



**Planning &
Environment**
Resources Regulator

WHS undertaking

Undertaking to the Secretary,
Department of Planning and Environment
given for the purposes of Part 11 of the *Work Health and Safety Act 2011*

by

Coal & Allied (NSW) Pty Limited

ACN 075 612 216

Section A - General information

1. details of the company proposing the undertaking

| | | |
|--|---|--------------------|
| Street address | Coal & Allied (NSW) Pty Limited (formerly Rio Tinto Coal (NSW) Pty Limited), Putty Rd, Mount Thorley, New South Wales | |
| Mailing address (if different from above) | Registered Address: Level 26, 363 George Street, Sydney NSW 2000 | |
| Telephone | Office: [REDACTED] | Mobile: [REDACTED] |
| Email address | | |
| Legal structure | Coal & Allied (NSW) Pty Limited (C&ANSW) is a registered corporation and is the nominated operator of the coal operation at the Mount Thorley Warkworth Mine (the Mine) | |
| Type of business | Operator of the Mine located at Putty Road, Mount Thorley | |
| Commencement date | Registration date: 16/10/1996 | |
| Workers | Employees: 900 | Contractors: 400 |
| Products and services | Coal products | |
| Comments | On 24 January 2017, subsidiaries of Rio Tinto entered into an agreement with Yancoal Australia Limited (Yancoal) for the sale of 100% of the shares in Coal & Allied Industries Limited. This transaction completed on 1 September 2017, at which time Coal & Allied Industries Limited became a wholly owned subsidiary of Yancoal Australia Ltd. C&ANSW is a wholly owned subsidiary of Coal & Allied Industries Limited. As at 1 September 2017, the name of Rio Tinto Coal (NSW) Pty Limited was changed to Coal & Allied (NSW) Pty Ltd. | |

2. the details of the alleged contravention

It is alleged that at the Mine, on 2 October 2014, C&ANSW, being a person conducting a business or undertaking that had a health and safety duty under section 19(1) of the *Work Health and Safety Act 2011* (NSW) (**WHS Act**) to ensure, so far as is reasonably practicable, the health and safety of workers while they were at work in the business or undertaking, failed to comply with that duty, and the failure to comply exposed a worker to a risk of death or serious injury.

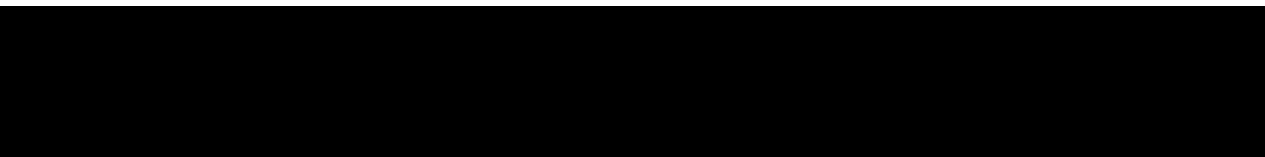
3. details of the events surrounding the alleged contravention, e.g. incident details

On 2 October 2014, a worker employed by Coal & Allied Mining Services Pty Limited, a subsidiary of C&ANSW, was operating a grader machine in order to grade road surfaces at the Mine. At or around 5:25pm, the worker exited the cabin of the grader to clean its windows. After exiting the cabin, the worker stood on the second last step of the access ladder to the cabin and closed the cabin door. Upon closing the cabin door, the access ladder began to rise. The worker was lifted a short distance and then fell from the ladder at the height of approximately 1.5 metres to the ground and suffered injuries. This is referred to in this document as the **Incident**.

4. an acknowledgement that the Department of Planning and Environment, alleged a contravention has occurred

It is acknowledged that, arising out of the Incident, the Department has alleged that C&ANSW has contravened sections 19(1) and 32 of the WHS Act.

5. the details of any injury that arose from the alleged contravention



6. the details of any enforcement notices issued that relate to the alleged contravention

Notices received:

 Yes (provide details) No

| Date issued | Notice type | Notice Number | Contravention | Action taken to respond to notice |
|-------------|-------------|---------------|---|--|
| 04/10/2014 | Prohibition | 141003GNB01 | An inspector of the Department believed the Hedweld ladder system on grader 860 (Cat 16M) had an undiagnosed fault that presented a risk to the health or safety of personnel who may operate the machine. The alleged contravention concerned section 19(3)(b) of the WHS Act. | <p>The following actions were taken:</p> <ul style="list-style-type: none"> • Consultation with the Grader OEM and the ladder system OEM to determine the failure mode of the ladder control system on the 860 Grader. • Identification of all machines fitted with a Hedweld Ladder System identical to that installed on Grader 860; • Identification of risks associated with keeping other identified machines in operational service, and implementation of appropriate controls. |
| 24/10/2014 | Prohibition | 141024GNB01 | An inspector of the Department believed that the use of the retractable ladder on grader 860 posed a risk to the health and safety of personnel at the Mine. The alleged contravention concerned section 19(3)(b) of the WHS Act. | <p>The following actions were taken. The Department was provided with:</p> <ul style="list-style-type: none"> • a copy of a risk assessment undertaken for the proposed modifications to the ladder control system on graders 860 and 861, • evidence that the controls identified in the risk assessment referred to above had been implemented; • copies of documents required to be updated due to the proposed modifications, including corrected drawings and schematics, operating manuals and training documentation; • a copy of the completed change management form for the proposed modifications. <p>Further:</p> <ul style="list-style-type: none"> • an audit was carried out of the retractable ladder system on grader 860 in its entirety, by an appropriately competent third party, experienced with Hedweld ladder systems, and undertaken in consultation with the OEM for the ladder; • a copy of the audit report was provided to the Department, together with evidence that defects or non-conformances identified during the audit were appropriately addressed. |
| 14/11/2014 | Improvement | 141114GNB01 | An inspector of the Department believed there had been a contravention of the | <p>The following actions were taken:</p> <ul style="list-style-type: none"> • a site specific risk assessment was undertaken |

| | | | | |
|--|--|--|---|--|
| | | | <p>WHS Act in relation to the operation and maintenance of graders fitted with retractable ladder systems. The alleged contravention concerned section 19(3)(c) of the WHS Act.</p> | <p>on the operation and maintenance of Caterpillar 16M graders including participation by an appropriate cross representation of the workforce such as grader operators and maintenance personnel;</p> <ul style="list-style-type: none"> • the Operations Manual for all grader types fitted with retractable ladders were reviewed and updated in consideration of the outcomes of the risk assessment referred to above, and the potential hazards associated with the retractable ladder system; • the operator training and assessment documents were reviewed and updated for all grader types fitted with retractable ladders in consideration of the outcomes of the risk assessment referred to above, and the potential hazards associated with the retractable ladder system; • the maintenance and inspection procedures for all grader types fitted with retractable ladders were reviewed in consideration of the outcomes of the risk assessment referred to above, the potential hazards associated with the retractable ladder system, and the inspection and maintenance requirements detailed in the ladder manufacturer's operating and maintenance manuals; • the training and maintenance documentation for all other mobile equipment fitted with retractable ladder systems was reviewed to ensure hazards associated with these ladder systems were identified and appropriate controls put in place; • personnel operating or maintaining machines where procedures had been updated in accordance with the above were trained in the updates made. |
|--|--|--|---|--|

7. a statement of assurance about future work health and safety behaviour

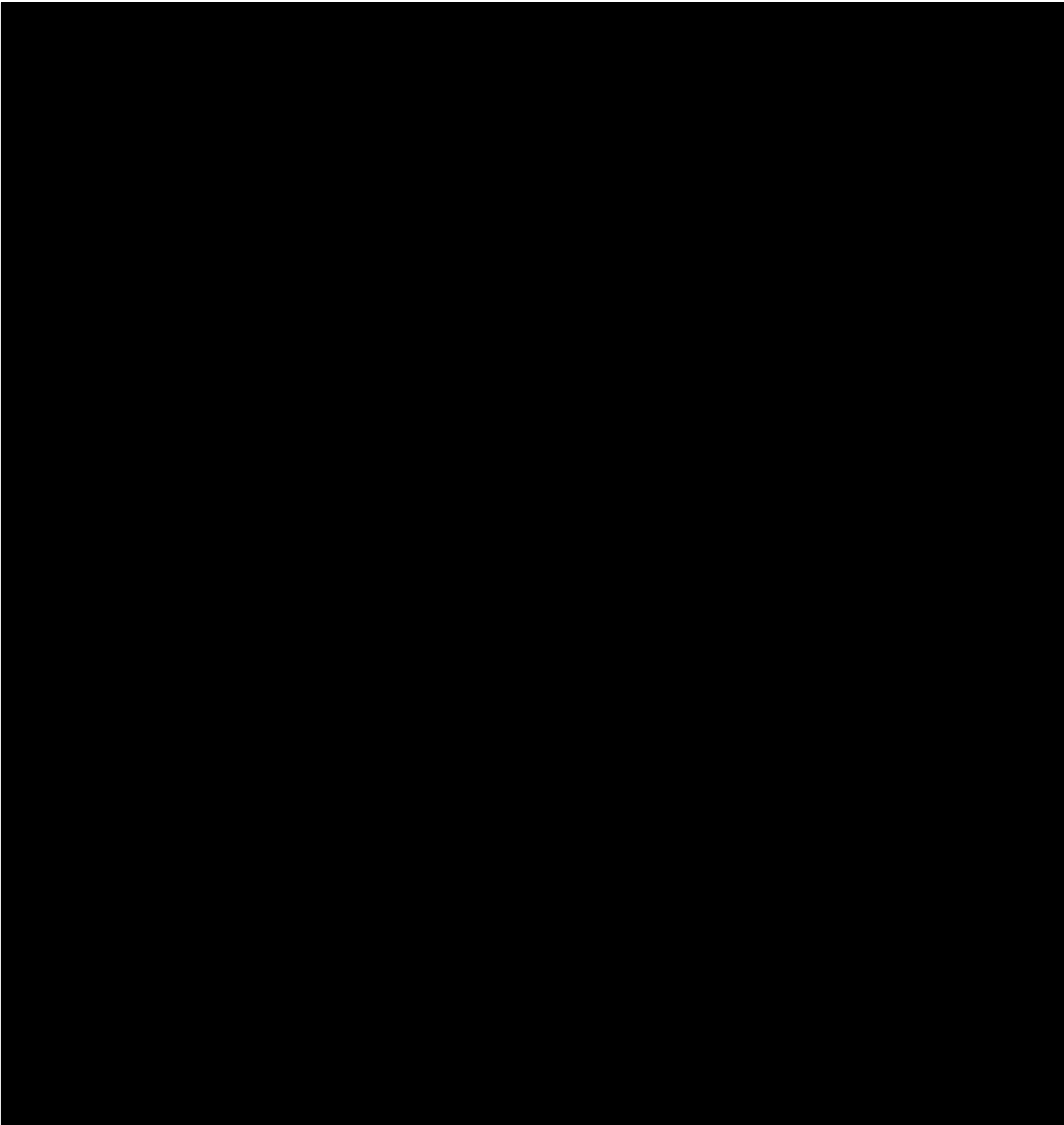
C&ANSW is committed to taking steps in order to comply with all obligations it has under the WHS Act and *Work Health and Safety (Mines and Petroleum Sites) Act 2013 (NSW) (WHS Mines Act)*.

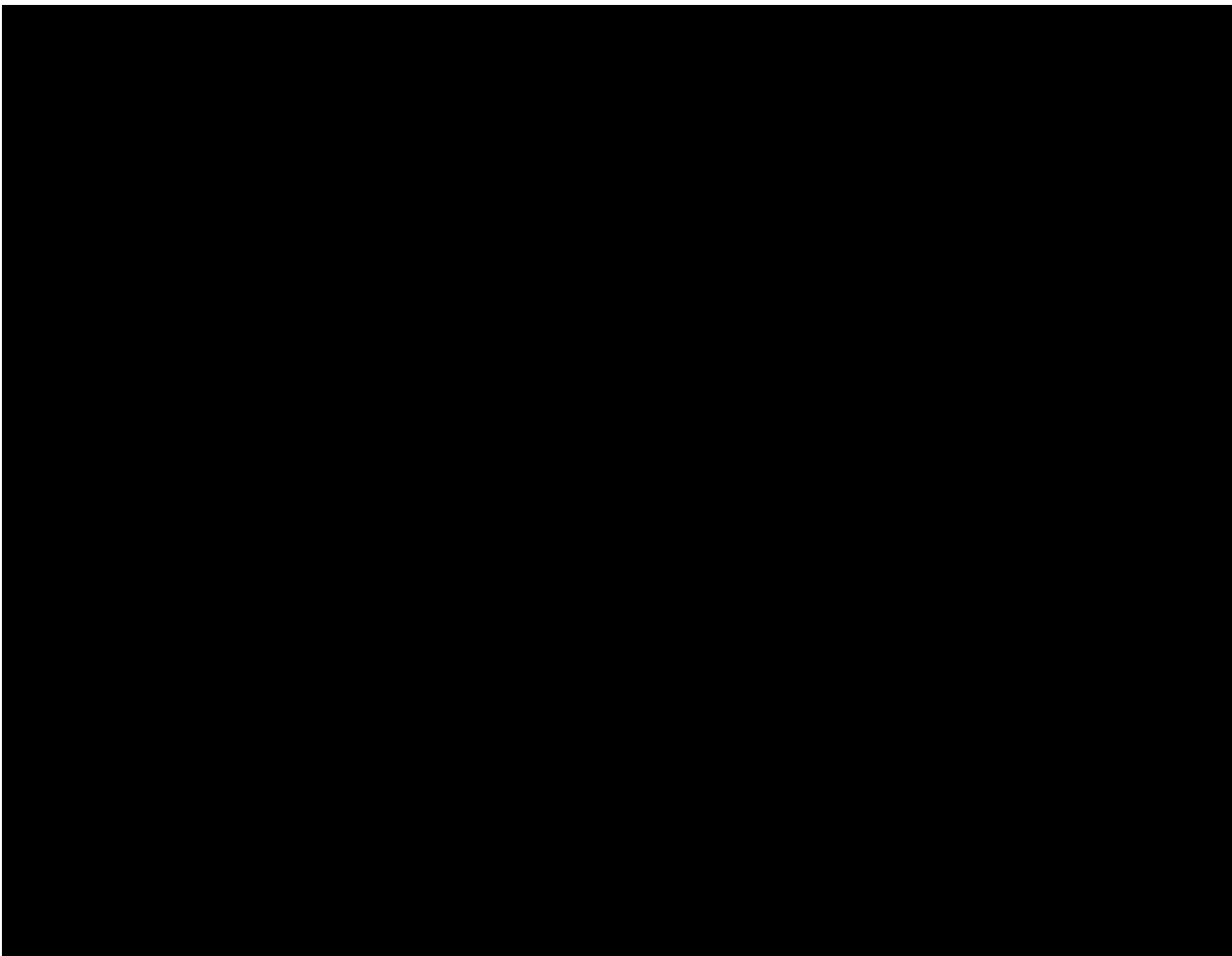
8. When an alleged contravention is associated with an injury or illness

8.1 the details of the type of workers compensation provided (if the injured person(s) is a worker of the person)



8.2 details of the support provided, and proposed to be provided, to the injured person(s) to overcome the injury/illness





9. **if the matter involves a fatality or very serious injury¹, a claim to demonstrate that exceptional circumstances exist that the WHS undertaking is a more appropriate response than pursuing prosecution**

Does the contravention involve a fatality or very serious injury?

Yes No

- i. Following the incident, effective measures were put in place as set out in item GI(n) (below). These measures addressed the root cause of the Incident.
- ii. In addition to the items set out in item GI(n) (below), C&ANSW invested significant time and expense in reviewing and overhauling the access systems on graders, and also other heavy mobile equipment across the Mine and its other mine, Hunter Valley Operations (HVO), in the Hunter Valley, NSW. This has included:
 - (A) reviewing and updating risk assessments of access systems for other mobile equipment at the Mine and HVO, including graders, dozers, rubber tyred dozers, scrapers, water carts, fuel trucks, loaders and various makes of trucks;
 - (B) removing the auto-raise function from other mobile equipment at the Mine and HVO;
 - (C) modifying service sheets to graders to reflect the changes to access systems;
 - (D) ensuring that the "as built" drawings for graders were updated to reflect the modifications to access systems;
 - (E) communicating changes within Yancoal to ensure that specifications for any new graders reflected the changes to access systems of existing graders;
- iii. An agreement was made between Rio Tinto and Yancoal for the sale to Yancoal of Coal & Allied Industries Limited, being the holding company for the interests of Rio Tinto in the Mine. C&ANSW is the operator of the Mine, and a wholly owned subsidiary of Coal & Allied Industries Limited. Following completion of the

sale on 1 September 2017, the ultimate owner of C&ANSW is Yancoal, not Rio Tinto. Rio Tinto will not have any coal mines in NSW. Yancoal is committed to health and safety, and supports the proposed EU project. Yancoal has committed to ensuring the EU is resourced and completed.

- iv. C&ANSW considers that the EU is a more effective regulatory outcome that promotes the positive links and contributions mining makes to the community, as well as promoting the integrity of the industry and regulator in achieving beneficial Work Health & Safety outcomes.
- v. C&ANSW considers that deterrence would be more effectively achieved through carrying out the proposed project (described in the attachment) under this undertaking which aims to engage with, and benefit workers, the industry and the community more broadly.
- vi. The proposed project (described in the attachment) will have a broad impact because it will focus on the next generation of workers in mining and heavy industries but also any industry, trade or profession in the Singleton local government area.

¹ An injury that has caused nervous system damage liable to lead to mental incapacity or permanent restriction of mobility or involves a major amputation of a limb or parts of the body, for example, amputation above the knee or elbow. This term is not defined in the WHS Act; it is used within this document to identify certain circumstances which will trigger additional steps in the WHS undertaking process.

10. the details of any existing safety management systems at the workplace including the level of auditing currently undertaken

C&ANSW has an existing safety management system (**SMS**) which meets the requirements of:

- AS/NZS 4801:2001 Occupational Health and Safety Management System Specifications with Guidelines for Use;
- AS/NZS 4804: 2001 – Occupational Health and Safety Management System General Guidelines on principles, systems and supporting techniques;
- ISO 14001:2004 – Environmental Management System – requirements with guidance for use; and
- ISO 9001:2000 – Quality Management System – requirements.

C&ANSW's SMS is comprehensive and covers a range of work health and safety matters including for the purpose of ensuring, so far as is reasonably practicable, the health and safety of workers at the Mine. This system includes Performance Assessment and Auditing Standard No 16 which details the audits undertaken at the Mine. These audits include internal HSEQ audits (carried out annually), and external HSEQ audits (carried out every two years).

11. the details of any consultation undertaken within the workplace regarding the proposal of a WHS undertaking

Consultation about an enforceable undertaking occurred initially amongst senior management of C&ANSW, including the Managing Director of Rio Tinto Coal Australia (prior to the sale to Yancoal), the general manager of the Mine, safety personnel and maintenance personnel. Consultation also took place with Yancoal management prior to completion of the sale to Yancoal.

Consultation in relation to this undertaking has also occurred with the Mine's safety and health representative (SHR) and other members of the WHS Committee of the Mine on 12 April 2017.

Consultation has also occurred with worker involved in the Incident. The Mine Manager has discussed the undertaking with the worker on a number of occasions during 2017.

12. a statement of regret that the incident occurred (i.e. not an admission of guilt)

C&ANSW regrets that the Incident occurred.

C&ANSW is committed to ensuring the health and safety of workers and others at its workplace, including workers who use its plant and equipment, in accordance with its obligations under the WHS Act and the WHS Mines Act.

13. any rectifications made as a result of the contravention

| Rectifications made | Cost |
|--|---|
| The circle sensor blade switch and wiring harness were removed. | 2 hours labour. Total cost \$200.00. |
| The automatic raise function was removed on the 16M grader involved in incident. | Hedweld completed modification. Total cost \$652.62. |
| An additional brake pressure switch was installed. | Switch \$147.40, labour ~2 hours. Total cost \$347.40. |
| A double pole/double throw ladder up limit switch was installed. | Switch ~\$400.00. Labour 3 hours. Total cost \$700.00. |
| The relief and flow control valves were replaced and the operating hydraulic pressure setting for the ladder was adjusted to 1200 psi and the speed of the ladder raise and lower function was adjusted to 10-12 seconds | Valves \$1057.50. Labour 4 hours. Total cost \$1457.50. |
| Decals were fitted to the ladder box advising of maximum working pressure | Parts \$20.00 Labour 0.5 hours Total cost \$75.00. |
| TOTAL COST OF RECTIFICATIONS: | \$3432.52 |

Total amount spent on rectifications across MTW and HVO is estimated to be in excess of **\$500,000**. The above table only relates to modifications that were made to the ladder system on the 860 grader itself. A range of modifications were subsequently made to equipment across the MTW and HVO site generally.

The above rectifications also resulted in the requirement to update associated equipment operations manuals; training and assessment documents and maintenance and inspection procedures for all grader types and other mobile equipment fitted with retractable ladder systems. Personnel operating or maintaining machines where procedures had been updated in accordance with the above were trained in the updates made.

14. an acknowledgement that the WHS undertaking may be published and publicised

C&ANSW acknowledges that the undertaking may be published on the departmental internet site, referenced in departmental material.

C&ANSW acknowledges that the undertaking may be publicised in newspapers and other industry publications.

15. a statement of ability to comply with the terms of the undertaking

C&ANSW has the financial ability to comply with the terms of this WHS undertaking.

16. statement regarding relationships with beneficiaries

C&ANSW acknowledges there are no known current relationships with any of the beneficiaries outlined in the enforceable undertaking, other than the current employees of C&ANSW and the broader coal mining industry.

17. intellectual property licence

C&ANSW grants the Regulator, the Department of Planning and Environment, a permanent, irrevocable, royalty-free, world-wide, non-exclusive licence to use, reproduce, publish, distribute, electronically transmit, electronically distribute, adapt and modify any materials developed by C&ANSW as a result of this WHS undertaking.

18. the person may be required to provide a statutory declaration

The Department of Planning and Environment has requested a statutory declaration outlining details of any prior work health and safety convictions or findings of guilt under work health and safety legislation or work health and safety related legislation?

Yes No

The statutory declaration is attached (if applicable)

Yes No

Note: the Department of Planning and Environment, as regulator, maintains records of prior convictions pursuant to work health and safety legislation for mines and petroleum sites. If applicable, the department will provide a certificate of prior history.

If requested, the person will be required to supply a prior convictions certificate from SafeWork NSW.

C&ANSW was found guilty of a breach of section 8(2) of the *Occupational Health and Safety Act 2000 (NSW)* in *Rodney Dale Morrison v Rio Tinto Coal (NSW) Pty Limited* [2007] NSWIRComm 78. The Industrial Court imposed a penalty of \$135,000 in a decision handed down on 4/4/2007 (IRC 2368 of 2006). The date of the offence was 28 May 2004.

The C&ANSW contact person for the purpose of this undertaking is not aware of there being any other record of conviction concerning C&ANSW in NSW or in other states and territories, concerning any work health and safety legislation.

19. acknowledgment of WHS undertaking overview and guidelines

C&ANSW has read and understood:

Guideline—Enforceable Undertakings version 1 dated February 2017.

Section B – enforceable terms

1. A commitment that the behaviour that led to the alleged contravention has ceased and will not reoccur

C&ANSW commits that the behaviour that lead to the alleged contravention has ceased and that it will take steps to prevent recurrence of the Incident, so far as is reasonably practicable.

2. A commitment to the ongoing effective management of work health and safety risks

C&ANSW is committed to the ongoing effective management of WHS risks in accordance with the WHS Act and the WHS Mines Act.

3. A commitment to disseminate information about the undertaking to workers, and other relevant parties (which may include work health and safety representatives), and in the annual report (if applicable)

Dissemination will be achieved by implementing the following:

- C&ANSW commits that it will disseminate information about the undertaking to workers and other relevant parties.
- C&ANSW will issue a written Mine communication to all workers at the Mine in relation to the undertaking. This communication will provide information about the undertaking and the project involved.
- Dissemination will also be achieved by ongoing consultation with different stakeholders at the mine as set out under the heading "Consultation – the Mine, Industry and Suppliers" in the Attachment to this undertaking.
- Dissemination to workers, SHR's and other relevant stakeholders will occur within 14 days of the undertaking being accepted by the Regulator.

4. A commitment to participate constructively in all compliance monitoring activities of the undertaking

It is acknowledged that responsibility for demonstrating compliance with this undertaking rests with the person who has given this undertaking. Evidence to demonstrate compliance with the terms will be provided to the Regulator, the Department of Planning and Environment, by the due date for the term.

It is acknowledged that the Regulator, the Department of Planning and Environment, may undertake other compliance monitoring activities to verify the evidence that is provided and compliance with the relevant term. The evidence provided to demonstrate compliance with the undertaking will be retained by the person who has given this undertaking until advised by the Regulator, the Department of Planning and Environment, that the undertaking has been completely discharged.

It is acknowledged that the Regulator, the Department of Planning and Environment, may initiate additional compliance monitoring activities, such as inspections, as considered necessary at the department's expense.

5. Strategies that will deliver worker benefits

The project will deliver future and long term worker benefits through implementation in schools in the Singleton local government area where many school leavers will enter into careers in heavy industries such as mining, construction, engineering or manufacturing.

The project will also deliver worker benefits through conversations that will take place after student participation in the project and transfer of knowledge from participants to their family and broader community.

After successful piloting of the project, C&ANSW workers will be given the opportunity to be part of workplace sessions of the virtual reality components of the project. This will create greater safety awareness in the workplace.

The project video resources will be available online via YouTube which will enable the current workforce to access and utilise the project resources with their own families and this will provide a wider reach of the project resources.

6. Strategies that will deliver industry benefits

The project will be piloted in the Singleton and Maitland local government areas where heavy industries such as mining, construction, engineering or manufacturing are the primary industries.

The project will promote a greater awareness of safety and overall wellbeing in the next generation of workers and current workforce through the below community benefits. Currently this safety culture cannot be fostered until the target group leave school and join the workforce. This project will encourage greater safety and health recognition and awareness in these groups to deliver better outcomes for industry in the future.

7. Strategies that will deliver community benefits

The project will result in a community benefit through positively influencing the actions and behaviour of the pilot groups as they transition into the workforce and improve their capacity to make decisions throughout their life that have a positive impact on their personal safety, health and wellbeing, and that of by-standers around them. In 2015, there was a total of 49 bystander fatalities in Australian workplace accidents. (Reference- Work related traumatic injury study - Worksafe Australia 2015)

The project will create engaging learning through use of virtual reality delivering confronting real life situations where the user can experience these impacts and also take part in engaging virtual reality challenges that will involve decision making choices.

The project will also connect participants in the pilot with positive young leaders who have navigated challenges and overcome adversity so as to encourage resilience and a positive mindset in the target group. The project will aim to give pilot participants take home actions and goals that will have broader health, motivational and lifestyle changes on their family and broader community.

Project participants will be given take home "Google Cardboard" Virtual Reality headsets to share the experience with their family members through the videos that will be accessible online via mobile devices. This will spread the message to a larger audience in the community and create conversation with their families on the project outcomes to reinforce the messages.

8. A commitment regarding linking the promotion of benefits to the WHS undertaking

C&ANSW is committed to ensuring any promotion of a benefit arising from this undertaking will clearly link the benefit to the undertaking and confirms that the undertaking was entered into as a result of the alleged contravention.

9. A commitment to reimburse the department's agreed costs associated with any monitoring of the enforceable undertaking

Where the Regulator, the Department of Planning and Environment, considers appropriate in the circumstances:

C&ANSW agrees to pay the Regulator's costs associated with the undertaking, as itemised below, and acknowledgment that payment is due 30 days after receipt of the regulator's invoice:

| | |
|--|----------------------------------|
| <input checked="" type="checkbox"/> investigation of incident | \$122,500 |
| <input checked="" type="checkbox"/> legal (advice and litigation expenses) | \$201,000 |
| <input checked="" type="checkbox"/> compliance monitoring costs | \$8,500 |
| <input type="checkbox"/> publication costs | \$0 |
| Total amount | \$332,000 (excluding GST) |

10. Minimum spend

C&ANSW commits to a minimum spend of \$677,000 for this undertaking, inclusive of the Department of Planning and Environment's recoverable costs. C&ANSW acknowledges the minimum spend comprises of:

| Activities to deliver | Total estimated cost |
|--|----------------------|
| Estimated cost of the proposed project | \$345,000 |
| Department of Planning and Environment recoverable costs | \$332,000 |
| Estimated total value of the undertaking | \$677,000 |

The timeframe for delivery is estimated to be 24 months following acceptance of the written WHS undertaking by the Regulator.

Undertaking

C&ANSW undertakes to carry out the project described in the Attachment to this document.

Section C - Offer of undertaking

I offer this undertaking and commit to the terms herein.

Signed:

[Person]

Name:

[Print name]

Position:

Dated at this

..... day of, 20.....

OR

As a duly authorised person of

Coal & Allied (NSW) Pty Limited

I offer this undertaking and commit

Coal & Allied (NSW) Pty Limited

to the terms herein.

Signed:



[Duly authorised person]

Name:

ANDREW THURUM

[Print name]

Position:

GROUP COUNSEL

Dated at

SYDNEY

this

18th day of

OCTOBER

20.17

Section 4 – NSW Department of Planning and Environment's acceptance of undertaking

I accept this undertaking as an enforceable undertaking under section 216 of the *Work Health and Safety Act 2011*.

Signed: 

Coordinator General
Position: delegate of the Secretary,

Department of Planning and Environment

Dated at Newcastle this 20th day of Oct, 2017

ATTACHMENT

COAL & ALLIED (NSW) PTY LIMITED - ENFORCEABLE UNDERTAKING

1. The Project Proposal

Young workers are at high risk of injury in the workplace [See SafeWork Australia report dated March 2013 and entitled "Work-related injuries experienced by young workers in Australia, 2009 – 10"].

Coal & Allied (NSW) Pty Ltd (C&ANSW) will fund and undertake a project working with young people of school leaving age (15 to 18) in the Singleton and Maitland local council areas in order to impart valuable skills to them to enable a successful, safe and healthy transfer for them into industries such as mining, construction, engineering and manufacturing, and other industries more broadly (the Project). The Project has the capacity to improve industry performance in the longer term and will involve partnering with appropriate organisations or industry stakeholders.

Based on the research undertaken by C&ANSW on the safety, mental health and wellbeing of young people, the Project takes a multi-faceted approach to safety/health awareness, which includes the following focus areas:

- **Risk Identification** – At home, driving and in the workplace.
- **Mental Health** – Bullying, identifying those in need and teaching resilience.
- **Health** – Making positive health choices, nutrition and movement.
- **Career** – Managing money, work ethics and preparing to enter the workforce.

The Project highlights these areas for young people of school leaving age through a blended learning approach using:

- **Virtual reality (VR) technology** – Through virtual reality, we can show direct consequences and immerse the user as the first person experiencing these consequences of failure to identify risk.
- **Mobile Application** – Games and applications can be used to deliver engaging experiences to a younger target market and also enables this to be scaled to a larger audience.
- **Face to Face** – This will comprise of face to face discussion and workshops with positive role models who are inspirational young leaders to discuss real issues face to face with young people of school leaving age in the Singleton and Maitland area, many of whom will enter into industries such as mining, construction, engineering and manufacturing.

a) Project Scope & Activities

C&ANSW agrees to undertake, or procure the undertaking, of the following activities:

Consult with industry experts to identify target audience for the pilot program

C&ANSW will consult with youth work organisations (e.g. Headspace) and teachers/careers advisors at the proposed schools to identify key areas or gaps in current programs to form a program that will benefit young people of school leaving age by transferring to them safety and life skills to improve prospects of a successful transition into the workforce and helping them make positive choices transitioning to and through their adulthood.

Two schools have been identified to participate in the Project and consultation has already been undertaken. Further progress meetings will be scheduled on acceptance of the EU.

Design and develop a pilot educational program

C&ANSW will develop the components for a pilot educational program focusing on assisting school leavers with gaining a greater knowledge of safety, health and lifestyle issues in a holistic approach to reducing risk factors in workplace incidents. C&ANSW believes that safety in the workplace is a multi-factorial issue that comprises of hazard identification and being physically/mentally prepared for work.

I. Production of VR Video Short Film (Partnered with VRXP Newcastle & Modular Productions)

C&ANSW will facilitate the production of a short film using Virtual Reality that will be used to educate the target audience in dangers at home, driving vehicles and in the workplace.

- Using virtual reality puts the user in a first or second person view where they will experience the impacts of their choices or the choices of those around them. The film production will be built in small segments that will form a multi part short film.
- This production will be uploaded onto the company intranet for internal distribution & uploaded to YouTube for broader distribution to areas outside of the proposed target areas.
- Drama/film students of proposed schools will be invited to be part of film production where applicable.

II. Production of VR Scenarios (Partnered with Coal Services Mines Rescue)

C&ANSW will partner with Coal Services Mines Rescue team to develop a mixture of fun/interactive virtual reality scenarios where a person can drive/walk through a mining environment and be introduced to some of the risks of a mining environment. These outcomes will complement the overall outcomes of the Project.

- Scenarios will be developed internally by the C&ANSW Project Manager in collaboration with IT students at targeted schools where applicable and possible. In addition, Mines Rescue VRT currently has a large library of scenarios that could be utilised for the Project.

III. Production of Face to Face workshop content and schedule

C&ANSW will facilitate discussions which cover topics such as career, safety, entrepreneurship, mental health and bullying/harassment.

- Initial conversations held with David Tabain, David is a Sydney based motivational speaker and multiple world record holder who has gone from being an electrical tradesman in the small rural town of Yanco (Population: 552) to now helping many people change their lives through his worldwide 30 Day challenge program to improve mindset, motivation, nutrition and physical habits. There has been initial discussion between David and the Project Manager as to how C&ANSW could adapt his program to fit a school environment for the pilot. As part of David's program, he assists in making lifestyle changes, supporting participants through change and follows up with participants to assist with integrating change into long term lifestyle habits.
- Headspace has given support for the project and has agreed to work with C&ANSW on the program content for the Mental Health component of the project.

IV. Development of Mobile Application (Provided by Butterfly Media)

C&ANSW will develop a mobile application/game to further support the project outcomes.

- The scope for the application functions and design will be finalised following acceptance of the EU. The objectives of the application design will be as follows:
 - To create a highly engaging digital experience that allows people to learn and improve their life skills
 - To launch an app that appeals to young people primarily aged between 15 and 18 years old
 - Deliver a positive impact on the community
 - Have the First Release Product (FRP) to market within 12 months of the EU acceptance

Delivery of pilot program

C&ANSW will deliver the pilot educational program as per table (Section (e) – p19) in two schools

These schools are:

- Maitland Grossman. This school has requested that the pilot involves two groups from their school with approximately 15-20 in each group.
 - The first of these groups would be a group of Year 10 students who the school feels would benefit most from the project outcomes.
 - The second group would be of their Year 9/10 student leaders who could then pass on the messages and be advocates of the pilot program throughout their school.
- Australian Christian College. This school has nominated that the pilot involve their Stage 5 student group. This is a group of 20 students in Year 9/10.

The pilot will then be rolled out to students involved with a full day workshop at an external venue away from the School. There will be separate days per group and to assist with positive engagement and broader impact an optional session will be offered for teachers and parents.

The day will include several small components with several facilitators to keep students engaged in the pilot outcomes.

Follow up days would be held at the school to assist with student's goals and ensuring the project outcomes are embedded into their lives.

Students will be given a certificate to demonstrate participation and students involved in creation of content will be given a letter of reference to thank them for their involvement by C&ANSW to assist with future career prospects. We will also develop a video package for the schools to use to showcase the project development to show parents and their schools.

b) Project Personnel & Resource

C&ANSW will resource internal personnel and engage external personnel as required to carry out the Project activities as described. Any personnel allocated, engaged, or recruited will be suitably qualified, skilled and experienced.

A Project Steering Committee will be established to oversee the governance of the project. The Project Steering Committee will meet at regular intervals to review the progress. The Steering committee will develop a charter for the Project and its members will include:

- The Managing Director for Coal & Allied NSW
- The General Manager MTW
- The appointed Project Manager
- Health and Safety Manager
- MTW Mine SHR

A Project Management role will be appointed for the duration of the Project.

- The Project Manager will be responsible for managing the Project activities and deliverables for C&ANSW.
- The Project Manager will report to the General Manager of the Mine
- The Project Manager will be the key contact and monitoring point for the Department of Planning and Environment
- The Project Manager will co-ordinate the activities of the internal and external resources to ensure the delivery of the Project outcomes.
- The Project Manager holds a Certificate IV in Training & Assessment, six (6) years of experience in Training and Development and two (2) years of eLearning development experience.

Internal Safety, Risk and Technical personnel to support the Project work

- Will be appointed as required to ensure the delivery of the Project activities timetable and outcomes.
- Will be coordinated and managed by the Project Manager

Internal C&ANSW Training & Development personnel to support the project work.

- Will be appointed as required to ensure the delivery of the Project activities timetable and outcomes.
- Will be site appointed Trainers & Assessors (Holding relevant trainer & assessor certificate IV modules)
- Will be coordinated and managed by the Project Manager.

External Safety, Risk and Technical consultants to support the Project work

- Will be appointed as required to ensure the delivery of the Project activities timetable and outcomes.
- Will be coordinated and managed by the Project Manager.

In addition to Department of Planning and Environment reporting and monitoring, the Project Manager will provide regular reports to the Steering Committee, Mine WHS Committee and Mine SHRs.

c) Consultation – Mine, Industry & Suppliers

C&ANSW will consult with a number of key stakeholders:

- Mine SHR(s) and the WHS Committee
- Mental Health and Youth Organisation – Headspace
 - e.g. Community Development Officer or most similar position
- Coal Services & Mines Rescue
 - e.g. VR Technical Manager or most similar position
 - e.g. Operations Manager or most similar position
- Education Technical Experts (E.g. Teachers, Counselors, Schools and TAFENSW)
 - e.g. (Careers Advisor) - Maitland Grossman High School or most similar position
 - e.g. Science, Design & Tech Teacher – Australian Christian College (Singleton) or most similar position
- Virtual technologies & Media Production technical expert.
 - e.g. VRXP Newcastle & Modular Productions or most similar position
 - e.g. Butterfly Media (Mobile Application Development) or most similar position

Consultation will be completed through the following methods:

- Existing Mine Site WHS Committee meetings agenda
- Additional meetings with Mine SHRs, HSRs, and the injured worker
- Scheduled and advertised round table forum(s)/Workshops to facilitate and encourage stakeholder input.
- Direct contact with subject matter experts in the focus areas.

The Mine will use and rely on existing relationships to encourage and facilitate participation and involvement.

The expected outcomes of broad consultation and involvement of key stakeholders is a greater understanding of the needs and current deficiencies in the transfer from school to career pathways in industries such as mining, construction, engineering and manufacturing and in industries more broadly.

C&ANSW has commenced initial consultation with various careers advisors in the Maitland and Singleton areas for advice in direction of the project and to gauge initial interest. Some of these school's C&ANSW has existing working relationships on previous and current community projects.

The schools contacted for initial consultation have been:

- Singleton High School
- Australian Christian College (Singleton)
- St Catherine's Catholic College
- Maitland High School
- Maitland Grossman High School

Feedback on proposal has been very well received, with all schools acknowledging the need for a program like this and expressing interest if the project was to commence.

In addition to Department of Planning and Environment reporting and monitoring, the Project manager will provide regular reports to the Mine WHS Committee and Mine SHRs.

d) Project Deliverables

- The proposed deliverables for the Project would be:
 - A Project management schedule and action plan for the Project.
 - A pilot educational program targeted at giving the next generation of workers (and potentially beyond) a broader understanding of the risks they may face in transitioning into heavy industries, and indeed other industries and throughout life.
 - This will be delivered through a blended learning approach utilising:
 - Short film production filmed / delivered in Virtual Reality
 - Game based interactive virtual reality scenarios to assess ability to identify & eliminate risks
 - Mobile application/game to further support the project outcomes
 - Face to Face seminar and discussions focusing on lifestyle factors and making positive choices
 - Two full day student pilots will be conducted.
 - One session will be conducted with interested teachers/staff from each associated school.
- The proposed post pilot deliverables for the Project would be:
 - Independent review by a suitably qualified company will be completed to assess the effectiveness and outcomes of the pilot program and findings made available to stakeholders.
 - C&ANSW will implement any required changes before seeking out broader industry interest and funding from existing community funds to seek to move the project to a long term sustainable model.
 - C&ANSW will submit the project for approval to present on it at the annual NSW Minerals Council HSEC Conference.
 - C&ANSW will publish all available project resources on its website and film production materials will be loaded to video sharing website YouTube for public use.
 - Final report on WHS undertaking and project outcomes to the Regulator.

e) Project Staging and Timing

- Some components cannot be fully determined until approvals are granted and project can progress past initial stages. High level planning meetings have been held for all project components.

Summary of project timeline:

| Component | Time |
|---|---|
| A Project management schedule and action plan for the Project. | 1 Month – from EU acceptance |
| Production of VR Video Short Film (Partnered with VRXP Newcastle & Modular Productions) | 12 Months – From EU acceptance |
| Production of VR Scenarios (Partnered with Coal Services Mines Rescue) | |
| Production of Face to Face workshop content & schedule | |
| Development of Mobile Application (Provided by Butterfly Media) | |
| Execution of pilot program once all required production elements are completed | Within 3 Months from final development of program materials |
| Total Time Required To Deliver Pilot | 16 Months from EU acceptance |
| Review of pilot program impact and outcomes - findings to stakeholders | 2 Months – from completion of pilot |
| Application for ongoing funding and implementation of program | 3 Months – from completion of review |
| Final report on WHS undertaking and project outcomes to the Regulator | 3 months – from completion of funding applications |
| Total Time Required for Completion | 24 Months from EU acceptance |

f) Costs

Estimated costs are based on initial planning meetings held with engaged companies and quotes received from vendors. A summary of estimated costs and quotes can be found below.

Summarised Cost Estimates:

| Component | Estimated Cost |
|---|------------------|
| Production of VR Video Short Film (Quote provided by VRXP) | \$75,000 |
| Purchase of VR Game Production Software/Hardware | \$90,000 |
| Face to Face Workshop Components | \$10,000 |
| Venue / Facilitation Costs | \$5,000 |
| Development of Mobile Application (Quote Provided by Butterfly Media) | \$150,000 |
| Funding of Independent Review (Post Delivery) | \$15,000 |
| Total minimum spend | \$345,000 |

2. General

a) Variations

Any proposed variations to any aspects of the Project or this Undertaking will initially be approved by the Steering Committee, but will not take effect unless accepted, in writing, by the Regulator.