

1. INTRODUCTION

- 1.1 Moree Plains Shire Council owns a substantial Unsealed Road network. The funding available to manage this network is less than that required to present it in a defect free state, thus the Council has to prioritise roads within its network and maximise additional private contributions towards the maintenance task. This policy covers unsealed road categories and hierarchies, treatment types, management options, and sources of funding.

2. SCOPE

- 2.1 A Shire Road exists where a road reserve has been formally defined by a registered surveyor and gazetted in the NSW Government Gazette. Shire Roads in the Moree Plains Local Government Area are the responsibility of the Moree Plains Shire Council by virtue of the *Roads Act 1993*.
- 2.2 This policy applies to all Council owned public Unsealed Shire Roads in the Moree Plains Local Government Area. This Policy does not apply to Crown Roads, Private Roads, Right of Way Roads, and Closed Roads, that are not the responsibility of Moree Plains Shire Council.

Note this policy replaces the following Council Policies


- Community Voluntary Road Policy (Self Help) was adopted by Council on 2 September 2010 under resolution number: 10/09/23
- Unmaintained and Unformed Roads Policy was adopted by Council on 2 September 2010 under resolution number: 10/09/22
- Dust Suppression Policy was adopted by Council on 6 March 2008 under resolution number: 08/03/12

3. OBJECTIVE

- 3.1 Clearly explain Council's intentions in relation to maintenance activities on Council's Unsealed Roads
- 3.2 Maximise the benefits to be gained by the community in the allocation of funds and resources (Council or Private) towards the Management of Council's Unsealed Road network. Roads that extend beyond a private property boundary and serve only one property are considered private roads (regardless of the Council's previous maintenance history).

4. POLICY STATEMENT

- 4.1 The allocation of a road to a Category and Hierarchy is a matter for determination by the Council.
- 4.2 Council does not maintain or administer Crown Roads or Crown Road Reserves, regardless of past practices. Before Council could do any work within a Crown Road reserve (other than Private Works for a fee) the Council would make application to the Crown to take over ownership of the Road Reserve. Taking ownership of a Crown Road is an unlikely scenario.

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4.3 Unsealed Road Categories

4.3.1 The following provides a definition of the four categories of Unsealed Shire Roads that exist in the Moree Plains Local Government Area.

The approval of a dwelling on a property served by an unmade Shire Road or Unformed Shire Road does not automatically oblige Council to upgrade the road or maintain the road to a different standard.

- **Unmade Shire Road**

This road exists only on paper. The road reserve is in its natural state and has never carried any traffic as a public road.

- **Unformed Shire Road.**

This road has been trafficked in a semi regular manner and a “track” has evolved overtime. Some clearing of vegetation may have occurred however, no formal roadworks by a road authority (ie MPSC) has been carried out, (except in the case where Council formally resolves to return a Formed Shire Road to an Unformed Shire Road).

- **Formed Natural Surface Shire Road**


Formal roadworks have been carried out by the Road Authority (ie MPSC) to shape the existing natural surface however no pavement material has been imported other than perhaps to repair a “soft spot” or troublesome areas like bends and causeways, (except in the case where Council formally resolves to return a Formed Gravel Shire Road to a Formed Natural Surface Shire Road).

- **Formed Gravel Surface Shire Road**

Formal roadworks have been carried out by the Road Authority (ie MPSC) to shape the existing natural surface. Pavement material has been imported and placed over the natural surface, full width, to provide an engineered running surface.

- **Formed Rural Road Hierarchy**

- Federal Road - Hierarchy allocated by the Federal Government
- State Road - Hierarchy allocated by the State Government
- Regional Road - Hierarchy allocated by the State Government. (Council further categorises as Major or Minor)
- Collector Road - a road/route that feeds a federal, state or regional road or major industrial/agricultural centre or a village. Further categorised as Major or Minor
- Local Road. - a Shire road that is not a Collector or Local Access Road.
- Local Access- a road (or part thereof) or track that serves up to approximately 5 properties. Typically a no through road.

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4.4 Unsealed Roads Treatment

4.4.1 Treatments aimed at Reconstructing (ie widen or strengthen, in order to carry more traffic) or Upgrading to a sealed road or different unsealed road category are beyond the scope of this policy, and will be a matter for consideration by the Council.

- **Repair**

A treatment to a specific spot on a road, ie soft area, washed away area, or removing fallen or regrown vegetation.

- **Dust Suppression**

The application of water (with or without an approved additive) to the surface of a road for the purpose of laying dust, often associated with haulage work. Dust suppression requests as a result of other than Council's haulage activities, will be at the applicants cost, as per a Private Works Agreement.

- **Routine Grade**

Maintenance work typically involving a single grader (with or without a Freeroller attached). The aim being to smooth over the running surface, clear minor regrowth vegetation and maintain surface drains

- **Periodic Grade**

Maintenance work typically involving a grader roller and water cart. The aim of a periodic grade being to reshape, remix and recompact the existing running surface. Some additional "patching" material may be imported to treat isolated problem areas.

- **Rehabilitation (Resheet)**


Capital work typically involving a grader, roller and water cart. The aim being to import and compact pavement material to restore the road to its "normal" state.

4.5 Private Works

Council may perform maintenance on unmaintained or private roads under a private works agreement with the affected property owner(s) when plant is in the region and subject to current workloads, and payment made upfront.

4.6 Unsealed Road Funding

In managing its unsealed road network MPSC sources funding/resources as follows:

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4.6.1 Council Funds.

Council will allocate various income sources (ie rates and grants etc) from its General Fund towards appropriate roadworks.

In some cases where Council allocates funding for roadworks, private sources (ie Property owners or Developers etc) may offer to make a contribution towards the funded works to achieve a bigger scope of works (ie longer length of works). Contributions that seek to change the funded treatment must be formally considered by the Council. Examples of Private Contributions are;

- Private Funding Contribution. Private sources (ie Property owners or Developers etc) make a financial donation.
- Private Resource Contribution. Private sources (ie Property owners or Developers etc) donate (ie supply at a token cost) a resource towards the works that conforms to Council's specifications, policies, and conventions/traditions/practice. For example Plant must confirm to the requirements of Council's Casual Plant Hire Documentation.

4.6.2 Private Funds.

Works will be fully funded from sources that do not include Council's funds. (ie Property owners or Developers etc).

Note: all Private Funding or Contributions must be paid upfront after signing Council's Standard Private Works Agreements, and be unconditional in relation to future works or commitments.

4.7 Management of Unsealed Roadworks

4.7.1 Expert Supervision

Expert Supervisors would typically be Companies who specialise in roadworks. All workers and plant on site, (Private, Subcontract, Contract) are under the control and direction of the Expert Supervisor. The scope and quality of the works will be to the satisfaction of the Director of Engineering Services, and council staff will inspect the works before the work is deemed to be finished. The road would be under some form of traffic control during the works, and the Expert Supervisor would have control of the worksite (ie Principal Contractor as defined by the *OH&S Act 2000*). Public Liability Insurance indemnifying Council will be required (minimum \$20,000,000). The works will not involve the clearing of any vegetation or importing of gravel without specific written permission from the Director of Engineering Services. Formal Agreements, pursuant to Sections 138 to 143 *Roads Act 1993*, (one off or annual), must be signed by the Applicant (a registered Pty Ltd Company) and approved by a formal resolution of the Council.

Typical application would be where a property owner wants to fund maintenance works on a road that serves their property.

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4.7.2 Private Supervision.

Private Supervisors would typically be Farmers who normally maintain a private farm road network. All workers and plant on site, (Private, Subcontract, Contract) are under the control and direction of the Private Supervisor. The scope and quality of the works will be to the satisfaction of the Director of Engineering Services, and council staff will inspect the works before the work is deemed to be finished. The road would be closed to all but local traffic during the works, and the Private Supervisor would have control of the worksite (ie Principal Contractor as defined by the *OH&S Act 2000*). Public Liability Insurance indemnifying Council will be required (minimum \$20,000,000). The works will not involve the clearing of any vegetation or importing of gravel without specific written permission from the Director of Engineering Services. Formal Agreements, pursuant to Sections 138 to 143 Roads Act 1993, (one off or annual), must be signed by the Applicant (a registered Pty Ltd Company) and approved by a formal resolution of the Council.

Typical application would be where a public “no through” road leads to a couple of farms and the farmers wish to grade the public road at the same time they grade their internal roads. Traffic Control would involve unlocking permanent “Road Closed” signs initially erected by Council. Issuing the key to unlock the signs is how Council controls the standard of workmanship.


4.7.3 Council Supervision.

All workers and plant on site, (Council, Subcontract, Contract or Donated) are under the control and direction of Council Supervisors. Unless specifically allocated to a location by the Council, Council Funds (including Private Contributions if offered) are allocated by Council staff to the satisfaction of the Director of Engineering Services.

4.7.4 Committee Supervision


For certain roads/routes the Council, by resolution, will form a Management Committee with a formal terms of reference, (in accordance with Section 355 of the *Local Government Act 1993*). Council will allocate specific budgets for the roads covered by the Management Committee and the Committee will make recommendations regarding the expenditure of allocated Council Funds (including Private Contributions if offered). Funds are to be spent for the purpose with which they have been allocated. The Management committee will make recommendations to the Director of Engineering Services in relation to the following;

- The location of works.
- The frequency of the works.
- Which Council’s Subcontractors (listed on the Casual Plant Hire List or similar) to use on the works.

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The scope and quality of the works will be to the satisfaction of the Director of Engineering Services, and council staff will inspect the works before the work is considered to be finished. If the Director of Engineering disagrees with a recommendation from the Committee and the parties cannot come to an agreed compromise, the Director will refer the matter to the Council for consideration and resolution. The Council will reserve the right to dissolve the Management committee without notice. Council staff will approve all payments involving Council funds.


Typical application would be on a collection of roads on the extremity of the Shire, where it is not very efficient to locate Councils resources from its depot(s).

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Allocation of Funding/Resources

	Repair	Routine & Dust Suppression	Periodic	Rehabilitation
Unmade Shire Road				
Council Supervision	NA	NA	NA	NA
Committee Supervision	NA	NA	NA	NA
Expert Supervision	NA	NA	NA	NA
Private Supervision	NA	NA	NA	NA
Unformed Shire Road				
Council Supervision	CF or PF	NA	NA	NA
Committee Supervision	CF or PF	NA	NA	NA
Expert Supervision	PF	NA	NA	NA
Private Supervision	PF	NA	NA	NA
Formed Natural Surface Shire Road (Local Access)				
Council Supervision	CF or PF	NA	NA	NA
Committee Supervision	CF or PF	NA	NA	NA
Expert Supervision	PF	PF	PF	NA
Private Supervision	PF	PF	PF	NA
Formed Natural Surface Shire Road (General Access)				
Council Supervision	CF or PF	CF or PF	CF or PF	NA
Committee Supervision	CF or PF	CF or PF	CF or PF	NA
Expert Supervision	PF	PF	PF	NA
Private Supervision	NA	NA	NA	NA
Formed Gravel Shire Road (Local Access)				
Council Supervision	NA	NA	NA	CF or PF
Committee Supervision	NA	NA	NA	CF or PF
Expert Supervision	PF	PF	PF	CF or PF
Private Supervision	PF	PF	PF	NA
Formed Gravel Shire Road (other than Local Access)				
Council Supervision	CF or PF	CF or PF	CF or PF	CF or PF
Committee Supervision	CF or PF	CF or PF	CF or PF	CF or PF
Expert Supervision	PF	PF	PF	NA
Private Supervision	NA	NA	NA	NA

- **Local Access** - Typically a No Through Roads (or part there of) servicing less than 5 properties
- **General Access** Typically a Through Road or Road servicing 5 or more properties
- **PF** - Privately Funded
- **CF** - Council Funded (includes Private Contributions where offered)

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5. DELEGATION

5.1 The General Manager is authorised, pursuant to Section 377 of the *Local Government Act 1993*, to allow a matter that does not conform to a Policy to proceed if the General Manager is of the opinion that the variation from the Policy is of a minor nature.

6. DISPUTE PROCEDURE

6.1 The General Manager will arbitrate disputes in relation to the operation of this Policy. The General Manager's decision may be appealed by referring the matter to the Council via a formal Notice of Motion from a Councillor.

7. References


- MPSC Policy on Policy Making
- *Local Government Act 1993*
- Local Government General Regulations 2005
- *Roads Act*
- Roads Regulations
- Unmaintained and Unformed Road Policy
- Dust Suppression Policy
- Community Voluntary Road Policy (Self Help Policy)

8. Attachments

- Guidelines for Completion

9. Review

9.1 This policy is to be reviewed on an annual basis from the date of its original adoption by Council and in accordance with Section 4.4 of the Policy on Policy Making.

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GUIDELINES FOR COMPLETION

SECTION 138 AGREEMENT

FOR USE OF A COUNCIL ROAD RESERVE for ROAD MAINTENANCE – ‘WORKS ON ROAD’

SCHEDULE 1

Enter the name of the road on which the activity will be taking place.

SCHEDULE 2

Enter the full property details such as Lot, DP and street number for all properties benefiting from the works.

SCHEDULE 3

Description of work: The Applicant is to specify the type of work to be carried out within the road reserve, for example: (road repair, routine grading etc).

SCHEDULE 4

- a. Details of Public Liability Insurance must be provided at the time of application. This means a ‘Certificate of Currency’ from your Insurance Company or Broker noting Moree Plains Shire Council as an interested party and confirming the following:
 - sum insured (\$20,000,000)
 - that cover extends to work in a Public Road
 - expiry date of the policy
- b. A Safety Management Plan must be provided with the application, where the value of the work is in excess of \$250,000.
- c. An Environmental Management Plan must be provided with the application where substantial clearing of vegetation or importing of material has been approved.

SCHEDULE 5

Enter the anticipated start date of the works.

SCHEDULE 6

Conditions relating to the section 138 Agreement to be read in full.

Failure to provide these details will result in extended delays in determining the application and subsequent to approval.

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NOTES:

1. If this Section 138 relates to the installation of a vehicular access, an application Vehicular Access Permit must be made and approved prior to making application to conduct works. Refer to Council's Property Access and Addressing Management Plan.
2. If this Section 138 relates to the installation of a public Gate and/or Grid, an application for a Public Gate Permit must be made and approved prior to making application to conduct works. Refer to Councils Public Gate and Motor Bypass (Cattle Grid) Management Plan.
3. If this Section relates to construction or upgrade of Council owned assets such as roads, drainage, water, sewerage, footpaths, etc, engineering plans must be lodged and approved prior to making application to conduct works.

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**AGREEMENT FOR USE OF A COUNCIL ROAD RESERVE
'WORKS IN ROAD'**

Pursuant to Council's "Unsealed Rural Shire Roads Maintenance Policy"

THIS AGREEMENT made on the _____ day of _____ 20__.

BETWEEN (hereinafter called the Applicant)

(Name) _____

(ABN, if applicable) _____

(Address) _____

AND **MOREE PLAINS SHIRE COUNCIL** (hereinafter called the Council).

WHEREAS

The Applicant desires to use the public road specified in the first Schedule hereto.

AND WHEREAS

Council has agreed to issue consent for such use the Applicant entering into this Agreement upon the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED as follows:

- 1 The Council pursuant to the provision of Part 9 Division 3 Sections 138 to 143 of the Road Act 1993 hereby grants permission to the applicant to carry out the works or erect structures as specified in the Schedule Three hereto.
- 2 The applicant agrees to:
 - A Carry out works or erect the structures at the applicants own cost in conformity with ordinary good practice and as more particularly specified in Schedule Six hereto together with any further notices issued in writing by the Director of Engineering Services or his representative.

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- B Carry out the work or erect the structures as expediently as practicable and with due regard to convenience, safety and the rights of the public.
- C To observe and fulfill and reasonable requests in respect of maintenance of the said works or structures and in particular and requirements specified in any notices in writing addressed to the Applicant and to comply with any such requirements within the time specified in such notice.
- D i That the Applicant will at all times indemnify and keep indemnified the council from and against all actions suits proceedings losses costs damages charges claims and demands in any way arising out of or by reason of anything done or omitted to be done by the Applicant in respect of the construction renewal repair and maintenance of the work or use thereof or by reason of the Council having entered into this agreement and that in respect of any matter covered by this indemnity the Council shall be at liberty to pay satisfy defend compromise or settle any claim action or other proceedings which may be made threatened instituted commenced or prosecuted against the Council and any amount paid by the Council in accordance with this clause shall be repaid to him or it by the Applicant.
- ii To extend its Public Risk Insurance Policy to cover the Council. Policy cover of at least \$20,000,000, evidence of such policy, its extension to cover the Council and is to be produced on request. Details of the current Policy are to be set out in Schedule 4.
- E i That should the Applicant fail to comply with the provisions of this Deed or any requirement of the Council as herein provided then any such breach may be made good by the Council and the cost involved or the damage suffered recovered from the Applicant by the Council s a debt due and unpaid without prejudice to the right of the Council to terminate the permission granted hereby.
- ii In the performance of any alteration to the work the Applicant shall observe all requirements imposed by any statute regulation or ordinance or otherwise imposed by any statutory or other authority.
- F i To make enquiry, search investigation into the existence and location of public utility services in particular Telecom cables gas electricity water sewer and drainage lines and other private services in particular irrigation pump line and communication lines to carry out work in such a manner so as to cause no damage to existing services.
- ii To make good repair of any damage caused to services or other private property so caused in the execution of the works and bear the costs of such repairs.
- 3 If the Applicant shall fail to perform any obligation imposed on it under this agreement or any work required by or the Council thereunder it shall be lawful for the Council immediately thereupon to determine the permission hereby granted and upon the expiration or the sooner determination of this permission or an extension thereof the Applicant shall immediately and in such manner as the Council may direct remove and take away as speedily as possible the work insofar as the same may encroach upon or in any way affect the public way and shall make good all damage done to the public way by such removal and in the course of doing so shall pay the Council the cost of making good any such damage.
- 4 And it is further agreed by the parties hereto that nothing in this deed shall be deemed to:
- i prejudice or affect the rights of the public to free/controlled passage upon or along the said road.

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- ii authorize any nuisance to or permanent obstruction of the road or public places, or
- iii confer upon the Applicant exclusive right or title or the sole use of that part of the work within the road boundary
- iv In any way restrict or limit the powers of the Council in respect of the work and construction.

SCHEDULES

SCHEDULE 1

(Description of the subject public road) _____

From _____

To _____

SCHEDULE 2

(Description of benefiting property, Lot, DP and street name and numbers) _____

SCHEDULE 3

(Description of Work on Road Reserve) _____

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SCHEDULE 4

(Insurances/Safety and Environmental Management Plans)

<p>Public Liability Insurance:</p> <p>The Contractor and all sub-Contractors employed from the time in relation to the work must have in place insurance for their respective rights and interests to cover their liabilities to third parties (as extended too cover subject works for the person doing the works in the Road Reserve). These policy/policies must note the interests of Council. The policy shall contain a cross liability clause and shall have a limit of indemnity of not less than the amount indicated for any one occurrence, but shall be unlimited in the aggregate. <i>(A copy of the policy must be provided).</i></p>	Amount of Cover	
	Insurance Company	
	Policy Number	
	Expiry Date	

Safety Management Plan

(Please refer to MPSC guidelines)

Environmental Management Plan

(Please refer to MPSC guidelines)

SCHEDULE 5

(Anticipated Commencement Date of Work)

(Anticipated Completion Date of Work)

SCHEDULE 6

CONDITIONS OF APPROVAL FOR USE OF A COUNCIL ROAD RESERVE APPLICATION – WORKS IN ROAD RESERVE

- The works shall be carried out in accordance with the description of works described in the Agreement with the Council.

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- 2 A Traffic Control Plan for traffic control or Temporary Road Closure (attached) at the work site must be implemented by the Applicant prior to work commencing. The Traffic Control Plan shall be verified by an authorized person in accordance with the RTA manual 'Traffic Control at Worksites'. The site of the work shall be adequately barricade, or otherwise protected to ensure the safety of travelling public, including pedestrians. Adequate advance warning signs shall be erected in accordance with the 'Traffic Control Plan' and maintained during the course of the work. All traffic controllers shall have the necessary accreditation.

- 3 The Applicant shall inquire, search, investigate the location and depth of any public utility service in particular Telecom cables, gas, electricity, water, sewer and stormwater and other private services such as irrigation pump lines before any works commence on site to ensure that no damage or conflict shall result. The applicant shall be liable for any damage to these services.

- 4 Work shall only be carried out during daylight hours, no trench within the road reserve shall be left open or unfenced and signposted after dark, with no winrows or obstacles left on the trafficable lane(s).

- 5 Excavation works shall be carried out in a manner that will ensure safe passage of vehicles at all times.

- 6 Council shall be reimbursed by the applicant/beneficiary, when requested, for any expenses incurred in restoring the road pavement, or other sections of the excavation site, within the road reservation.

- 7 The agreement cannot be assigned or transferred to another person.

- 8 Any works on a Public Road Reserve are classified as High Risk Construction as defined in the OH&S Act 2000. All works is to be carried out in accordance with this Act and OH&S Regulation 2001.

- 9 For the purposes of the OH&S Act 2000 'the applicant' will be Principal Contractor.

- 10 The Applicant is to ensure that the appropriate Safety Management Plan and Environmental Management Plan are prepared prior to the commencement of any works.

- 11 The applicant is to ensure that the contractor and sub-contractors are registered and appropriately insured for working on a public road.

- 12 The applicant must advise Council's Engineering Department on (02) 6757 3265 at least 48 hours prior to work commencing and finishing works in the road reserve.

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IN WITNESS WHEREOF of the parties hereto have hereunto set their hands on the day and year first above written

SIGNED by the Applicant

Said
Name
Signature

in the presence of

.....
Name of Witness
Signature

SIGNED FOR AND ON BEHALF OF MOREE PLAINS SHIRE COUNCIL:

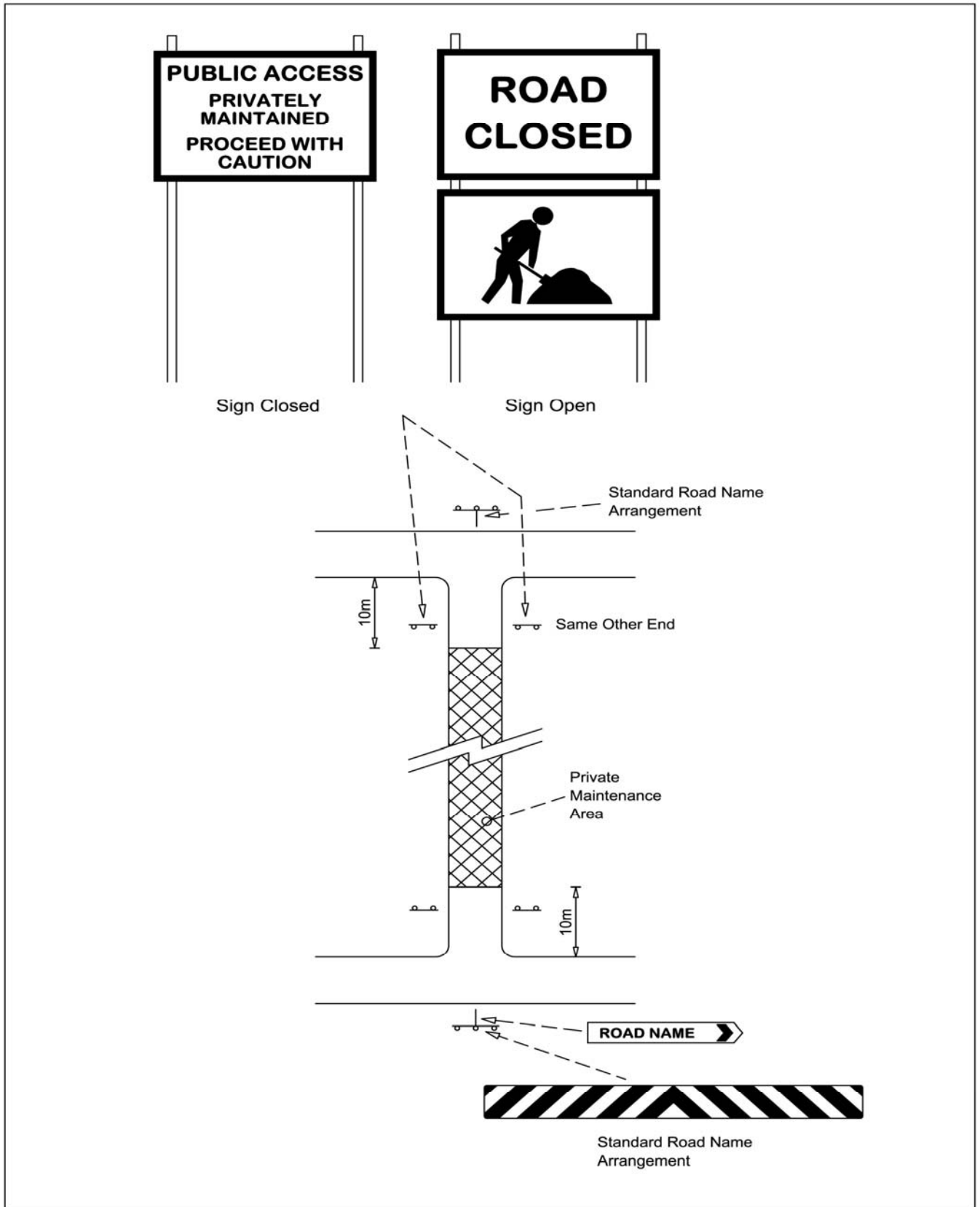
Said
Name General Manager

in the presence of

.....
Name of Witness
Signature

(Council Resolution Number) _____

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Traffic Control Plan for traffic control or Temporary Road Closure

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Moree Plains Shire Council

Rural Road Maintenance 355 Committee

Terms of Reference

Council operates, from time to time, a number of committees. These committees serve an important role in providing assistance to Council. Section 355 Committees (Local Government Act 1993) are made up of community members and are guided by Terms of Reference which specify the role of the Committee. 355 Committees operate under Council's corporate policy framework, including its Code of Conduct.

Definitions

These Terms of Reference are to be read in conjunction with Council's "Unsealed Rural Shire Roads Management Policy" and the definitions contained within that Policy

Purpose

The **** 355 Committee is a Moree Plains Shire Council committee established to advise and oversee expenditure of specific budgets for the roads covered by the Management Committee.

This 355 Committee provides an opportunity for the local community to participate in the management of Unsealed Rural Shire Roads within the Shire.

Role

The 355 Committee will make recommendations regarding the expenditure of allocated Council Funds (including Private Contributions if offered). Funds are to be spent for the purpose with which they have been allocated however the Management committee will make recommendations to the Director of Engineering Services in relation to the following;

- The location of works.
- The frequency of the works.
- Which Council's Subcontractors (listed on the Casual Plant Hire List or similar) to use on the works.

The scope and quality of the works will be to the satisfaction of the Director of Engineering

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Services, and council staff will inspect the works before the work is considered to be finished.

Provide advice on the maintenance techniques and needs of the roads under the control of the 355 Committee.

Foster productive relationships between Council and rural communities where appropriate.

Committee Operation

Chairperson

The 355 Committee will elect a Chairperson to approve agenda items and generally run the meeting

Secretary

The 355 Committee will elect a Secretary to be responsible for taking and distributing minutes, co-ordinating the agenda and meeting venue. The minutes are to conform to Council's template and be provided to Council for official record keeping and distributing to Councillors.

Membership

Membership of the Committee is open to individuals that live on properties that are adjacent to or feed off the roads covered by the Committee.

Council will determine the numbers and representatives of the committee following a call for Expressions of Interest, via an advertisement in an appropriate local paper.

Council's Director of Engineering Services (or representative) will be appointed to the committee, and attend meetings that are held during or near normal office hours.

Appointments to the Committee

Membership of the 355 Committee will be determined every two years.

In September of the second year, Council will call for nominations from members of the community to form the 355 Committee.

The selection criteria will include:

- The receipt of an Application Form which outlines your name and address, contact details and any area of specific interest that will further the management of the Shires Roads;
- A requirement for nominees to live on properties that are adjacent to or feed off the roads covered by the Committee;

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- A statement from each nominee which outlines their reasons for nominating for membership of the Committee; and
- A list of the skills, knowledge and experience they will bring to the 355 Committee.

In October of that year, nominations will be reviewed and nominees informed of the outcome. The review will be conducted by the Council at a formal Council meeting;

Meetings

Meetings will be held, at a minimum, two times per annum. Meeting dates, venue and time to be determined at the Annual Meeting with the flexibility to hold meetings more regularly as required.

Meetings will be held at 5.30pm. The Annual meeting will be held during business hours.

An attendance register will be kept for all meetings.

An up to date mailing list will be kept of all members' details.

The activities of the Committee shall be minuted in accordance with Councils requirements.

The Committee will make recommendations to Council's Director of Engineering Services.

Minutes can only be moved and seconded if the members were in attendance at the appropriate meeting.

Amendments to the Terms of Reference must be endorsed by the 355 Committee at the Annual Meeting and then approved by Council.

Working Parties

The Committee has the capacity to establish time-limited working parties to address specific issues, and the Committee will be able to invite relevant Council and community members to these working groups, via a request to Councils Director of Engineering Services.

The objectives of each working party are to be consistent with the objectives of the Council and the 355 Committee.

Working parties will report back on progress to each 355 Committee meeting or as agreed.

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