

GUIDELINES FOR COMMUNITY PROJECTS ON SHIRE (ROAD) RESERVES

The purpose of these guidelines is to guide community groups in the processing and assessment of proposals to install infrastructure on Shire of Dandaragan (road) reserves.

1. Community groups should contact the Shire of Dandaragan community development team at which time a relevant staff member will be allocated to liaise with the applicant during the planning for a community project.
2. All proposed works must be submitted in writing to the relevant staff member outlining location, with complete siting diagram details of the proposed work, materials and durability, installation requirements, timeframes, approximate costs and any requests to the Shire.
3. Financial assistance for the production and installation of work is to be at the proponent's costs, unless otherwise agreed to by Council or the Chief Executive Officer (CEO).
4. The site of projects must be approved by the CEO. Your allocated staff member will facilitate this.
5. All positioning of work will be assessed by the Executive Manager Infrastructure (EMI) to ensure all proposals are appropriate. Road reserve assessment will include ensuring projects are positioned outside of the clear zone in accordance with Main Roads Guide to the Management of Roadside Advertising. Preference will be given for the placement of works in already established designated pull off bays or preferred sites on road reserves. The EMI will assess the suitability of the site for vehicles to safely pull off and re-enter a road and whether upgrades to the road verge are required.
6. Staff will assess work based on durability of materials, legality and safety, accessibility by the public and suitability of the work in the context of the overall development of the surrounding area.
7. You will be advised whether a building permit is required, and given a contact name in the Shire to assist with the building permit. Staff may request analysis of any structures by an independent engineer, of which the applicant is responsible for costs, prior to the granting of a building permit.
8. All building permits require a Certificate of Design Compliance from an independent source which will be arranged by the Shire.

9. During the construction of a community project that requires a building licence, the Shire may inspect the project regularly, or be on-site during installation of structures.
10. Building licence fees may be waived by the CEO for community groups, but not the BSL or BCITF Levies. To request waiver of fees, the applicant must email the Shire (Attention to: development services administration officer) with the request (cc your allocated staff contact into your email).
11. Applicants are to contact dial before you dig before commencing the installation of work.
12. All work is to comply with Western Power's Worksafe Regulations 3.64 – Guidelines for Work in the Vicinity of Overhead Power Lines. If any work is to breach the minimum safe working distances a Request to Work in Vicinity of Powerlines form must be submitted.
13. The applicant community group must have public liability insurance of at least \$10,000,000 during the installation of the work with a Certificate of Currency to be forwarded to the Shire by emailing council@dandaragan.wa.gov.au (noting the project name and allocated staff member in the email).
14. On completion of a project that required a building permit, the permit holder must submit a BA7 (Notice of Completion) to the permit authority (Shire of Dandaragan) within 7 (seven) days of completion of the building work. To access a BA7, contact the Development Services Administration Officer (cc your allocated staff contact into your email).
15. The applicant is responsible for all maintenance of the structure.
16. Should the Shire consider the structure to be dilapidated, all costs for the demolition, removal and rehabilitation of the site are the responsibility of the applicant.
17. At this time, the applicant must provide all invoices related to the creation of the structure and post to the Shire attached to a letter addressed to the CEO requesting that, in accordance with these guidelines, the Shire accept the sculptural artworks as an asset on the Shire Property Asset Register. In the letter, the applicant must acknowledge their acceptance of guidelines 15 and 16, noting the project name and allocated staff member.
18. An item will be taken to Council by staff for Council to accept the structure as an asset and be covered by the Shire's public liability insurance.

Where staff have any doubts about the suitability of a project, then the application shall be submitted to Council for resolution.