

BMA Environmental Management Plan Daunia Project


 BHP Billiton Mitsubishi Alliance			Daunia Project	
			BMA Environmental Management Plan	
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1. PURPOSE

The purpose of this document is to outline the key environmental requirements in the areas to be addressed by the Environmental Management Plans (EMPs) that are to be developed by various contractors associated with construction of the Daunia Project.

It is the responsibility of any contractors working on the Daunia Project to develop a detailed EMP addressing as a minimum the requirements outlined in this EMP. Where a contractor is sub-contracting under another contractor, the sub-contractor shall either work under the primary contractor's EMP, or develop their own EMP that meets the minimum requirements set out in this document.

All environmental requirements applicable to a contractor shall have controls in place and responsibilities identified.

It should also be noted, that as new information becomes available from environmental assessments being carried out by BMA, or from conditions of approvals required, the requirements of the BMA EMP- Daunia Project will be reviewed and updated. It will also therefore be necessary for the EMP's developed by each contractor to also be periodically reviewed. Any amendments to this document will be communicated to all.

2. POLICY

Several business and company policies and charters guide the Daunia Project. These policies are communicated to employees through training and noticeboards and are also located on the BHP Billiton and BMA intranet and internet sites respectively.

Relevant policy and the link to the internet location for this policy are shown in the table below. The BHPB and BMA Chief Executive Officers are responsible for the administration of the respective policy documents. The SSE has this responsibility at a site level.

POLICY, CHARTER, GUIDELINE	LINK
BHPB Sustainable Development Policy	http://bhpbilliton.com/bbContentRepository/docs/SustainableDevelopment/policies/AndKeyDocuments/HSECPolicy.pdf
BHP Billiton Charter	http://www.bhpbilliton.com/bb/aboutUs/charter.jsp
BMA Charter	http://www.bmacoal.com/about_BMA/documents/BMACharter.pdf

Uncontrolled copies of these documents are provided in Appendix A.

3. TRAINING AND AWARENESS

All persons who work on the Daunia Project must be trained in the ***Environmental Awareness at BMA Mines*** video. This video provides an overview of the EMS and also defines procedures and responsibilities for controlling significant aspects, complying with policy and meeting legal and other requirements. Key legal and policy responsibilities are explained in this training.

All persons who work on the Daunia Project must be provided an appropriate environmental induction, communicating the requirements and controls of the EMP, at a minimum. Records of training must be kept.

4. COMMUNICATION

Regular toolbox talks shall be held, and information briefs shall be communicated to work groups, with emphasis placed on key environmental requirements, or those not being complied with or fully understood, as identified through inspections and audits.

Where new or complex tasks not covered by this BMA EMP are planned, a JSEA is required and the task must be comprehensively addressed by the EMP's developed by each construction contractor. Controls that fall out of these JSEAs must be communicated to all as appropriate.

All environmental incidents including community complaints shall be reported through to the Construction Manager and incidents reported via First Priority (Fpe).

Environmental and community incidents include non-conformances such as spills, clearing outside of a permit, unauthorised disturbance to a waterway, unauthorised disturbance to land or topsoil, and noise and dust complaints from neighbours. Key learning's from investigations are to be shared with all.

5. OPERATIONAL CONTROL

Controls and responsibilities must be documented in the contractor's EMP for all environmental requirements that are applicable to each contractor's activities.

5.1 GENERAL

The following general requirements are to be addressed as part of the development of the EMP's developed by each contractor and its implementation.

Requirement	Timing	Responsibility
All contractors must develop an EMP addressing the specific and relevant requirements of the BMA EMP – Daunia Project	Prior to Site Mobilisation	All Contractors
EMP's developed by each contractor must be submitted to the Daunia Project Environmental Coordinator for review and signoff.	Prior to Site Mobilisation	All Contractors
	Prior to Site Mobilisation	Daunia Project Environmental Coordinator
Reporting against EMP Compliance must occur on a regular basis throughout construction – at least monthly (Internal audit/Inspection)	Project Duration	All Contractors
BMA will perform periodic external environmental audits or inspections, including compliance against the contractor's EMP.	Project Duration	Daunia Project Environmental Coordinator
All environmental incidents must be reported through to Fpe and Daunia Construction Manager as per Daunia Incident Management and Corrective Action Procedure.	Project Duration	All Contractors

Requirement	Timing	Responsibility
As part of the development of the EMP, the following training and inductions requirements must be addressed: <ul style="list-style-type: none"> - General environmental awareness, and - Specific requirements of the EMP's developed by each contractor. 	Induction process Project Duration	All Contractors
All construction personnel are to be trained and inducted on the requirements of the EMP's developed by each contractor prior to commencing work on the site.	Project Duration	All Contractors
Despite the requirements contained within this BMA EMP – Daunia Project, it is the overriding requirement that all contractors comply with all relevant legislative requirements during construction, including the need to secure any additional approvals other than those already obtained by BMA.	Project Duration	All Contractors

5.2 LAND MANAGEMENT

The proper management of land during the construction Daunia Project will ensure that the level of environmental impact is minimised as much as practicable. Specifically, issues such as extent of disturbance, definition of 'No Go/Go Zones', fire prevention and management, and topsoil management are key to ensuring land management practices during construction are acceptable.

Requirement	Timing	Responsibility
A Permit to Disturb must be obtained prior to the clearing or disturbance of land. Only areas which are approved under a Permit to Disturb may be cleared or disturbed. Conditions outlined in the Permit to Disturb must be adhered to. Approved area must be pegged before disturbance takes place. The approved Permit to Disturb process for the Daunia Project is contained in Appendix B.	Project Duration	All Contractors

Requirement	Timing	Responsibility
The Daunia Project Environmental Coordinator shall take account of legal and policy requirements, and protection of biodiversity and cultural heritage when considering a request to clear.	Project Duration	Daunia Project Environmental Coordinator
Vehicles and machinery are prohibited on any rehabilitated mined land. Disturbance must only occur within area approved under the Permit to Disturb process and which have been pegged.	Project Duration	All Contractors
Topsoil removal shall be planned to take advantage of opportunities for direct placement of stripped topsoil on regraded land.	Project Duration	All Contractors
Stripping depths shall be in accordance with the Topsoil Mapping Plan.	Project Duration	All Contractors
Weed infestations are to be reported to Daunia Project Environmental Coordinator.	Project Duration	All Contractors
All vehicles and machinery shall be washed and free from accumulated mud and weeds prior to coming on and leaving site.	Project Duration	All Contractors
Identified weed infestations are to be controlled by a licensed pest controller.	Project Duration	All Contractors
Coal-based materials must not be used for construction or any other purposes without approval from Daunia Project Environmental Coordinator.	Project Duration	All Contractors

5.3 FAUNA

Fauna impacts are likely to result directly from the interaction between construction equipment/personnel and fauna present in the construction zone. Minimisation of the impacts on fauna is best managed in this case through the minimisation of clearing, minimising equipment/personnel interaction, and implementation of injured wildlife response procedures.

Requirement	Timing	Responsibility
<p>Where appropriate the Contractor,, and as necessitated by the permit to disturb process, shall discuss the demarcation of significant areas of vegetation/habitat with the Daunia Project Environmental Coordinator to minimise the potential for accidental disturbances. For example, the Brigalow remnant on the western boundary of the Daunia MLA is to be conserved and managed, and there should be no disturbance to this area.</p> <p>The boundaries of all conservation areas are to be clearly defined either by fencing or taping or a combination of both.</p>	<p>Prior to site mobilisation</p>	<p>All contractors/Daunia Project Environmental Coordinator</p>
<p>Prior to the commencement of vegetation clearing works, the need for pre-clearing fauna survey will be considered. For example, if an area of vegetation to be cleared is known to contain a threatened species such as the Brigalow Scalyfoot, there may be some benefit in completing a pre-clearing capture and release program.</p>	<p>Prior to site mobilisation</p>	<p>Daunia Project Environmental Coordinator</p>
<p>The wildlife spotter/catcher should have a briefing meeting with the Daunia Project Environmental Coordinator and Contractor ,for the purposes of discussing the requirements of this plan.</p> <p>The spotter/catcher should clearly detail the sequence of land-clearing and wildlife capture, identify special habitat features, and clearly outline the importance of compliance with any Animal Welfare Directions.</p> <p>The spotter/catcher should ensure that the Contractors understand fully the requirements of the FMP and request their sign-off on the plan.</p>	<p>Prior to site mobilisation</p>	<p>All contractors/Daunia Project Environmental Coordinator/Fauna Spotter/Catcher</p>

Requirement	Timing	Responsibility
<p>Prior to vegetation clearing operations, habitat trees will be identified. Habitat trees are defined as those trees that provide suitable foraging, refuge and nesting resources for arboreal and avian fauna. These include hollow-bearing trees, trees with fissures, trees with substantial food resources (e.g. pollen, nectar, foliage, arthropods). Larger, old growth trees are also considered to be habitat trees as they are likely to provide greater amounts of foraging resources, cover, and a high number of potential hollows. Dead (stag) trees are also regarded as important habitat trees as they provide roosting and nesting resources.</p> <p>At the same time as the habitat trees are identified, other noteworthy habitat features such as termitaria and bird nests should be recorded and inspected to determine the presence of fauna.</p>	<p>Prior to site mobilisation</p>	<p>All contractors/Daunia Project Environmental Coordinator/Fauna Spotter/Catcher</p>
<p>Once habitat tree identification has occurred, site preparation is to be completed using a staged approach where the smaller non-habitat trees are removed in the first stage with the larger remaining habitat trees removed three (3) to five (5) days after the initial clearing. This staged method provides a disturbance stimulus and provides fauna with time to leave the site thus maximising the chances of fauna survival while reducing the need for human intervention for translocation or rescue purposes.</p>	<p>Site preparation</p>	<p>All contractors/Daunia Project Environmental Coordinator/Fauna Spotter/Catcher</p>

Requirement	Timing	Responsibility
<p>Immediately prior to felling of the identified habitat trees, an appropriately qualified person Spotter/catcher (i.e. accredited by QPWS for capture and release) shall be present to inspect the trees and relocate remaining fauna where possible.</p> <p>If any denning or nesting animals are observed within hollow limbs, but cannot be readily removed by the spotter/catcher, it is recommended that, where appropriate, the hollow end of the limb be blocked with porous material and a chainsaw be used to remove the limb. The limb should then be relocated to a suitable place and the hollow end unblocked at an appropriate time of day to minimise fauna predation.</p> <p>Prior to tree removal, a spotter/catcher should attempt to “flush out” any denning or nesting animals not observed during the initial hollow inspection. This may involve hitting target trees with a sledgehammer or another similar technique.</p> <p>Following felling, a second inspection of the relevant trees shall be carried out to relocate fauna disturbed by the clearing process or remaining within the felled timber to a suitable location.</p>	<p>Site preparation</p>	<p>All Contractors Daunia Project Environmental Coordinator Fauna Spotter/Catcher</p>

Requirement	Timing	Responsibility
<p>In the event of an animal becoming injured in the course of construction activities, the Daunia Project Environmental Coordinator must be notified immediately.</p> <p>All injured animals shall be immediately removed and taken to an appropriately qualified veterinary surgeon</p>	Project Duration	<p>All Contractors Fauna Spotter/Catcher</p>
<p>Hollow limbs will be collected, where practical, for redistribution in the conservation and regeneration areas of the site. Hollow limbs may be stored until appropriate locations within these areas have been identified. The number, size and location of the hollow limbs placed in the conservation and regeneration areas will be determined by an appropriately qualified person in consultation with the Daunia Project Environmental Coordinator. These logs shall be positioned to so that a fire hazard is not created.</p>	Site Preparation	<p>All Contractors Daunia Project Environmental Coordinator Fauna Spotter/Catcher</p>

Requirement	Timing	Responsibility
<p>In general, capture methods that utilise netting, bagging, restraint with a blanket, trapping (not including snaring) or (in special circumstances) sedation/anaesthesia, are preferable to direct manual restraint.</p> <p>As soon as possible after capture, and prior to release, all animals should be examined for signs of injury or illness. Restraint for examination may only require placing an animal into a transport cage for observation, or may require manual restraint using a calico bag, cloth or blanket.</p> <p>Physical examination of an animal should include observation of normal movement, check for injuries, discharges, lumps, asymmetry, breathing pattern, bleeding or any other lesion indicative of injury or significant illness.</p> <p>Any animal showing signs of injury or illness, or showing abnormal behaviour should be immediately referred to an experienced wildlife veterinarian or approved wildlife rehabilitation facility.</p>	<p>Site preparation</p>	<p>Fauna Spotter/Catcher</p>

Requirement	Timing	Responsibility
<p>Captured animals may be held for short periods of time in calico bags, transport cages, box traps or any other appropriate container as long as the following criteria are met, and due regard is given for species differences:</p> <ol style="list-style-type: none"> 1. The animal is protected from extremes of temperature. 2. The animal is protected from accidental trauma by other animals, equipment, machinery and the like. 3. The animal is protected from adverse sensory stimuli such as loud noises. 4. The bag or container provides sufficient airflow to allow normal air exchange and radiation/dispersal of heat. 5. The container, receptacle or bag is protected from direct sunlight, rain, wind or other environmental conditions likely to cause suffering or harm to the animal. 6. The animal is able to hide, or be protected from threatening stimuli (such as providing a hide box, or covering a wire transport cage with a towel or blanket). 7. The animal is checked regularly during its period of confinement. 8. The container, bag or receptacle is clean, hygienic and safe for the animal. 	<p>Site preparation</p>	<p>Fauna Spotter/Catcher</p>
<p>If development of a site occurs adjacent to a large area of similar habitat,</p>	<p>Site preparation</p>	<p>Fauna Spotter/Catcher</p>

Requirement	Timing	Responsibility
<p>with little retention of habitat on site, native animals are most appropriately translocated into adjacent areas. Criteria for use of adjacent habitat include:</p> <ol style="list-style-type: none"> 1. Translocation of animals into adjacent habitat should only occur if the likelihood of significant impacts on resident animals in the recipient habitat is considered to be low (i.e. recipient habitat is not considered to be at maximum carrying capacity for that species). 2. Recipient habitat is of sufficient size to allow for dispersal of individuals from the point of release, with minimal likelihood of misadventure. 3. For example: koalas may disperse long distances from the point of release, particularly in already occupied habitat and should not be released into small habitat fragments bounded by busy roads or other hazards. 4. Recipient habitat is the same or very similar in type to the donor habitat, or is known to be able to support the species proposed to be translocated, and contains appropriate and sufficient sources of food and water. 5. The recipient habitat is known to contain, or historically contained, the species proposed to be translocated. 6. The recipient habitat is either permanently protected or not likely to 		

Requirement	Timing	Responsibility
<p>be developed in the foreseeable future.</p>		
<p>In some circumstances, the euthanasia of some animals removed from a development site is the most appropriate or humane option. Reasons for euthanasia of animals include:</p> <ol style="list-style-type: none"> 1. The animal is either feral, and/or a declared pest. 2. The animal is suffering from injuries or illness sufficient to warrant euthanasia on humane grounds. 3. The animal is unlikely to survive if released back into the wild. <p>Euthanasia of animals must be conducted in accordance with the provisions of the Queensland Animal Care and Protection Act 2001. In most cases, euthanasia should be performed by a registered veterinarian following anaesthesia of the animal.</p>	<p>Site preparation</p>	<p>Fauna Spotter/Catcher</p>

Requirement	Timing	Responsibility
<p>The EMP's developed by each contractor must contain procedures to manage fauna and worker interaction, including but not limited to:</p> <ol style="list-style-type: none"> 1. injury to workers from poisonous or venomous animals; 2. treatment of workers resulting from interaction with poisonous or venomous animals; 3. detail appropriate PPE to minimise bites, stings and other injury from poisonous or venomous animals; 4. prestart checks on all mobile equipment to identify any fauna present on or within mobile equipment; and 5. Injury to fauna as a result of construction activities – contact Daunia Project Environmental Coordinator 	Project Duration	All Contractors
<p>The interference including the feeding of native animals and pest animals is prohibited unless approval is obtained from the Daunia Project Environmental Coordinator. An exemption applies to injured native animals or actions directed to preserving the life of a native animal.</p>	Project Duration	All Contractors
<p>The occurrence of pest animals including dingos, wild dogs, feral cats, foxes, wild pigs, rabbits, and goats shall be reported to the BMA Daunia Project Environmental Coordinator.</p>	Project Duration	All Contractors
<p>In the event that livestock is found within the construction zone, the Daunia Project Environmental Coordinator must be notified immediately.</p>	Project Duration	All Contractors
<p>Construction activities shall be carried out in such a way so as to prevent the creation of ponded or standing water, which would result in breeding habitat for mosquitoes and cane toads.</p>	Construction	All Contractors

Requirement	Timing	Responsibility
<p>Fences (including those installed to protect retained vegetation) shall be sited and constructed to allow movement of fauna through and within the site. These structures would be constructed in consultation with an Ecologist, where necessary, to determine the most appropriate location and design that maximises the retention of fauna movement through and within the site.</p>	<p>Construction</p>	<p>All Contractors Daunia Project Environmental Coordinator Fauna Spotter/Catcher</p>

5.4 WATER AND WATER COURSE MANAGEMENT

Both potential water quality discharges and impacts on the existing New Chum Creek must be managed during the construction phase.

Requirement	Timing	Responsibility
No disturbance within 50m of waterways unless authorised by Daunia Project Environmental Coordinator under a Permit to Disturb	Project Duration	All Contractors
<p>The creek crossings required will be designed, positioned, constructed, maintained and utilised in a manner which ensures the integrity of the existing creek is not compromised during construction. Specific planning and design considerations are outlined in the <i>DNR&W Guideline – activities in a watercourse, lake or spring associated with mining operations.</i></p> <p>Must have approval in place and authorisation from Daunia Project Environmental Coordinator prior to construction of a creek crossing.</p> <p>Riverine Protection Permit (subject to the <i>DNR&W Guideline – activities in a watercourse, lake or spring associated with mining operations</i>) may be required. These Permits can take up to 6 months to acquire, and are by no means guaranteed.</p>	At least 3 months prior to creek crossing works	<p>All Contractors</p> <p>Daunia Project Environmental Coordinator</p>
The EMP's developed by each contractor must include a Sediment Control and Drainage Plan which will be implemented during construction to ensure that erosion is minimised and sediment laden water does not contaminate clean water or discharge to the existing New Chum Creek and Isaac River catchments.	Project Duration	All Contractors
The EMP's developed by each contractor must detail inspection and monitoring to be implemented during and after rainfall/flow events.	Project Duration	All Contractors
Construction of dams or drains requires approval from Daunia Project Environmental Coordinator.	Project Duration	All Contractors

Requirement	Timing	Responsibility
A water bore drillers license must be held by persons who drill, deepen, enlarge, or case a water bore, alter, replace/repair casing, or decommission a water bore.	Project Duration	All Contractors
Groundwater shall not be pumped without approval from the Daunia Project Environmental Coordinator, other than ingress into the mining excavations.	Project Duration	All Contractors
Oily water shall be controlled and contained or treated prior to discharge to surface and below ground environments	Project Duration	All Contractors
Sewage effluent treated, managed and monitored in accordance with Environmental Authority (EA) requirements. A licensed waste contractor must be used for transportation of sewage.	Project Duration	All Contractors
Process water, pit water and affected runoff from industrial areas shall be handled in a manner to ensure compliance the EA, ie treated or passed through a sediment dam as required.	Project Duration	All Contractors

5.5 WASTE MANAGEMENT AND MATERIALS STORAGE

Wastes are to be managed essentially in accordance within the existing procedures and protocols which are in place for the Poitrel Mine. Hazardous materials such as fuels, oils and chemicals will be managed in accordance with the Poitrel Mine Spill Response and Chemical Management Procedures and stored, where appropriate, within bunded areas.

Requirement	Control	Responsibility
All spillages are to be reported in FPe and remediated in accordance with the existing Poitrel Mine Spill Response and Chemical Management Procedures.	Project Duration	All Contractors

Requirement	Control	Responsibility
<p>The following spills shall be reported as incidents in FPe:</p> <ul style="list-style-type: none"> - Fuel, oil or chemical storage tank or delivery system leakage. - Any hazardous material spillage in excess of 20 litres. - Fuel or oil spill outside primary containment of more than 100 litres. - Any fuel, oil or chemical spillage in a waterway corridor (creek flow zone). - Continuing or recurring leakage/spillage of fuel, oil or chemical. 	Project Duration	All Contractors
<p>All chemicals and hydrocarbons used on site shall be approved for site use in Chemalert. New products shall be approved by the Daunia Health and Safety Manager and the Daunia Project Environmental Coordinator.</p>	Project Duration	All Contractors
<p>Chemicals, fuels and oils will be stored in appropriately bunded areas in a designated area.</p>	Project Duration	All Contractors
<p>Safeguards and procedures shall be in place to ensure delivery of hydrocarbon products to major storage does not result in overtopping of tanks or excessive spillage.</p>	Project Duration	All Contractors
<p>Chemicals shall be stored in accordance with MSDS or in accordance with manufacturers' instructions.</p>	Project Duration	All Contractors
<p>Emergency spill kits shall be provided in workshop areas and inspected and maintained at least bimonthly.</p>	Project Duration	All Contractors
<p>Drums shall be stored in designated areas with drainage from the area either contained or directed to a treatment system</p>	Project Duration	All Contractors
<p>Risk assessment shall be performed and recorded prior to establishing major hydrocarbon stores. >1000L Flammable and > 10,000L Combustible.</p>	Prior to installation	All Contractors

Requirement	Control	Responsibility
Discharge of rainwater from bunds shall only occur if the water is contaminant free and must be attended at all times. Otherwise the liquid in bunds shall be evacuated or absorbed.	Project Duration	All Contractors
Discharge outlets from bunded areas shall be locked shut unless discharging. Keys shall be held by Supervisors.	Project Duration	All Contractors
Major storage areas and delivery pipes shall be inspected monthly.	Project Duration	All Contractors
Hydrocarbon major storage shall comply with AS1940. All delivery pipes and tanks shall be located above ground.	Project Duration	All Contractors
Adequate waste receptacles must be provided at the construction site to account for waste generated. All waste disposal will be completed by licensed contractor.	Project Duration	All Contractors
The construction site must be inspected on a regular basis for litter. Any litter found must be removed.	Project Duration	All Contractors
Asbestos may be disposed of on-site with prior approval from the Daunia Project Environmental Coordinator.	Project Duration	All Contractors
Contaminated soil or sludge is to be disposed of as advised by the Daunia Project Environmental Coordinator	Project Duration	All Contractors
Adequate recycling wheelie bins, industrial bins and skips shall be provided for all work areas.	Project Duration	All Contractors
Oily waste and any other oil/grease- contaminated consumables shall be placed in designated containers.	Project Duration	All Contractors
Where practical scrap metal shall be segregated and collected in designated scrap metal containers.	Project Duration	All Contractors
Licensed scrap metal merchants shall remove scrap metal from site for recycling.	Project Duration	All Contractors

Requirement	Control	Responsibility
Scrap tyres shall be stored in designated areas. These areas are to have a 10m 'vegetation-free buffer' so as to reduce the risk of fire.	Project Duration	All Contractors
Tyres shall be recycled or disposed of by a licensed contractor.	Project Duration	All Contractors
Used air filters shall be placed in designated racks or bins for refurbishment if serviceable, or disposed of to general waste if unserviceable.	Project Duration	All Contractors
Used fluid filters shall be collected and disposed of by a licensed contractor	Project Duration	All Contractors
Used batteries shall be securely stored at a designated location and shall be sent back to distributors and recycled or reused.	Project Duration	All Contractors
Grease and blackjacks shall be segregated from other waste and collected in designated containers.	Project Duration	All Contractors
Containers shall be sealed and labelled and appropriately stored at designated areas.	Project Duration	All Contractors
Full containers shall be collected by a licensed contractor and disposed of to licensed facilities.	Project Duration	All Contractors
Waste oil shall either be reused on site or removed by licensed contractors for recycling.	Project Duration	All Contractors
<p>Waste tracking certificates must be completed and records kept, for the disposal of all regulated waste excluding those waste streams exempted in writing by the EPA.</p> <p>This includes - Asbestos, waste grease/blackjack, used fluid filters, oily waste (rags, grease cartridge), tyres, waste oil, and batteries.</p>	Project Duration	All Contractors

APPENDIX A – BMA and BHP Billiton POLICY

Charter

Our purpose is to create value through the mining, production and marketing of high quality coal resources, and the provision of innovative customer and market-focused solutions.

To prosper and grow, we must:

- > Actively manage and build our portfolio of high quality assets and services.
- > Continue the drive towards a high performance organisation in which every individual accepts responsibility and is rewarded for results.
- > Earn the trust of employees, customers, suppliers, communities and shareholders by consistently delivering on commitments and being forthright in our communications.

We value:

- > *Safety and the Environment* – An overriding commitment to health, safety, environmental responsibility and sustainable development.
- > *Integrity* – Doing what we say we will do.
- > *High Performance* – The excitement and fulfilment of achieving superior business results and stretching capabilities.
- > *Win-Win Relationships* – Having relationships which focus on the creation of value for all parties.
- > *The Courage to Lead Change* – Accepting the responsibility to inspire and deliver positive change in the face of adversity.
- > *Respect for Each Other* – Embracing diversity and honesty, enriched by openness, sharing, trust, teamwork and involvement.

We are successful in creating value when:

- > Each employee ends each day safely.
- > Our employees value their own contribution and respect the contributions of others.
- > Our shareholders are realising a superior return on their investment.
- > Our customers and suppliers are benefiting from our business relationships.
- > The communities in which we operate value our citizenship.

OUR APPROACH TO HEALTH, SAFETY, ENVIRONMENT AND THE COMMUNITY

BHP BILLITON'S SUSTAINABLE DEVELOPMENT POLICY

At BHP Billiton our objective is to be the company of choice – creating sustainable value for our shareholders, employees, contractors, suppliers, customers, business partners and host communities.

We aspire to Zero Harm to people, our host communities and the environment and strive to achieve leading industry practice. Sound principles to govern safety, business conduct, social, environmental and economic activities are integral to the way we do business.

Wherever we operate we will develop, implement and maintain management systems for sustainable development that drive continual improvement and ensure we:

- do not compromise our safety values, and seek ways to promote and improve the health of our workforce and the community
- identify, assess and manage risks to employees, contractors, the environment and our host communities
- uphold ethical business practices and meet or, where less stringent than our standards, exceed applicable legal and other requirements
- understand, promote and uphold fundamental human rights within our sphere of influence, respecting the traditional rights of Indigenous peoples and valuing cultural heritage
- encourage a diverse workforce and provide a work environment in which everyone is treated fairly, with respect and can realise their full potential
- set and achieve targets that promote efficient use of resources and include reducing and preventing pollution
- enhance biodiversity protection by assessing and considering ecological values and land-use aspects in investment, operational and closure activities
- engage regularly, openly and honestly with people affected by our operations, and take their views and concerns into account in our decision-making
- develop partnerships that foster the sustainable development of our host communities, enhance economic benefits from our operations and contribute to poverty alleviation
- work with those involved through the lifecycles of our products and by-products to promote their responsible use and management
- regularly review our performance and publicly report our progress.

In implementing this Policy, we will engage with and support our employees, contractors, suppliers, customers, business partners and host communities in sharing responsibility for meeting our requirements.


We will be successful when we achieve our targets towards Zero Harm, are valued by our host communities, and provide lasting social, environmental and economic benefits to society.



Marius Kloppers
Chief Executive Officer

1 October 2007


bhpbilliton

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APPENDIX B - PERMIT TO DISTURB PROCEDURE




POITREL MINE

PT-HSEC-PR-1000

**POITREL PERMIT TO
DISTURB PROCEDURE**

DATE 8 MAY 2008

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Version 3

1. DOCUMENT INFORMATION AND REVISION HISTORY

Title	Poitrel Permit to Disturb Procedure
Document Purpose	Provide guidance to ensure Poitrel Mine meets all of its obligations relating to land disturbance
Key Words	Procedure;
Document Number	PT-HSEC-PR-1000
Document Owner	Senior Environmental Advisor
Contact for Enquiries	Senior Environmental Advisor
Master Copy Location	Fpe
Controlled Copy Locations	Controlled Document File/LCPL EMS Library

1.1 APPROVALS

Version No	Version Date	Version Descriptions	Reviewed By	Appd By
1	18/5/2007	New Document	AC	AC
2	8/01/2008	Technical content changes. Item 4.1, (section 4) and 4.2, number 12.	AB	AC
3	8/05/2008	Drainage dot point added to item 4.1 Section 1 4.2 key considerations added # 9 drainage design	TJ	AC



Permit To Disturb Procedure

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1.1 RELATED DOCUMENTS

This document should be read in conjunction with the following:

Issue No	Issue Date	Title

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Permit To Disturb Procedure			
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2. PURPOSE

The purpose of this procedure is to provide guidance to ensure Poitrel Mine meets all of its obligations relating to land disturbance. This procedure provides guidance in when and where an “Application to Disturb Land” is required and the requirements for completion and assessment of the application. An Application to Disturb Land is required to ensure all disturbances are in compliance with appropriate legislation and Environmental Management System requirements.

This process does not assess the activity itself, only the environmental aspects of the disturbance. For example if the disturbance is for a shut down pad, approval and conditions set down by the Application to Disturb Land would not relate to use of the pad to store hydrocarbon products. A Risk Assessment and, if appropriate, Change Management procedures shall be used to identify and control these aspects.


For Exploration Drilling activities this procedure will be followed but additional forms are adopted from BMA Geological Services EMS (http://bmacoal.net/geo_serv_41580.htm)

3. APPLICATION

This procedure is applicable to all activities causing land disturbance at Poitrel Mine. An Application to Disturb Land must be made when any proposed work would cause a disturbance to areas of vegetation and/or existing landforms and drainage patterns which have not been previously disturbed by Poitrel Mine activity. A permit is also required to disturb areas that have been previously disturbed and rehabilitated.

Examples for which a permit to disturb is required include:

- Areas of vegetation that need to be cleared (including grasslands),
- Proposed works that will alter existing landforms and drainage patterns.
- Infrastructure that needs to be constructed on previously undisturbed land.
- Exploration drilling and preparation of areas for mining

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- Disturbing rehabilitated areas.

The application must be fully completed and approved prior to the commencement of the disturbance activity.

The Application to Disturb Land does NOT cover the activity of digging in any area. A permit to dig MUST be completed prior to any sub surface activity.

4. DEFINITION OF ROLES


- Person requesting – A person requiring to clear vegetation, disturb or remove topsoil, alter existing land forms or drainage patterns. The person requesting must, as a minimum, have supervisory responsibility and be appointed as a Mine Supervisor by the SSE.
- Person approving – This is the site Senior Environmental Advisor. In the absence of the Senior Environmental Advisor a nominated representative(s) shall assume the duties of the Senior Environmental Advisor. In the event that contact cannot be made to the Senior Environmental Advisor or the representative(s), the Mine Manager shall hold all authority under this Procedure.

5. PROCESS FOR COMPLETING PERMITS AND FORMS

5.1 PROCESS AND RESPONSIBILITIES FOR COMPLETING AN “APPLICATION TO DISTURB”

A blank Application to disturb land (PT-HSEC-TMP-1000) should be obtained from the Environmental Department or the Poitrel intranet site. The Application to Disturb Land form has 4 sections and the application must be approved prior to commencing work. All applications to disturb must go through the Environmental Department.

Section 1 / Person Requesting

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- **Application to disturb must be made at least 2 weeks prior to any planned disturbance. Any urgent requests will not take precedence unless authorised by the SSE**
- The person requesting will initiate the Application to Disturb Land.
- Provide a date that the permit is required by
- Provide a picture plane of the area that is planned to be disturbed
- Provide a DXF file of the area that is planned to be disturbed
- Provide corner coordinates of the area to be disturbed
- Provide a drainage design of the area to be disturbed to control run-off
- Once approval is granted the Person Requesting is to sign the Application to Disturb. This now becomes the Permit and must be available on the clearance area.
- Once the clearing has taken place the Permit is to be given back to the Person Approving to keep as a record.

The application will not be processed until all the above information is received

Section 2 / Person Approving

- The Person Approving will assign the application a number once all information is provided. This number will be forwarded to the Person Requesting.
- The Person Approving will post the application number on the tracking sheet which is posted in the Senior Environmental Advisor's Office. The progress of the application will be updated on this sheet and the Person Requesting can check this to determine the status of their application.
- The Person Approving will check if the area has already been previously cleared for Cultural Heritage. If it has not, a request will be made to the BBKY to clear the area. The BBKY will be given the maps and coordinates as well as the Application Number. The Person Requesting will receive a copy of the request to BBKY.

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- The Person Approving will send a list of priorities for clearance to BBKY on a weekly basis. Priorities will be based on a first come first served basis unless permission is granted by the SSE
- Once Cultural Clearance has been granted and all documentation received, the Person Approving will make an assessment of the application on the basis of the “Key Considerations” in Section 3.
- The Person Approving will record their details and decision in Section 2 and sign where required.
- The Person Approving must complete the application no more than 2 working days from the date requested (Section 1)
- The Person Approving will then forward the document to the Person Requesting to sign

Section 3 / Person Approving

- The person approving will assess the proposed disturbance against the Key Considerations listed in Section 3 and any other considerations that may apply. Guidance is provided in Section 4.2
- Indicate whether the proposed disturbance is acceptable or not against each key consideration by placing a “Y” or an “N” in the OK column. Where appropriate provide comment in the Comments column.
- In some instances the proposed disturbance may be acceptable only if it is carried under prescribed conditions. If this is the case then conditions can be:
 - Listed in the Conditions column,
 - Listed under Item 10, or
 - Attached under a separate cover, indicating that this is the case under Item 10.

Section 4 / Person Requesting

- Understand all of the conditions prior to signing the form
- Use the check list provided to ensure that all aspects of the permit have been addressed
- Ensure the details of the Application and approval are conveyed to the operator(s) and the operator(s) have a full understanding of all operational requirements prior to commencement of the job.
- Provide adequate supervision to ensure all work conducted under the permit is conducted to the conditions specified in the completed permit to disturb.

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- If there is a change to the approved disturbance plan then the person requesting must submit the new plan for approval.
- Should deviation from the permit conditions occur then the work shall be stopped immediately and an investigation of the deviation conducted.

5.2 GUIDANCE FOR COMPLETING SECTION 3

The following guidance is provided for completing Section 3.

SECTION 3 – KEY CONSIDERATIONS	Key Considerations
1. Tenure - disturbance is on ML and SA	Check that the disturbance is to be on an area where Poitrel Mine has Mining Lease and Surface Rights. If not, reject the application or refer the matter to BMA Manager Environment or Legal Department for a review of requirements.
2. Alternative areas available that are already disturbed	Consider if there are viable alternative locations for the disturbance that are already disturbed or in a less sensitive location to reduce the mine footprint and/or impact of the disturbance. If there are then ask the person requesting to adopt alternative location or justify the requested location.
3. Consistent with EMP, EA and Plan of Operations	Review activity for consistency with the approval basis for Poitrel Mine. If not consistent then reject the application or apply to amend the required instrument – notify BMA Manager Environment.
4. Consistent with CHMP and duty of care guidelines	Check whether disturbance area has CH clearance in accordance with CHMP. If not reject the application or make arrangements for appropriate clearance to be obtained with the Poitrel Mine Cultural Heritage Coordinator. If disturbance is in sensitive areas check also BHP and BMA Policy and risk assessment to determine if disturbance in such an area is appropriate.

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SECTION 3 – KEY CONSIDERATIONS	Key Considerations
5. Impact on native vegetation and ecosystems	Check whether all necessary approvals are in place for any vegetation clearance that may occur. Refer Tree Clearing Flowchart in Appendix 1. If approvals are not in place then either reject the application or obtain approval as per the Tree Clearing Flow Chart. If disturbance is in sensitive areas check also BHP and BMA Policy and risk assessment to determine if disturbance in such an area is appropriate.
6. Management of weeds	Determine if spreading of weeds is likely to be a significant risk in carrying out the proposed disturbance. If required condition works to mitigate this risk or reject application/seek alternative location if risk is too high.
7. Impact on water quality, overland flow, groundwater	Determine impacts on water (sediment) and whether the works are in a waterway or interfere with overland flow or groundwater and required permitting under the Water Act. If permits are required under the Water Act then either obtain permits or reject the application. Condition works to mitigate risk of excessive sediment generation.
8. Impact on surrounds (dust, drainage, access, neighbours etc)	Consider ancillary work requirements to reroute fences, drainage and access roads. Assess impacts from emissions such as dust and noise. Determine requirement for notifications eg. other work groups, neighbours, other stakeholder.
9. Effective drainage design to control run-off	Determine if sediment run-off will be sufficiently controlled. The drainage design should ensure that run-off is controlled and does not have an impact on undisturbed areas. A drainage design must be included for the application to be approved.
10. Topsoil stripping depth and management	Determine topsoil stripping depth from Topsoil Map. Where possible direct spread topsoil on areas requiring rehabilitation, otherwise nominate stockpile

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SECTION 3 – KEY CONSIDERATIONS	Key Considerations
	location.
11. All Permits in place (inc vegetation and Riverine)	Double check for section 5 and 7
12. Area has been appropriately surveyed and DXF data provided	This ensures that all parties know what area is to be cleared
13. If related to Exploration Drilling activities then attach completed checklists as required by the Geological Services EMS: <ul style="list-style-type: none"> • Stage 1 Planning Checklist • Stage 2 Operations Checklist • Stage 3 Rehabilitation Checklist 	For Exploration Drilling activities this procedure will be followed but additional forms are adopted from BMA Geological Services EMS (http://bmacoal.net/geo_serv_41580.htm)
13. Other conditions	Other conditions may be applicable. Conditions should be determined through the following process: <ol style="list-style-type: none"> 1. Carry out risk assessment for work 2. Identify risks where existing controls do not sufficiently reduce the risk 3. Identify new controls as required to reduce the risk to an acceptable level. Formulate conditions based on the new controls.



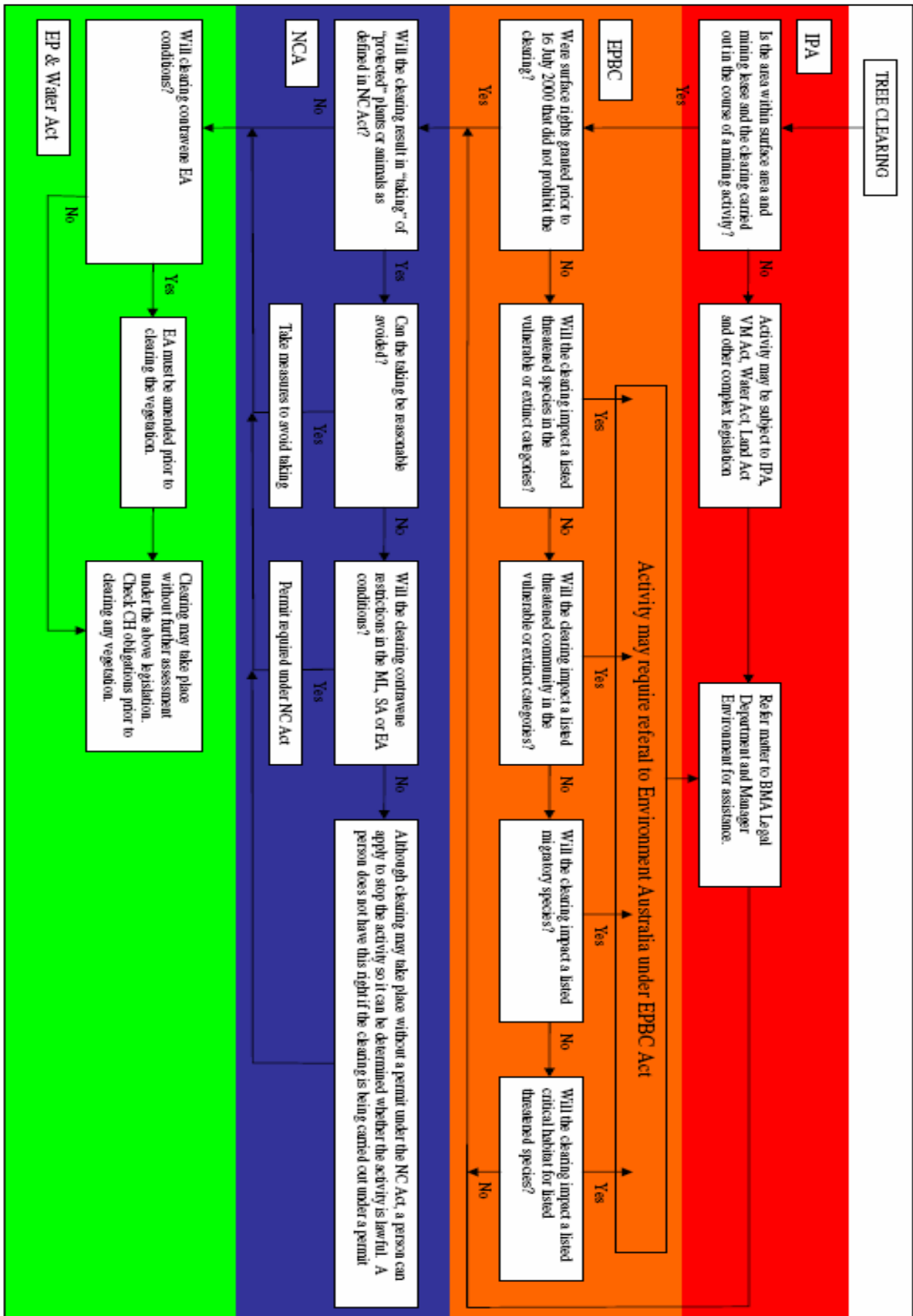
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APPENDIX 1 – TREE CLEARING FLOWCHART



SECTION 1 – PERSON REQUESTING DETAILS	SECTION 2 – PERSON APPROVING DETAILS AND DETERMINATION											
NAME:	NAME:											
WORKGROUP:	TITLE:											
PLANNED START DATE:	APPROVED / REJECTED											
DATE REQUESTED:	DATE:											
DESCRIPTION OF WORK: <i>Please attach scale plan showing location and providing details of disturbance. Please provide boundary coordinates or a dxf of the area of disturbance.</i> AREA: _____ ha	DOCUMENTATION RECEIVED FROM PERSON REQUESTING: <u>Checklist:</u> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Date that permit is required by</td> <td style="width: 20%;"></td> </tr> <tr> <td>Picture Plane of area</td> <td></td> </tr> <tr> <td>DXF File of area</td> <td></td> </tr> <tr> <td>Corner Coordinates of area</td> <td></td> </tr> <tr> <td>Drainage Design for area</td> <td></td> </tr> </table>		Date that permit is required by		Picture Plane of area		DXF File of area		Corner Coordinates of area		Drainage Design for area	
Date that permit is required by												
Picture Plane of area												
DXF File of area												
Corner Coordinates of area												
Drainage Design for area												
	SIGNED:											

SECTION 3 – PERSON APPROVING KEY CONSIDERATIONS	COMMENTS / CONDITIONS	OK Y / N
1. Tenure - disturbance is on Mining Lease and Surface Area		
2. Alternative areas available that are already disturbed		
3. Consistent with EMP, EA and Plan of Operations		
4. Consistent with CHMP and duty of care guidelines		

5. Impact on native vegetation and ecosystems		
6. Management of weeds		
7. Impact on water quality, overland flow, groundwater		
8. Impact on surrounds (dust, drainage, access, neighbours etc)		
9. Effective drainage design to control run-off		
10. Topsoil stripping depth and management		
11. All Permits in place (inc vegetation and Riverine)		
12. Area has been appropriately surveyed and dxf data provided		
13. If related to Exploration Drilling activities then attach completed checklists as required by the Geological Services EMS: <ul style="list-style-type: none"> • Stage 1 Planning Checklist • Stage 2 Operations Checklist • Stage 3 Rehabilitation Checklist 		
14. Other conditions / controls	(more conditions attached Y / N)	

SECTION 4 – PERSON REQUESTING		
<i>ACKNOWLEDGEMENT</i>		
<i>REQUIREMENT</i>	<i>COMMENTS</i>	<i>CHECKED (Tick Box)</i>
Area has been pegged to clearing standard		
Area has been walked by operator and supervisor		
Operator has been provided with maps and coordinates		
Operator has been briefed on the requirements of the permit to disturb		

Operator has acknowledged understanding of permit to disturb and task at hand		
I understand that drainage works as per the submitted plan are to be completed prior to disturbance		
Conditions of permit have been addressed		
<i>I understand the conditions of the permit</i>		
<i>Conditions will be communicated to all relevant personnel involved in the work</i>		
SIGN:	DATE:	

SECTION 5 – PERSON CONDUCTING THE CLEARING		
ACKNOWLEDGEMENT		
<i>I understand the conditions of the permit</i>		
<i>I have received maps of the area as well as been shown the boundaries to where I can clear to</i>		
SIGN:	DATE:	