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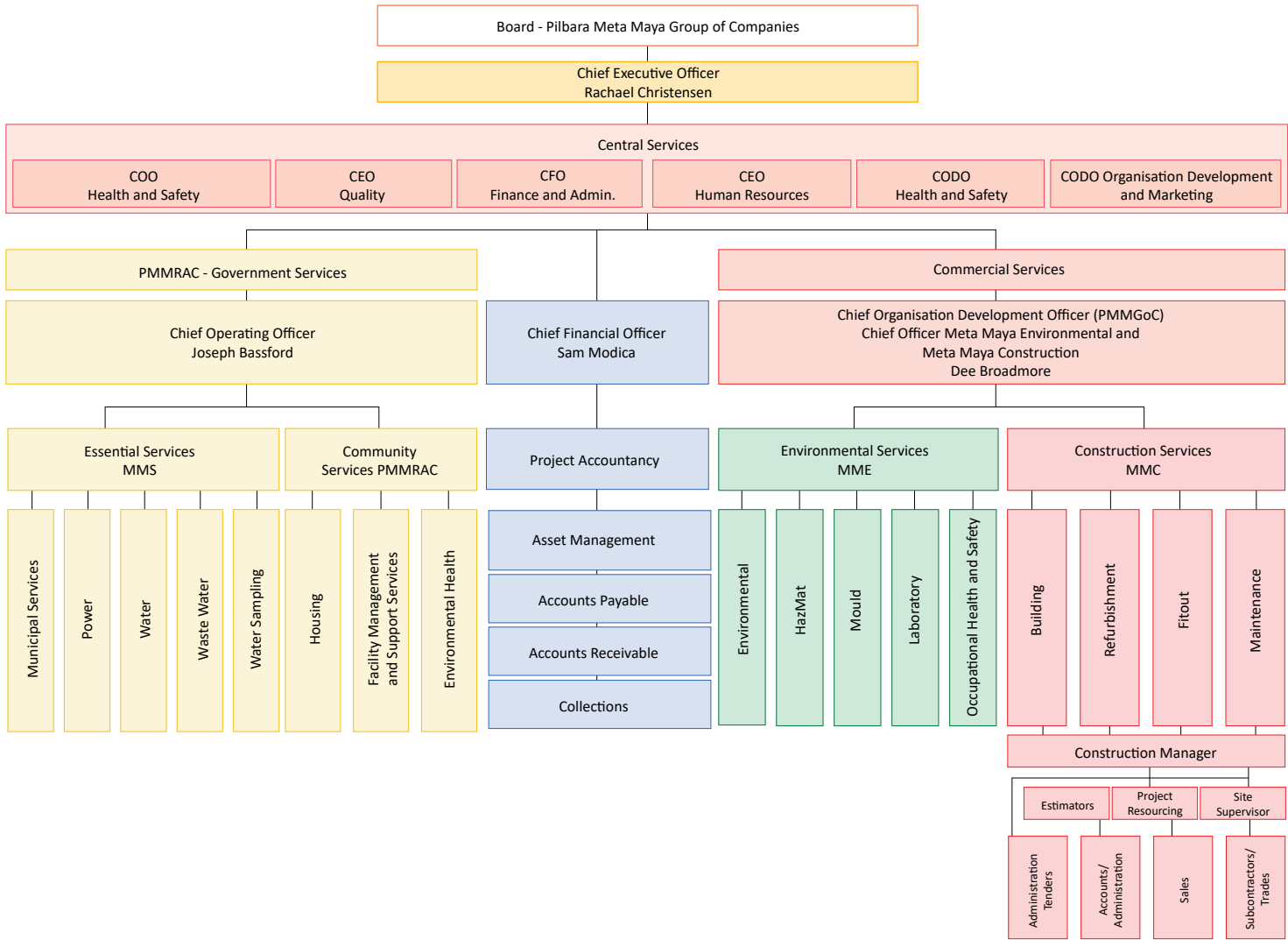


META MAYA ENVIRONMENTAL PTY LTD

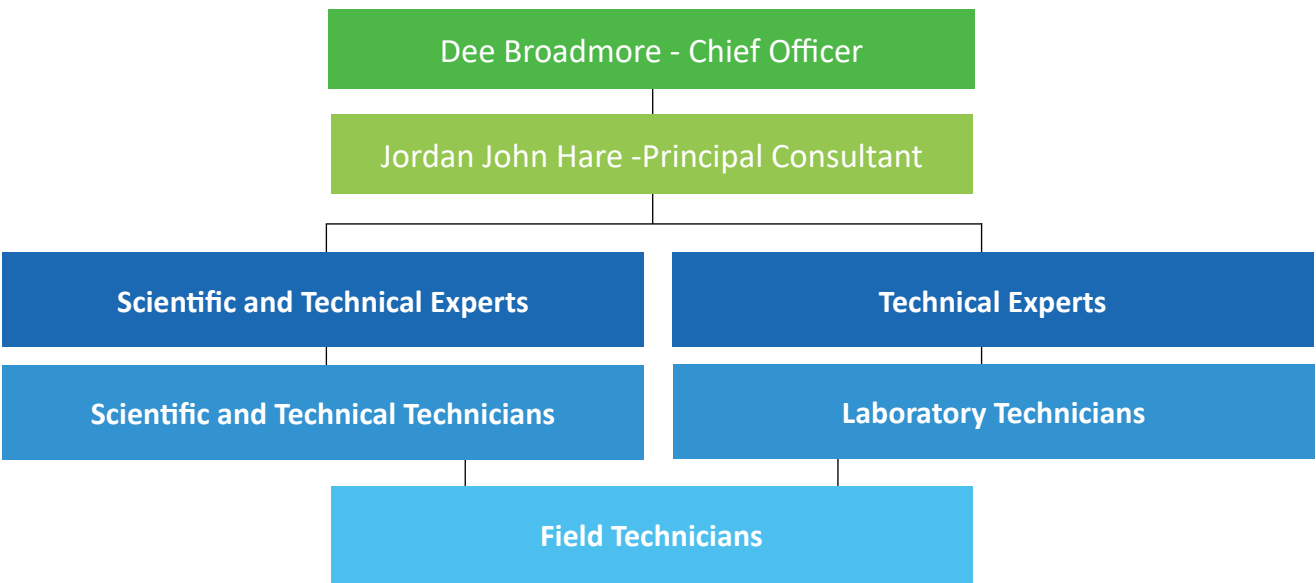
Capability Statement



Company Organisational Chart



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ABOUT META MAYA ENVIRONMENTAL

Meta Maya Environmental Pty Ltd (MME) is a niche Environmental Consultancy specializing in Asbestos and Hazardous material and is a wholly owned subsidiary of Pilbara Meta Maya Regional Aboriginal Corporation a 100% Aboriginal owned organisation based in Port Hedland, forming part of the Pilbara Meta Maya Group of Companies.

MME operates from offices in Canning Vale, Perth and services all regions of Australia via a loyal and extensive customer base which includes Government Departments, the corporate sector and the general public.

This Capability Statement addresses the Environmental Services Portfolio which is made up of four business units i.e. Environmental Consultancy, Hazmat/Asbestos; Occupational Health and Safety and Meta Maya Laboratory.

MME provides consulting, testing, auditing and technology solutions to monitor, reduce and remove pollutants from air, water and soil. MME's essential technical Laboratory services are accredited by the National Association of Testing Authorities (NATA) and the organisation operates under a triple certified integrated Management System through processes and procedures.

MME's project teams are staffed by experts within their respective fields who are passionate about what they do and believe in "quality within value". That is why MME offer a diverse range of client focussed services across multiple disciplines at cost effective prices.

Our Vision is to be a sustainable organisation ensuring our people and our clients have a positive and secure future.

Our Mission is focussed on providing tailored solutions to clients from a comprehensive range of services. We do this by offering expert, impartial advice that provides superior solutions across multiple portfolios, which meet client expectations as well as regulatory and environmental

requirements.

Environmental

The vision is to become the preferred provider of services for all occupational and environmental consultancy requirements.

As an environmental consultancy MME is committed to conducting business in a socially, ethically and environmentally responsible manner. MME understands the importance of sustainability and the pressures that our environment faces due to human activity, as such we endeavour to ensure our procedures, actions and operations help to protect the environment and benefit the communities which we serve.



OUR SERVICES

MME operates throughout Australasia providing trusted industry experts to resolve our client's occupational health and environmental requirements. We offer consulting and testing services in the following specialist areas:

Hazardous Materials (Including Asbestos)

MME is made up of experienced HazMat Inspectors and Licensed Asbestos Assessors. We can handle all aspects of HazMat inspection, including analytical testing in our state-of-the-art Laboratory. We adhere to strict guidelines surrounding the correct inspection, identification and management of hazardous materials to ensure the safety of our team and those who work alongside them.

MME's HazMat and Asbestos Surveys, Registers and Management Plans comply with all relevant Government Regulations and Legislation including the National Codes of Practice, Worksafe WA and Safework Australia requirements.

Our HazMat Registers and Management Plans provide owners or controllers of buildings with proper guidance on how to Identify, Manage and Monitor the hazardous materials, including asbestos, in all their properties. We can assist with creating contingency plans for worst-case scenarios, and we can train your staff, tenants and occupants in how to react in case of an emergency provide awareness documentation and information sessions.

Surveys and Registers

A survey of a building and its surrounds to determine the risk associated with hazardous materials (and especially *ACM). The survey includes the identification and risk assessment of each HazMat situation (i.e. creating a HazMat Register) and a site-specific Management Plan. Surveys can be destructive in the case of renovation,

refurbishment or demolition works or non-destructive in the case of site management.

MME also provide re-assessment surveying for facilities with existing asbestos registers.

Refurbishment or Pre-demolition survey

A survey is required before any refurbishment or demolition work is carried out on a building. The survey identifies the extent of hazardous materials (and especially *ACM) in the proposed work area.



**ACM - Asbestos Containing Material*

OUR SERVICES

Other services include (HazMat)

- Job Safety Analysis (JSA) and Safe Work Method Statements (SWMS)
- Asbestos Removal Control Plans (ARCPs) review and assistance in development
- Removal and Management Specifications
- Due Diligence Reports
- Asbestos Removal Project Management
- Contaminated Site Assessment
- Management of asbestos in soil
- Waste classification and disposal
- Detailed remediation methods
- Silica Dust Monitoring
- Asbestos exposure assessment
- Expert witnessing

Environmental Services

MME's Environmental Services are designed to identify environmental liabilities, review operational compliance and manage risk.

- Environmental Impact Assessments (EIA)
- Environmental Statements
- Water Management
- Environmental Management Plans and Systems
- Ecological Surveying (Flora and Fauna)
- Noise Management Plans
- Heritage Surveying
- Sustainability Assessment
- Land Capability Studies

MME also provides a complete range of Occupational Hygiene Services to help protect your Human and Capital assets from registered CONTAM, lead, dust, silica and other hazardous or toxic chemical compounds.

MME provide a risk-based phased approach throughout a project's life cycle, from

environmental approvals, to construction, operations, ongoing monitoring and compliance, to site remediation.

Work is conducted in accordance with the required contaminated land legislation of both State and Territory.

NATA Accredited Asbestos Laboratory

MME's NATA accredited Laboratory (Accreditation No. 19429) offers the following services:

- Estimation of Airborne Asbestos and Synthetic Mineral Fibres (SMF)
- Asbestos Fibres in Bulk Samples
- Asbestos in Soils

Analysis is carried out, in-house at our headquarters in Perth, Western Australia. Short term field laboratories can also be set up for site-specific work.

Occupational Health and Safety

MME understands the importance of risk management for the continuity of business and provides a range of Occupational Health and Safety services. Not only is it sound economics but legislation mandates a Duty of Care across all areas of business and the working environment.

- Local Exhaust Ventilation (LEV) testing
- Compulsory testing of engineering control measures (fume cupboards, microbiological safety cabinets)
- Surveys for exposure (airborne dusts, fumes, gases, vapours)
- Physical hazard surveys
- Indoor Air Quality surveys
- Water Hygiene Services (water quality and Legionella studies)

OUR SPECIALTIES

We specialise in:

- Contamination- Air, Water, Soil
 - Asbestos
 - Hydrocarbon
 - Biological,
 - Polychlorinated biphenyl (PCB)
 - Lead
 - Pesticides and Herbicides
 - Per- and Poly-fluoroalkyl Substances (PFAS)
- Environmental Assessment and Management
- Contamination Site Assessment and Management
- Remediation Scope Development, Management, Compliance
- Environmental Compliance Management and monitoring
- Acoustics - Monitoring and modelling
- Surveys and Complaint Investigations
- Planning Approvals reviews and assistance
- Regulator Liaison and Negotiation



CLIENT INDUSTRIES

CONSTRUCTION AND INDUSTRY

- Lendlease
- Civcon
- Orixon
- Programmed
- Westforce Construction
- Protek
- K2 Building and Maintenance



EDUCATION/SCHOOLS

- Curtin University
- The University of Western Australia
- Murdoch University
- Notre Dame University
- Geraldton Senior College
- John Wilcock College
- Irene McCormick School
- Churchlands Senior High School
- Woodbridge Primary School
- Lockridge Senior High School
- Bassendean Primary School
- Eden Hill Primary School
- Upper Swan Primary School
- Swan View Senior High School
- Dryandra Primary School
- Queens Park Primary School
- Orange Grove Primary School
- Helena Valley Primary School
- Inglewood Primary
- Inglewood Pre-primary School
- Balga Senior High School
- Mount Lawley Primary School



DEFENCE

- Irwin Barracks
- Campbell Barracks
- HMAS Stirling – Garden Island
- RAAF Pearce - Bullsbrook
- RAAF Curtin - Derby
- Harold Holt Communications Base
- Victoria Barracks - Melbourne

REAL ESTATE

- Knight Frank
- Exclusive Strata Management



CLIENT INDUSTRIES



HOSPITALS

- Esperance Hospital
- Fremantle Hospital
- Sir Charles Gardiner Hospital
- Onslow District Hospital
- St John of God Murdoch Hospital
- Bruce Rock Memorial Hospital
- Kaleeya Hospital

GOVERNMENT

- Department of Finance
- Department of Planning Land and Heritage
- Department of Communities
- Department of Biodiversity, Conservation and Attractions
- Aboriginal Affairs Planning Authority
- Public Transport Authority
- Main Roads WA
- Building Management and Works
- West Australian Police Department
- City of Bussellton
- City of Bayswater
- City of Fremantle
- City of Kwinana
- City of Stirling
- City of Armadale
- City of Stirling
- Town of Victoria Park

MISCELLANEOUS

- ANZ Enviro
- Focus Demolition
- AARCO
- Rapid Asbestos
- Asbestos Works
- KBE Contracting
- Newcrest Mining
- Weir Minerals
- Mid-West Ports Authority

CORPORATE RESPONSIBILITIES

Quality Assurance Policy

MME delivers accurate results every time by adhering to robust quality assurance Policy and Procedures via an Integrated Management System certified to ISO 9001:2015, AS/NZS 4801:2001, ISO14001:2015 standards. As well as maintaining a Quality Management System, MME operate a testing and inspection facility in accordance with ISO/IEC 9001:2015 and 17025:2017 and accredited by NATA.

MME's accreditations are:

- ISO/IEC 17025:2017 - Technical
- ISO 9001:2015 - Quality (an internationally recognised standard which indicates MME's reliability, consistency and commitment to quality)
- AS/NZS 4801:2001 - Occupational Health and Safety (an Australian recognised Standard emphasising the effectiveness, efficiency and continual improvement of management systems here at MME)
- ISO 14001:2015 - Environmental (an internationally recognised standard for Environmental Management. It defines the elements required by MME to achieve and demonstrate its sound environmental practices, ensuring we control the impact of our activities and services on the environment).

MME's Quality Management System requires that only qualified and experienced personnel undertake result interpretation. It also stipulates that all analytical results be documented with traceable procedures.

The MME aim is to be a recognised leader in the services we provide by meeting the stated and implied needs of our Clients. MME attach great importance to quality management and the services we provide must reflect a high degree of Client satisfaction. We undertake regular audits

to provide these services, which in all respects must meet or exceed our Client's expectations for quality, safety, timing and budget. To ensure these aims are met, we have established and maintain a quality system which has been planned, developed and is used by all employees in conjunction with other management functions. The quality system has been implemented based upon the requirements of ISO 9001:2015 and is constantly monitored and upgraded.

MME has developed measurable objectives which are periodically reviewed to ensure the continuous improvement of our systems. All members of staff are required to be fully conversant with the quality system and the associated procedures and instructions relevant to their work and to be responsible for the quality of all work they produce.

This policy is used to clearly communicate our attitude with regard to quality and recognises that this commitment is essential to the long term success of MME with regard to our competitive position, our reputation, our Clients and our people.

ISO 17025:2017

ISO 17025 is an internationally recognised standard, which sets out the requirements for competence in Inspection and Testing. Accreditation to this standard demonstrates a high level of competency and technical expertise, allowing easy identification of competent and reliable service providers.

CORPORATE RESPONSIBILITIES

Environmental Policy

MME operates its Environmental Management Systems (EMS) in-line with ISO 14001:2015. We continually evaluate activities to ensure they are in-line with MME's EMS Policy and are working to reduce our environmental impact.

MME's EMS Policy is empowered by all staff and is endorsed by the Board of Directors ensuring that EMS is maintained and is present in everything we do. All MME employees and sub-contractors are educated on our EMS policy ensuring that all are aware of the importance of compliance and the individual's responsibility in conforming to the policy.

Safety Policy

MME is committed to Health, Safety and the Environment (HSE), providing a safe and healthy workplace for all of our workers. We recognise our responsibility to provide a safe and healthy working environment for all contractors, clients, visitors and the public, developing 'Safe Work Method Statements' for each project.

The HSE policy is relevant in everything MME does, taking a systematic approach to identifying, assessing and controlling all health and safety risks and hazards.

Management have direct involvement and are committed to the 'commit-plan-do-check-review' method, ensuring policies are developed to ensure all operations conducted by employees and contractors are in accordance with relevant legislation, regulatory requirements and industry standards.

Contact Meta Maya Environmental for a copy of our Environmental and Safety Policy



MANAGEMENT SYSTEMS

Our Systems

MME has management systems in place for both internal and external staff. By having these systems we can ensure that all employees and services within MME are operating safely and efficiently.

The majority of MME's work force is sourced in-house. The personnel that are outsourced undergo an accreditation process to evaluate their suitability to MME's ethics and key performance indicators. MME's effective management systems are demonstrated by the commitment and direct involvement of all employees at all levels of the company.

We operate with a 'hands on' approach towards management adopting an effective 'two-way communication' method within every project. This ensures clear communication throughout all levels involved and is an integral part of how we do business.

Training and education is paramount within MME. Achieving MME's high standards is ensured by having the right people in the right place. MME supports its employees, giving regular training and meetings to help them progress within their roles and beyond.

What differentiates us from the competition?

- ✓ Client Motivated
- ✓ Solutions Focussed
- ✓ Reliable
- ✓ Flexible and Robust
- ✓ Efficient and Effective
- ✓ Open and Transparent



WHY META MAYA ENVIRONMENTAL?

Our Team

Meta Maya Environmental (MME) operates and is committed to high standards selecting our people and our partners very carefully. We acquire, retain and develop motivated personnel to ensure that the high levels of service we offer are maintained.

We have a team of professional managers and experienced personnel involved in delivering the services we provide and to maintain our high standards, we have invested heavily in our personnel who are all part of a committed ongoing training program.

Our overall strategy is to focus on the delivery of end to end solutions that add immediate value to our clients. To support this high-quality service delivery we have formed relationships with proven and committed strategic alliance partners that offer niche services and solutions that complement our offerings. Our clients receive the best quality of service managed by one central contact.



Established processes ensure that the business operates effectively and efficiently. Under a strong leadership team, the focus is on excellence, health and safety and flexibility in the delivery of our services.

Business today is about diversification, good relations and partnership opportunities which reduces costs, increases efficiencies and enables business to refocus critical resources. Now is the time for you to build relationships with an Aboriginal organisation that has a range of skillsets that support your business.

"We have trusting relationships with our clients, built on respect and our capability"

Table of Experience

CLIENT	PROJECT	PROJECT DESCRIPTION	DURATION/ EXPECTED COMPLETION
Lendlease	Curtin University B105 Robertson Library Refurbishment - Hazardous Building Materials Management Plan, Surveying, Ongoing works management	Hazardous Building Materials surveying and sampling prior to the commencement of project, development of full works Hazardous Building Materials Management Plan (including Asbestos, Lead, PCB's and Synthetic Mineral Fibres), Contractor awareness seminar/information sessions, Onsite management during all refurbishment works of 7 story library including ongoing sampling, air monitoring and clearances.	December 2020 estimated completion March 2022 \$130K
WA Country Health Services (Pilbara)	Pilbara Assets Asbestos Management Plan and ACM Surveying	Development and provision of Asbestos Management Plan for Region, Surveying and Sampling of All assets (where possible including all previously presumed items to reduce overall risk and management requirements), Development of onsite Asbestos Registers for Contractors including Pictures, risk rating and management requirements, Scope Development, Removal Management including Air Monitoring and Clearances (Roebourne Hospital and Port Hedland removal works).	March - April 2020 \$60K
Department of Biodiversity Conservation and Attractions Black Wood District	Asbestos Surveying, Registers and Management plans for district assets	Development and provision of Asbestos Management Plan for Region, Surveying and Sampling of All assets (where possible including all previously presumed items to reduce overall risk and management requirements)	August 2021 \$15K

The Salvation Army	WA Assets Asbestos Management	Development and provision of Asbestos Management Plan for Region, Surveying and Sampling of all WA assets (Development of onsite Asbestos Register for Contractors including pictures, risk rating and management requirements). Ongoing Scope Development, Removal Management including Air Monitoring and Clearances.	April - May 2020 and Ongoing \$30K
Department of Finance Building Management and Works	East Regional Management Surveying Project	Surveying of 140 BMW managed sites including schools, fire stations, Police stations and office assets	December 2019 to April 2020 \$100K
Department of Biodiversity, Conservation and Attractions	Wellington District Assets	Development and provision of Asbestos Management Plan for Region, Surveying and Sampling of All Wellington District/Region assets (Development of onsite Asbestos Registers for Contractors including Pictures, risk rating and management requirements). Ongoing Scope Development, Removal Management including Air Monitoring and Clearances.	Yearly/ongoing \$11K



City of Kwinana	City of Kwinana Assets	Development and provision of Asbestos Management Plan for Region, Surveying and Sampling of all City of Kwinana assets (Development of onsite Asbestos Registers for Contractors including Pictures, risk rating and management requirements). Ongoing Scope Development, Removal Management including Air Monitoring and Clearances.	Yearly/Ongoing \$8K
Curtin University	Curtin Assets Asbestos Management	Development and provision of Asbestos Management Plan for Region, Surveying and Sampling of all WA assets (Development of onsite Asbestos Registers for Contractors including pictures, risk rating and management requirements). Ongoing Scope Development, Removal Management including Air Monitoring and Clearances.	Yearly/Ongoing \$50K
Department of Biodiversity, Conservation and Attractions - Kings Park and Botanic Gardens	Kings Park and Bold Park Asbestos Management	Development and provision of Asbestos Management Plan for Region, Surveying and Sampling of all WA assets (Development of onsite Asbestos Registers for contractors including pictures, risk rating and management requirements. Ongoing Scope development, removal Management including Air Monitoring and Clearances.	Yearly/Ongoing \$10K



OUR VALUES

MME prides itself on offering client focussed, high quality consultancy services.



INTEGRITY

MME's talented and highly skilled scientists operate an ethos of integrity and honesty, which ensures quality, credible and robust outcomes are achieved with true impartiality.



QUALITY

MME maintains a Quality Management System operated in accordance with
17025:2017
ISO 9001:2015
AS/NZS 4801:2001
ISO 14001:2015



SERVICE

MME offers a full range of high quality Environmental Services across multiple industries that are both client and solution focussed.

Project Teams support clients before, during and after projects; to ensure the best solutions are delivered.



RESULTS

MME's Quality Management System requires that only qualified and experienced personnel undertake result interpretation. It also stipulates that all analytical results are documented with traceable procedures. Test results are compared to relevant Standards and Codes of Practice and reported interpretations, recommendations and conclusions are simply but accurately stated.





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- 100% Australian Owned
- 25+ Years in business
- Robust integrated ISO Certified QSE Systems
- 90+ Personnel
- National Coverage
- NATA Accredited Laboratory

