# HAVENBRIDGE DEVELOPMENTS PTY LTD

**ABN 39 693 455 122**

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# COMPLIANCE MANAGEMENT GUIDE

**Institutional Standards for Housing Delivery**

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## 1. PLANNING & APPROVALS COMPLIANCE

### Local Government

- Planning scheme requirements
- Zone compliance
- Height and setback controls

**Verification:** Planning permits, endorsed plans

### State Planning

- State planning policies
- Housing diversity requirements
- Infrastructure contributions

**Verification:** Planning certificates, authority approvals

### Federal Considerations

- EPBC Act (if applicable)
- Heritage requirements
- Native vegetation

**Verification:** Environmental approvals, heritage permits

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## 2. BUILDING & CONSTRUCTION COMPLIANCE

| Standard | Requirements | Documentation |
|---|---|---|
| **NCC 2022** | • Volume 1 (Class 2-9 buildings)<br>• Energy efficiency (Section J)<br>• Accessibility (Part D4) | • BCA compliance reports<br>• Energy ratings (NatHERS)<br>• Accessibility certificates |

| Standard | Requirements | Documentation |
|---|---|---|
| **Australian Standards** | • AS 3600 (Concrete)<br>• AS 4100 (Steel)<br>• AS/NZS 3000 (Electrical) | • Engineering certificates<br>• Test reports<br>• Certification registers |
| **Specialist Housing** | • NDIS SDA Standards<br>• Aged Care Design Guidelines<br>• Disability Access (AS 1428) | • SDA certification<br>• Design compliance reports<br>• Access consultant reports |

## KEY REQUIREMENT

All projects maintain a live compliance register tracking 100+ individual compliance items from conception to handover.

## 3. SAFETY & WORKPLACE COMPLIANCE

### Work Health & Safety

- WHS Act 2011 compliance
- Construction safety plans
- Incident reporting systems

**Documents:** SWMS, safety plans, incident registers

### Contractor Management

- Pre-qualification checks
- Insurance verification
- Safety performance monitoring

**Documents:** Contractor registers, insurance certificates

### Quality Assurance

- Inspection and test plans
- Defects management
- Handover documentation

**Documents:** ITPs, inspection reports, handover manuals

# 4. SOCIAL & ENVIRONMENTAL COMPLIANCE

| Requirement | Implementation | Reporting |
|---|---|---|
| **Modern Slavery Act 2018** | • Supply chain due diligence<br>• Risk assessment<br>• Remediation processes | • Annual Modern Slavery Statement<br>• Supplier audits<br>• Risk registers |
| **Social Procurement** | • Local employment targets<br>• Indigenous participation<br>• Social enterprise engagement | • Social impact reports<br>• Employment metrics<br>• Procurement registers |
| **Environmental** | • Waste management plans<br>• Energy efficiency<br>• Sustainable materials | • Environmental reports<br>• Energy ratings<br>• Sustainability certificates |

# 5. COMPLIANCE MANAGEMENT SYSTEM

## Document Control

- Centralised register
- Version control
- Access permissions

**Tool:** SharePoint/Procore compliance module

## Monitoring & Reporting

- Monthly compliance reviews
- Exception reporting
- Audit schedules

**Output:** Monthly compliance dashboard

## Training & Awareness

- Staff training programs
- Contractor inductions
- Regulatory updates

**Records:** Training registers, induction certificates

# 6. AUDIT & VERIFICATION

**AUDIT SCHEDULE**

- **Internal audits:** Quarterly
- **External audits:** Bi-annually
- **Regulatory audits:** As required
- **Certification audits:** Stage-dependent

**Certification Partners**

- Building surveyors (VBA registered)
- Energy assessors (NatHERS accredited)
- Access consultants (AAA membership)
- Quality auditors (ISO certified)

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