

Jemena Electricity Networks (Vic) Ltd

Accountabilities of a PM2

ELE-999-GL-EL-014



1. Introduction

The Customer's appointed project manager, also known as the Project Manager - Option 2 (PM2), is responsible for managing and coordinating the contestable works. The PM2 is to ensure successful execution and compliance with all relevant regulations and standards, including the Electrical Safety Act and all JEN requirements from application through to asset handover.

The PM2 must have the necessary skills, experience, and qualifications to perform their duties and must deliver all works on the JEN to these requirements. If the responsibilities detailed in the Accountabilities of a PM2 document are not adhered to, JEN reserves the right to suspend work on the basis of failing to meet requirements. The PM2 and contractors involved may be suspended or terminated from conducting works on the JEN.

2. Qualifications and Experience

A PM2 should be able to demonstrate compliance to the following criteria:

- Possess a minimum Certificate IV in Project Management or equivalent qualifications.
- Eligible for membership of The Australian Institute of Project Management or Engineers Australia.
- Have recognized training aligning with ANSI 99-001 PMBOK Guide principles.
- Experience in the Australian electricity distribution industry, focusing on construction and planning of nominated project types.
- Maintain up-to-date Jemena Network Induction and VESI training in line with the Technical Office/Maintenance Worker role.

3. Responsibilities:

1. Adherence to Jemena's Process:

- Ensure that electrical construction works commence only after fulfilling prerequisites such as payment of the Negotiated Connection Offer, receipt of a signed ACC certificate, and approval of construction plans.
- Report any change in scope to the responsible JEN Project Manager and obtain necessary consent.
- Develop and implement Site Safety Management Plans and project plans in compliance with ACC requirements.
- Make timely requests for JEN ACC prior to construction.

2. Communication and Coordination:

- Notify the responsible JEN Project Manager of any planned absence and provide details of substitute PM2.
- Notify the responsible JEN Project Manager of any changes to the approved ACC certificate.
- Obtain consent from affected stakeholders before commencing electrical construction works, incorporating their requirements.
- Obtain all easements and leases required for construction.
- Initiate consultations with the JEN Project Manager regarding vegetation clearing for electrical works and obtain necessary permits.

3. Documentation and Compliance:

- Submit accurate "As built" drawings adhering to Jemena requirements promptly.
- Complete and pass network audits within specified timelines.
- Manage non-conformances and address audit defects to completion in a timely manner. This includes providing JEN with photographic evidence as required.
- Conduct all relevant test results and submit required verification documents during the handover stage.

4. Ensuring Contractor Compliance and Accreditation

- The PM2 must guarantee that all contractors engaged on projects are properly trained and accredited to work on the JEN network. This involves verifying that contractors have received the necessary training and certifications relevant to the JEN network's operational and safety standards. The PM2 is responsible for providing up-to-date records of all contractor accreditations and ensuring that any subcontractors hired are also in compliance with JEN standards. This is critical to ensuring the safety and reliability of the electrical works carried out within the JEN network.

5. Handover & Commissioning:

- Ensure all electrical and civil works are completed as per JEN requirements and ready for the network audit.
- Verify that all assets to be connected to the JEN meet the required standards and regulations.
- Submit necessary documents including accurate as-built drawings, clearances, test documents, warranties and audit reports.
- Facilitate the transfer of ownership of electrical works upon successful energisation.
- Ensure compliance with warranty (defect liability) period requirements.

6. Statement of Compliance (SoC):

- Ensure compliance with JEN requirements for the release of SoC, including contractual obligations, submission of documentation, and notification to landowners, if applicable.
- Refer all SoC requests to the JEN appointed Project Manager for review and actioning.

7. Occupational Health and Safety Compliance:

The PM2 holds critical responsibilities for reporting and documentation concerning occupational health and safety compliance across all projects. This duty is paramount to maintaining the safety and integrity of the construction activities within the Jemena Electricity Network. The reporting obligations are outlined as follows:

1. **Immediate Reporting:** The PM2 is required to provide an immediate report to Jemena of any incident or accident that occurs during the performance of the Services. This includes medically treated injuries, lost time injuries, incidents without injuries, first aid incidents, and near miss incidents. Reports should detail the circumstances, involved parties, immediate actions taken, and preliminary outcomes.
2. **Notification to Government Agencies:** If an incident or accident meets the criteria that necessitate notification to a Government Agency under OH&S Requirements, the PM2 must immediately inform JEN. This includes incidents involving the Contractor or any Contractor Responsible Party that could impact public or worker safety, or regulatory compliance.
3. **Extended Outages:** In situations where an outage is expected to extend beyond its allotted time, the PM2 must notify the JEN Control Room as soon as possible. This notification should include the expected extended duration, the reasons for the delay, and any potential impacts on the network or its users.
4. **Compliance with Reporting Protocols:** All reports must be thoroughly documented and submitted according to Jemena's specified formats and timelines. This documentation is crucial for maintaining records for compliance audits and future reference.
5. **Follow-Up Actions:** After reporting, the PM2 is responsible for coordinating with JEN to ensure that appropriate follow-up actions are taken. This includes investigating the root causes, implementing corrective measures, and monitoring the effectiveness of these measures.
6. **Training and Awareness:** The PM2 must ensure that all team members are trained in incident and accident reporting procedures and understand their roles and responsibilities in maintaining safety standards.