

LEGAL REQUIREMENTS PROCEDURE

OVERVIEW

This procedure describes the responsibilities, actions, methodologies, and support required to ensure Perkins Builders identifies, evaluates, and maintains up-to-date awareness of all applicable legal and other requirements relevant to its operations. It establishes a systematic approach to ensuring that legislative and regulatory obligations are identified, integrated into the Integrated Business Management System (IBMS), communicated to relevant personnel, and continually monitored for changes that may impact compliance. Supporting legal compliance documentation may also be included within the Legal Register to assist in effective management and ongoing compliance assurance.

RESPONSIBILITIES

Group Corporate Services Manager	Maintains the Legal Register, monitors legislative change, and ensures updates are communicated and integrated into the IBMS.
Department / Project Managers	Identify and apply relevant legal and other requirements within their area of work and ensure these are implemented on projects.
HSE Team	Supports interpretation of legal requirements and assists with implementation, updates, and communication across the IBMS.
All Workers	Comply with applicable legal and IBMS requirements and report any issues or non-compliance.

1. IDENTIFICATION

Procedure:

The Group Corporate Services Manager in consultation with other departmental manager shall identify quality, health, safety and environmental related legal and compliance requirements applicable to Perkins Builders operations.

The Group Corporate Services Manager or their delegate will maintain a register containing all applicable Acts, Regulations, Australian and International Standards, Codes of Practice, licenses, permits and agreements with public authorities to be managed by Perkins Builders. These shall be recorded in the Legal Register.

Other legal compliance documentation may also be included within the Legal Register to assist in their management.

2. PROJECT SPECIFIC MANAGEMENT PLANS

Procedure:

The responsible persons will identify legal and other requirements applicable to each works undertaken by Perkins during the development of the Project Specific Management Plans.

This will include determining the requirements (legal and otherwise) applicable to the works and developing a [Project Legal Register \(Form 942\)](#) specific to the project.

3. REVIEWING AND UPDATING

Procedure:

Legal Register

The Group Corporate Services Manager or their delegate is responsible for ensuring that reviews of HSE and other relevant legislation are performed at a minimum monthly to ensure that new and emerging requirements are identified in a timely manner and incorporated into the Integrated Business Management System (IBMS).

All changes to Legislation are assessed by the Group Corporate Services Manager or their delegate and where relevant to the business, communicated to Departmental Managers and other appropriate personnel via email. Where legislative changes require changes to policies, procedure or other elements of the IBMS, an Improvement Request will be lodged via the online link and actioned in accordance with the [Non-Conformance and Corrective Action Procedure \(Form 65\)](#).

External HSE resources may be engaged to monitor and review HSE Legislation, to assist in the maintenance and or changes to IBMS Procedures and Practices within current HSE Legislation.

4. REVIEWING AND UPDATING CONT.

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Procedure:

All obsolete legislative documents will cease to be used, either by being removed from circulation or kept for records purposes and clearly identified as such.

[HSE Management Plans \(Form 967\)](#) on operational projects are reviewed monthly at a minimum by the Project team and HSE Team.

Immediate reviews of the HSE requirements will be carried out if the HSE Management Plans scope of activities and tasks performed deviates significantly from that considered in start-up and planning phases.

The HSE Team is responsible for initiating any changes in relation to compliance requirements that affect the HSE Management Plans.

5. ACCESS TO & COMMUNICATION OF APPLICABLE REQUIREMENTS

Procedure:

The Group Corporate Services Manager shall engage/subscribe to and maintain subscription to a health, safety and environmental legislative database and shall inform the Management Group of all HSE and other relevant legislative changes and updates via the Quarterly Management Meeting

Copies of all applicable legislation shall be made available either electronically or in hard copy. Copies of legislation will be made available to any person upon request and in a timely manner.

The Group Corporate Services Manager is responsible for ensuring that all action-oriented requirements arising from changes to legal or compliance requirements are clearly communicated to relevant departmental managers and the personnel assigned to carrying out these actions.

Quarterly Site Manager / Contract Administrator, Management Review meetings ([Forms 853 and Form 232](#)) and regular Subcontractor meetings will be conducted by General Managers to communicate HSE requirements, including legislative amendments.

Legal requirements shall be communicated to employees and subcontractors at their induction session and during HSE procedural training sessions. Any requirements that are not captured in this manner shall be communicated through the subcontractor, [Toolbox or workgroup meetings \(Form 954\)](#). Current Health, Safety & Environmental legislation, codes of practice and Australian standards relevant to each project is available on site via the Perkins IBMS portal. Subcontractors are advised of the method to access these resources during the Site Specific Induction ([901 Site Specific Induction Checklist](#)).

LINK TO SUPPORTING DOCUMENTS

- [Non-Conformance and Corrective Action Procedure \(Form 65\)](#).
- [Forms 853](#)
- [Form 232](#)
- [Toolbox or workgroup meetings \(Form 954\)](#)
- [901 - Site Specific Induction Checklist.docx](#)
- [Project Legal Register \(Form 942\)](#)
- [HSE Management Plans \(Form 967\)](#)

REFERENCES

- Work Health and Safety Act 2020
- Work Health and Safety Regulations 2022