

# Training, Reporting & Implementation Plan KIATA WIND FARM

Kiata Wind Farm  
Cnr Coker Dam & Salisbury South Roads  
Kiata  
VIC 3418

Vestas Australian Wind Technology Pty Ltd  
Level 4, 312 St Kilda Rd  
Melbourne  
VIC 3004  
ABN 8008 965 3878

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<b>Prepared By:</b>	<b>Reviewed By:</b>	<b>Authorised By:</b>
.....  Jack Bruce Project Assistant	.....  Sefa Izzet Project Manager	.....  Anthony Camilleri Director, Construction Region, AUNZ


**Vestas**

ENDORSED TO COMPLY  
WITH CONDITION  
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OF PLANNING PERMIT  
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PLANNING and ENVIRONMENT ACT  
PLANNING SCHEME

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~~MODIFIED~~ ENDORSED PLAN

Signed  for  
MINISTER FOR PLANNING

Date 09/03/2017

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# Document Control

## Details of Version Amendments:

### Plan Control

The Project Management Team will maintain, review and update the listed controlled copies of this plan.

### Amendments

From time to time throughout the project lifespan the Training, Reporting & Implementation Plan will be reviewed and revised as necessary in consultation with the relevant internal stakeholders to comply with specific project requirements, legislation and standards.

Draft/tender issues of this document shall be identified as DRAFT\_00. Upon initial issue this shall be changed to a sequential number from the last issued under Draft.

All copies shall be distributed in accordance with the Distribution List. On receipt of a revision, the copyholder shall discard the superseded copy and adopt the new copy.

Each new version to the plan will be distributed and changes to the recent version will be highlighted. The version number is included at the bottom of each page at the end of the document number. When amendments occur, the entire document will be reissued with the revision number updated accordingly.

All amendments to the plan will be approved by key personnel. On the authorisation of the Project Management Team, minor amendments can be made to the electronic copy of this document without reissue, but will be tracked.

## Distribution

This document has been issued as a controlled document to the holders as shown in the table below:

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# 1. Purpose

The purpose of this Training, Reporting and Implementation plan is to describe how Vestas intends to:

- Train all personnel working on the wind farm;
- Report any environmental incidents, non-conformances and complaints; and
- Implement mitigation measures outlined throughout the Environmental Management Plan.

This plan is for the use of all Vestas employees and subcontractors during the construction and operational stages of the project.

## 2. Training and Induction

All personnel including staff, employees and contractors during the construction and operational phase will undertake appropriate training prior to beginning any works on site to ensure they are aware of their on-site responsibilities in respect of all the environmental issues. This will be achieved through the implementation of on-site inductions, toolbox talks and specific training programs designed to ensure that all on-site personnel are competent and aware of any environmental management procedures relevant to their activities.

All staff and contractors working on site will be inducted into the environmental management program as a condition of site entry. The induction process covers all details of the Environmental Management Plan as relevant to the attendee's role and activities on the site.

### 2.1. Auditing

Internal audits shall be undertaken during the life of the project. Audits will involve reviewing all environmental documents, records and monitoring results to ensure compliance with the requirements of legislation, licenses, permits, approvals and the requirements of the EMP's. If any deficiency is detected, the appropriate corrective action will be taken to rectify the situation.

## 3. Reporting

All environmental accidents, non-conformances and complaints must be reported and investigated so that corrective and preventive measures can be taken to prevent future recurrence.

In addition to reporting an internal investigation must be carried out. The internal investigation is documented in the Incident Management System and must include an analysis of the root cause for the incident.

The investigation must follow the Vestas Incident Management Procedure as a minimum requirement.

The delegated Site QSE Officer is responsible for all reporting, investigating and preventative measures.

## 4. Implementation

### 4.1. Timing

Many of the mitigation measures identified in the Planning Permit will be applied through a series of environmental management plans. Table 4.1 below displays the proposed timing that the control measures referenced in the EMP's sub plans will be implemented.

**Table 4.1 Environmental Management Timetable**

TIME	2017				Operational Phase
ACTIVITY	Q1	Q2	Q3	Q4	
Construction & Work Site Management	✓	✓	✓	✓	
Construction Noise Management	✓	✓	✓		
Sediment, Erosion & Water Quality	✓	✓	✓	✓	✓
Hydrocarbon & Hazardous Substances	✓	✓	✓	✓	✓
Fire Prevention & Emergency Response	✓	✓	✓	✓	✓
Blasting Management		✓	✓		
Vegetation Management	✓	✓	✓	✓	✓
Biosecurity Management	✓	✓	✓	✓	✓
Training Program	✓	✓	✓	✓	✓
Reporting Program	✓	✓	✓	✓	✓

## 4.2. Minotoring of Plans

The mitigation management measures referenced in the EMP's sub plans will need to be monitored to ensure that the information, procedures and processes are up to date and continue to be complaint with the EPA conditions specified and also the Planning Permit.

Table 4.2 below outlines the monitoring requirement actions and timing for all the EMP sub plans throughout the Construction and Operation phase.

**Table 4.2 Environmental Management Plan Monitoring and Timing**

Plan	Monitoring Requirements	Timing
Fire Prevention & Emergency Response Plan	Periodic monitoring to ensure key contact details and emergency response procedures are correct and up to date	Construction – Every six months Operation – Every twelve months
Biosecurity Management Plan	Monitoring of weeds to be carried out and all referenced environmental controls will be checked for compliance on a regular basis	Construction – Every six months Operation – Every twelve months
Vegetation Management Plan	Any vegetation removal, retainment and rehabilitation works must strictly comply with the Kiata Vegetation Management Plan	Construction & Operation – Prior to any vegetation adjustment works occurring
Sediment, Erosion & Water Quality Management Plan	Regular routine inspections and checks as referenced in the plan will be carried out. Monitoring records will be maintained and control measures will be checked for compliance relative to EPA requirements	Construction – Weekly Operation – Every six months or when necessary following substantial rainfall Compliance Reviews – Every twelve months
Construction & Work Site Management Plan	Regular checks to ensure all referenced management procedures are being implemented correctly and in a manner that is safe	Construction – Monthly basis
Construction Noise Management Plan	Frequent monitoring program to ensure construction noise emissions are controlled and that best possible practices are implemented.	Construction – Weekly basis
Hydrocarbon & Hazardous Substances Plan	Monitoring to ensure all hazardous substances are being handled and stored correctly	Construction – Weekly Operation – Every six months