



POLICY NO	CP/OPS-3649	
POLICY	Maintenance of Shire Assets	
RESPONSIBLE DIRECTORATE	Infrastructure	
COUNCIL ADOPTION	Date: 18/11/ November 2014	Resolution No:10653
REVIEWED/MODIFIED	Date:22/09/ September 2015	Resolution No:11114
	Date: <u>27 October 2020</u>	Resolution No: <u>27/10/2020 – TBA</u>
REVIEW DUE	September 2018 <u>October 2023</u>	
LEGISLATION	Local Government Act 1995, Section 2.7	
RELEVANT DELEGATIONS	N/A	

OBJECTIVES:

The objective of this policy is to provide guidance on the maintenance of assets within the Shire of Wyndham East Kimberley.

DEFINITION/S:

Private airstrip means any airstrip not on the Asset Register of the Shire of Wyndham East Kimberley

Shire means the Shire of Wyndham East Kimberley.

Shire asset means any asset that is on the Asset Register of the Shire of Wyndham East Kimberley.

Shire road means any road that is on the Roads Register of the Shire of Wyndham East Kimberley.

Station ~~a~~Access ~~r~~Road means any road, track or driveway that is not on the Roads Register of the Shire of Wyndham East Kimberley.

POLICY STATEMENT/S:

1. The Shire maintains Shire roads and ~~Shire~~ assets.
2. The Shire is not responsible for the maintenance and serviceability of station access roads and private airstrips.
3. The Chief Executive Officer may at his discretion authorise the Shire's workforce to undertake maintenance to station roads or private airstrips in accordance with the Shire's Private Works Policy.

EXPLANATORY NOTES:

It is intended that the Shire of Wyndham East Kimberley not provide maintenance services to private assets for individuals, businesses or any section of its community.

APPLICATION/S:

This policy applies to the all of the Shire's functions and to any assets within the Shire of Wyndham East Kimberley.



POLICY NO	CP/OPS-3650	
POLICY	Private Works	
RESPONSIBLE DIRECTORATE	Infrastructure	
COUNCIL ADOPTION	Date: 18/11/2014	Resolution No: 10653
REVIEWED/MODIFIED	Date: 22/09/2015	Resolution No: 11114
	Date: <u>27 October 2020</u>	Resolution No: <u>27/10/2020 - TBA</u>
REVIEW DUE	<u>September 2018</u> <u>October 2023</u>	
LEGISLATION	Local Government Act 1995, Section 2.7	
RELEVANT DELEGATIONS	Private Works	

OBJECTIVES:

The objective of this policy is to provide guidance on the extent of private works that the Shire will undertake.

DEFINITION/S:

Government business enterprise is an organization that is a separate legal entity with the power to contract in its own name and in the normal course of its business, maintain its operations and meet its liabilities from revenues received from sources outside of the government reporting entity.

POLICY STATEMENT/S:

1. The Shire avoids where possible carrying out private works.
2. The Shire avoids carrying out private works where involvement in such works would place the Shire in competition with private supply.
3. Where the cost of private works is expected to be less than \$25,000 the CEO may approve the works.
4. Where the cost of the private works is likely to exceed \$25,000 a report must be submitted to Council for consideration.
5. Private works authority must be provided to the Shire prior to the commencement of any private work.
6. Private works authority must be provided to the Shire on a completed Private Works Request – Authority ~~form~~Form.
7. All costs reasonably attributed to the private works project including plant, labour and materials (including overheads) are to be charged to the private works project. In accordance with Council's Fees and Charges schedule, an additional 15% is charged to provide for administrative costs. GST is also applicable and is charged on the works and on the 15% administrative cost.
8. Works for government business enterprises are treated as private works.

9. Quotations are not to be provided for works, but an indicative cost to a party requesting work may be given. Charges to that party are strictly the actual costs, plus the administrative on costs plus GST.

EXPLANATORY NOTES:

The intent of this policy is to remove the Shire's capabilities and operation from being in direct competition with private enterprise and local private service providers while still allowing for the provision of services where there is a market failure or where necessary.

APPLICATION/S:

This policy applies to all functions of the Shire of Wyndham East Kimberley.

RISKS:

RISK: Inability to deliver levels of service expected by the community.

CONTROL: Develop agreed standards of service and communicate with the community.



POLICY NO	CP/OPS-3651	
POLICY	Private Works and Developments on Road Verges and Shire Managed Land	
RESPONSIBLE DIRECTORATE	Infrastructure	
RESPONSIBLE OFFICER	Director Infrastructure	
COUNCIL ADOPTION	Date: 16 December 2014	Resolution No: 10705
REVIEWED/MODIFIED	Date: 28 April 2015	Resolution No: 10899
	Date: 20 December 2016	Resolution No: 20/12/16-11575
	Date: <u>27 October 2020</u>	Resolution No: <u>27/10/20-TBA</u>
REVIEW DUE	<u>20 December 2019</u> <u>October 2023</u>	
LEGISLATION	<i>Local Government Act 1995, Section 3.1, Section 3.53 and Section 3.54</i>	
RELEVANT DELEGATIONS	Delegation 60 Private Works and Developments on Road Verges and Shire Managed Land	
RELATED DOCUMENTS	CP/OPS-3650 - Private Works CP/OPS-3652 Cattle Grids CP/OPS-3653 Vehicle Cross Over Subsidy Crossover Application Crossover Subsidy Application Permit to Undertake Works on Public Land Request-Authority	

PURPOSE:

To provide guidance on what works and developments on road verges, nature strips and Shire ~~Managed-managed Land-land~~ may be undertaken without a Permit to Undertake Works on Public Land and without Council or Shire ~~Administrative-administrative Approvalapproval~~.

DEFINITIONS:

Public land means any land that is under the control and management of the Shire.

POLICY STATEMENTS:

1. Any works on Shire managed property requires either Council permission or a Permit to Undertake Works on Public Land other than for the following:
 - 1.1 Planting and maintaining grass, crushed rock etc. including installation of a water reticulation system for the maintenance of grass.
 - 1.2 Construction of terracing or garden beds with or without edging with a total maximum height of less than 300 mm and more than 1.8 metres behind the back of kerb or edge of seal.
 - 1.3 Growing of plants less than 0.9 m high, more than 1.8 m from the back of kerb

or edge of seal and more than 20m from the boundary line of an intersecting street.

- 1.4 The maintenance of a road verge excluding the use of heavy machinery and tractor mounted equipment.
- 1.5 Minor works which do not cause significant distraction, interference or obstruction to the normal use of a road by any road user may be approved under Delegated authority.
2. The maintenance of any development completed under Clauses 1.1, 1.2 and 1.3 above shall be the entire responsibility of the owner of the property that fronts the developed area.
3. A Permit to Undertake Works on Public Land must be obtained prior to undertaking any works on Shire managed property, other than those referred to above. Permit to Undertake Works on Public Land Request – Authority Forms are available from the Shire offices and the Shire website.
4. To support the Shire in effective management of Shire assets, ~~Utility~~-utility service providers are requested to obtain a Permit to Undertake Works on Public Land from the Shire in accordance with sections 4.3.1(d), (e) and (f) of the Utility Providers Code of Practice.
5. Any development on public land shall not impact on any existing or planned footpaths or any other Shire or other authority's infrastructure.
6. Notwithstanding any of the above the Shire may at any time undertake any works on property under its management and control as required.
7. Reinstatement by the Shire of any development undertaken under this policy will be at the Shire's entire discretion.

EXPLANATORY NOTES:

Authorisation for significant works such as the development of parking associated with a private development or the construction of other significant infrastructure associated with a private development shall be referred to the Shire for determination.

APPLICATION/S:

This Policy applies to all Shire managed property within the Shire.

RISKS:

Risk: Inability to deliver levels of service expected by the community.

Control: Current budget and service levels.

Risk: Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

Controls: Review policies and procedures (eg building, planning, health, childcare) in accordance with review schedule.



POLICY NO	CP/OPS-3652	
POLICY	Cattle Grids	
RESPONSIBLE DIRECTORATE	Infrastructure	
RESPONSIBLE OFFICER	Director Infrastructure	
COUNCIL ADOPTION	Date: 25 August 2015	Resolution No: 11066
REVIEWED/MODIFIED	Date: 25 September 2018	Resolution No: 25/09/2018--115859
	Date: <u>27 October 2020</u>	Resolution No: <u>27/10/2020 - TBA</u>
REVIEW DUE	Date: August 2021	
LEGISLATION	<i>Local Government Act 1995 Section 3.1</i> <i>Main Roads Act 1930 Section 24</i>	
RELATED POLICIES	Nil	
RELATED ORGANISATIONAL DIRECTIVES	Nil	

PURPOSE:

This policy provides guidelines for the standards and responsibility for the installation and maintenance of cattle grids located on public roads.

DEFINITIONS:

Cattle Grids means a structure placed within the road comprising steel grids finished flush with the road pavement, and having the grid bearers spaced so as to impair the crossing of stock past that point.

Interested Parties ~~Refers~~ refers to those persons gaining direct benefit from the provision of the cattle grid, and listed on the maintenance agreement as an interested party

POLICY STATEMENTS:

1. Cattle Grids exist on the Shire's road network and present a safety risk to road users if not properly constructed or maintained.
2. Cattle Grids, may be installed on rural public roads at cost to landowners as an alternative to erecting fencing to that land adjoining the road boundary.
3. As a road authority, the Shire may grant permission for construction of Cattle Grids on its public roads. The proposed location of the Cattle Grid will be subject to approval by the Shire, taking into considerations the current traffic movements and future traffic requirements of the road. (The Shire does not have jurisdiction to approve Cattle Grids on main roads for which it is not responsible. These requests should be forwarded to the appropriate authority). The cost of construction of Cattle Grids on Shire roads shall be borne by the applicant.
4. Where a Cattle Grid is located on the boundary between pastoral properties, each of the interested parties will be responsible for 50% of the cost of construction and maintenance of the grid the road approaches 6 metres either side of the grid.

5. Prior to construction or maintenance of any infrastructure on a road of which the Shire is the road authority, an application must be lodged with the Shire in the approved format for approval. A fee will be charged to the applicant for the assessment of the application and inspections of the construction or maintenance activity in accordance with the current the Shire's Schedule of Fees and Charges.
6. Cattle Grids shall be constructed in accordance with Main Roads WA standards, Council's supplementary technical information is detailed in the table below and must be capable of withstanding the mass limit applicable to the effected road.

Minimum Width	Single lane roads	4.5m
	All other roads	9.0m
Minimum Length	All Roads	2.0m
Engineering standard	Main Roads WA	
Advisory Signs	Size - 750mm x 750mm	Located 75m – 100m from Grid
Drainage	The floor of the grid channel is to be 100mm above the adjoining ground level	
Approach Ramp Gradient	Maximum gradient to be 1:40	
Aprons	2.5m x 225mm thick reinforced N40 concrete	
Grid Panel connection	The grid panels are to be constructed as lift out sections weighing less than 1.5 tonne each, bolted to the grid channel	

7. A number of companies manufacture prefabricated grid units. The Shire will consider alternatives upon submission.
8. Cattle Grids on Shire roads shall be maintained by the Shire to Shire standards.
9. The cost of maintenance for all Cattle Grids on Shire roads shall be shared equally between the Shire and Pastoral Lessees. The Shire shall invoice Pastoral Lessees for their share of the costs associated with Cattle Grids maintenance.
10. It is a condition of approval that, if a Cattle Grid or the fences attached to the Cattle Grid are not maintained to a cattle proof condition to the satisfaction of the Shire, the Shire may at its entire discretion take ownership of the Cattle Grid and that part of the fences on the road formation, or within the road reserve, and remove both the fences and the Cattle Grid
11. If in the Shire Administration's opinion, the construction of the cattle grid has resulted in damage to any of the Shire's assets such as the roadway surface or pavement, kerb, footpath, verges, signage, vegetation or the like, the Shire Administration may order the applicant to effect repairs. If the interested parties fails to repair the damage within the time stipulated by the notice, the Shire may do so and all costs, including administrative on costs will be payable by the applicant.

EXPLANATORY NOTES:

Fees and Charges for cattle grids shall be in accordance with the adopted Schedule of Fees and Charges for the current financial year.

APPLICATION/S:

This policy applies to the construction of cattle grids on all Shire road reserves.

RISK:

Risk: Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

Control: Review policies and procedures in accordance with review schedule.

Risk: Inability to deliver levels of service expected by the community.

Control:

1. Current budget and service levels.
2. Develop agreed standards of service and communicate with the community.

Risk: Lack of maintenance and renewal of infrastructure resulting in inadequate level of service.

Control:

1. Education of Council and organisation in asset management principles.
2. Funding submissions.



POLICY NO	CP/OPS-3653	
POLICY	Vehicle Crossover Subsidy	
RESPONSIBLE DIRECTORATE	Infrastructure	
RESPONSIBLE OFFICER	Director Infrastructure	
COUNCIL ADOPTION	Date: 25 August 2015	Resolution No: 11067
REVIEWED/MODIFIED	Date: 5 October 2016	Resolution No: 11510
	Date: 25 September 2018	Resolution No: 25/09/2018 - 115858
	<u>Date: 27 October 2020</u>	<u>Resolution No: 27/10/2020 - TBA</u>
REVIEW DUE	<u>August 2021</u> <u>October 2023</u>	
LEGISLATION	Local Government Act 1995, Section 3.1 Local Government (Uniform Local Provisions) Regulations 1996 Sections 15(1) and 15(2)	
RELATED POLICIES	Nil	
RELATED ORGANISATIONAL DIRECTIVES	AP/OPS-4642 Vehicle Crossover Specification	

PURPOSE:

This policy provides guidelines on the requirements for eligibility of an application for a Shire subsidy for the construction of crossovers.

DEFINITIONS:

Crossover means a vehicular carriageway constructed between a road formation and the front boundary of a property.

Crossover Subsidy is an amount determined by Council in accordance with *Local Government (Uniform Local Provisions) Regulations 1996 Sections 15(1) and 15(2)*. The crossover subsidy is payable to property owners for the satisfactory completion of a crossover in accordance with this policy.

POLICY STATEMENTS:

1. The first Crossover constructed between a carriageway and a front property boundary may be eligible for a Shire crossover subsidy.
2. The subsidy payable for a crossover shall be to the value determined by Council in accordance with *Local Government (Uniform Local Provisions) Regulations 1996 Sections 15(1) and 15(2)* and as published in the Shire's Schedule of Fees.
3. Applications for the subsidy will be considered following submission to Shire Administration of a completed application on the 'Application Form – Crossover Subsidy'.
4. Applications will be considered by Shire administration and maybe accepted, accepted with conditions, amended or refused. Following determination applicants will be

advised accordingly.

5. To be eligible for a crossover subsidy the crossover must be constructed in accordance with Council's current crossover construction specification or to a standard which in the opinion of the Chief Executive Officer is superior to that standard.
6. The subsidy does not apply to repairs, maintenance or reconstruction of existing crossovers.
7. A single new crossover to private properties is eligible for a Shire subsidy subject to the proponent gaining prior written approval. One Crossover Subsidy is available per property title.
8. A single (or one one-way in or one one-way out) new crossover to commercial properties is eligible for a Shire subsidy subject to the proponent gaining prior written approval. One Crossover subsidy is available per property title.
9. If in the Shire's opinion, the construction of the crossover has resulted in damage to any of the Shire's assets such as the roadway surface or pavement, kerb, footpath, verges, signage, vegetation or the like, the Shire may order the applicant to effect repairs. If the applicant fails to repair the damage within the time stipulated by the notice, the Shire may do so and all costs, including administrative costs and administrative on costs will be payable by the applicant and maybe deducted from any subsidy.
10. Should the crossover be required to traverse a drain, the applicant shall install a culvert as specified on the approval.
11. In order to be eligible for the subsidy the crossover works shall be inspected and approved in writing by the Shire. The minimum inspections required are;
 - 1) Immediately prior to pouring concrete, and
 - 2) Following completion of the works.

The cost of the first each of these two inspections only is met by the Shire. If additional inspections are required because the works failed to meet the specifications, these will be at cost to the applicant in accordance with Council's adopted Schedule of Fees and Charges.

12. The Shire shall be given not less than 24 hours prior notice of the time for which inspections are requested. The request must be directed to the officer nominated on the approval. Inspections will normally be limited to the Shire's ordinary business hours.
13. The repair, maintenance and replacement of crossovers shall be the responsibility of the adjoining landowner served by the crossover.

EXPLANATORY NOTES:

The crossover subsidy is intended to be an equitable subsidy available as a once only offer to each property title to encourage the construction of suitable crossovers.

Fees and Charges for crossovers shall be in accordance with the adopted Schedule of Fees and Charges for the current financial year.

APPLICATION/S:

This policy applies all private property titles within the Shire of Wyndham East Kimberley that have not previously received a crossover subsidy.

RISK:

Risk: Failure to comply with legislative requirements leading to damage of reputation or financial loss.

Control: Review policies and procedures in accordance with review schedule.

Risk: Inability to deliver levels of service expected by the community.

Controls:

1. Current budget and service levels.
2. Develop agreed standards of service and communicate with the community.



POLICY NO	CP/OPS-3654	
POLICY	Roadside Memorials	
RESPONSIBLE DIRECTORATE	Infrastructure	
RESPONSIBLE OFFICER	Director Infrastructure	
COUNCIL ADOPTION	Date: 25/08/ <u>August</u> 2015	Resolution No: 11069
REVIEWED/MODIFIED	Date: <u>27 October 2020</u>	Resolution No:
	<u>Date:</u>	<u>Resolution No:</u>
REVIEW DUE	Date: September 2018 <u>October 2023</u>	
LEGISLATION	<i>Local Government Act 1995 – Sections 2.7 and 3.1</i>	
RELATED POLICIES	CP/OPS-3651 - Private Works and Developments on Road Verges and Council Managed Land	
RELATED ORGANISATIONAL DIRECTIVES	AP/OPS- 4643 Organisational Directive Roadside Memorials	

PURPOSE:

The purpose of this policy is to provide guidance on the management of roadside memorials within the road reserves of highways, main roads and local roads.

DEFINITIONS:

Bitumen/road seal is sealed surface of the road.

Carriageway is the portion of a road or bridge devoted particularly to the use of vehicles, inclusive of shoulders and auxiliary lanes.

Contractors are a contract with a third party to deliver a set of given services for a defined period to maintain sections of the road network.

Control of Access Road are roads that do not permit pedestrian access or parking. For example the Freeways, Tonkin Highway and Reid Highway.

Freeway is a divided highway for through-traffic with no access for traffic between interchanges and with grade separation at all intersections.

Guideposts are a wooden or plastic white post with a reflector approximately 1.5 metres from the edge of the road.

Highways are roads provide connections between capital cities. They are also principal routes between a city and the major producing regions of the State. Highways also service major transport terminals or significant commercial and industrial centres.

Landscaped verges are landscaped frontages/ mown verges that are adjacent to the road. For example estates such as Secret Harbour and Carramar.

Main Road is a principal road in the road system.

Median is a space that divides two carriageways.

Road Reserve is the area either side of the road that belongs to Main Roads.

Roadside Memorial is an object or image constructed , erected, planted, printed or placed in the road or within the road reserve in honour of family or friends whose lives have been lost on the road.

Roadside Structure are items like bridges, overpasses, tunnels.

Shared Path are paths which are adjacent to freeways, major highways and rail corridors. These paths cater for pedestrians, including those in wheelchairs, and cyclists.

Traffic Control Item are traffic signals or signs.

Traffic Islands are small refuge typically located at intersections.

POLICY STATEMENTS:

1. The Shire of Wyndham East Kimberley has an obligation to be respectful and considerate of the bereaved.
 - a) Shire staff will be considerate and respectful of the needs of persons wishing to install roadside memorials.
 - b) The requests of family members will take priority over those of friends.
2. The Shire of Wyndham East Kimberley has an obligation to provide a safe and efficient road network.
 - a) A roadside memorial will only be considered for crash sites where fatalities have occurred and where the location will not interfere with pedestrians, traffic, homes or businesses.
 - b) A memorial will not be considered for animals.
3. A roadside memorial shall:
 - a) Consist of
 - i. A cross (or other suitable religious symbol);
 - ii. A paver;
 - iii. A decal; or
 - iv. A plant (vegetation).
 - b) Be of a size and nature described in the relevant Organisational Directive;
 - c) Not consist of flowers or retro-reflective material.
4. The Shire of Wyndham East Kimberley will (as detailed in the Roadside Memorials organisational directive):
 - a) Manage the approval process for the placement of roadside memorials;
 - b) Provide details of approved memorials;
 - c) Supply roadside memorials;
 - d) Install or assist in the installation of roadside memorials at suitable locations;
 - e) Not accept responsibility for the security or maintenance of roadside memorials;
 - f) Remove any roadside memorials not conforming to this policy; and
 - g) Remove the roadside memorial after a period of 5 years.

5. Any installation of a Roadside Memorial must also be undertaken in conjunction with CP/OPS-3651 Private Works and Developments on Road Verges and Council Managed Land.

EXPLANATORY NOTES:

Road Safety:

Memorials at fatal crash sites provide a means for assisting people to grieve for their loved ones as well as serving as a visual deterrent to road users, delivering a powerful road safety message. The Shire of Wyndham East Kimberley respects the need for people to erect roadside memorials, but it must also provide a safe and efficient road network to all road users to meet its obligations under the *Local Government Act 1995* and the *Main Roads Act 1930*. To do this the Shire needs to consider potential safety hazards including visual distractions to motorists, physical objects that could harm road users and the possible movement of personal items onto the road. The Shire also needs to consider the safety of pedestrians in close proximity to fast moving vehicles.

The Shire of Wyndham East Kimberley's overall objective is to ensure the road environment is safe for all road users and to respect people's grief.

Key Principles:

Family wellbeing principles

- The form of a memorial may be personal; and may reflect religion or culture.
- The wishes and needs of the family must be acknowledged for a roadside memorial to be permitted.

Community wellbeing principles

- When establishing a roadside memorial, consideration should be given to members of the community affected by the fatal crash.
- When a community member raises a concern regarding a roadside memorial, then action will be taken in consultation with affected parties to address concerns.
- When establishing a roadside memorial, it should be done in a manner that is respectful of broader community values.

Transitional timeframe principle

- When managing a roadside memorial, it should be acknowledged that roadside memorials are generally temporary in nature and that a transitional approach should be adopted.

Road safety principle

- When establishing a roadside memorial it must not compromise road safety. It must:
 - a) not pose a hazard to road users;
 - b) not pose an unacceptable distraction to road users;
 - c) be installed in a manner to ensure personal safety; and

d) be placed in a location that enables people to visit safely.

Road management principles

- When establishing a roadside memorial, the owner's details should be included on the memorial for contact purposes.
- A roadside memorial should not interfere with road management or maintenance activities.
- The Shire will continue to perform all construction and maintenance works required within road reserves that contain roadside memorials.
- When the Shire intends to undertake any works in the vicinity of a roadside memorial, requiring its relocation or removal, the Shire will endeavour to contact the memorial owner.
- Where works are required to the ground on which an approved roadside memorial is located, the memorial will be moved away from the work area for the duration of works and then re-installed as close as practical to the original location at the conclusion of the works.

RISK:

Risk: Failure to comply with legislative requirements leading to damage of reputation or financial loss.

Control: Review policies and procedures in accordance with review schedule.

Risk: Inability to deliver levels of service expected by the community.

Control: Monitor current budget and service levels.



POLICY NO	CP/OPS 3655	
POLICY	Road Development	
RESPONSIBLE DIRECTORATE	Infrastructure	
RESPONSIBLE OFFICER	Director Infrastructure	
COUNCIL ADOPTION	Date: 20/07/2004	Resolution No: 6795
REVIEWED/MODIFIED	Date: 26/04/2016	Resolution No: 11334
	Date: 25/09/2018	Resolution No: 25/09/2018 - 115860
	<u>Date: 27 October 2020</u>	<u>Resolution No: 25/10/2020 - TBA</u>
REVIEW DUE	<u>Date: October 2023</u>	
LEGISLATION	Local Government Act 1995, Section 3.1 Local Government (Uniform Local Provisions) Regulations 1996 Sections 15(1) and 15(2)	
RELATED POLICIES	CP/FIN-3216 Asset Management	
RELATED ORGANISATIONAL DIRECTIVES	Technical Specification TS/OPS – 4647 Road and Drainage Construction	

PURPOSE:

The primary objectives are to:

- (a) Provide a safe, efficient and effective road system for the Shire;
- (b) Facilitate the upgrading of existing roads to standardised widths, alignments and standards of construction;
- (c) Provide sufficient road reserve width to accommodate all required public utilities required now and into the future as part of a Road Construction; and
- (d) Provide a rational and consistent basis for the construction of roads and any financial contributions required for such construction.

DEFINITIONS:

“**Road**” means the road reserve, inclusive of pavement, shoulders, drains, bridges, Footpaths and verges.

“**Shire**” means the Shire of Wyndham East Kimberley

The meaning of all the other terms not specifically defined in this policy shall be the Same as the definitions contained in the Local Government Act 1995.

POLICY STATEMENTS:

Urban road design shall accord with the Western Australian Planning Commission (WAPC) Livable Neighbourhoods operational policy that was developed specifically to guide planning for subdivision of Greenfield and large urban infill sites. The WAPC Livable Neighbourhoods operational policy was developed in Perth and is acknowledged as Perth-centric. For this reason some modification of the policy has been made to suit the Shire of Wyndham East Kimberley. The following minimums shall apply to the construction or reconstruction of roads

associated with new developments in addition to the WAPC Livable Neighbourhoods operational policy;

Urban Residential Connectors

These are defined in the Liveable Neighbourhoods Guide as *Neighbourhood Connectors*.

- Neighbourhood Connector pavements shall be sealed with a minimum width of 11.6 metres between kerbs within a minimum 21.6 metre wide road reserve.
- The diameter between kerbs for a cul-de-sac shall be a minimum of 18.0 metres. ("T" turning heads are not acceptable).
- Concrete Shared path on at least one side of the road shall connect to existing footpaths.

Urban Residential Access Streets

These are defined in the Liveable Neighbourhoods Guide as *Access Streets and Laneway/Service Lane*.

- *Urban Access Streets and Laneway/Service Lane* pavements shall be sealed with a minimum width of 7.2 metres between kerbs within a minimum 20 metre wide road reserve.
- The diameter between kerbs for a cul-de-sac shall be a minimum of 18.0 metres. ("T" turning heads are not acceptable)
- Concrete footpath on at least one side of the road shall connect to existing footpaths.

Industrial, Commercial and Thoroughfares

- Pavements shall be subject to a minimum seal width of 7.2 metres between kerbs within a minimum 20 metre wide road reserve.
- Concrete footpaths on at least one side of the road to connect to existing footpaths.

Rural Residential

- Pavements shall be subject to a minimum seal width of 7.2 metres with 1.0 metre shoulders within a minimum 20 metre wide road reserve.
- Unsealed gravel footpath to one side of the road to connect to existing footpaths where possible.

Gravel Roads

- 9.2 metre gravel formation with a minimum 7.2 metre wide running surface and 1.0 m shoulders within a minimum 20 metre wide road reserve.

Road Upgrading

The Shire may request contributions from developers to upgrade existing roads as a condition of approval of adjoining applications for:

- (a) Subdivisions, when any additional lots are created; and
- (b) Development, other than single dwellings and outbuildings.

If the proposed subdivision or development is located on an unsealed road, Council may determine that the developer shall contribute towards road construction or upgrade to connect

the development to the nearest sealed road the upgrade may include including services and drainage.

Construction Standards

All construction works shall be carried out in accordance with the approved engineering drawings and specifications to the complete satisfaction of the CEO and in accordance with current, accepted engineering practice. Refer to the Shire's Technical Specification 4647 TS-OPS 3655 Road and Drainage Construction.

EXPLANATORY NOTES:

The Road Construction Specification Policy is intended to give firm direction for construction standards.

APPLICATIONS:

This policy applies to all Shire managed property within the Shire of Wyndham East Kimberley.

RISK:

Risk: Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

Control: Implementation, review policies and procedures in accordance with review schedule.

Risk: Inability to deliver consistent levels of service expected by the community.

Control: Implementation, review policies and procedures in accordance with review schedule..



POLICY NO	CP/OPS-3656	
POLICY	Construction Security Deposits	
RESPONSIBLE DIRECTORATE	Infrastructure	
RESPONSIBLE OFFICER	Director Infrastructure	
COUNCIL ADOPTION	Date: 29 March 2016	Resolution No: 11290
REVIEWED/MODIFIED	Date: <u>27 October 2020</u>	Resolution No: <u>27/10/2020 - TBA</u>
	Date:	Resolution No:
REVIEW DUE	Date: March 2020 <u>October 2023</u>	
LEGISLATION	<i>Building Act 2011</i> , Section 27(1)	
RELATED POLICIES	N/A	
RELATED ORGANISATIONAL DIRECTIVES	OD-OPS-4648 Construction Security Deposits	

PURPOSE:

The purpose of this policy is to provide a mechanism for the Shire to ensure repair of any of its infrastructure that has been damaged as a result of development construction works.

DEFINITIONS:

Defect means something that in the opinion of the Shire is damage or a maintenance problem caused as a result of the construction works.

Damage means physical harm that impairs the value, usefulness, or normal function of something

Security Deposit is a monetary guarantee provided to the Shire in cash or bank guarantee against damage to Shire assets. The amount of the security deposit is prescribed in the Council's Fees and Charges schedule.

Significant Improvements are works costing over \$20,000 (excluding GST) in value (considered significant structures in accordance with the *Building Act 2011* – requiring a registered builder to carry out works).

POLICY STATEMENTS:

Reason for Security Deposits

During site works and construction a wide range of damage and maintenance issues to Shire assets in road reserves can arise. It is therefore necessary that a Security Deposit be available to the Shire to recoup repair costs should damage occur to Shire assets during construction and the applicant does not affect repairs acceptable to the Shire.

Where Security Deposits are Applied

A Security Deposit is required to be lodged with the Shire for construction on all commercial, residential and industrial developments within the Shire for both new and Significant improvements.

What is Covered by a Security Deposit

During construction (including site preparation works) a wide range of damage and maintenance issues to adjacent Shire assets can arise. Any damage to Shire assets within the road reserve caused as a result of the construction works is covered under the Security Deposit.

Use of Security Deposit by Council

Should damage or a maintenance issue in a road reserve be observed and the Shire is of the opinion that the damage or maintenance issue was a result of the construction works, the deposit will be withheld.

If the defect is not rectified by the applicant within twenty-one (21) days of notification the Security Deposit will be used to fund the repairs.

Should the repairs exceed the value of the Security Deposit the Shire may seek the balance of the repair costs in accordance with the conditions of the building permit.

Reimbursement of Security Deposits

If no damage or maintenance issues are observed after the completion of the development works the Security Deposit (without interest) will be refunded to the applicant.

EXPLANATORY NOTES:

During site works and construction a wide range of damage and other maintenance issues within the road reserve can arise. It is therefore necessary that should damage occur to Shire assets during construction a Security Deposit is available to the Shire to enable recoupment of repair costs if the applicant does not affect repairs acceptable to the Shire.

RISK:

Risk:

Inability to deliver levels of service expected by the community.

Control:

Develop agreed standards of service and communicate with the community.



POLICY NO	CP/OPS-3657	
POLICY	Directional Signage	
RESPONSIBLE DIRECTORATE	Infrastructure	
RESPONSIBLE OFFICER	Director Infrastructure	
COUNCIL ADOPTION	Date: 20 July 2004	Resolution No:
REVIEWED/MODIFIED	Date: 23 February 2016	Resolution No: 11264
	Date: 31 January 2017	Resolution No: 31/01/17 - 11598
	<u>Date: 27 October 2020</u>	<u>Resolution No: 27/10/20 - TBA</u>
REVIEW DUE	Date: July 2019 <u>October 2023</u>	
LEGISLATION	Local Government Act 1995	
RELATED POLICIES	<u>Nil-</u>	
RELATED ORGANISATIONAL DIRECTIVES	<u>-Nil</u>	

PURPOSE:

To provide road users with clear and uniform roadside information, while preventing signage proliferation.

While the Shire is mindful that effective signage is important for business, emergency services and community purposes, it aims to ensure that any signage is located strategically to maximise effect while minimising visual pollution and providing good amenity.

DEFINITIONS:

Street Name sign: (white background with black lettering) shows name and the Shire logo.

Tourist sign: (brown background with white lettering) guides travellers to recognised tourist attractions and approved tourist services. Examples are:

- *Tourist features* which are generally of a non-commercial nature and include scenic lookouts, historical markers and geographical features.
- *Tourist attractions* which may (or not) be commercially operated services and include monuments, craft centres and distilleries.

Community Facility sign: (blue background with white lettering) guides visitors and locals to community facilities, typically not-for-profit facilities, and business precincts. Examples are:

- Government facilities (airport, police station, hospital);
- Post Office;
- Recreational grounds or facilities (ovals, boat ramps);
- Educational institutions (school, library);
- Public cultural facilities (gallery, museum);
- Places of public worship;
- Locations of regional significance (parks); and
- Commercial and industrial precincts.

Service sign: (blue background with white symbol) uses symbols to guide motorists and road users to roadside stopping places, certain commercial services and community facilities. Examples include although are not limited to rest areas, restaurants and boat ramps.

Business Directional sign: (blue background with white lettering) guides visitors and locals to individual businesses.

POLICY STATEMENTS:

1. Format and Layout

All signs are to be consistent with Australian Standards (AS1742 ~~and~~; AS 1744) ~~plus~~ Main Roads WA standards (Signs Index 1.7 - Tourist Signs) with regard to design and installation specifications.

The Shire logo shall be incorporated on street name signs to the extent that the logo will not cause word or letter narrowing.

Where arranged in a stack arrangement (or “sign stack”), sign blades shall be ordered as:

- (i) Street Name at the top (white background with black lettering);
- (ii) Tourist (brown background with white lettering);
- (iii) Community Facility (blue background with white lettering);
- (iv) Service (blue background with white symbol); and
- (v) Business Directional (blue background with white lettering).

Within sign stacks ordering precedence shall be from the closest attraction/service/business to the furthest attraction/service/business.

A maximum number of five (5) sign blades under the street name sign shall be permitted in any one location or intersection.

A maximum of two (2) directional signs per business shall be permitted within a township. Directional signs existing on 1 January 2017 shall be permitted to remain.

In the event that a sign stack is full and a new request for signage for a similar service is presented, the Shire may reconfigure the stack by removing the existing signs and erecting a generic symbolic sign.

New applications for signs may be refused at a location whereby the maximum number of sign blades is exceeded.

2. Justification

The Shire must be satisfied that any proposed directional signage will be practically useful, effective, and not merely an extended form of advertising.

Applications for the installation of new or replacement tourist (attraction or service) signs shall be made to the Shire. Assessment will consider the proposal against the National Tourist Signing Eligibility Guidelines.

3. Relevant Authorities

The consent of Main Roads WA is to be obtained for all signage under its control. These roads comprise Victoria Highway, Great Northern Highway and Gibb River Road.

4. Costs and Maintenance

Unless otherwise directed, all signs are to be erected and maintained by the Shire at the expense of the applicant.

The Shire reserves the right to remove badly damaged or dangerous signs without notice. In this instance the Shire will endeavour to contact the original applicant to convey that the sign has been removed and advise on the replacement process.

EXPLANATORY NOTES:

To ensure consistency in design and installation all signs are to be consistent with:

- AS 1742.2 Manual of Uniform Traffic Control Devices. Traffic Control Devices for General Use;
- AS1742.5 Manual of Uniform Traffic Control Devices. Street Names and Community Facility Signs;
- AS1742.6 Manual of Uniform Traffic Control Devices. Service and Tourist Signs for Motorists;
- AS1744 Forms of Letters and Numerals for Road Signs;
- Main Roads WA - Signs Index 1.7 - Tourist Signs; and
- National Tourism Sign Reference Group – National Tourist Signing Eligibility Guidelines.

RISK:

Risk: Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

Controls: Review policies and procedures in accordance with review schedule.



POLICY NO	CP/OPS-3658	
POLICY	Roadside Advertising Signage	
RESPONSIBLE DIRECTORATE	Infrastructure	
RESPONSIBLE OFFICER	Director Infrastructure	
COUNCIL ADOPTION	Date: 20 July 2004	Resolution No: 6795
REVIEWED/MODIFIED	Date: 20 December 2016	Resolution No: 20/12/2016-11576
	Date: 31 January 2017	Resolution No: 31/01/2017-11597
	<u>Date: 27 October 2017</u>	<u>Resolution No: 27/10/2020 - TBA</u>
REVIEW DUE	Date: January 2020 <u>October 2023</u>	
LEGISLATION	<i>Local Government Act 1995</i> Town Planning Scheme No. 6 – Wyndham Townsite Town Planning Scheme No. 7 – Kununurra and Environs <u>Shire of Wyndham East Kimberley Local Planning Scheme No 9</u>	
RELATED POLICIES	CP-OPS-3655 Directional Signage Policy Local Planning Policy 15 – Signage Activities in Thoroughfares and Public Places and Trading Local Law 2005	
RELATED ORGANISATIONAL DIRECTIVES	Permit to undertake works on Public Land Request – Authority Form	

PURPOSE:

To control roadside advertising signage within Shire managed road reserves.

While the Shire is mindful that effective signage is important for businesses, it aims to ensure that such advertising does not pose a safety hazard to road users and does not adversely impact on the visual amenity of the roadside environment and surrounding areas.

DEFINITIONS:

Street Name sign: (white background with black lettering) shows name and the Shire logo.

Chief Executive Officer; The Chief Executive Officer for the Shire of Wyndham East Kimberley.

Roadside Advertising Signs Permit and Shire Permit: is a Permit issued by the Shire to authorise the permit holder to install and maintain Roadside Advertising Signage on Shire maintained land.

Freestanding sign is a sign not permanently attached to a structure or fixed to the ground and includes “A-frame” or “Sandwich Boards” signs consisting of 2 sign boards attached to each other by hinges or other means up to 1m² (per side)

Roadside Advertising Sign: A sign or a banner within a road reserve which is authorised by the Shire, installed and maintained to Shire standards by the applicant.

Shire: means the Shire of Wyndham East Kimberley.

Temporary Community Signs: promotional signs or banners may be erected for a short period leading up to and during community and not-for-profit events and activities

POLICY STATEMENTS:

1. Roadside Advertising

Roadside advertising shall not be permitted within Shire road reserves except in accordance with this Policy.

Moving or rotating billboard sign components are not permitted.

No vehicle with a sign upon or inside, adapted and exhibited primarily to facilitate advertising is to park for any lengthy period of time (as determined by the Chief Executive Officer) on any road reserve, with the exception of being parked at the owner's residence or with the consent of the Shire.

2. Existing signage

The owners of Roadside Advertising Signs existing at the time of adoption of this policy are required to make application to the Shire for the sign to remain. Such applications will be treated as new applications.

3. New Roadside Advertising Signs

Applications for the installation of new or replacement Roadside Advertising Signs shall be made to the Shire. The proposal will be assessed in accordance with this Policy.

4. Relevant Authorities

A Roadside Advertising Signs Permit is to be obtained from the Shire prior to placement or erection of any signage on road reserves under the Shire's control.

The consent of Main Roads Western Australia is to be obtained prior to placement or erection of any signage on road reserves under its control. Main Roads Western Australia roads include Victoria Highway, Great Northern Highway and Gibb River Road.

5. Signs that do not require Shire Approval

Subject to the provisions of the *Main Roads (Control of Signs) Regulations 1983* the Shire's prior approval is not required in respect of those advertising signs listed in Table 5 of Town Planning Scheme No. 6 and Appendix 7 of Town Planning Scheme No. 7 which are referred to as 'exempted advertisements'. These exemptions do not apply to buildings, conservation areas or landscape protection zones which are either:

- (a) listed by the Heritage Council;

- (b) listed on the register of the National Estate;
- (c) ~~included in Shire of Wyndham East Kimberley Local Planning Scheme No 9 included in Town Planning Scheme No. 6 or 7 because of their heritage or landscape value.~~

6. Prohibited signs

In accordance with the *Road Traffic Code 2000*, Regulation 297(5) a person shall not erect, establish, place, maintain or display, on a road, anything that:

- (a) Is a false representation of, or a colourable imitation of, a traffic sign or traffic-control signal.
- (b) Interferes with the effectiveness of, or of any part of, a traffic sign or traffic-control signal.
- (c) Prevents an approaching driver from clearly distinguishing the whole, or part, of a traffic sign or traffic-control signal.
- (d) Distracts a driver's attention from a traffic sign or traffic-control signal.
- (e) Not being a traffic sign, displays a word or direction ordinarily associated with a traffic sign.

7. Freestanding Signs

There shall be no more than one freestanding sign that relates to a specific activity or business placed on the road reserve.

Freestanding signs should:

- (a) Not exceed 1m in height;
- (b) Not exceed an area of 1m² on any side;
- (c) Not be placed in any position other than immediately adjacent to the building or business or property to which the sign relates, with the exception of signs relating to a real estate 'open home' or a private 'garage sale'. These signs can be displayed at the nearest intersection or driveway providing vehicle access to the property;
- (d) Be removed each day at the close of the business to which it relates and not be placed on site again until the business next opens for trading; ~~and~~
- (e) Any sheet metal components shall be protected by a frame, with all components free of sharp edges and protrusions; ~~and-~~
- (f) Shall be stable in windy conditions and shall not be weighted or secured with extraneous objects such as bricks, sandbags, stakes, chains or padlocks. Freestanding Signs shall be subject to regular inspection to ensure they have not become dislodged.

Portable A frame signs and Temporary Community Signs shall not be installed:

- (a) On road sections with a road speed limit greater than 70 km/h.

- (b) On any paved verge area if in the opinion of the Chief Executive Officer the sign restricts the access of drivers, bicyclists or pedestrians including people with disabilities and those pushing prams and wheelchairs.
- (c) Where the sign is at risk of causing an obstruction to sightlines of drivers, bicyclists or pedestrians along roads or driveways.
- (d) Within 3.0 m of a carriageway

8. Temporary Community Signs

Temporary Community Signs, promotional signs or banners may be erected for a period leading up to and during events and activities at locations approved by the Chief Executive Officer. Events and activities eligible to erect Temporary Community Signs may include:

- (a) Community activities including community fete, fair or festival,
- (b) Charitable functions,
- (c) Sporting events,
- (d) Public institution open day,
- (e) Public exhibitions or public interest events,
- (f) Community or religious celebrations or events,
- (g) Community and visitor messages, greetings and service club information.

A Roadside Advertising Permit is not required for a temporary community sign which neither exceeds 500mm in height nor 0.5m² in area.

Events and activities eligible to erect Temporary Community Signs are determined at the Chief Executive Officer's absolute discretion.

Trailer-mounted variable message boards (VMBs) are excluded for use as Temporary Community Signs. A Shire Permit is required for the use of VMBs.

9. Roadside Advertising Signs

Applications for the erection and maintenance of Roadside Advertising Signs will be considered following submission to Shire ~~Administration~~ administration of a completed application on the 'Application Form – Roadside Advertising Signs'.

Applications will be considered by Shire administration and maybe accepted, accepted with conditions, amended or refused. Following determination applicants will be advised accordingly.

Signs are not to detract from the visual amenity of scenic vistas and landscapes. A formal visual impact assessment report may be requested from the applicant as part of the assessment process.

Bus shelter and roadside seat advertising may be permitted upon payment of an annual licence to the Shire.

Community information boards, locality boards and name boards erected or approved by the Shire may be erected at locations approved by the Shire.

Business or service or facility advertising and promotional signs may be erected in Information Bays developed and maintained for that purpose subject to the approval of the Shire or its agent responsible for managing the Information Bay.

The content of any sign shall not, in the opinion of the Chief Executive Officer, be objectionable, misleading or offensive or in breach of the Trade Practices Act or other legislation.

10. General safety and efficiency

Roadside advertising devices are one of many stimuli confronting road users. The driver needs to assess the relevance of these stimuli to the driving task. Cognitive assessment of roadside objects or devices becomes more difficult as the level of the driver attention, distraction and decision making is increased.

The general approval criteria for the display of advertising devices within the boundaries of, or visible from roads are intended to ensure that:

- (a) A high level of safety for road users is maintained,
- (b) Traffic efficiency is assured.

An advertising sign may be considered a traffic hazard if it interferes with road safety or traffic efficiency; or if it:

- (a) Interferes with the effectiveness of traffic control devices (e.g. traffic signals, stop or give way signs), or
- (b) Distracts a driver at a critical time (high demand, decision making areas), or
- (c) Obscures a driver's view of a road hazard (e.g. curves, traffic Stopping Sight Distance), or
- (d) Gives instructions to traffic to "stop", "halt" or other (give way, merge, turn), or
- (e) Imitates a traffic control device, or
- (f) Is a dangerous obstruction to road or other infrastructure, traffic, pedestrians, cyclists or other road users, or
- (g) Is in an area where there are several devices and the cumulative effect of those devices may be potentially hazardous, distracting or demanding

To maintain safety and efficiency for road users, the following two main areas should be controlled for proposed advertising devices:

- (a) The lateral placement of the advertising device to ensure the device does not become a hazard for errant vehicles, and to ensure the effectiveness of official traffic signs.

- (b) The longitudinal placement of the advertising device to minimise the driver distraction, and control the demand placed on a driver.

11. Location of Roadside Advertising Signs

Business signs shall not be installed at the following locations:

- (a) On median strips and traffic islands including roundabouts.
- (b) Within clear zones, with the exception of Portable A frame signs.
- (c) Within driver sightline area.

Business signs shall not be attached to existing signs, including other advertising signs, or any road-related infrastructure such as traffic sign supports, bridges, bus shelters, lighting/power poles, trees, etc.

In the event that the site where the sign has been erected is needed for roadworks or maintenance, or a regulatory or guide sign installation, or the sign no longer meets the requirements of these guidelines, the applicant shall upon receipt of a notice from the Shire, promptly remove the sign at their own expense.

12. Design, Construction and Maintenance

Signs displaying any retro-reflective material at a vertical distance less than 4.0 m above the road level shall be rotated approximately five degrees away from the normal to the alignment of the carriageway in order to reduce glare from specular reflection.

Signs directly attached to building infrastructure shall not project beyond the extremities of the infrastructure, e.g. signs attached to awnings shall not extend beyond the length or width of the awning.

Non-portable, free-standing business signs shall not exceed an overall height of 6.0 m above the ground.

The minimum allowable clearance beneath a non-portable sign is 2.6 m where the structure overhangs a footway, and 2.2 m elsewhere.

Vegetation shall not be removed or trimmed to locate a business sign or to improve visibility to any business sign.

Removal of graffiti and rectification of any sign damage, on any part of the sign structure, shall be completed promptly by the applicant.

With the exception of freestanding signs, erection, installation and maintenance activities shall be subject to the requirements of a Shire Permit to undertake works on Public Land.

13. Damage to Shire Infrastructure

If in the Shire's opinion, the construction of a Roadside Advertising Sign resulted in damage to any of the Shire's assets such as the roadway surface or pavement, kerb, footpath, verges, signage, vegetation or the like, the Shire may order the applicant to effect repairs. If the applicant fails to repair the damage within the time stipulated by the notice, The Shire may do so and all costs, including administrative costs and administrative on costs will be payable by the applicant.

14. Insurance Requirements

As a part of the approval process the applicant shall ensure that the following indemnity and insurance requirements are arranged and that copies of the relevant insurance documents are made available, either at the time of application or in accordance with any subsequent conditions of approval.

The owner of a Roadside Advertising Sign located within a Shire road reserve shall, in respect to that sign, effect and maintain a \$20M public liability insurance policy which covers claims in respect of:

- (a) Loss of, or damage to, or loss of use of, any real or personal property; **and**
- (b) The personal injury, disease or illness to, or death of any person; **and**
- (c) Arising out of the erection, or existence or operation of the Roadside Advertising Signs.

15. Costs and Maintenance

Unless otherwise directed, all signs are to be erected and maintained by the applicant at the expense of the applicant.

An annual administration fee payable by the applicant shall apply to all Roadside Advertising Signs.

The Shire reserves the right to remove without notice signs that are badly damaged, dangerous, offensive or any sign considered by the Chief Executive Officer to be inappropriate. In this instance the Shire will endeavour to contact the original applicant to advise that the sign has been removed.

EXPLANATORY NOTES:

Intentionally blank

RISK:

Risk: Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

Controls: Review policies and procedures in accordance with review schedule.



POLICY NO	CP/OPS- 3659	
POLICY	Asset Management	
RESPONSIBLE DIRECTORATE	Infrastructure	
RESPONSIBLE OFFICER	Director Infrastructure	
COUNCIL ADOPTION	Date: 25 August 2015	Resolution No: 11070
REVIEWED/MODIFIED	Date: 18 July 2017	Resolution No: 18/07/2017-11751
	Date: <u>27 October 2020</u>	Resolution No: <u>27/10/2020 - TBA</u>
REVIEW DUE	Date: July 2019 <u>October 2023</u>	
LEGISLATION	<i>Local Government Act 1995, Section 5.56</i> <i>Local Government (Administration) Regulations 1996 Section 19DA</i>	
RELATED POLICIES	CP/OPS-3649 Maintenance of Shire Assets. CP/OPS-3650 Private Work CP/OPS-3651 Private Works and Developments on Road Verges and Council Managed Land.	
RELATED ORGANISATIONAL DIRECTIVES	Organisational Directive, Asset Management Procedures – Roles and Responsibilities.	
RELATED DELEGATIONS	12 - Tenders 13 – Disposal of Property 14 – Private Works 15 – Appointment of Consultants 23 – Contract Variations 38 – Public Thoroughfares 39 – Gates across Public Thoroughfare 40 – Dangerous Excavation in or near Public Thoroughfare 41 - Crossovers 42 – Permission to Deposit Materials On, or Excavate Adjacent to, a Street 43 – Events on Roads 44 – Road Trains and Extra Mass Permits 45 – Traffic Regulatory Signs 49 – Variation to Firebreak Orders 50 – Variation to Prohibited Burning Times	

PURPOSE:

The objectives of this policy are to ensure adequate provision is made for the long-term replacement of assets by:

1. Ensuring that Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment.
2. Applying best asset management practices as appropriate to the management of assets for the Shire of Wyndham East Kimberley.
3. Safeguarding Council assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
4. Allocating corporate responsibility for asset management and the necessary resources to deliver Asset Management strategies.

5. Creating an environment where all Council employees ~~take play~~ an integral part in overall management of Council assets by creating and sustaining an asset management awareness throughout the organisation by training and development.
6. Assisting the Shire in compliance with the provisions of the State Government's Integrated Planning & Reporting Framework by having an integrated approach to planning for the future.
7. Meeting legislative requirements for asset management.
8. Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
9. Providing a framework for implementing asset management to enable a consistent, coordinated and strategic approach.
10. Facilitate continuous improvement and innovation in delivering service in achieving service standards to benefit the community.
11. Provide a framework which quantifies risk and incorporates that into the decision making process.
12. Provide guidance to staff responsible for asset management.

DEFINITIONS:

“Asset” means a physical item that is owned or controlled by the Shire of Wyndham East Kimberley, and provides or contributes to the provision of service to the community (in this context excluding financial, intellectual, and non-tangible assets).

“Asset Management” means the processes applied to assets from their planning, acquisition, operation, maintenance, replacement and disposal, to ensure that the assets meet Council's priorities for service delivery.

“Asset Management Plan” means a plan developed for the management of an infrastructure asset or asset category that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset.

“Council” means the elected Council (comprising Councillors) of the Shire of Wyndham East Kimberley.

“Infrastructure Assets” are fixed assets that support the delivery of services to the community. These include the broad asset classes of Roads, Drainage, Buildings and Parks.

“Level of Service” means the combination function, design and presentation of an asset. The higher the level of service, the greater the cost to deliver the service. The aim of asset management is to match the asset and level of service of the asset to the community expectation, need and level of affordability.

“Life Cycle” means the cycle of activities that an asset goes through while it retains an identity as a particular asset.

“Whole of life cost(s)” means the total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, and rehabilitation and disposal costs.

“Maintenance” means regular ongoing day-to-day work necessary to keep asset operating and to achieve its optimum life expectancy.

“Operations” – means the regular activities to provide public health, safety and amenity and to enable the assets to function e.g. road sweeping, grass mowing, cleaning, street lighting and graffiti removal.

“New” means creation of a new asset to meet additional service level requirements.

“**Resources**” means the combination of plant, labour and materials, whether they be external (contractors/consultants) or internal (staff/day labour).

“**Renewal**” means restores, rehabilitates, replaces existing asset to its original capacity. This may include the fitment of new components necessary to meet new legislative requirements in order that the asset may achieve compliance and remain in use.

“**Risk**” means probability and consequence of an event that could impact on the Council’s ability to meet its corporate objectives.

“**Shire**” means the collective Shire of Wyndham East Kimberley organisation. The Chief Executive Officer of the Shire of Wyndham East Kimberley is responsible for ensuring the Shire’s obligations and commitments are met.

“**Stakeholders**” are those people/sectors of the community that have an interest or reliance upon an asset and who may be affected by changes in the level of service of an asset.

“**Upgrade**” means enhances existing asset to provide higher level of service.

POLICY STATEMENTS:

Scope

This policy applies to all Shire activities and the services delivery delivered by the Shire. It relates specifically to the management of infrastructure assets under the care, control and responsibility of the Shire that are used to deliver services. or It can also be the infrastructure management regime of third parties where the Shire facilitates service delivery by a third party. This may include but is not limited to;

- Government Agencies
- Private Enterprise
- Contractors

Background

The community relies on the Shire of Wyndham— East Kimberley to deliver services. The Shire has finite resources and limited income streams that can be targeted to fund service delivery. The Shire must ensure that service delivery is well targeted and aligns with the Community’s aspirations identified via the Strategic Community Business Plan.

To ensure that scarce Shire resources are optimally allocated, it is important that informed decisions are made when considering the acquisition, ongoing ownership, management and disposal of infrastructure assets. The Shire also needs to continuously consider whether it needs to provide or own assets in order to deliver services or whether it can simply facilitate the provision of the service by a third party, i.e. non asset ownership service delivery.

To assist with making informed decisions in relation to this issue, the Shire will put in place the following;

1. A Strategic Asset Management Framework that is consistent with National standards in Asset Management and Long Term Financial Planning (Nationally Consistent Approach).
2. Maintain a contemporary Asset Management Policy that is regularly reviewed (this Policy).
3. Develop, maintain and regularly review an Asset Management Improvement Strategy that clearly articulates a sustainable path for continuous improvement and identifies resources to implement via the budget process.
4. Develop, maintain and regularly review Asset Management Plans that cover all key Infrastructure Asset Classes.

5. Asset Management Plans will document the Council adopted level of service that applies to Infrastructure Assets which will be derived from Service Level Plans and the community engagement processes used to develop the Strategic Community Plan.
6. Ensure processes are in place to train Councillors and Officers in key aspects of Asset Management and Long Term Financial Planning.

Policy

1. To achieve the policy objectives, the Shire of Wyndham East Kimberley recognises that Asset Management is a major corporate function.
2. The Shire will make informed decisions in relation to its infrastructure assets. To achieve this, the Shire will prepare an Asset Management Improvement Strategy that will guide the implementation of asset management across the organisation with the key outcome being the adoption by Council of an Asset Management Plan for all classes of infrastructure assets.
3. Asset Management Plans will form part of the Shire's day-to-day business practices and will be used to make informed decisions in relation to asset management
4. The Shire has limited resources and is custodian of a large number of assets, many of which have reached or gone beyond their economic life. In making decisions in relation to infrastructure assets, the Shire will apply the philosophy of renewing assets before acquiring new assets and where possible, rationalising assets that are no longer used or do not provide the agreed level of service.
5. The Council will determine the level of service required for assets.
6. As part of Shire's consideration of asset management, the Shire will follow the following key principles:
 - 6.1 Prior to consideration of any major works for renewal or improvement to an asset, undertake a critical review of the need of that Asset;
 - 6.2 Will consider the Whole of life cost for all new assets and for any major renewal or improvements into the Shire's Long Term Financial Plans;
 - 6.3 Undertake to develop Asset Management Plans that are financially sustainable;
 - 6.4 Involve and consult with key stakeholders on determining levels of service and asset service standards;
 - 6.5 Manage its assets utilising a corporate team approach using a multi-discipline working group;
 - 6.6 Ensure asset information is accurate and up to date allowing for appropriate asset planning, both in the short and long term, and for informed decision making to occur;
 - 6.7 Allocate appropriate resources to ensure asset management practices can be undertaken and the timely maintenance and renewal or upgrade of those assets so that Life Cycle costs are optimised;
 - 6.8 Ensure the roles and responsibilities of all asset users are well defined and understood;
 - 6.9 Develop reporting procedures based on key principles of this Asset Management Policy;
 - 6.10 Training in asset and financial management will be provided for councillors and relevant staff;
 - 6.11 Continually seek opportunities for multiple uses of assets.

6.12 Implementation of asset management as an organisational philosophy will occur through the Asset Management Practices Improvement Strategy.

EXPLANATORY NOTES:

Related Documents;

Asset Management Strategy and associated Asset Management Plans.

APPLICATION/S:

Implementation of asset management as an organisational philosophy will occur through the Organisational Directive, Asset Management Procedures – Roles and Responsibilities.

This policy applies to Council, Councillors, Executive Leadership Team, Staff and the community involved in the operations, maintenance, refurbishment, renewal, upgrading and development of Council's existing and new infrastructure assets.

RISK:

Risk: Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

Control: Review policies and procedures in accordance with review schedule.

Risk: Inability to deliver levels of service expected by the community

Control: Current budget and service levels.

Risk: Inability to fund the infrastructure gap.

Control: Develop LTFP-Long Term Financial Plans to ensure critical assets maintained in Annual Budgets



POLICY NO:	CP/OPS - 3660	
POLICY	Stormwater Management for Developments	
RESPONSIBLE DIRECTORATE	Infrastructure	
RESPONSIBLE OFFICER	Director Infrastructure	
COUNCIL ADOPTION	Date: 28 November 2017	Resolution No: 28/11/2017-117850
REVIEWED/MODIFIED	Date: <u>27 October 2020</u>	Resolution No: <u>27/10/2020 - TBA</u>
	Date:	Resolution No:
REVIEW DUE	Date: November 2020 <u>October 2023</u>	
LEGISLATION	Local Government Act 1995 Section 3.1	
RELEVANT DELEGATIONS	Delegation 58 Stormwater Management for Developments	
RELATED DOCUMENTS	OD/OPS-4646 Stormwater Management for Developments Stormwater Management Assessment Application Form Stormwater Management Guidelines for Developers	

PURPOSE

This Policy provides guidance for stormwater management for developments within the Shire of Wyndham East Kimberley.

DEFINITION

AEP — means the Annual Exceedance Probability for the nominated event. Note; For the small catchments covered by this Policy the flood AEP can be taken to be equivalent to the rainfall AEP.

Shire — means the Shire of Wyndham East Kimberley.

WSUD — means Water Sensitive Urban Design.

BACKGROUND

Common practice for larger developments in the Shire has followed the practice of many southern Shires by requiring the retention and disposal on site of runoff from the 0.2 Annual Exceedance Probability (AEP) storm. The Shire is of the view that this requirement imposes an unreasonable cost burden on developers and does not provide the best stormwater management outcome for the Shire.

The existing drainage system was designed several decades ago for different public expectations and a different development extent and density. Additional capacity margins were built into the system but the increasing pressures on the Shires drainage system and its ability to effectively drain developed areas during storm events does not meet current standards. This policy seeks to address the deficiency.

POLICY OBJECTIVES

To ensure that stormwater run-off from new developments is properly managed to:

1. Avoid or minimise the risk of erosion caused by rainfall run-off from new impervious surfaces;

2. Prevent sedimentation and turbidity of watercourses;
3. Avoid overloading Council's stormwater drainage system;
4. Minimise the risk of localised flooding caused by increased stormwater run-off from impervious surfaces in new developments.

POLICY STATEMENTS

1. The Council supports the principles of WSUD and the principles of Better Urban Water Management and recommends they be adapted and applied within the Shire.
2. All new development applications within the Shire must provide stormwater detention storage volume equivalent to the 0.2 AEP rainfall depth for the entire development lot.
3. A low flow discharge point may be provided from the bottom of the detention storage and connected via a gravity system to the Shire's stormwater system.
4. The low flow discharge rate from the detention storage shall be such that the detention storage retains runoff from the 0.01 AEP event for the development (assuming a coefficient of runoff of 1.0).
5. For new development applications, the owner of the land is required to place a notification under section 70A of the Transfer of Land Act 1893 to be placed on the Certificate(s) of Title advising of the stormwater detention system installation, the restrictions, drainage limitations and the requirement for the current and future property owners to maintain the detention and drainage system in good working order.
6. Delegated authority to vary the requirements of this policy for residential developments on Lots of less than 600 m² in area may be found in the delegations register.

EXPLANATORY NOTES

Development can lead to change in both the quantity and quality of water that is delivered to the Shire's stormwater system. Traditionally, the Shire has required stormwater to be contained and disposed of within the development for events up to 0.2 AEP, with larger flows discharging to the Shire's stormwater system.

Within the Shire there are many areas where there is a high water table or soils that are largely clay in nature where onsite disposal is problematic. This Policy seeks to provide a more cost effective alternative to on site disposal of stormwater for developers while improving the overall performance of stormwater management within the Shire.

APPLICATION:

This Policy applies to any new development within the Shire of Wyndham East Kimberley.

RISKS:

RISK: _____ Inability to deliver levels of service expected by the community.

CONTROL: Current budget and service levels.

RISK: _____ Damage to private and public property, facilities and health from flooding events

CONTROL: _____ Pre wet season drainage maintenance.

Development and implementation of a Kununurra old residential and industrial drainage strategy.



POLICY NO	CP/OPS-3661	
POLICY	Shire Road Network	
RESPONSIBLE DIRECTORATE	Infrastructure	
RESPONSIBLE OFFICER	Director Infrastructure	
COUNCIL ADOPTION	Date: 19 October 2017	Resolution No: 19/10/2017 - 117822
REVIEWED/MODIFIED	Date: <u>27 October 2020</u>	Resolution No: <u>27/10/2020 - TBA</u>
	Date:	Resolution No:
REVIEW DUE	Date: October 2019 <u>October 2023</u>	
LEGISLATION	Local Government Act 1995 – Sections 2.7 and 3.1	
RELATED POLICIES	CP/OPS-3655 – Road Development	
RELATED ORGANISATIONAL DIRECTIVES	Technical Specification TS/OPS – 4647 Road and Drainage Construction	

PURPOSE:

The purpose of this policy is to provide guidance on the extent of the Shire public road network.

DEFINITIONS:

“**Asset Register**” means the register of Shire assets held by the Shire of Wyndham East Kimberley.

“**Road**” means the road reserve, inclusive of pavement, shoulders, drains, bridges, Footpaths and verges.

“**Public Road**” means a road as defined by the *Road Traffic Act 1974*

“**SLK**” means Straight Line Kilometres. It is a road length measurement in Kilometres.

The meaning of all the other terms not specifically defined in this policy shall be ~~the~~ Same-the same as the definitions contained in the *Local Government Act 1995*.

POLICY STATEMENTS:

1. The Shire of Wyndham East Kimberley public road network is registered on its Asset Register.
2. The Shire of Wyndham East Kimberley is responsible for maintaining public roads on its asset register.
3. The Shire of Wyndham East Kimberley public roads terminate at the SLK or boundaries of the discrete parcel of land as show in the table below:

Road Number	Road Name	Terminating Lot Boundary	Termination SLK
3	King River Road	P048231 3003	23.46
6	Carlton Hill Road	Road Reserve	23.71
14	Gibb River - Kalumburu Road	L 3114 1056	245.15
18	Weaber Plain Road	UCL	31.64
139	Lake Argyle Road	R 43196	34.54
158	Ellenbrae Road	P220385 9	3.10

175	Mulligans Lagoon Road	Road Reserve	10.24
186	Mt Elizabeth Road	P221086 17	11.61

EXPLANATORY NOTES:

Public roads are costly to maintain. The Shire seeks to provide access to the boundary of lots within the Shire. It is not considered fair or equitable to Shire ratepayers for the Shire to consider provision of a Shire maintained road into a parcel of land for the purpose of providing access to a point within that Parcel of land.

RISK:

Risk: Failure to comply with legislative requirements leading to damage of reputation or financial loss.

Control: Review policies and procedures in accordance with review schedule.

Risk: Inability to deliver levels of service expected by the community.

Control: Monitor current budget and service levels.



POLICY NO	CP/REM - 3620	
POLICY	Firebreaks	
RESPONSIBLE DIRECTORATE	Infrastructure	
RESPONSIBLE OFFICER	Director Infrastructure	
COUNCIL ADOPTION	Date: 20 August 1998	Resolution No:
REVIEWED/MODIFIED	Date: 25 August 2015	Resolution No: 11067
	Date: 11 December 2018	Resolution No: 11/12/2018 - 115907
	Date: <u>27 October 2020</u>	Resolution No: <u>27/10/2020 - TBA</u>
REVIEW DUE	Date: December 2021 <u>October 2023</u>	
LEGISLATION	<i>Bush Fires Act 1954 Section 33</i>	
RELATED POLICIES	N/A	
RELATED ORGANISATIONAL DIRECTIVES	N/A	

PURPOSE:

To ensure that Firebreaks are installed and maintained to enable effective management of the outbreak of Bush Fires.

DEFINITIONS:

Firebreak is any natural or constructed discontinuity in a fuel bed that may be used to segregate, assist to stop and control the spread of a wildfire, or to provide a fire control line from which to suppress a fire. All vegetation is removed down to bare mineral earth.

Fire control Line is a natural or constructed barrier, or treated fire edge, used in fire suppression and prescribed burning to limit or prevent the spread of fire.

Fuel Dumps and Depots are an area specifically designated for the storage of fuel, whether or not drums are containing fuel.

Rubbish Site (Prescribed Premises) Class I inert landfill site are premises on which waste (as determined by reference to the waste type set out in the document entitled "Landfill Waste Classification and Waste Definitions 1996" published by the Chief Executive Officer and as amended from time to time) is accepted for burial (500 tonnes or more per year)

Rubbish Site (Prescribed Premises) Class II or III putrescible landfill site are premises on which waste (as determined by reference to the waste type set out in the document entitled "Landfill Waste Classification and Waste Definitions 1996" published by the Chief Executive Officer and as amended from time to time) is accepted for burial (20 tonnes or more per year)

Rubbish Site (Prescribed Premises) Class IV secure landfill site are premises on which waste (as determined by reference to the waste type set out in the document entitled "Landfill Waste Classification and Waste Definitions 1996" published by the Chief Executive Officer and as amended from time to time) is accepted for burial.

POLICY STATEMENTS:

Deadline for Burning Firebreaks

Pursuant Section 33 *Bush Fires Act 1954* all owners and occupiers of land within the Shire of Wyndham East Kimberley are required to establish Firebreaks on or before **1st June each year** in accordance with the following:

1. Ord Irrigation Project Area

Firebreaks for all land within the Ord Irrigation Area must be:

- a) Not less than three (3) metres wide inside and along and as close as possible to external boundaries; and
- b) Not less than six (6) metres wide and within three (3) metres of the perimeter of all buildings and/or haystacks and groups of buildings.

2. Pastoral Lands

Being land outside the Town Sites of Wyndham and Kununurra held under Pastoral Lease.

- a) Firebreaks are to be a distance not less than six (6) metres wide and within three (3) metres of a building/s and haystacks.

3. Town Site Land

For land inside Town Sites and not being rural land or land under a Pastoral Lease, Firebreaks are required to be:

- a) Where the area is 2000sq metres or less, remove vegetation by clearing or slashing inflammable material from the whole of the land, excluding standing live trees.
- b) Where the area of the land is greater than 2000sq metres a Firebreak not less than six (6) meters in width, immediately surrounding any buildings or not less than three (3) metres in width inside and along the whole of the external boundaries of the land is required.

4. Rural Lands

Being land outside the Town Sites and not being land under a Pastoral Lease, this includes Packsaddle Plains, Crossing Falls and River Farm Road subdivisions. Firebreaks are required to be:

- a) Not less than three (3) metres wide inside, along and within ten (10) metres of external boundaries, and
- b) Not less than six (6) metres wide and within three (3) metres of the perimeter of all buildings or haystacks or group of buildings.

5. Rural Living Areas

Where land (up to 5 ha per lot) outside of the Wyndham and Kununurra town sites is used primarily for residential purposes firebreaks are to be provided to all boundaries in accordance with the following requirements:

- a) clear a three (3) metre wide firebreak of all flammable material, immediately inside the external boundaries of the land; and
- b) trees must be trimmed back to provide a vertical clearance of three and a half (3.5) metres to allow fire appliances along the firebreak

Where a Shire managed Strategic Firebreak is provided the provisions of 1(a) do not apply to the boundaries abutting the Strategic Firebreak.

Where there is a risk soil erosion or the ground conditions do not permit (e.g. rocky terrain) the provisions of 1(a) may be deemed to be satisfied where the grasses are slashed and maintained at a height of 75mm or less.

6. Rubbish Sites (Prescribed Premises)

Being all Rubbish Sites for Pastoral Stations that have been registered as a Prescribed Premises. Firebreaks are required to be not less than three (3) metres wide and within three (3) metres of the perimeter of the rubbish site.

NOTE: Pursuant Schedule 1 (5B) 63, 64, 65 of the Environmental Protection Regulations 1987 a “Rubbish Site” must be a Prescribed Premises (refer definitions).

7. Fuel Dumps and Depots

Remove all flammable material from all land where fuel drum ramps or dumps are located and where fuel drums whether containing fuel or not are stored to a distance of at least fifteen (15) metres outside the perimeter of any drum, ramp or stack of drums.

8. Satisfactory Compliance

Section 33 Bush Fires Act 1954:

The requirements referred to in paragraphs 1 to 8 hereof, must be performed to the satisfaction of the duly authorised person appointed by the Shire of Wyndham East Kimberley.

Section 33(3) Bush Fires Act 1954:

Persons who fail to comply with these requirements may be issued with an infringement notice (Penalty \$250) or prosecuted with an increased penalty up to \$5000.00.

Section 33(4) Bush Fires Act 1954:

In addition, the Shire may carry out the required work at cost to the owner or occupier of the land.

9. Exemptions

9.1 Exemptions for individual properties

If it is considered impracticable for any reason to clear Firebreaks or to remove flammable material from the land as required by this notice you may apply to the Council or its duly authorised officer by not later than 1st April each year for permission to provide Firebreaks in alternative positions or take alternative action to abate fire hazards on the land.

9.2 Exemptions for specific areas

Properties within a specific area may be exempt from the above requirements if they are within an established Firebreak area that is maintained by the affected land owner and approved by the Shire.

EXPLANATORY NOTES:

Firebreaks are a form of fuel break, a fuel break can include several forms of discontinuity such as green strips, and a mineral earth strip.

The Shire preference is green strips to reduce erosion and scouring during the wet season.

When aligned with fire access roads or tracks, fuel breaks support detection, patrol, prescribed burning, initial attack, and ongoing fire suppression.

A fuel break is part of a strategic network when it is located to enhance the protection of significant assets through the provision of local protection or links across the landscape.

Firebreaks can also provide efficient access for firefighting resources, and the reduction of risks through removal of dangerous trees and the local reduction of fuel.

Firebreaks allow more efficient containment of large bushfires, Firebreaks also significantly reduce the impacts of large bushfires.

RISK:

Risk: Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

Control: Review policies and procedures in accordance with review schedule.



POLICY NO	CP/REM - 3621	
POLICY	Plant Mobilisation in Emergency	
RESPONSIBLE DIRECTORATE	Infrastructure	
RESPONSIBLE OFFICER	Director Infrastructure	
COUNCIL ADOPTION	Date: 25 August 2015	Resolution No: 11068
REVIEWED/MODIFIED	Date: <u>27 October 2020</u>	Resolution No: <u>27/10/2020 - TBA</u>
	Date:	Resolution No:
REVIEW DUE	Date: <u>August 2017</u> <u>October 2023</u>	
LEGISLATION	Local Government Act 6.8(1) (c)	
RELATED POLICIES	N/A	
RELATED ORGANISATIONAL DIRECTIVES	N/A	

PURPOSE:

To ensure Council supplies a timely mobilisation of Plant and ~~equipment~~ Equipment in the event of an emergency.

DEFINITIONS:

Emergency - an unforeseen circumstance, often dangerous, requiring immediate action.

POLICY STATEMENTS:

In addition to the authority conferred to the Shire President by Section 6.8(1)(c) Local Government Act 1995, in the event of an emergency the Chief Executive Officer is authorised to incur expenditure not included in an annual budget from the municipal fund.

EXPLANATORY NOTES:

Emergency situations within the Shire of Wyndham East Kimberley can arise in a number of circumstances.

In the event of an emergency situation, the safety and wellbeing of the community is paramount and as such the Shire wishes to facilitate a timely response from the organisation.

Rapid deployment of Shire resources including staff, plant and equipment will reduce the impact of emergency events. Shire resources shall be deployed as per the Local Emergency Management Arrangement (LEMA).

RISK:

Risk: Environmental damage and consequential financial liability from poor bushfire management.

Controls:

1. Compliance with Emergency Management Act and Bushfire Control Act
2. Administer through local laws, policies and practices.
3. Bushfire prevention measures undertaken eg firebreaks.

Risk: Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

Control: Review policies and procedures in accordance with review schedule.

Risk: Inability to deliver levels of service expected by the community.

Control: Current budget and service levels.