

Example roles and responsibilities table



Activity	Timing	Responsibility	Biodiversity Risk	Mitigation Requirement	Evidence/Reporting
Review and implementation of BMP	Prior to commencement of works and throughout project	Applicant / Principal Contractor	Environmental requirements not implemented	Ensure all personnel have access to and understand the BMP. Management measures to be incorporated into site procedures.	Site induction records and signed acknowledgements
Environmental site induction	Prior to any vegetation clearing or construction works	Site Supervisor / Supervising Ecologist	Unauthorised impacts to vegetation, habitat features or fauna	Conduct site induction outlining biodiversity constraints, protected areas, fauna management procedures and reporting requirements.	Induction register
Installation of fencing, signage and exclusion zones	Prior to commencement of works	Site Supervisor	Accidental encroachment into retained vegetation and habitat areas	Install fencing, TPZs, exclusion zones and environmental signage in accordance with approved plans.	Photographs and site inspection records
Sediment and erosion controls	Prior to commencement of works and maintained throughout construction	Site Supervisor	Sedimentation of waterways, riparian areas and retained vegetation	Install and maintain controls in accordance with the Blue Book (Managing Urban Stormwater: Soils and Construction).	Inspection records and photographs
Pre-clearance survey	Within two weeks of vegetation clearing	Qualified Ecologist	Habitat features or fauna not identified prior to clearing	Undertake pre-clearance survey to identify habitat features, fauna, weeds and environmental constraints. Mark habitat features where required.	Pre-clearance report submitted to Council
Delineation of habitat features	During pre-clearance survey	Qualified Ecologist	Habitat features inadvertently impacted	Mark and record all habitat features proposed for removal and retention.	Habitat feature register and mapping
Weed identification and management	Prior to and during construction	Ecologist / Bush Regeneration Contractor	Spread of weeds and degradation of native vegetation	Identify priority weeds and implement appropriate control and disposal measures.	Weed management records
Machinery hygiene and biosecurity controls	Prior to entering site and throughout works	Site Supervisor / Contractor	Spread of weeds, pathogens and diseases	Implement wash-down procedures, manage soil movement and inspect machinery for contamination.	Hygiene logs and inspection records
Two-stage vegetation clearing	During vegetation clearing	Qualified Ecologist and Clearing Contractor	Injury or mortality of fauna occupying habitat features	Implement two-stage clearing process for hollows, nests, dreys and decorticated bark.	Ecological supervision records
Ecological supervision of clearing	During vegetation removal	Qualified Ecologist	Fauna injury, mortality or habitat destruction	Supervise clearing activities, inspect habitat features and stop works if fauna are present.	Clearance supervision records
Fauna rescue and relocation	During vegetation clearing	Qualified Ecologist / Licensed Fauna Handler	Injury or displacement of fauna	Capture, assess and relocate fauna to approved release locations.	Fauna relocation register
Dam dewatering and aquatic fauna salvage	Prior to removal of waterbodies	Qualified Aquatic Ecologist / Licensed Personnel	Injury or mortality of aquatic fauna	Undertake staged dewatering and relocate aquatic fauna to approved release sites.	Salvage records and photographs
Installation of nest boxes	Prior to habitat removal	Qualified Ecologist / Contractor	Loss of nesting and shelter habitat	Install nest boxes at approved ratios and locations suitable for displaced species.	Nest box installation register
Relocation of salvaged habitat materials	Following vegetation clearing	Ecologist / Contractor	Loss of microhabitat resources	Relocate hollow logs, rock materials and coarse woody debris into retained vegetation areas.	Photographic records
Monitoring of nest boxes and habitat enhancement measures	Following installation and as specified in BMP	Ecologist	Habitat replacement measures ineffective	Monitor occupancy and condition of nest boxes and supplementary habitat structures.	Monitoring reports
Incident response for injured fauna	As required during works	Site Supervisor and Qualified Ecologist	Injury or mortality of native fauna	Cease works, assess fauna and transport to veterinarian or wildlife rehabilitation group if required.	Incident records
Reporting to Council	During and following works	Qualified Ecologist	Non-compliance with consent conditions	Provide pre-clearance reports, clearance supervision reports and any required monitoring reports.	Reports submitted to Council
Final compliance review	Upon completion of relevant works	Applicant / Qualified Ecologist	Biodiversity commitments not fulfilled	Confirm all BMP actions have been implemented and documented.	Final compliance report