given day. An FDI of 1 (LOW-MODERATE) means that fire will not burn or will burn so slowly that it will be easily controlled, whereas an FDI in excess of 100 (CATASTROPHIC) means that fire will burn so fast and so hot that it will be uncontrollable.

### 10.7.5. Fire Danger Index - Potential Fire Behaviour and Impact

<b>CATASTROPHIC</b> (FDI-100+)	<p><b>Fires will be uncontrollable, unpredictable and fast moving – flames will be higher than roof tops.</b></p> <ul style="list-style-type: none"> <li>• People will die and be injured. Thousands of homes and businesses will be destroyed.</li> <li>• Well prepared, well-constructed and defended homes may not be safe during the fire. Construction standards do not go beyond a Fire Danger Index of 100.</li> <li>• Thousands of embers will be blown around.</li> <li>• Spot fires will move quickly and come from many directions, up to 20 km ahead of the fire.</li> </ul> <p><b>Leaving is the best option.</b></p>
<b>EXTREME</b> (FDI-75 – 99)	<p><b>Fires will be uncontrollable, unpredictable and fast moving – flames will be higher than roof tops.</b></p> <ul style="list-style-type: none"> <li>• People will die and be injured. Hundreds of homes and businesses will be destroyed.</li> <li>• Only well prepared, well-constructed and actively defended houses are likely to offer safety during a fire.</li> <li>• Thousands of embers will be blown around.</li> <li>• Spot fires will move quickly and come from many directions, up to 6 km ahead of the fire.</li> </ul> <p><b>Leaving is the safest option for your survival.</b></p>
<b>SEVERE</b> (FDI 50 – 74)	<p><b>Fires will be uncontrollable and move quickly– flames may be higher than roof tops.</b></p> <ul style="list-style-type: none"> <li>• There is a chance people may die and be injured. Some homes and businesses will be destroyed.</li> <li>• Well prepared and actively defended houses can offer safety during a fire.</li> <li>• Expect embers to be blown around.</li> <li>• Spot fires may occur up to 4 km ahead of the fire.</li> </ul> <p><b>Leaving is the safest option for your survival. Your building will only offer safety if it and you are well prepared and you can actively defend it during a fire.</b></p>
<b>VERY HIGH</b> (FDI 25 – 49)	<p><b>Fires can be difficult to control – flames may burn into the tree tops.</b></p> <ul style="list-style-type: none"> <li>• There is a low chance people may die or be injured. Some homes and businesses may be damaged or destroyed.</li> <li>• Well prepared and actively defended houses can offer safety during a fire.</li> <li>• Embers may be blown ahead of the fire.</li> <li>• Spot fires may occur up to 2 km ahead of the fire.</li> </ul> <p><b>Your building will only offer safety if it and you are well prepared and you can actively defend it during a fire.</b></p>
<b>HIGH</b> (FDI 12 – 24)	<p><b>Fires can be controlled</b></p> <ul style="list-style-type: none"> <li>• Loss of life is highly unlikely and damage to property will be limited.</li> <li>• Well prepared and actively defended houses can offer safety during a fire.</li> <li>• Embers may be blown ahead of the fire.</li> <li>• Spot fires can occur close to the main fire.</li> </ul> <p><b>Know where to get more information and monitor the situation for any changes.</b></p>
<b>LOW MODERATE</b> (FDI 0 – 11)	<p><b>Fires can be easily controlled</b></p> <ul style="list-style-type: none"> <li>• Little to no risk to life and property</li> </ul> <p><b>Know where to get more information and monitor the situation for any changes</b></p>



### 10.7.6. Response

If the facility is close to the location of bush fires in the area, but not threatened, there are several problems that may arise:

- Smoke may be present causing respiratory problems for occupants. In order to minimise this, keep all doors and windows closed and the air-conditioning systems to the closed or re-circulate positions. If this is not possible, the air-conditioning systems may need to be switched off.
- Power may be cut which may make it hard to continue services and some telephone systems require electricity to operate. Some investigation may be required to ensure that all hazards relating to power outage have been investigated and addressed.
- Water and sewerage may also be interrupted by a bush fire, water pressure can be very low and water quality can be affected.
- Roads out of the area may become hazardous due to the location of the fire.

Shut down and total evacuation of the facility should be considered if any of these problems arise. Keep in mind evacuation and closure of the facility may take some time and must be considered well in advance of any road closures; therefore, decisions to evacuate have to be made well before an imminent threat.

Action statements appropriate for the Fire Danger Ratings will be available from the State fire authorities and broadcast through media channels. These action statements are provided by the relevant fire authorities and Management should follow the recommendations of these action statements in determining when full evacuation and closure of the facility is appropriate.



**INSERT ORANGE TAB**  
**CODE ORANGE – EVACUATE**

## 11. EVACUATE

### 11.1. Chief Warden/Deputy Chief Warden

#### 11.1.1. Alert Tone Procedures: (Delete if no EWS at your site)

1. Collect white hat, two-way radio, mobile phone and Evacuation Checklist (HDAL-SHEQ-20-F05, available from the electronic document management system).
2. Proceed to the Master Emergency Control Point. Ascertain the building in alarm from the Fire Detection Control Indicating Equipment.
3. Ensure Emergency Services are notified of the alarm activation by dialling **000**.
4. Change the EWS Panel from "Automatic" to "Manual".
5. Contact the Area Wardens in the building in alarm by two-way radio and ask them to investigate for signs of fire, smoke or other emergency.  
*If no Wardens answer the two-way radio or this method of communication is unavailable, make a P.A. announcement asking Wardens in the affected area to contact the Chief Warden AND/OR send a runner (Deputy Chief Warden) to investigate if considered safe.*
6. If a fire or other emergency is confirmed, begin evacuation procedures. (refer Section [11.1.2](#)).

#### 11.1.2. Evacuation Procedures (Confirmed Emergency)

1. Activate the Evacuation Alarm in the affected building, then adjacent buildings if threatened by fire.
2. Notify threatened adjacent buildings.
3. Ensure the Receptionist or the nominated responsible person collects the sign in/out register to account for persons at the Assembly Area.
4. Advise Security personnel to restrict vehicular entry to the facility and direct responding emergency services vehicles to the appropriate location.
5. Ensure neighbouring facilities are notified of the emergency on site.
6. Wait at the Master Emergency Control Point for Area Wardens to advise when their building is clear. Ask:
  - i. *Is anyone remaining or refusing to leave the building?*
  - ii. *Are there any occupants or visitors with disabilities, have their PEEPs been activated and where are they located?*
  - iii. *Are there any areas not searched?*

If it is not safe to remain at the Master Emergency Control Point, evacuate and reinstate the Emergency Control Point to a safe distance from the front of the building. Advise ECO by PA before leaving your post.
7. As Area Wardens report, note down on the Evacuation Checklist (HDAL-SHEQ-20-F05, available from the electronic document management system) the area as being cleared, how many people remain, the number and location of occupants and visitors with disabilities and areas not searched (if any).
8. On arrival of the Emergency Services provide the Officer in Charge with the Evacuation Checklist detailing:
  - The nature and location of the emergency
  - Areas reported as Clear
  - Areas that are evacuating

- Location of any remaining occupants and occupants/visitors with disabilities
- Areas that have not been searched/cleared.

### 11.1.3. Post Evacuation Procedures

1. The Officer in Charge will advise that either:
  - The building is safe to re-enter,
  - Some areas may not be entered, or
  - The entire building may not be re-entered.
2. Contact Area Wardens and advise them of the situation.
3. Ensure an Incident Report is completed in Noggin.

## 11.2. Area Wardens and Wardens

### 11.2.1. Alert Tone Procedures (Delete if no EWS at your site)

1. Area Wardens wear yellow hat and collect two-way radio, Wardens wear red hat.
2. Proceed to the nominated Emergency Point in their building/area. Maintain radio silence and await communication from the Chief Warden. Listen for a P.A. announcement from the Chief Warden advising the area in alarm.
3. If a fire is present in the building, communicate with the Chief Warden by two-way radio or send a runner to the Fire Detection Control Indicating Equipment (via the fire stairs) and advise of the situation and need to evacuate. Initiate Evacuation Procedures (refer Section 11.2.2).
4. If no fire is present wait for the Evacuation Tone or instructions from the Chief Warden.
5. The Chief Warden will either:
  - i. Contact the Area Warden and/or Warden by PA and/or two-way radio and advise that the alarm is originating from their area. Send Wardens to check for signs of fire or smoke. When the Wardens return, report their findings to the Chief Warden via two-way or send a runner.
  - ii. Contact the Area Warden and/or Warden and advise that the alarm is originating from another area and is being investigated. Wait for the Evacuation Tone.
  - iii. Not contact the Area Warden or Warden but change the tone to the Evacuate Tone. Follow the Evacuation Procedures (refer Section 11.2.2).

### 11.2.2. Evacuation Procedures

1. The Area Warden will gather all required information – visitor books, roll call sheets (HDAL-SHEQ-20-F02), PEEPs, etc.
2. The Area Warden will direct Wardens to evacuate occupants and visitors from their area beginning with the area in immediate danger and then surrounding areas. Ensure occupants and visitors evacuate via the nearest, safe exit. Wardens should close, but not lock, all doors during their search.  
**Note: Wardens should be aware of and prepared to direct occupants to alternative egress routes should primary paths become unsafe.**
3. Ensure all areas have been searched (if safe to do so) with particular attention to:
  - a) blind passages, partitioned areas, offices and meeting rooms;
  - b) amenities such as toilets, tea rooms and resource sections.

4. Ensure PEEPs are activated for occupants and visitors with disabilities and that they are assisted from the building or are in a refuge accompanied by another person (refer Section 11.5.2).
5. The Area Warden will remain close by the Emergency Point to receive reports from the Wardens.
6. Wardens should report to the Area Warden at the Emergency Point on:
  - i. The location of anyone refusing to leave;
  - ii. The location of occupants/visitors with a disability;
  - iii. Any areas unable to be checked;
  - iv. The condition of the area.
7. When all Wardens have returned and all areas have been checked, leave via the nearest safe exit. Wardens will proceed to the Assembly Area.
8. The Area Warden will report evacuation information (e.g. all clear, areas not able to be searched, the location of occupants and visitors with disabilities) to the Chief Warden by two-way radio or in person at the Master Emergency Control Point.
9. Follow any further instructions from the Chief Warden and/or proceed to the Assembly Area.

### 11.2.3. Post Evacuation Procedures

1. At the Assembly Area, congregate occupants and visitors together in work groups.
2. Mark the Roll Call Sheets (HDAL-SHEQ-20-F02, available from the electronic document management system) and report missing personnel to Communications Officer.
3. Ensure occupants and visitors do not re-enter the site until allowed by the Chief Warden. Wait in position until the Chief Warden announces the "All Clear".
4. When the "All Clear" is given, provide the visitor's book and roll call sheets to the Chief Warden at the Main Emergency Control Point before returning back to duties.

## 11.3. First Aid Personnel

### 11.3.1. Alert Tone Procedures

1. Collect the nearest First Aid Kit, don green hat and locate the Area Warden at the Emergency Control Point.
2. Standby to assist occupants and visitors requiring first aid treatment.

### 11.3.2. Evacuation Procedures

1. If more than one First Aid Officer is available on the floor/area, leave via the nearest safe exit.
2. When the floor/area is clear of occupants and visitors, leave via the nearest safe exit.
3. Proceed directly to the Assembly Area and provide assistance where necessary.

### 11.3.3. Staying with a Casualty

If possible, First Aid Officers should encourage staff with minor injuries, such as a bleeding finger, to leave the building as part of the evacuation and receive treatment outside. If the First Aid Officer is in any doubt that movement of a casualty could worsen a condition, they should not move the casualty and should remain with them if safe to do so.

Where the First Aid Officer remains with a casualty they must advise (or arrange for someone else to advise) the Area Warden who will communicate this to the Chief Warden. This will ensure the Emergency Services are made aware of the situation and can take any appropriate action. The exception to this rule of remaining with the casualty in the building is where the risk posed by the danger is greater than that posed by the risk of moving the casualty, such as a spreading fire.

First Aid Officers should always bear in mind the rule of personal safety ahead of any other consideration.

## **11.4. Occupants**

### **11.4.1. Alert Tone Procedures**

1. Begin work shutdown procedures, such as shutting down computers, storing files. If away from the usual workstation, remain where they are and do not proceed through the building.
2. Pair up with another occupant in order to account for each other.
3. Wait for instruction by a Warden or for the Evacuation Tone to sound.

### **11.4.2. Evacuation Procedures**

1. Leave via the nearest safe exit.
2. Do not take large items such as laptops or large bags.
3. Proceed directly to the Assembly Area.
4. Remain at the Assembly Area until cleared to re-enter the site by the Chief Warden.
5. If it is noticed that anyone who was present prior to the evacuation is now missing, report this to the Warden.

## **11.5. Occupant/Visitor with a Disability**

### **11.5.1. Definition**

As per the Commonwealth Disability Discrimination Act (DDA) 1992 an occupant/visitor with a disability is a person who requires:

- More time or different forms of communication, compared with other occupants, to respond to an emergency; or
- Assistance to respond to an emergency or evacuate from a facility.

This also includes an associate of a person with a disability as defined in the DDA, or a companion animal.

This definition would include, but is not limited to, occupants and visitors who:

- Are accompanied by an assistant;
- Have a guide or companion animal;
- Use alternative forms of information and communication;
- Have an ambulatory disability;
- Use a wheeled mobility appliance, including wheelchair or scooter;
- Are easily fatigued;
- Easily experience acute anxiety in an emergency; or
- Easily experience extreme confusion in an emergency.

### 11.5.2. Personal Emergency Evacuation Plan (PEEP)

A PEEP (HDAL-SHEQ-20-F08) will be in place for any employee with a disability requiring assistance to evacuate during an emergency. The Area Warden will be aware of any PEEPs in place within their area of responsibility and have an understanding of the assistance that is required.

Wardens will advise emergency services personnel (i.e. Fire Fighters and Police) of the location of employees with reduced mobility and refuge areas.

Evacuation drills will be conducted regularly and will include scenarios for evacuating employees with disabilities.

#### Site Records of PEEPs

Personal Emergency Evacuation Plans Register Form (HDAL-SHEQ-20-F03) is to be completed by the Warden (or responsible employee for their area of responsibility) to be aware of an employee with a disability for reference during an emergency situation.

Completed PEEPs shall be stored at the relevant Warden's or Responsible Person's workstation in a manner to ensure privacy and confidentiality e.g. locked drawers.

#### Types of Disability

A physical, psychological, intellectual or sensory impairment, either temporary or permanent can produce a mobility impairment, which may result in an employee requiring assistance during an emergency evacuation. Wardens will be aware of any employees with mobility impairments in their area of responsibility. Suggestions on how to modify evacuation procedures and PEEPs for employees with a range of mobility impairments are provided below. Discuss the evacuation procedures with the individuals directly as they will be aware of their requirements in regard to any equipment and adjustments etc.

#### 1. Employees using a wheelchair:

- A PEEP will be developed with an employee using a wheelchair to document and agree on individual requirements.
- It may be appropriate to advise local emergency services that there are employees using a wheelchair in the workplace, particularly if located in high rise buildings.
- It is NOT recommended to lift the employees/visitors out of wheelchairs and carry them.
- There will be adequate space within fire isolated stairwells for a wheelchair user to turn around and take refuge.
- Fire isolated stairwells are protected from fire and smoke for up to two hours and can be a safe refuge area.

#### 2. Employees who are deaf or hard of hearing

- A PEEP may be developed with an employee with a hearing impairment to take individual issues into account.
- Wardens are to be mindful of hearing-impaired employees who may not hear the alarms or instructions to evacuate. If this appears the case, face the employee so they can read the Warden's lips and ensure that employee is aware of the need to evacuate. Maintain verbal communication with the visually impaired when moving around or over obstacles during evacuation.



- A flashing light alarm will be installed in work areas, including bathrooms.
- If no flashing alarm is installed, a Responsible Person will be assigned to assist the employee who is deaf or hearing impaired.

### 3. Employees who have vision impairments

- A PEEP may be developed with an employee with a vision impairment to take individual issues into account.

Consideration:

- Install tactile ground surface indicators (TGSIs) on the approach to fire stairs, which indicate a change in terrain for employees who are blind or vision impaired.
- Brightly coloured step edges aid employees with vision impairment and are recommended for use in fire stairwells.

### 4. Anxiety or other mental illness

- A PEEP may be developed with an employee with anxiety or mental illness to take individual issues into account.

Consideration:

- Emergency situations can be particularly stressful for employees with anxiety or other mental illnesses. For employees with anxiety or mental illnesses, a “buddy” will be assigned to assist them in the evacuation process upon request.

The Personal Emergency Evacuation Plan (PEEP) Register (HDAL-SHEQ-20-F03, available from the electronic document management system) lists the name, workplace and other necessary information about occupants with a disability and should be kept at the Master Emergency Control Point. Suitable strategies should be discussed with those occupants regarding emergency evacuation and a PEEP developed for each of those persons. The Area Wardens/Wardens should be aware of the PEEP plan of persons in their area.

#### 11.5.3. Assistance

In the event of an evacuation the Area Warden shall nominate a Warden or Responsible Person to assist the occupant with disabilities out of the immediate danger area in accordance with their PEEP.

#### 11.5.4. Direct Evacuation

If direct evacuation from the building is possible, such as being located on a ground floor, the person with disabilities should be assisted to, but not obstruct, the nearest safe exit. When all occupants have been evacuated, assist the occupant/visitor with disabilities directly to the Assembly Area.

#### 11.5.5. Refuges

Refuges are areas where employees/visitors may wait for their delayed independent evacuation, or assisted evacuation by Emergency Services or other nominated Responsible Person. If evacuation directly from the building is not possible, such as being located on an upper floor, the employee with a disability will be assisted to, but not obstruct, the nearest safe Fire Rated Stairs. When all employees/visitors have been evacuated, assist the employee with disabilities onto the Fire Stair landing and ensure the Chief Warden has been notified. The door will be closed to provide isolation from the danger area. A Warden or

Responsible Person shall wait with the employee with a disability in the refuge area until assisted by the Emergency Services.

#### 11.5.6. Hearing Impaired/Vision Impaired Persons

Wardens are to be mindful of hearing impaired occupants or visitors who may not hear the alarms or the Warden's instruction to evacuate. If this appears the case, face the person so they can read the Warden's lips and ensure the person is aware of the need to evacuate. Maintain verbal communication with the visually impaired when moving around or over obstacles during evacuation.

### 11.6. Refusals to Evacuate

#### 11.6.1. No Physical Force

At no time are ECO members, occupants or persons other than Emergency Services personnel to use physical force to remove someone who refuses to evacuate. Touching, poking or slapping a person who seems to be in a state of extreme fear or shock may cause a violent reaction.

#### 11.6.2. Procedure

ECO members who encounter a person refusing to leave shall:

- Verbally attempt to persuade the occupant to evacuate by using the words: ***"An evacuation of the building is necessary. All occupants must leave the building by the nearest safe exit"***.  
If the occupant does not respond, repeat the above phrase and add: ***"For your own safety and the safety of others, please leave the building immediately."***
- Continue evacuating the ECO member's Area of Responsibility (closing the door on the room where the occupant is located if possible).
- If time and safety allow, make a secondary sweep of the area and revisit the occupant repeating the above phrases.
- If the occupant still refuses, report the location of the person to the Area Warden, who will notify the Chief Warden.
- No personnel shall re-enter the building or cleared area to retrieve people who refuse to leave.

### 11.7. Unconscious Persons

#### 11.7.1. Persons not in Immediate Danger

If the unconscious person is not in immediate danger, call for First Aid Officer assistance and ensure a Responsible Person remains with them until assistance arrives.

#### 11.7.2. Persons in Imminent Danger

If the person is in imminent danger, ECO members may use implied consent to move the person to a safe area. Avoid moving the person more than is necessary as the extent of their injury is unknown.



## 11.8. Media Statement

### 11.8.1. Nominated Persons

Media statements will be provided, released and authorised by the Executive Leadership Team only. No other persons should contact print or electronic media during the emergency.

## 11.9. Assembly Areas

### 11.9.1. Locations

The locations of Emergency Evacuation Assembly Areas are documented in Appendix 2 and are posted on notice boards and strategic locations throughout the building.

## 11.10. Security Personnel (where present)

### 11.10.1. Role of Security Personnel

The role of Security during an evacuation is to restrict access to an evacuated building and to ensure, as far as practicable, that no one other than essential personnel enter.

Security may also advise personnel that it is in their best interest to remain on site during an evacuation, unless a site wide evacuation is present. Having personnel remain onsite will assist with ensuring all personnel are accounted for, however, Security do not have the authority to restrict personnel from leaving site. In the event an occupant decides to leave the site, Security should take down the name, phone number and ID/Employee number of the person and inform the Chief Warden. This does not override a Security Guard's authority to detain a person expected of committing an illegal act.

Security operates under the control of the Chief Warden during an emergency and provides assistance where necessary for such duties as:

- Shutting down lifts;
- Closing car park or other entry doors;
- Providing first aid where other first aid personnel are unavailable;
- Investigating floors or areas where there has been no response from a Warden.

Although Security personnel should be trained in the use of the building alarm systems, their main role is in the securing of the building and, in the event of an emergency situation and/or an emergency evacuation, the prime role of Security personnel is to ensure the perimeter security of the building is not breached and that personnel do not enter the building while the emergency situation still exists. As such, the EPC should ensure that Security personnel are not called to occupy the position of Chief Warden or Communications Officer.

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**CODE PURPLE – BOMB THREAT**

## 12. BOMB THREAT

### 12.1. Receiving a Bomb Threat

#### 12.1.1. Received via Mail or Delivery – Postal, Courier or Person Delivery

Once the letter is discovered to be a threat:

- Minimise further contact with the letter – use tweezers if available.
- Retain the envelope or packaging and protect it by placing the evidence in a paper envelope.
- Contact the nearest Area Warden or the Chief Warden immediately.
- Do not announce the receipt of the threat to other occupants.
- If there are signs of powder or residue:
  - Isolate the letter and envelope;
  - Remove people from the immediate area;
  - Segregate all persons who have come into contact with the item;
  - Contact Police.

#### 12.1.2. Received Digitally – Facsimile, Email, Computer File

- If received electronically, print the document – do not delete the file.
- Contact the nearest Area Warden or the Chief Warden immediately.
- Do not announce the receipt of the threat to other occupants.

#### 12.1.3. Received Verbally – Telephone

- Remain calm.
- Complete Bomb Threat Checklist (HDAL-SHEQ-20-F10, available from the electronic document management system).
- Try to attract the attention of another occupant to listen in on the call if possible.
- Do not hang up the phone even if the caller has terminated the call.
- Do not transfer the call.
- Contact the nearest Area Warden or Chief Warden immediately.
- Do not announce the receipt of the threat to other occupants.

### 12.2. Introduction

#### 12.2.1. Reasons for Bomb Threats

Bomb threats can be made against an organisation for a number of reasons. A bomb threat could be either a prank or a genuine warning of an impending bomb attack. The uncertainty creates a risk that cannot be ignored. Usually bomb threats are committed by individuals seeking to create a state of alarm and confusion in an organisation.

#### 12.2.2. Evaluating the Threat

Threats can be categorised into two types, neither type shall be discredited, and all threats should be treated as genuine until proven otherwise:

<i>Specific Threat:</i>	<i>Less common but more credible. Detail may be provided which may describe the device, its placement, the reason, its time of activation, building name, address, etc.</i>
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*Non Specific Threat:* Little or no useful information is provided before the call is terminated. A simple statement may be made to the effect that a device has been placed.

### 12.3. Chief Warden

#### 12.3.1. On Receipt of a Bomb Threat

- Contact the Police by dialling **000**. Advise them of the nature and content of the threat. Police may not attend.
- Contact Executive Management and advise them of the nature and content of the threat. Management may provide information of similar or past instances.
- Collate information from the threat and the advice from Police and Management, then:
  - Categorise the threat as either Specific or Non-Specific
  - Decide on the course of action detailed below.

During a bomb threat, the use of radios and mobile phones is prohibited within 100 metres of a suspected device or within the immediate area during a bomb threat. Area Wardens and Wardens involved in search activities are to use an internal phone to provide situation reports to the Chief Warden.

#### 12.3.2. Evacuation Options

After assessing all available information, there are four courses of action to consider. Each of these options will have advantages and disadvantages related to safety, speed of search, thoroughness, productivity and morale, and has to be assessed against the potential risk.

##### a) Take no further action

Whilst this may be tempting when receiving a call from children or someone seemingly intoxicated, however if there is the slightest doubt then another course of action should be considered.

##### b) Discreet Search

Considered if the threat has been assessed as low, this option consists of conducting a search of the premises without an evacuation of occupants. If an object is found, then an evacuation can be conducted, however, if nothing is found and there are no other significant factors, then the site can be declared safe. The Assembly Area and exits shall also be searched.

##### c) Partial Evacuation and Search

Considered if the threat is assessed as moderate but there is no reason to believe an explosion is imminent. This option consists of conducting a search of the exits and Assembly Area, evacuating all occupants except essential staff and search teams, then conducting a thorough search.

##### d) Full Evacuation

Considered if the threat is assessed as high, as in such cases as the possibility of an imminent explosion. This option consists of conducting a complete evacuation of all occupants. Prior to an evacuation, exits shall be searched and an alternate Assembly Area chosen and searched.

### 12.3.3. Search Procedures

Contact and brief Wardens of the situation. This can be done by calling ECO members to a meeting or individually via telephone depending on time restrictions. Never use loud speaker or PA system during bomb threat situations unless evacuating.

- Instruct ECO members to conduct a visual search of their designated areas and report back the results of their search in an agreed time frame.
- Organise a search of the exits, Assembly Area and alternate Assembly Area.
- Restrict access to and from the building while the search is being carried out.
- At the conclusion of the search a debrief with ECO members should be conducted.

### 12.3.4. On discovery of a suspicious object

- Follow procedures for Suspicious Objects (refer Section 12.6).
- If necessary, conduct an evacuation (refer Section 12.7).
- Contact Police and advise them of the location and description of the object found.

## 12.4. Area Warden and Warden

### 12.4.1. On receipt of a bomb threat

- Contact the Chief Warden or Deputy Chief Warden immediately.
- If the Chief and Deputy Chief Wardens are not available, contact the police on **000** and follow the procedures for the Chief Warden (refer Section 12.3).
- Ensure the occupants that received the threat are calm and not discussing the nature of the threat with other occupants.
- Ensure the procedures for Receiving a Threat (refer Section 12.1) have been followed.

## 12.5. Search Procedure

### 12.5.1. General – Australian Bomb Data Centre (Bombs: Defusing the Threat)

#### Building Search Plans

The prime objective is to ensure a coordinated search is conducted in a safe, thorough, timely and effective manner. The search must be planned and rehearsed in advance. Remember a planned and systemic search takes time.

Responsibilities should be divided into sectors manageable by two searchers. Divide the enterprise into sectors, for example a set of offices, a department, etc., including cloakrooms, stairwells, corridors and especially evacuation routes to Assembly Areas.

Pertinent information is best recorded on a plastic-covered building plan with non-permanent markers. Record useful details such as sector information, search team composition and/or search progress during an incident.

#### What to Search for – Key Indicators (UFHO)

- **U**nusual in appearance.

- **F**oreign to given setting.
- **H**idden from view (this does not discount obvious items).
- **O**wnership or origin questionable.

#### Other Considerations

- Package is labelled suspiciously.
- Similar to package described in threat.
- Foreign to premises.
- Suspicious in size, shape, weight and sound.
- Signs of footprints, scraps, etc.
- Presence of pieces of tape, wire, string or explosive wrappings.
- Furniture or fittings tampered with.

#### Types of Searches

Essentially there are three methods for conducting a search: search by supervisors, occupants or special search teams. Each has advantages and disadvantages as detailed below.

##### 1. Supervisory Search

Discretely undertaken by supervisory staff without alerting other staff members to the threat. Each supervisor searches their own Area of Responsibility; however, as this is only a superficial 'walkthrough' search, it is only 50 – 65% effective.

##### 2. Occupant Search

Generally occupants are best qualified to search their respective areas and be readily able to assess items that do not belong. This type of search is relatively fast and efficient and may avoid privacy problems but may require additional staff. Some staff may balk at the risk of searching if not adequately briefed and reassured. This form of search is gauged to be 80-90% effective.

##### 3. Trained Team Search

Comprises a specialist search team, namely Police or Military personnel specifically trained in high-risk search procedures. Regardless of origin, the team needs formal search training and must apply discipline, logic and initiative to complete an effective search. Trained team search provides a high level of staff safety. The major advantage, however, is it produces good results and is over 90% effective.

**NOTE: Regardless of the method used, a thorough search does take time. Fatigue or loss of concentration can adversely affect progress so plan rest breaks or rotation of staff/teams to maintain an effective search.**

#### 12.5.2. Search priorities

- 1) Area described in the threat (if applicable).
- 2) Exit routes and Assembly Area.
- 3) Unrestricted public access areas (foyer/reception areas).
- 4) Areas restricted to the public (staff and escorted visitor areas).
- 5) Secured areas (locked and restricted access areas).

#### 12.5.3. Search Methods – Internal

- Start and finish search at a common point.

- Searches should be conducted in pairs where possible.
- Search floor to waist level (under and on chairs, tables, in bins and cabinets, etc.).
- Search waist level to ceiling (behind drapes, window ledges, tops of cupboards, etc.).
- Do not turn on or off any lights or switches.
- Mark searched rooms with post-it note or drawn on a site map.

#### 12.5.4. Search Methods – External

- Start and finish search at a common point.
- Searches should be conducted in pairs where possible.
- Search ground level from the base of the building out to a clear division such as gutter or wall (check leaves, refuse, shrubbery, bins, parked cars, etc.).
- Search side of building to a reasonable height (window ledges, air conditioning units, signs, building ornaments, etc.).

## 12.6. Suspicious Objects

### 12.6.1. Definition

A suspicious object can be anything. It may be something that should not be there, cannot be accounted for, is out of place or is similar to the original threat description (if given). The following questions provide a means of assessing if an item should be considered suspect:

- a) Is the item unidentified?
- b) Is the item unusual or foreign to its environment? Is the item typical for its environment?
- c) Is the item obviously a bomb?
- d) Is the item hidden or concealed in any way?
- e) Has there been any unauthorized access to the area?
- f) Has there been a perimeter breach?

### 12.6.2. On finding a suspicious object:

- Do not touch, cover, move or tamper with the item.
- Ask people in immediate area if they know:
  - who the item belongs to;
  - can it be accounted for;
  - has it been seen before.
- Move people away from the immediate area and isolate the area - leave doors open.
- Mark the location conspicuously (e.g. a paper trail to the nearest exit).
- Advise the Chief Warden of description and location.
- Continue searching to ensure there are no other suspect objects.
- The Chief Warden will contact Police and initiate evacuation procedures.



## 12.7. Evacuation Addendum

### 12.7.1. Adjustments to Evacuation Procedures

- Route of evacuation may need to be changed to avoid a suspect object – ECO members should be advised of the location of a suspect object prior to evacuating.
- As a minimum, evacuation routes, Assembly Areas and areas of access to the general public must be searched prior to any evacuation.
- Personnel should be requested to remove all personal belongings, e.g. handbags, briefcases, shopping or carry bags when evacuating.
- Doors and windows should be kept open, not closed, to lessen the impact of a bomb blast.
- Evacuation should be initiated no less than thirty (30) minutes prior to any detonation deadline.
- Persons must not assemble in any location that is in line of sight to a possible danger area.
- The normal designated muster or assembly point should not be selected, with the Head Warden directing Wardens and evacuees to a random location not formally identified in this plan or in other emergency documentation.
- Building re-entry should only be considered after a thorough search has been conducted by volunteers and after consultation with police, management and staff. Re-entry should not be initiated less than thirty (30) minutes after the detonation deadline has lapsed.

### 12.7.2. Evacuation Priority

- Immediate area of suspicious item.
- Entire area of the item.
- Rest of the building. Cascade the evacuation rather than clearing the full building at once.
- DO NOT announce the presence of a device.

### 12.7.3. Vehicle Movement

The removal of vehicles may be dangerous if the car park, or the passage of vehicles, is close to the reported suspicious object. If there is doubt above the safe movement of vehicles, the Chief Warden should close the car park and cease any vehicle movement on the site.

## 12.8. Mail Bomb

### 12.8.1. General

Mail and parcel bombs are victim activated, meaning that a person must tamper or open the device in order to detonate or release contents. This is to ensure the device reaches its target and is not activated through the delivery systems.

All occupants responsible for handling mail should be trained in the identification and subsequent handling of suspect mail items.

### 12.8.2. Activation

Activation of the device may occur from:

- Opening the package.



- A rough tearing apart of the envelope.
- The pulling of an envelope flap which has been tucked in.
- The action of using a letter opener.
- Withdrawal of string or tape.
- The removal of the contents.
- By accident:
  - Tampering or careless handling
  - Submersion in liquid
- Two-way radio or mobile phone transmission in vicinity.

#### 12.8.3. Recognition Points

- Excessive weight for size.
- Stiffness of the envelope or package.
- Perforations or pinholes.
- Greasy marks.
- Restrictive markings.
- Poor typing or handwriting.
- Misspelling of common words.
- Incorrect title.
- Unknown source.
- Uneven balance.
- Protruding wires or strips.
- Noise of loose metal when moved.
- Strong smell of almonds or marzipan.
- Powder deposits.
- Excessive taping.
- Title but no name.
- Visual distractions.
- Excessive stamps.

#### 12.8.4. On Discovery of a Suspicious Parcel

- Carefully place the item on the nearest level surface.
- Do not cover the item.
- Do not carry the item through congested areas.
- Do not handle any further.
- Evacuate the immediate vicinity.
- If there are signs of powder or residue:
  - Isolate the parcel and cover with an item such as a bin;
  - Segregate all persons who have come into contact with the item;
- Notify the Chief Warden.
- The Chief Warden will contact Police.

### 12.9. Action upon Detonation or Explosion

#### 12.9.1. General

There may be no warning prior to the detonation of an actual bomb or resulting explosion of plant.

#### 12.9.2. In the Event of Explosion

- 1) The Chief Warden will isolate gas, water and electricity.

- 2) ECO members are to evacuate all persons to a point of safety; be aware that there may be further detonations. Do not close doors and windows during evacuation.
- 3) Leave lights on.
- 4) Notify the Chief Warden and Emergency Services – dial **000**.
- 5) First Aid Officers should initiate treatment until relieved by Emergency Services personnel.
- 6) Where utilities are contributing to further hazards they should be shut down in accordance with instructions and direction of the Chief Warden.

**NOTE: After shut down of plant and utilities, they shall not be restored except under the approval and direction of the Emergency Services.**

**INSERT BROWN TAB**  
**CODE BROWN – EXTERNAL EMERGENCIES**

## 13. FAILURE OR THREAT OF FAILURE TO ESSENTIAL SERVICES

### 13.1. Civil Disorder and Illegal Occupancy

#### 13.1.1. Preliminary

Civil disturbances such as protests, blockades and forced entry can affect buildings for a variety of reasons including affairs of a political, economic and corporate nature. Rarely is advanced notice given to management of the organisation of protests but where notice is given, an action plan should be devised by the ECO, Security and Management in order to minimise contact with the building occupants.

At all times throughout civil disturbance actions, the ECO and Security should be mindful of possible diversionary tactics by demonstrators to mask criminal activity.

#### 13.1.2. Chief Warden

- Notify the Police and request assistance.
- Notify the security company (if applicable).
- Alert ECO members to initiate procedures.
- Initiate security lockdown action:
  - Restrict entrance to the site (do not obstruct emergency exits);
  - Restrict/confine presence within the site if entry has occurred;
  - Restrict contact between the demonstrators/illegal occupants and the building occupants (move occupants to safe areas within the building).
- Ensure cash, critical records, equipment and valuable items are secure.
- Remove any objects in accessible locations which could be used as weapons or missiles by aggressive trespassers.
- Notify nominated managers.

#### 13.1.3. Area Wardens and Wardens

- Notify the Chief Warden and Security if the procedures have not been initiated.
- Initiate security lockdown action:
  - Restrict entrance to the floor/area (do not obstruct fire exits);
  - Restrict contact between the demonstrators/illegal occupants and the building occupants;
- Ensure cash, critical records, equipment and valuable items are secure.
- Alert the Chief Warden of any entry breach by protestors.

#### 13.1.4. General Occupants

- Follow instruction of the Wardens.
- Initiate shutdown procedures:
  - Shutdown machinery and work equipment;
  - Secure cash, critical records and valuables.
- Avoid any contact and communication with demonstrators/illegal occupants.
- Alert the Warden of any entry breach by demonstrators/illegal occupants.

#### 13.1.5. Management

- Executive management may play a role in diffusing the situation if the protest is a result of corporate action or policy.

- Managers should supervise the lockdown of offices and securing of records and valuables.

#### **13.1.6. Security Personnel – these duties can be given to Wardens**

- Security personnel shall report to the Chief Warden for assignment of duties such as:
  - Securing public access entryways;
  - Securing valuables;
  - Removing any objects in accessible locations which could be used as weapons or missiles by aggressive trespassers.

**INSERT YELLOW TAB**  
**CODE YELLOW – INTERNAL EMERGENCIES**

## 14. INTERNAL EMERGENCIES

### 14.1. Electrical failure

#### 14.1.1. Procedure

- Contact the Chief Warden.
- Chief Warden shall:
  - Contact the electricity provider for the site;
  - Receive updates from the electricians on estimated time to electrical recovery;
  - Make announcements to the occupants on the situation every ten (10) minutes.
- Occupants may remain in the building but should vacate if the electricity has not been returned in one (1) hour. The emergency lighting may begin to fail after this time.

#### 14.1.2. Lifts

- If trapped in a lift, press the alarm call/emergency button for 5 seconds.
- Wait for a response. When contacted, advise on the number of people in the lift.
- Remain calm.
- The Chief Warden shall:
  - Contact occupants in lifts via the lift phone;
  - Contact the Fire Brigade for rescue;
  - Reassure people in the lift and provide an estimated time until the lifts will be operational.

### 14.2. Air Conditioning Contamination

#### 14.2.1. Procedure

- Contact the Chief Warden.
- Chief Warden shall:
  - Shutdown the air conditioning systems immediately, even if the contamination is minimal;
  - Contact the Fire Brigade and request attendance if necessary;
  - Advise occupants of the need for no naked flame;
  - Follow Evacuation Procedures;
  - Provide first aid if required.

### 14.3. Chemical, Biological or Radiological (CBR) Incident

#### 14.3.1. Preliminary

Chemical, Biological or Radiological (CBR) incidents are a potential source of harm or danger that makes use of CBR produced substances, particularly bacteria or viruses that affect humans, animals, food crops and water supplies.

#### 14.3.2. Procedure

- Immediately move away from the hazard.
- Tell others around to also move away.
- Do not touch or interfere with the article.

- Immediately contact the Chief Warden.
- Immediately call the Emergency Services – dial **000**.
- If safe to do so, close all windows and doors.
- Shut down the air conditioning system.
- Priority is to confine and quarantine. If substance has been touched or spilt, ensure contaminated person/s are separated from others. If safe and minimal risk of contamination spreading to other areas, have person/s wash hands and any other exposed skin.
- Area is to be kept clear until arrival of Emergency Services.
- Observe internal, Local or State Government direction on pandemic or communicable disease protocols.
- Monitor employees, visitor or service provider wellbeing, symptoms and signs of communicable disease.
- Contractors (Service Providers), visitors to complete depot-based *Communicable Disease Checklist (HDAL-SHEQ-12-F24)* according to control measures identified as applicable to pathogen or disease type.
- Employees to get medically tested and provide medical clearance prior to starting work when showing pandemic or communicable disease symptoms if consistent with Local or State Government protocols.

#### 14.4. Gas Leak

##### 14.4.1. In the event of a gas leak

- Immediately turn off the gas if safe to do so.
- Immediately contact Emergency Services – dial **000**.
- Establish scope of emergency and whether safe containment will be speedily achieved (if in doubt commence evacuation).
- Ensure injured are moved to a place of safety and no one is exposed to further risk or injury.
- Notify Area Wardens of the situation and ensure they are prepared for possible evacuation.
- Ensure no open flames, welding, matches or smoking.
- If evacuation does occur, ensure that the Assembly Area is located uphill and upwind of location of leak and that the Chief Warden is advised of the new Assembly Area location if changed from the normal Assembly Area.

#### 14.5. Hazardous Substances Incidents

##### 14.5.1. Preliminary

Hazardous Materials and Dangerous Substances are to be stored on site in accordance with legislative requirements and Advisory Standards.

Safety Data Sheets (SDS) for Hazardous Materials and Dangerous Goods are to be kept on site. These sheets detail the chemical and physical properties, health hazard information, precautions for use and safe handling information for each hazardous substance.

Telephone contacts and emergency numbers for further information are also listed.



#### 14.5.2. Should an Incident Occur Involving Hazardous Material or Dangerous Goods

- Refer to the appropriate SDS and act accordingly to response procedures. Ensure the appropriate Emergency Services are contacted by dialling **000** if required.
- **CONFIRM THE AREA IS SAFE TO APPROACH.** Do not enter any confined area where there is the slightest risk of being overcome by chemical fumes – appropriate personal protective equipment as required must be worn in the area of the hazard. This may include, but is not limited to, gloves, face shield, wet weather gear and respiratory protection.
- Evacuate the immediate danger area and ensure that persons assemble in a well-ventilated area, uphill and upwind from the spill.
- Cordon off the area, prevent access to unauthorised areas and do not allow any ignition sources or electrical equipment to be operated in the immediate vicinity.
- Notify any appropriate chemical expert/s as required.
- Establish scope of emergency and whether safe containment will be speedily achieved. Ascertain hazardous substance and chemicals involved.
- If it is ascertained that safe containment may be achieved retrieve a spill kit (if available). Refer to the instructions on the spill kit and follow directions to contain the spill using the required personal protective equipment stated on the SDS.
- The Emergency Services should be contacted if the spill is of a significant size, the substance is unknown or highly flammable/explosive/poisonous or if it has entered any drainage systems or other environment, such as waterways – dial **000**.
- All waste shall be removed consistent with any regulatory requirements and the incident should be reported under applicable statutory requirements.

#### 14.5.3. Exposure to Hazardous Materials or Dangerous Goods

- Isolate employees and others from the source of the exposure if safe to do so.
- Render immediate first aid, referring to the SDS for emergency treatment details and, if necessary, seek medical advice. If this is not available, telephone the Poisons Information Centre for first aid information (Tel: 13 11 26).
- Ensure any rescuers have the required personal protective equipment as stipulated by the SDS prior to making any rescue attempt or first aid treatment.
- Deal with the source of exposure in accordance with guidelines on the SDS – contact Emergency Services – dial **000**.
- Ensure that exposures do not re-occur.
- Review procedure effectiveness at the completion of the incident.

#### 14.5.4. Disposal of Hazardous Materials/Dangerous Goods

- Ensure compliance with the requirements specified on the SDS and labels.
- Contact local council or governing organisation for additional information if needed.

- Contact the preferred contractor for disposal and record any disposal date on the Dangerous Goods Register.
- Do not use septic sewage systems for the disposal of any hazardous substances.

Do not dispose of chemicals and other hazardous substances in general rubbish bins. In emergency situations (e.g. large chemical spills), contact the Emergency Services – dial **000**.

## 14.6. Spill Response

### 14.6.1. Responsibilities and Authority

The Company shall:

- Prevent the occurrence of spills.
- Provide adequate spill management kits on site to respond to spills.
- Provide training to staff on spill response.

Employees', contractors' and/or visitors' responsibilities:

- Prevent the occurrence of spills.
- Report spills as soon as practicable.
- Assist with spill clean-up procedures and incident investigation, as required.

### 14.6.2. Procedure

The general procedures to be followed in managing any emergency depends upon the observance of basic safety principles developed through training, awareness and industry experience.

The basic principles of emergency response apply to all incidents in which a sudden state of danger arises that threatens the safety of personnel, the public, the environment or plant and equipment. Quick assessment of the emergency situation, deciding the appropriate course of action and clear communication are essential in controlling, containing or preventing an emergency. All site personnel and contractors must have a thorough knowledge of the emergency procedures through regular training and emergency drills.

### 14.6.3. Spill Control

- Alert nearby personnel for assistance, if possible.
- Evacuate the immediate area for any spills which have the potential to explode, ignite or create toxic and hazardous atmospheres.
- Cease all operations in the area. Isolate equipment, if required, such as pumps and ignition sources
- Request any vehicles in the area be moved immediately from the area if flammable gases or vapours are present and there is a risk of fire or explosion.
- Immediately contact the Chief Warden or equivalent, and provide information regarding the location of the incident, the type, size and scope of the spill, whether there is a fire or risk of fire and the number of casualties.
- Alert neighbouring businesses and residents, if necessary.
- Contain the spill by using temporary bunding, e.g. spill management kits or sand.

- The Chief Warden and team will proceed immediately to the incident area.
- Ensure all drain systems are isolated to prevent the release of contaminants from the site.
- Use foam extinguishers on the spill to blanket vapours, if necessary.

#### 14.6.4. Documentation and Reporting

If not already done, notify the Chief Warden or equivalent of any spills.

Notify the Supervisor of the incident and document the incident in Noggin.

Record Type	Responsibility	Location	Minimum Retention Time
Incident Report	Supervisor (of area where spill occurred) and employee, contractor and/or visitor directly involved with the spill.	Electronic.	Five (5) years

Assess the impact of the spill and review procedures/practises to ensure a similar incident/emergency does not occur in the future.

Consult with the Safety Advisor, or equivalent, as to reporting requirements to the Environmental Protection Agency (EPA).

#### 14.6.5. Spill Response Summary

1. Spill has occurred.
2. Isolate the source and contain the spill and ensure it does not enter into storm water drains, waterways or run off depot grounds to prevent environmental harm. For 'on water' based hydrocarbon spills use appropriate floating booms and hydrocarbon dispersants to capture and control spills.
3. Report spill to Chief Warden or equivalent as soon as practicable.
4. Commence spill clean-up.
5. Complete a Hastings Deering Incident Report in Noggin.

### 14.7. Building Damage

#### 14.7.1. Preliminary

Generally, buildings in Australia can withstand a certain amount of damage without placing their occupants at risk. Recent experience, however, has shown that although rare, there is a remote possibility of building failure due to unexpected forces such as earthquakes. Other possible causes of failure may be explosions, internal failure and collision.

Where possible, evacuation should be discussed with the Emergency Services. Where exits are blocked or unusable, the Chief Warden should organise and announce alternate exit routes.

#### 14.7.2. Chief Warden

- If safe, proceed to the Master Emergency Control Point.
- Notify Emergency Services – dial **000**.
- Contact ECO members to organise injury and damage report.
- Organise a check of exits.
- Commence evacuation.

#### 14.7.3. Area Wardens and Wardens

- Meet at the Building Emergency Control Point.
- When safe to do so, make contact with the Chief Warden.
- Organise assessment of injury and damage on their floor.
- Submit damage report to Chief Warden.
- Commence evacuation if required or as ordered by the Chief Warden.
- Ensure no one attempts to use lifts.

#### 14.7.4. General Occupant

- Take immediate refuge under desks or benches, door frames archways, etc.
- Do not use lifts.
- Stay clear of filing cabinets, shelves and bookcases, etc.
- Maintain refuge until structural safety checks are completed.

#### 14.7.5. Security Personnel (these duties can be given to Wardens)

- Retrieve a portable First Aid Kit.
- Proceed to the Master Emergency Control Point and meet with the Chief Warden.
- Follow the requests of the Chief Warden, which may include:
  - Providing first aid to occupants;
  - Securing exits to restrict public access;
  - Shutting down lifts;
  - Act as communications runner.

**INSERT DARK BLUE TAB**

**CODE DARK BLUE –**

**MEDICAL/FIRST AID EMERGENCIES**

## 15. MEDICAL/FIRST AID EMERGENCIES

### 15.1. Medical Emergency

#### 15.1.1. Preliminary

A medical emergency is an injury or illness that is acute and poses an immediate risk to a person's life or long term health. Although a medical emergency may not have a direct impact on the operation of the building, management and staff must be prepared to take appropriate steps to assist the ill or injured.

#### 15.1.2. Procedure

- Dial **000** (or emergency Ambulance Services contact number in your region) and request an Ambulance.
- Provide the following detail as requested:
  - Address;
  - Nearest Cross Street;
  - Floor/area;
  - Details of Injury;
  - Your Name.
- Have someone remain with the injured person until help arrives.
- Dispatch a trained First Aid Officer and site Paramedic to the scene, if available.
- First Aid Officer should render assistance to the injured person.
- The First Aid Officer and site Paramedic will remain with the injured person until arrival of the Ambulance.
- Site Security or nominated personnel to meet Emergency Services personnel at site entrance and escort them to the injured person's location.

**INSERT BLACK TAB**

**CODE BLACK – PERSONAL THREAT  
TO OTHERS OR SELF**

## 16. PERSONAL THREAT TO OTHERS OR SELF

### 16.1. Armed or Unarmed Hold-up/Intrusion

#### 16.1.1. Preliminary

Managers should ensure cash and valuables are secured and kept to a minimum workable level. Employees who may be subject to such an incident should be given instruction to ensure their safety.

#### 16.1.2. If confronted by an armed or unarmed intruder

- Obey their instructions.
- Try to remain calm and avoid staring directly at any weapon.
- Do not take any action to agitate the intruder.
- Hand over cash/valuables on request.
- Take a mental note of descriptive information, including:
  - Head – hair, complexion, eyes, scars, facial hair, speech;
  - Body – build, shirt, arms, tattoos, weapons;
  - Legs – pants, shoes;
  - Exit – height, direction of travel, vehicle.
- Contact police by dialling **000**. (or emergency Police Services contact number in your region)
- Contact Management and Chief Warden.
- Complete the Offender Check List (HDAL-SHEQ-20-F09, available from the electronic document management system).

### 16.2. Lockdown (Shelter in Place)

#### 16.2.1. Preliminary

In some critical situations, e.g. armed intruder in the vicinity or civil disobedience, evacuation of persons from the building may not be the most appropriate response to safeguard lives. In these circumstances, the Chief Warden may initiate a Lockdown Procedure.

#### 16.2.2. Chief Warden – Lockdown Procedure

- Assign Security/Wardens to immediately lock all entrances to the building.
- Notify the Police and request assistance.
- Notify Management if they are not already aware of the situation.
- Proceed to the Master Emergency Control Point.
- Using the Public Address (PA) on the EWS to broadcast the following announcement:  
**“Attention Please, Attention Please, all Wardens initiate Lockdown Procedures immediately and await further instructions”. Repeat.**
- Keep occupants in the area away from windows.
- Area Wardens will contact the Chief Warden by internal phone to advise that lockdown in their area is complete. The Chief Warden will remain at or near the Master Control Point (if safe) to receive these calls.



### 16.2.3. Area Wardens/Wardens – on hearing the Lockdown Procedure announcement

- Area Wardens and Wardens should check toilets and storerooms, along with other occupied areas, and direct all occupants to a central location on the floor.
- Advise occupants that they must remain where they are and not move around the building or leave the building.
- Collate a list of names of those present on the floor.
- If deemed necessary, contact personnel away from the building (e.g. on lunch breaks) and advise them to keep clear of the building until the situation has been resolved.
- When lockdown is complete in the Area of Responsibility, the Area Warden shall contact the Chief Warden.
- All persons shall keep a low profile, out of sight and away from windows until the “All Clear” is given. This will be given via a PA announcement from the Chief Warden or Security.
- No person is to leave the lockdown area for any reason until this announcement.
- When the “All Clear” is given, advise personnel away from the building that it is safe to return.

**NOTE: It is imperative, in this type of emergency, that ECO members and Management remain calm and promote an appearance of confidence at all times.**

**INSERT LIGHT BLUE TAB**  
**CODE LIGHT BLUE –**  
**CYCLONE/SEVERE WEATHER**

## 17. CYCLONE/SEVERE WEATHER

### 17.1. Localised Area Flooding

Some workers may live in areas that are prone to storm surge from a cyclone and will need to evacuate on direction from the State Emergency Services. Workers that live in these areas may need to be released from work to attend to their families' evacuation needs. Managers and Supervisors will need to regularly monitor news reports and advise affected workers of updates.

#### 17.1.1. Communications

The Site Management and Communications Officer will ensure regular communications are maintained to the following stakeholders:

##### Employees

Dependent on the level of flood, communication to employees can be via one or all of the following but not limited to:

- Notice boards at the branch
- Group emails
- Social media (Facebook)
- Telephone messaging services
- Daily morning update meetings
- Telephone calls.

##### Suppliers

Key suppliers will be notified by delegated members of the Emergency Management Group

Key supplies include but are not limited to (appendix 3):

- Local council
- Canteen convenor
- Stanke Electrics
- Ergon Energy
- NCB plumbing
- Morrisons Agencies
- CFT Security
- Transport Companies

##### Customers

Customers will be sent regular email updates on the status of the flood event.

##### Executive Leadership Team Group

This group will be informed as a flood event is being entered into, communications will progressively increase as 'required' basis as the level of the risk to the business increases.

##### Other Branches

Other Branches will be informed on the basis the Rockhampton branch has entered a state where supply out of Rockhampton is at risk and there is a high likelihood of demand sourcing on other branches.

## **Sime Darby**

Local Disaster Management Group will rely on members of the ELT to provide key Sime Darby staff with status updates.

## **Neighbours**

Regular contact is to be kept with local neighbours and Port Curtis State School to ensure all are kept up to date with the business movements and developments.

### **17.1.2.Flood Event – Operational Plan**

#### **Level 1 – 7.3m warning current for Fitzroy River**

- Monitor as required;
- 24hr rainfall summary as per <http://www.bom.gov.au/australia/warnings/>
- River conditions as per <http://www.bom.gov.au/australia/warnings/>
- Local Council Disaster Management Updates:  
<https://www.rockhamptonregion.qld.gov.au/Home>

### **17.1.3. Should Flooding be Imminent**

#### **Level 2 – 7.3m to 9.0m imminent flooding expected; inundation to car park areas; inundation to low lying areas**

Prepare the following:

- A portable radio, torch and spare batteries.
- Stocks of fresh water.
- A first aid kit, manual and masking tape for windows.
- Confirm all electrical test tags, piping and fittings for use with oily water generator and pump are fit for purpose.
- Ensure oily water pit volume is reduced to as low as practicable and waste removal service provider contact details are current.
- Identify personnel who will monitor oily water generator, fuel requirements and pump operations during flood period.
- Securing or decommissioning of the water treatment system (so as to protect the system from any imminent asset damage)
- Obtain and fill bags with sand to sandbag walls and damming high risk areas.
- The Emergency Planning Committee (EPC) shall decide on the appropriate time to stand employees down after liaising with the Executive General Manager Operations. They are to ensure that all employees are aware of any road flooding that may impact on them reaching their destination.
- Managers shall also ensure employees that are on rosters are made aware of the stand down process.

Responsible person – Service Manager

- Monitor as per level 1: prepare for level 3;
- Move equipment, new/used up to concrete apron or alternative location. Obtain ATO operator lists from Training Department and disseminate between Department Supervisors;
- Turn sewerage pump off at 8.0m level;
- Provide temporary toilet facilities;

- Empty wash pad tank;
- Disable wash pad;
- Empty Water Treatment Tanks and refill with clean water to ensure they do not move during flood event;
- Isolate any water supply points to be non-operational at the wash pad and WWTP (RPZ valves);
- Relocate the Filter Press;
- Relocate the Compactor;
- Relocate any pumps in low lying areas;
- Disable batteries at the fire hydrant pumps when water reaches the edge of the concrete floor;
- Engage security provider to provide additional services;
- Engage EPSA for Genset on standby for site power if required during long term mains power outage.

#### 17.1.4. When Floods Hit

- Listen to the local radio station or [www.bom.gov.au](http://www.bom.gov.au) for warnings and advice.
- Do not use a phone unless it is essential.
- Prepare to move vehicles, outdoor equipment, garbage, chemicals and poisons to higher locations.
- Consider which indoor items should be raised (e.g. furniture or empty refrigerators) if water threatens to enter.

#### 17.1.5. If there is a need to Evacuate

**Level 3 – 9.0m to 9.5m, inundation to branch building and office area; no branch access; total shutdown of branch**

Responsible Person – Service Manager

- Monitor as per level 2: prepare for level 4;
- Shutdown Electricity supply. Ensure all power is turned off at the switch of each electrical supplied item;
- Shut down gas supply;
- Empty tear down grid waste oil tanks;
- Move all tooling parts and electrical equipment to at least 600mm off the floor;
- Move all files and office electrical equipment to at least 600mm off the floor;
- Provide boar for security contractor.
- Ensure the Police or Emergency Services are advised.
- Whether leaving or staying, put sandbags in toilet bowls and over all laundry/bath holes to prevent sewage back-flow.

**Level 4 – Over 9.5m massive inundation to deep levels of total facility**

Responsible Person: Service Manager

- Monitor as per level 3;
- Remove all equipment – new/used/rental from site;
- Remove as much tooling, parts and electrical equipment as possible off site;
- Remove as much filing and office electrical equipment as possible off site.

#### 17.1.6. After the Flood

- Do not use gas or electrical appliances that have been in floodwater until they have been checked for safety.
- Inspect the building for damage to determine what repairs are needed.
- Safe re-entry to building with snake handlers and electricians being first in;
- Electrical supply restored where possible;
- Electrical supply when mains are down - Genset installation by Stanke Electrical using EPSA Units;
- Service and Parts Operational areas are cleaned as required and readied for recommencement of works;
- Grounds and yards are cleaned and tidied to the extent works can recommence safely;
- Offices are assessed, cleaned where possible and where damage has been sustained alternative arrangements for offices to be investigated;

#### Considerations

- Fresh drinking water;
- Food supply for initial period;
- First aid coverage;
- Provision of cleaning equipment and personal protection equipment (PPE);
- Presence of an insurance assessor.
- Infrastructure Recovery
- Assessment to be completed as soon as practically possible and replacement equipment is ordered.
- Economic Recovery
- Show priority as part of logistic planning to ensure that invoicing staff are able to continue to invoice so as to maintain cash flow.
- Community Recovery
- Continue to provide resources where possible to help affected members of the community recover in the shortest time possible.
- Employee Welfare
- Ensure that company counsellors are available for all staff that may need assistance.
- Ensure that priority is directed to any employees and families that may have homes and businesses affected by flood.

### 17.2. Building/Premises Flooding

- Move lifts to the top of shaft and shut down (if applicable).
- Turn off electricity, water and gas.
- Move valuable equipment and documents above anticipated flood level.
- Evaluate the need to evacuate.
- Contact the Emergency Services – dial **000**.
- Treat any injuries as required.
- Upon the arrival of Emergency Services, consult as to whether the building or areas can be re-occupied safely.

## 17.3. Cyclone Event

### 17.3.1. Cyclone Preparedness

Readiness for cyclones will commence early October to ensure that a full state of preparedness is reached by 1 November. These conditions and standards shall continue throughout the cyclone season and regular clean up shall be maintained.

The EPC will draw personnel with specialist expertise to join it to form the Incident Management Team (IMT).

Selected personnel from the IMT shall conduct an inspection of all facilities and workplaces to note the condition of buildings and amenities to ensure the integrity of roof sheeting, cladding, storage of material, etc.

The Area Manager/Operations Manager is responsible for

- Ensuring the requirements of this Plan are implemented and maintained in their area of control including Crisis Management preparedness and reporting processes.

Prior to the commencement of the cyclone season, the IMT Chairperson will:

- Confirm the membership of the IMT for the coming cyclone season.
- Conduct a pre-season meeting of the IMT to confirm the state of readiness of the facilities.
- Confirm actions from the previous cyclone season have been completed.
- Confirm an emergency contact list is up-to-date and issued to relevant personnel.

### 17.3.2. Prior to Start of the Cyclone Season

Management is to ensure the following reviews are undertaken before the cyclone season:

- Review the staff cyclone contact list, update and distribute to key stakeholders. Staff will be alerted to return to work by SMS or phone call from their Supervisor or Manager.
- Check that all essential materials and equipment have been maintained and serviced, e.g. first aid kit, forklifts, cyclone kit.
- Communicate to all employees the Cyclone Plan (e.g. staple to payslips, tool box talk, Right to Start meetings;
- General clean-up of grounds. Arrange for the removal of any waste skips and bins. All equipment is to be palletised for quick movement inside the warehouse/workshop.
- Check the condition of roofs, guttering and drainage of building and ensure repairs are carried out as necessary.
- Ensure availability of materials to protect computers, communications equipment, electrical equipment etc., plastic bags, plastic sheets, tarpaulins, adhesive tapes.
- If any other hazards are identified, advise Management immediately.

### 17.3.3. At Home

All workers should prepare their residence and families as per the above and with regard to the advice from the State Emergency Services, any relevant Provincial and local services. Do not leave preparations until the last minute. These preparations include:



- Check the building and roof are in good condition;
- Trim tree branches well clear of your residence;
- Clear property of loose materials that could cause injury or damage during extreme winds;
- In case of a storm surge warning, know the Colour Zoning for evacuation and the nearest high ground and the best access route; and
- Prepare an emergency kit (keep ready in home) with such items as:
  - Portable radio with new spare batteries;
  - Torch, fuel lamp, candles and matches; and
  - Water containers, canned food, can opener, self-contained cooking gear, essential spare cloths, first aid kit and essential medicines.

Further information for home clean-up below:

Region	Web Address
Northern Territory	<a href="https://www.darwin.nt.gov.au/resident-services/waste-recycling/household-waste/pre-cyclone-clean-up">https://www.darwin.nt.gov.au/resident-services/waste-recycling/household-waste/pre-cyclone-clean-up</a>
Queensland	<a href="https://www.qld.gov.au/emergency/dealing-disasters/prepare-for-disasters/prepare-home">https://www.qld.gov.au/emergency/dealing-disasters/prepare-for-disasters/prepare-home</a>
Papua New Guinea	<a href="https://www.pngpower.com.pg/safety/safety-tips">https://www.pngpower.com.pg/safety/safety-tips</a>
Solomon Islands	<a href="https://solomonpower.com.sb/emergencies/">https://solomonpower.com.sb/emergencies/</a>

#### 17.3.4. Cyclone - Operational Plan

When a cyclone is approaching, we all need to be aware of the Watch and Warning status issued by the Bureau of Meteorology (BOM – <http://www.bom.gov.au/weather-services/severe-weather-knowledge-centre/warnings.shtml>) and or any relevant local Meteorological Services

Current and up to date cyclone warnings for your location are available on the BOM website located here: <http://www.bom.gov.au/cyclone/?ref=fttr>

Managers and Supervisors will advise you of the Cyclone Watch so that everyone has sufficient time to take care of necessary things that need to be done at work and at home.

Remember, November is the start of the cyclone season. Prior to this is when you clean up your rubbish, and items stored in the yard area, etc. not when a cyclone is imminent.



Cyclone Severity Categories		
Category	Wind Speed	Typical Effects
1	Less than 125	Negligible house damage. Damage to some crops, trees and caravans. Craft may drag moorings.
2	125 - 169	Minor house damage. Significant damage to signs, trees and caravans. Heavy damage to some crops. Risk of power failure. Small craft may break moorings.
3	170 - 224	Some roof and structural damage. Some caravans destroyed. Power failure likely.
4	225 - 279	Significant roofing loss and structural damage, many caravans destroyed and blown away. Dangerous airborne debris. Widespread power failures.
5	More than 280	Extremely dangerous with widespread destruction.

## 17.4. Cyclone

### 17.4.1. Colour Coding for Cyclone Preparedness

Coloured plates are to be displayed on Safety Notice Boards and communicated to all personnel informing workers of the status of the Business Centre in relation to the cyclone.

### 17.4.2. CYCLONE WATCH (CODE YELLOW) - ALERT

The Bureau of Meteorology issues Cyclone Watch advice when there is a developing tropical disturbance which poses a threat of gale force winds to the immediate area within the next 24 – 48 hours. At this time the cyclone is named, and Tropical Cyclone Advice bulletins issued every six hours. (refer to actual timings of local level updates and bulletins)

#### Action Plan

- EPC Chairperson is to convene EPC meeting.
- Managers/Supervisors to brief employees. Cyclone operational plan to be reiterated to staff and reminders of their responsibilities both at home and work.
- Collect or take delivery of Emergency Generator Set and connect to Main Switchboard connection. Check fuel level, etc. and test run.
- Each Department is to ensure that their respective areas are clean and all items are secured. General yard clean-up of debris, i.e. loose timber, pallets, sheet metal, tanks, empty 1000 lt pods.
- Refuel all vehicles and forklifts, ensure diesel tanks are full.
- Check drainage systems and ensure there are no blockages.
- During Cyclone Watch ensure the water treatment sump is drained.
- Bring all palletised equipment from the yard into the warehouse/workshop. Secure the yard.
- Arrange for the immediate removal from site of all remaining waste that is in skips, bins and other bulk containers. Other material removed or arrangements made to store them in a secure area or tie them down if they could become projectiles in the event of a severe wind gust.
- Field service personnel to be contacted and advised of current status and of possible next stage.
- Supervisors provide adequate lead time for servicemen in the field.
- All Contractors on-site are to be asked to leave unless required for cyclone preparation. (Managers discretion with respect to labour hire contractors).
- Forklift storage, i.e. should be stored inside when not in operation, either workshop or warehouse and positioned against the inside of roller doors. Keys to be removed and stored in a secure location.
- All customer equipment is to be returned to customer facilities (where possible) or stored, locked and keys kept in a secure area.
- Machines being left on site must have their exhausts taped shut as a minimum and consideration should be given to breathers and intakes if a storm-surge is forecast.
- Chief Warden to assist in site preparation.
- Nominate alternate meeting site in the event the branch is inaccessible.
- Safety Advisor to update cyclone status on notice boards
- Prepare for Code Blue/Lean Forward upgrade
- Nominate alternate meeting site in the event the branch is inaccessible.

### 17.4.3. CYCLONE WARNING (CODE BLUE) – LEAN FOWARD

Cyclone Warning issued. Destructive winds forecast within the next 24 – 12 hours. Tropical Cyclone Advises bulletins issued every three hours.

#### Action Plan

- Prepare for Cyclone Warning Upgrade.
- Complete HDAL-SHEQ-20-T02 Cyclone Tsunami Severe Weather Emergency Checklist Template
- EPC Chairperson is to convene EPC meeting.
- Communicate to management and forecast outcomes to all personnel to prepare for a Code Red/Stand Up upgrade.
- Ensure that all backups and any batteries or spares needed are in place and working.
- Recharge all mobile phones.
- Disconnect computers and computer equipment, printers, photocopiers, etc., cover with plastic. Tidy office areas as much as possible.
- Cover all confidential and important documents and archives.
- Bring all palletised equipment from the yard into the Warehouse/Workshop. Secure the yard.
- Field Service Foreman to call Field Staff to make arrangements to stop work and to return to their residence.
- Mask up all windows with packaging tape.
- Inspect buildings and surrounds, and perform last chance clean up.
- Secure sea containers and move all palletised items that could be at risk into the workshop or warehouse. Secure all IBCs and lids of storage pods.
- Check drainage systems and ensure there are no blockages.
- Forklift storage etc. should be inside shed, either shop or warehouse.
- All items on outside Parts, Workshop and Rental/CIT Department racking must now be moved inside.
- All new, used and CRS equipment to be fuelled, keys locked in safe or similar secure area.
- Remove all large fence signs to reduce windage and securely tie both ends of the large aluminium sliding gate.
- Business Centre Manager is to retrieve Satellite Phone and advise all relevant Head Office personnel of the number should other available phone systems crash.
- Digital photos are to be taken of the facility and equipment to verify damage claims afterwards.
- Nominate alternate meeting site in the event the branch is inaccessible.
- Ensure all perishables are removed from fridges.
- Communicate with customers Hastings Deering's intentions to shut down operations in the next 24 hours, example, group text message and Facebook site.
- Safety Advisor to update cyclone status on notice boards

#### 17.4.4. CYCLONE WARNING UPGRADE (CODE RED) – STAND UP

***A Cyclone is now imminent. The Business Centre is to be closed***

***NOTE - Workers will not be required to attend work, if a BOM report deems that a cyclone will be on a direct path to any Business Centre within a 12-6hour period, to impact.*** Workers must not place themselves at risk, no further site clean-up can occur within a 12-6 hour period.

Management may complete a final site check **ONLY** if a risk assessment has been completed and there is no risk of injury to any Workers.

Branch to be Closed - At this stage all staff are to assist in completion of the site into readiness and prepare the Branch for closure. When completed your Manager/Supervisor will organise for you to collect your belongings and go home.

##### **Action Plan**

- Turn off all unnecessary powered items such as compressors and the like.
- Turn off all power to cranes and other heavy electrical user plant items.
- Turn off all bulk gas supply and cylinders.
- Site checked and free from items that may become airborne.
- Maintain situational awareness with ABC radio
- Do not return to work until the site has been deemed safe for resumption of work, your supervisor will make contact with you to confirm.
- Be prepared to evacuate if ordered (by Regional Council or Emergency Services)
- Safety Advisor to update cyclone status on notice boards.
- You are not to leave the premises without advising your Manager/Supervisor.
- Manager to instruct all staff that the Centre is now closed and they are to make their way home by the safest route available. A cyclone is now imminent; move directly to your shelter point (e.g. Home) as winds are shortly expected to reach dangerous levels.
- Manager to remove server and take off-site to a secure location and seal Server Room Door with sandbags.
- Turn off all water supply to site.

#### 17.4.5. Cyclone imminent

***The conditions are now dangerous and everyone should have taken shelter.***

You are not to drive or move outside until advised by the Relevant Counter Disaster Controller or applicable Emergency Controller. Ensure you have tuned your radio on the local ABC Station.

The Bureau has now forecast that destructive winds may occur on a direct path within the next 12 hours.

Managers must organise for you to collect your belongings and go home **ONLY** if safe to do so. This must be thoroughly risk assessed.

Workers are not expected to attend work 12-6 hours prior to a cyclone in a direct path of the Business Centre.

All staff are to be advised to leave site and to prepare for the imminent arrival of cyclone. Managers and Supervisors will ensure site is clear and secure with all Workers and contractors accounted for prior to leaving site.

#### 17.4.6. All Clear Stand Down (At Home)

Do not return to work until All Clear is given.

The relevant Counter Disaster Controller or applicable Emergency Controller will advise when it is safe to leave your shelter.

Before moving around, ensure that you are wearing strong clothing and footwear.

Contact your Manager/Supervisor for instructions regarding returning to work.

The Business Centre Management Team will call all workers to confirm their safety and also determine if any assistance is required (outside of emergency services).

Business Centres shall ensure 'email to SMS' is working and contact list is current. An SMS will be sent to all workers when possible to advise Business Centre status.

#### 17.4.7. Post Impact and Resumption of Work

After the event, the Business Centre Management will make an assessment of the damage, welfare of workers and plans to return to normal operation.

Following the impacts of a Severe Weather event, the HDAL-SHEQ-20-T02 Cyclone Tsunami Severe Weather Emergency Checklist Template shall be completed, and based on the extent and severity of damage, formulate Business Centre specific relief plans and establish priorities.

Incident Management Team (IMT) and Crisis Management Team (CMT) to conduct Rapid Impact Assessment and advise if workers can return to work.

- A Rapid Impact Assessment of all work areas is to be completed by an IMT and ECO representative following an event.
- A CMT meeting/teleconference will be facilitated to discuss whether work can continue on site and if there are any works to be completed before recommencement of work. The Area Manager/ Operations Manager is to make the final decision in consultation with the CMT.
- Workers will be alerted to return to work by SMS/phone call from their Supervisor.
  - Email to text should be set up for all workers, a current contact list of all workers must be maintained by site administration.
- Post Incident Debrief – The Emergency Planning Committee (EPC) under the direction of the Incident Management Team (IMT) shall organise a post incident debrief and formally communicate to the IMT). lessons learnt and recommendations are to be implemented and communicated in the Business Impact Analysis (BIA) review process.

It is in everyone's best interests to return to normal operation as soon as possible so that workers have as much financial security as is possible in the circumstances. At all times, the welfare and safety of workers will be given priority.

Workers that return to work will be paid their normal salary even if doing other duties during a clean-up. For those who cannot work, holidays or leave without pay will be granted. The Queensland Counter Disaster Controller will advise when it is safe to leave the shelter.

In the event that power has been cut to the site and may be unavailable for a period of time, management will need to determine the allocation of existing

power from the onsite electrical generator. A procedure will need to be developed in consultation with an electrical competent person to ensure the most effective use of available power is achieved.

Before moving around, ensure strong clothing and footwear is being worn. The Chief Emergency Coordinator, or delegate, will call all workers to confirm their safety and also determine if any assistance is required (outside of emergency services).

## 18. DOCUMENT HISTORY

### 18.1. Document information

Current Version	5.0
First Released	24/06/2015
Last Updated	15/06/2022
Effective By	15/07/2022
Review Frequency	Annually
Review Before	15/06/2023
Document Authoriser	Area Manager – Central Queensland
Functional Owner	Executive General Manager – Safety & Operations

### 18.2. Document amendment history

Version	Date	Section(s) Amended	Summary of Amendment
1.1	05-01-2015	1.1.1, 12, 12.3, Appendix 12, Appendix 13.	Typo corrected in 1.1.1, Removal of references to TARPS in sections 12 and 12.3, removal of TARPS appendices 12 and 13.  Also corrected “HDAL-SEMS...” document number references to “HDAL-SHEQ...” throughout document.
2.0	15/03/2018	1.3 1.1.4 2.1.1  2.1.1. 6.1.3, 9.6.4, 9.6.5  2.3.4  2.3.7  12.3  ALL	Updated Contact details. Updated review requirements. Included reference to Contactors/Key Suppliers. Reference to SQMS changed to OCA for entering incident/event. Additional Communication Officer's responsibilities. Additional Department Managers' responsibilities. Updated to align with current processes for floods. Document reference numbers updated. Document number changed to align with Document and Data Standard HDAL-BMS-05-STD01. Appendices updated to include hyperlinks to documents.
3.0	22/04/2020	1.1.3, 1.2,	Included references to Gladstone Rental Store.

Version	Date	Section(s) Amended	Summary of Amendment
		1.1.4 1.3, 1.4, 1.5  2.1.1  2.3.6 2.4.6  2.5.1  3.1 6.9.1 8.1.2  9.3.2, 9.4.1  Appendix 11  Whole of document	Updated process. Updated details. Updated details, with the inclusion of Gladstone. Removed reference to Emergency Response Plan. Updated Warden responsibilities. New section 'First Aiders or First Aid Officers'. Updated Chief Warden responsibilities. Revised training requirements. Revised process. New section 'Business Disruption – Protestor/Activist'. Changed 'Fire Brigades' to 'Emergency Services'. Removed Appendix and associated site plan. Minor grammatical and formatting changes. Updated document title.
4.0	02/03/2021	7.1.1, 11.1.3, 14.6.4, 14.6.5 17.1 Appendix 3  Appendix 4  Whole of document.	Reference to 'OCA' changed to 'Noggin'. Revised process. New Appendix for 'Gas Isolation Instruction and Map'. New Appendix for 'Severe Weather Notification Template'. Minor grammatical changes; Content transposed into current Emergency Response Plan Template.
5.0	15/06/2022	Whole Document  Appendix 1  Appendix 2   Appendix 5	Content transposed to current ERP Template Revised Emergency Control Organisation Member Register Revised Emergency Evacuation Diagram to include Site Map of Gladstone Revised Key Contacts



## APPENDIX 1 - Emergency Control Organisation (ECO) Member Register

Emergency Control Organisation (ECO) Member Register				
Building Address: 150 Port Curtis Road, Port Curtis				
Position	Name	Date of Appointment	Contact number:	Email address
Chief Warden	Steve Lill	02/02/2021	0457 300 316	<a href="mailto:Steve.lill@hastingsdeering.com.au">Steve.lill@hastingsdeering.com.au</a>
Deputy Chief Warden/ First Aid	Tania Cuskelly	02/02/2021	0429 568 210	<a href="mailto:Tania.cuskelly@hastingsdeering.com.au">Tania.cuskelly@hastingsdeering.com.au</a>
Deputy Chief Warden	Allan Clarke	02/02/2021	0435 962 278	<a href="mailto:Allan.clarke@hastingsdeering.com.au">Allan.clarke@hastingsdeering.com.au</a>
Deputy Chief Warden	Brianna Smith	02/02/2021	0439 118 972	<a href="mailto:Brianna.smith@hastingsdeering.com.au">Brianna.smith@hastingsdeering.com.au</a>
<b>Area: Gate 1 – Parts Evacuation Location</b>				
Area Warden	Robyn Dilley	02/02/2021	07 4930 8699	<a href="mailto:Robyn.dilley@hastingsdeering.com.au">Robyn.dilley@hastingsdeering.com.au</a>
Area Warden	Scott Unwin	02/02/2021	07 4930 8681	<a href="mailto:Scott.unwin@hastingsdeering.com.au">Scott.unwin@hastingsdeering.com.au</a>
Warden	Duncan Broom	02/02/2021	0419 853 532	<a href="mailto:Duncan.broom@hastingsdeering.com.au">Duncan.broom@hastingsdeering.com.au</a>
Warden	Daniel Holy	02/02/2021	0423 716 781	<a href="mailto:Daniel.holy@hastingsdeering.com.au">Daniel.holy@hastingsdeering.com.au</a>
Warden	Matt Bourne	02/02/2021	07 4930 8686	<a href="mailto:Matt.bourne@hastingsdeering.com.au">Matt.bourne@hastingsdeering.com.au</a>
Warden	Rob Bennett	02/02/2021	0436 015 274	<a href="mailto:Robert.bennett@hastingsdeering.com.au">Robert.bennett@hastingsdeering.com.au</a>
Warden	Don Cameron	02/02/2021	0436 009 355	<a href="mailto:Don.cameron@hastingsdeering.com.au">Don.cameron@hastingsdeering.com.au</a>
Warden	Anthony Booth	02/02/2021	0439 402 652	<a href="mailto:Anthony.booth@hastingsdeering.com.au">Anthony.booth@hastingsdeering.com.au</a>
Warden	Brodie Sturgess	02/02/2021	0709 977 495	<a href="mailto:Brodie.sturgess@hastingsdeering.com.au">Brodie.sturgess@hastingsdeering.com.au</a>
Warden	Steve Doherty	02/02/2021	0437 012 153	<a href="mailto:Steve.doherty@hastingsdeering.com.au">Steve.doherty@hastingsdeering.com.au</a>
Warden	Nick Holland	02/02/2021	0417 075 535	<a href="mailto:Nicholas.holland@hastingsdeering.com.au">Nicholas.holland@hastingsdeering.com.au</a>
Warden	Dan Pearce	02/02/2021	0448 743 418	<a href="mailto:Daniel.pearce@hastingsdeering.com.au">Daniel.pearce@hastingsdeering.com.au</a>
<b>Area: Main Carpark</b>				
Area Warden	Scott Neill	02/02/2021	0403 098 631	<a href="mailto:Scott.neill@hastingsdeering.com.au">Scott.neill@hastingsdeering.com.au</a>
Area Warden	Chris Cole	02/02/2021	07 4930 8566	<a href="mailto:Chris.cole@hastingsdeering.com.au">Chris.cole@hastingsdeering.com.au</a>
Warden	Todd Van Den Heuvel	02/02/2021	0400 918 603	<a href="mailto:Todd.Van_Den_Heuvel@hastingsdeering.com.au">Todd.Van_Den_Heuvel@hastingsdeering.com.au</a>
Warden	Brad McKellar-South	2/02/2021	0408 981 681	<a href="mailto:Brad.McKellar-South@hastingsdeering.com.au">Brad.McKellar-South@hastingsdeering.com.au</a>
<b>Area: Gate 5</b>				
Area Warden	Karen Feder	02/02/2021	0419 022 665	<a href="mailto:Karen.feder@hastingsdeering.com.au">Karen.feder@hastingsdeering.com.au</a>
Area Warden	Tony Grieves	02/02/2021	0419 022 665	<a href="mailto:Tony.grieves@hastingsdeering.com.au">Tony.grieves@hastingsdeering.com.au</a>
Warden	Shawn Van Itallie	02/02/2021	0439 507 514	<a href="mailto:Shawn.Van_itallie@hastingsdeering.com.au">Shawn.Van_itallie@hastingsdeering.com.au</a>

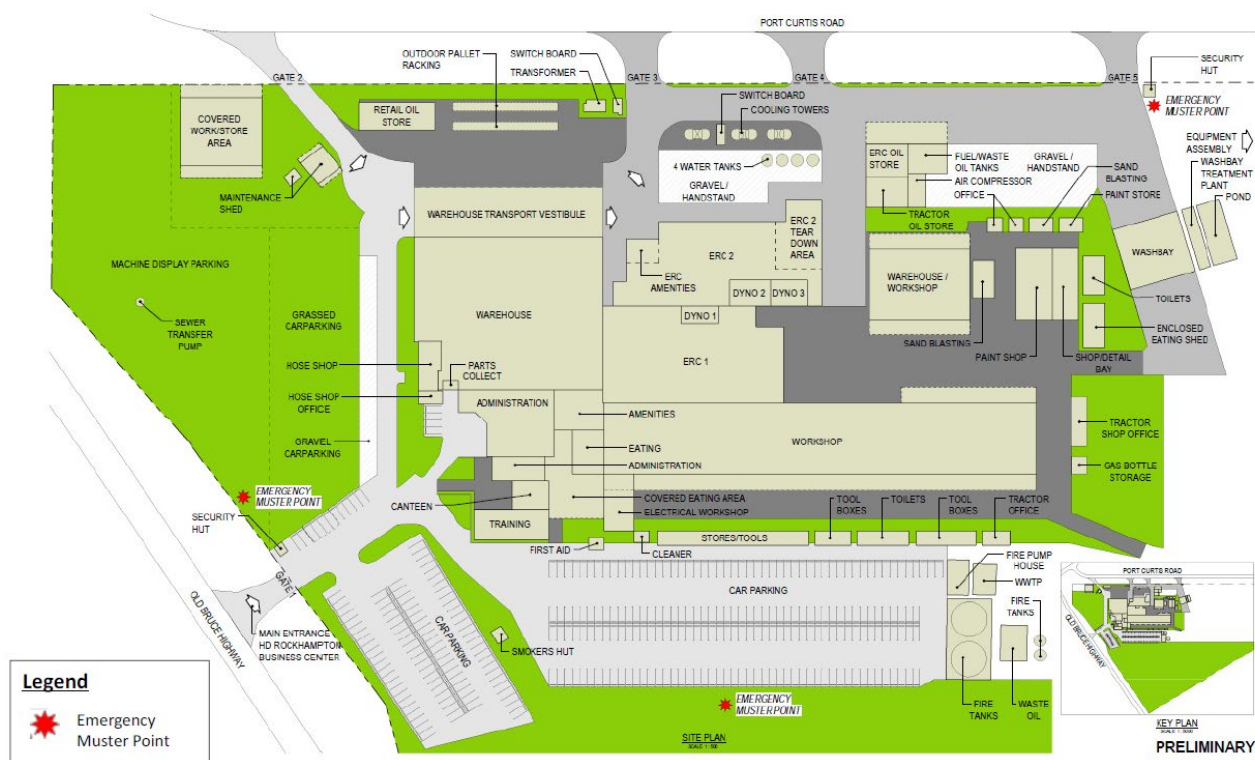
## Emergency Control Organisation (ECO) Member Register

**Building Address: 150 Port Curtis Road, Port Curtis**

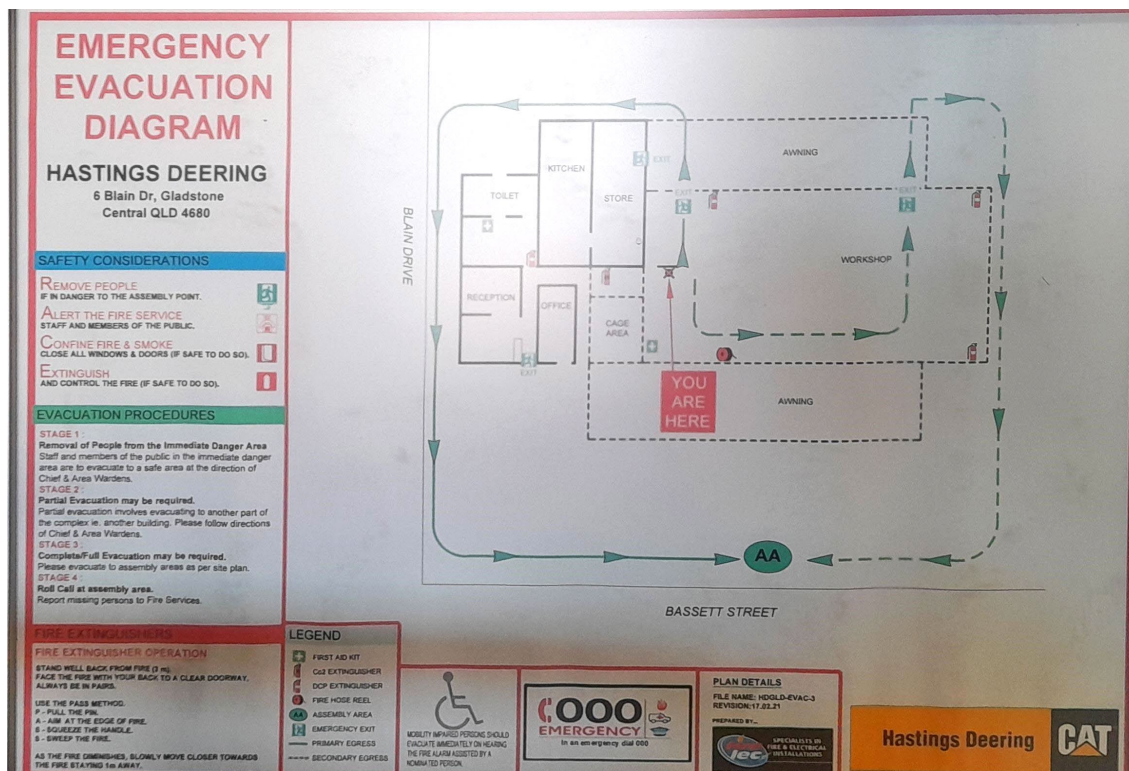
Position	Name	Date of Appointment	Contact number:	Email address
<b>Area: Gladstone Corner Bassett Street and Blain Drive, Gladstone</b>				
Warden	Roberta Spencer		0407 199 951	<a href="mailto:Roberta.spencer@hastingsdeering.com.au">Roberta.spencer@hastingsdeering.com.au</a>

## APPENDIX 2 - Emergency Evacuation Diagram

## SITE MAP – PORT CURTIS, ROCKHAMPTON



## Site Map - Gladstone





## APPENDIX 3 - Gas Isolation Instruction and Map

### GAS ISOLATION INSTRUCTION- 150 Port Curtis Road, Rockhampton

Date of Issue: 02 / 09 / 2020

Hastings Deering



#### Gas Isolation Instruction

- Gas Isolation Valve located between Gates 4 and 5 behind fuel store.
- A Fire 914 key is required to gain access to the Gas Isolation Valve by accessing the gate inside the Hastings Deering property. A member of the Safety Team, Brian Thring, and Security hold a 914 key.
- Turn the valve highlighted below slowly 90 degrees clockwise
- When reenergising the gas supply - turn the valve slowly anticlockwise

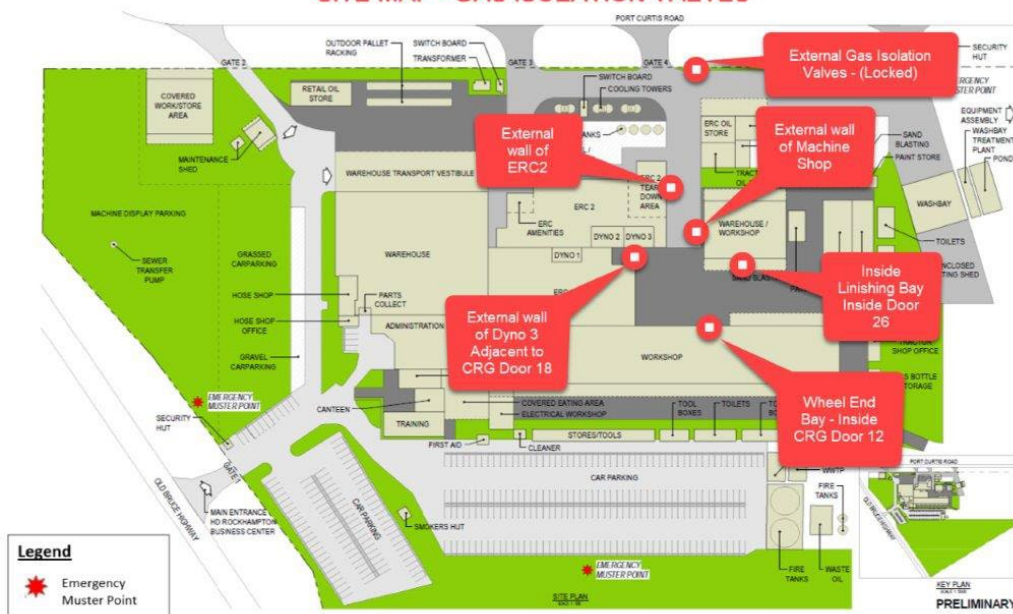


A Sime Darby Industrial Company

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Live by it

1

#### SITE MAP - GAS ISOLATION VALVES



## APPENDIX 4 - Severe Weather Notification Template

Draft email for communications for severe weather event:

Severe Weather/ Thunderstorm/Flood Waters/Electrical Storm Warning

Severe Weather Warning Level#1, 2, 3, 4

Severe Weather is likely to produce heavy rainfall that may lead to flash flooding and damaging winds in the area over the next several hours.

Be aware of fallen trees and powerlines and seek shelter indoors.

If safe to do so (insert level instructions from ERP):

- Monitor as required
- Listen to your local radio station or [www.bom.gov](http://www.bom.gov) / [www.weatherzone.com.au](http://www.weatherzone.com.au) for warnings and advice.

Please contact your supervisor for further information. Another warning will be issues of the intensity increases or is downgraded.

## APPENDIX 5 - Key Contacts

Key Contacts	
<b>Essential Services for flood evacuation, recovery and mobilisation back to site</b>	<b><u>Electricity Supply</u></b> <b>Name:</b> Ergon Energy (Hotline) <b>Tel:</b> 132 296 <b>Name:</b> Stanke Electrical – Walter Blomfield <b>Mob:</b> 0417 611 920
	<b><u>Water and Plumbing Supply</u></b> <b>Name:</b> Fitzroy River Water <b>Tel:</b> 07 4932 9000 Helpdesk (Rockhampton City Council)  <b>Name:</b> (Primary) - NCB Plumbing <b>Tel:</b> Owen – 0427 951 197 <b>Name:</b> (Secondary) – Roth Plumbing <b>Tel:</b> Shane – 0439 782 009
	<b><u>Gas Supply</u></b> <b>Name:</b> Origin Energy <b>Tel:</b> 1800 808 526
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**Hastings Deering**



# Environmental Management Plan

## Rockhampton Area Business Centres

HDAL-SHEQ-22-PLN01

Plan

Version 5.0

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## Contents

<b>1.</b>	<b>INTRODUCTION .....</b>	<b>3</b>
<b>2.</b>	<b>PURPOSE .....</b>	<b>3</b>
<b>3.</b>	<b>SCOPE .....</b>	<b>3</b>
3.1.	Deliverables .....	3
<b>4.</b>	<b>RESPONSIBILITIES.....</b>	<b>3</b>
4.1.	Area Manager – Central Queensland .....	3
4.2.	Supervisors.....	4
4.3.	Business Centre Safety Advisor .....	4
4.4.	Safety and Sustainability Department.....	5
4.5.	Facilities Management.....	5
4.6.	Onsite Facilities Coordinator.....	5
4.7.	Employees, contractors and site visitors.....	6
<b>5.</b>	<b>DEFINITIONS .....</b>	<b>6</b>
<b>6.</b>	<b>REFERENCES .....</b>	<b>7</b>
<b>7.</b>	<b>ASSOCIATED DOCUMENTS .....</b>	<b>7</b>
<b>8.</b>	<b>PROCEDURE AND REQUIREMENTS .....</b>	<b>8</b>
8.1.	Business Centre Details .....	8
8.1.1.	Drainage .....	8
8.1.2.	Infrastructure .....	9
8.2.	Environmental Values and Policy .....	10
8.2.1.	Environmental Management System .....	10
8.2.2.	Environmental Aspects and Impacts .....	10
8.2.3.	Significant Aspects .....	11
8.3.	Implementation and Operation .....	11
8.3.1.	Structure and Responsibility.....	11
8.3.2.	Environmental Management Responsibilities .....	11
8.4.	Legal Requirements.....	11
8.5.	Compliance Management.....	11
8.6.	Business Performance Indicators .....	11
8.7.	Competency, Training and Awareness .....	12
8.7.1.	Induction .....	12
8.7.2.	Reporting and Communication.....	12
8.7.3.	Operational Controls .....	13
8.7.4.	Emergency Preparedness and Response .....	13
8.8.	Environmental Management Strategies.....	14
8.8.1.	Chemical/Hydrocarbon Storage and Handling.....	15
8.8.2.	Waste .....	17
8.8.3.	Water .....	19
8.8.4.	Flora and Fauna .....	21
8.8.5.	Ambient Dust.....	23
8.8.6.	Greenhouse Gas .....	24
8.8.7.	Lighting .....	26

8.8.8.	Community and Indigenous Relations .....	27
8.8.9.	Noise and Vibration .....	28
8.8.10.	Asbestos .....	29
8.9.	Governance and Corrective Actions .....	30
8.9.1.	Monitoring and Measurement .....	30
8.9.2.	Control of Records .....	30
8.9.3.	Inspections and Audits .....	30
8.9.4.	Non Conformity, Corrective Action and Preventative Action .....	30
8.10.	Management review .....	30
<b>9.</b>	<b>DOCUMENT HISTORY .....</b>	<b>32</b>
9.1.	Document information .....	32
9.2.	Document amendment history .....	32

## 1. INTRODUCTION

Hastings Deering (Australia) Limited (HDAL) own and operate a Business Centre at 150 Port Curtis Road, Port Curtis and Corner Bassett Street and Blain Drive, Gladstone. The Rockhampton Business Centre is primarily used for servicing and building Caterpillar equipment. The Gladstone Business Centre is primary used as a Rental Store. Activities conducted at the Rockhampton Area Business Centres pose potential risk of environmental harm and this management plan has been developed to mitigate any foreseeable risk.

This Environmental Management Plan (EMP) has been prepared to ensure compliance with the commitments and conditions of the following documents:

- ISO 14001 Certification.

## 2. PURPOSE

HDAL is committed to achieving zero environmental harm and to execute all Rockhampton Area Business Centres activities in an environmentally responsible manner.

This commitment shall be achieved by:

- Clearly defining Business Centre environmental objectives and requirements;
- Systematic planning and implementation of environmental systems;
- Use of appropriate technology to achieve environmental objectives and requirements;
- Planned monitoring and timely reporting of environmental performance; and
- Review and continual improvement of environmental performance.

## 3. SCOPE

This EMP is applicable to all contractors and employees undertaking works for HDAL at the Business Centre. The work undertaken by the Field Service Department conducted away from the Business Centre should be conducted as per HDAL-SHEQ-22-PLN19 Environmental Management Plan – Field Services.

### 3.1. Deliverables

The deliverables of this EMP are to:

- Comply with relevant environmental legislation, licensing and standards;
- Prevent unauthorised acts that have the potential to impact on the environment;
- Provide detailed plans for managing environmental impacts from Business Centre activities; and
- Provide a systematic framework for monitoring, reporting and continually improving environmental performance.

## 4. RESPONSIBILITIES

### 4.1. Area Manager – Central Queensland

The Central Queensland Area Manager is responsible for the day-to-day management of environmental matters and for overseeing the implementation of this EMP. This will be achieved by:

- Ensuring that all site personnel and contractors are aware of their environmental responsibilities under the EMP;
- Ensuring that adequate resources are made available to implement the controls and processes identified in this EMP;
- Communicating site environmental issues, incidents and environmental performance to supervisors and the Safety and Sustainability Department;
- Not to carry out an activity that may cause harm without taking measures to prevent or minimise the harm;
- Informing the relevant authority and landowners when environmental harm has occurred, or might occur;
- Ensuring that any environmental noncompliance is reported to the appropriate authorities;
- Ensuring the obligations relevant to any site held Environmental Relevant Activity (ERA) complied with
- Identifying activities with the potential to impact on the environment and developing management strategies to ensure these risks are mitigated;
- Ensuring that all personnel working onsite have completed the Site Safety Induction and checklist inclusive of environmental risk and responsibilities and that regular environmental toolbox discussions are conducted;
- Ensuring that maintenance of environmental audit and incident records is being carried out and actions progressed;
- Ensuring investigation of environmental incidents and monitoring the implementation of corrective and preventative actions;
- Liaising with the community in relation to any complaints/concerns; and
- Reviewing the Aspects and Impacts Register and this EMP at least annually to ensure that these remain adequate and valid for the Business Centre.

#### 4.2. Supervisors

Supervisors are responsible for the execution of all operations' activities in a safe and environmentally sound manner. This shall be achieved by:

- Promoting and ensuring compliance by the workforce with the environmental requirements for the Business Centre;
- Providing leadership to direct employees and contractors on environmental management;
- Ensuring environmental safeguards and controls are in place and effective;
- Taking prompt and effective actions to control any environmental incidents that have the potential to impact on the environment;
- Investigating environmental incidents and monitoring the implementation of corrective and preventative actions;
- Encouraging environmentally responsible work practices by adhering to controls and procedures outlined in specific work instructions;
- Taking a precautionary approach to all activities that have potential to impact on the environment; and
- Identifying, managing and reporting all actual and potential environmental incidents.

#### 4.3. Business Centre Safety Advisor

The Safety Advisor is responsible for the following:

- Assisting in the investigation of environmental incidents and monitoring implementation of corrective and preventative actions;

- Identifying activities with the potential to cause an impact on the environment and developing management strategies to ensure the risks are mitigated;
- Undertaking the Monthly Environmental Inspection and raising actions as required to maintain compliance with this EMP and sub-plans;
- Assisting the Area Manager to develop and review documents to manage environmental risk such as the Environmental Aspects and Impacts Register and this EMP;
- Implementing Environmental Management Strategies and sub-plans to ensure compliance with all legal and other requirements;
- Ensuring all employees, contractors, agents and sub-contractors are aware of their environmental responsibilities as outlined in this EMP;
- Liaising with the community in conjunction with the Area Manager relating to any complaints/concerns; and
- Assisting the Safety and Sustainability Department with any requests/actions.
- Coordinating and recording environmental spill response activities

#### **4.4. Safety and Sustainability Department**

The Safety and Sustainability department will assist the Business Centre through:

- Assisting the Safety Advisor in identifying activities with the potential to impact on the environment and developing management strategies to ensure these risks are mitigated;
- Assisting as required in the investigation of environmental incidents and monitoring the implementation of corrective and preventative actions;
- Assisting as required in developing and reviewing documents to manage environmental risk such as the Environmental Aspects and Impacts Register and the EMP;
- Assisting as required in coordinating and managing onsite licensing requirements;
- Liaising with regulatory agents such as the Rockhampton Regional Council, Gladstone Regional Council, DES etc. with support from HDAL SME;
- Liaising with the community in conjunction with the Area Manager/Safety Advisors relating to any complaints/concerns;
- Undertaking reporting requirements to the Regulator;
- Reviewing environmental compliance audits and inspections;
- Reviewing environmental performance and providing advice to the Area Manager regarding environmental parameters; and
- Providing environmental training and toolbox materials to the Safety Advisors to assist with educating personnel of their environmental responsibilities.

#### **4.5. Facilities Management**

Facilities Management is responsible for the following:

- Assisting as required in the investigation of environmental incidents and monitoring the implementation of corrective and preventative actions;
- Managing and coordinating onsite environmental records and licensing requirements including those relating to audits and inspections;
- Coordinating environmental reporting requirements as requested by the Safety and Sustainability Department;

#### **4.6. Onsite Facilities Coordinator**

The Facilities Coordinator are responsible for the following:

- Reviewing site performance and providing reports and advice as required to the Area Manager.
- Ensuring that all site contractors are aware of their environmental responsibilities under the EMP;
- Maintaining the Waste Water Treatment Plant (WWTP), Sewerage Treatment Plant (STP); the grease trap (GT), the Cooling Towers, the backflow prevention devices and the storm water filtration system.
- Maintaining the Business Centre ground and surrounds, i.e. drains, gardens, mowing of lay down area;
- Reporting to Area Manager and Safety Advisor any community or council complaints; and
- Inspecting and maintaining the infrastructure and facilities at the Business Centre.
- Provide resources to effect the clean up of minor spills within the business centre.
- Ensure that regulated waste is disposed of according to Federal, State and local government regulations.
- Maintain records of regulated waste disposed of by the business centre.

#### 4.7. Employees, contractors and site visitors

All employees, contractors and site visitors are responsible for the following:

- Not to carry out an activity that may cause harm without taking measures to prevent or minimise the harm;
- Report any hazards that have the potential to cause environmental harm;
- If you see or cause an incident that results in or threatens the environment, it is your duty to report the event to your Supervisor, as soon as practicable;
- If you cause an incident you must take action to prevent or minimise the harm caused to the environment.

## 5. DEFINITIONS

Term	Definition
ALARP	As low as reasonably practicable
DES	Department of Environment and Science
EMP	Environmental Management Plan
EMS	Environmental Management System
GHG	Green House Gas
HDAL	Hastings Deering (Australia) Limited
JSEA	Job Safety and Environmental Analysis
NGER	National Greenhouse and Energy Reporting
Noggin	Incident Management System
SHEQ	Safety, Health, Environment and Quality
STP	Sewerage Treatment Plant
WWTP	Waste Water Treatment Plant
GT	Grease Trap



Term	Definition
SME	Subject Matter Expert
ERA	Environmental Relevant Activity

## 6. REFERENCES

References
ISO 14001 Environmental Management Systems
ISO 9001 Quality Management Systems - Requirements
AS 1940:2017 The Storage and Handling of Flammable and Combustible Liquids
Rockhampton Environmental Aspects and Impacts Register
Environmental Protection Act 1994
Environmental Protection Regulations 2019
Environment Protection (Water and Wetland Biodiversity) Policy 2019
Environment Protection (Noise) Policy 2019
National Greenhouse and Energy Reporting Act 2007
Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995
Fire and Rescue Service Act 1990
Water Supply (Safety and Reliability) Act 2008 (QLD)
Environmental Protection (Water) Policy 2009 (QLD)
Water Act 1992 (NT)
Work Health and Safety Act 2011
Recycling and Waste Reduction Act 2020
Recycling and Waste Reduction Regulation 2011

## 7. ASSOCIATED DOCUMENTS

Document ID	Document Title
HDAL-SHEQ-08-PR01	Audit Procedure
HDAL-BMS-05-STD01	Document and Data Standard
HDAL-SHEQ-22-F02	Environmental / Post Rainfall Inspection Form
HDAL-SHEQ-22-PLN19	Environmental Management Plan – Field Services
HDAL-SHEQ-01-MAN03	Integrated Management System (IMS) Manual
HDAL-SHEQ-12-PR13	Hazardous Chemicals Procedure
HDAL-SHEQ-04-PR01	Health, Safety & Environment Legislative Obligations and Assessment Procedure
HDAL-SHEQ-17-G01	Incident Reporting and Investigation Matrix



Document ID	Document Title
HDAL-SHEQ-17-PR01	Incident Reporting and Investigation Procedure
HDAL-SHEQ-04-PR02	Refrigerant Gas Management Procedure
HDAL-BMS-12-STD01	Risk Management Standard
HDAL-BMS-01-POL01	Safety, Environment and Quality Policy
HDAL-SHEQ-22-F01	Simulated Incident Record Form
HDAL-FAC-12-PR01	Site Hazards – Asbestos and Fibre Related Hazards
HDAL-SHEQ-20-PLN21	Emergency Response Plan – Rockhampton Area Business Centres
HDAL-SHEQ-12-PLN16	Traffic Management Plan – Rockhampton, Port Curtis Business Centre
HDAL-SHEQ-12-PLN14	Traffic Management Plan – Gladstone

## 8. PROCEDURE AND REQUIREMENTS

### 8.1. Business Centre Details

The Rockhampton Area Business Centres are located at 150 Port Curtis Road, Port Curtis and Corner Bassett Street and Blain Drive, Gladstone (refer to Figure 1).

All activities are carried out within the Business Centres boundary which covers an area of approximately 160,000m<sup>2</sup> for Rockhampton and 4,000m<sup>2</sup> for Gladstone. The original use associated with the area was predominantly for cattle grazing (Rockhampton) and an established industrial area (Gladstone). The built up areas around the Business Centre are comprised of a school and low density residential buildings and an industrial estate and an estuary system respectively.

HDAL operates the Business Centres for the Maintenance carried out within a central undercover workshop and machinery builds are carried out at the South Eastern part of the yard on an open gravel area for Rockhampton. Gladstone Business Centre is used primarily as a rental store. The Business Centres typically operates Monday to Friday 6am – 11pm and Saturday 6am – 12pm (Rockhampton) and Monday – Friday 6am – 5:30pm and Saturday 6am – 12pm (Gladstone).

The majority of service and assembly works carried out within the Business Centre area are conducted under cover on a concreted impervious floor. As required, certain works are undertaken outside of the Business Centre buildings.

#### 8.1.1. Drainage

The Rockhampton Business Centre is located on relatively low lying land that is part of the Yeppen Flood Plain. The site is drained by the adjacent Flood Plain that drains to Gavial Creek, a small, ephemeral tributary of the Fitzroy River. The Flood Plain passes the facility along the southern boundary. The Gladstone business Centre has interconnected storm water system adjacent to estuary system which forms part of the Calliope River.

### 8.1.2. Infrastructure

Some of the key infrastructure associated with the Business Centre operations include:

- Waste Water Treatment Plant;
- Multiple Workshops;
- Wash down bays;
- Dyno cooling towers;
- Paint booth
- Dangerous good storage;
- Warehouse; and
- Administration buildings.

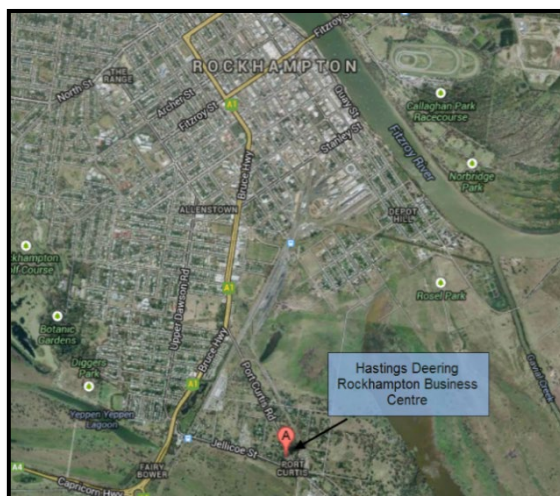


Figure 1 - Location of the Rockhampton Business Centre

Some of the key infrastructure associated with the Gladstone Business Centre operations include:

- Equipment Storage;
- Workshop; and
- Administration buildings.

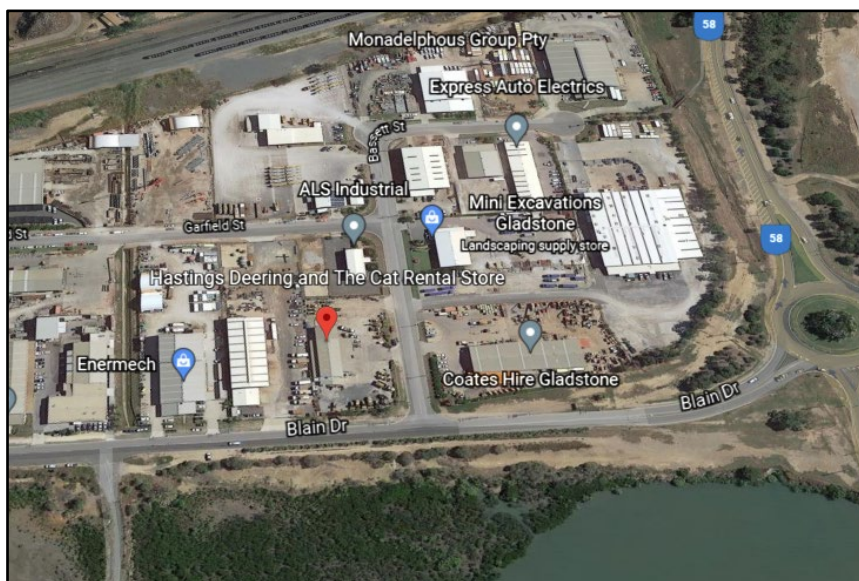


Figure 2 - Location of the Gladstone Business Centre

## 8.2. Environmental Values and Policy

### 8.2.1. Environmental Management System

The Environmental Management System (EMS) is a critical tool for ensuring that all HDAL activities are planned, implemented, audited and reviewed to enable ongoing improvement in the company's environmental and sustainability performance. The basis of the system is a series of company standards that embody the objectives and commitment stated in the Safety, Environment and Quality Policy (HDAL-BMS-01-POL01).

HDAL is committed to:

- Ensuring all employees are aware of their environmental responsibilities;
- Providing resources to enable the management of key environmental risks and associated impacts at each Business Centre; and
- Maintaining ISO 14001 EMS Certification.

Information describing the implementation of the EMS is described within HDAL-SHEQ-22-MAN01 Environmental Management System Manual. This EMP forms part of the broader HDAL EMS and is specifically relevant to the Rockhampton Area Business Centres.

A copy of the HDAL ISO 14001 Certification can be found in the electronic document management system.

### 8.2.2. Environmental Aspects and Impacts

An Environmental Aspects and Impacts Register has been developed for the Business Centres and is available through the network server. The register allows for risks associated with the Business Centre activities to be identified and controls to be implemented to mitigate these risks. The register is reviewed by the Area Manager and Safety Advisor on an annual basis upon identification of new or changed processes and/or following environmental incidents.

### 8.2.3. Significant Aspects

HDAL defines a Significant Aspect as one that has a risk consequence of Major or Catastrophic as per HDAL Risk Management Standard (HDAL-BMS-12-STD01). These are aspects with consequences associated with serious medium term environmental effects having an impact on the surrounding ecosystem or long term environmental impact causing significant harm.

Hydrocarbon and chemical storage and handling have been identified as HDAL's only significant environmental aspect. Management strategies for mitigating associated risk are addressed in Section 8.8.

## 8.3. Implementation and Operation

### 8.3.1. Structure and Responsibility

All employees and contractors are responsible for undertaking their activities in accordance with the relevant legislation, standards, procedures and management plans prescribed by HDAL.

HDAL is responsible for implementing this EMP as the owners and operators of the Rockhampton Area Business Centres. HDAL is responsible for undertaking all site activities and environmental monitoring in accordance with licensing and legislative requirements as described in this EMP and associated documents.

### 8.3.2. Environmental Management Responsibilities

The business has an organisational structure that allows for competent management of environmental aspects and appropriate communication with relevant stakeholders.

HDAL position descriptions outline individuals' environmental responsibilities related to their role on site. The specific responsibilities related to this EMP are described in Section 4 for each relevant role.

## 8.4. Legal Requirements

A comprehensive list of Acts and Regulations which are applicable to HDAL's operations in Queensland are available through Herbert Smith Freehills to which HDAL subscribe.

Updates on any changes to legislation within Queensland are available through the Herbert Smith Freehills Data Room. The updates are reviewed by the Risk and Compliance team on a monthly basis and applicable changes are actioned appropriately to ensure operations are compliant. A register of legislative and Business Centre licensing documents has been developed to enable compliance with the relevant conditions to be identified. This process is managed as per the Health, Safety & Environment Legislative Obligations and Assessment Procedure (HDAL-SHEQ-04-PR01).

## 8.5. Compliance Management

Compliance with legal and other requirements are monitored and measured routinely through the internal SHEQ Audit Program. These audits are carried out by the Risk and Compliance Team in accordance with the annual audit plan. Results of the audit and associated action plans to address any identified non-compliances are recorded and tracked in Noggin.

## 8.6. Business Performance Indicators

Business Performance Indicators (BPIs) are designed to measure and improve Safety and Sustainability performance over time and are developed and reviewed



on an annual basis. The environmental BPIs for the Rockhampton Area Business Centres are detailed in Table 1. The environmental aspects and associated management strategies implemented to facilitate the achievement of the BPIs are described in Section 8.8 of this EMP.

**Table 1: Key Business Performance Indicators**

BPI	Measure	Target
Monthly Environmental Inspection	Monthly compliance inspections completed, register signed off by manager and sent to Safety and Sustainability Department	100% Complete
Serious Environmental Incidents	Moderate or above	0
Community Complaints	Number of complaints	0
Energy Usage*	% Reduction from FY17-FY23	5%
Municipal Water Usage*	% Reduction from FY17-FY23	5%
Waste (Regulated) to Landfill*	% Reduction from F17-FY23	5%
* Measure and Targets allocated from prior aspects identified valid between FY2017 – FY2023.		

## 8.7. Competency, Training and Awareness

### 8.7.1. Induction

All employees and contractors shall be made aware of their environmental responsibilities as part of the HDAL induction. The Safety and Sustainability Department will provide regular targeted presentations and communications (including toolbox talks and awareness training sessions) to be delivered on specific environmental issues (which could include a competency based assessment).

### 8.7.2. Reporting and Communication

#### 8.7.2.1. Incidents

All employees and contractors must advise their Supervisor or the Safety Advisor immediately upon becoming aware of an environmental incident. All environmental incidents shall be recorded and investigated in accordance with HDAL Incident Reporting and Investigation Procedure (HDAL-SHEQ-17-PR01).

All incidents will be recorded in Noggin. The incident report will be prepared by the incident owner in conjunction with the relevant supervisor and Safety Advisor (if required). Notification of the incident shall be in accordance with the Incident Reporting and Investigation Matrix (HDAL-SHEQ-17-G01). Within one working day of the incident occurring, the incident shall be reported through to the Safety and Sustainability and Risk Department.

#### 8.7.2.2. Community Complaint

All community complaints shall be immediately reported to the Area Manager, Safety Advisor and the Safety and Sustainability Department.

Community complaints will be recorded as an incident in Noggin and investigated in accordance with the Incident Reporting and Investigation Procedure (HDAL-

SHEQ-17-PR01) by the Safety Advisor/Safety and Sustainability Department, in conjunction with a business unit representative where the event is alleged to have been a direct result of HDAL or contractor activities. The complainant shall be contacted by HDAL within one working day of registering their complaint to inform them of the actions taken to resolve the issue.

#### **8.7.2.3. Reporting**

All HDAL Business Centres assess and report on performance against the BPIs on a monthly basis.

A Member of the Safety and Sustainability Department will report monthly on the environmental performance of the Business Centre and provide a copy of the completed Monthly Environmental Inspection using the Environmental / Post Rainfall Inspection Form (HDAL-SHEQ-22-F02).

Annually, the Safety and Sustainability Department will determine the requirement for HDAL to report against the requirements of the National Greenhouse and Energy Reporting Act 2007. If HDAL exceeds the energy consumption and emission threshold set out by the Clean Energy Regulator, a report will be completed and submitted

#### **8.7.2.4. Internal Communication**

HDAL uses a number of mechanisms to ensure effective communications with site personnel, contractors and relevant interested parties. Mechanisms used to communicate include, but are not limited to:

- Right to Start meetings;
- Performance Improvement Dialogue (PID) meetings;
- Daily Business Centre Meetings;
- Health and Safety Committee;
- Health, Safety and Environment (HSE) Noticeboards;
- Monthly HSE Toolbox Talks and meetings; and
- Monthly Management Meetings.

#### **8.7.3. Operational Controls**

To ensure that all obligations are met and that objectives, targets and BPIs are achieved, operational controls and procedures have been developed for all activities identified as having the potential to impact on the environment. For these activities to be carried out the following shall be undertaken:

- Risk assessments for activities where environmental impacts are predicted or known;
- Investigations and implementation of corrective and preventative actions; and
- Engineering Controls and/or procedures shall be developed and implemented where impacts cannot be satisfactorily eliminated or substituted.

#### **8.7.4. Emergency Preparedness and Response**

Significant incidents or other defined environmental emergencies shall be managed in accordance with HDAL-SHEQ-20-PLN21 Emergency Response Plan – Rockhampton Business Centres.

Environmental Incident Simulations will take place at least annually to assess the site's response with improvement opportunities formally documented and actioned by the Safety Advisor. These will be recorded using the Simulated Incident Record Form (HDAL-SHEQ-22-F01) and actioned by the Safety Advisor.

## 8.8. Environmental Management Strategies

Environmental Management Strategies have been developed to detail the management requirements for Business Centre activities which pose a risk of environmental impact and to ensure that the environmental objectives are achieved.

Site personnel shall be aware of and comply with all strategies that have been developed for the Rockhampton Area Business Centres.

The Management Strategies consist of the following:

- Chemical and Hydrocarbon Storage and Handling;
- Waste;
- Water;
- Flora and Fauna;
- Ambient Dust;
- Greenhouse Gas;
- Lighting;
- Community Relations;
- Noise;
- Asbestos; and
- Cooling Towers.

### 8.8.1. Chemical/Hydrocarbon Storage and Handling

<b>Performance Objective(s)</b>	<ul style="list-style-type: none"> <li>Prevent the contamination of land and water.</li> <li>Comply with the requirements of the Environment Protection Act 1994 and AS 1940:2017: The storage and handling of flammable and combustible liquids.</li> </ul>
<b>Management Strategy</b>	<p>The performance objectives shall be achieved by the following:</p> <ul style="list-style-type: none"> <li>All fuel, oil and other flammable and combustible liquids shall be stored in accordance with the requirements of AS 1940:2017 The Storage and Handling of Flammable and Combustible Liquids.</li> <li>All handling, storage and use of chemicals and hydrocarbons shall be in accordance with the Hazardous Chemicals Procedure (HDAL-SHEQ-12-PR13).</li> <li>A register (Chemwatch) of all hazardous substances and fuel and oil storages shall be maintained in accordance with the Hazardous Chemicals Procedure – (Register and Manifest section) (HDAL-SHEQ-12-PR13).</li> <li>Surface water runoff from areas potentially contaminated by hydrocarbons are to be directed to appropriate infrastructure where it can be treated or removed offsite by a licensed contractor.</li> <li>Spill kits shall be available throughout the Business Centre and areas of potential contaminants. All personnel shall be trained in their use.</li> <li>A high standard of housekeeping shall be maintained to prevent spills and ensure prompt containment and clean up in the event of a spill.</li> <li>Storage locations shall be inspected routinely for leaks or spills, and to ensure that adequate bunding is provided (and not compromised by water or other substances).</li> <li>All containers storing hydrocarbons or chemicals shall be stored on bunded pallets or in fully bunded areas at all times.</li> <li>Minor storage of chemicals and hydrocarbons shall be maintained in flameproof cabinets that comply with Section 4.5 of AS 1940:2017.</li> <li>Fire extinguishers shall be available at all times.</li> <li>Personnel shall be trained in the correct handling and disposal of hydrocarbons and chemicals.</li> <li>Any significant incidents such as a release to the environment or other defined environmental emergencies shall be managed as per HDAL-SHEQ-20-PLN21 Emergency Response Plan – Rockhampton Area Business Centres.</li> <li>Hydrocarbon/Chemical spills shall be investigated and remediation of soils/water undertaken as advised by the Safety Advisor in consultation with the Safety and Sustainability Department.</li> </ul>
<b>Tasks and Responsibilities employees</b>	<ul style="list-style-type: none"> <li>The Area Manager and Supervisors are responsible for ensuring that the design and construction of chemical and hydrocarbon storages conforms to the required Australian Standards.</li> <li>All employees and contractors are responsible for ensuring spillage risks are minimised through Take 5s and JSEAs and all spillages are contained and cleaned up.</li> <li>Supervisors are responsible for maintaining spill kits.</li> <li>The Safety Advisor is responsible for maintaining the site chemical register (Chemwatch).</li> <li>The Safety Advisor, in consultation with the Safety and Sustainability Department is responsible for providing advice on spill prevention and clean-up methods.</li> <li>Monitoring frequency conducted by BC</li> <li>SHEQ Audit Annually</li> </ul>
<b>Performance Criteria</b>	<ul style="list-style-type: none"> <li>Nil externally reportable hydrocarbon or chemical spills.</li> <li>Nil serious environmental incidents (moderate or above).</li> <li>Nil contaminated surface water discharge.</li> </ul>



### 8.8.1. Chemical/Hydrocarbon Storage and Handling

<b>Monitoring Frequency</b>	<ul style="list-style-type: none"> <li>Monthly environmental inspection – Environmental/Post-rainfall inspection form (HDAL-SHEQ-22-F02).</li> </ul>
<b>Audit Frequency</b>	<ul style="list-style-type: none"> <li>Internal</li> <li>External</li> </ul> <p>Refer to HDAL-SHEQ-08-PR01 Audit Procedure</p>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>Any hydrocarbon or chemical spillage must be reported and recorded using the Incident Reporting and Investigation Procedure (HDAL-SHEQ-17-PR01).</li> </ul>
<b>Corrective Actions</b>	<ul style="list-style-type: none"> <li>All corrective actions shall be managed through Noggin (for actions relating to hazards or incidents).</li> </ul>

### 8.8.2. Waste

#### Performance Objective(s)

##### Avoidance and Minimisation

- Baseline data to measure performance – waste generation and management
- Investigate options to avoid and minimize generation of waste streams
- Reduce Greenhouse gas emissions
- Reduce Pollution

##### Management, treatment, disposal, and transportation

- Prevent the contamination of soil and water.
- Minimise waste production and dispose of waste appropriately.
- Minimise effects on flora, fauna and the surrounding environment.
- Minimise visual impacts.
- Maximise the efficiency of resource use.
- Implement and maintain the principles of waste management hierarchy.
- Develop and implement handling and storage procedures for controlled and uncontrolled wastes to comply with the following legislation:
  - Environmental Protection Act 1994.
  - Environmental Protection Regulation 2019.
  - Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995.
  - Waste Reduction and Recycling Act 2011
  - Queensland Waste and Resource Productivity Strategy 2014-2024
  - Environmental Protection Regulation 2019
  - Local Government Act 2009
  - The Local Government Regulation 2012

#### Management Strategy

##### The performance objectives shall be achieved by the following:

- All wastes on site shall be managed in accordance with legislative requirements and the principles of waste management hierarchy (waste avoidance, reduction, reuse, recycle and energy recovery from waste and waste disposal).
- A waste contractor has been engaged by the business to manage waste collection, identify alternative options for waste and provide monthly reporting.
- An inventory of all wastes generated by the Business Centre, together with planned controlled and disposal measures, shall be documented.
- A review of wastes generated on site and disposal methods shall be undertaken annually to ensure the waste management hierarchy is being implemented wherever practicable.
- Waste streams (general waste, recycling and regulated) shall be segregated into respective collection bins dependent on disposal, treatment and recycling options and reusable/recyclable waste (timber, cardboard, plastics, steel, scrap materials) shall be salvaged wherever possible.
- All regulated wastes shall be disposed of from site in accordance with the relevant Acts and Regulations.
- Regulated waste storage areas are to be suitably designed to adequately contain any spills or leaks.
- Ozone depleting substances and synthetic greenhouse gases shall be used in accordance with Australian Standards and the HDAL Refrigerant Gas Management Procedure (HDAL-SHEQ-04-PR02).
- All waste lubricants and hydraulic fluids shall be recovered and stored in waste oil tanks for recycling/disposal offsite by a licensed and approved waste contractor in accordance with legislative requirements.
- Oil filters, hydraulic hoses, contaminated rags and absorbent materials shall be stored in bins for removal from site by a licensed contractor.

### 8.8.2. Waste

	<ul style="list-style-type: none"> <li>Suitable waste receptacles shall be available on site for the segregation and storage of wastes. All receptacles shall be suitably labelled.</li> <li>Used tyres shall be disposed of offsite by a licensed contractor.</li> <li>Hydrocarbon contaminated soil shall be excavated and disposed of offsite by a licensed contractor as contaminated waste.</li> <li>All sewage shall be directed to the onsite Sewerage Treatment Plant (STP), with all treated effluent being pumped and removed offsite by a licenced contractor where.</li> </ul>
<b>Tasks and Responsibilities</b>	<ul style="list-style-type: none"> <li>All employees and contractors are responsible for ensuring their waste is correctly segregated, stored and disposed of.</li> <li>Supervisors are responsible for ensuring their employees are adhering to this management strategy.</li> <li>The Area Manager is responsible for ensuring all regulated waste is collected in accordance with Environment Protection Regulation 2019.</li> <li>The Safety Advisor/Area Manager/Safety and Sustainability Department/Facilities Management are responsible for reviewing waste data and advising on any improvement initiatives.</li> </ul>
<b>Performance Criteria</b>	<ul style="list-style-type: none"> <li>All Waste Transport Certificates filled out and signed accurately, with copies stored on file for at least 5 years.</li> <li>Quantity of general and recyclable wastes disposed of.</li> <li>1% reduction in waste to landfill from previous financial year.</li> </ul>
<b>Monitoring Frequency</b>	<ul style="list-style-type: none"> <li>Monthly review and recording of waste products removed from site.</li> <li>Annual review of waste generation and disposal methods to identify any areas for improvement utilising the waste management hierarchy.</li> </ul>
<b>Audit Frequency</b>	<ul style="list-style-type: none"> <li>Internal</li> <li>External</li> </ul> <p>Refer to HDAL-SHEQ-08-PR01 Audit Procedure</p>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>Waste Transport Certificates filled out and signed accurately, with copies stored on file for at least 5 years.</li> <li>Monthly report of waste volumes and costs associated with the offsite disposal of waste streams.</li> <li>Any waste incidents including cross-contamination must be reported and recorded as per the Incident Reporting and Investigation Procedure (HDAL-SHEQ-17-PR01).</li> </ul>
<b>Corrective Actions</b>	<ul style="list-style-type: none"> <li>All corrective actions shall be managed through Noggin (for actions relating to hazards or incidents).</li> </ul>

### 8.8.3. Water

#### Performance Objective(s)

- Ensure surface and groundwater quality is not degraded as a result of contaminated runoff from active areas of the Business Centre.
- Minimise water consumption where possible and maximise the use of recycled water.
- Prevent sediment and nutrient release offsite and adverse impacts on water quality.
- Minimise erosion and control sedimentation to the surrounding environment.
- Comply with the requirements of:
  - Environmental Protection Act 1994.
  - Environment Protection (Water and Wetland Biodiversity) Policy 2019.
  - Waste Water Treatment System Operations and Maintenance Manual.
  - Stormwater 360 system specifications for service and maintenance.
  - The Trade Waste Approval for the Wastewater Treatment Plant issued by Rockhampton Regional Council.
  - The Trade Waste Approval for the Grease Trap issued by Rockhampton Regional Council.
  - The Trade Waste Approval for the Cooling Tower System issued by Rockhampton Regional Council.
  - The approval for the Sewage Treatment Plant Rockhampton Regional Council or Government Authority – QLD DES
  - The Rockhampton Regional Council requirements for backflow prevention testing

#### Management Strategy

- The performance objectives shall be achieved by the following:
- Where practicable, clean storm water shall be diverted away from potentially contaminated areas.
- Vehicle and equipment wash down facilities are provided to enable control of wash down water and prevent contaminated material from being transported from site.
- A Waste Water Treatment Plant (WWTP) is installed on site to capture, treat and recycle waste water generated from the wash down bay.
- The WWTP service and water quality sampling is conducted on a monthly basis.
- Treated waste water shall be recycled and reused in the wash bay. No waste water shall be discharged offsite.
- All hardstand drains/pits are fitted with “EnviroPods”, drain warden style bag filters.
- All erosion control structures and first flush systems in operation shall be maintained to ensure maximum efficiency.
- Sewage will be directed to the sewage treatment plant.
- Utilise recycled water for wash bay operations from the WWTP where possible.
- Where practicable, water harvested from the rooftops shall be reused for other Business Centre activities.
- All stormwater drains shall be clearly marked to ensure no contaminated water enters the drains.
- Waterways will be kept clean of contaminants. They will not be excavated or filled.
- All gutters, drains and down pipes will be used only for the conveyance of storm water and will be kept in good order and free from matter likely to prevent the free passage of storm water.
- Water will not be extracted from any waterways or bores without a permit.
- All relevant stormwater drain protection devices, erosion control structures and water treatment systems shall be maintained to ensure maximum efficiency.
- All hazardous substances shall be stored in compliant bunded areas.

### 8.8.3. Water

	<ul style="list-style-type: none"> <li>Backflow devices are installed where required and maintained by a licenced person. These devices are maintained/inspected on an annual basis. Devices are not to be removed or tampered with unless authorised by the council.</li> <li>All hazardous substances shall be stored in compliant bunded areas.</li> <li>Significant hydrocarbon, chemical, sewage or treated effluent spills shall be managed as per HDAL-SHEQ-20-PLN21 Emergency Response Plan – Rockhampton Business Centres.</li> <li>Minimise water consumption where possible.</li> <li>Adhere to water restrictions as required.</li> </ul>
<b>Tasks and Responsibilities</b>	<ul style="list-style-type: none"> <li>The Onsite Facilities Coordinator is responsible for ensuring all storm water drains and erosion control structures are inspected monthly or immediately following rainfall events of over 25mm in 24 hours.</li> <li>Supervisors are responsible for operating and maintaining the wash down facility and water treatment infrastructure at the workshop.</li> <li>Area Manager and Safety Advisor are responsible for maintaining the trade waste flow devices and test for accuracy every 12 months.</li> <li>Area Manager is responsible for inspecting water control devices and liaising with the Safety Advisor on potential issues.</li> <li>Facilities Maintenance is responsible for engaging a contractor to service and take water samples from the wastewater treatment system on a monthly basis.</li> <li>Facilities Maintenance is responsible for collecting any required water samples and organising analysis.</li> <li>The Safety Advisor is responsible for reviewing the water results and providing advice on improving water quality.</li> </ul>
<b>Performance Criteria</b>	<ul style="list-style-type: none"> <li>Nil discharge of non-compliant water from the water treatment plant.</li> <li>Nil discharge of contaminated storm water from the Business Centre.</li> <li>Nil discharge of contaminated stormwater from the wash down bays.</li> <li>No unplanned discharge of pit water from the wash bay.</li> <li>No externally reportable water incidents.</li> <li>1% reduction in municipal water usage from previous financial year.</li> </ul>
<b>Monitoring Frequency</b>	<ul style="list-style-type: none"> <li>Monthly water quality monitoring of water treatment facility.</li> <li>Minimum monthly inspections of water management structures and equipment.</li> <li>At least monthly monitoring of any water discharges.</li> </ul>
<b>Audit Frequency</b>	<ul style="list-style-type: none"> <li>Internal</li> <li>External</li> </ul> <p>Refer to HDAL-SHEQ-08-PR01 Audit Procedure</p>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>Recording and reporting to the Safety and Sustainability Department on any water related incidents and monitoring on a monthly basis.</li> <li>Any water related incidents must be reported and recorded as per the Incident Reporting and Investigation Procedure (HDAL-SHEQ-17-PR01).</li> <li>Testing undertaken onsite via Eco Scope Lab</li> <li>Council presents to site and takes samples to charge accordingly</li> </ul>
<b>Corrective Actions</b>	<ul style="list-style-type: none"> <li>All corrective actions shall be managed through Noggin (for actions relating to hazards or incidents).</li> </ul>

#### 8.8.4. Flora and Fauna

<b>Performance Objective(s)</b>	<ul style="list-style-type: none"> <li>Minimise the disturbance of flora and fauna in the area occupied by HDAL.</li> <li>Control vermin, feral animal and noxious weed occurrences.</li> <li>No introduction of 'declared' pests (plant and animal).</li> </ul>
<b>Management Strategy</b>	<p>The performance objectives shall be achieved by the following:</p> <ul style="list-style-type: none"> <li>No virgin land clearance to take place without prior approval from the Rockhampton Regional Council or Gladstone Regional Council.</li> <li>Identification of 'declared' pests is to be reported to the Supervisor immediately and to the Safety and Sustainability Department within 24 hours of discovery.</li> <li>The relevant regulator will be notified upon identification of declared or pest species.</li> <li>Clearance of areas of native vegetation shall be minimised where practicable.</li> <li>A clean and rubbish free environment is to be maintained to discourage scavenging native and pest fauna.</li> <li>No flora or fauna shall be harmed or removed from site without the approval of the Rockhampton Regional Council or Gladstone Regional Council.</li> <li>No vegetation at the Business Centre will intrude onto an outside premises.</li> <li>No land, flora or fauna outside of the Business Centre will be interfered with.</li> <li>All injured or dead animals shall be reported within 24 hours to the Safety Advisor.</li> <li>Machinery shall be inspected and cleaned prior to entering site to ensure free of potentially contaminated materials.</li> <li>All machinery shall be cleaned on a regular basis, particularly any machinery which operates in areas of known weed infestation and/or contaminated soil areas.</li> <li>No fires shall be lit at any HDAL site.</li> <li>Hunting is strictly prohibited at all HDAL sites.</li> <li>Pets shall not be brought to or kept at the Business Centre or any HDAL site.</li> <li>The Area Manager can authorise eradication of vermin with prior notification and permission from the potentially affected community members and the Rockhampton Regional Council or Gladstone Regional Council, if required.</li> </ul>
<b>Tasks and Responsibilities</b>	<ul style="list-style-type: none"> <li>The Area Manager is responsible for ensuring that all employees and contractors are aware of their responsibilities to conserve native flora and fauna of the area.</li> <li>Supervisors are responsible for ensuring that all employees and contractors are aware of their responsibilities to report any declared or pest species, dead or injured animals.</li> <li>All employees are responsible for notifying their supervisor if they become aware of declared/pest species, injured or dead animals and must follow the management strategies.</li> <li>The Safety Advisor/Safety and Sustainability Department is responsible for providing advice on flora and fauna issues and consideration given to rehabilitation programs and compliance.</li> </ul>
<b>Performance Criteria</b>	<ul style="list-style-type: none"> <li>No unnecessary disturbance of flora and fauna.</li> <li>No unauthorised vegetation clearing.</li> <li>No externally reportable Flora and Fauna incidents.</li> <li>No introduction of 'declared' pests (plant and animal).</li> </ul>
<b>Monitoring Frequency</b>	<ul style="list-style-type: none"> <li>Event based.</li> </ul>
<b>Audit Frequency</b>	<ul style="list-style-type: none"> <li>Internal</li> <li>External</li> </ul> <p>Refer to HDAL-SHEQ-08-PR01 Audit Procedure</p>

#### 8.8.4. Flora and Fauna

<b>Reporting</b>	<ul style="list-style-type: none"><li>Any significant incidents involving flora or fauna shall be investigated as per the Incident Reporting and Investigation Procedure (HDAL-SHEQ-17-PR01).</li><li>The regulator will be notified, if required, upon the identification of declared or pest species.</li></ul>
<b>Corrective Actions</b>	<ul style="list-style-type: none"><li>All corrective actions shall be managed through Noggin (for actions relating to hazards or incidents).</li></ul>



### 8.8.5. Ambient Dust

<b>Performance Objective(s)</b>	<ul style="list-style-type: none"> <li>Minimise dust impacts to the atmosphere.</li> <li>Minimise dust impacts on adjacent residents and community.</li> <li>Mitigate risk of dust nuisance complaint from community and landowners.</li> <li>Prevent discharge of unlawful or excessive air contaminants to the atmosphere.</li> <li>Prevent causing environmental nuisance to sensitive receptors.</li> <li>Take all reasonable and practicable measures to prevent or minimise the generation of dust.</li> </ul>
<b>Management Strategy</b>	<p>The performance objectives shall be achieved by the following:</p> <ul style="list-style-type: none"> <li>Disturbed surfaces shall be watered using water trucks or other methods to suppress dust during dry periods.</li> <li>Vehicle routes shall be clearly marked and designated.</li> <li>The speed of vehicles travelling on unsealed surfaces shall be restricted and comply with HDAL-SHEQ-12-PLN16 Traffic Management Plan – Rockhampton, Port Curtis Business Centre and HDAL-SHEQ-12-PLN14 Traffic Management Plan – Gladstone.</li> <li>Areas of exposed soil (land disturbance) shall be restricted to a practicable minimum.</li> <li>All equipment shall be properly maintained and fitted with exhaust controls as per manufacturer's specifications.</li> <li>No land clearing shall take place without the prior approval of Rockhampton Regional Council or Gladstone Regional Council.</li> <li>All spray painting activities shall be undertaken in accordance with the relevant HDAL procedures.</li> </ul>
<b>Tasks and Responsibilities</b>	<ul style="list-style-type: none"> <li>Supervisors are responsible for ensuring dust control measures are in place and effective.</li> <li>Supervisors are responsible for ensuring all vehicles are maintained and operated as per specific machine procedure.</li> <li>The Area Manager and Safety Advisor are responsible for liaising with neighbouring facilities for any issues.</li> <li>All employees and contractors are responsible for notifying their supervisor and the Safety Advisor if they become aware of a dust complaint from the community.</li> <li>Trained spray painters are responsible for the Paint Shop and are to complete daily, weekly, quarterly and annual checklists.</li> </ul>
<b>Performance Criteria</b>	<ul style="list-style-type: none"> <li>Minimal generation of visible dust from Business Centre activities.</li> <li>No complaints as a result of dust from the Business Centre.</li> <li>No externally reportable incidents relating to dust.</li> </ul>
<b>Monitoring Frequency</b>	<ul style="list-style-type: none"> <li>Monitoring conducted by the Safety Advisor in conjunction with the Safety and Sustainability Department as result of an incident/hazard or complaint.</li> <li>A dust monitoring program should be implemented if a complaint is received and monitoring is required.</li> <li>Monthly Environmental / Post Rainfall Inspection.</li> <li>Daily, weekly, quarterly and annual Paint Shop inspections.</li> </ul>
<b>Audit Frequency</b>	<ul style="list-style-type: none"> <li>Internal</li> <li>External</li> </ul> <p>Refer to HDAL-SHEQ-08-PR01 Audit Procedure</p>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>Any incidents or complaints relating to dust issues shall be reported to the Safety Advisor/Safety and Sustainability Department and investigated as per the Incident Reporting and Investigation Procedure (HDAL-SHEQ-17-PR01).</li> </ul>
<b>Corrective Actions</b>	<ul style="list-style-type: none"> <li>All corrective actions shall be managed through Noggin (for actions relating to hazards or incidents).</li> </ul>



### 8.8.6. Greenhouse Gas

<b>Performance Objective(s)</b>	<ul style="list-style-type: none"> <li>Regularly tracking and reporting of GHG emissions, energy consumption and production in accordance with National Greenhouse and Energy Reporting Act 2007.</li> <li>Minimise the release of greenhouse gases to as low as reasonably practical (ALARP).</li> <li>Minimise the impact of ozone depleting substances and synthetic greenhouse gases on the environment.</li> </ul>
<b>Management Strategy</b>	<p>The performance objectives will be achieved by the following:</p> <ul style="list-style-type: none"> <li>Scheduling and operation of plant and equipment shall be undertaken to maximise equipment efficiency.</li> <li>All plant and equipment shall be maintained to ensure that maximum operating efficiency can be attained.</li> <li>Machinery is fitted with appropriate exhaust systems and devices.</li> <li>Machinery, vehicles and plant are not left in operation for continuous periods of time when unattended/not in use or deemed unnecessary.</li> <li>Ensuring lights, air conditioner systems and electrical appliances are turned off wherever possible upon completion of each shift.</li> <li>Energy usage shall be reviewed to identify opportunities to reduce energy usage and associated greenhouse gas emissions.</li> <li>Energy saving initiatives shall be investigated by the Safety and Sustainability Department to reduce energy consumption and indirectly reduce GHG emissions.</li> <li>When purchasing energy intensive equipment (e.g. pumps, lighting, HVAC) an energy efficient solution should be investigated and installed where feasible.</li> <li>Manage and record refrigerant gas usage throughout site in accordance with the HDAL Refrigerant Gas Management Procedure (HDAL-SHEQ-04-PR02).</li> </ul>
<b>Tasks and Responsibilities</b>	<ul style="list-style-type: none"> <li>Supervisors are responsible for ensuring that all plant and equipment are effectively maintained.</li> <li>The Area Manager and Safety and Sustainability Department are responsible for analysing energy usage and greenhouse emission reduction opportunities.</li> <li>The Safety and Sustainability Department will undertake the NGER Reporting, if required.</li> <li>The Service Manager is responsible for the data collection for the Business Centre's Refrigerant Trading Authority licence.</li> <li>The Safety Advisor is responsible for undertaking a validation inspection of Refrigerant Trading Authorisation records quarterly.</li> <li>The Safety and Sustainability Department is responsible for renewal of Refrigerant Trading Authority licence and is the single point of contact for liaising with the ARC.</li> </ul>
<b>Performance Criteria</b>	<ul style="list-style-type: none"> <li>1% annual reduction in GHG emissions from previous financial year (Tonnes GHG equivalent emissions).</li> </ul>
<b>Monitoring Frequency</b>	<ul style="list-style-type: none"> <li>Monthly review of energy consumed, to be undertaken by the Safety and Sustainability Department.</li> </ul>
<b>Audit Frequency</b>	<ul style="list-style-type: none"> <li>Internal</li> <li>External</li> </ul> <p>Refer to HDAL-SHEQ-08-PR01 Audit Procedure</p>

<b>Reporting</b>	<ul style="list-style-type: none"><li>• Monthly recording of energy usage and man hours worked.</li><li>• Annual reporting of GHG emissions to the Clean Energy Regulator if reporting thresholds are triggered.</li><li>• Quarterly reporting of Refrigerant Gas by the Service Manager/designated person as per HDAL Refrigerant Gas Management Procedure HDAL-SHEQ-04-PR02.</li></ul>
<b>Corrective Actions</b>	<ul style="list-style-type: none"><li>• All corrective actions shall be managed through Noggin (for actions relating to hazards or incidents).</li></ul>

### 8.8.7. Lighting

<b>Performance Objective(s)</b>	<ul style="list-style-type: none"> <li>Minimise the impact of Business Centre lighting to sensitive receptors.</li> <li>Reduce energy consumption.</li> <li>Increase energy efficiency.</li> <li>Comply with AS 4282-2019 Control of the obtrusive effects of outdoor lighting.</li> </ul>
<b>Management Strategy</b>	<p>The performance objectives shall be achieved by the following:</p> <ul style="list-style-type: none"> <li>Lighting shall be restricted to operational areas of the Business Centre.</li> <li>All lighting except mandatory security lighting shall be switched off during the day and during periods when the Business Centre is non-operational.</li> <li>Lighting on elevated structures shall be aimed downwards where practicable away from directions that may impact on sensitive receptors/neighbours.</li> <li>Lighting shall be reviewed periodically to ensure only areas that require permanent lighting are illuminated.</li> <li>Areas that require lighting but only sporadically (i.e. during shift change, refuelling activities etc.) shall investigate the use of lighting control devices such as light sensors or occupancy sensors.</li> <li>Lighting on elevated structures shall be aimed downwards at 90 degrees, perpendicular to the surface, minimising impacts on sensitive receptors/neighbours.</li> <li>Light shields should be used where required to direct illumination to the source requiring lighting and avoid obtuse lighting impacts.</li> </ul>
<b>Tasks and Responsibilities</b>	<ul style="list-style-type: none"> <li>The Area Manager is responsible for placement of permanent lighting.</li> <li>Supervisors are responsible for placement of temporary lighting.</li> <li>All employees and contractors are responsible for notifying their supervisor and the Safety Advisor and Onsite Facilities Coordinator if they become aware of a lighting complaint from the community.</li> </ul>
<b>Performance Indicators</b>	<ul style="list-style-type: none"> <li>Nil complaints from neighbouring properties.</li> <li>No externally reportable lighting incidents.</li> </ul>
<b>Monitoring Frequency</b>	<ul style="list-style-type: none"> <li>Ongoing monitoring of the placement of lighting to ensure no impacts to external stakeholders.</li> </ul>
<b>Audit Frequency</b>	<ul style="list-style-type: none"> <li>Internal</li> <li>External</li> </ul> <p>Refer to HDAL-SHEQ-08-PR01 Audit Procedure</p>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>Any incident and/or complaints relating to lighting shall be reported to the Area Manager/Safety Advisor/Safety and Sustainability Department and investigated as per HDAL Incident Reporting and Investigation Procedure (HDAL-SHEQ-17-PR01).</li> </ul>
<b>Corrective Actions</b>	<ul style="list-style-type: none"> <li>All corrective actions shall be managed through Noggin (for actions relating to hazards or incidents).</li> </ul>

### 8.8.8. Community and Indigenous Relations

<b>Performance Objective(s)</b>	<ul style="list-style-type: none"> <li>Maintain effective relationships and communication with adjacent landholders and other identified community members or groups.</li> </ul>
<b>Management Strategy</b>	<p>The performance objectives shall be achieved by the following:</p> <ul style="list-style-type: none"> <li>There shall be no unauthorised access to neighbouring properties.</li> <li>All damage to roads, fences and other infrastructure as a result of the Business Centre's operations shall be repaired appropriately.</li> <li>Participate within the community by supporting relevant community events.</li> <li>Where possible, hold meetings to address neighbouring community concerns and update on changes to the Business Centre.</li> </ul>
<b>Tasks and Responsibilities</b>	<ul style="list-style-type: none"> <li>All employees and contractors are responsible for notifying their supervisor and the Safety Advisor if they become aware of a community complaint.</li> <li>The Area Manager is responsible for liaising with community members and committees for determining support for community events.</li> <li>The Safety and Sustainability Department in conjunction with the Area Manager is responsible for liaising with neighbours and the community on any issues.</li> <li>The Area Manager shall ensure that all community complaints are recorded as incidents in Noggin and appropriate actions are implemented to address the associated impacts to the community member(s).</li> </ul>
<b>Performance Indicators</b>	<ul style="list-style-type: none"> <li>Nil complaints from adjacent landholders or other community members.</li> <li>Selected support of community events.</li> </ul>
<b>Monitoring Frequency</b>	<ul style="list-style-type: none"> <li>Ongoing.</li> <li>Monitored based on need/requirement from issues being raised.</li> </ul>
<b>Audit Frequency</b>	<ul style="list-style-type: none"> <li>Internal</li> <li>External</li> </ul> <p>Refer to HDAL-SHEQ-08-PR01 Audit Procedure</p>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>Complaints shall be recorded as an incident in Noggin and managed as per HDAL Incident Reporting and Investigation Procedure (HDAL-SHEQ-17-PR01).</li> </ul>
<b>Corrective Actions</b>	<ul style="list-style-type: none"> <li>All corrective actions shall be managed through Noggin (for actions relating to hazards or incidents).</li> </ul>

### 8.8.9. Noise and Vibration

<b>Performance Objective(s)</b>	<ul style="list-style-type: none"> <li>Prevent causing unreasonable noise to sensitive receivers and the community.</li> <li>Ensure no noise pollution is caused by power tools, equipment, machinery and deliveries</li> <li>Comply with the requirements of: <ul style="list-style-type: none"> <li>Environmental Protection Act 1994</li> <li>Environmental Protection Regulation 2019</li> <li>Environment Protection (Noise) Policy 2019.</li> <li>Rockhampton Regional Council's Noise Guidelines.</li> <li>Gladstone Regional Council's Noise Guidelines.</li> </ul> </li> </ul>
<b>Management Strategy</b>	<p>The performance objectives shall be achieved by the following:</p> <ul style="list-style-type: none"> <li>Ensure hours of working with power tools and machinery at the facility are only between those specified in the Rockhampton and Gladstone Regional Council Noise Nuisance Guidelines.</li> <li>All equipment shall be fitted with appropriate mufflers.</li> <li>All equipment shall be maintained effectively to ensure noise emissions are minimised.</li> <li>All equipment shall be switched off when unattended, not in use or deemed unnecessary.</li> <li>Where a pre-task risk assessment identifies noise that could be of significant potential impact to the surrounding community, the affected parties should be consulted prior to the activity occurring and additional controls identified.</li> </ul>
<b>Tasks and Responsibilities</b>	<ul style="list-style-type: none"> <li>All employees and contractors are responsible for notifying their supervisor and the Safety Advisor if they become aware of a noise complaint.</li> <li>Supervisors are responsible for ensuring that all equipment is maintained and mufflers are operating efficiently.</li> <li>The Area Manager/Safety Advisor in consultation with the Safety and Sustainability Department is responsible for addressing any noise related complaints or concerns for neighbouring residents.</li> </ul>
<b>Performance Indicators</b>	<ul style="list-style-type: none"> <li>Nil complaints relating to noise emissions.</li> <li>No externally reportable noise incidents.</li> </ul>
<b>Monitoring Frequency</b>	<ul style="list-style-type: none"> <li>Noise monitoring shall be on a regular basis.</li> </ul>
<b>Audit Frequency</b>	<ul style="list-style-type: none"> <li>Internal</li> <li>External</li> </ul> <p>Refer to HDAL-SHEQ-08-PR01 Audit Procedure</p>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>Noise survey reports shall be maintained in the site files.</li> <li>Complaints shall be recorded as an incident in Noggin and managed as per the Incident Reporting and Investigation Procedure (HDAL-SHEQ-17-PR01).</li> </ul>
<b>Corrective Actions</b>	<ul style="list-style-type: none"> <li>All corrective actions shall be managed through Noggin (for actions relating to hazards or incidents).</li> </ul>

### 8.8.10.Asbestos

<b>Performance Objective(s)</b>	<ul style="list-style-type: none"> <li>Manage the identification and removal of any potential Asbestos areas.</li> <li>Ensure that asbestos does not have any impact on human health or the greater environment.</li> </ul>
<b>Management Strategy</b>	<p>The performance objectives will be achieved by the following:</p> <ul style="list-style-type: none"> <li>Any work on asbestos containing material will be managed through the HDAL procedure Site Hazards - Asbestos and Fibre Related Hazards (HDAL-FAC-12-PR01).</li> <li>The Asbestos Register lists all identified Asbestos on site and can be found under the HDAL procedure Site Hazards - Asbestos and Fibre Related Hazards (HDAL-FAC-12-PR01).</li> <li>Any construction works carried out on site shall be surveyed for areas of potential asbestos prior to commencement of works.</li> <li>Employees and contractors shall be educated on identifying asbestos and to stop work and notify Supervisor if found.</li> <li>Suitably licensed asbestos removal contractors shall be engaged to remove and dispose of asbestos materials.</li> </ul>
<b>Tasks and Responsibilities</b>	<ul style="list-style-type: none"> <li>All employees and contractors are responsible for notifying their supervisor if they become aware of any asbestos.</li> <li>The Area Manager is responsible for ensuring areas of construction are adequately surveyed for asbestos.</li> <li>The Safety Advisor and Onsite Facilities Coordinator is responsible for coordinating surveys and removal of asbestos.</li> <li>The Safety Advisor is responsible for maintaining the asbestos register.</li> </ul>
<b>Performance Indicators</b>	<ul style="list-style-type: none"> <li>Nil incidents involving asbestos material.</li> </ul>
<b>Monitoring Frequency</b>	<ul style="list-style-type: none"> <li>Quarterly inspection of areas of known asbestos.</li> <li>A 5 yearly review of the site will be carried out by a licensed contractor.</li> <li>Asbestos register updated every 5 years or following the removal of asbestos.</li> <li>Additional inspections when required.</li> </ul>
<b>Audit Frequency</b>	<ul style="list-style-type: none"> <li>Internal</li> <li>External</li> </ul> <p>Refer to HDAL-SHEQ-08-PR01 Audit Procedure</p>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>Incidents shall be investigated as per the Incident Reporting and Investigation Procedure (HDAL-SHEQ-17-PR01) and utilising the HDAL Asbestos Incident Flowchart in the procedure Site Hazards - Asbestos and Fibre Related Hazards (HDAL-FAC-12-PR01).</li> </ul>
<b>Corrective Actions</b>	<ul style="list-style-type: none"> <li>All corrective actions shall be managed through Noggin (for actions relating to hazards or incidents).</li> </ul>

## 8.9. Governance and Corrective Actions

### 8.9.1. Monitoring and Measurement

HDAL is responsible for undertaking all environmental monitoring required by licensing conditions and applicable legislation as identified in Section 8.4 of this EMP.

### 8.9.2. Control of Records

HDAL operates a document management system in line with the requirements of ISO 9001 Quality Management Systems - Requirements. This system will be used as the document control system for the EMS. The business maintains a document control standard as outlined in HDAL-BMS-05-STD01 Document and Data Standard.

Records relevant to incidents, statutory approvals and this EMP will be retained for a minimum of 7 years; the records shall be kept in a condition that ensures they remain legible, readily retrievable and protected against damage. Safety Advisors are responsible for ensuring all relevant documentation contained is reviewed and kept up to date. All documents are contained electronically in the network server and the electronic document management system.

### 8.9.3. Inspections and Audits

#### 8.9.3.1. Site Inspections

Site inspections are undertaken on a monthly basis and following a rainfall event over 25mm in any 24 hour period by the Safety Advisor using the Environmental / Post Rainfall Inspection Form (HDAL-SHEQ-22-F02). The completed inspection forms should be uploaded to Noggin and any actions also captured to manage any identified risks or hazards.

#### 8.9.3.2. Internal Audits

The HDAL Risk and Compliance Team undertakes an internal audit on an annual basis to measure compliance with site licensing, standards, applicable legislation and this EMP. The Audit Procedure (HDAL-SHEQ-08-PR01) provides details around the internal audit process.

#### 8.9.3.3. External audits

SAI Global surveillance audits are undertaken annually to ensure ongoing maintenance of the ISO14001 EMS standard. These audits are carried out at selected Business Centres annually and recertification audits occur 3 yearly.

All outcomes and actions resulting from the monthly inspections, internal and external audits shall be recorded in Noggin for actioning.

### 8.9.4. Non Conformity, Corrective Action and Preventative Action

All non-conformances identified at the Business Centre shall be recorded in Noggin with appropriate actions recorded to address the identified issue. The Area Manager and Safety Advisor will be responsible for ensuring that corrective and preventive measures are implemented and completed.

## 8.10. Management review

The Area Manager, in association with the Safety Advisor and Safety and Sustainability Department will conduct an annual review of the environmental management of activities at the Rockhampton Area Business Centres. The review process will include:



- Audit and inspection findings;
- Incidents and associated corrective and preventative actions;
- Performance against BPIs, objectives and targets;
- Documentation for relevant current and future site activities; and
- Opportunities for improvement;

The objective of the review is to ensure continuous improvement and the suitability and effectiveness of the EMP in achieving the stated objectives. Any outcomes or actions as a result of this review shall be recorded in Noggin to be promptly actioned.



## 9. DOCUMENT HISTORY

### 9.1. Document information

Current Version	5.0
First Released	11/08/2014
Last Updated	10/12/2021
Effective By	10/01/2022
Review Frequency	Annually
Review Before	10/12/2022
Document Authoriser	Area Manager – Central Queensland
Functional Owner	Executive General Manager – Safety & Operations

### 9.2. Document amendment history

Version	Date	Section(s) Amended	Summary of Amendment
1.0	11/08/2014	Creation of EMP	
2.0	20/04/2016	Whole of document	Review of Objectives and Targets. Reference to HDAL Documents. Amendment to responsibilities. Amendment to reporting and communications. Update to all Environmental Management Strategies. Inclusion of Trade Waste Permit No. 0410.1. Added specific detail to site.
3.0	14/05/2018	Whole of document	Comprehensive update, including but not limited to: Inclusion of new sections for Scope, Definitions, References, Associated Documents. Amendment to Responsibilities. Updated Business Performance Indicators. Updated document reference numbers; Update to all Environmental Management Strategies. Removal of all Appendices. Document number changed to align with HDAL-BMS-05-STD01 Document and Data Standard.

4.0	28/02/2020	1	Removed reference to 'Green tape reduction program 2012'.
		5, 14	Updated legislative references.
		6	Updated content.
		8.2.1	New section 'Significant Aspects'.
		10	Revised process.
		12	Revised BPIs in Table 1.
		14.1 – 14.9 (inclusive)	Included reference to OCA in Corrective Actions
		14.6	Amended Tasks and Responsibilities, Performance Criteria, Monitoring Frequency, Reporting and Corrective Actions.
		15.2	Retention period changed from 5 years to minimum of 7 years.
		Whole of document	Content transposed into current Plan template.
5.0	10/12/2021	Whole of document	Content transposed into new EMP Template – inclusive of Rockhampton and Gladstone Branch



Department of Environment and Science (DES)  
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400 George St Brisbane, Queensland 4000  
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**SEARCH RESPONSE**  
**ENVIRONMENTAL MANAGEMENT REGISTER (EMR)**  
**CONTAMINATED LAND REGISTER (CLR)**

Gideon Genade  
18 Neill Street  
FRENCHVILLE QLD 4701

Transaction ID: 50839151      EMR Site Id: 11741      16 February 2023  
Client Reference:  
Cheque Number:

This response relates to a search request received for the site:  
Lot: 3      Plan: LN1187

**EMR RESULT**

The above site IS included on the Environmental Management Register.

Lot: 3      Plan: LN1187  
Address: OLD GLADSTONE ROAD (PORT CURTIS RD)  
ROCKHAMPTON 4700

The site has been subject to the following Notifiable Activity or Hazardous Contaminant.

**PETROLEUM PRODUCT OR OIL STORAGE** - storing petroleum products or oil -

(a) in underground tanks with more than 200L capacity; or

(b) in above ground tanks with -

(i) for petroleum products or oil in class 3 in packaging groups 1 and 2 of the dangerous goods code - more than 2, 500L capacity; or

(ii) for petroleum products or oil in class 3 in packaging groups 3 of the dangerous goods code - more than 5, 000L capacity; or

(iii) for petroleum products that are combustible liquids in class C1 or C2 in Australian Standard AS1940, 'The storage and handling of flammable and combustible liquids' published by Standards Australia - more than 25, 000L capacity.

**ABRASIVE BLASTING** - carrying out abrasive blast cleaning (other than cleaning carried out in fully enclosed booths) or disposing of abrasive blasting material.

**CLR RESULT**

The above site is NOT included on the Contaminated Land Register.

**ADDITIONAL ADVICE**

All search responses include particulars of land listed in the EMR/CLR when the search was generated.

The EMR/CLR does NOT include:-

1. land which is contaminated land (or a complete list of contamination) if DES has not been notified
2. land on which a notifiable activity is being or has been undertaken (or a complete list of activities) if DES has not been notified

If you have any queries in relation to this search please email [emr.clr.registry@des.qld.gov.au](mailto:emr.clr.registry@des.qld.gov.au)

**Administering Authority**

## Rural zone code

**Table 6.7.4.3.1 — Development outcomes for assessable development and requirements for accepted development**

Performance outcomes		Acceptable outcomes				
Where involving a new building or expansion to an existing building						
Built form						
<b>PO1</b> Development does not adversely impact on the rural character of the locality, having regard to the scale and visibility of buildings.	<b>AO1.1</b> The height of buildings and structures does not exceed two (2) storeys and ten (10) metres above ground level, excluding silos, windmills and similar structures ancillary to rural uses.  Note—Building heights on the airport obstacle limitation surface map OM-2A prevail over building heights detailed in the zone codes.	<b>Alternative solution</b> The proposed building is 1 storey and approximately 10.5 metres. However, the built form is similar to the site's existing structures and will therefore not pose any threat to the rural character of the locality.				
Land use						
Aquaculture						
<b>PO2</b> Aquaculture that is low impact in nature is located and designed on sites of sufficient size and dimension, to minimise adverse impacts on the amenity, water quality and ecological values.	<b>AO2.1</b> Aquaculture activities using ponds or tanks that are less than or equal to ten (10) hectares in total water surface area are carried out in accordance with the Department of Agriculture, Fisheries and Forestry Code for accepted development requirements for material change of use that is aquaculture as updated from time to time.	<b>Not applicable</b> Development is for medium impact industry.				
Dwelling house or dwelling unit						
<b>PO3</b> Development does not compromise the continued operation of an intensive animal industry, extractive industry, or a similar potential use on neighbouring rural land.	<b>AO3.1</b> Development: (a) is set back a minimum of twenty (20) metres from all site boundaries; and (b) is separated from an existing or approved: (i) intensive animal industry by a minimum of 1,000 metres; and (ii) extractive industry operation as follows: <table><tr><th>Operation</th><th>Separation distance</th></tr><tr><td>Extractive industry operation involving blasting</td><td>1,000 metres</td></tr></table>	Operation	Separation distance	Extractive industry operation involving blasting	1,000 metres	<b>Not applicable</b> Development is for medium impact industry.
Operation	Separation distance					
Extractive industry operation involving blasting	1,000 metres					

Performance outcomes		Acceptable outcomes	
	A hard rock extractive industry	500 metres	
	A sand and gravel extractive industry	200 metres	
	A designated haul route	100 metres	
	<b>AND</b> <b>AO3.2</b> Where a secondary dwelling is proposed, that dwelling: (a) is contained within the same lot; and (b) is no more than eighty (80) square metres gross floor area.		
<b>P04</b> Dwellings have adequate access to services to ensure the safety and well-being of residents and the water supply is adequate for the current and future needs of the development.	<b>AO4.1</b> A dwelling (a) has a legal access to a constructed road; and (b) where within a water supply area has a legal connection to Council's reticulated water supply.  Editor's note—A constructed road can be sealed, graded or gravel.  Editor's note—Where development is located outside of the water supply area refer to the requirements under the Plumbing Code of Australia.		<b>Not applicable</b> Development is for medium impact industry.
<b>Caretaker's accommodation</b>			
<b>P05</b> The development does not compromise the productivity of the use.	<b>AO5.1</b> No more than one (1) caretaker's accommodation is established on the site.		<b>Not applicable</b> Proposal does not include the establishment of a caretaker's accommodation.
<b>P06</b> A caretaker's accommodation has adequate access to services to ensure the safety and well-being of residents and the water supply is adequate for the current and future needs of the development.	<b>AO6.1</b> A caretaker's accommodation: (a) has a legal access to a constructed road; and (b) where within a water supply area has a legal connection to Council's reticulated water supply.  Editor's note—A constructed road can be sealed, graded or gravel.  Editor's note—Where development is located outside of the water supply area refer to the requirements under the Plumbing Code of Australia.		<b>Not applicable</b> Proposal does not include the establishment of a caretaker's accommodation.
<b>Home based business</b>			
<b>P07</b> Development for a home based business is operated,	<b>AO7.1</b> The home based business has a maximum gross floor area of 100 square metres.		<b>Not applicable</b> Development is for medium impact industry.

Performance outcomes	Acceptable outcomes	
<p>designed and sited in a manner that:</p> <ul style="list-style-type: none"> <li>(a) is an appropriate scale and intensity;</li> <li>(b) is integrated with the primary use of the site for a dwelling house;</li> <li>(c) does not adversely affect the safety and private recreation needs of adjoining premises;</li> <li>(d) does not adversely affect the streetscape and street function; and</li> <li>(e) does not compromise the character and amenity of the surrounding area by way of noise, light, dust, fumes, vibration, odour or storage of potentially hazardous materials.</li> </ul>	<p><b>AND</b></p> <p><b>A07.2</b> The home based business is carried out within an existing building or structure.</p> <p>Note—This does not include the parking of vehicles.</p> <p><b>AND</b></p> <p><b>A07.3</b> Hours of operation are between the hours of 07:00 and 19:00 Monday to Saturday and 08:00 and 19:00 Sunday and public holidays (except for a bed and breakfast accommodation or home based child care).</p> <p><b>AND</b></p> <p><b>A07.4</b> The home based business involves a minimum of one (1) resident of the dwelling.</p> <p><b>AND</b></p> <p><b>A07.5</b> A maximum of one (1) worker, not residing in the dwelling house, is employed in the home based business.</p> <p><b>AND</b></p> <p><b>A07.6</b> The home based business contains visitor parking within the site.</p> <p><b>AND</b></p> <p><b>A07.7</b> The home based business where for bed and breakfast accommodation:</p> <ul style="list-style-type: none"> <li>(a) the combined total number of guests and permanent residents does not exceed twelve (12) persons at any one time; and</li> <li>(b) guests stay a maximum of fourteen (14) consecutive nights.</li> </ul>	

Performance outcomes	Acceptable outcomes	
	<p><b>AND</b></p> <p><b>A07.8</b> Goods or services for sale or hire are not displayed where they are visible from the street frontage or an adjoining residential premise.</p> <p><b>AND</b></p> <p><b>A07.9</b> No more than one (1) commercial vehicle is associated with the business and the vehicle does not exceed a gross vehicle mass of 4.5 tonnes tare weight unless associated with a home based business involving heavy vehicles.</p> <p>Editor's note—Refer to provisions under additional outcomes for home based business involving heavy vehicles.</p> <p><b>AND</b></p> <p><b>A07.10</b> The home based business does not generate traffic exceeding ten (10) vehicle trips per day and the trips are not by a vehicle exceeding a gross vehicle mass of 4.5 tonnes tare weight.</p> <p><b>AND</b></p> <p><b>A07.11</b> Noise levels do not exceed acoustic quality objectives under the <i>Environmental Protection (Noise) Policy 2008</i>, as updated from time to time.</p>	
<b>Additional outcomes for home based business involving heavy vehicles</b>		
<p><b>PO8</b> Development does not compromise the character and amenity of the surrounding area by way of noise, light, dust, fumes, vibration, odour or storage of potentially hazardous materials.</p>	<p><b>A08.1</b> A maximum of two (2) heavy vehicles and two (2) heavy trailers are stored on site at any one time.</p> <p><b>AND</b></p> <p><b>A08.2</b> Heavy vehicles and heavy trailers:</p>	<p><b>Not applicable</b> Development is for medium impact industry.</p>



Performance outcomes	Acceptable outcomes	
	<p>(a) each heavy vehicle or heavy trailer does not exceed a gross vehicle mass of more than 4.5 tonnes;</p> <p>(b) are not started or manoeuvred on site between the hours of 22:00 and 06:00, or left running unattended for any period up to five (5) minutes;</p> <p>(c) if used for the transport of cattle or waste disposal, are stored a minimum of 100 metres away from an adjoining dwelling; and</p> <p>(d) do not have a refrigeration unit running while on-site if within 100 metres of a sensitive land use on an adjoining lot.</p> <p><b>AND</b></p> <p><b>AO8.3</b> The business does not include the loading or unloading of vehicles or storage of goods.</p> <p><b>AND</b></p> <p><b>AO8.4</b> The site has direct access to a minor urban collector road or higher order road, but not to a state controlled road.</p> <p><b>AND</b></p> <p><b>AO8.5</b> Heavy vehicles are stored onsite and located a minimum distance of:</p> <p>(a) twenty (20) metres from the frontage; and</p> <p>(b) fifteen (15) metres from side and rear boundaries.</p> <p><b>AND</b></p> <p><b>AO8.6</b> Only minor maintenance is carried out on the property and does not involve major body work and mechanical repairs.</p>	
<b>Roadside stall</b>		
<b>PO9</b> A roadside stall:	<b>AO9.1</b>	<b>Not applicable</b>

Performance outcomes		Acceptable outcomes
<p>(a) does not impact on the amenity of adjoining land uses and the surrounding area;</p> <p>(b) does not adversely affect the safety and efficiency of the road network;</p> <p>(c) is ancillary to the farming use conducted on the same site; and</p> <p>(d) sells only fresh produce grown locally.</p>		<p>Any structure used for a roadside stall:</p> <p>(a) has a maximum floor area of twenty (20) square metres;</p> <p>(b) is located entirely within the property and not on the road reserve; and</p> <p>(c) is set back from any boundary adjoining residential premises a minimum of six (6) metres.</p> <p><b>AND</b></p> <p><b>AO9.2</b> Site access, car parking and storage areas:</p> <p>(a) are located entirely within the property and not on the road reserve; and</p> <p>(b) use the same driveway as the primary property access.</p> <p><b>AND</b></p> <p><b>AO9.3</b> The roadside stall is associated with a rural use conducted on the same site.</p>
<b>Rural workers' accommodation</b>		
<b>PO10</b> The amenity of the rural workers' accommodation is not adversely impacted upon and appropriately separated from intensive rural and industrial uses.	<b>AO10.1</b> On-site cabins or dwellings housing workers are sited no closer than 250 metres to intensive rural uses and industrial uses.	<b>Not applicable</b> Development is for medium impact industry.
<b>PO11</b> The rural workers' accommodation has adequate access to services to ensure the safety and well-being of occupants and the water supply is adequate for the current and future needs of the development.	<p><b>AO11.1</b> Rural workers' accommodation:</p> <p>(a) has a legal access to a constructed road; and</p> <p>(b) where within a water supply area has a legal connection to Council's reticulated water supply.</p> <p>Editor's note—A constructed road can be sealed, graded or gravel.</p> <p>Editor's note—Where development is located outside of the water supply area refer to the requirements under the Plumbing Code of Australia.</p>	<b>Not applicable</b> Development is for medium impact industry.
<b>Effects of development</b>		
<b>PO12</b> Outdoor lighting maintains the amenity of any adjoining	<b>AO12.1</b> Outdoor lighting is designed, installed and maintained in	<b>Not applicable</b> Development will retain existing outdoor lighting.

Performance outcomes	Acceptable outcomes	
residential zoned premises and does not adversely impact the safety of vehicles or pedestrians on the adjoining streets as a result of light emissions, either directly or by reflection.	accordance with the parameters and requirements of the Australian Standard AS 4282 — Control of the obtrusive effects of outdoor lighting, as updated from time to time.	
<b>Where in the Alton Downs precinct</b> Note—Where acceptable outcomes in this section vary from this code, the precinct based acceptable outcomes take precedence.		
<b>PO13</b> Residential uses are sufficiently separated from road frontages in order to protect the amenity of residents and to ensure the character of the area is maintained.	<b>AO13.1</b> A dwelling house is setback a minimum of six (6) metres from front boundaries.  Note—There is no specific setback to any other boundary.	<b>Not applicable</b> Subject site is not within the Alton Downs precinct.

**Table 6.7.4.3.2 — Development outcomes for assessable development**

Performance outcomes	Acceptable outcomes	
<b>General</b>		
<b>PO14</b> Development that does not involve rural uses: <ul style="list-style-type: none"> <li>(a) is located on the least productive parts of a site and not on land identified on the agricultural land classification (ALC) overlay maps;</li> <li>(b) does not restrict the ongoing safe and efficient use of nearby rural uses; and</li> <li>(c) is adequately separated or buffered where it is likely to be sensitive to the operational characteristics associated with rural uses, rural industries or extractive industries.</li> </ul> Editor's note—Agricultural land classified as Class A or Class B is shown on the agricultural land classification overlay map OM-13.  Editor's note—Applicants should have regard to the State Planning Policy Guideline – State Interest – Agriculture.	No acceptable outcome is nominated.	<b>Complies</b> Development is located amongst the existing structures and will therefore not affect productive land. Any potential impacts to surrounding rural uses will be mitigated.
<b>PO15</b> Uses that require isolation from urban areas are accommodated only where:	No acceptable outcome is nominated.	<b>Complies</b> The development is separated from sensitive land uses and

Performance outcomes		Acceptable outcomes
<p>(a) they cannot be more appropriately located in an industrial or other relevant zone;</p> <p>(b) they can be adequately separated from sensitive land use(s) (whether or not in the rural zone); and</p> <p>(c) potential impacts can be appropriately managed.</p> <p>Editor's note—Applicants seeking approval for intensive animal industries are to refer to State Planning Policy Guideline – State Interest – Agriculture and consult with the relevant State government department prior to the lodgement of a development application. Council may require a study that, amongst other matters, identifies how the development is in accordance with Environmental Protection (Air) Policy 2008 or Environmental Protection (Noise) Policy 2008.</p>		any potential impacts will be mitigated.
<p><b>PO16</b> Ecological values, habitat corridors and soil and water quality are protected, having regard to:</p> <p>(a) maximisation of vegetation retention and protection of vegetation from the impacts of development;</p> <p>(b) avoidance of potential for erosion and minimisation of earthworks;</p> <p>(c) retention and protection of natural drainage lines and hydrological regimes; and</p> <p>(d) avoidance of leeching by nutrients, pesticides or other contaminants, or potential for salinity.</p>		<p><b>Complies</b> Development will not impact any vegetation or natural drainage lines and does not involve significant earthworks. Any contaminants produced by the development will be managed.</p>
<b>Land use</b>		
<b>Animal keeping – kennels or catteries</b>		
<p><b>PO17</b> Animal keeping (being kennels or catteries) is sited, constructed and managed such that:</p> <p>(a) animals are securely housed;</p> <p>(b) the use does not create a nuisance beyond the site boundaries; and</p>		<p><b>AO17.1</b> Animal keeping (being kennels or catteries) is located on a site having a minimum site area of three (3) hectares.</p> <p><b>AND</b></p> <p><b>AO17.2</b></p> <p><b>Not applicable</b> Development is for medium impact industry.</p>

Performance outcomes	Acceptable outcomes								
(c) the use does not create adverse environmental impacts.	<p>Animal enclosures are set back a minimum of 250 metres from any sensitive land use.</p> <p><b>AND</b></p> <p><b>AO17.3</b> Buildings used for animal keeping are:</p> <p>(a) constructed with impervious reinforced concrete floors; and</p> <p>(b) gravity drained to the effluent collection/treatment point.</p> <p><b>AND</b></p> <p><b>AO17.4</b> Animals are kept in fenced enclosures that are located inside buildings at all times between the hours of 18:00 and 07:00.</p> <p><b>AND</b></p> <p><b>AO17.5</b> A person who is responsible for the supervision of the operation of the development is accommodated on the premises at all times.</p> <p><b>AND</b></p> <p><b>AO17.6</b> Animal enclosures are set back to roads, streets and water resources as follows:</p> <table border="1" data-bbox="608 1447 995 2000"> <thead> <tr> <th>Location</th><th>Setback</th></tr> </thead> <tbody> <tr> <td>Road frontages</td><td>50 metres</td></tr> <tr> <td>Top bank of creek, river, stream, wetland, edge of well, bore, dam, weir, intake or the like which provides potable water supply to the site or surrounds</td><td>100 metres</td></tr> <tr> <td>Top bank of dry or</td><td>30 metres</td></tr> </tbody> </table>	Location	Setback	Road frontages	50 metres	Top bank of creek, river, stream, wetland, edge of well, bore, dam, weir, intake or the like which provides potable water supply to the site or surrounds	100 metres	Top bank of dry or	30 metres
Location	Setback								
Road frontages	50 metres								
Top bank of creek, river, stream, wetland, edge of well, bore, dam, weir, intake or the like which provides potable water supply to the site or surrounds	100 metres								
Top bank of dry or	30 metres								

Performance outcomes		Acceptable outcomes	
		perennial gully	
Aquaculture			
<b>PO18</b> Aquaculture is located and designed on sites of sufficient size and dimension, to minimise adverse impacts on the amenity, water quality, ecological values and existing fish habitats.	<b>AO18.1</b> Aquaculture activities using ponds or tanks that are greater than ten (10) hectares in total water surface area are carried out in accordance with State Planning Policy Guideline – State Interest – Agriculture Part D 4. Model land use code provisions for aquaculture, as updated from time to time.		<b>Not applicable</b> Development is for medium impact industry.
Bulk landscaping supplies, rural industry or wholesale nursery			
<b>PO19</b> Development is located on sites: (a) of sufficient size, to minimise adverse impacts on the amenity of adjoining land, in particular noise, odour, light and dust emissions; (b) where the operation is within the safe and effective design capacity of the road system; and (c) where the operation does not impact upon water quality.	<b>AO19.1</b> A minimum site area of two (2) hectares is required with at least fifteen (15) metre setback from any adjoining premises.  <b>AND</b>  <b>AO19.2</b> Sales, storage, handling, packaging and production areas are set back a minimum of: (a) 100 metres from any dwelling on surrounding land; (b) fifty (50) metres from state controlled roads and twenty (20) metres from all other roads; and (c) thirty (30) metres from top bank of creek, river, stream or wetland edge of well, bore, dam, weir, or intake that provides potable water.  <b>AND</b>  <b>AO19.3</b> Infrastructure and material storage areas are confined to free draining areas and sites on slopes not exceeding ten (10) per cent.  <b>AND</b>  <b>AO19.4</b> There is direct access to a minor urban collector or higher order road.		<b>Not applicable</b> Development is for medium impact industry.

Performance outcomes	Acceptable outcomes	
Intensive animal industry		
<p><b>PO20</b></p> <p>Intensive animal industry uses are sited, constructed and managed such that:</p> <p>(a) animals are securely housed;</p> <p>(b) the use does not create a nuisance on adjoining sensitive land uses;</p> <p>(c) buildings used for intensive animal industry are constructed with floors, that are gravity drained to the effluent collection/treatment point;</p> <p>(d) animal proof fencing or other appropriate barrier feature is provided of an appropriate height within the site to prevent the escape of animals; and</p> <p>(e) a person who is responsible for the supervision of the operation of the development is accommodated on the premises at all times.</p> <p>Editor's note—Applicants seeking approval for intensive animal industries are to refer to State Planning Policy Guideline – State Interest – Agriculture and consult with the relevant State government department prior to the lodgement of a development application. Council may require a study that, amongst other matters, identifies how the development is in accordance with Environmental Protection (Air) Policy 2008 or Environmental Protection (Noise) Policy 2008.</p>	<p>No acceptable outcome is nominated.</p>	<p><b>Not applicable</b></p> <p>Development is for medium impact industry.</p>
<p><b>PO21</b></p> <p>Intensive animal industry does not detract from the amenity of a nearby sensitive land use and community related activities and are not visible from any road or other public view point.</p>	<p>No acceptable outcome is nominated.</p>	<p><b>Not applicable</b></p> <p>Development is for medium impact industry.</p>
<p><b>PO22</b></p> <p>Intensive animal industry is not located within:</p> <p>(a) a declared catchment area; or</p> <p>(b) a declared groundwater area.</p>	<p>No acceptable outcome is nominated.</p>	<p><b>Not applicable</b></p> <p>Development is for medium impact industry.</p>

Performance outcomes	Acceptable outcomes	
<b>PO23</b> Intensive animal industry has suitable access to road or rail infrastructure via a sealed road to an access point with a state controlled road.	No acceptable outcome is nominated.	<b>Not applicable</b> Development is for medium impact industry.
<b>Intensive horticulture</b>		
<b>PO24</b> The region's water quality is protected from the inflow of waste water or run-off from intensive horticulture activities. Waste water or run-off from intensive horticulture: <ul style="list-style-type: none"> <li>(a) is contained and treated so that nutrients and sediments can be removed from the water;</li> <li>(b) where possible, treated water is re-used; and</li> <li>(c) waste water is only disposed of when acceptable nutrient levels are achieved.</li> </ul> <p>Editor's note—Applicants should have regard to the State Planning Policy Guideline – State Interest – Agriculture.</p> <p>Editor's note—The <i>Environmental Protection (Water) Policy 2009</i> applies to intensive horticultural uses.</p>	No acceptable outcome is nominated.	<b>Not applicable</b> Development is for medium impact industry.
<b>PO25</b> Intensive horticulture activities are not located within: <ul style="list-style-type: none"> <li>(a) a declared catchment area; or</li> <li>(b) a declared groundwater area.</li> </ul>	No acceptable outcome is nominated.	<b>Not applicable</b> Development is for medium impact industry.
<b>Outdoor sport and recreation or community use</b>		
<b>PO26</b> Development is provided primarily to service the needs of the surrounding rural area or is inappropriate in urban areas (as a result of amenity impacts or land area requirements). The development is located and designed to: <ul style="list-style-type: none"> <li>(a) minimise adverse impacts on the agricultural productive capacity of the site and the locality;</li> <li>(b) minimise impacts on the amenity of the locality, in particular noise (including limiting the hours of operation),</li> </ul>	No acceptable outcome is nominated.	<b>Not applicable</b> Development is for medium impact industry.



Performance outcomes		Acceptable outcomes
(c) odour, light and dust emissions; and operate within the safe and effective design capacity of the region's road system.		
<b>Renewable energy facility — wind farms</b>		
<b>PO27</b> Wind farms are located, designed and operated to minimise impacts on the environment and residential amenity, having regard to such matters as shadow flicker, noise (including low frequency noise), avifauna, separation from dwellings and site boundaries and scenic amenity.	No acceptable outcome is nominated.	<b>Not applicable</b> Development is for medium impact industry.
<b>Rural workers' accommodation, farm stay and tourism uses</b>		
<b>PO28</b> Tourism, short-term accommodation (farm stay) and rural workers' accommodation uses are: (a) associated with and compatible with rural production, natural resources and scenic landscape features in the immediate vicinity; and (b) not located in areas identified on the Agricultural Land Classification (ALC) overlay maps.	No acceptable outcome is nominated.	<b>Not applicable</b> Development is for medium impact industry.
<b>Transport and freight uses</b>		
<b>PO29</b> Transport and freight uses, which do not meet the definition of a home based business involving (heavy vehicles), are not established in the rural zone.	No acceptable outcome is nominated.	<b>Not applicable</b> Development is for medium impact industry.
<b>Effects of development</b>		
<b>PO30</b> Effective separation distances are provided to minimise conflicts with sensitive land use(s).  Editor's note—Where potential conflicts between agricultural and residential land uses may occur, applicants should refer to State Planning Policy Guideline – State Interest – Agriculture. Applicants should consult with the relevant State government department prior to the	No acceptable outcome is nominated.	<b>Complies</b> Development is appropriately separated from sensitive land uses.

Performance outcomes	Acceptable outcomes	
lodgement of a development application.		
<b>PO31</b> Development does not unduly impact on the existing amenity and character of the locality having regard to: <ul style="list-style-type: none"> <li>(a) the scale, siting and design of buildings and structures;</li> <li>(b) visibility of buildings and structures when viewed from roads and other public view points; and</li> <li>(c) any heritage places.</li> </ul>	No acceptable outcome is nominated.	<b>Complies</b> Development will be located and designed to blend in with the existing structures, ensuring it does not impact the amenity and character of the locality.
<b>PO32</b> Development responds sensitively to on-site and surrounding topography, drainage patterns, utility services, access, vegetation and adjoining land uses, such that: <ul style="list-style-type: none"> <li>(a) any hazards to people or property are avoided;</li> <li>(b) any earthworks are minimised;</li> <li>(c) the retention of natural drainage lines is maximised;</li> <li>(d) the retention of existing vegetation is maximised;</li> <li>(e) leeching by nutrients, pesticides or other contaminants, or potential for salinity is minimised;</li> <li>(f) damage or disruption to sewer, stormwater and water infrastructure is avoided; and</li> <li>(g) there is adequate buffering, screening or separation to adjoining development.</li> </ul>	No acceptable outcome is nominated.	<b>Complies</b> Development does not include significant earthworks, clearing of vegetation or changes to natural drainage lines. Any contaminants created by the development will be appropriately managed. Development will have no impact on sewer, stormwater or water infrastructure. Development has adequate separation from adjoining sites.
<b>PO33</b> Development is designed and managed so that it provides appropriate protection for community safety and health and avoids unacceptable risk to life and property.	No acceptable outcome is nominated.	<b>Complies</b> Development is designed and managed to provide appropriate protection for community safety and health.
<b>Reconfiguring a lot</b>		
<b>PO34</b> The further subdivision of land is limited to reflect the suitability of the land for	<b>AO34.1</b> Unless otherwise stated in a precinct the minimum lot size is 100 hectares.	<b>Not applicable</b> Proposal is for material change of use.

Performance outcomes	Acceptable outcomes	
primarily grazing purposes and to protect water quality, environmental and landscape values.		
<b>Where in the Alton Downs precinct</b> Note—Where outcomes in this section vary from this code, the precinct based outcomes take precedence.		
<b>PO35</b> Development: (a) is compatible with the residential amenity of the area and avoids impacts on surrounding dwellings; and (b) has adequate water supply and sewerage treatment and disposal.	No acceptable outcome is nominated.	<b>Not applicable</b> Subject site is not within the Alton Downs precinct.
<b>PO36</b> The subdivision of land reflects the desired character of the area being smaller rural lots for primarily residential purposes.	<b>AO36.1</b> The minimum lot size in the precinct is eight (8) hectares.  <b>AND</b>  <b>AO36.2</b> Newly created lots must have access to a sealed road where sequential connection or integration with an existing sealed road can be achieved.	<b>Not applicable</b> Subject site is not within the Alton Downs precinct.
<b>Where in the cropping and intensive horticulture precinct</b> Note—Where outcomes in this section vary from this code, the precinct based outcomes take precedence.		
<b>PO37</b> Rural industries are established only where associated with rural production in the immediate vicinity.	No acceptable outcome is nominated.	<b>Not applicable</b> Subject site is not within the cropping and intensive horticulture precinct.
<b>PO38</b> The subdivision of land is limited to protect the ongoing viability and productivity of existing and potential cropping and horticulture uses.	<b>AO38.1</b> The minimum lot size in the precinct is forty (40) hectares.	<b>Not applicable</b> Subject site is not within the cropping and intensive horticulture precinct.



## Confirmation Notice

PLANNING ACT 2016, PART 1 OF THE DEVELOPMENT  
ASSESSMENT RULES

Application number:	<b>D/23-2023</b>	<i>For further information regarding this notice, please contact:</i>	Kathy McDonald
Date application properly made:	<b>1 March 2023</b>	Phone:	07 4936 8099

### 1. APPLICANT DETAILS

Name:	<b>Hastings Deering (Australia) Ltd</b>		
Postal address:	<b>C/- Gideon Town Planning PO BOX 450 ROCKHAMPTON QLD 4700</b>		
Contact number:	07 4806 6959	Email:	<a href="mailto:info@gideontownplanning.com.au">info@gideontownplanning.com.au</a>

### 2. PROPERTY DESCRIPTION

Street address:	150 Port Curtis Road, Port Curtis
Real property description:	Lot 3 on LN1187, Parish of Rockhampton

### 3. OWNER DETAILS

Name:	Hastings Deering (Australia) Ltd
Postal address:	PO BOX 46 ARCHERFIELD QLD 4108

### 4. DEVELOPMENT APPROVAL SOUGHT

**Development Permit for Material Change of Use for a Medium Impact Industry - Industrial Spray Painting Facility and Preliminary Approval for Building Works Assessable against the Planning Scheme for an Industrial Spray Painting Facility**

### 5. APPLICATION TYPE

	Development Permit	Preliminary Approval
Development assessable under the planning scheme, a temporary local planning instrument, a master plan or a preliminary approval which includes a variation approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## 6. REFERRAL AGENCIES

Based on the information accompanying the lodged application, in accordance with the *Planning Regulation 2017*, referral to the following Referral Agencies is required.

For an application involving	Name of agency	Role of Agency	Contact Details
<b>INFRASTRUCTURE-RELATED REFERRALS (Electricity Infrastructure)</b>			
<i>Schedule 10, Part 9, Division 2, Table 2 – Material change of use of premises near a substation site or subject to an easement</i>			
Development application for a material change of use that is assessable development under a local categorising instrument and does not relate to reconfiguring a lot, if— (a) all or part of the premises are within 100m of a substation site; or (b) both of the following apply— (i) all or part of the premises are subject to an easement for the benefit of a distribution entity, or transmission entity, under the Electricity Act; (ii) the easement is for a transmission grid or supply network	The chief executive of the distribution entity or transmission entity:  Ergon Energy	Advice	<u>Postal:</u> Ergon Energy (Town Planning) PO Box 1090 Townsville Qld  <u>Email:</u> <a href="mailto:townplanning@ergon.com.au">townplanning@ergon.com.au</a>

It is the responsibility of the applicant to give within 10 business days each referral agency a copy of -

- the application (including application form and supporting material);
- this confirmation notice; and
- any applicable concurrence agency application fee (refer to the *Planning Regulation* to confirm the applicable referral agencies).

**The applicant must provide written advice to Council (as the Assessment Manager) of the day on which this action was completed.**

## 7. IMPACT ASSESSMENT

Will Impact Assessment be required?	<b>YES</b>
The whole of the application must be publicly notified under the provisions of Part 4 of the Development Assessment Rules by:	
<ul style="list-style-type: none"> <li>- Publishing a notice at least once in a newspaper circulating generally in the locality of the premises which are the subject of the application; and</li> <li>- Placing a notice on the premises which are the subject of the application. The notice must remain on the premises for the period of time up to and including the stated day; and</li> <li>- Giving a notice to all owners of any lots adjoining the premises which are the subject of the application.</li> </ul>	

## 8. PUBLIC NOTIFICATION DETAILS

The application requires public notification which must be undertaken in accordance with Section 53 of the *Planning Act 2016* and Part 4 of the Development Assessment Rules.

## 9. INFORMATION REQUEST

A further information request may be made by the assessment manager. Regardless of this advice, any concurrence agency for the application may make an information request.

## 10. SUPERSEDED PLANNING SCHEME

Is the application to be assessed under a Superseded Planning Scheme?

**NO**

**You are further advised that the truth and accuracy of the information provided in the application form and accompanying information is relied on when assessing and deciding this application. If you find an INACCURACY in any of the information provided above or have a query or seek clarification about any of these details, please contact Council's Development Assessment Unit.**

## 11. ASSESSMENT MANAGER

Name: **Kathy McDonald**  
**SENIOR PLANNING**  
**OFFICER**

Signature:



Date: 2 March 2023

3 March 2023

Our Reference: D/23-2023  
Enquiries: Kathy McDonald  
Telephone: 07 4936 8099

Hastings Deering (Australia) Ltd  
C/- Gideon Town Planning  
PO BOX 450  
ROCKHAMPTON QLD 4700

Dear Sir/Madam

**DEVELOPMENT APPLICATION D/23-2023 FOR MATERIAL CHANGE OF USE FOR MEDIUM IMPACT INDUSTRY (INDUSTRIAL SPRAY PAINTING FACILITY) AND PRELIMINARY APPROVAL FOR BUILDING WORKS ASSESSABLE AGAINST THE PLANNING SCHEME FOR AN INDUSTRIAL SPRAY PAINTING FACILITY – SITUATED AT 150 PORT CURTIS ROAD, PORT CURTIS – DESCRIBED AS LOT 3 ON LN1187, PARISH OF ROCKHAMPTON**

Council refers to your application lodged with Council on 16 February 2023. Council has determined that an Information Request is not required, and you may now proceed to the next stage under the Development Assessment Rules, being the Public Notification stage.

In accordance with section 16 of the Development Assessment Rules, the applicant may start the notification period as soon as the last information request period ends. This letter is to advise that no further information is required by Council. In accordance with section 16 of the Development Assessment Rules, Public Notification must take place within twenty (20) business days after the applicant complies with the last action.

Public notice must be given by:

- publishing a notice at least once in a newspaper circulating generally in the locality of the premises;
- placing a notice on the premises that must remain on the premises for the period up to and including the stated day; and
- giving notice to the owners of all lots adjoining the premises.

Schedule 3 of the DA Rules provides further information about the way in which each of the above must be undertaken in order for them to be taken as being given. This schedule also sets out what is taken to be an adjoining lot for the purposes of public notification.

The applicant is required to submit a Notice of Commencement form to Council prior to commencing the notification stage and submit a Notice of Compliance form within ten (10) business days after the notification period ceases.

Templates for the applicant can be found under Development application forms and templates on the State Planning website:

<https://planning.statedevelopment.qld.gov.au/planning-framework/development-assessment/development-assessment-process/forms-and-templates>

Should you have any queries regarding this matter please contact the undersigned on 07 4936 8099.

Yours faithfully

A handwritten signature in black ink, appearing to read 'K McDonald', written in a cursive style.

Kathy McDonald  
Senior Planning Officer  
Planning and Regulatory Services