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1.0 COUNCIL

1.2 Use of Council Chambers and Meeting Rooms

OBJECTIVE

To determine the nature and extent of use of Council Chambers and meeting rooms by external parties.

POLICY

1. The Council Chambers and meetings rooms within the Shire’s Administrative Centre are provided to facilitate the operations of the Shire and the achievement of the Shire’s strategic objectives. Therefore the Council Chambers and meeting rooms shall generally not be made available for hire or use by the public, community groups or external organisations, and any requests by organisations should be directed to other public buildings owned by the Shire.

2. It is acknowledged however, that in circumstances where an event is proposed by an individual or organisation that could either provide councillors or employees with an opportunity for learning and development, or is aligned with the Shire’s strategic objectives, or has a broad civic value to supporting our local community, then an application may be considered.

3. Requests to use the Shire’s Council Chambers and meeting room facilities may be made in writing to the Chief Executive Officer for evaluation and determination.

GOVERNANCE REFERENCES

| Statutory Compliance | Nil |
| Industry Compliance  | Nil |
| Organisational Compliance | Nil |

POLICY ADMINISTRATION

| Review Cycle | 2 years | Next Review | 2021 |
| Department | Office of the CEO |

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1.4 Council Policy Management

OBJECTIVE

To provide for the documentation and maintenance of a record of policies adopted by Council.

POLICY

1. Policy Definition

Section 2.7 of the Local Government Act 1995 prescribes part of the role of a Council is to “determine the local government’s policies.” The Act does not define the term “policy” and hence, for the purpose of this Manual, it shall mean:

A general rule or guideline, adopted by Council, which provides a key influence in the Shire’s decision making, rendering direction for the day to day management of the subject functions within the Shire’s operations.

Policies will provide for the more efficient and effective use of the Shire’s resources and enable the Shire to make decisions based on the principles of equity, fairness, natural justice, transparency of decision making and good government, as well as meeting statutory requirements.

2. Policy Development

2.1 A policy response will be considered where there is either complexity or lack of clarity in one or a combination of any of the following circumstances:

   a. Legislative requirement;
   b. Industry standards;
   c. Organisational standards;
   d. Strategic objective; or
   e. Community need or expectation.

2.2 A policy response will only be proposed where it can be demonstrated that the policy will deliver:

   a. Clarity and consistency in decision making;
   b. Improved efficiency and effectiveness; or
   c. Improved customer / community outcomes.

2.3 Where it is identified that, for purposes of effectiveness, efficiency or clarity in decision making, a new policy or policy amendment may be required, it may be initiated by either:

   a. A Council request or resolution; or
   b. An officer report to Council.
2.4 Where Council has resolved that a policy is required to be developed, the Chief Executive Officer is to cause a Council report to be prepared that considers the range of influences on the proposed policy and includes a draft policy. Policy needs which are identified through the Shire’s operations will similarly be provided to Council in a comprehensive report.

3. Requirements for Proposed New Policies and Major Amendment to Existing Policies

3.1 Where a new policy or substantial review of an existing policy is commenced, the following key elements will be researched and considered:

   a. Statutory compliance obligations;
   b. Industry standards, codes of practice, guidelines;
   c. Risk implications;
   d. Customer/community needs and expectations;
   e. Whether it effectively integrates into the Shire’s operations;
   f. Consultation, where determined appropriate;
   g. Potential resource and budget implications.

3.2 When the draft new policy or major amendment to existing policy has been prepared it is to be circulated to Councillors and senior staff seeking feedback over a minimum period of 21 days prior to inclusion in the Ordinary Council Meeting Agenda. Where feedback identifies improvements, these will be incorporated into the final draft presented for Council’s consideration, and detailed within the report to Council.

4. Minor Amendments to Existing Policies

Where a proposed policy amendment is considered minor and does not impact on the substantive operation of the existing policy, then the requirements outlined in sub-clause 3.2 of this policy do not apply and the amendment can be provided direct to Council via a report.

Minor amendments that are required to ensure that the policy remains current and accurately reflects changes in legislation references or position titles, or changes to Council’s annual Schedule of Fees and Charges or similar will be enacted by the Chief Executive Officer without reference to Council.

5. Determining Requirements for Policy Review

5.1 Each policy adopted is to be assessed using the following risk considerations:

   a. Implications of statutory requirements;
   b. Implications for operational effectiveness and efficiency;
   c. Potential for negative impact on:
      (i) operational activity,
      (ii) strategic objectives,
      (iii) environmental/economic factors; and
      (iv) reputation.
   d. Complex procedures or technical information; or
   e. Change is likely to occur.
6. Determining Requirements for Policy Review

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a. Implications of statutory requirements;
b. Implications for operational effectiveness and efficiency;
c. Potential for negative impact on:
   i. operational activity,
   ii. strategic objectives,
   iii. environmental/economic factors; and
   iv. reputation.
f. Complex procedures or technical information; or
g. Change is likely to occur.

7. Review

6.1 All Council policies will be subject to review by Council at least once every two years.

6.2 Clause 6.1 does not limit the review of individual policies on a more frequent basis if required for any reason.

GOVERNANCE REFERENCES

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1.12 Shire of Gingin Logos and Branding

OBJECTIVE

To ensure consistent management and appropriate use of the Shire’s corporate logo and other related branding elements by external organisations and individuals.

POLICY

From time to time organisations external to the Shire of Gingin may wish to use the Shire’s logo and/or corporate branding for promotional purposes.

The Shire of Gingin logo is the organisation’s primary corporate brand mark. The consistent and professional application of this logo ensures appropriate recognition for the Shire, whilst also protecting brand and reputation.

The Shire may develop and use, from time to time, a range of corporate branding and logos in its official marketing and promotional publications and materials. Such corporate branding and logos remain the property of the Shire of Gingin.

1. Use of Logos and Corporate Branding

Any Shire of Gingin logos or corporate branding are not to be used by any person or entity without the express authorisation of the Shire.

The use of the Shire’s logo/s or corporate branding may be authorised under the following circumstances:

a. Use by a person or entity that is working in partnership with the Shire (usage shall be restricted to activities and functions related to the partnership).

b. Use by a person or entity in acknowledgement of the Shire’s provision of sponsorship or in-kind support (usage shall be restricted to activities and functions directly related to the sponsorship).

c. Use by a person or entity in the promotion of an undertaking that is aligned with the strategic objectives of the Shire, where the use is considered to have the effect of promoting the Shire and the undertaking is not-for-profit or altruistic.

2. Applications to Use

Applications must be made, in writing, to the Shire’s Chief Executive Officer prior to any use occurring, and must specify the planned use of the logo or corporate branding, including (but not limited to):

a. The full text of the materials to which the logo or corporate branding is proposed to be applied.
b. A visual representation of how the logo or corporate branding will appear once published.

c. The manner and format by which the materials are to be distributed or published.

d. Details of the person/s who will be responsible for the administration of the Shire’s approval and its conditions, should such an approval be provided.

3. Conditions on Use

The following criteria will be conditional on any authorisation for the use of the Shire’s logo/s or corporate branding, and will be communicated to the applicant on issue of an authorisation:

a. Use of the logo or corporate branding will be in accordance with any Shire style guidelines.

b. The Shire may determine a period for which the approval will remain valid.

c. The Shire retains the right to withdraw its approval, with the applicant subsequently being obligated to remove the Shire’s logo and/or corporate branding from their materials and circulation.

d. Any other conditions deemed appropriate to the circumstances of the application.

4. Limitations on Commercial Use

Approval to use the Shire of Gingin logo/s or corporate branding will not generally be given for suppliers of commercial products or services if such a use could be inferred, either directly or indirectly, as a testimonial or endorsement for said product or service.

5. “Shire of Gingin” Title

The use of the title “Shire of Gingin” in the name of an entity will not be approved by the Shire.

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1.14 Attendance at Community/Progress Association Meetings

OBJECTIVE

To set out the engagement process between Council and associations officially formed to represent their individual communities within the Shire of Gingin.

POLICY

Council will encourage local Community/Progress Associations to keep the Shire informed of their views and concerns. In its interaction with such Associations, the Shire will be mindful of the Association’s stated areas of interest.

1. Following the conclusion of each Community/Progress Association Annual General Meeting, the Shire will accommodate a request from the Association Executive and committee to meet with the Shire President and Deputy Shire President, other interested Councillors and relevant staff at the Shire’s Administration Centre to discuss issues of relevance to that Association.

2. Shire of Gingin representation at Community/Progress Association meetings will be at the discretion of the Shire President in consultation with Councillors and the Chief Executive Officer.

3. Any request from a Community/Progress Association for formal Shire representation at a meeting shall be accompanied by details of the issues to be discussed.

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<td>21/01/2020 – Item 11.1.2</td>
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1.18 Tourism

OBJECTIVE

1. To recognise tourism as a social and economic force and as a major or potential major employer within the Shire of Gingin.

2. To create and foster a community awareness of the advantages and disadvantages of tourism within the Shire of Gingin.

3. To ensure that the Shire of Gingin will guide and influence the development of tourism in the Shire through the development of pro-active town planning schemes and strategies for sustainable tourism.

4. To provide the basic facilities and appropriate support infrastructure to encourage development.

5. To ensure that facilities within the Shire of Gingin are adequate to cater for visitors and residents.

6. To ensure that the needs and lifestyles of existing residents are considered.

POLICY

1. The Shire of Gingin will liaise with the Western Australian Tourism Commission and all other relevant tourism bodies and key State agencies in all aspects of tourism development.

2. The Shire of Gingin will endeavour to provide a budget allocation for tourism expenditure.

3. The Shire of Gingin will endeavour to assist (financially and by other means) tourism organisations or events which have the potential to develop tourism in the Shire.

4. The Shire of Gingin may seek representation on local tourism associations.

5. The Shire of Gingin will have regard to the requirements of tourism development in the formulation of its planning regulations and strategies.

6. The Shire of Gingin, in its review of planning instruments (ie, strategic plans, town plans and long term development plans), will take into consideration policies on tourism and other leisure-related issues.

7. In the preparation of local laws and regulations, Council will have regard to their impact on tourism and the balanced development of the Shire of Gingin.

8. The Shire of Gingin will encourage tourism product development and investment throughout the Shire and will facilitate the development application process.

9. The Shire of Gingin will encourage a high standard of design and aesthetics in all forms of tourist development.
10. The Shire of Gingin will consider the welfare of the whole community when supporting tourism development and the provision of facilities.

11. The Shire of Gingin will consider the social, cultural, economic and environmental impact of proposals when considering tourism developments within the Shire of Gingin.

12. The Shire of Gingin will ensure that, where sensitive environmental, historic or cultural areas exist, these areas will be adequately protected with respect to development or usage.

13. The Shire of Gingin will endeavour to initiate the provision of facilities to adequately cater for destination and day trip visitors to appropriate areas within its boundaries.

14. The Shire of Gingin will seek financial involvement from other sources wherever possible in the provision of tourist facilities.

15. The Shire of Gingin will encourage the landscaping of residential and commercial centres within the Shire of Gingin.

16. The Shire of Gingin will, where practicable, support the establishment of national parks, enhancement of specific natural features, conservation of areas of outstanding beauty and recognition of items of heritage significance.

GOVERNANCE REFERENCES

<table>
<thead>
<tr>
<th>Statutory Compliance</th>
<th>Nil</th>
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<tr>
<td>Industry Compliance</td>
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POLICY ADMINISTRATION

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<td>3.</td>
<td>21/01/2020 – Item 11.1.2</td>
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1.23 Record Keeping

OBJECTIVE

1. To provide record keeping principles that identify and protect local government records of continuing value.

2. To provide guidance on the disposal of local government records, particularly those that have no continuing value.

3. To define strategies that will support and document accountability and responsibility throughout the local government.

4. To demonstrate to elected members how to establish an audit trail tracing the justifications and authorisations for certain courses of action.

POLICY

1. Definitions

_Council_ means the Council of the Shire of Gingin (the elected body).

_Shire_ means the Shire of Gingin (the administration).

_GDALG_ means the General Disposal Authority for Local Government Records.

_Local Government employee_ means:

a. a person who, whether or not an employee, alone or with others governs, controls or manages a local government organisation;

b. a person who, under the Public Sector Management Act 1994, is a public service officer of a local government organisation; or

c. a person who is engaged by a local government organisation, whether under a contract for services or otherwise;

and includes, in the case of a local government organisation referred to in the _Public Sector Management Act 1994_ Schedule 1 items 5 or 6, a ministerial officer assisting the organisation).

_Local Government Records_ means a record created or received by or for a local government organisation or a local government organisation employee or contractor in the course of the work for the organisation.
**Records** means any record of information however recorded and includes:

a. anything on which there is writing or Braille;

b. a map, plan, diagram or graph;

c. a drawing, pictorial or graphic work, or photograph;

d. anything on which there are figures, marks, perforations or symbols having a meaning for persons qualified to interpret them;

e. anything for which images, sounds or writings can be reproduced with or without the aid of anything else; and

f. anything on which information has been stored or recorded either mechanically, magnetically or electronically.

**State Archive** means a State record that is to be retained permanently.

2. **Policy Statement**

a. The Shire recognises that its records are a local government owned asset and will ensure that they are managed as such. Ownership and proprietary interest of records created or collected during the course of business (including those from outsourced bodies or contractors) are vested in the Shire of Gingin.

b. This policy applies to all Council records created or received by a Shire employee, contractor or elected member, or an organisation performing outsourced services on behalf of the Shire of Gingin, regardless of their physical format, storage location or date of creation.

c. **Local Government Records of Continuing Value**

Local government records of continuing value are records created or received which:

i. contain information that is of administrative value to the Shire and the Council. These records may be referred to for many administrative purposes, including the need:

- to check an interpretation of Council policy or the rationale behind it;
- to check the facts on a particular case or provide information to management;
- to monitor progress and coordination of responses to issues;
- to document formal communications and/or transactions (e.g. a minute, report or submissions) between elected members and another party; and
- to document elected members’ decisions, directives, reasons and actions.
ii. Contain information that is of legal value to the Shire and the Council on the basis that there are statutory requirements or court orders that stipulate the retention of records, which must be observed.

iii. Contain information of fiscal value to the Shire and the Council that includes original records documenting the receipt, expenditure and control of public money that must be left for a period of time, and will facilitate transparent accountability by the officers responsible.

iv. Contain information of **evidential value** to the Shire and the Council such as those that contain information about the legal rights and obligations of the local government including elected members, ratepayers, organisations and the general community.

v. Contain information of **historical value** to the Shire and the Council and to the State.

d. **Local Government Records of No Continuing Value**

Local Government records of no continuing value are records which:

- are considered ephemeral (short lived) in that they do not have the attributes stated above and only need to be kept for a limited or short period of time, for example, a few hours or a few days; or

- have only a facilitative or routine instructional value and are used to further some minor activity.

e. **Elected Member Roles and Responsibilities**

Records will be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council through the creation and retention of records of meetings of Council and Committees of Council. All significant elected member records that come through the Shire’s administration will be captured into the Shire’s record keeping system.

i. **Appointment Books, Calendars and Diaries**

Diaries, appointment books and desk calendars are generally used to record appointments. They may also be used to record messages and notes, some of which may only be a note of a routine nature, and some of which may be of significance to the conduct of Shire or Council business.
It is strongly recommended that elected members maintain separate diaries or appointment books for personal and official use.

Elected members’ diaries or appointment books which have been used to:

- record basic information such as dates and times of meetings and other appointments;
- record notes and messages, which have been recorded elsewhere and incorporated into the Shire’s record keeping system;

have no continuing value and may be destroyed when reference to them ceases (GDALG ref: 1.10).

Elected members’ diaries and appointment books which have been used to record notes and messages of significance to Council business and are not recorded elsewhere have continuing value and are to be forwarded to the Shire for incorporation into the Shire’s record keeping system (GDALG ref: 1.10)

ii. Drafts

A draft record is the preliminary form of any writing in electronic or paper formats. Draft records include outlines of addresses, speeches, reports, correspondence, file notes, preparatory notes, calculations and earlier versions of the draft. Drafts may or may not be circulated to other elected members or staff of the Council for comment or revision.

Draft documents which are:

- addresses, speeches, reports, correspondence, file notes that are not circulated to other elected members or staff of the Council, and of which the final version has been produced and forwarded for incorporation into the Shire record keeping system; and
- circulated to other elected members or staff of the Shire, where only editorial or typographical changes have occurred, and of which a final version has been produced and forwarded for incorporation into the Shire’s record keeping system;
- have no continuing value and may be destroyed when reference to them ceases (GDALG ref:1.116).

Drafts which document significant decisions, reasons and actions or contain significant information that is not contained in the final form of the records have continuing value and are to be forwarded to the Shire for incorporation into the Shire’s record keeping system.
Examples of such documents include drafts that:

- contain significant or substantial changes or annotations;
- relate to the formulation of legislation, legislative proposals and amendments;
- relate to the formulation of policy and procedures, where the draft provides evidence of the processes involved or contains significantly more information than the final version; or
- are of legal documents (contracts, tenders etc).

iii. Duplicates

Duplicates are exact reproductions or copies of records where the original or authorised copy of the record is captured in the Shire’s record keeping system.

For duplicates of records issued to an elected member for comment or revision, see cl. 2ei Drafts.

Duplicates of:

- records issued to an elected member by the Council or the Shire for information or reference purposes only and where the original or authorised copy is captured in the Shire’s record keeping system; and
- internal or external publications issues or received for information or reference purposes (e.g. annual reports, brochures, trade journals, price lists);

have no continuing value and may be destroyed when reference to them ceases (GDALG ref 1.11.1). Duplicates of information that is confidential in nature should be disposed of in the secure bins located in the Gingin Administration Centre.

Duplicates of records received by the elected member and sourced from outside the Shire that are relevant to furthering the business activity of the Council have continuing value and are to be forwarded to the Shire for incorporation into the Shire’s record keeping system.

iv. Messages and Facilitating Instructions

Messages and other facilitating instructions may be sent or received via a range of methods, such as telephone and voicemail, email, post-it or sticky notes, facsimile, pieces of paper and transmission reports.

Messages and facilitating instructions may be sent or received on a variety of matters. Some messages or facilitating instructions will have continuing value, as they are considered significant to the conduct of Council or Shire business. Others, such as those that are very routine in nature, will only have a short-term value.
Messages that:

- are routine facilitative instructions, such as edit corrections, distribution lists for information purposes, simple administrative instructions and social invitations and messages;
- original messages that have been transferred or transcribed into appropriate formats for incorporation into the Shire’s record keeping system; and
- do not relate to the business functions of the Council or the Shire;

have no continuing value and may be destroyed when reference to them ceases. (GDALG ref 1.11.5).

Messages or facilitating instructions that:

- contain information relating to the business functions of the Council such as directives, proposals, recommendations, definitions or interpretations from the Elected Member to another party or vice versa; and
- are part of an actual business transaction itself, or have policy/procedure implications, or are otherwise identified as being significant to the conduct of Council business;

have continuing value and are to be forwarded to the Shire for incorporation into the Shire’s record keeping system (GDALG ret: 1.11.5).

v. Working Papers/Records

Working papers/records are papers, background notes and reference materials that are used to prepare or complete other documents. These documents become the official record and should be forwarded for capture into the Shire’s record keeping system.

Working papers/records that are primarily facilitative and do not relate to:

- significant decisions, reasons or actions; and
- do not contain significant information; and
- instances where the final document has been forwarded for capture into the Shire’s record keeping system;

have no continuing value and may be destroyed when reference to them ceases. (GDALG ref: 1.11.9).

Working papers/records which document significant decisions, reasons and actions OR contain significant information (even if that information is not contained in the final form of the document) have continuing value and are to be forwarded to the Shire for incorporation into the Shire’s record keeping system. (GDALG ref: 1.11.9)
vi. Correspondence

This section deals with local government records not covered under the previous headings and relates to correspondence or “mail” received and sent by elected members in any format (e.g. by post, fax, email, courier, hand-delivered) whether received or sent at the Council offices or at an elected member’s private residence, place of business or postal address.

Correspondence addressed to elected members at the Shire of Gingin, including that marked Private, Confidential, Personal, himself/herself, etc, should be opened by designated officers and, if of continuing value, incorporated into the Shire’s record keeping system before forwarding to the elected member.

Correspondence addressed to elected members at their private address/place of business/postal address that is a local government record and is of continuing value should be forwarded to the Shire for incorporation into Council’s record keeping system along with any response which the elected member may have made.

Correspondence of no continuing value need not be incorporated into the Shire’s record keeping system and may be destroyed when reference to it ceases.

f. Council Employee Roles and Responsibilities

i. Chief Executive Officer

The Chief Executive Officer is to ensure that there is a system for the maintenance and management of records that is compliant with records management legislation and State guidelines and procedures.

ii. Executives and Managers

All executives and managers are to ensure that staff members under their supervision comply with the records management policies and procedures in the Record Keeping Plan.

iii. All Staff

All staff are to create and retain records relating to the business activities they perform. They are to identify significant and ephemeral records and ensure significant records are registered in the records management system.

EXPLANATORY NOTES

There are legislative requirements for managing records. The primary legislation relating to the keeping of public records is the State Records Act 2000.
Other legislation impacting upon records management includes:

- *Evidence Act 1906*;
- *Limitation Act 1935*;
- *Freedom of Information 1992*;
- *Local Government Act 1995*;
- *Financial Administration and Audit Act 1985*;
- *Criminal Code 1913* (Section 85); and
- *Electronic Transactions Act 2003*.

Under the *State Records Act 2000*, Council is obligated to prepare and submit an organisational Record Keeping Plan to the State Records Commission for approval. A State Records Commission (SRC) directive concerning Record Keeping Plan compilation requirements stipulates that, following its adoption, an applicable Record Keeping Policy is to be included as part of the Plan, ideally appearing as an appropriately annotated appendix.

**GOVERNANCE REFERENCES**

<table>
<thead>
<tr>
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<th>State Records Act 2000</th>
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**POLICY ADMINISTRATION**

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1.24 Risk Management

OBJECTIVE

The Shire of Gingin’s (“the Shire”) Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire’s strategies, goals or objectives.

POLICY

It is the Shire’s Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire’s Integrated Planning Framework.

Implementation

The Shire’s Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as, direct and monitor implementation, practice and performance.

Every employee within the Shire is recognised as having a role in risk management from the identification of risks to implementing risk treatments and shall be invited and encouraged to participate in the process.

Definitions (from AS/NZS ISO 31000:2009)

Risk: Effect of uncertainty on objectives.
Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Risk Management Objectives

- Optimise the achievement of our vision, mission, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
• Embed appropriate and effective controls to mitigate risk.
• Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
• Enhance organisational resilience.
• Identify and provide for the continuity of critical operations.

Risk Appetite

The Shire quantified its risk appetite through the development and endorsement of the Shire’s Risk Assessment and Acceptance Criteria (Appendix A). The criteria are also included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire’s Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisation’s appetite and are to be noted within the individual risk assessment.

Roles, Responsibilities and Accountabilities

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures (Operational Document).

Monitor and Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by the Shire’s Management Team and its employees. It will be formally reviewed biennially.

GOVERNANCE REFERENCES

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Office of the CEO

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## Appendix A - Risk Assessment and Acceptance Criteria

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<th>Financial Impact</th>
<th>Service Interruption</th>
<th>Compliance</th>
<th>Reputational</th>
<th>Property</th>
<th>Environment</th>
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<tr>
<td><strong>Insignificant</strong> (1)</td>
<td>Negligible injuries</td>
<td>Less than $1,000</td>
<td>No material service interruption</td>
<td>No noticeable regulatory or statutory impact</td>
<td>Unsubstantiated, low impact, low profile or “no news” item</td>
<td>Inconsequential or no damage.</td>
<td>Contained, reversible impact managed by on site response</td>
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<td><strong>Minor</strong> (2)</td>
<td>First aid injuries</td>
<td>$1,001 - $10,000</td>
<td>Short term temporary interruption - backlog cleared &lt; 1 day</td>
<td>Some temporary non compliances</td>
<td>Substantiated, low impact, low news item</td>
<td>Localised damage rectified by routine internal procedures</td>
<td>Contained, reversible impact managed by internal response</td>
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<td><strong>Moderate</strong> (3)</td>
<td>Medical type injuries</td>
<td>$10,001 - $260,000</td>
<td>Medium term temporary interruption - backlog cleared by additional resources &lt; 1 week</td>
<td>Short term non-compliance but with significant regulatory requirements imposed</td>
<td>Substantiated, public embarrassment, moderate impact, moderate news profile</td>
<td>Localised damage requiring external resources to rectify</td>
<td>Contained, reversible impact managed by external agencies</td>
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<td><strong>Major</strong> (4)</td>
<td>Lost time injury</td>
<td>$250,001 - $1,000,000</td>
<td>Prolonged interruption of services - additional resources; performance affected &lt; 1 month</td>
<td>Non-compliance results in termination of services or imposed penalties</td>
<td>Substantiated, public embarrassment, high impact, high news profile, third party actions</td>
<td>Significant damage requiring internal &amp; external resources to rectify</td>
<td>Uncontained, reversible impact managed by a co-ordinated response from external agencies</td>
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<td><strong>Catastrophic</strong> (5)</td>
<td>Fatality, permanent disability</td>
<td>More than $1,000,000</td>
<td>Indeterminate prolonged interruption of services - non performance &gt; 1 month</td>
<td>Non-compliance results in litigation, criminal charges or significant damages or penalties</td>
<td>Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions</td>
<td>Extensive damage requiring prolonged period of restitution</td>
<td>Uncontained, irreversible impact</td>
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### Measures of Likelihood

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<th>Description</th>
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<tr>
<td>5</td>
<td>Almost Certain</td>
<td>The event is expected to occur in most circumstances</td>
<td>More than once per year</td>
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<tr>
<td>4</td>
<td>Likely</td>
<td>The event will probably occur in most circumstances</td>
<td>At least once per year</td>
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<tr>
<td>3</td>
<td>Possible</td>
<td>The event should occur at some time</td>
<td>At least once in 3 years</td>
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<tr>
<td>2</td>
<td>Unlikely</td>
<td>The event could occur at some time</td>
<td>At least once in 10 years</td>
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<tr>
<td>1</td>
<td>Rare</td>
<td>The event may only occur in exceptional circumstances</td>
<td>Less than once in 15 years</td>
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### Risk Matrix

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<td></td>
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<tr>
<td>Almost Certain</td>
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<td>Moderate (5)</td>
<td>High (10)</td>
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<td>Moderate (6)</td>
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<td>Unlikely</td>
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<td>Low (2)</td>
<td>Low (4)</td>
<td>Moderate (6)</td>
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<tr>
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### Risk Acceptance Criteria

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<tr>
<td>LOW</td>
<td>Acceptable</td>
<td>Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring</td>
<td>Operational Manager</td>
</tr>
<tr>
<td>MODERATE</td>
<td>Monitor</td>
<td>Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring</td>
<td>Operational Manager</td>
</tr>
<tr>
<td>HIGH</td>
<td>Urgent Attention Required</td>
<td>Risk acceptable with excellent controls, managed by senior management and subject to monthly monitoring</td>
<td>Director / CEO</td>
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<tr>
<td>EXTREME</td>
<td>Unacceptable</td>
<td>Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring</td>
<td>CFO / Council</td>
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### Existing Controls Ratings

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<tr>
<td>Effective</td>
<td>There is little scope for improvement.</td>
<td>Processes (Controls) operating as intended and / or aligned to Policies &amp; Procedures; are subject to ongoing maintenance and monitoring and are being continuously reviewed and tested.</td>
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<tr>
<td>Adequate</td>
<td>There is some scope for improvement.</td>
<td>Whilst some inadequacies have been identified: Processes (Controls) are in place, are being addressed / complied with and are subject to periodic review and testing.</td>
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<tr>
<td>Inadequate</td>
<td>A need for corrective and / or improvement actions exist.</td>
<td>Processes (Controls) not operating as intended, do not exist, or are not being addressed / complied with, or have not been reviewed or tested for some time.</td>
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1.26 Briefing Session Protocols

OBJECTIVE

Briefing Sessions are intended to provide Councillors and staff with the opportunity to raise ideas and concepts relating to the betterment of the Shire of Gingin that may be presented to Council for consideration in the future.

Briefing Sessions also provide staff with an opportunity to seek guidance and input from Councillors when researching and formulating proposals for possible future Council consideration.

Council Briefing Sessions are not recognised in the Local Government Act 1995, and therefore the Act and its supporting regulations do not provide any guidance with respect to how such forums will be conducted. Neither are Briefing Sessions recognised by the Shire of Gingin Meeting Procedures Local Law 2014.

The objective of this Policy is to provide guidance with respect to the manner in which Briefing Sessions will be conducted.

POLICY

1. The Shire President shall preside at all Briefing Sessions.

2. In the Shire President’s absence, the Deputy Shire President shall preside.

3. In the absence of both the Shire President and Deputy Shire President, Councillors shall appoint a Councillor to preside.

4. Discussion papers may be prepared by staff as necessary in order to assist Briefing Session discussions, however issues can be presented verbally if deemed appropriate.

5. Briefing Sessions may be open to the public when an issue is being discussed that Council believes would benefit from public awareness and debate.

6. Briefing Sessions provide an opportunity for informal discussions by Councillors and staff. Sessions have no decision-making function other than in the sense of general consensus as to whether an idea or project is worthy of further development for consideration by Council, or feedback to staff to assist in progressing a specific matter.
7. No discussion will be permitted at a Briefing Session with respect to any matter listed on the Agenda for consideration at a Council meeting immediately following the Session.

8. Briefing Sessions will be subject to the disclosure rules applying to Council meetings constituted under the Local Government Act 1995. Councillors, staff, consultants and other participants must disclose any financial or other prescribed interests that relate to a matter to be discussed at a Briefing Session. Any party who has disclosed a financial or proximity interest will leave the Session for the duration of discussions in relation to that matter.

9. Given the sometimes unpredictable nature of Briefing Session discussions, it is possible that discussions may occur with respect to an issue or issues not specifically included on the agenda. This means that participants may not necessarily be aware prior to the discussion taking place that they will need to disclose an interest on that particular matter. Under these circumstances, a person with an interest in a matter raised “ad hoc” during a Briefing Session must disclose that interest at the time discussion commences on that issue.

10. A general record will be kept of items covered at a Briefing Session, including any disclosures of interest with appropriate departures/returns.

11. In the interests of supporting open and frank discussion, all information presented to a Briefing Session and the discussions relating to that information are considered to be confidential in nature, unless advised otherwise.

12. Briefing Sessions will be held on the first and third Tuesdays of each month unless otherwise advised by the CEO. The usual venue will be Council Chambers, however Briefing Sessions may be held in other locations as required.

13. Any Discussion Papers will be issued by the Friday prior to the Briefing Session unless prevented by unforeseen circumstances.

GOVERNANCE REFERENCES

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| Industry Compliance | Department of Local Government, Sport & Cultural Industries Operational Guideline No. 5. |

| Organisational Compliance | Shire of Gingin Meeting Procedures Local Law 2014 |

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<td>4.</td>
<td>12/03/2020</td>
<td>Administration amendment to reflect name change from Concept Forum to Briefing Session.</td>
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1.28 Award of the Title “Honorary Freeman of the Shire of Gingin”

OBJECTIVE

To provide a policy on the awarding of the title “Honorary Freeman of the Shire of Gingin”, including how, why and whom it should be awarded.

POLICY

The Shire of Gingin has historically recognised that, from time to time, members of the community demonstrate an outstanding commitment and contribution to the Shire and that this contribution should be appropriately recognised.

This recognition will take the form of the award of the title “Honorary Freeman of the Shire of Gingin”, provided that the relevant circumstances meet the criteria of this policy.

This honour will only be awarded on rare and exceptional occasions. A maximum of four living persons will be entitled to bear the title of “Honorary Freeman of the Shire of Gingin” at any one time.

Selection Criteria

Residency Eligibility

Nominees should have lived within the Shire of Gingin for a significant number of years (significant would usually mean at least 20 years) and have had a long and close association and identification with the Shire.

Service

The nominee should have given extensive and distinguished service to the community that goes beyond local government service (ie, service to other community organisations and groups) in a largely voluntary capacity.

The nominee must have made an outstanding contribution to the Shire of Gingin, such that their contribution can be seen to stand above the contributions made by most other people.

Outcomes

The nominee’s community endeavour will have demonstrable benefits to both the community of the Shire of Gingin and the wider community of WA.

Specific Achievements

The nominee’s specific achievement/s must be of a nature that would encourage the Shire to nominate that person for an honour under the Australian honours system.

Nomination Procedure

Nominations must be made in the strictest confidence, without the nominee’s knowledge.
Any resident or elector of the Shire of Gingin may initiate a nomination, but each nomination must be sponsored by an elected member.

Nominations must be made in writing to the Chief Executive Officer (CEO). The nomination will then be submitted by the CEO as a confidential report for consideration at an ordinary meeting of Council.

**Entitlements**

Any person declared an Honorary Freeman of the Shire may designate him/herself “Honorary Freeman of the Shire of Gingin”.

The award shall be made at a small ceremony, which may take place at a Council meeting.

The recipient shall be awarded a plaque and a lapel pin to commemorate the occasion and shall be included on the invitation list for all subsequent civic events and functions.

**Implementation**

The Office of the CEO will be responsible for undertaking the commissioning of commemorative plaques and lapel pins and for ensuring that Honorary Freemen are invited to civic events and functions.

**GOVERNANCE REFERENCES**

| Statutory Compliance | N/A |
| Industry Compliance  | N/A |
| Organisational Compliance | N/A |

**POLICY ADMINISTRATION**

| Review Cycle | 2 years | Next Review | 2022 |
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1.29 Councillors’ Entitlements

OBJECTIVE

In accordance with Division 8 Part 5 of the Local Government Act 1995, Councillors are entitled to receive a fee for meeting attendance, and to be reimbursed and/or paid an allowance for certain types of expenses. This policy provides the approval framework under which all fees, allowances and reimbursements to Councillors will be made.

The policy also ensures that Councillors are provided with appropriate resources, equipment and training opportunities to support them in performing their duties.

All matters approved in this policy are in accordance with relevant legislation and determinations, being the Local Government Act 1995, the Local Government (Administration) Regulations 1996 and determinations made in accordance with the Salaries and Allowances Act 1975 by the Salaries and Allowances Tribunal with respect to Local Government Chief Executive Officers and Elected Members.

POLICY

1. Fees and Allowances

1.1 Presidential and Deputy Presidential Allowances, Annual Meeting Attendance Fees and ICT Allowances

Meeting fees and allowances for Councillors are determined by the Salaries and Allowances Tribunal. All local governments in Western Australia fall into one of four “bands”, which then provides a range within which a Council can set fees and allowances for its Councillors.

Presidential and Deputy Presidential Allowances, Annual Meeting Attendance Fees and ICT Allowances will be paid within the range set by the Salaries and Allowances Tribunal from time to time, with the specific amount to be determined by Council in its annual adopted Budget.

1.2 Payment of Meeting Fees and Allowances:

All meeting fees and allowances are paid quarterly (at the end of the quarter).

2. Reimbursement of Expenses

2.1 Motor Vehicle Travel Expenses

Local Government Act 1995 s.5.98(2)

In accordance with Regulation 31 of the Local Government (Administration) Regulations 1996, Councillors will be reimbursed for travel expenses incurred with respect to the actual cost of travelling from their place of residence to attend:
a. An Ordinary or Special meeting of Council;
b. A meeting of a Committee of which they are a member (or a deputy member attending in place of a member);
c. A Concept or Council Forum;
d. An Annual or Special meeting of Electors;
e. Any meeting of a body to which the Councillor has been appointed by Council, unless the Councillor is eligible to claim reimbursement of travel costs direct from that body;
f. A Shire of Gingin civic function* to which Councillors have been invited;
g. A meeting with the Chief Executive Officer or an Executive Manager at the officer’s request;
h. Training and professional development that is related to their position as Councillor and booked via the Shire’s Administration; and
i. Any other meeting, function or event which they have been asked to attend in their role as Councillor by Council, the Shire President or the Chief Executive Officer.

The rate of reimbursement will be in accordance with that determined from time to time by the Salaries and Wages Tribunal.

Reimbursement will be undertaken quarterly, following the submission of one or more signed Members’ Quarterly Travel and Out of Pocket Expenses reimbursement claim forms.

*For the purposes of this Policy, “Civic Function” means an official function arranged by the Shire of Gingin (ie Annual Australia Day Ceremony).

2.2 Parking Expenses
Local Government Act 1995 s.5.98(2)

Parking expenses associated with any of the attendances referenced in Clause 2.1 will be reimbursed on a quarterly basis, provided that relevant parking receipts are attached to the signed Members’ Quarterly Travel and Out of Pocket Expenses reimbursement claim forms.

2.3 Child Care Expenses
Local Government Act 1995 s.5.98(2)

In accordance with Regulation 31 of the Local Government (Administration) Regulations 1996, Councillors will be reimbursed for child care costs incurred as a result of any of the attendances referenced in clause 2.1.
Child care costs will not be paid where the care is provided by a member of the immediate family or relative living in the same premises as the Councillor.

The Shire of Gingin will reimburse child care costs in accordance with the current Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members. Formal receipts must be kept and attached to the claim for reimbursement.

Reimbursement will be undertaken quarterly, following the submission of one or more signed Members’ Quarterly Travel and Out of Pocket Expenses reimbursement claim form.

2.4 Other Expenses

Other reasonable expenses (including accommodation, meals, refreshments and other appropriate out of pocket expenses) incurred by Councillors in connection with an attendance as specified in either clause 2.1, clause 4 or clause 5 may be reimbursed, provided that authorisation has been received from the Chief Executive Officer prior to the expenditure taking place.

3. Items to be provided by the Shire to Councillors

3.1 Laptop/Tablet/Other Device

Councillors will be issued with a laptop computer or a tablet or such other electronic device as may be determined most appropriate by the Chief Executive Officer to a maximum value of $1,000 at the commencement of their initial four year term.

a. The Shire will purchase and install antivirus software and any other program considered necessary by the Chief Executive Officer to assist Councillors in carrying out their elected member role. The cost of such purchase and installation will be charged back to the individual Councillor, to be met from their annual ICT allowance.

b. Staff will provide reasonable support for Shire-supplied IT equipment. All requests for assistance are to be directed to the Executive Manager Corporate and Community Services in the first instance.

c. Councillors are entitled to utilise their Shire-provided device for both Shire and private purposes (including electoral campaigning).

d. All electronic communications related to the Councillor’s role as an elected member must be sent using the Shire’s official signature block.

e. All devices will be renewed four years after their date of purchase.

3.2 Diary

Councillors will be provided with one hard copy diary per annum, upon request.
3.3 Corporate Apparel

Councillors will be issued with:

a. one tie or scarf bearing the Shire of Gingin logo; and

b. one name badge;

at the commencement of their first four year term, such items to be replaced as required at the Councillor's request.

3.4 Upon Retirement

Local Government Act 1995 s.5.100A

a. Councillors who retire or are not returned to Council after serving at least one full four year term will be entitled to retain their laptop computer or tablet in recognition of their service to the community. The written down value of the equipment gifted to each Councillor shall not exceed $100 per year of service, to a maximum of $1,000.

b. All Councillors who retire or are not returned to Council will receive a framed certificate in recognition of their service to the Shire of Gingin.

4. Training and Development

Provided that expenditure is within the constraints of the Shire's adopted annual Budget, the Chief Executive Officer is authorised to arrange, at the Shire's cost and at the request of a Councillor, the registration of that Councillor at any:

a. Training session conducted by WALGA; or

b. Any other training considered by the Chief Executive Officer and/or Shire President to be directly relevant to the Shire’s affairs.

5. Conferences and Seminars

5.1 Where Accommodation and/or Airfares are not Required

Provided that expenditure is within the constraints of the Shire’s adopted annual Budget, the Chief Executive Officer is authorised to arrange, at the Shire’s cost and at the request of a Councillor, registration at professional conferences which:

a. are considered by the Chief Executive Officer and/or Shire President to be directly relevant to the Shire’s affairs; or

b. are convened by WALGA; and

c. do not necessitate arrangements for accommodation (excluding attendance at the annual WALGA State Conference) or airfares.
Registrations of this type will include registration for any applicable conference dinner, should the Councillor wish to attend same.

5.2 Where Accommodation and/or Airfares are Required

Requests for registration at events requiring the provision of accommodation (excluding attendance at the annual WALGA State Conference) and/or airfares will be submitted to Council for consideration.

5.3 Booking Arrangements Relevant to Clauses 4 and 5

a. In the event that three or more requests are received to attend the same opportunity or conference, or the annual Budget allocation is exceeded, then the matter will be submitted to Council for consideration.

b. Attendees will provide a report on their attendance at the next Council meeting following the training or conference.

c. Any request for attendance at a training opportunity or conference that falls within the last three months of a Councillor’s term of office will be referred to Council for approval. For the purposes of clarity, the date from which clause c takes effect will be the date on which the training opportunity or conference commences.

d. The Shire will not pay for partners and spouses to accompany Councillors on Council business, other than for attendance at an official conference dinner. Partners and spouses may accompany Councillors at other times at their own expense.

GOVERNANCE REFERENCES

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<td>21/01/2020 – Item 11.1.2</td>
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1.30 Bereavement Recognition

OBJECTIVE

To ensure proper and appropriate recognition of deceased persons closely associated with the Shire of Gingin and/or its history.

POLICY

Scope

The Shire of Gingin is proud of its history. By recognising individual deceased persons who have been closely associated with the Shire and/or its history, Council can acknowledge the contribution made to the district by those persons and their immediate families, as a mark of respect on behalf of the community.

This policy applies to all Shire of Gingin residents and ratepayers, as well as other persons closely associated with the Shire (including Shire of Gingin staff).

The policy ensures that persons who have been closely associated with the Shire and/or its history are appropriately acknowledged and recognised for their contribution to the district.

Entitlement to Recognition

The following persons will be entitled to recognition in accordance with this policy:

- Freemen of the Shire of Gingin;
- Members of the immediate family of Freemen;
- Current State and Federal MPs whose electorate includes the Shire of Gingin;
- Current and former Elected Members of the Shire of Gingin;
- Members of the immediate family of current Elected Members;
- Former members of the Gingin Road Board;
- Former Shire Clerks and Chief Executive Officers;
- Shire of Gingin staff who are currently employed by the Shire at the time of their passing; and
- Other persons as agreed by the Shire President and Chief Executive Officer.

Form of Recognition

1. The Shire will recognise the death of a person closely associated with the district by following established funeral etiquette, respecting the wishes of the immediate family (if known) and by being sensitive to the deceased’s cultural or religious beliefs (if known). Recognition for all persons referenced under the Entitlement to Recognition section of this policy (with the exception of immediate family members) will generally take the following form:
a. Placement of an appropriate notice, on behalf of the district, in the Deaths section of The West Australian; 

b. Forwarding of a letter of condolence from the Shire President to the immediate family (if known) on behalf of Councillors and staff; 

c. A floral tribute at the funeral or memorial service if considered acceptable by the family; OR 

d. A charitable donation of an equivalent value if that is the family’s wish; and 

e. Where considered appropriate by the Shire President and/or Chief Executive Officer, making arrangements for an Elected Member/s and/or senior staff member/s to represent the Shire at the funeral or memorial service.

2. Recognition for immediate family members as specified under this policy will be in the form of:

a. Forwarding of a letter of condolence from the Shire President to the Freeman or Elected Member concerned; and 

b. Where considered appropriate by the Shire President and/or Chief Executive Officer, making arrangements for an Elected Member/s and/or senior staff member/s to represent the Shire at the funeral or memorial service.

3. Nothing in this policy limits the ability for a different form of recognition to be made if considered appropriate by the Shire President and Chief Executive Officer.

Note: Where an Elected Member or staff member has a personal connection to the deceased, then that individual will have the prerogative to attend the funeral on their own behalf.

Implementation of Recognition

1. The Office of the Chief Executive Officer will be responsible for making appropriate arrangements in accordance with this policy.

2. Advice with respect to the passing away of persons entitled to recognition under this policy should be forwarded through to the Office of the Chief Executive Officer as soon as possible.

3. The Office of the Chief Executive Officer will notify Elected Members and staff, as appropriate.

Timing of Recognition

Funeral etiquette dictates that formal recognition should occur either at the time of death or at the funeral or memorial service.
In circumstances where the Shire is not notified of a death until after the funeral or memorial service has taken place, then a condolence card or personal note of condolence may still be forwarded to the immediate family, if considered appropriate by the Shire President and Chief Executive Officer.

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<td>21/01/2020 – Item 11.1.2</td>
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OBJECTIVE

To establish the method by which Councillors may submit nominations for “industry representative” positions.

POLICY

For the purposes of this policy, the following definitions apply.

‘External Body’ - any external body that is not substantively convened or controlled by the Council of the Shire of Gingin.

‘Industry Representative Position’ – a position that is not restricted to candidates from a specific local government and which will be required to act as a representative of West Australian local government generally.

1. When a notification is received seeking nominations from local government for vacant positions on various external bodies, Administration will advise all Councillors accordingly via the most appropriate method.

2. Councillors will be requested to indicate, by a certain date, whether they are interested in nominating for the position, and all Councillors will be advised of any expressions of interest received.

3. Nominations not subject to Council endorsement will be submitted via Administration in accordance with the relevant deadline.

4. Nominations will be subject to Council endorsement if:

   a. Sitting or meeting fees are not payable by the external body and a Councillor intends to claim travelling expenses from the Shire of Gingin in accordance with Policy 1.29 – Councillors’ Entitlements in the event that their nomination is successful;

   b. Membership of the external body is considered to be of particular interest or advantage to the Shire of Gingin, and Council wishes to maximise the possibility of a successful nomination by limiting the number of nominations and selecting the Councillor/s it believes will be the strongest candidate/s; or

   c. In the opinion of the Shire President, it is necessary for the matter to be formally considered by Council for any other reason.

5. In the event that time constraints allow, nominations as referenced in clause 4 will be the subject of an Officer report to the first available Council meeting following receipt of the call for nominations.
6. If the deadline for submission of nominations is before the date of the first available Council meeting, then nominations as referenced in clause 4 will be the subject of a discussion paper to the first Concept Forum following receipt of the call for nominations. The nomination will be submitted based on the outcome of Concept Forum discussions, with a formal report being presented to the next Council meeting for endorsement.

7. Nominating Councillors will be required to provide Administration with any necessary information, such as an appropriate resume and/or responses to selection criteria, in sufficient time to allow for submission of their nomination by the specified deadline.

This policy applies to all Shire of Gingin Councillors.

This policy only applies to nominations for positions which are intended to be representative of the local government industry in general. All requests for nominations to specifically represent the Shire of Gingin must be submitted to Council for formal consideration.

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<td>Clauses 5 &amp; 6 incorrectly referred to “nominations as referenced in clause 3”. Clauses 5 &amp; 6 amended to read “nominations as referenced in clause 4”.</td>
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<td>3.</td>
<td>21/01/2020 – Item 11.1.2</td>
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1.33 Elected Member Training

OBJECTIVE

To ensure that the Shire of Gingin is compliant with the training requirements for elected members as set out in cl. 5.126 and 5.128 of the Local Government Act 1995 (the Act) and r. 35 of the Local Government (Administration) Regulations 1996 (the Regulations).

POLICY

1. Cl. 5.126 of the Act and r. 35 of the Regulations require that each council member must complete a specified course of training known as Council Member Essentials within 12 months of the day that they are elected, unless they are exempt in accordance with r. 36 of the Regulations.

It is in the best interests of the Council as a whole to ensure that individual elected members fulfil their training obligations in a timely manner. This not only ensures that statutory training requirements are complied with, it also enables newly-elected Councillors to acquire and/or update knowledge so that they can undertake their elected member role appropriately and contribute fully to Council activities.

In view of the above, Council therefore requires individual Councillors to complete all units of the Council Member Essentials course by 30 June in the year immediately following the Councillor’s election.

2. Cl. 5.128 of the Act requires every local government to prepare and adopt a policy in relation to the continuing professional development of council members.

In accordance with this requirement, provision will be made in the annual Budget for sufficient funds to undertake one onsite training session which will be attended by all Councillors. In choosing the training subject, the following criteria will be considered:

a. the strategic direction of the local government;

b. any skills gaps among the council as a whole; and

c. the needs of individual councillors.

This policy position will be reviewed following release by the Department of Local Government, Sport and Cultural Industries of guidelines relating to continuing professional development for elected members.

GOVERNANCE REFERENCES

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1.34 Dealing With Complaints

OBJECTIVE

To provide a framework to guide the Shire of Gingin in its management and processing of complaints.

POLICY

The Shire of Gingin is committed to managing complaints in a consistent and unbiased manner that complies with guidelines set by Australian Standards and the Ombudsman Western Australia, therefore ensuring an open and responsive complaints handling process.

For the purposes of this policy, a complaint is deemed to be any expression of dissatisfaction with the level or quality of products or services delivered by the Shire, or with the actions or decisions of Shire employees, contractors, Councillors or the Council.

A complaint is not:

1. A first request for action or a service (eg a noisy dog, tree branch on verge, broken street sign etc).
2. A request for information or explanation of Council decisions, practices or procedures.
3. The lodging of an appeal or objection in accordance with a statutory process, standard procedure or policy.
4. A request for action or service provided by other agencies.
5. Enquiries in relation to non-compliance with legislation administered by the Shire.
7. A formal petition.

These matters are either deemed to be general enquiries or customer service requests which are dealt with under separate procedures, or are processes that are regulated by statute.

Formal Complaints

The Shire will determine complaints as quickly as possible and will keep the complainant (and, if applicable, the person who is the subject of the complaint) advised of any progress, details of the ultimate resolution, and reasons for the final decision.

The Executive Manager of each department will be responsible for facilitating the investigation of complaints and responding to complainants.
The Executive Manager may elect to take one or more of the following courses of action:

1. Where appropriate, address the issues raised by the complaint and advise the complainant of any actions taken to resolve the situation.

2. Take no further action and provide the complainant with the reasons for this decision.

3. Resolve the complaint by use of other appropriate strategies such as (but not limited to) mediation, information discussion or negotiation.

4. Discontinue the assessment in circumstances where it becomes evident that the matter will require referral to another body or person, and advise the complainant accordingly.

As a minimum, the following information will be required in order to effectively process a complaint:

1. Name and address of complainant.

2. Complainant’s contact details.

3. Details of complaint.

4. Date that the incident or circumstances that is the subject of the complaint occurred.

Customer correspondence, telephone conversations or interviews which proceed in an inflammatory or aggressive manner will not be acted on. In such instances, the Shire has the right to terminate conversations or interviews after warning the customer accordingly.

**Anonymous Complaints**

An anonymous complaint will only be investigated where reasonable and sufficient information is provided to enable investigation, and where, in the opinion of the responsible officer, the matter is or is likely to be:

1. A breach of statutory provisions.

2. A breach of an approval, licence or permit.

3. A matter on which the Shire is obligated to act as prescribed under the *Local Government Act 1995* or any other written law.

4. A matter which, if not attended to, could reasonably constitute a risk to the public health and safety of persons, animals or the environment.

**Unreasonable Complaints**

As a general rule, when a person approaches the Shire with a request, application, concern or complaint they first need to be heard, understood and respected.
Customers have a right to:

- be given an apology if required;
- be given information or an explanation;
- have action taken to address their concerns or fix their problem; and
- have the matter dealt with quickly, fairly and properly.

However, in instances where complainants:

- are aggressive;
- are rude, abusive and harassing;
- cannot be satisfied despite the best efforts of the Shire;
- constantly raise the same issue with different staff; and/or
- make unreasonable demands on the Shire where resources are substantially and unreasonably diverted away from its other functions or unfairly allocated (compared to other customers);

then the Shire reserves the right to take the following actions as applicable.

1. **Customers who cannot be satisfied:**

Customers who cannot be satisfied include members of the public or groups who do not accept that the Shire is unable to assist them, provide any further assistance or level of service than has been provided already, and/or disagree with the action the Shire has taken in relation to their complaint or concern.

If, in the opinion of the CEO, all appropriate avenues of internal review or appeal have been exhausted and the customer continues to write, telephone, email and/or visit, the following actions may be taken:

a. The CEO may write to the customer re-stating the Shire’s position on the matter if necessary, and advising that if the customer continues to contact the Shire regarding the matter the Shire may:

   i. not accept any further phone calls from the customer;
   ii. not grant any further interviews;
   iii. require all further communication to be put in writing; and
   iv. continue to receive, read and file correspondence but only acknowledge or otherwise respond to it if:
      - the customer provides significant new information relating to their complaint or concern; or
      - the customer raises new issues which, in the CEO’s opinion, warrant fresh action.

b. The CEO shall advise Councillors of a person who is deemed to be a customer who cannot be satisfied, together with details of the customer’s concerns and any management strategy proposed by Shire officers.
2. **Customers who make unreasonable demands:**

Customers who make unreasonable demands include members of the public whose demands on the Shire start to significantly and unreasonably divert Shire resources away from other functions or create an inequitable allocation of resources to other customers. Such demands may result from the amount of information requested, the nature or scale of services sought or the number of approaches seeking information, assistance or service.

If, in the opinion of the CEO, a customer is making unreasonable demands on staff and the customer continues to write, email, telephone and/or visit the Shire offices, the following actions may be taken:

a. The CEO may write to the customer advising them of the Shire’s concern, requesting that they limit and focus their requests and advising that, if the customer continues to place unreasonable demands on the Shire, then staff may:

   i. not respond to any further correspondence and only take action where, in the opinion of the CEO, the correspondence raises specific, substantial and serious issues; or
   
   ii. only respond to a certain number of requests in a given period.

b. If the customer continues to contact staff after being advised of the proposed course of action, the CEO may, after considering representations from the customer, advise the customer that cl. 2.a.i and/or cl. 2.a.ii will be applied.

3. **Customers who constantly raise the same issue with different staff:**

If, in the opinion of the CEO, a customer is constantly raising the same issues with different staff or elected members, the CEO may notify the customer that:

a. only a nominated staff member will deal with them in the future;

b. they must make an appointment with that person if they wish to discuss a matter; or

c. all future contact with the Shire must be in writing.

The customer may wish to make a formal complaint in accordance with Council Policy 1.34 Dealing with Complaints.

4. **Customers who are rude, abusive or aggressive:**

The Shire of Gingin will not tolerate or condone intimidating or offensive behaviour toward staff members by members of the public under any circumstances. Any staff member who is the victim of such behaviour may, at their own discretion, report the matter to Police for further action.
Rude, abusive or aggressive behaviour may include rude or otherwise vulgar noises, expressions or gestures, verbal abuse of a personal or general nature, threatening or offensive behaviour, physical violence against property or physical violence against a person.

If, in the opinion of any staff member, rude, abusive or aggressive comments or statements are made in telephone conversations or in person, the staff member may:

a. warn the caller that if the behaviour continues the conversation or interview/meeting will be terminated; and

b. terminate the conversation or interview/meeting if the rude, abusive or aggressive behaviour continues after a warning has been given.

Where a conversation or interview/meeting is terminated, the staff member must notify their relevant Coordinator, Manager or Executive Manager (as appropriate) as soon as possible.

If, in the opinion of the CEO, any correspondence to the Shire contains personal abuse, inflammatory statements or materials clearly intended to intimidate, it will be returned to the sender and not otherwise acted upon.

Violence, damage to property or threatening behaviour may be reported to Police, depending on the severity of the actions.

5. Documentation and reporting:

In all of the situations referred to in this section, adequate documentary records must be made and maintained on the appropriate file.

If an elected member feels that a customer is being difficult in a manner specified in this policy, they may notify the CEO who will consider taking action as per avenues described above.

Where the CEO determines to limit a customer’s access in any of the ways specified in this policy, the CEO will advise Councillors as soon as possible of the relevant circumstances and the action taken, and forward such advice, where appropriate, to the Department of Local Government and the Ombudsman Western Australia for information.

Complaints Regarding Elected Members

The Local Government (Rules of Conduct) Regulations 2007 provide a disciplinary framework for dealing with individual misconduct by local government councillors.

Any person may make a formal complaint about a Councillor with respect to a minor or serious breach of the Regulations. Such a complaint must be submitted on the prescribed form (available from the Shire of Gingin or the Department of Local Government and Communities) to the Shire’s Chief Executive Officer.
Allegations of Serious Misconduct

Allegations concerning criminal, corrupt or seriously improper conduct will be dealt with independently of the Shire’s complaint handling process.

In the first instance they will be referred directly to the Chief Executive Officer (or in instances where the complaint concerns the Chief Executive Officer, to the President) for determination, including whether there are reasonable grounds for notification to the Crime and Corruption Commission (CCC) or the Police.

Under Section 28 of the Corruption, Crime and Misconduct Act 2003, the Chief Executive Officer (or the President in instances where the matter concerns the Chief Executive Officer) has a legal obligation to notify the CCC of suspected misconduct by Councillors or employees. Councillors and employees may also report misconduct, but have no legal obligation to do so.

The Public Interest Disclosure Act 2003 (PID Act)

The PID Act is designed to facilitate the disclosure of suspected misconduct by public officers. This legislation specifically covers improper conduct, corruption, irregular or unauthorised use of public resources, conduct involving a substantial and specific risk of injury to public health, prejudice to public safety or harm to the environment.

Requirements for dealing with disclosures made under the PID Act are dealt with in legislation and are not encompassed by this policy.

Further information in relation to public interest disclosures for the general public is available from the Shire’s website. The Shire’s internal procedure for dealing with Public Interest Enquiries is available to employees as Procedure 1.3 in the Corporate Procedures Manual on the Intranet.

Breaches of the Local Government Act 1995

The Department of Local Government, Sport and Cultural Industries has a comprehensive complaints handling system in place for the management of complaints received from local governments, residents and other agencies for a variety of matters such as local government administrative procedures and breaches of the Local Government Act 1995.

Complaints in this category are not encompassed by this Policy and should be submitted directly to the Department of Local Government, Sport and Cultural Industries.

Complaints to the Ombudsman

The Ombudsman can investigate complaints about most public authorities in Western Australia, including local government.

Generally the Ombudsman will investigate actions or decisions where the decision maker has:

1. Acted outside their legal authority;
2. Not followed policy, or applied its policy inconsistently;

3. Has not considered all the relevant information, or considered irrelevant information;

4. Unreasonably delayed making a decision or informing the complainant of a decision; or

5. Failed to notify the complainant of a decision or did not provide reasons for a decision.

The Shire plays no role in dealing with complaints of this type.

**Privacy and Confidentiality**

Personally identifiable information concerning the complainant will not be made publicly available to the offending party except to the extent required in law and/or with the express consent of the complainant.

Complainants seeking anonymity should note that the Shire of Gingin cannot guarantee that they will not be identified during investigation, and it is therefore the complainant’s right to decide if they would like to proceed with a complaint.

**Remedy**

A complainant has the right to request a review of a process of investigation and/or decision.

**Review**

Where a complainant is dissatisfied with the way in which a complaint has been dealt with and/or the final determination of the complaint by the Shire, a review will be carried out of the complaint handling process to:

1. Ensure that responses to the complaint were dealt with in an equitable, objective and unbiased manner;

2. Ensure that external rights of review or appeal for unresolved complaints are made available to complainants; and

3. Reconsider the decision reached, taking all relevant matters into account.

**Dispute Resolution**

If unsatisfied with the manner in which the complaint has been dealt with, a complainant may direct written correspondence to the Chief Executive Officer for consideration. If, following the Chief Executive Officer’s response, the complainant is still unsatisfied, then concerns may be raised with either the Western Australian Ombudsman or the Department of Local Government and Communities.
GOVERNANCE REFERENCES

| Statutory Compliance                  | Local Government Act 1995               |
|                                     | Local Government (Rules of Conduct) Regulations 2007 |
|                                     | Corruption, Crime and Misconduct Act 2003 |
|                                     | Public Interest Disclosure Act 2003     |

| Industry Compliance                  | Ombudsman WA Guidelines – Dealing with Unreasonable Complainant Conduct |

| Organisational Compliance            | Shire of Gingin Corporate Procedure 1.2 Dealing with Complaints – Local Government (Rules of Conduct) Regulations 2007 |
|                                     | Shire of Gingin Corporate Procedure 1.3 Public Interest Enquiries |

POLICY ADMINISTRATION

| Review Cycle | Two years | Next Review | 2021 |
| Department   | Office of the Chief Executive Officer |

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<td>21/01/2020 – Item 11.1.2</td>
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1.35 Related Party Disclosures

OBJECTIVE

To define the parameters for Related Party Relationships and the level of disclosure and reporting required for the Shire to achieve compliance with Australian Accounting Standard 124 – Related Party Disclosures (AASB 124).

Under the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996, all local governments in Western Australia must produce annual financial statements that comply with Australian Accounting Standards.

The Australian Accounting Standards Board has determined that, from 1 July 2016, AASB 124 will apply to government entities, including local governments. The Shire is now required to disclose Related Party Relationships and Key Management Personnel compensation in its Annual Financial Statements.

This Policy provides guidance on:

1. The identification of the Shire’s related parties;
2. Management of related party transactions;
3. Recording of such transactions; and
4. Disclosure of the transactions in the Shire of Gingin annual financial statements in accordance with AASB 124.

The Policy also addresses the four different types of related party that must be considered by the Shire, being:

1. Entities related to the Shire;
2. Key Management Personnel;
3. Close family members of Key Management Personnel; and
4. Entities that are controlled or jointly controlled by either 2 or 3 above.

DEFINITIONS

Close family members of Key Management Personnel (KMP)

Those family members who may be expected to influence, or be influenced by, that KMP in their dealings with the Shire of Gingin, including:

1. The KMP’s children and spouse or domestic partner;
2. Children of the KMP’s spouse or domestic partner; and
3. Dependants of the KMP or the KMP’s spouse or domestic partner.

Entity

Can include a body corporate, a partnership or trust and an incorporated or unincorporated group or body.
Entity Related to a KMP

Entities related to KMPs are entities that are:

1. *Controlled or jointly controlled by a KMP;
2. **Controlled or jointly controlled by a close family member of a KMP; or
3. Apart from Council, are entities where a KMP has significant influence over, or is a member of the KMP of the entity or parent of the entity.

*A person or entity is deemed to have control if they have:
- Power/influence over the entity;
- Exposure or rights to variable returns from the involvement with the entity; or
- The ability to use power over the entity to affect the amount of returns.

**A person or entity is deemed to have joint control where they have contractual rights or agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

Entity Related to the Shire

Includes any entity that is either controlled or jointly controlled by the Shire, or over which the Shire has a significant influence.

A person or entity is a Related Party of the Shire of any of the following apply:

1. They are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others);
2. They are an associate or belong to a joint venture of which the Shire is a part;
3. They and the Shire are joint ventures of the same third party;
4. They are part of a joint venture of a third party and the Shire is an associate of the third party;
5. They are a post-employment benefit plan for the benefit of employees of either the Shire or an entity related to the Shire;
6. They are controlled or jointly controlled by close family members of the family of a KMP;
7. They are identified as a close, or possibly close, family member of a person with significant influence over Council, or a close, or possibly close, family member of the family of a person who is a KMP of the Shire; or
8. They, or any member of a group of which they are a part, provide KMP services to the Shire.

Key Management Personnel (KMP)

Those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.
Key Management Personnel for the Shire of Gingin are:

1. Councillors;
2. Chief Executive Officer;
3. Executive Managers; and
4. Other parties as determined by the Chief Executive Officer.

**Material (Materiality)**

Means the assessment of whether the omission or misstatement of a transaction, either individually or in aggregate with other transactions, could influence decisions that users make on the basis of an entity’s financial statements. For the purposes of this Policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

**Ordinary Citizen Transaction**

A transaction that an ordinary member of the community would undertake in the ordinary course of business with the Shire of Gingin.

**Related Party**

A person or entity that is related to the entity preparing its financial statements.

**Related Party Transaction**

A transfer of resources, services or obligations between the Shire of Gingin and a related party, regardless of whether a financial transaction takes place.

**Significant (significance)**

Likely to influence the decisions that users of the Shire’s financial statements make, having regard to both the extent (value and frequency) of the transactions and the fact that the transactions have occurred between the Shire and related party outside of a public service provider/taxpayer relationship.

**POLICY**

1. **Key Management Personnel (KMP)**

   All KMP are responsible for assessing and disclosing the relationships with the Shire of themselves, their close family members and their related entities. All related parties must be included in the self-assessment. Disclosures must be made using the format as determined from time to time by the CEO.

   KMP have a responsibility to identify and report any changes to their related parties as they occur.
2. Related Party Transactions

2.1 Ordinary Citizen Transactions

For the purposes of this Policy, an Ordinary Citizen Transaction is one that occurs between the Shire and KMP and/or related parties which satisfies the following criteria.

The transaction must:

a. Occur during the normal course of the Shire delivering its public service goals;
b. Be under the same terms as those available to members of the community; and
c. Belong to a class of transaction that an ordinary member of the community would normally transact with the Shire.

The following transactions have been identified by the Shire of Gingin as Ordinary Citizen Transactions:

a. Paying rates;
b. Fines;
c. Use of Shire of Gingin-owned facilities such as recreation centres, civic centres, libraries, parks, ovals and other public open spaces (whether charged a fee or not); and
d. Attending Council functions that are open to the public.

2.2 Non-Ordinary Citizen Transactions

All related party transactions that do not satisfy the definition of an Ordinary Citizen Transaction (as per 2.1) must be disclosed in accordance with AASB 124.

The following are examples of transactions that must be disclosed if they are deemed to be Non-Ordinary Citizen Transactions:

a. Purchases or sale of goods (finished or unfinished);
b. Purchase or sale of property or other assets;
c. Rendering or receiving of services;
d. Leases;
e. Transfers of research and development;
f. Transfers under licence agreements;
g. Transfers under finance arrangements (including loans and equity contributions in cash or kind);
h. Provisions of guarantees or collateral;
i. Commitments to do something if a particular event occurs or does not occur in the future, including execution of contracts (recognised or unrecognised); and
j. Settlement of liabilities on behalf of the Shire or by the Shire on behalf of the related party.
3. Disclosure of Information

3.1 Disclosure by the Shire

AASB 124 provides that the Shire must disclose the following financial information in its financial statements for each financial period:

a. The nature of any related party relationships;
b. The amount of the transactions;
c. The amount of outstanding balances, including commitments, together with:
   i. Their terms and conditions, whether they are secured, and the nature of the consideration to be provided in settlement; and
   ii. Details of any guarantees given or received;
d. Provisions for doubtful debts related to the amount of outstanding balances; and
e. The expense recognised during the period in respect of bad or doubtful debts due from related parties.

The following matters must be considered in determining the materiality and significance of any related party transactions:

a. significance of transaction in terms of size;
b. whether the transaction was carried out on non-market terms;
c. whether the transaction is outside normal day-to-day business operations, such as the purchase and sale of assets;
d. whether the transaction is disclosed to regulatory or supervisory authorities;
e. whether the transaction has been reported to senior management; and
f. whether the transaction was subject to Council approval.

Regard must also be given for transactions that are collectively, but not individually, significant.

All related party transactions captured by the Shire will be reviewed to determine materiality or otherwise, whether the transactions are Ordinary Citizen Transactions, and the significance of each transaction.

3.2 Disclosure by KMP

In accordance with this Policy, KMP must provide a Related Party Disclosure in the format as determined from time to time by the Chief Executive Officer for the periods 1 January to 30 June (to be submitted by 31 July) and 1 July to 31 December (to be submitted by 31 January) in each financial year.

Additional disclosures are required as follows:

a. All Councillors are required to make a disclosure immediately prior to any election at which their term ends; and
b. Employees who are KMP are required to make a disclosure immediately prior to cessation of employment with the Shire of Gingin.

4. **Review of Related Parties**

A review of KMPs and their related parties will be completed after each disclosure date referenced in 3.2 above.

The primary method of identifying related parties shall be KMP self-assessment. However, the Shire will also implement a suitable system to capture transactions made with related parties through its accounts payable, accounts receivable, applications, payroll and document management systems, declarations in the Financial Interests Register and information provided in Primary and Annual Returns.

If any Councillor or employee believes that a transaction may constitute a related party transaction, then they must notify the Chief Executive Officer who will, in consultation with the Executive Manager Corporate and Community Services, make a determination on the matter.

5. **Privacy and Confidentiality**

5.1 **Access to Information**

The following persons are permitted to access, use and disclose the information provided in a related party disclosure or contained in a register of related party transactions for the purposes of 5.2:

a. The Chief Executive Officer;
b. The Executive Manager Corporate and Community Services;
c. The Coordinator Corporate Services;
d. An Auditor of the Shire (including an Auditor from the WA Auditor General’s Office); and
e. Other officers as determined by the Chief Executive Officer.

5.2 **Permitted Purposes**

Persons specified in 5.1 may access, use and disclose information in a related party disclosure or contained in a register of related party transactions for the following purposes:

a. To assess and verify the disclosed related party transaction;
b. To reconcile identified related party transactions against those disclosed in the related party disclosure or contained in a register of related party transactions;
c. To comply with the disclosure requirements of AASB 124; or
d. To verify compliance with the disclosure requirements of AASB 124.
5.3 Confidentiality

The following information is classified as confidential and is not available for inspection by or disclosure to the public:

a. Information (including personal information) provided by a KMP in a related party disclosure; and
b. Personal information contained in a register of related party transactions.

GOVERNANCE REFERENCES

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<td>AASB 124 – Related Party Disclosures</td>
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Industry Compliance | N/A
Organisational Compliance | Nil

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<td>21/01/2020 – Item 11.1.2</td>
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1.36 Eligibility for Early Rates Payment Prize Draw

OBJECTIVE

To clarify criteria for eligibility to participate in the Shire of Gingin’s annual prize draw encouraging early payment of rates.

POLICY

Entry to the Shire of Gingin’s annual early rates payment prize draw is open to all property owners of the Shire of Gingin who pay their rates and services in full by the advertised deadline as determined by Council, unless otherwise specified in this policy.

The following parties are not eligible to participate:

1. Elected members;
2. Chief Executive Officer;
3. Executive Managers;
4. Charitable organisations and/or ratepayers receiving discounted rates (not-for-profit organisations); and
5. Immediate family members or close business associates of the parties listed in items 1-4.

For the purposes of this policy, immediate family members and close business associates are deemed to be:

a. Spouse or defacto partner;
b. Business partner;
c. Co-owner of any rateable property located within the Shire of Gingin; or
d. Joint members in a trust or similar.

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1.37 Closure of Shire Facilities Over Christmas/New Year Period

OBJECTIVE

The objective of this Policy is to provide guidance for the closure of specified Shire of Gingin facilities over the combined Christmas and New Year period.

POLICY

Scope

This policy applies to the following facilities:

1. Category One

   • Gingin Administration Centre (7 Brockman Street, Gingin);
   • Gingin Public Library (1 Lily King Place, Gingin);
   • Lancelin Office/Public Library (Vins Way, Lancelin);
   • Gingin Operations Depot (Weld Street, Gingin);
   • Guilderton Operations Depot (Wedge Street, Guilderton); and
   • Lancelin Operations Depot (9 King Street, Lancelin).

2. Category Two

   • Gingin Medical Centre;
   • Gingin, Seabird and Lancelin Refuse Disposal Sites; and
   • Gingin Aquatic Centre.

Closure Period

1. Category One Facilities

   Category One facilities will be closed each year from Christmas Day through to New Year’s Day (inclusive).

   In the event that Christmas Day falls on a Tuesday, then the closure period will commence on the Monday prior (Christmas Eve).

   In the event that New Year’s Day falls on a Thursday, then the closure period will be extended to include the following Friday.

   In the event that New Year’s Day falls on a weekend, then the closure period will include the New Year’s Day public holiday that falls on the ensuing Monday.

2. Category Two Facilities

   Christmas/New Year operating hours for Category Two facilities will be determined by the Chief Executive Officer.
Provision of Essential Services

The Chief Executive Officer will determine what essential operations are to be provided during the closure period each year, and ensure that appropriate staff are available to resource the provision of these operations.

GOVERNANCE REFERENCES

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<td>21/01/2020 – Item 11.1.2</td>
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1.38 Attendance at Events (Councillors and CEO)

OBJECTIVE

1. To provide a framework for the acceptance by Councillors and the CEO of invitations to various events, and to clarify who will pay for tickets or the equivalent value of the invitation.

2. To enable Councillors and the CEO to attend events as a representative of the Shire of Gingin without restricting their ability to participate in Council meetings (for Councillors), or to provide advice to Council or prepare reports for Council’s consideration (for the CEO).

EXPLANATORY NOTES

Sections 5.87A and 5.87B of the Local Government Act 1995 prescribe that Councillors and the CEO must disclose any gift with a value of more than $300 which is received in the person’s capacity as either a council member or CEO. As a result of such a disclosure, the gift giver becomes a closely associated person and the council member or the CEO is required to disclose an interest (either financial, indirect financial or proximity, as appropriate) in instances where:

1. A matter involving the closely associated person comes before Council; and

2. It is reasonable to expect that the matter will, if dealt with by the Council in a particular way, result in a financial gain, loss, benefit or detriment to either the closely associated person or the council member or CEO.

In such instances, Councillors may not participate in any part of the meeting dealing with the matter unless approval is granted by Council or the Minister in accordance with the provisions of the Act. The CEO may not provide advice to Council or prepare reports for Council on the matter, either directly or indirectly.

Section 5.62(1B) of the Act specifies that a gift is excluded from the conflict of interest provisions of the Act if:

1. It is a ticket to, or otherwise relates to the relevant person’s attendance at, an event that is defined in s.5.90A; and

2. The local government approves, in accordance with a policy formed under s.5.90A, attendance by the council member or CEO at the event.

Section 5.90A of the Local Government Act 1995 (the Act) therefore requires that a local government prepare and adopt an Attendance at Events policy in order to ensure that the Council actively considers the purpose of, and benefits to, the community from attendance at events by Councillors and the CEO.
POLICY

1. Provision of Tickets to Events
   a. All invitations or offers of tickets for a council member or CEO to attend an event should be in writing and addressed to the Shire of Gingin.
   b. Any invitation or offer of tickets not addressed to the Shire of Gingin is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
   c. A list of events for which attendance is pre-approved by the Shire of Gingin is provided in cl.2.

2. Pre-Approved Events
   The Shire of Gingin has approved attendance by Councillors and the CEO at the following events:
   a. Advocacy lobbying or Ministerial briefings;
   b. Awards functions specifically related to local government;
   c. Shire-hosted ceremonies and functions;
   d. Shire-run tournaments or events;
   f. Community cultural events/festivals/art exhibitions;
   g. Events hosted by clubs or not for profit organisations within the Shire to which the Councillor or CEO is officially invited;
   h. Events run by educational establishments within the Shire;
   i. Free Shire events;
   j. Industry and economic briefings specifically related to the function of government;
   k. Meetings of community clubs or organisations (in accordance with Policy 1.14 Attendance at Community/Progress Association Meetings);
   l. Meetings or conferences of major professional bodies associated with government at a local, state or federal level;
   m. Opening or launch of an event within the Shire; and
   n. Events where the attendance of the Shire President or the CEO has been formally requested.

3. Approval for Attendance at Other Events
   a. Approval by decision of Council
      The following matters will be taken into consideration in making a decision on attendance at an event that is not captured under cl.4 of this Policy:
      i. who is providing the invitation or ticket to the event;
      ii. the location of the event in relation to the Shire of Gingin (within the district or out of the district);
      iii. the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution;
      iv. whether the event is sponsored by the Shire of Gingin;
      v. the benefit of local government representation at the event;
vi. the number of invitations/tickets received; and
vii. the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

b. Approval by the Shire President or Deputy Shire President

i. The Shire President is authorised by Council to approve event attendances by Councillors and the CEO not referenced in cl.2, provided that the matters identified by cl.3a are taken into consideration and:

• the donor is not currently seeking a determination from the Shire of Gingin;
• attendance at the event will not necessitate interstate or international travel;
• there are sufficient budgeted funds available; and
• with respect to attendance by Councillors, there are no more than three Councillors already attending the event;

ii. The Deputy Shire President is authorised by Council to approve event attendances by the Shire President not referenced in cl.2, subject to the criteria listed in cl.3bi.

4. Payments in Respect of Attendance

a. In instances where attendance at an event is approved in accordance with this Policy, the Shire of Gingin may pay for, or contribute to, the cost of attendance by the Shire’s representative and reasonable expenses such as travel and accommodation associated with that attendance.

b. Where partners of an authorised Shire of Gingin representative attend an event, the Shire will not be responsible for any costs associated with that attendance. In instances where, for the purposes of expediency (such as when making travel arrangements), the Shire incurs a cost relating to the partner of a representative, then the representative will be required to reimburse the Shire in full for such costs.

5. Excluded Events

The following events are not addressed by this Policy, and attendance as a Shire representative will not be approved:

a. Political party events and fundraisers;

b. Social events; and

c. Entertainment events with no link to the Shire of Gingin.

In the event that invitations or tickets are accepted to events of this nature, then the gift disclosure and conflict of interest disclosure requirements of the Act will apply.
GOVERNANCE REFERENCES

| Statutory Compliance | Local Government Act 1995
| Industry Compliance   | Department of Local Government, Sport & Cultural Industries
|                       | Guideline – Attendance at Events Policy
| Organisational Compliance | Council Policy 1.14 – Attendance at Community/Progress Association Meetings
|                         | Council Policy 1.29 – Councillors’ Entitlements

POLICY ADMINISTRATION

| Review Cycle | 2 years | Next Review | 2022 |
| Department   | Office of CEO |

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<td>1.</td>
<td>16/06/2020</td>
<td>Policy adopted</td>
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OBJECTIVE

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID-19 pandemic, the Shire of Gingin recognises that these challenges will result in financial hardship for our ratepayers and residents.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

POLICY

Scope

This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy;
2. Rates and service charges levied for the 2020/21 financial year; and
3. Commercial tenants and other identified services.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996 will apply.

Statement

1. Payment difficulties, hardship and vulnerability

Payment difficulties, or short term financial hardship, occur where a change in a person’s circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Gingin recognises the likelihood that COVID-19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

2. Financial Hardship Criteria

While evidence of hardship will be required, the Shire recognises that not all circumstances are alike. A flexible approach will be undertaken to a range of individual circumstances including, but not limited to, the following situations:
• Recent unemployment or under-employment;
• Sickness or recovery from sickness;
• Low income or loss of income; or
• Unanticipated circumstances such as caring for and supporting extended family.

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This will include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying with our statutory responsibilities.

3. Rates and Service Charges

A zero rate increase has been budgeted for the 2020/21 financial year.

Instalment Charges

Instalment options provided by Council in its 2020/21 Budget will incur an instalment interest charge of 5.5% and no administration charge. A ratepayer who meets the Financial Hardship Criteria will incur no instalment interest charge.

Other Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

• That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
• The payment arrangement will establish a known end date that is realistic and achievable; and
• The ratepayer will be responsible for informing the Shire of Gingin of any change in circumstance that jeopardises the agreed payment schedule.

In the case where the Financial Hardship Criteria is met, no instalment interest will be charged (excluding the late payment interest applicable to the Emergency Services Levy).

Interest Charges

Penalty interest will be capped at 8.0%. A ratepayer who meets the Financial Hardship Criteria will not attract interest or penalty charges of rates/service charge debt in 2020/21, subject to the period of time that the Local Government (COVID-19 Response) Ministerial Order 2020 remains effective (SL 2020/67 - Gazetted 8 May 2020).

Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card or State Concession Card, or a Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

• remains as a debt on the property until paid;
• becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and does not incur penalty interest charges.

4. Fees and Charges Schedule 2020/21

A zero increase to Council Fees and Charges will be budgeted for the 2020/21 financial year.

5. State Government Levies

State Government relief will be passed on, as determined by the State Government.

6. Debt Recovery

In order to maintain equity for all residents and ratepayers, action must be taken to recover debts owed to the Shire of Gingin. The following debt recovery measures will apply except where evidence of COVID-19 hardship is provided. Pre-existing debt collection arrangements will remain outstanding, however, where COVID-19 hardship occurs further interest accrual to the end of the declared emergency plus three months, will be suspended.

a. Rates Debt Recovery

Except where a ratepayer is entitled to defer the payment of their rates, Council will actively pursue the recovery of any rate arrears (including legal action and the issue of a Goods and Land Warrant).

b. General Debtors

If a general debtor does not respond to a formal demand letter issued, then legal action may be commenced. The Chief Executive is authorised to deny a debtor access to Council’s services and facilities.

c. Infringement Debt Recovery

Any unpaid infringement will be referred to the Fines Enforcement Registry.

GOVERNANCE REFERENCES

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POLICY ADMINISTRATION

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<td>16/06/2020 – Item 11.2.3</td>
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2.0 ADMINISTRATION

MATTERS RELATING TO STAFF

2.2 Staff - New and Casual Positions

No new positions are to be created without the express authorisation of Council.

The Chief Executive Officer is authorised to employ casual and part-time staff, as and when required, provided the appropriate provision for the employment of such staff is made in the annual budget.

ADOPTED: COUNCIL 18 MAY 1995
REVIEWED: 19 APRIL 2011

2.7 Staff Telephones

Mobile telephones will be provided to the Chief Executive Officer, Executive Officers and senior staff, fully paid by Council. Mobile phone is for business use and limited private use.

Where the Chief Executive Officer, Executive Officers and senior staff reside in a Council residence and there is a need for a telephone for Council business, Council will pay for the connection, standard home-line rental and all outgoing business calls, unless otherwise negotiated with Council.

ADOPTED: COUNCIL 18 MAY 1995
REVIEWED: COUNCIL 19 APRIL 2011

2.8 Use of Shire Vehicles

Staff who do not have negotiated private use of a motor vehicle as part of their Salary Package, when authorised by the Chief Executive Officer, may use Shire vehicles to travel between Shire offices and their place of residence and on official Shire business outside normal working hours.

Use of such vehicle during periods of leave is not permitted. Vehicles are to remain at the Shire Depot during periods of leave, except in exceptional circumstances when the Chief Executive Officer has approved vehicle usage.

Where approval has been granted by the Chief Executive Officer, staff will pay all fuel costs during the period of leave.

Officers who have negotiated private use of a motor vehicle as part of their Salary Package are permitted private use in accordance with the terms and conditions of their Employment Contract.
Any employee who has negotiated either commuting or private use of a Shire owned vehicle will **maintain** the vehicle in a clean, fair and presentable condition internally and externally. All Officers allocated Shire owned vehicles will **ensure** that the **vehicle** is not damaged, marked or inappropriately used, and will also be responsible for advising the Shire’s Plant Mechanic of any scheduled servicing or mechanical repairs required as soon as practically possible.

The Chief Executive Officer reserves the right to inspect all Shire owned vehicles issued to authorised officers for commuting or private use for any unfair wear and tear, markings, damage caused by unreasonable treatment, or unauthorised use. Excluding legitimate insurance claims, any breaches or neglectful damage noted by the Chief Executive Officer will be repaired by the Shire and all costs associated with detailing and returning the vehicle to its full and former condition will be borne by the relevant authorised officer.

The Chief Executive Officer reserves the right, where there is sufficient evidence that a Shire owned vehicle is not being maintained in accordance with this Policy, to issue a written notice giving seven days to address any breaches. Where an authorised officer fails to comply with such notice, the Chief Executive Officer may review the commuting or private use provisions for that officer and suspend or remove such provisions as deemed necessary.

**ADOPTED: COUNCIL 18 MAY 1995**
**REVIEWED: 19 APRIL 2011**
**AMENDED: 18 SEPTEMBER 2012**

### 2.10 Licensing of Shire Vehicles/Plant

All licensed shire vehicles and plant shall bear “GG” registration plates.

**ADOPTED: COUNCIL 18 MAY 1995**
**REVIEWED: 19 APRIL 2011**
2.11 Staff Uniforms

a. The Shire of Gingin will contribute an amount, as specified in the Annual Budget, towards the purchase of staff uniforms and or executive dress to the satisfaction of the Chief Executive Officer.

b. Staff shall be eligible for initial uniform subsidy on satisfactory completion of three months’ probationary period, or as agreed by the Chief Executive Officer.

c. A Corporate name badge is provided for each staff member.

d. In regard to the general deportment of all staff, the wearing of such items as jewellery, body piercing, tattoos, hairstyles etc are to be within generally accepted professional standards and in the event that there is any doubt as to whether or not this meets the standard, the Chief Executive Officer is to have absolute discretion to determine what is acceptable in regard to professional standards.

ADOPTED: COUNCIL 18 MAY 1995
REVIEWED: 19 APRIL 2011

2.12 Protective Clothing

Protective clothing shall be provided to all staff members, the issue of such clothing being in accordance with the requirements of the relevant Occupation Safety and Health Legislation and/or Employee Awards.

ADOPTED: COUNCIL 18 MAY 1995
REVIEWED: 19 APRIL 2011
2.13 Conferences – Study Tours

OBJECTIVE

To determine the nature and extent of the Council’s representation by staff at conferences, study tours, seminars or conventions.

POLICY

1. State and National Professional Conferences

1.1 The Chief Executive Officer and Senior Employees are encouraged to attend the annual State conference (if any) relating to their profession.

1.2 The Chief Executive Officer and Senior Employees are encouraged to attend, biennially, the national conference (if any) relating to their profession.

   Note: Where the Officer’s professional organisation does not convene a State Conference, the Officer is encouraged to attend the corresponding national conference on an annual basis.

1.3 Funds for attendance at State and national professional conferences are to be provided in each annual budget under the provision for staff training.

1.4 The Chief Executive Officer is authorised to approve the attendance of staff at State and national conferences in accordance with the following guidelines:
   a. Budget authority and funding arrangements are to be considered;
   b. The Chief Executive Officer is to ensure that attendance will be beneficial to the officer and to the Shire of Gingin; and
   c. The Officer is to provide a report on the issues, outcomes etc of the conference, with recommendations as appropriate, and the report is to be presented to Council.

2. Other Conferences and Study Tours

Provision is to be made in each year’s Budget for an appropriate sum to cover staff attendance at other conferences and study tours. The Chief Executive Officer may approve or refuse staff attendance at other conferences or study tours.

GOVERNANCE REFERENCES

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POLICY ADMINISTRATION

Review Cycle | Bi-annual | Next Review | 2016
Department | Office of the Chief Executive Officer

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<td>20/05/2014 – Item 11.1.1</td>
<td>Policy amended by deleting reference to conference attendance by elected members. Elected member conference attendance now addressed in Policy 1.29 – Councillors’ Entitlements.</td>
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2.14 Study Leave

(a) Employees may be granted time off with pay and this time should not exceed four (4) hours per week for:

(i) attendance at subjects of approved courses, which are only available during normal working hours;
(ii) to sit for the annual examinations of any approved course of study; subject to the conditions set out in this policy statement.

(b) Approval is conditional, in every case, on:

(i) the course being undertaken on a part-time basis
(ii) the employee completing the equivalent of the first full year of the course
(iii) the course being relevant to the employee’s career with the Shire, and likely to be of substantial value to Local Government
(iv) the employee undertaking an acceptable formal study load in his or her own time which is to be a minimum formal study load of four hours per week
(v) the employee making good progress with his or her studies.

(c) Employees undertaking examinations arising from studies of subjects associated with the normal Local Government duties and which, therefore, are beneficial to the Shire of Gingin and the employee, shall be entitled to be paid time off for such examinations if during normal working hours.

ADOPTED: COUNCIL 18 MAY 1995
REVIEWED: 19 APRIL 2011

2.15 Statutory Advertising

Statutory advertisements shall be placed in “The West Australian” newspaper, and/or Community Newspapers where considered appropriate by the Chief Executive Officer.

ADOPTED: COUNCIL 18 MAY 1995
REVIEWED: 19 APRIL 2011

2.16 Community Services Directory

Administration shall support the compilation of an annual Community Services Directory giving details of the services offered by the Shire, ward boundaries and Councillors, and all the Recreational and other Community Groups registered within the Shire of Gingin.

ADOPTED: COUNCIL 18 MAY 1995
AMENDED: 20 JANUARY 2004
REVIEWED: 19 APRIL 2011
2.17 Distribution of Political Material

No political material from any party may be handed out on Shire Premises, except where those buildings have been hired for the express purpose of a function by that candidate.

ADOPTED: COUNCIL 18 MAY 1995
REVIEWED: 19 APRIL 2011

2.18 Equal Opportunity Act

This Shire of Gingin recognises its legal obligations under the Equal Opportunity Act, 1984, and will actively promote equal employment opportunity based solely on merit, to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, disability, religious, or political convictions.

All employment training with this Shire will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.

All promotional policies and opportunities with this Shire will be directed towards providing equal opportunity to all employees, provided their relevant experience, skills and ability meet the minimum requirements for such promotion.

All offers of employment within this Shire will be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.

This Shire will not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person’s race, colour, language, ethnicity, political or religious convictions, gender, marital status or disability.

The equal employment opportunity goals of this Shire are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

A copy of this Policy 2.18 to be provided to all new employees.

2.18.1 Promotion of Women in Local Government

Statement of Commitment, Goals and Objectives

A. Statement of Commitment

1. We acknowledge that in Local Government women are under represented both as elected members and as senior members of administrations and that their increased participation in both of these arenas should be encouraged.

2. We agree to review our own policies and practices to ensure that no discrimination or impediment exists, and will take action to ensure that barriers to women’s full participation in Local Government are removed.
3. We will work to create and support an environment in Local Government which is harassment-free and that encourages the expression of and respect for a wide range of views.

B. Goals

1. To increase the number of and participation of women in Local Government so that Councils more clearly represent and/or reflect the communities they serve, by

   a) increasing the number of women as elected members and Mayors, and

   b) increasing the number of women as CEO/General Managers, second and third level managers.

C. Objectives

1. To create a Shire and communities where women feel able to fully participate and share their skills, knowledge and experience.

2. To work towards an harassment-free, and participative Shire where opinions and differences are respected.

3. To develop a climate of understanding among Councillors, CEOs/General Managers and senior staff of the need for the initiatives in this Framework and to enlist their support.

4. Where women choose women-only training and networking, to gain acceptance and support of their participation in these activities.

ADOPTED: COUNCIL 18 MAY 1995
ITEM 2.18.1 ADDED BY RESOLUTION: 02.0097 7 MAY 2002
REVIEWED: 19 APRIL 2011

2.19 Smoking:

(a) Smoking is prohibited in the following areas or circumstances:

   • Where there are clear safety considerations including but not limited to:
     • Whilst using or handling flammable, volatile or toxic substances
     • Within storage areas for flammable, combustible or volatile substances
     • Within areas displaying signage
     • Confined spaces such as pits or manholes.
Shire of Gingin Policy Manual

- All Shire owned or leased buildings including but not limited to:
  - Administration buildings, Civic Centre car park, council chambers, libraries, activity and leisure centres, workshops, pound, out station buildings, toilets, sheds, stores, heritage offices, halls and rooftops.
  - Within 10 metres of an entrance or exit to a building, where people may need to pass through smoke or where the smoke could enter the building.
  - Within 10 metres of any windows or air conditioning intakes.
  - All Shire of Gingin owned, leased or rented motor vehicles, passenger vehicles, medium and heavy vehicles, plant and machinery.
  - While attending clients, visitors, service users or serving the public.
  - During paid work time (Employees and contractors may smoke in their designated lunch break).
  - All employees and contractors/consultants that smoke during their designated lunch break are to consider other people. When out of doors and the smoke is affecting a person in the vicinity, the smoker is to move far enough away that the smoke will not come into contact with others.
  - If a smoker is asked to extinguish a cigarette or move away from an area, they will comply with the request.
  - Members of the public should be discouraged from smoking in prohibited areas by means such as “No Smoking” signs, and if necessary be informed of the Shire’s policy and request them not to smoke.

(b) The Shire of Gingin support the introduction of appropriate education programmes to assist smokers in ceasing smoking and also disseminating information on the health affects of smoking.

(c) All levels of staff will actively support this policy.

(d) Suitable and sufficient signs will be provided throughout all buildings and other designated non-smoking areas.
ALCOHOL OR OTHER DRUGS

Employees must not consume or have in their possession any unauthorized alcohol or illicit drugs during working hours. If testing is indicated and required by the Chief Executive Officer, Manager or the staff supervising officer it will be performed by an approved Medical Practitioner and comply with the relevant Australian Standards.

For Cause Testing

Testing may be required to confirm or rule out the presence of alcohol or drugs in the following circumstances:

Following accidents or incidents;

- Following a high potential near miss incident;
- Where an individual’s erratic, unusual or dangerous behaviour raises concern that the employee may be under the influence of alcohol or other drugs;
- Upon the request of any other person in the work place who has reasonable grounds to believe that an individual may be affected by non-authorised alcohol consumption or other drugs, and where the Manager/Supervisor also believes that this may be the case;
- If any evidence is found of possible alcohol or other drug use at work (e.g. drug paraphernalia, alcohol containers on work sites or in vehicles) and a Manager or Supervisor can identify with reasonable certainty those who may have been involved; and
- As a component of a Return to Work Plan where an employee has previously tested positive.

The testing will be at the cost of the Shire of Gingin unless the result of the test is positive. The employee will be responsible for the cost of a positive test. In the event that the employee is found to be unfit to perform their duties, the employee will be required to use accrued entitlement to leave or unpaid leave for all related absences from work including the day of assessment.

A positive alcohol test will be a blood alcohol content of 0.05g/100ml or more.

A test result which reveals a drug concentration higher than the cut-off levels referred to in the current version of AS4308 is deemed to be a positive result.

ADOPTED: COUNCIL 18 MAY 1995
REVIEWED: 19 APRIL 2011
2.20 Corporate Credit Cards

OBJECTIVE

To clearly specify which members of staff are authorised to hold and operate Shire of Gingin corporate credit cards, the limits applicable to each of those members of staff and the internal controls relating to the use of corporate credit cards.

POLICY

The Shire of Gingin operates a corporate credit card for use by Executive Officers for Shire business. The following credit limits are applicable:

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<td>Chief Executive Officer</td>
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<td>Executive Manager Regulatory and Development Services</td>
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<td>Community Emergency Services Manager</td>
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<tr>
<td>Mechanic</td>
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The use of all corporate credit cards is subject to the following controls:

1. Corporate credit cards may not be used to obtain cash advances, over-the-counter cash withdrawals or ATM transactions, or for the purchase of bank cheques, travellers’ cheques or foreign currency.

2. The loss or misplacing of a corporate credit card must be reported to the Executive Manager Corporate and Community Services immediately.

3. All corporate credit cards must be returned to the Executive Manager Corporate and Community Services upon notification of termination of employment, or resignation from the employ of the Shire of Gingin.

4. Cardholders must ensure that their corporate credit card is acquitted within five working days following the end of the calendar month, and that appropriate documentation, including tax invoices, is provided.

5. Corporate credit cards are to be utilised for the purchase of goods and services on behalf of the Shire of Gingin only and may not be used for personal expenditure.

6. Cardholders must ensure that their corporate credit card is maintained in a secure manner to prevent loss, theft or misuse, and that no copies of the full credit card number and expiry date are kept.

7. The Chief Executive Officer reserves the right to suspend a corporate credit card should a cardholder fail to acquit the card in a timely fashion, repeatedly fail to provide tax invoices to support acquittal, or otherwise act in contravention of any part of this policy.
GOVERNANCE REFERENCES

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POLICY ADMINISTRATION

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<td>Amended – CEO’s limit increased to $10,000 and EMFS, EMPES and EMRS added. Previous policy title “Mastercards” changed.</td>
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<td>18/02/2014 – Item 11.1.3</td>
<td>Conditions of use 1-5 incorporated into policy. Position titles updated.</td>
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<td>21/04/2015 – Item 11.1.3</td>
<td>CESM position added with a limit of $2000.</td>
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<td>5.</td>
<td>15/09/2015 – Item 11.1.4</td>
<td>MBS position added with a limit of $2,000</td>
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<td>6.</td>
<td>18/04/2017 – Item 11.4.1</td>
<td>Operations Manager, Mechanic and Lower Coastal Maintenance Officer added with limits of $2,000</td>
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<td>7.</td>
<td>20/06/2017 – Item 11.1.4</td>
<td>Executive Manager Operations amended to Executive Manager Operations – Construction, Executive Manager Regulatory Services, Manager Operations and Lower Coastal Maintenance Officer deleted, Executive Manager Planning and Development, Executive Manager Asset and Building Maintenance Supervisor added. Conditions of use amended.</td>
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<td>8.</td>
<td>21/11/2017 – Item 11.5.1</td>
<td>Townsite Maintenance Supervisor (Upper Coastal) added with limit of $2,000.</td>
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<td>9.</td>
<td>29/11/2017 – by CEO under Del. 1.17</td>
<td>Building Maintenance Supervisor amended to Townsite Maintenance Supervisor (Gingin and Lower Coastal) following change of position title.</td>
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<td>18/01/2018 – by CEO under Del. 1.17</td>
<td>Defunct position of Manager Building Services deleted.</td>
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<td>11.</td>
<td>20/11/2018 – Item 11.5.1</td>
<td>Positions of Townsite Maintenance Supervisor (Upper Coastal) and Townsite Maintenance Supervisor (Gingin/Lower Coastal) deleted.</td>
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<td>12.</td>
<td>06/12/2018 – by CEO under Del. 1.17</td>
<td>Defunct position of Manager Building Services deleted – incorrect version of Policy inadvertantly adopted by Council 20/11/2018 Item 11.5.1.</td>
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2.21 Severance Pay

SECTION 5.50 OF THE LOCAL GOVERNMENT ACT

(a) The purpose of this Policy is to set down the maximum severance payable to terminating employees for the purpose of section 5.50 (1) of the Local Government Act (the “Act”). Note however these severance payments may be exceeded at the discretion of Council subject to any maximum amount prescribed or provided for by regulations in accordance with section 5.50 (3).

(b) A terminating employee is entitled to severance pay and benefits in accordance with:

(i) Any federal or state award or industrial agreement applicable to that employee

(ii) Any applicable provisions within the employee’s contract of employment

(iii) Any applicable award or order made by a federal or state industrial tribunal arising from the circumstances of that employee being specifically brought before that tribunal, subject to any right of appeal

(iv) Where Council so agrees, any recommendation made by a Federal or State Industrial Commissioner arising from the circumstances of that employee being specifically brought before that Commissioner.

(c) Where a dismissed employee has taken, or is proposing to take, litigation for alleged unfair dismissal, Council may decide to settle to avoid expensive litigation. Matters to be taken into consideration by Council as to whether it will seek a settlement and, if so, the extent of any financial offers, may include:

- the strength of the respective cases in any litigation
- the cost of legal advocacy and support
- the cost of witnesses
- the cost of travel and accommodation in running the case
- the cost of having staff tied up in the preparation and hearing of the case
- the disruption to operations.

(d) Redundancy

Redundancy benefits shall be made pursuant to the Shire of Gingin’s Redundancy Policy. This does not preclude the Shire from agreeing to a higher severance benefit where clauses (a) or (b) above apply.

Redundancy benefits are:

(i) A maximum period of notice possible but in any event no less than 4 weeks or payment in lieu of notice to a maximum of 4 weeks.

(ii) Payment of 2 weeks pay.
(iii) Plus 2 weeks pay for each completed year of service with the local government.

(iv) The maximum payable under (ii) and (iii) shall be 26 weeks pay.

(v) Where an employee has been employed with the Local Government for a minimum of 5 years, pro rata long service leave shall be provided if the employee is not otherwise entitled to pro rata long service leave under the Local Government Long Service Leave Regulations.

(vi) All other pro rata entitlements payable under the appropriate award or agreement to a terminating employee.

(vii) Where the employee was originally engaged from a distant location, reasonable relocation assistance may be provided to the place of engagement or another place (at a cost no more than relocation to original point of hire). Relocation assistance will be at Council’s discretion and considered according to circumstances.

(viii) Where the circumstances of a retrenched employee are such that it will be extremely difficult for that employee to find another job, Council may exercise its discretion to provide additional benefits to such employees. In this event details of the total redundancy package for such an employee shall be published in accordance with Section 5.50 (2) of the Act.

Council may decide to settle in a situation where an employee, due to illness or impairment is unable to perform his/her job and there has been mutual agreement that employment must end.

Matters to be taken into consideration by Council in determining the extent of any financial offers may include:

- the length of service
- the conscientiousness of the employee over the past employment
- the value of the employee’s service having regard to position(s) held and the regard given by Council to the employee’s contribution
- the length of time to retirement
- the personal circumstances of the employee including family responsibility, future employment prospects and alternative sources of income
- possible exposure to litigation if the employee was dismissed having regard to obligations of the Shire under the State Equal Opportunity Act, the Commonwealth Disability Discrimination Act and the Commonwealth Workplace Relations Act.
(e) The term “weeks pay” means the normal weekly salary or wage payable to the employee including any penalty rates normally paid but excluding overtime or intermittent payments. The term also includes salary or wages specifically sacrificed for additional non-award benefits but does not include the value of any non-award benefit normally provided for the employee’s position (such as a vehicle in the case of a senior position, the normal superannuation provided to all employees etc).

(f) Nothing in this Policy prevents Council from determining that in special circumstances, terminating employees may be paid additional monies or provided additional benefits where justified. If Council so determines, details of the severance pay and benefits shall be published in accordance with section 5.50 (2) of the Act.

ADOPTED: COUNCIL 18 MAY 1995
REVIEWED: 19 APRIL 2011

2.22 Redundancy

(a) Background

The need for a pro-forma redundancy policy arises because of changes and challenges faced by Local Government:

(i) “Hilmer”, the National Competition Policy, accountability for delivery, cost efficient services demanded by electors, competitive tendering and contracting-out.

(ii) New trends in WA Local Government requiring a re-evaluation of existing structures and services, and ways and means of reacting to demands from the State Government and the electors.

(iii) The possibility of future amalgamations of local governments, splits of existing large Local Governments and changes in boundaries.

(b) Commission TCR Standard

The Commission’s standard award minimum is the so-called “TCR” standard arising from the Full Bench Termination, Change and Redundancy Decisions. Some organisations have recently chosen to apply higher benefits, which have been included in some enterprise agreements. Nevertheless the appropriate award provisions will continue to apply and this policy is to be read in conjunction with the provisions of the Local Government Industry Award 2010.

(c) Consultation

The Local Government will consult employees likely to be affected by any proposed change as to the need for and/or reason for the change and no definite decision will be made until this process has been followed.
Where an employer has made a definite decision that the employer no longer wishes the job the employee has been doing to be done by anyone, and this is not due to the ordinary and customary turnover of labour and that decision may lead to the termination of employment, the employer shall hold discussions with the employees directly affected and with their union or unions.

The discussions shall take place as soon as is practicable after the employer has made a definite to terminate the position, and cover, inter alia, any reasons for the proposed terminations, measures to avoid or minimise the terminations and measures to mitigate any adverse effects of any terminations on the employees concerned.

For the purposes of the discussion the employer shall as soon as practicable provide in writing to the employees concerned and their Union(s), all relevant information about the proposed terminations including the reasons for the proposed terminations, the number and categories of employees likely to be affected and the number of workers normally employed and the period over which terminations are likely to be carried out.

Provided that any employer shall not be required to disclose confidential information, the disclosure of which would be inimical to the employer’s interest(s).

(d) Transfers within the Organisation

(i) Wherever possible and practical, appropriate employees should be offered a transfer to other positions within the enterprise and also offered the necessary and reasonable training to effect a successful transition.

(ii) Where an employee is transferred to other duties for the purpose of avoiding retrenchment and those duties attract lesser rate of pay than the incumbents previous position, the Local Government will make up the difference between the two rates of pay for a period of twelve months (or 2 years in the case of employees covered by clause 6 below). After this time, the lesser rate will apply.

(e) Service Benefits

Where a position has been made redundant and a suitable transfer has not been possible, an employee may be retrenched on the following basis:

(i) A maximum period of notice possible but in any event no less than 4 weeks or payment in lieu of notice to a maximum of 4 weeks;

(ii) Payment of 2 weeks pay;

(iii) Plus 2 weeks pay for each completed year of service with the Local Government;
(iv) The maximum payable under (i) and (iii) shall be 26 weeks pay provided that the severance payments shall not exceed the amount which the employee would have earned if employment with the employer had proceeded to the employee's normal retirement date;

(v) Where an employee has been employed with the Local Government for a minimum of 5 years, pro rata long service leave shall be provided if the employee is not otherwise entitled to pro rata long service leave under the Local Government Long Service Leave Regulations;

(vi) All other pro rata entitlements payable under the appropriate award or agreement to a terminating employee will be paid;

(vii) During the notice period the employee shall be allowed reasonable time off from the job without loss of pay to attend employment interviews or other similar activities to assist the employee find employment.

(viii) Where the employee was originally engaged from a distant location, reasonable relocation assistance may be provided to the place of engagement or another place (at a cost no more than relocation to original point of hire). Relocation assistance will be at Council’s discretion and considered according to circumstances;

(ix) Where the circumstances of a retrenched employee are such that it will be extremely difficult for that employee to find another job, Council may exercise its discretion to provide additional benefits to such employees. In this event, details of the total redundancy package for such an employee shall be published in accordance with section 5.50 (2) of the Local Government Act, 1995.

(x) The term “weeks pay” means the normal weekly salary or wage payable to the employee including any penalty rates normally paid but excluding overtime or intermittent payments. The term also includes salary or wages specifically sacrificed for additional non-award benefits but does not include the value of any non-award benefit normally provided for the employee’s position (such as a vehicle in the case of a senior position, the normal superannuation contribution provided to all employees etc.)

(f) Local Government Boundary Changes, Amalgamations and Break-Ups

(i) Where a restructuring of Local Government boundaries (such as a break up of a Local Government or an amalgamation of Local Governments) results in a surplus of employees, Schedule 2.1 clause 11 (4) of the Local Government Act, 1995 provides for two years guaranteed employment except where employer and employee are able to agree to a mutually acceptable severance package.

(ii) Clauses (c) and (e) above will apply. If a transfer is arranged, the “no reduction” provision in clause (e) (ii) will apply for two years.
(iii) Where a transfer is not possible, retrenchment will be offered on the basis of clause (e) above. Additional benefits may be offered in accordance with clause (e) (ix) in an endeavour to reach a mutually acceptable severance package.

(iv) If agreement on a severance package is not possible, the employee will be offered work for two years on conditions no less favourable than the existing contract of employment.

(v) At any time during the two years additional employment the Local Government and employee may re-open negotiations in an endeavour to reach agreement on a mutually acceptable severance package.

(vi) Where an employee remains in employment for two years pursuant to schedule 2.1 of the Local Government Act, 1995 and is then made redundant, there will be no entitlement to the redundancy benefits provided in Clause (e). Redundancy benefits in accordance with the appropriate award will still apply.

(g) Counselling

(i) Counselling by a professional counselling service shall be available for any employee who has been or is to be retrenched.

(ii) In appropriate circumstances an outplacement service may also be offered. In this event no payment in lieu of such service will be made.

(h) Termination During Notice

An employee who has been given notice of retrenchment in accordance with clause (e) may terminate during the period of notice and shall be entitled to the same benefits and payments as if he/she had remained until the expiry of the notice. Provided that in such circumstances, the employee shall not be entitled to payments in lieu of notice.

(i) Alternative Work

(i) Should the Local Government have made suitable arrangements for alternative employment and the employee is not consequently unduly prejudiced, the additional benefits over and above the appropriate award arising from this Policy shall not apply.

(ii) In addition the Local Government may make application to the Commission to have the award severance pay prescription varied in the case of such an employee according to the particular circumstances.
(j) Exclusions

(i) Benefits provided under this Policy which go beyond the appropriate award shall not apply where employment is terminated as a consequence of conduct that justifies instant dismissal, including malingering, inefficiency or neglect of duty.

(ii) This Policy does not apply in the case of casual or temporary employees who were engaged for a specific time period or for a specific reason or specific task, project or program.

(iii) This Policy also does not apply to an employee engaged on a fixed term contract where the term of the contract expires.

ADOPTED: COUNCIL 18 OCTOBER 1997
REVIEWED: 19 APRIL 2011

2.23 Occupational Safety and Health

The Shire of Gingin regards the promotion of sound and effective Occupational Safety and Health practices as a common objective for the CEO, Managers, Supervisors, Employees and Contractors.

The Policy of the Shire of Gingin is to ensure that every employee works in an environment where direct efforts are made to prevent accidents, injury and disruption to employees’ health from foreseeable work hazards.

The Shire of Gingin acknowledges a duty to achieve their objectives by:

- Providing and maintaining a safe working environment.
- Providing adequate training and instruction to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to eliminate the cause, and reduce the level of risk.
- Conforming with current legislation, regulations, codes of practice, and appropriate national standards; and
- Continuously improve the standard of occupational safety and health for all employees.

Employees have a duty of co-operation in the attainment of these objectives by:

- Working with care for their own safety and that of other employees, contractors and public who may be affected by their acts or omissions.
- Reporting conditions which appear to be unsafe to their supervisor.
- Co-operating in the fulfilment of the obligations placed on their employer.
- Assisting in the investigation and the reporting of any accidents with the objective of introducing measures to prevent re-occurrence.
The Shire of Gingin will provide the time and resources necessary to implement this Policy and maintain regular reviews to ensure this Policy remains relevant to all stakeholders.

The responsibility for implementing the policy rests with the Chief Executive Officer.

The Principal Environmental Health Officer is assigned the authority to act as the Safety Co-ordinator and is responsible for initiating and driving all Safety and Health strategies on behalf of the Chief Executive Officer.

ADOPTED: COUNCIL 18 DECEMBER 1997
REVIEWED: 19 APRIL 2011

2.24 Staff Housing and Maintenance of the Property

Accommodation may be provided for staff, as determined by the Chief Executive Officer, in consultation with the Shire President.

Such determination will be subject to the availability of suitable Shire owned housing.

Staff who have been allocated a Shire owned house will be required to water the lawns and gardens. The front and rear yards are to be mowed as required so that they are neat and tidy and of a reasonable standard. The front and rear yards must be free of disused material and accumulated rubbish.

The Shire will present a Shire house to any new occupant in a clean, fair and reasonable condition internally and externally. All occupiers allocated Shire owned housing will maintain the house in a clean, fair and reasonable state internally and externally, ensuring that the house is not damaged, marked, altered and inappropriately ventilated. Occupiers will also be responsible for the care and maintenance of all fixtures, fittings and chattels which accompany the house from the time they occupy to the time they vacate the house.

The Shire reserves the right to review all Shire owned housing at least annually and more frequently as deemed necessary by the Chief Executive Officer. Any unfair wear and tear, damage, markings, unauthorised alterations and damage caused by inadequate ventilation (ie mould build-up, obnoxious odours etc) will be repaired by the Shire and all costs associated with returning the house to its full and former condition will be borne by the occupant (staff member).

Where there is sufficient evidence that a Shire house is not being maintained in accordance with this Policy, Council reserves the right to review the ‘subsidised weekly rental’ paid by the occupant (staff member), giving 14 days written notice of any increase as deemed necessary by the Chief Executive Officer.

ADOPTED: COUNCIL 17 APRIL 1997
REVIEWED: 19 APRIL 2011
AMENDED: 17 JULY 2012
2.25 Part Pay Out of Accrued Sick Leave in Certain Circumstances

(a) An employee, with five or more years service with the Shire, whose position becomes redundant and who as a result, receives a bona fide redundancy payment/settlement from the Shire, shall be entitled to, in addition to the redundancy payment/settlement, a payment equal to the cash equivalent of one half (½) of the unused portion of sick leave accrued for that period of time he/she was an employee of the Shire of Gingin.

(b) An employee, with five or more years service with the Shire, who has reached the age of fifty five (55) years and who retires from the Shire and such retirement is a bona fide retirement from working life, shall be entitled to a payment equal to the cash equivalent of one half (½) of the unused portion of sick leave accrued for that period of time he/she was an employee of the Shire of Gingin.

ADOPTED: COUNCIL 18 APRIL 1998
REVIEWED: 19 APRIL 2011
2.26 Loss of Driver’s Licence (Shire of Gingin Employees)

OBJECTIVE

To outline the possible outcomes if an employee loses their driver’s licence or if their driver’s licence lapses (or is invalidated) and such licence is needed in order for the employee to satisfactorily perform their duties.

“loss of licence” for the purpose of this policy shall include lapse, cancellation, failure to renew, non-issue of renewal, suspension and cancellation.

POLICY

It is essential that employees maintain certain skills and qualifications in order to satisfactorily undertake their duties.

The need for a valid driver’s licence is one such qualification that is needed in many positions. In the event that an employee loses their driver’s licence, then their ability to perform their duties may be negatively impacted.

The following will apply in all instances of loss of licence by an employee of the Shire of Gingin:

1. Employees are required to notify their supervisor/manager of their loss of licence at the earliest possible opportunity.

2. Any employee who does not hold a valid driver’s licence must not operate any Shire of Gingin vehicle. Operation of a vehicle without a valid driver’s licence is a violation of the law and has the potential to invalidate the Shire’s vehicle insurance policy.

   Employees found to be operating Shire vehicles without a valid driver’s licence will be subject to disciplinary action.

3. Where an employee’s position requires that they hold a valid licence and that employee loses their licence, then the employee’s immediate Supervisor and Divisional Manager, together with the Chief Executive Officer, shall formulate a strategy to deal with the situation based on the individual merits of the case.

   Factors that shall be taken into account include:

   • The extent to which the employee is required to use the Shire’s vehicles in performing the functions of their role;
   • The reasons for loss of licence;
   • Whether alternative duties/suitable vacancies are available;
   • The employee’s length of service, work performance and behaviour record; and
   • The length of time before the employee will gain an extraordinary licence or regain their driver’s licence.

4. The Chief Executive Officer shall be responsible for making the final decision as to whether employment shall continue.
5. The employee must be advised of their right to appeal any decision through the appropriate dispute resolution process.

6. In the event that an employee’s services are terminated, then that person may reapply for employment, should a suitable vacancy be advertised, once they have regained their licence.

7. In the event that an employee is redeployed to an alternative position, then such redeployment shall be in effect only until the employee’s licence is reinstated. However, the Shire may choose to have the employee remain in the alternative position if it is believed that the employee will re-offend during work hours and compromise the Shire’s duty of care to the community.

8. Any employee redeployed to an alternative position following a loss of licence shall receive the relevant rate of pay under their Award for the alternative position for so long as they are incumbent therein.

9. In keeping with the Shire’s duty of care to the community, employees who have previously lost their licence due to a drink/drug driving charge may be required, at the discretion of the Chief Executive Officer, to undergo a breath test before and after the use of a Shire vehicle.

**Alcoholism/Substance Abuse**

In instances where an employee loses their licence due to a drink or drug driving charge, attempts must be made to ascertain whether or not the employee has an underlying behavioural problem.

It is recognised that alcoholism and drug abuse are illnesses which cause socio-economic problems for individuals and the community as a whole. People who suffer from alcoholism or drug addiction require treatment, support and counselling to overcome their addiction.

Employees who believe that the loss of their licence is the result of a problem with alcohol or other substance abuse may be assisted by the Shire to access rehabilitation and counselling. The provision of any assistance of this type is at the complete and total discretion of the Chief Executive Officer.

No employee will be forced to participate in a rehabilitation programme against their will. However, where a substance abuse problem exists, willingness to admit the problem and address the underlying issues may result in more favourable consideration by the Shire with respect to supporting the employee through the transitional period of recovery.

**APPLICATION OF POLICY**

This policy applies to all employees of the Shire of Gingin. All employees must read this policy and be familiar with its contents prior to operating any Shire of Gingin vehicle.

**VARIATION TO POLICY**

This policy may be varied from time to time at the discretion of the Chief Executive Officer.
GOVERNANCE REFERENCES

| Statutory Compliance | N/A |
| Industry Compliance  | N/A |
| Organisational Compliance | N/A |

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2.27 Voluntary Superannuation Contributions

OBJECTIVE

To set out the criteria for the payment of additional superannuation contributions to employees.

POLICY

Preamble

Under the provisions of the Superannuation Guarantee (Administration) Act 1992 (Commonwealth), the Shire of Gingin is obliged to pay a percentage of the ordinary time earnings of its employees (including part-time and casual employees) who are 18 years of age or over, and who are paid $450 (before tax) a month, into a complying superannuation fund or retirement savings account. The compulsory percentage payable is as determined by the Federal Government from time to time.

The Shire of Gingin and its employees may also make additional voluntary contributions to a complying fund or account.

Policy

1. The Shire of Gingin will match voluntary contributions made by all employees on a dollar for dollar basis, up to a maximum of 5%.

2. The Shire’s contribution will be capped at a maximum of 5% for all employees engaged after the adoption of this policy.

3. Unless conditions of employment dictate otherwise, staff employed by the Shire of Gingin before or at the date of adoption of this policy who make a voluntary contribution of 5% will be eligible for the previous Shire contribution of 6% until such time as the compulsory minimum Superannuation Guarantee rate reaches 10.5%. The Shire’s voluntary contribution will then reduce to 5%, in keeping with Part 1 of this policy.

GOVERNANCE REFERENCES

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2.28 Application of the Common Seal to Withdrawals of Caveat

OBJECTIVE

To expedite the clearance of withdrawals of caveat associated with the payment of outstanding monies.

POLICY

The Shire President and Chief Executive Officer (or Chief Executive Officer alone in instances where application of the Common Seal is not required) are authorised to execute Withdrawals of Caveat that have been lodged to secure outstanding monies.

Before executing any Withdrawal of Caveat under this Policy, the Chief Executive Officer must be satisfied that appropriate arrangements have been put in place for the payment of such outstanding monies.

This policy will be superseded in the event that Council resolves to adopt a policy dealing with the execution of documents.

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</table>
OBJECTIVE

To provide for the formal recognition of years of service by Shire of Gingin employees, in accordance with s. 5.50 of the *Local Government Act 1995.*

DEFINITIONS

*Continuous Employment:* includes long service leave, study leave, sick leave and compassionate leave. In calculating an anniversary date for the purposes of applying the policy, the definition does not include periods of leave taken without pay, maternity leave, or any other type of approved leave where the employee remains an employee of the Shire but is not paid for the period of absence by the Shire.

APPLICATION

The policy applies to all permanent part time and full time employees and those who may have, from time to time, been both a full time and part time employee, with the exception of instances where employment is terminated by the Shire as a result of misconduct or unsatisfactory performance of duties on the part of the employee.

No differentiation will be made between part time and full time employment for the purposes of applying the policy. Set terms will apply regardless of whether employment over the term has been on a part time or full time basis.

POLICY

1. **Recognition Upon Resignation or Cessation of Service**
   
a. The following will apply to employees who are leaving the employ of the Shire of Gingin after a period of continuous employment.

<table>
<thead>
<tr>
<th>Years</th>
<th>Payment Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-10 years</td>
<td>$50 (net) for each year of service</td>
</tr>
<tr>
<td>10 years and over</td>
<td>$500 (net), plus $100 (net) for each year served after 10 years to a maximum of $5000 Farewell function to be offered</td>
</tr>
</tbody>
</table>

   i. All payments will be processed through the payroll system and will be subject to tax.

   ii. All payments will be “grossed up” to include any tax payable.

   iii. Payments are not subject to GST.

b. In instances where an employee is forced to retire through ill health just short of their 10 year milestone, then the CEO shall place the matter of a farewell function (if desired) for that employee before Council for consideration.
2. Recognition of Service Milestones

The Shire of Gingin will recognise continuous years of employment beginning at five years and continuing for each subsequent five year period served, as follows:

a. Employees reaching their five, ten and 15 year milestones will be presented with a service badge and certificate by the CEO at a staff morning or afternoon tea.

b. Employees reaching a 20 year milestone or above will be presented with a service badge, certificate and gift (to a maximum value of $250) by the Shire President at the annual Shire Christmas function.

GOVERNANCE REFERENCES

| Statutory Compliance | Local Government Act 1995 s. 5.50 |
| Local Government (Administration) Regulations 1996 – Reg 19A |
| Industry Compliance | N/A |
| Organisational Compliance | |

POLICY ADMINISTRATION

| Review Cycle | Bi-annual |
| Next Review | In conjunction with review of Policy Manual |
| Department | Office of the CEO |

<table>
<thead>
<tr>
<th>Version</th>
<th>Decision Reference</th>
<th>Synopsis</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>17/10/2017 – Item 11.1.1</td>
<td>Policy adopted</td>
</tr>
</tbody>
</table>
2.30 Organisational Structure and Designated Senior Employees

OBJECTIVE

To establish:

- The Chief Executive Officer’s (CEO) role and responsibilities in relation to the Shire’s organisational structure; and
- Those positions designated by Council as Senior Employees for the purposes of s. 5.37 of the Local Government Act 1995 (the Act).

POLICY

1. Organisational Structure (Refer s. 5.2 of the Act)
   a. The CEO shall be responsible for the preparation of an appropriate organisational structure for administering the Shire.
   b. The CEO shall keep the Council informed of changes to the organisational structure.
   c. If the Council is not satisfied that an appropriate organisational structure exists, then the Council shall, by resolution, direct the CEO to establish a structure in accordance with any advice provided by the Council.

2. Senior Employees (Refer s. 5.37 of the Act)
   a. The following positions are classified as “Senior Employees” for the purposes of the Act:
      i. Executive Manager Assets;
      ii. Executive Manager Corporate and Community Services;
      iii. Executive Manager Operations-Construction; and
      iv. Executive Manager Planning and Development.
   b. The CEO is to inform the Council of any proposal to employ or dismiss a Senior Employee.
GOVERNANCE REFERENCES

<table>
<thead>
<tr>
<th>Statutory Compliance</th>
<th>Local Government Act 1995 s. 2.7, s. 5.2, s. 5.37 and s. 5.41</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industry Compliance</td>
<td>Relevant industrial awards and agreements</td>
</tr>
<tr>
<td>Organisational Compliance</td>
<td>N/A</td>
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</table>

POLICY ADMINISTRATION

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<tr>
<th>Review Cycle</th>
<th>Bi-annual</th>
<th>Next Review</th>
<th>Synopsis</th>
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<td>Office of the CEO</td>
<td>In conjunction with review of Policy Manual</td>
<td>New policy adopted.</td>
</tr>
</tbody>
</table>

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<tr>
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<th>Synopsis</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>17/11/2017 – Item 11.1.2</td>
<td>New policy adopted.</td>
</tr>
</tbody>
</table>
3.0 MATTERS RELATING TO FINANCE

3.2 Investments

OBJECTIVE

The objective of the Investment Policy is to invest the Shire of Gingin’s surplus funds with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, and having regard for the local banks, while ensuring that its liquidity requirements are being met.

POLICY

Whilst exercising the power to invest, consideration is to be given to the preservation of capital, liquidity and the return on investment.

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes management of credit and interest risk within identified thresholds and parameters.

- The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash-flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

The investment is expected to achieve a predetermined market average rate of return that takes into account the Shire’s risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

Legislative Requirements

All investments are to comply with the following:

- Local Government Act, 1995 (as amended) – Section 6.14;
- Trustees Act, 1962 – Part III Investments;
- Local Government (Financial Management) Regulations 1996 – Regulation 19, Regulation 19C, Regulation 28 and Regulation 49; and
- Australian Accounting Standards.

Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the Chief Executive Officer (CEO) in accordance with the Local Government Act 1995. The CEO may, in turn, delegate the day-to-day management of the Shire’s investments to senior staff, subject to regular reviews.


Shire of Gingin Policy Manual

Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolio to safeguard the portfolio in accordance with the spirit of this Investment Policy and not for speculative purposes.

Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Shire’s investment portfolio. This policy requires Officers to disclose any conflict of interest to the CEO.

Approved Investments

Without approval from Council, investments are limited to:

- State/Commonwealth Government Bonds with a term of maturity not exceeding three years;
- Fixed term deposits placed with an authorised institution* for a term not exceeding three years; and
- Interest-bearing deposits placed with an authorised institution;

Prohibited Investments

This Investment Policy prohibits any investment carried out for speculative purposes including:

- Derivative-based instruments;
- Principal-only investments or securities that provide potentially nil or negative cash flow; and
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

In accordance with the Local Government (Financial Management) Regulations 1996 Reg 19C, this policy also prohibits the following:

- Deposits with any institution other than an authorised institution*;
- Deposits for a fixed term of more than three years;
- Investment in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- Investment in bonds with a term to maturity of more than three years; and
- Investment in a foreign currency.

*Authorised institution as defined in the Banking Act 1959 (Commonwealth), section 5.

Risk Management Guidelines

Investments obtained are to comply with three key criteria relating to:

a) Portfolio Credit Framework: limit overall credit exposure of the portfolio;
Shire of Gingin Policy Manual

b) Counterparty Credit Framework: limit exposure to individual counterparties/institutions; and

c) Term to maturity Framework: limits based upon maturity of securities.

a) Overall Portfolio Limits

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

<table>
<thead>
<tr>
<th>S&amp;P Long-Term Rating</th>
<th>S&amp;P Short-term Rating</th>
<th>Direct Investment Maximum %</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA</td>
<td>A-1+</td>
<td>100%</td>
</tr>
<tr>
<td>AA</td>
<td>A-1</td>
<td>100%</td>
</tr>
<tr>
<td>A</td>
<td>A-2</td>
<td>100%</td>
</tr>
</tbody>
</table>

b) Counterparty Credit Framework

The Shire of Gingin will invest funds with authorised financial institutions that provide a service to the local community by establishing branches or agencies in the Shire of Gingin. Such institutions must maintain a minimum Standard and Poors rating of A for short term investments.

c) Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints:

<table>
<thead>
<tr>
<th>Overall Portfolio Term to Maturity Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio % &lt; 1 year</td>
</tr>
<tr>
<td>100% Maximum, 40% Minimum</td>
</tr>
<tr>
<td>Portfolio % 1-3 years</td>
</tr>
<tr>
<td>60%</td>
</tr>
</tbody>
</table>

Performance

Performance benchmarks will be as follows:

<table>
<thead>
<tr>
<th>Investment</th>
<th>Performance Benchmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>Cash Rate</td>
</tr>
<tr>
<td>Enhanced/Direct Investments</td>
<td>UBSWA Bank Bill</td>
</tr>
<tr>
<td>Diversified Funds</td>
<td>CPI + appropriate margin over rolling 3 year periods</td>
</tr>
<tr>
<td></td>
<td>(Depending on composition of fund)</td>
</tr>
</tbody>
</table>
Shire of Gingin Policy Manual

Report and Review

A monthly report will be provided to Council in support of the monthly statement of activity. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value. This Investment Policy will be reviewed at least once a year or as required in the event of legislative changes.

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register. Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Shire’s behalf as at 30 June each year and reconciled to the Investment Register.

GOVERNANCE REFERENCES

| Statutory Compliance | Local Government (Financial Management) Regulations 1996 |
| Industry Compliance  | Department of Local Government Guidelines No 19 – Investment Policy |
| Organisational Compliance | N/A |

POLICY ADMINISTRATION

| Review Cycle | Annual | Next Review | 2014 |
| Department    | Financial Services |

<table>
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<tr>
<th>Version</th>
<th>Decision Reference</th>
<th>Synopsis</th>
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<td>1.</td>
<td>1 April 2008 - Item 11.2.2</td>
<td>Policy adopted.</td>
</tr>
<tr>
<td>3.</td>
<td>20 June 2017 – Item 11.2.4</td>
<td></td>
</tr>
</tbody>
</table>
3.3 Donations

All donation requests are to be published in the Information Bulletin. Any Councillor(s) who consider that any further action should be taken, shall bring the matter to Council’s attention by way of “Elected Members’ Motions of which previous notice has been given” or “New business of an urgent nature introduced by decision of meeting”. Further, an allocation shall be included in each year’s budget to meet any request which is considered worthy by Council. Staff to bring matters of special consideration to Council’s attention.

ADOPTED: COUNCIL 18 MAY 1995
REVIEWED: 19 APRIL 2011

3.4 Debt Collection

Debt Collection procedures will be as follows:

Rates:

(a) First Notice – Due date for payment 35 days from date of service.

(b) Second Notice – Issued after the due date for payment. Allows 14 days for payment and services notice that penalty interest will apply.

(c) Refer to Debt Collection Agency for Final Warning – A letter to the landowner is issued requiring payment within seven (7) days from the date of postage.

(d) If no response collection continues with Debt Collection Agency who investigate and pursue the most appropriate form of action. This may involve legal action or coming to an alternative arrangement with the Debtor.

- That any penalty interest accrued on an outstanding rates balance of less than five dollars ($5.00) be written off by the Shire, in accordance with the provisions of Section 6.2 of the Local Government Act, 1995.

- That for a rates assessment with an outstanding balance of between $0 and $200.00 that no legal action be taken against the owner. Further that the owner be advised of the outstanding amount and that they can either choose to pay the debt, or the amount will show on the next rates notice received, accruing penalty interest at the appropriate rate.

- That for a rates assessment with an outstanding balance of greater than $200.00, the matter be referred to the Shire’s debt collecting agency.

None of the above is designed to prevent the Shire from coming to an arrangement with the landowner to make alternative arrangements for payment.

Sundry Debtors:

(a) Issue of Invoice – Invoice is issued requiring payment within thirty (30) days.

(b) Second Notice – Letter requiring payment within fourteen (14) days.
(c) Final Warning – A letter to the landowner is issued requiring payment within seven (7) days from the date of postage.

(d) Refer to Debt Collection Agency – The matter is then referred to the Agency who investigate and pursue the most appropriate form of action. This may involve legal action or coming to an alternative arrangement with the Debtor.

None of the above is designed to prevent the Shire from coming to an arrangement with the landowner to make alternative arrangements for payment.

ADOPTED: COUNCIL 21 MARCH 1996
REVIEWED: 19 APRIL 2011

3.5 Assets – Accounting

Adopt the following Depreciation Rates for the balance of the 2006/07 financial year:

<table>
<thead>
<tr>
<th>Item</th>
<th>Per Annum</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings</td>
<td>2.00%</td>
<td>50</td>
</tr>
<tr>
<td>Furniture and Equipment</td>
<td>15.00%</td>
<td>6.69</td>
</tr>
<tr>
<td>Computer Equipment</td>
<td>33.33%</td>
<td>3</td>
</tr>
<tr>
<td>Electrical Equipment</td>
<td>20.00%</td>
<td>5</td>
</tr>
<tr>
<td>Sundry Plant &amp; (External) Equipment</td>
<td>20.00%</td>
<td>5</td>
</tr>
<tr>
<td>Light Vehicles</td>
<td>25.00%</td>
<td>4</td>
</tr>
<tr>
<td>Heavy Road Plant</td>
<td>10.00%</td>
<td>10</td>
</tr>
<tr>
<td>Trucks</td>
<td>10.00%</td>
<td>10</td>
</tr>
<tr>
<td>Other Sundry Plant Items</td>
<td>20.00%</td>
<td>5</td>
</tr>
<tr>
<td>Paved Roads and Streets</td>
<td>2.00%</td>
<td>50</td>
</tr>
<tr>
<td>Sealed Roads and Streets</td>
<td>4.00%</td>
<td>25</td>
</tr>
<tr>
<td>Footpaths</td>
<td>2.00%</td>
<td>50</td>
</tr>
<tr>
<td>Sewerage piping</td>
<td>1.00%</td>
<td>100</td>
</tr>
<tr>
<td>Water supply piping and drainage systems</td>
<td>1.33%</td>
<td>75</td>
</tr>
</tbody>
</table>

ADOPTED: COUNCIL 18 MAY 1995
AMENDED: COUNCIL 3 APRIL 2007
REVIEWED: 19 APRIL 2011

3.6 Loans – Self Supporting

The following policy applies in respect to self-supporting loans:

(a) Guarantors, legally bound by contract, will be required for self-supporting loans for community groups, clubs or other organisations that are not incorporated, and for non-community groups, clubs or other organisations, whether incorporated or not.

(b) All self-supporting loans will require an agreement to repay loans before the loan funds will be advanced.

(c) The cost of preparation of all legal documentation will be borne by the borrowing organisations.
(d) Clubs or other organisations requiring self-supporting loans will be required to provide financial statements and a Budget, which will demonstrate the Club’s etc ability to repay the loan.

ADOPTED: COUNCIL 18 MAY 1995
REVIEWS: 19 APRIL 2011

3.7 Distribution of Funds to Community and Sporting Bodies Through the Community Sporting and Recreation Facilities Fund

The following guidelines for distribution of funds to Community and Sporting Bodies are to apply.

(a) Fund Objective

Funds from Council may be made available for the following purpose.

Establishment or improvement of playing areas or buildings necessary for the conduct of sport or for community use, to assist community groups in establishing a service or activity seen as a need for the betterment of and improvement to the enjoyment of life within the Community.

(b) Application Procedure

(i) Applications for funds over $2,000 close at the Shire Office at a date determined when the scheme is opened so that Council may consider and prioritise applications before the closing date prescribed by the Department for Sport and Recreation in respect of the Community Sporting and Recreation Facilities Fund.

(ii) Applications for funds under $2,000 may be made at anytime.

(iii) Applicants will need to discuss Local Laws, Town Planning Schemes and Development Policies with Shire Staff.

(iv) Applications should only be made when the applicant group is confident that all the cash that the applicant proposes to contribute will be readily available if a grant is approved.

(c) Land/Site

The land on which the development is proposed should be a Crown Reserve or land owned or vested in the Shire of Gingin.

(d) Limitations

(i) Funds not to be used for equipment, trophies, prizes or expenses (including loan repayments) incurred in the conduct of the sport or in community activities.
(ii) Community and Sporting Bodies must submit an application, where eligible, for Ministry for Sport and Recreation or other Government Grant Aid, for assessment by Council.

(iii) Community and Sporting Bodies must submit an application on a form related to Ministry for Sport and Recreation practice, supported by a brief summary of financial position, own contribution and Program of Time over which planned expenditure will occur.

(iv) Shire employees or equipment may be used in lieu of cash distribution and costed against the relevant Ledger Folio.

(v) All works are to be completed to the satisfaction of the Shire of Gingin.

(e) Voluntary Contributions

The value of work undertaken by volunteers can be included in the local contribution but this value may not exceed one third of the completed value of the project.

The voluntary work should be described and valued at the rate of $20.00 per hour for unskilled labour, $35.00 per hour for skilled labour and $50.00 per hour for professional labour.

(f) General Guidelines

(i) Generally, Shire contributions will be limited to a maximum of one third of the total project cost.

(ii) Applications must be submitted not later than the closing date prescribed by the Department for Sport and Recreation in any calendar year for funds over $2,000 which may be required to assist in financing projects during the course of the following financial year.

(iii) Applications will be acknowledged by the Shire of Gingin.

(iv) The Shire of Gingin reserves the right to consider and allocate funds without the right of appeal.

(v) The Shire of Gingin reserves the right to request further information.

(vi) All monies allocated must be spent and claimed by the 30th June in the financial year for which it was allocated.

(vii) No project requiring funding shall commence without the written consent of the Shire.

(viii) Money granted must be spent on the project allocated.

(ix) No money will be allocated for completed projects.
(x) The Shire of Gingin reserves the right to inspect Reserves and Buildings without prior notification to the respective Committee.

(xi) Council may consider joint funding of Capital works projects with the Department for Sport and Recreation.

(xii) Council may consider applications from Community Groups other than Sporting Bodies.

(xiii) The Shire of Gingin’s contribution to the replacement of large machinery is generally limited to one third of the replacement cost.

(xiv) Applications will be considered at Council’s sole discretion.

(xv) Council reserves the right to set aside all and/or any project for budget consideration.

(xvi) An Asset Replacement Fund must be created for projects that include a DSR requirement for the provision of such funds.

(xvii) Council may at its discretion contribute towards an Asset Replacement Fund.

ADOPTED: COUNCIL 18 MAY 1998
AMENDED: 6 MARCH 2007
AMENDED: 12 MAY 2010
REVIEWED: 19 APRIL 2011

3.8 Environmental Funding Policy – Environmental Allocation Fund

The following guidelines for distribution of Environmental Allocation Funds to community based environmental organisations are to apply.

(a) Fund Objective

Funds from the Shire of Gingin may be made available for the following purpose;

To assist community groups in establishing and implementing environmental betterment initiatives within the Shire.

(b) Application Procedure

(i) Applications for funding from the Shire’s Environmental Allocation Fund close at the Shire Office on 31 March to be considered in the following financial year.

(ii) Applicants are encouraged to discuss potential local laws, Town Planning Scheme and development policy implications with Shire staff.

(iii) Applications should only be made when the applicant group is confident that any additional monies required to complete the project will be available if a Shire grant is approved.
(c) Land/Site

If the applicant body is seeking capital funding for an environmental improvement project the project shall relate to crown reserve or land owned or vested in the Shire of Gingin.

(d) Limitations

(i) Applicant groups, in applying for an environmental Funding Allocation (administration or capital) should provide supporting information in the form of a brief summary of their own financial position, their own contribution and program of time over which planned expenditure will occur.

(ii) Shire employees or equipment may be used in lieu of cash distribution and costs allocated against the relevant ledger folio.

(iii) All capital works undertaken utilising funding from the Environmental Allocation Fund shall be completed to the satisfaction of the Shire of Gingin.

(e) General Guidelines

(i) Generally, Shire of Gingin contributions will be limited to a maximum of 50% of the capital cost of any project. Shire contributions towards administration will be determined on merit.

(ii) Applications must be submitted not later than 31 March for consideration in the following financial year.

(iii) Applications will be acknowledged by the Shire of Gingin.

(iv) Council reserves the right to consider and allocate funds without the right of appeal.

(v) Council reserves the right to request further information.

(vi) All monies allocated must be spent and claimed by the 30 June in the financial year for which it was allocated, unless otherwise approved by Council.

(vii) No capital project requiring funding shall commence without the written consent of the Shire of Gingin.

(viii) Money granted must be spent on the projects allocated.

(ix) No money will be allocated for completed projects.

(x) The Shire of Gingin reserves the right to inspect at any time, works in progress for which an environmental funding allocation has been granted.

(xi) Applications will be considered at Council’s sole discretion.
Council reserves the right to set aside all and/or any project for budget consideration.

ADOPTED: COUNCIL 4 SEPTEMBER 2001
REVIEWED: 19 APRIL 2011
3.9 Purchasing and Ordering of Goods

OBJECTIVE

To clearly specify which members of staff are authorised to issue purchase orders on behalf of the Shire of Gingin and up to what value such purchase orders can relate in accordance with Policy 3.10 Purchasing.

POLICY

That the officers referenced below be authorised to issue orders for the purchase of goods and services relating to the operation of Council as follows:

Up to the value of $100  All staff unless specified otherwise by this policy.

Up to the value of $500  PA to Chief Executive Officer
                        Community Services and Events Officer
                        Governance Officer
                        PA to Executive Manager Regulatory and Development Services
                        Communications and Marketing Officer
                        Coordinator Corporate Planning
                        Assistant Building Surveyor/Administration Support
                        Coordinator Ranger Services
                        Upper Coastal Maintenance Officer
                        Lower Coastal Maintenance Officer
                        Gingin/Lower Coastal Maintenance Officer
                        Building Maintenance Officer
                        Operations Support Officer
                        PA to Executive Manager Corporate and Community Services
                        Environmental Health Support Officer

Up to the value of $3,000  Aquatic Centre Manager
                          Manager Guilderton Caravan Park
                          Townsite Maintenance Supervisor (Upper Coastal/Lower Coastal)
                          Townsite Maintenance Coordinator (Gingin/Lower Coastal)
                          Coordinator Corporate Services
                          Civil Engineering Intern
                          Practice Manager Gingin Medical Centre

Up to the value of $10,000  Principal Environmental Health Officer
                          Community Emergency Services Manager
                          Manager Statutory Planning
                          Coordinator Community Development and Services
                          Shire Mechanic/Depot Controller
                          Coordinator Operations
                          Coordinator Assets/Projects
Shire of Gingin Policy Manual

Up to the value of $50,000  Executive Manager Regulatory and Development Services  
Executive Manager Corporate and Community Services  
Executive Manager Operations  

Up to the value of $250,000  Chief Executive Officer  

GOVERNANCE REFERENCES

<table>
<thead>
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<th>Statutory Compliance</th>
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<tr>
<td>Organisational Compliance</td>
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POLICY ADMINISTRATION

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<td>Financial Services</td>
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<th>Decision Reference</th>
<th>Synopsis</th>
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<td>1.</td>
<td>02/07/2002 – Item 10.6</td>
<td>Policy adopted</td>
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<tr>
<td>2.</td>
<td>16/11/2004 – Item 10.2.4</td>
<td>Assistant Works Supervisor and Swimming Pool Manager added</td>
</tr>
<tr>
<td>3.</td>
<td>20/01/09 – Item 11.2.4</td>
<td>Additional staff authorised to sign cheques</td>
</tr>
<tr>
<td>4.</td>
<td>07/07/2009 – Item 11.2.5</td>
<td>Administrative Assistant to CEO, Health/Building/Planning Administration Officer, Coastal Building and Parks Maintenance Officer and Head Gardener (Playground Inspector) added</td>
</tr>
<tr>
<td>6.</td>
<td>16/08/2011 – Item 11.2.2</td>
<td>Executive Manager Engineering Services’ purchasing limit amended.</td>
</tr>
<tr>
<td>7.</td>
<td>18/10/2011 – Item 11.2.2</td>
<td>Executive Manager Health and Building Services’ PA added, Parks and Gardens Supervisor deleted, Plant Mechanic purchasing limit amended</td>
</tr>
<tr>
<td>8.</td>
<td>17/07/2012 – Item 11.2.5</td>
<td>Authorisation for Maintenance Officers clarified. Reference to CEO deleted from “Up to Value of $50,000”. Reference to Councillors deleted.</td>
</tr>
<tr>
<td>9.</td>
<td>16/04/2013 – Item 11.1.4</td>
<td>Changes made to position titles to reflect organisational restructure. Purchasing authorisation to Shire President and Deputy Shire President for amounts greater than $50,000 deleted.</td>
</tr>
<tr>
<td>10.</td>
<td>20/08/2013 – Item 11.1.3</td>
<td>Executive Manager Planning and Engineering Services replaced by Executive Manager Operations. Executive Manager Financial Services replaced by Executive Manager Corporate and Community Services. Executive Manager Planning and Engineering Services’ PA replaced by PA to Planning. Works Manager deleted. Planning Officer deleted. Manager Statutory Planning and Manager Strategic Planning and Development included with limits of $10,000. Purchasing limit for Shire Mechanic increased to $5,000.</td>
</tr>
</tbody>
</table>

11. 20/08/2013 – Item 11.1.3

12. 20/08/2013 – Item 11.1.3

Executive Manager Planning and Engineering Services replaced by Executive Manager Operations. Executive Manager Financial Services replaced by Executive Manager Corporate and Community Services. Executive Manager Planning and Engineering Services’ PA replaced by PA to Planning. Works Manager deleted. Planning Officer deleted. Manager Statutory Planning and Manager Strategic Planning and Development included with limits of $10,000. Purchasing limit for Shire Mechanic increased to $5,000.
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<th>Version</th>
<th>Decision Reference</th>
<th>Synopsis</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>21/01/2014 – Item 11.1.1</td>
<td>Organisational Development and Planning Officer added authorised to issue purchase orders up to the value of $500. Environmental Health/Technical Officer and Manager Operations added and authorised to issue purchase orders up to the value of $10,000. CEO’s purchasing limit capped at $250,000.</td>
</tr>
<tr>
<td>14.</td>
<td>12/11/2015 – NM9500</td>
<td>Position titles updated – Executive Support Officer to Community Development Officer, Organisational Planning and Development Officer to Coordinator Organisational Planning and Communication, PA to Planning to Health/Building Assistant, Ranger’s Administration Officer to Coordinator Ranger Services, Environmental Health/Technical Officer to Environmental Health Officer, Manager Ranger Services to Community Emergency Services Manager and Community Development and Customer Services Officer to Coordinator Community Services.</td>
</tr>
<tr>
<td>15.</td>
<td>17/11/2015 – Item 11.1.7</td>
<td>Manager Technical Officer added and authorised to issue purchase orders up to the value of $500.00.</td>
</tr>
<tr>
<td>16.</td>
<td>21/06/2016 – Item 11.1.6</td>
<td>Manager IT added and authorised to issue purchase orders up to the value of $3,000.</td>
</tr>
<tr>
<td>17.</td>
<td>18/10/2016 – Item 11.1.2</td>
<td>Manager Lancelin South End Caravan Park added with a purchasing limit of $3,000.</td>
</tr>
<tr>
<td>18.</td>
<td>20/06/2017 – Item 11.1.3</td>
<td>Various amendments to positions and purchasing limits arising from organisational restructure.</td>
</tr>
<tr>
<td>19.</td>
<td>24/08/2017 – NM12174</td>
<td>$500 purchasing limit for Integrated Planning and Business Improvement Officer deleted and replaced by $500 purchasing limit for Coordinator Corporate Planning. $2,000 purchasing limit for Coordinator Corporate Services deleted and replaced with $3,000 purchasing limit in accordance with Council’s resolution of 20/06/2017 (Item 11.1.3).</td>
</tr>
<tr>
<td>20.</td>
<td>15/01/2019 – NM14842</td>
<td>Various position titles amended to reflect organisational restructure.</td>
</tr>
<tr>
<td>21.</td>
<td>22/01/2019 – Item 11.1.3</td>
<td>Specify under “Objective” that purchasing must be in accordance with Policy 3.10 Purchasing. Add $100 purchasing limit for all staff. Add $500 for Environmental Health Support Officer. Add $3,000 purchasing limit for Civil Engineering Intern. Add $10,000 purchasing limit for Coordinator Operations and Coordinator Assets/Projects. Delete $3,000 purchasing limit for Manager Lancelin South End Caravan Park and $10,000 purchasing limit for Engineering Technical Officer.</td>
</tr>
<tr>
<td>22.</td>
<td>16/04/2019 – Item 11.1.4</td>
<td>Add purchasing limit of $3,000 for Practice Manager Gingin Medical Centre</td>
</tr>
<tr>
<td>23.</td>
<td>29/05/2019 – NM15405</td>
<td>Position titles updated – PA Executive Manager Regulatory and Development Services, Communications and Marketing Officer, Executive Manager Regulatory and Development Services, Manager IT Services deleted.</td>
</tr>
<tr>
<td>24.</td>
<td>15/10/2019 – Item 11.1.2</td>
<td>Aquatic Centre Manager purchasing limit amended.</td>
</tr>
</tbody>
</table>
3.10 Purchasing

OBJECTIVE

The objectives of this Policy are to ensure that all purchasing activities:

- demonstrate that best value for money is attained for the Shire;
- are compliant with relevant legislations, including the Act and Regulations;
- are recorded in compliance with the State Records Act 2000 and associated records management practices and procedures of the Shire;
- mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and
- are conducted in a consistent and efficient manner across the Shire and that ethical decision making is demonstrated.

POLICY

1. Policy Statement

The Shire of Gingin (the “Shire”) is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the Local Government Act 1995 (the “Act”) and Part 4 of the Local Government (Functions and General) Regulations 1996, (the “Regulations”). Procurement processes and practices to be complied with are defined within this Policy and the Shire’s prescribed procurement procedures.

2. Ethics and Integrity

2.1 Code of Conduct

All officers and employees of the Shire undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Shire must act in an honest and professional manner at all times which supports the standing of the Shire.

2.2 Purchasing Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire’s policies and Code of Conduct;
• purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
• all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
• any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
• any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

3. Value for Money

3.1 Policy

Value for money is determined when the consideration of price, risk and qualitative factors are assessed to determine the most advantageous outcome to be achieved for the Shire.

As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.

3.2 Application

An assessment of the best value for money outcome for any purchasing process should consider:

• all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery and distribution, as well as other costs such as (but not limited to) holding costs, consumables, deployment, maintenance and disposal;
• the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc;
• financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
• a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
• the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
• purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
• providing opportunities for businesses within the Shire’s boundaries to be given the opportunity to quote for providing goods and services wherever possible.
4. Purchasing Requirements

4.1 Legislative/Regulatory Requirements

The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

4.2 Policy

Purchasing that is $150,000 or below in total value (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 4.5 of this Purchasing Policy.

Purchasing that exceeds $150,000 in total value (excluding GST) must be put to public tender when it is determined that a regulatory tender exemption, as stated under 4.6 of this Policy, is not deemed to be suitable.

4.3 Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);

2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.

3. Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

4.4 Purchasing from Existing Contracts

Where the Shire has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Shire must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

4.5 Purchasing Thresholds

The table below prescribes the purchasing process that the Shire must follow, based on the purchase value:
<table>
<thead>
<tr>
<th>Purchase Value Threshold</th>
<th>Purchasing Requirement</th>
</tr>
</thead>
</table>
| Up to $10,000 | Purchase directly from a supplier using a Purchasing or Corporate Credit Card issued by the Shire, or obtain at least one (1) oral or written quotation from a suitable supplier, either from:  
  - an existing panel of pre-qualified suppliers administered by the Shire; or  
  - a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or  
  - from the open market. |
| Over $10,000 and up to $30,000 | Obtain at least two (2) verbal or written quotations from suppliers following a brief outlining the specified requirement, either from:  
  - an existing panel of pre-qualified suppliers administered by the Shire; or  
  - a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or  
  - from the open market. |
| Over $30,000 and up to $50,000 | Obtain at least two (2) written quotations from suppliers following a brief outlining the specified requirement, either from:  
  - an existing panel of pre-qualified suppliers administered by the Shire; or  
  - a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or  
  - from the open market. |
| Over $50,000 and up to $150,000 | Obtain at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.  
Quotations within this threshold may be obtained from:  
  - an existing panel of pre-qualified suppliers administered by the Shire; or  
  - a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or  
  - from the open market.  
Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained. |
| Over $150,000 | Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed under section 4.60 of this Policy, conduct a public Request for Tender process in accordance with Part 4 of the Local Government (Functions and General) Regulations 1996, this Policy and the Shire’s tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy. |

### 4.6 Tendering Exemptions

An exemption to publicly invite tenders may apply in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.
- the purchase is from a regional local government or another local government;
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth $250,000 or less and represents value for money;
- the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- the purchase is from a pre-qualified supplier under a panel established by the Shire; or
- any of the other exclusions under Regulation 11 of the Regulations apply.

### 4.7 Inviting Tenders Under the Tender Threshold

Where considered appropriate and beneficial, the Shire may consider publicly advertising tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public tender for contracts expected to be $150,000 or less in value, the Shire’s tendering procedures must be followed in full.

### 4.8 Sole Source of Supply

Where the purchasing requirement is over the value of $10,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire is satisfied and can evidence that there is only one source of supply for those goods, services or works. The Shire must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply.
Once determined, the justification must be endorsed by the Chief Executive Officer/Executive Manager, prior to a contract being entered into.

From time to time, the Shire may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

4.9 Anti-Avoidance

The Shire shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of “splitting” the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to tenders and to avoid the need to call a public tender.

4.10 Emergency Purchases

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the Local Government Act 1995. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Shire in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

5. Records Management

Records of all purchasing activity must be retained in compliance with the State Records Act 2000 (WA), the Shire’s Records Management Policy and associated procurement procedures.

For each procurement activity, such documents may include:

- The procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable);
- Procurement planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract;
- Request for quotation/tender documentation;
- Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable);
- Copies of quotes/tenders received;
- Evaluation documentation, including individual evaluators’ notes and clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to respondents notifying of the outcome to award a contract;
- Contract Management Plan which describes how the contract will be managed; and
- Copies of contract(s) with supplier(s) formed from the procurement process.
6. **Sustainable Procurement and Corporate Social Responsibility**

The Shire is committed to providing a preference to suppliers that demonstrate sustainable business practices and high levels of corporate social responsibility (CSR). Where appropriate, the Shire shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Shire’s sustainability objectives.

7. **Buy Local Policy**

As much as practicable, the Shire must:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to potential suppliers.

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

8. **Purchasing from Disability Enterprises**

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on [www.ade.org.au](http://www.ade.org.au). This is contingent on the demonstration of value for money.

Where appropriate, Australian Disability Enterprises may be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

9. **Purchasing from Aboriginal Businesses**

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory published by the Small Business Development Corporation on [www.abdwa.com.au](http://www.abdwa.com.au), where the expected consideration under contract is worth $250,000 or less. This is contingent on the demonstration of value for money.
Where appropriate, Aboriginal businesses may be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses, or businesses that demonstrate a high level of aboriginal employment.

10. Panels of Pre-Qualified Suppliers

10.1 Policy Objectives

In accordance with Regulation 24AC of the Local Government (Functions and General) Regulations 1996, a Panel of Pre-qualified Suppliers (“Panel”) may be created where most of the following factors apply:

- the Shire determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of ‘value for money’;
- the purchasing activity under the intended panel is assessed as being of a low to medium risk;
- the panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Shire will endeavour to ensure that panels will not be created unless most of the above factors are firmly and quantifiably established.

10.2 Establishing a Panel

Should the Shire determine that the creation of a panel would be beneficial, it must do so in accordance with Part 4, Division 3 the Local Government (Functions and General) Regulations 1996.

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the panel.

Panels may be established for a minimum of two (2) years and for a maximum length of time deemed appropriate by the Shire.

Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a panel is to be established, the Shire will endeavour to appoint at least three (3) suppliers to each category, on the basis that best value for money is demonstrated. Where fewer than three (3) suppliers are appointed to each category within the panel, the category is not to be established.

In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Shire must state the expected number of suppliers it intends to put on the panel.
Should a panel member leave the panel, they may be replaced by the next ranked panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the panel.

10.3 Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the panel must prescribe whether the Shire intends to:

i. Obtain quotations from each pre-qualified supplier on the panel with respect to all purchases, in accordance with Clause 0; or

ii. Purchase goods and services exclusively from any pre-qualified supplier appointed to that panel, and under what circumstances; or

iii. Develop a ranking system for selection to the panel, with work awarded in accordance with Clause 0(b).

In considering the distribution of work among panel members, the detailed information must also prescribe whether:

a) Each panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or

b) Work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the panel. The Shire is to invite the highest ranked panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked panel member is to be made and so forth until a panel member accepts a Contract. Should the list of panel members invited be exhausted with no panel member accepting the offer to provide goods/services under the panel, the Shire may then invite suppliers that are not pre-qualified under the panel, in accordance with the Purchasing Thresholds stated in section 4.5 of this Policy. When a ranking system is established, the panel must not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

10.4 Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.
Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must be captured on the Shire’s electronic records system. A separate file is to be maintained for each quotation process made under each panel that captures all communications between the Shire and Panel members.

10.5 Recordkeeping

Records of all communications with panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept.

For the creation of a panel, this includes:

- The procurement initiation document such as a procurement business case which justifies the need for a panel to be created;
- Procurement planning and approval documentation which describes how the procurement is to be undertaken to create and manage the panel;
- Request for applications documentation;
- Copy of public advertisement inviting applications;
- Copies of applications received;
- Evaluation documentation, including clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to applicants notifying of the establishment and composition of the panel such as award letters;
- Contract Management Plan which describes how the contract will be managed; and
- Copies of framework agreements entered into with pre-qualified suppliers.

The Shire is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the contract.

Information with regards to the panel offerings, including details of suppliers appointed to the panel, must be kept up to date, consistent and made available for access by all officers and employees of the Shire.

GOVERNANCE REFERENCES

| Statutory Compliance                                           | Local Government Act 1995 – s.3.57                      |
|                                                               | Local Government (Functions and General) Regulations 1996 – Part 4 |
|                                                               | State Records Act 2000                                   |
| Industry Compliance                                           | WALGA Purchasing and Tender Guide                       |
|                                                               | WALGA Preferred Supplier Arrangements                    |
| Organisational Compliance                                     | Shire of Gingin Code of Conduct                         |
|                                                               | Delegation 2.7 – Inviting Tenders                        |
|                                                               | Delegation 2.8 – Developing Tender Documentation         |
|                                                               | Delegation 2.9 – Accepting or Rejecting Tenders/Quotations|
|                                                               | Delegation 2.11 – Selecting the Next Most Appropriate Tender |
POLICY ADMINISTRATION

Review Cycle: Biennial
Next Review: With Policy Manual Review
Department: Corporate and Community Services

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<td>1.</td>
<td>06/03/2007 – Item 11.2.1</td>
<td>Policy adopted.</td>
</tr>
<tr>
<td>2.</td>
<td>19/01/2016 – Item 11.1.1</td>
<td>Policy amended by adopting updated WALGA model.</td>
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</tbody>
</table>
3.11 Revaluation of Non-Current Assets

The Shire of Gingin reverts to the "cost" basis for measuring of all non-current property, plant, equipment and infrastructure asset's, that was carried at a re-valued amount at the immediately preceding reporting date by deeming the carrying amount of the non-current assets comprising the class to be their cost. This action complies with the requirements on first application of Accounting Standard AASB 1041 "Revaluation of Non-Current Assets.

ADOPTED: COUNCIL 17 SEPTEMBER 2002
REVIEWED: 19 APRIL 2011

3.12 Tourism Allocation Funding Policy

The following guidelines for distribution of Tourism Allocation Funding to tourism or community based organisations are to apply:

(a) Fund Objectives

Funds from the Shire of Gingin may be made available for the following purpose;

To assist Tourist or Community Groups in establishing and implementing tourism initiatives within the Shire.

These initiatives can include, but are not necessarily limited to, promotional campaigns, development of tourist related infrastructure and assistance with the operation of Tourist Information Centres within the Shire.

(b) Application Procedure

(i) Applications for funding from the Shire’s Tourism Allocation Fund close at the Shire Office on 31 March each year, and are to be considered in August the following financial year, after the adoption of the Municipal Budget.

(ii) All applications are to be submitted on the Grant Application Form provided and include all information requested by the Shire.

(iii) Applicants are encouraged to discuss potential local law, town planning scheme and development policy implications with Shire staff when preparing their Grant submission.

(iv) Application’s should only be made when the applicant group is confident and can demonstrate that any additional monies required to complete the project will be available if a Council grant is approved.

(c) Land/Site

If the applicant body is seeking capital funding for a Tourism initiative, the project shall relate to crown reserve or land owned or vested in the Shire of Gingin.
(d) Limitations

(i) Applicant groups, in applying for Tourism Allocation Funding (administration or capital) should provide supporting information in the form of a brief summary of their own financial position, including most recent audited financial statement, a budget for the project including all funding sources and a program of time over which planned expenditure will occur.

(ii) Shire employees or equipment may be used in lieu of cash distribution and costs allocated against the relevant Tourism Allocation Fund.

(iii) All capital works undertaken utilising the Tourism Allocation Funding shall be completed to the satisfaction of the Shire of Gingin.

(e) General Guidelines

(i) Generally, Shire contributions will be limited to a maximum of 50% of the capital cost of any project.

(ii) Shire contributions towards administration will be determined on merit and as a general rule will not be considered.

(iii) Applications must be submitted not later than 31 March for consideration in the following financial year.

(iv) Application’s will be acknowledged by the Shire of Gingin.

(v) Council reserves the right to consider and allocate funds without the right of appeal.

(vi) Council reserves the right to request further information.

(vii) All monies allocated must be spent and claimed by the 30 June in the financial year for which it was allocated, unless otherwise approved by Council.

(viii) No capital project requiring funding shall commence without the written consent of the Shire.

(ix) Money granted must be spent on the projects to which it is allocated.

(x) No money will be allocated retrospectively.

(xi) The Shire of Gingin reserves the right to inspect at any time works in progress for which a Tourism Allocation Funding grant has been approved.

(xii) Applications will be considered at Council’s sole discretion.

(xiii) Council reserves the right to set aside all and/or any project for budget consideration.
(xiv) All applications are to be submitted on the relevant forms provided by the Shire and should include all information requested to be provided.

ADOPTED: COUNCIL 3 DECEMBER 2002
REVIEWED: 19 APRIL 2011

3.14 Land Under Roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which is vested in the Local Government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB1051 - Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits Local Governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits Local Governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Council.

ADOPTED: COUNCIL 2 JUNE 2009
REVIEWED: 19 APRIL 2011

3.15 Playground Policy – Consolidation of Council’s Existing and Future Playgrounds

The following Guidelines are to apply:

Objective:

- The playground policy has been developed by the Shire of Gingin to help manage playgrounds and provide for current and future community needs in an equitable and sustainable manner;

- The Shire is focused on providing high quality, well maintained equipment that complies with current Australian Standards;

- To address the importance of accessibility and walkability to playgrounds, particularly within a local context;

- To promote safe use and enjoyment of public open space and amenities through appropriate siting and design;
To provide clear guidance on the standards of provision, future direction and management for playgrounds;

To recognise and respond appropriately to constraints on the Shire’s resources (environmental, social and economic); and

To ensure that the community’s needs are addressed through community engagement.

Scope:

This policy applies to playgrounds within the Shire of Gingin with play equipment specifically designed for use by children between 3 and 12 years (inclusive).

Policy:

1. Safety and Compliance

Playgrounds are highly used and valued amenities which are predominantly provided for children.

- An annual allocation will be provided for in the Shire’s Budget in order to undertake a regular maintenance/replacement schedule to ensure safe and high quality playgrounds are provided. All playground inspections are completed by accredited Playground Inspectors;

- If there are playgrounds that have equipment which does not comply with the Playground Standards, replacement will be scheduled within the “Playground Plan” and, until that occurs, regular maintenance on the equipment will be undertaken;

- Council’s Ten (10) Year Playgrounds Development Plan will be the guiding document and will be reviewed annually to ensure that playgrounds comply with Australian Standards and are provided in accordance with the Shire’s Playground Policy;

- The Shire will install fencing around playgrounds where, in the Shire’s opinion, they are considered to be in an unsafe location for example, adjacent to major roads;

- Where appropriate and budget permitting, a limestone wall will be provided at the rate of one playground per year until all playgrounds are completed.

2. Playground Consolidation

When considering playground consolidation, the Western Australian Planning Commission’s Liveable Neighbourhood Policy has been taken into regard.

Liveable Neighbourhoods Element 4 – Public Parkland – Policy requirements stipulates:
Most dwellings be located within 400m of a park:

- Larger district and neighbourhood parks located on edge of neighbourhood;
- At least one neighbourhood park per neighbourhood;
- All parks (public open space) landscaped to a minimum standard; and
- Some ovals can be shared with schools.

A “best fit” approach in regard to the above policy is necessary when considering playgrounds in rural areas. (neighbourhood = town/rural residential area)

It is the intention of Council to provide the following:

Rural Residential

One playground/play area adjacent to community facilities (ie halls etc) generally located on suitable community land.

Townsites

A playground be provided within an approximate 400m walkable distance from a residence within a townsite where suitable community land is available.

Where possible preference will be given in order to consolidate multiple playground facilities into a main playground area.

ADOPTED: COUNCIL 20 SEPTEMBER 2011
OBJECTIVE

To clarify the application of concessional rating to rural properties that accommodate both intensive and non-intensive uses.

POLICY

The Shire of Gingin applies a differential rate to rural properties that are used for an “intensive” purpose such as Agriculture – Intensive, Animal Husbandry – Intensive etc.

In instances where there is a combination of intensive and non-intensive uses on a single property, a concession will be calculated by determining the percentage of the property used for intensive use purposes and the percentage used for non-intensive purposes. The percentages so calculated will be applied against the relevant adopted Rate in the Dollar to determine the total rates payable for the property.

It is the responsibility of the property owner to advise the Shire when and if the intensive use is no longer applicable to the property. The split use differential rate will continue to apply until Shire officers have inspected the property and confirmed that the intensive use has ceased.

Submission of a new development application will be required in the event that an intensive use is again proposed for the property.

Exceptions to Policy

This Policy will only apply where:

1. Less than 75% of a property has received Planning Approval for intensive use.

2. In instances where the total combined rates for a split use property exceed the adopted UV Intensive Minimum rate. If the total combined rates are less than the adopted UV Intensive Minimum rate, then the UV Intensive Minimum rate will be applicable.

Application of Policy

This policy will apply to all rural properties with a split intensive/non-intensive use, where Council has granted Development Approval for the intensive use.

Differential rating will be automatically be applied from the date of issue of Planning Approval for an “intensive” use. An Advice Note in this regard will be included in all relevant Planning Approvals issued by the Shire’s Planning Department.
GOVERNANCE REFERENCES

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POLICY ADMINISTRATION

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<td>2.</td>
<td>20/06/2019 – Item 11.1.5</td>
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3.17 Asset Management

OBJECTIVE

To:

• provide a framework for the sustainable management of the Shire’s asset portfolio;
• ensure that an organisation-wide and inclusive approach is taken to asset management; and
• ensure that adequate provision is made for the maintenance and replacement of assets in accordance with the assessed levels of service.

POLICY

Scope

This Policy is intended to provide clear direction on the Shire’s expectations for the sustainable management of its assets and applies to elected members, employees and contractors/consultants engaged by the Shire.

Definitions

The following definitions are relevant to this Policy and are in accordance with the Department of Local Government’s Asset Management Framework and Guidelines document.

“Asset” A physical component of a facility which has value, enables a service to be provided and has an economic life of greater than 12 months.

“Asset Class” Groupings of assets of similar nature and use in a local government’s operations. Local Government asset classes include land, buildings, infrastructure, plant and equipment, information technology and other assets.

“Asset Management” The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.

“Asset Management Plan” A plan developed for one or more assets that combines technical and financial management processes to provide a specified level of service.
One or more documents that outlines how the local government’s asset portfolio will meet the service delivery needs of its communities into the future, enabling the local government’s asset management policies to be achieved and ensuring that asset management is established as part of the local government’s Integrated Plan.

The defined service quality for a particular activity (ie road maintenance) or service area (ie street lighting) against which service performance can be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental considerations, acceptability and cost.

The total cost of an asset throughout its life including costs for planning, design, construction, acquisition, operations, maintenance, rehabilitation and disposal.

The Shire will ensure assets supporting the delivery of services to the community are managed responsibly and cost effectively over their lifecycle and take into consideration community expectations for levels of service (time, quality and value for money).

This policy encourages an organisation-wide approach and commitment to achieving these policy goals. The policy is supported by accurate and current financial details of assets being included within the Long Term Financial Plan.

The Shire’s assets are physical items within the boundaries of the local government and under its control. They include but are not limited to the following asset classes:

- Transport – road and path networks (including car parks, bridges and street furniture);
- Property – land and buildings; and
- General Assets – parks, ovals and reserves, plant, furniture, equipment and tools.

Asset Management Plans will be prepared for each major asset class before 30 June 2013 and will be reviewed and updated annually, or more frequently if required.

An Asset Management Strategy will describe how this Policy will be applied within the Shire and outline the details to be included within Asset Management Plans.

In order to implement this Policy, the Shire commits to the following principles:

- Systematic and appropriate asset management practices will be implemented, including a continuous improvement approach to asset management;
- Impacts on the Strategic Community Plan’s social, economic, environmental and civic leadership objectives will be considered in asset management and asset operational processes;
- Asset Management Plans will be informed by community consultation, financial planning and workforce planning;
• Asset renewals included in adopted asset management plans and long term financial plans will be considered in forming the annual budget estimates;
• Service levels will be identified for all major asset classes in consultation with the community;
• Asset renewal plans will be prioritised based on level of service and ability of the current assets to provide the desired level of service;
• An asset inspection program will be developed to ensure agreed service levels are maintained and to ensure assets are managed, valued and depreciated in accordance with appropriate asset management practices and applicable Australian Accounting Standards;
• Lifecycle costs will be considered in decisions relating to new services and assets as well as upgrading of existing services and assets;
• Major assets will be regularly reviewed to assess their ongoing relevance and contribution to community need;
• Asset management roles, responsibilities and reporting frameworks will be defined;
• Assets may be rationalised where the level of service requirement falls to a sufficiently low level; and
• Training in asset and financial management will be offered for elected members and relevant staff.

GOVERNANCE REFERENCES

<table>
<thead>
<tr>
<th>Statutory Compliance</th>
<th>N/A</th>
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</table>
WA Department of Local Government: *Asset Management Framework and Guidelines* (May 2011)  
Institute of Public Works Engineering Australia (IPWEA): *Asset Management for Small, Rural or Remote Communities Practice Note* (2011)  
| Organisational Compliance | Strategic Community Plan  
Corporate Business Plan  
Long Term Financial Plan  
Asset Management Strategy (NPB7399)  
Asset Management Plans |

POLICY ADMINISTRATION

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<td>1.</td>
<td>21/05/2013 – Item 11.1.1</td>
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3.18 Disposition of Assets

OBJECTIVE

To clearly identify the process by which the Shire of Gingin will dispose of assets (other than land) with a value of less than $50,000 to ensure that such disposal takes place in a fair, equitable and consistent manner.

POLICY

This policy supports Delegation 2.14 Disposition of Assets Other Than Land.

Any proposal to dispose of an asset as outlined in 1. below must be undertaken in accordance with Procedure 3.1 – Disposition Of Assets (Other Than Land) With A Value Not Exceeding $20,000.

1. Disposal of Council-owned assets (other than land) shall be carried out in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Current Market Value of Property</th>
<th>Method of Disposal</th>
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</table>
| $0-$5,000 (exempt from the provisions of s3.58) | • Call for offers of purchase;  
• Holding of a surplus goods sale at the Shire Depot;  
• Donation to a local community group where asset has no commercial value;  
• Sale to the highest bidder through an internal bidding process for staff and Councillors, whereby bids are sealed;  
• Sale to the highest bidder at public auction; or  
• Destruction of the property (recycle where possible). |
| $5,001-$20,000 (exempt from the provisions of s3.58) | • To the highest bidder at public auction;  
• To the most acceptable tender, whether or not it is the highest tender, through a public tender process; or  
• To an external party at market value. |
| $20,001-$50,000 | In accordance with Section 3.58 of the Local Government Act 1995. |
| >$50,000 | The proposal to dispose of property with a value of more than $50,000 must be submitted to Council for approval. |

2. Any proposal to dispose of Council-owned land must be submitted to Council for consideration.
<table>
<thead>
<tr>
<th>GOVERNANCE REFERENCES</th>
</tr>
</thead>
</table>
| **Statutory Compliance** | Local Government Act 1995, s3.58  
Local Government (Functions and General) Regulations 1996, reg 30 |
| **Industry Compliance** | N/A |
| **Organisational Compliance** | Delegation 2.14: Disposition Of Assets (Other Than Land) With A Value Not Exceeding $20,000.  
Procedure 3.1: Disposition of Assets (Other Than Land) With a Value Not Exceeding $20,000 |

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3.19 Fees Relating to Planning and Building Matters

OBJECTIVE

To specify Council’s position with respect to fees payable by certain parties in relation to planning and building matters.

POLICY

Under s. 6.12 of the Local Government Act 1995 (the Act), local governments have the power to waive or grant concessions with respect to any money owed to them, and the Shire of Gingin has a delegation (Delegation 2.2) to the Chief Executive Officer in place in this regard. However, this power only extends to amounts owed under the provisions of the Act.

Planning and building-related fees and charges are established under other pieces of legislation, and therefore Delegation 2.2 does not apply to them. Nevertheless, it is Council’s desire to relieve certain community groups, as far as possible, from the burden of such fees which can be significant.

To that end, Council has adopted the following policy:

1. Fees Payable Under the Planning and Development Act 2005

Under Reg. 52 of the Planning and Development Regulations 2009, a local government may waive or refund, in whole or in part, payment of a fee for a planning service. Neither the Planning and Development Act 2005 or the Planning and Development Regulations 2009 contain a provision for Council to delegate this power.

The Shire of Gingin will waive or refund, as the circumstances dictate, fees for planning services in accordance with the following:

a. Only applications made by a sporting, charitable or other community group which is based within the Shire of Gingin will be eligible;

b. The fee or fees to be waived or refunded must be established under the provisions of the Planning and Development Act 2005 and its associated regulations; and

c. The maximum amount to be waived or refunded is $1,000.

2. Fees Payable under the Building Act 2011

The Building Act 2011 does not contain any provision for a local government to waive fees payable under that legislation.

The Shire of Gingin will therefore refund fees for building services in accordance with the following:

a. Only applications made by a sporting, charitable or other community group which is based within the Shire of Gingin will be eligible;
b. The fee or fees to be waived or refunded must be established under the provisions of the *Building Act 2011* and its associated regulations;

c. Exemption will only apply to that part of the fee retained by the Shire, and not to that part collected as a Building Industry Training Fund levy, or the levy paid to the Builder’s Registration Board of WA. In instances where the building is a Shire of Gingin asset, then these fees will be paid by the Shire;

d. The maximum amount to be waived or refunded is $1,000;

e. Fees shall not be refunded for processed building licence applications that are subsequently cancelled.

**GOVERNANCE REFERENCES**

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<tr>
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Industry Compliance: N/A

Organisational Compliance: N/A

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4.0 LAW, ORDER & PUBLIC SAFETY

4.1 Rewards - Theft/Vandalism

The Shire of Gingin may pay a reward to any person giving any information leading to the direct apprehension and Court conviction of offenders against municipal property.

Such reward will only be paid at the Shire’s discretion if it adopts a report and recommendation submitted by the Chief Executive Officer for approval.

Payment of such reward will not be paid to members of Council, persons employed by this Shire, members of the State and Federal Police Forces or persons otherwise illegally involved in the commission of any act of offence against municipal property.

ADOPTED: COUNCIL 18 MAY 1995
REVIEWED: 19 APRIL 2011
4.2 Bush Fire Control

OBJECTIVE

N/A

POLICY

The Shire of Gingin has established and will maintain a Bush Fire Organisation in accordance with the *Bush Fires Act, 1954* (The Act), in order to provide adequate fire protection of those areas of the municipality within the Bush Fire District and to carry out an ongoing program of hazard reduction having due regard at all times for the preservation of the natural environment.

(a) Bush Fire Advisory Committee

The Shire of Gingin will form a Bush Fire Advisory Committee to advise on Council’s Policies, on matters relating to bush fire prevention, control and extinguishment, as provided for by Section 67 of the *Bush Fires Act, 1954*.

(i) The Shire of Gingin will appoint the number of Bush Fire Control Officers that it deems appropriate to effectively manage the bush fire control operations of the Shire, having due regard for the strategic location of each appointee in terms of the nominated fire service areas, and their various respective skills and/or experience.

(ii) All Bush Fire Control Officer appointments will expire at the Bush Fire Advisory Committee’s June meeting each year.

(iii) Nominations for appointments will be received by the Chief Executive Officer of the Shire of Gingin during the month of May each year.

(iv) Nominations will be accepted by the Shire of Gingin, either in the form of a personal application, or an application signed by two nominators upon advice from Committee or Executive Committee.

(v) During the month of June the Annual General Meeting of the Bush Fire Advisory Committee will be held where the remaining two thirds of the Bush Fire Control Officers will elect the required number of personnel from the applications received and where the Deputy Chief Bush Fire Control Officer or Officers will also be elected. The position of Chief Bush Fire Control Officer is an appointment of the Gingin Shire Council and therefore an election is not necessary.

(vi) Should a vacancy occur during the year, the Committee may appoint a person to fill that vacancy for the remaining portion of that year.

(vii) A quorum shall consist of 50% of members of the Committee.

(viii) Minutes of the Bush Fire Advisory Committee meeting will be presented to Council as soon as practical after each meeting.
Shire of Gingin Policy Manual

(ix) An Executive Bush Fire Advisory Committee will consist of Community Emergency Services Manager/Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer/s and Chief Executive Officer and will meet as required, for the purpose of consolidating information and researching questions raised at Bush Fire Advisory Committee meetings.

(b) Duties of a Bush Fire Control Officer

A Bush Fire Control Officer (BFCO) is a person who has been approved by the Shire of Gingin upon recommendation by the Bush Fire Advisory Committee.

The BFCO’s appointment must be published in a newspaper circulated in the district.

A BFCO has wide powers and is not liable for any damage, loss or injury caused as a result of the exercise of these powers, provided such actions are carried out in good faith.

A BFCO is a voluntary worker who gives his/her time in furthering the aims of fire prevention and control within the Shire.

The only reward is the satisfaction gained in performing a service of the greatest importance to the individual and community.

BFCO duties may range quite considerably from time to time, but the following is an outline of the duties he/she is expected to carry out.

(i) Attend Bush Fire Advisory Committee Meetings and participate in the formulation of Fire Control Policies.

(ii) Issue Bush Fire Permits to various persons for the burning of bush and impress on these people the necessity to abide by the terms as set out on the permit.

(iii) Prevent bush fires and protect life and property in the case of an outbreak of a bush fire.

(iv) Demand the name and address of any person committing an offence against the Act and to report to a Shire Ranger. Any instance of a person refusing to provide his/her name to a Bush Fire Control Officer should be referred to Police or the Community Emergency Services Manager/Chief Bush Fire Control Officer.

(c) Perth/North Region District Officers Advisory Committee (DOAC)

The Shire of Gingin shall be a member of the Perth/North Region District Officers Advisory Committee (DOAC) pursuant to the powers confirmed under section 68 of the Bush Fires Act, 1954. The Shire of Gingin shall nominate one delegate and one deputy each year to represent it on the DOAC.
(d) Volunteer Bush Fire Brigade

Volunteer Bush Fire Brigades will be established and maintained in the various fire areas providing proper and adequate fire protection.

(i) The Shire of Gingin will encourage members of the Volunteer Brigades to participate in training programs offered by the Shire and the Department of Fire and Emergency Services. (Refer to the Shire of Gingin’s Bush Fire Training Policy Appendix “A”.)

(ii) The Community Emergency Services Manager/Chief Bush Fire Control Officer is authorised to approve and record applications for enrolments as Fire Fighting members, without reference to the Bush Fire Advisory Committee.

(iii) The Shire of Gingin shall ensure that Bush Fire volunteers are provided with safe working equipment and the safest work systems practical and to minimise the frequency of accidents and injury. (Refer to the Shire of Gingin’s Policy on Safety and Health relating to Volunteer Bush Fire Fighters - Appendix “B”.)

(iv) Profiles of a Fire Fighter, Brigade Officer, Bush Fire Control Officer, Chief Bush Fire Control Officer. (Refer to the Shire of Gingin’s Profiles of a Fire Fighter - Appendix “C”.)

(e) Hazard Reduction Operations

(i) All hazard reduction operations undertaken by a Bush Fire Brigade shall be authorised by the Shire, in accordance with Council Policy.

(ii) When a fuel-reduction burn is undertaken by a private land owner with an appropriately issued fire permit and the fire escapes from that land, the costs incurred in fighting and extinguishing the fire shall be deemed non-recoverable in the event that all permit conditions have been complied with.

(iii) When a fuel-reduction burn is undertaken by a private land owner with an appropriately issued fire permit and the fire escapes from that land, the costs incurred in fighting and extinguishing the fire shall be deemed recoverable in the event that it can be proven that permit conditions have not been complied with.

(iv) In the event that a fuel-reduction burn is undertaken by a private landowner outside of the restricted period and the fire escapes from the land, cost recovery shall be at the discretion of the Chief Executive Officer on the recommendation of the Chief Bush Fire Control Officer, having regard for the time, place and circumstances which gave rise to the escape of the fire.

(f) Administration

(i) The Shire of Gingin shall enforce the requirements of the Bush Fires Act, 1954.

(ii) The Bush Fire Advisory Committee shall be responsible for administering the provisions of the Act and the Shire of Gingin Bush Fire Policy.
(iii) The Council hereby authorises the Chief Executive Officer, Executive Manager Operations, Manager Operations, Community Emergency Services Manager/Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officers and Rangers, upon request from the Incident Controller of a Bush Fire, to:

- Call out or authorise the use of Shire vehicles, plant or equipment other than that normally used exclusively for fire fighting or control.
- Hire, use or authorise the hire or use of privately owned vehicles, plant or equipment.

(iv) Infringement Notices

Only persons authorised to do so by the Shire of Gingin may issue Infringement Notices for Offences under the Bush Fires Act, 1954 and that authority once given, shall remain in force until such time as it is revoked by the Shire of Gingin.

(v) Withdrawal of Infringement Notices

In accordance with the provisions of Section 59A(5) of the Bush Fires Act, 1954, the Chief Executive Officer and Shire President are Prescribed Officers for the purposes of withdrawing Bush Fire Infringement Notices.

(g) Firebreak Infringement Notices

The Shire of Gingin will give notice by no later than 30 September each year, to all owners or occupiers of land within its district, that firebreaks must be installed on or before the first day of November of each year.

The Shire of Gingin will thereafter give no further notice of its firebreak requirements.

After the first day of November, an Infringement Notice carrying a penalty as per Section 33 of the Bush Fires Act, 1954 may be served on owners or occupiers of land who have not complied with the Shire’s firebreak requirements and compulsory firebreaks may be installed at the owner’s or occupier’s expense.

(h) Fire Occurrence Statistics/Reports

Volunteer Bush Fire Brigades will submit fire reports in the required format to DFES or the Community Emergency Services Manager/Chief Bush Fire Control Officer within 28 days of a fire incident.

(i) Prohibited and Restricted Burning Times

Restricted and Prohibited Burning Periods will be as declared by the Minister for Emergency Services from time to time.
Variations to either prohibited or restricted burning times or conditions may be made by the Community Emergency Services Manager/Chief Bush Fire Control Officer and the Shire President for a period of up to fourteen days at a time. Such variations are to be reported to Council and Bush Fire Control Officers.

(j) **Response to Hazardous Material Spills/Fires**

(i) Hazardous material spills/fires will be attended by Department of Fire and Emergency Services.

(ii) Bush Fire Brigades will assist DFES to extinguish bush fires that are associated with the incident if it is safe to do so.

(iii) Local government will provide resources in the recovery phase.

(k) **Prosecutions and Fire Reports**

Bush Fire Control Officers may recommend prosecution where considered desirable when submitting Fire Reports, with the knowledge they will be called upon to give evidence.

(m) **Firebreaks**

Shire Rangers shall be authorised to approve or reject applications from landowners for reasonable extensions of time in which firebreaks are to be provided and to approve, or reject requests for approval to provide firebreaks in alternative positions. Fire Control Officers are to be consulted in this process.

(n) **Burning Off**

**Sunday Burning:**

The lighting of bush or fires is not permitted on a Sunday at any time during the Restricted Burning period.

**Public Holidays:**

The lighting of fires to burn bush on a public holiday is permitted with the exceptions of Good Friday, Easter Saturday and Easter Sunday, under Section 15 (b) of the Bush Fires Act, 1954.

**Garden Refuse:**

A permit to burn must be obtained for the burning of any garden refuse during the Restricted Burning Period. Garden refuse is not to be burnt in the Prohibited Burning Period.

(o) **Vehicles**

- The Shire of Gingin shall provide and maintain fire fighting appliances and equipment pursuant to the powers conferred under Section 36 of the Bush Fires Act, 1954.
• All Shire fire fighting appliances will be painted in accordance with DFES_Policy.

• Maintenance and repair of all Shire-owned appliances and equipment will be the responsibility of the Shire in conjunction with local brigades.

• All replacement parts or equipment will be purchased on an official Shire Order form.

• The Brigade Captain will submit reports of damage to Shire appliances or equipment to the Shire's mechanic as soon as practicable after the damage has occurred.

• The driver of a Shire fire fighting appliance shall be responsible for bringing to the attention of the Brigade Captain and the Shire's mechanic any defects in the tyres, brakes or other components of that appliance, which in his/her opinion render the appliance un-roadworthy.

• The Brigade Captain will be responsible for:
  (i) Ensuring that the Brigade appliances are serviced and checked on an annual basis by the Shire Mechanic.
  (ii) Ensuring that the battery, tyres, water, oil, fuel extinguishers and connected hoses of the Shires fire fighting appliances are checked on a regular basis.

• Fire fighting appliances allocated to Volunteer Bush Fire Brigades will be stationed at the Brigade Headquarters or other locations nominated in writing by the Brigade and agreed to by the Bush Fire Advisory Committee.

• No fire fighting appliance shall be removed from the Brigade Headquarters or other nominated location by any person without the Brigade Captain or another Officer of the Brigade being advised either verbally or in writing of the intended location of the appliance.

• The Brigade Captain will at all times keep the Bush Fire Advisory Executive Committee informed of any changes of the day-to-day location and operational status of the brigade's appliances.

• The driver of any Shire fire fighting appliances will hold a current driver’s licence of the class appropriate for the appliance being driven and be either:
  (i) A Shire of Gingin employee;
  (ii) A registered member of the Volunteer Bush Fire Brigade; or
  (iii) Any person authorised by the Committee or a Bush Fire Control Officer to do so.

• The driver of a Shire fire fighting appliance shall at all times observe the provisions of the Road Traffic Code, in particular those applying to emergency vehicles.
Fire fighting appliances shall be used for approved official purposes only as detailed in this policy.

(p) **Equipment and Tools**

Each fire unit shall be supplied with such equipment and tools as deemed necessary by the Bush Fire Advisory Committee.

(q) **Safety Clothing and Footwear**

The Shire will require fire fighters to wear protective clothing as recommended in all relevant standards and operating procedures.

(r) **Communications**

- An efficient two-way radio network will be established for fire fighting communications.
- Each Brigade unit will be fitted with such radios as are necessary to maintain contact between other units, the Incident Controller and DFES/DPAW appliances.

(s) **Insurance**

The Shire of Gingin will obtain and keep current a Policy of insurance for fire fighters and equipment as provided pursuant to Section 37 of the *Bush Fires Act, 1954*, and such Policies shall be reviewed annually and will cover personnel, equipment and vehicles whilst engaged on emergency duties such as fire fighting or prevention, training exercises or other activities duly authorised by the Committee.

(t) **Subdivisions**

As part of the rezoning or subdivision approval process, a fire management plan must be submitted by the applicant which identifies the level of fire fighting infrastructure to be provided by the developer/subdivider.

A copy of all Subdivision Fire Management Plans should be referred to the Bush Fire Advisory Committee for comment and approval.
1. **Training and the Bush Fire Organisation**

The Shire of Gingin recognises that volunteer bush fire fighters must be properly trained to perform their tasks in a safe and efficient manner. Responsibilities differ at various levels in the fire organisation and accordingly, the level of skills required to perform related tasks varies also.

The Shire of Gingin recognises that a basic level of skills is required for all members of the organisation.

To ensure that bush fire volunteers are adequately skilled to fulfil these roles, the Shire of Gingin adopts a Training Policy and supports its Brigade Officers in the implementation of same.

The Shire of Gingin accepts that Basic Training for fire fighters is the foundation for future training. Basic training ensures that fire fighters are trained to work in a safe and effective manner and as such, is a pre-requisite for later attendance at Department of Fire and Emergency Services (DFES) Certificate Courses.

2. **Training Fire Fighters**

It is the Shire of Gingin’s Policy that:

a. A training Officer or Officers be appointed to oversee the Shire of Gingin fire fighters; or

   That Bush Fire Brigades appoint an Officer or member of their Brigade as the Brigade Training Officer.

   It will be the responsibility of these Officers to ensure that all fire fighters are trained in basic fire fighting procedures and in the efficient and safe operation of the Brigade’s equipment.

b. The Shire of Gingin will encourage members of Brigades to participate in the training programs offered by DFES.

c. Appointed Training Officers will undertake a Certificate IV in Training and Workplace Assessment course with DFES and will adopt and practise the procedures and standards recommended by DFES.

d. All Training Officers appointed by the Shire of Gingin and/or Brigades will be required to present training to fire fighters throughout the Shire.

e. Safety of Personnel - the person in charge of training shall at all times keep the safety of those personnel under his/her direction as a primary consideration.

f. Council will ensure that appropriate insurance policies/extensions are held to cover volunteers whilst training.
3. **New and Serving Brigade Members - Training Standards**

a. **Trainees (New Members)**

(i) Persons joining a Brigade are classified as Trainee Members.

(ii) A Trainee is a member of a volunteer Bush Fire Brigade who has not completed a probationary period (three months), or the Basic Training Course.

(iii) Trainees should not be engaged in physical fire fighting duties at the fire face and wild fire situations until they have qualified as fire fighters.

(iv) A qualified fire fighter is a volunteer Bush Fire Brigade member who has completed the requisite fire course, their probationary period, and is a minimum of 16 years of age.

b. **Serving Members**

It is the Shire of Gingin’s Policy that:

(i) Serving Brigade members who have not already undertaken formal training courses must satisfy their Brigade Training Officer that they have a level of knowledge and skills at least equal to the Basic Training level.

(ii) Brigade members/Officers likely to be promoted within a Brigade should be encouraged to attend accredited courses conducted by DFES.

(iii) That promotion within the Brigade should be based on experience and accredited training.

(iv) The Shire of Gingin will require its Fire Officers to be trained to a level consistent with rank and role within the bush fire organisation.

c. **Bush Fire Training Committee**

It is the Shire of Gingin’s Policy that:

(i) The Shire of Gingin establish a Bush Fire Training Committee consisting of the Brigade’s Training Officer, together with the Brigade Captain and the Chief Bush Fire Control Officer or Deputy, to advise the Bush Fire Advisory Committee/Council on matters pertinent to the safety and training of volunteer bush fire fighters.

d. **DFES Training Courses**

DFES assists the Shire of Gingin by providing a variety of training courses with defined pre-requisites which address specific skills and knowledge required by the various levels of Brigade members. These courses offer an accredited level of training which recognises a career structure and development program for the volunteer fire fighter.
It is the Shire of Gingin’s Policy that:

(i) This system of formal training is adopted for its bush fire organisation.

(ii) The Shire of Gingin will require DFES Training Courses accreditation as a pre-requisite for the appointment of Fire Control Officer, Deputy Chief Bush Fire Control Officer and Chief Bush Fire Control Officer levels.
APPENDIX B

POLICY ON SAFETY AND HEALTH RELATING TO VOLUNTEER BUSH FIRE FIGHTERS

The Shire of Gingin recognises the extremely valuable contribution to the community made by the Bush Fire Volunteers.

It is the Policy of the Shire of Gingin to ensure that Bush Fire Volunteers are provided with safe working equipment and the safest work systems practical and to minimise the frequency of accidents and injury.

The Shire of Gingin recognises that both the Shire and Bush Fire Volunteers have a responsibility for safety and health.

1. Shire of Gingin Responsibilities

   All practical efforts will be made to:

   a. Instruct Bush Fire Volunteers in the use of safe working equipment.

   b. Ensure provision of safe working equipment.

   c. Encourage the provision and utilisation of a high standard of protective clothing and equipment appropriate to the task.

   d. Ensure provision of adequate first aid facilities.

   e. Investigate any accidents and possible safety and health risks and take appropriate action.

   f. Provide a mechanism for joint Shire/DFES/Volunteer consultation.

   g. Review the effectiveness of Bush Fire Volunteer training, safety and health policies as required.

2. Volunteer Responsibilities

   a. To maintain a reasonable standard of fitness.

   b. To ask senior Officers about safe working procedures.

   c. To identify safety and health hazards and to report these to senior officers.

   d. To observe safe working practices and avoid unnecessary risk.

   e. To understand that each volunteer has a responsibility for their own safety and the need to follow safe working procedures.

   f. To ensure that the correct standard of dress is worn and to make proper use of personal protective equipment whenever necessary and when required to do so.
The Shire of Gingin acknowledges that the occupational risks inherent in fire fighting and other emergency duties undertaken by Shire Fire Volunteers are significant and the probability of serious injury is high. Strict adherence to safety guidelines and procedures in these circumstances is not always possible. However, it is the intention of the Shire of Gingin to develop and implement safety and training policies to minimise the occurrence of injury to Bush Fire Volunteers, both on the fire ground and in the performance of all other duties.
APPENDIX C

PROFILE OF A FIRE FIGHTER

1. At all times, Brigade members engaged in training, fire suppression, hazard reduction or any authorised activity must be in accordance with the Brigade’s constitution/objectives and Local Authority Policy.

2. Brigade members have a responsibility in the manner they present, conduct or represent themselves or their Local Authority, not only to themselves but to their fellow members, their families and members’ families.

3. All Brigade members have a duty of care to their fellow members to ensure that they are in good health and physically fit to carry out the task allocated to them so that their actions will not jeopardise the safety of fellow members.

4. They will endeavour to promote the Brigade’s objectives and to participate in fuel reduction and training programs to the desired level within the Brigade and in accordance with their role in the Brigade.

5. Brigade members should set an example to their community by their dedication to fire protection. Their home/land should be an example to the community and the fire station should be an extension of their home.

6. The Bush Fire Brigade member has a valuable contribution to make to the Brigade and community and thus has a commitment/responsibility to Local and District fire protection.

7. All Brigade members must acquaint themselves with the Shire of Gingin’s Bush Fire Brigades Local Law 2004 and this Policy.
APPENDIX D

PROFILE OF BUSH FIRE BRIGADE OFFICERS

The Captain

1. Is in charge of all fire fighters and members of the Brigade.
2. Is responsible for the safety and well being of all personnel under the Captain’s control at any time when involved in any activities whilst representing the Brigade and the Local Authority.
3. Has a responsibility to ensure the standard of equipment is maintained at a high level of proficiency and in a safe manner.
4. Is responsible for the coordination of Brigade resources in fire-related matters.
5. Shall be seen as a leader with demonstrated skills and with the capability to delegate tasks to ensure the proper running and maintenance of the Brigade and its objectives.
6. Is required to have an intimate knowledge of the Brigade’s area of responsibility, including high risk areas, firebreaks, access, water supplies and major landowners and land vestings.
7. Is required to have a knowledge of the special abilities of Brigade members and to be able to coordinate these skills and abilities to the benefit of the Brigade and its members.
8. Shall have a demonstrated ability to liaise with adjoining Brigades and to operate the Brigade under the direction of a Fire Control Officer to ensure best use of the Brigade and its resources.
9. Is required to assume the duties and responsibilities of a Fire Control Officer in the absence of the Fire Control Officer.
10. Is responsible for adequate training of members as per Council’s Training Policy.

Lieutenants

1. Are responsible for the crew and fire equipment in their charge.
2. Will assume the duties and responsibilities of the Captain in order of seniority in the Captain’s absence.
3. Are required to carry out any instruction given directly by the Captain, or in the Captain’s absence, the Fire Control Officer.
4. Are required to ensure that the crew present themselves in a safe manner and act in a safe manner so as not to endanger members of the crew.
APPENDIX E

PROFILE OF A BUSH FIRE CONTROL OFFICER

Duties

The main duties of a Bush Fire Control Officer relate to fire prevention. The Fire Control Officer is the Officer through whom Local Government works to control the use of fire appliances, certain machinery and operations at the times of the year when there is a high probability of bush fires.

The Bush Fire Control Officer can impose limitations, conditions and restrictions on these activities by issuing permits, requisitions or through verbal communication.

In all cases, the Fire Control Officer works in close contact with the public, frequently in an enforcement role. At other times, the Fire Control Officer imposes conditions on activities that may become more onerous to carry out. The Fire Control Officer also has an advisory function on general fire safety.

In carrying out their duties, Fire Control Officers have the power of entry onto land or into buildings, an activity that may be construed by some as an invasion of privacy.

In fire suppression, the duties of a Fire Control Officer involve the direction of volunteers and brigades. The Fire Control Officer is responsible for tactical decisions that would involve life and property and has wide powers when involved in fire fighting.

In all duties, Officers are subject to Shire of Gingin direction, control and possible limitation of powers conferred by the *Bush Fires Act*, 1954.

Experience and Temperament

Bush Fire Control Officers must have experience in dealing with the public, as they are in charge of situations and issues which may become contentious.

To maintain their position, they must have a good working knowledge of Bush Fire legislation and the fundamentals of bush fire prevention work and fire behaviour.

Fire Control Officers must have an even temperament, as they may be called to deal with provocative situations. However, at the same time they must have sufficient strength of character to maintain their ground.

In fire suppression, a working knowledge of legislation as it relates to powers of Bush Fire Control Officers is essential, as is a knowledge of fire suppression techniques, preferably gained by experience from the grassroots upwards.
Officers must be trusted and respected by Brigade personnel if they are to be their leaders. They must command obedience and respect and must be capable of positive action. They must have a clear understanding of their role and their relationship to the Shire of Gingin, i.e., they are required to carry out fire protection work as the Shire of Gingin directs.

In looking for a Fire Control Officer, you would look for:

a. A person of integrity.

b. A reasonable educational background.

c. Steady and reliable character.

d. A person willing to take as well as give orders.

e. A high sense of responsibility.

f. Relevant fire experience.

Persons selected to be Fire Control Officers must be physically fit, particularly if there is to be an accent on fire suppression.
APPENDIX F

PROFILE OF A CHIEF BUSH FIRE CONTROL OFFICER

Duties

The Chief Bush Fire Control Officer (CBFCO) is the most senior Fire Control Officer appointed by a Municipality. The CBFCO has all the powers and responsibilities conferred on Bush Fire Control Officers by the Bush Fires Act, 1954 and Regulations.

The CBFCO is a source of appeal where the issue of a permit has been refused.

As the most senior member of a Local Authority bush fire organisation, the CBFCO may take overall charge of fire fighting in the Municipality. The CBFCO is expected to assume the role of leader, guide and mentor to more inexperienced Bush Fire Control Officers and the bush fire organisation in his/her area.

The CBFCO provides coordination between the various parts of the organisation, as well as between Municipalities and other fire suppression agencies.

Experience and Skills

The qualifications relevant to Bush Fire Control Officers apply equally to the Chief Bush Fire Control Officer. As the Senior Officer, leadership skills must be recognised and accepted by his/her peers, and their respect must be commanded.

In effect, the Chief Bush Fire Control Officer is the Manager of the local bush fire organisation and, as such, must have considerable managerial skills and a wide knowledge of the fire organisation in the Municipality.

Relationship with the Authority

The Chief Bush Fire Control Officer must enjoy the confidence of his/her Local Authority and have adequate authority (or access to it) to use Shire resources and/or funds when fires may warrant such action.

While the choice of Bush Fire Control Officers can be influenced to a large degree by Brigades and volunteers, the choice of Chief Fire Control Officer is an important decision which properly lies with Council.

GOVERNANCE REFERENCES

<table>
<thead>
<tr>
<th>Statutory Compliance</th>
<th>Bush Fires Act 1954</th>
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<tr>
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| Organisational Compliance | Shire of Gingin Bush Fire Brigades Local Law 2004  
Delegation 3.1 – Bush Fires Act 1954 – Variation of Prohibited and Restricted Burning Times  
Delegation 3.2 – Bush Fires Act 1954 – Prosecution of Offences  
Delegation 3.3 – Bush Fires Act 1954 – Issuing Infringement Notices  
Delegation 3.4A – Bush Fires Act 1954 – Appointment of Bush Fire Control Officers |

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# POLICY ADMINISTRATION

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**Review Cycle**

- Bi-annual

**Next Review**

- 2017

**Department**

- Operations
4.3 Contribution to Legal Fees - Volunteer Fire Fighters

4.3.1 That the Shire President and Chief Executive Officer be granted Delegated Authority to approve expenditure to a maximum of $2,500.00 per volunteer fire fighter, to assist all volunteers to engage legal representation, if required, during the conduct of any Police investigation into matters arising from fire fighting within the Shire of Gingin.

4.3.2 To limit the offer of financial support until any official findings are forthcoming from any Police investigation, and further financial support be subject to individual Council resolution, if necessary.

4.3.3 State, for the public record, the basis for this decision as being primarily support for the members of all Volunteer Fire Brigades whilst engaged in the fighting of fires.

ADOPTED: COUNCIL 18 MARCH 2003
REVIEWED: 19 APRIL 2011

4.4 Trading Activities Within Lancelin Foreshore Reserves

1.0 Policy Area

This Policy applies to Lancelin Foreshore Reserves.

2.0 Policy Objectives

This policy will:

- Maximise safety for beach users;
- Ensure only approved traders are permitted to operate from the Shire of Gingin’s Lancelin foreshore reserves;
- Minimise disruption to beach users;
- Provide a guideline for the processing of trading applications; and
- Minimise conflict between different traders.

3.0 Policy Statement

3.1 General Standards

3.1.1 Licence conditions for Surfing, Windsurfing and Kite-surfing Trading Activities.

- Approval of the Trading Permit is to be reviewed on an annual basis.

- The operator is required to hold Public Liability Insurance coverage of a minimum of $10 million. A Certificate of Currency shall be deposited with the Shire at the time of payment of the annual fee. The Insurer must be registered with Australian Prudential Registration Authority (APRA), or as approved by the Shire of Gingin.
• Surfing Coaches must possess relevant Coaching Certificates as required by Surfing Australia or international equivalent. Windsurfing Coaches must possess relevant Coaching Certificates as required by the Australian Yachting Association or international equivalent. Kite-surfing Coaches must possess relevant Coaching Certificates as required by the Australian Kiting Association or international equivalent.

• A Permit holder must possess all necessary safety training as required by the governing body of the relevant activity. Where a trading business is not covered by a relevant governing body, the applicant must obtain a Senior First Aid Certificate inclusive of current CPR qualifications, which shall remain current throughout the operation of the venture, if so directed by the Local Government.

• The operation must not in any way obstruct either vehicular or pedestrian traffic along the Foreshore Reserve where public access is permitted.

• The vehicles, trailers and all associated equipment are to be removed from the Reserve daily and stored off site.

• The Trader shall comply with, but not be limited to, the provisions of the Shire’s Local Laws relating to Activities in Thoroughfares and Public Places and Trading Local Law (2004).

• At no point shall the business encroach into any sun-sheltered areas provided for the general public.

• The Shire of Gingin accepts no responsibility for any loss, damage or otherwise, which may occur as a consequence of this approval.

• Signage, if any, shall comply with the Shire of Gingin Local Law relating to signs.

• The Permit provides no exclusive rights to any area of the Foreshore Reserve.

• If, in the opinion of the Local Government, the Permit holder does not utilise, or substantially utilise, the Permit issued, the Local Government reserves the right to revoke the Permit at any time or to refuse renewal.

• Surfing Instructor to student ratio to be no more than 1:8 in the water.
• Kite-surfing Instructor to student ratio to be no more than 1:2 for Level One instructors and 1:4 for Level Two instructors in the water.

• Windsurfing Instructor to student ratio to be no more than 1:6 in the water.

• During the months of November to April, the total number of students allowed for each Coaching Permit is 32 for Surfing, 18 for Windsurfing and 12 for Kite-surfing.

• The Permit holder is to provide all necessary first aid and rescue equipment as required by the governing body of the relevant activity.

• Sub-letting of Trading Permit is not allowed.

• Transferring of Permits shall comply with Part 7.8 of the Shire of Gingin’s Activities in Thoroughfares and Public Places and Trading Local Law (2004).

• Operations are not to be conducted within 50m either side of the Lancelin Back Beach Pedestrian access.

• A Permit holder is to produce to an authorised person, his or her permit, immediately upon being required to do so by that authorised person.

3.1.2 Fees and Charges.

Fees and charges for Trading Permits shall be as approved in the Shire of Gingin Municipal Budget for each financial year.

3.1.3 Criteria

All applicants for Surfing, Windsurfing and Kite-surfing Coaching operations shall be required to prepare a Management Plan addressing the following criteria:

• Previous coaching experience;
• Safety of students;
• Safety of Public;
• Compliance with relevant Shire of Gingin Local Laws and Policies; and
• Sound customer service and public relations skills.

3.1.4 Number and Type of Permits relating to Surfing, Windsurfing and Kite-surfing

Permits for Surfing, Windsurfing and Kite-surfing Coaching and Hire operations may be approved by the Chief Executive Officer in consultation with Ward Councillors as follows:
Precinct 1  Nil
Precinct 2  2 x Kite-surfing Permits
Precinct 3  Nil
Precinct 4  Nil
Precinct 5  Nil
Precinct 6  2 x Windsurfing Permits
Precinct 7  Nil
Precinct 8  3 x Surfing Permits

3.1.5 Trading Permits for other beach related activities may be approved by the Chief Executive Officer in consultation with the Ward Councillors.

3.1.6 In respect to permits issued under this Policy, an Advice Note shall be incorporated in the Permit confirming that there may be conditions imposed under other prevailing State Legislation for which the permit holder shall have proper regard.

ADOPTED: COUNCIL 6 DECEMBER 2005
REVIEWED: 19 APRIL 2011

4.5 Handover Policy for Non Sporting Use of Football/Cricket Recreation Oval

That a handover be conducted at the conclusion of any event in which a Recreation Oval or Sporting Ground has been used for a non-sporting purpose, in order to determine the condition of the Grounds and as to whether, or not, the responsible party is to repair any damages. A Council, Gingin Recreation Group and responsible party representative must be present at any such handover.

ADOPTED: COUNCIL 1 JUNE 2010
REVIEWED: 19 APRIL 2011
OBJECTIVE

The purpose of this policy is to:

- Provide direction for responding to shark attacks and shark sightings, as well as the broader approach to safety warnings and information provided to the public.

- Guide the administration of the Shire of Gingin Local Government Property Local Law 2004, under which a sign may be erected to regulate, prohibit or restrict specific activities on the beach or in the water and the giving of directions to swimmers to leave the water if a shark is suspected of being in the vicinity of the beach.

- Provide a manageable response from a practicable and resource capacity perspective, while also giving the public the option of making an informed decision about personal safety with regards to entering the water after a confirmed shark sighting / attack.

POLICY STATEMENT

The Shire of Gingin is committed to providing a safe and welcoming place for residents and visitors.

The Shire’s actions will be guided by the following considerations:

- Warning the public and closing beaches is a strategy to reduce the likelihood of shark human encounters however complete protection from sharks can never be guaranteed.

- Sharks are very mobile and are capable of travelling large distances in a short period of time.

- Authorised Persons should access credible information to inform response strategies – primarily from Water Police.

SCOPE

This policy applies to beach areas under the care, control and management of the Shire, excluding privately owned land and land under the jurisdiction of State or Federal departments or instrumentalities.

RESPONSIBILITY, REVIEW POSITION AND DATE

This policy must be reviewed every two years.

Responsibility of this policy rests with the Chief Executive Officer and Executive Management Team. Responsibility of the implementation of this Policy is Planning and Development (Ranger Services).
ASSOCIATED DOCUMENTS

The following procedures, references and/or guidelines support this policy:

- 4.1 Beach Closures Procedure

DEFINITIONS

Key terms and acronyms used in the policy, and their definitions:

- **Authorised Person** means a person authorised by the local government under section 9.10 of the Local Government Act for the purpose of administering the Shire of Gingin local laws.

- **District** means the district of the local government.

- **Confirmed Shark Sighting** means a shark sighting reported to the Shire by the WA Government Shark Monitoring Network.

- **Community**: A specific geographical area, professional associations, a group with common interest, or even individuals who provide services to a specific location (Australian Safe Communities Foundation 2012).

- **Shark Threat**: in the context of this document, this implies that a shark has been sighted and/or a shark attack has taken place.

GOVERNANCE REFERENCES

<table>
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<tr>
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<th>Local Government Act 1995 s. 2.7(2)(b)</th>
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<td>1.</td>
<td>18/12/2018 - Item 11.2.3</td>
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5.0 HEALTH

5.1 Rubbish Services to Club Premises

Local clubs which lease or are licensed to use and occupy premises on Shire land will be required to meet the cost of a rubbish removal service provided by the Shire or its contractors over and above one 240 litre mobile garbage bin, which will be initially supplied by the Shire and serviced.

ADOPTED: COUNCIL 18 MAY 1995
REVIEWED: 19 APRIL 2011
6.0 TOWN PLANNING AND DEVELOPMENT

6.1 Acceptance of Management Orders by the Shire Over Foreshore Reserves

Management responsibility for reserves created under S.152 of the Planning and Development Act 2005 as a consequence of subdivision will only be accepted by the Shire if the reserve:

(a) Is accessible by an already constructed road that, in due course, will be linked into the existing local road network; or

(b) As a consequence of subdivision is provided with a road by the developer that is linked into the existing local road network; or

(c) Is located within the boundaries of a gazetted townsite; or

(d) Will provide a beneficial extension to an area of land already owned or managed by the Shire of Gingin.

Note: Notwithstanding any other Policy provision, where, in the public interest, the protection of the foreshore is deemed appropriate the Council may, at its discretion, accept a foreshore reservation.

ADOPTED: COUNCIL 18 FEBRUARY 1999
REVIEWED: 19 APRIL 2011

6.2 Land Clearing – Manner for Dealing With Applications to Clear

1.0 Policy Area

This Policy relates to all “Rural” zoned land within the Shire of Gingin.

2.0 Purpose

The purpose of this policy is to provide definitive parameters to assist Shire staff in responding to the Department of Environment and Conservation in relation to Applications to Clear Native Vegetation, without the requirement for all such applications to be referred to Council.

3.0 Policy Provisions

1. In order to satisfy the purposes of this policy, the following general protocols shall prevail:

(a) Where a referral is received from the Department of Environment and Conservation in respect to a land clearing proposal and such land clearing is to facilitate a land use which is “as of right” under the provisions of Town Planning Scheme No. 8, the Chief Executive Officer be authorised to respond to such application raising no objection.
(b) Where a referral is received from the Department of Environment and Conservation in respect to a land clearing proposal which is intended to accommodate a land use which can be approved under delegated authority, the Chief Executive Officer be authorised to respond to the clearing application, but only to the extent that the clearing application is necessary to accommodate a development the subject of an application for Planning Consent.

(c) Where a referral is received from the Department of Environment and Conservation in respect to a land clearing proposal which is intended to accommodate a land use which can be approved under delegated authority, the Chief Executive Officer be authorised to respond to the clearing application, but only to the extent that the clearing application is necessary to accommodate a development the subject of an application for Planning Consent.

2. Where a referral is received from the Department of Environment and Conservation in respect to land clearing which relates to an unapproved land use, the Chief Executive Officer be authorised to advise that the application for land clearing is premature in the absence of such a land use approval.

3. In the event that an application for Planning Consent necessitates the clearing of land and the land in question has, in the opinion of staff, significant live standing vegetation which may be worthy of preservation, the Chief Executive Officer will, prior to exercising his authority, liaise with the Shire President and relevant Ward Councillor (s) to secure a political perspective in respect to the proposal.

4. In the event that the political perspective suggests that the vegetation in question is worthy of preservation, regardless of whether the proposed land use is otherwise permitted, the application for Planning Consent and/or the application for clearing shall be referred to Council for a formal decision.

ADOPTED: COUNCIL 7 DECEMBER 2004
REVIEWED: 19 APRIL 2011
7.0 ENGINEERING

7.1 Crossover Subsidy

7.1.1 Gross Rental Value (GRV) Rated Properties

Half the cost of a standard three metre wide vehicle crossing, placed from road pavement to the front boundary alignment of a private property will be met by the Shire of Gingin up to a maximum of $250.00 on a dollar for dollar basis, provided that it is the first constructed on that lot and application is made within four years of the completion of a dwelling or commercial premises on a vacant lot. The remaining cost is payable by the landowner.

This contribution is made on the condition that it is the first such crossover constructed to service any subdivided townsite lot, or group of contiguously rated townsite lots, and that the crossover is not related to a subdivision or planning development application, in which case the property owner/developer is responsible for all construction costs associated with the crossover.

7.1.2 Rural or Unimproved Value (UV) Rated Properties

Half the cost of a standard three metre wide vehicle crossing, placed from road pavement to the front boundary alignment of a private property will be met by the Shire of Gingin up to a maximum of $250.00 on a dollar for dollar basis.

This contribution is made on the condition that it is the first such crossover constructed to service any subdivided rural lot, or group of contiguously rated rural lots, and that the crossover is not related to a subdivision or planning development application, in which case the property owner/developer is responsible for all construction costs associated with the crossover.

With respect to Policy 7.1.2, no payment shall be made retrospectively.

ADOPTED: COUNCIL 1 OCTOBER 2002
REVIEWS: 19 APRIL 2011
7.2 Playground Equipment

All playground equipment purchased by the Shire of Gingin, donated or supplied on a joint venture basis and constructed on Shire owned or controlled land, shall be according to the Australian Standards Association Playground Equipment for Parks, Schools and Domestic Use.

The Chief Executive Officer may order the immediate removal of any item of equipment that is non conforming and/or dangerous, and shall have the authority to remove any item of play equipment and have it placed in the Shire’s Depot if the order for its removal is disregarded.

ADOPTED: COUNCIL 18 MAY 1995
REVIEWED: 19 APRIL 2011

7.3 Removal of Flora, Firewood Etc.

The Chief Executive Officer shall be responsible for the approval or rejection of all requests received for the removal of mature flowers, cuttings, seeds, plants, firewood from dead trees or those that are programmed for removal on Shire owned or managed land.

ADOPTED: COUNCIL 18 MAY 1995
REVIEWED: 19 APRIL 2011

7.4 Road Verge Development Criteria – Urban Areas

The Shire of Gingin’s policy is to encourage and support the development of road verges in urban areas, either maintained grass style or dry garden style or a mixture of both.

The preferred style is the fully grassed option with irrigation and up to two trees/20m of frontage. Any irrigation system is to be installed and operated to avoid nuisance to the public. All pipes are to be installed at a minimum depth of 400mm and pop-up type sprinkler equipment is preferred.

The trees shall not be planted on the 3.5 m offset so as to avoid electrical power lines and all other services. No trees are to be planted within 15m of street corners or within 7m of crossovers.

Subject to keeping the verge clear for the first 2.5m width from kerb or seal a dry garden style of small vegetation, shrubs and ground covers may be established, however, no large rocks or non frangible items can be placed on the road reserve. Weed control using plastic sheeting with aggregate, tan bark, pine chips, pea gravel overlay is acceptable.

Any improvements placed or constructed on the verge is placed there at the risk of the property owner. The Shire will endeavour to preserve the layout, but no guarantee can be given.

No assistance can be given by the Shire of Gingin for development, ongoing operation or maintenance costs.
The levels of new verge areas shall be compatible with properties on either side and shall slope toward the kerb at a 1 in 40 grade approximately or the property line level should be 150mm above the top of the kerb. Where the Shire has designated one side of the road for a future footpath or dual use path levels are to be provided by Shire staff.

ADOPTED: COUNCIL 18 MAY 1995
REVIEWED: 19 APRIL 2011

7.5 Exploration Drilling on Shire Roads and Reserves

It is Council’s policy that the following conditions be imposed on all licenses to carry out exploration drilling on Shire roads and reserves.

(a) The applicant is required to indemnify the Shire at all times against liability arising from the work.

(b) The applicant shall provide the Shire with a plan showing the site number and location of proposed drill holes with the completed application form.

(c) Application fees to be paid for a licence by applicants for exploration or investigation for minerals, water and other purposes in the road reserve shall be as follows, per drill hole or seismic hole.

<table>
<thead>
<tr>
<th>Number of Holes</th>
<th>License Fee</th>
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<tbody>
<tr>
<td>1 to 5 holes</td>
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<td>6 to 10 holes</td>
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<tr>
<td>101 holes and over</td>
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(d) Where an applicant is a company actively mining or drilling in the district and holds a mineral lease which attracts Shire rates, a discount of 20% will apply to the license fee payable.

(e) A refundable deposit, being the same amount as the license fee, is payable. No discount will apply to the deposit. The fee shall be payable for each discrete program applied for. The bonds shall be refunded, subject to an inspection and acceptance by the Shire of Gingin of the site conditions following the investigation.

(f) The applicant is required to meet the cost of any damage to any Shire or private property.

(g) All holes, trenches and other excavations are to be back-filled with dry soils and compacted in such a way as to prevent future subsidence. All excess spoil to be removed where requested. Capping an uncased hole is not permitted.

(h) Excavation and bores are to be located a minimum distance of 2 metres from any bitumen road, drain, fence or driveway.
(i) Where plant is working such that a traffic hazard exists, signs and lights are to be used in accordance with the Road Traffic Act.

(j) The applicant is to be covered by a Public Risk policy (minimum $5 million) and appropriate Worker’s Compensation and general policies, as the Shire will not be liable for any costs arising from the operation.

(k) The applicant is responsible for ascertaining the position of all public services including underground services and avoiding damage to them.

(l) Polluted discharges occurring from the work site are to be trapped and only clean waters will be accepted to the public drainage system.

(m) Large volume discharges are to be dispersed slowly to avoid erosion and scours to land and drain surfaces.

(n) The applicant is required to inform the Chief Executive Officer of significant materials encountered, e.g. Laterite Gravel, Limestone, Granite, Water etc.

(o) Three (3) days notice is to be given prior to commencement and the applicant is to provide a timed schedule of works.

(p) The drilling company shall provide suitable plan/map showing the location of the holes to be drilled prior to the issue of the letter of approval.

ADOPTED: COUNCIL 18 MAY 1995
REVIEWED: 19 APRIL 2011
OBJECTIVE

To set out the Shire of Gingin’s position with respect to the movement of Restricted Access Vehicle (RAV) combinations on roads under its control and management.

POLICY

The legislation covering movement of RAVs is quite complex. Permits are issued by Main Roads WA Heavy Vehicle Services (HVS), not by Local Authorities. These permits relate to vehicles that are larger than semi-trailers and truck/trailer combinations up to three axle truck/two axle trailer (total length less than 19m in length) that are licensed and may use any public road “as of right”. Therefore, permits are necessary for larger vehicle combinations, such as three and four axle truck/three and four axle trailer, B Doubles, long vehicles and road trains, conforming to HVS specifications. These different combinations are broken up into ‘Networks’ (1 to 10) which designate different combinations and axle groups into these networks and are then designated gross maximum weights and total combination lengths.

HVS issues permits relating to the Brand Highway and Indian Ocean Drive without reference to the Shire. All other roads under the control of the Shire require approval by the Shire for use by the certain RAV Network before assessment by HVS. In most cases HVS will not issue permits relating to other roads unless the applications are agreed to by the Shire.

At the time of assessment the Shire may impose conditions on any approval to ensure that RAVs operate in a manner that reduces the amount of damage to, and deterioration of, the road asset.

Some roads under the control of the Shire are approved for use as RAV Networks without conditions and as such can be used by approved RAVs without application to the Shire and/or Main Roads WA. These roads can be found on the Main Roads WA HVS web page (www.mainroads.wa.gov.au/UsingRoads/HeavyVehicles/Permits/Pages/odpmtc.aspx).

1. Permit Applications

   Restricted Access Vehicles will only be permitted to operate on the Shire’s designated heavy haulage routes, however:

   a. These combinations can be used on all local roads to deliver to and collect from bona fide primary producers within the Shire of Gingin.

   b. Approval may be considered to use these combinations on local roads within the Shire for delivery to destinations outside of the Municipality.
c. No permits will be issued for the operation of Restricted Access Vehicles on streets within the Lancelin townsite, with the exception of a Special Permit issued to the owner of Mining Tenement No M70/54 for the use of RAV’s to cart lime sand from Mining Tenement Number M70/54 through the Lancelin townsite, subject to the following conditions:

i. Extra Mass Vehicles are not to use Gingin Road, but are to be restricted to a route consisting of Beacon Road, Bootoo Street, Cockram Street, Collins Way, Kendall Road and Walker Avenue.

ii. Vehicle movements through the townsite are to be restricted to between the hours of 0600 and 1800, excluding the hours of 0730 to 0900 and 1430 to 1600 for Monday to Friday and 0700 to 1400 on Saturdays. No RAV’s will be allowed to operate on Sundays or Public Holidays.

d. The following conditions can be applied to Restricted Access Vehicles operating on local roads within the Shire of Gingin (but are not limited to):

i. RAV Approvals by the Shire shall expire annually at 30 June.

ii. A current written approval from the Local Government, permitting use of the road, must be carried and produced on demand.

iii. Through roads designated by the Shire of Gingin must be used as such by permit holders. Unofficial short cuts will not be permitted.

iv. All permit vehicles operating within the Shire of Gingin shall not exceed 80kph on local roads unless a lesser speed limit is recommended by MRWA for reasons of safety. A lesser speed limit may be conditioned by the Shire on the permit for safety reasons and/or to prolong the life of the road asset.

v. Unsealed roads may not be used by RAV’s when visibly wet.

vi. Permit operators must maintain a close liaison with the Shire of Gingin, specifically in relation to prevailing weather conditions and adverse road conditions, which may occur. If operators fail to comply and damage a road, the Shire will seek restitution to repair the road.

vii. Any permit holder who fails to comply with these conditions may have their permit withdrawn, such withdrawal to affect all Local Government Authority permits. No reinstatement will be contemplated unless the complaining Local Government Authority is satisfied that the permit holder will adhere to the conditions.

viii. Restricted Access Vehicles with appropriate permits may not operate on school bus routes between the hours of 0700 and 0830 and 1500 and 1630.

ix. Any other applicable conditions to ensure the safety of RAV and other road users and/or to prolong the life or reduce the deterioration of the road asset.
e. Pocket Road Trains (Restricted Access Vehicle Network 3/4)

Where RAV Network 3/4 configurations are utilised to deliver to and/or collect from primary producers and intensive agriculture and/or horticulture within the Shire of Gingin, the Chief Executive Officer can provide approval or otherwise upon receipt of a formal application for same subject to a route assessment.

f. Assessment of RAV Applications

i. Once an application has been received the proposed route/s must be assessed by a suitably qualified Shire officer taking into consideration the Main Roads WA HVS document ‘Standard Restricted Access Vehicle (RAV) Assessment Guidelines’ and complete the ‘Assessment Form’ (Appendix K) and file that completed form accordingly. An assessment may not need to be completed if a route assessment has already been completed on that road for that RAV Network combination.

ii. Assessments shall take note of the following:

- Number of existing RAV’s approved for this route already;
- Current road conditions;
- Where possible getting RAV’s back on to sealed roads with preference for highways and Roads 2030 (capital works able to be part funded by State Government) roads;
- All Assessment Criteria and Community Considerations as per the Main Roads WA HVS document ‘Standard Restricted Access Vehicle (RAV) Assessment Guidelines’.

2. Concessional Loading (Accredited Mass Management Scheme)

All Concessional Loading applications through the HVS Accredited Mass Management Scheme (AMMS) shall be assessed and taken to Council for consideration.

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<td>20/11/1997</td>
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<td>21/04/2015 – Item 11.4.3</td>
<td>Policy amended by deleting replacing reference to Extra Mass Vehicles with Restricted Access Vehicles, adding Heavy Vehicle Operations to Main Roads Western Australia title, deleting reference to Dala Transport, adding Beacon Road to approved route and amending the permitted hours of operations</td>
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<td>3.</td>
<td>18/10/2016 – Item 11.4.2</td>
<td>Policy title changed from Road Transport Heavy Haulage. Policy amended to reflect changes in the manner of dealing with RAV applications and to remove the need for all Network 3 and 4 applications that aren’t for ‘bona fide primary producers’ to be submitted to Council.</td>
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7.7 Hiring of Small Plant by Council Employees

Aim: To provide Shire of Gingin employees with the opportunity to hire small plant and equipment from the Shire for personal, domestic use.

Objectives: To define guidelines for the hiring of small plant items from the Shire of Gingin by employees for personal, domestic use.

Guidelines: Small plant and equipment shall be defined as “any equipment or plant that is not required to be licensed under the provisions of the Vehicle Standards Regulations or the Road Traffic Act”.

(a) Any employee wishing to use small plant and equipment owned by the Shire of Gingin shall submit a request to the Principal Works Supervisor, requesting access to particular plant and equipment on specified dates and for specified times.

(b) The Chief Executive Officer, Executive Manager Corporate Services and/or Principal Works Supervisor have the discretion to approve or refuse requests, depending on the need and availability of the small plant and equipment for Shire purposes.

(c) Employees shall sign an indemnification form absolving the Shire of Gingin of any liability for injury sustained whilst utilising the plant and equipment for private purposes.

(d) Employees utilising the Shire’s small plant and equipment for private purposes shall sign an acknowledgement that any damage occurring to the small plant and equipment whilst being utilised for private purposes shall be repaired at the user’s expense.

(e) The Chief Executive Officer, Executive Manager Corporate Services and/or Principal Works Supervisor, in authorising the private use of small plant and equipment, shall specify the time by which the small plant and equipment shall be returned to the Gingin Shire Depot. Any breach of the return requirement will result in a review of this Policy.

(f) Hire Charges

All engine operated small plant and equipment shall be hired at a rate of $5.00 per day, per item of plant or equipment.

All electrically operated plant and equipment shall be hired at a rate of $2.00 per day, per item of plant or equipment.

All static plant and equipment shall be hired at a rate of $0.50 per day per item of plant or equipment.
(g) Indemnification

All Shire of Gingin employees hiring small plant and equipment from the Shire for personal use shall sign the “Hiring of Small Plant and Equipment Indemnity” form, with such form being witnessed by the Principal Works Supervisor.

(h) Only Trained Personnel to Hire Equipment

All employees hiring small plant and equipment from the Shire of Gingin shall be suitably trained and competent in the safe operation of the hired small plant and equipment, as determined by the Principal Works Supervisor or, in his absence, Acting Works Supervisor.

ADOPTED: COUNCIL 18 SEPTEMBER 1997
REVIEWED: 19 APRIL 2011
7.8 **Guidelines for Roadworks, Drainage and Subdivision Development**

**SHIRE OF GINGIN**

7 Brockman Street
Gingin WA 6503

**GUIDELINES FOR ROADWORKS, DRAINAGE AND SUBDIVISION DEVELOPMENT**

**GENERAL CONDITIONS AND GUIDELINES**
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SHIRE OF GINGIN

FOREWORD

This document details Council’s requirements for engineering works associated with the subdivision and development of land within the Shire.

It is presented in the form of a guideline to Developers/Subdividers rather than a specification, and is performance or results-based, in which the end result is given rather than the means of achieving a desired outcome.

These guidelines were prepared by the Shire’s Engineering Section, and comments on any matter contained herein are welcome.

Date of Original Issue: February 1999
Date of Amendment: March 2011
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SECTION 1 – GENERAL CRITERIA
1. GENERAL

1.1 Development Requirements

1.1.1 Any road and/or drains required to be constructed under the above section of the Local Government Miscellaneous Provisions Act, shall be constructed to Council's specifications. It should be noted that this specification deals principally with materials and methods of construction and design and except with addition of legal and administrative clauses, should not be used as a basis for a contract for the construction work. It is not a complete specification but merely a guide to the standard of work and design required before a road will be certified to the Department of Planning (DoP) as having been made to the satisfaction of the Council. The decision of the Council's Engineer in this regard shall be finally binding and conclusive on all parties.

1.1.2 The word "Shire's Engineer" or "Engineer" means and refers to the Shire of Gingin's Engineer.

The word “Shire" means and refers to the Shire of Gingin.

1.1.3 Planning and Development Act 2005 – reads as follows:

When approval of subdivision is deemed to be approval under planning scheme (Section 157)

(1) Subject to subsection (2), when the Commission has approved a plan of subdivision of any land to which a planning scheme relates, that approval is to be taken to be approval by the responsible authority under the planning scheme of the carrying out of works necessary to enable the subdivision of the land that are —

(a) shown on the plan of subdivision; or

(b) required by the Commission to be carried out as a condition of approval of the plan of subdivision.

(2) When approving a plan of subdivision the Commission may determine that the approval is not to be taken under subsection (1) to be approval by the responsible authority under the planning scheme of the carrying out of works specified in the determination, and the determination has effect accordingly.

1.1.4 Planning and Development Act 2005 – reads as follows:

Expenses of road or waterway construction and road drainage (Section 58)

(1) Where a person who is subdividing land is required under this Part to construct and drain roads or construct artificial waterways shown on the plan of subdivision that person may—

(a) carry out or cause to be carried out the construction and drainage at his or her own expense; or

(b) arrange for the local government to carry out the work on behalf, and at the cost and expense, of that person.
(2) Where the person does not make the arrangement with the local government, that person is to pay to the local government, on demand, an amount (calculated under subsection (3)) to cover the reasonable costs of the local government in supervising the construction and drainage.

(3) For the purposes of subsection (2) the amount is to be calculated as follows —

(a) where the person has not engaged a consulting engineer and clerk of works to design and supervise the construction and drainage, the amount is to be 3% of the cost of the construction and drainage as estimated by the local government;

(b) where the person has engaged a consulting engineer and clerk of works to design and supervise the construction and drainage, the amount is to be 1½% of the cost of the construction and drainage as estimated by the local government.

(4) The local government may require the person to employ a consulting engineer and clerk of works to design and supervise the construction and drainage and that person, when required to do so by the local government, is to carry out the requirement.

The design, preparation of drawings and specifications, and supervision of construction of subdivision works covered by these requirements shall be undertaken by the Consulting Engineer or his authorised representative. The Consulting Engineer shall carry out a site investigation to determine the geotechnical properties of the soils. Such information shall form the basis of the design of the roads, drainage system and site filling. A copy of this site investigation shall be lodged with the Council prior to or at the same time as drawings are lodged for approval.

1.1.5 Where a proposed subdivision abuts an existing road reserve containing a substandard road contained within the road reserve fronting the subdivision, this road shall be upgraded prior to the clearance of the subdivision to the required standard for that particular road as determined by the Shire’s Engineering Department.

1.1.6 Every attempt shall be made to partially or wholly upgrade substandard roads fronting new subdivisions, but where it is impractical to physically construct the road or part thereof in accordance with this policy, the Subdivider shall lodge a non-refundable cash contribution with Council prior to the clearance of the subdivision equal to the estimated cost of the proposed roadworks.

The Subdivider shall be responsible for all damage to existing facilities, services and structures in both public and private ownership. Any damage shall be repaired to an acceptable standard without delay.
Where the conditions of approval of the subdivision require works to be carried out in an existing road reserve or on other land under Council’s control, a permit to construct works in a street shall be obtained from Council and a bond in the form of cash or guarantee from a financial institution acceptable to Council to cover the reinstatement works of value equal to the estimated cost of the works plus 25% with a minimum of $1,000, shall be lodged with Council prior to the approval of the drawings and the work commencing, the unused portion of the bond to be returned upon the satisfactory completion of the works. The approval of engineering drawings and specifications shall not constitute permission to carry out works in streets within the Shire.

After clearance of survey diagrams by the Department of Planning and Infrastructure and the Office of Titles, any land delineated and shown as a new road on such diagrams shall come under the control of Council.

1.1.7 The supervision fee referred to in Clause 1.1.4 above shall be paid to Council before construction commences.

The amount of the payment shall be based on the estimated cost of all of the works at the time of the commencement of the works. Upon certification of practical completion of the works, the Consultant shall provide the actual construction cost of the works and the amount of the supervision fee shall be adjusted accordingly, if necessary.

1.1.8 Drawings and specifications for the construction of roads and drains shall be prepared in accordance with Section 3 of these requirements and must be approved by the Shire’s Engineering Department before any work will be allowed to commence.

1.1.9 Endorsement of engineering design and drawings by the Shire does not imply fulfilment of planning requirements in any manner and the Shire of Gingin excludes liability for any negligent act or omission in relation to the approval process carried out by the Shire involving the works the subject of the engineering design and drawings.

1.2 Soil Conditions/Geotechnical Report (Council Policy)

The Shire of Gingin has varying soils and water table conditions. The Shire requires a Geotechnical report to certify that the land is suitable for the proposed development of the land, eg residential, industrial, etc. This report is to be submitted prior to approval of subdivisional design plans in order that any earthworks, including excavation, filling and compaction can be covered by the design plans and specifications.

The Geotechnical report is to be prepared by a mutually appointed Consultant from this list;
and is required to

(i) Identify the substrata and its classification;
(ii) Recommend remedial measures to have the site reclassified as Class A or Class S in accordance with AS 2870 -1996 (Amended);
(iii) Determine the water table level for the site;
(iv) Recommend measures for the disposal of stormwater either onsite or via a comprehensive subsoil drainage network.
(v) Supervise the remedial work and certify that the works have been undertaken in accordance with the recommendations of the Geotechnical Report, and the foundation material is capable of an allowable bearing pressure of 100kpa;

1.2.1 The requirements as laid down in the Shire’s Specifications for the Design and Construction of Roads and Stormwater Drainage shall be complied with and the drawings and specifications approved by the Council, prior to the commencement of any work in the subdivision. It is recommended that consultation with the Shire’s engineering department occurs in the early stages of subdivisional design so that work can progress towards achieving a safe and functional road, drainage and footpath layout that is to the satisfaction of the Shire Engineer.

1.2.2 Prior to site works commencing, the potential dust risk of the site is to be assessed in accordance with the "Land development sites and impacts on air quality – Department of Environmental Protection, November 1996". The assessment is to form part of the subdivision submission to the Council.

1.2.3 The construction work shall be carried out in accordance with the approved drawings and specifications, and will be subject to stage inspection and approval by the Engineer or his representative during the course of construction. Final approval shall only be given when the whole of the works shown on the plan of subdivision submitted for clearance have been executed to the true intent and meaning of the approved specification and to the satisfaction of the Shire Engineer.

The Council shall notify the Department of Planning that the conditions of subdivision relating to road construction have been complied with and that the Diagram of Survey has been cleared.
1.2.4 From the date of registration of the Diagrams of Survey by the Department of Planning and the Office of Titles, any land delineated and shown as a new road on such diagrams shall be under the control of Council.

1.2.5 Public Road Intersections. Where a planned subdivision shows the joining of a subdivisional road with an existing public road, then the subdivisional road shall be so constructed as to connect the public roadway.

1.2.6 Where footpaths and/or paving of Public Access Ways is required as a condition of subdivision, a non refundable footpath bond may be paid to Council for construction by Council at a future date.

1.2.7 It should be noted that Council Policy is that any road, path or drainage works associated with a planned subdivision, within a gazetted road reserve shall be carried out by the Council at the developers cost, unless otherwise approved. This includes all reinstatements associated with Sewer Works. In such instances the developer is required to pay the Councils estimated cost of the works in advance and agree to pay the actual costs on completion of the works.

Where sewer or water supply works are to be undertaken, within gazetted road reserves, formal application and approval for permission to work within the road reserve is required.

1.3 Submissions to the Shire

(a) Submission of Design Calculations and Plans

Drainage design calculations and two (2) copies of the plans and specifications shall be submitted to the Shire for approval.

One copy of the plans and specifications will be returned to the developer with any comments and variations indicated thereon.

Three (3) further copies of the amended plans and two (2) copies of the amended specifications shall then be submitted for approval.

Once the Engineer has approved, stamped and signed these documents, one copy of each shall be returned. The documents shall be the ones used throughout the Contract and variations shall not be permitted without prior approval of the Shire Engineer.

(b) Submission of Quantities and Rates

The developer shall supply full details of quantities and rates used to determine the cost of construction.

This information will assist the Shire in calculating the supervision fees as set out in Section 1.4.
The supervision fee shall be paid to the Shire at least seven days prior to the works commencing.

1.4 Stages of Construction

The following are the main stages of construction:

(a) Subgrade preparation including clearing, grubbing, leveling and any other preparatory earthworks.

b) Placement and preparation of sub-base material including pegging of approved grading and cross sectional levels, widths etc. and the placement of service ducts.

c) Placement and preparation of road base material.

d) Drainage.

e) Final grading, trimming and water-binding.

f) Primer seal and kerbing.

g) Placement and preparation of final surface treatment.

h) Verge backfill behind kerb, construction of footpaths and final trimming of verges and batters. The installation of street signs, street lights, name plates and verge furniture including fencing and stabilization as required.

i) Earthworks/Recontouring of blocks and spreading of topsoil.

1.5 Supervision Requirements

a) At the Engineer's request, a certificate endorsed by the Consultant shall be submitted to the Engineer certifying quantities of materials used in accordance with approved plans and specifications for any of the main stages of construction.

b) Two working days (48 hours) notice is required so that an inspection can be made prior to the next or following stage of construction being commenced.

c) The second or following stage of construction shall not proceed until the Engineer or his representative has approved the previous stage of construction. Notwithstanding this requirement it will be taken that the Consultant has inspected each stage of construction to ensure that workmanship and materials conform with approved specifications and drawings.

d) The Engineer or his representative reserves the right to inspect and take samples of materials being used, and test or ascertain quantity and quality of materials being placed in the road construction work at any time.
The Consultants will be informed by the Shire of any matters requiring remedial attention. Such requests shall be attended to immediately.

e) When works are in progress, the Contractor shall, at all times, be personally present or have a competent foreman stationed and present on the works. A representative of the Consultants shall be available at the Engineer's request for the purpose of joint interim inspection where deemed necessary by the Engineer.

1.6 Testing Requirements

Attention is drawn to the Shire's requirements for pavement testing as detailed in the Shire of Gingin - General Conditions and Specifications for Construction of Subdivisional Roads and Drainage.

The Consultant shall make available to the Engineer, all test results related to the subdivisional works. Testing shall be carried out by a NATA approved testing laboratory to the satisfaction of the Engineer. Where testing of a first or preceding stage of construction is requested by the Engineer, then no second or following stage of work shall proceed until approval to proceed is granted by the Engineer.

In addition to the normal inspection and testing requirements as detailed elsewhere in this Manual, the Engineer reserves the right to inspect and require samples of materials being used to be taken and tested to ascertain quantity and/or quality of materials being placed in the construction work. The Consulting Engineer will be informed of any matters requiring remedial action. In the event.

Council's Engineer will direct all notices, requests, instructions and approvals to the Consulting Engineer, except in urgent circumstances when they may be given directly to other parties involved in the subdivision.

1.7 Environmental Requirements

Council is conscious of the need to preserve natural vegetation wherever possible in rural subdivisions. To this end Council may impose special conditions on particular subdivisions to minimize the environmental impact of road and drainage construction, particularly in relation to preservation of established trees within road reserves and minimizing soil erosion. Subdividers should be conscious of these aims and should take them into consideration in the various stages of planning for a subdivision.
1.8 Notification of Works

The Engineer must be advised two (2) working days before commencing work, and after a cessation of work, one day before recommencing work.

1.8.1 Hours of work – No work outside the hours of 7.00am to 5.00pm Monday to Friday shall be carried out without the written approval of the Engineer.

1.8.2 Indemnity Insurance – The Subdivider shall be responsible for arranging, taking out and keeping in operation all necessary insurance policies to totally indemnify and protect the Council against any and all claims of damages or other claims that may arise during the carrying out of the construction work.

1.9 Occupational Health, Safety and Welfare

The Contractor's attention is drawn to the Occupational Health, Safety and Welfare Act 1984, the amendment 1987 and the Regulations 1988. Attention is also drawn to the noise limitations as outlined in the Noise Abatement Act.

1.10 Practical Completion of Subdivisional Works

1.10.1 Upon the satisfactory completion of all subdivisional work including survey, lot pegging and soil stabilisation, the Consulting Engineer shall notify Council in writing that the works have been inspected and are in accordance with the approved drawings and/or specifications.

1.10.2 Upon receipt of this notification, the Engineer shall arrange a Practical Completion inspection of the completed works. Any such inspection shall require the presence of the Engineer and the Consulting Engineer.

1.10.3 At the time of the Practical Completion inspection or as soon as possible thereafter, the Engineer shall inform the Consulting Engineer of any item/s not in accordance with the drawings and specifications. Any such item/s so indicated shall be rectified without delay and a further inspection of these works shall be carried out upon completion of these remedial works.

1.10.4 If at any time after the granting of Practical Completion, the subdivisional work is found to be contrary to the approved drawings, then the Subdivider shall rectify the works at no expense to Council.

1.11 Survey Release

The Consultant Engineer shall satisfy Council that the Developer has complied with all relevant conditions imposed by the State Planning Commission pertaining to survey release of all of a constructed subdivision.
The following items refer to the Engineering Conditions that must be completed by the Developer prior to the Engineer's approval of Survey Release of subdivision.

1.11.1 Creation or location of all stormwater drainage easements or indication of such easements on the plans or diagrams of survey.

1.11.2 Creation of any other easements (temporary or permanent) which are relevant to the subdivision.

1.11.3 Creation of all Reserves (including drainage and recreation) pertaining to the subdivisonal works.

1.11.4 Payment of all moneys required to the paid to the Shire in consideration of construction of footpaths, footways or any other unfinished works associated with the subdivision that is to be carried out by the Shire's workforce.

1.11.5 Stabilization of topsoil, sand or other material or matter subject to movement over or near the subdivision shall be completed to the satisfaction of the Engineer. Where initial stabilization is carried out and subsequent works associated with the conditions of subdivisional approvals causes deterioration of effective stabilization of the area, then the area so affected shall be re-stabilized in accordance with the requirements of the Engineer. The Shire may at any time, call upon the Developer to effect a varying method of re-stabilization should initial stabilization be found to be unsuitable.

1.11.6 Completion of all roadworks, drainage works and other works associated with the subdivisional construction. Such works are to be in compliance with the requirements of the Engineer in relation to Department of Planning Conditions of Approval for the subdivision.

1.11.7 The submission of "As-Constructed" transparencies, and a digital copy in DXF file format, for the drainage subdivision works. The "As-Constructed" transparencies shall include the location of each manhole and entry pit. The length, size and invert level of each pipe entering or leaving the manhole/entry pit shall also be provided together with the level at the top of each manhole/entry pit. "As-Constructed" levels are also required for subgrade and top of base course prior to proceeding with next stage of work.

Any deviation in the levels from the tolerances specified shall be suitably explained or rectified to the satisfaction of the Engineer.

All information supplied must be certified by a Licensed Surveyor, with the Surveyors name and company clearly stated.
1.12. Bonding Outstanding Works

1.12.1 At the discretion of the Engineer, the Council may accept payment from the Developer as and by way of a Bond in lieu of completion of all or part of the subdivisional works. This would normally only be accepted where works have reached a substantial degree of completion or where the Council is undertaking the works on behalf of the Developer.

1.12.2 Applications for bonding shall be in writing from the Consulting Engineer to Council and shall include the following information:

(i) Concise reference to the extent, nature and location of the work to be bonded.
(ii) A timetable for proposed future completion of the bonded work.
(iii) An itemised estimate of the bonded work including contract price and name and address of the Contractors responsible for the bonded works.
(iv) Reasons for requesting the bonding of the incomplete works.
(v) Any other relevant information, which will assist the Engineer to assess the request.

Compliance with the above requirements does not necessarily imply Council acceptance of the bond and each request shall be subject to the Shire’s Engineering Department approval.

1.12.3 In cases where bonding is approved, the Subdivider shall enter into a written bond agreement with the Council which clearly states the following information:

(i) Name and address of the person or persons responsible for the payment or payments.
(ii) The amount of the payment or payments.
(iii) Name, staging number and location of the associated subdivision.
(iv) The Department of Planning and Infrastructure reference number of the associated subdivision.
(v) A concise explanation of the purpose and conditions of payment referring to all items for which the bond payment is to be utilised.

1.12.4 The earliest stage that bonding will be considered is upon completion of all filling, drainage and roads to sub-base stage. In this event, the value of the bond shall be 50% of the total contract value for the roads, drainage and filling works.

1.12.5 Bonding will be considered at any stage later than that specified in the preceding clause in which case the value of the bond shall be twice the estimated cost of the uncompleted works or $2,000 whichever is the greater.
1.12.6 Upon completion of the works described in the Bond Agreement, the Subdivider shall request in writing the release of the bond, following which the works will be inspected and, subject to all outstanding works being completed, the bond monies will be refunded.

1.13 Maintenance

1.13.1 Maintenance Liability

1.13.1.1 It shall be the responsibility of the Subdivider to maintain all roads and associated works for a period of twelve months from the date of Practical Completion hereinafter referred to as the Maintenance Period. Where defects requiring urgent attention become evident during the Maintenance Period, the Engineer may request these works to be rectified immediately. Failure to complete the rectification works within the time specified will cause Council to carry out the works using monies from the Maintenance Bond.

1.13.1.2 At the expiry of the Maintenance Period the Consulting Engineer shall inform the Shire’s Engineering Department of his intention to inspect the subdivision, and at a time mutually agreeable to all parties, such an inspection shall be made.

1.13.1.3 The Consulting Engineer shall apply in writing to Council for Maintenance Release, which will be subject to the satisfactory repair of defective works, cleaning of the drainage system and the sweeping of the roads, and the Shire’s Engineering Department acceptance of such works.

1.13.1.4 Where a Subdivider chooses to delay seeking subdivisional clearance after the date of Practical Completion, the Council may redefine the date of commencement of the Maintenance Period as being the date of subdivisional clearance.

1.13.2 Maintenance Bond

Prior to the release of the subdivision, the Subdivider shall pay to the Council a Maintenance Retention Bond equivalent to two and a half percent of the value of the road and drainage contract, with a minimum of $2,000. This payment can be either in the form of cash or unconditional guarantee from a financial institution acceptable to Council and may be used at the discretion of the Engineer during the Maintenance Period for minor or urgent maintenance items after having notified the Consulting Engineer in writing of the need for such works. Cash bonds will be placed in an interest bearing account and, upon the Shire’s Engineering Department’s acceptance of Maintenance Release all unspent bond monies will be refunded.
SECTION 2 – DESIGN PRINCIPLES
2. DESIGN PRINCIPLES

General

Criteria provided here are minimum criteria only and are necessarily broad based to cover general subdivision situations. In particular situations amendments may be required and Council may impose special conditions not covered by the criteria.

2.1 Earthworks

The Shire of Gingin requires a Geotechnical report to certify that the land is suitable for the proposed development of the land, eg residential, industrial etc. This report must be submitted prior to completion of subdivisional design plans in order that any earthworks, including excavation, filling and compaction can be covered by the design plans and specifications.

The Geotechnical report is to be prepared by a mutually appointed Consultant and is required to:

1. Identify the substrata and its classification.
2. Recommend remedial measures to have the site reclassified as Class A or Class S in accordance with AS 2870.1-1989.
3. Determine the water table level for the site and recommend the finished lot levels.
4. Recommend measures for the disposal of stormwater either onsite or via a comprehensive subsoil drainage network.
5. Supervise the remedial work and certify that the works have been undertaken in accordance with the recommendations of the Geotechnical report, and the foundation material is capable of an allowable bearing pressure of 100kpa.

2.2 Contamination Report

Provision of a contamination report is required if the site has been identified as a potential contaminated site. The requirement of a contamination report may be identified for a number of reasons: the site may be listed on the Shire of Gingin’s contaminated sites register; possible contamination sources may be identified during the Geotechnical investigation; evidence of possible contamination may be observed during inspection of the site; or local knowledge and advice may be considered sufficient.

The initial contamination assessment is usually referred to as a preliminary assessment and if the results fall within the acceptable levels then a full assessment is not required.

2.3 Roads

2.3.1 General

Roads should generally be designed in accordance with relevant Austroads (NAASRA) and ARRB guidelines and publications, which include:

(i) Guide to Traffic Engineering Practice


(iv) Policy for Geometric Design of Rural Roads.

(v) Policy for Installation by Public Utility Authorities within the Road Reserve.


(vii) Pavement Design – A guide to the Structural Design of Road Pavements.

(viii) Australian Model Code for Residential Development.

(ix) Bicycle Facilities Design Guidelines.

(x) Where there is any conflict between the requirements of these guidelines and the above publications, the details specified in these guidelines.

Generally all road pavement widths shall conform to the Shire of Gingin road hierarchy. For residential subdivisions, this has been based upon the Liveable Neighbourhoods Community Design Code which is the operational policy for the Western Australian Planning Commission. This road hierarchy enables the safe and orderly movement of vehicles, cyclists and pedestrians within and throughout the municipality. Consideration however must be given to the final aesthetic and functional aspects of the area, particularly in rural areas. Aspects to be considered include minimising the environmental impact (particularly regarding existing trees and vegetation), fitting road grades as close to existing contours as practicable and provision of lot access.

2.3.2 Pavement Design

Pavements shall generally be designed for a 40 year design life in accordance with the publication “Pavement Design” NAASRA 1987 (or its latest issue).

In all cases pavement design shall be based on the in situ sub grade California Bearing Ratio (CBR), which shall be determined for each different sub grade type expected to be encountered in the works. Determination of sub grade CBR shall be by one of the methods nominated in the publication “Pavement Design”, i.e. by laboratory testing, or by field testing backed up by limited laboratory tests. The Consultant shall adopt whatever test procedures are necessary to provide an accurate assessment of sub grade CBR for design purposes. Council's Engineering Department may request further field or laboratory testing at their discretion.

In any case the absolute minimum pavement profile shall be as follows:
### Alternative 1
- 125 “B” grade sub-basecourse
- 100 “A” grade basecourse
- 25mm asphalt on urban roads
- Two coat sprayed seal on rural roads

### Alternative 2
- 200 “A” grade basecourse
- 25mm asphalt on urban roads
- Two coat sprayed seal on rural roads

### Other Roads (except industrial)
- 150 “B” grade sub-basecourse
- 100 “A” grade basecourse
- 25mm asphalt on urban roads
- Two coat sprayed seal on rural roads.

### Industrial roads
- 175 “B” grade sub-basecourse
- 100 “A” grade basecourse
- 25mm asphalt

Alternative pavement profiles giving equivalent load bearing capacities will be considered. Council may, at its discretion, allow sprayed seal surfacing in lieu of asphalt surfacing on urban roads.

#### 2.3.3 Materials

##### 2.3.3.1 “A” Grade Basecourse

“A” grade basecourse shall consist of graded crushed rock or laterite gravel. When tested in accordance with AS 1289 the material shall have the following properties:

<table>
<thead>
<tr>
<th>As Sieve Aperture (mm)</th>
<th>Percentage Passing</th>
</tr>
</thead>
<tbody>
<tr>
<td>26.5</td>
<td>100</td>
</tr>
<tr>
<td>19.0</td>
<td>95-100</td>
</tr>
<tr>
<td>9.5</td>
<td>70-88</td>
</tr>
<tr>
<td>4.75</td>
<td>48-71</td>
</tr>
<tr>
<td>2.36</td>
<td>34-57</td>
</tr>
<tr>
<td>1.18</td>
<td>24-46</td>
</tr>
<tr>
<td>0.425</td>
<td>14-33</td>
</tr>
<tr>
<td>0.075</td>
<td>6-20</td>
</tr>
</tbody>
</table>
Liquid Limit: not to exceed 25%
Plasticity Index: not to exceed 6%
Linear Shrinkage: not to exceed 2%
Los Angeles Abrasion Value: not to exceed 40%
Maximum Dry Comp. Strength: not less than 1700 kPa

The material shall be free from organic matter and other deleterious substances.

2.3.3.2 “B” Grade Sub-Basecourse

“B” grade sub-basecourse shall consist of limestone or laterite type gravel.

Limestone and laterite type gravel shall be in accordance with Council’s Specification for such materials, which in summary includes:

**Limestone** shall conform to the following requirements:

- all materials shall contain a maximum of 70% calcium carbonate;
- all material shall pass through a 100mm square sieve;
- not more than 80% of the material shall pass through a 2.36 AS sieve;
- not more than 15% of the material shall pass through a 75 micron AS Sieve;
- all material shall be free from capstone, roots and other deleterious substances.

**Gravel** shall be selected natural laterite gravel which exhibits an even grading curve throughout the full range. When tested to AS 1289 the material shall have the following properties:

- Percentage passing 40mm sieve: 100%
- Percentage passing 1.18mm sieve: 10% to 50%
- Percentage passing 0.075mm sieve: less than 20%
- Plasticity Index: 3% to 10%
- Linear Shrinkage: less than 8%
- Minimum CBR at the placed in situ moisture density condition: 35

The material shall be free from organic matter and other deleterious substances.

It is preferable for crushed gravel (Ferricrete or similar) to be used for the base course.
2.3.3.3 Asphalt

Asphalt shall be a nominal 10mm size asphaltic concrete mix in accordance with an AC10 mix designation to AS 2734.

2.3.3.4 Sprayed seals

Sprayed seals shall consist of a minimum two coat seal. The first or primer seal shall be a hot sprayed bitumen primer seal, unless, with the approval of the Engineer, a bitumen emulsion primer seal may be used.

In rural residential areas, the cover aggregates shall be 10mm, followed by the second coat of 10mm diorite metal.

In areas zoned other than rural residential where a spray seal is applicable, the cover aggregate shall be 5mm and 14mm diorite metal respectively.

2.3.4 Basecourse Widths

On kerbed roads the width of basecourse shall equal the width of seal plus 900mm. On un-kerbed roads the width of basecourse shall equal the width of seal plus 1.3 metre shoulders.

2.3.5 Shoulders

Shoulders shall be constructed with the same materials and to the same depth as the adjacent basecourse.

2.3.6 Road Reserve Width

Non – Residential: 
Local roads shall have a minimum road reserve width of 20 metres, however, Council reserves the right to make a wider road reserve should the site or engineering requirements dictate.

Residential: 
The width of all road reserves shall comply with Liveable Neighbourhoods Community Design Code.

The designation of which road types shall apply to a particular subdivision (i.e. town centre residential, rural, rural living or mixed business) shall be in accordance with the Shire of Gingin’s Zoning Scheme.

The Subdivider shall comply with the requirements for those designations.

2.3.7 Town Centre and Residential Streets

Road design guidelines are generally in accordance with Liveable Neighbourhoods Community Design Code.
Local Distributors: 7.2 m wide, concrete kerbed with 25mm asphalt surface on a primer seal. There shall be a shared path on at least one side of the street and may be required on both sides of a street where the likelihood of pedestrian traffic is high.

Access Road: 5.5m to 6.0m wide, depending on anticipated traffic volumes and functionality. The pavement shall be concrete kerbed with 25mm asphalt surface on a primer seal.

The maximum longitudinal grade of a road shall be 10% (1 in 10) unless otherwise approved.

The minimum longitudinal grade shall be 0.50% or 1 in 200 however, because of water shedding problems, this grade should only be used in extreme circumstances.

All changes of grade of more that 1% shall be joined by a vertical curve. The length of all vertical curves shall be in accordance with the relevant Austroads publications, and shall take into account overtaking and stopping sight distances and comfort factors.

The cross fall on the cross section of the road pavement shall be generally 3% each way from the crown but through horizontal curves, one way cross fall or superelevation shall be applied in accordance with the appropriate Austroads guidelines. In minor residential streets and cul-de-sacs the road pavement may have a one-way cross fall where the natural surface across the road reserve lends itself to this type of construction. This condition does not apply on horizontal curves where the normal requirement of superelevation to match design speeds and radii shall apply.

Verges shall have sufficient width for the provision of public utility services, and shall be a minimum of 3.5m. Verges shall normally be graded at +2% from the top of the kerb to the property boundary. In areas of steep cross fall or where earthworks should desirably be reduced to minimise environmental impact, the verge grading may be increased as agreed with Council’s Engineer.

Culs-de-sac shall have a minimum head radius of 9m with 15m radius tapers.

Kerb type shall be semi mountable to residential frontages and semi-barrier elsewhere.

In Lancelin the standard kerb shall be flush mounted type.

The Consulting Engineer shall prepare detailed designs of the pavement thicknesses in accordance with Australian Road Research Board (A.R.R.B.) and/or Austroads Design Guidelines as follows:

Notwithstanding the design thicknesses obtained, the sub-base course shall be a minimum compacted thickness of 150 mm, the base course shall be a minimum compacted thickness of 75 mm and the asphalt compacted thickness shall be a minimum of 25mm.

The designer shall provide pavement drainage where necessary to maintain a moisture-free sub grade and base course as determined by the site conditions.

**The road base shall extend 500 mm beyond the face of kerb.**

### 2.3.8 Rural Living Streets

The minimum standard for rural living streets within a subdivision shall be as follows:

**Straight Pavements:** 7.4 metre wide, two coat seal (1x10mm stone plus 1x5 mm stone) with 1.2 metre gravel shoulders.

**Intersections:**

(a) All intersections shall be provided with concrete kerbing to at least 10 metres beyond the tangent point of the sweep. This kerbing shall repeat on the opposite side of the intersection on the straight section of road. At the terminating end, the kerbing shall be flared towards the verge.

(b) All intersections shall be provided with a 25mm asphalt surface on a primer seal, to the full extent of the concrete kerbing.

Geometric design shall be according to ‘Rural Road Design’, Austroads 1989. The maximum design speed for access roads shall be 60 km/hr, collector roads 70 km/hr and arterial roads 90 km/hr. These design speeds shall be verified by Main Roads Western Australia.

The maximum longitudinal grade of a road shall be 12.5% unless otherwise approved. The minimum longitudinal grade shall be 0.5% unless table drains are graded independently of the road to provide satisfactory drainage.

All changes of grade of more that 1% shall be joined by a vertical curve. The length of all vertical curves shall be in accordance with the relevant Austroads publications, and shall take into account overtaking and stopping sight distances and comfort factors.

One-way cross fall to a maximum of 3% may be approved for access roads when excessive cross fall exists in the natural surface. Roads shall normally have two-way cross-falls of 3% except where geometric design requirements dictate that superelevation is required.

Table drains shall be provided for all roads for a minimum width of 1.2m, flat bottomed, with side slopes of a minimum 1:3 grade (33%).
Cut batters shall generally be no steeper than 1 in 3 (33%) except in hilly terrain, where depth of cut is considerable, or where ground conditions are such that it is not practical to comply with this requirement without excessive cost or environmental disturbance. Subject to the approval of the Shire’s Engineering Department, cut batters may be increased to a maximum of 1 in 1 (100%). Fill batters shall generally be no steeper than 1 in 4 (25%) except in hilly terrain or where fill heights are considerable, in which case a maximum slope of 1 in 2 (50%) may be used subject to the approval of the Shire’s Engineering Department.

Verges shall have sufficient width to install public utility services. In particular, sufficient width must be provided to install overhead power lines with poles located at least 2.5m from the invert of the table drain.

Roads shall be designed to enable access to lots at an absolute maximum grade of 16%.

Cul-de-sac heads shall have a minimum head radius of 9m to edge of seal, with 15m radius tapers.

2.3.9 Rural Roads

Rural roads shall comply with the standards prescribed in the Roads 2020 Strategy, and will be dependent on estimated AADT counts.

Council has identified minimum road standards, given known and/or estimated Annual Average Daily Traffic (AADT) counts.

Type 1 Formed road constructed from surrounding local material: 10-20 AADT – 6m seal with 1.3m shoulders.

Type 2 Formed road paved with imported gravel material: 20-75 AADT – 6m seal with 1.3m shoulders.

Type 3 Sealed road (6m seal width): 75-500 AADT.

Type 4 Sealed road (7m seal width): 500-1000 AADT.

Type 5 Sealed road (8-9m seal width): 1000-4000 AADT.

Type 6 Sealed roads with overtaking lanes: 2000+ AADT but lower volumes may be considered depending on the percentage of heavy vehicles and terrain conditions.

Type 7 Dual carriageway – divided rural road: 4500 +AADT.

For the purposes of determining the impact a subdivision will have on AADT counts for any particular road, Council will utilise eight vehicle movements per lot per day.
All Rural roads shall be sealed with a two coat seal (1x10mm stone, 1x5mm stone) with 1.3 metre gravel shoulders, except at intersections which shall be kerbed with 25mm asphalt over a primer seal. The extent of the kerbing shall be as stipulated for “Rural Living Streets”.

Where existing rural roads are considered by Council to warrant sealing, the width of such sealing shall be a minimum of 6.0 metres, the maximum width being determined on the basis of AADT counts.

The maximum longitudinal grade of a road shall be 8% unless otherwise approved. The minimum longitudinal grade shall be 0.5%.

All changes of grade of more that 1% shall be joined by a vertical curve. The length of all vertical curves shall be in accordance with the relevant Austroads publications, and shall take into account overtaking and stopping sight distances and comfort factors.

Intersections of arterial roads shall be widened as follows:

- Terminating road (collector or access) shall be widened to at least 7.4 m seal width for a straight length of 10m from the tangent point of the turn-out radius, and then tapering to the normal seal width over an additional 10m length;
- Through road (arterial) shall be widened on the approach near side by a 2.5m deceleration lane, with a minimum 1.3m wide shoulder, for a distance of at least 30m from the tangent point of the turn out radius, and then tapered back to the normal seal width over an additional 10m length.
- On the departure near side, it shall be widened by at least 1m from the tangent point of the turn out radius for a length of at least 10m (which shall be kerbed).
- On the opposite side of the road, it shall be widened by a 2.5m passing lane for a distance of 45m either side of the centre line of the intersecting road, or then tapered back to the normal seal width over an additional 100m at each end.

Verges shall have sufficient width for the provision of public utility services, and shall be a minimum of 3.5m. In areas of steep cross fall or where earthworks should desirably be reduced to minimise environmental impact, the verge grading may be increased as agreed with Council’s Engineer.

The maximum longitudinal grade of a road shall be 12.5% unless otherwise approved. The minimum longitudinal grade shall be 0.5% unless table drains are graded independently of the road to provide satisfactory drainage, where necessary. A vertical curve shall be provided when the grade change is 1% or greater.

Geometric design shall be according to ‘Rural Road Design’, Austroads 1989. The design speed for any rural road shall be determined by Main Roads Western Australia.
One-way cross fall to a maximum of 3% may be approved for access roads when excessive cross fall exists in the natural surface. Roads shall normally have two-way cross-falls of 3% except where geometric design requirements dictate that superelevation is required.

Table drains shall be provided for all roads for a minimum width of 1.2m, flat bottomed, with side slopes of a minimum 1:3 grade (33%).

Cut batters shall generally be no steeper than 1 in 3 (33%) except in hilly terrain, or where depth of cut is considerable, or where ground conditions are such that it is not practical to comply with this requirement without excessive cost or environmental disturbance. Then, subject to the approval of Council’s Engineer, cut batters may be increased to a maximum of 1 in 1 (100%). Fill batters shall generally be no steeper than 1 in 4 (25%) except in hilly terrain or where fill heights are considerable, in which case a maximum slope of 1 in 2 (50%) may be used subject to the approval of Council’s Engineer.

Traffic control devices, sign posts, guide posts, street nameplates, guide signs and warning signs shall be provided in accordance with AS1742 to the satisfaction of the Shire’s Engineering Department.

2.3.10 Industrial Roads

In light industrial areas, roads shall be kerbed and sealed (25mm asphalt) to a minimum width of 7.4 m. All other design criteria shall be in accordance with the requirements for Urban Residential Streets with the following exceptions:

- Verge width to be a minimum 4.5m;
- Culis-de-sac shall be avoided wherever possible;
- Kerbs shall be semi-mountable; and
- All intersections are to be constructed to enable the application of extra mass vehicles to be permitted to enter the Industrial area.

In heavy industrial areas, road construction requirements will be subject to specific engineering design.

Where culs-de-sac cannot be avoided, they shall have a minimum head radius of 15m with 25m radius tapers.

2.3.11 Public Utility Conduits

The Consultant shall ascertain the need for conduits under roads for all public utility services for both present and future services. If the public utility authority concerned will not install conduits at the time of construction of the roads, then the conduits shall be installed by the Subdivider (prior to surfacing of roads) whether or not the conduits are immediately required. Backfill trenches for conduits with compacted cement stabilised sand as detailed for storm water pipeline systems in Section 2.8.6.
2.4 Stormwater Drainage

2.4.1 General

- Stormwater drainage systems are required to provide for effective disposal of stormwater and all drainage designs shall comply with appropriate industry design standards such as:
  - “Australian Rainfall and Runoff” Institution of Engineers, Australia.
  - “Subsurface Drainage of Road Structures” R J Gerke, ARRB Special Report No 35.
- All piped drainage lines shall be designed in accordance with the pipe manufacturer’s recommendations and appropriate Australian Standards.

2.4.2 All drainage systems shall be piped in urban and residential areas. In areas of porous ground, every effort must be made to disperse water into the ground via sub-soil drainage or similar. In rural areas, open drains and swales may be utilised where the grade is fairly flat and erosion will not occur. Where erosion is likely to occur in steeper gradients, a piped drainage system will be required. The designer shall design the drainage network using a recurrence interval of 5 years except in the case of arterial drains and compensating basins where a recurrence interval of 10 years shall be used. Additionally, the designer shall provide for the adequate discharge of flood flows between the intervals mentioned above and a 100 year recurrence interval in order that the floor level of all buildings shall be 500 mm above the 100-year flood level.

2.4.3 It is possible that some existing drainage systems in the municipality may not be able to carry the design storms applicable to the recurrence intervals detailed in the preceding Clause. It is the responsibility of the Consulting Engineer to examine the complete downstream network to evaluate the maximum quantity of water, which may be discharged into the existing network. If, using the recurrence intervals mentioned above, the capacity of the existing drainage network is exceeded, the Shire’s Engineering Department, may direct that the surplus water either be retained within the subdivision in an approved manner or the existing drainage system upgraded to accommodate the design run-off.

2.4.4 It shall be the responsibility of the Consulting Engineer to examine the total catchment area of which a particular subdivision may form a part, and to ensure that any arterial drainage that may pass through the particular subdivision is capable of carrying the ultimate design flow from the upstream catchment. Subdividers are responsible for arranging their own cost sharing arrangements, however, in some instanced Council may administer such arrangements at the Subdivider’s request.
2.4.5 In cases where stormwater is discharged onto private land downstream of a subdivision or development, arrangements shall be made by the Subdivider with the owner of the downstream land to provide an easement in favour of Council over the route of the drain and to construct and/or improve the drainage outlet to the requirements of the Shire’s Engineering Department.

2.4.6 The subdivisional drainage system shall be connected to an approved outlet in the district drainage system by a suitable outfall drain as approved.

2.4.7 Types Of Pipe Work

The following pipe types shall be permitted:

Residential areas:

- Reinforced concrete pipes (and boxes) in classes appropriate to loadings and cover heights;
- Aluminium Hel-Cor pipes with a minimum cover of 600mm; and
- PVC pipes in classes appropriate to loadings and cover heights.

Rural Areas:

- Reinforced concrete pipes (and boxes) in classes appropriate to loadings and cover heights; and
- Steel and aluminium Hel-Cor pipes with a minimum cover of 600mm.

Other types of pipes may be approved by the Shire’s Engineering Department.

The minimum pipe size in the verge or within private property shall be 225mm diameter and the minimum pipe size under roads shall be 300mm diameter.

Pipelines shall be designed to ensure that hydraulic grade lines do not reach a level of less than 150mm from finished surface levels for the design recurrence interval.

The velocity in pipes shall be limited to the range 1.0 m/sec - 6.0 m/sec. The possibility of scour at outfalls shall be considered and steps taken to eliminate it where it may occur.

Manholes shall be provided at each change in direction and at a maximum spacing of 90 metres.
Inlet pits shall be placed at low points and at the upstream side of intersections if warranted by flow considerations. Inlet pits shall also be placed at intervals to limit the width of gutter flow to 1.5m (or 2.0m in the case of one-way cross fall), in kerbed roads, and at intervals to prevent the top water level in the table drain from rising to within 200mm of the edge of the shoulder in the case of un-kerbed roads, or to limit the inflow to the entry pit to its inlet capacity, whichever is the least, for the design recurrence interval flows.

On kerbed roads side entry pits shall be used wherever possible, although combined side entry/grated pits may also be used.

On un-kerbed roads, any concrete catchpits situated in table drains shall have grated tops at least 150mm above entry lips to prevent access to the pit by the public.

All outlets to pipe drainage systems (and inlets in the case of open ended culverts) shall have concrete headwalls with concrete aprons, and shall have anti-scour rock protection for a minimum distance of 2m beyond the edge of aprons.

All trenches for pipes laid under road pavements shall be backfilled to the pavement sub grade surface with compacted cement stabilised sand or cement stabilised road base course material. Sand and cement shall be thoroughly mixed in the proportions of a 10 to 1 ratio. Sufficient water shall be added and mixed such that the moisture content is just sufficient to enable mixing and placement of the material. The material shall be placed in even layers not exceeding 225mm in thickness and each layer shall be compacted with a minimum of four (4) passes of a vibratory plate compactor having a minimum static mass of 50kg.

Care shall be taken to ensure that the material fills all voids under the haunches and that no damage will occur to the pipe whilst compacting material next to and immediately over the pipe.

The cement stabilised sand shall preferably be supplied from a central concrete mixing plant, or manually machine mixed on site at a rate of 8 to 1 ratio.

2.4.8 Open Drains

Where drainage is by means of open drains, allowances must be made for access culverts to properties which must be provided at the development stage by the Subdivider.

All culverts shall have adequate concrete headwalls and drain scour protection, where pre-cast headwalls are used, the finished level of the headwall shall not project more than 100mm above the adjacent pavement level.
Table drains to un-kerbed roads shall be sized so that the top water level in a drain does not rise to within 200mm of the edge of the shoulder for the design recurrence interval flow. Installation of catchpits is at the discretion of the Shire’s Engineering Department, Culverts may be utilised to contain flows in table drains within permissible limits where practicable.

Where there is a risk of scouring in open drains (including table drains), the drains shall be piped to prevent erosion. In some instances it may be permissible for the open drain to be fully lined with rock, concrete or other method approved by the Shire’s Engineering Department.

2.4.9 Sub-Soil Drains

Where sub-soil water is present, or is likely to become present at any time, and is likely to interfere with the stability of any buildings, the road pavement (or footpath or access way, etc) a system of sub-soil drainage shall be designed and installed to the approval of the Shire’s Engineering Department.

Sub-soil drains shall be installed to cut off flows at least 600mm clear of any building or surface of the pavement and shall discharge to piped drainage systems or open drains downstream of the affected area, as appropriate for each situation.

As stipulated in Clause 2.3.2, sub-soil drainage may also be used to recharge stormwater into the ground aquifer where the ground conditions permit.

2.4.10 Drainage Easements

Where drains are laid within, or discharge stormwater onto private property the drain and stormwater discharge shall be protected by registered easements which shall show on all plans. The easement shall be centrally located over and about the drainage line and it shall have a width of at least twice the depth of the drain with an absolute minimum width of 3.0m.

2.5 Miscellaneous Facilities

2.5.1 Footpaths and Dual-Use Paths

Footpaths and dual-use paths in road reserves shall be provided in urban residential subdivisions unless special circumstances prevail in which case they may be omitted at Council’s discretion. If such paths are required they shall be constructed by the Subdivider at the time of Subdivision.

Where paths are to be provided by the Subdivider they shall normally be 1.5m footpath and/or 2.0m dual-use x 100mm thick concrete paths with a 2% slope towards kerbs (or edge of roadways). Tooled lock-joint contraction joints shall be provided at 2m intervals and 12mm wide full depth expansion joints shall be provided at 6m intervals. The surfaces of concrete paths shall have a non-slip broomed finish. Other types of path e.g. brick may be accepted at Council’s discretion.
Paths shall generally be provided on one side of a road only however a path may be required on both sides of a street if so determined by the Liveable Neighbourhoods document. The paths shall normally be laid parallel to the kerb line (or edge of roadway). The longitudinal profile shall follow the longitudinal profile of the kerb line (or edge of roadway).

2.5.2 Signs and Guide Posts

All direction or warning signs and guide posts shall be erected in accordance with AS 1742.5 - 1986. Requirements for such signs shall be clearly shown on the drawings.

2.5.3 Street Nameplates

Street nameplates shall be erected at all newly created intersections and shall indicate the names of both streets. Nameplates shall generally be in accordance with AS 1742.5 - 1986 and shall incorporate any special feature which may be required by Council (e.g. Shire logo, colours of legend and background, etc).

Depth of sign shall be 150mm with 100mm lettering except on major roads where a depth of 200mm with 150mm lettering shall be used.

Signs shall be mounted at a height of three (3) metres above finished ground level. If two or more signs are to be erected on the same pole they shall be erected at differing levels. Nameplates shall be mounted on a 50mm nom. bore galvanised steel pole concreted a minimum of 600mm into the ground. The pole shall be erected where possible on the 2.7m alignment.

2.5.4 Battle-Axe Block Access Roads

Access road pavement to battle-axe blocks shall not be less than three metres wide and centrally located for the full length of the access way. Special consideration shall be given to “reciprocal rights” access ways which will require greater road pavement width.

All battle-axes shall be constructed to an asphalt finish in residential areas and shall also be adequately drained to shed water to an appropriate drainage system. Where required the battle-axe may need to be kerbed.

The design, shape, width and drainage of these access ways shall be to the approval of the Shire’s Engineering Department.

2.5.5 Standard Crossovers

Crossovers shall be constructed to all new lots created in a subdivision. The construction and location of such crossovers shall be to Council’s satisfaction.
Crossovers shall be constructed to a minimum width of 2.7m, with the pavement being 100mm concrete, a 150mm thickness of gravel, or 100mm of limestone and 50mm of gravel. The surface of the crossover shall be asphalt, bitumen chip seal, concrete or brick paved.

Where required, culvert pipes beneath crossovers shall be a minimum 250mm diameter RCP and 4.8m in length. Headwalls to culverts shall be of concrete construction.

2.5.6 Street Lighting

**Western Power Standard Street Lighting**

Standard Western Power street lighting is used in most subdivisional works. The developer may arrange for a powder coating of the pole to present a more aesthetically pleasing finish. These poles are maintained by Western Power and replaced with the standard “grey” pole if damaged.

**Western Power Decorative Street Lighting**

Decorative Western Power street lighting is being used more and more in residential subdivisional works as the developer tries alternative treatments to dress up their particular subdivision. These poles are maintained by Western Power and replaced with another decorative pole if damaged.

**Non-Standard Street Lighting**

Before the advent of the decorative range of Western Power street lights many local authorities accepted the installation of “non-standard” street lighting.

The maintenance of these lights is carried out by the respective local authority and presents an ongoing maintenance issue that can be quite expensive.

**Table 1 Crossover Widths**

Low Vehicle Volume Developments are those that can be serviced by one driveway and generate weekday vehicle Movements of less than 10 vehicles per hour on a typical weekday and less than 20 vehicles per hour on a typical weekend day.

Where a wide verge area exists the crossover width may be reduced once the vehicle turning movement has been accommodated. Refer to Figure 3.
Sufficient storage length must be provided for a vehicle to stand clear of the carriageway when stopped. Where the entrance has a gate, the set back from the edge of the carriageway to the gate shall vary with the type of vehicle likely to use the driveway in accordance with Table 2. Also refer to Figure 5.

<table>
<thead>
<tr>
<th>Type of Vehicle</th>
<th>Minimum Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light vehicles</td>
<td>6m</td>
</tr>
<tr>
<td>Single unit trucks</td>
<td>15m</td>
</tr>
<tr>
<td>Semi-trailers and wide farm machinery</td>
<td>21m</td>
</tr>
<tr>
<td>Long Vehicles &amp; Road Trains</td>
<td>Length of Vehicle + 3m</td>
</tr>
</tbody>
</table>

Table 2 Storage Lengths
Cross-section of Kerbed Road

Level here to be at least kerb height or crown level whichever is the lower but not less than 100mm above the gutter.
SECTION 3 – DRAWINGS
3. REQUIREMENTS FOR DRAWINGS

3.1 General

The Shire’s Engineering Department requires submission of design calculations for stormwater drainage systems and two complete sets of “A1” size sets of plans for consideration.

One copy of the plans and specifications is returned to the developer or his representative, with any comments and variations indicated on them. Three copies of the amended plans and two copies of the amended specifications are re-submitted for further consideration and, all going well, approval to commence the subdivisional construction works.

Once these documents have been approved, stamped and signed by the Shire of Gingin Engineering Department one copy of each is returned. These documents are the ones referred to throughout the Contract and variations are not permitted without prior approval, in writing, of the Shire of Gingin’s Engineering Department.

3.2 Drainage Calculations

The Consultant shall submit drainage calculations for approval for every underground drain and all open drains (except table drains) including bridges, pipe drains, box culvert drains, etc. Calculations shall show catchment areas, run-off coefficients, recurrence intervals, rainfall intensities, and times of concentration and method of sizing of drains. Calculations shall be set out in a standard tabular format or approved format to facilitate checking.

3.3 Pavement Calculations

Submit pavement calculations for approval. Calculations shall show the method adopted for calculation of sub grade CBR including test results, design pavement life, design traffic loadings, determination of basecourse thicknesses and need for sub grade stabilisation/improvement where necessary. Provide copies of all sub grade tests.

3.4 Required Drawing Scales

Scales of plans where possible should conform to the following:

(a) Overall Layout Plan  1/500 or 1/1000
(b) Plan  1/500
(c) Longitudinal Section  1/500 horizontally, 1/50 vertically
(d) Cross Sections  1/200 horizontally, 1/100 vertically
(e) Particular Details  1/200 or 1/250
   (Intersections, cul- de-sac, turn circles, traffic devices)

These scales are minimal and may be increased on jobs of small extent.
The datum used shall be an established Landgate Bench Mark to Australian Height Datum. The location of such datum points shall be clearly indicated on the plan.

3.5 Drawing Information

3.5.1 Layout Plan

Layout Plan shall show:

(a) All existing and new streets and roads with the allocated street names;
(b) All lots fronting such streets with each lot numbered and fully dimensioned;
(c) All existing and proposed street drainage, allotment drains with necessary easements and outfall drains;
(d) All survey and bench marks;
(e) All existing and proposed contours;
(f) The north point; and
(g) All proposed traffic management devices.

3.5.2 Road Plans

Each street shall be drawn in plan and profile.

The plan of the street shall show:

(a) Width of all pavements, verges and medians;
(b) Design speed of the road;
(c) Distances on the centre line of the road (SKL);
(d) All horizontal curve data;
(e) All existing and proposed contours;
(f) All existing and proposed street drainage including manholes and gullies;
(g) All lots facing onto the street;
(h) All traffic management devices;
(i) All existing and proposed services in the road reserve; and
(j) North point.

The longitudinal profile of the road shall show:

(a) A running distance along the centre line of the road (SKL);
(b) The natural surface levels along the centre line and both property lines;
(c) Design levels at the centre line and both channels. These levels shall be at 20 metre intervals on straight grades and alignments and at 10 metre intervals on vertical and horizontal curves;
(d) Lengths of grade lines with grades expressed as a percentage;
(e) Intersection and tangent points at change of grades;
(f) Length of vertical curves;
(g) Transition and superelevation details; and
(h) Finished surface levels along both property lines.
Cross section details shall be provided in all cases to show the thicknesses and other relevant details.

Intersections, cul-de-sac heads, roundabouts and any other traffic device or feature – details of these devices shall include:

(a) All lot boundaries;
(b) Geometric details;
(c) Design levels at appropriate points;
(d) All services, including drainage; and
(e) North point.

3.5.3 Drainage Plans

All drainage lines will be drawn in plan and profile on the same drawing at the scales as previously specified.

The plan shall show:

(a) All existing and proposed drainage lines showing pipe sizes, grades, lengths, manholes, gullies, other drainage structures and whether the pipes are solid or slotted;
(b) Upstream and downstream levels on all existing drainage outfalls to which connections are being made;
(c) All existing and proposed sewer lines and any other services which may effect;
(d) All existing and proposed contours and spot levels;
(e) Where appropriate and especially on industrial subdivisions, the stormwater connection location and the designed discharge from each lot;
(f) The north point;
(g) All drainage easements including their description and width; and
(h) All streets with their allocated names and all lots facing onto such streets with the appropriate lot number.

The longitudinal section shall show:

(a) A small plan (scale 1:2000) in the bottom right hand corner of the drawing, showing the location of the specific drains as detailed on the same drawing;
(b) All pipe sizes and grades, the class of pipe and whether the pipe is solid or slotted;
(c) The existing natural and finished surface levels;
(d) The invert levels of the pipes and the depth to invert from the finished surface level;
(e) The distances between gullies, manholes and other drainage structures;
(f) The location and levels of all other services, especially sewer line crossings; and
(g) Details of all manholes, gullies and other structures.
Special Details

- Any Outlet Structure
- Any connection to Department of Water main drain
- Cross Section of subsoil drainage

Separate details shall be included on the drawings showing pipe laying and bedding details and other appropriate details as required.

3.5.4 Earthworks Plans

In all subdivisions involving earthworks, plans showing existing and proposed contours and appropriate cross sections are required.

3.5.5 “As Constructed” Drawings

The Subdivider shall submit to Council prior to the release of the subdivision, a full set of engineering drawings for the subdivisioinal works in reproducible form and in digital format, and certified by a licensed surveyor or other non-biased surveyors as approved as follows:

(a) Road Drawings – amended to show details of any alterations made during construction; and

(b) Drainage Drawings – amended to show actual lines, levels and grades against the design lines, levels and grades and stamped “As Constructed”.
SECTION 4 – CONSTRUCTION OF ROADS
4. CONSTRUCTION OF ROADS AND ASSOCIATED WORKS

4.1 Soil Conditions/Geotechnical Report (Council Policy)

The Shire of Gingin has varying soils and water table conditions. The Shire requires a Geotechnical report to certify that the land is suitable for road construction. This report is to be submitted prior to approval of road construction in order that any earthworks, including excavation, filling and compaction can be covered by the design plans and specifications.

The Geotechnical report is to be prepared by a mutually appointed Consultant from this list:

<table>
<thead>
<tr>
<th>Company</th>
<th>Phone</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coffey Geosciences Pty Ltd</td>
<td>9347 0000</td>
<td>David Fulsham</td>
</tr>
<tr>
<td>Douglas Partners Pty Ltd</td>
<td>9204 3511</td>
<td>Rob Shaplande</td>
</tr>
<tr>
<td>TME Brown</td>
<td>9368 2615</td>
<td>Ken Brown</td>
</tr>
<tr>
<td>Golder &amp; Associates</td>
<td>9213 7600</td>
<td>Andrew Cray</td>
</tr>
<tr>
<td>ATC Williams</td>
<td>9355 8700</td>
<td>Zoran Kovacev</td>
</tr>
<tr>
<td>G.H.D Pty Ltd</td>
<td>6222 8645</td>
<td>David Elias</td>
</tr>
<tr>
<td>Structerre Consulting</td>
<td>9205 4520</td>
<td>Santiago Abueva</td>
</tr>
</tbody>
</table>

and is required to

(i) Identify the substrata and its classification;
(ii) Recommend remedial measures to have the site reclassified as Class A or Class S in accordance with AS 2870 -1996 (Amended);
(iii) Determine the water table level for the site;
(iv) Recommend measures for the disposal of stormwater either onsite or via a comprehensive subsoil drainage network.
(v) Supervise the remedial work and certify that the works have been undertaken in accordance with the recommendations of the Geotechnical Report, and the foundation material is capable of an allowable bearing pressure of 100kpa;

4.1.1 The requirements as laid down in the Shire’s Specifications for the Design and Construction of Roads and Stormwater Drainage shall be complied with and the drawings and specifications approved by the Council, prior to the commencement of any work in the subdivision. It is recommended that consultation with the Shire’s engineering department occurs in the early stages of subdivisional design so that work can progress towards achieving a safe and functional road, drainage and footpath layout that is to the satisfaction of the Shire Engineer.

4.1.2 Prior to site works commencing, the potential dust risk of the site is to be assessed in accordance with the "Land development sites and impacts on air quality – Department of Environmental Protection, November 1996". The assessment is to form part of the subdivision submission to the Council.
4.1.3 The construction work shall be carried out in accordance with the approved drawings and specifications, and will be subject to stage inspection and approval by the Engineer or his representative during the course of construction. Final approval shall only be given when the whole of the works shown on the plan of subdivision submitted for clearance have been executed to the true intent and meaning of the approved specification and to the satisfaction of the Shire Engineer.

The Council shall notify the Department of Planning that the conditions of subdivision relating to road construction have been complied with and that the Diagram of Survey has been cleared.

4.1.4 From the date of registration of the Diagrams of Survey by the Department of Planning and the Office of Titles, any land delineated and shown as a new road on such diagrams shall be under the control of Council.

4.1.5 Public Road Intersections. Where a planned subdivision shows the joining of a subdivisional road with an existing public road, then the subdivisional road shall be so constructed as to connect the public roadway.

4.1.6 Where footpaths and / or paving of Public Access Ways is required as a condition of subdivision, a non refundable bond shall be paid to Council for construction by Council at a future date.

4.1.7 It should be noted that Council Policy is that any road, path or drainage works associated with a planned subdivision, within a gazetted road reserve shall be carried out by the Council at the developers cost, unless otherwise approved. This includes all reinstatements associated with Sewer Works. In such instances the developer is required to pay the Council’s estimated cost of the works in advance and agree to pay the actual costs on completion of the works.

Where sewer or water supply works are to be undertaken, within gazetted road reserves, formal application and approval for permission to work within the road reserve is required.

4.2 General

4.2.1 All works shall be carried out in accordance with the Occupational Health, Safety and Welfare Act, 1984.

4.2.2 Temporary Road Closure

Where it is necessary to close an existing road to carry out any part of the subdivisional works, approval for such closure shall be obtained from the Shire’s Engineering Department, at least (28) days prior to the work commencing.

The following conditions shall apply to such closures:
(a) A suitable detour shall be determined and clearly signposted with approved signs for the duration of the works and if no such detour is available, suitable and passable side tracks shall be provided.

(b) In the case of arterial roads and on other roads where a suitable and convenient detour is unavailable, the road closure shall be advertised by double column display advertisements in local newspapers advising the reason, location and duration of the closure and the route of the proposed detour, such advertisements being placed 21 days prior to the date of the proposed closure.

(c) In the case of arterial roads and on other roads where a suitable and convenient detour is unavailable, advisory signs shall be erected at appropriate locations on the site 21 days prior to the closure, such signs to comprise a minimum 100 mm letter height and to advise the reason, location and duration of the road closure.

(d) The works and road closure shall be adequately lit at night and other appropriate precautions shall be taken to ensure public safety.

(e) Emergency services, schools, other large institutions and large businesses that may be affected by the closure shall be advised in writing of the reason, location and duration of the road closure and the route of the proposed detour at least 21 days prior to the closure.

(f) The works shall be carried out in an expeditious manner to minimise the impact of the road closure on the general public.

(g) Where the road closure is required by a private contractor to carry out works in the road reserve then the contractor must obtain approval from the Shire’s Engineering Department, prior to commencing the works.

4.3 Survey Set Out

4.3.1 All works shall be set out and constructed in accordance with the alignments, levels, grades and cross sections as shown in the approved drawings.

4.3.2 Care shall be taken when working in the vicinity of survey pegs and bench marks to ensure the accuracy thereof.

4.3.3 The Subdivider shall be responsible for the accuracy of the setting out of works.
4.4 **Construction Tolerances**

The tolerances to levels permitted for the various stages of road construction shall be as follows:

- **Sub-grade**: -50mm to +0mm
- **Sub-base**: -25mm to +10 mm
- **Base**: -10mm to +10 mm
- **Bitumen primer**: +/- 0.5 litres/m²
- **Concrete kerbing**: Refer to Section 4 Clause 4.12
- **Asphalt surfacing**: +/- 5mm

4.5 **Clearing Works**

4.5.1 Clearing of all shrubs and trees shall be completed to an extent sufficient to facilitate the construction work. Natural vegetation should be retained where possible.

4.5.2 All tree roots, boulders and other deleterious material shall, where possible, be totally removed to a depth of 600 mm below the natural surface or finished surface levels of the street, whichever is the greater. Stumps shall be completely removed.

4.5.3 All holes and depressions resulting from clearing and grubbing shall be backfilled with approved material and compacted to at least the compaction of the surrounding in-situ material.

4.5.4 No material from the clearing shall be pushed beyond the limits of the site.

4.5.5 Material cleared shall be either removed from the site and disposed of at an approved waste disposal site or disposed of by burning. All burning off shall be strictly to the requirements of the Bush Fires Act and Environmental Protection Act.

4.6 **Earthworks**

4.6.1 Earthworks shall be completed to this specification and tolerances as set out herein and as detailed in the drawings.

4.6.2 The road shall be cut to the grades and batters indicated on the approved drawings.

4.6.3 All fill shall be clean free-draining medium to coarse sand and shall be compacted to the full depth of 95% of the modified maximum dry density when tested in accordance with AS 1289 E2.1 – 1977 unless otherwise approved.

4.6.4 All cut through rock shall be excavated to a depth of 100mm below sub-grade level and 200mm below the finished level of verges.
4.6.5 Blasting

4.6.5.1 Excavation in rock or hard soil may be carried out by blasting only if a blasting permit has been obtained from the Shire’s Executive Officer in accordance with Explosives Regulations 1963 Regulation 115(6).

4.6.5.2 All explosives shall be stored and handled in accordance with AS2187-1983-4 under the personal supervision of the holder of a current Shotfirer Permit. The Shotfirer shall be held responsible for the repair, replacement, legal liability claims or anything that may arise from the blasting operations. All such screens, shields, matting and the like as is necessary to prevent rock, stones, earth, debris or other material from scattering or blowing from the immediate site of blasting shall be provided.

All road verges shall be graded evenly and smoothly, free from rubble and other deleterious material, to meet the level of the road kerb.

4.7 Soil Stabilisation

4.7.1 The subdivider shall be responsible for the satisfactory control of dust and sand drift from the construction site.

4.7.2 Stabilisation of topsoil, sand or other material or matter subject to movement over or near the subdivision shall generally be carried out in accordance with the Environmental Protection Authority’s Dust Control Guidelines and to the satisfaction of the Shire’s Engineering Department, both during the construction stages and upon completion of the subdivisional works.

4.7.3 Where initial stabilisation is carried out and subsequent works associated with the subdivisional works causes deterioration of effective stabilisation of the area, the area so affected shall be re-stabilised in an appropriate manner. The Subdivider shall effect a varying method of re-stabilisation should initial stabilisations be found to be unsuitable.

4.7.4 Stabilisation disturbed by works other than the subdivisional works shall be the responsibility of the person responsible for the disturbance of the stabilised areas (for example, builders, private lot owners and Service Authorities).

4.7.5 A special performance bond in the form of either cash or unconditional guarantee from a financial institution acceptable to Council to the value of $0.50 per square metre of the cleared or disturbed lot area shall be lodged with the Council prior to the commencement of any works as a condition of approval of drawings for the subdivisional works. These monies will be used by Council to control sand drift if, in the opinion of the Shire’s Engineering Department, the contractor is not taking adequate precautions to control the sand drift during the progress of construction work.
The Consulting Engineer will be advised in writing on each occasion it becomes necessary for Council to use these monies for sand drift control. These monies will be refunded upon completion of the subdivisional works, including the stabilisation of the finished surface, less any amounts expended by Council on the control of sand drift during the construction period.

4.7.6 Council may reduce this bond to $0.25 per square metre for those developments assessed in accordance with the Environmental Protection Authority’s Dust Control Guidelines and where the relevant contracts for subdivisional works incorporate the dust control strategies as indicated in the guidelines.

4.7.7 To avoid dust nuisance to adjacent owners the Shire’s Engineering Department, may direct that no earthworks, including stripping, filling or placing of topsoil, be carried out when a wind is blowing towards surrounding properties which is likely to cause sand drift or dust to reach those properties.

4.8 **Sub-Grade**

4.8.1 The formation shall be excavated in conformity with the profiles, dimensions, cambers and depths as shown on approved drawings.

4.8.2 Unless otherwise specified the width of the formation “boxed out” shall be at least 600mm greater on each side than the finished sealed width of the road pavement for urban roads.

4.8.3 Unless otherwise specified the width of the formation “boxed out” shall be at least 1.0m greater on each side than the finished running surface for rural roads.

4.8.4 The sub-grade shall be compacted to not less than 95% of its modified maximum dry density when tested in accordance with AS 1289 E2.1 – 1977 Methods of Testing Soil for Engineering Purposes.

4.8.5 This work shall be checked and approved prior to the placement of any foundation material.

4.9 **Sub-Base Course**

4.9.1 The sub-base shall be constructed of limestone complying with the requirements of Section 8.1 “Specification for Limestone” unless otherwise approved.

4.9.2 The sub-base shall be placed so that the compacted sub-grade is not disturbed and broken up and that the even thickness specified is achieved. Sub-base material shall not be spread upon a waterlogged sub-grade.

4.9.3 The sub-base course must be installed full depth (i.e. no separate base course layers) to suit the overall pavement design.
4.9.4 The sub-base course shall be compacted to not less than 95% of its modified maximum dry density when tested in accordance with AS 1289 E2.1 – 1977.

4.9.5 Where damage to adjoining properties may result, the use of vibrating rollers will not be permitted.

4.9.6 All irregularities in the longitudinal grade and cross section shall be corrected in an approved manner until the road sub-base is brought to a uniformly compacted smooth and even surface.

4.9.7 If, during the construction period, the surface of the sub-base shows any imperfections or failures, such shall be corrected in an approved manner.

4.9.8 Unsatisfactory sub-base material shall be removed from the site and replaced with material as specified.

4.9.9 The sub-base construction shall be approved prior to the commencement of the placing of the base material.

4.9.10 No work is to continue with the installation of the Base Course until all testing is done and original test results are supplied to Council and approved.

4.10 Base Course

4.10.1 The pavement base material shall consist of fine crushed rock (road base) complying with the requirements of Section 8.2 “Specifications for Road Base” unless otherwise approved.

4.10.2 The base material shall be placed so that the limestone sub-base material is not disturbed or broken up during the placement of the base material and an even thickness as specified is obtained.

4.10.3 The base course must be installed full-depth (i.e. no separate sub-base course layers) to suit the overall pavement design as approved.

4.10.4 Grading of loose material over a hard surface and/or compaction in a thin layer is not permitted.

4.10.5 The base course shall be compacted to not less than 98% of its modified dry density when tested in accordance with AS 1289-E2.1 1977.

4.10.6 The base shall be water bound by the surface being sprayed with water and rolled until a slurry finish has been obtained. When this has dried, any surplus slurry material shall be broomed off the surface and disposed of as directed.

4.10.7 The base construction shall be approved prior to priming.
4.10.8 Prior to surfacing all underground public utilities service crossings shall be installed. All road crossings shall be backfilled and compacted in accordance with the requirements for sub-grade and sub-base construction.

4.11 Primer Sealing Of Pavement

4.11.1 The surface of the base course shall be primer sealed in accordance with Austroads publication “Bituminous Surfacing Volume 1, Sprayed Work 1989” prior to the application of the wearing course.

4.11.2 Sweeping

The surface of the base course shall be swept free from any loose material and dust in such a manner that will not damage the finished surface of the base course prior to the application of the binder.

4.11.3 Application of Binder

In cases where a hot sprayed bitumen surface is specified, the primer seal shall be hot cut-back bitumen; for asphalt surfaces, either bitumen emulsion or hot cut-back bitumen as specified below may be used.

Primer sealing shall not be carried out for a period of at least 24 hours after completion of the water binding of the base course.

4.11.3.1 Bitumen Emulsion

Bitumen emulsion in accordance with AS 1160-1988 shall be uniformly and evenly sprayed onto the existing surface at a rate determined by the design but shall not be less than 1.4 litres per square metre measured at 15 degrees Celsius.

4.11.3.2 Hot Cut-Back Bitumen

Hot cut-back bitumen in accordance with AS2157-1980 “Cutback Bitumen” shall be applied at the rate determined by the design but shall not be less than 1.2 litres per square metre measured at 15 degrees Celsius, with the temperature of the bitumen being between 70 and 120 degrees Celsius.

4.11.3.3 The Binder Application

The primer seal shall be applied by an approved mechanical sprayer. Where the direct use of a mechanical spray is impracticable, the binder may be sprayed using a hand lance fed from the mechanical sprayer.
4.11.4 Application for Aggregate

4.11.4.1 The primer seal shall immediately after spraying be covered with approved 7mm nominal size aggregate as detailed in Section 6.3 “Specification for Sealing Aggregate” so that all sprayed areas shall be completely covered within a period of 15 minutes.

4.11.4.2 The aggregate shall be dry and free from dust and other deleterious material, and be spread by means of an approved aggregate spreader capable of spreading a uniform layer of aggregate.

4.11.4.3 Rate of application shall be determined by design but shall not exceed 150m² per cubic metre of metal, controlled so that only sufficient is applied to give a uniform dense mat of one stone thickness.

4.11.4.4 Within 5 minutes of the application of the aggregate, rolling shall commence using appropriate equipment and continue until the aggregate is well embedded in the binder an a uniform surface obtained.

4.12 Hot Sprayed Bitumen Surfacing

4.12.1 The application of a single coat aggregate wearing course to a surface which has been primer sealed in accordance with Section 4.9 shall be designed and carried out in accordance with Austroads publication “Bituminous Surfacing, Volume 1, Sprayed Work 1989”. The wearing course shall be applied to those areas as shown on the approved drawings and shall consist of a hot bitumen binder with appropriate aggregate.

The Subdivider shall submit his proposed application rates for binder and aggregate for approval.

4.12.2 Before the binder is applied, the surface shall be swept free of all loose stones, dust, dirt and foreign material. Any sections of pavement that are loose or damaged shall be repaired and finished to the correct level.

4.12.3 Materials


The proportion of medium curing cutting oil to be added to the binder shall be determined by the design and shall not to exceed 8%.

The aggregate shall consist of crushed stone as specified in Section 8.3 “Specification for Sealing Aggregate” and shall be of 14 mm nominal size.
4.12.4 Application of Binder

4.12.4.1 The Subdivider shall give the Engineer at least 48 hours notice of his intention to apply the binder and the approval shall be obtained before any spraying commences. The surface to be sealed shall be dry and no binder shall be applied whilst the pavement temperature is less than 25 degrees Celsius or during wet conditions, or when adverse weather conditions may prevail at any time during such work.

4.12.4.2 The binder shall be applied by an approved mechanical sprayer. Where the direct use of the mechanical sprayer is impracticable, the binder may be applied by using a hand lance fed from the mechanical sprayer.

4.12.4.3 The binder edge shall not deviate from the desired edge lines by more than 50 mm. The rate of deviation of the binder edge from the desired edge lines shall not exceed one in four hundred (1:400).

4.12.4.4 All necessary precautions shall be taken to prevent over spray of binder. Any damage or defacement shall be made good immediately the sealing in that section has been completed, with all cleaning work being carried out to an acceptable standard.

4.12.5 Application of Aggregate

4.12.5.1 The aggregate shall be dry and free from dust and other deleterious material at the time of application and shall be uniformly spread over the sprayed area by means of an approved type of mechanical spreader.

4.12.5.2 The time lag between spraying and spreading shall be kept to a minimum and all sprayed areas, with the exception of approved lapping strips, shall be covered with 14mm nominal size aggregate within ten (10) minutes of spraying the binder.

4.12.5.3 If there are surplus loose particles on any portion of the sealed area such portion shall be swept lightly so as to move the loose particles but not disturb the aggregate embedded in the binder.

4.12.5.4 Rate of application shall be determined by design but shall not exceed 150 m$^2$ per cubic metre of metal, controlled so that only sufficient is applied to give a uniform dense mat of one stone thickness.
4.12.5.5 Within 5 minutes of the application of the aggregate, rolling shall commence using appropriate equipment and continue until the aggregate is well embedded in the binder and a uniform surface obtained.

4.12.5.6 Any loose cover material not incorporated in the seal after the completion of rolling shall be removed from the seal surface as directed and disposed of in an approved manner.

4.12.6 Two-Coat Surfacing

The application of a consecutive two coat aggregate wearing course seal will be approved on submission of a fully detailed specification.

4.12.7 Measurement and Recording of Application Rates

4.12.7.1 Binder

All loads of bitumen shall be sampled in accordance with AS 1160-1988, AS 2008-1980 or AS2157 –1980 as appropriate.

The following records shall be kept of all spray runs by a competent person and supplied to the Shire’s Engineering Department:

(a) Spray width
(b) Start chainage – finish chainage
(c) Side of road (left or right)
(d) Road temperature
(e) Bitumen temperature
(f) Volume of bitumen used
(g) Average bitumen application rate

4.12.7.2 Aggregate

Aggregate volume shall be measured in truck at the point of spreading. Each load shall be levelled to facilitate calculation of volumes with the volume of the aggregate being recorded for each truck.

The actual application rate of cover aggregate shall be calculated from the measured volumes spread and the actual area measured on the site by the Consulting Engineer and supplied to the Shire’s Engineering Department.

4.13 Concrete Kerbing

4.13.1 All concrete kerbing shall be cast in-situ Semi-Mountable type using an extrusion machine to a cross sectional profile as shown on the approved drawings.
4.13.2 Appropriate measures shall be taken to ensure that kerbing is securely held in position. The laying of kerbing on the primed base course the same thickness as main road base course, with asphalt placed against the front face and fill against the rear face is deemed to comply with this requirement.

4.13.3 All concrete work shall be carried out in accordance with AS3600-1988.

4.13.4 All concrete used shall be supplied in a ready mixed state and shall comply with the requirements of AS1379-1973. All concrete used in the works shall develop a minimum compressive strength of 20 MPa at 28 days with a maximum slump of 90mm.

4.13.5 The surface of the road shall be thoroughly swept clean of all loose material prior to the kerb being cast to ensure the maximum bond between the kerb and the pavement material.

4.13.6 Tolerances

The line, level and radius of all kerbing shall be in accordance with the following tolerances:

(a) The top surface of the kerb shall be parallel to the ruling grade of the pavement and shall be free from irregularities exceeding 5mm when measured with a 3m long straight edge.
(b) Level +/- 5mm
(c) Line +/- 10mm
(d) Cross section dimensions +/- 5 mm.

4.13.7 The finished kerb shall be true to the cross-section dimensions specified and shall have a smooth finish.

4.13.8 Contraction Joints

Contraction joints shall be constructed every 2.5 metres run of kerbing. The contraction joints shall be 6mm wide and shall be cut through the kerb above the road surface level immediately after extrusion. Care must be taken to avoid any disturbance to the edges of the joint and any such disturbance shall be made good immediately.

4.13.9 Expansion Joints

Not less than 24 hours after placement of the kerb, expansion joints shall be formed by cutting completely through the kerb at 5.0 metre intervals, at sides of drainage gullies and at tangent points of all small radius horizontal curves. The expansion joints shall be 13mm wide. Each expansion joint will be filled with a foam packer which shall be covered with an approved compound.
4.13.10 Curing

All concrete shall be cured as specified in AS3600-1988.

4.13.11 Protection

All kerbing shall be protected from damage and any damage repaired immediately so that no visible cracks remain.

Kerbing with any cracking will not be approved and must be replaced prior to final inspection taking place. There will be no minimum amount of cracking allowable.

4.13.12 Backfilling

The backfill material shall be free draining sand and/or topsoil, free from debris and deleterious matter and levelled and compacted to not less than 90% of the modified maximum dry density when tested in accordance with AS1289 E2.1-1977.

4.13.13 All surplus materials including materials removed due to non-compliance with the specifications shall be removed from the site and the area left in a neat and tidy condition.

4.14 Asphalt Surfacing

4.14.1 General

Asphalt used for the wearing course on any road pavement shall consist of a combination of coarse aggregate, fine aggregate and mineral filler, uniformly coated and mixed with a bitumen binder in accordance with that detailed in Section 8.4 “Specification for Asphalt”.

All work and material shall be in accordance with the requirements of AS 2734-1984 and shall provide a surface with level and roughness tolerances complying with the standard and having a compaction of at least 98% of the 50 blow, 35 blow or 25 blow Marshall density as approved.

4.14.2 Commencement of Works

The Contractor shall give at least 24 hours notice to the Shire’s Engineering Department, before commencing or recommencing any asphalt surfacing works.

4.14.3 Delivery Records

A weighbridge ticket showing the empty and loaded masses of the vehicle shall be made available to the Shire’s Engineering Department, at the point of delivery by the driver of the vehicle together with written confirmation of the following if requested:
(i) The date and time of loading;
(ii) The name of the supplier and the plant location;
(iii) The identification number of the vehicle; and
(iv) The nominal size of the asphalt aggregate.

4.14.4 Testing of Asphalt

Test results indicating the following shall be supplied on request:

- Marshall Stability
- Marshall Flow
- Bitumen content
- % air voids
- % compaction

4.15 Street Name Plates

4.15.1 The subdivider shall be responsible for the supply and erection of all street nameplates in accordance with AS1742.5 – 1986 Part 5.

Nameplates shall be of approved type, be fully reflective on extruded aluminium and shall be erected at all newly created intersections and shall indicate the names of both streets. Nameplates shall incorporate any special feature which may be required by Council (eg Shire logo, colours of legend and background, etc).

4.15.2 Depth of sign shall be 150mm with 100mm lettering except on major roads where a depth of 200mm with 150mm lettering shall be used.

4.15.3 Signs shall be mounted on 50mm diameter galvanised steel posts so that the bottom of the sign is 2.7 metres clear of the ground. Posts shall be concreted into the ground to a depth of at least 0.6 metres. The pole shall be erected on the 2.7 metre alignment.

Temporary “No Through Road” signs shall be erected on roads that have been temporarily terminated.

4.16 Street Lighting

Western Power Standard Street Lighting

Standard Western Power street lighting is used in most subdivisional works. The developer may arrange for a powder coating of the pole to present a more aesthetically pleasing finish. These poles are maintained by Western Power and replaced with the standard “grey” pole if damaged.

Western Power Decorative Street Lighting

Decorative Western Power street lighting is being used more and more in residential subdivisional works as the developer tries alternative treatments to dress up their particular subdivision. These poles are maintained by Western Power and replaced with another decorative pole if damaged.
Non-Standard Street Lighting

Before the advent of the decorative range of Western Power street lights many local authorities accepted the installation of “non-standard” street lighting.

The maintenance of these lights is carried out by the respective local authority and presents an ongoing maintenance issue that can be quite expensive.

4.17 Footpaths and Dual Use Paths

Footpaths and dual-use paths in road reserves shall be provided in urban residential subdivisions unless special circumstances prevail in which case they may be omitted at Council’s discretion. If such paths are required they shall be constructed by the Subdivider at the time of Subdivision.

Where paths are to be provided by the Subdivider they shall normally be 1.5m footpath and/or 2.0m dual-use x 100mm thick concrete paths with a 2% slope towards kerbs (or edge of roadways). Tooled lock-joint contraction joints shall be provided at 2m intervals and 12mm wide full depth expansion joints shall be provided at 6m intervals. The surfaces of concrete paths shall have a non-slip broomed finish. Other types of path e.g. brick may be accepted at Council’s discretion.

Paths shall generally be provided on one side of a road only however a path may be required on both sides of a street if so determined by the Liveable Neighbourhoods document. The paths shall normally be laid parallel to the kerb line (or edge of roadway). The longitudinal profile shall follow the longitudinal profile of the kerb line (or edge of roadway).

4.18 Path and Island Paving

4.18.1 The paving material used in the construction of off-road paths and islands shall be 100mm thick cast “in situ” concrete. The finished surface shall be smooth and free from defects with a “broomed” non-skid finish. Contraction joints shall be provided every 2.0 metres. These shall be cut with an approved grooving tool and be 6mm wide. Expansion joints fitted with “Lock-Joint” shall be provided every 6.0 metres. Every 48 metres, a non “Lock-Joint” expansion joint shall be provided. These shall be 13mm wide and filled flush with an approved jointing material. Alternative equivalent paving materials may be used as approved.

4.17.2 All concrete work shall be carried out in accordance with AS3600-1988.

4.18.3 All concrete used shall be supplied in a ready mixed state and shall comply with the requirements of AS1379-1973. All concrete used in the works shall develop a minimum compressive strength of 20 MPa at 28 days with a maximum slump of 90 mm.
4.18.4 All paving to median islands shall be to the colour as specified by the Engineer.

4.18.5 The sub-grade under all paths shall be clean, well compacted sand fill. All concrete to median islands shall be placed on a compacted sand bed.

4.18.6 All public utility services shall be installed under paths and other paved areas prior to the paving work commencing.

4.18.7 The level of the finished concrete path shall suit the surrounding ground levels provided that the paved surface is free draining, with all path levels to be approved. Generally, all paths will have a 2% cross fall towards the road pavement.

4.18.8 The Subdivider shall give landowners whose verges will be affected by the path construction at least two (2) weeks notice of the commencement of the construction work.

4.18.9 All work shall be carried out in accordance with Council’s requirements as appropriate and as detailed in its “Path Construction Specification.”

4.18.10 Appropriate alterations to existing verge reticulation systems shall be carried out as part of the work at no extra cost.

4.19 Lot Filling

4.19.1 Where lot filling is required in accordance with these guidelines, the fill area shall be cleared and stripped of all organic material rubbish and any other deleterious material and the filling placed and compacted to the approved design levels.

The tolerances on lot filling shall be +/- 50mm.

4.19.2 The fill material shall be clean, free draining, medium to coarse sand, free from foreign and organic matter.

4.19.3 Topsoil shall be stockpiled for later re-spreading on batters and other disturbed surfaces where appropriate.

4.19.4 Material from clearing shall be disposed of away from the site of the works in a place and manner approved by Council. No material from clearing shall be deposited within the road reserve or on property beyond the boundaries of the subdivision without the owner’s permission.

4.19.5 Adequate precautions must be taken to ensure no damage occurs to trees, vegetation, fences, services and other improvements outside the designated areas of the works. Survey pegs or marks which are disturbed shall be reinstated by a licensed surveyor at the Subdivider’s expense.
4.19.6 All fill shall be compacted to the full depth with a density of 95% over the building envelope and 90% over the remainder of the fill area, of the modified maximum dry density when tested in accordance with AS 1289 E2.1-1977.

4.19.7 Where open drains across lots have been backfilled, the compaction of the backfill shall be in accordance with the preceding Clause and such areas shall be subject to special testing as determined by the Shire’s Engineering Department.

4.19.8 The requirements for stabilisation, dust control and sand drift as detailed in Section 4.6 shall also apply to lot filling.

4.19.9 For urban subdivisions on a clay sub grade, the clay surface shall be sloped at a minimum grade of 1:100 towards a subsoil drainage line and covered with a minimum fill of 300mm of clean sand over the entire site. Clay being used as fill to achieve a uniform graded surface shall be compacted to 90% of the modified maximum dry density when tested in accordance with AS1289 E2.1-1977.
SECTION 5 – CONSTRUCTION OF STORMWATER DRAINAGE
5. CONSTRUCTION OF DRAINAGE WORKS

5.1 General

Land owners subdividing land for urban, residential or industrial developments are required to provide a stormwater drainage system to the satisfaction of the Shire of Gingin’s Engineering Department.

5.1.1 Stormwater Drainage – General

All commercial, industrial and multi-residential (triplex or larger) developments are required to provide a stormwater disposal system to the satisfaction of the Shire of Gingin’s Engineering Department. Further information on the means of disposal, whether it be “on-site” or connection to an existing drainage scheme may be obtained from the Shire of Gingin’s Engineering Department.

5.1.2. Stormwater Drainage – Design Criteria

The stormwater drainage system is designed using methods in accordance with Australian Rainfall and Runoff – A Guide to Flood Estimation Vol. 1 1987 (AR & R – 1987) and Stormwater Drainage in Small Urban Catchments: ARRB Special Report No. 34.

Attention is drawn to the major/minor concepts of drainage design as per Section 14.5.1 AR & R 1987.

Drainage systems in residential areas are designed for a 1 in 5 year storm, and in industrial areas, for a 1 in 10 year storm. A six minute interval is used as the minimum time of concentration to the first gully. Storms with recurrence intervals above the 1 in 10 year are also considered and “temporary” storage designed within the road reserve. The overland flow path required by a 1 in 100 year storm event must also be considered.

Drainage systems are to be designed as a manhole to manhole system with contributing inflows from “trapped” interceptors.

The rainfall intensity for a calculated time of concentration and recurrence interval are determined from the Rainfall Intensity Diagram for the specific Local Authority.

The total area contributing should be analysed and runoff coefficients assigned to each common sub-area. Runoff coefficients to be used are as follows:

- Industrial and Commercial Areas – 0.9 of total area unless otherwise advised by the Shire of Gingin’s Engineer.
- Residential – 0.3 of total area (where connected to drainage system)
- Multi-residential – 0.7 of total area (where connected to a drainage system)
• Road Reserve – weighted coefficient based on 0.9 for road pavement and 0.5 for verge area.

In areas where high groundwater conditions are encountered, subsoil drainage may be required as a condition of subdivision.

Interceptors are generally “side entry” type and positioned so that the width of gutter flow is limited to 1.5m in local, collector and arterial roads. Consideration should always be given to keeping intersections as free of runoff as possible. At low points double entry pits are required, each pit is to be individually connected to a common manhole.

Interceptors must be “trapped” and fitted with a fibreglass baffle prior to connection to a stormwater manhole.

Pipes systems are designed to operate under pressure “or surcharge” as per Section 14.5.7 of Australian Rainfall and Runoff. The Hydraulic Grade Line analysis shall take into account head losses through gully pits and manholes. The pipe system shall have the capacity to handle the design flow with the surcharge maximum water level in gullies 150mm below the surface and in manholes 300mm below the surface.

In general, pipes should not decrease in size downstream irrespective of steeper grades. Special circumstances requiring the decrease of downstream pipe sizes must be approved by the Shire of Gingin Engineering Department.

The velocity in pipes is limited to the range 0.7 m/s – 6.0 m/s. The possibility of scour at outfalls is considered and steps taken to eliminate it where it may occur.

Where pipe selections are determined from flow charts, care should be taken to use the appropriate chart that will reflect conditions well into the service life of the pipe. Where flow charts are based on the Colesbrook-White equation, the “K” value for concrete pipes is 0.30mm.

A copy of all design calculations is submitted with the design plans for approval. Reference should be made to the flow chart used in determining pipe selection.

In industrial and multi-residential subdivisions design flow and proposed connection points for each Lot is clearly indicated on the design plans. The Lot connection pit shall conform to the Shire of Gingin’s requirements for manhole construction and be fitted with a baffle on the outlet pipe to the main line.

Drainage lines are rubber ring jointed reinforced concrete pipes, although aluminium pipes and PVC pipes are also used when specific conditions must be met. PVC stormwater class pipes (up to a maximum size 300mm) may be used for subsoil drainage if approved by the Shire of Gingin’s Engineering Department.
Slotted drainage lines are a minimum size of 150mm diameter and are laid to a level equal to the annual average maximum groundwater level. Historically, subsoil pipes were laid as deep as possible to have the maximum effect on lowering the water table. This is no longer considered as an appropriate solution to groundwater problems.

The maximum size of slotted drainage lines is 300mm diameter; where drainage lines exceed 300mm and subsoil drainage is required a 150mm diameter slotted drain is run alongside the main line.

Solid drainage lines are reinforced concrete pipes with a minimum size of 225mm diameter and at least Class 2, although the smallest RC pipe now produced by many pipe manufacturers is 300mm diameter. All road pavement crossings are 225mm diameter (minimum) solid pipe at a minimum grade of 1:200. In general, the minimum cover for a Class 2 pipe is 500mm.

Manholes are included on drainage lines at all connection points, all changes of horizontal alignment and all changes of grades. The maximum distance between manholes is 100m and the maximum distance between a manhole and a gully are 20m.

Where a drainage system is to discharge into a Department of Water (DoW) drainage system prior approval from DoW must be obtained.

Where a drainage system cannot be connected to an outfall system, the method of discharge is approved by the Shire of Gingin’s Engineer.

Where a subdivision is to include a compensating basin, the basin is designed in accordance with Section 14.6.6 AR & R 1987 and the requirements of the DoW.

Generally, stormwater drainage pipes are laid on the alignment as specified in the Public Utilities Information Manual unless approved by the Shire of Gingin’s Engineering Department. The standard stormwater drainage alignment is 3.6m from the property boundary. Within easements the standard alignment is 1.5m from the boundary but may be larger depending on the pipe diameter.

All subdividers with land in a common catchment area have a joint responsibility to ensure that the whole catchment area (including dedicated roads) will be served by an effective drainage system. When only a portion of a catchment is being developed at a particular time, the drainage strategy for the whole area should be determined. Subdividers are responsible for arranging their own cost sharing arrangements.

Any drainage to be constructed within a dedicated road reserve is undertaken by the Shire of Gingin’s Engineering Department at the subdivider’s cost, unless otherwise approved.
5.1.3 Earthworks and Recontouring

The maximum grade across blocks and developed areas is 1 in 8, property boundary to property boundary. Where overall recontouring is not required the maximum block grading from the design verge level at the property boundary is not greater than 1 in 6 extending 7.5 metres into the property. The Shire of Gingin’s Engineer may approve a variation to this condition under special circumstances.

Recontouring of land adjacent to Dedicated Roads shall match the boundary levels for that Dedicated Road specified by the Shire of Gingin’s Engineer.

Recontouring and earthworks on Public Open Space (POS) is to a maximum grade of 1 in 8. Under certain circumstances, the Shire of Gingin’s Engineer may approve grades up to 1 in 6.

Earthworks and Public Access Ways (PAW) and Battleaxe Entries (BE) shall have a level cross section boundary to boundary. The maximum longitudinal grade of PAWs and BEs is 1 in 6, unless otherwise approved the Shire of Gingin’s Engineer.

Roads, PAWs and BEs are cleared of rocks, trees, shrubs and vegetation and grubbed out to clear roots and stone. Clearing on POS and blocks is restricted to those areas that require recontouring. Topsoil is removed, stockpiled and respread on batters, embankments, POS and other earthworked areas to encourage vegetation regrowth. Cleared areas will also require soil stabilisation.

Where recontouring in either residential or industrial areas requires fill, the fill material is to be clean sand. Fill is placed in horizontal layers which can be compacted to the specified densities with the Contractor’s equipment and methods. The fill is compacted to not less than the following maximum dry density when tested in accordance with the appropriate test methods of AS1289:

a) Fill within Road Reserve and other locations subject to traffic – 95%
b) All other areas – 90%

5.1.4 All works shall be carried out in accordance with the Occupational Health, Safety and Welfare Act 1984.

5.1.5 Temporary Road Closure

Where it is necessary to close an existing road to carry out any part of the subdivisional works, approval for such closure shall be obtained from the Shire’s Engineering Department, at least (28) days prior to the work commencing.
The following conditions shall apply to such closures:

(a) A suitable detour shall be determined and clearly signposted with approved signs for the duration of the works and if no such detour is available, suitable and passable side tracks shall be provided.

(b) In the case of arterial roads and on other roads where a suitable and convenient detour is unavailable, the road closure shall be advertised by double column display advertisements in local newspapers advising the reason, location and duration of the closure and the route of the proposed detour, such advertisements being placed 21 days prior to the date of the proposed closure.

(c) In the case of arterial roads and on other roads where a suitable and convenient detour is unavailable, advisory signs shall be erected at appropriate locations on the site 21 days prior to the closure, such signs to comprise a minimum 100 mm letter height and to advise the reason, location and duration of the road closure.

(d) The works and road closure shall be adequately lit at night and other appropriate precautions shall be taken to ensure public safety.

(e) Emergency services, schools, other large institutions and large businesses that may be affected by the closure shall be advised in writing of the reason, location and duration of the road closure and the route of the proposed detour at least 21 days prior to the closure.

(f) The works shall be carried out in an expeditious manner to minimise the impact of the road closure on the general public.

(g) Where the road closure is required by a private contractor to carry out works in the road reserve then the contractor must obtain approval from the Shire’s Engineering Department prior to commencing the works.

5.2 Survey Set Out

5.2.1 All drainage works shall be set out and constructed in accordance with the alignments, levels and grades as shown in the approved drawings.

5.2.2 Care shall be taken when working in the vicinity of survey pegs and bench marks to ensure the accuracy thereof.

5.2.3 The Subdivider shall be responsible for the accuracy of the setting out of works.
5.3 **Construction Tolerances**

The tolerance for piped drainage lines shall generally be +/- 10mm for level and +/- 50 mm for line, but in all instances each section of drain shall be capable of carrying the design flow.

5.4 **Materials**

5.4.1 Pipes

5.4.1.1 Drainage pipes may be reinforced concrete, fibre-reinforced cement, corrugated aluminium or plastic. Other types may be used on the approval of the Shire’s Engineering Department.

5.4.1.2 All pipes shall conform to the appropriate Australian Standard, such as the following:

- AS1342-1973 Precast Concrete Pipes
- AS1712 – 1976 Fibre Cement Pipes
- AS1761 – 1985 Helical Corrugated Steel Pipes
- AS1762 – 1984 Plastic Pipe-laying Design

5.4.1.3 Subsoil drainage pipes shall conform to the above but, except in the case of reinforced concrete pipes, shall have 250 mm by 5 mm slots cut through the pipe on alternate sides at 100 degrees so that the total length of slots is approximately half that of the pipe.

5.4.1.4 Reinforced concrete pipes shall be spigot and socket type unless otherwise approved.

5.4.2 Concrete

5.4.2.1 Concrete used for in-situ work shall conform to AS3600-1988 and be provided by a pre-mix concrete supplier conforming to AS1379-1973 or mixed on site, using materials as specified and plant to the approval of the Engineer.

5.4.2.2 Concrete for manholes, headwalls, end walls and keels shall have a minimum compressive strength of 20 MPA after 28 days. The slump shall not exceed 70 mm or be less than 30 mm. Maximum size of aggregate shall be 20mm.

5.4.3 Cement

5.4.3.1 All cement used shall be Portland cement in accordance with AS1315-1982 and obtained from an approved manufacturer.
5.4.3.2 Cement shall be delivered to the site fresh and in sealed bags and there stored in a weatherproof shed until such time that it is to be used. Any bag showing signs of deterioration or setting shall be rejected.

5.4.4 Concrete Aggregate

5.4.4.1 Fine aggregate shall be well graded, clean, sharp and free from clay and organic impurities in accordance with AS2758.1-1985.

5.4.4.2 Coarse aggregate shall be crushed granite or diorite clear and free from all impurities in accordance with AS2758.1-1985.

5.4.5 Water

5.4.5.1 Water for use in concrete and mortar shall be of potable quality, free from any impurities harmful to concrete mortar or steel.

5.4.6 Sand

5.4.6.1 Sand for mortar will be crushed stone or natural sand free from all deleterious substances and have a uniform grading.

5.4.6.2 Sand for bedding or backfilling shall be clean sand free from roots, clay or any deleterious matter.

5.4.7 Steel

5.4.7.1 Steel reinforcing fabric and steel reinforcing bars for concrete shall comply with the requirements of AS1302-1977, AS1303-1973 and AS1304-1973 and be free from loose rust or matter likely to impair the bond with concrete.

5.4.7.2 Structural steel shall comply with the requirements of AS1205-1980.

5.4.8 Bricks

5.4.8.1 Bricks shall be hard, well burnt, pressed or wire cut clay bricks in accordance with AS1225-1984 having a minimum ultimate strength of 30 MPA and absorbing when saturated, not more than 10% of their own weight in water.

5.4.8.2 Bricks shall be of uniform shape and size, carefully conveyed and unloaded at the site. No chipped or broken bricks shall be used, and no pieces of brick to be used except where necessary as closures.
5.4.9 Calibrated Metal

5.4.9.1 Calibrated metal (granite or diorite) shall conform to the following sieve grading:

<table>
<thead>
<tr>
<th>Sieve Size</th>
<th>%Passing</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.0</td>
<td>100</td>
</tr>
<tr>
<td>13.2</td>
<td>98-100</td>
</tr>
<tr>
<td>9.5</td>
<td>80-90</td>
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<td>5-14</td>
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<tr>
<td>0.6</td>
<td>0-3</td>
</tr>
</tbody>
</table>

And be free from roots, clay and any deleterious material.

5.4.10 Manhole Liners

5.4.10.1 Manhole liners shall be circular precast concrete liners from approved manufacturers capable of withstanding anticipated design loadings.

5.4.11 Manhole Covers

5.4.11.1 Manhole covers located in the carriageway shall be equipped with purpose built reinforced concrete surrounds a minimum of 150mm thick and fitted with a “Gatic” or similar type cast iron frame and lid.

5.4.11.2 Manhole covers located elsewhere in the road reserve shall be equipped with a purpose built reinforced concrete surround 150mm thick.

5.4.11.3 All manhole covers shall be equipped with 600mm square or circular access point with tapered inserts. Both cover and insert shall have suitable lifting points installed.

5.4.11.4 Manhole covers located in easements on private allotments shall be of suitable thickness as determined by design loading but not less than 100mm.

5.4.12 Grated Covers

5.4.12.1 Grated cover surrounds shall be 150mm thick reinforced concrete, 20 MPA at 28 days compressive strength concrete with sufficient reinforcement to withstand the design loading.

5.4.12.2 The steel insert shall be contained within a steel surround firmly embedded in the concrete and hinged on one side to permit opening with the steel surround protruding above the concrete surround by 25mm.
5.4.12.3 All grated gully covers shall be of a heavy duty construction and shall be load tested to full Austroads Highway Loading Conditions (90kN Wheel Load applied as per AS1597 Part 1-1974).

5.4.12.4 Grated covers shall have clear minimum internal dimension of 650mm x 490mm measured between and excluding the supporting angle frame.

5.4.12.5 Where there is any likelihood of cycle traffic crossing the road at right angles to the centreline of the road in the vicinity of gullies, 25mm x 3mm mild steel straps shall be welded to the bars at 100mm centres across the full length of the grate or other method as approved.

5.4.13 Side Entry Kerb

Side entry kerb sections shall be reinforced concrete to a design submitted and approved by the Shire’s Engineering Department.

5.5 Installation of Manholes and Road Gullies

5.5.1 Manholes shall be constructed from either circular precast concrete sections or square/rectangular brickwork as determined by detailed design. Minimum thickness of brickwork shall be 230 mm.

5.5.2 The minimum internal size of all manholes shall be either 900 mm circular or square but in all cases the manhole shall be at least 600mm larger than the largest pipe connected to the manhole. The minimum manhole diameter in private property shall be 750mm.

5.5.3 All manhole covers shall overhang the liner or walls by 100mm minimum. The tops of all manholes shall be flush with either the pavement level or the finished ground level and set at appropriate cross falls where necessary.

5.5.4 Manholes shall be embedded on sand compacted not less than 95% of the maximum dry density when tested in accordance with AS1289.E2.1-1977.

5.5.5 Steel step irons shall be installed in the walls of all manholes over 1.2 metres deep at approximately 400mm spacing or at every fifth course of brickwork. Step irons shall be of an approved design with a minimum diameter of 12mm. The surface of these steps is adequately protected against rust by galvanising or similar treatment.

5.5.6 Road gullies shall be a side entry pit design, a steel grate design or a combination of both.

5.5.7 All manholes located in the road reserve shall have bases of 150mm thick reinforced concrete, 20MPA at 28 days compressive strength concrete with sufficient reinforcement to withstand the design loading.
5.5.8 The grated cover shall be installed with the bars at right angles to the road centreline.

5.5.9 Side entry pits shall be created by installing a precast kerb section fitted with an opening into the kerb line. The minimum depth of the opening shall be 100mm.

5.5.10 The side entry kerb shall be located directly above the manhole wall such that the water flows directly from the water channel into the manhole.

5.5.11 The road pavement in the vicinity of the side entry pit shall be shaped to facilitate the ingress of water by forming an evenly graded depression, the maximum depth of which shall be 50mm at the face of kerb in the centre of the opening in the kerb section, constructed in such a manner that does not reduce the serviceability of the road pavement.

5.5.12 Manholes installed on the drainage lines 600 mm diameters and over shall not be fitted with side entry inlets.

5.5.13 The road-wearing surface shall extend over grated gully surrounds. Gully grates shall be installed 25mm proud of the primed road surface in order to be flush with wearing surface.

5.6 Headwalls and End walls

5.6.1 Where a piped drain interfaces with an open drain, a suitable end wall structure shall be provided to prevent the entry of loose material into the pipe and the erosion of surrounding ground. In the case of pipes exceeding 600mm diameter, suitable structures shall be fitted to the inlet to the pipe drainage system to prevent access.

5.6.2 All headwalls and end walls shall be constructed using either concrete with 20 MPA compressive strength, mortared stonework or brickwork.

5.6.3 For mortared stonework each stone shall weigh in excess of 10 kg and the greatest dimension of any stone shall not exceed 1.5 times its least dimension.

5.6.4 End walls located on outlet pipes exceeding 300mm diameter shall include suitable erosion protection in the form of aprons and edge beams.

5.7 Pipe Laying

5.7.1 Pipes shall not be laid on filled ground until such ground has been compacted to a minimum of 95% of its modified maximum dry density when tested in accordance with AS 1289.E2.1-1977.
5.7.2 Trenches shall be excavated to the dimensions shown on the approved drawings to the minimum consistent with bed width requirements.

5.7.3 In the case of rock occurring in the bottom of the trench, the trench shall be excavated to a depth of at least 200mm below the design levels, backfilled with clean sand fill and compacted as specified in Clause 5.7.1.

5.7.4 All blasting shall be carried out in accordance with Clause 4.5.6.

5.7.5 Free water in excavations shall be controlled to a level sufficiently low so as not to interfere with the construction work.

5.7.6 The trenches shall be cut to the line, depth and gradient required. If any pipe trench is excavated deeper than required, the extra depth shall be filled with sand and compacted to a density comparable to that of the natural surrounding material.

5.7.7 Any excavation which is carried out in public or private roads shall be arranged so that pedestrian and vehicle access is maintained at all times unless this is considered highly impractical, in which case work shall be arranged to cause the minimum disruption possible.

5.7.8 Pipes shall be laid true to the design lines and levels as shown on the approved drawings and shall be laid so that the pipes will be bearing uniformly on the foundation for their entire length.

5.7.9 All pipes shall be jointed in accordance with the manufacturer’s recommendations unless specified otherwise.

5.7.10 No damaged pipe shall be used in the works.

5.7.11 All pipe laying and jointing shall be inspected and approval given before backfilling or metalling commences. Any work that is covered before being so approved shall be uncovered if so directed.

5.7.12 Slotted pipes shall be laid with the slots in the down position symmetrical about the vertical centre line.

5.7.13 Calibrated metal as previously specified shall be placed along the full length of all subsoil pipes and inspected prior to backfilling.

5.7.14 The trenches shall be backfilled using clean coarse sand fill free from clods or stones and effectively free draining. This backfilling material shall be compacted evenly around manholes and gullies and over and around pipes. Compaction shall be 95% under paved areas and within the building envelope, and 90% elsewhere of the modified dry density when tested in accordance with AS1289-1977 E2.1.

5.7.15 Any surplus excavated material shall be disposed of in an approved manner.
5.7.16 All pipes protruding into gullies and manholes shall be trimmed to be flush with the internal face of the structure and any irregularities and depressions filled with an approved grouting material.

5.7.17 Where a drain is to be laid on unsound ground, or if the drain crosses over a sewer line or other essential services, the pipe shall be laid on a suitable independent support structure.

5.7.18 All backfilling shall be placed with great care in such a way that no pipes or joints or other works are displaced or damaged.

5.7.19 During construction no sand or other material shall find its way into the drainage system. Unfinished manholes shall be covered to prevent this occurring.

5.7.20 The backfilling and interim restoration of the trenches in existing road pavements shall be completed immediately after acceptance of piping work.

The material used for backfilling pipe trenches and the pits in roadways shall be a cement stabilised sand at a cement rate of 10 to 1 ratio, if supplied by a concrete batch plant. If mixed by machine the ratio is to be an 8 to 1 ratio.

Clean granular material and shall be compacted to a density not less than 95% of the maximum dry density as tested in accordance with AS1289 E2.1 1977. The top 300mm of trench shall be filled with limestone to surface level and compacted as specified herein. The surface of the trenches shall be kept in safe and reasonable condition for traffic until permanent road reinstatement is carried out. All subsidence shall be made good with fresh approved material. Unless otherwise stated interim restoration and maintenance of private roads or right of ways shall be carried out in the same manner as if they were public roads. The remainder of the reinstatement shall be carried out by Council unless otherwise approved.

5.7.21 The surface of verges and all other similar land shall be restored to the condition in which it was found and shall be left with the surrounding ground level after all consolidation has been completed. The surface soil and sub-soils shall be stored separately and afterwards reinstated in their natural order. All areas disturbed by drainage works shall be stabilised in accordance with Section 4.6 of this guideline.

5.8 Open Drains

5.8.1 Open drains shall be installed to the lines and levels shown on the approved drawings.

5.8.2 Excavated material from open drains shall be disposed of in an approved manner.
5.8.3 Where over excavation occurs, this shall be corrected by filling with in-situ material and compacting to a density comparable to that of the natural surrounding material.

5.8.4 A corridor 3.0 metres wide shall be provided for future maintenance access along one side of the drain.
SECTION 6 – SUPERVISION
6. CONTROL & SUPERVISION OF CONSTRUCTION

6.1 General

All subdivision works shall be designed and constructed in accordance with sound engineering principles and in compliance with the approved drawings and specifications.

Final approval for the works shall only be given when the whole of the works shown on the drawings of subdivision have been executed to the true intent and meaning of the approved drawings and specifications and to the satisfaction of the Shire’s Engineering Department.

6.2 Responsibility for Quality of Construction

Irrespective of any approvals given by the Shire’s Engineering Department, the Subdivider and his responsible agents (including where applicable the Consulting Engineer and/or the Contractor) shall remain fully responsible for the quality of the works. The inspections, checks and tests to be carried out by the Shire’s Engineering Department are not intended to be comprehensive or detailed and do not take the place of comprehensive superintendence of the works by the Subdivider’s Consulting Engineer.

All subdivision works shall be subject to the provisions of AS 2990 “Quality Systems for Engineering and Construction Projects” and AS 3900 to 3904 “Quality Systems”. The quality assurance category to be adopted should be Category C generally with only critical aspects to be subject to Category B requirements. The Consultant shall ensure that all contract work complies with these provisions.

6.3 Schedule of Inspections

6.3.1 Stages of Construction

The following are the main stages of construction:

a) Subgrade preparation including clearing, grubbing, leveling and any other preparatory earthworks.

b) Placement and preparation of sub-base material including pegging of approved grading and cross sectional levels, widths etc. and the placement of service ducts.

c) Placement and preparation of road base material.

d) Drainage.

e) Final grading, trimming and waterbinding.

f) Primer seal and kerbing.

g) Placement and preparation of final surface treatment.
h) Verge backfill behind kerb, construction of footpaths and final trimming of verges and batters. The installation of street signs, name plates and verge furniture including fencing and stabilization as required.

i) Earthworks/Recontouring of blocks and spreading of topsoil.

6.3.2 Supervision Requirements

a) At the Engineer's request, a certificate endorsed by the Consultant shall be submitted to the Engineer certifying quantities of materials used in accordance with approved plans and specifications for any of the main stages of construction.

b) One working day (24 hours) notice is required so that an inspection can be made prior to the next or following stage of construction being commenced.

c) The second or following stage of construction shall not proceed until the Engineer or his representative has approved the previous stage of construction. Notwithstanding this requirement it will be taken that the Consultant has inspected each stage of construction to ensure that workmanship and materials conform with approved specifications and drawings.

d) The Engineer or his representative reserves the right to inspect and take samples of materials being used, and test or ascertain quantity and quality of materials being placed in the road construction work at any time.

The Consultants will be informed by the Shire of any matters requiring remedial attention. Such requests shall be attended to immediately.

e) When works are in progress, the Contractor shall, at all times, be personally present or have a competent foreman stationed and present on the works. A representative of the Consultants shall be available at the Engineer's request for the purpose of joint interim inspection where deemed necessary by the Engineer.

6.3.3 Testing Requirements

Attention is drawn to the Shire of Gingin's requirements for pavement testing as detailed in the Shire of Gingin - General Conditions and Specifications for Construction of Subdivisional Roads and Drainage.

Consultant shall make available to the Engineer, all test results related to the subdivisional works. Testing shall be carried out by a NATA approved testing laboratory to the satisfaction of the Engineer. Where testing of a first or preceding stage of construction is requested by the Engineer, then no second or following stage of work shall proceed until approval to proceed is granted by the Engineer.
6.3.4 Notification of Works

The Engineer must be advised two (2) working days before commencing work, and after a cessation of work, one day before recommencing work.

6.3.5 Occupational Health, Safety and Welfare

The Contractor's attention is drawn to the Occupational Health, Safety and Welfare Act 1984, the amendment 1987 and the Regulations 1988. Attention is also drawn to the noise limitations as outlined in the Noise Abatement Act.

6.4 Testing and As Constructed Surveys

All test results and as constructed surveys taken during the works, whether required under this part or not, shall be made available to the Shire's Engineering Department. All materials and compaction tests shall be carried out by a NATA approved testing laboratory. All as constructed surveys shall be carried out by an independent licensed surveyor. Works which fail to meet specified criteria shall be corrected and re-tested or re-surveyed, as the case may be.

The following minimum tests shall be required:

(a) Grading and testing of properties of representative samples of sub-base and base course materials prior to commencement of supply of those materials;

(b) In situ density testing -
   Embankment filling: 4 tests per 1 000m$^3$
   Sub-base & base course: 4 tests per 500m$^3$

Additional density tests of foundation and sub grade to road pavements shall be taken at the Subdivider’s cost when requested by the Shire’s Engineering Department.

The following minimum as constructed surveys shall be required:

(a) After completion of sub grade preparation and prior to cartage of base courses, take levels at no greater than 20m intervals on the centreline and on both edges of pavement boxing. The as constructed information shall be presented in plan or tabular form showing the chainage, the design sub grade levels for each point, the as constructed levels and the difference between the two.

(b) After completion of sub-base course construction and base course construction, and prior to surfacing (sealing), take levels at no greater than 20m intervals on the centreline (at chainages to match sub grade levels) and on both edges of base course. The as constructed information shall be presented in plan or tabular form showing the chainage, the design base course levels for each point, the as constructed levels and the difference between the two.
Pipe drain systems and open drains (not including table drains). Details shall include location and size of pipes and drains, length between ends (or centreline distances to pits etc), lid or cover levels where appropriate, and invert levels at ends. For open drains bottom widths, invert levels at no greater than 20m intervals and side slopes shall additionally be required.

6.5 Practical Completion

Any items of work found to require rectification at the time of the practical completion inspection, or at any time thereafter, shall be rectified before practical completion will be certified by the Shire’s Engineering Department.

When all subdivisional works are completed to the satisfaction of the Shire’s Engineering Department, the Consultant shall be notified of the practical completion date.

If at any time after the granting of practical completion the subdivisional work is found to be contrary to Council’s requirements, or is found to have been constructed in error to the approved drawings, specifications and any instructions which may have been issued by the Shire’s Engineering Department during the course of construction, then the works shall be rectified at no cost to the Council. Minor rectification items may be undertaken at the completion of the maintenance period.
SHIRE OF GINGIN

APPENDIX A - PAVEMENT SUBGRADE (Pre-Inspection Checklist/Certification)

Subdivision ............................................ Roads: ......................................................
File No ..................................................Stage ..........................................................
Date Inspection: _____/____/_____ Inspected By ..........................................................
Consultants Representative: .............. Consultant: .....................................................
Contractors Representative: .............. Contractor: .....................................................

SUBGRADE INSPECTION

<table>
<thead>
<tr>
<th>WORK PASSED</th>
<th>REMARKS (include references to changes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

1.0 Pavement excavation

(a) Depth in accordance with approved design
(b) Width in accordance with approved design
(c) Crossfall in accordance with approved design
(d) Surface acceptable with tree roots, wet or unsuitable subgrade etc removed

2.0 Testing for subgrade with CBR ≥ 3

(a) Load test carried out on base of excavation
(b) Compaction tests carried out on base of excavation (copies of results attached)

3.0 Testing for subgrade with CBR ≤ 3

(a) Load test carried out after importation of subgrade replacement (CBR15) material at depth equivalent to box for subgrade with CBR = 3
(b) Compaction tests carried out on subgrade replacement material (copies of results attached)

4.0 Additional comments/details of rectification works

I……………………………………………. of ………………………………. Hereby certify that the subgrade detailed above has been prepared to my satisfaction, that it has been constructed in accordance with the specifications and is fit for its intended purpose. I issue this certification conscientiously believing the same to be true.

Signature: ……………………………………………………………….. Date: _____/_____/_____

Reference number……………………………………………………… Date: _____/_____/_____

** This checklist/certification is to be completed and handed to the Council Inspector along with relevant compaction certificates prior to the inspection. **
APPENDIX B - PAVEMENT SUBGRADE (Pre-Inspection Checklist/Certification)

Subdivision ……………………………………… Roads: …………………………………
File No ……………………………………… Stage…………………………
Date Inspection: _____/____/_____ Inspected By .. ……………………………
Consultants Representative: ………………….. Consultant: …………………………
Contractors Representative: …………………… Contractor: …………………………

PRE-SEAL INSPECTION

WORK PASSED
Yes No N/A
(REMARKS
(include references to changes)

1.0 Pavement surface

(a) Crossfall as per design

(b) Drag broomed and well prepared (tight, uniformly compacted with course aggregate slightly exposed)
(c) Surface level as per design (to allow for specified thickness of surfacing)

2.0 Kerbing

(a) Cracks at other than expansion or construction joints.
(b) Surface damage

3.0 Compaction tests (copies of results attached)

4.0 Load tests

4.0 Additional comments/details of rectification works

I……………………………………………. of ………………………………. Hereby certify that the subgrade detailed above has been prepared to my satisfaction, that it has been constructed in accordance with the specifications and is fit for its intended purpose. I issue this certification conscientiously believing the same to be true.

Signature: …………………………………………………………….. Date: _____/_____/_____

Reference number…………………………………………………………..

** This checklist/certification is to be completed and handed to the Council Inspector along with relevant compaction certificates prior to the inspection.**
SHIRE OF GINGIN

APPENDIX C- PAVEMENT SUBGRADE (Pre-Inspection Checklist/Certification)

Subdivision ............................................... Roads: ........................................
File No ....................................................... Stage...........................................
Date Inspection: _____/____/____ Inspected By:............................................
Consultants Representative: ........................ Consultant: .............................
Contractors Representative: ........................... Contractor: ............................

LAYING OF ASPHALTIC CONCRETE

WORK

PASSED

Yes No N/A

REMARKS

(include references to
changes)

1.0 Pavement surface

(a) Power brooming completed

(b) Satisfactorily prepared and suitable for laying of asphalt
(c) Dry and free of surface water

(d) Existing surface cut back as specified minimum of 150mm)
(e) Temperature within specified limits

2.0 Laying of Asphalt

(a) Asphalt was not placed in the rain or when rain was imminent

3.0 (b) Temperature of asphalt prior to placing was specified limits
(c) Rolling technique was in accordance with the specifications
(d) Finished surface of asphalt has uniform appearance and is in accordance with the specifications

Additional comments/details of rectification works

I……………………………………………. of ………………………………. Hereby certify that the subgrade detailed above has been prepared to my satisfaction, that it has been constructed in accordance with the specifications and is fit for its intended purpose. I issue this certification conscientiously believing the same to be true.

Signature: .................................................................
Reference number....................................................... Date: _____/____/____

** This checklist/certification is to be completed and handed to the Council Inspector along with relevant compaction certificates prior to the inspection.**
APPENDIX D - PAVEMENT SUBGRADE (Pre-Inspection Checklist/Certification)

Subdivision .................................................. Roads: ........................................
File No .................................................. Stage................................................
Date Inspection: ____/____/____ Inspected By: ........................................
Consultants Representative: ......................... Consultant: .........................
Contractors Representative: ......................... Contractor: .........................

BITUMINOUS SURFACING

<table>
<thead>
<tr>
<th>WORK PASSED</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>REMARKS (include references to changes)</th>
</tr>
</thead>
</table>

1.0 Pavement surface

(a) Power brooming completed

(b) Satisfactorily prepared and suitable for bituminous surfacing

(c) Dry and free of surface water

(d) Existing surfacing cut back as specified (minimum of 150mm)

(e) Temperature within specified limits

2.0 Construction of bituminous surfacing

(a) Work was not carried out in the rain or when rain is imminent

(b) Temperature of bitumen prior to spraying was within specified limits

(c) Materials used conformed to the specifications (cover material dry)

(d) Spraying, spreading and rolling techniques were in accordance with the specifications

3.0 Bituminous Materials Spraying record sheets completed and certified as being true and correct (copy attached)

4.0 Additional comments/details of rectification works

I ................................................................. of .................................................. Hereby certify that the subgrade detailed above has been prepared to my satisfaction, that it has been constructed in accordance with the specifications and is fit for its intended purpose. I issue this certification conscientiously believing the same to be true.

Signature: ............................................................................................................
Reference number ............................................................................................. Date: ____/____/____

** This checklist/certification is to be completed and handed to the Council Inspector along with relevant compaction certificates prior to the inspection.**
SECTION 7 – MAINTENANCE AND SURVEY RELEASE
7. MAINTENANCE & RELEASE

7.1 Survey Release

The Consultant shall satisfy Council that the Subdivider has complied with all relevant conditions imposed by the Western Australian Planning Commission pertaining to survey release of all or part of a constructed subdivision.

The conditions which the Subdivider must be comply with, prior to the Council’s approval of survey release of a subdivision shall include, but shall not necessarily be limited to, the following:

(a) Creation and location of all stormwater drainage easements;
(b) Creation of any other easements (temporary or permanent) which are relevant to the subdivision;
(c) Creation of all reserves (including drainage and recreation reserves) pertaining to the subdivisional works;
(d) Payment of all moneys required to be paid to the Council in consideration of construction of footpaths, footways or any other works associated with the subdivision and which are to be carried out by the Council;
(e) Payment of any maintenance retention money (or lodgement of bank guarantees) and payment of supervision fees required by the Council;
(f) Stabilisation of topsoil, sand or other material or matter subject to movement over or near the subdivision shall be completed to the satisfaction of the Shire’s Engineering Department;
(g) Completion of all roadworks and other works associated with the subdivision construction to the stage of practical completion; and
(h) Such drawings shall be on a reproducible material, and show the location of all drains and services.

7.2 Maintenance

A twelve months defects liability period shall apply from the date of practical completion of the subdivisional works.

During the period the Subdivider and/or his responsible agents shall be responsible for rectification of any defects, whether they are construction or design defects, which may become apparent. The Subdivider or his responsible agents shall carry out rectification work within the time requested by Council when notified of such defects.

If defects are not rectified within the time required by Council then Council may have the defects rectified at the Subdivider’s expense. In this case the cost of the work shall become a debt due to the Council and Council may draw on any retention money or bank guarantee being held, without reference to or approval from the Subdivder and without limiting its right to recover any balance of money due should the security be insufficient to cover the costs of the works.

Before practical completion is granted the Subdivider shall lodge with the Council an amount of 5% of the cost of the works as security for ensuring the rectification of defect, which shall be retained by Council for the duration of the defects liability period. Alternatively, a bank guarantee of approved form may be lodged in lieu of retention money.
The bank guarantee shall contain clauses where the bank shall guarantee to pay to Council unconditionally on demand any amount up to the total amount of the guarantee at any time so requested, and that the guarantee shall not be withdrawn until notified by Council (i.e. it shall not have a termination date). Any bank guarantee lodged with the subdivider by a contractor in lieu of retention money shall be acceptable as part or full security (as the case may be provided it is in a form which is acceptable to Council).

Any defects rectified during the defects liability period shall be subject to a further 12 months defects liability period. During this further period Council may, at its discretion, withhold the release of all or part of any security.

Retention money or bank guarantee shall only be released at the expiration of the defects liability period (or any further period) after satisfactory rectification of all defects.
SECTION 8 – MATERIAL SPECIFICATIONS
8. MATERIAL SPECIFICATIONS

8.1 SPECIFICATION FOR CRUSHED LIMESTONE

8.1.1 General

Crushed limestone shall be limestone obtained from an approved source and be crushed to comply with the grading in this specification.

The crushed limestone shall be free from:

(a) Roots and other organic matter; and
(b) Sand, capstone and other deleterious material.

8.1.2 Testing

Methods of sampling and testing of crushed limestone shall in accordance with the following Australian Standards:

AS1141-1974
AS1289-1977

8.1.3 Properties

The crushed limestone shall have a resistance to abrasion, when determined in accordance with the Los Angeles Test to show a weight loss not exceeding sixty (60) percent by weight.

The Calcium Carbonate content of the crushed limestone shall not be less than eighty (80) percent by weight.

8.1.4 Grading

The crushed limestone for sub-base shall comply with the following grading requirements.

<table>
<thead>
<tr>
<th>Sieve Size (Square Openings As Sieve)</th>
<th>Percentage Passing By Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 mm</td>
<td>100%</td>
</tr>
<tr>
<td>19mm</td>
<td>50-75%</td>
</tr>
<tr>
<td>2.36mm and less</td>
<td>30-50%</td>
</tr>
</tbody>
</table>
8.2 SPECIFICATIONS FOR ROAD BASE

8.2.1 General

The road base material shall consist of a combination of soil binder, sand and gravel and shall conform to this specification. It shall be free of vegetable matter and lumps or balls of clay and shall not contain objectionable quantities of pyrites or other deleterious substances.

Coarse aggregate retained on a 2.36mm sieve shall consist of hard, durable particles or fragments of gravel; materials that break up when alternatively wetted and dried shall not be used.

Coarse aggregate shall have a percentage wear by the Los Angeles Abrasion Test of not more than forty-five (45).

Fine aggregate passing a 2.36mm sieve shall consist of natural or crushed sand and fine mineral particles passing the 0.075mm sieve.

The ratio of the portion passing the 0.075mm sieve to the portion passing 0.425mm sieve shall fall within the range 40-60%.

8.2.2 Properties

The portion of the sample which passes the 0.425mm sieve (Soil Mortar) shall conform to the following requirements when tested in accordance with AS1289-1977:

Plastic limit shall not exceed 20
Liquid limit shall not exceed 25
Plasticity Index shall not exceed 5
Linear Shrinkage shall not exceed 1%
Dry Compressive Strength shall not be less than 1.75MPa
Dust ratio shall not exceed 0.67

8.2.3 Grading

When tested in accordance with AS1289-1977, the grading of the gravel shall conform to the following requirements:

<table>
<thead>
<tr>
<th>Sieve Size</th>
<th>Percent by Weight Passing</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Square Opening AS Sieve)</td>
<td></td>
</tr>
<tr>
<td>19mm</td>
<td>95 – 100%</td>
</tr>
<tr>
<td>13mm</td>
<td>75 – 85%</td>
</tr>
<tr>
<td>9.5mm</td>
<td>65 – 75%</td>
</tr>
<tr>
<td>4.75mm</td>
<td>40 – 60%</td>
</tr>
<tr>
<td>2.36mm</td>
<td>30 – 50%</td>
</tr>
<tr>
<td>1.18mm</td>
<td>20 – 40%</td>
</tr>
<tr>
<td>0.425mm</td>
<td>10 – 30%</td>
</tr>
<tr>
<td>0.150mm</td>
<td>5 – 15%</td>
</tr>
<tr>
<td>0.075mm</td>
<td>2 – 10%</td>
</tr>
</tbody>
</table>
8.3 SPECIFICATION FOR SEALING AGGREGATE

8.3.1 Aggregate

The aggregate shall be crushed diorite or granite consisting of clean, washed, tough, durable fragments free from an excess of thin or elongated pieces, free from soft or disintegrated pieces, stone coated with dirt, dust or other deleterious matter.

8.3.2 Particle Shape

The proportion of flat or elongated particles in any grading of coarse aggregate shall not exceed 20 percent. A flat particle is one having a ratio of width to thickness of greater than three and an elongated particle is one having a ratio of length to width greater than three. There shall not be more than 2.5% of particles of greater length in any direction than twice the gauge, and there shall not be more than 20% of particles of greater dimensions in any direction than 25% in excess of the gauge.

8.3.3 Hardness

Wear – the aggregate shall have a Los Angeles abrasion value not exceeding 20% of wear for diorite and not exceeding 40% for granite.

8.3.4 Specific Gravity

The bulk specific gravity of the particles of diorite shall be not less than 2.90 (2.60 for granite).

8.3.5 Elongation Factor

The elongation factor which shall be defined as the ratio of the average long dimension to the average least dimension shall not exceed 2.75 for the sample.

8.3.6 Method of Sampling and Testing

The method of testing the road metal shall be in accordance with AS1141-1974.

8.3.7 Grading Requirements – (Percentage by Weight)

<table>
<thead>
<tr>
<th>Size No.</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>NORMAL SIZE</td>
<td>25mm</td>
<td>20mm</td>
<td>14mm</td>
<td>10mm</td>
<td>5mm</td>
<td>3mm</td>
</tr>
<tr>
<td>Passing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.S.mm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sieve</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37.5</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26.5</td>
<td>80 -100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>0 – 20</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>0 – 2</td>
<td>80 -100</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
8.3.8  Average Least Dimension Requirements

<table>
<thead>
<tr>
<th>SIZE NO.</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average</td>
<td>15 – 25</td>
<td>10 – 18</td>
<td>9 – 13</td>
<td>6 – 8</td>
<td>4 – 6</td>
</tr>
<tr>
<td>Least</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dimension</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8.4  SPECIFICATION FOR ASPHALT (BITUMINOUS CONCRETE)

8.4.1  General

All asphalt used in paving works shall comply with AS2734-1984.

8.4.2  Binder

The binder shall be Class 170 residual asphaltic bitumen complying with AS2008-1980.

8.4.3  Aggregate

The aggregate shall be granite and be in accordance with Appendix “K” of AS2150-1978.

8.4.4  Characteristics of the Paving Mixture

The paving mixture for the surface course shall meet the following requirements by weight when determined by A.S. sieves. The residual binder, that is the residual asphaltic bitumen, shall be determined as a percentage by weight of the total mixture.
### SIEVE SIZE

<table>
<thead>
<tr>
<th>SIEVE SIZE</th>
<th>AC5</th>
<th>AC7</th>
<th>AC10</th>
<th>AC14</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.0 mm</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>100</td>
</tr>
<tr>
<td>13.2 mm</td>
<td>-</td>
<td>-</td>
<td>100</td>
<td>85 – 100</td>
</tr>
<tr>
<td>9.50 mm</td>
<td>-</td>
<td>100</td>
<td>90 – 100</td>
<td>70 – 85</td>
</tr>
<tr>
<td>6.70 mm</td>
<td>100</td>
<td>80 – 100</td>
<td>70 – 90</td>
<td>62 – 75</td>
</tr>
<tr>
<td>4.75 mm</td>
<td>85 – 100</td>
<td>70 – 90</td>
<td>58 – 76</td>
<td>53 – 70</td>
</tr>
<tr>
<td>2.36 mm</td>
<td>55 – 75</td>
<td>45 – 60</td>
<td>40 – 58</td>
<td>35 – 52</td>
</tr>
<tr>
<td>1.18 mm</td>
<td>38 – 57</td>
<td>35 – 60</td>
<td>27 – 44</td>
<td>24 – 40</td>
</tr>
<tr>
<td>600 um</td>
<td>26 – 43</td>
<td>22 – 35</td>
<td>17 – 35</td>
<td>15 – 30</td>
</tr>
<tr>
<td>300 um</td>
<td>15 – 28</td>
<td>14 – 25</td>
<td>11 – 24</td>
<td>10 – 24</td>
</tr>
<tr>
<td>150 un</td>
<td>8 – 18</td>
<td>8 – 16</td>
<td>7 – 16</td>
<td>7 – 16</td>
</tr>
<tr>
<td>75 un</td>
<td>4 – 11</td>
<td>5 – 8</td>
<td>4 – 7</td>
<td>4 – 7</td>
</tr>
<tr>
<td>General limits of bitumen content</td>
<td>5.5 – 7.0</td>
<td>5.3 – 7.0</td>
<td>5.3 – 7.0</td>
<td>4.8 – 6.5</td>
</tr>
</tbody>
</table>

### 8.4.5 Marshall Properties

<table>
<thead>
<tr>
<th>PROPERTY</th>
<th>MIX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Marshall Stability (50 blow)</td>
<td>AC5</td>
</tr>
<tr>
<td></td>
<td>5.0 kN</td>
</tr>
<tr>
<td>Marshall flow (50 blow)</td>
<td>2 – 4 mm</td>
</tr>
<tr>
<td>Voids Content</td>
<td>3 – 5%</td>
</tr>
<tr>
<td>Bitumen Content</td>
<td>5.5 – 7.0%</td>
</tr>
</tbody>
</table>
7.9 **Construction of Gazetted, Unmade Rural Roads to a Maximum Value of $20,000.00**

Following receipt of a request from the owners of rural land serviced by a gazetted but unmade road, Council’s Principal Works Supervisor and Consulting Engineer shall be requested to formulate an estimate of construction costs.

In the event that the total cost of construction is less than $20,000 and subject to the landowner/s agreeing to finance 50% of the total construction cost, Council finance the other 50% of the construction cost utilising Municipal funds from the discretionary expenditure account established for this purpose.

**ADOPTED: COUNCIL 19 NOVEMBER 1998**
**REVIEWED: 19 APRIL 2011**

7.10 **Construction of Gazetted, Unmade Rural Roads with a Value Exceeding $20,000.00**

If the total cost of construction exceeds $20,000.00, then the landowner/s are to be advised that Council may give consideration to the proposal during future Budget deliberations.

**ADOPTED: COUNCIL 18 FEBRUARY 1999**
**REVIEWED: 19 APRIL 2011**
8.0 BUILDING

8.1 Building Control Disclaimer

This Disclaimer of legal ability or responsibility shall have and is intended to have effect as a condition of the Building Licence hereby issued.

While the Shire has inspected the Drawings and Specifications to ascertain the extent of compliance of the proposal building/structure with all relevant provisions of the Local Government (Miscellaneous Provisions) Act 1960, Building regulations 1989, Building Code of Australia and Local Laws, (“the Statutory Provisions”) and reserves the right to carry out site inspections, the Shire disclaims all legal liability and responsibility for:

- Actual compliance by the Drawings and Specifications with Statutory Provisions; or for
- Any defect (latent or patent) in design and/or construction of the subject building/structure; or/for
- Any defect in the site and its capacity to support the foundations or in the materials used in the construction of the building/structure.
- You as the Builder/Building Owner must take responsibility in relation to each and all foregoing matters and not rely upon the Shire in relation thereto. By acting upon this permit, you, as the Builder/Building Owner release and discharge the Shire from all liability in relation to such matters and indemnify the Shire from all claims for loss or damage sustained by you and any successor in title by reason of non-compliance by Drawings and Specifications and/or the building with the Statutory Provision and requirements of all other Statutory Authorities or by reason of any such defects.

ADOPTED: COUNCIL 18 MAY 1995
REVIEWED: 19 APRIL 2011

8.3 Building Licence - Deposit for Footpaths/Cycleway

All applicants for a Building Licence in townsites must sign an agreement to pay the entire cost of restoring the verge to the state it was prior to the commencement of any development.

ADOPTED: 4 NOVEMBER 2008
REVIEWED: 19 APRIL 2011
8.4  Sign Applications

(a)  Road Reserves - Signs

It shall be the duty of the Chief Executive Officer to administer the By-Laws relating to Signs, Hoardings and Bill Posting. The Chief Executive Officer is hereby authorised to take action in relation to signs placed on road reserves in contravention of the Local Laws.

An instruction is to be served on the owner of an offending sign, requiring removal forthwith. If it is not removed within seven (7) days from service of the notice, arrangements are to be made for removal of the sign. Signs removed are to be placed in the Depot Yard and the owner notified of the action taken.

ADOPTED: COUNCIL 18 MAY 1995
REVIEWED: 19 APRIL 2011

8.5  Amalgamation of Lots for Building Sites

Where the site of a proposed building extends over more than one surveyed allotment, such lots shall be amalgamated into one allotment and the Chief Executive Officer will not issue a Building Licence until he is satisfied that an approved Diagram of Survey has been lodged at the Titles Office and an application for a Certificate of Title for the amalgamated allotments has been registered and accepted.

ADOPTED: COUNCIL 18 MAY 1995
REVIEWED: 19 APRIL 2011

8.6  Roof Drainage

Where the ground is unsuitable for underground sumps to take rainwater from roofs, it be channelled into a suitable pipe to be laid under the footpath of the adjoining street and discharged into street drains, with the approval of the Chief Executive Officer.

The owner of such a dwelling will bear the full cost of this work, but it is to be carried out under the supervision of a Shire employee.

ADOPTED: COUNCIL 18 MAY 1995
REVIEWED: 19 APRIL 2011

8.7  Roof Guttering on Outbuildings

Outbuildings are exempt from having guttering, provided the run off water from the roof of such outbuilding does not cause:-

(a)  Entry of water into buildings.

(b)  Instability of the building or any other building on the same site.
(c) Drainage problems to the adjoining properties.

(d) Any unhealthy or dangerous condition on-site or to the adjoining site.

ADOPTED: COUNCIL 18 MAY 1995
REVIEWED: 19 APRIL 2011

8.8 Temporary Accommodation

(Temporary Accommodation means a person or persons residing in a Caravan Only with approved basic health facilities included in or adjacent to the caravan.)

No person/s is allowed to reside on their property in temporary accommodation (that is no person shall convert into or adapt or use as a dwelling any building not originally constructed or erected as a dwelling/house), unless they comply with the following conditions:

(a) A written request shall be made for occupancy of temporary accommodation and permission received before such temporary accommodation is taken up.

(b) Plans and Specifications for the erection of a dwelling/house shall be approved by the Chief Executive Officer and the sand pad, footings and slab (or stumps) must be completed before the Shire will grant approval to occupy temporary accommodation.

A WC, shower and laundry, connected to an approved septic system and leach drains, shall be provided prior to occupying the temporary accommodation.

An adequate supply of potable water fit for human consumption shall be available on the property. Water can be provided by means of a bore, well or other supply approved by the Shire.

Duration of Approval

Approval shall be in accordance with the Caravan Parks and Camping Grounds Regulations 1997, Regulation 11 (2) (a), (b) and (c) from the date of the installation and approval of an authorised septic system.

Conditions

The applicant must provide a written detailed works programme, showing the various stages of construction and the associated time frames, with the application.

General

Applicants are to be advised that the period of approval shall not be extended beyond eighteen (18) months, being the initial twelve (12) month period and one possible extension of six (6) months.
After the expiration date of this approval, the Shire will instigate legal proceedings under the Health Act against those persons who have not complied with the Shire’s conditions of approval for residing in a building not approved as a dwelling.

Applicants are also to be advised that the Shire will serve Notice under the Local Government Act for any buildings that have not been constructed to the required stage within the given period of approval.

An administration fee established by the Shire from time to time, is required with each initial application for temporary accommodation.

ADOPTED: COUNCIL 18 MAY 1995
REVIEWED: 19 APRIL 2011

8.9 Retaining Walls

Persons who excavate or fill land for any use shall be held responsible for adequate retaining walls to be constructed adjacent to lot boundaries.

Materials proposed shall be of durable type and quality, and be constructed on or adjacent to boundaries. Other materials shall not be considered within one metre of any adjacent lot boundaries.

Provided the proposed building or structure can be safely constructed before a retaining wall is built, construction of retaining walls shall be as follows:-

(a) Up to 300mm at the boundary, within twelve (12) months of completion of the development.

(b) Up to 600mm at the boundary shall be completed when the development is at plate height.

(c) Over 600mm shall be specified as a condition of a development approval, and the retaining wall shall be constructed with the sand pad prior to the placing of any concrete footings.

(d) Neighbours with property abutting a proposed retaining wall shall be advised of the proposal by the applicant, giving them opportunity to comment on the proposal to the Shire.

ADOPTED: COUNCIL 18 MAY 1995
REVIEWED: 19 APRIL 2011
8.10 Retaining Walls - Cut and Fill of Lots

All filling, embankments and sides of excavations, must be stabilised and protected against erosion by wind and water where the structural safety of any building could be affected. They shall be capable of supporting any reasonable load that may be exerted on them from within the site, or from any required support to adjoining ground, and, wherever the soil conditions so require or the excavation or fill is permanent with a slope steeper than the angle of repose or natural slope of the soil, retaining walls or other approved methods of preventing movement of the soil shall be provided and constructed to the satisfaction of the Chief Executive Officer.

A letter of non-objection shall be obtained from the owners of the adjoining property before placing any fill exceeding one metre in depth within 2.4 metres of the common boundary, unless contained within the external wall of the building. Alternatively, the Shire may serve a notice of proposal, in writing, to the owners of the adjoining property, stating that if no objection is received within twenty one (21) days, it shall determine the application.

ADOPTED: COUNCIL 18 MAY 1995
REVIEWED: 19 APRIL 2011

8.11 Oversized Outbuildings

i) The maximum size of outbuildings allowable in a residential zone shall be 90m$^2$. However, where properties are in excess of 4,000m$^2$, outbuildings in excess of 90m$^2$ may be permitted to a maximum of 140 m$^2$.

ii) Applications for outbuildings between 60m$^2$ and 90m$^2$ should be accompanied by a letter of non-objection from the owners and occupiers of the adjoining properties. Alternatively, Council may write to the owners and/or occupiers of adjoining properties giving them twenty-one (21) days in which to make comment.

iii) Where no adverse submissions have been received from the adjoining owners and/or occupiers within the 21 day advertising period the Chief Executive Officer, following positive consultation with the relevant Ward Councillor(s), shall be granted delegated authority to approve the proposal with appropriate conditions.

iv) Where an adverse submission(s) has been received the matter shall be referred to Council for determination.

v) All approved applications are to be marked that approval is on the condition that the outbuilding is not to be for Commercial or Industrial purposes.

ADOPTED: COUNCIL 15 JANUARY 2002
AMENDED: COUNCIL 6 DECEMBER 2005
REVIEWED: 19 APRIL 2011
## 9. REPEALED POLICIES

<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Policy Details</th>
<th>Repeal Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Councillors’ Requests</td>
<td>Council 21/01/2020 Item 11.1.2</td>
</tr>
<tr>
<td>1.3</td>
<td>Petitions</td>
<td>Council 21/01/2020 Item 11.1.2</td>
</tr>
<tr>
<td>1.5</td>
<td>Council Elections – Information to Candidates</td>
<td>Council 21/01/2020 Item 11.1.2</td>
</tr>
<tr>
<td>1.6</td>
<td>Newly Elected Members</td>
<td>Council 21/07/2015 Item 11.1.1</td>
</tr>
<tr>
<td>1.7</td>
<td>Anonymous Complaints</td>
<td>Council 27/10/2015 Item 11.1.2</td>
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<td>Public Relations/Press Releases</td>
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<td>Council Meeting Minutes</td>
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<td>Retiring Councillors</td>
<td>Council 20/05/2014 Item 11.1.1</td>
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<td>1.11</td>
<td>Code of Conduct for Councillors, Committee Members and Employees</td>
<td>Council 16/07/2019 Item 11.1.1</td>
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<td>Well Wishes from Council</td>
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<td>Meetings of Council – Guest Speakers/Deputations</td>
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<td>Senior Employees</td>
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<td>Superannuation Contributions</td>
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<td>Cheque/Electronic Fund Transfers Signing Limits</td>
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<td>Council 16/08/2011 Item 11.2.2</td>
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