

THE BAROSSA COUNCIL LEGACY POLICY STATEMENTS



Corporate Plan Link:	6.2 Ensure that Council's policy and process frameworks are based on principles of sound governance and meet legislative requirements.		
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A	Purpose
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- A1 The Barossa Council's Policy Manual, which was first adopted on 6th October 1998 and last updated as far back as 24th April 2008, was subject to a 2017 cross-team audit to ascertain its ongoing relevance. All content from the Manual that was not superseded by new legislation or policy has been compiled for convenience in this Legacy Policy Statements document.
- A2 All remaining Policy Manual content was formally revoked by Council on 19 September 2017.
- A3 It is the intent that all subject matter within this Legacy Policy Statements document will be reviewed and updated within Council's new Policy Framework by authorised officers in due course, after which time the Policy Manual will be revoked in its entirety.

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POLICY MANUAL SECTION 1:	COUNCIL MEETINGS
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1.1 AGENDA – CLOSE

The closing time for items for inclusion in the Agenda shall be two (2) weeks prior to the scheduled meeting date.

1.2 AGENDA - ELECTED MEMBER QUERIES

Elected Members are encouraged to contact officers with Agenda enquiries prior to the meeting wherever possible to assist in the smooth operation of the systems. The Chief Executive Officer and Directors are to be available from 8.30am on Council meeting days.

1.3 AGENDA – DELIVERY

The Agenda for consideration by Council is to be delivered electronically to Elected Members to ensure at least five (5) full days reading time for Elected Members prior to the scheduled meeting date and two (2) full days reading time for Late Items.

Any late written reports received by Elected Members will only be considered in the light of Policy 1.4.

1.4 AGENDA - MATTERS OF URGENCY

Only late items of matters of urgency may be added to the Council Agenda and this shall be at the discretion of the Mayor and Chief Executive Officer. Unless considered urgent the item shall be listed for the next Agenda.

Late Agenda Items should only be allowed to be introduced if they are approved by the Mayor and the Chief Executive Officer prior to the commencement of the meeting.

“Other Business” should not be used as a forum or opportunity to discuss matters not on the Agenda, to provide information, or for Elected Members to make statements of any nature.

Any urgent item an Elected Member wishes to raise in “Other Business” should be discussed with, and approved by the Mayor prior to the meeting.

1.5 AGENDA - SET OUT

The Chief Executive Officer is authorised to define items which fit the concept of a Consensus/Debate Agenda.

1.6 MEETING PROCEDURE: ACKNOWLEDGEMENT OF COUNTRY

On appropriate occasions, The Barossa Council will acknowledge the Peramangk and Ngadjuri People with the following words (or similar):

“The Barossa Council acknowledges the traditional owners of the land on which we meet, the Peramangk and Ngadjuri People. We respect their cultural heritage, beliefs and relationship with the land and acknowledge that they are of continuing importance to the Peramangk and Ngadjuri People living today.”

1.7 USE OF CAMERAS IN COUNCIL CHAMBERS

Council will not permit the use (by members of the public) of any audio or visual equipment during Council meetings without the express permission of Council.

POLICY MANUAL SECTION 2:	GENERAL MANAGEMENT
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2.4 CITIZENSHIP CEREMONIES

Citizenship Ceremonies will be held in public and invitations to such ceremonies will be extended to Elected Members and the local member of State and Federal Government. A private ceremony may be held if an individual is seeking citizenship urgently.

2.11 COUNCIL OFFICES - HOURS OPEN

The Council Offices shall be open to the public on weekdays (excluding declared holidays and the period between Christmas Day and New Year's Day) from 9.00am to 5.00pm.

2.16 LETTERS - OFFICIAL RESPONSE

Notwithstanding the right of an Elected Member of Council to personally reply on matters personally directed to him/her, letters received by Elected Members of Council from an organisation are to be officially replied under the hand of the Chief Executive Officer.

2.21 REPLY TO LETTERS FROM RATEPAYERS/ RESIDENTS

If a ratepayer wishes a matter to be referred to full Council a copy of the letter should also be forwarded to their local Elected Member.

The letter (addressed to the Chief Executive Officer and received at the office) is immediately acknowledged in writing and then referred to the appropriate Manager for report to Council.

A detailed response is given within fourteen (14) days of the Council meeting.

All the correspondence to be dealt with in the following way:

- The letter (addressed to the Chief Executive Officer and received at the office) is immediately acknowledged in writing and then referred to the appropriate Manager for response.
- A detailed response is given within fourteen (14) days.
- If the letter has been received via an Elected Member, the response would normally begin "Cr has required me to reply".
- The majority of correspondence is routine and can be simply replied to without reference.
- Other correspondence is replied to with reference to information which has already received Council endorsement and authority in the Policy Manual, Minutes, Budget, etc.
- If the letter is received via an Elected Member a copy of the reply is sent to that Member.
- All controversial or contentious issues and matters outside Council policy are referred to Council for direction.

2.22 RETIREMENT OF ELECTED MEMBERS - GIFTS

Council shall allocate an amount up to \$200.00 for the purchase and presentation of a suitably engraved gift to retiring Elected Members who have served a minimum term of nine years. In addition, the retiring Elected Member shall be presented with a Council plaque.

2.24 ELECTED MEMBERS REQUESTS FOR INFORMATION FROM STAFF

It is acknowledged that from time to time elected members will request information from staff and will require this information to properly enact their role as an elected member.

Staff are required to give such assistance where the information required can be given immediately or with little research.

If the information required will take substantial research then the elected member will be required to take the matter to Council as a Question on Notice.

2.28 WREATHS

On the death of any Elected Member of the Council, ex member, Council employee, or ex-employee, Local Member of Federal or State Parliament (or at her/his discretion on other deaths) a wreath or flowers are to be purchased for the family.

POLICY MANUAL SECTION 6	FINANCE
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6.7 INSURANCE COVER

Council shall insure its Assets and provide for its Liabilities through Council's Insurance Broker, Local Government Risk Services, under the following general headings:

- (a) Local Government Special Risks Policy
- (b) Worker's Compensation Policy
- (c) Public Liability Policy
- (d) Personal Accident Policy
- (e) Motor Vehicle Policy
- (f) Fidelity Guarantee Policy
- (g) Personal Accident - Journey Policy
- (h) Machinery Breakdown
- (i) Computer Policy
- (j) Occasional Hirers Liability

6.10 RESERVE FUNDS

Cash Reserve funds will be established and maintained by Council as part of prudent financial management.

Expenditure funded from Cash Reserves to be in accordance and consistent with the reason for establishing the Reserve fund, unless directed by Council.

Use of internal reserve funds to be considered prior to consideration of external loan borrowings.

11.1 AUSTRALIA DAY AWARDS

Council supports the granting of the Annual Australia Day Awards for the Citizen of the Year, Young Citizen of the Year and Community Event of the Year.

Nominations be invited from the Community through the media, Council Newsletter and letter to Community Groups.

Selection of the Awards be undertaken by Council.

The Awards be undertaken in conjunction with the Australia Day Council each year.

The Citizen of the Year be for persons 27 years and over, while the Young Citizen of the Year must be under 27 years of age on Australia Day in each year, ie 26th January. They must be resident in the Council area.

Such Awards be made in recognition of outstanding service to the Community of The Barossa Council.

15.1 ACCESS - PRIVATE PROPERTY

Applications for access to private property by way of a public reserve other than a road reserve be a prohibited use.

15.3 COUNCIL PLANT - USE OF FOR PRIVATE WORKS

15.3.1 The Director - Works & Engineering is authorised at his/her discretion to deploy Council plant and labour to assist in any works that would be of community benefit involving Council land or public parklands (except for those organisations supported by Council funded budgets).

15.3.2 Any private work (ie work for the benefit of an individual) is generally not to be performed (excepting Works Policy 15.5 [Entrances and Crossovers - Location, Construction and Maintenance]) either during or out of hours. No item of plant/equipment with or without a Council employee driver/operator is to be engaged in any private work; with the exception however in cases of emergency (at the discretion of the Director – Works & Engineering), and for community projects (at the discretion of the Director – Works & Engineering).

15.4 ELECTORAL ADVERTISEMENTS - DISPLAY OF

15.4.1 ELECTION SIGNS IN PUBLIC PLACES

Important Note: The policy position is to be applied consistently to all political parties and candidates for Federal, State and Council elections.

In accordance with this Policy Council does not consent to the erecting of Election signs on Council property.

15.4.2 ETSA PROPERTY

In addition to the above, ETSA, as owner of infrastructure items often used to support signs, carries the following requirements.

ETSA has a policy which permits election campaign signs to be displayed on ETSA infrastructure without requiring approval from ETSA, providing the following criteria are met:

15.4.2.1 No signs to be erected until an election is called.

15.5 ENTRANCES AND CROSSOVERS - LOCATION, CONSTRUCTION & MAINTENANCE

15.5.1 CONSTRUCTION

15.5.1.1 Unless otherwise arranged, all entrances and crossovers shall be constructed by Council employees at cost to the property owners.

15.5.1.2 By arrangement with the authorised Council Officer, entrances may be constructed to Council specifications by a person experienced in roadworks and drainage.

15.5.1.3 Where other than Council employees are employed to construct entrances, Council shall be indemnified against any claim for negligence that may arise during the course of preparation, construction and clearing away of plant and surplus materials.

15.5.1.4 The specification for all entrances and crossovers of all such crossings and sizing of culverts to be approved by the appropriate Council officer.

15.5.1.5 Appropriate warning signs shall be placed in accordance with Australian Standard as 1742.3 Part 3 - Traffic Control Devices for Works Roads, on the road approaches on either side of the entrance during the course of construction.

15.5.1.6 No work is to be carried out on any land under the care, control or management of Council without prior approval of the Director – Works & Engineering.

15.5.2 CONSTRUCTION OF ENTRANCEWAY - SPECIAL CIRCUMSTANCES

Where a culvert is required in the interim, but not required following the scheduled road construction, ie due to kerbing being laid, Council will construct the entranceway at the full cost of the landowner concerned, but will credit the landowner with the salvage value of the culvert when accounts are sent out for the road moiety following the road construction.

15.5.3 LOCATION

- 15.5.3.1** Generally, entrances may be positioned at the location preferred by the property owner provided that due regard has been given to safety factors and future maintenance.
- 15.5.3.2** Pursuant to the provisions of the Local Government Act, Council may require a change in position if it is satisfied that the location would be detrimental to public safety, impact on native vegetation or to the future development of the area.
- 15.5.3.3** Applications for entrances are to be referred to the Director - Works & Engineering who shall, on behalf of Council, approve or by agreement with the owner, change the location. If agreement to change the location cannot be reached, the application shall be referred to Council for determination.
- 15.5.3.4** Should Council vary the horizontal or vertical alignment of any road, Council will be responsible for reinstating accesses to a standard equal to that which was in existence prior to such work being carried out.

15.5.4 MAINTENANCE

- 15.5.4.1** Minor maintenance of entrances, as determined by Council's authorised officer, may be carried out by Council at the request of the property owner at no charge to the property owner.
- 15.5.4.2** Any replacement of a pipe or drain or bridge which is part of an entrance or crossover shall be carried out by Council at the request of the property owner at cost to the property owner (Section 15.5.1 above applies).

15.6 ENTRANCEWAYS - ADDITIONAL (ON REQUEST)

In respect of kerbing work for new construction projects, one entranceway will be provided, and any additional entranceway requested is to be at the full cost of the landholder.

15.16 ROADSIDE TIMBER COLLECTION

- 15.16.1** Council does not issue permits for the collection of fallen timber from roadsides and reserves.
- 15.16.2** Authorisation for the removal of dangerous fallen timber will be subject to delegated authority at the discretion of the Director – Works & Engineering.

- 15.16.3** The Director – Works & Engineering, at the appropriate time may call tenders for the sale of timber collected from tree trimming operations (estimated 50 tonne lots).

15.17 ROAD CLOSURE

Council acknowledges that some road reserves upon which no carriage-way is constructed may not serve a road need in the district and may be considered to be closed as road reserves and the land be disposed of or be dedicated for any one or more of the following purposes:

- 15.17.1** To the preservation of trees and other plant life.
- 15.17.2** To the use, by properly licensed persons, of the land for recreational purposes such as horse riding, walking and cycling.
- 15.17.3** No such piece of land shall be disposed of until Council is satisfied that the land is either not required or is unsuitable for the above purposes, the following conditions to apply:
- 15.17.3.1** Seek comment from the Department of Recreation and Sport prior to proceeding with the following process.
- 15.17.3.2** The applicant(s) to obtain written advice from other adjoining landowners indicating that there are no objections to the proposed road closure.
- 15.17.3.3** The applicant(s) at their cost, to engage a licensed surveyor to prepare all plans and documentation as required under the Roads (Opening and Closing) Act.
- 15.17.3.4** The applicant(s) to pay all fees required under the Roads (Opening and Closing) Act.
- 15.17.3.5** The road when closed to be merged with the applicant's property.
- 15.17.3.6** The applicant(s) to pay Council for the land at a price determined by valuation.

15.19 ROADS - CONSTRUCTION AND ASSOCIATED WORKS ON SUBDIVISIONAL ROADS

The following information should be regarded as a general guideline to Council's requirements, with the knowledge that every application will be treated individually and subject to any or all of these requirements being amended.

All work shall generally be constructed in accordance with Council's Standard Specification for Road Construction and Associated Works on Subdivisional Roads; and plans shall be prepared by the developer's prescribed Engineer for Council approval.

15.19.1 ROAD STANDARDS

Urban Cul-de-sac or no Through Road minimum pavement width to be (7) seven metres of hotmix.

Urban Through Roads to have a minimum pavement width of (8) eight metres.

Rural Living where roads that adjoin a similar standard road of a lower standard road to be a two coat seal of minimum pavement width of (7) metre seal with 2 x 1.8 metre unsealed shoulders.

Rural Roads which service properties only to be a minimum all weather pavement width of (5) five metres.

15.19.2 EARTHWORKS STANDARD

Batters are to be no steeper than:

- 5 horizontal to 1 vertical for urban roadworks
- 3 horizontal to 1 vertical for rural living roadworks
- 2 horizontal to 1 vertical for rural roadworks.

15.19.3 DRIVEWAY CROSSOVER STANDARDS

Driveway crossovers shall be surfaced as a minimum requirement with approved rubble (minimum depth of 100mm) to the width indicated from the carriageway to the property boundary subject to the following conditions:

15.19.3.1 where kerbing exists, inverts shall have a minimum width of (4.0) metres for a single and a maximum width of (6.0) metres for a double;

15.19.3.2 where a culvert is required shall have a minimum length of (4.0) metres and a maximum width of (6.0) metres with headwalls to be constructed of 100mm thick concrete or stone with mortar;

15.19.3.3 where no culvert is required shall be minimum of (4.0) metres and maximum of (6.0) metres.

15.19.3.4 crossover gradient to be not greater than 6 horizontal to 1 vertical.

***NOTE:** Council policy numbers 15.19.3.1 to 15.19.3.4 inclusive can be considered for variation to the standard policy by the Director – Works & Engineering upon receiving a written request.

15.19.4 PAVEMENTS

15.19.4.1 The general standard pavement shall consist of a 175mm thickness of quarry rubble as sub-base, a 125mm thickness of crushed rock as base and a prime and 14/7mm two coat bituminous seal for spray seal pavements and a 175mm thickness of quarry rubble as sub-base, a 100mm thickness of crushed rock as base and a 25mm thickness of hotmix for asphalt concrete pavements.

15.19.4.2 The pavement's thickness may be reduced where a developer arranges for soil tests to be carried out and an appropriate pavement design is prepared. The pavement design shall be based on the results of soil tests carried out at intervals not exceeding 150 metres along the centreline of each road. During construction, supervising engineer and/or Director – Works & Engineering may direct that an increased pavement depth be constructed along any section of road where the sub-grade is inferior.

15.19.5 STORMWATER DRAINAGE STANDARD

The stormwater drainage system shall be designed in accordance with the 1987 edition of "Australian Rainfall and Runoff".

15.19.5.1 Side entry pit locations shall be determined by limiting the gutter flow width to a maximum of 2.5 metres, gutter flow lengths shall not exceed 200 metres in length and a using a 1 in 5 year recurrence interval critical storm event.

15.19.5.2 Watercourse crossings shall be designed to pass the 1 in 20 year recurrence interval critical storm event without being overtopped.

15.19.5.3 In all cases the effects of the 1 in 100 year average recurrence interval critical flood shall be used in the design to ensure that the residential, commercial and industrial areas do not become inundated during such an event.

15.19.5.4 If easements are required, these are to be obtained in the name of the Council at the full cost of the developer. Adequate attention shall be given to downstream drainage, and if upgrading work is required outside the subject land, the developer shall enter into negotiations with the Council. Council may consider to contribute to the cost of this work providing the upgrading also benefits other areas than the subject land. Alternately Council may require that the outflow from the subject land in its fully developed state shall not exceed the outflow from the land in its pre-developed state both in quantity and intensity.

15.19.5.5 Gross Pollutant Traps (GPT), trash racks and other litter separators may be required to be installed at the Developers cost at the discretion of the Director – Works & Engineering.

15.19.6 TREE PLANTING

In urban land divisions where Council requires tree planting to be carried out, the developer may enter into an agreement with the Council whereby the developer or Council will plant and maintain the required trees

(generally two per allotment frontage) for a standard fee per tree including a 12 month maintenance fee.

15.19.7 RESERVE DEVELOPMENT

15.19.7.1 Establishment of buffers between industrial and residential areas must be provided.

15.19.7.2 The developer must provide a detailed landscape plan including planting layout for reserve land included in the subdivision, for approval by Council. The developer must implement the approved landscape plan and maintain the reserve for a period of 12 months following a "Practical Completion" certificate being issued for the subdivision.

15.19.8.1 The Developer shall be responsible for submitting plans of the proposed CWMS for approval prior to commencing works.

15.19.8.2 All allotments are to be connected to a Community Waste Water Management System if available. The Developer is required to pay a 'Community Waste Water Management System (CWMS – Developer Contribution' (GST exempt) for every additional unit/allotment (based on the applicable charge at the time of lodgement of the application) and all associated costs to Council for any upgrade required to existing infrastructure to cater for new development. This is additional to the Community Waste Water Management System connection fee for each allotment.

15.19.9 OTHER SERVICES

The developer shall consult with SA Water, Telstra, Optus, the Gas Company and the ETSA Corporation, to make the necessary arrangements for services supplied by those authorities.

15.19.10 SUPERVISION OF PRIVATE SUBDIVISION CONSTRUCTION

The Developer shall engage a Consulting Engineer to supervise all construction and ensure that performance standards in accordance with the specification have been met prior to the commencement of the next stage of work. Council's Director – Works & Engineering shall be notified of the completion of various stages of work. (These stages are to be determined at the point of approving the detailed construction plans and specifications.)

15.19.11 PRAM RAMPS

15.19.11.1 Pedestrian access will be provided in accordance with Australian Standard AS1428.1-1993, AS1428.2, AS1428.3, AS1428.4. Standard specifications may be amended subject to approval by Council.

15.19.11.2 Tactile ground surface indicators are to be supplied and installed in all pram ramps as per AS 1428.4 by the Developer. Standard specifications may be amended subject to approval from Council.

15.19.12 FENCING

The Developer will be required to provide and install perimeter fencing to boundaries of the subject land (include reserve land) in accordance with Council's requirements. Fencing material will be determined in consideration of adjoining land use (ie urban/residential, industrial or rural).

15.19.13 FOOTPATH CONSTRUCTION

All land division applications creating residential streets shall be subject to the following criteria:

Residential through streets Collector, Arterial Road

15.19.13.1 Construction of a paved footpath on both sides of the road - 1.5 metres minimum width.

***NOTE:** For footpaths deemed to be in a high pedestrian usage area, Council may require the paved footpath to be full width.

15.19.13.2 Concrete pavers 80mm thick laid on 20mm of sand and 100mm of compacted quarry rubble.

15.19.14 ROAD VERGE

At the discretion of the Director – Works & Engineering the developer may be required to contribute to the cost of 100mm thickness of rubble to be placed between the paved footpath/kerb and the property boundary when required.

15.19.15 MISCELLANEOUS REQUIREMENTS

15.19.15.1 Street signs, warning signs, posts, to be provided and installed to Council's specifications. Clearance of roadside vegetation requires authority, in writing, from Council.

15.19.15.2 "As" constructed drawings are to be supplied to Council in hardcopy format and electronically in .dwg or .dxf format.

15.20 ROADS - FOOTPATH CONSTRUCTION

The Director – Works & Engineering will establish a priority footpath development program each financial year.

Property owners requesting the area of land between the property boundary to road edge which is not listed for priority footpath development, Council will provide the quantity of fine crushed rock.

All other work to be arranged by and at the cost of the adjacent property owner.

15.20.1 CONSTRUCTION, RESIDENTIAL STREETS

All land division applications creating residential streets shall be subject to the following criteria:

Collector, Arterial Roads

15.20.1.1 Construction of a formal footpath on both sides of the road reserve 1.5 metres minimum width.

15.20.1.2 Concrete pavers 80mm thick laid on 20mm of sand and 100mm of compacted quarry rubble.

Residential through streets and cul-de-sacs

15.20.1.3 Construction of a formal footpath on one side of the road reserve 1.5 metres minimum width.

15.20.1.4 Concrete pavers 80mm thick laid on 20mm of sand and 100mm of compacted quarry rubble.

15.20.2 PRIORITIES

Council will determine the order in which footpaths will be laid and will generally take into consideration frequency of public use, business area requirements, special pedestrian needs and funding available.

15.20.3 PROPERTY OWNER CHARGE

The maximum moiety permitted under the Local Government Act will be charged to those properties fronting the footpath.

15.20.4 STANDARD CONSTRUCTION

The complete area between the boundary line and kerbing will be surfaced with a 100mm thick layer of fine crushed rock. Paving bricks or a bitumen seal (consisting of emulsion and fine screenings) may be laid at a nominal width of 1.2m except for commercial areas where the paving brick or bitumen seal may be extended to cover the entire area. Entranceways will be paved or sealed from the boundary line to the kerb line.

15.20.5 VARIATION TO STANDARD

Variations to standard construction specifications will be considered by the Director – Works & Engineering, and approval or otherwise will be determined on the merits of each application. As a general rule Council would agree to contribute an amount equal to the construction cost for a standard specification at the time of application less the maximum moiety charge applicable at that time for new construction work (reconstruction

projects exempt).

15.21 ROADS - FORMING AND CONSTRUCTION OF UNMADE

15.21.1 Council will not form, construct or maintain carriageways on unmade roads unless such work is included in Council's Works Programme for the current financial year.

15.21.2 If a carriageway is formed or constructed to Council's specifications by others, the Council will take over the responsibility for maintaining the road as a normal Council road.

15.21.3 Council will not issue approval for any planning application that is likely to generate traffic if the land lies along an unmade road. The landowner or developer must agree to construct the road to the specified standard prior to gaining development approval. The developer or landowner may request Council to enter into a financial arrangement to conform with this requirement, however, each case will be considered by Council on its merits. Council's main consideration in this matter is whether further planning applications along the road in question are likely to be received within the next few years. If further applications are likely, Council will most likely accept a financial agreement whereby each applicant agrees to pay their share of the cost of constructing the road to the required standard. If no further applications are likely, Council will most likely not accept a contribution to the road costs, but rather, require the work to be completed at the sole cost of the developer or landowner.

15.21.4 Minimum Standard of Road Construction

Applicable to all cases except roads servicing urban sized allotments within township areas.

15.21.4.1 Minimum Pavement Width

(5.0) five metres for roads servicing properties in the rural area.

Note: These widths may be reduced by Council if the removal of significant vegetation is required, or increased if considered necessary for safety.

15.21.4.2 Minimum Pavement Depth

150mm compacted depth.

15.21.4.3 Road is to be properly shaped to shed water and levelled for safe vehicular travel.

- 15.21.4.4 Maximum longitudinal gradient of any section of road to be no greater than 1 (horizontal) in 4 (vertical).
- 15.21.4.5 Stormwater drainage to be adequately catered for with appropriate side drains and culverts.
- 15.21.4.6 For roads servicing urban sized allotments within township areas, the required standard of road shall be in accordance with the standards specified in Council's policy for subdivisional roads.
- 15.21.4.7 **Note:** For the purpose of this policy, any existing carriageway that does not meet these standards is considered to be an unmade road.

15.22 ROADS AND STREETS - SLASHING AND CLEARING ROAD OF VERGES

15.22.1 WORK OBJECTIVES

- 15.22.1.1 Paved road shoulders, free of regrowth for a distance generally be up to 1.8m (depending on the shoulder width) from the edge of the road seal, are preferred along bitumen roads to allow for safe passing and driver error. On unsealed roads the clearances and distances generally can be reduced due to the nature of these roads, as speeds and traffic volumes are generally lower.
- 15.22.1.2 Consideration will be given with regard to clearance relative to Grader operations.
- 15.22.1.3 Sufficient trimming of roadside vegetation should be undertaken to avoid accidents and damage resulting to vehicles.
- 15.22.1.4 Reduction of fire risk and fire hazards.
- 15.22.1.5 Controlled removal of pest plants.
- 15.22.1.6 Elimination of invasive non-indigenous vegetation, including pinus radiata in native vegetation zones.
- 15.22.1.7 To facilitate maintenance, road shoulders should be free of excessive growth in order to allow adequate drainage of water from the road pavement, and for the provision and the maintenance of roadside drains.

15.22.2 SEALED ROADWAYS

- 15.22.2.1 Road shoulders should be generally slashed, mown or sprayed for a distance of 1.8 metres from the edge of the road seal, and in such a manner that guide posts are clearly visible.

15.22.2.2 Selected areas (for example, bends and intersections) may be cleared at the discretion of the Director – Works & Engineering when appropriate, with such clearing being performed having regard to safety of road users, sight distance requirements and the nature of the vegetation.

15.22.2.3 Vegetation encroaching on to roadways which causes a hazard to road users, shall be removed at the discretion of the Director – Works & Engineering with regard to emergency situations.

15.22.3 UNSEALED ROADWAYS

Unsealed roads shall be graded and maintained to the original constructed width, and other clearing shall be performed in accordance with policies for sealed carriageways at the discretion of the Director – Works & Engineering.

15.22.4 ROADSIDES GENERALLY

15.22.4.1 Attention shall be given to areas of pest plant infestation and fire hazard situations to conform with Council's control programme where practicable.

15.22.4.2 Attention should be given to areas of invasive non-indigenous vegetation, and proposals to remove this type of vegetation shall be made by Council.

15.22.4.3 Areas of high fuel loading shall be inspected by the Fire Prevention Officer and a programme for the reduction of this fuel loading shall be implemented. For environmentally sensitive areas the proposed method of reduction is to be presented to Council.

15.22.5 INDIGENOUS ROADSIDE VEGETATION

Works to be undertaken will be directed where possible towards:

15.22.5.1 Preservation and maintenance of vegetation indigenous to the local area.

15.22.5.2 Encouragement of the natural re-establishment of such vegetation.

15.22.5.3 Planting of indigenous vegetation and, where appropriate, planting of vegetation foreign to the local area.

15.22.5.4 Removal of *Pinus radiata* seedlings and semi-mature pines to be undertaken in consultation with Primary Industries.

15.22.6 SIGNIFICANT ROADSIDE VEGETATION

This policy has been produced to establish acceptable procedures and guidelines to allow the clearance of road shoulders and verges (where required) to be undertaken to a designated standard to ensure safe passage of road users. It is essential to have a consistent approach to clearance distances and methodology across the district with set criteria.

15.22.6.1 Significant roadside vegetation should be preserved where possible and where removal is contemplated this should be reported to Council.

15.22.7 ROADS, STREETS AND PUBLIC PLACES - TREE PRUNING/TREE REMOVAL - INTERFERENCE WITH OVERHEAD ELECTRICITY

Where a tree growing on Council property is interfering with overhead powerlines, and pruning or removal is required, then application is to be made to the Director – Works & Engineering for approval (refer to Tree Risk Management Document Policy).

15.25 SIGNS - STOCK CONTROL (PORTABLE) - USE ON DISTRICT ROADS

Stockowners moving stock on roads must comply with the following:

15.25.1 PERIOD OF USE

Use of signs during movement of stock on roads must comply with Australian Road Rules and Road Traffic Act 1961. The signs are not to be left on the road on a permanent basis. These signs are not permitted for use at night as it is undesirable to have stock movements on the road during darkness.

15.25.2 SUPPLY AND MANUFACTURE

Signs and stands are to be supplied by the stockowner who will erect and remove signs at the appropriate times. Signs must be manufactured in accordance with the AS1742.2 - Uniform Traffic Control Devices.

15.25.3 INSTALLATION

Generally, these signs should be mounted on the formed shoulder of a road, adjacent to and temporarily fixed by means of a strap to a sighter post or fixed object. They should generally be visible to the approaching motorists for a minimum distance of 120 metres in advance of the crossing area. If stock are being moved along a road, the signs should never be more than 3km from the stock. This requires the signs to be moved along the road shoulder at regular intervals to maintain their effectiveness.

15.25.4 LEGAL PROTECTION

These signs are used to warn a motorist of a potential hazard ahead to enable him/her to take the appropriate action in relation to that hazard. They offer no legal protection to the stockowner and the stockowner may be legally responsible for any damage incurred by their use.

Stockowner must take all precautions to ensure that reasonable care is taken in moving stock within a road reserve.

15.25.5 ADVICE ON USE

15.25.5.1 Ensure that motorists have a clear view of the signs.

15.25.5.2 Do not erect signs around bends or below crests.

15.25.5.3 Ensure that signs are firmly fixed to prevent them being dislodged by wind gusts from passing vehicles. However, any appearance of "permanence" should be avoided; and obviously temporary sign will give a better indication that some unusual activity is actually in progress.

15.25.5.4 Use only signs which have been manufactured to Australian Standard specifications.

15.25.5.5 Signs are more effective when regularly maintained and cleaned.

15.25.5.6 Use signs only when stock movements are actually taking place. Frequent encounters with signs when there is no activity will lead road users to expect that there will be none and to take no special care.

15.25.6 AMBER FLASHING LIGHT

The Minister of Transport has given blanket approval for the fitting and use of a rotating amber flashing light on vehicles actually involved in stock droving, providing the light is a temporary fixture which is fitted only when the vehicle is being used for moving stock along the road.

15.26 ROAD SIGNAGE POLICY

Road signs indicate street names and geographical names. Road signs connect the tourism business and the visitor; give advance notice of attractions and services, reinforce locations, reassure visitors that they are travelling in the right direction and direct visitors to information services.

Consistent signage nationally enhances the usefulness and understanding of road signs and benefits business and visitors alike.

In our region, main arterial road signage is regulated and administered by the Department for Transport Energy and Infrastructure (DTEI). Under the authority of the Minister for Transport, The Barossa Council ("The Council") supervises road signage on council roads within its area of operation. With these two authorities regulating road signage in our locality, consistency is important.

South Australian Tourism Commission and the Road Transport division of the DTEI have jointly produced Road Sign Guidelines ("the Guidelines") to visitor and services road signs. The Guidelines may be accessed at www.dtei.sa.gov.au or at the Council.

The Council adopts the Guidelines as a general guide to visitor and service signage in the Barossa. Where necessary to make sense of the Guidelines, references to DTEI shall be read as references to the Council.

This Policy sets out the general principles of the Guidelines and the process to be followed to apply for relevant signage in relation to a particular service or destination.

15.26.1 Overview of Road Sign Guidelines

- 15.26.1.1** The primary *function* of signs is to inform road users as to location and direction; the primary considerations in sign *design* are road use safety and visual amenity;
- 15.26.1.2** Street name signs must be clearly visible and are the primary means of directing road users;
- 15.26.1.3** For directional signs on the arterial network generally signing from the nearest arterial road shall suffice;
- 15.26.1.4** Signing to a tourist attraction or service will usually be provided only on the most direct access route to the business;
- 15.26.1.5** Where rural destinations are accessed from more than one main arterial road, consideration will be given to signage from more than one arterial.
- 15.26.1.6** Signage must not interfere with the safety of road users;
- 15.26.1.7** The numbers of signs must be limited; where possible signs should be rationalised including aggregation of signs and, where appropriate, the creation of an information bay;
- 15.26.1.8** Where appropriate, references to individual attractions and destinations shall be replaced with a generic descriptor using internationally recognised symbols;
- 15.26.1.9** Only the Council may install, maintain, replace or alter signs on roads under Council control.

15.26.2 Criteria for signage approval

- 15.26.2.1** The Council will, where appropriate, adhere to the criteria set out in the Guidelines;
- 15.26.2.2** In adopting the Guidelines, and in considering applications for signage, the Council shall bear in mind the more limited maps available to road users in regional towns and rural areas and the fact that some facilities, eg educational institutions, may not be marked on most available maps and may need to be signed.

15.26.2.3 In section 3 of the Guidelines signage is categorised into 8 major types: Direction Signs, Tourist Attraction Signs, Gateway Signs, Township/Council Area Welcome Signs, Road User Services Signs, Community Facility Signs, Commercial Facility Signs and Advertising Signs.

15.26.2.4 Commercial Facility signage is not specifically dealt with by the Guidelines and may be dealt with as a special case application.

15.26.3 Special Case

15.26.3.1 Where Council is satisfied that a special case exists for permitting directional signs not otherwise provided for or permitted by the Guidelines, it may authorise such signage but will only do so where it is necessary for user or visitor access and will not authorise signage when a map and road name signage is deemed satisfactory;

15.26.3.2 Special case applications are to be considered in accordance with paragraph 5 below.

15.26.4 Commercial Signage

15.26.4.1 Commercial signage is directional signage indicating a commercial facility which can not be considered tourist or servicing oriented in accordance with the Guidelines;

15.26.4.2 In general, commercial signage which is essentially advertising signage does not qualify for road signage approval.

15.26.4.3 Where there are special circumstances justifying a special case for directional commercial signage, application may be made in accordance with paragraph 5 below.

15.26.4.4 Commercial signage which is not directional but is essentially advertising is to be dealt with as a development under the Planning Act.

15.26.5 The Approval Process

15.26.5.1 The application and approval process adopted by the Council will follow the process set out in Section 4 of the Guidelines;

15.26.5.2 From time to time Council will publish a schedule to this policy which sets out the indicative fees associated with the application and approval.

15.26.5.3 Applications shall in the first place be assessed by a nominee of the Council's Works and Engineering Department;

15.26.5.4 Where a special case for signage outside the Guidelines is pleaded, the special case shall be by set out in a letter attached to the application form and shall be assessed.

15.26.5.5 Where a special case is pleaded Council will obtain comment from the BLD & BWTA and a report will be prepared for Council to consider the request. The Council shall take into account a range of relevant matters including whether the location is rural or within a township, general road conditions, availability of space for signage without impeding the vision or path or road users, the need for road users to find the destination and the facility for doing so without signage, the limited information generally available maps of the regions, the significance of the destination to the region and the general benefit to the region of such signage. Comments from BLD and BWTA will be included in the report to Council.

15.26.5.6 In assessing applications, the Council's overall aim is to make relevant destinations in the region accessible to visitors and residents subject to the overriding concern for the safety of road users and the general amenity of the region.

15.26.6 Street signage

15.26.6.1 Street signage is the primary means of directing road users;

15.26.6.2 The Council will ensure that all streets and roads under its authority are clearly identified with street name signs. The standard street signs are 200mm wide with 150 mm lettering.

15.26.7 General

15.26.7.1 To the extent that there is any inconsistency between the express terms of this Policy and the Guidelines, the express terms of this policy shall prevail

15.27 **STREETLIGHTS**

15.27.1 **STREETLIGHTS - INSTALLATION OF**

Council will consider any written request for one or more streetlights to be erected at specific locations within any township.

If Council is in agreement with the request, ETSA Corporation will be requested to install a streetlight in accordance with its recommendations as to type and spacing of lights, subject to the cost of the lights being within budget.

Council will not provide floodlights to private buildings/premises.

15.27.2 STREETLIGHTS - ACTIVATION IN NEW LAND DIVISIONS

Council will activate all streetlights in a subdivision once 50% of the land division has been developed.

15.28 TREE PLANTING AND REMOVAL

15.28.1 COUNCIL'S POLICY

In general, Council's policy is to retain all trees which are growing on road reserves and other reserves.

15.28.1.1 A tree, for the purpose of this Policy, shall be a "tree" within the definition contained in Section 880a of the Local Government Act, whether the "tree" is living or dead (ie a tree of over 4.5m in height).

15.28.1.2 Trimming of limbs of trees is not regarded by the Council to come within the meaning of Section 880a of the Local Government Act.

15.28.1.3 Where a tree is reported to be in a dangerous condition, the Council may decide that the tree be removed following an assessment of the trees/tree by the Director – Works & Engineering. This inspection may include relevant Works Advisory Committee Elected Members from the area, or the Chairperson from the Vegetation Advisory Committee.

15.28.1.4 In cases where a request for removal of a tree/trees is made by a resident for purposes of access, environmental or other than safety reasons and Council agrees with the request, an estimate of the cost of removal, as determined by the Director – Works & Engineering shall be lodged by the applicant with the Council prior to the removal of the tree (which shall, in appropriate cases, include the stump removal).

15.28.1.5 Permission will not be given for ratepayers to remove trees on Council property.

15.28.1.6 Council may agree to removal of a tree/trees from road reserves on receipt of a written request from an adjoining landholder, where it can be shown to the satisfaction of Council that the said tree/trees:

15.28.1.6.1 Constitute a nuisance to the adjoining landholder.

15.28.1.6.2 Impair the amenity of the area.

15.28.1.6.3 Exclude or appear likely to exclude the growth of other more desirable flora over an area.

15.28.1.6.4 Is/are, by reason of its health, age, poor shape, aesthetic or historic value to the community.

15.28.1.6.5 Has been established as a result of regeneration from nearby pine plantations.

15.28.1.7 Where roads are widened or re-constructed (or will be in the foreseeable future) and it is not possible to avoid the trees.

15.28.1.8 Where the tree/trees are on a surveyed fenceline.

15.28.1.9 Where the tree/trees affect in any way public utilities such as powerlines, water mains, Telstra cables or overhead wires.

15.28.1.10 Where the tree/trees are obstructing the view of traffic.

15.28.1.11 Where considered that a tree/trees shall be removed due to some special circumstance not mentioned above.

15.28.1.12 Where Council agrees to remove a tree/trees for any of the above mentioned reasons, such agreement may be given subject to the adjoining landowners agreeing to pay all or such part of the cost as Council may determine.

15.28.1.13 Where road widening or other works are undertaken and removal of trees and/or other roadside vegetation is necessary as part of the work, the Council shall undertake rehabilitative works where practicable.

15.28.2 OTHER ASSOCIATED COSTS

15.28.2.1 Council reserves the right to charge for the cost of tree removal that is not within the general terms of the policy.

Examples:

15.28.2.1.1 A request for tree removal when making an application for a driveway.

15.28.2.1.2 Removing a tree that has been incorrectly planted beneath electrical wires by the resident and without Council permission.

15.28.2.1.3 Removing a tree that has been incorrectly located without Council permission which may block vision, eg near a street corner.

- 15.28.2.1.4** Any other request as a result of a resident's action that Council may consider inappropriate to the general terms of the policy.

15.28.3 TREE PLANTING AND REPLACEMENT

Plantings on Council land is subject to Council approval in accordance with the following conditions:

15.28.3.1 Non-Township Roadsides and Non Recreational Reserves

Endemic plants should be used on non-town roadsides and non-residential reserves where:

15.28.3.1.1 The roadside of adjoining land already has native vegetation.

15.28.3.1.2 The roadside is cleared but links other areas of native vegetation.

15.28.3.1.3 The roadside has significance in terms of regional corridor developments.

15.28.3.1.4 Roadside and adjoining areas are cleared of native vegetation and there is no "district character" attributable to non-native plantings.

15.28.3.2 Non-Local Plants

Non local plants may be considered where:

15.28.3.2.1 None of the above apply (paragraphs 15.28.3.1.1 to 15.28.3.1.4).

15.28.3.2.2 The area is part of the district that has developed a historical "district character" through non-local plantings and where such plantings would maintain the character provided that no plantings of invasive non-local plants shall occur.

15.28.3.2.3 A limited and controlled representative planting is proposed, eg.

Township Streetscape

A distinct treescape shall be developed for the towns and townships in The Barossa Council area.

The number of species of trees or shrubs which will be planted along any particular street or road shall be no more than two.

15.28.3.2.4 Plantings currently exist and these plantings contain more than two species, the planting will be left untouched until such time as the need for a major rehabilitation arrives.

15.28.3.2.5 A street turns so sharply that from the point of view of vision it has become a new section, a change in the nature of the planting may occur.

15.28.3.2.6 Major changes in soil or natural water availability occur, a change in the species used may occur.

15.28.3.3 Trees and Shrubs

Trees and shrubs shall be chosen with the following criteria in mind:

15.28.3.3.1 Adherence to ETSA requirements.

15.28.3.3.2 Likelihood to cause problems with various services - waterCWMS, telephone, gas, etc.

15.28.3.3.3 Obstruction to view of traffic along road.

15.28.3.3.4 Soil type.

15.28.3.3.5 Amount of natural water supply and natural drainage.

15.28.3.3.6 Maintenance of trees themselves and of road drainage.

15.28.3.4 Council shall develop, or require to be developed, a list of street and roadside plantings in conjunction with the overall plan for all new developments - residential or industrial.

15.28.3.5 In these new developments, consideration shall be given to the preservation of endemic vegetation.

15.28.3.6 Where endemic species are unsuitable, consideration shall be given to opportunity to use and preserve other suitable Native Australian vegetation or exotics.

15.28.3.7 Main Street Projects shall be exempt from this policy. Main Street Committees shall develop streetscape themes with the

appropriate planting being considered by the relevant "Main Street" committee with one representative from the Vegetation Advisory Committee.

15.28.4 TREE ROOT ENCROACHMENT

15.28.4.1 In the event a request regarding tree root encroachment from Council property the following action is to be invoked:

15.28.4.1.1 An inspection to be carried out to determine the appropriate action or whether the tree is to be removed or tree root encroachment treatment is to be undertaken.

15.28.4.1.2 The applicant shall expose, on their property, the roots alleged to be causing the problem.

15.28.4.1.3 A comprehensive report shall be submitted to Council by the applicant, with photographs including horticulture advice as to how the problem may be rectified.

15.28.4.2 If a tree is to be removed as a result, for reasons of causing structural damage, an Engineer's Report must be provided by the applicant with the relevant details. The applicant, if claiming damages, must provide quotations to quantify their claim for the cost of repairs. The authorised officer of Council shall then confirm that the repairs as quoted are in accordance with the damage claimed.

15.28.4.3 If a tree's roots entered third party property and damage is only minor (eg to gardens, paths, or fences, etc.) and the decision is to implement trenching to prevent further root encroachment, then the trench must be lined with a suitable suppression barricade and recorded on the property file.

15.28.4.4 Advise applicant in writing of intended action.

15.28.4.5 If it is decided to remove the tree a suitable replacement is to be replanted as soon as possible.

15.28.4.6 All costs for removal, disposal, trenching and replacement of trees in accordance with the terms of this policy will be met by Council, with due consideration of Council's funding capacity.

15.28.4.7 The Council reserves the right to make the final decision in all cases of tree removal and in the selection of suitable replacement species.

15.28.5 TREES - PLANTING OF BY LANDOWNERS ON NATURE STRIP

Trees or shrubs may be planted in nature strips by adjoining landowners provided:

15.28.5.1 The species and position is first approved by the Director – Works & Engineering in accordance with Policy 15.28.3.

15.28.5.2 The cost is met by the landowner (unless planted under a tree planting programme approved by Council).

15.28.5.3 All future care and maintenance of the trees is provided by landowner.

15.28.6 TREES - SUPPLY OF BY COUNCIL FOR STREET PLANTING

15.28.6.1 Residents may be supplied with trees in April/May each year for the purpose of planting along roadsides for which a tree planting programme has been approved and funded by Council.

15.28.6.2 Streets and roads as required and determined by Council each year will be scheduled for plantings within budget allocation.

15.28.7 TREE TRIMMING - ORNAMENTAL

The pruning of street trees shall be carried out by experienced personnel or contractors.

15.28.8 TREES - FALLEN

If a tree falls from Council property to private property, the whole tree becomes the responsibility of the landowner involved.

15.28.9 PLANTINGS

All plantings on Council Road Reserves, Reserves and Land are subject to Council approval and in accordance with Policy.

15.28.10 OTHER LEGISLATION

All plantings, tree trimming and tree removal is subject to the Local Government Act, Native Vegetation Act, ETSA Act and any other relevant Acts.

15.29 TREES - WHITE ANT INFESTATIONS ON ROAD RESERVES OR COUNCIL RESERVES

15.29.1 Where a tree is of particular ornamental value, or is one that has been planted by Council under a tree planting scheme, the arrangements and cost for eradicating the white ants will be undertaken by Council.

15.29.2 Where a tree is not as described above, the adjoining land owner is responsible for controlling the white ants if he/she so desires.

15.30 TREES FALLEN ACROSS TRANSPORT SA ROADS - AFTER HOURS CALL OUTS

On receipt of advice that timber has fallen across a Transport SA road, the Council officer receiving the call is to obtain all relevant information and notify Transport SA on its 24 hour contact number.

If no response is received, the Council Officer to arrange for the timber to be removed by Council Staff in accordance with the usual procedure. All associated costs will be invoiced to Transport SA.

15.31 TREES OVERHANGING FROM PRIVATE PROPERTY

Owners of trees overhanging from within their property and causing a nuisance to pedestrians or vehicles will be requested to trim their trees back to the common boundary.

If the owner fails to act on this advice, Council may issue an order in accordance with the Local Government Act 1999 Section 254.

15.33 COUNCIL LANDSCAPING OF ROAD VERGE POLICY GUIDELINES FOR ESTABLISHED URBAN AREAS

See Policy at 11/36303

POLICY MANUAL SECTION 16	HEALTH POLICIES
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16.3 WINERY WASTEWATER COLLECTION, TREATMENT, STORAGE AND DISPOSAL/REUSE SYSTEMS

16.3.1 OBJECTIVE

To ensure that operating wineries within The Barossa Council make proper provision for the collection, treatment, storage and disposal/reuse of wastewaters.

The following definition applies for the purpose of this policy:

“approved” means authorisation given by the relevant approving authority including The Barossa Council, Environmental Protection Authority and/or South Australian Health Commission.

STATEMENTS

The Barossa Council requires that operating wineries observe the following requirements:

16.3.2 Wastewater Collection

All wastewater generated by a winery’s operation shall be collected via a system of impervious graded surfaces and drains for conveyance to an *approved* wastewater collection, treatment, storage and disposal/reuse system.

Operating wineries are encouraged to make provision for the removal of contaminants (i.e. organic matter and chemicals) from the wastewater stream at the point of contamination by employing efficient filtration and chemical neutralisation processes.

Non-polluted stormwater run-off from winery buildings and associated surfaces (i.e, roofs, sealed plinths and paving areas) should be separated from the wastewater stream unless incorporated as part of the *approved* wastewater collection, treatment, storage and disposal/reuse system for the winery.

Wastewater collected shall be held within an *approved* collection system pending treatment. The capacity of the collection system should be designed to receive the maximum volume of wastewater generated by the winery within a 72 hour period.

The wastewater collection system shall be designed in a manner to ensure that there is no potential for untreated wastewater to escape to the environment.

16.3.3 Wastewater Treatment

Wastewater collected shall be treated in an *approved* manner as soon as possible, and in every case, within 72 hours of generation to reduce potential for anaerobic activity and associated odour emanation.

The wastewater should be treated to ensure that its quality meets *approved* criteria acceptable for the intended method of disposal/reuse.

16.3.4 Treated Wastewater Storage

Treated wastewater shall be held within an *approved* storage vessel unless released for direct disposal/reuse.

The wastewater storage vessel shall be of 'turkey nest' construction and be designed in a manner to ensure there is no potential for the treated wastewater to escape to the environment.

The wastewater vessel shall be constructed in a manner that will ensure there is no potential for the wastewater to be grossly contaminated by other sources following treatment by the *approved* means.

16.3.5 Treated Wastewater Disposal/Reuse

The disposal/reuse of treated wastewater shall only be undertaken by the *approved* means.

Operating wineries are encouraged to ensure that the treated wastewater is disposed/reused in a manner that supports sustainable land use practices.

Disposal of treated wastewater by total evaporation shall only be permitted after all alternatives for application to land have been determined as unsustainable.

16.3.6 Monitoring Plans

Operating wineries must implement an *approved* Monitoring Plan as a minimum requirement to monitor the efficiency and environmental impact of the wastewater collection, treatment, storage and disposal/reuse system.

The Monitoring Plan shall be certified by an *approved* independent auditor and be reviewed every 24 months.

16.3.7 Contingency Plan

Operating wineries must implement an *approved* Contingency Plan to ensure that sufficient resource is available to avoid detrimental environmental impact due to the malfunction of the wastewater collection, treatment, storage and disposal/reuse system.

Wineries shall review their Contingency Plans after each alteration made to the wastewater collection, treatment, storage and disposal/reuse system and when changes are made in operating staff or every 12 months, whichever is the lesser period.

16.3.8 Operation and Maintenance

Operating wineries must ensure that their premises and plant is operated and maintained in accordance with approvals issued by The Barossa Council and relevant authorities at all times.

16.3.9 References

The Barossa Council requires that the following references be used to determine the design and operation of a winery wastewater collection, treatment, storage and disposal/reuse system:

- Australian and New Zealand Environmental Conservation Council "Draft Effluent Management Guidelines for Wineries".
- National Health and Medical Research Council "Australian Water and Wastewater Guidelines".
- Department of Environment, Heritage and Aboriginal Affairs Water Quality, Environmental Protection Authority/Wine and Brandy Industry Association "Draft Environmental Management Code of Practice for Wineries and Distilleries".

16.4 DESIGNATED RURAL DOMESTIC WASTE COLLECTION ROUTE

16.4.1 PROPERTIES WITH OCCUPIED DWELLINGS

It is mandatory for all properties having an occupied dwelling with a boundary adjoining the Designated Rural Domestic Waste Collection Route to be included within Council's Domestic Waste Management Service and that the declared service rates be charged accordingly.

16.4.2 SERVICE EXEMPTIONS

Permit exemption from the Domestic Waste Management Service in the following instances:

- where a property having an occupied dwelling with a boundary adjoining the Designated Rural Domestic Waste Collection Route has its main access off a road which is not included as a Designated Rural Domestic Waste Collection Route;
- the owners/occupiers of dwellings on properties with boundaries adjoining the Designated Rural Domestic Waste Collection Route who demonstrate difficulty in positioning bins for service due to disability or infirmity.

16.5 TOWNSHIP DOMESTIC KERBSIDE RECYCLING SERVICE

16.5.1 PROPERTIES WITH OCCUPIED DWELLINGS

It be mandatory for all properties which have an occupied dwelling within the prescribed townships of Angaston, Lyndoch (including Altona), Mt Pleasant, Nuriootpa, Tanunda and Williamstown to be included within the Township Kerbside Recycling Service and that the declared service rates be charged accordingly.

16.5.2 SERVICE EXEMPTIONS

Exemption from the Township Kerbside Recycling Service only be granted by Council where the owner/occupier of a dwelling demonstrates difficulty in positioning crates for service due to disability or infirmity.

POLICY MANUAL SECTION 17	DEVELOPMENT (PLANNING)
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17.2.1 CARAVANS

17.2.1.1 Definitions

In this Policy a caravan means a campervan, van, vehicle, house on wheels, covered cart, carriage or trailer.

17.2.1.2 Objective

The objective of the Policy is to ensure that the use of caravans for accommodation or retail use does not result in overcrowding, risk to health, unsightliness, a decline in living standards, or unfair trade.

17.2.1.3 Policy Statement

No person shall within the area, with the exception of a public caravan park or Council approved place, use or occupy a caravan or any other vehicle as a place of habitation.

A caravan will be considered for approval by Council as a place of human habitation under the following circumstances:

- (1) For emergency accommodation;
- (2) Used on private premises and occupied for periods of not more than 14 days by persons visiting the owner of the private premises;

and providing also that the caravan is:
 - (3) Screened from public view by vegetation, landform, or other means to the satisfaction of Council;
 - (4) Provided with sanitary and bathing facilities which are adequate and comply with the Public and Environmental Health Act 1987, as amended.
 - (5) Provided with a water supply suitable for drinking, food preparation, showers and laundry;

- (6) Provided with refuse facilities adequate for the intended use of the caravan.
- (7) Connected to electricity in accordance with ETSA regulations or an adequate alternative power supply.

No person shall within the area use a caravan for retail use except under the following circumstances:

- (1) Special community functions, activities or festivals.
- (2) A Council approved retail use not usually available in the area.
- (3) Health, Dental or Educational Services
- (4) Sale of products of the land on which the caravan is located.
- (5) Any other purpose considered by Council to be inconsistent with the Objective of this policy.

17.2.3 GENERAL POLICIES

- (1) Council, having serviced all allotments containing a dwelling, or all vacant land not having a practical relation with another serviced allotment, requires that any developer of land or owner, construct, at a developer's or owner's cost, all-weather access from the nearest constructed road to the allotment to be serviced, and also all services likely to be required by the user of the land.
- (2) Any road and services constructed must be to Council specification and having regard to the intended use of the road or services.
- (3) After construction of roads and installation of services, Council assumes ownership and maintenance of the roads or services, providing however, a road is on public land, or in the case of services, an easement is granted to Council.
- (4) Private Roads will not be constructed or maintained by Council unless they are constructed to Council's specifications at the cost of the user, and are vested in Council, without cost, as public roads.
- (5) Subject to the above, vacant allotments must be serviced with an all-weather road and services likely to be required by the user of the land prior to the Council granting approval for the construction of a dwelling or any other building.

17.2.5 LAND DEVELOPMENT ROADWORKS - GUARANTEES, BINDING ARRANGEMENTS AND DELEGATED AUTHORITY

When binding arrangements are requested from a land developer, Council requires that 80% of the bank guarantee be released upon practical completion of works and the remaining 20% of the guarantee be held for a twelve month maintenance period.

17.2.15 HERITAGE

Council will as a matter of policy:

- Waive the lodgement and development plan consent fees payable under the Development Act 1993 (as amended) for applications submitted for conservation work in relation to places identified as State and Local Heritage lists and “contributory” places listed under Council’s authorised Development Plans for the area; and
- negotiate with Heritage South Australia to waive referral fees on Development Applications for State heritage places.

8.	Review
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8.1 This Policy will be reviewed by Document Control Officer annually to ensure that when updated policy positions are adopted, the relevant section within this document is removed.

9.	Further Information
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9.1 This document can be viewed electronically at Council’s principal office at 43-51 Tanunda Road, Nuriootpa and all Council branches, during ordinary business hours. A copy of this Policy can be obtained at those venues upon payment of a fixed fee.

9.2 Complaints regarding this Policy or its application can be made to the Customer Service team on 8563 8444 or barossa@barossa.sa.gov.au at first instance, who will refer you to the most appropriate officer according to Council’s *Complaints Handling Policy* (see clause 9.1 above for availability).