



APPENDIX I

PROJECT ROLES AND RESPONSIBILITIES

ANNEX I – PROJECT ROLES AND RESPONSIBILITIES

The Project Manager works with the relevant functional managers and human resources personnel to ensure adequate resources are in place for the project, as per the project's employee relations management plan.

The Project Manager ensures that the specific roles, inter-relationships, and lines of reporting for the project are defined in the project's organisational structure, and may assign:

- an individual to a specific role
- the responsibilities for the specific role to themselves; or
- the responsibilities for the specific role to other project team members.

Project Manager

- Ensure the legislative and corporate safety, health and environment management measures and controls are implemented and maintained.
- Visibly committing to and implementing environmental practices as defined in the CEMP.
- Overseeing site occupation and project delivery compliance to the CEMP, and ensuring environmental records are maintained and made available upon request to government agencies.
- Reporting project environmental status and environmental incidents to the Environmental Advisor.
- Reviewing and participating in environmental incident investigations and nominated corrective measures.
- Attending project and environmental meetings.
- Participating in environmental audits.
- Initiating environmental reviews with the Environmental Advisor to facilitate continual improvement.
- Ensuring environmental works are carried out in accordance with the CEMP and applicable sub-plans, and VE Property procedures.
- Co-ordinating and facilitating task-based risk assessment activities for their area of responsibility.
- Ensuring all personnel, including subcontractors and visitors, undertake project defined induction and training, and are aware of any evacuation and emergency procedures.
- Ensuring daily and weekly environmental inspections are carried out and actions identified are implemented immediately.
- Ensuring environmental issues are raised at site toolbox meetings.
- Participating in emergency response as part of the emergency response team.

Site Supervisor (foreman)

- Ensuring environmental works are carried out in accordance with the CEMP and applicable sub-plans, and VE Property procedures.
- Reporting environmental incidents to the Project Manager and the Environmental Advisor as they are identified.
- Participating with the Environmental Advisor in the investigation of incidents in their area of responsibility.
- Ensuring environmental issues are raised at site toolbox meetings.

Environment and Sustainability Manager (governance role)

- Providing senior support to the Project Manager and Environmental Advisor/ Zero Harm Advisor to ensure environmental works are carried out in accordance with the CEMP and the respective sub-plans, and VE Property procedures.
- Periodically review and audit to verify compliance with this plan.
- Providing technical support to site staff.

- Assisting in the investigation of any incidents.

Project Environmental Manager or Safety Manager

The project team organisational structure will include a Project Environmental Manager or Safety Manager as defined in the project management plan.

- Providing senior support to the Project Manager and Environmental Advisor to ensure environmental works are carried out in accordance with the CEMP and applicable sub-plans, and VE Property procedures.
- Providing technical support to site staff.
- Assisting in the investigation of any incidents.
- Participating actively in project team environmental and WHS meetings.
- Assisting in achieving zero environmental incidents for the project.
- Maintaining a useable library of environmental documentation.
- Undertaking weekly and monthly environmental inspections across all areas of the site and presenting alerts or findings at toolbox meetings.
- Regularly audit system/CEMP and producing high quality environment audit reports.
- Provide guidance in resolving environmental issues with a view to continuous improvement and elimination of any environmental incidents.
- Co-ordinating and delivering environmental training, including for environmental management, spill response, and spill prevention.
- Assisting field personnel in the development of project specific documentation, e.g. task-based risk assessments.
- Monitoring and reporting on energy, greenhouse gas and waste management, including sewage disposal.
- Being familiar with and implementing the requirements of this CEMP, as required.
- Complying with any regulations or statutory obligations for environmental management.

Environmental Advisor

- Visibly committing to environmental procedures and instruction, and maintaining environmental records defined within this CEMP.
- Reporting to the Environmental Manager, Safety Manager, and Project Manager on environmental issues, as required.
- Providing environment planning (inclusive of impact mitigation measures) and discipline technical support to the Project Manager and project team.
- Assisting the Project Manager/ Environmental Manager in providing environmental training and inducting all site personnel, including subcontractors and visitors.
- Providing environmental input to the formulation of task-based risk assessments, as required.
- Resolving and/ or facilitating solutions to site environmental issues and problems.
- Liaising with relevant regulatory authorities and stakeholders, as required.
- Reviewing and participating in environmental incident investigation and nominating corrective measures.
- Carrying out environmental inspections.
- Initiating environmental reviews with the Project Manager and facilitating continual improvement.
- Directing the workforce (in consultation with the Project Manager) to stop work in order to achieve compliance with the environmental requirements of the head contract, as covered in the CEMP and applicable sub-plans, or to prevent environmental damage.

Construction personnel

- Visibly committing to environmental procedures and instruction.
- Completing required inductions as specified in this CEMP.
- Participating in the formulation of task-based risk assessments.

- Implementing environmental controls as detailed in inductions, task-based risk assessments, all aspects of this CEMP and applicable sub-plans, compliance documents, procedures, and standards.
- Reporting environmental incidents and issues to the relevant Supervisor or to the Environmental Advisor.
- Using equipment provided to reduce environmental hazards or emissions.
- Participating in daily and weekly environmental inspections.
- Contributing to the overall project goal for zero environmental impacts and incidents by making suggestions for improvement where identified.
- Complying with all aspects of this CEMP and all associated compliance documents, permits, procedures, and standards.
- Conducting task-based risk assessments and providing to VE Property prior to execution.
- Undertaking induction(s) as defined by this CEMP and complying with project environmental instructions.
- Providing to VE Property details of all hazardous substances, contained within safety data sheets, proposed for use in subcontractor scope.
- Providing other environmental related data to VE Property as defined by this CEMP, including data for NGER, waste generation, and water consumption.
- Attending site meetings when requested.
- Reporting, investigating, and implementing corrective measures arising from associated environmental incidents.
- Attending environmental training and awareness sessions.

Safety Administrator

- Reporting to the Environmental Manager, Safety Manager, and Project Manager on environmental issues, as required.
- Visibly committing to environmental procedures and instruction, and maintaining environmental records defined within this CEMP.
- Providing administrative support to the environmental team, specifically:
 - Inductions and registrations.
 - Audit and inspection results.
 - Incident reports.
- Verification of competency and training record update