

ENVIRONMENTAL REPORTING PROCEDURE

This document specifies all environmental reporting requirements (statutory and non-statutory) to external parties under the site's Environmental Management Plan (EMP).

Site: Pakenham Quarry

Date prepared: 18.01.08

Incidents

- All detected EMP non-compliances will be reported to management, technical staff and operating staff immediately.
- All EMP non-compliances will be recorded in the [STARS Safety, Health & Environment Incident Notification Form](#)
- Incident reports are to be made to relevant Regulatory Authorities in accordance with their requirements.

Monthly Reports

- A report of activities and actions carried out under the site EMP will be prepared each calendar month.
- The reports will contain:
 - A summary providing highlights
 - A brief summary of activities carried out
 - Any variances from the EMP and the reason for such variance
 - All results of environmental monitoring
 - All non-compliances with descriptions of actions taken and the results of those actions (it will suffice to attach copies of the completed Incident Forms for this purpose)
- Monthly report summaries are to be provided to management and quarry operating staff.
- Full monthly reports are to be provided to technical staff and presented to ERC meetings.

Annual Reports

- An annual report including the results of the independent audit and Readymix's response to the audit report will be prepared and provided to management, technical staff and all members of the ERC.
- Copies of this report should also be made available to operating staff.

EPA Licence Reporting

- The following are the EPA Licence reporting requirements –
 - Flow measurements as per Conditions 3.7 & 3.8 – one-off, by 31 August, 2007
 - Annual reporting as per Conditions 3.5 & 3.6 – by 30 September every year
 - Incident and Exception reporting as per Conditions 3.3 & 3.4
- EPA monitoring and other measurements will be included in the relevant monthly report as applicable.