

1. INTRODUCTION

Purpose To ensure that work activities with the potential to impact native fauna or flora are managed according to the SGSPAA Group business requirements.

Scope

In scope

- Applies to all work activities within SGSPAA Group Australia.

Out of scope

- Pest or noxious flora management.
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Objectives

To ensure the SGSPAA Group business meets its legal obligations and minimises the harm to native flora and fauna, including threatened and protected species

Responsibilities

The responsibilities for implementing this procedure are:

- The appropriate Asset or Project Manager shall ensure that all asset planning and project activities comply with this procedure;
 - The responsible manager from Service Delivery when undertaking any work on the asset shall ensure that all works comply with this procedure;
 - Site Supervisors will ensure all personnel including contractors comply with this procedure. Responsible for notifying HSE Business Partner (BP) or Environmental Advisor of any incidents.
 - The HSE BP or Environmental Advisor will provide the necessary assurance and advice as required.
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Regulatory Requirements

Native flora and fauna is protected by legislation throughout Australia. Native vegetation generally requires a licence or permit to remove, however under certain circumstances the Group operates in accordance with permit exemptions that allow protected vegetation to be removed to the minimum extent necessary.

Flora and fauna (vegetation and wildlife) is protected at a State and Territory level, however each State and Territory also has legislation to provide further protection to threatened Flora and Fauna. Nationally threatened flora and fauna is protected by the Commonwealth's Environment Protection and Biodiversity Protection Act 1999 (EP&BC Act).

2. ACTIONS PRIOR TO WORKS COMMENCING

Prior to Starting Work

Prior to starting work, you must:

- Check Geographical Information System (GIS) to see if the work is happening in an ecologically sensitive area.
- Confirm any requirements of the Operating Environmental Management Plan
- Consult the Environmental Handbook.
- Confirm legislative requirements, based on the state, territory or commonwealth of the work.
- Confirm you understand any license and/or approval requirements.
- Vegetation Clearing and Site Establishment Checklist must be completed prior to any vegetation clearing being undertaken.



NOTE: Refer to JAA HSE FM 0134 Vegetation Clearing And Site Establishment Checklist

Work in an Ecological Sensitive Area or Undisturbed Bushland

If the work must be conducted in an ecological sensitive area, or undisturbed bushland, you must:

- Arrange a specialist assessment to be conducted.
- Confirm you have the appropriate license and/or approval.
- Inform all Workers of the area and the need to avoid impacts.
- Contact the relevant Environmental Advisor to seek advice on impact controls.

3. PROTECTION OF FLORA

Protect Trees

To protect significant trees, you must:

- Identify the Trees Root Zone (TRZ) and the Structural Root Zone (SRZ). This may require a specialist assessment.
- Keep stockpiles and mobile plant outside the Trees Root Zone (TRZ) and the Structural Root Zone (SRZ).
- Minimise damage to the Trees Root Zone (TRZ) by under boring / directional drill at least 600 mm beneath the ground surface.



NOTE: Refer to Appendix 1 - Tree Root Zone (TRZ) and Structural Root Zone (SRZ).

Protect Vegetation

To protect vegetation, you must:

- Only remove vegetation contained within the permit or approval from the relevant regulator.
- Identify the limits of clearing and monitor this is maintained.
- Create exclusion zones around protected areas using para-webbing or similar.
- Have all mobile plant and vehicles cleaned and free of organic material.
- Keep slashing height to a minimum 10 cm above ground surface.

Prune Vegetation

If required to prune vegetation, you must:

- Only use the correct tools e.g. specialist pruning tools, not mobile plant.
 - Make the cut as close to the branch collar as possible and make sure the branch collar is not damaged.
 - Follow the requirements of Australian Standard AS4373 Pruning of Amenity Trees.
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4. PROTECTION OF FAUNA

Fauna Protection Requirements

To protect fauna, including threatened and protected species, you must:

- Identify all habitat areas i.e. hollows and nests. This may require a specialised fauna spotter.
- Only use licensed/approved fauna handlers to remove fauna from the work area.
- Follow all permit, approval or license requirements.
- Create exclusion zones around protected areas using para-webbing or similar barrier.

If Work Involves a Trench or Excavation

If work involves a trench or excavation, you must:

- Place barricades or coverings around/over trenches to prevent fauna from entering.
- Set-up the trench or excavation with escape ramps or exits.
- Inspect trenches and excavations at the start of the day to ensure no fauna has become trapped.

If fauna has become trapped in the trench or excavation, you must arrange a licensed/approved fauna handler to safely remove it.

5. INCIDENT REPORTING

Incident Reporting Requirements

Where harm is caused to native vegetation or wildlife that is not in accordance with an approved exemption or permit it must be reported to the relevant work supervisor immediately and the HSE BP or Environmental Advisor as soon as practical.

The incident is to be documented in the Incident Management System Aspire, in accordance with JAA HSE PR 0004 Managing Incidents Procedure.

The Group HSE Manager and Environmental Advisor in consultation with the relevant works manager shall assess whether the incident is to be communicated to the relevant Regulator in accordance with Legislation.



NOTE: Refer to Managing Incidents Procedure (JAA HSE PR 0004).

6. DEFINITIONS

Term	Definition
Ecological sensitive areas	Ecological sensitive areas include native vegetation, bushland, national park estate, threatened species, endangered ecological community, critical habitat, wilderness areas, biobank sites, biodiversity offsets, marine parks, coastal wetlands and littoral rainforests, seagrass, saltmarsh, mangroves or wetlands
Non-destructive digging	Non-destructive digging includes hand digging, hydro vacuum excavation, air excavation or knifing or vacuum excavation
Structural root zone (SRZ)	SRZ means structural root zone which is the area where the roots provide critical structural stability for the tree
Tree protection zone (TPZ)	TPZ means tree protection zone, which is the area set aside for the protection of a tree's roots and crown to maintain the tree's long-term viability

7. RELATED DOCUMENTS & REFERENCES

Internal References

Document No.	Document Title
JAA HSE FM 0134	Vegetation Clearing And Site Establishment Checklist
JAA HSE PR 0004	Managing Incidents Procedure

External References / Standards

- Australian Standard AS4373 Pruning of Amenity Trees.

8. DOCUMENT CONTROL

Approval

Position Title	Name	Date
Group Environment & Sustainability Manager	Sonia Fourie	18/04/2023

Document History

Version	Date	Author	Description of Changes
1.0	17/05/21	Chris Griffiths	Document creation. Supersedes G-EN-PR-00053 and JEM HSE PR 0008.
2.0	April 23	Damien Lee	Document content transferred to new Group template. Appendix B removed and uplifted to standalone document (JAA HSE FM 0134)

Document Review

Document Approval Date + 3 years

9. APPENDIX A – TREE ROOT ZONE (TRZ) AND STRUCTURAL ROOT ZONE (SRZ)

