

**TS 1.2 Access Culvert Crossings**

PURPOSE OF THE POLICY

The purpose of this policy is to provide safe access to Rural Properties.

POLICY

Council will provide where required up to 3 lengths of 375 mm diameter of culvert pipe per rural property. The landowner will be responsible for the construction of the crossover and also the ongoing maintenance of the culvert within 3 metres of and including headwalls. Any larger pipes must be paid for by the owner of the property.

**Policy adoption and review**

Council meeting held: ***December 11th 2018***

Adopted by Minute No: ***7995***

Date to be reviewed: ***November 2021***

**TS 1.4 Alterations to Council street infrastructure**

PURPOSE OF POLICY

The purpose of this policy is to clarify that residents and third parties are responsible for modifications to Council street infrastructure if they require modifications to suit the residents or third parties needs.

POLICY

That the cost of altering existing structures in roads or road reserve, eg sumps, drains, kerbing and crossovers, be carried out at the full cost of the party requesting such change.

Crossovers will be provided in the first instance in accordance with Policy 1.5 (Technical Services – Driveways) and any alteration required to council gullies and manholes will be paid for by the applicant.

**Policy adoption and review**

Council meeting held: ***December 11th 2018***

Adopted by Minute No: ***7995***

Date to be reviewed: ***November 2021***

**TS 1.5 Driveways ( Crossovers )**

**PURPOSE**

To control the construction of crossovers in the urban and rural areas within the Shire. To ensure that any constructed crossover is built to Council's standards and to comply to regulations of the Local Government Act 1995

**POLICY**

1. Crossovers shall be approved by Council staff prior to construction.
2. Staff shall grant approval for construction of a cross-over, only if, all of the following criteria are met:-
  - (i) Cross-over to be constructed using a bituminous surfacing, brick pavers, concrete or other material approved by Technical Services.
  - (ii) Cross-over to be constructed from the property boundary to the kerb line;
  - (iii) Width of the cross-over to be a minimum of 3m and a maximum of 6m;
  - (iv) All engineering aspects of the cross-over be acceptable to Technical Services staff;
3. Collie Shire will contribute to the cost of one (1) cross-over per property.
4. Council will contribute towards the cost of the crossover on a pro-rata basis using the following equation:-

$$\text{Council Contribution \$} = \text{Length of Cross-over} \times \text{\$ Contribution Rate Per M}$$

**The Contribution Rate is \$33 per metre as at December 2018, or as updated by Council each year when setting its Fees and Charges in the Annual Budget.**

The length of cross-over used in the calculation shall be no greater than the distance between the property and the kerb-line.

5. All repairs to cross-overs will be carried out by the owner at their cost, except where damage or disturbance has occurred as a result of Council works.

**Policy adoption and review**

Council meeting held: **December 11th 2018**

Adopted by Minute No: **7995**

Date to be reviewed: **November 2021**

**TS 1.6 Use of Council Resources for Community Works**

PURPOSE

The purpose of this policy is to assist sporting and community bodies.

POLICY

That Council permit the CEO or Director Technical Services the discretionary power to carry out any works requested by any sporting body or community based group under the following guidelines:-

1. Works shall not exceed a cumulative total value of \$1,500 per sporting body, community group per annum. The value of work will include plant, labour and overhead costs only and cannot be used for the purchase of materials. If any materials are required, then these costs shall be paid by the sporting body or community group.
2. The proposed works will not impede or affect the progress on the Shire's works and maintenance programs.
3. Wherever possible, all works are to be carried out during normal office hours. When work is carried out outside normal working hours, labour costs, plant and overheads are to be met directly by the group.
4. When works are carried out during normal office hours, only material costs will be met directly by the group.
5. Dry hire of equipment to sporting bodies or community groups is not permitted.

**Policy adoption and review**

Council meeting held: ***December 11th 2018***

Adopted by Minute No: ***7995***

Date to be reviewed: ***November 2021***

**TS 1.8 Street Lighting**

PURPOSE

The purpose of this policy is to ensure that council streets are illuminated to minimize crime and accidents.

POLICY

Council policy is to provide street lighting based on one (1) light every second power pole. A greater density of lighting may be considered in areas of security concern.

**Policy adoption and review**

Council meeting held: ***December 11th 2018***

Adopted by Minute No: ***7995***

Date to be reviewed: ***November 2021***

**TS 1.13 Register of Heavy Haulage Routes**

PURPOSE

The purpose of this policy is to endeavour to keep a record of all heavy haulage movements within the Shire of Collie.

POLICY

That the Director of Technical Services be directed to keep a register of all applications for heavy haulage permits and that upon receipt of all future applications the applicants be requested to complete a Heavy Haulage Application Form providing the following information: -

1. Origin and destination of all heavy haulage movements;
2. Number of prime movers, vehicle combinations and masses to be covered by the application; including a list of registration numbers of vehicles including trailers.
3. The number of days operating per week;
4. The frequency of trips per day;
5. Names of all roads to be utilised by vehicles operating under this permit within the Shire of Collie;
6. Any variation to this regime to be reported in writing to the Shire of Collie providing all details;
7. The APPROVAL shall be for a period not exceeding 12 months at which time a fresh application must be made.
8. The Director of Technical Services shall recommend alternate routes to applicants wherever possible; to protect local roads and redirect heavy vehicles onto better suited routes.
9. Contribute to the maintenance of the road to an acceptable condition during the duration of the permit under the direction of the Shire of Collie.
10. The applicant's vehicles are to travel at no more than 40km/hr within the Collie townsite.

**Policy adoption and review**

Council meeting held: ***December 11th 2018***

Adopted by Minute No: ***7995***

Date to be reviewed: ***November 2021***

**TS1.18 Tree pruning/removal/replacement policy**

**PURPOSE**

The purpose of this policy is to ensure that street trees in the Road Reserve are maintained and do not pose any risk to public safety.

**POLICY**

The Shire of Collie recognises the value of trees in the environment and encourages a policy of appropriate species selection

Trees should only be pruned using **natural target pruning techniques**. Trees should not be lopped.

(\* Natural Target Pruning Techniques – *Pruning to enhance the natural growth habits of the tree.*)

(\* Lopped – *non- selective pruning*)

**Reasons for Pruning**

- Native tree species in close proximity, or under power lines will be pruned where feasible, otherwise removal may be necessary
- Height clearance on footpaths - minimum required height above pathways is 2.25m.
- To allow good visibility at intersections, driveways and off road advisory signs.
- To remove any limbs that are damaged by storms, diseased or are made unsound by insect attacks.
- To remove any limbs that are too large and present an unacceptable element of risk for their location.

**Tree Removal**

Trees may be removed from a public thoroughfare for any of the following reasons

1. Non-native tree species that are growing in close proximity, or under power lines will be removed within budget allocation, prioritised by their risk to public safety.
2. They are made dangerous from either storm damage, fire, disease or insect attack.
3. They are too large and present an unacceptable element of risk to public safety or property damage for their location. (If these trees are in a prominent location, then an arboricultural report will be undertaken to ascertain the risk factor.)
4. Tree removal to allow for road construction, drainage works, sand, gravel pits and sporting oval construction. Care will be taken not to remove trees unnecessarily.
5. Where applicable all tree removals to be within accordance with clearing permit as issued by the relevant State Government department.
6. Damage to infrastructure — due to leaf litter and/or root exposure, or damage to adjacent infrastructure such as roads, pathways or drainage structures..

**Tree Replanting**

1. Each year, a tree replanting program will be developed by the Parks Supervisor and presented to Councils Townscape Advisory Committee for discussion and incorporation in the annual budget.

2. Rural road verges are to be ONLY rehabilitated with native species indigenous to the area.
- 3.
4. Before planting occurs, the street residents will be informed.

### **Policy adoption and review**

Council meeting held: **December 11th 2018**

Adopted by Minute No: **7995**

Date to be reviewed: **November 2021**

### **TS 1.20 Verge Bond Policy**

Section 6.16d LOCAL GOV.ACT (fees)

#### PURPOSE

During site works and construction of buildings and improvements a wide range of damage and maintenance issues to the road verge can arise.

It is therefore necessary that the bond be available to recoup repair costs on a verge should the property owner or their contractor damage infrastructure and not repair it.

#### Where Verge Bonds are Applied

A verge is defined as the area being the width of a block extending from the edge of the roadway to the property boundary irrespective if there is a kerb or not.

Verge Bonds are applied to properties falling under the following zones.

- Residential
- Small Holdings
- Light Industry
- Commercial
- Additional Uses

This Bond is applied to new buildings as well as significant improvements over \$20,000 (excluding GST) in value and over (considered significant structures under the Builder's Regulation Act – requiring a registered or owner builder to carry out works).

#### What is Covered Under Verge Bonds

During construction (including site works) of a new building or improvement to an existing building a wide range of damage and maintenance issues can arise on the road verge. These are and not limited to:

- Materials temporarily stockpiled on verges blowing or being washed onto roadways that require sweeping.
- The same materials washing or blowing into the drainage network requiring removal.
- Swale drains (generally where no kerbs or flush mount kerbs exist) not being reshaped after stockpiled materials are removed and site works completed that result in ponding of stormwater runoff.

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- Damage to road vegetation that may have previously existed or was planted by the developer be it grass, shrubs, trees or mulch.
- Damage to footpaths and Dual Use Paths.
- Damage to kerbing and road pavement
- Damage to services such as scour valve boxes, manhole covers, and side entry pits.
- Damage to regulatory and recommendatory signage.

Any damage to the verge caused by the property owner or their contractor is covered under the Verge Bond.

### How Verge Bonds are Collected

Under Section 6.16(d) of the Local Government Act 1995, a local government may impose fees and charges in relation to receiving applications, issuing approvals, making inspections and issuing licenses. The Verge Bond amount is set each year by Council when determining its Fee's and Charge and is payable when a Building License is lodged at the Shire of Collie.

### How Verge Bonds are Reimbursed

On completion of the building or improvements a final inspection is conducted by the Building Inspector. A Verge Report/Record Form is processed by an officer from the Technical Services Department when inspecting the road verge.

Verges are to be left clean, trimmed (if material stockpiles were temporarily stored) and the kerb and gutter or road shoulder and seal swept to remove all such materials. Any washed or blown materials shall also be removed and the road surface swept clean.

Any infrastructure such as manhole covers and scour valves, covered by stockpiles, shall be exposed and swept clean.

Swale drains are to be trimmed to reinstate the original gradient and shape.

Any vegetation damaged is to be reinstated to its original condition.

Damaged signage, manhole covers, side entry pits etc is to be reported to the Technical Services Department for replacement items to be ordered at the applicant's cost.

Damage to pathways, Dual Use Paths, kerbing or road pavement is to be reported to the Technical Service Department where the necessary advice will be given to affect repairs.

If no damage or maintenance issues are observed the Form is signed off and a refund processed and posted to the applicant.

### Use of Verge Bonds by Council

Should damage or a maintenance issue be observed the Bond will be withheld and contact made with the applicant to rectify the defect(s).

If the defect(s) is not rectified within twenty-one (21) days of notification the Verge Bond will be used to fund the repairs.

Should the repair(s) exceed the VergeBond, Council may seek the balance of repair costs in terms of the Road Traffic Act 1974 (Section 85) through any court of competent jurisdiction.



## Works in Road Reserves Carried Out by Contractors

Property owners are advised that all contractors must carry the necessary Public Liability Insurance and follow Council's Work Safety Standards when engaged in works on road verges.

### **Policy adoption and review**

Council meeting held: ***December 11th 2018***

Adopted by Minute No: ***7995***

Date to be reviewed: ***November 2021***

## **TS 1.21 Roadside Memorials**

### PURPOSE

This policy has been developed to inform the public of the types of roadside memorials approved and supplied by installation on road verges controlled by the Shire of Collie

### POLICY

#### 4.1 Policy Statement

The Shire of Collie has an obligation to provide a safe and efficient road network. The Shire of Collie will:

- Be considerate and respectful of the needs of persons wishing to install roadside memorials;
- Supply roadside memorials (as defined in section 4.2);
- Install or assist in the installation of roadside memorials at suitable locations as detailed in the guidelines attached to this policy;
- Not accept responsibility for the security or maintenance of roadside memorials;
- Remove any roadside memorials or other items not conforming to this policy;
- Not approve or provide roadside memorials for animals; and
- Only approve or provide roadside memorials for accident sites where fatalities have occurred.

#### 4.2 Installation of Roadside Memorials

The Shire of Collie will approve, supply and assist with the installation of a single white memorial cross when requested to do so by the family or friends of a crash victim.

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Crosses are constructed from timber and are:

- 850mm long (600mm out of the ground) and 400mm wide;
- Built from pieces 40mm x 18mm; and
- Painted white and are non-reflective.

Crosses shall be located:

- No closer than 3 metres from the edge of any bitumen/road seal;
- No closer than 1 metre from behind the line of guideposts; and
- No closer than 1 metre from the edge of any shared path.

Crosses shall not be located:

- Where they may interfere with the role of any traffic control item;
- In close proximity to residential, business or other dwellings where they may cause concern to the occupants;

A Shire representative will assist in the installation of approved roadside memorials as detailed above. The Shire representative will ensure its placement is in accordance with Main Roads' standards and requirements and most importantly take into consideration the safety of road users. The Shire representative will consider safety issues such as where the road geometry is less than optimum i.e. road crests, bends and high-speed locations

### 4.3 Roadworks / Maintenance Near Approved Roadside Memorials

The Shire of Collie will continue to perform all construction and maintenance works required within road reserves that contain roadside memorials. Where works are required to the ground on which an approved roadside memorial is located, the memorial will be carefully shifted away from the work area for the duration of works and then re-installed as close as practical to the original location at the conclusion of works unless otherwise advised by the memorial owner. Care will be taken to minimise damage to the roadside memorial.

### 4.4 Transition Provisions

The owners of a roadside memorial installed prior to the adoption of this Policy that do not comply with this Policy, will be encouraged to transition the roadside memorial to comply with this Policy.

### **Policy adoption and review**

Council meeting held: ***December 11th 2018***

Adopted by Minute No: ***7995***

Date to be reviewed: ***November 2021***

**TS 1.22 RE-USE SHOP POLICY**

**1. Policy Objectives/ Intent:**

The intent of this policy is to ensure that the Shire of Collie is compliant with latest regulations and best practice in relation to the sale of re-usable items at the transfer station.

**2. Policy Definitions:**

The Shire of Collie Waste Transfer Station Re-Use Shop Policy will provide a framework for the sale of items that have been disposed of at the facility but are still in a condition that have been deemed reusable.

**Selling items**

- • Once an item has been received at the Waste Transfer Station it must not be given away or taken away for free.
- • The Re-Use Shop attendant must give every buyer a receipt, even if the item has only been sold for a minimal amount.
- • Customers are not permitted to climb into recycling bins or scavenge on the pad. They may only browse through items in the designated Re-Use Shop area.
- • Some items **must not be sold** for safety or legal reasons (these items are listed below)
- • Some things **must conform to Australian Standards** before selling. If they have an Australian Standards logo, they are to be inspected for damage and must be in good working order. These are also listed below.

**Things we will not sell via the Re-Use Shop**

- Electrical equipment or appliances (cords must be cut off these items and put to E-Waste )
- Gas appliances (stoves, BBQ's, heaters etc)
- Unacceptable items not permitted at the Waste Transfer Station (household hazardous waste)
- Batteries
- Mattresses & Bean Bags
- Swimming & float aids
- Helmets - Motorbike or Bicycle
- Cots – fixed and portable
- Child car restraints
- Fire extinguishers
- Vehicle recovery straps, jacks, ramps, stands or supports
- Any other item we believe to be dangerous or hazardous

**Things we can sell BUT must be in good working order and/or meet Australian Standards**

Bicycles Baby walkers Prams & Strollers Toys  
Basketball rings Treadmills & exercise bikes  
Furniture in good condition Beds frames including bunk beds

**3. Relevant Legislation**

WA Local Government Act (1995) s5.42 – Delegation of some powers and duties to the CEO

WA Local Government (Functions & General) Regulations 1996 r30(3)a

Council Policy CS3.21 ( Dec 2018 ) – “Disposal of Property” permits the CEO (or delegate) to dispose of property up to \$5,000

**Policy adoption and review**

Adopted at Council meeting held:

16<sup>th</sup> April 2019

Adopted by Minute No: 8112

Date to be reviewed: April 2022

**TS 1.23 SINGLE-USE PLASTIC POLICY**

**1. Policy Objectives:**

The intent of this policy is to reduce the amount of single use plastics in all Shire owned buildings, parks, reserves, and shire sponsored events. With the goal that the Shire of Collie will be free from single-use plastics in these areas by 2030. This is in-line with the with the Waste Avoidance and Resource Recovery Strategy 2030 ( published the Waste Authority ) goal for “All waste in managed by and/or disposed to better practice facilities” by 2030.

**2. Policy:**

Single-use plastics make up a significant portion of packaging materials in our waste stream. There are significant opportunities to avoid single use plastics. To ensure all Shire buildings, parks & reserves, and Shire sponsored events have as little single-use plastic as possible the below steps should be taken.

- Promote alternatives to single use plastics at all Community events held in the Shire of Collie.
- Provide event organisers with information to provide to stall holders highlighting the Council policy to single use plastic and suggesting alternative options.
- Provide three (3) bin recycling stations in all Shire buildings, parks & reserves and shire sponsored events.
- Provided informative signage in all Shire buildings, parks & reserves and shire sponsored events.
- Encourage alternatives to items such as balloons, plastic straws and other single-use plastics.
- Where possible offer refillable drinking stations to members of the community.

**3. Relevant Legislation:**

Waste Avoidance and Resource Recovery Act 2007

Waste Avoidance and Resource Recovery Levy Act 2007

**Policy adoption and review**

Adopted at Council meeting held:

16<sup>th</sup> April 2019

Adopted by Minute No: 8112

Date to be reviewed: April 2022