



## WS6 Road Improvements – Municipal Works in Street (Notification to Owners / Occupiers)

### Policy Objective

To provide adequate notification to property owners and occupiers of impending works.

### Policy

Where Shire works are programmed to be undertaken in an urban street, a Notice of what is proposed to be done is to be given by local public notice.

Once Shire works are programmed to be undertaken in a particular street, at least ten (10) days notice shall be served on the owners and occupiers of premises of the section of street that will be affected by the proposed works. The said Notices shall be delivered by Shire employees, or authorised contractors by delivery to an individual residing in the affected premises or, where this is impractical, by researching the occupier and mailing the said Notice. Industrial or commercial premises shall be visited personally by Shire employees or authorised contractors and advised.

The Notices shall specify the date that the proposed works are to be commenced and the nature of the work (i.e. road widening, resurfacing, path construction, drainage works etc) with additional advice if required.

This may include but not limited to:

- Any reticulation systems in the street verge directly affected by the works shall be temporarily removed and reinstated by the Shire;
- Where a new stormwater drain line is to be constructed, designed to facilitate property connections and any associated fees to connect to the drain; and
- Where the road is to be kerbed, relevant details of policy WS2 CONSTRUCTION / UPGRADE OF CROSSOVERS

Any enquiries related to existing crossovers, property connections, verge reticulation etc, should be forwarded to reach the Executive Manager Infrastructure Services at least 72 hours before the specified date in the notice referred to above.

Local Public Notice shall not apply to the planting, removal or pruning of street trees, drainage connections to established drainage lines or to the construction of crossovers.

<b>DOCUMENT CONTROL BOX</b>		
<b>Custodian:</b> Chief Executive Officer	<b>Decision Maker:</b> Council	
<b>Compliance Requirements:</b>		
<b>Legislation:</b>		
<b>Industry:</b>		
<b>Organisational:</b>	Council Policy – WS2– Construction/Upgrade of Crossovers	
<b>Document Management:</b>		
<b>Risk Rating:</b> Medium	<b>Review Frequency:</b> 2 Years	<b>Next Due:</b>
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description:</b>
a	OCM 21/07/20 – Item 13.2	Comprehensive policy register review.
b	OCM 19/07/2022 Item 12.1.2	Comprehensive Policy Register Review
c	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments
d	OCM 15/12/2025 Item 12.1.1	Policy Reconfirmed – No Amendments