

WORKS POLICIES – INDEX

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Policy Type:	Works
Date Adopted:	

Policy No:	1
Date Last Reviewed:	Minute # 1938 – June 2012

Legal (Parent):
1. Local Government Act 1995 (As Amended) – Section 6.10.

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	1. SCHOOL BUS POLICY
Objective:	<p>That upon request Council will install at its cost, school bus stops safety signs where the conditions meet the Main Roads WA guidelines for installation, ie: On approaches to school bus stops which have limited visibility. A bus stop is considered to have limited visibility when approaching drivers who have less than 200 m signs distance to any children waiting at the stop.</p> <p>That safety signs will also be approved if in the opinion of the Manager of Works and Councillor deems a dangerous situation exists.</p>

Policy Type:	Works
Date Adopted:	Minute # 3112 - 27 Sept 2016

Policy No:	2
Date Last Reviewed:	Minute # 2363 – 25 Feb 2014

Legal (Parent):
1. Local Government Act 1995 (As Amended) – Section 6.10.

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	2. STREET TREE POLICY
Goal:	Street tree selection and management needs to be undertaken in the long term interest of the community as a Whole.
Objectives:	<p>To ensure appropriate management of road reserves and town streets with regard to planting and removal, where necessary, of verge trees in accordance with the Shire Street Tree Landscape and Vegetation Implementation Plan – Tree List.</p> <p>To protect and preserve trees in our streets. It provides rules to determine what species can be planted, circumstances under which they can be removed or pruned, and their ongoing management.</p> <p>To “Green” the town site by the provision of street trees that are pleasing in appearance and provide extensive shade for the comfort of citizens.</p> <p>To add value to the public and private realms by reinforcing the character of the Shire as a desirable place to live or visit.</p>
Purpose:	<p>The Shire of Wagin recognises the significant contribution that street trees make to provide a high quality public realm where people are encouraged to partake in a wide range of activities, meet others and to linger in comfortable surrounds.</p> <p>This Policy is intended to cover the provision of street trees in the Shire of Wagin, including</p>

	public parks and gardens and taking into account local conditions.
Policy Statements:	<ul style="list-style-type: none"> • The Shire of Wagin values the contribution of trees in achieving a high quality urban environment and will seek to plant all streets with trees whenever there is an opportunity to do so, within the urban design outcomes for the area. Such plantings will complement any heritage building façade. • Trees will be selected for individual streets, in accordance with that streets theme and that support the urban design role of each street in the Shires activities. The streets of Wagin have often been planted with each street having a consistent theme, it is proposed to retain that theme and identify that species as the preferred species for that street. • A diverse range of tree species will be used to reinforce street identity, attract a variety of native bird life to the town, create visual interest and enhance the amenity of the public realm. • Tree selection will be made from the Tree List, within The Shire of Wagin Landscape and Vegetation Implementation Plan. • Trees will be planted to form green corridors linking the park lands and major public and civic places. • All street trees will be managed to maintain them in a healthy state and minimize any adverse impacts of the trees on the public realm. • Requests from residents/occupants will be considered and, subject to approval, will be required to plant their own street tree from a list of approved varieties and follow Shire guidelines: <ul style="list-style-type: none"> ○ Plant at least three metres away from any public utility junction box, manhole, pole or aerial feeder line. ○ Plant on a 2.5 metre alignment from any adjacent property boundary ○ Generally plant trees on a spacing interval of one tree per property frontage with similar spacing being maintained on large frontage lots ○ Plantings near road intersections and driveway crossover will be subject to Shire staff assessment. ○ Watering is encouraged by the resident/occupant during the establishment period – that is for the first two years following planting. • While trees will always be selected that have a minimal impact on services such as electricity and water, the Shire of Wagin strongly encourages service utilities to minimize the impact of their operations on the street trees of the Shire. • In the interests of vehicular and pedestrian safety, as well as keeping services clear, street trees on verges shall be of a specific species and planted with a particular alignment

	<p>Removal of street trees</p> <ul style="list-style-type: none"> • Natural grown, or Shire planted trees can be removed with the Chief Executive Officer's approval when: <ul style="list-style-type: none"> ○ They are likely to cause damage to public or private property. ○ When they constitute a threat to personal safety, trees that are diseased, decaying, infested or dead, structurally weak or are a traffic hazard. ○ In appropriate instances, they need to be removed for road widening or because they interfere with sewerage or underground services or Western Power supply lines. ○ To facilitate a same tree theme in a particular street. <p>Responsibility for cost of removal in the above such instances to rest with the Shire of Wagin.</p> <ul style="list-style-type: none"> ○ Private planting, without council approval. ○ When street tree removal is approved as part of a development approval – this will be noted as advice on the approval. The approval will also be conditioned to require the applicant to meet the cost of removal by the Shire and the replacement of the tree(s) with a 45L (or as otherwise approved) tree of a species acceptable to the Shire. The applicant will also be encouraged to maintain (water) the new trees for the first two years. ○ Where they are obstructing a proposed entranceway and no other means of access is available. <p>In such circumstances, the responsibility for cost of removal to be that of present owner of property if it can be established that the person was responsible for planting the tree. Where proof of planting cannot be established, council will meet the cost if the criteria for removal are satisfied.</p> <p>The following are not considered sufficient reason for the removal of trees:</p> <ul style="list-style-type: none"> ○ The tree obscures or potentially obscures views ○ The tree variety is disliked ○ The tree variety is a nuisance by way of leaf, fruit, nut and/or bark shedding ○ The tree causes allergy ○ The tree shades private gardens, solar hot water installations or the like
<p>Responsibility</p>	<p>The Shire of Wagin is responsible for the planting of all trees with the reserves under its control, care and management, including road reserve tree plantings, revegetation of denuded sites and various community tree planting projects.</p> <p>The Shire of Wagin is responsible for the pruning of all street trees under power lines and</p>

	trees affected by electrical feeder lines to individual properties on the opposite side of the street.
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Policy Type:	Works
Date Adopted:	

Policy No:	3
Date Last Reviewed:	Minute # 1938 – June 2012

Legal (Parent):
1. Local Government Act 1995 (As Amended) – Section 6.10.

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	3. ROADSIDE CLEARING OF FENCELINES AND ROAD RESERVES
Purpose:	The purpose of this policy is to provide standard guidelines for landholders in the construction or replacement of rural fences along road reserves.
Policy Objectives:	<p>The objectives of this policy are to;</p> <ul style="list-style-type: none"> - Detail what is expected of landholders when replacing a fence. - Give due consideration to roadside conservation and community expectations with respect to road reserves. - Enable cooperation of landholders and the Shire to undertake joint works where necessary and if possible. - To enable the maintenance of road reserves with a view to preventing fire hazards from building up and managing the build up of debris/spoil which can become unsafe, unsightly and effect drainage. - Prevent disputes arising from clearing activities.
The Policy:	Council acknowledges the need to manage fencelines clearing along road reserves in a manner that protects established trees where practical but which enables landholders to construct and maintain fencelines. Council therefore encourages landholders to erect fences inside paddocks in an endeavour to preserve vegetation. Landholders will be permitted to clear fencelines to a width of up to 1 metre onto the road reserve to facilitate the replacement or construction of a fence along the landholder’s boundary. In so doing, trees such as white gums and other eucalyptus trees within this (1) metre that are healthy

	<p>and not a threat to the fence are to be retained. It is recognised in this shire that sheek and jam trees generally cause the most consternation to landholders given their lifespan and propensity to fall, spilt etc. It is also acknowledged that their record of regeneration is strong. Therefore where such trees are cleared or dying or threaten to fall onto the fenceline or the roadway they may be removed.</p> <p>Where it is considered necessary that more extensive maintenance of a road reserve is required Council may at its discretion agree to undertake work in conjunction with the landholder when a fence is being removed. This would mean that spoil and debris could be taken into a landholder's property off the road reserve at this time.</p>
<p>Conditions:</p>	<ol style="list-style-type: none"> 1. Prior to any fenceline clearing a Council inspection is required. 2. Landholders are permitted to clear up to a width of (1) metre into the road reserve so long as established white gums and eucalyptus trees are retained where they do not pose a immediate threat to a fence. Branches of these trees may be pruned back. 3. If agreed at inspection dying or decaying sheoak and jam trees that threaten the fenceline or roadway may be removed and other trees may be pruned. 4. Where considered appropriate by Council arrangements can be put in place for Council to undertake more extensive maintenance of a road reserve such as the removal of spoil or debris in conjunction with the landholders clearing activity. This will be subject to budget constraints, availability of manpower, the assessment of necessity and where spoil can be placed on the landholder's property. 5. All old fencing materials and any debris or spoil created by the clearing of a fenceline is to be drawn off the road reserve and disposed of by the landholder on his/her land. 6. The burning, clearing or spraying of any road reserve under the care and control of Council outside of this policy will only be permitted upon written application to Council setting forth the full particulars of the proposal and in line with Council's Works Policy #24.
<p>Delegation:</p>	<p>Authority to deal with requests to clear roadside vegetation along fencelines is delegated to the Chief Executive Officer in consultation with a Councillor (s). Authority to authorise Council maintenance works on a road reserve in consultation with fenceline clearing is delegated to the</p> <p>Chief Executive Officer in consultation with a Councillor provided that this can be incorporated within Council's road maintenance budget. The Chief Executive Officer may refer any requests to Council for a decision if considered necessary.</p>

Policy Type:	Works
Date Adopted:	

Policy No:	4
Date Last Reviewed:	Minute # 1938 – June 2012

Legal (Parent):
<ol style="list-style-type: none"> Local Government Act 1995 (As Amended) – Section 6.10.

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	4. ROAD TRAINS/POCKET ROAD TRAINS AND B DOUBLE TRUCKS ON LOCAL ROADS
Objective:	<p>That the Chief Executive Officer is delegated authority, in consultation with the Shire President and Manager of Works, to approve applications by heavy haulage operators to use local shire roads.</p> <p>All applications are to be dealt with on an individual merit basis subject to the following policy guidelines.</p> <ol style="list-style-type: none"> Applications are for a twelve month period. All applicants must have facsimile or e-mail facilities. Roads are open subject to weather conditions.

Policy Type:	Works
Date Adopted:	

Policy No:	5
Date Last Reviewed:	

Legal (Parent):
1. Local Government Act 1995 (As Amended) – Section 6.10.

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	5. RURAL DRIVEWAY POLICY
Objective:	<p>The driveway is constructed in compliance with standards set down by the Shire of Wagin while satisfying the following conditions:</p> <ul style="list-style-type: none"> a) Single access only - minimum width 5.5 metres b) Turn out curve radius of 6 metres on both sides at road shoulder c) Minimum pavement thickness of 150mm of gravel or similar suitable material d) The driveway is perpendicular to the road. e) A culvert is installed to maintain table drain run off where required f) Main Roads traffic safety requirements must be complied with while the work is being done.

Policy Type:	Works
Date Adopted:	

Policy No:	6
Date Last Reviewed:	

Legal (Parent): 1. Local Government Act 1995 (As Amended) – Section 6.10.

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY	
Title:	6. FARM CROSSOVERS
Objective:	That Council provide one crossing to the main farm entrance free of charge and all other crossovers to be at the expense of the landowner.

Policy Type:	Works
Date Adopted:	

Policy No:	7
Date Last Reviewed:	Minute # 1938 – June 2012

Legal (Parent):
1. Local Government Act 1995 (As Amended) – Section 6.10.

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	7. GRAVEL PIT REHABILITATION
Objective:	<ul style="list-style-type: none"> • Disused Pits - the sites shall be spread and levelled as much as possible, the site shall be deep ripped at no more than 3 metre intervals where necessary. • New pits - top soil shall be stock piled. Following annual excavation the top soil shall be pushed over the excavation. • Timbered pits located in grazing paddocks rehabilitated pits shall be fenced until regenerated by planted native trees.

Policy Type:	Works
Date Adopted:	

Policy No:	8
Date Last Reviewed:	Minute # 1938 – June 2012

Legal (Parent):
1. Local Government Act 1995 (As Amended) – Section 6.10.

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	8. PRIVATE WORKS
Objective:	<ol style="list-style-type: none"> 1. That Council delegate under Section 157A of the Local Government Act to the Chief Executive Officer the authority to authorise private works up to a value of \$30,000 provided that: <ul style="list-style-type: none"> (a) the private works can be performed without detriment to Council’s works program (b) an estimate is provided and accepted for the proposed works (c) funds are received from the client prior to the commencement of works. 2. Works valued over \$30,000 are to be referred to Council for consideration 3. Council’s Private Works rates are to be utilised in forming estimates. 4. For public authorities eg: Telecom, Main Roads etc a receipt of an order number authorising the work must be received (in lieu of payment) prior to commencement of works.

Policy Type:	Works
Date Adopted:	

Policy No:	9
Date Last Reviewed:	Minute # 1938 – June 2012

Legal (Parent):
1. Local Government Act 1995 (As Amended) – Section 6.10.

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	9. WATER PIPELINE POLICY
Objective:	<ol style="list-style-type: none"> 1. The pipe be buried 600 mm beneath the roadway 2. White posts marked "Water Pipe" be placed at either end of the line where it crosses the road reserve. 3. The landowner is responsible for all reinstatement costs of the road surface under Council supervision. 4. Council accepts no responsibility for any damage that may occur to the pipe line.

Policy Type:	Works
Date Adopted:	

Policy No:	10
Date Last Reviewed:	Minute # 1938 – June 2012

Legal (Parent):
<ol style="list-style-type: none"> 1. Local Government Act 1995 (As Amended) – Section 6.10. 2. Australian Accounting Standards

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	10. FIREWOOD COLLECTION ON ROAD RESERVES
Objective:	<p>That Council adopt the Department of Environment and Conservation’s Firewood on Public Road Reserves as policy with the following additions:</p> <p>“DEC will not enforce the requirement that persons collecting salvage wood for use as firewood from road reserves hold a flora license for that purpose provided:</p> <ol style="list-style-type: none"> 1. the wood is for personal use only, and is not sold; and 2. the salvage wood taken is sourced only from wood that would, in any case be removed from the road reserve as part of legitimate road management operations by the road management authority or their agents and, 3. the person collecting salvage wood carries the written authorisation of the appropriate road reserve managing authority; and, 4. the salvage wood is removed in sections no longer than 45 cm. <p>Note that any other wood product taken for sale or other commercial purposes (for example wood kilns) from road reserves will still need to be taken under an appropriate licence issued by DEC”.</p> <p>Council includes also the following conditions:</p> <ol style="list-style-type: none"> i. That for the taking of firewood from road reserves no trees are to be felled at any time. ii. Timber is only to be taken off the ground iii. All sites are to be left in a safe, clean and tidy state prior to leaving a site. iv. The wood collection activities are not to in any way cause a hindrance or hazard to road users. v. Council may revoke its approval at any time by notification.

	<p>vi. Maximum licence period to be 12 months from date of issue.</p> <p>2. That Council delegate authority to the Chief Executive Officer to grant approval for firewood taking from road reserves subject to the above conditions and that all such approvals be made in writing.</p>
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Policy Type:	Works
Date Adopted:	

Policy No:	11
Date Last Reviewed:	Minute # 1938 – June 2012

Legal (Parent):
1. Local Government Act 1995 (As Amended) – Section 6.10.

Legal (Subsidiary):

Delegation of Authority Applicable
Yes

Delegation No.

ADOPTED POLICY

Title:	11. GATE PERMIT
Objective:	<ol style="list-style-type: none"> 1. That gate permits are approved subject to the following: <ol style="list-style-type: none"> i. Payment of \$20.00 fee for each gate ii. Reflectors or suitable signs to be erected on the gates as warning to oncoming traffic. iii. The permit is to be reviewed at Councils discretion. 2. That a fee of \$20.00 per gate permit be set by Council. 3. That Council publish requirements for gate permits. 4. That a gate register be maintained as required by the Government Act and Regulations. 5. Permit holders to indemnify Council against liability.

Policy Type:	Works
Date Adopted:	

Policy No:	12
Date Last Reviewed:	Minute # 1938 – June 2012

Legal (Parent):
<ol style="list-style-type: none"> 1. Local Government Act 1995 (As Amended) – Section 6.10. 2. Australian Accounting Standards

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	12. URBAN CROSSOVERS GENERAL
Objective:	<ol style="list-style-type: none"> 1. One four (4) metre wide gravel crossover flared at the road connection per block will be provided upon request at no cost to the landowner. 2. Anything more than a gravel crossover for example Bitumen, concrete or brickpaved crossover Council to subsidise 50% of the cost up to a maximum of \$150.00. 3. Landowners may claim the subsidy if they themselves or a contractor perform the work to Council's satisfaction and provide evidence of expenditure within three months of the work being performed. 4. Any more than one crossover will be treated as a private work job and fully paid for by the landowner. 5. The landowner will be responsible for maintenance of their crossovers.

Policy Type:	Works
Date Adopted:	

Policy No:	13
Date Last Reviewed:	Minute # 1938 – June 2012

Legal (Parent):
<ol style="list-style-type: none"> 1. Local Government Act 1995 (As Amended) – Section 6.10. 2. Australian Accounting Standards

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	13.STAFF USE OF LOCAL GOVERNMENT EQUIPMENT – PRIVATE USE OF COUNCIL PLANT
Objective:	<p><u>USE OF PLANT BY STAFF</u></p> <ol style="list-style-type: none"> 1. There is to be no private use of the depot, workshop or workshop based equipment without prior approval. Each employee to sign an indemnity/disclaimer form absolving Council of liability. 2. Private use of plant and vehicles shall be at the Chief Executive Officers discretion having regard to the following; <ol style="list-style-type: none"> i) appropriateness and duration of proposed use, ii) that the proposed use is for, and by, the employee for personal and non-commercial use, (NOTE : generally on his/her residential property) iii) the vehicle is to be operated by the regular plant operator being paid by the person requesting the use or else the person themselves if considered competent. iv) any further conditions deemed appropriate by the Chief Executive Officer in the particular circumstance, 3. The cost of hiring shall be the equivalent of the running costs of the plant minus the labour component. 4. A Private Use Request Form shall be completed and retained for Council's records.

USE OF PLANT FOR COUNCIL HOUSING

Council plant may be used for the maintenance and upgrading of Council housing property with the consent of the Manager of Works and subject to conditions deemed necessary to ensure safety and good repair of the plant in question.

USE OF PLANT FOR COMMUNITY / SPORTING GROUPS

Council plant may be provided to community and sporting groups for major community projects at the discretion of the Chief Executive Officer subject to the following conditions;

1. Availability - use of plant fits in with Councils work program.
2. All fuel used is paid for by the group concerned.
3. The plant shall be used exclusively for the use approved by the Club /Organisation and not for any personal or commercial use.
4. The plant shall be operated by Council's regular operator or an approved Council employee who shall be paid by the Club or Organisation requesting the use.
5. A Private Use Request Form shall be completed and retained for Council's records.

Policy Type:	Works
Date Adopted:	November 1997 – Minute #8166

Policy No:	14
Date Last Reviewed:	Minute # 1938 – June 2012

Legal (Parent):
1. Local Government Act 1995 (As Amended) – Section 6.10.

Legal (Subsidiary):

Delegation of Authority Applicable

Delegation No.

ADOPTED POLICY	
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Title:	14. ROAD MAKING MATERIAL ACQUISITION
Purpose:	<p>Council from time to time requires road making materials from private property to utilise for a variety of public purposes such as road maintenance and construction.</p> <p>Locating a suitable quantity and quality of material is often difficult and Council attempts to find the most advantageous deposits to reduce lead times and the cost to the ratepayer of Council works.</p>
Policy Objective:	<p>1. Acquisition</p> <p>The following procedure shall be Council's normal practice in securing road making materials from private property;</p> <ol style="list-style-type: none"> a) Request permission to search for materials from the owner. Entry powers to be used as a last resort. b) The approximate requirement for the project or yearly requirement of materials from the proposed pit shall be calculated as will the expected life of the pit. c) If suitable material is located a written agreement (as attached) is to be reached with the owner as to compensation for materials removed. d) Priority must be given at all times to reasonable negotiation to reach an amicable agreement mutually acceptable to Council and the owner. e) Should agreement for the removal of the road making materials not be reached with the landholder, procedures to resume an area sufficient for immediate and future needs may be instigated.

2. **Compensation**

Compensation for road making materials taken can take the form of cash paid at the rate of 10c per cubic metre removed or works in kind mutually agreed to a similar value. Such works may include works on the landholder's property such as grading, gravel sheeting, drainage works or works to enlarge or improve entrances or merely pushing gravel for the owner.

3. **Pit Rehabilitation**

Works to rehabilitate the gravel pit once materials have been removed shall take place and will take the form of such works agreed upon before material extraction takes place.

These works may include:

- a) fencing
- b) tree planting
- c) deep ripping
- d) levelling
- e) stockpiling of original topsoil and spreading after extraction is completed.

4. **Delegated Authority**

Negotiations and final approval for gravel agreements is delegated to the Chief Executive Officer or Manager of Works.

SHIRE OF WAGIN

AGREEMENT FOR THE EXTRACTION OF ROAD MAKING MATERIALS

Owner: _____

Address: _____

Materials required: _____

Estimated volume _____

From location/s _____

Anticipated life of pit _____

COMPENSATION

Required: YES/NO

Payment: _____

Works in kind: _____

Conditions and Rehabilitation

1. _____

2. _____

3. _____

CONSENT OF LANDOWNER/S

I hereby give consent for the Shire of Wagin to remove road making materials, as detailed above and in accordance with the conditions outlined.

Signature: _____

Date: _____

Signature _____

Date: _____

Phone: _____

Fax: _____

ACCEPTANCE BY SHIRE

On behalf of the Shire of Wagin, I hereby undertake to ensure that the requirements as noted on this form are adhered to:

CHIEF EXECUTIVE OFFICER

DATE

Policy Type:	Works
Date Adopted:	

Policy No:	15
Date Last Reviewed:	Minute # 1938 – June 2012

Legal (Parent):
<ol style="list-style-type: none"> 1. Local Government Act 1995 (As Amended) – Section 6.10. 2. Australian Accounting Standards

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY	
Title:	15. RURAL ROAD SIGNS
Purpose:	To standardise the type of road sign utilised throughout the Shire of Wagin.
Policy Objectives:	<ul style="list-style-type: none"> • To systemically replace missing or old rural road signs with Council’s standard Road Sign. • To provide additional capacity in Council’s Road Sign Maintenance Budget to erect rural road signs on roads which do not have road signage.

Policy Type:	Works
Date Adopted:	

Policy No:	16
Date Last Reviewed:	Minute # 1938 – June 2012

Legal (Parent):
1. Local Government Act 1995 (As Amended) – Section 6.10.

Legal (Subsidiary):

Delegation of Authority Applicable
Yes

Delegation No.

ADOPTED POLICY

Title:	16. ROAD CLOSURE
Purpose:	The purpose of this Policy is to provide standard guidelines for Road Closure for Wagin Events.
Policy Objectives:	The objective of this policy is to provide an approval to Wagin Organisations for the closure of appropriate roadways in conducting an event without needing to refer each request to Council.
Policy:	<p>Council's approval shall be granted to any Wagin bone-fide organisation to close the roadways necessary for conducting such event. Council's approval is also given to the Society to close the section of Rifle Street running south from Ballagin Road to Reserve 11339.</p> <p>The approvals are subject to:</p> <ol style="list-style-type: none"> 1. The necessary application for an order for a road closure being complete and approved in accordance with the Road Traffic Act. 2. The closure being advertised in the local paper prior to the event.
Delegation:	The Chief Executive Officer is delegated responsibility to provide approvals for such road closures in accordance with this policy.

Policy Type:	Works
Date Adopted:	

Policy No:	17
Date Last Reviewed:	Minute # 1938 – June 2012

Legal (Parent):
<ol style="list-style-type: none"> Local Government Act 1995 (As Amended) – Section 6.10. Australian Accounting Standards

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	17. WAGIN REFUSE SITE KEY POLICY
Background:	The Wagin Refuse Site is registered under the Environmental Protection Act 1986 as a Category 89 Putrescible Landfill Site. Conditions are imposed on the Shire of Wagin in the management of the Facility.
Policy Objective:	To provide employees and management with a clear understanding of the procedure of issuing keys for access to the Refuse site.
Objective:	To set the guidelines for the issuing of keys to the refuse site and the conditions that must be followed by persons obtaining the key.
Scope:	This policy applies to all employees, contractors and visitors to the Wagin Refuse site located on lots 667, 668 and 669 Brockman Road (adjacent to the Great Southern Highway) in Wagin.
Policy:	<p>The Refuse site is managed by The Shire of Wagin with site supervision at the site on Tuesdays, Fridays, Saturdays and Sundays The operational hours are nominated on signage at the entrance, and modified from time to time by appropriate notice to Wagin residents.</p> <p>This policy does not apply to Council's appointed town refuse collection contractor.</p> <p>Access is available outside of these hours. The following conditions apply</p> <ul style="list-style-type: none"> Shire of Wagin employees on Shire business only Emergency Services (Town and Bushfire Brigades) for emergency access only

- | | |
|--|---|
| | <ul style="list-style-type: none">• Shire of Wagin approved contractors with agreements in place with Council concerning cost recovery for any waste deposited out of hours• Shire of Wagin approved gardening contractors. They may only dispose of items of waste nominated as FREE on the schedule of charges, provided however that they are disposed of in the previously nominated location by the Shire of Wagin staff. |
|--|---|

Keys to the Refuse site will only be provided to Shire of Wagin approved contractors who require access and meet the above conditions.

All keys issued for the refuse site are to be signed out on the Shire Key register.