

Engineering/Depot Policies for review

Earthworks Affecting Council Drainage Policy

History	Reviewed	20 April 2016
	Reviewed	?????

Policy Objective:

To provide guidance where earthworks on private property affects drainage on Council roads

Legislative Context:

Local Government Act 1995, Schedule 9.1 (10)

Local Government (Uniform Local Provisions) Regulation 1996 Section 19

Policy Statement:

It is the responsibility of a land owner to seek the permission of the Shire prior to the undertaking of any earthworks near or adjacent to a gazetted road or thoroughfare such that a water hazard could arise due to a change in the flow of water.

Where such earthworks are likely to create the need for one or more culverts or floodways to alleviate water hazard, Council will only permit the construction of those earthworks provided:

1. That such earthworks have been designed as part of an overall plan under the auspices of the appropriate Land Conservation District group or similar organisation, or with the permission of a relevant government department
2. Written consent is received by the Shire from any other property owner(s) that may be affected as a result of such earthworks
3. The property owner/land holder wishing to undertake the earthworks agrees to meet all costs associated with the provision of the materials for and the construction of such floodways or culverts or other works as Council shall deem to be necessary
4. Construction of the culverts, floodways or other works is carried out to a design approved by an authorised Council officer/representative and/or under Council's supervision.

Crossover Policy

History	Reviewed	20 April 2016
	Reviewed	?????

Policy Objective:

To provide guidance where a crossover is being constructed between a Council thoroughfare and private property

Legislative Context:

Local Government Act 1995, Schedule 9.1 (7)

Local Government (Uniform Local Provisions) Regulation 1996 Sections 12 - 16

Policy Statement:

Shire approval/permission must be obtained prior to the undertaking of any crossover works affecting Council property.

Specifications for a “Standard” crossover may be obtained from the Shire.

The finished surface shall be approved with the agreement of Council. A standard surface shall be of composition so as to provide a hard trafficable surface that is not hazardous to pedestrians.

Contributions:

Council will only contribute to one crossing per property.

Council will contribute up to 50% of the cost of a standard crossover and this is the maximum contribution to a non-standard crossover.

This contribution will be adopted by Council annually and listed in its fees and charges.

A crossover subsidy cannot be applied for retrospectively.

Crossover subsidies are not relevant to renewal or upgrading of existing crossovers.

4.3 Plant - Delete – Redundant – Dealt with in Motor Vehicle and Procurement Policies

~~1. Replacement of Council light fleet motor vehicles~~

~~That quotations be sought from local car dealers Rumbold Ford-Nissan and Lewis Motors, for the replacement of Council light fleet vehicles. Management shall ensure that base pricing is in accordance with the State Government Light Fleet Vehicle Pricing.~~

~~2. Council shall review its light vehicle replacement program annually to ensure it fits within the parameters of Councils Long Term Financial Plan and Asset Management Plan.~~

~~3. Tenders for the Replacement of Plant~~

~~That Council make recommendations relating to the calling of tenders for the replacement of budgeted plant and road building material for value greater than~~

~~\$150,000 (as per tender guidelines) at a time that is suitable to the finances of Council. Council shall review its plant and equipment replacement program annually to ensure it fits within the parameters of Councils Long Term Financial Plan and Asset Management Plan.~~

Disturbance of Soil or Flora on Council Reserves Policy

History	Reviewed	20 April 2016
	Reviewed	?????

Policy Objective:

To provide guidance on earthworks and interference with flora on Council road and other reserves

Legislative Context:

Local Government Act 1995, Schedule 9.1 (2)

Local Government (Uniform Local Provisions) Regulation 1996 Sections 2, 5

Policy Statement:

Flora:

No interference with flora on Council reserves, whether road reserves or other, is permitted without prior permission being granted. This includes, but is not limited to, picking flowers or harvesting seeds.

Council works on reserves will endeavour to minimise disturbance to, and the preservation of, native flora wherever practicable.

Earthworks:

Clearing is not permitted on road or other reserves without the prior permission of Council. Other works, including for fire control, such as but not limited to spraying, ploughing and burning of firebreaks similarly require prior permission of Council.

Footpath Management Policy

History	Reviewed	20 April 2016
	Reviewed	?????

Policy Objective:

To provide for the effective management of the Shire's town footpath network

Legislative Context:

Federal and WA Disability legislation

Building Codes

Australian Standards

Application:

This policy applies to all town areas in the Shire

Policy Statement:

Footpath management including new construction, upgrade and maintenance or repair will be in accordance with:

- Any adopted Asset Management Strategy/Plan
- Any adopted Footpath specific plan/project or footpath ancillary to another adopted roadworks or other infrastructure project
- Adopted budget

Footpath Construction

Category	Parameters	Sides of Street	Surface	Width	Inspection Interval
1	Town Centre (Moora)	Designated by Planning Scheme	Brick paving or Coloured stamped concrete	Full width of road reserve	Every two years
2	Where the road is designated as local, district or primary distributor and/or where a footpath is needed to provide for safe universal access to schools, community centres, local centres, public facilities and public open spaces	Both	Brushed concrete	2.5 metres	Every two years
3	All other town areas except 4	One	Brushed concrete	2.5 metres	Every two years
4	Where there is no development fronting the part of the street; Topography or	None	Not applicable	Not applicable	Not applicable

	vegetation precludes provision for a footpath; future traffic volumes will be less than 300vpd; or where the street does not connect or contain land uses which generate high levels of pedestrian activity				
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Footpath design including kerb ramps, crossovers, tactile ground service markers and dealing with utilities will be according to appropriate legislation, Standards and Codes.

Heritage considerations – specific design, construction, width and other parameters may apply to account for specific heritage circumstances, for example, adjacent to significant listings on the Municipal Heritage Register. This will be by specific application to Council and be considered on a case-by-case basis but will generally only apply to new footpath construction or complete footpath replacement projects.

4.6 Donations of Work to Organisations

1. Council plant and equipment may be used by sporting organisations and other local non - profit organisations/clubs at the discretion of the CEO, free of charge, including fuel, outside normal working hours where the plant and a Council operator are available. The borrowers are required to arrange remuneration of the operator if required (Council is making the plant available which must be operated by a Council operator while the plant is being made available)

2. the value of the Council in-kind donation of plant (plant hire) be accounted for in the usual way and charged to donations.

4.8 Council's Heavy Transport Vehicle Policy – **Delete - Policy is considered redundant due to over-riding legislation**

~~Council's Policy which allows various heavy vehicle configurations to travel on designated roads is detailed as under =~~

The conditions as under form part of the policy

1. ~~The Main Roads issues permits in accordance with this Policy, which means that the contractor/owner does not have to contact the Shire Office.~~
2. ~~Adjoining landowners to excluded roads may apply to Council for one-off approval to cart to or away from their property.~~
3. ~~Should heavy seasonal activity or weather conditions cause damage to occur to a Council road then Council retains the right to temporarily remove that road from the list of approved roads.~~
4. ~~Local vehicles requiring a MRWA permit are allowed access from the contractor's (Moora) depot to the permitted heavy vehicle route by the shortest practical route provided that such access is a bitumen road not less than 6.5 metres wide.~~
5. ~~The route through Moora for vehicles requiring a MRWA permit must be via Clinch Street from Gardiner Street to Roberts Street, Roberts Street from Clinch Street to Dandaragan Street, Tootra Street to Gardiner Street.~~
6. ~~Roads on which vehicles requiring a MRWA permit are not allowed to travel are those designated 'light traffic only' i.e., Madgingarra Road, Berkshire Valley Road. NOTE: Applicable from 16 July, 1997.~~

4.9 Use of Council Plant at Fires – **Delete – Policy direction is still important and useful but more appropriate as a CEO adopted Procedure due to the operational nature**

1. ~~Requests for assistance and instructions can only come from the Fire Control Officer in charge of the fire.~~
2. ~~Front end loaders and graders (which are not licensed to be driven on the road after sundown) can only be used for fire control during daylight hours.~~
3. ~~Loaders and graders (which are machines with hydraulic controls) can only be used in open paddock situations which mean they cannot be driven into rocky, hilly bushland.~~
4. ~~Shire water tankers must be parked in a safe area and used only for back up water supplies.~~
5. ~~An operator has the right to refuse any instructions, which he feels would put himself and his machine at risk. Each machine shall be accompanied by a fire fighting unit when on the fire ground cutting breaks or carrying out other fire mitigation works.~~

4.10 Loan/Use of Council Plant/Equipment by Staff Members—Delete—No longer considered appropriate

1. No right exists for staff to borrow or use Council plant or equipment for non-Council or personal use.
2. On occasions it may be possible for Council to assist an employee by making an item of Council equipment available for a limited period for personal or community pursuits or purposes.
3. Use of any item of Council equipment for any non-Council activity without proper authority is not to occur.
4. Any such arrangement must be made through the Council Officer responsible for that item of equipment. This does not imply that every request will be granted. The authority and discretion in relation to making any item of equipment available rests with the officer in charge of that item of equipment.
5. Compliance with this direction by all staff members is essential