



COUNCIL POLICY

1.5.6

Works

Title:	1.5.6 VOLUNTARY CONTRIBUTIONS TO ROADWORKS
Adopted:	19 June 2024 (NEW)
Reviewed:	30 April 2025
Associated Legislation:	Local Government Act 1995
Associated Documents:	N/A
Review Responsibility:	Works Manager
Delegation:	Chief Executive Officer

Previous Policy Number/s: Nil

Objective:

1. To recognise and support the contribution the community can make by providing in-kind support for upgrading of Council's assets within the roads network, and
2. To set guidelines for community contribution towards upgrading of roads and associated infrastructure.

Policy Purpose:

This policy was developed in response to requests from the public for upgrading of road assets which provide a benefit to individuals as well as to the broader community, but which cannot be fully funded from funds available to Council. This policy provides the opportunity to combine public funds with private contributions to enable worthwhile projects to proceed.

Policy:

Council will consider applications from certain organisations or individuals to contribute to budgeted / scheduled Shire road projects or works on Council's road network. This may include the contribution of:

- Water, gravel and other road base material (including carting to the site)
- Plant

The CEO may grant approval for the reimbursement of fuel for carting services which must be outlined within a written agreement / form.

See *Council Policy 1.5.1 Road Building Materials Acquisitions* for compensation for materials extracted for construction and maintenance purposes.

The CEO reserves the right to exclude any party acting under the agreement from entering a roadwork site for safety reasons, as the 'person conducting a business or undertaking' (PCBU). The PCBU has a primary duty under the *Work, Health and Safety Act 2020* to ensure the health and safety of workers while they are at work in the business or undertaking and others who may be affected by the carrying out of work, such as visitors, volunteers and contractors.

Procedure:

The contributor must meet the following requirements:



1. Be a registered business owner or individual working in a field that relates to the kind of work or material being donated
2. Complete the application form
3. Comply with any requests for evidence of appropriate insurance or qualifications and/or training
4. Complete the Shire's Contractor Safety Induction
5. Sign an agreement, authorised and signed by the CEO, clearly defining the proposed works or contribution, fuel reimbursement methodology (if applicable), evidence requirements and standards of work or material, before commencing any work
6. Comply with any direction provided by the Contract Manager (the Shire) when undertaking in-kind work

Delegation/Authority

- A Council resolution is required for any works which result in a reimbursement of greater than \$5,000 – this generally equates to the gravel resheeting of ~ 1km
- The CEO has delegated authority to approve works which fall below this threshold (maximum \$5,000 total reimbursement ~ 1km of resheeting 150mm x 8m made up of \$2,500 Gravel Royalty and Fuel contribution of ~\$2,500 depending on the haul length).