Network Standard

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(Supersedes NS174B Version 11 – October 2011)

NW000-S0157 NS174B ENVIRONMENTAL ASSESSMENT GUIDELINES

ISSUE

For issue to all Ausgrid and Accredited Service Providers' staff and contractors involved with the construction, maintenance and operation of Ausgrid's network, and is for reference by field, technical and engineering staff.

Ausgrid maintains a copy of this and other Network Standards together with updates and amendments on www.ausgrid.com.au.

Where this standard is issued as a controlled document replacing an earlier edition, remove and destroy the superseded document.

DISCLAIMER

As Ausgrid's standards are subject to ongoing review, the information contained in this document may be amended by Ausgrid at any time. It is possible that conflict may exist between standard documents. In this event, the most recent standard shall prevail.

This document has been developed using information available from field and other sources and is suitable for most situations encountered in Ausgrid. Particular conditions, projects or localities may require special or different practices. It is the responsibility of the local manager, supervisor, assured quality contractor and the individuals involved to make sure that a safe system of work is employed and that statutory requirements are met.

Ausgrid disclaims any and all liability to any person or persons for any procedure, process or any other thing done or not done, as a result of this Standard.

All design work, and the associated supply of materials and equipment, must be undertaken in accordance with and consideration of relevant legislative and regulatory requirements, latest revision of Ausgrid's Network Standards and specifications and Australian Standards. Designs submitted shall be declared as fit for purpose. Where the designer wishes to include a variation to a network standard or an alternative material or equipment to that currently approved the designer must obtain authorisation from the Network Standard owner before incorporating a variation to a Network Standard in a design.

External designers including those authorised as Accredited Service Providers will seek approval through the approved process as outlined in NS181 Approval of Materials and Equipment and Network Standard Variations. Seeking approval will ensure Network Standards are appropriately updated and that a consistent interpretation of the legislative framework is employed.

Notes: 1. Compliance with this Network Standard does not automatically satisfy the requirements of a Designer Safety Report. The designer must comply with the provisions of the Work Health and Safety Regulation 2017 (NSW - Part 6.2 Duties of designer of structure and person who commissions construction work) which requires the designer to provide a written safety report to the person who commissioned the design. This report must be provided to Ausgrid in all instances, including where the design was commissioned by or on behalf of a person who proposes to connect premises to Ausgrid's network, and will form part of the Designer Safety Report which must also be presented to Ausgrid. Further information is provided in Network Standard (NS) 212 Integrated Support Requirements for Ausgrid Network Assets.

2. Where the procedural requirements of this document conflict with contestable project procedures, the contestable project procedures shall take precedent for the whole project or part thereof which is classified as contestable. Any external contact with Ausgrid for contestable works projects is to be made via the Ausgrid officer responsible for facilitating the contestable project. The Contestable Ausgrid officer will liaise with Ausgrid internal departments and specialists as necessary to fulfil the requirements of this standard. All other technical aspects of this document which are not procedural in nature shall apply to contestable works projects.

INTERPRETATION

In the event that any user of this Standard considers that any of its provisions is uncertain, ambiguous or otherwise in need of interpretation, the user should request Ausgrid to clarify the provision. Ausgrid's interpretation shall then apply as though it was included in the Standard, and is final and binding. No correspondence will be entered into with any person disputing the meaning of the provision published in the Standard or the accuracy of Ausgrid's interpretation.

KEYPOINTS

This standard has a summary of content labelled "KEY POINTS FOR THIS STANDARD". The inclusion or omission of items in this summary does not signify any specific importance or criticality to the items described. It is meant to simply provide the reader with a quick assessment of some of the major issues addressed by the standard. To fully appreciate the content and the requirements of the standard it must be read in its entirety.

AMENDMENTS TO THIS STANDARD

Where there are changes to this standard from the previously approved version, any previous shading is removed and the newly affected paragraphs are shaded with a grey background. Where the document changes exceed 25% of the document content, any grey background in the document is to be removed and the following words should be shown below the title block on the right hand side of the page in bold and italic, for example, Supersedes – document details (for example, "Supersedes Document Type (Category) Document No. Amendment No.").

KEY POINTS OF THIS STANDARD

Stage 1 – conduct a preliminary assessment

Once the preferred project has been decided, classify the proposal into one of six classes:

- ☐ **Class 1** – not a "Development" or Activity ➔ no assessment or approval required.
- ☐ **Class 2** – incidental, ancillary or exempt development ➔ no assessment or approval is required. For development with consent ➔ **Development Application (DA)** and statement of environmental effects (SEE) required.
- ☐ **Class 3** – development without consent where the impacts are minor and neither extensive nor complex ➔ **summary environmental report (SER)** required.
- ☐ **Class 4** – development without consent that fall outside of Class 3 ➔ **review of environmental factors (REF)** required.
- ☐ **Class 5** – likely to significantly affect threatened species, but not likely to significantly affect the environment ➔ **REF** and **species impact statement (SIS)** required.
- ☐ **Class 6** – likely to significantly affect the environment ➔ State significant infrastructure (SSI) or State significant development (SSD) ➔ **environmental impact statement (EIS)** required.

Where to for more information?

Section 5.2

Tools and Forms

EGN 424 Options Analysis Calculator

EGN 068 Environmental Planning Process Calculator

NSW Code of Practice for Authorised Network Operators (Planning Code)

Stage 2 & 3 – assess, evaluate and prepare EIA documentation

Stage 2 – assessment and evaluation of the proposal is undertaken in three phases:

- ☐ **Phase 1** – a scoping and legislative review to identify and obtain any approvals, licences and permits prior to completing the assessment by using the Environmental Planning Process Calculator.
- ☐ **Phase 2** – assessment and evaluation using the WebGIS Environmental Layers, local council searches, consultation documentation and site inspections.
- ☐ **Phase 3** – undertaking consultation required for the works which are determined using the Environmental Planning Process Calculator. Class 4 and 5 Activities must comply with additional requirements outlined in Ausgrid's Consultation Protocol.

Stage 3 – prepare EIA documentation:

- ☐ **Class 3 activities** – NS174A SER.
- ☐ **Class 4-6 activities** – REF, REF/SIS or EIS in accordance with this Network

Where to for more information?

Section 5.3 and 5.4

Tools and Forms

EGN 068 Environmental Planning Process Calculator, WebGIS Environmental Layers, Ausgrid's consultation protocol for Class 4 and 5 activities

NS174A SER, EGN 174B SER Guidance Notes

REF Manual and templates (employees only)

Stage 4 – determination by an authorised person

A determination must only be made by an appropriately authorised person.

This person must not be the same person who conducted the assessment.

The authorised person will vary depending on the assessment (refer to Table 1).

Where to for more information?

Section 5.5 and Table 1

Tools and Forms

EF 17450 Verification Checklist

REF-T373 Determination Report (internal only)

Stage 5 – implementation

Implement the project in accordance with a construction environmental management plan (CEMP) and operational environmental management plan (OEMP).

- ☐ **For SERs** – Ausgrid's Environmental Handbook is the CEMP/OEMP. Project specific control measures may also be detailed in the SER
- ☐ **For REF / EISs** – a project specific CEMP must be prepared. A site specific OEMP may be required.

The Construction Project Manager is responsible for ensuring compliance with the CEMPs.

The asset manager is responsible for compliance with the OEMP.

Projects with REF or REF/SIS must complete a post construction compliance report.

Where to for more information?

Section 5.6

Tools and Forms

NS174C Environmental Handbook for Construction and Maintenance

REF-T405 CEMP template, REF-T407 OEMP Template (employees only)

REF-T375 Post Construction Compliance Report (employees only)

Network Standard
NS174B
Environmental Assessment Guidelines

Contents

1.0 PURPOSE

Network Standard 174B provides guidance for establishing the preferred Ausgrid network related project and when and how to undertake an environmental impact assessment (EIA) and obtain environmental approval.

2.0 SCOPE

This Network Standard is applicable to all Ausgrid workers (including employees, contractors and external Accredited Service Providers (ASPs)) undertaking environmental assessments in accordance with the Environmental Planning and Assessment Act 1979 (NSW) (EP&A Act), Environment Protection and Biodiversity Conservation Act 1999 (Cth) (EPBC Act) and (Planning Code).

3.0 REFERENCES

3.1 General

All work covered in this document shall conform to all relevant legislation, Standards, Codes of Practice and Network Standards. Current Network Standards are available on Ausgrid's website at www.ausgrid.com.au.

3.2 Ausgrid documents

3.2.1 Network Standards

- NS174 Environmental Procedures
- NS174A Summary Environmental Report (SER)
- NS174C Environmental Handbook for Construction and Maintenance (Environmental Handbook)
- Ausgrid's consultation protocol for Class 4 and 5 activities (Consultation Protocol)

3.2.2 Environmental guidance

- EGN 068 Environmental Planning Process Calculator
- EGN 174B SER Guidance Notes
- EGN 420 Relative Risk Model (Oil Filled Equipment)
- EGN 421 Construction Noise Calculator
- EGN 422 Transformer Noise Calculator
- EGN 423 EMF Calculator
- EGN 424 Options Analysis Calculator

3.2.3 Environmental forms

- EF 17410 SER Site Inspection Checklist
- EF 17440 Movable Heritage Assessment Checklist
- EF 17450 SER Verification Checklist

3.2.4 REF Manual and templates (employees only)

- REF-M300 REF Manual
- REF-T200 Preliminary Environmental Assessment template
- REF-T300 REF Template
- REF-T373 REF Determination Report template

- REF-T374 Modification Approval under s 5.4
- REF-T375 Post Construction Compliance Report template
- REF-T392 REF Addendum template
- REF-T405 CEMP template
- REF-T407 OEMP template

3.3 Other standards and documents

- Australian Building Codes Board, National Construction Code series, volumes 1 & 2 Building Code of Australia
- Department of Planning and Environment (DP&E), Standard Secretary's Environmental Assessment Requirements (SEARs) for Critical State Significant Infrastructure Projects
- DP&E, NSW Code of Practice for Authorised Network Operators (Planning Code)
- Landcom, Managing Urban Stormwater: Soils & Construction (Blue Book)

3.4 Acts, regulations and planning instruments

- Biodiversity Conservation Act 2016 (NSW)
- Electricity Supply Act 1995 (NSW)
- Electricity Supply (General) Regulation 2014 (NSW)
- Environment Protection and Biodiversity Conservation Act 1999 (Cth)
- Environmental Planning and Assessment Act 1979 (NSW)
- Environmental Planning and Assessment Regulation 2000 (NSW)
- Protection of the Environment Operations Act 1997 (NSW)
- State Environmental Planning Policy (Infrastructure) 2007 (NSW)
- Work Health and Safety Act 2011 and Regulation 2017

4.0 DEFINITIONS

Accredited Service Provider (ASP)	An individual or entity accredited by the NSW Department of Planning and Environment, Energy, Water and Portfolio Strategy Division, in accordance with the Electricity Supply (Safety and Network Management) Regulation 2014 (NSW).
Activity	As that prescribed by section 5.1 of the EP&A Act.
Approvals, licences and permits	Environmental documents that may be required depending on the activity and location. Some examples include harming threatened species, discharging to sewer, working in a national park and storing Scheduled polychlorinated biphenyls.
ASP/3	An ASP with Level 3 accreditation involving the design of electrical reticulation systems to be constructed as contestable works.
Assessor	Person responsible for preparing the EIA and recommending the controls necessary to proceed. Specific responsibilities are defined in Table 1.
Authorised ASP/Contractor	An individual authorised to access Ausgrid information for the purpose of the preparation and submission of proposed design scope and contestable designs within Ausgrid's distribution area: www.ausgrid.com.au/Common/Industry/Accredited-service-providers/Authorisation.aspx
BC Act	Biodiversity Conservation Act 2016 (NSW).
Business Management System (BMS)	An Ausgrid internal integrated policy and procedure framework that contains the approved version of documents.
Consultation Documentation	For the purposes of section 6.0 of this Network Standard only, any records of consultation undertaken pursuant to the Planning Code, as defined under Section 4.2 of the Planning Code.
Construction environmental management plan (CEMP)	A site or project specific plan developed to ensure that appropriate environmental management practices are followed during the construction phase of a project.
Contestable works	All work for the installation of assets including service mains required solely for the provision of an electricity supply. These works are defined by the Independent Pricing and Regulatory Tribunal of NSW and in Ausgrid's Policy document ES8 – Capital Contributions and Recoverable Work Guidelines. The Developer is required to fund these works which includes labour and materials and other services. The Developer may contract with either Ausgrid or another Accredited Designer and ASP to design and carry out the works. If another Accredited Designer and ASP is selected to perform any part of the works, the Developer must first contract with Ausgrid that these works will be performed according to Ausgrid's requirements. The contestable works become part of Ausgrid's network unless special arrangements are made.
Control measures	Measures which in addition to the measures defined in the NS174 series will form all the environmental controls considered necessary to mitigate the impacts to the level described in the SER.
Consultation Protocol	Ausgrid's consultation protocol for Class 4 and 5 Activities, developed in accordance with section 2.3.6 of the Planning Code.
Decision Statement	A document which formally records a determination made by an authorised person on behalf of Ausgrid during Stage 4 of the EIA process required under the Planning Code.
Determining Authority	A public authority by or on whose behalf the activity is or is to be carried out or a public authority whose approval is required in order to

	enable the activity to be carried out. The NSW Government has prescribed Ausgrid as a determining authority for the purposes of section 5.6 of the EP&A Act.
Developer	A developer is an individual or an entity which has responsibility for arranging the supply of electricity to the development in accordance with Ausgrid's policies. A developer could be a commercial developer, or customer.
Development application (DA)	An application for consent under Part 4 of the EP&A Act to carry out development but does not include an application for a complying development certificate.
DP&E	NSW Department of Planning and Environment.
Environmental Handbook	Ausgrid's NS174C Environmental Handbook for Construction and Maintenance.
Environmental impact	The consequential change in the environment which is both a function of the extent of the impacts and the sensitivity of the environment.
Environmental impact assessment (EIA)	An environmental assessment process followed to demonstrate compliance with section 5.5 of the EP&A Act for Activities.
Environmental impact statement (EIS)	A document that provides a structured and systematic process for assessing the environmental impacts of a project, for the purposes of satisfying Ausgrid's obligations under section 5.7 of the EP&A Act and Planning Code for Class 6 development.
Environmental planning instruments (EPI)	The collective name for Local Environmental Plans and State Environment Planning Policies but does not include development control plans (DCPs). The provisions of EPIs are legally binding on both government and developers. DCPs are plans made, or taken to have been made, under Division 6 of Part 3 of the EP&A Act and in force, to provide guidance to the persons proposing to carry out development.
EP&A Act	Environmental Planning and Assessment Act 1979 (NSW).
EP&A Regs	Environmental Planning and Assessment Regulation 2000 (NSW).
EPBC Act	Environment Protection and Biodiversity Conservation Act 1999 (Cth).
ES Act	Electricity Supply Act 1995 (NSW).
ESU	Ausgrid's Environmental Services section, who can be contacted on 02 9394 6659 or environmentalservices@ausgrid.com.au.
Final EIA Documentation	For the purposes of section 6.0 of this Network Standard only, all SERs and REFs which are prepared under the Planning Code, are submitted to a Verifier for determination, and the consideration of which leads to the issue of a Decision Statement that has the consequence that an Activity is permitted to be implemented without the need for an EIS, as defined under Section 4.2 of the Planning Code.
General Law Consultation Requirements	Notification and consultation requirements in force from time to time under the general law as defined under Section 2.3.6 of the Planning Code.
HP Records Manager (HPRM)	Ausgrid's corporate electronic document and records management system.
Implementation Documentation	For the purposes of this Network Standard, any documentation which is produced in accordance with s4.2 of the Planning Code.
ISEPP	State Environmental Planning Policy (Infrastructure) 2007 (NSW).
Network Standard	A document, including Network Planning Standards, that describes Ausgrid's minimum requirements for planning, design, construction, maintenance, technical specification, environmental, property and

	metering activities on the distribution and transmission network. These documents are stored in the Network Category of the BMS repository.
OEH	NSW Office of the Environment and Heritage.
Operational Environmental Management Plan (OEMP)	A site or project specific plan developed to ensure that appropriate environmental management practices are followed during the operational phase of a project.
Planning Code	NSW Code of Practice for Authorised Network Operators.
Proponent	An applicant for a DA under Part 4 of the EP&A Act and or an Activity under Part 5 of the EP&A Act.
Qualified environmental professional	Person(s) with tertiary qualifications and at least 5 years' experience in preparing EIAs for infrastructure projects.
Review date	The review date displayed in the header of the document is the future date for review of a document. The default period is three years from the date of approval however a review may be mandated at any time where a need is identified. Potential needs for a review include changes in legislation, organisational changes, restructures, occurrence of an incident or changes in technology or work practice and/or identification of efficiency improvements.
Review of environmental factors (REF)	A document that provides a structured and systematic process for assessing the environmental impacts of a project, for the purposes of satisfying Ausgrid's obligations under section 5.7 of the EP&A Act and Planning Code for class 4 or 5 activities.
SEO	Senior Environmental Officer within ESU.
Species Impact Statement (SIS)	Has the same meaning as in the BC Act or Part 7A of the *Fisheries Management Act* 1994 (NSW).
State significant development (SSD)	Development that is declared under section 4.36 of the EP&A Act to be State significant development.
State significant infrastructure (SSI)	Development that is declared under section 5.12 of the EP&A Act to be State significant infrastructure.
Statement of environmental effects (SEE)	A written report that outlines the likely environmental impacts of a DA and must be submitted with the DA to council.
Summary environmental report (SER)	A document that provides a structured and systematic process for assessing the environmental impacts of a project, for the purposes of satisfying Ausgrid's obligations under section 5.7 of the EP&A Act and Planning Code for class 3 activities.
Verifier	Person who makes a decision on behalf of Ausgrid whether to proceed subject to the environmental control measures identified in the SER. Specific responsibilities are defined in section Table 1.
WebGIS EL	Ausgrid's environmental geographic information system, WebGIS Environmental Layers.

5.0 ENVIRONMENTAL ASSESSMENT FRAMEWORK

5.1 Overview

The EP&A Act provides the main framework for the assessment and approval process of proposed development in NSW (other than where a matter of national environmental significance (NES) under the EPBC Act is likely to be affected). The main parts of the EP&A Act that relate to development assessment and approval are Part 4 (Development assessment and consent) and Part 5 (Infrastructure and environmental impact assessment).

Part 5 of the EP&A Act generally applies to works for the purpose of an electricity transmission or distribution network. These works are listed in clause 41 of the ISEPP as development permitted without consent. These works require a Part 5 assessment where Ausgrid (as the Determining Authority) examines and takes into account to the fullest extent possible all matters affecting or likely to affect the environment by the proposal.

The factors which must be taken into account are set out in clause 228 of the EP&A Regs as follows:

- any environmental impact on a community;
- any transformation of a locality;
- any environmental impact on the ecosystems of the locality;
- any reduction of the aesthetic, recreational, scientific or other environmental quality or value of a locality;
- any effect on a locality, place or building having aesthetic, anthropological, archaeological, architectural, cultural, historical, scientific or social significance or other special value for present or future generations;
- any impact on the habitat of protected animals (within the meaning of the BC Act);
- any endangering of any species of animal, plant or other form of life, whether living on land, in water or in the air;
- any long-term effects on the environment;
- any degradation of the quality of the environment;
- any risk to the safety of the environment;
- any reduction in the range of beneficial uses of the environment;
- any pollution of the environment;
- any environmental problems associated with the disposal of waste;
- any increased demands on resources (natural or otherwise) that are, or are likely to become, in short supply;
- any cumulative environmental effect with other existing or likely future activities; and
- any impact on coastal processes and coastal hazards, including those under projected climate change conditions.

Although Ausgrid may be the Determining Authority, it is required to consult with other government agencies (eg Council or NSW Office of the Environment and Heritage (OEH)) prior to commencing certain works. This includes:

- with the local council, prior to development with impacts on council-related infrastructure or services;
- with the local council, prior to development with impacts on local heritage;
- with the local council, prior to development with impacts on flood liable land; and
- with OEH, prior to development adjacent to land reserved under the *National Parks and Wildlife Act 1974* (NSW) or on land zoned for national parks use or in relation to development that is likely to significantly affect threatened species.

The ISEPP generally does not apply to works in certain areas, such as coastal wetlands or littoral rainforests, except, for example, for the purposes of emergency works or routine maintenance works on the site of an existing component of a network or on land that is adjacent to such a site.

Most new works for Ausgrid's network will be assessed under Part 5 of the EP&A Act. The assessment will take the form of a Summary Environmental Report (SER) or a Review of Environmental Factors (REF). Ausgrid's SER and REF templates and processes are designed to meet the requirements of section 5.5 of the EP&A Act, clause 228 of the EP&A Regs and the Planning Code.

Where the Part 5 assessment determines the impact is "likely to significantly affect the environment" then an environmental impact statement (EIS) is to be prepared. In addition, under the BC Act if the development is "likely to significantly affect threatened species", the EIS must be accompanied by a species impact statement (SIS) or a biodiversity development assessment report (at the election of the Proponent). If the activity is likely to significantly affect threatened species, the concurrence of the CEO of the Office of Environment (OEH) (and/or, in connection with fish or marine vegetation, the Secretary of the NSW Department of Industry) is also required for any approval under Part 5 of the EP&A Act. If the likely significant effect on threatened species is the only likely significant effect on the environment, the EIS may be dispensed with.

Where an EIS is required, the development is declared to be State significant infrastructure (SSI) under the State Environmental Planning Policy (State and Regional Development) and the proposal is determined by the Minister following an assessment by the DP&E. In those cases, the application for approval under Part 5 of the EP&A Act must also be accompanied by a biodiversity development assessment report under the BC Act (unless a contrary determination is made by the CEO of the OEH).

Generally, most routine maintenance and repair works on Ausgrid's network (with minimal environmental impact) will be exempt development under the ISEPP and not require an assessment/approval (and therefore an SER, REF, EIS or SIS) under the EP&A Act and BC Act. However, other approvals and permits may be required.

There are five stages to the environmental assessment framework:

- **Stage 1** – preliminary assessment: classify the proposal into one of six classes under the Planning Code using Ausgrid's Environmental Planning Process Calculator (EGN 068).
- **Stage 2** – assessment and evaluation:
    - **Phase 1** – scoping and legislative review
    - **Phase 2** – assessment and evaluation, including using the WebGIS Environmental Layers (WebGIS EL)
    - **Phase 3** – consultation.
- **Stage 3** – preparation of EIA documentation: to enable an authorised person to appropriately make a determination.
- **Stage 4** – determination by an authorised person via a Decision Statement.
- **Stage 5** – implementation: construction timing and documentation.

An overview of the environmental planning process is shown in **Figure 1**. The assessment framework for Class 1 development is not represented in **Figure 1** because is not a "Development" (for the purposes of section 1.5 of the EP&A Act) or an Activity.

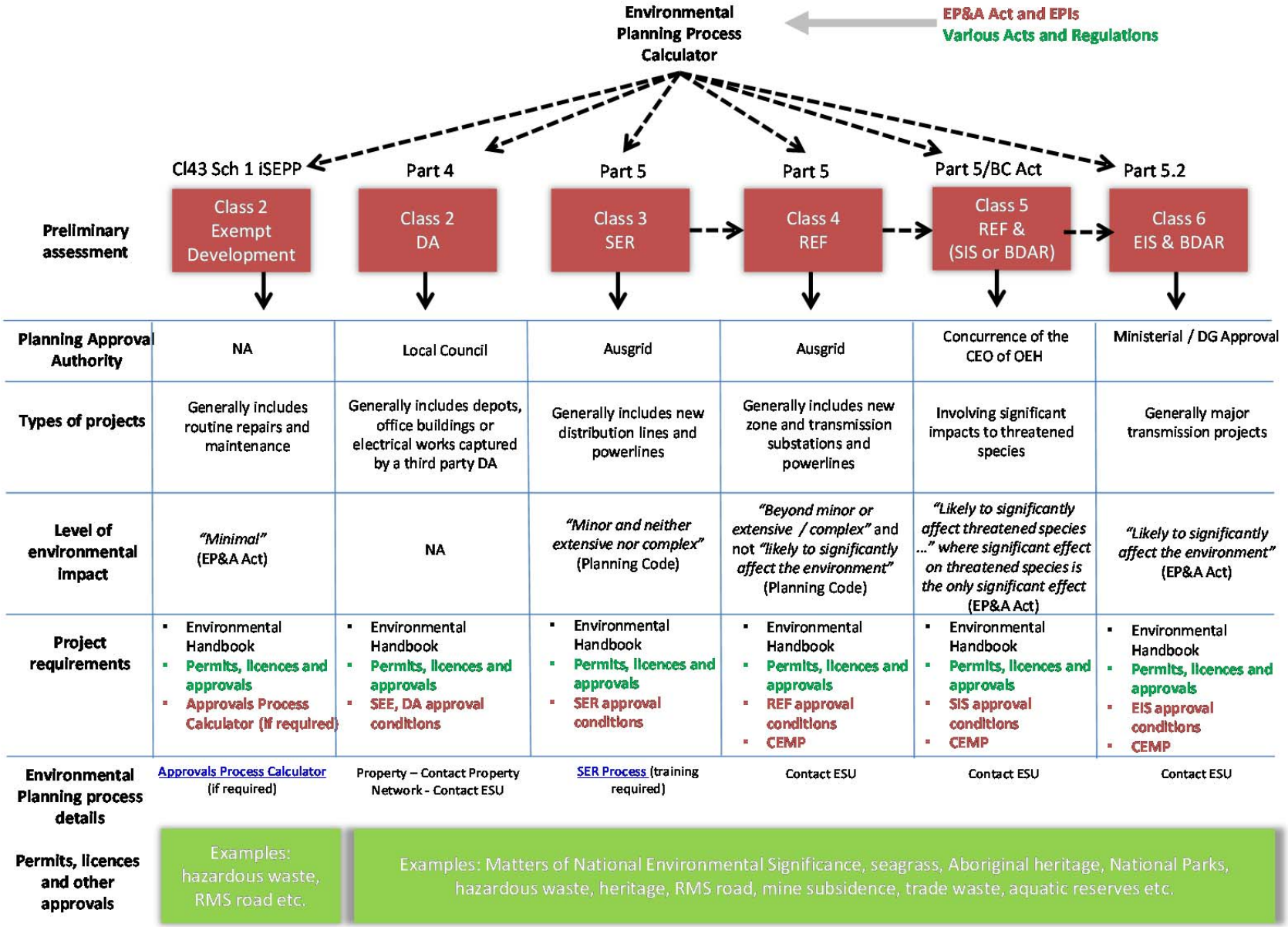

Figure 1 Environmental planning process

5.2 Stage 1 – preliminary assessment

5.2.1 Selecting the preferred project (the proposal)

A project is defined by the scope of works (what is proposed) and the site (where it is proposed). These two factors will determine the environmental impacts and therefore the planning approval process, other applicable approvals and licences and permits required.

When a number of project options meet the network need, an options analysis is required to decide the preferred project. Options could include network options or site/route options. In some cases, there may be no other reasonable options or the preferred option may be clear and no assessment of alternative options is necessary.

An options analysis aims to identify the preferred project by finding the best balance of the project's social, environmental, technical and financial objectives. The complexity of the analysis will depend on the nature of these objectives in relation to the options and the extent to which they conflict.

For routine projects with multiple options, a simple desktop analysis is often sufficient to demonstrate why an option is preferred. In some cases site specific studies and/or community consultation will be required to gain a better understanding of the impacts. For multiple options with multiple competing criteria, Ausgrid's Options Analysis Calculator (EGN 424) may assist in identifying the preferred option. Like any options analysis tool, Ausgrid's Options Analysis Calculator (EGN 424) has limitations that need to be considered during each analysis and it may not be suitable for some projects.

For major projects with multiple options, there is no one analysis tool or process that fits all projects. Analysis is undertaken on a project specific basis, utilising internal and external expertise with input from stakeholders, and with a decision made by Ausgrid's Manager – Project Development in consultation with the project team. Where appropriate, this decision is documented in the form of a preferred options report.

The preferred project may need to be revisited throughout the assessment process to mitigate or avoid environmental impacts as they become better understood.

- To assess the projects options, ESU can prepare a Preliminary Environmental Assessment template (REF-T200) to identify key environmental issues, constraints, the level and type of environmental assessment and approval required under the EP&A Act.

5.2.2 Classifying the proposal

Once the preferred project (the proposal) has been decided, it is then classified by assessing the environmental planning instruments (EPIs) applicable to the scope and location of the proposal site.

Ausgrid's Environmental Planning Process Calculator classifies the proposal to identify the appropriate environmental approval process, notification requirements and any specific management plans. For scenarios not covered in the calculator, contact ESU.

There are the six possible proposal classes under the Planning Code and these are summarised in **Figure 1**. When determining which of the six classes the proposal falls within, the proposal must be considered in its entirety. For example, any ancillary impacts of the development (such as access requirements) must be considered, even if the core activity is "exempt development" for the purposes of the ISEPP and therefore the EP&A Act.

5.2.2.1 Class 1 - not subject to the EP&A Act

For Class 1 proposals, no assessment or approval is required because the proposal is not a "Development" (for the purposes of section 1.5 of the EP&A Act) or an Activity, for example, the demolition of a temporary structure. The definitions of a "Development" and an "Activity" under the EP&A Act must be interpreted in a common sense manner, so as to determine whether, as a question of fact and degree in the particular circumstances, a particular proposal will fall within those definitions. For this classification, consider the nature of the acts involved and their relative magnitudes of scale and intensity.

In accordance with the recommendation of the Planning Code that Ausgrid prepare its own internal procedures, protocols or guides to assist in determining whether a proposal falls within Class 1 or Class 2, Ausgrid's Environmental Planning Process Calculator (EGN 068) can be used for the purposes of this assessment.

5.2.2.2 Class 2 - not assessable under Part 5

Existing development consent - Incidental / ancillary work

Class 2 proposals include works which are incidental, ancillary or have already been assessed and approved and which facilitate the existing use. These works will not need approval under the EP&A Act. For works to be considered incidental or ancillary they must be:

- for the same purpose as the original development and
- of negligible additional environmental impact to the impact of the original development.

Generally, incidental or ancillary work includes very minor and routine maintenance and repairs such as replacing lamps, poles or mains (because they had, or were about to fail), termite treatment, building maintenance etc.

Works that are not considered incidental or ancillary include:

- extensions, upgrades, expansions and repairs involving deviations in routes, sites or functions
- clearing vegetation where no clearing has previously been done
- track works beyond the current access track
- upgrading cables or line diversions
- substation upgrades where the impacts are unclear.

Works that have already been assessed and approved will require the Proponent (the applicant for the approval) or the Proponent's representative to state that scope of works are within the original footprint of the assessed proposal and that the scope of works have been adequately considered and covered by the original assessment and approval. The works are to be undertaken in accordance with Proponent's EIA and construction environmental management plan (CEMP). If there are any works outside of the Proponent's approval a separate EIA is required.

ISEPP - Exempt development

Class 2 proposals also include works outlined in clause 43 and Schedule 1 of the ISEPP, such as emergency works to maintain or restore a supply of electricity, which are exempt development and do not need approval. To be considered exempt development, however, the proposal must meet the criteria listed in clause 20 of the ISEPP and be of minimal impact. This criteria includes that the development must meet the relevant provisions of the *Building Code of Australia* and *Managing Urban Stormwater: Soils & Construction* (Blue Book), not compromise the fire safety of an existing building or affect access to any fire exit, have no more than minimal impact on the heritage significance of an item or area, not be designated development, be installed in accordance with the manufacturer's specifications, and must not involve the removal or pruning of a tree or other vegetation that requires a permit or development consent for removal unless a permit or development consent is obtained.

Generally, most routine maintenance and repair works on Ausgrid's network (with minimal environmental impact) will be exempt development under the ISEPP. These works include street lighting, service lines, realignment of poles, installation of equipment, emergency works, maintenance and repairs, fencing, vegetation management etc.

Exempt development will generally not apply when the impacts are unclear or are likely to be substantial, such as:

- re-establishing an access track
- abrasive blasting of steel towers
- temporary material storage area
- repairing an asset in a particularly sensitive area.

EP&A Act - Part 4 Development assessment (with consent)

Class 2 proposals also include development under Part 4 section 4.2 of the EP&A Act where the EPIs deem that the works need development consent (ie when the works are not for the purpose of an electricity transmission or distribution network, such as building a depot or other civil works).

The development application (DA) must comply with the requirements of the consent authority, usually the local council. A statement of environmental effects (SEE) will be required with the DA submission to council.

The following options apply when assessing whether proposed works are covered by a third party DA:

1. get written confirmation from the consent/determining authority that the scope is covered.

2. get written confirmation from the developer that that the scope is covered.

3. ask for a Part 5 assessment.

EP&A Act - Exemptions for certain activities

The following activities are also Class 2 Activities on the basis that they are not assessable under Part 5 of the EP&A Act:

- modification of an Activity, whose environmental impact has already been considered, that will reduce its overall environmental impact;
- a routine Activity (such as the maintenance of infrastructure) that the Minister determines has a low environmental impact and that is carried out in accordance with a code approved by the Minister; or
- an Activity (or part of an Activity) that has been approved, or is to be carried out, by another Determining Authority after environmental assessment in accordance with Division 5.1 of the EP&A Act.

5.2.2.3 Class 3 - SER

The SER is used to assess proposals which fall under Part 5 of the EP&A Act and which are expected on a reasonable basis to have impacts which are minor and neither extensive nor complex. The SER is also used to determine whether a more rigorous EIA, in the form of an REF, EIS or SIS, is needed.

Following an evaluation of the factors in the SER, a decision can then be made as to whether the proposal expected on a reasonable basis to have minor and neither extensive nor complex impacts*.* If that is the case, an REF, EIS or SIS will not be required.

If that is not the case, an REF, EIS or SIS may be required (see Classes 4-6 below). However, a Determining Authority may decide that an REF, SIS or EIS should be prepared without proceeding through the assessment processes of the SER.

5.2.2.4 Class 4 - REF

For proposals under Part 5 of the EP&A Act that fall outside of Class 3 or where Ausgrid considers in its discretion that it is appropriate (eg. for a proposal that is likely to be of considerable interest to the public), a more comprehensive study must be prepared, in the form of an REF.

Following an evaluation of the factors in the REF, a decision can then be made as to whether the proposal is likely to significantly affect the environment or threatened species. In these cases, an EIS or SIS (or both) will be required to be prepared (see Classes 5-6 below).

A Determining Authority may decide that an EIS should be prepared without proceeding through the assessment processes of the SER or an REF.

5.2.2.5 Class 5 - REF and SIS

Class 5 proposals are developments “likely to significantly affect threatened species” under the BC Act and require an SIS in conjunction with an REF, but not an EIS.

Ausgrid is the Determining Authority for a Class 5 proposal, however, the concurrence of the Chief Executive Officer of the OEH (and/or, in connection with fish or marine vegetation, the Secretary of the NSW Department of Industry) is also required.

Ausgrid must comply with the public consultation requirements in section 5.8 of the EP&A Act in relation to Class 5 Activities. Amongst other things, a copy of the SIS is to be made available for inspection for a period of not less than 30 days at:

- the offices of Ausgrid and the DPE at any time during ordinary office hours, and
- such other premises operated or controlled by them respectively and at such times as may be prescribed.

5.2.2.6 Class 6 - EIS

A proposal is a Class 6 Activity where the Part 5 assessment process determines the impact of a proposal is “likely to significantly affect the environment”. In these cases, the Activity is SSI and an EIS is required to be prepared.

Where an EIS is required, the development is declared to be SSI under the ISEPP and the proposal is determined by the Minister following an assessment by the DP&E with input sought from local government, other NSW government agencies and the community as part of the assessment process. In those cases, the application for approval under Part 5 of the EP&A Act must also be accompanied by a biodiversity development assessment report under the BC Act (unless a contrary determination is made by the CEO of the OEH).

Electricity network works are generally not classed as state significant development (SSD), unless it is part of another development that includes SSD. A development proposal for any of the identified development types is SSD if it is over a certain size, is located in a sensitive environmental area or will exceed a specific capital investment.

5.3 Stage 2 – assessment and evaluation

5.3.1 Phase 1 – scoping and legislative review

This phase of the assessment process is where it is necessary to describe the proposed Activity, justifies its need, begin to map the potential environmental triggers associated with the Activity and identify the resources required to conduct the assessment. In the case of a Class 4 or 5 Activity, this phase should also include an assessment of alternative options considered.

In some cases the Planning Code notes that it may be clear from an early stage what the likely degree of environmental impact will be and the corresponding level of assessment. If this is not clear, the results of the preliminary investigation may necessitate revisiting the conclusion arrived at during Stage 1. Consideration of recent projects that could serve as a precedent may be useful.

Environmental planning approvals under the EP&A Act do not negate the need to obtain other approvals, licences and permits that may be required under NSW or Commonwealth environmental laws. Approvals, licences and permits form an integral part of the SER and REF process and need to be considered early in the planning process.

Where practicable the assessor/preparer is to obtain any licences, approvals or permits prior to completing the assessment. OEH approvals relating to state heritage items are required prior to a Part 5 determination.

Ausgrid's Environmental Planning Process Calculator identifies whether other approvals, licences and permits are required for the works.

As a minimum, compliance with the Planning Code in relation to this phase will be demonstrated if the final EIA documentation produced during Stage 3:

- contains a plain English description of the Activity including its geographic location, relationship to the site environment, an identification of landowners, and a description of current land uses;
- explains the need for the Activity and its justification including an assessment of any alternative options considered;
- documents consideration of whether early community consultation is required; and
- assesses the resources required for Stage 2 of the EIA process under the Planning Code. This can range from an identification of appropriate data sets, field work and mapping tools, through to specialist expertise that may be needed for Activities with more complex impacts.

5.3.2 Phase 2 – assessment and evaluation

The assessment and evaluation phase draws together the necessary data, resources and expertise required to assess the Activity's environmental impacts. The scope of the assessment and evaluation phase will depend on the complexity of the likely environmental impacts of the proposed Activity. For instance, a Class 4 Activity will require a more intense level of investigation and assessment than a Class 3 Activity.

This phase involves two elements:

- **Information gathering** - It is necessary to confirm whether any other licences or approvals are required and/or if the Activity is regulated by other NSW or Commonwealth legislation and ensure the best available information is used to identify the extent and nature of impacts. This includes conducting field work (if required), investigative studies, and being aware of information that other agencies supply (including threatened species mapping) that must be considered as part of the assessment process. Information collection should also include an examination of the potential community impacts from the Activity. For that reason, it will often be appropriate for Phase 2 to occur simultaneously with Phase 3; and
- **Assessment** - Staff must have the appropriate expertise to competently assess impacts and up-to-date tools and data sets must be used to assess environmental assets, risks and features within an area.

Environmental constraints are available on Ausgrid's WebGIS EL. Additional information is to be obtained from local council searches, consultation documentation and site inspections.

- Following completion of the assessment under this phase it may be necessary to reclassify an Activity into a different class under the Planning Code.
- All aspects of the assessment process must be documented in accordance with Stage 3.
- As a minimum, compliance with the Planning Code in relation to this phase will be demonstrated if the final EIA documentation produced during Stage 3:
- confirms the appropriate assessment and approvals process (ie. whether the Activity falls within Class 3, 4, 5, or 6 under the Planning Code);
- confirms if another licence or approval is required or if the Activity is regulated by other State or Commonwealth legislation;
- when Ausgrid is performing the Nominated Determining Authority (NDA) role (a Determining Authority nominated by the Minister in accordance with section 5.2 of the EP&A Act), ensures the environmental assessment information for the Activity addresses all factors agencies will need to consider to determine whether a separate licence or approval can be issued and records that Ausgrid consulted with agencies to clarify any specific information that should be covered by the assessment documentation;
- contains adequate information to identify the extent and nature of the individual impacts associated with the Activity (including any potential community impacts);
- provides evidence that it has been prepared by persons appropriately trained to consider and assess the impacts of the Activity; and
- records the steps taken to address the outcomes required to be achieved under the Planning Code (including information collected about potential impacts, and assessment and consideration of these impacts).

5.3.3 Phase 3 – consultation

The General Law Consultation Requirements must be complied with in relation to community consultation and notification, including provisions of the ISEPP, the EP&A Act and the ES Act relating to public notifications. Class 4 and 5 activities must also comply with the Consultation Protocol available on Ausgrid's website.

The ES Act requires 40 days' notice to be given to the local council for all works other than routine repairs, maintenance or emergency works. There is also a requirement to give due consideration to any submissions made.

ISEPP contains notification requirements in addition to those in the ES Act for certain works in certain areas that are undertaken under Part 5 of the EP&A Act. In these cases, there is also a requirement to take into consideration any response to the notice that is received within 21 days after the notice is given.

The full list of notification requirements is contained in Part 2, Division 1 and clause 42 of ISEPP. Ausgrid's Environmental Planning Process Calculator identifies the notifications required for an Activity.

Re-notification is required when there is a material change to the proposal that was originally notified.

- As a minimum, compliance with the Planning Code in relation to this phase will be demonstrated if the final EIA documentation produced during Stage 3 shows that:
- all reasonable endeavours have been used to determine and meet the applicable General Law Consultation Requirements; and
- the relevant aspects of Ausgrid's Consultation Protocol have been complied with.
- Written records of all consultation undertaken pursuant to the Planning Code must be:
- kept for five years after the communication to which they relate took place;
- capable of being produced to a third party within a reasonable time frame, being in no case longer than 20 business days; and
- kept to a standard where a reasonable person inspecting the records could understand the essential nature of the communications that took place without reference to any material extrinsic to the records.

5.4 Stage 3 – preparation of EIA documentation

5.4.1 Preparing an SER

The process for completing an SER is outlined in Ausgrid's SER guidance notes (EGN 174B) and associated templates and processes.

- Adequately trained individuals, with a good understanding of the project and the receiving environment, should be able to undertake the evaluation outlined in NS174A SER without the need to consult environmental specialists, unless it is identified within the SER template. Environmentally sensitive areas and activities will trigger the requirement to refer an SER to ESU.
- SERs must be prepared by competent persons who hold current Ausgrid SER Training (ET 005) and who are an:
- Ausgrid employee (with relevant electrical/environmental qualification and a minimum of 2 years' experience undertaking electrical and/or environmental work)
- Authorised ASP Level 3 (ASP/3) or
- Authorised contractor.

To remain current in SER Training, refresher training must be undertaken as made available (typically every 1-2 years).

SERs remain valid for 2 years, or if construction has substantially commenced and there has not been any modification to the proposal. The validity of SERs greater than 2 years old needs to be reviewed by ESU.

SERs are stored in Ausgrid's TIBCO database.

5.4.1.1 Modifying a SER

If a proposed Activity which requires a SER is modified in a material way before Stage 4 and the modification would increase the environmental impacts of the Activity overall, Stage 2 must be repeated in respect of the modification to the proposed Activity, and the SER must be withdrawn and updated to reflect the modification. An SER can be pulled back in Ausgrid's TIBCO database from 'Verified' state to 'Assessed' state or pulled back from an 'Assessed' state and therefore completely removed from the system.

Re-notification may be required where the proposed is modified in a material way.

5.4.2 Preparing an REF

The process for completing a REF is outlined in REF Manual (REF-M300) and associated templates and processes. The REF can serve two purposes:

1. where it is unclear whether the proposed Activity is likely to significantly affect the environment, preparing a REF can assist in determining whether an EIS and/or a SIS should be prepared. In this sense, a REF can be a precursor to an EIS, or a precursor and adjunct to a supplementary REF and SIS; and
2. where it is clear that the proposed Activity is not likely to significantly affect the environment, or where the ANO decides on the basis of the contents of a REF that a proposed Activity is not likely to significantly affect the environment, the REF serves as the primary document showing that the Activity's environmental impacts have been examined and taken into account.

REFs must be prepared by a suitably qualified environmental professional, with at least 5 years' experience in preparing REFs for infrastructure projects.

Internally prepared REFs must be reviewed and accepted by both a senior environmental officer (SEO) and the project manager.

Where the assessment is prepared externally to Ausgrid, such as under contract, an SEO must undertake an adequacy review of the assessment prior to submitting it to the Ausgrid project team for their broader network development review.

REFs remain valid for 2 years, or if construction has substantially commenced and there has not been any modification to the proposal. The validity of REFs greater than 2 years old needs to be reviewed by ESU.

REFs are stored in Ausgrid's project files in HP Records Manager (HPRM) and are made publically available on Ausgrid's website in accordance with Ausgrid's Consultation Protocol.

5.4.2.1 Modifying an REF

Addendum REF

If a proposed Activity that requires a REF is modified in a material way before Stage 4 and the modification would increase the environmental impacts of the Activity overall, Stage 2 must be repeated in respect of the modification to the proposed Activity, and either an addendum to the REF or a new REF must be produced. Any addendum to an REF is to be prepared using REF-T392.

Re-notification may be required where the proposal is modified in a material way. Consultation must comply with Ausgrid's Consultation Protocol available on Ausgrid's website.

Section 5.4

If a proposal is modified in a material way that would reduce the environmental impacts of the proposal overall, then an environmental assessment is to be prepared to demonstrate the reduction in environmental impact.

Under section 5.4 of the EP&A Act, sections 5.5 and 5.7 do not apply to a modification of a proposal, whose environmental impact has already been considered, that will reduce its overall environmental impact.

A section 5.4 environmental assessment must be approved by the appropriate Ausgrid delegated authority using the Modification Approval template (REF-T374).

5.4.3 Preparing an EIS/SIS

EIS/SIS documentation will be prepared by suitably qualified environmental professionals with at least 5 years' experience in preparing EIS/SIS documentation for infrastructure projects.

Where an EIS is required, the EIS is to be prepared to fulfil the requirements of sections 5.4 and 5.7 of the EP&A Act, clause 228 of the EP&A Regs and any relevant policy, guidelines or procedures published by the DP&E.

Public exhibition and examination of the EIS/SIS is to be undertaken to fulfil the requirements of section 5.8 of the EP&A Act. Consult with Manager - Environment regarding the DA, DP&E Secretary's Environmental Assessment Requirements (refer Critical State Significant Infrastructure Standard Secretary's Environmental Assessment Requirements) and implementation into the EIA documentation.

An SEO would undertake an adequacy review of the draft EIS and Response to Submissions report prior to submitting it to the Ausgrid project team for their broader network development review.

EIS/SIS documentation is stored in Ausgrid's project files in HPRM and are made publically available on Ausgrid's website as required.

5.5 Stage 4 – determination by an authorised person

5.5.1 SER determination

The process for verifying/determining an SER is outlined in Ausgrid's SER guidance notes (EGN 174B) and associated templates and processes including SER Verification Checklist (EF 17450).

The determination must be not be made by the same person who conducted the assessment. The Decision Statement is incorporated into NS174A SER and the Verifier electronically signs that they have discharged their duty under section 5.5(1) of the EP&A Act.

SERs assessed with level 1 or 2 risks only

SERs with level 1 or 2 risks only will be verified/determined by competent Ausgrid employees:

- who hold current Ausgrid SER Training (to remain current in SER Training, refresher training must be undertaken annually)
- have a minimum of 2 years' experience undertaking electrical and/or environmental work
- have achieved a score of at least 85% on the SER Training test.

SERs assessed with level 3 risks

SERs with level 3 risks will be determined by competent ESU officers.

Types of decisions

Once the Verifier has reviewed an SER, they may decide on behalf of Ausgrid that:

1. no EIS or SIS is required for the proposal. This decision is subject to the conditions in the SER and forms the basis of the Decision Statement. The project may proceed in accordance with the decision without further EIA
2. either an EIS or a SIS or both are required for the proposal or
3. there is insufficient information in the SER for the Verifier to discharge their duty under section 5.5(1) of the EP&A Act such that either a supplement to the SER or an REF be prepared.

5.5.2 REF determination

The process for determining an REF is outlined in REF Manual and the Decision Statement is documented using Ausgrid's Determination Report template (REF-T373).

The final REF is submitted by Manager - Environment to the appropriate person to determine the approval (refer to Table 1).

Types of decisions

Once the Verifier has reviewed an REF, they may decide on behalf of Ausgrid that:

1. no EIS or SIS is required for the proposal. This decision may be conditional or unconditional. If the decision is conditional, the conditions must be recorded in the Decision Statement and the project may proceed in accordance with the decision without further EIA
2. either an EIS or a SIS or both are required for the proposal or
3. there is insufficient information in the REF for the Verifier to discharge their duty under section 5.5(1) of the EP&A Act such that either supplement to the REF be prepared.

5.5.3 EIS approval

The final EIS is submitted by Manager – Environment to the appropriate Ausgrid delegated authority for their approval to submit the EIS to DP&E (refer to Table 1).

The Minister will assess the proposal and any approval will be subject to approval conditions that must be complied with during the implementation stage.

5.6 Stage 5 – implementation

5.6.1 Control measures

Construction/implementation must not occur until a determination for the proposal has been made which allows the project to proceed without further EIA and, in a case where the determination is subject to certain conditions being observed before implementation begins, those conditions being observed.

Project specific control measures are detailed in the EIA, Part 5 determination (Decision Statement), DP&E approval conditions or any other condition of approvals, licences and permits. These control measures combined with Ausgrid's Environmental Handbook (NS174C) form the environmental controls considered necessary to mitigate the environmental impacts of the development.

Class 3 Activities

The degree of detail required in relation to the documentation of Stage 5 will depend on the scope of the Activity and the nature if its impacts. For Class 3 Activities, construction impacts or ongoing maintenance requirements can be considered as part of the SER. That is, no separate implementation documentation is required to be prepared for a Class 3 Activity if impact mitigation procedures have been built into the SER prepared during Stage 3.

Class 4-6 Activities

For Class 4-6 Activities (ie. projects assessed by an REF or EIS), the processes for complying with these controls will generally be documented in the form of a project specific CEMP prepared using the CEMP template (REF-T405).

A CEMP must be prepared prior to the commencement of construction/implementation and is intended to ensure that any:

- measures designed to mitigate the environmental impacts of the Activity adopted during Stage 3; and
- conditions of the determination made during Stage 4 are observed during implementation and, where applicable, after implementation is complete (see below).

A CEMP must be reviewed for adequacy using the CEMP checklist (REF-T406) by ESU before project construction can commence.

Environmental laws, regulations, approvals, licences and permits will override the CEMP requirements in the event of any inconsistency. The EIA will generally override other requirements with the exception of legal requirements, approvals, licences and permits.

Ausgrid's Environmental Handbook (NS174C) does not absolve workers from their responsibility to identify all workplace environmental risks and implement all necessary controls to comply with the law.

The Construction Project Manager is responsible for ensuring compliance with the EIA (eg SER, REF, SIS, EIS, or SEE), approval conditions - eg Part 5 determination (Decision Statement), DP&E approval conditions, approvals, licences and permits) and implementation documentation (refer to Ausgrid's Environmental Handbook (NS174C)/CEMP).

5.6.1.1 Class 4-6 activities post construction compliance report

At the conclusion of the construction phase for Class 4-6 Activities, a post construction compliance report is required, regardless of whether the project is undertaken by Ausgrid or an ASP.

This report must record how and whether the approval conditions and measures were observed, including the nature of and reasons for any non-compliance. The report must be sufficient for a reasonable person who reads the report to understand it, without reference to any extrinsic material.

The post construction compliance report is to be prepared by Project Manager using the template REF-T375.

5.6.2 Operational environmental management plan

The majority of new assets will be able to be maintained and operated in accordance with Ausgrid's Environmental Handbook (NS174C) and Network Standards.

If there are site specific operating requirements and/or environmental planning approval conditions that are not covered by Ausgrid's Environmental Handbook (NS174C) or Network Standards, then those assets will require the preparation of an operational environmental management plan (OEMP).

An OEMP must be reviewed for adequacy by ESU before operation of the asset can commence.

Supplementary environmental plans required by the contract, EIA or any other condition of approvals, licences and permits must be prepared, referred to in and attached to the OEMP.

The OEMP is to be prepared using template OEMP template (REF-T407).

6.0 RETENTION OF AND ACCESS TO EIA DOCUMENTS

6.1 Retention of documents

The following documentation must be retained:

- Final EIA Documentation, for at least five years from the date upon which a Decision Statement relating to the Activity the subject of the document was issued;
- a Decision Statement, for at least five years from the date the Decision Statement was issued;
- Consultation Documentation, for at least five years from the date the communication recorded in the document in question was made;
- Implementation Documentation, for at least five years from the date the implementation of the Activity to which the document in question relates was completed; and
- the most current draft of a SER or a REF until the earlier of the time when it ceases to be the most current draft of a SER or a REF (because it is replaced as such) or five years from its creation.

6.2 Access to documents

Public access requirements in relation to Ausgrid's Class 4 and 5 EIA documents is outlined in Ausgrid's Consultation Protocol.

6.2.1 Publication of documents

At a minimum, the following documentation must be published on Ausgrid's website:

- all Final EIA Documentation for Class 4 and 5 Activities, within 20 business days of the issue of a Decision Statement relating to the Activity the subject of the document;
- all Decision Statements for Class 4 and 5 Activities, within 20 business days of issue;
- any Final EIA Documentation or Decision Statement for a Class 3 Activity which is released to a member of the public in accordance with the Planning Code, within 20 business days of release;
- the Planning Code as in force from time to time, within 20 business days of commencement or modification; and
- Ausgrid's Consultation Protocol in force under the Planning Code.

7.0 RESPONSIBILITIES

The following schedule of responsibilities is applicable to Ausgrid employees, contractors and ASPs undertaking planning and construction work associated with Ausgrid's network.

Ausgrid's environmental planning process follows a pathway of actions and responsibilities that depend on the type of project, level of consultation and type of EIA.

Ausgrid will publish the required documents on Ausgrid's website in accordance with the Planning Code and EP&A Act.

Table 1 – Environmental approval responsibilities

Assessment / approval type	Assessor (preparer)	Reviewer	Verifier (Determining Authority) or / Consent Authority
Class 1 or 2	Ausgrid worker or ASP/3	NA	NA
Class 2 - SEE (Part 4)	**Contestable work:** Authorised ASP/3 **Non Contestable work:** ESU or contracted to a suitably qualified environmental professional	SEO and Project team	Consent authority (usually local council)
Class 3 - SER with only level 1 or 2 impacts	Ausgrid worker or Authorised ASP/3 who meets the Assessor requirements on section 5.4.1	Ausgrid employee who meets the Verifier requirements in section 5.5.1	
Class 3 - SER with level 3 impacts		Environmental officer	
Class 4 - REF	ESU or contracted to a suitably qualified environmental professional	SEO and Project team	**Major Projects:** Manager - Project Development or Program Development Manager **Contestable projects**: Manager - Customer Relations and Major Connections **Other projects:** SEO
Class 4 – REF addendum	ESU or contracted to a suitably qualified environmental professional	SEO and Project team	**Major Projects:** Manager - Project Development or Program Development Manager **Other projects:** SEO
Class 4 – S5.4 Environmental Assessment	ESU or contracted to a suitably qualified environmental professional	SEO and Project team	**Major Projects:** Manager - Project Development or Program Development Manager **Other projects:** SEO
Class 5 – REF/SIS	ESU via a qualified environmental professional (prepared in conjunction with REF/EIS)	SEO and Project team	**Major Projects:** Manager - Project Development or Program Development Manager **Other projects:** SEO And the concurrence of the OEH CEO (and/or, in connection with fish or marine vegetation, the Secretary of DPI)
Class 6 - EIS (SSD or SSI)	ESU or contracted to a suitably qualified environmental professional	SEO and Project team	DP&E

Assessment / approval type	Assessor (preparer)	Reviewer	Verifier (Determining Authority) or / Consent Authority
EPBC Act - referral / approval	ESU or contracted to a suitably qualified environmental professional	SEO and Project team	Commonwealth Department of Environment

8.0 RECORDKEEPING

Table 2 identifies the types of records relating to the process, their storage location and retention period.

Table 2 – Recordkeeping

Type of Record	Storage Location	Retention Period*
Approved copy of the network standard	BMS Network sub process Standard – Company	Unlimited
Draft Copies of the network standard during amendment/creation	HPRM Work Folder for Network Standards (HPRM ref. 2014/21250/275)	Unlimited
Working documents (emails, memos, impact assessment reports, etc.)	HPRM Work Folder for Network Standards (HPRM ref. 2014/21250/275)	Unlimited

* The following retention periods are subject to change eg if the records are required for legal matters or legislative changes. Before disposal, retention periods should be checked and authorised by the Records Manager.

9.0 AUTHORITIES AND RESPONSIBILITIES

For this network standard the authorities and responsibilities of Ausgrid employees and managers in relation to content, management and document control of this network standard can be obtained from the Company Procedure (Network) – Production / Review of Engineering Technical Documents within BMS. The responsibilities of persons for the design or construction work detailed in this network standard are identified throughout this standard in the context of the requirements to which they apply.

10.0 DOCUMENT CONTROL

Content Coordinator : Manager – Environmental Services

Distribution Coordinator : Senior Engineer – Guidelines, Polices and Standards