

CITY OF WANNEROO

GUIDELINES

FOR

DEVELOPMENT AND SUBDIVISION

OF LAND

List of Specific City of Wanneroo Clauses

CLAUSE

Green Inserted Page

SECTION WI

NO ADDITIONS.....

SECTION WA

WA1 FORMULATING A SUBDIVISION APPLICATION.....WA-1

SECTION WR

WR2 SUBDIVISION DESIGN - Urban Residential Areas WR-1

WR3 SUBDIVISION DESIGN - Rural Residential Areas WR-1

WR5 SUBDIVISION DESIGN – Industrial/ Commercial Areas WR-1

SECTION WE

WE1 SUBDIVISION PLANS AND SPECIFICATIONS.....WE-1

WE2 COMMENCEMENT OF WORKSWE-1

WE3 INSPECTIONS AND TESTINGWE-4

WE4 INSURANCESWE-5

WE5 AS CONSTRUCTED DRAWINGSWE-5

WE6 QUALITY ASSURANCE PRINCIPLESWE-6

WE7 DEFECTS LIABILITY AND MAINTENANCE CLEARANCEWE-6

SECTION WS

WS1 COMPLETION OF WORKS AND CERTIFICATION.....WS-1

WS2 EARLY RELEASE OF ALLOTMENTS BY APPLICATION OF BONDSWS-1

GUIDELINES

FOR DEVELOPMENT AND SUBDIVISION OF LAND

This Booklet

This Guidelines Booklet is divided into five sections:

Subsection I	Introduction
Subsection A	Application Process
Subsection R	Council Requirements
Subsection E	Engineering Requirements
Subsection S	Provision for Sale of Allotments

Each section has a plain English description of the processes and requirements necessary progressively taking the reader from the decision to subdivide and develop land to the stage where land allotments can be sold. Keywords are provided in the right hand margin to enable readers to conveniently find passages relevant to key issues.

This Guidelines Booklet is an introduction to other documentation prepared by Council to manage Subdivision Development matters. Other documents include:

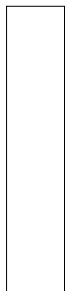
- Council's Policies
- Subdivision Design Specifications
- Subdivision Construction Specifications
- Council's Development Application Form
- WAPC Subdivision Application Form
- Town Planning Schemes (TPS) and amendments
- WAPC Policies

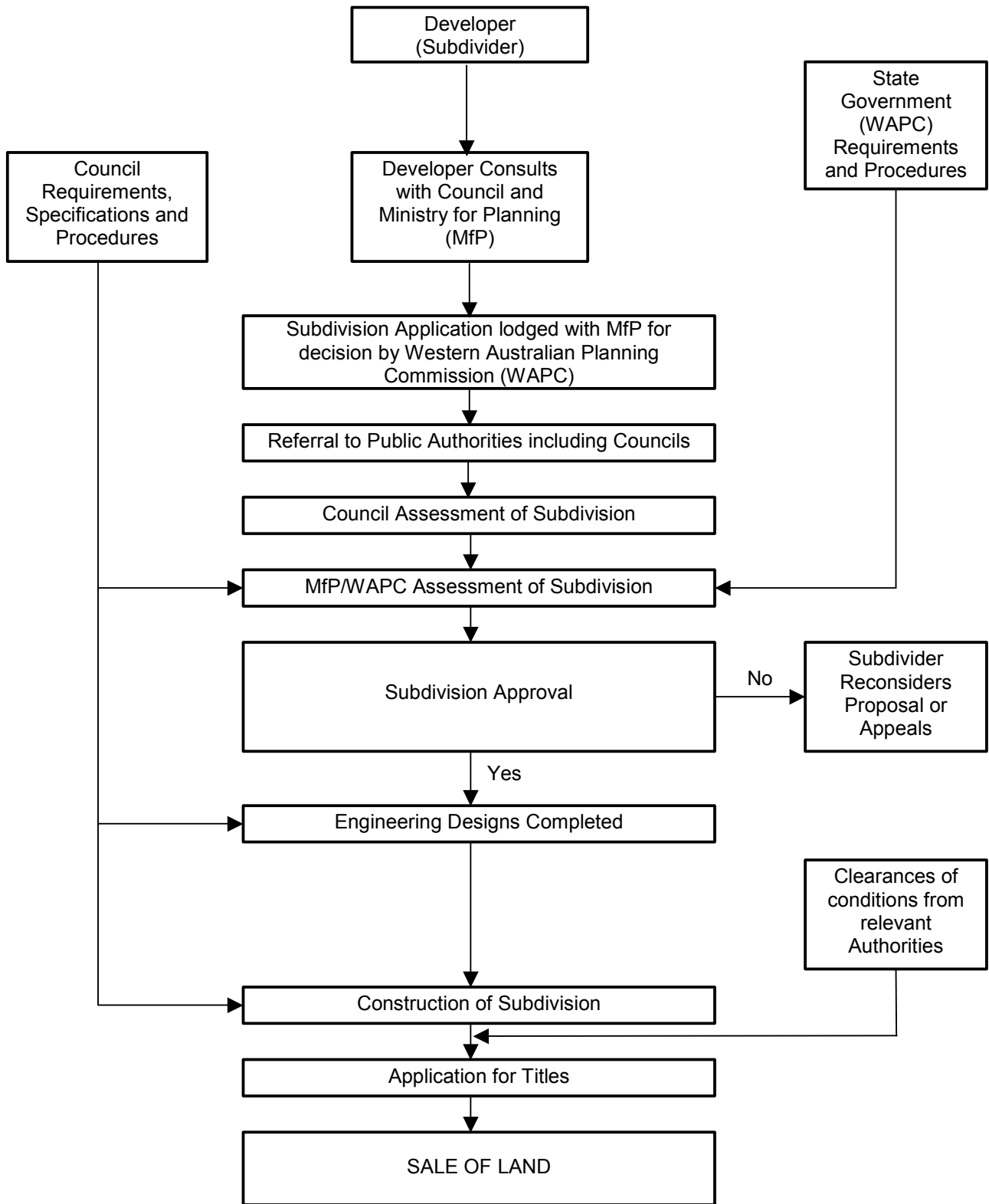
SECTION I

INTRODUCTION

CONTENTS

	Flow Diagram I - Overall Process
I1	Western Australian Planning Commission's Objectives
I2	Council's Objectives
I3	Western Australian Planning Commission's Authority
I4	Restrictions to the Commission's Activities
I5	Subdivision and Development Processes.





FLOW DIAGRAM - OVERALL PROCESS

11. WESTERN AUSTRALIAN PLANNING COMMISSION'S OBJECTIVES

The Western Australian Planning Commission (WAPC), as the approval agency for subdivisions in WA, has the following objectives in providing for the subdivision of land:

- To ensure a comprehensive and co-ordinated approach to the subdivision of land, particularly in urban release areas of the metropolitan region and in expanding country centres.
- To further long term planning goals by the creation of lots in locations and of sizes consistent with those goals.
- To create lots that are capable (including physically capable) of lawful development and simultaneously ensure that existing lots and development on them is not made unlawful by a subdivision.
- To secure public utilities to each new lot having regard to intended development and to ensure constructed vehicular access from the public road system to each created lot.

**WAPC
Objectives**

12. COUNCIL'S OBJECTIVES

As a referral agency which has the responsibility to assess subdivision applications from the Council's perspective and to advise the WAPC of conditional support or otherwise for a subdivision, Council has the following objectives in providing for the development and subdivision of land:

**Council
Objectives**

- To ensure the subdivision is in accordance with local planning objectives and specific Council technical standards for roads and services.
- To minimise adverse effects on the local environment.
- To provide for the needs of future users of the land in respect to development and building requirements, vehicular and pedestrian access, provision of services and an amenity appropriate to the zoning of the land.
- To minimise Council's future maintenance costs for roads, services and Public Open Space.
- To assist developers by providing for the economic utilisation of the land resource of the area.
- To achieve a balance between the subdivision of land and the amenity of existing residents.
- To provide for an equitable and efficient distribution of public open space and public amenities and services.

This Guidelines Booklet provides an outline of the procedures to be followed and refers to most standards and requirements. It is not intended to be comprehensive or totally definitive. The Residential Planning Codes, the WAPC's policies and guidelines (including Policy Manual "Development Control - Including Subdivisions") and the Council's Town Planning Scheme (TPS) and policies provide necessary additional information.

**Additional
Information**

13. THE WESTERN AUSTRALIAN PLANNING COMMISSION'S AUTHORITY

The WAPC is the authority responsible for determining all subdivision applications in WA. The administrative support to the WAPC is provided by a State Government Department, the Ministry for Planning (MfP).

***WAPC is
Approval
Authority***

In determining Subdivision Applications, the WAPC is guided by the requirements and recommendations of individual Councils and other government agencies, who are referral agencies, as well as by its own policies. The WAPC It is not however bound to determine applications in accordance with the responses received from referral agencies (including Councils).

***Council a
Referral
Agency***

14. RESTRICTIONS TO THE COMMISSION'S ACTIVITIES

Restrictions to the WAPC's ability to approve the subdivision of land are set out in the Town Planning and Development Act, 1928 (as amended). Town Planning Schemes (TPS) and policies prepared by Councils throughout the State must be in accordance with this Act and are not able to restrict or bind the WAPC in determining Subdivision Applications. However, they may restrict the use to which subdivided lots may be put and advice as to what restrictions apply to a property should be initially obtained from the Town Planning Department of Council. Enquiries with regard to subdivision can also be made to the Council as well as through the MfP.

***Town Planning
&
Development
Act, Town
Planning
Schemes***

15. SUBDIVISION AND DEVELOPMENT PROCESSES

In WA, it is important to understand that the subdivision process is controlled and managed by the WAPC. The Development Application (Planning Consent) and Building Application (Licence) processes are separate and independent from the subdivision approval process and are the responsibility of individual Councils, although the WAPC retains development control powers for some types of development, such as those adjoining regional reserves or which can have Regional or State impact.

***Subdivision
and
Development
Application
Consent***

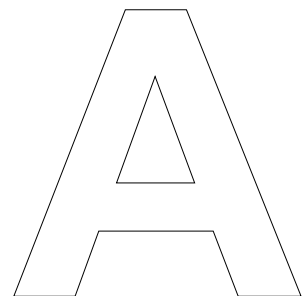
Therefore whilst approval to subdivide the land rests with the WAPC, approval to the use or development of subdivided land generally rests with the Council and requires a Development Application to be lodged with the Council for approval. The WAPC is also likely to have significant regard to the response from the Council on any subdivision referred to it to ensure that the subdivision, if approved, can be developed in accordance with the Council's TPS and policies for the site and for the area.

SECTION A

APPLICATION PROCESS

CONTENTS

- A1 Formulating a Subdivision Application.
- A2 Making Application for Subdivision.
- A3 Council's Consideration of Subdivision Applications.
- A4 Time Requirements for Subdivision Works.



Amendment Record for this Specification Part

This Specification is Council's edition of the AUS-SPEC generic specification part and includes Council's primary amendments.

Details are provided below outlining the clauses amended from the Council edition of this AUS-SPEC Specification Part. The clause numbering and context of each clause are preserved. New clauses are added at the front of the specification.

The amendment code indicated below is 'A' for additional script 'M' for modification to script and 'O' for omission of script. An additional code 'P' is included when the amendment is project specific.

Amendment Sequence No.	Key Topic addressed in amendment	Clause No.	Amendment Code	Author Initials	Amendment Date
01	Reinforcement of the need for consultation at the earliest stages.	A1	A	GFM	03-07-00

SECTION WA

WA1 FORMULATING A SUBDIVISION APPLICATION

1. As mentioned previously the City encourages consultation in the earliest stages of the development process. **Subdivision Application**
2. When formulating a subdivision application detailed designs are not necessary, however the City recommends that the Applicant's designers acquaint themselves with these Guidelines for Development and Subdivision and the associated specification contained within this document and supporting documents.



A1 FORMULATING A SUBDIVISION APPLICATION

A person or company making application to subdivide an area of land will be required to lodge a Subdivision Application with the Western Australian Planning Commission (WAPC) at the offices of the Ministry for Planning (MfP). The Application is to be made on the WAPC's standard application form and be accompanied by supporting information. The Application must be signed by the owner of the land.

**Subdivision
Application
Form**

Before formally applying to subdivide, a considerable amount of information about the site may need to be obtained. Depending on the nature of the proposal, the Subdivider should be familiar with the Certificate of Title details, any easements, topography, slope and site aspects, stormwater flows, surrounding development, vegetation, trees, road and traffic situations and any other physical characteristics pertinent to the design of the subdivision. The Subdivider should also check with Council on the zoning of land and any Council policies or Town Planning Scheme (TPS) provisions which could impact on the subdivision or future development of the land.

**Subdividers
Information**

It is recommended that preliminary consultation be held with the Council, MfP and/or servicing authorities to enable the Subdivider to determine what local and State government statutory and policy controls are applicable, what zoning and residential density apply, and, importantly, whether professional assistance is required in preparing the Subdivision Application.

**Early
Consultation**

It is advantageous to prepare a sketch plan at this early stage indicating the location, aspect and size of the various elements of the subdivision.

Sketch Plan

The purpose of consultation about sketch plan proposals (which may be accompanied by explanatory reports or background material) is to:

**Purpose of
Consultation**

- assess whether any modifications to the proposal are necessary prior to its being formally submitted;
- identify MfP and Council requirements with regard to the particular Subdivision Application (and any supporting Development Application);
- identify any problems which may necessitate the Subdivider reviewing his approach;
- indicate WAPC and Council's likely requirements (eg, contribution of Public Open Space)

While consultation with the Council, MfP, servicing and/or other referral agencies is not mandatory, it is obviously in the Subdivider's interest if it will reduce costs in preparing plans, increase the likelihood of Subdivision Approval and reduce the time the WAPC needs to consider the formal Subdivision Application (and the Council the referral of the Subdivision Application and any supporting Development Application).

A2 MAKING APPLICATION FOR SUBDIVISION

In WA, a Subdivision Application is required for all types of subdivision, including amalgamations of land parcels and boundary adjustments.

**Subdivision
Application**

The written consent of the registered proprietor is required in instances where the application is not submitted by the owner. The WAPC's scale of fees for Subdivision Applications are contained at the rear of the Subdivision Application Form or can be obtained from the Public Enquiry counter at the MfP.

**Owner's
Approval**

Subdivision Applications are to be accompanied by eight (8) copies of the subdivision sketch plan at a scale not smaller than 1:2000.

**Number of
Plan Copies**

The sketch plan shall show the following:

- a) the dimension and area of each lot that it is proposed to subdivide or amalgamate;
- b) the dimension and area of each lot that is proposed to establish;
- c) the position, use condition and materials used in the construction of any building on the subject land and its relationship, including measurements, to the existing and proposed boundaries of that land;
- d) where it is proposed to create a street, road or way, contours at a vertical interval not greater than two metres, and where it is not proposed to create a street, road or way but the WAPC so requires, contours at specified grid distances or positions; **Plan Details Required**
- e) flood levels, land liable to inundation, swamps, streams and any land not naturally drained or having a natural outlet on the surface of the land;
- f) the location names and widths of adjoining streets, and roads and the size and shape of adjoining lots or portion of land.

The MfP or referral agencies (including Councils and public authorities) may require additional information about the proposed subdivision to be provided where that information is essential to the determination of the Subdivision Application. This may include details of any Development Application complementary to the Subdivision Application that has been lodged with the Council for approval. **Additional information relevant to Application**

A3 CONSIDERATION OF SUBDIVISION APPLICATIONS

The WAPC is responsible for the control and management of the land subdivision process in WA. In this regard, no land may be subdivided without their approval. Councils and other government agencies are referral agencies and are limited to the provision of advice and recommendations to the WAPC on Subdivision Applications. Referral agencies, including the Council, are required to respond to a Subdivision Application within 42 days. **Council response within 42 days of referral of Application**

The MfP will assess the application prior to the WAPC determining the application. The MfP and the WAPC will deal with each application on its merits, however, WAPC policies and Council TPS requirements, together with a number of local and state government policies, provide the basis for the assessment of Subdivision Applications. The response of the Council to referral of the Subdivision Application is usually critical to the MfP 's assessment and the WAPC's determination of the Application. **Ministry for Planning's role**

All TPS's prepared and adopted by Councils under the provisions of the Town Planning and Development Act 1928 generally require residential development to comply with the density coding of the land and the controls for this coding contained in the Residential Planning Codes. The WAPC will have regard to the requirements of the Codes in determining Subdivision Applications for residential subdivision. **Residential Planning Codes (R-Codes)**

The Town Planning and Development Act, 1928 requires all Subdivision Applications to be determined within 90 days of receipt of the application (unless an extension is granted by the applicant). Upon determination of any application, a written notification will be sent to the applicant stating that consent/approval has been granted subject to detailed conditions, or that consent/approval has been refused (with reasons). **Determination within 90 days**

Where an applicant is dissatisfied with the conditions of approval or the reasons for refusal, a written request for review and re-consideration of the particular condition(s) or the decision may be lodged by the applicant with the WAPC. Such a request must be lodged within 28 days of the applicant being notified of the original decision. No fees are payable in respect of a request for reconsideration determined by the WAPC. **Request for re-consideration**

Alternatively or if dissatisfied with the decision on the request for reconsideration, the applicant may lodge a formal appeal with either the Minister for Planning OR the Town Planning Appeals Tribunal. Such an appeal is required to be lodged with the relevant body within 60 days of receipt of the WAPC's determination of the subdivision application (or of the request for reconsideration if such a request is lodged). Lodgement of an appeal with one body extinguishes the ability to lodge an appeal with the other.

***Appeal to the
Minister or
Tribunal***

A4 TIME REQUIREMENTS FOR SUBDIVISION WORKS

A subdivision proposal granted conditional approval by the WAPC is valid for three years from the date of the advice. During that time all conditions must be complied with. Surveyors are required to attach certificates clearing the conditions to the survey documents when they are submitted. The Council will be required to clear any conditions which the WAPC imposed at the request of the Council or where the Council is identified on the approval as being the clearance authority. Any disputes on clearances are arbitrated by the WAPC.

***Time Limit on
Approvals***

Failure to achieve all of the required condition clearances will result in the applicant having to submit a fresh Subdivision Application and seek a new three year approval.

Upon endorsement of the Survey documents by the WAPC, the Diagrams or Plans of Survey are lodged with the Department of Land Administration for dealings and issue of new Titles.

***Final Survey
Plans***

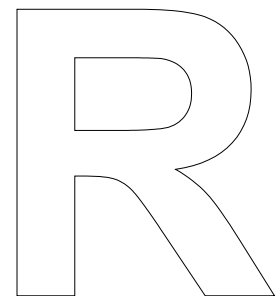
SECTION R

COUNCIL REQUIREMENTS

CONTENTS

Flow Diagram R - Subdivision Process Indicating Council Input.

- R1 Environmental Considerations
- R2 Subdivision Design - Urban Residential Areas
- R3 Subdivision Design - Rural Residential Areas
- R4 Subdivision Design - Rural Development Areas
- R5 Subdivision Design - Industrial/Commercial Areas
- R6 Provision for Open Space and Other Contributions



Amendment Record for this Specification Part

This Specification is Council’s edition of the AUS-SPEC generic specification part and includes Council’s primary amendments.

Details are provided below outlining the clauses amended from the Council edition of this AUS-SPEC Specification Part. The clause numbering and context of each clause are preserved. New clauses are added at the front of the specification.

The amendment code indicated below is ‘A’ for additional script ‘M’ for modification to script and ‘O’ for omission of script. An additional code ‘P’ is included when the amendment is project specific.

Amendment Sequence No.	Key Topic addressed in amendment	Clause No.	Amendment Code	Author Initials	Amendment Date
01	Telephone - Clauses relating to the provision of telephone cables to be substituted with comments on green pages	R2	MA	GFM	03-07-00
02	R-Code and WPC Requirements – Paragraph modified to reflect provisions for Special Rural and Special Residential Zoning.	R3	MA	GFM	03-07-00
03	Servicing - Clauses relating to the provision of telephone cables to be substituted with comments on green pages	R5	MA	GFM	03-07-00

SECTION WR

WR2 SUBDIVISION DESIGN - Urban Residential Areas

1. Underground telephone cables are provided by the applicant by arrangement (see comment below). **Telephone**

2. Although telecom facilities are generally provided as a matter of course through liaison with Telstra, Telstra are ultimately responsible for the installation of facilities. It is usual for the developer to provide service trenching.

Consideration shall be given to future ancillary underground installations like Cable TV.

3. Urban stormwater runoff will need to be assessed in terms of satisfactory performance both within the development and external to the development. The use of Water Sensitive Design Principles is encouraged however each proposal will need to be assessed in terms of amenity, safety, water quality and maintenance viability. **Stormwater Runoff**

4. Development of road reserves and public open spaces, whether required by the conditions of subdivision approval or undertaken voluntarily by the applicant will need to be assessed in terms of safety, environmental compatibility, amenity and economy. **Landscape**

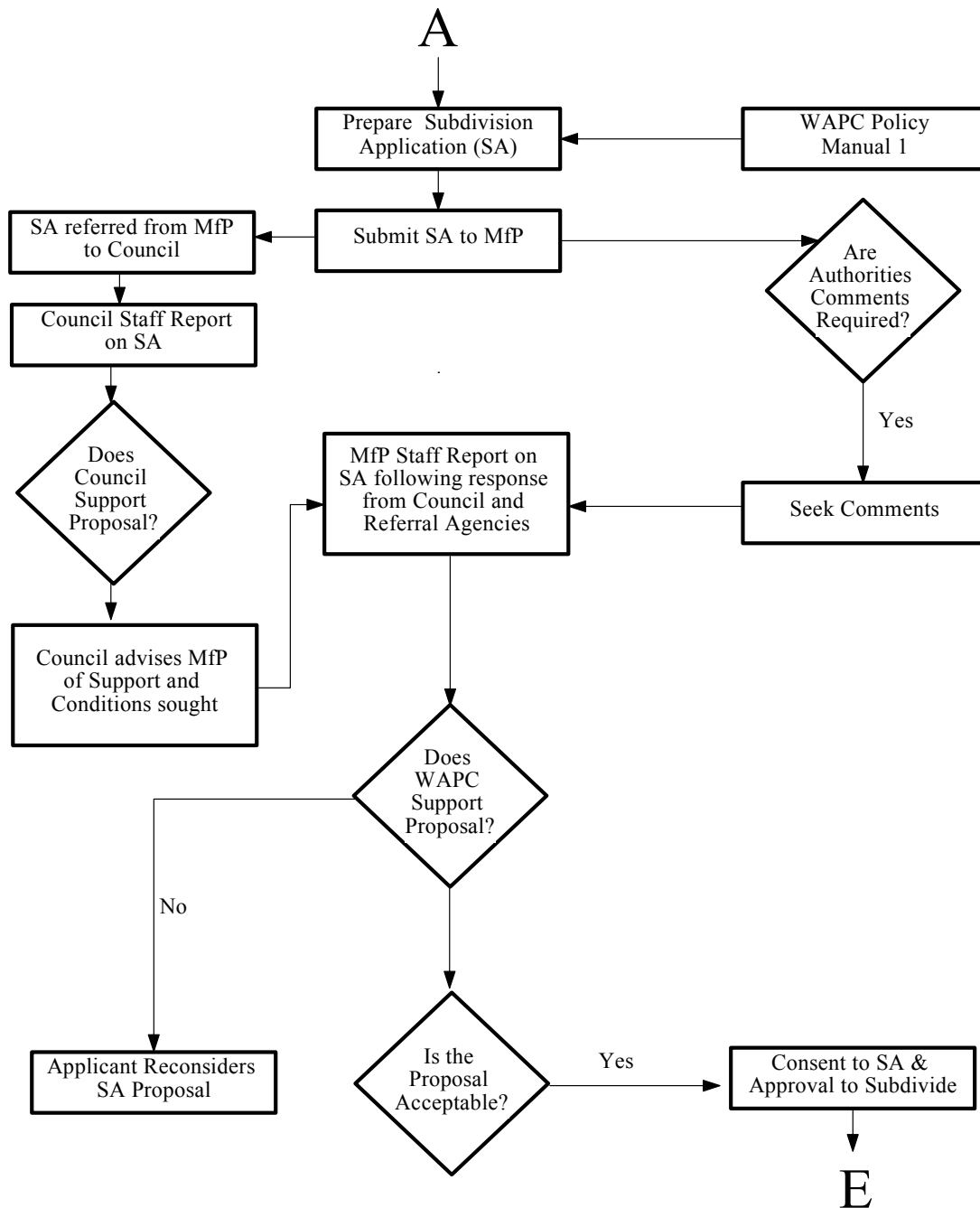
WR3 SUBDIVISION DESIGN - Rural Residential Areas

1. The statutory requirements with regard to lot sizes, widths and setbacks etc are set out in the Residential Planning Codes (R-Codes) based on the TPS provisions for Special Rural Zones and Special Residential Zones. The WAPC's Policy Manual 1 - "Development Control (Including Subdivision)" sets out specific requirements in addition to the R-Codes such as the requirements for land capability assessment. **R-Code and WAPC Requirements**

2. Subsection 4.3.1(xi) of WAPC Policy DC3.4 requires that, except in special circumstances, intensive rural lots (special rural lots) between 1.0 and 2.0 ha in size should be provided with reticulated water. **Servicing**

WR5 SUBDIVISION DESIGN – Industrial/ Commercial Areas

1. Although telecom facilities are generally provided as a matter of course through liaison with Telstra, Telstra are ultimately responsible for the installation of facilities. It is usual for the developer to provide service trenching. **Servicing**



NOTE: E denotes proceed to a flow diagram for engineering requirements (E)

NOTE: * Council's Staff Report Considerations include.

- Environmental Assessment
- Zoning requirements.
- Infrastructure requirements (roads, water, sewer, drainage).
- Easements.
- TPS compliance

FLOW DIAGRAM - SUBDIVISION PROCESS INDICATING COUNCIL INPUT

R1 ENVIRONMENTAL CONSIDERATIONS

Supporting information required for most subdivision applications. This information normally addresses such matters as:

- suitability of the land
- access
- traffic generation
- risk of flooding
- flora and fauna
- local amenity

***Supporting
Information***

Depending on the attributes of the site, specific additional information may be required by the Ministry for Planning (MfP). For example, the proposed plan of subdivision may need to identify vegetation that is significant to the overall landscape of the area and trees to be removed may need to be identified on the plan of subdivision.

***Additional
Information
Required by
MfP***

Similarly, in responding to the referral of a Subdivision Application, the Council may request that specific conditions be imposed on an approval such as requiring that significant tree/s identified by Council shall be protected at all times during excavation and/or construction. There may also be specific requirements of Council's Town Planning Scheme (TPS) dealing with environmental issues that need to be complied with.

***Specific
Conditions
sought by
Council***

Any sites of Aboriginal significance shall be identified in the application. The WA Museum Department of Aboriginal Sites should be contacted for details and verification of recorded sites and approval is required from this Department to disturb any such sites.

***Aboriginal
Sites***

All listed heritage items, including natural features of the site and man-made buildings, work and sites are to be identified and retained, wherever possible. The Heritage Council, National Trust and Council should be contacted for details and verification of sites.

Heritage Sites

R2 SUBDIVISION DESIGN - Urban Residential Areas

Urban residential land is defined within areas zoned residential, residential development or similar under Town Planning Schemes (TPS's) and/or urban under the Metropolitan Region Scheme.

Definition

The statutory requirements with regard to lot sizes, widths and setbacks etc are set out in the Residential Planning Codes (R-Codes) based on the residential density specified in Council's TPS. The WAPC's Policy Manual 1 - "Development Control (Including Subdivision)" sets out and specific requirements in addition to the R-Codes such as the location of public open space or school sites.

***R-Code and
WAPC
Requirements***

The designer of a subdivision is required to provide for the requirements of the R-Codes, Policy Manual 1 and any applicable Council Policies or TPS provisions to ensure development can proceed on the subdivided lot(s).

Both the WAPC and Council will have requirements on access to a subdivision with the objectives of:-

***Roads,
Pedestrians
and Cyclists***

- providing for flow of through traffic with least disruption;
- establishing a hierarchy of roads in accordance with function, usage and WAPC policy;

- providing a variation in alignment to allow for existing natural features and create interest in the streetscape;
- providing a network of safe pedestrian and cycle paths.

The requirements for supply of services to allotments is determined during the referral process of the Subdivision Application. Applicants will be required to provide fully serviced subdivisions including the provision of a sealed road system with drainage to adequately and safely provide both vehicular and pedestrian access to each allotment. The applicant will be required to meet the fully cost of kerbing across all frontages of any subdivision in urban areas.

Servicing

Required easements or reserves as determined by the WAPC, on the basis of the responses from Referral Agencies (ie Council and/or the Water Corporation), are to be provided over stormwater drains and basins.

Easements, Reserves

Applicants will be required to extend and meet the full cost of water and sewerage reticulations within subdivisions plus the cost of connecting to existing services.

Water and Sewerage

Electricity services are to be extended to the subdivision in accordance with the requirements of Western Power and at no cost to Western Power. Underground power will be required. Underground telephone cables are to be provided by the applicant.

Electricity

Applicants will be required to provide for Telephone facilities within the design.

Telephone

Urban stormwater runoff will need to be assessed in terms of satisfactory performance both within the development and external to the development.

Stormwater Runoff

R3 SUBDIVISION DESIGN - Rural Residential Areas

Rural residential land is generally defined as land zoned special residential (> 1000m² - <1ha) or special rural (minimum lot sizes of 1-2 ha).

Definition

The statutory requirements with regard to lot sizes, widths and setbacks etc are set out in the Residential Planning Codes (R-Codes) based on the residential density specified in Council's TPS. The WAPC's Policy Manual 1 - "Development Control (Including Subdivision)" sets out and specific requirements in addition to the R-Codes such as the requirements for land capability assessment.

R-Code and WAPC Requirements

The requirements for supply of services to allotments is determined during the referral process of the Subdivision Application. Kerbing and underground stormwater drainage are required for such land where there is a particular requirement whilst other subdivisions are required to provided lined table drains where scour velocities are exceed and/or the soils are susceptible to erosion from stormwater. Generally reticulated water is required for lots up to 1ha in size.

Servicing

Effluent disposal will normally be by way of appropriate on-site disposal. However, where the development is in near proximity to an existing sewerage area or where in the opinion of the Department of Health or Council's Health and Building Department (and agreed by the WAPC) the land is unsuitable for on-site disposal of effluent, sewerage will be required.

Sewerage

The configuration of the subdivision is to have consideration for natural features such as rivers, creeks, topography of the land, tree groupings and prominent natural features.

Natural Features

Sites considered to be environmentally sensitive, such as estuarine wetlands, rainforests, dunal areas, steep slopes and flood prone lands may not be approved for subdivision unless the WAPC is satisfied with the data supplied in support of the proposal which addresses technical and/or environmental issues.

Sensitive Environment

R4 SUBDIVISION DESIGN - Rural Development Areas

Rural land is defined as that zoned Rural in TPS's. Rural land generally comprises larger holdings (ie > 5ha) .

Definition

The WAPC's Policy Manual 1 - "Development Control (Including Subdivision)" sets out specific requirements in relation to rural subdivisions.

WAPC requirements

Applicants will be required to provide an all-weather road system to provide a functional and safe vehicular access to each allotment. Sealing of the road system may be required on all new roads and where existing roads will be an extension of existing sealed roads. The WAPC will not approve the subdivision of lots which do not have frontage to a legal road although battle-axe lots can be approved provided adequate provision is made for fire safety.

Roads

Subdivisions in isolated rural areas require a reasonable standard of all-weather access road suitable for all year round access for essential services, ie school bus, ambulance, etc. Each proposal will be considered on its merits but should have regard to the following:

- (a) The status of the road.
- (b) Existing road surface condition.
- (c) Cost of upgrading.
- (d) Flooding frequency and hazards of creek or river crossings.
- (e) Potential population catchment.

The extension of electricity mains to the subdivision is required, however, subdivisions in areas remote from electricity mains may be relieved of this requirement, only if special circumstances prevail and details of such circumstances are submitted to Council by the subdivider, together with a written agreement from Western Power.

Electricity

R5 SUBDIVISION DESIGN - Industrial/Commercial Areas

The Council's TPS identifies various types of Commercial and Industrial zones. All proposed Commercial and Industrial subdivisions would be anticipated to be located in these zones. It is essential that early consultation with Council officers is sought to determine that the proposed subdivision is in an allowable zoning and would facilitate future development in conformity with Council's TPS and planning principles for the area.

Town Planning Schemes

The WAPC's Policy Manual 1 - "Development Control (Including Subdivision)" sets out specific requirements in relation to commercial and industrial subdivisions.

WAPC Requirements

The designer should cater for a range of lot sizes for the needs of large as well as small developers. Any lot should be large enough for parking and landscaping as well as specific industrial or commercial uses. Industrial subdivisions would therefore need to be able to facilitate developments which comply with the standards required in Council's TPS

Lot Sizes

Engineering Road Design and Pavement Design will need to cater for heavy traffic conditions which may be required by Council.

Pavement for Heavy Traffic

Applicants will be required to extend and meet the full cost of water and sewerage reticulations within subdivisions plus the cost of connecting to existing supplies. Electricity services are to be extended to the subdivision in accordance with the requirements of Western Power at full cost to the Subdivider/Developer. Underground power and telephone services will be required and are to be provided by the applicant at full cost to the applicant.

Servicing

R6 PROVISION OF OPEN SPACE AND OTHER CONTRIBUTIONS

In residential subdivision (both rural and urban) the WAPC requires the creation of 10% of the subdivided area to be dedicated free of cost as Public Open Space (POS) in a useable form. In consultation with Council, the WAPC may accept payment of a monetary contribution as cash in lieu of POS or a combination of both.

Public Open Space

POS will not normally be required in rural subdivision, unless the subdivision contains a significant area of special scenic or public recreational value. Contributions towards Regional Open Space (eg river foreshore, significant wetland) may however be required.

In all non-residential subdivisions, contributions of POS is generally not required, however contributions towards upgrading roads, bushfire protection or similar may be required.

Other Developer Contributions

Applicants may also be required to contribute towards major services such as the augmentation of drainage headworks or arterial roadworks where upgrading requirements can be partially or totally attributed to the subdivision.

Upgrading Works

Neither the WAPC or Council has the power or general authority to impose conditions of contributions for other facilities such as community facilities. Requests for “developer contributions” therefore need to be capable of being defended in an appeal situation and be supported by WAPC Policy or TPS provisions.

Developer Contributions

SECTION E

ENGINEERING REQUIREMENTS

CONTENTS

Flow Diagram E - Engineering Requirements

E1 Engineering Plans and Specifications

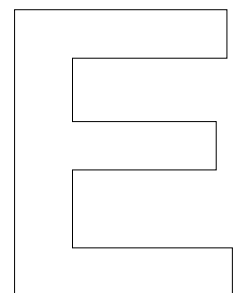
E2 Commencement of Works

E3 Inspection and Testing

E4 Insurances

E5 As Constructed Drawings

E6 Quality Assurance Principles



Amendment Record for this Specification Part

This Specification is Council's edition of the AUS-SPEC generic specification part and includes Council's primary amendments.

Details are provided below outlining the clauses amended from the Council edition of this AUS-SPEC Specification Part. The clause numbering and context of each clause are preserved. New clauses are added at the front of the specification.

The amendment code indicated below is 'A' for additional script 'M' for modification to script and 'O' for omission of script. An additional code 'P' is included when the amendment is project specific.

Amendment Sequence No.	Key Topic addressed in amendment	Clause No.	Amendment Code	Author Initials	Amendment Date
01	Qualification of Designers – AusSpec document to be modified to reflect requirements for practicing Structural Engineer as per green pages.	E1	M	GFM	03-07-00
02	Councils Specifications – Design plan requirements adjusted to suit items outlined on green pages. Green pages replace AusSpec requirements.	E1	AM	GFM	03-07-00
03	AusSpec requirements to be replaced by Green pages	E2	AM	GFM	03-07-00
04	Inspections – Inspection stages adjusted to suit normal practice.	E3	M	GFM	03-07-00
05	Insurances – Clause adjusted to suit acceptable practice in terms of Indemnity insurance.	E4	M	GFM	03-07-00
06	Certification – Clause adjusted to suit current practice of providing electronic copies of as-executed plans.	E5	M	GFM	03-07-00
07	Quality Plan – Clause adjusted to match Council's current position in respect to Quality Assurance.	E6	MA	GFM	03-07-00
08	Defect Liability – New clause added to reflect Council's requirements in respect to such.	WE7	A	GFM	03-07-00

SECTION WE

WE1 SUBDIVISION PLANS AND SPECIFICATIONS

1. All plans for bridgeworks, retaining walls, fences, guardrails, other major structures and pumping stations are to be certified by a practicing Structural Engineer.

**Qualification
of Designers**

2. Specifications prepared in accordance with the performance criteria prescribed by the City in these Guidelines are required to be prepared by a qualified practising Civil Engineer and will need to be submitted to the City for approval with each set of subdivision designs.

**City's
Specifications**

In summary the requirements for design plans are (but not limited to) as follows :

- a) Earthworks (site regrading)
- b) Roadworks
 - Layout Plan
 - Longitudinal Plan & Profile
 - Intersection, Junction, Roundabout & Slow Points
- c) Road Pavement Cross Section
- d) Pedestrian Footpaths, Dual Use Paths & Facilities
- e) Stormwater Drainage
 - Longitudinal Sections
 - Layout Plan
 - Catchment Plan
 - Hydrologic & Hydraulic Design Calculations (For uniformity, calculation sheets are to resemble "Australian Rainfall and Run-off" format & standards)
- f) Street Lighting
- g) Road Furnishings
- h) Retaining Walls & Fences
 - Layout Plan
 - Longitudinal Sections
- i) Landscaping Works (to be coordinated by the developer's nominated Project Engineer)
- j) Foreshore Works (to be coordinated by the developer's nominated Project Engineer)
- k) Water Supply Works (For information only)
- l) Sewerage Works (For information only)
- m) Erosion & Dust Control Works

WE2 COMMENCEMENT OF WORKS

1. Notwithstanding approval to the subdivision application, no engineering works are to be undertaken until the 'nominated' design plans and specifications are formally approved by the City. The Contractor(s), and their quality testing organisation will also be nominated for approval at this time.

**Necessary
Conditions**

WE

2. The 'Nominated' design plans are those plans that must be provided prior to the commencement of any works on the subdivisional site and refer to at least the following;

**Nominated
Design Plans**

- a) Earthworks (site regrading)
- b) Roadworks
- c) Road Pavement
- d) Road Furnishings
- e) Stormwater Drainage
- f) Landscaping Works
- g) Street Lighting

but may include additional plans as required by the City from time to time prior to approval to commence engineering works on the subdivision.

3. Separate building approval will be required for retaining wall and structures proposed within a subdivision. Works within foreshore areas will be subject to a separate Development Approval. This include works adjacent foreshore areas which may have an impact on the foreshore. Landscape works and entry statements proposed within a subdivision will also be subject to a separate Development Approval.

**Separate
Development
& Building
Approvals**

A separate Development Approval will be required from the City for the early commencement of subdivisional land clearing and/or earthworks prior to WAPC approval. No work is to commence on site until approval is granted.

4. Hours of operation and construction activity shall be limited to the following times:

**Hours of
Operation**

Monday to Friday : 0700 – 1700

Saturday : 0730 – 1700

No work permitted on Sundays or Public Holidays without prior approval from the City.

5. Prior to commencing any clearing or earthworks, the developer shall ensure that the following items have been addressed (*Refer also to "FORM 3: Site Preparation/ Earthworks & Infrastructure Works Checklist", at the end of the Explanatory Notes section of this manual*) :-

**Clearing and
Earthworks**

- Obtained all relevant Structure Plan, Subdivision, Development and Building approvals
- Dust & Sand Drift Management Plan (refer to DEP Guidelines)
- Noise and Vibration Management Plan
- Complaints Register
- Signboard onsite advising of works
- Letter drop to adjoining neighbourhood and appropriate advertising in local papers
- Any surveys and results to hand (dilapidation, bore water, landscaping etc)
- Dust Suppression Measures: 1. watercarts and water supply
- Dust Suppression Measures: 2. dust fences in place
- Tree surveys with protective fencing in place
- Protection of Heritage listed structures, protected monuments and protected vegetation
- Dewatering areas specified with relevant approvals (Water and Rivers, PIMA, DOT etc)
- Building License for retaining walls
- Demolition license for existing structures
- Permissible use of construction plant and equipment
- Access routes for all plant, equipment and materials
- Traffic management plans



- Disposal of cleared vegetation and spoil

Note that the burning of cleared vegetation is NOT permitted. Refer to the Department of Environmental Protection (DEP) Guidelines for alternative methods of treating cleared vegetation.

All disturbed areas shall be stabilised on completion and thereafter maintained until the completion of the works.

Refer also to sections WD6 and D6 for further details in relation to site regrading.

6. Information with respect to Sewer and Water Supply plans need only be submitted for information to the approving officer.

7. No work is to commence with respect to these aspects of the subdivision until the Plans and Specifications have been approved by the City. Once approval is obtained, an electronic copy of the all drawings with all amendment made as necessary shall be provided to the City.

8. The City supports the principles of quality assurance and strongly promotes developers to apply the following requirements, however non-compliance to the following will not prevent approval for the development to commence :

Quality Assurance

- The City's approval to the subdivision will stipulate whether the subdivision is to be constructed as a "Quality Assured Contract" in which case a Quality Plan will need to be submitted to cover all construction works.
- The Quality Plan shall be undertaken in accordance with the Contract Quality System Requirements Specification outlined in Design Guideline DQ3.
- Acceptance of the submitted Quality Plan will be required prior to commencement of works.

Quality Assured Contract

9. Where a "Quality Assurance Contract" is not a requirement and a Quality Plan is not therefore provided, it will be necessary as a minimum requirement that

Non-Assured Contract

- The Principal's Superintendent or Superintendent's Representative under the Contract be nominated and approved as suitably qualified and experienced.
- The Principal's representative shall provide a Work Plan for approval.
- The Work Plan shall outline a program of inspection and testing that will ensure adequate control of the progress and correctness of the work in accordance with approved plans and specifications.
- The Principal's Superintendent shall ensure that adequate advance warning of inspections (generally not less than 48 hours) is provided to the City to ensure the inspection program can be accommodated.

Work Plan

WE

WE3 INSPECTIONS AND TESTING

1. Joint inspections at key stages of construction will be required to be carried out by representatives of both the City and the Developer. The developer's representative (i.e. consultant) shall be required to ensure that the contractor has satisfactorily completed any particularly stage of work to be inspected before requesting inspection by the City. A minimum of 24 hours notice (preferably 48 hours) is required to enable arrangements to be made for a joint audit. Each stage shall be inspected prior to the next or following stage being commenced. In circumstances where there is concern about workmanship or materials the City reserves the right to instruct reworks or request a certificate endorsed by the consultant which certifies the accuracy and compliance of any work undertaken or any of the main stages of construction/ installation.

Inspections

Joint audits with both the contractor and developer's consultant representatives in attendance shall be actioned on the following basis:

Earthworks & Clearing

- Site regrading and clearing
- Installation of erosion control measures
- Preservation measures installed for trees, vegetation or heritage sites as determined

Earthworks & Clearing Inspections

Engineering Works

- When the stormwater pipes and other structures have been laid to final line and level and prior to backfilling of the trenches.
- After junction pits, gullies and other structures have been constructed and the backfilling of trenches completed.
- When the road has been boxed out and sub-grade shaped and compacted.
- When the sub-base has been placed, graded, water bound and compacted to shape and level.
- When the base-course has been placed, graded, water bound and compacted to shape and level before priming.
- Establishment of line and level for kerb placement.
- Before the placement of asphalt or sprayed surface wearing course.
- Prior to the commencement of laying a footpath or dual use path.

Engineering Works Inspections

Landscape Works

- Pre-earthworks inspection to determine the extent of retention of existing vegetation.
- Installation of irrigation before backfilling occurs.
- Plant stock to ensure the stock is of good quality before planting is undertaken.

Landscape Works Inspections

Final Completion

On completion of the works, the following items must be completed and/or complied with prior to engineering approval of Subdivisional Land Clearance:

- The consultant shall provide to the City a copy of all test results related to the subdivisional works.
- Stabilisation of topsoil, sand or other material or matter subject to movement over or near the subdivision in accordance with the City's specifications and the Department of Environmental Protection's Dust Control Guidelines.
- Receipt of the Consultant's certification that all roadwork and other works associated with the subdivisional construction have been completed in accordance with the requirements of the City and in relation to the WAPC

Final Completion & Practical Completion Inspection

WE

Conditions of Approval of the subdivision.

- Payment to the City of Local Government engineering fees (including 10% GST).
- One copy of the 'As Constructed' drainage and irrigation drawings (where applicable) on transparent film, together with an electronic copy in AutoCAD 14 dwg format, bearing as applicable the Consulting Engineer's, Landscape Architect's, or Surveyor's certification stating that all information shown on the plans is accurate, and preferably submitted to the City at Practical Completion Inspection and definitely prior to Subdivision Land Clearance being sought.
- Practical Completion Inspection of the project being carried out and/or where applicable, approval and receipt of bonding arrangements associated with subdivisional land development works.
- Asset Register documentation (ie cost to construct, equipment, warranties, Roman Data, etc) shall be submitted to the City as soon as possible following Practical Completion Inspection and definitely prior to Subdivisional Land Clearance being sought. All infrastructure asset as-constructed data shall be captured and submitted to the City using the Asset Record Forms included at the end of the 'Explanatory Notes' section of this manual.

Maintenance/Handover Inspections will be scheduled in accordance with documented timeframes.

For further information and/or clarification of any of the above issues please contact the City's Coordinator Infrastructure Development on 9405-5070.

To arrange for field inspections please contact the City's Infrastructure Development Administration Officer on telephone 9405-5076, stating:

- Your Name
- Consulting Name
- Contact Telephone Number (Office/Mobile)
- Inspection Type
- WAPC Number
- Development Name
- Development Stage (if applicable)

Arrangements must be made with the City's representatives for joint inspections associated with Practical Completion. Two days (48 hours) prior notice will be required.

WE4 INSURANCES

1. The Consulting Engineer shall take out professional indemnity insurance indemnifying himself. The Consultant will also provide the City with evidence that all contractors have obtained appropriate third party and public risk insurance satisfactory to the City's requirements.

***Third Party
Insurance
Public Risk***

WE5 AS CONSTRUCTED DRAWINGS

1. Following completion of the work, a hard copy, including an electronic copy (AutoCAD format) of all work-as-constructed plans including all completed Asset Record forms (as listed at the end of the 'Explanatory Notes' section of this manual) are to be submitted and retained by the City. For example, these plans are to include as-constructed stormwater drainage plans, pipework for landscape irrigation, details of anti-graffiti coating application processes and materials used, etc.

***As- Constructed
Drawings &
Certification***

2. The Consulting Engineer or Project Engineer shall confirm with the City in the early stages of the design process, the desired software format of the electronic as-constructed plans. All as-constructed drawings shall bear the Consulting Engineer's

WE

certification stating that all information shown on the plans are accurate and must be provided prior to Practical Completion. Where works have been bonded, all information must be provided prior to the release of the bond.

The following Asset Record Sheets (where applicable) must be completed by the Consulting Engineer and submitted to the City prior to Practical Completion together with the as-constructed drawings (these forms are included at the end of the 'Explanatory Notes' section of this manual);

Asset Capture Forms

- FORM 4 : Asset Data Cover Sheet
- FORM A.1.1 : RoMan Road Asset Record Sheets
 - 1. Road Inventory Sheet
 - 2. Inventory Code Description
 - 3. Road Intersection Sheet
 - 4. Road Point Item Sheet
 - 5. Point Item Code Descriptions
- FORM A.2.1 : Drainage Asset Record Sheet
- FORM A.3.1 : Paths Asset Record Sheet
- FORM A.6.1 : Street Furniture Asset Record Sheet
- FORM A.7.1 : Signage Asset Record Sheet
- FORM A.8.1 : Parks & Landscaping Asset Record Sheet
- FORM A.9.1 : Building Asset Record Sheet
- FORM A.10.1 : Other Infrastructure Asset Record Sheet

In some instances (eg Landscape works) revised drawings will be required at maintenance release showing all alterations made to the subdivision plans.

WE6 QUALITY ASSURANCE PRINCIPLES

1. While the City supports Quality Assurance principals it has not formally adopted the quality assurance process outlined in this document.

Quality Plan

WE7 DEFECTS LIABILITY AND MAINTENANCE CLEARANCE

1. Upon granting of Practical Completion of works, a 12 month defects liability period shall apply, which will cover repair by the contractor of defective works, at no cost to the City. Where major defects become evident during this period, the City may request these works to be rectified immediately.

Defects Liability Release

2. At the expiry of the Defects Liability Period, the Consultants shall inform the City of their intention to inspect the subdivision.

3. Ten working days notice of intention to inspect is required to enable sufficient time for the City to program its inspections. The final maintenance inspection will be carried out independently by the City and the consultant will be notified of the outcome of the inspections.

Inspection

4. Depending on the severity, repair of any maintenance defects must be completed within 14 days of notification. After this, the City may carry out the repairs at the contractor's cost. After the repair of any defective works, the Consultants shall apply in writing to the City for maintenance release. Maintenance release by the City will be subject to the satisfactory repair of defective works.

Defective Works



5. The Consultants shall retain, from the contractor's payment, an amount of money equalling not less than 2.5% of the contract price for works which require a clearance by the City as and by way of a Defects Liability Retention Bond.

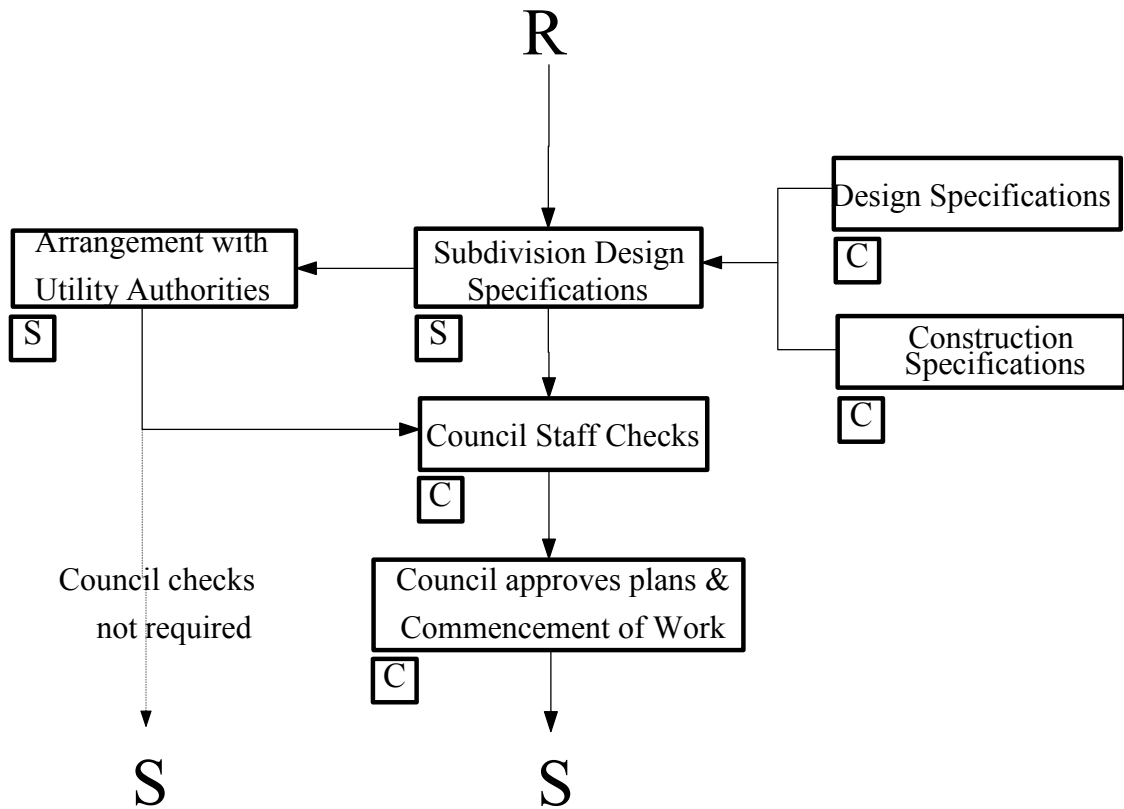
**Defects
Liability Bond**

This bond is to be held by the Consultant until receipt of written confirmation of Defects Liability Clearance from the City.

6. Where special arrangements apply in the form of extended maintenance periods and monitoring programs, a performance bond shall be lodged with the City for the extended period of maintenance or monitoring program which may be reduced periodically on application. The value of this performance bond shall be negotiated and agreed to with the City prior to the final approval of the subdivision design.

**Extended
Maintenance
Period &
Monitoring
Arrangements**





NOTE: **S** denotes proceed to flow diagram
Provision for Sale of Allotments

FLOW DIAGRAM - ENGINEERING REQUIREMENTS

E1 ENGINEERING PLANS AND SPECIFICATIONS

All plans for earthworks (site regrading), roadworks, drainage works, water supply, sewerage works, and foreshore works are to be certified by a Civil Engineer. All plans for bridgeworks, retaining walls, other major structures and pumping stations are to be certified by a Civil Engineer.

**Qualification
of Designers**

Standard Drawings, Design Specifications and Construction Specifications have been prepared by Council and can be purchased for use in subdivisions. Specifications other than those supplied by Council are required to be prepared by a Civil Engineer and will need to be submitted to Council for approval with each set of engineering designs.

**Council's
Specifications**

In summary the requirements for design plans are as follows:

- a) Earthworks (site regrading)
- b) Roadworks
- c) Road Pavement
- d) Road Furnishings
- e) Stormwater Drainage
- f) Foreshore Works
- g) Water Supply Works
- h) Sewerage Works
- i) Landscaping Works
- j) Erosion Control Works

E2 COMMENCEMENT OF WORKS

Notwithstanding approval to the subdivision application, no engineering works are to be undertaken until the design plans and specifications are formally approved by the Council. The Contractor(s), and their quality testing organisation will be nominated and will also require approval by the Manager - Engineering Services.

**Necessary
Conditions**

Approval to the subdivision will stipulate whether the subdivision is to be constructed as a "Quality Assured Contract" in which case a Quality Plan will need to be submitted to cover all construction works in accordance with Council's Contract Quality System Requirements Specification. Acceptance of the submitted Quality Plan will be required prior to commencement of works.

**Quality
Assurance**

Where a Quality Assurance contract is not a requirement and a Quality Plan is not therefore provided, it will be necessary as a minimum requirement that the Principal's Superintendent or Superintendent's Representative under the Contract be nominated and approved as suitably qualified and experienced.

E3 INSPECTIONS AND TESTING

Whether the subdivision proceeds under Quality Assurance Contract or not, the full cost of all testing is to be met by the Subdivider. Test results will be required to ensure that the material supplied and the work carried out conforms with the approved specification.

**Cost of Quality
Testing**

Similarly joint inspections at key stages of construction will be required to be carried out by representatives of both Council and the Developer. Key stages include:

Inspections

- Site regrading and clearing
- Installation of erosion control measures
- Preservation measures installed for trees, vegetation or heritage sites as determined
- Drainage line installation prior to backfilling
- Water and sewer line installation prior to backfilling
- Subgrade preparation
- Establishment of line and level for kerb and gutter placement
- Road Pavement construction
- Road Pavement surfacing
- Practical Completion

Council will insist on uninterrupted access at all times for the Municipal Engineer so as to enable audit inspections or testing. Records of all test results required by Council will be made available to Council promptly when requested and tests will be undertaken strictly to prescribed test procedures by testing organisations approved by Council prior to work commencement.

Records of Testing and Inspections

E4 INSURANCES

The Supervising Consultant shall take out professional indemnity insurance indemnifying himself and Council. The Supervising Consultant will also provide Council with evidence that all contractors have obtained appropriate third party and public risk insurance satisfactory to Council's requirements.

Third Party Insurance Public Risk

E5 AS CONSTRUCTED DRAWINGS

Following completion of the work, one full set of work-as-executed plans on transparent film suitable for reproduction is to be submitted and retained by Council. All as constructed drawings shall bear the Consulting Engineer's or Consulting Surveyor's certification stating that all information shown on the plans is accurate.

Certification

E6 QUALITY ASSURANCE PRINCIPLES

The principles of Quality Assurance procedures will be applied by Council to all subdivision works. In major or otherwise significant subdivisions the provisions of Australian Standard AS/NZS ISO 9000 series (1994) will be required to be fully applied to the construction project. This will involve the submission of a Quality Plan for all Works associated with the project. The requirement to comply with AS/NZS ISO 9000 series (1994) will be determined prior to the preparation of design plans. In all cases Council will require the Subdivider to organise and pay for inspection and testing services such that he can validly certify the quality of all works and materials progressively during construction.

Quality Plan

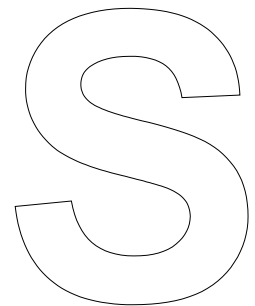
SECTION S

ALLOTMENTS FOR SALE

CONTENTS

Flow Diagram S - Provision of Allotments for Sale

- S1 Completion of Works and Certification.
- S2 Early Release of Allotment by Application of Engineering Bonds



Amendment Record for this Specification Part

This Specification is Council's edition of the AUS-SPEC generic specification part and includes Council's primary amendments.

Details are provided below outlining the clauses amended from the Council edition of this AUS-SPEC Specification Part. The clause numbering and context of each clause are preserved. New clauses are added at the front of the specification.

The amendment code indicated below is 'A' for additional script 'M' for modification to script and 'O' for omission of script. An additional code 'P' is included when the amendment is project specific.

Amendment Sequence No.	Key Topic addressed in amendment	Clause No.	Amendment Code	Author Initials	Amendment Date
01	Final Survey – Adjusted to suit current terminology and practice	S1	M	GFM	03-07-00
02	Planning Condition Release – Additional Clause to reflect Councils specific requirements.	S1	A	GFM	03-07-00
03	Sewer and Water System Commissioning – Clause modified to reflect Western Australian practice.	S1	M	GFM	03-07-00
04	Guarantee Bonds – Modification of clauses to reflect current industry terminology.	S2	M	GFM	03-07-00
05	Additional Information – Additional information required by Council in respect to acceptance of Guarantee bonds.	WS2	A	GFM	03-07-00
06	Limits on Outstanding Bonds – Additional Council requirement	WS2	A	GFM	03-07-00
07	Minor Works Bonds - Additional Council requirement	WS2	A	GFM	03-07-00

SECTION WS

WS1 COMPLETION OF WORKS AND CERTIFICATION

1. At this stage the Subdivider's Surveyor completes the final property survey and prepares the final plan of subdivision which is known as the "diagram" or "plan of survey". The final plan of subdivision plan shall be submitted for endorsement by the City as an original transparency and eight (8) copies.

Final Survey

This plan will later be lodged by the Developer with the Registrar General who will prepare title deeds and advise the City of a deposited plan (DP) number so that sale of allotments of land may proceed.

2. The Consultant shall certify to the City that the Developer has complied with all relevant conditions imposed by the Western Australian Planning Commission (WAPC) pertaining to survey release of all or part of the constructed subdivision.

***Planning
Condition
Release***

The following items refer to the WAPC conditions of approval, which must be completed by the Developer prior to Council's approval of Survey Release of the subdivision.

- Creation and location of all stormwater drainage easements and reserves.
- Creation of any other easements (temporary or permanent) which are relevant to the subdivision.
- Creation of all Public Open Spaces (POS) pertaining to the subdivisional works.
- Security (eg. bonds) to be provided to the City for the construction of specified works associated with the subdivision.
- Stabilisation of topsoil, sand or other material or matter subject to movement over or near the subdivision shall be carried out in accordance with the City's specifications and in accordance with DEP's Dust Control Guidelines.
- Completion of all roadworks and other works associated with the subdivisional construction are to be in compliance with the requirements of the City in relation to WAPC's Conditions of Approval of the subdivision.
- Payment of supervision fees in accordance with the Local Government Act.

In Western Australia, matters relating to Sewerage and Water system commissioning is subject to the requirements of the Water Corporation.

***Sewerage and
Water System
Commission-
ing***

WS2 EARLY RELEASE OF ALLOTMENTS BY APPLICATION OF BONDS

1. The City may give consideration to the acceptance of a bond for the performance of subdivision works to enable the early release of the "plan of survey" for the subdivision. However, before the City will consider accepting a bond providing an irrevocable work guarantee, the construction of subdivision works within the application area the following must apply.

***Guarantee
Bonds***

WS

2. In addition to the requirements laid down in the Aus-Spec document, the following additional requirements will also apply when making application to bond outstanding works.

**Additional
Information
Required**

- All works associated with the construction of private access ways or works on private property such as retaining walls etc. required for the release of the subdivision must be completed, and will not form part of the bonded works.
- The application for bonding shall be in writing from the consultant and shall include at least the following information:
 - Name and address of the person or persons responsible for the payment or payments.
 - Name, staging number and location of the associated subdivision.
 - The WAPC’s reference number of the associated subdivision.
 - A timetable for proposed future completion of the bonded work.
 - An itemised estimate of the bonded work, including contract price and name and address of the contractors responsible for the bonded works.
 - Reasons for requesting the bonding of the incomplete works.
 - Any other relevant information which will assist the City to assess the request.

An application form shall be submitted together with the request for bonding of works (see “Form 1 : Application For Bonding Outstanding Subdivisional Works” attached with the ‘Explanatory Notes’ section of this document).

**Application
Form**

3. The final bond amount shall include a 25% contingency amount. This bonded amount may be progressively reduced as the work covered by the bond is carried out, but at no time will the bond amount fall below 125% of the estimated total cost of the outstanding works or 10% the contract amount, whichever is the greater. The Consultant Engineer will be required to lodge a schedule of quantities of all outstanding works to enable the bond amount to be determined. All estimates are to include the relevant Goods & Services Tax (GST) components.

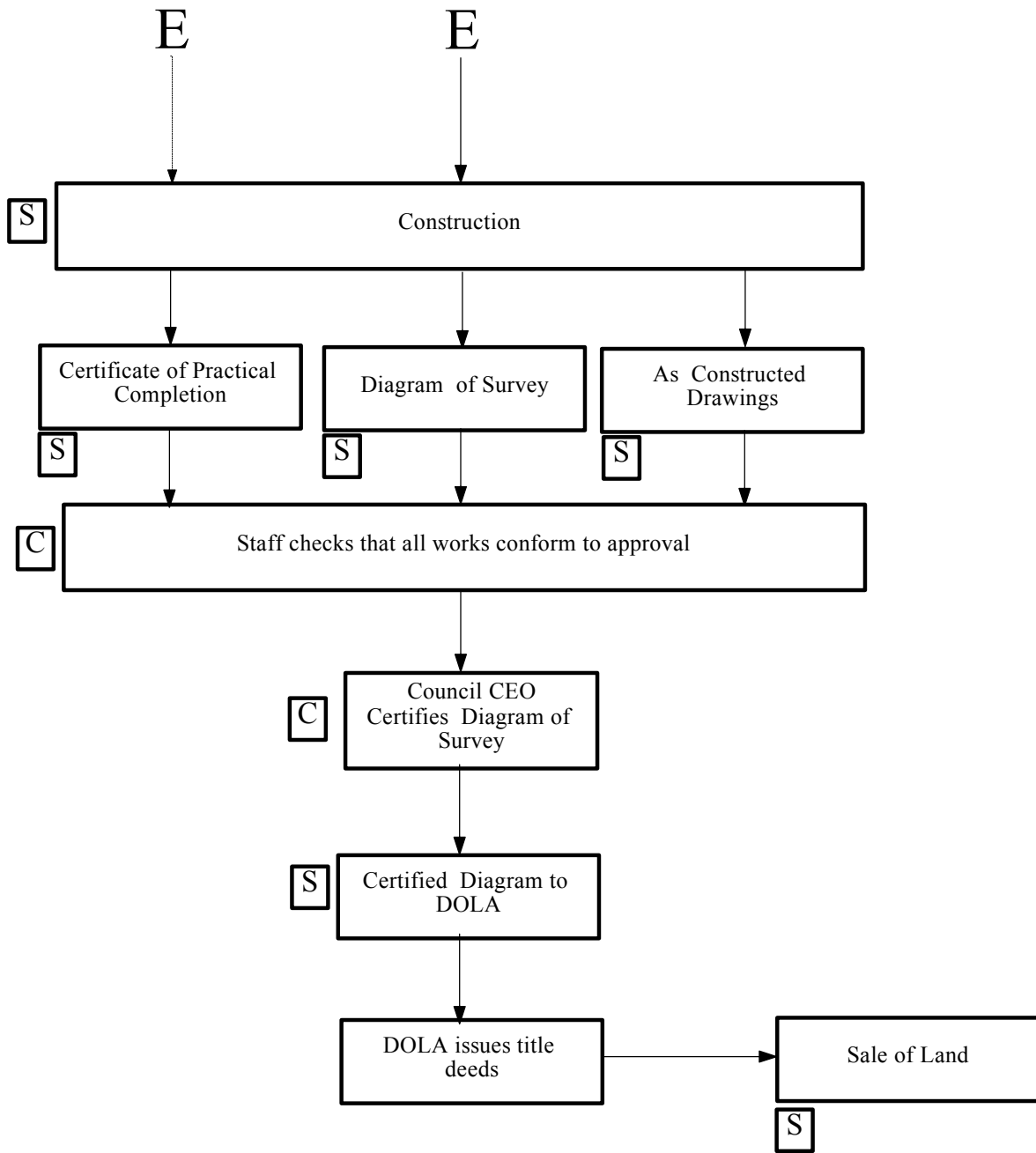
**Limits on
Outstanding
Bonds**

4. Where minor works are required to be completed and minimal costs are associated with the incomplete works, the Consultant Engineer may request a waiver of the requirement to complete works prior to survey release. The City shall consider the request subject to the Consultant Engineer giving a written undertaking to comply with City’s requirements. Any such written undertaking shall include the following:

**Minor Works
Bonds**

- Name and address of the person or persons responsible for the payment or payments.
- Name, staging number and location of the associated subdivision.
- The WAPC’s reference number of the associated subdivision.





NOTE: DOLA Dept of Land Administration

FLOW DIAGRAM - PROVISION OF ALLOTMENTS FOR SALE

S1 COMPLETION OF WORKS AND CERTIFICATION

On practical completion of construction works the Supervising Consultant is to advise the Municipal Engineer to that effect in writing and certify that the whole of the works have been carried out in accordance with the approved plans and specification. If the whole of the works are considered satisfactory the Engineer will agree to a date (the date of practical completion) on which the whole of the works are considered to have entered into the maintenance period.

Maintenance Period

At this stage the Subdivider's Surveyor completes the final property survey and prepares the final plan of subdivision which is known as the "linen" plan. The final plan of subdivision plan shall be submitted for endorsement by Council as an original transparency and eight (8) copies. Detailed requirements for these plans are set out in Council's Subdivision Code. This plan will later be lodged by the Developer with the Registrar General who will prepare title deeds and advise Council of a deposited plan (DP) number so that sale of allotments of land may proceed.

Final Survey

The maintenance period will commence for all components at the date of practical completion and not beforehand. Some components such as pumping stations may commence a maintenance period only after satisfactory commissioning and completion of pump performance tests.

Sewerage and Water System Commissioning

S2 EARLY RELEASE OF ALLOTMENTS BY APPLICATION OF ENGINEERING BONDS

Council may give consideration to the acceptance of a bond for the performance of engineering works to enable the early release of linen plans of subdivision. However, before Council will consider accepting a bond providing an irrevocable work guarantee, the construction of engineering works within the subdivision the following must apply:

Guarantee Bonds

- The engineering works are at least 25% complete.
- Full details of the extent, nature & location of work to be bonded, and a programme for completion of the works, being provided to Council.
- All major engineering problems have been overcome to the satisfaction of the Municipal Engineer.
- All works that involve the safety of the public (eg road junctions, flood control structures) are completed.
- Any geotechnical reports regarding the suitability of land for development as required by the Municipal Engineer are to be submitted.
- Payment of all fees and contributions required as conditions of development consent are complete.

Bonds for engineering works required as a condition of subdivision approval will be for a maximum period of one (1) year.

Period of Bonds

Bank guarantees and interest bearing deposits in the name of Council only will be accepted for works with a value in excess of \$1,000.00.

A bond fee is payable where a bond has been lodged to guarantee the completion of engineering works. (The bond fee is set out in Council's Schedule of Fees.)

Bond Fee

The bond amount may be progressively reduced as the work covered by the bond is carried out but at no time will the bond amount fall below 10% of the contract amount or the estimated total cost of the works. The Supervising Consultant will be required to lodge a schedule of quantities of all outstanding works to enable the bond amount to be determined.

Limits on Outstanding Bonds