

SECTION 6 – WORKS

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Policy W.01

Material on Shire Reserves

Objective

To ensure all reserves including roads and thoroughfares are free of materials including fencing and hay/silage rolls.

Statement

No materials including fencing and hay/silage rolls shall be left on reserves and road verges within the Shire.

Offenders shall be written to requesting that the material be removed within 14 days.

POLICY NO.	W.01
POLICY SUBJECT	Material on Shire Reserves
ADOPTION DATE	17 June 2004
REVIEW DATE	18 June 2020

Policy W.02

Preservation of Gazetted Roads

Objective

To preserve gazetted roads.

Statement

Applications received for road closures will only be considered if the proposal does not create a situation where an existing location will no longer be provided with a surveyed road.

Although in many instances a road is not constructed, it provides the Shire with the opportunity for an access at some time in the future should the need arise.

POLICY NO.	W.02
POLICY SUBJECT	Preservation of Gazetted Roads
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007
REVIEW DATE	18 June 2020

Policy W.03

Roadside Burning Policy

Objective

To provide guidelines for the burning of roadside debris.

Statement

AIM:

1. Reduce the leaf and limb debris on the road verges and gutters.
2. To overcome current road maintenance problems with regrowth close to road drains.
3. Create a pattern of burning which will have minimised impact on Native flora and Fauna.
4. Have all burning carried out in safe and responsible manner.
5. Liaise with local roadside interest groups about the burning of roadside.
6. Assessment of roadside to be burnt is to be carried out by the Shire and a priority list provided for the Chief Fire Control Officer.
7. Roads to be put into three categories:
 - (a). Annual burn - where only grasses exist.
 - (b). 2-5 years - moderate to heavy infestation and build-up of grasses and tree litter on roadsides.
 - (c) 6 years upwards - minimal infestation of grasses and tree litter build up.

Burning Practice:

1. No burning until after opening rain in April - May.
2. Verges to be lit only as directed.
3. The use of criss-cross burning pattern down roadsides where possible.
4. A written permit is to be obtained from the Chief Fire Control Officer.
5. That local Roadside interest groups be required to provide details of rare and endangered plants on road verges listed for burning.
6. Burning is to be under the control of the local brigade.

POLICY NO.	W.03
POLICY SUBJECT	Roadside Burning Policy
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007
REVIEW DATE	18 June 2020

Policy W.04 Private Works

Objective

To provide procedures for requests for private works.

Statement

It is Council's policy to carry out private works when the Shire's plant is available. All private works are to be carried out with a 20% profit allowance so that all ratepayers can benefit from the utilisation of the Shire's plant. Wherever possible, all private works are to be carried out after normal working hours on an overtime basis. Requests for private works and the documentation of each private work are to be in writing and records retained for future reference.

Where Shire equipment is used to carry out an undertaking which benefits a community group, the Shire will recoup the cost of fuel used, provided the plant is operated in the personal time of a Shire staff member trained in the use of that equipment.

If arrangements cannot be reached with Shire staff under such an arrangement, normal rates will apply.

POLICY NO.	W.04
POLICY SUBJECT	Private Works
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007
REVIEW DATE	18 June 2020

Objective

To provide procedures for the grading of roads.

Statement

1. Wherever necessary, and safe to do so, loose material is to be graded-off in summer without creating large windrows and graded-on in winter; any overall variation of this to be by direction of the Chief Executive Officer following consultation with the Manager of Works and Councillors.
2. When grading-on, all useable material in table drains to be brought on to the road;
3. As an on-going program all table drains, off-shoots and culverts to be opened up and kept open;
4. Every opportunity is to be taken to construct off-shoots at strategic points;
5. All gravel and dirt roads to be progressively reshaped to give and maintain to give sufficient fall to ensure water runoff;
6. That the day-to-day management of this policy be in the hands of the Chief Executive Officer to progressively implement these broad principles whenever and wherever the desired results can be achieved with common sense and safety to road users.

Rubber tyred roller to be used behind graders during the winter grading program wherever possible.

Where possible, two graders are to be used for road maintenance for the entire year, bearing in mind the seasonal conditions and effectiveness of grading. Following the first winter rains, priority is to be given to ensuring that the road system is satisfactory for the coming winter.

POLICY NO.	W.05
POLICY SUBJECT	Grading
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007
REVIEW DATE	18 June 2020

Policy W.06

Road Verge Development Criteria

Objective

To determine guidelines for the development of road verges.

Statement

Council's policy is to encourage and support the development of road verges in urban areas, either maintained grass style or dry garden style or a mixture of both.

The preferred style is the fully grassed option with irrigation and up to two trees/20m of frontage. Any irrigation system is to be installed and operated to avoid nuisance to the public. All pipes are to be installed at a minimum depth of 400mm and approved pop-up type sprinkler equipment is preferred.

The trees shall not be planted on the 3.5m offset so as to avoid electrical power lines and all other services. No trees are to be planted within 15m of street corners or within 7m of crossovers.

Subject to keeping the verge clear for the first 2.5m width from kerb of seal a dry garden style of small vegetation, shrubs and ground covers may be established, however, no large rocks or non-frangible items can be placed on the road reserve. Weed control using plastic sheeting with aggregate, tan bark, pine chips, pea gravel overlay is acceptable.

Any improvements placed or constructed on the verge is placed there at the risk of the property owner. The Shire will endeavour to preserve the layout, but no guarantee can be given.

No assistance can be given by the Shire for development, ongoing operation or maintenance costs.

The Shire will supply up to two trees of a mutually agreed species, provided the property owner agrees to plant and maintain them in a caring manner. Large trees are not to be planted in residential areas where the verge is less than 10m wide. Spreading varieties also are not supported unless they can be set well back to avoid intrusion into traffic safety sight lines. Poisonous trees and shrubs are not permitted to be planted on any road verge.

The Shire does not approve the full gravelling of verges in urban areas because:

1. This is not in keeping with the amenity of the area.
2. The action will tend to encourage undesirable verge parking on a semi-permanent basis.

The levels of new verge areas shall be compatible with properties on either side and shall slope toward the kerb at a 1 in 40 grade approximately or the property line level should be 150mm above the top of the kerb. Where the Shire has designated one side of the road for a future footpath or dual use path levels are to be provided by Shire's staff.

POLICY NO.	W.06
POLICY SUBJECT	Road Verge Development Criteria
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007
REVIEW DATE	18 June 2020

Policy W.07 Road Contribution

Objective

The following provisions will apply where a proposal is presented to the Council where that proposal be it subdivision, planning applications or other development will impact on local roads.

Statement

Construction Standard

1. The standard of road construction shall be in accordance with Table 1 unless otherwise determined by Council.
2. Unless otherwise approved by Council design and construction of roads (including procedures, contract administration, site preparation, drainage and streetscape) shall be in accordance with the Institution of Public Works Engineering Australia (WA Division Inc) Subdivisional Guidelines Edition No.2 July 2009

Table 1 Road Construction Standards

Zone	Construction Standard	Reserve Width	Pavement Width	Shoulders
Residential (1) (2)	Asphalt	20m	6m	Mountable kerb
Special Rural (rural residential).	Two coat spray seal	20m	6m	1.2m
Rural small holdings	Two coat spray seal	20m	6m	1.2m
Rural (3)	Formed gravel	20m	6m	1.2m
Other (4)	As determined by Council			
Notes: 1 - Council may vary these having regard to the Liveable Neighbourhoods Policy 2 - Council may elect to apply the Special Rural standards to low density residential lots greater than 2,000m ² 3 - Subject to site conditions, slope etc 4 - "Other" means all other zones within the Planning Scheme				

Subdivision and Amalgamation

The Shire will require the proponent of a subdivision/amalgamation to contribute towards the upgrading and construction of roads in the rural areas in accordance with the following: -

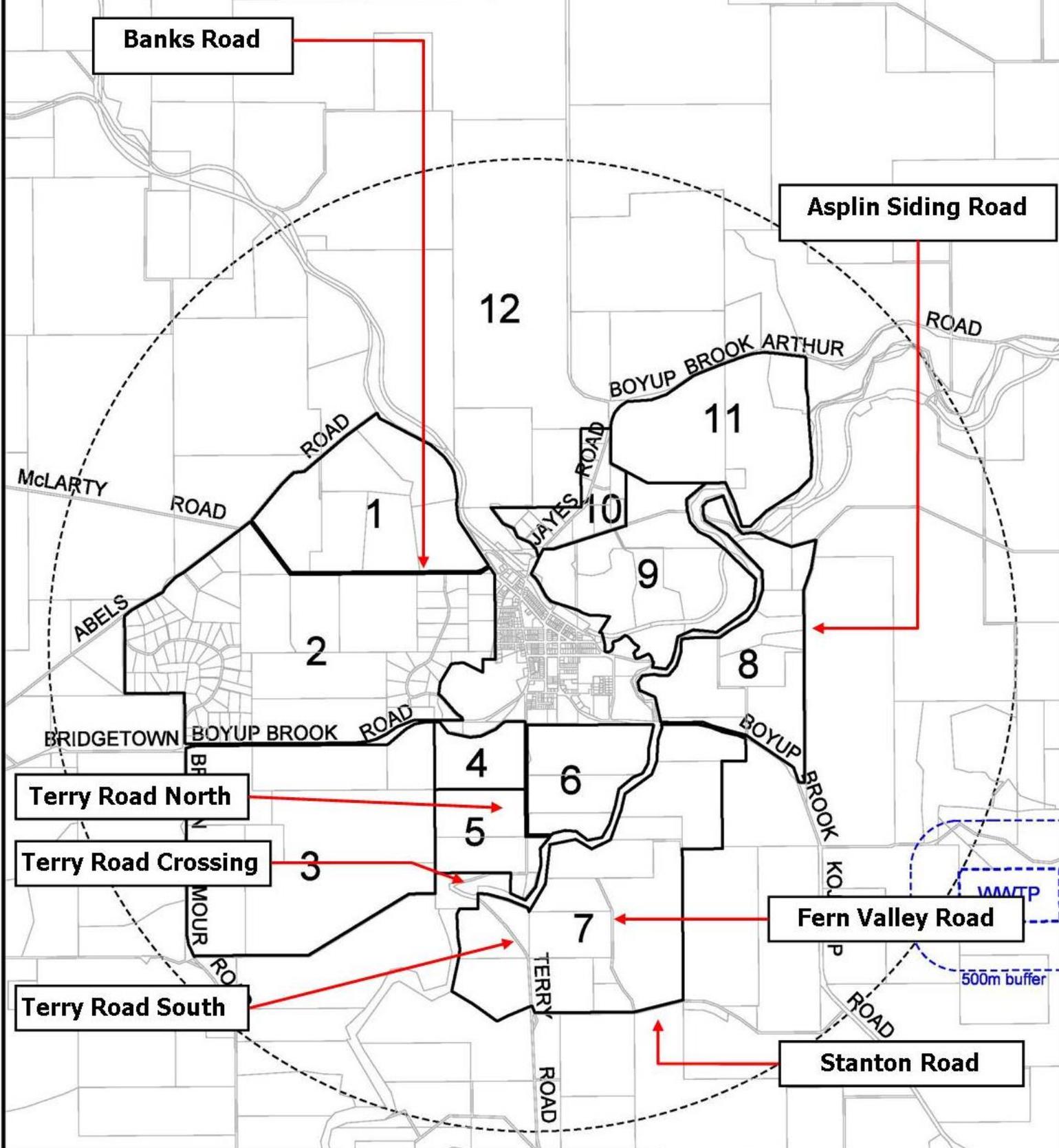
1. The minimum standard of road construction in a rural area is a six (6) metre formed gravel surface with roadside drains with a 20m wide road reserve.
2. The minimum standard of road construction for Special Rural (Rural Residential) zones and Rural Small Holdings subdivisions is a six (6) metre formed and sealed surface (two coat spray seal) with roadside drainage and cross overs. The Shire may consider a reduced road width under extraordinary or special circumstances.

3. The construction of a Special Rural and Rural Small Holdings subdivisions (internal) road in point 2 above shall be at the full cost of the proponent.
4. The upgrading of roads within and adjoining Special Rural and Rural Small Holdings policy areas is documented in Table 1 and the attached figure.
5. The Shire may contribute up to a maximum of 50% towards the cost of upgrading of other existing roads; where such upgrading is considered by the Council to be in the interests of the community and its road construction programme.
6. The construction or upgrading costs may include the following:
 - Field and feature surveys;
 - Soil testing;
 - Preparation of the road design;
 - Application to the EPA for the removal of any remnant vegetation;
 - Confirming the absence declared rare flora with DEC;
 - Compliance with Native Title and Future Act requirements;
 - Relocation of existing services (if required);
 - Fencing and signage (if required);
 - Twelve month maintenance bond and supervision fees.
7. Any contribution will have regard to the existing and other potential users of the road and will be based upon the following:-
 - Determine the standard to which the road is to be constructed
 - Determine the total cost of the upgrading
 - Calculate the total number and length of total road frontage of properties that will benefit from the upgrading. This can include both existing and potential properties.
 - Divide the total cost by the number of lots and length of total road frontage.
 - The proponent's relative proportion shall be the greater of the two calculations.

Note: This calculation may include a penalty amount where works are to be done outside of the Shire's adopted construction programme. The Shire will also consider the availability of local gravel supplies in calculating the cost of construction.

Table 2 Rural Strategy Special Rural and Rural Small Holdings policy areas

Road	Rural Strategy Figure 3 Policy Area	Subdivision Type	Contributions to upgrade
Banks Road	Area 1 on the northern side.	Rural	50% contribution from landowners for the frontage of the properties on the southern side when subdivision occurs.
	Area 2 on the southern side	Rural Residential	
Terry Road North (from river crossing to townsite)	Areas 4 & 5 on the western side.	Rural Residential	Depending upon the scale of development in Area 6 a 100% contribution will be required if Terry Road is the main access road.
	Area 6 on the eastern side.	Potential Urban	50% contribution from landowners for the frontage of the properties in Areas 4 & 5 when if they develop before Area 6.
Terry Road Crossing	Area 7 and rural areas.	Rural Small Holdings	Will need further investigation to determine what type of crossing is required. Contributions will be based upon the subdivision lot yield which will be assessed in structure plan for the Area.
Terry Road South (To Stanton Rd)	Area 7 and rural areas.	Rural Small Holdings	Functions as a rural distributor road. Adjoining landowner's contribution would be 50% based upon lot yield to be assessed in structure plan.
Fern Valley Road	Area 7	Rural Small Holdings	100% contribution from landowners based upon the subdivision lot yield which will be assessed in structure plan for the Area.
Stanton Road West (Fern Valley to Terry Rd)	Area 7 to the north.	Rural Small Holdings	May need sealing depending final road configuration in Area 7.
	Rural to the south.	Rural	Adjoining landowner's contribution would be 50% based upon lot yield to be assessed in structure plan.
Stanton Road West (Fern Valley to Kojonup Rd)	Part Area 7 to the north.	Rural	Standard would depend upon the upgrading of Terry Road and final road pattern in Area 7.
	Rural to the south.		Any contribution would be from properties in Terry Rd and Fern Valley Road and would be 50% based upon lot yield to be assessed in structure plan.
Asplin Siding Road	Area 8 on the western side.	Rural Small Holdings	Functions as a rural distributor road. Adjoining landowner's contribution would be 50% based upon lot yield to be assessed in structure plan.
	Rural to the east.	Rural	



SUMMARY OF OBJECTIVES
(SEE TABLE 1 FOR DETAILED PROVISIONS)

- | | |
|----------------------------------|-----------------------------------|
| 1. MAINTAIN RURAL CHARACTER | 7. RURAL SMALL HOLDINGS |
| 2. RURAL RESIDENTIAL DEVELOPMENT | 8. RURAL SMALL HOLDINGS |
| 3. MAINTAIN RURAL CHARACTER | 9. MAINTAIN RURAL CHARACTER |
| 4. RURAL RESIDENTIAL DEVELOPMENT | 10. RURAL RESIDENTIAL DEVELOPMENT |
| 5. RURAL RESIDENTIAL DEVELOPMENT | 11. POTENTIAL TOWNSITE EXPANSION |
| 6. POTENTIAL TOWNSITE EXPANSION | 12. RURAL USES |

RURAL RESIDENTIAL & RURAL SMALL HOLDINGS

ORIGINAL A1 SIZE
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8. Where a subdivision application (including amalgamations or boundary re-alignments) requires the construction of a vacant road reserve the Shire will require the proponent to pay the total cost. In calculating the contribution the Shire will assess the likely traffic increase from the application.
9. All contributions payable under this Policy shall be placed in a Trust Fund prior to expenditure.
10. The Shire may elect to require as a condition of approval, for the applicant to sign a declaration acknowledging that the Shire has not given any undertaking to upgrade the road.
11. If the unconstructed road is not on the Council's road construction programme, any determination of a development application, or advice to the WAPC on a subdivision application, will not bind the Council into "fast tracking" the inclusion of the unconstructed road on future road construction programmes.
12. The Council recommends that prospective purchasers of land should take account of this Policy when contemplating the purchase of land that does not have front a constructed public road and/or has no gazetted public road access.

Unconstructed and Substandard Roads

Where the use of a lot is subject to a Shire planning approval and is modified or intensified such as to require the unconstructed or substandard road access to the lot to be constructed or improved:-

1. The minimum standard of road construction in a rural area is a six (6) metre formed gravel surface with roadside drains with a 20m wide road reserve. The Shire may consider a reduced road width or standard under extraordinary or special circumstances.
2. A substandard road is defined as a road which does not comply with the above standard. This includes where a road is not wholly contained within a road reserve.
3. The Shire may contribute up to a maximum of 50% towards the cost of upgrading an existing constructed road; where such upgrading is considered by the Shire to be in the interests of the community and its road construction programme.
4. Any contribution will have regard to the existing and other potential users of the road and will be based upon the following:
 - Determine the standard to which the road is to be constructed
 - Determine the total cost of the upgrading
 - Calculate the total number and length of total road frontage of properties that will benefit from the upgrading. This can include both existing and potential properties.
 - Divide the total cost by the number of lots and length of total road frontage.
 - The proponent's relative proportion shall be the greater of the two calculations.
5. Where the construction of a vacant road reserve is required the proponent shall pay the total cost.

6. All contributions payable under this policy shall be placed in a Trust Fund prior to expenditure.
7. That in determining development applications, the Shire will have regard to the access to the site; its current and required standard. Where it is considered that the road requires to be upgraded as a direct result of the development, the Shire will consider refusing the proposal on the grounds that the development has inadequate access (unless the proponent agrees to pay the total cost of this upgrading).

Harvesting of Plantations -

The following statement shall be a development condition of approval:

‘Entering into an agreement with the Shire providing for the reimbursement of costs from the repair of damage of roads under the Shire’s control, where such damage arises from the use of such roads by heavy vehicles used in conjunction with the plantation’

Background

In recent years, rural areas have been dominated by the rapid expansion of plantation farming, which is having and will have a major long term impact on traditional patterns of rural land use, local roads and traffic and land management within the Shire.

The general yield from blue gum plantations is ten times more than the equivalent cereal crop over a ten year period. Harvesting of plantations, approximately once every ten years, also results in a very intense period of activity on the site and local road use. Therefore, a higher standard of road is required for the removal of the product to its preferred market. This will require a large portion of the road network to be upgraded. Scattered locations of plantations throughout the Shire also adds to this problem.

As the Shire cannot afford to construct and maintain these special purpose roads, it will be necessary for the plantation companies to contribute to the road upgrading.

A combination of heavy haulage vehicles for plantation harvesting along with school bus and general vehicles on the Shire’s road network has raised an increased concern over motorist’s safety. Generally, the Shire will not support plantations where it considers public safety is or will be at risk due to heavy vehicles entering Shire roads creating potential serious conflict with local and visitor traffic. In determining the suitability of roads for plantation traffic the Shire will have regard to the current standard of the roads affected. Planning applications for plantations will also be referred to Main Roads Western Australia if considered necessary.

The Council will resolve specific road traffic and safety issues relating to individual plantations following the submission of harvesting plans.”

POLICY NO.	W.07
POLICY SUBJECT	Road Contribution
ADOPTION DATE	17 June 2004
VARIATION DATE	15 July 2004, 21 December 2007, 19 May 2011
REVIEW DATE	18 June 2020

Objective

To determine standards for crossovers.

Statement

The following is the Council's policy in relation to crossovers.

Driveways and crossovers giving access to roads managed by the Shire of Boyup Brook will be controlled for the safety and efficiency of the network and all road users.

All crossovers shall be constructed in accordance with the Shire of Boyup Brook specifications and guidelines.

Owner/Builder shall arrange for the construction of the crossovers by the Shire of Boyup Brook or a nominated private contractor.

Urban

Urban crossovers shall comprise of three categories:-

CATEGORY	ROAD FRONTAGE	<u>CROSSOVER TYPE</u>
A -	Sealed Road Concrete Kerbing	Concrete or Brick/Block Paving
B -	Sealed Road – Stone Kerbing	2 Coat Seal or Asphalt
C -	Sealed Road – No Kerbing	2 Coat Seal or Asphalt

The Shire will subsidise half the cost of a standard 3.0m wide crossover (measured at boundary /6.0m at road edge) per property subject to the crossover conforming to the Shire of Boyup Brook specifications.

A standard residential crossover (for the purposes of the Local Government Act 1995) has the following dimensions:

Length (verge width):=7m
Width at boundary line = 3m
Width of Edge of road = 6m
Area= 31.5m²

The subsidy shall apply to residential, commercial and industrial properties.

In the case of Strata Titles, a subsidy will apply to each crossover required to service the number of dwellings.

Crossovers eligible for subsidy, may be claimed for at the subsidy rate that applies in the financial year construction is completed, as determined in that financial year budget.

Reconstruction of one crossover to a property will attract second subsidy revenue when that crossover has exceeded its maximum life as determined by the Chief Executive Officer.

CROSSOVER TYPE

2 Coat Seal
 Asphalt
 Brick/Block Paving
 Concrete

MAXIMUM LIFE OF CROSSOVER

10 Years
 15 Years
 20 Years
 25 Years

Rural and Special Rural Areas

The Shire will contribute a maximum of **7.2 metres** of stormwater pipes (if required) or deliver a maximum **nine** m³ of gravel, as its half contribution towards the cost of first crossover off a gravel road to the property, upon approval from the Chief Executive Officer. Where a crossover is proposed off a sealed road, the crossover shall also be sealed and drained and the subsidy will be as per gravel crossovers. All special rural developments require a sealed crossover where a sealed road frontage exists.

No subsidy will be paid for the construction of crossovers on non-rateable properties.

General Conditions

- All applicants requesting a new crossover will need to fill out a “Crossover Application Form” available at the Shire Administration Office.
- All crossovers need to be constructed to Shire of Boyup Brook specifications and guidelines.
- No subsidy will be paid for the construction of crossovers on non-rateable properties.
- The Shire will not be responsible for maintenance of crossovers.

POLICY NO.	W.08
POLICY SUBJECT	Crossovers
ADOPTION DATE	17 June 2004, 16 June 2016
VARIATION DATE	10th of June, 2016 – (Council item 8.1.1 June 2016)
REVISION	Rural and Semi Rural Council contribution revised to 7.2 metres of pipe (3 x full lengths) or 9m ³ (1 x truck load) of gravel
REVIEW DATE	18 June 2020

Policy W.09

Road Works/Fire Prevention

Objective

To provide adequate fire protection for construction works undertaken within a road reserve.

Statement

Any persons undertaking construction works within a road reserve must comply with the relevant Firebreak order.

Construction works within a road reserve

Building a bridge construction works undertaken within a road reserve between 09 October and 01 May shall be subject to the requirements of:-

- (a) All flammable materials being removed within a 5 meter radius of the working site;
- (b) A Fire unit with an adequate water supply being on-site during construction;
- (c) Notification of the Local Fire Control Officer prior to construction.

POLICY NO.	W.09
POLICY SUBJECT	Road Works/Fire Prevention
ADOPTION DATE	17 June 2004
REVIEW DATE	18 June 2020

Objective

To provide guidelines for the outside of Shire plant and equipment.

Statement

Shire Plant and Equipment shall not be loaned or hired for private use unless it meets one of the following criteria:

1. Use by clubs/not for profit organisations

- i) Plant to be used on weekends or at a time when it is convenient to the Shire and does not affect its normal work.
- ii) All large plant items are to be driven by a Shire Employee who is suitably qualified in the correct use of that piece of equipment. The cost of the Shire employee's wages including public works overheads and penalty rates are to be charged to the club unless the Shire employee elects to waive the claiming of wages or the club/not for profit organisation successfully applies for a donation from Council (see Policy F02 – Donations)
- iii) All fuel to be charged to the club or organisation unless the club/not for profit organisation successfully applies for a donation from Council (see Policy F02 – Donations)
- iv) All damage to the plant is to be charged to the club or organisation.
- v) The use of the piece of plant or equipment is approved by the Chief Executive Officer and is only used for established community functions or for community group/club use.
- vi) When clubs/not for profit organisations request the use of Council Plant and Equipment, Council Policy F02 – Donations must be adhered to. That is:
 - (a) For amounts over \$500 in-kind, the club/organisation must submit an application by the due annual date, to be approved and accepted into the new budget.
 - (b) For amounts under \$500 in-kind, the club/organisation must submit a request to the Chief Executive Officer who may in consultation with the Shire President approve an extraordinary donation.

For the purpose of this policy plant and equipment rates are to be calculated at Councils "plant operations cost" plus 10% to cover administration. Council employee wages cost to be calculated at the employees pay scale plus any penalty rates plus Councils "Public Works Overheads".

2. Use by Shire Employees

- i) Plant to be used on weekends or at a time when it is convenient to the Shire and does not affect its normal work.
- ii) All large plant items are to be operated by a Shire Employee who is suitably qualified in the correct use of that piece of equipment.
- iii) The cost of the Shire operator's wages, unless waived by the employee, is to be paid in full to the Shire including public works overheads and penalty rates as they may apply.

- iv) Plant and equipment is to be charged out to the employee at Councils set plant operating costs for that piece of plant and equipment plus a 10% administration fee.
- v) All machinery and equipment is to be filled with fuel prior to its private usage, by the Shire. It is to be returned full of fuel (at the employee's cost) at the end of the private usage.
- vi) All damage to the plant (including tyres, mirrors, windows etc) is to be charged to the employee requesting the usage. If damage is claimable under the Shires insurance policy, then the insurance excess is payable by the employee requesting use.
- vii) The use of the piece of plant or equipment is approved by the Chief Executive Officer and is only used on the employees own property. It is not to be used under this clause on other people's property.

For the purpose of this policy plant and equipment rates are to be calculated at Councils "plant operations cost" plus 10% to cover administration. Council employee wages cost to be calculated at the employees pay scale plus any penalty rates plus Council's "Public Works Overheads".

3. Use by the general public

- i) Under no circumstances shall minor, not plant equipment, be loaned or hired for private use except where identified in the annual budget or in a formal lease/agreement.
- ii) All Shire plant items are to be operated by a Shire employee. There will be no dry hiring of Shire plant.
- iii) The rates of plant hire shall be as shown in the current budget and will be inclusive of operator's costs and fuel but not delivery costs. Rates are those shown for hire occurring during normal Shire working hours. Penalty rates will apply for work done on weekends and outside of normal hours.
- iv) Plant to be used on weekends or at a time when it is convenient to the Shire and does not affect its normal work.

POLICY NO.	W.10
POLICY SUBJECT	Shire Equipment – Outside Use
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007, 19 September 2013
REVIEW DATE	18 June 2020

Road Contributions – Other than situations covered in Policy W.07

Background

Landowners in rural areas whose residences are constructed alongside un-sealed roads encounter the issue of dust generated by passing vehicles and approach the Shire in order to have the road upgraded to overcome these issues. Council funds are limited and priority is given to maintaining the major road network with the result that these minor works have not met the selection criteria and are excluded from the construction program.

Objective

This policy gives the provision for property owners/occupiers to have a section of road considered on a more favourable basis for sealing or other improvement works in Council's Annual Works Program under a scheme whereby Council contributes up to 50% of the cost of upgrading the road with the remainder to be borne by the land holder/occupier.

Policy

Council will consider as part of the Annual Works Program, requests to upgrade existing roads, which are not required to be upgraded by Council and are not in Council's 10 year plan, generally in accordance with the following:

1. Formal request is lodged stating the type of upgrade required and the reason for the upgrade
2. Landowner contribution is up to 100% of the cost (minimum of 50%) of capital works including:
 - Survey pickup, road design and survey setout
 - Widening pavements to meet policy W07 requirements
 - Clearing of native vegetation to facilitate the widening, including the costs of obtaining then clearing permits and to carry out the requirements of the clearing permit (offsets etc)
 - Shaping the road including placement of drains, drainage pipes and culverts
 - Forming the road and placement of gravel subgrade and basecourse
 - Sealing of road (if requested)
 - Placement of signage and warning devices
3. Council will base its contribution, up to 50%, on a score calculated from the following 3 areas:
 - Safety: 20%
 - Environmental: 20%
 - Contamination 10%

The ratepayers contribution will be reduced by the assessed saving to Council arising out of any road realignment relevant to the improvements.

Work will only proceed if sufficient funds exist within the budget. Work may be referred to the 10 year Works Programme

4. Where multiple dwellings exist in close proximity and all request the same upgrade to a road, each landowners contribution will be a proportion of the unfunded portions cost, calculated as the proportion of road in front of each landowners property over the total of all property lengths on the road to be upgraded

Requests for sealing or upgrading roads on a shared cost basis will be referred to Council in the form of an agenda item.

POLICY NO.	W.11
POLICY SUBJECT	Road Contributions – Other than situations covered in Policy W07
ADOPTION DATE	16 May 2013
REVIEW DATE	18 June 2020

Policy W.12

Movement of Stock on Shire Controlled Roads

Objective

To clarify the requirements for the movement of stock on roads under the control of the Shire of Boyup Brook.

Background

The Main Roads of Western Australia has a policy for the movement of Stock on Roads on roads under their control.

Roads under the control of Main Roads of WA are as follows;

Road M13	Boyup Brook – Donnybrook Road
Road M13	Boyup Brook – Kojonup Road
Road M6	Boyup Brook – Bridgetown Road

All other roads within the Shire of Boyup Brook not mentioned above are those for which this policy applies with the exclusion of private streets or thoroughfares and other agency controlled roads or thoroughfares i.e.; DEC.

The movement of Stock on Roads is also covered in the Road Traffic Code 2000 and relevant regulations.

The policy uses the MRWA guideline and Road Traffic Code 2000 as a basis and is as follows;

Statement

1. Stock On Roads

Main Roads will provide guidance on reasonable precautions that should be taken when driving stock across or along a state road and will also permit stock underpasses under state roads subject to the underpass meeting Main Roads requirements.

Council will provide guidance on reasonable precautions that should be taken when driving stock across or along a local road and will also permit stock underpasses under local roads subject to the underpass meeting Main Roads requirements.

These guidelines do not address the issue of straying stock in unfenced pastoral areas.

2. Application & approval guidelines

2.1. Definitions

Unless otherwise indicated in the text of this policy:

AS	Australian Standards
Local Road	A road under the control of the Local Government
Main Roads	The Main Roads of Australia
RTC 2000	The Road Traffic Code 2000
State Roads	A road under the control of Main Roads
Traffic Signs	A sign recognised in the Australian Standards or Main Road Signs Index

2.2. Background

The purpose of this policy is to provide reasonable precautions that should be taken when moving stock on local roads, and to outline Council's requirements for provision of stock underpasses on local roads.

The person in charge of moving stock across or along a road does not need formal permission from Council except for the following statutory requirements:

- For roads with declared Control of Access the consent of Main Roads is required. (Main Roads Act 1930, Section 28A (4)), and
- For roads within a town the permission of the Director General is required. (RTC 2000 Regulation 277).

A person driving stock on roads shall;

- not leave stock unattended (RTC 2000 Regulation 275), and
- provide reasonable warning and not cause unreasonable delay to approaching traffic (RTC 2000 Regulations 276).

The RTC 2000 allows the person in charge of moving stock on a road to install temporary road warning signs (Regulations 297 & 276), and to display an orange flashing warning light on a vehicle (Regulation 289).

2.3. Application

2.3.1. Precautions for Taking Stock onto a Local Road

2.3.1.1. General

The RTC 2000 requires the person in charge of stock on a road to:

- Take all reasonable precautions to warn approaching traffic of the presence of the stock, and
- Arrange the moving of the stock at such times, and in such numbers, and establishes such control of the stock on the road, as is likely to prevent it causing unreasonable delay to the passage of other traffic.

2.3.1.2. Reasonable Warning

Reasonable precautions to warn approaching traffic with warning signs and devices is provided in the Technical Guideline (Section 3).

2.3.1.3. Unreasonable Delay

The following circumstances are considered to be cause for unreasonable delay:

- The duration of road closure is greater than 5 minutes; and for multiple crossing movements, all queued vehicles are not cleared before the commencement of the next crossing movement,
- The stock movement is on a dual carriageway road,
- The crossing is closer than 1 km to a stock underpass servicing the same landowner, or
- The road's annual average daily traffic volume is greater than 500 vehicles per day.

2.3.1.4. Costs

The person in charge of the stock is responsible of the supply, installation and removal of the road traffic signs and devices associated with the stock movement on a road.

2.3.1.5. Roads with High Traffic Volumes

Where a road's annual average daily traffic volume is greater than 500 vehicles per day, a stock underpass is the preferred method of moving stock across the road.

2.3.2. Stock Underpasses under Local Roads

2.3.2.1. General

A stockowner may install an underpass under a local road subject to compliance with the requirements of these guidelines. There are conditions on the design, construction, and maintenance.

2.3.2.2. Costs

There is no fee for Council to process an application. The applicant shall be responsible for all costs associated with the design, construction and maintenance of the underpass structure.

2.3.2.3. Design and Construction

For sections of the underpass that are within and at the boundary of the road reserve, the design shall be approved by Council and the construction shall be undertaken by Council approved consultants/contractors.

2.3.2.4. Maintenance

The applicant shall maintain the underpass. The maintenance of the underpass by the applicant includes removal of fouling and repair of any damage to the road infrastructure within the road reserve.

2.4. Approval - stock underpasses

2.4.1. Applications

A person wishing to install a stock underpass must submit an application to Council.

2.4.2. Approval

Approval of an application shall include a condition that a Stock Underpass Agreement be signed by both the applicant and Council

before commencement of any work in the road reserve and shall indicate the extent, if any, of Council contribution of funding the underpass.

3. Technical guidelines

3.1. General

The removal or covering of stock crossing signs when not in use is mandatory. Signs that are displayed while not in use may bring all signing into disrepute and may result in motorists disregarding important warnings. Signs should be covered such that they are not visible in all light conditions.

3.2. Stock crossings

3.2.1. Stock Crossings - Visibility

A stock crossing where possible should be located such that approaching motorists can see the stock crossing point from more than 300m away, signing should be as per Figure 1. Signs should always be visible for more than 300m before the stock crossing point.

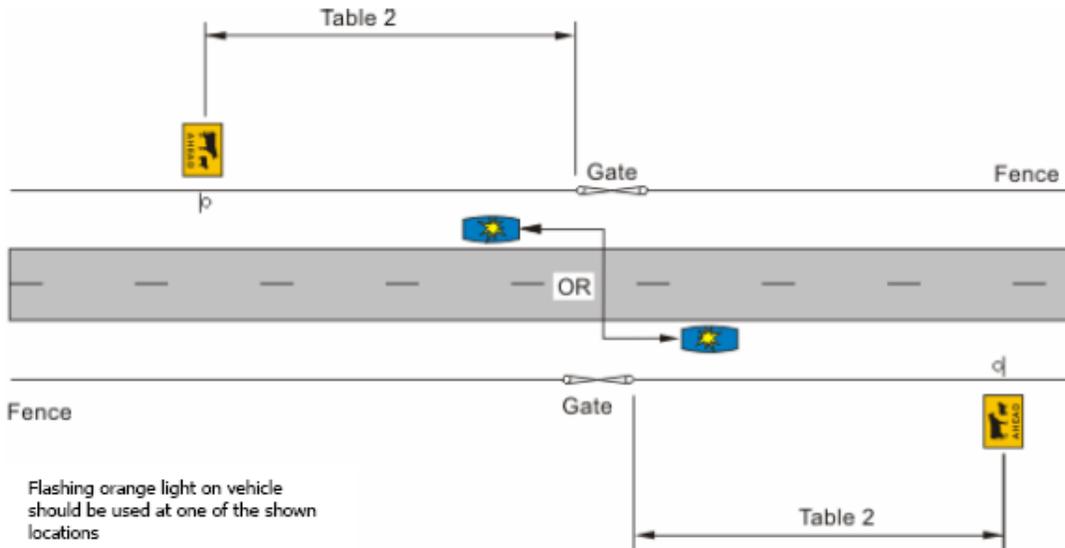


FIGURE 1 - Typical Stock Crossing Site – for bitumen roads.

NOTE: Gravel roads – there is no requirement for orange flashing lights

The crossing should desirably not be used when sun glare will interfere with drivers' view of the traffic signs or stock on the road.

Where stock movements are adjacent to or encompass an intersection, STOCK AHEAD and ON SIDE ROAD signs should be used on the side roads, to alert motorists entering the road that there is stock on the road. The location of the STOCK AHEAD sign should be based on a distance from the stock crossing as shown in Table 2.

POSTED SPEED LIMIT - KM/HR	MINIMUM SPACING DISTANCE - METRES
60	120
70	140
80	160
90	180
100	200
110/ STATE LIMIT	220

Table 2 – Placement of STOCK AHEAD Signs

3.2.2. Use of Stock Crossings during Night-Time, Periods of Poor Visibility or Hazardous Locations

Daylight use of stock crossings is preferred. Where the stock crossing is proposed to be used during night time, periods of poor visibility or in a hazardous location, the following actions should be taken:

- Signing and flashing rotating orange light should be carried out in accordance with Figure 1 (See also Sections 3.4 and 3.5),
- Any person standing on or adjacent to the road for the purposes of controlling stock should wear clothing with reflective strips,
- Floodlighting shall be provided at the crossing point. The lighting should be sufficient to clearly illuminate stock on the road formation in the vicinity of the crossing point. If the road reserve is wider than 30m then floodlights should be placed on both sides of the road reserve, and
- The Council sign STOCK AHEAD PREPARE TO STOP (MR-WAW-6) should be considered for use. With reference to Figure 1, the STOCK AHEAD PREPARE TO STOP sign should be positioned in place of the STOCK AHEAD sign.

3.3. Droving of stock along a road

Where it is necessary to move stock more than 100m along a road reserve, signs should be erected along the road shoulder in accordance with Figure 2. In addition, a lead vehicle and/or a tail vehicle should be placed in front and/or at the rear of the stock to warn approaching motorists. The vehicles should be located at a distance from the stock as shown in Table 2.

NOTE: On gravel roads no orange flashing light is required.

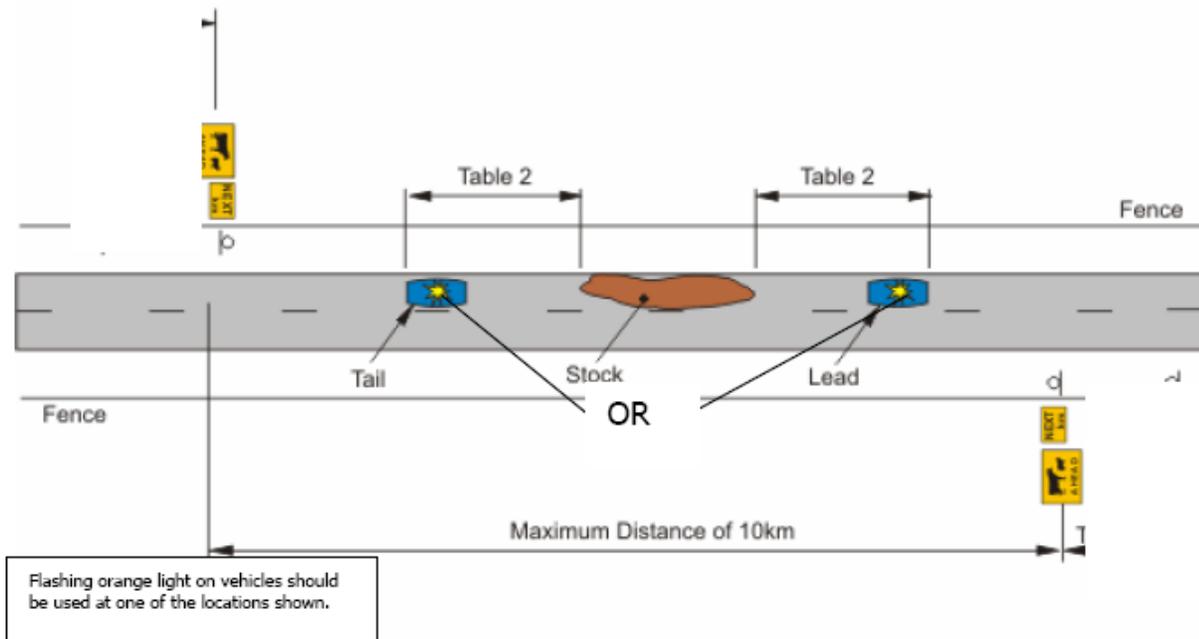


FIGURE 2 - Signing for droving of stock

NOTE: Where stock can be moved along the road reserve without stock or vehicles travelling on the carriageway, it remains necessary to adhere to the signage shown in Figure 2.

3.4. Signs

The conditions of the following publications have been described in this guideline:

- Main Roads Signs Index and relevant guidelines,
- Occupational Safety and Health Regulations 1996 Act, and
- Relevant Australian Standards.

Therefore, this guideline provides sufficient guidance for a person wanting to take stock onto a road to comply with the necessary standards. If required, further information can be obtained by contacting Main Roads.

Signs should be erected in accordance with these guidelines and Main Roads Standard Drawings 9548 - 0106 and 8720 -0762. All signs shall be rigid. The class of retro reflective material used shall be Class 1.

Signing should be displayed prior to and during the stock movement. Signs and flashing orange warning lights should be positioned and erected so that:

- Signs are properly displayed and firmly secured so as to prevent them being blown over by the wind or passing traffic, and
- Signs may be placed on the roadside or road shoulder and should be at least 1m clear of the road lanes.

The signs and any flashing orange lights should be displayed or installed immediately prior to the stock being driven on to the road reserve and folded over or removed as soon as the stock are no longer in the road reserve, as per Section 3.1 .

Signs are a specified treatment in this guideline, and typical signs are listed in Table 3.

<p>"STOCK AHEAD" AS 1742.2 Designation T1-19B Sign Size: 1200 x 900mm (sealed roads) OR 900 x 600mm (unsealed roads)</p>	
<p>"REDUCE SPEED" AS 1742.2 Designation G9-9A Sign Size: 1500 x 750mm</p>	
<p>"NEXT ... KM" AS 1742.2 Designation W8-17-1B Sign Size: 750 x 450mm</p>	
<p>"ON SIDE ROAD" AS 1742.2 Designation W8-3B Sign Size: 750 x 500mm</p>	

<p>"STOCK AHEAD PREPARE TO STOP (With Flashing Yellow)" Main Roads Designation MR-WAW-6B (See Section 2.3) Sign Size: 1100 x 1600mm Sign Dimensions Sign Post Dimensions</p>	
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TABLE 3 - List of typical signs for Stock Crossings and Droving of Stock

Note: Permanent signs/flashing lights on Council controlled roads will not be permitted, Council reserves the right to remove signage or structures that do not comply with this policy.

3.5. Vehicle mounted warning device

The flashing orange warning light shall comply with the equipment described in the Road Traffic (Vehicle Standards) Regulations 2002. Vehicle indicator lights do not constitute a flashing orange warning light.

3.6. Stock underpasses

Stock underpasses generally consist of reinforced concrete box culverts of a size suitable to allow safe passage of the stock and the farmer. Sizes for these structures may, for example, be:

- 1200 x 1200 mm Sheep movements,
- 1500 x 1500 mm Sheep movements where the stock owner may access the underpass, or
- 1800 x 1800 mm Cattle movements and where the stock owner may utilise a vehicle in the underpass.

Fencing erected for the underpass shall prevent stock from entering the road.

POLICY NO.	W.12
POLICY SUBJECT	Movement of Stock on Shire Controlled Roads
ADOPTION DATE	16 May 2013
REVIEW DATE	18 June 2020

Policy W.13

Connection of Private Landholders Stormwater into Councils Stormwater Drainage System

Objective

This policy clarifies the procedure and requirements for the connection of private landholders stormwater, collected from their land, into Councils Stormwater Drainage System.

Background

Council has a stormwater drainage system that currently copes with the requirements of containing and directing stormwater collected from Council reserves, land, footpaths and streets and directing into either Councils storage dams or into the Blackwood River (via the Boyup Brook).

The addition of additional stormwater to the system from private landholdings can often have adverse effects downstream in the form of overloading the capacity of the pipework resulting in localised flooding. This policy will alleviate these issues ensuring that any additional stormwater systems will not overload Councils system and that they are constructed in a manner that will benefit the system as a whole and allow for future maintenance works as required.

Policy

Council will consider allowing the connection of private landholders stormwater to Councils stormwater system as long as no adverse effects are caused by the connection and no costs are incurred by Council. A connection is considered to be either a direct connection via pipework and a manhole or via “bubble up pits” in the street. Landowners will need to conform with the following:

1. Formal request is made to Council in writing requesting the type and location of the connection.
2. The formal request is accompanied by a plan by a competent person showing:
 - a. the location of the land holding
 - b. the size of the land holding,
 - c. the area of the landholding that will contribute to the stormwater run off and the type of land that contributes eg shed roof, paved carpark, grassed area
 - d. the proposed connection method and point – note all connections into Council system will need to be via a silt trapped manhole on the property and a silt trapped manhole in Councils System, to allow maintenance and cleaning of pipes.
 - e. All manholes within Council reserves and roadways will need appropriate trafficable lids
 - f. The landholdings internal stormwater system including ‘peak flow’ storage if any
3. Agree to and pay for a consulting engineer of Council’s choice to check and ensure that the proposed “private system” will not cause adverse effects to Council’s stormwater system. The Council’s engineer will ensure the new system complies with Council’s “Boyup Brook Drainage Study”.

4. Agree to pay a fee of 1.5% of construction costs to cover the costs of Council inspections. This fee does not cover the supervision of the installation of the drainage system, which must be done by a competent and experienced person.
5. All service relocation costs to be borne by the landholder along with payment of any damages to the services caused by the landholders contractor.
6. All works connecting into or through roads and footpaths must be done with an approved Traffic Management Plan.

POLICY NO.	W.13
POLICY SUBJECT	Connection of Private Landholders Stormwater into Councils Stormwater Drainage System
ADOPTION DATE	16 May 2013
REVIEW DATE	18 June 2020

Weed Control in and on Shire Controlled Reserved by Organisations Other Than the Shire of Boyup Brook

Objective

To provide a guideline for interested individuals, groups and organisations who wish to contribute to the control of weeds on and within the reserves within the Shire of Boyup Brook.

Statement

The Shire of Boyup Brook fully supports individuals, groups and organisations who wish to undertake weed control in and on Shire controlled reserves within the Shire of Boyup Brook as it recognises that it has insufficient resources to perform this weed eradication itself.

The Shire of Boyup Brook has a 'Roadside Conservation Value' report compiled in May 2013 by the DEC, which gives a summary of roadside weeds at the date of capture.

Any persons undertaking or considering to undertake weed control in or on Shire controlled reserves within the Shire of Boyup Brook must first obtain permission in writing from the Chief Executive Officer. The letter of permission must include:

1. Name of individual/group or organization undertaking work
2. Location of works including reserve number or road name
3. Date of works (if over several years state expected duration)
4. Species to be controlled
5. Method of Control. Include physical and chemical measures as well as details of any safety requirements that will be utilized during eradication.

POLICY NO.	W.14
POLICY SUBJECT	Weed Control in and on Shire Controlled reserved by organisations other than the Shire of Boyup Brook
ADOPTION DATE	12 December 2013
REVIEW DATE	18 June 2020

Charging of Fees for Heavy Haulage (RAV) Permission Letters

Preamble

Restricted access vehicles are regulated by Mainroads WA under the Road Traffic (Vehicles) Act 2012 and subsidiary legislation. A vehicle is classed as a restricted access vehicle (RAV) if it exceeds certain mass, length, height, or width limits. RAV's can only be used on Mainroads approved roads, which collectively are known as the RAV network, under a permit or class order. RAV network roads often have usage conditions attached and one that applies to the majority the Shire's roads is a requirement to obtain current written approval (permission letters) from the road owner (the Shire) endorsing use of the road.

The intention of this condition is to provide local governments with the means to manage heavy haulage vehicles on roads that were not designed for such vehicles. In particular, frequent RAV use of unsealed roads will cause premature deterioration which leads to more frequent maintenance and associated costs. This is most often the case with logging operations where unsealed roads are subject to multiple daily RAV journeys.

The Shire issues permission letters to logging operators on a plantation by plantation basis. The letters specify the roads that may be used and permission expires when harvest operations cease. The operator is held accountable for the condition of the road and is expected to maintain it in original condition at their cost. In order to administer this, the road condition is assess prior to issuing the approval letter. Ongoing inspections are then undertaken to ensure the road is being maintained. When harvest operations have ceased, a final inspection is done to ensure the road has been returned to original condition. Overall, there is significant Shire resources involved with the management of this type of intensive RAV operation.

Contrasting with logging operators, general transport companies that operate RAV's within the Shire also require current written approval to use RAV network roads. These operations typically involve infrequent use of any road as needed. In light of this, permission letters issued to general transport companies do not indicate specific roads, and they expire after 12 months. Targeted road inspections in relation to the approval are not conducted, and so Shire resources are only used to issue the letter.

Objective

To outline the circumstances under which a fee should be charged for the issuing of letters of approval for RAV (Restricted Access Vehicle) use on Shire controlled road by distinguishing between road-specific intensive heavy haulage and general infrequent heavy haulage activity.

Policy

The fees, as listed under the Shire of Boyup Brook Fees and Charges as Heavy Haulage Permit – Application and Heavy Haulage Permit – Renewal, shall apply when the haulage activity is considered road intensive according to the following:

1. The applicant has requested use of specific RAV network Shire roads.
2. The applicant's haulage activity triggers: a pre-activity road(s) inspection; and ongoing monitoring for the term of the permission letter.

The listed fees shall not apply when the haulage activity is considered road infrequent according to the following:

1. The applicant has requested general use of any RAV network Shire roads.
2. The applicant's haulage activity does not require: a pre-activity road(s) inspection; nor ongoing monitoring for the term of the permission letter.

For applications where it is uncertain if the haulage activity is road intensive or road infrequent, the charging of the listed fees shall be at the discretion of the CEO.

POLICY NO.	W.15
POLICY SUBJECT	Charging of Fees for Heavy Haulage (RAV) Permission Letters
ADOPTION DATE	21 February 2019
REVIEW DATE	18 June 2020

Policy W.16

Acquisition of Construction and Maintenance Materials

Preamble

The Shire is experiencing some challenges in securing adequate gravel road building supplies for the annual road construction program; this policy is a binding agreement that gives landowners confidence to work with the Shire for a mutual benefit.

Objective

To ensure that the Shire of Boyup Brook provides fair and equitable compensation to all landowners for the acquisition of road building material.

Policy

When sourcing materials for construction and maintenance purposes from private land the Shire will do so in consultation with the landowner or his/her authorised representative. Where such negotiations are successful the Shire will:

- a) Satisfactorily rehabilitate pit areas if requested, including drainage, upon completion of extraction;
- b) Construct where necessary and repair affected haul roads, gates, fences or other structures; and
- c) Negotiate compensation with the landowner for materials extracted from within the Shire district, up to a rate as listed in the prevalent Shire of Boyup Brook fees and charges listing. Payment for gravel/sand royalties will be by normal bank payment processes.

The Shire of Boyup Brook will not pay for gravel acquisitions by way of private works in lieu on behalf of the landowner. However, the Shire is prepared to undertake private works for the landowner in accordance with the private works rate set by Council and at a time best suited for the Shire. Landowners will be invoiced for private works undertaken and payment made to the Shire as per all other private works activities.

Should an agreement for the removal of gravel not be reached with the landowner and the Chief Executive Officer (CEO) considers the acquisition of these materials in the best interest of the public, the CEO is to provide such notices, and takes such actions, as are prescribed by the Local Government Act 1995 to secure these materials

POLICY NO.	W.16
POLICY SUBJECT	Acquisition of Construction and Maintenance Materials
ADOPTED	25 November 2021
REVIEW DATE	25 November 2023