



APPLICATION FORM FOR WORK WITHIN A ROAD RESERVE

This application form is for organisations and individuals who wish to carry out work within a Shire of Waroona Road Reserve. For example: the maintaining of services by service providers, water drilling, and installation of poles, signs, and driveways. This application form can also be used for rural residents wishing to clear for provision of a boundary fence.

General Information:

Type: Application for Consent or Notification of Works

Applicants Details:

Name:			
Postal Address:			
ABN:			
Contact Person:			
Email:			
Contact Number:			
Role: IMPORTANT Select the role that best describes you.	<input type="checkbox"/>	Utility Provider	
	<input type="checkbox"/>	Contractor	
	<input type="checkbox"/>	Property Owner	
	<input type="checkbox"/>	Other:	

Description of Work:

Work Type <i>(Tick Appropriate Box)</i>	<input type="checkbox"/>	Service Connection	Work Hours:			
	<input type="checkbox"/>	Driveway/ Crossover	From:		To:	
	<input type="checkbox"/>	Clearing for Boundary Fence (See Item #13)	Work to Commence:			
	<input type="checkbox"/>	Drilling Works	Start Date:		End Date:	
	<input type="checkbox"/>	Other:				
Work Address: <i>(If possible please provide a site map)</i>						
Nearest Intersection:						
Description of Works:						

Road Reserve Clearing

- I have read and understood the general condition of Road Side Fence Line Clearing.
- If applicable I have applied for the DER Native Vegetation Clearing Permit. Permit No. _____

Area of Proposed Clearing: (Length x Width)	Number of Trees to be Removed:	Proposed Approximate Date of Clearing:

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Endorsement

I hereby certify that this application contains a true and accurate description of the proposed works. All works will be carried out in accordance with the information contained in this application, legislative & statutory requirements and to any other conditions or specifications imposed by the Shire of Waroona.

Signed: _____ Date: _____
 (Applicant)

Name of Applicant: _____
 (PRINT)

Position/Title: _____
 (PRINT)

Please note that incomplete applications may cause delays. The Shire of Waroona will advise you in writing of any requirements to be met. (Please refer all enquiries to Shire of Waroona.)

Insurance

The applicant shall ensure that the insurance requirements for the proposed works are set out as per the feedback from the applicant’s insurance company. It is important that insurance certificates will cover work within a shire owned road reserve. Below is an example of the insurance that may be required which will depend on the impact the proposed works will have on road users and the road network. The shire will determine if the insurances provided are adequate prior to approving any proposed works.

Type	Insurer	Policy Number	Value \$	Expiry Date
Public Liability Insurance				
Vehicle and Equipment Insurance				
Workers Compensation or Personal Accident Cover			As per the Act 1981 (WA)	

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Indemnity

In consideration for the CEO of the Shire of Waroona permitting the Applicant to undertake works in the road reserve, the Applicant agrees to indemnify and keep indemnified Shire of Waroona from and against, and must pay Shire of Waroona on demand as a debt, the amount of any claim, damage, cost, expense, loss (whether direct, indirect, consequential or otherwise) or liability which Shire of Waroona may suffer or incur as a result of, in respect of, in connection with or in relation to the works the Applicant undertakes under this application (the Indemnity).

The Indemnity does not apply to the extent that any damage, expense, loss, liability or claim is caused by a negligent act of Shire of Waroona, its employees or agents.

The Indemnity does not lessen or otherwise affect the Applicant’s other obligations arising out of its application to undertake works within the road reserve.

Signed: _____ Duly authorised officer of the Applicant	Signed: _____ For the CEO – Shire of Waroona
Name of Signatory: _____	Name of Officer: _____
Name of Applicant: _____	
Date: _____	Date: _____

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GENERAL CONDITIONS FOR WORK WITHIN A ROAD RESERVE

1. DUTY OF CARE

Anyone carrying out operations on a road open to traffic has a duty of care under common law to take all reasonable measures to prevent accident or injury to construction workers & road users, damage to assets owned by the Shire of Waroona & other utility providers and to maintain existing environment.

2. REQUIREMENTS FOR UNDERTAKING WORKS IN ROAD RESERVES MANAGED BY THE SHIRE

Applicants are required to comply with the applicable prevailing standards, Acts and legislation. A list of typical prevailing standards can be found at appendix A

3. APPLICANT'S RESPONSIBILITIES

These Guidelines are not to be regarded as definitive. Ultimately it is the responsibility of the individual or organisation proposing to undertake works within the Road Reserve to ensure they comply with all relevant statutory and other obligations.

Applicants are responsible for the safe and timely execution of the proposed works and shall notify the Shire of Waroona of any changes in the way the works will be undertaken.

Applicants are responsible for all costs associated with the works including the Applicant's supervision, inspection, materials testing, road signage and line marking and any other requirements as specified by the Shire of Waroona. Applicants are responsible for works undertaken by contractors or sub-contractors working on their behalf.

4. TIMEFRAME FOR ASSESSMENT OF APPLICATIONS

Individuals and organisations submitting an application should ensure that sufficient time is allowed for the Shire of Waroona to assess the application. Where proposed works are of low complexity, applicants should allow a minimum of 12 business days for the Application to be assessed.

5. TERMINATION OF UNAUTHORISED OR SUB-STANDARD WORKS

The Shire of Waroona regularly undertakes surveillance of the road network. Should any unauthorised works be detected, the individual/organisation responsible may be instructed to immediately terminate any work and remove all plant and equipment from the site. The Shire of Waroona will not be liable for any costs associated with any work that is terminated prior to completion.

Any sub-standard works detected on the network must be immediately rectified to the satisfaction of the Shire of Waroona. The Applicant will be responsible for the cost of rectifying any sub-standard works. If the sub-standard works including sub-standard traffic management are not corrected, the Shire of Waroona may instruct the individual/organisation or utility provider responsible to immediately terminate any work and remove all plant and equipment from the site. The Shire of Waroona may then arrange to complete the work with the Applicant being responsible for these costs.

6. INSURANCE

The type of insurances that Applicants will be required to have in place will depend on the impact the proposed works will have on road users and the road network. Applicants are required to supply appropriate insurances prior to approval. It is the applicant's responsibility to seek guidance from their insurance company as to the type of insurance required, it is important that the insurance certificates provides are suitable for work within a shire owned road reserve. If the Shire determines that the insurance supplied does not meet the



GENERAL CONDITIONS FOR WORK WITHIN A ROAD RESERVE

requirements for the proposed work then the applicant will be required to supply adequate insurance prior to any approval being supplied.

7. INDEMNITY

The Applicant is required to indemnify the Shire of Waroona against any claims that may arise out of the work. The Indemnity is required for all works and must be provided to the Shire of Waroona prior to the works commencing.

8. AUTHORITY APPROVAL

The Applicant is responsible for obtaining all necessary approvals from the relevant authority, i.e. Council, Shire or Main Roads. The Shire of Waroona will advise the Applicant whether an additional approval for the proposed works is required from any other authority.

9. WORKING HOURS AND OTHER RESTRICTIONS

Applicants must provide details in the Application Form relating to the proposed commencement date for the works including the daily start and finish times for Shire of Waroona approval. The working hours and working days as agreed by the parties must not be varied without the prior approval of the Shire of Waroona except, where in the interests of safety or to protect life or property, the Applicant or the Applicant's Contractor finds it necessary to vary the agreed working days or hours. Should such an event occur the Shire of Waroona is to be notified without delay.

10. TRAFFIC MANAGEMENT PLAN

Traffic Management Plans (TMPs) provide a means of planning and implementing how all likely road users (public transport and passengers, cyclist, pedestrians, motorists and commercial operations) will be safely and efficiently guided through works activities and ensure the network performance is not unduly impacted, for the duration of the works. TMPs must be prepared in advance of the works being conducted and are generally subject to auditing before and during implementation.

Where the proposed works or the proximity of the works will affect the road users including pedestrians, a Traffic Management Plan will need to be prepared, approved and forwarded to the Shire of Waroona not less than 10 working days prior to commencement of works.

Any traffic management requirements are to be in accordance with Main Roads WA Traffic Management for Works on Roads – Code of Practice which is available from the Main Roads Website <https://www.mainroads.wa.gov.au/OurRoads/TrafficManagement/workzones/Pages/WorkzonesonRoads.aspx>

A copy of the Traffic Management Plan and letter granting Roadway Access Approval must be available at the work site during works and provided to the Shire of Waroona upon request. Failure to comply with this requirement may result in the works being suspended.

11. QUALITY PLAN

The shire may request a quality plan on works deemed high complexity. The Quality Plan shall address the responsibilities of the Applicant or the Applicant's Contractor in relation to the proposed work and shall demonstrate how its procedures and instructions shall be applied to the work to demonstrate compliance with all relevant technical specifications.

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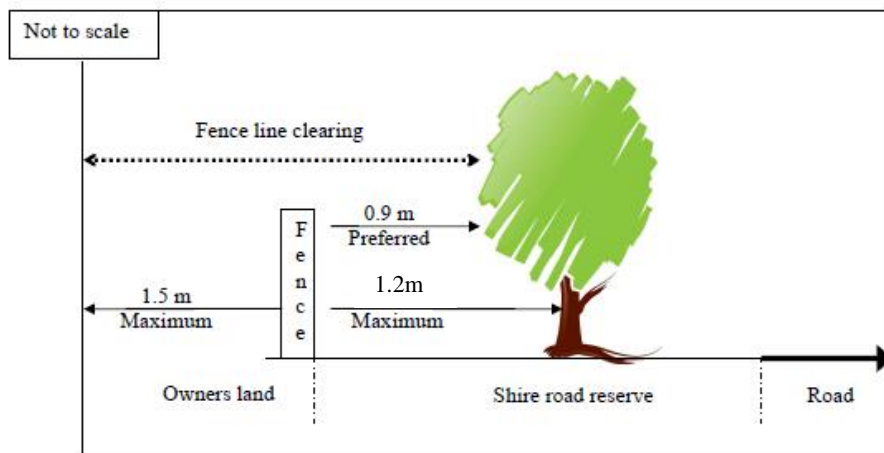
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12. LOCATION OF SERVICE PROVIDERS

Applicants are responsible for locating all public utilities service providers within the designated work area prior to commencement of work. To do this contact Dial Before You Dig on 1100 or visiting <https://1100.com.au/#>

13. ROAD SIDE FENCE LINE CLEARING

Applicants applying to clear along a road reserve must submit a map detailing the vegetation which is to be cleared. The maximum clearing allowed is 1.2m from the property boundary as per the diagram below. It is recommended that applicants wishing to clear native vegetation seek advice from Department of Environment Regulations (DER) to assess the requirements of a native vegetation clearing permit. If a permit is required it must be obtained prior to the commencement of project works in accordance with Environmental Protection Act, 1986 (EP Act). Information regarding native vegetation clearing permit applications can be found at: <https://www.der.wa.gov.au/our-work/clearing-permits>



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GENERAL CONDITIONS FOR WORK WITH A ROAD RESERVE

APPENDIX A - REQUIREMENTS FOR UNDERTAKING WORKS IN ROAD RESERVES MANAGED BY SHIRE OF WAROONA

Applicants are required, as a minimum, to comply with the following current standards, Acts and legislation:

- Main Roads WA Traffic Management for Works on Roads - Code of Practice <https://www.mainroads.wa.gov.au/OurRoads/TrafficManagement/workzones/Pages/WorkzoneSonRoads.aspx>
- AS/NZS 1906 AS/NZS 1906.4:2010 : Retro-reflective materials and devices for road traffic control purposes - High-visibility materials for safety garment.
- AS/NZS 3845:1999 AS/NZS 3845:1999 : Road safety barrier systems.
- AS/NZS ISO 31000 – Risk Management – Principles and Guidelines.
- AS/NZS 4602:1999 AS/NZS 4602.1:2011: High visibility safety garments - Garments for high risk applications.
- Austroads Guides.
- Disability Services Act 1993.
- Australian Standard 1742.2 – Manual of Uniform Traffic Control Devices, Part 2 Traffic Control Devices for General Use.
- Australian Standard 1742.3 – Manual of Uniform Traffic Control Devices, Part 3 Traffic Control Devices for Works on Roads.
- Utility Providers Code of Practice for Western Australia (available from the MRWA Website: <https://www.mainroads.wa.gov.au/OurRoads/Pages/WorksOnMainRoads.aspx>)
- Road Traffic Act WA 1974.
- Road Traffic Code WA 2000.
- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996.
- WorkSafe Plan, WorkSafe WA.
- Environmental Protection Act 1986.
- Noise Abatement (Noise Labelling of Equipment) Regulations (No. 2) 1985.
- Environmental Protection (Clearing of Native Vegetation) Regulations 2004.
- The Radiation Safety Act 1975.
- Dangerous Goods Safety Act 2004.
- Aboriginal Heritage Act 1972.
- Shire of Waroona Crossover Specifications (<http://www.waroona.wa.gov.au/crossovers.aspx>)
- Shire of Waroona Policy 5.9 - Street & Road Verge, Parks & Road Verge, Parks & Reserves Tree Planting, Replacement, Maintenance and Removal.



CHECKLIST FOR WORK WITHIN A ROAD RESERVE (OFFICE USE ONLY)

APPENDIX B – CHECKLIST (OFFICE USE ONLY)

LOW COMPLEXITY WORKS - CLEARING FOR BOUNDARY FENCES & INSTALLATION OF DRIVEWAYS/CROSSOVERS

	Checklist:	v/X	Comments/ Notes:
Application Form Checklist			
1.	Has the application form been completed properly?		
2.	Has the applicant provided adequate contact details		
3.	Has the applicant completed and role that best describes them?		
4.	Has the applicant completed the work type that best describes the application?		
5.	Has the applicant provided a work address/ or nearest intersection?		
6.	Has the applicant signed the endorsement?		
7.	Has the applicant provided insurance information?		
Work Type Checklist			
8a.	If the work is for the installation of a driveway or crossover. Has the applicant submitted a crossover subsidy application?		
8b.	Is the driveway or crossover an addition to an already constructed driveway/ crossover?		
8c.	Has the applicant provided adequate plans of the driveway/ crossover?		
9a.	Is the application for clearing for the installation of a boundary fence		
9b.	Will the clearing be within the 1.2m from the property boundary as per item 13 of the general conditions?		
9c.	Has the applicant applied for a DER Clearing Permit?		
9d.	If no DER Clearing permit has been applied for will the clearing impact the Shires 5ha clearing allowance?		
10a.	Is the work within 3m of the road way?		
10b.	If its within 3m of the roadway. Has the applicant provided a TMP?		

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10c	If the work is within 3m of the road way will this impact any Shire owned assets?		
Insurance Check			
11a	Has the applicant provided appropriate insurance information?		
11b	Has the insurance information been checked by the LGIS is not appropriate?		
High Complexity Works			
12a.	Will the work impact the road pavement, kerbing or pathway??		
12b.	Will the applicant be required to reinstate shire owned assets to the previous condition?		
13.	Will the work require any development approvals?		
14.	Will the applicant be hauling excess spoil from the site?		
15a.	Will the applicant have heavy vehicles travelling along the shire network roads?		
15b.	Does the applicant need to pay a haulage charge for the proposed period of works?		
Finalising the Response to the Applicant			
16.	Has the application been approved?		
17.	Has the response to the application been drafted to include all appropriate requirements?		
18.	Has the application and response been registered and files on file 87/1 and or the appropriate property assessment file?		

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