

Ref: 101/0002121, 101/0000192, CA54688

12 June 2019

Adani Mining Pty Ltd
Level 25, AMP Place
10 Eagle Street
BRISBANE QLD 4001

sch4p4(6) Personal information

Environment Superintendent
Adani Australia

sch4p4(6) Personal information [@adani.com.au](mailto:adani.com.au)

Dear Directors,

Compliance inspection –Carmichael Coal Mine, EPML01470513 and EPPR00745013

The Department of Environment and Science (the department) is planning to carry out a compliance inspection under the *Environmental Protection Act 1994* (the Act) at ML70441, ML70505, ML70506 (the site) on **19 June 2019** commencing at approximately 9:00 am.

Objectives and scope of the inspection

The purpose of the inspection is to evaluate compliance of environmentally relevant activities being conducted on the site with conditions prescribed in environmental authorities (EA) EPML01470513 and EPPR00745013.

The objectives and scope of the inspection will specifically include:

- Confirming the disturbance and vegetation clearance associated with the following locations:
 - GPS longitude - 146.3626756, latitude -22.03075028
 - GPS longitude - 146.361896, latitude -22.03224565
 - GPS: longitude -146.3616755, latitude -22.03492133
 - GPS longitude – 146.3594205, latitude -22.03470249
 - GPS longitude – 146.3569455, latitude -22.03491986
 - GPS longitude – 146.3597295, latitude -22.03724934
 - GPS longitude – 146.3648886, latitude -22.0351969
 - GPS longitude – 146.3655581, latitude -22.03363246
 - GPS longitude – 146.3644139, latitude -22.0398504
 - GPS longitude – 146.3663165, latitude -22.03383427
 - GPS longitude - 146.3717254, latitude -22.03682651
 - GPS longitude – 146.372404, latitude -22.03938889
- Taking photos, GPS data, and measuring the disturbance associated with each of the above locations and any other locations as identified by the officers on site.

It is anticipated that subject to site conditions and excluding any site induction, departmental officers will be present on site for approximately six (6) hours.

Information request:

The department requests that you provide spatial data sets (GIS) which depicts the abovementioned locations in shapefile format for all work undertaken at the site from 01 March 2019 to 12 June 2019 including but not limited to vegetation clearance, construction of new access tracks and drill pads.

This information is requested by **3pm, Friday 14 June 2019**. Please submit this information to CWES_Emerald@des.qld.gov.au.

Assistance

Your assistance prior to and during the inspection process will be greatly appreciated.

What will happen during the inspection?

Please be aware that environmental officers authorised under the *Environmental Protection Act 1994* have powers under section 460 of the *Environmental Protection Act 1994* to take photographs, film and samples while on your site. If your site has any procedures regarding these activities occurring on your site it is a requirement that this is communicated to the department prior to the inspection. Departmental officers may also need to speak with your staff about their roles and responsibilities in relation to environmental management requirements of this project.

Throughout the inspection departmental officers may require the occupier of the place or any person in the place, to give the departmental officers reasonable help for the exercise of their powers under the *Environmental Protection Act 1994*.

Further information

If you require any further information or have any general concerns about the inspection, please contact me on (07) 4987 9303 or email cwes_emerald@des.qld.gov.au.

Yours sincerely

sch4p4(6) Personal information

William Inonda

Compliance Delivery Manager – Emerald
Environmental services and Regulation
Department of Environment and Science

Date : 14/06/2019 2:38:54 PM

From : "INONDA William"

To : sch4p4(6) Personal information

Cc : "KELLOW Rhys", "WARD Joanna", "CONNORS Sophie"

Subject : FW: Site Entry Documentation

Attachment : GDL-001 On-Boarding Steps- Carmichael Coal Mine.docx;Visitor Request Form.docx;Journey Management Plan.xlsx;image001.jpg;image002.png;image003.png;image004.png;

Hi (6) Personal info

Thanks for sending the documents through.

I can advise that the officer attending the inspection from DES will be Rhys Kellow (Rhys.Kellow@des.qld.gov.au), Joanna Ward (Joanna.Ward@des.qld.gov.au) and myself.

We will not be needing accommodation at the camp as we intent to complete the inspection before the end of the day on 19 June 2019. An additional inspection will be organised for another day if we will not be able to cover all that we need on the 19th.

I will contact you early next week if there are any changes.

Kind regards



William Inonda
Compliance Delivery Manager
Emerald Compliance Centre I Coal and Central Queensland Compliance
Department of Environment and Science

Desk: 07 4987 9303
Mob (6) Personal info
99 Hospital Road Emerald 4720
PO Box 3028, Emerald QLD 4720

From: sch4p4(6) Personal information @adani.com.au>

Sent: Friday, 14 June 2019 2:18 PM

To: INONDA William

Subject: Site Entry Documentation

Hi William

I am forwarding through Site Entry Documentation.

Form GDL-001 On Boarding Steps:-

- This form steps through instructions – please refer to visitors section as per screen shot below:-

Visitors

Prior to visitors being approved to travel to site the following shall be submitted to Mine Safety ccmp.onboard@adani.com.au for registration and approval (minimum 48hrs notice required):

1. Completed FRM-308 Visitor Request Form – outlining personal details, who is being visited, purpose of the visit
2. Completed FRM-059 journey management plan – approved by relevant CCMP superintendent / manager¹
3. Colour photo ID (Passport/Driver's License/18+ Card etc)

Visitors arriving at site without approval may be denied access or turned away.

If accommodation is required, send a completed "Labona Camp Accommodation Booking Form" (with the approved visitor request form attached) to: labona_mgr@catercare.com.au

- Visitors shall be accompanied a fully inducted CCMP Representative at all times.
- A visitor to site shall not conduct any work (including driving on site).

Prior to entering site, visitors are required to sign-on to the Visitor's Register. Their CCMP Representative shall discuss the visitor requirements for entering site and request they complete a visitor pamphlet (IND 003 – Carmichael Coal Mine Project Visitor Induction).

Visitors will be issued with a visitor pass and lanyard at the sign-in point. Visitors shall display their visitor pass on their person at all times whilst on site.

Prior to leaving site, visitors are required to sign-off on the visitor's register.

¹ It is the responsibility of the Visitor's employer to monitor the visitor's journey. The CCMP HST department shall be notified immediately (via phone and email) of any personnel failing to arrive at their destination **greater than 30 minutes** past their scheduled arrival time (and an incident report completed if required) – CCMP HST Dept. Contact: Email: Mine.Safety@adani.com.au Ph.: 0419 485 892

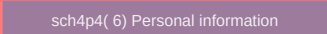
FRM-308 Visitor Request Form:-

- Every person from DES coming onto site will need to fill out this form.

FRM-059 Journey Management Plan:-

- Every person travelling to site will need to fill in the Journey Management Plan.

Kind Regards


sch4p4(6) Personal information
Environment Superintendent

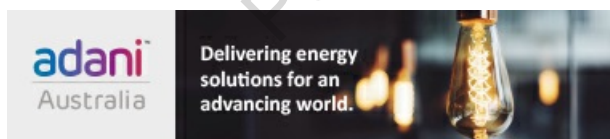
E [sch4p4\(6\) Personal information@adani.com.au](mailto:sch4p4(6) Personal information@adani.com.au)

P office: +61 7 4430 6800 | direct: 

A Level 8, 7-13 Tomlins Street, Townsville, QLD, 4810

P PO Box 967, Townsville, QLD, 4810

W adaniaustralia.com



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On-boarding Steps Carmichael Coal Mine (CCMP)

Visitors

Prior to visitors being approved to travel to site the following shall be submitted to Mine Safety ccmp.onboard@adani.com.au for registration and approval (minimum 48hrs notice required):

1. Completed FRM-308 Visitor Request Form – outlining personal details, who is being visited, purpose of the visit
2. Completed FRM-059 journey management plan – approved by relevant CCMP superintendent / manager¹
3. Colour photo ID (Passport/Driver's License/18+ Card etc)

Visitors arriving at site without approval may be denied access or turned away.

If accommodation is required, send a completed "Labona Camp Accommodation Booking Form" (with the approved visitor request form attached) to: labona.mgr@catercare.com.au

- Visitors shall be accompanied a fully inducted CCMP Representative at all times.
- A visitor to site shall not conduct any work (including driving on site).

Prior to entering site, visitors are required to sign-on to the Visitor's Register. Their CCMP Representative shall discuss the visitor requirements for entering site and request they complete a visitor pamphlet (IND 003 – Carmichael Coal Mine Project Visitor Induction).

Visitors will be issued with a visitor pass and lanyard at the sign-in point. Visitors shall display their visitor pass on their person at all times whilst on site.

Prior to leaving site, visitors are required to sign-off on the visitor's register.

¹ It is the responsibility of the Visitor's employer to monitor the visitor's journey. The CCMP HST department shall be notified immediately (via phone and email) of any personnel failing to arrive at their destination **greater than 30 minutes** past their scheduled arrival time (and an incident report completed if required) – CCMP HST Dept. Contact: Email: Mine.Safety@adani.com.au Ph.: 0419 485 892

Off-Lease Worker Registration

Prior to Off-lease workers proceeding to Labona camp the following process shall apply:

1. Off-lease worker's employer provides off-lease worker registration and accommodation booking form to the off-lease worker
2. Off-lease worker completes and signs the off-lease worker registration form and accommodation booking form and returns them to their employer
3. Off-lease worker's employer sends the off-lease registration form to CCMP.Onboard@adani.com.au
4. CCMP.Onboard reviews and approves the off-lease worker registration, adds their detail to the personnel register and returns the "approved" off-lease worker registration to the sender
5. Off-lease worker's employer sends the approved off-lease worker registration and accommodation booking form to Catercare to make the accommodation booking
6. Catercare returns a booking confirmation
7. Off-lease worker may proceed to Labona Camp¹

¹The CCM HST department shall be notified immediately (via phone and email) of any personnel failing to arrive at their destination greater than 30 minutes past their scheduled arrival time (and an incident report completed if required) – CCM HST Dept. Contact: Email: Mine.Safety@adani.com.au Ph.: 0419 485 892

On-boarding Steps Carmichael Coal Mine (CCMP)

Nomination of Contractor Representative

Prior to mobilisation of contractors to site, the relevant CCMP superintendent / manager and representatives from the contracting company shall meet to review;

- The CCMP Safety, Health and Environmental Management system (SHEMS)
- Contractor Management System requirements
- The CCMP On-boarding process

Employers shall nominate a person to fulfil the duties of the Contractor Representative.

The nominee will be:

- Familiarised with the SHEMS
- Trained in CCMP systems
- The appointment must be signed by the nominee and the CCMP SSE prior to the nominee submitting documents as a contractor representative.

The contractor representative will be a point of contact between the employer and CCMP management.

The duties of the contractor representative are listed on Contractor Representative Appointment form.

Depending on the scope of works and size of the workforce/fleet, Employers may be permitted to nominate more than one person as a contractor representative.

On-boarding Steps Carmichael Coal Mine (CCMP)

Complete Site Entry Request Form and Carmichael Coal On-Boarding.

- 1) The employer shall complete FRM-018 Site Entry Request for each Coal Mine Worker (CMW).
- 2) The Contractor Representative will email the completed FRM-018s along with the below supporting records to ccmp.onboard@adani.com.au.

Minimum training and medical records for all CMWs requiring enrolment into the site induction:

- Coal board medical (Section 4);
- FRM-305 Authorisation for release of medical information (for submission to CCMP AMA)
- Urine Drug screen compliant to AS4308 – (tested within **15 days** induction of induction request submission);
- FRM-142 Medical Condition and Medication Declaration Form¹ - If Applicable
- A letter from the treating GP, if the CMW is declaring prescription medication.
- Current Standard 11 induction statement of attainment (5 year expiry) or statement of completion (3 month expiry);
- Photo ID – colour, front and back, eg. AU Driver's License, Passport or 18+ Card; and
- FRM-059 Journey Management Plan for each of their personnel (including subcontractors approved by their relevant CCMP superintendent / manager)

Tick relevant induction stream boxes for site role on FRM-018 Site Entry Request Form

Documents must be clear, colour and in PDF format with correct naming convention, documents submitted not conforming to these requirements will be rejected.

File naming convention for PDFs - <LAST NAME> <First name> - <Description> <Date of issue(YMMDD)>

Documents shall be attached to one (1) single email for each person.

The Carmichael Coal Mine Project requires 7 working days to process FRM-018s and approve site inductions, accommodation and CMW mobilisation – accommodation may not be requested until approval is returned.

Emails to ccmp.onboard@adani.com.au will only be accepted from appointed contractor representatives. All other correspondence shall be directed to the relevant CCMP superintendent / manager unless otherwise approved.

To book accommodation, send a completed "Labona Camp Accommodation Booking Form" (with the approved FRM-018 attached) to: labona.mgr@caterecare.com.au

FRM-018 Site Entry Request and FRM-059 Journey Management Plan captures the scheduled arrival date and time for personnel travelling to/from site, it is the responsibility of the CMW's employer to monitor their personnel's journey.

The CCMP HST department shall be notified immediately (via phone and email) of any personnel failing to arrive at their destination **greater than 30 minutes** past their scheduled arrival time (and an incident report completed if required) – CCMP HST Dept. Contact: Email: Mine.Safety@adani.com.au Ph.: 0419 485 892

¹Medical Declaration Forms – if a CMW answers "YES" to questions 1, 2 or 3 in Section 1 of FRM-018 they shall submit a completed Medical Declaration Form for approval prior to mobilisation

On-boarding Steps Carmichael Coal Mine (CCMP)

Inductions, Training, Authorisations

- Once the above requirements have been approved by CCMP the CMW will be allocated a spot in the site induction on the scheduled date. The induction date will be confirmed when FRM-018s are processed.
- Site inductions and site familiarisations are facilitated by the site training team at 730am on Mondays, Wednesdays and Fridays. Site inductions typically take approximately 10 hours to complete.
- Additional time will be required following inductions to complete verifications of competence and authorisations for designated tasks – this must be arranged with the relevant CCMP superintendent / manager to ensure appropriate time and resources are allocated. Where a CCMP trainer is required to assist, their time shall be requested by the relevant CCMP superintendent / manager via an email to Mine.Safety@adani.com.au to arrange a suitable time.
- Depending on the scope of works, contracting companies may be permitted to have their own Trainer Assessors inducted and authorised to facilitate site inductions, verifications of competence and authorisations.
- Each CMW shall complete the CCMP induction and SOP/MOP training – (relevant to their role on site – detail can be found in the CCMP TNA).
- Following completion of site inductions and authorisations contractors shall record the details of all inductions, training, authorisations and appointments completed on the appropriate register in REG-009 Contractor Management System Register.
- Appointments and authorisations - CMWs shall bring hard copies of training records required for appointments and authorisations to site for attachment to their appointment / authorisation form(s).
- Challenge tests – shall be conducted by appointed trainer assessors using the CCMP assessment tool mapped to the relevant RII09 package unit of competency prior to being authorised by SSE or delegate to operate vehicles or machinery on site, or complete designated tasks.
- A training file (using a FRM-162 Filing Index Form) shall be kept for each employee who works on site.
- Depending on the scope of work being performed, contractors who are facilitating their own inductions and authorisations shall maintain these files – the site HST department shall conduct regular audits on these files to ensure quality and compliance requirements are maintained.
- Contractors shall provide all induction and authorisation files to the site HST department for archiving on the first business day of each quarter (every 3 months) or at the completion of their contract, whichever is soonest.
- Following completion of inductions and site familiarisations CMWs will be issued with a unique site identification card. This card must be carried on the CMW's person at all times when working on the CCMP lease. Personnel found on lease without their cards will be removed from the lease and may have future site access revoked.
- The first card will be issued free of charge. Replacement cards may attract a fee of \$10 per card.

On-boarding Steps Carmichael Coal Mine (CCMP)

Contractor Management

Prior to mobilisation contractors shall populate REG 009 - Contractor Management System (CMS) Register and return along with supporting documentation to the relevant CCMP superintendent or manager.

- Exactly how much information can be populated prior to mobilisation will depend on the scope of works
- It is expected that the majority of personnel, equipment, hazardous substance and building details for the first 2-4 weeks of work will be populated prior to mobilisation being approved.

The CMS shall be reviewed by the site HST department before being forwarded to SSE for final approval.

Mobilisation of any personnel and equipment to site may not commence without approval from the SSE.

MOP 022 - Contractor Management System provides guidance on how to complete the CMS Register.

Contractors shall maintain the CMS Register and submit to CCMP via the Contractor Representative on the second business day of each month or upon request – submit the CMS to Admin.Mine@adani.com.au

The site HST department perform regular audits of CMS registers to ensure quality and compliance. Major non-conformances may result in the contractor being stood down until they have been remedied.

Equipment Inspections

Vehicles and plant shall comply with CCMP STD-007 Vehicle and Equipment and be inspected by an authorised CCMP representative.

Depending on scope of works contractors may be permitted to propose suitable candidates to be authorised as VEMP inspectors.

Where an inspection by CCMP inspectors is required, the following process shall apply:

- 1) Pre-populated VEMP compliance forms and copies of all required records (specified on the forms) shall be submitted by the contractor representative to Mine.Safety@adani.com.au for review and approval (**allow minimum 72hrs**).
- 2) Once approved an inspection time will be communicated to the contractor representative
- 3) If the inspection identifies items preventing compliance labels being issued a new inspection will need to be arranged

Following the inspection the completed VEMP compliance form and related documentation will be submitted to the SSE (or delegate) for final authorisation. If authorisation is granted a compliance label will be issued to be displayed on the equipment (either externally or in the cab depending on the plant/equipment).

Equipment not displaying compliance labels may not be operated and shall be tagged out of service.

The vehicle and plant specifications are listed on the VEMP Compliance forms.

Records shall be present with the plant or equipment at time of inspection – these include but are not limited to:

- ***Current Weed and Seed declarations – must be provided on day of mobilisation***
- Risk assessments for the vehicles, plant and equipment to be brought on site (including at a minimum pre-start, operation, shut down, servicing, recovery, un-controlled movement, emergency response)
- Service schedule and history as per OEM for previous 12 months
- Current dynamic brake test (tested within last 6 months)
- Registration certificate
- Tyre management (for rims greater than 24 inches diameter) refer to SOP 014 - Tyre and Wheel Operations and WI-221 Manage Rims Wheels Sent for Repair provides NDT testing requirements.
- First Aid and Snake Bite kits in all vehicle and mobile equipment cabins

On-boarding Steps Carmichael Coal Mine (CCMP)

DIRECTIONS - TO LABONA CAMP

[Google Maps Link to instructions from Townsville to Doongmabulla Airport \(12km past camp\)](#)

Google Maps Link to instructions from Townsville to Doongmabulla Airport (12km past camp)h

The closest townships to Site are Charters Towers, which lies approximately 280km by road to the north, and Clermont which is approximately 250km by road to the southeast. The nearest highway is the Gregory Developmental Road, which runs between Charters Towers and Clermont.

The Site is connected to the main highway by more than 100 km of rural gravel road (Elgin Moray Rd and Moray Carmichael Road).

The co-ordinates of the Labona Camp are; Latitude 21°59'59.75"S, Longitude 146°22'31.19"E. Accessing the site is to be done via the Moray Carmichael Road in accordance with directions below.



If driving from Townsville: turn RIGHT at Elgin Moray Road, approximately 56km south of Belyando Crossing.

If driving from Clermont/Emerald: turn LEFT at Elgin Moray Road, approximately 114km after the Clermont Roundabout

GPS Coordinates UTM 55K

- 507582 E
- 7569791S



54 km from highway turnoff you will arrive at Moray Downs Homestead

GPS Coordinates UTM55K

- 462150 E
- 7572575S



1.7 km from Moray Homestead, turn left on the far side at Moray Anabranche Causeway

GPS Coordinates UTM 55K

- 461903 E
- 7574184 S



Labona Camp Entrance is on the left hand side of road 31.2 km from causeway

GPS CoOrdinates UTM 55K

- 435399 E
- 7567226 S

Visitor Request Form

VISITOR REQUEST

This form is to be completed for individuals requesting to access site as a Visitor and must be submitted by the requestor to ccmp.onboard@adani.com.au for registration and approval (minimum 48hrs notice required) along with valid photo identification (Drivers License/18+ Card/Passport).

Requests will be returned to the requestor to within 24 hours.

Accommodation for visitors may not be booked until this form (and its attachments) has been submitted, approved, and email confirmation received from CCMP that approval is granted.

Visitors arriving at Labona Camp without registration and approval may be denied access or turned away.

A visitor to site shall not conduct any physical work.

Visitors shall not enter operational areas unless accompanied by a fully inducted CCMP representative.

SECTION 1 - Requestor Details:

Name:	Position:
Company:	Phone and Email Contact:

SECTION 2 – Visitor Details:

Name of Visitor:	Position:
Company:	Scheduled arrival date and time:
Contact phone number:	Email address:
Next of kin contact name:	Next of kin phone number:
Have you sustained any injuries over the last 5 years that could potentially impact your duties as a visitor? ☐ No ☐ Yes If yes, provide details:	
Are you affected by any medical conditions that could potentially impact your duties as a visitor? ☐ No ☐ Yes If yes, provide details:	
Do you have any known allergies? ☐ No ☐ Yes If yes, provide details:	

SECTION 3 – Site Details

Purpose and duration of visit:	
CCMP Site Representative Name:	CCMP Site Representative Position:
CCMP Site Representative Phone Number:	CCMP Site Representative Email address:

Visitor Request Form

Section 4 – Registration and Approval – CCMP On-Site Office use only						
Approval Checklist:	☐ Section 1 Visitor Details Completed ☐ Section 2 Site Details Completed ☐ Photo ID Attached – Colour, Both Sides, Legible, Current ☐ Approved Journey Management Plan attached (signed by relevant manager)					
Visitor Request Approved Yes / No		Approved by:	Name	Position		Signature & Date:
Added to Arrivals Register Yes / No		Processed by:	Name:	Date Processed:		Added to visitor register ☐

Please return approved requests to the requestor's email address in section 1.

Before Completing This Form Read the Rules for Travelling to/from Site on Page 2

SECTION 1: Your Details

Employee
Name

Date:

Position/Role:

Company:

Location Leaving From Prior to First Shift:
(Eg: Home/Residence Address)

Are you starting work upon arriving at camp/site?:

SECTION 2: Travel Information

All fields must be completed for the applicable
shift to obtain a result.
Keep the details for Day Shift and Night Shift
separate.

Day Shift

Night Shift
(If Applicable)

Estimated Start Journey Time:

Select from dropdown

Time

or

Time

Estimated Arrival Time:

Select from dropdown

Time

or

Time

Commencement of Work at Site:

Select from dropdown

Time

or

Time

Length of First Shift worked at site:

e.g. 12:00 = 12 hours, 0 minutes

Note - shift length (including time travelled the same day) cannot exceed 14 hours

Duration

or

Duration

SECTION 3: Are you compliant?

Total Journey Hours + Work Hours:

If box is red, reduce journey or shift length in Section 2 to be no greater than 14 total hours

Hours between Arrival Time and Start Time:

If box is red, adjust arrival or start time in Section 2 to allow for a minimum 10 hour break

SECTION 4: Signoff

Employee Acknowledgement:

By signing below I acknowledge that I have completed this
plan truthfully and will abide by its requirements

Approval

Employee Signature:

Relevant CCMP Superintendent / Manager

Rules for travelling to site:

All Coal Mine Workers shall not work for longer than 14 hours including journey travel time on day of travel.

All coal mine workers shall have a minimum 10 hour break from end of journey and commencement of first shift if first shift is not included in journey day.

While driving coal mine workers shall take a minimum 10 minute break every 2 hours.

No vehicles shall travel on the gravel road between the Gregory Highway and Labona Camp during hours of darkness without prior approval from the SSE or HSE Manager – approval shall be on a case by case basis eg. In the event of an emergency

Scenarios outside the above standards require a risk assessment (section 4) with approval from the SSE or HSE Manager.

Rules for travelling from site:

Return home journey including last shift worked cannot total more than 14 hours without a minimum 4 hour rest break or such additional time as required (subject to the individual's own assessment of their ability to drive) in camp between end of shift and commencement of travel.

While driving coal mine workers shall take a minimum 10 minute break every 2 hours.

No vehicles shall travel on the gravel road between the Gregory Highway and Labona Camp during hours of darkness without prior approval from the relevant SSE or HSE Manager – approval shall be on a case by case basis eg. In the event of an emergency

SECTION 4: Risk Assessment - Scenarios outside the above standards

Assessment Must be Completed for Journeys Outside of the Parameters Described Above		CONSEQUENCE	LIKELIHOOD	RISK RATING
HAZARD	CONTROLS			

SECTION 5: Signoff

Employee Acknowledgement - I have completed this plan truthfully and will abide by its requirements

Employee Name:		Employee Signature:	
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Date:	
-------	--

Manager's Comments:	
---------------------	--

SSE or HSE Manager		Signature	
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Manager Approval:		Date:	
-------------------	--	-------	--

Hazard Identification	Consequence						Acceptability of Risk	
Definition	Likelihood	Insignificant	Minor	Moderate	Major	Critical	Risk Rating	Action
A hazard is anything that has the potential to cause harm or damage. Hazards are identified by a number of key processes including risk assessments eg. JSEAs, risk registers, quarterly risk reviews	Almost Certain	M (11)	H (16)	VH (20)	VH (23)	VH (25)	VH17 - VH25	Unacceptable: Immediate action required to manage the risk
	Likely	M (7)	H (12)	VH (17)	VH (21)	VH (24)	H12 - H16	Action required to manage the risk
	Possible	L (4)	M (8)	H (13)	VH (18)	VH (22)	M7 - M11	Generally tolerable if there are established controls and procedures in place
	Unlikely	L (2)	L (5)	M (9)	H (14)	VH (19)	L1 - L6	Risk is generally acceptable and is managed and monitored as part of work routines
	Rare	L (1)	L (3)	L (6)	M (10)	H (15)		

Hierarchy of Control		Likelihood (Potential for problems to occur and lead to the assessed consequences)	
Hierarchy Level	Description	Rating	Description
Elimination	The removal of the risk by removing it or changing work practises	Almost certain	Can be expected to occur in most circumstances. A similar event is known to have occurred under similar circumstances. Complex process with multiple activities occurring at the same time. Several impacting factors outside control of the SHEMS.
Substitution	Replacing the plant or substance with another with a lower risk	Likely	More likely to occur than not, but not a certainty. The same event is known to have occurred under similar circumstances. Non-standard process with two activities occurring at the same time. Some impacting factors outside control of the SHEMS.
Isolation	Isolate the hazard from the person or aspect put at risk or exposed to the hazard	Possible	The event could happen, able to imagine this situation but it would be unusual for the event to occur. Standard process. No knowledge of events under similar circumstances. Impacting factors inside the control of SHEMS.
Engineering	Changing the physical characteristics of plant or workplace to remove or reduce the risk	Unlikely	Low chance of happening but not inconceivable. Simple process and or existence of established practices. The event would require multiple failures of systems and or controls.
Administration	Use of policies, procedures, work instructions, signs, training etc.	Rare	Conceivable but not reasonably expected to occur. Simple process, no knowledge of events under similar circumstances. Would require a combination of factors for the event to occur.
Personal Protective Equipment	Equipment or clothing designed to provide protection		

CONSEQUENCE CRITERIA	1- Insignificant	2- Minor	3- Moderate	4- Major	5- Critical
Health & Safety	No injury or minor injury reported but no treatment is required.	Injury requiring first aid treatment only.	MTI or RWI classification. Injury requires medical treatment by qualified practitioner.	LTI classification. Injury may require hospitalisation, not life-threatening.	Fatality. Life threatening serious injury and disablement/ongoing illness
Environment	Confined within work area and site boundaries. Promptly reversible impact (Remediation is typically within 1 day).	Confined and within the site boundaries and within systems. Exceed a statutory or prescribed limit once within the year. Short-term/reversible impact (Remediation is typically within a week).	Unconfined but within site boundaries. Exceed a statutory or prescribed limit repeatedly (Remediation is typically within a month).	Environmental damage outside site boundaries. Extensive internal damage (Remediation up to one year). Significant breach of consent condition, possible prosecution and or fines. Stopping section of operations by regulator.	Severe environmental damage outside site boundaries. (Remediation > one year). Major breach of consent conditions leading to prosecution and or fines and or adverse changes to consent conditions or stopping whole operation by regulator.
Cultural Heritage	Low-level repairable damage to common structures or sites. No adverse impacts to CH values.	Minor damage to items of low cultural significance. Minor infringement of CH values.	Substantial damage to item of moderate cultural significance. Infringement of CH or sacred locations.	Permanent damage to items of high cultural significance. Significant infringement and disregard of CH values.	Destruction of items of high cultural significance. Highly offensive infringement of cultural values.
Reputation	Localised temporary impact. Community complaint resolved via site procedures or one-off public exposure in local media.	Localised, short term impact. Impact Significant public exposure in local media. Limited stakeholder attention or customer complaint	Localised, long term impact but manageable. Impact on reputation of CCMP. Public exposure in national media. Strong stakeholder attention or customer complaint	Localised, long term impact with unmanageable outcomes. Impact on reputation of CCMP. Public exposure in international media. Repeated complaints, disengagement of stakeholders and or customer disruption.	Long term regional impact. Severe impact on reputation of CCMP. Extended exposure in international media. Long term damage to stakeholder relations and or loss of customer.
Legal & Compliance	Minor non-compliance, no external attention.	Non-compliance resulting in notices, penalties or fines.	Non-Compliance with notices or penalties and litigation at operational level, breach of contract, permit or license.	Litigation or prosecution.	Successful prosecution or suspended / severely reduced operations imposed or severe effect on the licence to operate.
Financial	Cost up to 5% of value of asset or project.	Cost 6% - 10% of value of asset or project.	Cost 11% - 15% of value of asset or project.	Cost 16% - 20% of value of asset or project.	Cost > 20% of cost of asset or project.
Schedule & Production	Negligible delays (1-3 days). 0%-2.5% underachievement of budget performance	Moderate delays (4-6 days). 2.5%-5% underachievement of budget performance	Material delays 7-10 days. 6%-10% underachievement of budget performance	Significant delays (11-14 days). 10%-20% underachievement of budget performance.	Major delays (>14 days). >20% underachievement of budget performance.

Yes
No

Approved
Not Approved

	Insignificant	Minor	Moderate
Almost Certain	M (11)	H (16)	H (20)
Likely	M (7)	M (12)	H (17)
Possible	L (4)	M (8)	M (13)
Unlikely	L (2)	L (5)	M (9)
Rare	L (1)	L (3)	L (6)

Insignificant
Minor
Moderate
Major
Critical

Rare
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Possible
Likely
Almost Certain

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Major	Critical
VH (23)	VH (25)
H (21)	VH (24)
H (18)	H (22)
M (14)	H (19)
M (10)	H (15)

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Visitors

Prior to visitors being approved to travel to site the following shall be submitted to Mine Safety ccmp.onboard@adani.com.au for registration and approval (minimum 48hrs notice required):

1. Completed FRM-308 Visitor Request Form – outlining personal details, who is being visited, purpose of the visit
2. Completed FRM-059 journey management plan – approved by relevant CCMP superintendent / manager¹
3. Colour photo ID (Passport/Driver's License/18+ Card etc)

Visitors arriving at site without approval may be denied access or turned away.

If accommodation is required, send a completed "Labona Camp Accommodation Booking Form" (with the approved visitor request form attached) to: labona.mgr@catercare.com.au

- Visitors shall be accompanied a fully inducted CCMP Representative at all times.
- A visitor to site shall not conduct any work (including driving on site).

Prior to entering site, visitors are required to sign-on to the Visitor's Register. Their CCMP Representative shall discuss the visitor requirements for entering site and request they complete a visitor pamphlet (IND 003 – Carmichael Coal Mine Project Visitor Induction).

Visitors will be issued with a visitor pass and lanyard at the sign-in point. Visitors shall display their visitor pass on their person at all times whilst on site.

Prior to leaving site, visitors are required to sign-off on the visitor's register.

¹ It is the responsibility of the Visitor's employer to monitor the visitor's journey. The CCMP HST department shall be notified immediately (via phone and email) of any personnel failing to arrive at their destination **greater than 30 minutes** past their scheduled arrival time (and an incident report completed if required). CCMP HST

Date : 4/06/2019 9:57:53 AM

From : "INONDA William"

To : "STEWART Alisha"

Cc : "CONNORS Sophie"

Subject : RE: ESR Alert -Community report of a potential breach of an EA condition - Adani Carmichael Coal Mine

Attachment : 030619 - Adani - Carmichael Coal Mine - 7.30 report - ABC (002).docx;

Hi Alisha,

I have made the changes and also added a dot point that the EDO did not provide any evidence, however has promised to provide further information in person at a future date.

I have also attached a media statement that is awaiting an approval from Dean.

Thanks

ALERT CATEGORY:

- Customer/stakeholder activity;

ALERT NAME:

- Notification of non-compliance with conditions of an environmental authority (EA) –Adani Carmichael Mine. Community report of a potential breach of an EA condition – Adani Carmichael Coal Mine

CUSTOMER DETAILS:

- Adani Mining Pty Ltd.
- Level 25, 10 Eagle Street, Brisbane QLD 4000.

SUMMARY OF ISSUE/S:

- On 3 June 2019, the Department of Environment and Science (DES) received information from the Environmental Defenders Office Qld (EDO) alleging that it has obtained evidence to show that Adani has undertaken significant ground disturbance at the Carmichael Coal Mine.
- The EDO did not provide the evidence it has in the original report but has promised to provide further information in person at a future date.
- The EDO alleges that Adani may have cleared potential habitat for the Black-throated Finch (BTF) before the BTF management plan was approved by DES.
- The BTF was approved by DES on 31 May 2019.
- Under the environmental authority (EA), significant mining activities cannot commence until one outstanding management plan has been approved by DES. The outstanding plan is the Groundwater Dependent Ecosystem Management Plan.
- On 3 June 2019, the ABC's 7:30 TV program contacted DES seeking to know if Adani was being investigated for these allegations.

POTENTIAL IMPACTS / RISKS:

- There is a significant community and media interest in the Adani Carmichael Coal Mine project.

CUSTOMER ACTIONS:

- Adani has not contacted DES concerning these matters.

DEPARTMENT ACTIONS:

[HISTORICAL ACTIONS]

- On 10 September 2018, DES commenced a formal investigation into dewatering bores and site clearing that had been undertaken at the Carmichael Coal Mine.
- Additionally, on 18 September 2018, Adani provided information to DES about inaccuracies in reports it had submitted in relation to the clearing.
- This investigation is yet to be finalised.

[PLANNED ACTIONS]

- Upon receipt of further information from EDO, DES will review to determine if a formal investigation into the allegations is required.
- If the formal investigation identifies that Adani has committed an offence under the *Environmental Protection Act 1994*, enforcement action will be taken by DES in accordance with DES's Enforcement Guidelines.

LOCALITY DETAILS AND PHOTOGRAPHS:

- The Carmichael Coal Mine is located approximately 160km north-west of the town of Clermont. The project is predominantly within the Local Government Area of Isaac Regional Council.

KEY COMMUNICATION MESSAGES:

- DES will respond to any non-compliances in accordance with the DES's Enforcement Guidelines.

CONSULTATION WITH MEDIA TEAM:

- Consultation has been held with the DES media unit. A draft media statement is attached.

CONTACT DETAILS:

- Name: Melissa Wells, Executive Director, Coal and Central Queensland Compliance.
- Phone number: (07) 4987 9343.
- Division: Environmental Services and Regulation.

This email is an initial alert in respect of this matter.

If further advice or action is required, it will be communicated via normal channels such as a briefing note.

END

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Media response

Re: Investigation - Adani

For: Michael Atkin - 7.30 report

Date: 04 June 2019

Hi DES Media,

I'm a reporter with the ABC's 7.30 TV program. Please respond to the following by 4pm tomorrow.

1. 7.30 understands the Environmental Defenders Office has written to the Department alleging Adani has breached its environmental authority in relation to the Carmichael Coal mining lease by conducting Stage 2 works between March and April 2019 without permission which allegedly includes the clearing of Black-throated finch habitat. It alleges Adani has done this prior to the approval of its Groundwater Dependent Ecosystems Management Plan and Black-throated Finch species management plan. The EDO and its client Coast and Country claim they have satellite and aerial imagery which show significant ground disturbance at 19 locations on the mine site including clearing of over 2.7544 hectares. Has the Department received these allegations?
2. Is the Department investigating these allegations?
3. What possible sanctions are available to the Department if a company has conducted stage 2 works without authority?
4. Coast and Country alleges the "illegal" work was conducted within the Carmichael Coal Mine Plan of Operations Dec 2018. Specifically at the following GPS locations:

Site pad 1: GPS longitude - 146.3626756, latitude -22.03075028. Easting 434228. Northing 7563632.

Site pad 2: GPS longitude - 146.361896, latitude -22.03224565. Easting 434148. Northing 7563466.

Site pad 3: GPS: longitude -146.3616755, latitude -22.03492133. Easting 434127. Northing 7563170.

Site pad 4: GPS longitude - 146.3594205, latitude -22.03470249. Easting 433894. Northing 7563193.

Site pad 5: GPS longitude - 146.3569455, latitude -22.03491986. Easting 433639. Northing 7563168.

Site pad 6: GPS longitude - 146.3597295, latitude -22.03724934. Easting 433927. Northing 7562912.

Site pad 7: GPS longitude - 146.3648886, latitude -22.0351969. Easting 434458. Northing 7563141.

Site pad 8: GPS longitude - 146.3655581, latitude -22.03363246. Easting 434527. Northing 7563314.

Site pad 9: GPS longitude – 146.3644139, latitude -22.0398504. Easting 434412. Northing 7562626.

Site strip 1: GPS longitude – 146.3663165, latitude -22.03383427. Easting 434605. Northing 7563292.

Site strip 2: GPS longitude - 146.3717254, latitude -22.03682651. Easting 435165. Northing 7562963.

Site strip 3: GPS longitude – 146.372404, latitude -22.03938889. Easting 435236. Northing 7562680.

Please confirm these GPS co-ordinates are within the Carmichael coal mining lease owned by Adani.

5. Will the Department/and or the Minister be meeting with the Environmental Defenders Office and its client Coast and Country to discuss these allegations against Adani at its Carmichael coal mine?

I can be reached on the numbers below should you wish to discuss this further.

Kind regards,

Please attribute to a Department of Environment and Science spokesperson:

DES has received a report about the proposed Carmichael Coal Mine site and is awaiting further information from the complainant.

The department has been in discussions with them and is awaiting more information.

As with any complaint the department will investigate.

ENDS

For further media enquiries contact Media Services on (07) 3339 5831 or email media@des.qld.gov.au.

AGENCY BACKGROUND – NOT FOR PUBLICATION (do not include in response to media)

The department is yet to receive the full report from the Environmental Defenders Office regarding the allegations.

Upon receipt of further information, undertake a review to determine if a formal investigation is required to establish if Adani is in breach of the legislation.

DES staff will carry out a site inspection on XX June 2019.

Contact: William Inonda
Ph: 4987 9303
Date: 03 June 2019

Endorsed:
Ph: 07
Date:

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Date : 12/06/2019 12:07:55 PM

From : "INONDA William"

To : "DARVALL David" , "STEWART Alisha" , "PRICE Hugh" , "CONNORS Sophie"

Subject : RE: Investigation assistance request

Attachment : image001.png;image002.png;image003.png;image005.jpg;

Thanks Alisha and Dave,

Hugh, I will touch base to provide an update of where we are at. Otherwise you can contact me at any time.

Many thanks



William Inonda
Compliance Delivery Manager
Emerald Compliance Centre | Coal and Central Queensland Compliance
Department of Environment and Science

Desk: 07 4987 9303
Mob (6) Personal info
99 Hospital Road Emerald 4720
PO Box 3028, Emerald QLD 4720

From: DARVALL David <David.Darvall@des.qld.gov.au>

Sent: Wednesday, 12 June 2019 12:00 PM

To: STEWART Alisha; PRICE Hugh

Cc: INONDA William

Subject: RE: Investigation assistance request

Hugh

Can you please arrange for someone (preferably Finny) to liaise with William and arrange to attend the site with Emerald compliance. Irrespective of who goes, we probably should allocate this to Dave if it gets legs.

Would you also ask Dave (or whoever) to make contact with Christian Witte in Sciences to get access to any GIS products they may have for the relevant area. That is a less urgent issue, but we will need some good quality GIS, obvi.

Probably doesn't need to be said that anything Adani is high profile and sensitive.
cheers

From: STEWART Alisha <Alisha.Stewart@des.qld.gov.au>

Sent: Wednesday, 12 June 2019 11:55 AM

To: DARVALL David

Cc: INONDA William

Subject: Investigation assistance request

Hi Dave,

As discussed DES has received a community report alleging clearing works at the Adani Carmichael Coal Mine.

The Emerald compliance team are working through the voluminous material provided but we are proposing to undertake a site inspection next Thursday 20 June 2019.

Could I please request an investigator accompany the compliance team to the site.

I'm happy for you or the relevant investigator to liaise directly with Will Inonda in order to facilitate this work.

Please let me know if you need anything further.

Thanks



Alisha Stewart
A/ Program Manager Compliance
Coal and Central Queensland Compliance
Department of Environment and Science

P 07 4999 6885 M (6) Personal info
Level 1 22-30 Wood Street Mackay
PO Box 2001 Mackay QLD 4740