

Compliance reporting guideline for SDA self-assessable development

Introduction

This guideline has been developed to assist proponents to meet the compliance reporting requirements for SDA self-assessable development in a State development area (SDA).

A proponent who carries out SDA self-assessable development in an SDA must comply with all relevant requirements set out in Schedule 3 of the approved development scheme.

Under Section 1 of Schedule 3 of the approved development scheme a compliance report must be submitted to the Coordinator-General prior to commencing SDA self-assessable development. See part A for an example of the contents of a compliance report.

Where an alternative compliance design or solution to that contained in the compliance report is proposed to be undertaken, an updated compliance report is required to be lodged with the Coordinator-General. See part B for an example of the contents of an updated compliance report.

Throughout the self-assessable development the proponent must keep and make available for inspection, an up to date statement of how the compliance documentation is being implemented.

Upon completion of the self-assessable development and prior to commencement of the use, the proponent must provide a notice of compliance to the Coordinator-General which states that the actions required by the compliance report have been undertaken. Part C provides an example of the contents of a notice of compliance.

Part A – Contents of a compliance report

Cover page

The cover page should include the following information:

- project name
- SDA self-assessable development for [insert type of approval]
- document title (Compliance report)
- SDA reference number
- proponent
- consultant (if relevant)
- date.

Contents page

A contents page should be included for ease of reference.

Project summary

Provide a description of the project that includes the SDA self-assessable development including its location and lot and plan number/s.

Include the proponent's details including name, address, phone number/s and email.

List any relevant associated development approval/s.

Proposed SDA self-assessable development

This section should describe the proposed SDA self-assessable development and provide anticipated dates for development.

The compliance team

Provide details of the independent, suitably qualified person/s¹ responsible for preparing the compliance documentation, including the person/s:

- name, position, company and contact details
- qualifications and experience
- proof of current insurance
 - professional indemnity to the value of \$5,000,000
 - public liability to the value of \$20,000,000 and
 - any other insurance required by law for undertaking the required actions

¹ **Suitably qualified person** means a person who has professional qualifications, training, skills or experience relevant to the nominated subject matter and can give authoritative assessment, advice and analysis to performance relative to the subject matter using the relevant protocols, standards, methods or literature.

- proof that the person:
 - is an independent third party unaffiliated with the proponent
 - is suitably qualified, i.e. has up to date relevant professional experience.

Include details of any external suitably qualified person/s used to supplement reports/plans outside of the auditor’s expertise.

Compliance matrix

The compliance report must identify the relevant requirements for the SDA self-assessable development as set out in schedule 3 of the approved development scheme or any associated development approval, demonstrate how the development complies with current best practice, including relevant standards and include supporting information such as survey plans, drawings and management plans.

This information could be presented in a compliance matrix; an example is provided below. Ensure all relevant requirements are included (SDA wide requirements in the approved development scheme) and any requirements arising from development approval/s.

Example compliance matrix

Requirement	Best practice/ relevant standard	Assessment of SDA self-assessable development	Supporting information/ plans/ documents
Submit earthworks plans prepared by a Registered Professional Engineer of Queensland (RPEQ) and certified by an independent third party RPEQ	AS3798 – 1996 Guidelines on earthworks for commercial and residential developments	Earthworks plans have been certified by an independent third party RPEQ	Earthworks plans and letter from third party RPEQ confirming certification in appendix X.

Bond (if relevant)

For operational works, identify the bond required for the development.

Details of the value of the works, the value of the bond and the bond holder’s details are required in this section.

Conclusion and recommendations

Include a summary of the compliance report.

Appendices

The appendices must include copies of relevant correspondence from the Coordinator-General and a copy of any associated development approvals.

The appendices can also include any other relevant information that has been relied upon to complete the compliance report such as survey plans, drawings and management plans.

Part B – Contents of an updated compliance report

Where an alternative compliance design or solution to that contained in the compliance report is proposed to be undertaken, an updated compliance report is required to be lodged with the Coordinator-General prior to the lodgement of the notice of compliance.

Submitting an updated compliance report requires resubmitting the compliance report with any alternatives included. It may be appropriate to include the current status of the project.

Cover page

The cover page should include the following information:

- project name
- SDA self-assessable development for [insert type of approval]
- document title (Updated compliance report)
- reference number
- proponent
- consultant (if relevant) and
- date.

Contents page

A contents page should be included for ease of reference and include:

- project summary
- status of the project (optional)
- the compliance team (if any changes list details)
- document title (Updated compliance matrix)
- conclusion and recommendations
- appendices

Status of the project (optional)

Include a summary of the projects current status, how far the development has progressed and why an alternative compliance design or solution is required.

Include details of any incidents, including safety or environmental that relate to or impact on the project.

Provide details of any complaints received (see example of template below). If a significant number of complaints are received, a separate register should be maintained and included as an appendix to this report.

Example of a consultation register

Date	Type of consultation	Audience /attendance	Feedback received	Further action/ comments
	<i>Include details of the type of consultation e.g. website update or information session or forum or 1800 #</i>	<i>Include a list of the targeted audience for this type of consultation</i>	<i>Include details of the number of responses to the type of consultation and the type of feedback received</i>	<i>Include further comments such as amendments or additions to the consultation as a result of feedback</i>
example	1800 # provided on the website and newsletter distributed to local landowners and businesses	Number is available to the general public, local businesses, and local landowners	X no. of calls made to the 1800 number, X required further information, X were complaints regarding...	A response to a recurring question regarding x has been added to the FAQ page on the website

Updated compliance matrix

Where a compliance matrix was provided in the Compliance report, this could be modified to include the updated information, an example is provided below.

Example of an updated compliance matrix

Requirement	Best practice/ relevant standard	Assessment of SDA self-assessable development	Updated assessment of SDA self-assessable development	Amended supporting information/ plans/ documents
All buildings and external details are to exhibit high-quality visual amenity.	Australian standard Council's design guide	The building will be constructed from XXX and clad in XXX in accordance with council's design guide.	The building will be constructed from XXX and clad in XXX in accordance with council's design guide.	See drawing XXX in appendix X.
Design road works in accordance with the traffic management plan requested as part of the SDA approval.	Street and road hierarchy in council's development manual	Road XXX is designed to XXX standard.	Road XXX is designed to XXX standard.	See drawing XXX in appendix X.

Appendices

The appendices can include any new relevant information that has been relied upon to complete the updated compliance report such as survey plans, drawings and management plans.

Part C – Contents of a notice of compliance

Prior to the commencement of the use or upon completion of SDA self-assessable development, the proponent must provide a notice of compliance to the Coordinator-General which states: the actions required by the compliance report; and supporting information to demonstrate the requirements have been undertaken in accordance with the compliance report.

If any details have changed, such as a change to the compliance team, since the compliance report was submitted to the Coordinator-General this should be included in the notice of compliance.

Cover page

The cover page should include the following information:

- project name
- SDA self-assessable development for [insert type of approval]
- document title (Certificate of compliance)
- reference number
- proponent
- consultant (if relevant) and
- date.

Contents page

A contents page should be included for ease of reference and include:

- project summary
- status of the project (optional)
- the compliance team (if any changes list details)
- compliance matrix
- conclusion
- appendices (if required).

Compliance matrix

The compliance matrix should be updated to confirm the proponent has complied with all requirements listed in the compliance report. This information could be presented in the compliance matrix, with an additional column to show how the compliance was certified. An example is provided below.

Example of a compliance matrix

Requirement	Best practice/ relevant standard	Assessment of SDA self- assessable development	Amended assessment of SDA self- assessable development (if relevant)	Compliance team certification
All buildings and external details are to exhibit high-quality visual amenity.	Australian standard Council's design guide	The building will be constructed from XXX and clad in XXX in accordance with council's design guide.	The building will be constructed from XXX and clad in XXX in accordance with council's design guide.	Compliance certified by audit conducted on [date]....
Design roadworks in accordance with the traffic management plan requested as part of the SDA approval.	Street and road hierarchy in council's development manual	Road XXX is designed to XXX standard.	Road XXX is designed to XXX standard.	Compliance certified by audit conducted on [date]....