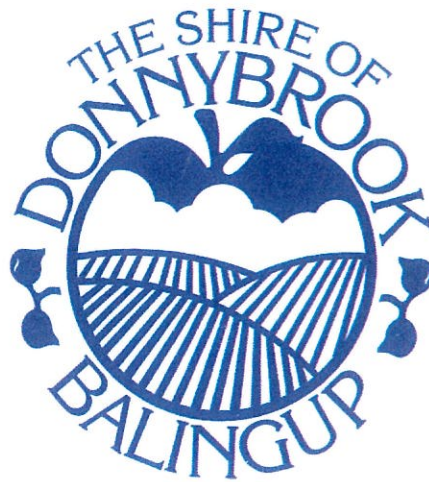


Engineering Policy Review Community & Councillor Comments	
From	Comment
Councillor	<p>(1) 4.24 <i>Rural Verge Management</i>. Under the heading 'Enhancement of Road Verges' it gives reference to 'maintenance' (weed control) by landowner, but does not specify examples of enhancements (i.e. planting of trees, etc). There has been quite a few trees planted on and near the verge on Upper Chapel Road (south side of deceased Mike Fry's old homestead.) When seeking approval, are there specific species recommended and planting distances specified? Is there adequate information in this policy to clarify these points?</p> <p>(2) 4.25 <i>Urban Verge Management</i>. Being an engineering type policy there would be reference to depositing of household rubbish, furniture, appliances and/or industrial waste on verges under a different type of policy. Which category of policy would this clause be under?</p> <p>(3) 4.28 <i>Request for upgrades or Expansions of Council Assets</i>. When the issue of sealing Newlands Road came up a few months ago, it was resolved to Rank all gravel roads in terms of priority to upgrade. I also note that currently Newlands Road is being re-sheathed. Aside from these current works, will this 'priority of gravel roads strategy' be available to be included in Forward Works Program (FWP) and LTFP when review next year?</p>
Councillor	<p>Just wanted to let you know I haven't identified any issues with the proposed changes/additions to the Engineering Policies.</p>
Councillor	<p>(1) Various minor formatting & grammar amendments. (2) 4.24.1 <i>Rural Verge Management</i> & 4.25.1 <i>Urban Verge Management</i>. Concerns with rescinding policy 4.9 <i>Trees Fallen on Roads</i> and risk regarding private persons removing fallen trees from roads and insurances. (3) 4.25.4 Clarification of what the Shire does regarding control of weeds and vegetation.</p>
Ratepayer	<p>Main issue is that past engineering practises are outdated. Five points raised. (1) More consideration is required when consulting with community. (2) Trees earmarked for removal should be independently assessed and report available to public. (3) All trees should be saved and removed only as a last resort. (4) Clearing of native vegetation must comply with part V of the Environmental Protection Act 1986. (5) Climate changing and rainfall diminishing means that all existing flora are irreplaceable.</p>
	<p>(1) When rural (and urban) ratepayers make enquires about enhancing their verge, officers have a list of recommended/preferred tree species however when seeking approval, officers consider each application on its merit. Officers are hopeful that by requiring landowners to seek approval for any enhancements, it will initiate a conversation, between the Shire and the ratepayer, to ensure the verge enhancement doesn't impact on factors such as safety, drainage, public utilities etc. However, if Council would like a list of recommended/preferred tree species included in the Rural and/or Urban Verge Management Policy, this can be accommodated. (2) Depositing household rubbish on the verge, without specific approval from a public authority, is considered a littering offence and is covered by the Litter Act 1979. Again, if Council would like reference to the Act within the Rural and/or Urban Verge Management Policy, this can be accommodated. (3) The Shire of Donnybrook-Balingup "Gravel Road Upgrade Plan" is currently being developed, which includes a prioritisation model for assessing gravel roads and developing a priority list. Officers are aiming to distribute the framework for the prioritisation model (as this forms the basis of the Plan) to Councillors for comment within the next few weeks. A draft version of the Plan, along with the finalised prioritisation model, will be present to Council at the December OCM for "in principle support". Upon receiving Council support, an assessment of the more trafficable gravel roads will be completed and a final revision of the Plan will be presented to Council for endorsement. As the Plan can't be finalised until an assessment of a proportion of the road network is completed, and the prioritisation model forms the basis of the assessment, officers would like to ensure Council have input into the prioritisation model before conducting the assessment of the gravel roads</p>
	<p>N/A</p>
	<p>(1) Appropriate amendments have been made. (2) Awaiting response from LGIS. Paragraph has been removed until clarification is received. (3) Amended wording to clarify the Shire's spraying program.</p>
	<p>Noted comments and sent letter of acknowledgment 04/10/2018.</p>



SHIRE OF DONNYBROOK-BALINGUP

ENGINEERING POLICIES

Reviewed – 1 July 2018

ENGINEERING POLICIES

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Engineering Policy

4.3 Land Resumption

PURPOSE

To ensure Council's compliance with the Local Government Act 1995 and Land Administration Act 1997 when dealing with land resumption.

POLICY STATEMENT

Land additional to existing road reserves is commonly required in order for the Shire to construct roads and drainage to meet current standards, achieve required level of service outcomes, or to address road safety issues.

The Shire of Donnybrook-Balingup will meet its obligations and responsibilities in accordance with relevant Acts for land resumption and/or road boundary adjustments when proposing to undertake works that will be located within private property, Crown Land, Local and/or State Government reserves.

Guidelines/Procedure

- The proposed land resumption shall be discussed with the landowner/s at the earliest possible occasion. Through this process, consideration can be given to offsetting any losses with other assets (i.e. surplus road reserve) to achieve an amicable outcome to all parties.
- Consent shall be obtained from the landowner/s to enter the land for surveying and pegging purposes to determine the amount of land affected by the proposed public works.
- Once the final land area is determined a written agreement will be negotiated with the land owner/s with the following requirements and conditions;
 - Council to fund and arrange all surveying, settlement agency, legal, deed change, and gazettal proceedings to fully complete the resumption administration procedures.
 - Where there is existing fencing, Council will construct new fencing on the newly created road frontage, including gateways, access points etc on a "like for like" basis.

- Council's officer shall obtain a valuation from the Valuer-General (VG). This valuation shall form the basis of negotiation for compensation between Council and the landowner/s.
- If circumstances necessitate, Council authorises that the Chief Executive Officer (CEO) may offer a 10% solatium (compensation) to progress the agreement. An additional allowance of up to \$1,500 (ex GST) may be made available at the discretion of the CEO to finalise voluntary negotiations and to compensate for any inconvenience that may arise due to proposed works etc. This may not be available if compulsory resumption is required.
- Providing there is documented agreement with the landowner, the compensation value may be in the form of works by Council machinery on the private property and including materials, pipes or access points installed etc. Where it is not feasible to carry out works by Council machinery, the CEO may authorise for compensation to be paid.
- Once the consent/resumption agreement has been finalised Council's officer shall process the resumption in compliance with the Land Administration Act 1997 and request the necessary title changes by State Land Services. The Shire shall engage a licensed surveyor to complete and submit the documentation, and to finalise the pegging of new boundaries to complete the changes.
- Where the parcel of land to be resumed is of minimal size and value, and agreement is reached with the landowner, there is no requirement to obtain a valuation.
- When compulsory resumption is required, the offer will be in accordance with the relevant Act and the Valuer Generals valuation, however, the above points can be considered, if the impacted parties agree to reach an amicable resolution of the matter during the compulsory acquisition process, and State Lands have no objection to the negotiated agreement.

DEFINITIONS

RELATED LEGISLATION

- Local Government Act 1995
- Land Administration Act 1997

RELATED DOCUMENTATION

Adopted:	1 January 1993
Last Amended:	6 August 2018
Last Reviewed:	6 August 2018
Next Review:	3 years from last review
Responsible Department:	Works and Services



Council Policy

4.7 Construction of Crossovers

PURPOSE

To ensure Council's compliance with Local Government Regulations 1996 when approving requests from landowners to construct a crossover.

POLICY STATEMENT

The Shire of Donnybrook-Balingup will meet its obligations and responsibilities in accordance with Schedule 9.1, Clause 7 of the *Local Government (Uniform Local Provisions) Regulations 1996*, when assessing and approving requests from landowners to construct a crossover.

The Shire may contribute towards the construction of a crossover as per the adopted Budget under fees and charges provided the crossover is approved by the Shire in accordance with this Policy's Guidelines and Procedures which includes Minimum Crossover Design and Construction Specifications and Standard Drawings.

GUIDELINES/PROCEDURES

- A Crossover Application Form completed by the landowner/s shall be submitted to the Shire of Donnybrook-Balingup (Shire) for all crossovers. Construction of a crossover shall not commence until the Shire has granted approval outlining any conditions of the approval.
- Shire approval is valid for two years from the date of the approval letter. After such time, landowners will have to re-apply for the approval and the new approval may or may not have the same conditions as previous approvals.
- Landowners are responsible for arranging a suitably qualified person to complete the works in accordance with the Shire's approval, Policy 4.7 (Construction of Crossovers), Minimum Crossover Design & Construction Specifications and Standard Drawings adhered to these Guidelines and Procedures.
- All crossovers which abut a sealed road with an existing kerb shall be constructed from brick/block pavers, concrete, bitumen or asphalt.
- Landowners are responsible for the ongoing maintenance of the crossover.

- The Shire are responsible for the maintenance of drains underneath crossovers however any damage to drainage infrastructure is the responsibility of the landowners.
- The Council may contribute towards the construction of a crossover providing that the crossover is;
 - the property's first crossover,
 - approved by the Shire,
 - constructed in accordance with the Shire's approval and Policy 4.7 (Construction of Crossovers), and
 - **not** part of the creation of new lots via a subdivision process where it's a condition of the approval to provide constructed crossovers to the new lots.

A copy of the invoice for construction, together with a signed ATO Declaration (Statement by Supplier Form) is to be provided to the Shire at the time of requesting Council's Crossover Contribution.

The Council' Crossover Contributions are outlined in the annual adopted budget under Fees & Charges.

All costs above this shall be borne by the landowner/s and any additional crossovers shall be at the full cost of the landowner/s.

- Once the crossover is completed, the landowner/s or contractor is to notify the Shire for a final inspection. Once a final inspection is complete, a request from the landowner/s can then be made for Council Contribution (as per 7. Above).

MINIMUM CROSSOVER DESIGN AND CONSTRUCTION SPECIFICATIONS

The following specifications shall be read in conjunction with the following drawings:

- | | |
|--|-------------|
| • Brick/Block Paved Crossover | SoDB202-X01 |
| • Concrete Crossover | SoDB202-X02 |
| • Gravel/Bitumen/Asphalt Crossover | SoDB202-X03 |
| • Crossover Requiring Culvert/ Spoon Drain | SoDB202-X04 |

Site Lines

Crossovers are to be positioned such that sight lines between path and road users are unobstructed by permanent fixtures.

Distance to Obstructions

All elements of the crossover shall be located at a minimum distance to obstructions as follows:

- | | |
|----------------------|------|
| • Drainage Pits | 1.0m |
| • Street/Verge Trees | 2.0m |
| • Utility Boxes | 1.0m |
| • Streetlights | 1.0m |

- Power Poles 1.0m

Grades and Levels

Crossovers shall have a minimum grade of +2% and a maximum of +6% for the first 2.5m from the back of the kerb. Where no kerb is present, the crossover is to tie into the existing road shoulder and verge levels.

The remainder of the crossover/access/driveway will be assessed by the Shire to ensure it complies with Australian Standards AS/NZS2890.1:2004.

Landowners need to give consideration to overland stormwater flows that may pass through their property when planning driveway and structures, and undertake measures to mitigate the risk (within their land) if present.

Position

The crossover shall be at right angles to the road, a minimum of 6.0m from the tangent point of any corners and a minimum 1.5m from the side boundary. Refer to Crossover Specifications and Drawings.

Properties abutting a road which is the responsibility of Main Roads WA shall also obtain approval from Main Roads WA.

Dimensions

Residential crossovers shall have a minimum width of 3.0m and a maximum width of 6.0m. Residential crossovers shall also include wings of 1.5m wide by 1.5m long.

Commercial and industrial properties requesting to exceed the above dimensions are required to submit detailed plans of the crossover with the Crossover Application for Shire approval.

Materials

Crossover shall be constructed from brick/block paving, concrete (including exposed aggregate), gravel, bitumen or asphalt. The crossover shall be constructed so that no loose material spills onto the carriageway.

Construction shall be as per the following specifications and the Shire's standard drawings.

Construction Material	Specifications
Brick/Block Paving	A minimum layer of 20mm bedding sand is required on top of a 100mm compacted sub-base. Brick/Block pavers shall be of type recommended by the manufacture for driveway construction. All free edges shall be restrained by a concrete edge restraint as per SoDB202-X01
Concrete	All concrete used for residential crossovers shall develop a minimum compressive strength of 25MPa at 28 days with a maximum slump of 80mm. Commercial crossovers shall develop a minimum compressive

	<p>strength of 32MPa at 28 days with a maximum slump of 80mm.</p> <p>Minimum thickness shall be 100mm and the Shire recommends the use of SL62 reinforcing mesh.</p> <p>Expansion and contraction joints shall be as per SoDB202-X02</p>
Gravel	<p>Gravel crossovers shall be constructed of a minimum 150mm thick compacted gravel whilst commercial crossovers shall be a minimum 200mm compacted thickness. The gravel base course shall be on a suitably compacted sub-grade.</p> <p>Gravel shall be good quality laterite gravel free from vegetation, silt and any other foreign matter. The gravel is to be spread, rolled, water bound and graded as required.</p>
Bitumen	<p>As a minimum, a two coat bitumen seal (usually a 7mm and 10mm aggregate) shall be applied on a 150mm thick compacted gravel base course, on a suitably compacted sub-grade.</p>
Asphalt	<p>An asphalt seal with a minimum thickness of 25mm shall be applied on a minimum 150mm thick compacted gravel base course, on a suitably compacted sub-grade.</p>

Box Out/Excavation

Landowners are responsible to have dated photographic evidence of the pre-existing condition of the verge prior to works commencing. Landowners may be liable for any damage as a result of the works.

Where necessary, the crossover site shall be cleared of all top soil, vegetation, roots and any other humus material. The site shall then be cut or filled as required to form a sub-grade. The subgrade depth shall be a minimum of 250mm and compacted to a minimum of 95% Maximum Modified Dry Density (MMDD).

Landowners shall obtain a Dial Before You Dig (1100) prior to commencing construction. Any damage to existing assets or services (including those underground) is the responsibility of the landowner.

Landowners are required to obtain approval from the relevant authority for any relocation or alterations to existing assets or services which are not the responsibility of the Shire. The Shire is not responsible for any costs related to the relocation or alteration of any assets or services.

Kerbing

Existing kerbing may only be removed with approval of the Shire. The extent of kerb to be removed will be confirmed by the Shire and the landowners are responsible for reinstating any removed kerb.

Crossover kerbing shall make a smooth transition into existing kerb profile.

Paths, Street Furniture and Street Trees

Unless approved in writing by the Shire, paths, street furniture and street trees cannot be removed for the purposes of constructing a crossover. Landowners will be responsible for all costs associated with the removal of paths, street furniture or street trees.

If approval is not granted, landowners will be responsible for the repairs to any damaged paths or street furniture.

Culverts

All crossovers over an open drain require a reinforced concrete culvert with concrete or stoned pitched headwalls.

The pipe size will be determined by the Shire's Works and Services Department, but will be a minimum 300mm diameter Class 2 concrete pipe. Pipes shall be placed at the same grade and level as the existing open drain.

Landowners may require a bridge structure over a watercourse to access their property. Unless otherwise noted, all construction, maintenance and renewal of the structure remains the responsibility of the landowners.

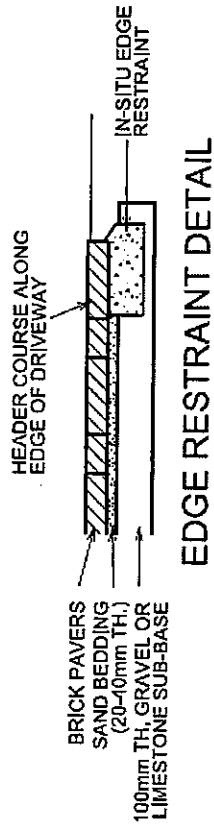
Site Clean Up

The landowners are responsible for leaving the site in clean state, free of debris, spoil and trip hazards.

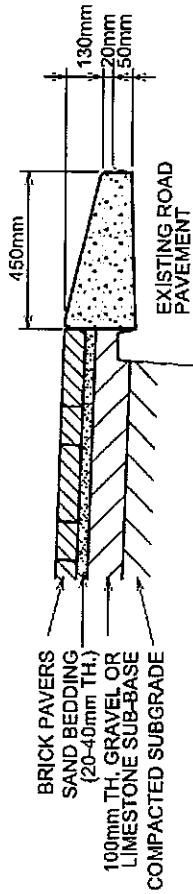
Surplus materials (including acids) are not to be disposed of on Shire verges, reserves, open drains or washed down drainage pits. Any evidence of this practice will require the landowner or contractor to remove the disposed concrete at their cost.

Traffic Management

Traffic management may be required and, if required, will be stipulated as a condition of the crossover approval.



EDGE RESTRAINT DETAIL

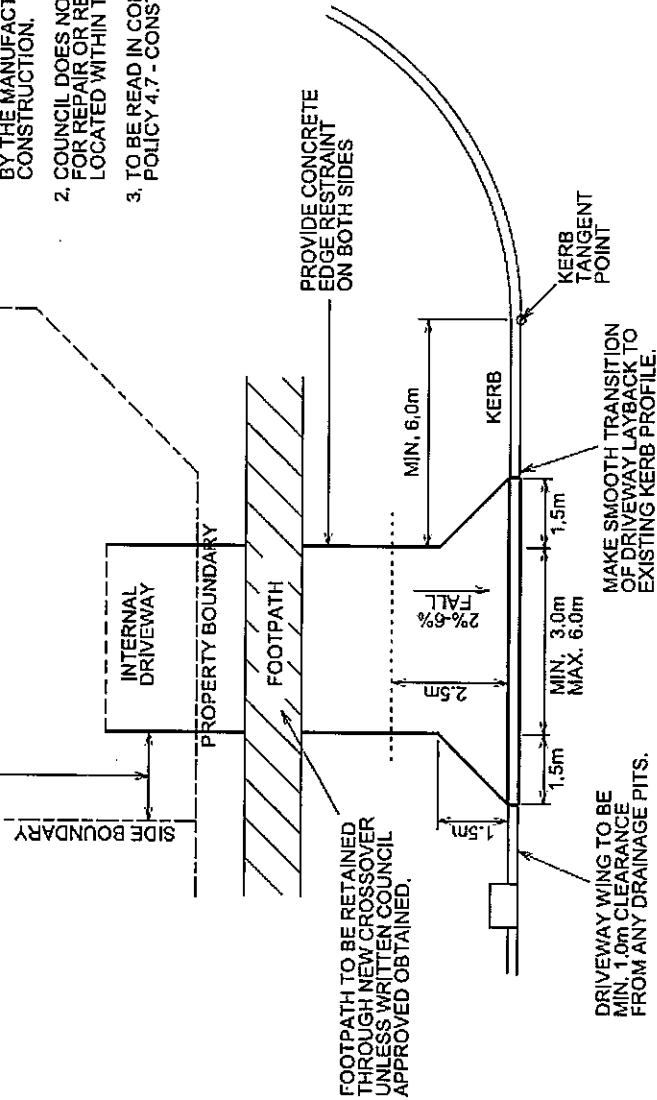


DRIVEWAY LAYBACK / DETAIL

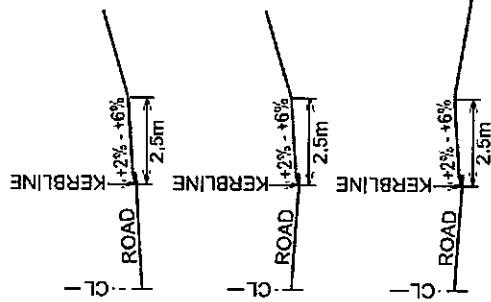
CLEARANCE TO SIDE BOUNDARY:
 GENERAL MINIMUM, 1.5m,
 ABSOLUTE MINIMUM, 0.5m AT COUNCIL'S DISCRETION.

NOTES:

1. BRICK PAVERS SHALL BE OF TYPE RECOMMENDED BY THE MANUFACTURER FOR DRIVEWAY CONSTRUCTION.
2. COUNCIL DOES NOT ACCEPT ANY RESPONSIBILITY FOR REPAIR OR REPLACEMENT OF BRICK PAVING LOCATED WITHIN THE ROAD RESERVE.
3. TO BE READ IN CONJUNCTION WITH COUNCIL POLICY 4.7 - CONSTRUCTION OF CROSSEOVERS.




VERGE GRADING DETAIL



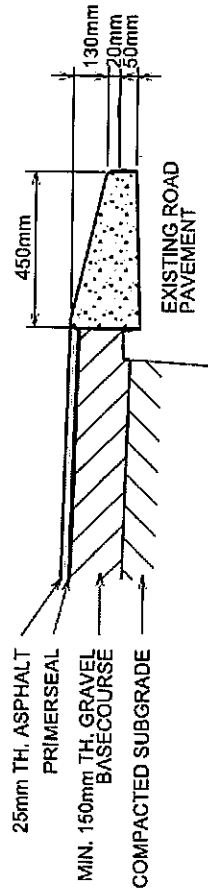
COATES CIVIL CONSULTING Pty Ltd
 Civil Structural Design - Project & Asset Management
 P.O. Box 2209 BUNBURY WA 6231
 Phone: 0409 879 059
 Email: coatescivilconsulting@bigpond.com

DESIGNED:	C. COATES	DATE:	AUG 2017
DRAWN:	C. COATES	DATE:	AUG 2017
SCALE:	N.T.S.		

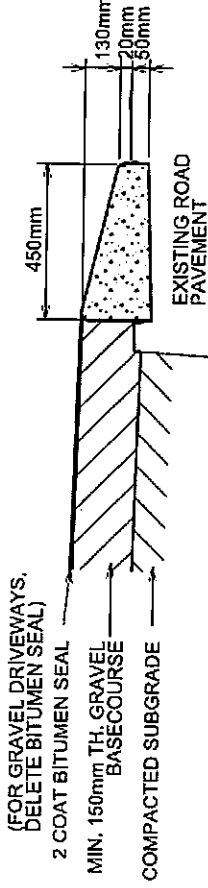
CLIENT:

 SHIRE OF DONNYBROOK-BALINGUP

RESIDENTIAL DRIVEWAY CROSSEOVER DETAILS
 BRICK/BLOCK PAVED CROSSEOVER

DRAWING No. DB202-X01
 SHEET No. 1 OF 4
 ISSUE DATE: AUG 2017

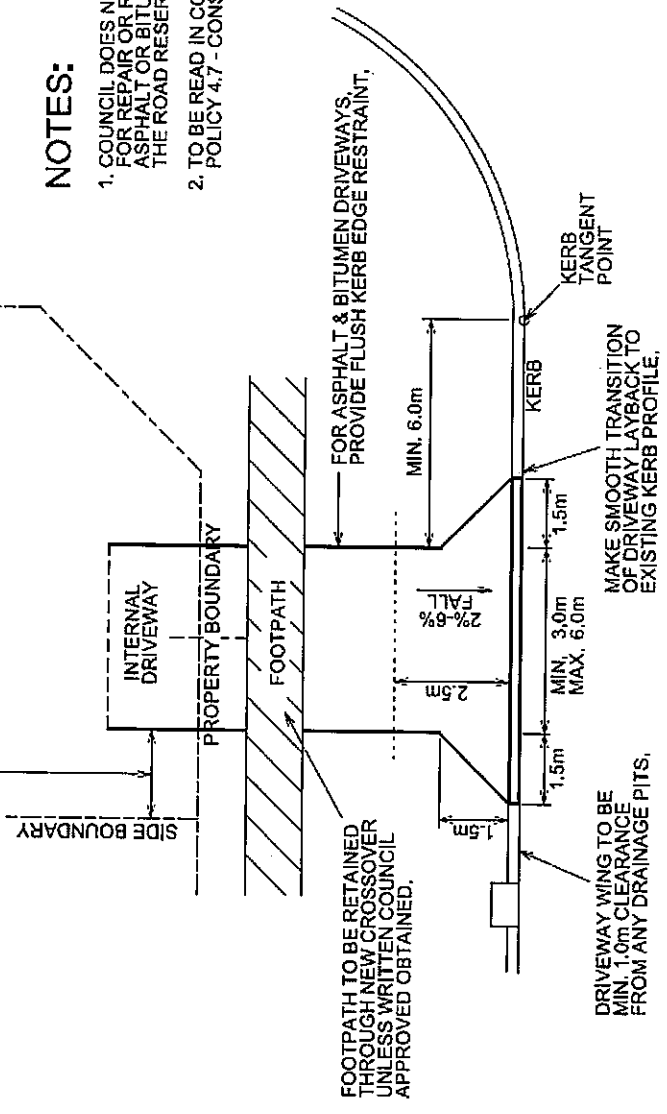


ASPHALT DRIVEWAY LAYBACK / DETAIL



BITUMEN/GRAVEL DRIVEWAY LAYBACK / DETAIL

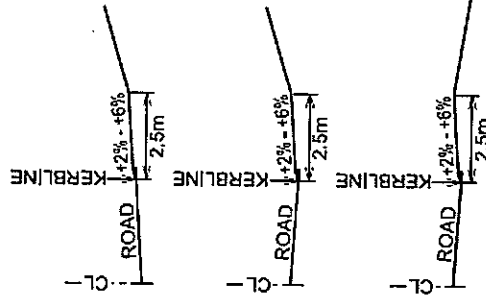
CLEARANCE TO SIDE BOUNDARY:
GENERAL MINIMUM, 1.5m.
ABSOLUTE MINIMUM, 0.5m AT COUNCIL'S DISCRETION.



NOTES:

1. COUNCIL DOES NOT ACCEPT ANY RESPONSIBILITY FOR REPAIR OR REPLACEMENT OF SPECIALIST ASPHALT OR BITUMEN FINISHES LOCATED WITHIN THE ROAD RESERVE.
2. TO BE READ IN CONJUNCTION WITH COUNCIL POLICY 4.7 - CONSTRUCTION OF CROSSOVERS.

VERGE GRADING DETAIL



COATES CIVIL CONSULTING Pty Ltd
Civil Infrastructure Design - Project & Asset Management
P.O. Box 2209 BUNBURY WA 6231
Phone : 0409 879 059
Email : coatescivilconsulting@bigpond.com

DESIGNED:	C. COATES	DATE:	AUG 2017
DRAWN:	C. COATES	DATE:	AUG 2017
SCALE:			
	N.T.S.		



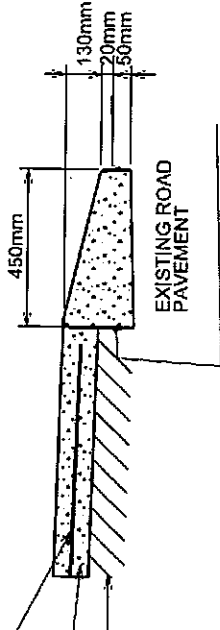
SHIRE OF DONNYBROOK-BALINGUP

RESIDENTIAL DRIVEWAY CROSSOVER DETAILS
GRAVEL/BITUMEN/ASPHALT CROSS-OVER

DRAWING No. **DB202-X03**
SHEET No. **3 OF 4**
ISSUE DATE: **AUG 2017**

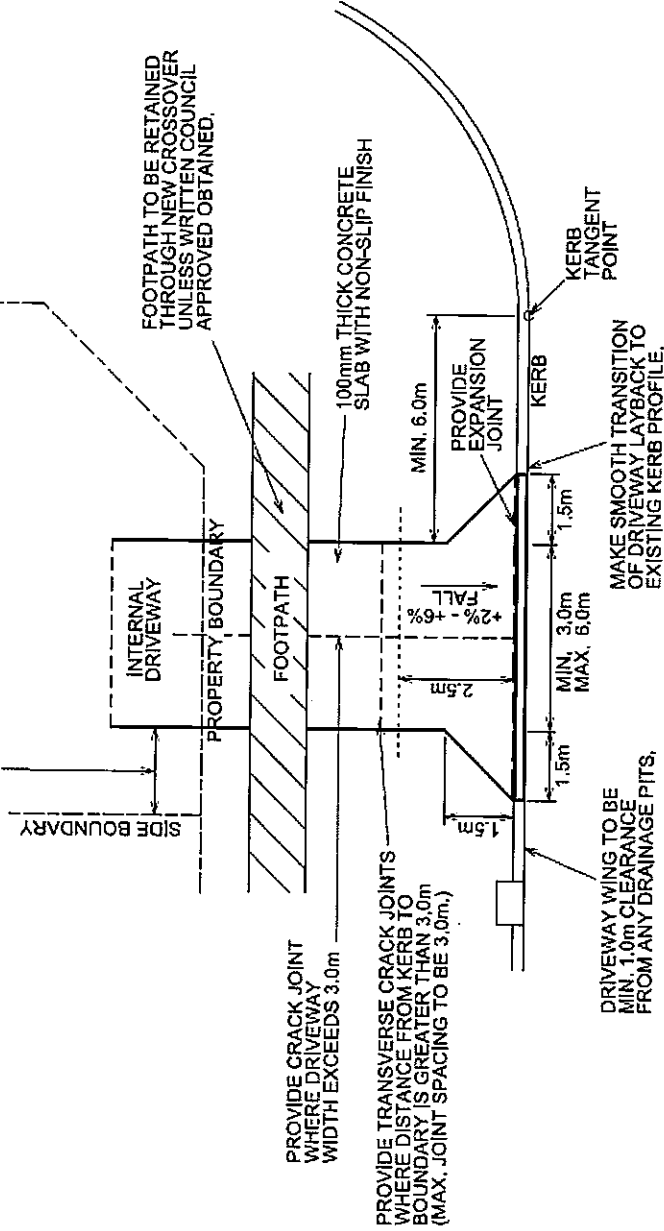
CENTRALLY PLACED SL62 REINFORCING STEEL MESH (RECOMMENDED).

100mm TH. CONCRETE SLAB
COMPACTED SUBGRADE



DRIVEWAY LAYBACK / DETAIL

CLEARANCE TO SIDE BOUNDARY:
GENERAL MINIMUM, 1.5m.
ABSOLUTE MINIMUM, 0.5m AT COUNCIL'S DISCRETION.



PROVIDE CRACK JOINT WHERE DRIVEWAY WIDTH EXCEEDS 3.0m

PROVIDE TRANSVERSE CRACK JOINTS WHERE DISTANCE FROM KERB TO BOUNDARY IS GREATER THAN 3.0m (MAX. JOINT SPACING TO BE 3.0m.)

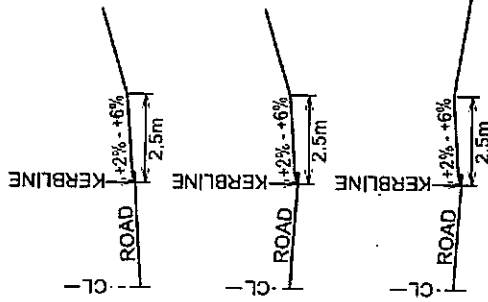
DRIVEWAY WING TO BE MIN. 1.0m CLEARANCE FROM ANY DRAINAGE PITS.

MAKE SMOOTH TRANSITION OF DRIVEWAY LAYBACK TO EXISTING KERB PROFILE.

FOOTPATH TO BE RETAINED THROUGH NEW CROSSOVER UNLESS WRITTEN COUNCIL APPROVED OBTAINED.

NOTES:

1. COUNCIL DOES NOT ACCEPT ANY RESPONSIBILITY FOR REPAIR OR REPLACEMENT OF SPECIALIST CONCRETE FINISHES LOCATED WITHIN THE ROAD RESERVE.
2. TO BE READ IN CONJUNCTION WITH COUNCIL POLICY 4.7 - CONSTRUCTION OF CROSSOVERS.



VERGE GRADING DETAIL

COATES CIVIL CONSULTING Pty Ltd
 2nd Floor, 100 St George's Terrace, Perth
 P.O. Box 2209 BUNBURY WA 6231
 Phone : 0409 879 059
 Email : coatesciv@consulting@bigpond.com

DESIGNED:	C. COATES	DATE:	AUG 2017
DRAWN:	C. COATES	DATE:	AUG 2017
SCALE:	N.T.S.	CLIENT:	SHIRE OF DONNYBROOK-BALINGUP

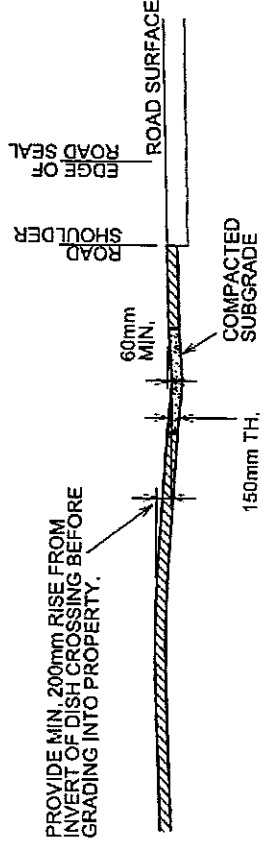
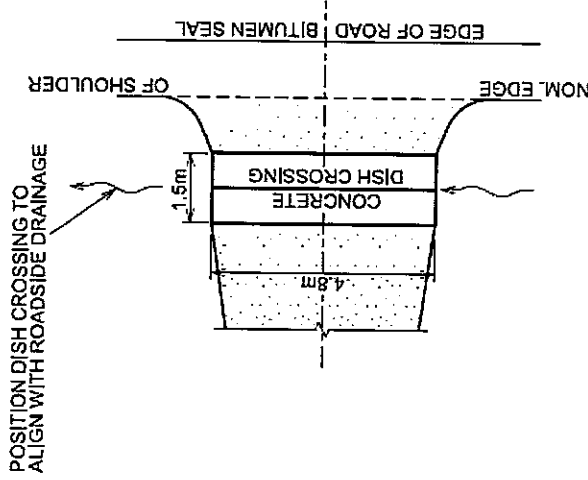


RESIDENTIAL DRIVEWAY CROSSOVER DETAILS
 CONCRETE CROSS-OVER

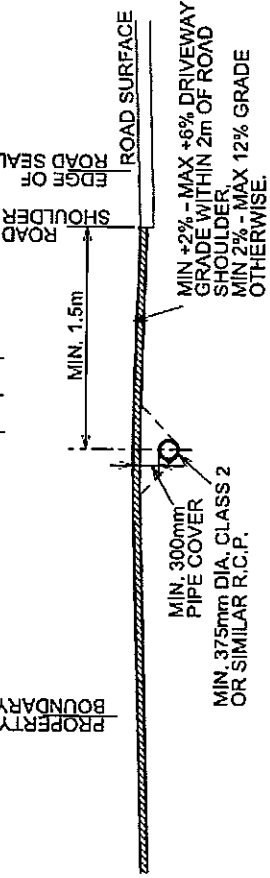
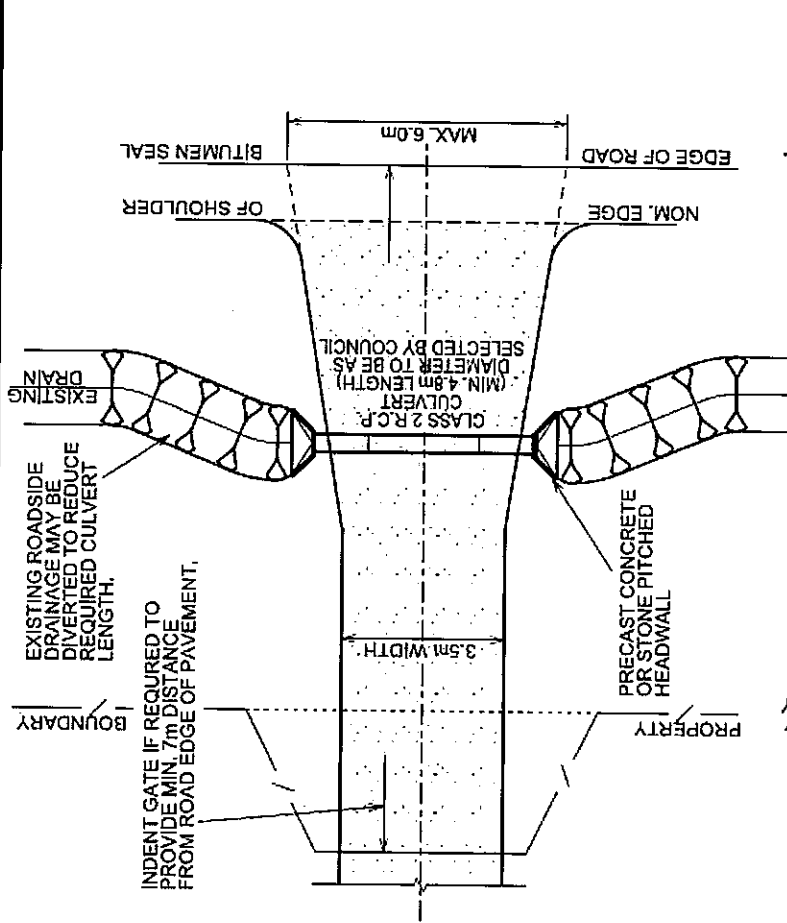
DRAWING No.	DB202-X02
SHEET No.	2 OF 4
ISSUE DATE:	AUG 2017

NOTES:

1. COUNCIL INSPECTING OFFICER IS TO BE CONSULTED AS TO APPROPRIATE TYPE OF CROSS-OVER TO BE CONSTRUCTED.
2. CULVERT PIPES TO BE AS SPECIFIED BY COUNCIL.
3. NOMINAL MIN. 300mm COVER TO BE PROVIDED FROM TOP OF PIPE TO DRIVEWAY SURFACE LEVELS. PIPES ARE TO BE PROPERLY BACKFILLED TO COUNCIL REQUIREMENTS.
4. SCOUR PROTECTION MAY BE REQUIRED AT DOWNSTREAM END OF CULVERT OR DISH CROSSING SLAB.
5. TO BE READ IN CONJUNCTION WITH COUNCIL POLICY 4.7 - CONSTRUCTION OF CROSSOVERS.



TYPE 2 CROSS-OVER (SPOON DRAIN)



TYPE 1 CROSS-OVER (CULVERT)

DRAWING No.
DB202-X04

SHEET No. **4** OF **4**

ISSUE DATE:
AUG 2017

RESIDENTIAL DRIVEWAY CROSSOVER DETAILS

CROSSOVERS REQUIRING CULVERT OR SPOON DRAIN

SHIRE OF DONNYBROOK-BALINGUP

DESIGNED: C. COATES
DATE: AUG 2017

DRAWN: C. COATES
DATE: AUG 2017

SCALE: N.T.S.

COATES CIVIL CONSULTING Pty Ltd

City Watercare Group - Project & Asset Management
P.O. Box 2209 BUNBURY WA 6231
Phone: 0409 879 059
Email: coatescivilconsulting@bigpond.com



DEFINITIONS

Crossover - the section of a driveway from the property boundary to the edge of the road carriageway.

RELATED LEGISLATION

- Local Government (Uniform Local Provisions) Regulations 1996

RELATED DOCUMENTATION

Adopted:	
Last Amended:	6 August 2018
Last Reviewed:	6 August 2018
Next Review:	3 years from the last review
Responsible Department:	Works and Services



Council Policy

4.22 Requirements for Subdivisional and Land Developments

PURPOSE

To achieve a high standard of subdivisional developments throughout the Shire of Donnybrook-Balingup

POLICY STATEMENT

All works associated with subdivision and land development within the Shire of Donnybrook-Balingup shall comply with (or exceed) the minimum standards specified in the Institute of Public Works Engineering Australia Local Government Guidelines for Subdivisional Development, Edition 2.3, and any subsequent updated versions.

The Manager of Works or Services may refer to relevant Australian Standards or typical Local Government requirement if they consider the outlined document does not address the requirement fully.

Where appropriate, minimum standards should be encouraged to be exceeded, particularly where cost-efficiencies and longevity of materials and infrastructure provide longer term economic advantage.

Specific to subdivisional development within the Shire of Donnybrook-Balingup, the following will apply:

- Roads created within a subdivision shall be sealed when:
 - The subdivision is an extension from an existing sealed road, and/or;
 - The vehicle count per day exceeds 32 VPD beyond a given point. The VPD shall be calculated from (No. of lots x 8 trips per day), and/or;
 - The topography is such that sealing is desirable. For example:
 - a. Grades in excess of 8% shall be sealed.
 - b. Radii under 120 m shall be sealed.
 - c. Crest with a design speed below 80kp/h shall be sealed.
 - d. The dust from moving traffic creates a social or environmental problem
- Upgrades to existing Shire infrastructure not directly abutting the subdivisional site may be requested by the Shire to the Department of

Planning, Lands and Heritage if it is considered that the proposed subdivision increases the priority for the upgrade works.

- All new residential lots to be created within the Shire are to be provided suitable stormwater drainage house connection points.

DEFINITIONS

VPD – Vehicles per day

RELATED LEGISLATION

Institute of Public Works Engineering Australia Local Government Guidelines

RELATED DOCUMENTATION

Adopted:	1 January 1993
Last Amended:	6 August 2018
Last Reviewed:	6 August 2018
Next Review:	3 years from the last review
Responsible Department:	Works and Services



Council Policy

4.23 Road Use Approval for Restricted Access Vehicles (RAVs) on Council's Road Network

PURPOSE

To ensure Council's compliance with the Traffic (Vehicles) Act 2012, when issuing Shire Approval for Restricted Access Vehicles (RAVs) on Council's Road Network.

POLICY STATEMENT

The Commissioner of Main Roads WA is responsible for granting road access to Restricted Access Vehicles (RAVs). On 1 December 2012, Main Roads WA (MRWA) consolidated the Prime Mover Trailer and Truck Trailer combination Period Permits into a single **Notice** for approved vehicle combinations.

RAVs can only operate on roads that are on the RAV Network and in accordance with any conditions applied by MRWA or the road owner (Shire) approving the use of the road.

When approval is required from the Shire of Donnybrook-Balingup (as the road owner), a 'Restricted Access Vehicle (RAV) Approval Application Form must be submitted. This Application Form includes additional terms and conditions applied by the Shire of Donnybrook-Balingup.

The Shire of Donnybrook-Balingup will meet its obligations and responsibilities in accordance with the *Traffic (Vehicles) Act 2012* when issuing Shire Approval for road users to use restricted access vehicles on Council's road network.

Applications for RAV **Permits** are processed and approved by MRWA. Applicants should apply directly to MRWA.

MRWA is responsible for administering the RAV Network and any requests to add or amend a road on the RAV Network shall be submitted directly to MRWA by the applicant.

GUIDELINES/PROCEDURES

When Shire approval is required for Restricted Access Vehicles (RAVs) to operate on Council's road network, the following guidelines and procedures shall apply;

- Complete a 'Restricted Access Vehicle (RAV) Approval Application Form' (Application Form) and submit to the Shire of Donnybrook-Balingup (Shire).
- If the application is approved, a Letter of Approval (Approval) will be sent to the applicant. The Approval expires 30 June each year and it is the responsibility of the applicant to reapply. The Shire will not send reminder notices. The Approval is subject to the Shire's conditions and any other conditions deemed necessary.
- The Shire reserves the right to request MRWA to remove any roads under the responsibility of the Shire, from the RAV Network.
- The Shire reserves the right to cancel or suspend any Approval if operators are not adhering to the Shire's terms and conditions listed on the Application Form.
- Reporting of potential breaches by RAVs operators, sighting the registration number of the vehicle, should be made to Main Roads WA on 138 486.

DEFINITIONS

Approved Vehicle Combination - any vehicle combination stipulated in the 'Prime Mover, Trailer Combination Operating Conditions' or the 'Truck, Trailer Combination Operating Conditions' issued by Main Roads WA (MRWA)

RAV Permits - Oversize Permits, Oversize Road Train Permits, Concessional Loading Permits, Tri Drive Road Train Permits and Exceptional Circumstances Permits)

RELATED LEGISLATION

Traffic (Vehicles) Act 2012

RELATED DOCUMENTATION

Adopted:	26 July 2017
Last Amended:	6 August 2018
Last Reviewed:	6 August 2018
Next Review:	3 years from last review
Responsible Department:	Works and Services



Council Policy

4.24 Rural Verge Management

PURPOSE

To provide guidelines for the effective management of rural road verges within the Shire of Donnybrook-Balingup.

POLICY STATEMENT

This policy caters for the management of rural verges under the jurisdiction of the Shire of Donnybrook-Balingup. The Shire cannot authorise any private works on road reserves under the control of other authorities (i.e. Main Roads WA).

4.24.1 FALLEN TREES

Fallen Trees on Roads: Where storms or other natural events cause trees to fall onto roads, the Shire will remove the tree from the carriageway to reopen the roadway to traffic as soon as practicable. Where fallen trees do not present a roadside hazard, they may be left on the verge to encourage native habitat.

Fallen Trees on Fences and/or Private Property: Where storms or other natural events cause trees to fall from Shire owned or managed reserves onto fences or into properties, it is the responsibility of the landowner to carry out repairs to any damaged infrastructure within their land. The Council expects landowners to have suitable insurance cover for the risk of this type of event occurring on their property.

Landowners/occupiers may request the assistance from the Shire in the form of plant, machinery and labour to remove a portion of the tree from the fence line, if the tree is too large for the landowner/occupier to manage. These requests will only be actioned if Shire resources allow, and the landowners/occupiers have consented to these works. The Shire accepts no responsibility for any damage during the removal of the tree. The disposal of the fallen tree in private property is the responsibility of the landowner. The Manager of Works and Services is authorised to recoup costs of the assistance utilising the current budget fees and charges.

4.24.2 CLEARING WITHIN RURAL ROAD RESERVES

Unless otherwise authorised, landowners are not allowed to prune/remove a tree on land owned or managed by the Shire. Any unauthorised pruning or removal of trees is an offence and prosecution can occur under the Local Government Act 1995,

Schedule 9.1 clause 2, and the Uniform Local Provisions Regulations 1996, Regulation 5, Clause 1. Native vegetation is also protected by the Environmental Protection Act 1986, which also contains powers of prosecution, administered by the Department of Water and Environmental Regulation.

Crossover Clearing: Appropriate clearing will be permitted to provide access for construction of crossovers through the Crossover application process.

Roadside Fenceline Clearing: Clearing of vegetation along fencelines within the road reserve can only occur once the Shire of Donnybrook-Balingup has issued a Roadside Fenceline Clearing Permit. It is the applicant's responsibility to comply with the permit conditions.

Roadside Fenceline Clearing Permit Application and Crossover Application forms can be obtained from the Shire's website.

It is also the applicant's responsibility to ensure protection of any existing services located within the verge, during these approved works.

Removal/Pruning of Dangerous Trees: The Shire will prune/remove dangerous trees that:

- impede sight distances for road users,
- have been subject to storm damage, and
- have an imminent threat to public safety, in accordance with the Environmental Protection Act 1986.

If the Shire receives a request to remove dangerous limb(s) or tree(s), the Shire will have the tree inspected and a risk assessment completed by a qualified staff member. The risk assessment will specify:

- No Action – Tree considered not dangerous or not the Shire's responsibility
- Pruning – The Shire will arrange for pruning of the tree to reduce the hazard
- Removal – The Shire will arrange for the removal of the tree to reduce the hazard
- Further Investigation Required – The Shire will carry out further investigation to determine the condition of tree prior to recommending an action.

Anyone who considers their reasons for the pruning/removal of a tree have not been appropriately considered, may make a written application for reconsideration subject to including a report from a qualified arborist which details the justification for the pruning/removal. The justification for the pruning/removal of the tree must still meet one of the above circumstances in which a tree may be pruned/removed. The applicant will be responsible for engaging and paying for the qualified arborist, however, if the tree pruning/removal is approved based on the recommendations by the arborist, then up to \$300 (subject to providing a copy of the arborists tax invoice)

of the cost of the arborist report will be refunded to the applicant, and the Shire will arrange to have the tree pruned/removed.

Timber Disposal on Road Verges: *Section 139 of the Conservation and Land Management Act* empowers a local government to remove and sell timber from road reserves as a result of construction and maintenance of roads, bridges, culverts and fences.

Burning on Road Verges: Refer to Council Policy 8.3 *Roadside burning of Shire Controlled Roads*.

4.24.3 ENHANCEMENT OF RURAL ROAD VERGES

Landowners adjacent to road verges may carry out a higher level of maintenance than already provided to reduce weed growth and fire hazards. All rural enhancement works must have Shire approval.

4.24.4 SHIRE MAINTENANCE OF RURAL ROAD VERGES

The *Environmental Protection Act 1986* in association with Native Clearing Regulation state that the Shire can carry out activities to maintain the integrity of road infrastructure within the designated maintenance corridor, shown in Diagram 1, if the road was originally cleared within 10 years.

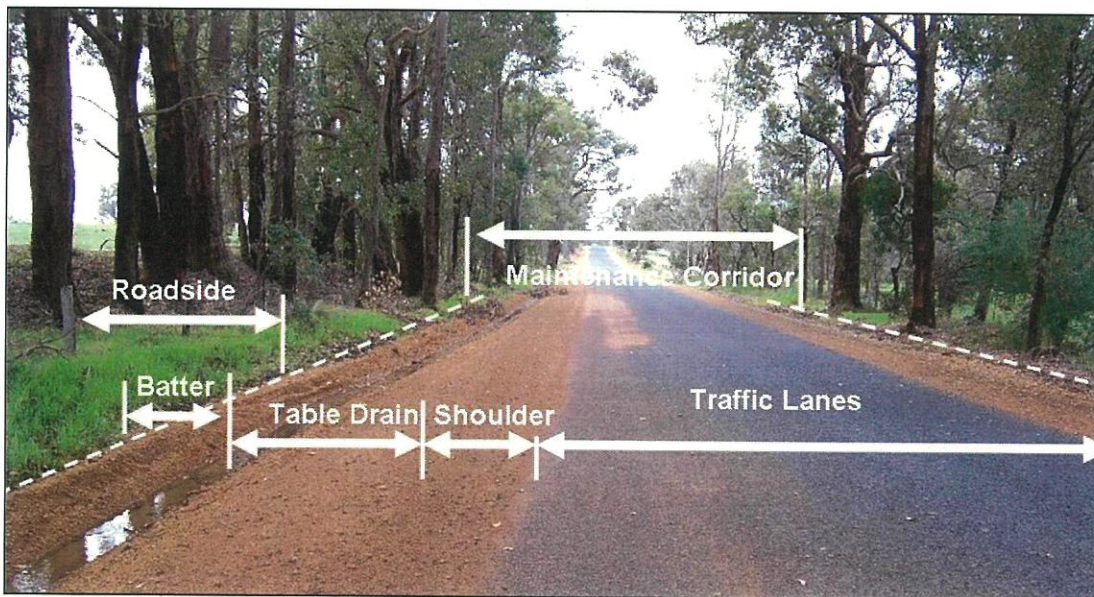


Diagram 1 Designated Maintenance Corridor

Control of Weeds and Vegetation: The Shire undertakes a scheduled annual weed spraying program, which targets selected roads, to control vegetation within the maintenance corridor, shown in Diagram 1.

The Shire also sprays declared noxious weeds, within Shire controlled land, on an as required basis.

Landowners who do not want spraying to occur on their verge are required to advise the Shire, in writing, assuming responsibility for control of vegetation. If landowners do not manage vegetation to the Shire's satisfaction, the Shire reserves the right to continue to manage this area in accordance with typical work practices. The Shire does not spray vegetation on private property.

Pruning: It may be necessary to prune vegetation that impedes sight distances for motorists or impacts on the performance of drainage. The Shire refers to Austroads Engineering Guidelines to determine road visibility and safety requirements. The Shire engages a contractor to remove vegetation for selective pruning and are completed using work methods that suit the type of vegetation.

DEFINITIONS

RELATED LEGISLATION

- Department of Environment and Conservation Clearing Regulations
- Environmental Protection Act 1986

RELATED DOCUMENTATION

- Austroad Guidelines
- Policy 8.3 Roadside burning of Shire controlled roads

Adopted:	1 January 1993
Last Amended:	7 August 2018
Last Reviewed:	7 August 2018
Next Review Date:	Within 3 years of last review
Responsible Department:	Works & Services



Council Policy

4.25 Urban Verge Management

PURPOSE

To provide guidelines for the effective management of road verges within townsites and industrial areas within the Shire of Donnybrook-Balingup.

POLICY STATEMENT

This policy caters for the management of urban verges under the jurisdiction of the Shire of Donnybrook-Balingup. The Shire cannot authorise any private works on road reserves under the control of other authorities (ie Main Roads WA). Urban verge areas are defined as Residential, Rural Residential, Commercial or Industrial zonings under the current Town Planning Scheme of the Shire.

Note: Maps detailing Shire property zoning classifications can be found on the Shire of Donnybrook-Balingup website under Our Services->Town Planning->Local Planning Scheme No7.

4.25.1 TREES / VEGETATION

The Shire recognises the importance of preserving trees for the current community and for future generations. Maintenance of verge trees is typically only undertaken to assist the health and vitality of a tree. Pruning is also programmed to maintain mandatory clearances around public utilities/infrastructure and comply with line of sight clearance regulations.

The Shire may prune/remove trees from land it owns or manages under the following circumstances:

- The tree is unsafe because it is dead or in decline
- The tree has been deemed, by a suitably qualified person, as a hazard to persons or infrastructure and no reasonable pruning techniques can alleviate the hazard
- The tree is diseased or damaged past the point of recovery and no remedial treatment will be effective

- The tree has been planted by a resident without the Shire's approval and may be removed at the resident's expense
- The tree is deemed by a qualified staff member to be an inappropriate species for that location.

Trees will not be removed by the Shire for any of the following reasons:

- Falling leaves, fruit, nuts, seed, bark or flowers causing a nuisance
- The variety is disliked or a resident's preference is for a different species
- A perceived danger that the tree or a limb may fall
- Perceived damage to infrastructure
- The tree shades lawns, gardens, houses, pools, solar panels or the like
- To enhance or clear views, inclusive of advertising signage
- For the installation of any crossovers or verge treatments (If a landowner is prepared to fund the trees removal, this **may** be considered as part of the crossover application process).

If the Shire receives a request to remove dangerous limb(s) or tree(s), the Shire will have the tree inspected and a risk assessment completed by a qualified staff member. The risk assessment will specify:

- No Action – Tree considered not dangerous or not the Shire's responsibility
- Pruning – The Shire will arrange for pruning of the tree to reduce the hazard
- Removal – The Shire will arrange for the removal of the tree to reduce the hazard
- Further Investigation Required – The Shire will carry out further investigation to determine the condition of tree prior to recommending an action.

Anyone who considers their reasons for the pruning/removal of a tree have not been appropriately considered, may make a written application for reconsideration subject to including a report from a qualified arborist which details the justification for the pruning/removal. The justification for the pruning/removal of the tree must still meet one of the above circumstances in which a tree may be pruned/removed. The applicant will be responsible for engaging and paying for the qualified arborist, however, if the tree pruning/removal is approved based on the recommendations by the arborist, then up to \$300 (subject to providing a copy of the arborists tax invoice) of the cost of the arborist report will be refunded to the applicant, and the Shire will arrange to have the tree pruned/removed.

Unless otherwise authorised by the Shire, any persons are not allowed to prune/remove a tree on land owned or managed by the Shire. Any unauthorised

pruning or removal of trees is an offence and prosecution may occur under the Local Government Act 1995, Schedule 9.1 clause 2, and the Uniform Local Provisions Regulations 1996, Regulation 5, Clause 1. Native vegetation is also protected by the Environmental Protection Act 1986, which also contains powers of prosecution, administered by the Department of Water and Environmental Regulation.

Crossover Clearing: Appropriate clearing will be permitted to provide access for construction of crossovers through the Crossover application process.

Roadside Fenceline Clearing: Clearing of vegetation along fencelines within the road reserve can only occur once the Shire of Donnybrook-Balingup has issued a Roadside Fenceline Clearing Permit. It is the applicant's responsibility to comply with the permit conditions.

Roadside Fenceline Clearing Permit Application and Crossover Application forms can be obtained from the Shire's website.

It is also the applicant's responsibility to ensure protection of any existing services located within the verge, during these approved works.

FALLEN TREES

Fallen Trees on Roads: Where storms or other natural events cause trees to fall onto roads, the Shire will remove the tree from the carriageway to reopen the roadway to traffic as soon as practicable. Occasionally, trees may be moved to the verge and will be removed as time permits.

Fallen Trees on Fences and/or Private Property: Where storms or other natural events cause trees to fall from Shire owned or managed reserves onto fences or into properties, it is the responsibility of the landowner to carry out repairs to any damaged infrastructure within their land. The Council expects landowners to have suitable insurance cover for the risk of this type of event occurring on their property.

Landowners/occupiers may request the assistance of the Shire in the form of plant, machinery and labour to remove fallen trees or limbs from private property, where there is no structural damage concerns. These requests will only be actioned if Shire resources allow, and the landowners/occupiers have consented to these works. The Shire accepts no responsibility for any damage during the removal of the tree. The Manager of Works and Services is authorised to recoup costs of the assistance utilising the current budget fees and charges.

Burning on Road Verges: Refer to Council Policy 8.3 *Roadside burning of Shire Controlled Roads*

4.25.2 ENHANCEMENT OF URBAN ROAD VERGES

It is accepted that road verges form a significant proportion of public open space available to residents for improving their streetscape and lifestyle. For all verge enhancements other than planting lawn, the landowner must apply in writing to the Shire for approval prior to undertaking the works at their own cost.

Verge enhancements requests will be assessed on an individual basis against the following criteria;

- safety,
- drainage,
- water conservation,
- ongoing maintenance,
- appearance, and
- impact on others including public services.

All verge enhancements must be maintained by the adjoining landowner. Where there is a change in ownership, the new owner will become responsible for any ongoing maintenance.

Landowners must complete a Dial Before You Dig (1100) to locate and avoid any services that may be affected by their verge enhancements, and the Shire will not be responsible for any damage or cost caused by landowners or their contractors.

The Shire reserves the right to modify any approved or non-approved treatments if required.

4.25.3 OTHER SHIRE MAINTENANCE ACTIVITIES

The Shire undertakes maintenance of various areas within the Shire including road verges. Maintenance tasks and frequency for individual areas vary and is largely dependent on Shire resources. For maintenance of verges adjacent residential properties the Shire undertakes the following maintenance tasks:

Mowing/Slashing: These verges are programmed for mowing approximately twice a year (rural residential once a year only). Many factors can affect the growth rate of vegetation, and there may be periods of excessive grass growth between Shire mows.

Spraying: Spraying typically occurs once a year controlling weeds around the following assets;

- Kerbs
- Edge of roadway
- Pathways
- Street trees
- Drains
- Other Shire infrastructure
- Public Service infrastructure

Landowners who do not want spraying to occur on their verge are required to advise the Shire, in writing, assuming responsibility for control of vegetation. If landowners do not manage vegetation to the Shire's satisfaction, the Shire reserves the right to continue to manage this area in accordance with typical work practices. The Shire does not spray vegetation outside of areas listed above, or on private property.

The Shire encourages landowners to maintain verges adjoining their property, especially as many landowners like to maintain the verge area to a higher standard than Shire resources allow.

DEFINITIONS

RELATED LEGISLATION

- Department of Environment and Conservation Clearing Regulations
- Environmental Protection Act 1986

RELATED DOCUMENTATION

- Austroad Guidelines
- Policy 8.3 Roadside burning of Shire controlled roads

Adopted:	1 January 1993
Last Amended:	13 August 2018
Last Reviewed:	13 August 2018
Next Review Date:	Within 3 years of the last review.
Responsible Department:	Works & Services



Engineering Policy

4.26 Gravel Acquisition

PURPOSE

To ensure Council's compliance with the Local Government Act 1995 when acquiring gravel from local landowners.

POLICY STATEMENT

The Shire of Donnybrook-Balingup (Shire) will meet its obligations and responsibilities in accordance with Section 3.27, and further, Schedule 3.2, of the Local Government Act 1995 when entering private property by consultation and agreement with the local landowner/s for acquiring gravel for road construction and maintenance purposes within the Shire of Donnybrook-Balingup.

An Agreement, outlining terms and conditions, including the applicable compensation rate to the landowner will be entered into between both parties being the Shire and the landowner/s or their authorised representative.

The applicable compensation rate is outlined in the annual adopted Budget under Fees & Charges, and is applicable where the Shire, or Contractor appointed by the Shire, is required to mine and stockpile the gravel. This rate includes payment of compensation for the landowner to undertake additional rehabilitation work above and beyond reinstatement works that the Shire is required to do as per the terms and conditions of the signed Gravel Supply Agreement.

Guidelines/Procedures

The Shire may approach (or be approached by) local landowners for the taking of gravel from private property for Shire road construction and maintenance purposes. Factors to be considered when identifying potential gravel sources are;

- Quantity and quality of the gravel source
- Proximity to planned road works
- Road access for haulage vehicles
- Cost of extraction – machinery requirements, site access and environmental issues
- Lifespan of pit and potential to stage extraction works

The following guidelines and procedures shall apply;

- An amicable onsite meeting shall be arranged with the landowner/s or their authorised representative so the Shire can conduct an assessment of the gravel and identify the location of the gravel source.
- If the gravel source is suitable, a meeting between both parties shall be arranged to clarify terms and conditions of the proposed Agreement.

Typical items to be addressed on the Terms and Conditions of the Gravel Supply Agreement include, but are not limited to;

- Landowner details
 - Consent from the landowner for the Shire to enter the property, carry out all the necessary assessments, extract, stockpile and remove gravel for use on Shire projects as per Schedule 3.2 of the Local Government Act 1995.
 - Description of the material.
 - Description of the location.
 - Estimated amount of gravel required.
 - Access (fences and gates).
 - Associated works and potential cost to achieve access.
 - Maintenance of access.
 - Period of Agreement
 - Responsibility of the Shire and any Contractors engaged by the Shire used to extract the gravel.
 - Reinstatement of excavated area (reinstate top soil only).
 - Procurement and gravel recording process.
 - Weight and measurement.
 - Compensation rate for gravel as outlined in the annual adopted Budget under Fees & Charges.
 - Ownership of the extracted gravel.
 - The landowner who has entered into an Agreement with the Shire under Schedule 3.2 of the Local Government Act is not permitted to mine and/or sell gravel extracted under this agreement to any other party than the Shire.
- A Gravel Supply Agreement will be prepared and executed by both the landowner/s or their authorised representative and a Shire representative.
 - Agreements between the landowner/s and the Shire will be reviewed after the existing gravel stockpile is exhausted and if a future gravel source is required.
 - The taking of materials from private land under Schedule 3.2 of the Local Government Act may not occur where the material is to be extracted from a pit where the landowner has been granted an Extractive Industry Licence. The Shire may however, utilise Schedule 3.2 of the Local Government Act to access gravel from another portion of the same property, where it is clear that that the Shire's extraction activities are separate from the private extraction

activities of the landowner who has been issued with the Extractive Industry Licence.

DEFINITIONS

Authorised representative of Shire of Donnybrook-Balingup – a person who has authority or responsibility for planning, directing or controlling the activities of the Engineering Department at that time.

Landowner/s or their authorised representative – the landowner or a person who has legal authority or responsibility on behalf of the landowner.

Gravel Supply Agreement – A signed document signed by both parties adhering to terms and conditions thereof.

Compensation – proceeds awarded to compensate for entering private land and taking of gravel.

RELATED LEGISLATION

- Schedule 3.2 of the Local Government Act — Particular things local governments can do on land even though it is not local government property.

RELATED DOCUMENTATION

Adopted:	
Last Amended:	24 August 2018
Last Reviewed:	24 August 2018
Next Review:	3 years from last review
Responsible Department:	Works and Services



Council Policy

4.27 Stormwater Management Private Land

PURPOSE

To ensure that stormwater run-off from private land is appropriately managed to:

- Avoid or minimise risk to the receiving natural environment.
- Avoid or minimise the risk of erosion.
- Ensure that stormwater infiltration and run-off rates post development have no more of an off-site impact than pre-development rates.
- Consider the potential impact on the existing and planned built environment.
- Avoid adverse impact on Council's existing stormwater drainage network.
- Preserve significant overland flood routes and minimize the risk of localised flooding.

POLICY STATEMENT

The Shire of Donnybrook-Balingup will require any development of private land to ensure they manage stormwater in accordance with:

- The Local Government Act 1995
- Residential Design Codes of Western Australia and other applicable planning Policies
- The Building Code of Australia
- Shire of Donnybrook-Balingup Policies, Local Laws, Guidelines and/or Procedures

This policy will typically relate to land of 4000m² or less (principles will remain consistent for larger properties), and the management of the following flows:

OVERLAND STORMWATER FLOWS

The overland flow path of stormwater can easily be determined on undulating ground. The development and subsequent building on land can influence these flows and must be considered in the design process, and be managed by the landowner post development to ensure that there is no adverse impact on both the natural and built environment for their land, or adjoining land.

Overland flows may be contributed to by runoff coming from reserves, including Shire road reserves, and landowners must consider and accommodate the management of these flows.

STORMWATER FLOWS FROM IMPERVIOUS SURFACES WITHIN YOUR LOT

Where stormwater runoff is collected and directed via gutters, downpipes kerbing or contouring from impervious surfaces, it is the individual landowner's responsibility to manage and dispose of stormwater in a way that does not adversely affect adjoining land.

If available, the Shire will allow disposal of your stormwater to our existing open or piped drainage system, provided it has passed through a buffer tank. Detail on these requirements can be found below. All cost to connect to Shires drainage network are to be borne by the developer.

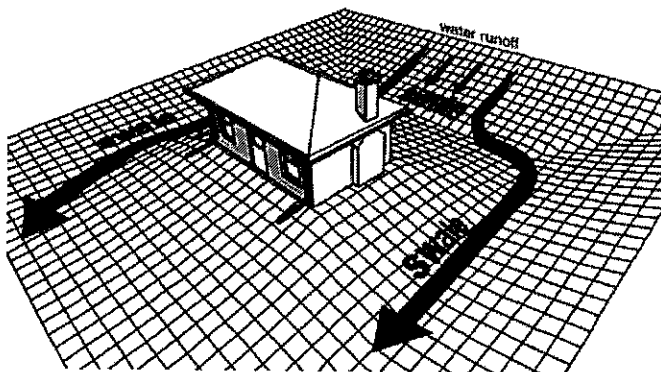
Any new residential lots to be created through subdivisional development in the Shire are to be provided with stormwater connection points to each lot at the developers cost.

GUIDELINES/PROCEDURES

As part of the planning, design and construction process for development of land, landowners must consider the management of overland flows, and flows from impervious areas within their land. These flows have the potential to impact both within and outside your property, if not considered and managed by landowners.

OVERLAND FLOWS

The catchment area and speed of overland flows can be quite significant in undulating or steep topography areas, and can contain flows from many properties of higher elevation, including road and forest reserves.



If buildings are proposed to be at or below natural ground level, the management of overland flows needs to be planned for as shown in the adjacent example.

Driveways, garden borders or other improvements may also concentrate these flows causing damage to the proposed building or adjoining properties.

Landowners may need to seek professional advice as to how they should best manage these flows.

It is the individual landowner's responsibility to manage these flows in a way that does not adversely affect any adjoining land. Where concerns arise, this needs to be

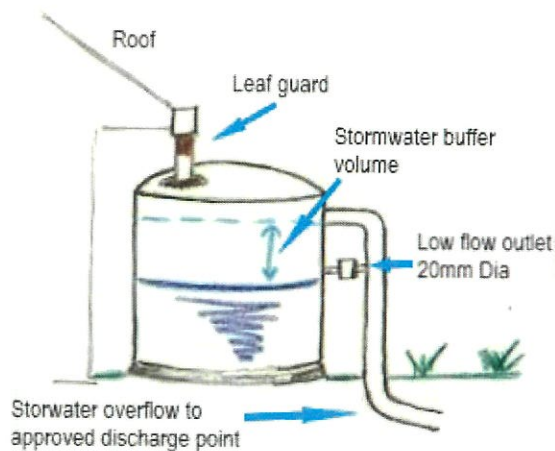
discussed and resolved between the concerned parties.

IMPERVIOUS AREA FLOWS

Through the development of land, impervious surfaces, such as roofs, driveways, sheds and paved areas, are created that concentrate and accommodate rapid transport of rain event runoff.

Like overland flows, individual landowner's are responsible to dispose of these flows in a way that does not adversely affect any adjoining land. This can be difficult to achieve within the Shire due to the natural topography and soil conditions, however with appropriate planning, (professional assistance may be required), it can be managed.

Detailed design plans of how landowners intend to manage stormwater runoff from impervious areas is to be provided with a planning and building approval. Landowners are responsible for the ongoing performance and maintenance of any infrastructure.



If available, the Shire will allow landowners to discharge stormwater runoff to the Shire's drainage network, provided it has passed through a detention buffer. A detention buffer accommodates storing of the runoff temporarily, and then releasing it slowly so that it does not affect the performance of the Shire's drainage network.

There are several detention storage options; two of the most common options are; the installation of rainwater tanks as shown in the adjacent example, or by soak wells/storage

tanks, that are interconnected by pipes near the top of the pits.

Within the detention storage, landowners need to allow for a silt trap to prevent sediment entering the Shire's drainage network and will need to undertake periodic maintenance to ensure it is performing as required.

The minimum volume of detention to be provided is 1m³ per 150m² of impervious area and the Shire would encourage landowners to install additional storage above the minimum requirement.

Any modifications to the Shire's drainage network to accommodate landowners connection will be at the developers cost and done to the standards outlined in the IPWEA Local Government Guidelines for Subdivisional Development.

Landowners also need to be aware that there is potential for significant rain events to exceed the capacity of any stormwater management system, including the Shire's

drainage network. In these cases, safe overland flood routes need to be considered.

DEFINITIONS

Stormwater - is water that originates from a rain event. Stormwater can soak into the soil (infiltrate), be held on the surface and evaporate, or runoff and end up in nearby streams, rivers, or other water bodies.

Impervious Surface - a surface composed of any material that impedes or prevents natural infiltration of water into the soil.

Residential Lots – any lot defined as a “Residential” under the Shire of Donnybrook-Balingup Local Planning Scheme.

RELATED LEGISLATION

- Local Government Act 1995
- Building Code of Australia
- Planning and Development Act 2005

RELATED DOCUMENTATION

Adopted:	1 January 1993
Last Amended:	7 August 2018
Last Reviewed:	7 August 2018
Next Review:	Within 3 years of the last review
Responsible Department:	Works and Services



Council Policy

4.28 Request for Upgrades or Expansions of Council Assets

PURPOSE

To provide guidance on Council's process in considering external requests for construction of a new, or upgrade to an existing, infrastructure asset.

POLICY STATEMENT

All requests for the construction of a new, or upgrade to an existing, infrastructure asset not programmed within a Council endorsed Forward Works Program (FWP) or Long Term Financial Plan (LTFP), shall be in writing and will be assessed and prioritized in accordance with Council's adopted strategies and asset management plans.

If an asset class has an adopted strategy for the expansion or upgrade of the asset class, the request will be ranked in accordance with the strategy. Dependent on the ranking outcome, the following will occur:

- High ranking requests will be further considered for inclusion in the next review of the FWP or LTFP.
- Non high ranking requests will not be considered for inclusion in the FWP or LTFP.

Although a request may rank highly, it will still require further investigation to determine the full scope of works, identify any site constraints and preparation of an estimate prior to being included in FWP or LTFP for endorsement by Council.

If there are no endorsed strategies for the expansion or upgrade of the asset class, the Shire will consider the request consistent with asset management plans and renewal priorities for the asset class.

The Shire acknowledges some property owner/s may wish to contribute towards the cost of an upgrade or expansion that is not considered a high priority. Council will only consider these requests if the following criteria is met;

- Property owner/s are proposing to contribute at least 50% of the cost of the upgrades.
- The standard of the upgrade or expansion to the Shire's satisfaction.

- Works are completed by the Shire or a contractor approved by the Shire.
- The property owner/s must agree to the above points in writing prior to the request being presented to Council for endorsement.
- Council endorsement will outline the programming and Council's contribution to the works. Typically, the works will be programmed in the following financial year and Council's contribution is typically limited to \$50,000.
- If the works are to be completed by the Shire, works will only commence once the Shire has received the full private contribution.

An example of where the above may be utilised is for a property owner/s seeking to bituminize a section of road in front of their property to reduce dust.

DEFINITIONS

RELATED LEGISLATION

RELATED DOCUMENTATION

- Forward Works Program
- Long Term Financial Plan

Adopted:	
Last Amended:	13 August 2018
Last Reviewed:	13 August 2018
Next Review:	Within 3 Years of Last Review
Responsible Department:	Works and Services