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Moved to Corporate Services Policy 2.33

Procedure: Asset Management	
Originating Section: Engineering & Development Services	Relevant Legislation: <i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i>
Reviewer: Executive Manager Engineering & Development Services	Delegated Authority:
Adopted: Minute OC0613, 26.06.13	Other References: Engineering & Operations Policy Manual Shire of Capel Asset Management Strategy Engineering & Operations Procedures Manual Shire of Capel Asset Management Plans IPWEA International Infrastructure Management Manual
Amended: Minute OC0208, 19.02.14 Minute OC0113, 27.01.16 Moved to Corporate Services Section 2 Minute OC1209, 20.12.17	
Review Date: December 2017	

INTRODUCTION

A crossover is defined as a crossing that is constructed to give access to private land from a public thoroughfare. Generally, the crossing is situated on a road verge between the edge of a sealed road and the adjoining property boundary. *The Local Government Act 1995* provides for the reimbursement of 50% of the cost of construction of a crossover under some circumstances. This policy addresses those circumstances.

OBJECTIVE

1. Control the construction of crossovers in residential and special rural areas within the Shire of Capel.
2. Ensure that any constructed crossovers are built to Council's standards.
3. Identify Council's responsibilities and requirements in regards to crossover subsidies and reimbursements.

POLICY STATEMENT

This Policy addresses the need to obtain approval for a crossover, the specifications, and the subsidy.

1. Approval

An application form is to be completed and submitted for every proposed crossover by, or on behalf of the current property owner. No crossover is to be commenced until Shire approval (with or without conditions) is granted. An application form is not required when the crossover forms part of a subdivision/development application that requires the preparation of engineering drawings, which include the provision of crossovers.

Penalties for non-compliance are applicable under the *Local Government Act 1995* (Schedule 9.1, Clause 7) and in addition, Clause 7.3 of the Town Planning Scheme No.7 provides Council with the authority to determine the location of crossovers.

2. Specifications and requirements

Crossovers are to be applied for and constructed in accordance with the specifications prescribed in the "Shire of Capel Information Pack – Crossovers" document. Shire staff shall assess the location in terms of its suitability, visibility and sightlines, safety, services and other infrastructure. Any variation to the specifications are to be approved in writing by the Executive Manager Engineering & Development Services.

3. Ongoing maintenance

The ongoing maintenance and upkeep of crossovers is the responsibility of the property owner and at their cost. The Council does not accept any costs associated with any repairs, unless the repairs are required as a direct result of the action by Council and/or any of its contractors.

4. Subsidy

The Shire is bound by the *Local Government Act 1995* and *Local Government (Uniform Local Provisions) Regulations 1996* which state that the local government is obliged to bear 50% of the cost of a standard crossover if:

- It is the first crossover to the property;
- The crossover is a standard crossing or is a type that is superior to a standard crossing; and
- The crossover is approved by the local government.

The subsidy will not be paid retrospectively and will be payable upon completion of the crossover, inspection and approval by Shire staff, up to a maximum as specified in the Schedule of Fees & Charges.

POLICY APPLICATION

This policy is applicable to all residential and special rural properties within the Shire of Capel. It is not applicable to industrial or commercial properties.

Procedure: E7.2: Crossover Procedure	
Originating Section: Engineering & Development Services	Relevant Legislation: <i>Local Government Act 1995</i> , s2.7(2) (b) Schedule 9.1; Section 7(1),(2),(3) <i>Local Government (Uniform Local Provisions) Regulations 1996</i> ; Regulations 12,13,14,15
Reviewer: Executive Manager Engineering & Development Services	Delegated Authority: 104
Adopted: Minute SC0837, 25.08.99	Other References:
Amended: Minute OC0208, 19.02.14 Minute OC0113, 27.01.16	
Review Date December 2019	

INTRODUCTION

The aim of the policy is to adopt a formal set of guidelines to be used as a minimum standard for the design, construction and verification of subdivisional development. It also provides Council Officers with guidelines to follow during the assessment, inspection and supervision of subdivisional development works undertaken within the Shire of Capel. It is important to note that the policy will outline the minimum standards acceptable to the Shire for subdivisional development infrastructure works, such as design and construction of roads, storm water systems, paths and public open space, but will not restrict developers or staff providing assets to a higher standard.

OBJECTIVE

1. To achieve a high standard of subdivisional development throughout the Shire of Capel.
2. To specify requirements for the subdivision of residential, industrial and commercial lots, in a clear, transparent and consistent manner.

POLICY STATEMENT

1. All developers and/or their consultants are required to submit designs, drawings and specifications for the subdivisional development of land within the Shire of Capel where it is required as a condition of WAPC subdivision approval to construct roads to the satisfaction of the Shire of Capel.
2. The Shire of Capel adopts the 'Institution of Public Works Engineering Australia (WA Division Inc.) Local Government Guidelines for Subdivisional Development – Edition No. 2.1 - 2011' (the "Guidelines"), along with all Procedural Addendums currently used by Shire of Capel, as the minimum requirements for the subdivisional development of land within the Shire of Capel.
3. All designs, drawings and specifications prepared and submitted for the subdivisional development of land within the Shire must comply with Guidelines and Addendums.
4. Any variations to the Guidelines proposed by the developer and/or their consultant, which are not covered by the adopted Addendums, will require approval by the Executive Manager Engineering & Development Services. Subsequently:
 - All subdivisional development plans, drawings and specifications shall be assessed using the Guidelines and the Addendum as a minimum standard.
 - All inspections and verification of construction activities and materials shall be in accordance with the Guidelines and Addendum as a minimum requirement.

POLICY APPLICATION

This policy is applicable to all subdivisional development works within the Shire of Capel, taking into consideration the site requirements and development standards set out in the Guidelines and the Addendum.

Procedure: E7.3 – Engineering Specifications (Subdivision and Land Development)	
Originating Section: Engineering & Development Services	Relevant Legislation: <i>Local Government Act 1995, s2.7(2) (b)</i>
Reviewer: Executive Manager Engineering & Development Services	Delegated Authority:
Adopted: Minute OC0208, 19.02.14	Other References:
Amended:	
Review Date: December 2019	

INTRODUCTION

The primary use of Council vehicles and plant is for operational purposes and for providing services and facilities to the community.

OBJECTIVE

To guide the purchase, disposal and sustainable management of Council's fleet vehicles and plant.

POLICY STATEMENT

1. Council will procure vehicles and plant that are fit for purpose.
2. Vehicles and plant may be purchased, operated and disposed of ensuring best value for Council as an overarching outcome, however compliance with specifications, contemporary standards and safety requirements are also important.
3. Vehicles may be selected and purchased in accordance with Procedure E7.4 (Fleet and Plant – Acquisition and Replacement Criteria) and other associated Council policies.
4. Selection criteria include:
 - Staff position level and vehicle value;
 - Safety – 5* ANCAP rating or highest safety rating available;
 - Functional needs;
 - Life cycle cost over 3 years or 80-90,000km (depending on industry trends);
 - Environmental issues (fuel economy, efficiency, emissions); and
 - Valuation and availability.
5. Vehicle costs may not exceed the relevant level value limit (as indicated in Procedure E7.4) or the budget and should meet functional requirements unless CEO approved. CPI rates or vehicle industry increases may be taken into account if the purchase value cost exceeds the budget.
6. Vehicle accessories (electric brakes, bull bar, spot lights, tow hooks etc) are not included in the base value cost and should be task specific.

POLICY APPLICATION

This policy applies to the purchase, disposal and operational requirements of Council's vehicles, plant and fleet.

Procedure: E7.4: Fleet and Plant – Acquisition and Replacement Criteria	
Originating Section: Engineering & Development Services	Relevant Legislation: <i>Local Government Act 1995 s2.7(2) (b)</i>
Reviewer: Executive Manager Engineering & Development Services	Delegated Authority:
Adopted: Minute SCO122, 19.01.99	Other References: Policy 2.8 – Purchasing Policy 2.9 – Budget management – Capital Acquisitions and Works Policy 2.11 – Fair Value of Assets Policy 3.8 – Staff vehicle use Policy 3.20 – Code of Conduct Policy 7.1 – Asset Management Annual Plant Replacement Program
Amended: Minute OC0208, 19.02.14 Minute OC0113, 27.01.16	
Review Date: December 2019	

INTRODUCTION

As of 31 March 1997, Main Roads Western Australia (MRWA) became solely responsible for the issuing of heavy vehicle permits but only upon roads approved by Council and only within the following categories:

- Rigid Truck and Dog Trailer (Bogey Dolly) Vehicle Type R.2-2 T.2-3
- Rigid Truck and Dog Trailer (Triple Dolly) Vehicle Type R.2-2 T.3-3
- B Doubles Vehicle Type A.2-2-3-3
- Road Trains (Bogey Dolly) Vehicle Type A.2-2-3 T.2-3
- Road Trains (Triple Dolly) Vehicle Type A.2-2-3 T.3-3

OBJECTIVE

To create a standardised, endorsed road network, within the Shire of Capel, for the use of vehicles requiring the issue of heavy haulage permits by MRWA.

POLICY STATEMENT

MRWA are to only issue heavy vehicle permits for travel upon roads endorsed by Council within this policy. Roads may only be added or deleted from the list with Council approval.

POLICY APPLICATION

This policy applies to the following roads.

RIGID TRUCK AND DOG TRAILER (Bogey Dolly) - VEHICLE TYPE R.2-2 T.2-3

Road No	Road Name	Special Conditions
0193	Allenville Rd	Hastie Rd to Lillydale Rd
0004	Boundary Rd	Railway Rd to Gavins Rd
0294	Boyanup West Rd	Railway Rd to Bussell Hwy
0023	Cain Rd	Gavins Rd to Yoganup Mine Site
0264	Calinup Rd	Bussell Hwy to Giacci's Pit
0273	Capel Drive	Capel – Donnybrook to Bussell Hwy
0035	Fisherman's Rd	Bussell Hwy to Minninup Rd
0075	Gardiner Rd	Picton-Boyanup Rd to Gray Rd
0003	Gavins Rd	Railway Rd to Boundary Rd
0096	Gray Rd	Gardiner Rd to Trainer Rd
0024	Hastie Rd	Bussell Hwy to Allenville Rd

0213	Ilmenite Cr	Spurr St to Spurr St
0026	Jamieson Rd	Payne Rd to Entry to Lot 3281
0105	Jenkin Rd	Bussell Hwy to Iluka Plant
0134	Jules Rd North	Hastie Rd to Holcim Site
0011	Lillydale Rd	South West Hwy to Allenville Rd
0005	Lowrie Rd	South West Hwy to Boundary Rd
0239	Malatesta Rd	Railway Rd to Yearly Rd
0115	Payne Rd	Weld Rd to Jamieson Rd
0280	Roberts Rd	Bussell Hwy to Iluka Mine Dump Site
0101	Roe Rd	Forrest Rd to Capel Dairy
0094	Salter Rd	Trigwell Rd to Saleyard
0090	Simmons Rd	South West Hwy to Thomas Rd
0212	Spurr St	Bussell Hwy to Ilmenite Cr
0016	Stirling Rd	Bussell Hwy to Cable Sands Mine Entry
0084	Thomas St	Bridge St to Masters Dairy
0017	Yearly Rd	Bussell Hwy to Malatesta Rd
0032	Hutton Rd	Bussell Hwy to Rd No. 309
0309	Road 309	Hutton Rd to Locn 848
0310	Tuart Dve	Bussell Hwy to Shire Boundary
0212	Spurr St	Goodwood Rd to Prowse Rd
0129	Prowse Rd	Spurr St to Shire Depot

RIGID TRUCK AND DOG TRAILER (Triple Dolly) - VEHICLE TYPE R.2-2 T.3-3

Road No	Road Name	Special Conditions
0193	Allenville Rd	Hastie Rd to Lillydale Rd
0024	Hastie Rd	Bussell Hwy to Allenville Rd
0134	Jules Rd North	Hastie Rd to Holcim Site
0011	Lillydale Rd	South West Hwy to Allenville Rd

B DOUBLES – VEHICLE TYPE A.2-2-3-3

Road No	Road Name	Special Conditions
0193	Allenville Rd	Hastie Rd to Lillydale Rd
0057	Bell Rd	SLK 2.70 – SLK 3.03
0004	Boundary Rd	Railway Rd to Gavins Rd
0294	Boyanup West Rd	Railway Rd to Bussell Hwy
0023	Cain Rd	Gavins Rd to Yoganup Mine Site
0264	Calinup Rd	Bussell Hwy to Giacci's Pit
0273	Capel Drive	Capel – Donnybrook to Bussell Hwy
0006	Elgin Road	SLK6.62 – SLK7.84
0035	Fisherman's Rd	Bussell Hwy to Minninup Rd
0075	Gardiner Rd	Picton-Boyanup Rd to Gray Rd
0003	Gavins Rd	Railway Rd to Boundary Rd
0096	Gray Rd	Gardiner Rd to Iluka Plant
0024	Hastie Rd	Bussell Hwy to Allenville Rd
0213	Ilmenite Cr	Spurr St to Spurr St
0026	Jamieson Rd	Payne Rd to Entry to Lot 3281
0105	Jenkin Rd	Bussell Hwy to Trainer Rd
0134	Jules Rd North	Hastie Rd to Holcim Site

0011	Lillydale Rd	South West Hwy to Allenville Rd
0005	Lowrie Rd	South West Hwy to Boundary Rd
0239	Malatesta Rd	Railway Rd to Yearly Rd
0115	Payne Rd	Weld Rd to Jamieson Rd
0280	Roberts Rd	Bussell Hwy to Iluka Mine Dump Site
0101	Roe Rd	Forrest Rd to Capel Dairy
0094	Salter Rd	Trigwell Rd to Saleyard
0090	Simmons Rd	South West Hwy to Thomas Rd
0212	Spurr St	Bussell Hwy to Ilmenite Cr
0016	Stirling Rd	Bussell Hwy to Cable Sands Mine Entry
0084	Thomas St	Bridge St to Masters Dairy
0017	Yearly Rd	Bussell Hwy to Malatesta Rd
0032	Hutton Rd	Bussell Hwy to Rd No. 309
0309	Rd No. 309	Hutton Rd to Locn 848
0310	Tuart Drv	Bussell Hwy to Shire Boundary

ROAD TRAIN (Bogey Dolly) – VEHICLE TYPE A.2-2-3 T.2-3

Road No	Road Name	Special Conditions
0193	Allenville Rd	Hastie Rd to Lillydale Rd
0004	Boundary Rd	Railway Rd to Gavins Rd
0294	Boyanup West Rd	Railway Rd to Bussell Hwy
0023	Cain Rd	Gavins Rd to Yoganup Mine Site
0264	Calinup Rd	Bussell Hwy to Giacci's Pit
0273	Capel Drive	Capel – Donnybrook to Bussell Hwy
0035	Fisherman's Rd	Bussell Hwy to Minnipup Rd
0075	Gardiner Rd	Picton-Boyanup Rd to Gray Rd
0003	Gavins Rd	Railway Rd to Boundary Rd
0096	Gray Rd	Gardiner Rd to Iluka Plant
0024	Hastie Rd	Bussell Hwy to Allenville Rd
0213	Ilmenite Cr	Spurr St to Spurr St
0026	Jamieson Rd	Payne Rd to Entry to Lot 3281
0105	Jenkin Rd	Bussell Hwy to Iluka Plant
0134	Jules Rd North	Hastie Rd to Holcim Site
0011	Lillydale Rd	South West Hwy to Allenville Rd
0005	Lowrie Rd	South West Hwy to Boundary Rd
0239	Malatesta Rd	Railway Rd to Yearly Rd
0115	Payne Rd	Weld Rd to Jamieson Rd
0280	Roberts Rd	Bussell Hwy to Iluka Mine Dump Site
0101	Roe Rd	Forrest Rd to Capel Dairy
0094	Salter Rd	Trigwell Rd to Saleyard
0090	Simmons Rd	South West Hwy to Thomas Rd
0212	Spurr St	Bussell Hwy to Ilmenite Cr
0016	Stirling Rd	Bussell Hwy to Cable Sands Mine Entry
0084	Thomas St	Bridge St to Masters Dairy
0017	Yearly Rd	Bussell Hwy to Malatesta Rd
0032	Hutton Rd	Bussell Hwy to Rd No. 309
0309	Rd No. 309	Hutton Rd to Locn 848
0310	Tuart Drv	Bussell Hwy to Shire Boundary

ROAD TRAIN (Triple Dolly) – VEHICLE TYPE A.2-2-3 T.3-3

Road No	Road Name	Special Conditions
0193	Allenville Rd	Hastie Rd to Lillydale Rd
0024	Hastie Rd	Bussell Hwy to Allenville Rd
0134	Jules Rd North	Hastie Rd to Holcim Site
0011	Lillydale Rd	South West Hwy to Allenville Rd
0005	Lowrie Rd	South West Hwy to SLK 0.535 Lowrie Rd

These lists form the basis of a common endorsement issued to any operator wishing to travel on any of the said roads and copies are held by are held by MRWA – Transportation Section.

Procedure:	
Originating Section: Engineering & Development Services	Relevant Legislation: <i>Local Government Act 1995, s2.7(2) (b)</i>
Reviewer: Executive Manager Engineering & Development Services	Delegated Authority:
Adopted: Minute SC0122, 19.01.99	Other References:
Amended: Minute OC0208, 19.02.14 Minute OC1105, 22.11.17	
Review Date: December 2019	
Amendment 22.11.17 Section of Lowrie Rd added to Road Train (Triple Dolly – Vehicle Type A.2-2-3 T.3-3) Sections of Bell & Elgin Roads added to B Doubles.	

INTRODUCTION

Council regularly receives requests from community members for the sealing of gravel roads. Consideration of the circumstances for the request must be undertaken and a logical criteria available for assessment of the merits of the request. By utilising criteria a logical, informed decision can be made to either grant or deny the request.

OBJECTIVE

To provide criteria for use in the consideration of requests from community groups to upgrade Council roads from gravel to bitumen.

POLICY STATEMENT

Design specifications for new or upgraded roads in the Shire of Capel shall conform to the 'Austroads Guide to Road Design (GRD) Part 3' as modified from time to time by the applicable Main Roads Western Australia Supplement. Council's minimum design specification for sealed roads is defined as a 'Single Carriageway, Two-lane, Rural & Outer Urban High Speed Road'.

Application for reconstruction of an existing road to a new standard (unsealed to sealed) must be submitted by a community group and not an individual. The community group must consist of a minimum of ten persons who are serviced by the subject road. Council will determine the forecast rate of usage of the subject road at the end of the design period (generally 20 years). If the count exceeds 150 passenger car equivalents (PCE) per day, Council will consider the requested improvements to the road geometry and surface.

POLICY APPLICATION

The policy relates to requests by community groups for the upgrade of existing gravel roads, excluding sub-divisional applications, to bituminous roads.

Procedure: E7.6 – Road Seal Criteria	
Originating Section: Engineering & Development Services	Relevant Legislation: <i>Local Government Act 1995, s2.7(2) (b)</i>
Reviewer: Executive Manager Engineering & Development Services	Delegated Authority:
Adopted: Minute SC0122, 19.01.99	Other References: Austroads Guide to Road Design (GRD) Part 3: Geometric Design (2009). MRWA Supplements to Austroads Guide to Road Design (GRD) Part 3 (Doc ID D11#308695)
Amended: Minute OC0208, 19.02.14 Minute OC0113, 27.01.16	
Review date: December 2019	

Rescinded

Procedure: E16.06P - Verges	
Originating Section: Engineering & Development Services	Relevant Legislation <i>Local Government Act 1995, s2.7 (b)</i> <i>Activities in Thoroughfares and Public Places and Trading Local Law 2016</i>
Reviewer: Executive Manager Engineering & Development Services	Delegated Authority: 41
Adopted: Minute SC0122, 19.01.99	Other References: Nature Verge – Verge Planting Guide Urban Landscape Strategy 2011 Council policies: 7.2 - Crossovers, & 4.10– Hazard Reduction on Council Land Utility Providers Code of Practice (Main Roads WA) Managing Dieback - Guidelines for Local Government (Dieback Working Group)
Amended: Minute OC0208, 19.02.14 Minute OC0113, 27.01.16 Rescinded Minute OC1209, 20.12.17	
Review Date: December 2017	

Rescinded

Procedure: E7.3 – IPWEA Engineering Specifications (Sub-division and Land Development) Addendum 1.5	
Originating Section: Engineering & Development Services	Relevant Legislation: <i>Local Government Act 1995, s2.7(2) (b)</i>
Reviewer: Executive Manager Engineering & Development Services	Delegated Authority:
Adopted: Minute SC0199, 19.01.99	Other References: * WAPC – Model Subdivision Condition Schedule, page 31 Code T5, October 2012
Amended: Minute OC0208, 19.02.14 Rescinded Minute OC1209, 20.12.17	
Review Date December 2017	

INTRODUCTION

This policy outlines principles and guidelines relating to the road network with respect to unmade roads in road reserves. This policy assists Council in determining the extent to which it will contribute to new roads on existing unmade road reserves. This policy is relevant where land parcels are sold off, creating "land locked" land holdings resulting in a need for access.

This policy also assists Council to determine whether approval should be given to the development of a dwelling on rural land which does not have access to a constructed public road (Refer: Town Planning Scheme No 7, Clause 5.7.3 (d)).

OBJECTIVE

To establish criteria for the expansion of the road network in relation to unmade roads in road reserves.

POLICY STATEMENT

When a written application is submitted to Council for the provision an access to a property along an existing unmade road in a road reserve, the applicant shall be advised of the following.

1. Council is not obliged to construct a road.
2. Each application is based upon merit and priority.
3. Approval for a single dwelling which does not have access to a constructed public road may not be issued until resolution of any access issues.
4. Council may provide landowner(s) with survey data and information that is currently held within Council's records as requested.
5. Survey work required by the landowner may be undertaken at the landowner's expense.
6. Council shall provide, where possible, information on alternative options available to landowners which will assist in resolving an access situation.
7. Where the construction of a new public road is required, the design of the road shall be submitted for Council's approval before the commencement of construction. No physical work shall take place before written approval is issued by Council. The landowner is to obtain all other statutory approvals (for example Clearing Permits and Traffic Management Plans).

8. Works will be undertaken by a suitably experienced independent contractor under the direction of Council's Executive Manager Engineering & Development Services.
9. Council may not contribute financially towards the design and construction of any road unless it has specifically indicated its willingness to do so.
10. Council may provide a nominal amount in the annual budget to accommodate requests for contributions to roads.

POLICY APPLICATION

This policy applies to all unmade road reserves in the Shire of Capel Local Government area.

Procedure:	
Originating Section: Engineering & Development Services	Relevant Legislation: <i>Local Government Act 1995, s2.7(2) (b)</i> Town Planning Scheme No.7; Clause 5.7.3 (d)
Reviewer: Executive Manager Engineering & Development Services	Delegated Authority:
Adopted: Minute SC0122, 19.01.99	Other References:
Amended: Minute OC0208, 19.02.14 Minute OC0113, 27.01.16	
Review Date: December 2019	

INTRODUCTION

This protocol recognises that in accordance with the *Road Traffic Code 2000* (the Code): Regulation 297(2), Instrument of Authorisation (IoA) issued to the Shire of Capel by the Commissioner (the Commissioner) of Main Roads Western Australia (MRWA), the Shire of Capel is obliged to develop and implement traffic management procedures that will satisfy the Commissioner, and that work on roads within the Shire of Capel will always comply with the "Traffic Management for Works on Roads Code of Practice".

OBJECTIVE

Ensure the safety of all workers and road users in line with safe system principles by establishing uniform procedures for reviewing and authorising traffic management at work sites ensuring compliance with conditions given in the Instrument of Authorisation.

POLICY STATEMENT

The Shire of Capel will actively support the MRWA "Traffic Management for Works on Road Code of Practice" (Works Code of Practice) and will conduct its business in such a way as to:

1. Comply with the requirements of the latest amendment to the Works Code of Practice and AS1742.3 for all work within the road reserve undertaken by the Shire of Capel and its agents;
2. Ensure any party undertaking work within the Shire of Capel shall assess the need for a Traffic Management Plan (TMP). The Shire of Capel shall check the assessment to ensure a TMP has been provided where required. Where a TMP is required the Shire of Capel shall ensure that the TMP adequately provides for the safety of workers and road users, while maintaining an adequate level of service. All TMP's shall be prepared and reviewed by a person holding current Advanced Worksite Traffic Management Main Roads WA accreditation. This will occur prior to the Shire of Capel authorising the TMP for implementation
3. Authorise other parties not subject to an IoA to implement roadworks traffic management within their jurisdiction. Authorisation shall only be granted by holders of Advanced Worksite Traffic Management Main Roads WA accreditation. Prior to and after authorisation is given, the Shire of Capel shall ensure that the traffic management is in accordance with the "Works Code of Practice";
4. Recognise that it has a duty of care under the *Occupational Safety and Health Act 1984* to provide and maintain a safe place of work for its employees, consultants, agents and contractors to ensure that persons who have access to the workplace including road users are not exposed to hazards;

5. Keep a record of the traffic management plans and in particular the sign and device arrangement and any changes to such during the works for a period of seven (7) years from the date of completion of the works;
6. Ensure operational road works traffic management tasks are only undertaken by persons who are accredited or are directly managed onsite by a person with MRWA - Basic Worksite Traffic Management accreditation. Where persons are controlling traffic they shall have MRWA – Traffic controller accreditation; and
7. Ensure that appropriate training is given to allow for the preparation, modification, review and recommendation of TMP's for roadworks sites.

POLICY APPLICATION

This Policy applies to traffic management on all roads under the care, management and control of the Shire of Capel.

Procedure: Traffic Management E7.10	
Originating Section: Engineering & Development Services MRWA	Relevant Legislation: <i>Local Government Act 1995</i> <i>Local Government (Uniform Local Provisions) Regulations 1996</i> <i>Main Roads Act 1930</i> <i>Occupational Safety & Health Act 1984</i> <i>Road Traffic Act 1974</i> <i>Road Traffic Code 2000</i> <i>Activities in Thoroughfares and Public Places and Trading Local Law 2016</i>
Reviewer: Executive Manager Engineering & Development Services	Delegated Authority:
Adopted: Minute OC0204 22.02.17	Other References: Main Roads Western Australia Instrument of Authorisation for Works. Main Roads Western Australia Traffic Management for Works on Roads Code of Practice. Australian Standard AS 1742.3 Manual of Uniform Traffic Control Devices, Part 3 Traffic Control for Works on Roads. AS/NZS ISO 31000 – Risk Management – Principles and Guidelines Traffic Controllers' Handbook.
Amended:	
Review Date: December 2019	