

# POLICY REGISTER

## RURAL VEHICULAR ACCESS

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## DOCUMENT CONTROL

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2.0	Sylvester Otieno, 27 <sup>th</sup> February 2025	Second Edition	Council Minute No. 163.5.25 (22 <sup>nd</sup> May 2025)

## **1. OBJECTIVE**

To clarify the relative responsibilities of the provision and maintenance of rural vehicular accesses and to ensure the safety and accessibility of residents when entering or exiting properties on rural public roads within the Warren Shire Council Area.

## **2. DEFINITION**

A rural vehicular access is the area of access road from the public road shoulder to the edge of the public road reserve or property boundary whichever is the lesser.

## **3. POLICY STATEMENT**

### **a) Legality**

1. This Policy takes its statutory authority from the Roads Act 1993 and Roads Regulation 2000 (as amended). This Policy supersedes all other policies within Council regarding rural vehicular accesses. All works carried out shall be subject to Transport for NSW (TfNSW) minimum standards for sight distance and in accordance with any other Council standards that may be enforced from time to time.

### **b) Owner's Responsibility**

1. All rural properties must have legal access for vehicles in accordance with Council's minimum standard requirements. The property owner is responsible for the maintenance of the rural vehicular access from the public road shoulder to the edge of the public road reserve or property boundary whichever is the lesser.
2. The location of rural vehicular accesses and proposal to construct same must be approved by the Divisional Manager Engineering Services and approval must be issued prior to any works being carried out. Failure to satisfy these requirements may result in Council removing the work or performing remedial action to legalise the rural vehicular access with all costs being recovered from the owner of the property.
3. All rural vehicular accesses must be maintained to a satisfactory standard which involves ensuring that the water from the rural vehicular access is directed into road table/side drains and not onto the road pavement and that the drainage is kept clear of vegetation and rubbish and is large enough to take the water from a rainfall event equivalent to 20% Annual Exceedance Probability (AEP).
4. All maintenance and construction for a rural vehicular access shall be the responsibility of the property owner and shall be at their cost.
5. All rural vehicular accesses shall be required to comply with the standard set out in the Policy.

### **c) the application process**

1. A person wishing to construct a rural vehicular access shall be required to give Council a minimum two (2) weeks' notice in writing of the proposed work.
2. Work cannot commence until approval for construction of the rural vehicular access has been given.

3. Prior to the issuing of approval for construction of the rural vehicular access an Officer of the Engineering Services Department shall carry out a site inspection of the proposed works and shall determine the suitability of the site for a rural vehicular access.
4. The relevant engineering requirements such as sight distance, the grade or slope of the land and access on to the public road, and the erodibility of the soil in the area shall be considered in the suitability of the site for the rural vehicular access. Minimum standards for these issues are indicated in Section D - Standard of Work.
5. Following a satisfactory site inspection approval for construction of a rural vehicular access together with any conditions will be issued in writing by Council to the applicant and will be valid for the property described thereon for a period of twelve (12) months with the applicant being responsible for all works being carried out. If works are not completed within a period of twelve (12) months the applicant or property owner must re-apply for approval for construction of a rural vehicular access.
6. Approval must be issued for each individual rural vehicular access.
7. At present Council will not charge a fee for approval to construct a rural vehicular access.
8. Council may charge a maintenance bond up to the value of the estimated cost of construction by Council of the Rural Vehicular Access as determined by the Divisional Manager Engineering Services as a guarantee against poor workmanship and substandard reinstatement.
9. Approval for construction of the rural vehicular access or a copy of the approval is to be held on the job site at all times during the construction period. A copy must be produced for inspection if requested by an Officer of the Council and if this cannot be done a stop works order may be issued and the work will cease until the approval is produced or until the rural vehicular access is legalised through the normal Application Process.
10. If the rural vehicular access cannot be constructed in accordance with this Policy at the location and the work has commenced the job shall be reinstated to its original condition at the cost of the property owner. Any works required to be done by Council in such a case will be recoverable from the owner of the property.
11. After the works have been completed the applicant shall apply in writing for a final inspection which will be carried out within two (2) weeks of notification by an Officer of Council. If the works are deemed satisfactory in accordance with this Policy, the maintenance bond if charged will be refunded to the applicant during the next cheque run after the inspection.
12. If it is found that works have been carried out in an unsatisfactory nature or below Council's minimum standard, the applicant will be notified in writing and will be given one (1) month from date of notice to rectify the works. If works are not rectified to the satisfaction of the Divisional Manager Engineering Services within this period, Council will undertake to carry out remedial works for which the applicant or owner of the property will be liable.

The cost of such works shall be deducted from the value of the maintenance bond or if in excess of this amount or no maintenance bond has been charged, shall be charged to the applicant or property owner.

13. If a pre-existing rural vehicular access is deemed to be unsatisfactory, the property owner will be notified in writing and will be given one (1) month from date of notice to rectify the rural vehicular access. If the rural vehicular access is not rectified to the satisfaction of the Divisional Manager Engineering Services within this period, Council will undertake to carry out remedial works for which the applicant or owner of the property will be liable.
14. Applicants may request Council to carry out works in the construction of a rural vehicular access to their property. Works will be undertaken as a private work and subject to Council's own works programme. There will be no requirement under these circumstances for the payment of a maintenance bond for the works being undertaken by Council.
15. On the completion of any rural vehicular access constructed by Council or others the applicant or owner of the property shall become the person responsible for the maintenance of the rural vehicular access from the public road shoulder to the property boundary or public road reserve whichever is the lesser.
16. Where a public road is being reconstructed or constructed to bitumen seal standard by Council, Council will provide reconstructed rural vehicular accesses to the standard in this Policy at locations of existing rural vehicular accesses at no cost to the owner of the property.

#### **d) Standard Of Work**

1. To ensure the safety of vehicles entering and exiting a rural property, minimum standards have been set which must be satisfied prior to the granting of approval to construct a rural vehicular access. These are as follow:

##### **1.1 Sight Distance**

Sight distance for vehicles both entering and leaving a rural vehicular access shall be that distance necessary for the design speed of the public road in that location.

Sight distances based on the Austroads "Guide to Road Design Part 3 "

<b>Approach Speed</b>	<b>Desirable (m)</b>		<b>Absolute Minimum (m)</b>
60 km/h	56		56
80 km/h	103		88
100 km/h	165		141
110 km/h	193		165

##### **1.2 Gradient of Access**

The maximum grade allowable for a rural vehicular access is 1 in 6 (16.6%). The Access must be sealed if the rural vehicular access services a sealed public road. This is designed to stop erosion of the driveway

onto the public road and ensures that the rural vehicular access is maintained in all weather.

### **1.3 Erosion Controls**

In the design and placement of rural vehicular accesses consideration must be given to the erodibility of the soil types. In a situation where erosion is likely to occur in the table/side drains or on the rural vehicular access itself, attention must be paid to the provision of suitable protection devices and careful design. A standard sedimentation control plan will be included if the rural vehicular access is likely to cause erosion.

### **1.4 Rural Vehicular Access with Drainage Pipes/Culverts**

1.4.1 All rural vehicular access will require drainage pipes/culverts in accordance with Council's Standard Drawing No.858/1 (as amended) except where the rural vehicular access is on the crest of a hill or on a downward slope from the public road or where the public road drains into shallow grassed table/side drains.

1.4.2 The minimum standard for the drainage pipe/culvert within a rural vehicular access shall be as follows:

- Minimum diameter pipe 450 mm;
- Class 3 reinforced concrete or fibre reinforced concrete pipes or equivalent steel pipes or equivalent box culverts with concrete headwalls either precast or cast insitu on both ends;
- Minimum width 8 metres;
- Minimum two (2) guideposts to be installed;
- Minimum of 300 mm thick cover of quality pavement approved by the Divisional Manager Engineering Services;
- On sealed roads the rural vehicular access shall have a minimum of 6 metre seal extension past the public road seal edge to ensure no edge break at the rural vehicular access.

1.4.3 Table/side drains on the public road where they exist shall be directed down both sides of the rural vehicular access and shall be designed to ensure that no blockage, erosion or scour occurs and scour protection must be provided by the applicant or property owner if this is a concern.

### **1.5 Rural Vehicular Access without Drainage Pipes/Culverts**

1.5.1 Rural vehicular access without drainage pipes/culverts shall be permitted in the following situations:

- on the crest of a hill;
- where rural vehicular accesses slope downwards from the public road pavement towards the property boundary;
- where the public road drains into shallow grassed table/side drains.

1.5.2 Rural vehicular access without drainage pipes/culverts must be approved by the Divisional Manager Engineering Services.

- 1.5.3 All rural vehicular access without drainage pipes/culverts are to be constructed in accordance with Council's Standard Drawing No.852/2 (as amended) and shall take off from the shoulder of the public road and shall be designed to ensure that a standard vehicle does not bottom out when entering or exiting the rural vehicular access and shall have a minimum depth of 150 mm compacted quality pavement through the public road table/side drain to the satisfaction of the Divisional Manager Engineering Services.
- 1.5.4 Table/side drains on the public road where they exist shall be directed down both sides of the rural vehicular access and shall be designed to ensure that no blockage, erosion or scour occurs and scour protection must be provided by the applicant or property owner if this is a concern.

#### **4. POLICY REVIEW**

This Policy should be reviewed every 4 years or within 12 months of a Council election. The Policy may be reviewed at any time at Council's discretion (or if legislative changes occur).





