



SHIRE OF

**Chapman Valley**

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# **Works & Services Policy, Procedures & Guidelines Manual**

# Version Control

**This Is a Controlled Document of the Shire of Chapman Valley**

Version: 2

## Reviews/Amendments

Title new / removed policy	Replacing Policy	Date
Annual Review	Minute Reference: 07/18-10	18 <sup>th</sup> July 2018
Review IMP-025 Road Hierarchy	Minute Reference: 08/18-3	15 <sup>th</sup> August 2018
Annual Review	Minute Reference: 07/19-4	17 <sup>th</sup> July 2019
Annual Review	Minute Reference: 03/20-13	18 <sup>th</sup> March 2020
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Annual Review	Minute Reference: 03/22-08	16 <sup>th</sup> March 2022
Full Manual Review	Minute Reference: 2024/04-8	18 <sup>th</sup> April 2024

Key Documents, Policies / Procedures	5
Procedures	5
CMP-001 Animal Welfare Act- General Inspectors.....	5
CMP-002 Stock on Local Roads.....	6
CMP-005 Use of Plant – Fire Fighting .....	8
CMP-014 Sports Ground .....	9
CMP-017 Collection of Native Seeds.....	10
CMP-027 Disposal of Abandoned Vehicles .....	11
CMP-029 Decontamination of Agricultural Vehicles within Townsites .....	12
CMP-037 Permit – Landowners Spraying of Shire Controlled Reserves/Land.	13
CMP-038 Declared Plants – Spraying Unit.....	15
CMP-061 Litter.....	16
CMP-072 Voluntary Care & Maintenance Works on Shire Controlled / Owned Land.....	17
IMP-001 Equipment & Machinery .....	20
IMP-003 Plant Maintenance Report.....	22
IMP-004 Tools.....	23
IMP-005 Staff Use of Plant.....	24
IMP-006 Sale of Used Grader Blades .....	25
IMP-007 Use of Shire Tools & Equipment .....	26
IMP-008 Crossovers .....	27
IMP-011 Pipes Across Roads .....	30
IMP-012 Gates Across Road Reserves .....	31
IMP-013 Fence Line Clearing .....	32
IMP-014 Drains & Culverts .....	33
IMP-015 Finishing Off Work Areas .....	34
IMP-016 Code of Practice for Working in the Vicinity of Services.....	35
IMP-017 Road Work Funding Allocation Process .....	36
IMP-019 Private Works.....	37
IMP-020 Midwest Regional Road Group (MWRRG) Significant Roads .....	39
IMP-022 Heavy Haulage Vehicle Permits.....	41

IMP-023 Gravel Acquisitions .....	42
IMP-024 Roadside Vegetation Policy – Road Construction.....	45
IMP-025 Road Hierarchy .....	48

## Key Documents, Policies / Procedures

These are Shire specific policies, procedures and guidelines relevant to the Works & Services section of the organisation and form part of this manual to act a reference tool.

### Procedures

#### CMP-001 Animal Welfare Act- General Inspectors

MANAGEMENT PROCEDURE No.	CMP-001
MANAGEMENT PROCEDURE	ANIMAL WELFARE ACT – GENERAL
RESPONSIBLE OFFICER	SENIOR RANGER
PREVIOUS POLICY/PROCEDURE No.	1.10
RELEVANT DELEGATIONS	

#### OBJECTIVES:

Appointment of Animal Welfare General Inspectors for the Shire of Chapman Valley

#### MANAGEMENT PROCEDURE STATEMENT/S:

Council endorses the appointment of the Rangers as General Inspectors within the Shire of Chapman Valley boundaries in accordance with the Animal Welfare Act 2002 with authorisation to use the Council owned vehicles and resources to perform these duties.

#### ADDITIONAL EXPLANATORY NOTES:

#### ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23 06/15-18; 03/17-32

## CMP-002 Stock on Local Roads

MANAGEMENT PROCEDURE No.	CMP-002
MANAGEMENT PROCEDURE	STOCK ON ROADS
RESPONSIBLE OFFICER	SENIOR RANGER
PREVIOUS POLICY/PROCEDURE No.	1.20
RELEVANT DELEGATIONS	

### OBJECTIVES:

Main Roads (WA) (MRWA) will provide guidance on reasonable precautions to be taken when droving stock across or along a state road and will also permit stock underpasses under state roads subject to the underpass meeting MRWA requirements.

The local government will follow MRWA guidance on reasonable precautions to be taken when droving stock across or along a local road and will also permit stock underpasses under local roads subject to the underpass meeting MRWA & the local government requirements.

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

### MANAGEMENT PROCEDURE STATEMENT/S:

#### 1.0 Stock Movements on Road Reserves

The person in charge of moving stock across or along a road does not need formal permission from the local government. However, they will need to comply with the policy, procedures, technical advice and guidelines stipulated by MRWA. This information can be obtained from the MRWA website [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au)

#### Costs

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

#### 2.0 Stock Underpasses under Local Roads

##### General

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

##### Costs

There is no fee required from the local government to process an application. The applicant shall be responsible for all costs associated with the design, construction, maintenance and ongoing whole of life costs of the underpass structure.

##### Design and Construction

For sections of the underpass within and at the boundary of the road reserve, the design shall be approved by the local government and the construction shall be undertaken by the local government or local government's approved consultants and/or contractors.

##### Maintenance

The landowner shall be responsible for the ongoing whole of life maintenance of the underpass. The maintenance of the underpass includes removal of fouling and repair of any damage to the road infrastructure within the road reserve. A Restrictive Covenant/Notification will be placed on the title of the land owned by parties benefiting from the use of the underpass, which identifies the maintenance obligations in relation to the

underpass being the responsibility of the landowner and must meet with the requirements of the relevant party (either the local government or MRWA dependent upon the road responsibility status) in the event the land is sold or transferred at any time in the future.

### **3.0 Approval – Stock Underpass**

#### **Applications**

A person wishing to install a stock underpass must submit an application to the local government.

#### **Approval**

Approval of an application shall include a condition for a Stock Underpass Agreement be signed by both the applicant and the local government before commencement of any work in the road reserve and shall indicate the extent, if any, of the local government's contribution to funding the underpass.

### **4.0 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 signage into disrepute and may result in motorists disregarding important warnings. When not in use signs must be covered so they are not visible in all light conditions.

#### **ADDITIONAL EXPLANATORY NOTES:**

#### **ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:**

<b>Adopted – Council Resolution:</b>	<b>03/07-7</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 03/21-10</b>

## CMP-005 Use of Plant – Fire Fighting

MANAGEMENT PROCEDURE No.	CMP-005
MANAGEMENT PROCEDURE	USE OF PLANT – FIRE FIGHTING
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	3.60
RELEVANT DELEGATIONS	

### OBJECTIVES:

To stipulate the authority for the use of Shire Plant & Equipment in the event of a bush fire

### MANAGEMENT PROCEDURE STATEMENT/S:

The Chief Executive Officer or if unable to be contacted, staff in the priority order listed below, can authorise use of Shire's Plant and Machinery for firefighting purposes within or outside the Shire boundaries: -

- Deputy Chief Executive Officer
- Manager Works & Services
- Shire President
- Deputy Shire President

Shire Plant must be driven by Shire employees who will be paid by the Shire during normal working hours, but Plant is also available out of normal working hours on the condition the Shire employee(s) operate Plant as volunteers without payment. However, if an employee wishes to claim payment for hours worked outside normal hours, rather than providing this service on a voluntary basis, they are to be paid in accordance with their Award for the time worked. In such a situation the Shire is to negotiate with DFES compensation for additional costs incurred. Recompense of the additional cost incurred by the Shire to negotiate with DFES prior to committing the employee to work the overtime outside of normal hours.

### ADDITIONAL EXPLANATORY NOTES:

### ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23 06/15-18; 03/17-32
	SC07/15-2



## CMP-014 Sports Ground

MANAGEMENT PROCEDURE No.	CMP-014
MANAGEMENT PROCEDURE	SPORTS GROUND
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY No.	4.90
RELEVANT DELEGATIONS	

### OBJECTIVES:

Protect the playing surface of the Nabawa Sporting Complex oval.

### MANAGEMENT PROCEDURE STATEMENT/S:

The area defined for the sports oval be used solely for the purpose of pedestrian team sports unless otherwise determined by the Chief Executive Officer.

### ADDITIONAL EXPLANATORY NOTES:

### ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

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## CMP-017 Collection of Native Seeds

MANAGEMENT PROCEDURE No.	CMP-017
MANAGEMENT PROCEDURE	COLLECTION OF NATIVE SEED
RESPONSIBLE OFFICER	MANAGER OF WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	4.130
LEGISLATION	BIODIVERSITY CONSERVATION REGULATIONS 2018 (REGULATION 60)
RELEVANT DELEGATIONS	

### OBJECTIVES:

To ensure that the person making application to collect native seeds has necessary qualifications and licenses

### MANAGEMENT PROCEDURE STATEMENT:

This Operational Procedure provides the eligibility criteria for permission to collect native seeds from road reserves within and under the management of the Shire.

To be eligible to collect native seeds from Road Reserves within the Shire it must be carried out subject to the following:

- All persons collecting native seed are licensed in accordance with the relevant legislation and will abide by the conditions of this License.
- Permission is for a 12-month period and to be reviewed annually.
- The letter of approval only allows for collection by the applicants' staff members.
- Appropriate hygiene measures will be followed at all times to prevent the spread of plant disease and weeds.
- All care will be taken to avoid the disturbance of fauna habitation.
- All care will be taken to avoid any disturbance that may lead to soil degradation.
- All legislative requirements are fully complied with (e.g. Environmental Protection (Clearing of Native Vegetation) Regulations 2004 & Biodiversity Conservation Regulations 2018).
- Australian Standard Traffic Management signage is erected in accordance with legislation for picking undertaken on a road reserve.
- The CEO has the delegated authority under section 5.42 of the Local Government Act 1995 to approve applications for Individuals/Groups/Companies/Government Departments to collect native seeds from the road reserves within and under the management of the Shire of Chapman Valley.

### ADDITIONAL EXPLANATORY NOTES:

### ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 07/19-4, 03/20-13

## CMP-027 Disposal of Abandoned Vehicles

MANAGEMENT PROCEDURE No.	CMP-027
MANAGEMENT PROCEDURE	DISPOSAL OF ABANDONED VEHICLES
RESPONSIBLE OFFICER	SENIOR RANGER
PREVIOUS POLICY/PROCEDURE No.	6.110
RELEVANT DELEGATIONS	1011

### OBJECTIVES:

To provide guidance to officers responsible for the disposal of abandoned vehicles in the custody of the Shire and to delegate authority to the Chief Executive Officer to undertake the disposition process on behalf of the Shire. (*Local Government Act (1995) section 3.40 to 3.47*)

### MANAGEMENT PROCEDURE STATEMENT/S:

The Shire impounds vehicles, which are abandoned in the district or are placed in positions which cause obstructions.

After all statutory processes have been followed the Shire may then dispose of the vehicles in order to defray the costs of this operation.

Following compliance with all statutory provisions relating to the impounding of abandoned vehicles and their custody, the Shire will dispose of such vehicles in the most efficient and economic manner.

The vehicles are to be advertised for sale to the highest bidder in a suitable newspaper. Bids for the purchase of vehicles are to be treated as though they were tenders for the purposes of reception, storage, opening and recording of offers.

The highest bid for any vehicle shall be accepted.

Bidders are to arrange removal of the vehicle from the Shire premises (or where it impounded) at a mutually agreed date and time at the bidder's expense.

Any vehicles that have not been disposed of after advertising as above may be disposed of by any appropriate means.

Authority to administer this Operational Procedure and accept bids for abandoned vehicles and arrange for their disposal is delegated to the Chief Executive Officer.

### ADDITIONAL EXPLANATORY NOTES:

### ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	02/14-30
Reviewed/Amended – Council Resolution:	05/15-23 06/15-18; 03/17-32

## CMP-029 Decontamination of Agricultural Vehicles within Townsites

MANAGEMENT PROCEDURE No.	CMP-029
MANAGEMENT PROCEDURE	DECONTAMINATION OF AGRICULTURAL SPRAYING VEHICLES WITHIN TOWNSITES
RESPONSIBLE OFFICER	MANAGER OF WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	7.10
RELEVANT DELEGATIONS	

### OBJECTIVES:

To set conditions for the decontamination of agricultural spraying vehicles within townsites including Western Region localities (e.g. Parkfalls Estate, Dolby Creek Estate, Harbour Lights Estate, Coffee Pot Estate, Buller and Waggrakine)

### MANAGEMENT PROCEDURE STATEMENT:

This Operational Procedure applies to all registered agricultural spraying operators and private operators (farmers) in the townsites of the Chapman Valley Shire:

The scope of registered pesticides covers the control of plants (herbicides), insects (pesticides), and fungi (fungicides).

If an operator requires decontaminating a vehicle within a townsite, there are two options available which may be used only at a registered premises or other site approved premises or other site approved by the Shire i.e.

1. Hand washed, using a damp cloth. There should be no run-off or ground contamination from this option. Any liquid used for washing is deemed pesticides reinstate and must be disposed of in accordance with Health (Pesticides) Regulations 2011 (No running water).
2. A pest control vehicle may be washed down using running water if it is on an impervious bunded area, with an impervious lined sump and protected from rain (roofed). Any liquid from the wash down is deemed pesticide reinstate and must be disposed of in accordance with Health (Pesticides) Regulations 2011.

### ADDITIONAL EXPLANATORY NOTES:

### ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 07/19-4, 03/20-13</b>

## CMP-037 Permit – Landowners Spraying of Shire Controlled Reserves/Land

MANAGEMENT PROCEDURE No.	CMP-037
MANAGEMENT PROCEDURE	PERMIT - LANDOWNERS SPRAYING OF SHIRE CONTROLLED RESERVES/LAND
RESPONSIBLE OFFICER	MANAGER OF WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	10.30
RELEVANT DELEGATIONS	

### OBJECTIVES:

To allow landowners to spray Shire controlled reserves and land under the Permit System.

### MANAGEMENT PROCEDURE STATEMENT:

Refer to CMP-072 for other conditions and guidelines.

This Permit authorise the applicant to carry out contract spraying on Shire controlled reserves/land.

The conditions of such permission are:

- (1) Applicant must ensure full compliance with all legislation relevant to clearing native vegetation.
- (2) Applicant must only use chemical authorised by suppliers including mix, strength and levels.
- (3) Instructions and guidelines of the manufacturer/suppliers for chemical use are to be adhered to at all times.
- (4) Method(s) of application must be to the Shire's satisfaction (if required).
- (5) Chemical spraying application must take into consideration wind speed and direction to avoid spray drift.
- (6) Contractor is to avoid natural/manmade watercourses that could be polluted due to chemical over sprays.
- (7) Advice must be given to all neighbouring lands owners prior to spraying of chemicals to be used, method of application, along with date and time spraying will be carried out.
- (8) Contractor is to ensure no damage is incurred upon any rare flora or fauna in the area of spray. Such areas are to be identified prior to spraying commencing.
- (9) Contractor is to ensure road signs are erected warning that spraying is in process. Standard of signage will be that set by the Shire. Contractor must work between these warning signs at all times.
- (10) Contractor is to attach a flashing light to the cab of vehicle being used for spray application and have this light and the vehicle hazard lights flashing at all times spraying is being carried out.
- (11) Contractor is to ensure they (or their employees) comply with the requirements of the Occupational Health Safety Act 1984 and Health Act 1911 and associated Regulations for the handling, spraying and storage of chemicals.
- (12) The Shire will not accept any liability for claim resulting from the contractor carrying such works on Shire controlled reserves/land for loss/damage incurred upon the contractor or any third party.
- (13) Contractor is to produce documentation to the Shire confirming they have an appropriate Public Liability Insurance Policy prior to permission being granted for them to carry out such works on the Shire's behalf.

This Operational Procedure must be current during the request time of contract works being carried out.

This Operational Procedure must confirm that there are no exclusions arising out of the application of chemicals on Shire controlled reserves/land.

Applicants must apply for a Permit from the Chief Executive Officer who is authorised to approve/disapprove any application.

**ADDITIONAL EXPLANATORY NOTES:**

**ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:**

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 07/19-4, 03/20-13</b>

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**CMP-038 Declared Plants – Spraying Unit**

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MANAGEMENT PROCEDURE No.	CMP-038
MANAGEMENT PROCEDURE RESPONSIBLE OFFICER	DECLARED PLANTS - SPRAYING UNIT MANAGER OF WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	10.50
RELEVANT DELEGATIONS	

**OBJECTIVES:**

Control use of Shire owned plant and equipment.

**MANAGEMENT PROCEDURE STATEMENT:**

The Shire will refrain from carrying out declared or other nuisance plant spraying on private property and will not hire out spraying unit for private use.

**ADDITIONAL EXPLANATORY NOTES:****ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:**

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 07/19-4, 03/20-13</b>

## CMP-061 Litter

MANAGEMENT PROCEDURE No.	CMP-061
MANAGEMENT PROCEDURE	LITTER
RESPONSIBLE OFFICER	SENIOR RANGER
PREVIOUS POLICY/PROCEDURE No.	15.190
RELEVANT DELEGATIONS	

### OBJECTIVES:

Set guidelines for dealing with instances of littering.

### MANAGEMENT PROCEDURE STATEMENT/S:

Where ownership or identification can be established for rubbish and litter deposited on roadsides or reserves within the Shire, immediate infringement be carried out unless the offender agrees to clean up litter immediately. Prosecution will be implemented at the discretion of the Chief Executive Officer.

### ADDITIONAL EXPLANATORY NOTES:

### ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23 06/15-18; 03/17-32



## CMP-072 Voluntary Care & Maintenance Works on Shire Controlled / Owned Land

MANAGEMENT PROCEDURE No.	CMP-072
MANAGEMENT PROCEDURE	VOLUNTARY CARE & MAINTENANCE WORKS ON SHIRE CONTROLLED/OWNED LAND
RESPONSIBLE OFFICER	MANAGER OF WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	NIL
RELEVANT DELEGATIONS	NIL

### OBJECTIVES:

Refer to CMP-037 for other conditions and guidelines.

The verge (nature strip) is the area between the edge of the road and the private property boundary. Street verges are public domain and important for the installation of necessary services such as drainage, power and communication lines, it is important to have rules to manage the safety, access and appearance.

Shire controlled verges are owned by the Crown but managed by the Shire. The purpose of a street verge is to:

- provide a buffer between the road and private property where common public facilities may be placed; and
- provide a section of land where essential services such as power, gas and telecommunications can be placed.

This Management Procedure aims to establish clear and concise conditions and guidelines for volunteers to undertake care and maintenance works on land under the control and or ownership of the Shire.

This Management Procedure needs to be read in conjunction with the Shire of Chapman Valley's Activities in Thoroughfares and Public Places and Trading Local Law. In the event there is any contradiction between the Local Law and Procedure the Local Law will take precedence.

### MANAGEMENT PROCEDURE STATEMENT:

Volunteers undertaking care and maintenance works on land under the control and/or ownership of the Shire are to adhere to the following conditions:

#### 1. Work on Road Verges and Reserves

- (i) All activities and work being undertaken by volunteers on land under the control/ownership of the Shire must not adversely affect the public use of such land.

Pedestrians and other public users of land under the control/ownership of the shire will always have primary use of the land and all activities and work being undertaken by volunteers on this land is to cease immediately when such public use is occurring;

- (ii) Unless otherwise approved by the Chief Executive Officer, spraying of chemicals is strictly prohibited to ensure there is no spray-drift onto adjacent land;
- (iii) Burning materials is strictly prohibited;
- (iv) Use of Ride On, Self-Propelled, push mowers, slashers, brush-cutters, etc. is permitted under the condition all mowed material is always discharged away from the road running surface.

Such use is permitted subject to the volunteer staying a safe distance away from the road running surface at all times;

- (v) Use of all machinery during total fire ban periods is strictly prohibited;
- (vi) Manual weeding, edging, etc. is permitted subject to the volunteer staying a safe distance away from the road running surface;
- (vii) Disturbing the horizontal and/or vertical alignment of the road verge, table drains, culverts, footpaths, etc. is strictly prohibited and any such disturbance, which requires reinstatement will be undertaken by the Shire at the volunteer's costs;
- (viii) Any damage to property crossover(s) (permanent or temporary) incurred by the volunteer whilst undertaking works on Shire controlled/owned land is to be rectified by the volunteer, to the Shire's satisfaction and at the volunteers' cost;
- (ix) Any damage to all other private property (e.g. fences, signs, buildings, plant & equipment, flora, fauna, vehicles, etc.) whether on private or public land incurred by the volunteer whilst undertaking works on Shire controlled/owned land is responsibility of the volunteer;
- (x) No structure, item of plant or machinery is to be left on the Shire controlled/owned land under any circumstance. If such items are left on the land the Shire has the right to impound these items and seek recompense from the owner of the items and/or the volunteer(s) involved;
- (xi) Declared rare and protected flora is not to be disturbed under any condition. The volunteer(s) undertaking work on Shire controlled/owned land will be responsible to ensure there is no such disturbance and will be liable for any fines and charges as stipulated in legislation if such disturbance occurs;

It is imperative the volunteers enquire into the existence of declared rare and protected flora before proceeding with any works on the land;

- (xii) The volunteer must not disturb any roadside furnishings (e.g. signs, guidepost, etc.). Any such disturbance must be reported to the Shire immediately. The Shire will arrange reinstatement of the item(s) and may seek recompense of cost associated with this work from the volunteer(s);
- (xiii) Fire hydrants cannot be disturbed under any circumstances. This includes, yet is not limited to:
  - a) Damage to the hydrant lid;
  - b) Covering the hydrant lid with any material;
  - c) Damage or relocation of any signage or indicators associated with the hydrant.
- xiv) All rubbish deposited on the land under the control/ownership of the Shire resulting from works undertaken by the volunteer(s) is to be removed by the volunteer(s). If such removal does not occur to the satisfaction of the Shire this work can be undertaken by the Shire and cost recovered from the volunteer(s);
- xv) Controlled grazing of Shire road reserves is strictly prohibited. Such an activity on other controlled/owned Shire land may be considered upon application, yet no guarantee is given on approval;

## 2. Work on Medium Strips on Road Reserves

Due to safety and liability issues work on medium strips on Shire controlled road reserves is strictly prohibited.

## 3. Public Works

The Shire will always retain the right to carry out public works on land under the Shire's control/ownership and is not liable to replace or restore any verge treatment and, in particular, any plant or any acceptable material or other hard surface or sprinklers, pipes or other reticulation equipment, etc.

4. Firebreaks

A person shall not construct a firebreak on a thoroughfare without first obtaining a permit from the Shire. Some areas of the Shire do not permit firebreaks as a fire control measure; therefore, permission for firebreaks on thoroughfares in these areas will not be granted;

5. Public Liability Insurance

The Shire has cover for Public Liability protection, which provides cover for the Shire in relation to all sums for which the Shire shall become legally liable to pay by way of compensation in respect of:

~ Public Liability

- a) Personal Injury
- b) Damage to Property

~ Products Liability

~ Professional Indemnity

*(The above are defined in the protection wording)*

Shire volunteers conducting authorised Shire activities are deemed to be protected under this policy, subject to the wording limits, extensions and exclusions.

If a volunteer is approached by a third party in relation to personal injury or damage to property, for which they believe the Shire (or the volunteer) to be responsible, the volunteer must direct the person to their responsible manager.

Under no circumstances does the Shire give permission for the volunteer to admit liability or attempt to resolve the issue.

**ADDITIONAL EXPLANATORY NOTES:**

**ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:**

<b>Adopted – Council Resolution:</b>	<b>02/16-15</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>07/19-4; 03/20-13</b>

## IMP-001 Equipment & Machinery

MANAGEMENT PROCEDURE No.	IMP-001
MANAGEMENT PROCEDURE	EQUIPMENT & MACHINERY
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	12.10
RELEVANT DELEGATIONS	

### OBJECTIVES:

Stipulate staff responsibilities in association with the use of Shire plant and equipment.

### MANAGEMENT PROCEDURE STATEMENT/S:

#### STAFF RESPONSIBILITY

If certain items of equipment are assigned to a staff member, that person is required to carry out the daily servicing of the equipment as set out in the manufacturer's handbook.

It is the employee's responsibility to inform the supervisor if they have any limitations that may affect the safe operation of any piece of plant or equipment.

The employee must ensure that any plant and equipment that they operate is in a safe and mechanically sound condition. The employee is to carry out an inspection of each item of plant immediately prior to its use to ensure that oil levels, pressures, coolant level, battery charging rates, etc are correct.

This Operational Procedure is to include all drivers and operators of plant, equipment and shire vehicles.

All defects or irregularities are to be reported to the Works Supervisor and/or the employee is to complete a defect report. If the Works Supervisor and the mechanic consider that there is a safety risk or that permanent damage will result from using an item of plant, the Works Supervisor may direct that the plant be stood down until repairs are made.

The employee is required to assist with the care and maintenance of plant, especially the larger items used daily. No new parts are to be fitted or adjustments made without the knowledge and agreement of the Works Supervisor.

The employee is not to operate any items of plant or equipment unless they have been certified by the Works Supervisor as competent to operate that equipment. The employee's competency and abilities to operate plant and equipment will be kept on record.

The interiors of shire vehicles and plant must be kept clean and free from all loose objects. These can become lethal hazards in the event of an accident.

#### MAINTENANCE OF PLANT AND EQUIPMENT DAILY CHECK

- all oils
- water
- lights
- tyres
- battery
- ensure defects are reported

#### MAINTENANCE OF PLANT & EQUIPMENT AS SPECIFIED IN MAINTENANCE MANUAL

- grease all lube fittings

- check wheel studs and nuts
- check all V belts
- check radiator hoses
- check and clean air cleaner
- clean out cab
- any other items specified

**ADDITIONAL EXPLANATORY NOTES:**

**ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:**

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23</b>
	<b>06/15-18; 03/17-32</b>

## IMP-003 Plant Maintenance Report

MANAGEMENT PROCEDURE No.	IMP-003
MANAGEMENT PROCEDURE	PLANT MAINTENANCE REPORT
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	12.40
RELEVANT DELEGATIONS	

### OBJECTIVES:

To provide Councillors & Staff with a report on the maintenance requirements of plant & equipment

### MANAGEMENT PROCEDURE STATEMENT/S:

The Manager Works & Services shall report to each Ordinary Council meeting detailing maintenance performed, breakdowns, action taken to rectify, and other items requiring the Shire's attention.

### ADDITIONAL EXPLANATORY NOTES:

### ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
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<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23</b>
	<b>06/15-18; 03/17-32</b>

## IMP-004 Tools

MANAGEMENT PROCEDURE No.	IMP-004
MANAGEMENT PROCEDURE	TOOLS
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	12.50
RELEVANT DELEGATIONS	

### OBJECTIVES:

To identify ownership of shire tools & equipment

### MANAGEMENT PROCEDURE STATEMENT/S:

All tools and equipment purchased to be either engraved or stencilled and be marked with the identification tag (e.g. "Shire of Chapman Valley", "CVSC", SoCV).

### ADDITIONAL EXPLANATORY NOTES:

### ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23</b>
	<b>06/15-18; 03/17-32</b>

## IMP-005 Staff Use of Plant

MANAGEMENT PROCEDURE No.	IMP-005
MANAGEMENT PROCEDURE	STAFF USE OF PLANT
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	14.80
RELEVANT DELEGATIONS	

### OBJECTIVES:

To offer assistance to employees to use Shire plant for private works

This is not applicable to tools & equipment and is for plant only as determined by the Chief Executive Officer and is to be read in conjunction with IMP-007 & IMP-019

### MANAGEMENT PROCEDURE STATEMENT/S:

In recognition of its interest in the welfare of its employees the Council authorises the Chief Executive Officer to allow after hours personal usage of plant to employees subject to the following:

- Usage will be permitted within the Shire boundary area only, to those employees who are conversant with the operating capabilities of the plant they propose to use and is not to be utilised for obtaining any personal financial gain from a third party.
- Where the use, or intended use, of plant is likely to conflict with usage by the Shire of that plant, then permission will not be given.
- Unless specific justification can be provided to show otherwise, usage of Shire plant is restricted to certain items of machinery, as determined by the Chief Executive Officer.
- Hire rates will be the private works rate(s) set by the Shire, less the labour and administration costs.
- A private works application must be completed.

### ADDITIONAL EXPLANATORY NOTES:

### ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23</b>
	<b>06/15-18; 03/17-32</b>



## IMP-006 Sale of Used Grader Blades

MANAGEMENT PROCEDURE No.	IMP-006
MANAGEMENT PROCEDURE	SALE OF USED GRADER BLADES
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	14.200
RELEVANT DELEGATIONS	

### OBJECTIVES:

To allow second-hand/used grader blades to be a source of income for the staff social club

### MANAGEMENT PROCEDURE STATEMENT/S:

Second hand grader blades are donated to the Shire Staff Social Group at no cost for them to dispose as they see fit and all funds obtained for the sale of these items to be used for health & wellbeing purposes within the staff social group.

### ADDITIONAL EXPLANATORY NOTES:

### ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23</b>
	<b>06/15-18; 03/17-32, 03/22-08</b>

## IMP-007 Use of Shire Tools & Equipment

MANAGEMENT PROCEDURE No.	IMP-007
MANAGEMENT PROCEDURE RESPONSIBLE OFFICER	USE OF SHIRE TOOLS & EQUIPMENT MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	14.210
RELEVANT DELEGATIONS	

### OBJECTIVES:

To control the use of Shire owned Tools and Equipment. This needs to be read in conjunction with IMP-005.

### MANAGEMENT PROCEDURE STATEMENT/S:

It is illegal for an employee (or any other person) to utilise public owned assets for their own personal purposes, therefore obtaining some form of benefit of a public asset.

Tools and equipment that belong to the Shire must only be used under authorisation and for the purpose of repair, maintenance, upgrade, etc. of Shire owned property and assets.

Each individual supervisor is responsible for tools and equipment under their control and has been instructed to ensure this policy is adhered to.

### ADDITIONAL EXPLANATORY NOTES:

### ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23 06/15-18; 03/17-32</b>

## IMP-008 Crossovers

MANAGEMENT PROCEDURE No.	IMP-008
MANAGEMENT PROCEDURE	CROSSOVERS
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.10
RELEVANT DELEGATIONS	

### OBJECTIVES:

To set conditions and guidelines associated with the installation of crossovers

### MANAGEMENT PROCEDURE STATEMENTS:

#### INDUSTRIAL AND COMMERCIAL

Industrial and Commercial crossover widths at property boundaries shall be at a standard 4 metres for a distance of 2.1 metres from the property boundary, then tapered to a standard width of a maximum of 8 metres. The cost of the first standard crossover only shall be borne one half by the Shire up to a maximum of \$500 and one half by the owner/occupier and the cost of additional widths if required up to a maximum of 11 metres and/or additional crossovers being paid in full by the owner/occupier.

The crossovers shall be a minimum 150mm compacted gravel and bitumen sealed standard off sealed roads and compacted gravel off gravel roads. Bitumen sprayed in two applications, total rate of 2.7 litres/square metre. 14mm aggregate to be applied and rolled after first application, and 10mm aggregate applied and rolled after second. Where concrete is requested and the cost is above the standard, the extra cost shall be borne by the owner and/or occupier. The concrete shall be 150mm - 25MP test or equivalent.

#### RESIDENTIAL

Residential crossovers width at property boundaries shall be at a standard of 3 metres for a distance of 2.1 metres from the property boundary, and then tapered to a standard of 6.5 metres. The cost of the first standard crossover only shall be borne one half by the Shire up to a maximum of \$500 and one half by the owner/occupier with the cost of additional widths, if required up to a maximum of 6.5 metres and/or additional crossovers, being paid in full by the owner/occupier.

The minimum standard crossover shall be a 150mm compacted gravel standard or bitumen sealed standard off sealed roads and compacted gravel off gravel roads with culvert(s) and end-walls installation being to a standard as determined by the Shire. Bitumen sprayed in two applications, total rate of 2.7 litres/square metre. 14mm aggregate to be applied and rolled after first application, and 10mm aggregate applied and rolled after second. Where concrete is requested and the cost is above the standard, the extra cost shall be borne by the owner and/or occupier. The concrete shall be 100mm - 25MP compression test or equivalent.

#### RURAL, RURAL SMALLHOLDING AND RURAL RESIDENTIAL CROSSOVER POLICY

Rural, Rural Smallholding and Rural Residential crossover widths at property boundaries shall be at a standard 4 metres for a distance of 2.1 metres from the property boundary, then tapered to a standard width of a maximum of 8 metres. The cost of the first standard crossover only shall be borne one half by the Shire up to a maximum of \$500 and one half by the owner/occupier and the cost of additional widths if required up to a maximum of 11 metres and/or additional crossovers being paid in full by the owner/occupier.

The minimum standard crossovers shall be 150mm compacted gravel off sealed or unsealed roads, with culvert(s) and end-walls installation being to a standard as determined by the Shire.

In the event a property owner requires a bitumen crossover the bitumen shall be sprayed in two applications, total rate of 2.7 litres/square metre. 14mm aggregate to be applied and rolled after first application, and 10mm aggregate applied and rolled after second.

All cost for a crossover type greater than the 125mm compacted gravel minimum standard is to be met in total by the property owner.

## **DRAINAGE**

All draining (e.g. culverts, end walls, etc.) will be at a standard set by the Chief Executive Officer and will take into consideration to specific circumstance of each individual crossover application

## **CONTRIBUTION**

### Contractor Installation

- i) An application must be submitted using the Shire's standard form and prior approval must be obtain before any works commence;
- ii) Shire Staff will undertake inspections of the proposed work and during installation. The Shire contribution will only be paid if the crossing installation is fully compliant with the standards set by the Shire;
- iii) Any non-compliance will result in a request being made of the owner/occupier to undertake remedial works to ensure crossover is brought up the standards set by the Shire. If the owner/occupier refuses to undertake remedial works as requested the Shire will either remove the crossover and reinstate the land or undertake the remedial works. In both case the cost of the works undertake will be charged to the owner/occupier at the Shire Private Works Rates and if necessary legal action taken to recover such costs if not paid.

### Shire Installation

Except in the case of a Government authority or department where a proper work authority shall be sufficient, where the Shire has agreed to undertake the construction work it will require prepayment by the owner/occupier for their 50% contribution as calculated by the Shire. This contribution must be paid in advance by the owner/occupier before any works are to commence.

Where a second crossover is to be installed it is to be so in accordance with the aforementioned standards crossing specifications and the total cost is to be met by the owner/occupier.

## **MAINTENANCE**

Maintenance of all crossovers shall be the responsibility of the owner/occupier.

## **LEVEL**

The general level of crossover at the fence line is to be a minimum of 75mm above the back of the kerb (if existing) to the centre crown of the road.

The maximum level below the centre crown of the road is to be 300mm. However, if the property has a large rise or fall from the roadway and if there is no constructed footpath a level must be obtained from the Shire before proceedings.

If there is a constructed footpath the level is to match the footpath.

## **KERBING**

Where road kerbing is of a non-mountable or semi mountable barrier type the kerbing shall be removed as necessary and neatly joined to the flush kerbing with insitu concrete.

The existing insitu barrier kerbing shall be cut with a concrete cutting saw. The existing precast barrier kerbing shall be removed without damage to pavement or remaining kerbing.

Reinstatement must be made to kerbing, concrete, paving or bitumen road surface damage during the crossing construction.

Where the road kerbing is of mountable extruded concrete type such kerbing is not to be removed and the crossing constructed is to finish level, matching the extruded kerbing.

## **CROSSOVER LOCATION**

Vehicle crossovers, including wings, shall not be constructed closer than 6 metres from the property line intersection point at corner sites, unless otherwise determined by the Chief Executive Officer. Crossovers must be constructed at right angles to the road. In cul-de-sacs and other mitigating circumstances approval may be given for a variation to this requirement upon landowner application.

## **OTHER**

The area shall be cleaned of debris, bitumen, concrete products, etc. on completion of the work.

The public shall be protected by erection of adequate signs, barriers, flashing warning lamps, temporary bridges or any other necessary safety items.

Any requirements placed on the construction or location of a crossover by the Shire must be complied with.

## **ADDITIONAL EXPLANATORY NOTES:**

## **ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:**

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 08/15-6; 07/19-4</b>

## IMP-011 Pipes Across Roads

MANAGEMENT PROCEDURE No.	IMP-011
MANAGEMENT PROCEDURE	PIPES ACROSS ROADS
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.90
RELEVANT DELEGATIONS	2012

### OBJECTIVES:

To set guidelines and condition for placing pipes under Shire roads

### MANAGEMENT PROCEDURE STATEMENT/S:

In accordance with Clause 9(4) of the Local Government (Uniform Local Provisions) Regulation 1996 conditions under which pipes will be allowed to be placed beneath roadways, are as follows:

1. Pipe shall be a minimum of 450 mm below the surface of a road.
2. The applicant or subsequent owner to be responsible for the cost of repair or replacement when the pipe has been damaged during the carrying out of roadworks.
3. The applicant or subsequent owner shall remove the pipe when directed to do so by the Shire.
4. Written application must be lodged with the Shire requesting authorisation and providing a map of where pipes will cross the road prior to any works beings commenced.
5. Works shall be carried out in accordance with the Shire's requirements and at the owner's costs.
6. The road surface is to be reinstated to the Shire's satisfaction and at the owners cost.
7. The Shire encourage boring under road reserves rather than excavation.

### ADDITIONAL EXPLANATORY NOTES:

### ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23</b>
	<b>06/15-18; 03/17-32</b>

## IMP-012 Gates Across Road Reserves

MANAGEMENT PROCEDURE No.	IMP-012
MANAGEMENT PROCEDURE	GATES ACROSS ROAD RESERVES
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.100
RELEVANT DELEGATIONS	2011

### OBJECTIVES:

To set guidelines and condition for placing gates across Shire roads

### MANAGEMENT PROCEDURE STATEMENTS:

In accordance with Clause 9(4) of the Local Government (Uniform Local Provisions) Regulation 1996 conditions under which gates will be allowed across roadways, are as follows:

1. The structure is to be maintained in a condition satisfactory to the Shire.
2. The structure is to be removed by the applicant or subsequent owner when directed to do so by the Shire.
3. Approval of gates shall include the installation of a swinging gate for vehicle access and a large opening gate for machinery access.

### ADDITIONAL EXPLANATORY NOTES:

### ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 07/19-4

## IMP-013 Fence Line Clearing

MANAGEMENT PROCEDURE No.	IMP-013
MANAGEMENT PROCEDURE	FENCE LINE CLEARING
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.120
RELEVANT DELEGATIONS	

### OBJECTIVES:

To set guidelines and condition for landowners clearing fence line on land adjoin Shire roads

### MANAGEMENT PROCEDURE STATEMENT/S:

Where a property owner clears his fence line, all material is to be placed inside their own property for disposal.

### ADDITIONAL EXPLANATORY NOTES:

### ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23</b>
	<b>06/15-18; 03/17-32</b>



## IMP-014 Drains & Culverts

MANAGEMENT PROCEDURE No.	IMP-014
MANAGEMENT PROCEDURE	DRAINS AND CULVERTS
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.140
RELEVANT DELEGATIONS	

### OBJECTIVES:

Set timing for the ongoing maintenance of Shire drains & culverts

### MANAGEMENT PROCEDURE STATEMENT/S:

All major drains and culverts to be cleaned out by the Shire on an annual basis (the beginning of each year) to prevent any build-up of rubbish in the drain, thus preventing any restriction in water flow.

### ADDITIONAL EXPLANATORY NOTES:

### ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed/Amended – Council Resolution:	05/15-23 06/15-18; 03/17-32

**IMP-015      Finishing Off Work Areas**

MANAGEMENT PROCEDURE No.	IMP-015
MANAGEMENT PROCEDURE	FINISHING OFF WORK AREAS
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.170
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To ensure works are finished off in a satisfactory manner.

**MANAGEMENT PROCEDURE STATEMENT/S:**

Shire staff be instructed to remove all debris from work areas and ensure areas are left in neat and tidy condition prior to leaving.

The procedure of tidying up a work area is considered part of the works project being carried out.

**ADDITIONAL EXPLANATORY NOTES:****ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:**

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23</b>
	<b>06/15-18; 03/17-32</b>

MANAGEMENT PROCEDURE No.	IMP-016
MANAGEMENT PROCEDURE	CODE OF PRACTICE FOR WORKING IN THE VICINITY OF SERVICES
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.180
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To advise staff of the Code associated with working in the vicinity services.

**MANAGEMENT PROCEDURE STATEMENT/S:**

The Shire has a legal "Duty of Care" to observe when working in the vicinity of Service Lines.

The process for discharging this Duty of Care in relation to such Lines is to be in accordance with the "Utility Providers Code of Practice for WA".

**ADDITIONAL EXPLANATORY NOTES:****ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:**

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23</b>
	<b>06/15-18; 03/17-32</b>

MANAGEMENT PROCEDURE No.	IMP-017
MANAGEMENT PROCEDURE	ROAD WORK FUNDING ALLOCATION PROCESS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	15.220
RELEVANT DELEGATIONS	

**OBJECTIVES:**

To set guidelines and procedures for categorising road hierarchy network and funding allocation priorities

**MANAGEMENT PROCEDURE STATEMENT/S:**

1. Council review existing Road Hierarchy List based upon Councillor(s) submissions and staff recommendation(s).
2. Council review existing Regional Road Group priorities based upon Councillor(s) submissions and staff recommendation(s).
3. Council reviews other grant programs (e.g. Black Spot, R2R) based upon Councillor(s) submissions and staff recommendation(s).
4. Taking into account the delegations under Infrastructure Policy IMP-022, Council review existing Heavy Haulage Roads.
5. Council review existing Program of Road Works based Councillor(s) submissions and upon staff recommendation(s).
6. Councillors retain the right to present, and justify, changes to any of the above either via Chief Executive Officer's report or directly to the meeting.
7. No changes to be made to any of the above unless fully endorsed by Council.

**ADDITIONAL EXPLANATORY NOTES:****ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:**

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23</b>
	<b>06/15-18; 03/17-32</b>

MANAGEMENT PROCEDURE No.	IMP-019
MANAGEMENT PROCEDURE	PRIVATE WORKS
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.70
RELEVANT DELEGATIONS	2008

**OBJECTIVES:**

To provide direction regarding the use of Shire resources for the completion of Private Works

This does not include Tools & Equipment (See Procedure IMP-007)

This Procedure also needs to be read in conjunction with Procedures IMP-005.

**MANAGEMENT PROCEDURE STATEMENTS:**

The philosophy of the Shire in relation to Private Works is the Shire approves of staff competing for commercial Private Works on the basis of the following:

1. The Shire recognises that, from time to time, residents may require assistance in the form of the provision of equipment and operators to assist in undertaking Private Works. In order to ensure that the Shire's own workload is not adversely affected, the following general conditions will be applied to the provision of Private Works.
2. Where practical, all Private Works are to be performed during overtime hours and charged at the overtime rates to avoid interruption to the Shire's works program.
3. Prior to the commencement of the Private Works, the client is to agree:
  - (a) to pay for all works done;
  - (b) to make immediate payment upon service of the account; and
  - (c) no further Private Works are to be undertaken for a client until previous accounts for works have been paid.
4. Upon completion of the works, the client is to agree the works have been completed to their satisfaction, and that the record of hours worked is correct.
5. The client is to pay for all travel time to and from the job from the Shire's operating base at that time. Operating costs shall include wages (at overtime rate), public works overheads, plant operation costs, on costs, administration and depreciation.
6. A minimum of one (1) hour hire for all plant hired for Private Works will be charged in accordance with the Schedule of Fees and Charges adopted as part of the budget each financial year.
7. No plant is to be hired without the Shire's operator, except sundry plant.
8. The Chief Executive Officer may submit quotes and complete for "commercial" type works, that is, works other than those of a small or residential nature. Works are not to be quoted for or completed for unless Shire's plant is in the area doing other programmed works or will shortly be shift to the area to perform programmed works unless the work is sufficiently large enough to warrant the Shire shifting the plant to the townsite.
9. The philosophy of the Shire in relation to Private Works is the Shire approve of staff competing for commercial Private Works on the basis of the following:

- a) That the Roadworks Program set by Council at its Budget Meeting is not unduly affected to appoint that there is a large number of carry over projects into the next financial year. The Shire historically has several projects carried over from one year to the next however, these projects are to be jobs comprising of predominately wages, overheads and plant operations costs e.g. gravel sheeting.

It is generally understood the programmed jobs that attract outside funding e.g.. Regional Road Group or Black Spot funding are completed as a priority in any given year.

- b) That Private Works undertaken must not be at a loss to the Shire.
- c) It is understood that by undertaking Private Works, those employees on wages have the opportunity to gain extra financial reward as the majority of private works involves working overtime.
- d) It is the responsibility of the CEO to maintain a “balanced” approach between taking on Private Works projects and maintaining the Shire’s existing infrastructure.
- e) The Shire expects the existing road network is maintained and does not suffer as a direct result of undertaking Private Works projects
- f) Shire staff need to be aware of the sensitivities of competing in areas that are not the Shire’s specialty e.g. Dams. It is acknowledged the Shire does have the knowledge, ability, machinery and skills to undertake private works which involve road construction and subdivisions for example.

### Reports of Private Works

All private works undertaken by Shire Staff are to be listed in the Works Supervisor's information report for presentation at the Ordinary Council Meeting.

### Plant Hire (Restrictions)

All Private Works hire of Shire plant is to be within the Shire boundaries unless prior approval has been obtained from the Chief Executive Officer.

### ADDITIONAL EXPLANATORY NOTES:

### ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

<b>Adopted – Council Resolution:</b>	<b>10/01-9</b>
<b>Reviewed/Amended – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 07/19-4</b>

## IMP-020 Midwest Regional Road Group (MWRRG) Significant Roads

MANAGEMENT PROCEDURE No.	IMP-020
MANAGEMENT PROCEDURE	MIDWEST REGIONAL ROAD GROUP (MWRRG) – SIGNIFICANT ROAD POLICY
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY/PROCEDURE No.	15.40; IP-001
LEGISLATION	STATE ROAD COUNCIL / REGIONAL ROAD
RELEVANT DELEGATIONS	

### OBJECTIVES:

To list roads under the control of the Shire of Chapman Valley as those recognised by the Mid-West Regional Road Group as *Significant Roads*.

### MANAGEMENT PROCEDURE STATEMENT:

Roads under the control of the Shire of Chapman Valley recognised as being significant roads by the Mid-West Regional Road Group are: -

Rd No.	Road Name	RAV Category
19	Balla Whelarra	7
130	Chapman Valley	4
34	Coronation Beach	4
8	Dartmoor ~first 800m ~Until the end	7 6
21	Dartmoor Lake Nerramyne	6
12	East Bowes	6
1; 15 & 14	~ Durawah; ~ Station ( <i>between Durawah &amp; Station Valentine Rd Junctions</i> ), ~ Station Valentine	7
150	East Chapman	7
16	East Nabawa	7
10	Nanson Howatharra from NWC HWY to Murphy Yenta	4
7	Narra Tarra	4
131	Northampton – Nabawa	6
132	Yuna – Tenindewa	7
13	Valentine	7
82	Nabawa Yetna	4
51	Nolba Stock Route	7
06	Nolba ( <i>Part of Ogilvie East Road (Shire of Northampton) / Nolba Stock Route / Nolba Stock Route</i> )	

### ADDITIONAL EXPLANATORY NOTES:

The above list of *Significant Roads* are the only roads eligible for funding through the Mid-West Regional Road Group Program.

### ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	10/01-9
Reviewed – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 03/17-32; 07/18-





## IMP-022 Heavy Haulage Vehicle Permits

MANAGEMENT PROCEDURE No.	IMP-022
MANAGEMENT PROCEDURE	HEAVY HAULAGE VEHICLE PERMITS
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.110; IP-003
LEGISLATION	ROAD TRAFFIC ACT, 1974 – HEAVY VEHICLE
RELEVANT DELEGATIONS	2012

### OBJECTIVES:

To identify a heavy haulage route for roads under the control of the Shire of Chapman Valley.

### POLICY STATEMENT/S:

The Shire adopt the current approved Main Roads WA's Restricted Access Vehicle (RAV) roads and conditions associated with approved roads within the Shire of Chapman Valley.

Procedures for the establishment of a new or amendment to an existing Heavy Haulage Route:

- a) Application to be sent to MRWA Heavy Vehicle Services (HVS) - Route Assessment Section.
- b) HVS to forward application to Shire of Chapman Valley for comments.
- c) Shire staff inspect route to determine suitability in accordance with basic MRWA criteria.
- d) Shire staff put recommendation to MRWA to reject or progress the application.
- e) MRWA HVS will send the application to MRWA regional office to inspect route and make appropriate recommendation back to MRWA HVS
- f) MRWA HVS reviews the route assessment then approves or rejects route and advised Shire of Chapman Valley accordingly.

Once a route has been approved it remains relevant to all operators who then make direct application to MRWA for a permit (not to the Shire).

Refer to the current Main Roads WA's Restricted Access Vehicle (RAV), website (links below) for the approved list of roads within the Management Procedure;

<https://www.mainroads.wa.gov.au/UsingRoads/HeavyVehicles/notices/Pages/pmtc.aspx>  
<https://mrapps.mainroads.wa.gov.au/RavNetworkMap>

### ADDITIONAL EXPLANATORY NOTES:

### ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

<b>Adopted – Council Resolution:</b>	<b>04/04-23</b>
<b>Reviewed – Council Resolution:</b>	<b>05/15-23; 06/15-18; 03/17-32; 03/17-32; 07/16-11; 07/18-10;03/21-03</b>

## IMP-023 Gravel Acquisitions

MANAGEMENT PROCEDURE No.	IMP-023
MANAGEMENT PROCEDURE	GRAVEL ACQUISITIONS
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.150.1; IP-004
LEGISLATION	LOCAL GOVERNMENT ACT, 1995 – SECTION 3.27
RELEVANT DELEGATIONS	

### OBJECTIVES:

#### LEGISLATION

Section 3.27 of the Local Government Act 1995 states: -

Particular things Local Governments can do on land that is not Local Government property –

1. A Local Government may, in performing its general functions, do any of the things prescribed in Schedule 3.2 even though the land in which it is done is not Local Government property and Local Government does not have consent to do it;
2. Schedule 3.2 may be amended by Regulation; and
3. If Schedule 3.2 expressly states that this subsection applies, subsection (1) does not authorise anything to be done on land that is being used as a site or curtilage of a building or has been developed in any other way, or is cultivated.

#### Schedule 3.2: -

Take from land any native growing or dead timber, earth, stone, sand or gravel that, in its opinion, the Local Government requires for making or repairing a thoroughfare, bridge, culvert, fence or gate.

Schedule 3.36 applies: -

Deposit and leave on land adjoining the thoroughfare any timber, earth, stone, sand, gravel and other material that persons engaged in making or repairing a thoroughfare, bridge, culvert, fence or gate do not, in the Local Governments opinion, require.

#### Section 3.22 applies: -

1. If a person who is –
  - a) The owner or occupier of land granted in fee simple; or
  - b) The occupier of land held under lease or on conditional terms of purchase from the crown, except for pastoral or timber purposes, has sustained damage through the performance by a Local Government of its functions under this Act, the Local Government is to compensate the person if the person requests compensation unless it is otherwise expressly stated in Sub Section (5) or in Schedule 3.1 or 3.2.

### PROCEDURE STATEMENT/S:

#### ACQUISITION GUIDELINES

Following are the procedures Shire Staff will undertake when attempting to secure road building materials from private land: -

- a) The Chief Executive Officer and/or Works Supervisor shall approach landowners and request acquisition from their property by way of right of entry to search for materials.
- b) If suitable materials are located a written agreement (as attached) is to be reached with the landowner for compensation for materials removed.
- c) Payment for road building materials acquired from the landowner will be in accordance with the Shire's schedule of payments, which form part of this policy.
- d) Should agreement for the removal of road building not be reached with the landowner, procedures to take such materials in accordance with the Legislation detailed in the Local Government Act, 1995 will be considered by Council prior to commencement.
- e) Once gravel has been pushed it legally becomes the property of the Shire and will be paid for in accordance with the measurements undertaken by the Manager of Works & Services at the time gravel is removed from the property.

## COMPENSATION

Compensation for all road building materials taken will be in the form of a cash payment at the following rates:

\$1.50 per Cubic Metre	Exclusive of GST
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## PRIVATE WORKS

The Shire will not pay for gravel acquisitions by way of private works in lieu on behalf of the landowner. However, is prepared to undertake private works for the landowner in accordance with the private works rate set by the Shire 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 work activities.

## BORROW PIT REHABILITATION

The Shire shall rehabilitate borrow pits, which are no longer suitable for use.

The Shire will rehabilitate borrow pits as an ongoing procedure over several years, if necessary, as the road building material is acquired to spread the cost across a number of years and diminish the burden upon ratepayers.

The Shire endorses the following method of rehabilitation: -

- Cross rip the pit floor at 1 metre spacing prior to reinstating overburden, etc.
- Level/batter the pit with sides no steeper than a gradient of 1 in 4.
- Reinststate overburden.
- Reinststate topsoil.
- Cross rip again at 1 metre across contours.
- Reinststate stock piled vegetation (if any).

## OTHER PROPERTY REHABILITATION

At the time the Shire is acquiring gravel it gives an assurance to the landowner that the following matters will be addressed: -

- Internal haul roads will be reinstated.

- All fences disturbed will be reinstated.

## **AGREEMENT**

An agreement will be provided to the landowner detailing (yet not limited to) the following matters: -

- Owner's details.
- Materials required.
- Estimated volume required.
- Locations.
- Compensation
- Additional rehabilitation requirements (other than those listed in the Policy).
- An area for the landowner to formerly sign their consent
- An area for the Shire to accept.

## **EXCAVATION**

All existing internal tracks, where possible, are to be utilised and will be maintained by the Shire for the duration of the works and on its completion.

Excavation is not to encroach any closer than 10 metres from any fence line and any damage to fences, gates, access roads, etc., is to be repaired at the cost to the Shire.

## **DELEGATED AUTHORITY**

The Shire of Chapman Valley delegates authority to the Chief Executive Officer to implement Shire's Gravel Acquisition Procedure.

## **ADDITIONAL EXPLANATORY NOTES:**

## **ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:**

<b>Reviewed – Council Resolution:</b>	<b>04/06-5; 05/15-23; 06/15-18; 03/17-32; 03/17-32; 07/18-10; 03//21-10</b>

## IMP-024 Roadside Vegetation Policy – Road Construction

MANAGEMENT PROCEDURE No.	IMP-024
MANAGEMENT PROCEDURE	ROADSIDE VEGETATION POLICY – ROAD CONSTRUCTION
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY/PROCEDURE No.	15.160; IP-005
LEGISLATION	ENVIRONMENTAL PROTECTION (CLEARING OF NATIVE VEGETATION) REGULATIONS 2004 AND THE SHIRE'S ACTIVITIES IN THOROUGHFARES AND TRADING IN LOCAL LAW)
RELEVANT DELEGATIONS	

### OBJECTIVES:

To set Policy on vegetation activities within the road reserves under the control of the Shire.

It must be understood the Activities in Thoroughfares & Trading Local Law will always take precedence over Policy & procedure if there is any contradiction.

### POLICY STATEMENT/S:

(This Policy must be read in conjunction with the requirements of the Environmental Protection (Clearing of Native Vegetation) Regulations 2004 and the Shire's Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law)

Trees and scrub shall be removed as necessary for cuts, fills and general drainage works. However, every care shall be taken to preserve trees and scrub wherever possible.

### Roadworks

1. Trees and scrub shall be removed and kept clear to the top of the back cut of the table drain.
2. Some selective clearing may be done on the inside of curves of restricted radii to improve visibility.
3. Heavy weed growths on road shoulders may be slashed or treated with chemicals.
4. Fire hazards resulting from heavy weed growths on natural treeless areas and where no wildflowers grow may be slashed if adjacent to cropped areas upon notification of the Shire.
5. Townsite streets and footpaths may be treated with chemicals.
6. Roadside vegetation clearance during road works is to avoid pushing vegetation against fences.
7. Any clearing on road reserves must be in accordance with the requirements of the Environmental Protection (Clearing of Native Vegetation) Regulations 2004

### General

1. Reinstatement of trees with introduced varieties may be considered for rural areas damaged during construction.
2. In townsite areas trees shall be planted on opposite side of the roadway to existing power lines. Trees growing to a maximum height of 4-5 metres are to be planted wherever possible.
3. Chemicals shall be used on declared pest plants.
- 4(a) If a landowner is having problems with native vegetation growing through their fence they are permitted to prune a branch or limb causing the problem. All other vegetation clearance on a reserve is to be in accordance with the Environmental Protection (Clearing of Native Vegetation) Regulations 2004 and Shire Local Laws.
- 4(b) The Chapman Valley Shire agree to make available, free of charge, Shire plant and operator during normal working hours to any landowner who wishes to either clear a fence line or rip land in preparation for revegetation under the following conditions: -

- (i) The road is considered by the Shire to be of such a narrow width that any future roadwork enhancements will result in the clearance of a majority of vegetation from this road reserve.
- (ii) That the landowner is prepared to set his fence back a recommended minimum of 20 metres from the roads centre and revegetate this section of land; or  
If the fence is to remain where it is, the landowner is prepared to revegetate a corridor inside his fence line of a recommended minimum of 20 metres from the roads centre.
- (iii) Such work will be carried out at the Shire's convenience and where practicable be incorporated into the roadwork's program for this location or when plant is within close proximity to the location in question.
- (iv) Such work will be carried out within Shire budgeting constraints for road works during that particular financial year.
- (v) All land will remain in the ownership of the original landowner when a fence set-back procedure is undertaken unless otherwise negotiated by the Shire and the Landowner where there will be no change to existing land title.  
The original boundary fence line is to be delineated to ensure it can easily be identified where Shire and landowner responsibilities are.
- 4(c) The landholder shall not be entitled to remove any trees or scrub from the road reserve under either of these options.
- 5. Maintenance of the road reserve trees or scrub shall be the responsibility of the Shire.
- 6. Landowners clearing vegetation in accordance with this policy, Environmental Protection (Clearing of Native Vegetation) Regulations 2004 and Shire Local Laws are to ensure all vegetation is push onto their adjacent private property and not left on the reserve.

## **Tree Planting**

In reference to the Shire's Activities in Thoroughfares & Trading Local Law the following conditions apply (other than were specified in the Shire's Development Guidelines)

- 1. No tree planting will be permitted on twenty-metre-wide road reserves.
- 2. On road reserves greater than twenty metres no vegetation is to be planted within 9 metres of the outside of the road pavement. This condition is relevant to the road reserve only and not private/public land adjacent to the road reserve.
- 3. On road reserves greater than twenty metres no vegetation must be planted within five metres of the top of the back cut of the table drain. This condition is relevant to the road reserve only and not private/public land adjacent to the road reserve.
- 4. Trees must not be planted under power lines.
- 5. Trees planted on road reserves become Shire property and may be removed at any time at the Shire's discretion if the trees become a hazard or interfere with future road works.
- 6. Where trees are planted on a private basis the planting, watering and maintenance of the trees is entirely the responsibility of the adjoining landholder who undertakes the planting.

The entire Road Verges Policy shall be administered at the discretion of the Chief Executive Officer.

## **Planting of Vegetation by Developers within the Shire of Chapman Valley**

The Shire allow for the planting of vegetation within the road reserve by the developer, on the understanding that:

- (a) The vegetation must not be planted under any power lines;
- (b) The vegetation must to be maintained by the developer for at least two years from the planting, which includes the attendance of watering and pruning (if required);
- (c) The vegetation is not to be planted in locations that will potentially interfere with line of sight from road intersection or driveway, with determination of this matter delegated to the Chief Executive Officer;

- (d) The Shire will not replace any vegetation on verges, medium strips, etc. after the two (2) year developer maintenance period other than in the following areas;
- (i) Shire adopted Streetscape Plans, Development Plans, etc.;
- (ii) Town Sites of Nanson, Nabawa & Yuna.
- (e) Local residents and landowners are encouraged to maintain their own verges under the condition they are aware of the necessary safety and liability issues associated with the practice of activities on thoroughfares and public places.
- (f) Vegetation planted on road reserves become Shire property and may be removed at any time at the Shire's discretion if the vegetation become a hazard or interfere with future road works.

**ADDITIONAL EXPLANATORY NOTES:**

**ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:**

<b>Adopted – Council Resolution:</b>	<b>12/03-5</b>
<b>Reviewed – Council Resolution:</b>	<b>04/06-5; 05/15-23; 06/15-18; 03/17-32; 03/17-32; 07/18-10</b>

## IMP-025 Road Hierarchy

<b>POLICY NO</b>	IMP-025
<b>POLICY</b>	ROAD HIERARCHY
<b>RESPONSIBLE OFFICER</b>	MANAGER WORKS & SERVICES
<b>PREVIOUS POLICY/PROCEDURE No.</b>	15.200; IP-006
<b>LEGISLATION</b>	STATE ROAD COUNCIL / REGIONAL ROAD GROUP
<b>RELEVANT DELEGATIONS</b>	

### OBJECTIVES:

To establish an agreed road hierarchy for roads under the control of the Shire of Chapman Valley

### POLICY STATEMENT/S:

Following is the agreed road hierarchy for the Shire of Chapman Valley, reviewed annually at the time Council is allocating resources and funding for the forthcoming year to ensure all mitigating circumstances are taken into account and adjustments made accordingly.

#### **A - MAIN ARTERIAL ROADS**

<b>Rd No.</b>	<b>Road Name</b>	<b>RAV Category</b>
19	Balla Whellarra	6
130	Chapman Valley	-
34	Coronation Beach	4
8	Dartmoor	6
21	Dartmoor Lake Nerramyne	6
12	East Bowes	6
1; 15 & 14	~ Durawah; ~ Station ( <i>between Durawah &amp; Station Valentine Rd Junctions</i> ), ~ Station Valentine	6
150	East Chapman	6
16	East Nabawa	6
10	Nanson Howatharra	4
7	Narra Tarra	4
131	Northampton – Nabawa	6
132	Yuna – Tenindewa	7
13	Valentine	6,7

#### **B - MAIN FEEDER ROADS**

<b>Rd No.</b>	<b>Road Name</b>	<b>RAV Category</b>
7	Naraling - East Yuna	6
6	Nolba Road (to Nolba Stock Route Junction)	6
51	Nolba Stock Route	6
4	Wandana	6
5	Wandin	6
95	White Peak	-



**C - MINOR FEEDER ROADS**

Rd No.	Road Name	RAV Category	Rd No.	Road Name	RAV Category
52	Balaam	4	98	Baugh	4
68	Bella Vista	4	23	Bindoo	4
133	Calder Place	-	50	Cannon Whelarra	6
125	Coffee Pot Drive	-	47	Coonawa	6
70	David	-	18	East Dartmoor	6
151	Eliza Shaw Drive	-	135	Green Drive	-
67	Hickety	4	11	Indialla Road (Townsite)	4
37	James	-	94	Kerr Dartmoor	6
126	Mills Place	-	9	Murphy Norris	4
99	Murphy Yetna	4	82	Nabawa Yetna	4
96	Nolba Rockwell	4	22	North Dartmoor	6
39	St John	4	15	Station (other than section between Durawah & Station Valentine Rds Junctions (See Category A)	6
114	Tenindewa North	6	97	Wheeldon - Hosking	6
108	Yuna South	4			

**D – MAJOR ROAD ACCESS**

Rd No.	Road Name	RAV Category	Rd No.	Road Name	RAV Category
45	Binnu East	4	44	Brooks	-
40	Burton Williamson	6	42	Campbells	4
46	Dartmoor Harris	4	27	Dindiloa	6
35	Durawah Northern Gully	6	24	Forrester Brooks	6
100	East Terrace	-	20	Marrah	6
60	Mt Erin - Nabawa	4	49	Murrays	-
31	Newmarracarra	4	69	Oakajee	4
28	Olsen	4	55	Parks	4
121	Richardson	6	127	Ridley	-
30	South Whelarra	6	88	Scott	4
53	Urch	4	41	Valentine Williamson	6
93	Wandana Exten	4	128	Wokarena	-

## **E – MINOR ACCESS ROADS**

<b>Rd No.</b>	<b>Road Name</b>	<b>RAV Category</b>	<b>Rd No.</b>	<b>Road Name</b>	<b>RAV Category</b>
136	Ahern Place	-	75	Angels	-
115	Badgegong	-	134	Baston Close	-
72	Beatty Hasleby	-	162	Brown Lane	-
	Bawden Lane	-		Beaufort Close	-
149	Bunter Way	-	112	Burges	-
80	Butcher Knife	-	178	Cahill Rise	-
43	Caratti	-	147	Carey	-
163	Cargeeg	-	154	Carol	-
113	Cooper St (Nanson)	-	177	Copperhill Junction	-
154	Cogley	-	159	CV Access (Nabawa)	-
61	Crabbe	4	140	Dillistone	4
143	Dixon Place	-	138	Dolby Place	-
173	Dune Vista	-	100	East Terrace	-
153	East Terrace Acc	-	71	Eastough Yetna	-
58	Fairview Farm	-	91	Farrells Back	-
160	Flavel	-	56	Fong	-
32	Forrester	-	124	Goodletts	-
105	Gould	-	73	Gray Dindiloa	6
148	Hackett	-	170	Harmony Place	-
36	Hayward	6	78	Heelan Maloney	-
79	Heelan Mellish	-	156	Hester	-
172	Hilltop Loop	-	63	Hipper	-
86	Hotel	-	64	Jacky Jupp	4
158	James Eastough Close	-	179	Joon Vista	-
139	Kennedy	-	144	Lacey	-
101	Lauder	-	89	Lewis	-
76	Lorimer	-	122	Marrah Spur	-
25	McGauran	4	59	McKay	-
26	McNaught Mazzuchelli	6	164	Merino Fairway	-
110	Mills	-	54	Morcom	6
171	Mumbelarra Drive	-	111	Murphy	-
38	Thompson-Reidy	6	120	Norman's Well	-
87	Norris	-	65	O'Donnell	-
84	Old Nabawa Northampton	3	107	Old Nolba	-
175	Patten Place	-	165	Parmelia Boulevard	-
166	Pitchford Crest	-	120	Post Office	-
66	Protheroe	4	167	Redcliffe	-
109	Reynolds	-	146	Rewell	-
141	Royce	-	85	Post Office	-
152	River	-	129	Richards	-
106	Snell	-	142	Smith	-
57	State Farm	6	168	Stirling	-
145	Wells	-	117	Warr	6
62	Whitehurst –Tetlow	-	176	Westlake Place	-
118	Williamson	6	169	Wittenoom Circle	-
104	Yarra	-			

ADDITIONAL EXPLANATORY NOTES:

This Management Procedure needs to also take into account Infrastructure Management Procedures IMP-017; IMP-022; IMP-025 and the following:

SHIRE OF CHAPMAN VALLEY  
ROAD HIERARCHY  
ROAD TYPE & CRITERIA  
(see *Attachment A* for Category Description & Function)

CRITERIA	MRWA ROADS	SHIRE OF CHAPMAN VALLEY – LOCAL ROADS				
	PRIMARY DISTRIBUTOR (see Note 2)	SIGNIFICANT ROADS (ROADS 2030) MAIN ARTERIAL ROADS	MAIN FEEDER ROADS	MINOR FEEDER ROADS	MAJOR ACCESS ROADS	MINOR ACCESS ROAD
	(PD)	(A)	(B)	(C)	(D)	(E)
Primary Criteria						
1. Location (see Note 3)	All of WA incl. BUA	Non-Built Up &/or Built Up Area.	Non-Built Up &/or Built Up Areas.	Non-Built Up &/or Built Up Areas.	Non-Built Up &/or Built Up Areas.	Non-Built Up &/or Built Up Areas.
2. Responsibility	Main Roads Western Australia.	Shire of Chapman Valley	Shire of Chapman Valley	Shire of Chapman Valley	Shire of Chapman Valley	Shire of Chapman Valley
3. Degree of Connectivity	Predominantly connects to other Primary and Distributor roads.	High. Predominantly connects to Primary and/or other Distributor roads.	High. Predominantly connects to Category A roads.	Medium. Predominantly connects to Category B roads.	Medium. Predominantly connects to Category C roads	Low. Provides mainly for property access.

4. Predominant Purpose	Movement of inter-regional and/or cross town/city traffic e.g. freeways, highways and main roads.	Roads recognized under the Midwest Roads 2030 Regional Strategy for Significant Roads. Criteria specified for this Road Type as stipulated by the Mid West Regional Road Group is shown at <b>Attachment C</b> .	High order local government roads, which perform a similar function to Category A roads yet with reduced capacity. These are roads ineligible and not recognised in the Midwest Roads 2030 Regional Strategy as Significant Roads, yet form a main feeder role within the Shire's road network to/from Primary Distributor (PD) & Main Arterial (Category A) roads.  These roads will also have: <ul style="list-style-type: none"> <li>Significant commercial agricultural activity to road and feeder roads;</li> <li>Significant collector road for PD &amp; A Category roads</li> </ul>	Roads which are not PD, Category A or B yet which link to/from these roads for efficient movement of people and goods within the Shire.  These are medium order local government roads which provide for: <ul style="list-style-type: none"> <li>lower number of properties servicing commercial agricultural activities;</li> <li>Access to a specific facility;</li> <li>Local traffic only.</li> </ul>	Connect predominantly to other Shire Roads as access routes only.  Not district (shire) local feeder roads, yet which are designed for efficient movement of people and goods from properties to PD, Category A, B or C roads  These are lower order local government roads which provide for: <ul style="list-style-type: none"> <li>lower number of properties servicing commercial agricultural activity than Category C roads;</li> <li>Local traffic only.</li> </ul>	Provide local access to abutting properties and predominantly link (yet not limited to) Category D roads.  Includes unformed roads/tracks within a road reserve used by the public
<b>Secondary Criteria</b>						
5. Indicative Traffic Volume (AADT)	In accordance with Classification Assessment Guidelines.	In accordance with the <i>Significant Roads Categories &amp; Road Type Description</i> sections of the Mid West Regional Road Group <i>Policy &amp; Procedures Manual</i>  (See Extract from MWRRG Policy Manual at <b>Attachment B</b> )	Not specified, yet should be greater than C; D & E category Roads	Not specified, yet should be greater than D & E category Roads	Not specified, yet should be greater than E Category Roads	Not specified.
6. Recommended Operating Speed	50 – 110 km/h (depending on design characteristics).	50 – 110 km/h (depending on design characteristics, RAV conditions).	50 – 110 km/h (depending on design characteristics, RAV conditions).	50 – 110 km/h (depending on design characteristics, RAV conditions).	50 – 110 km/h (depending on design characteristics, RAV conditions).	50 – 110 km/h (depending on design characteristics, RAV conditions).
7. Heavy Vehicles permitted	Yes. (as determined by MRWA Heavy Vehicle Services)	Yes. (Subject to RAV Category & Conditions)	Yes. (Subject to RAV Category & Conditions)	Yes. (Subject to RAV Category & Conditions)	Yes. (Subject to RAV Category & Conditions)	Yes. (Subject to RAV Category & Conditions)

8. Intersection treatments	Controlled with appropriate measures e.g. high-speed traffic management, signing, line marking, grade separation.	Controlled with measures such as signing and line marking where appropriate.  Line marking installs in accordance with MRWA guidelines.	Controlled with minor Local Area Traffic Management or measures such as signing.	Controlled with minor Local Area Traffic Management or measures such as signing.	Controlled with minor Local Area Traffic Management or measures such as signing or Self-controlling with minor measures.	Controlled with minor Local Area Traffic Management or measures such as signing or Self-controlling with minor measures.
9. Frontage Access	None on Controlled Access Roads. On other routes, preferably none, but limited access is acceptable to service individual properties.	Yes	Yes	Yes	Yes	Yes.
10. Pedestrians	Preferably none. Crossing should be controlled where possible.	Yes, with minor safety measures where necessary.	Yes, with minor safety measures where necessary.	Yes, with minor safety measures where necessary.	Yes, with minor safety measures where necessary.	Yes, with minor safety measures where necessary.
11. School Buses	Yes.	Yes.	Yes.	Yes.	Yes.	Yes
12. On-Road Parking	No (emergency parking on shoulders only).	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.	<u>Built Up Area</u> Yes, where sufficient width and sight distance allow safe passing. <u>Non-Built Up Area</u> No. Emergency parking on shoulders only.
13. Signs & Line marking	Centrelines, speed signs, guide and service signs to highway standard.	Centrelines, speed signs, guide and service signs.  In accordance with MRWA guidelines and where applicable.  (Note: Speed signs not applicable on unsealed roads).	Speed signs and guide signs where applicable.  (Note: Speed signs not applicable on unsealed roads).	Speed signs and guide signs where applicable.  (Note: Speed signs not applicable on unsealed roads).	Speed signs and guide signs where applicable.  (Note: Speed signs not applicable on unsealed roads).	Speed signs and guide signs where applicable.  (Note: Speed signs not applicable on unsealed roads).
14. Rest Areas/Parking Bays	In accordance with Main Roads' <i>Roadside Stopping Places Policy</i> .	Not Applicable.	Not Applicable.	Not Applicable	Not Applicable.	Not Applicable.

## DEFINITIONS/ACRONYMS

AADT	Annual Average Daily Traffic
ESA	Equivalent Standard Axles
Built Up Areas	See Note 3 below. The criteria was provided by the Western Australian Local Government Grants Commission (WALGGC).
MWRRG	Mid West Regional Road Group
MRWA	Main Roads Western Australia
Primary Criteria	A road, or road section, must meet all of these criteria to qualify for the category.
Secondary Criteria	These criteria are provided as indicators of the likely characteristics of a road designated under a particular road type. Ideally, a road should have all of these characteristics, but it is recognised that is unlikely to occur in a number of instances, particularly for traffic volumes in rural areas.
VPD	Vehicles Per Day

## NOTES

1. The type designated to each road should represent the role that the road is intended to perform. It may not necessarily reflect the current conditions on the road.
2. Declared Roads under the Main Roads Act ('highways' and 'main roads')
3. Built Up Areas (as defined by the Western Australian Local Government Grants Commission)  
Built up areas are identified because roads within them generally involve greater expenditure than roads in non-built up areas. This is because roads in built up areas:
  - have high traffic volumes;
  - have large numbers of intersections, necessitating intersection treatments, pavement markings, signs, etc.;
  - require kerbing for traffic control and or drainage;
  - require an asphalt surface where traffic volumes are high, or where noise reduction is important;
  - require underground drainage because surface drainage is impractical;
  - involve high cost of service alterations during reconstruction;
  - involve high costs because road works have to be carried out under heavy traffic.

The following definition is intended to limit built up areas to localities where the above conditions prevail.

Residential localities, which have lots with areas less than 0.45 ha, and commercial and industrial areas that meet the following criteria are classed as built up:

- at least half the blocks are developed;<sup>1</sup>
- existing roads have a minimum standard of a gravel road for old subdivisions and a sealed road for new subdivisions.

Areas serving sporting complexes, schools and caravan parks are classed as built up where:

- they are located in an area which is developed as residential; or
- the existing roads serving these facilities are already sealed and kerbed.

A road connecting two built up areas is classed as a road in a built-up area where the connecting road is less than 300m in length.

<sup>1</sup> Roads within new subdivisions being developed in accordance with a Structure Plan should be designed and constructed in accordance with the planned use of the road once the area is fully developed. They should be categorised on the basis of the intended purpose.

## ATTACHMENT A

### DESCRIPTION & FUNCTION OF ROAD HIERARCHY CATEGORIES

Road Category	Description	Function
<b>Main Roads WA Responsibility</b>		
PD	Primary Distributor	Provide for major regional and inter-regional traffic movement and carry large volumes of generally fast-moving traffic. Some are strategic freight routes and all are State Roads. They are managed by Main Roads Western Australia.
<b>Shire of Chapman Valley Responsibility</b>		
A	Main Arterial (Significant Roads 2030)	Roads recognized under the Midwest Roads 2030 Regional Strategy for Significant Roads. Criteria specified for this Road Type as stipulated by the Mid West Regional Road Group is shown at <b>Attachment C</b> .
B	Main Feeder Roads	High order local government roads, which perform a similar function to Category A roads yet with reduced capacity. These are roads ineligible and not recognised in the Midwest Roads 2030 Regional Strategy as Significant Roads, yet form a main feeder role within the Shire's road network to/from Primary Distributor (PD) & Main Arterial (Category A) roads.  These roads will also have: <ul style="list-style-type: none"> <li>Significant commercial agricultural activity to road and feeder roads;</li> <li>Significant collector road for PD &amp; A Category roads</li> </ul>
C	Minor Feeder Roads	Roads which are not PD, Category A or B yet which link to/from these roads for efficient movement of people and goods within the Shire.  These are medium order local government roads which provide for: <ul style="list-style-type: none"> <li>lower number of properties servicing commercial agricultural activities;</li> <li>Access to a specific facility;</li> <li>Local traffic only.</li> </ul>
D	Major Access Roads	Connect predominantly to other Shire Roads as access routes only.  Not district (shire) local feeder roads, yet which are designed for efficient movement of people and goods from properties to PD, Category A, B or C roads  These are lower order local government roads which provide for: <ul style="list-style-type: none"> <li>lower number of properties servicing commercial agricultural activity than Category C roads;</li> <li>Local traffic only.</li> </ul>
E	Minor Access Roads	Provide local access to abutting properties and predominantly link (yet not limited to) Category D roads.  Includes unformed roads/tracks within a road reserve used by the public



## ATTACHMENT B

### **MWRRG ROAD TYPE CRITERIA**

<b>Road Type &amp; Description</b>	<b>2 Formed</b>	<b>3 Gravel</b>	<b>4 Sealed</b>	<b>5 Sealed</b>	<b>6 Sealed</b>	<b>7 Sealed</b>
<b>New Construction</b> <sup>1</sup>			4.0 m	7.0 m	8.0m – 9.0m	Passing Lane
<b>Existing Road</b> <sup>2</sup>			<5.6m	5.6-7.0m	>7.0m	
<b>AADT Range</b>	0-30	31-50	51-100	101-500	501-1000	> 1000
<b>Daily ESA Range</b>	0-5	6-20	21-40	41-60	> 60	

<sup>1</sup> Seal widths are the minimum for new construction of the relevant Road Type

<sup>2</sup> Width range for the purpose of determining Road Type for existing roads

**MID WEST REGIONAL ROAD GROUP**  
**REGIONAL STRATEGY FOR SIGNIFICANT ROADS CRITERIA**

**1. Freight & Community Access**

- 1.1 Roads connecting areas of significant population (>500).
- 1.2 A road which performs a district distributor function in major urban centres.
- 1.3 A road which forms part of an inter-regional route.
- 1.4 A road which links inter-regional or regional routes.
- 1.5 The development of parallel routes should be avoided.
- 1.6 A road which connects major transport terminals or connects a major transport terminal to a major route.
- 1.7 A road which serves a major resource or industrial site.
- 1.8 A road providing access to regional institutions or community service centres.
- 1.9 A road used for hauling grain from an off-road rail bin to a rail head.
- 1.10 A road which forms part of a regional heavy haulage route.
- 1.11 A road which provides access to a remote community with a population of more than 250.
- 1.12 A road which is the only land access between a remote community (population more than 50) and at least one town centre.

**2. Tourism/Recreation**

- 2.1 Roads which provide access to tourist attractions or recreation areas of State or regional significance.
- 2.2 Roads which form part of a State or regionally significant tourist drive.
- 2.3 Roads which have a high visual quality proven through a formal visual assessment using a methodology approved by the Australian Institute of Landscape Architects.
- 2.4 Roads which connect the region with a significant tourist destination and give travel time and distance savings.

**3. Road Function**

Whether the road services predominantly through traffic or local traffic.

**DEFINITIONS**

**Regional Route:** Shall be defined as a road that provides a connection between inter-regional routes or between areas of significant population.

**Inter-Regional Route:** Shall be defined as a road that provides the main connection between this region, other regions in the State and interstate.

**Major Route:** A road which provides both regional and inter-regional access.

**ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:**

Adopted – Council Resolution:	11/03-6
Reviewed – Council Resolution:	12/02-15; 05/15-23; 06/15-18; 04/16-14; 03/17-22; 07/18-10; 08/18-3; 03/19-11; 08/19-8; 03/20-3;03/21-03