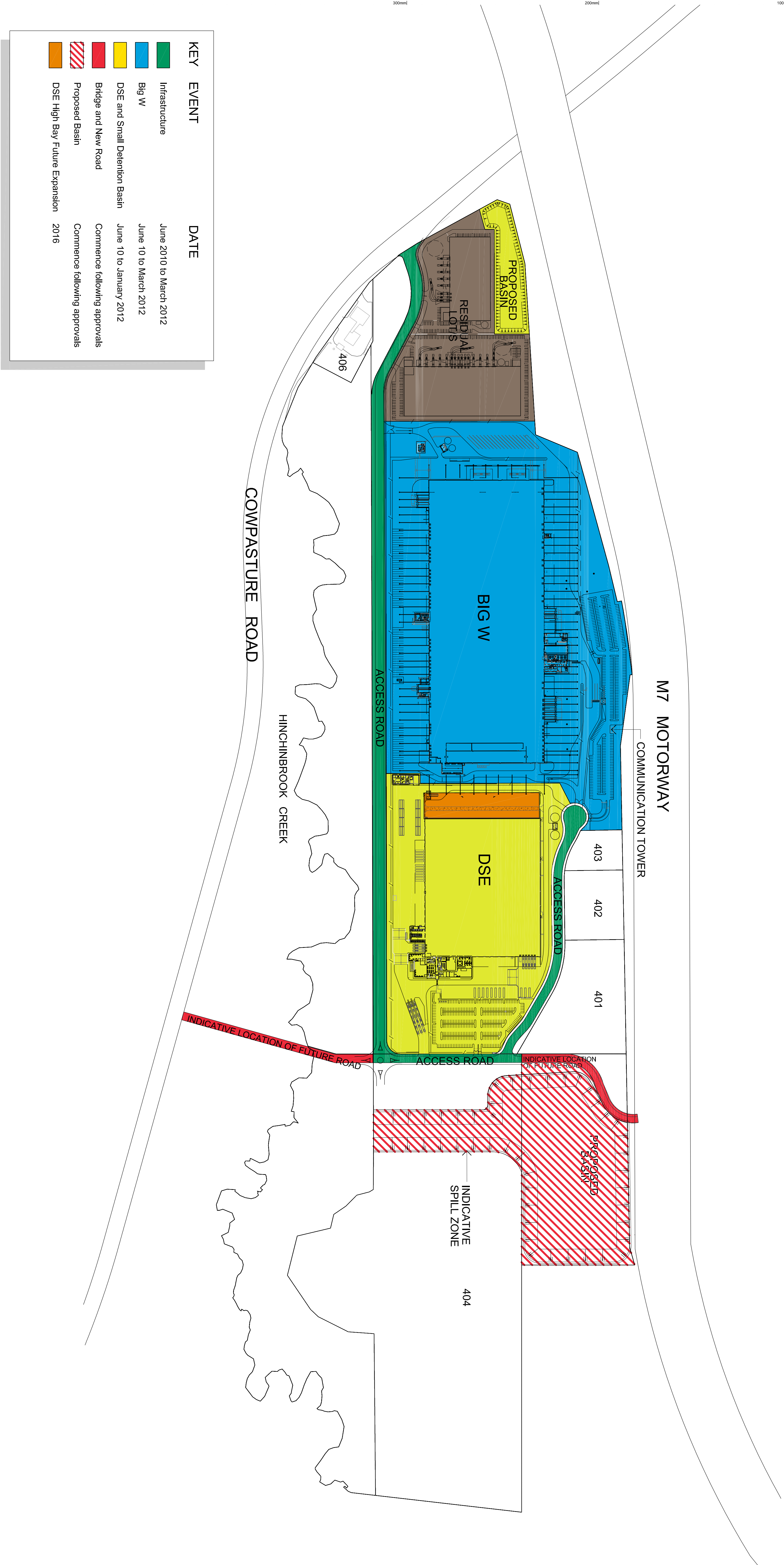


Attachment 3

Construction Staging Plan

Construction Staging Plan
Former Hoxton Park Airport Redevelopment



KEY	EVENT	DATE
<div></div>	Infrastructure	June 2010 to March 2012
<div></div>	Big W	June 10 to March 2012
<div></div>	DSE and Small Detention Basin	June 10 to January 2012
<div></div>	Bridge and New Road	Commence following approvals
<div></div>	Proposed Basin	Commence following approvals
<div></div>	DSE High Bay Future Expansion	2016

NOTE:
BUILDING PLANS AS PROVIDED BY MNIA ARCHITECTS

rev	date	description
A	10/02/10	ISSUED FOR PART 7A SUBMISSION

project:
**FORMER HOXTON PARK AIRPORT
REDEVELOPMENT**

architect:
**Mirvac
Design**
planners
landscape designers

Level 26, 60 Margaret St.
Sydney NSW 2000
Tel: 02 9290 8000
Fax: 02 9290 8181
Mirvac Design Pty Ltd
ABN 19 003 299 035

title:
**FORMER HOXTON PARK AIRPORT
REDEVELOPMENT
CONSTRUCTION STAGING PLAN**

drawn	approved	date	scale
TM	TM	JAN 2010	@ A1: 1:3000
job no:	7,172	drawing no:	MP-1011
lot no:		rev:	A

Attachment 4

Waste Management Plan by Dial a Dump



4/01/2010

CONFIDENTIAL

WASTE MANAGEMENT PLAN

Created for : Mirvac

Site Address: Hoxton Park

Recycling is a vital means whereby Australia's natural resources are conserved and efficiently utilised.

Dial A Dump's aim is to work together with **Mirvac** to develop a waste management system centred around resource recovery and recycling.

Option 1. On Site Recycling

The efficiency of on-site recycling depends on the anticipated waste stream types and quantity along with space being available (and suitable) to house the bins required.

The on-site separation of scrap metals such as aluminium, copper pipe and wire, lead and steel is viable provided on-site security is adequate. A Colour Coding system is currently used on sites to aid in the separation of materials. Separation on site is accredited separately to each site. By working together with your company personnel to reduce waste coming to site also, a vast amount of waste can be reduced.

Site conditions permitting separate on-site bins for cardboard and paper are also possible, and **Dial A Dump** have committed to providing a Paper Bin for use on site for this purpose.

Dial A Dump feel that off site recycling is the more viable option for all other wastes.

Option 2.

Off Site Recycling

Off site recycling is the most appropriate course of action for mixed waste streams and sites with minimum room or access difficulties.

At our Recycling and Landfill Facility in St Peters, **Dial A Dump** is able to sort and recycle wastes coming from your sites.

This sorting and recycling includes the recovery and production of the following materials:

Paper/Cardboard

Glass

Steel - OSI and Black Iron

Non-Ferrous metals such as:

- Lead
- copper
- electrical cable
- brass and aluminium;

All which are sorted and sent to the appropriate processing plants.

Timber such as:

- Formwork
- pallets
- hardwood
- oregon and alike;

are sorted for reuse, with the rest being processed to make woodchip.

Plasterboard and Gyprock are transformed into soil conditioners

Green Waste is transformed into mulch.

Problem wastes such as:

- Carpet
- mattresses
- tree stumps
- plastic and tyres;

are all processed at **Dial A Dump** facilities to avoid the potential problems that wastes such as these cause at landfills.

All hardcore materials;

- Bricks
- mortar
- concrete
- dirt
- soil
- sand
- tiles
- marble and stone;

are either stacked for reuse, or re-processed into high quality raw materials such as:

- * Roadbase
- * Aggregates for drainage
- * Fill sand
- * Soil
- * Turf underlay

ENVIRONMENTAL MANAGEMENT & COMPLIANCE

Dial A Dumps' core business is providing a Waste Management service in accord with the Protection of the Environment Operations Act, 1997 and the Waste Minimisation and Management Act, 1995.

The operations of the Company are fully licensed by the Environment Protection Authority of NSW.

Clients of **Dial A Dump** are secure in the knowledge that their wastes are being disposed of according to environmental protection legislation and the principles of Ecologically Sustainable Development. **Dial A Dump** has in place, as a major part of its business, a materials recovery and recycling program that exceeds the objectives of the Waste Minimisation and Management legislation.

LEGISLATION AND DUE DILIGENCE

Legislation

The disposal of wastes in New South Wales is under the control of the Environment Protection Authority. The Environment Protection Authority administers the Protection of the Environment Operations Act and associated legislation and regulations.

Due Diligence

Companies and individuals are required to act with due diligence in respect to the disposal of the wastes they generate. Companies and individuals are exercising due diligence by engaging **Dial A Dump** to dispose of their wastes as **Dial A Dump** are specialists in waste management services.

Due diligence may be considered to be the legal opposite of negligence. If due diligence is not exercised then negligence may be considered to have occurred. Due diligence applies to both a requirement to act and to a failure to act, thus commission and omission of actions. Due diligence applies to companies, company directors and employees. Due diligence means that companies and individuals have taken all reasonable means to ensure that legal obligations have been met.

For waste management, due diligence requires both the waste producer and the waste collector to mutually exercise a) duty of care and b) duty of disclosure, that is each to inform the other of any and all matters which affect the undertaking of the waste management operations.

Dial A Dump is licensed by the EPA to transport, store, recycle, reprocess and dispose of wastes. Accordingly, all waste is collected and transported by **Dial A Dump** then returned to our Recycling/Landfill facility in St Peters.

From here, only a small percentage is taken off site for disposal (industrial wastes) or committed to landfill. It is in both **Dial A Dump** and our customers' interest to ensure as much waste as possible is committed to re-use and we welcome customers who may wish to view our St Peters facility for themselves.

DEFINITIONS OF WASTES

Wastes

Wastes are described by many different names and come in many different types; industrial, commercial, building and demolition, clinical, solid, domestic, putrescible, non-putrescible, hazardous, household, inert, municipal, and trade waste. They are defined for regulatory purposes in the Protection of the Environment Operations Act.

For practical purposes New South Wales has adopted a waste management hierarchy that prioritises ecological sustainable waste solutions. The hierarchy consists of

- 1 Avoiding waste,
- 2 Re-using materials,
- 3 Recycling and reprocessing materials
- 4 Waste disposal.

Waste Reduction

The NSW State Government set a goal of a 60% reduction of wastes being disposed of in NSW by the year 2000. **Dial A Dump** by means of innovative resource recovery and processing is achieving in excess of this waste reduction goal. It is **Dial A Dump's** aim to achieve an 80% reduction in waste being disposed of. The clients of **Dial A Dump's** waste management service can justly claim that they are achieving the Government's goal in waste minimisation.

Waste Management

Wastes need to be managed in order to comply with every aspect of the legislation covering wastes. The waste management service provided by **Dial A Dump** is a total waste management service. By engaging **Dial A Dump** to manage wastes, a waste generator has exercised complete due diligence. **Dial A Dump** assumes the responsibility and requirements for the correct collection, transport, storage and disposal of wastes.

The waste management service of **Dial A Dump** covers all aspects of all wastes, a complete and thorough service to assist industry, a significant service that is *Keeping Australia Clean*.

ECOLOGICALLY SUSTAINABLE DEVELOPMENT

Ecologically Sustainable Development as the fundamental tenant of Australian business stems from the *Inter-governmental Agreement on the Environment* between Australian Commonwealth, State, Territory and local governments on ecologically sustainable development made in May 1992. **Dial A Dump** fully endorse and is committed to the four principles which constitute Ecologically Sustainable Development.

Principle 1 The Precautionary Principal

For general hard wastes, there is a great deal of scientific certainty concerning their treatment, storage, transport and disposal. Such materials, in general, have been used by society for millennia. For special wastes **Dial A Dump** applies the measures and procedures for handling and disposal required by NSW legislation. These measures and procedures are designed to ensure the known and suspected effects of such materials are controlled.

Principle 2 Inter-generational Equity

Resource recovery and recycling as carried out by **Dial A Dump** together with corresponding savings in fossil fuel energy and more efficient use of landfill sites are direct, positive and practical measures to provide for inter-generational (future generations) and intra-generational (present generation) equity.

Principle 3 Conservation of Biological Diversity & Ecological Integrity

Disposal of waste by **Dial A Dump** is at our licensed landfill site. This site has detailed rehabilitation plans to ensure the biological diversity and ecological integrity of the site and its environs. The recovery and recycling of resources conserves resources and consequently minimises the impact of the initial production of resources on the biological diversity and ecological integrity of land.

Principle 4 Improved Valuation & Pricing of Environmental Resources

Dial A Dump applies control measures in the treatment, storage, transport and disposal of waste materials to minimise air, water and noise pollution. These control measures are the means whereby the valuation of the environmental resources of air quality, water quality and area amenity is enhanced.

Disclaimer

Information herein dealing with New South Wales Legislation is derived from a reasonable and logical interpretation of that legislation. The Environment Protection Authority has a number of publications dealing with wastes and waste management that provide specific information and details that may be of value to waste generators.

RECYCLING

Recycling is a vital means whereby Australia's natural resources are conserved and efficiently utilised. Our 'Waste Management' system is centred around *resource recovery and recycling* and through innovative approaches **Dial A Dump** consistently achieves recycling figures in excess of the objectives of the Waste Minimisation and Management legislation and the Waste Wise agreement.

Dial A Dump encourages Customers to utilise our St Peters facility for off-site recycling, with an on-site option also being available.

The efficiency of on-site recycling is dependent on a number of factors including:

- Anticipated waste streams
- Adequate space available for bins to be labelled for specific waste streams (**Dial A Dump** currently utilises a colour coding system for this option)
- Adequate security for valuable materials including scrap metals (aluminium, copper pipe and wire, lead and steel)
- Quality on-site staff training to ensure waste streams stay 'clean'

Off-site recycling is an efficient and cost effective option for **Dial A Dump's** customers. Upon returning to **Dial A Dump's** recycling and landfill facility, the general loads collected are sorted and recycled directly on site. Materials currently recycled and reused at our recycling facility include:

Metals	Resold to appropriate processing plants
Timber	Recycled to make Woodchip
Green Waste	Recycled into Mulch
Hardcore	Recycled into products including Roadbase, Sand, Fill and Aggregate

Dial A Dump customers can feel secure in the knowledge that their waste is being disposed of and recycled according to environmental protection legislation and the principles of ecologically sustainable development.

Recycling Reports are a key feature of **Dial A Dump's** waste management services, and can be provided to Customers at the end of each month indicating the Recycling results achieved by individual sites. This allows our Customers the confidence of knowing they are achieving Government standards and meeting all reporting requirements.

Dial A Dump can also assist in the recycling and re-use of products on site with Screens and Crushers available to transform bricks, concrete, and similar hardcore materials into recycled and re-usable aggregates, roadbases and fill materials. Our accredited Plant Operators are trained to perform recycling work with efficiency and time effectively, while our Recycling Sales staff are familiar with the necessary specifications on products to ensure they comply with specific requirements (primarily RTA specifications).



A.B.N 74 003 755 673
 PO BOX 1040 Mascot NSW 1460
 9519 9999
 Fax: 9516 5559

Recycling and Waste Minimisation Report

EMAIL TRANSMISSION

Date:	Sample only	Email:	
Company:	ABC Pty LTD		
Site Address:	1 Sample St Sample Ville		
Post Address:			
Attention:	Fred	Phone:	

Client:	<u>ABC Pty Ltd</u>	
Site:	<u>1 Sample St Sample Ville</u>	
Job Stage:	<u>Structure</u>	
Month:	<u>JANUARY 2007</u>	
Total Volume:	20 M3	
Landfill:	20%	
Recycling & Waste Minimisation:		80%
Recycling & Waste Minimisation comprising as below:		
Hardcore:		40%
Softcore:		30%
Steel: Ferrous / Non Ferrous:		20%
Paper / Cardboard:		8%
Miscellaneous:		2%

Attachment 5

Mirvac's Policies:

- *Young Worker Policy.*
- *Anti – Harassment Policy*
- *Drugs & Alcohol Policy*
- *HSE Consultation Statement*
- *Health Safety Environment Policy*
- *Injury Management & Return to Work Policy*
- *Smoke Free Policy*
- *UV Radiation / Sunlight Policy*

UV Radiation/Sunlight Policy

At Mirvac the provision of a safe working environment is central to core business values. Mirvac recognises the risk of skin cancer to outdoor workers exposed to Ultra Violet (UV) radiation through everyday sunlight. Where outdoor work is to be performed at Mirvac workplaces, UV radiation exposure is considered in all planning activities.

Initiatives to eliminate or minimise the risk of UV radiation exposure to outdoor workers and raise awareness include:

- » a purchasing arrangement for Mirvac employee work clothing consisting of the requirements for close-weave fabric with a minimum UPF 50+, long sleeves and a collar
- » identification of the potential for UV radiation exposure in risk and opportunity planning
- » consultation and awareness training for employees or service providers through workplace induction which emphasises the dangers of UV radiation exposure and skin cancer
- » the provision of sheltered amenity areas not exposed to direct sunlight
- » display of the Mirvac Group UV Exposure Poster at all workplaces where outdoor work and UV radiation is identified in risk and opportunity planning

Identification of potential UV radiation risks for outdoor job tasks is a Mirvac Group risk and opportunity planning requirement. Control measures as a minimum include:

- » nomination of UV as a risk in all safe work procedures or equivalent prepared for outdoor work
- » availability of a broad brimmed (min. 8-10cm) hat, or brim and neck flap for safety helmets, to all employees engaged in outdoor work
- » availability of sunglasses complying with AS/NZS1067 to all employees engaged in outdoor work
- » availability of sunscreen min. SPF 30+ at prominent locations at the workplace
- » wearing a shirt at all times when undertaking outdoor work

Where UV radiation is identified as a risk to health and safety, Mirvac monitors the implementation and effectiveness of control measures through regular workplace appraisals.




Nicholas Collishaw
Managing Director

September 2008

SmokeFree Policy

Mirvac is committed to protecting the health and wellbeing of its employees and visitors by creating a work environment which is free of tobacco smoke. To achieve this commitment, smoking is prohibited within:

- » 'Enclosed' workplaces, e.g. buildings or structures. Enclosed means any space having a ceiling or roof; and except for doors and passageways is completely or substantially enclosed by walls or windows
- » 'Semi-enclosed' workplaces, e.g. amenities, lunchrooms, and areas where meals are consumed. Semi-enclosed means any area mainly located outside the permanent external walls of a building and has a ceiling or roof and at least two sides that include fixed walls, operable windows, doors or retractable coverings
- » 5 metres of any access points to an enclosed/semi-enclosed Mirvac workplace including a building doorway entry or exit, operable window or louvre, and air conditioning vent or duct
- » Lifts, hoists, and undercover car parks
- » 6m of any area that is classified as a confined space
- » Mirvac vehicles and plant and equipment if another person(s) is present
- » 10 metres of any designated flammable or combustible goods store
- » Other areas designated as no smoking by signs

Smoking breaks for employees during work hours are not permitted. Where employees experience difficulty with the absence of such breaks, or seek to quit smoking, assistance is provided through the [Mirvac Employee Assistance Program](#).

To enable Mirvac to foster an environment that promotes health and wellbeing at work and at the same time meets legislative obligations under smoke free, health, and occupational health and safety legislation all managers promote and administer compliance with this Policy. All employees, service providers or other visitors to Mirvac workplaces shall abide by the provisions of this Policy.

Littered cigarette butts have environmental impacts on waterways, soils and habitats. Mirvac supports a cigarette butt free environment and asks all smokers to please 'butt it and bin it' to protect the environment.



Nicholas Collishaw
Managing Director

September 2008

Health Safety Environment Policy

Health Safety Environment is central to Mirvac's core business values. Our vision is simple - to provide workplaces free from harm and supported by a culture which ensures that the safety of people and protection of the environment remains an absolute priority. Mirvac believes the best business solution for management of Health Safety Environment is also the best business solution for all Stakeholders across the Mirvac Group.

Objectives for achieving our vision involve:

- » Complying with applicable statutory requirements, codes of practice, standards and guidelines
- » Establishing measurable objectives and targets aimed at the elimination of work related incidents or impacts from our activities, products and services
- » Defining roles, responsibilities and levels of accountability for Health Safety Environment

Strategies will include:

- » Integration of risk management principles in all core planning activities
- » Regular review of objectives and targets to promote improved performance outcomes across all business divisions
- » A commitment to measurable and continuous improvement in Health Safety Environment performance across the Mirvac Group through strategic planning
- » Working with government and industry to improve performance outcomes for the benefit of our stakeholders and wider industry goals
- » Establishment and ongoing expansion of Health Safety Environment learning and development initiatives
- » Regular consultation with our workforce and other stakeholders to improve decision-making on Health Safety Environment matters
- » Ensuring incidents are investigated and lessons learnt are distributed across all business divisions within the Group
- » Distributing Health Safety Environment information, including this policy, across the Group to all employees and interested parties
- » Providing timely and effective injury management and environmental remediation strategy
- » Regular review of Health Safety Environment policies and procedures to ensure compliance with legislation and ongoing relevance across the Mirvac Group
- » The provision of sufficient resources to ensure Health Safety Environment remains central to core business values
- » Prequalification of Service Providers (contractors and suppliers)
- » Adopting sustainable business principles and practices that meet the needs of stakeholders without compromising future resource needs
- » Recognising and rewarding excellence in Health Safety Environment performance

I commit Mirvac to the implementation of this policy and task all divisions and personnel across Mirvac with the responsibility for achieving our vision.



Nicholas Collishaw
Managing Director
September 2008

Living Quality

Integrity ■ Diversity ■ Creating Connections ■ Sharing Success

HSE Consultation Statement

Mirvac is committed to ensuring the health, safety and welfare of all employees, service providers and visitors at its workplaces. Mirvac will consult with its employees and service providers on their work tasks and the procedures and practices to be implemented to manage the health, safety and welfare of people engaged in those tasks. Mirvac believes that the involvement of workplace personnel in discussion at all levels is essential in achieving good health safety environment outcomes for our workforce.

At this workplace, agreed consultative arrangements for Health Safety Environment involve:

- | | | |
|--|---|---|
| <input type="checkbox"/> Committee | <input type="checkbox"/> Representative(s) | <input type="checkbox"/> Consultation Group |
| <input type="checkbox"/> Designated Workgroup(s) | <input type="checkbox"/> Workplace Meetings | <input type="checkbox"/> Safety Walk |

The roles and responsibilities or functions of the above consultative arrangements shall include:

HSE Committee or Consultation Group

Where established an HSE Committee consists of a minimum of four employee/service provider members and at least one Mirvac management representative. The HSE Committee assists with the development and monitoring of safe work practices and systems, and identifies for discussion those issues that have the potential to affect the health, safety and welfare of personnel or the environment at Mirvac workplaces. Mirvac responds to requests and recommendations by the HSE Committee in a timely manner. The current minutes of HSE Committee meeting are displayed in a prominent location(s) at the workplace including membership of the Committee. In the absence of a fully qualified HSE Committee, agreed consultation arrangements may include a HSE Consultation Group, which can function in a similar fashion to a Committee as outlined above.

HSE Representative

Where an HSE representative(s) is elected at the workplace, that person is democratically elected in accordance with relevant legislation for a maximum period of 2 years, or 3 years in Victoria. Employees or service providers are encouraged to raise specific HSE issues directly with their supervisor or the elected HSE Representative. Where the immediate supervisor or HSE representative cannot resolve an HSE issue it shall be referred to the HSE Committee/Consultation Group. The HSE Representative(s) shall be identified and posted in a prominent location(s) at the workplace.

Designated Workgroup

Where requested, Mirvac will establish a Designated Work Group(s) within 14 days. When an HSE issue(s) is raised either by Mirvac, an employee, service provider or the HSE Committee/Consultation Group, the HSE Representative will consult members of the workgroup and their supervisor(s) to resolve Health Safety Environment concerns in a timely manner.

Workplace Meetings

Some workplaces may consist of a small number of personnel and an HSE Representative or Committee is not requested or not required by legislation. For these workplaces Mirvac will consult with its workforce and agree on a Consultation Group and workplace meetings at intervals to be determined by the type of workplace and its risk profile. Health Safety Environment issues are a formal agenda item at all such meetings and the minutes and attendees of the meetings are posted in a prominent location(s) at the workplace.

Workplace Health & Safety Officer

Where 30 or more workers are employed for 24 hours or more at a Queensland workplace, including a construction site where Mirvac is the Principal Contractor, a Workplace Health and Safety Officer (WHSO) is elected and a notice identifying the WHSO displayed within 5 days of appointment. The WHSO performs the role of HSE representative at the workplace and assists the HSE Committee.

Agreed Method of Consultation

The Workplace Manager retains a record to demonstrate that employees, service providers or others were consulted on the agreed method of consultation established at the workplace.

Review of Consultation Arrangements

Mirvac, in agreement with its workforce, commits to the ongoing review and monitoring of these arrangements with employees to ensure consultation is effective and HSE issues are resolved. Further information is provided in the [Mirvac Group Consultation Procedure](#).



Nicholas Collishaw
Managing Director

September 2008



Injury Management & Return to Work Policy

Mirvac recognises the benefits of sound injury management principles and practices and is committed to implementing such practices in all of its workplaces. In conjunction with this commitment Mirvac acknowledges all legislative frameworks which govern and support injury management activities across all divisions and regions of operation by the Mirvac Group.

Experience has demonstrated that early intervention and management of workplace injury through sound injury management practices greatly assists the healing and recovery process and helps restore workers to normal duties much sooner. Workplace injury management includes early provision of timely and adequate services, including a suitable duties program, and aims to:

- » maintain injured or ill workers at work or
- » ensure the employees earliest possible return to work or
- » maximise the worker's independent functioning and
- » provide for durable employment

This policy constitutes a joint workforce-management agreement to which Mirvac commits to:

- » Provide a safe and healthy work environment, but in the event of injury or illness, make sure workplace injury management is commenced as early as possible in accordance with medical opinion
- » Make suitable duties available to injured or ill workers to facilitate their safe and early return to work. These duties will be consistent with current medical opinion and be time limited
- » Maintain confidentiality over medical and injury management information including verbal or written confidentiality
- » Make workers aware that in the event of injury or illness they will be consulted in the development of a structured and safe return to work program that will not disadvantage their employment position
- » Comply with legislative obligations with regard to the nature and standard of injury management at the workplace
- » Adopt a multidisciplinary approach to injury management as required to achieve the best possible outcomes for early return to work
- » Regularly review this policy and associated programs to ensure Mirvac's commitment continues to meet legislative requirements and the needs of all parties

I commit Mirvac to the implementation of this Policy and its supporting framework of workplace injury management procedures, which outline key terms, roles and responsibilities and stages in the return to work process.



Nicholas Collishaw
Managing Director

September 2008



Drugs & Alcohol Policy

Mirvac is committed to providing safe, healthy and productive workplaces. While social drinking may be identified as part of Australia's cultural identity, it is well recognised that drugs and/or alcohol affect a person's health and their ability to perform tasks safely and productively. As an Employer of Choice, Mirvac shares community concern over the harmful physical, behavioural and social effects of drugs and/or alcohol and the overall human and economic cost of dependence or abuse.

Drug or alcohol abuse causes short and long term impairment to a person's work performance, can impact on their safety and health, and may even impact on the safety of others at a workplace. To eliminate risks associated with drugs and alcohol abuse and achieve Mirvac's commitment to a safe, healthy and productive workplace, the following is prohibited at Mirvac workplaces:

- » Undertaking high risk work duties or work at high risk workplaces under the influence of drugs or alcohol
- » Driving a motor vehicle under the influence of drugs or with a blood alcohol level over the legal limit while at work or travelling to and from work
- » Illegal drug use or drug use that impairs an employee's capacity to perform their duties, including their responsibility to work safely
- » Operating plant and equipment while under the influence of drugs or alcohol
- » The provision of alcohol to a person(s) under the legal age limit

Objectives

In enforcing the prohibitions above, Mirvac manages the risks associated with the use of drugs and/or alcohol in the workplace in a way that is consistent and fair to all employees. More specifically, Mirvac's objectives include:

- » Provision and maintenance of a safe, healthy and productive workplace
- » Preclusion from employment of individuals applying for high risk work who test positive to the Mirvac Group Pre-Employment Medical Assessment drug screen component
- » Management of work related social or entertainment events in a responsible manner by adhering to the [Mirvac Group Drugs & Alcohol Procedure](#) and its codes of behaviour that support this policy
- » Promoting awareness of the risks associated with drugs or alcohol abuse
- » Ensuring that consultation remains confidential between management and employees in the ongoing prevention, education, counselling and rehabilitation of employees affected by drug or alcohol use

To ensure Mirvac's commitment to a safe, healthy and productive workplace, all managers shall promote and administer compliance with this Policy and the [Mirvac Group Drugs & Alcohol Procedure](#) which includes mandatory codes of behaviour. All employees, service providers or other visitors to Mirvac workplaces shall abide by the provisions of this Policy as a condition of employment or contract.



Nicholas Collishaw
Managing Director

September 2008

Anti-Harassment Policy

Mirvac is committed to providing workplaces that are free from discrimination and harassment. No one has the right to harass or bully others at work or in any situation related to work. Mirvac does not tolerate such behaviour and is committed to providing a work environment which is pleasant, safe and enjoyable where all employees and service providers are treated with dignity, courtesy and respect.

Some examples of discriminatory or harassing behaviour include:

- » bullying or mocking a work colleague through teasing or pranks
- » threatening or abusing another person
- » sexual advances or sexual jokes
- » publicly humiliating another person - especially if it is an abuse of position
- » excluding a less popular team member from activities,
- » disrupting an individual's work, work space, equipment or interfering with their personal property

Legal Considerations

Harassment is a form of unlawful discrimination. Mirvac has a Duty of Care to provide and maintain a safe working environment for its employees, service providers or others working on its behalf or visiting its workplaces. This duty includes eliminating or reducing the risk of discrimination and harassment.

Employees also have a Duty of Care to ensure they work in a safe manner without risk to fellow workers or others in the workplace. Bullying, harassment or assaults on other workers or workplace visitors may constitute a breach of the law. Incidents of harassment including those that involve physical assault, indecent exposure, stalking, sexual assault and obscene communication are considered criminal acts.

Implications of Harassing Behaviour

Acting in a harassing manner is in breach of the [Mirvac Code of Conduct/Ethical Business Behaviour](#) and is deemed to be serious misconduct. Anyone that experiences or witnesses harassment should report it as soon as possible to their immediate supervisor or the designated Mirvac Anti-Harassment Officer in their workplace. When harassment is reported, it is investigated quickly in accordance with the [Mirvac Group Anti-Harassment Procedure](#) outlined on the Mirvac Intranet. Where necessary a formal investigation is undertaken.

Employees, or others undertaking work on behalf of Mirvac, found to have breached the Mirvac Group Anti-Harassment Procedure, may face disciplinary action. Depending on the circumstances, such disciplinary action could include: education or training, counselling, a formal warning, demotion, suspension, exclusion from a workplace and even dismissal. Disciplinary action may also be undertaken where persons intentionally make false allegations of harassment or those in a position of authority knowingly tolerate harassment.

Commitment

Mirvac is committed to providing a work environment that is pleasant, safe and enjoyable and free from discrimination and harassment.

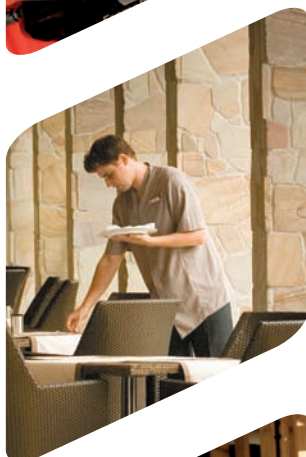
The appointed Anti-Harassment Officer(s) for this workplace is/are:

Contact:



Nicholas Collishaw
Managing Director

September 2008



Young Worker Policy

Young workers and those new to the workforce often lack the experience to be cautious about workplace safety. In the past decade, injury and fatality research demonstrates that young workers aged between 15 and 24 years are over-represented in workplace injury statistics across many industry sectors. The high risk nature of some Mirvac workplaces, such as construction sites, or specific task-related risks at other Mirvac workplaces (such as manual handling, operation of plant and equipment, chemical handling or work at a height over 2 metres) means that the risk of injury to young workers is significant and affords special consideration by Mirvac.

The Mirvac Group Young Worker 'Look Out' Safety Program has been developed to guide and mentor young workers to reduce their risk of injury or illness. The Program applies to new workers, trainees or apprentices under 25 years with less than 2 years experience and is a requirement at 'all' Mirvac construction workplaces and 'all' other Mirvac business locations where risk and opportunity planning identifies young workers tasked with work routines assessed as having a medium or greater injury potential. In addition, the Program includes students undertaking work experience for which the [Mirvac Group Student Placement Procedure](#) is completed.

Launched on 31st August 2006, the objectives of the Program are to:

- » increase awareness of young worker safety
- » mentor and build confidence and experience through learning and development
- » supervise or limit risky work routines or activities
- » readily identify young workers at Mirvac workplaces so that assistance and mentoring remains ongoing

Implementation of the Mirvac Group Young Worker 'Look Out' Safety Program requires the completion of the [Mirvac Group Young Worker Policy Commitment](#) relevant to the specific Mirvac division and display of the relevant Mirvac Group Look Out Poster(s) at the workplace.

The Mirvac Group Young Worker 'Look Out' Safety Program has demonstrated a strong capacity to return safer work routines and fewer injuries to young workers who are recognised as the future of Mirvac's skill base. Please join me in supporting and implementing this important initiative.



Nicholas Collishaw
Managing Director

September 2008