



Technical Services

Information Pack Residential Stormwater Connections

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RESIDENTIAL STORMWATER CONNECTIONS - Policy 16.12 (amended November 1999)

1. Introduction

To facilitate drainage of residential blocks in the townsites of Capel and Boyanup where a high winter water table is evident, it is necessary to provide an option for residents to bring their stormwater (where possible) out to the kerb or swale drain for disposal into the road stormwater system.

To reduce costs an option is that the resident (within guidelines provided in this policy) carries out the works under supervision of the Operational Services staff.

2. Procedure for Applying for a Residential Stormwater Connection

- Read through the specifications and procedures in this information pack and discuss any concerns with an officer from the Operational Services Division.
- Make an appointment with the Engineering Technical Officer who will meet you on site and advise you as to your options for a connection.
- On advice, complete the Attached Application Form and, if the works are going to be undertaken by the resident, the Volunteer Registration Form **MUST** be filled in immediately prior to and on completion of any works carried out in the road reserve (ie from the property boundary to the kerbline). A Connection Deposit must be paid on presentation of the Application Form.
- A kerb adaptor (to ensure a neat connection to the kerbline) – if required will be supplied. Ensure possession of this adapter prior to commencing works on the road reserve.
- On completion of the connection, applicant is to inform the Operational Services Department:
 - An inspection will be undertaken to assess the connection's conformance with the specifications and any advice given;
 - The Volunteer Registration Form must be returned to the Shire Office; and
 - On the successful completion of both of the above, the Connection Deposit will be refunded.

3. List of Attachments

Refer to attached Residential Stormwater Connection Detail Drawings and specifications:

Attachment 1: Standard Details SPEC – 20 – CPL Rev 1

Attachment 2: Kerb Adapters SPEC 21 – CPL

Attachment 3: Application Form

Attachment 4: Volunteer Registration Form

4. Stormwater Connection Categories

4.1 Discharge onto Kerbline

This is the preferred option in the case of a kerbed road. In this instance the applicant may (under supervision from Operational Services Staff) carry out the works themselves.

4.2 Discharge into an Existing Open Drain

This is the preferred option in the case of an unkerbed road. In this instance the applicant may (under supervision from Operational Services staff) carry out the works themselves.

4.3 Discharge into Existing Stormwater Pipe or Manhole

This option is only approved in special cases and requires the applicant to appoint a contractor to carry out the works.

5. **Construction Standards**

5.1 Levels and Gradients

Applicants will receive advice on levels and gradients on site and pegs will be supplied with the appropriate information. It is up to the applicant to ensure that the pegs are not disturbed as Council will not accept responsibility for incorrect levels.

5.2 Reinstatement and Clean Up

All excavations are to be backfilled, compacted and vegetation reinstated to the satisfaction of Operational Services staff. Excess material and spoil is to be removed and the verge left in a clean and tidy state.

5.3 Kerb Adapters (if applicable)

A kerb adapter will be supplied to suit the profile of the kerb fronting the property. The kerb is to be neatly SAWCUT and the top of the adapter installed flush with the top of the kerb. The adapter is to be neatly cemented or grouted in position.

5.4 Footpaths

Should a footpath exist where a connection is to be constructed, Operational Services staff will advise accordingly.

5.5 Underground Services

In all likelihood the connection will be made across the top of existing services (electricity, Telstra etc). Operational Services staff will warn the applicant of the possibility of services. Pipeworks in the verges however should be very shallow and therefore not impact on other services.

6. **Applicant Carrying Out Works Within Road Reserve**

As previously stated if the applicant intends undertaking the works, the Volunteer Registration Form must be completed and submitted with the Connection Application Form. The applicant MUST fill in the Volunteer Registration Form immediately prior to and on completion of any works carried out in the road reserve (ie from your property boundary to the kerbline).

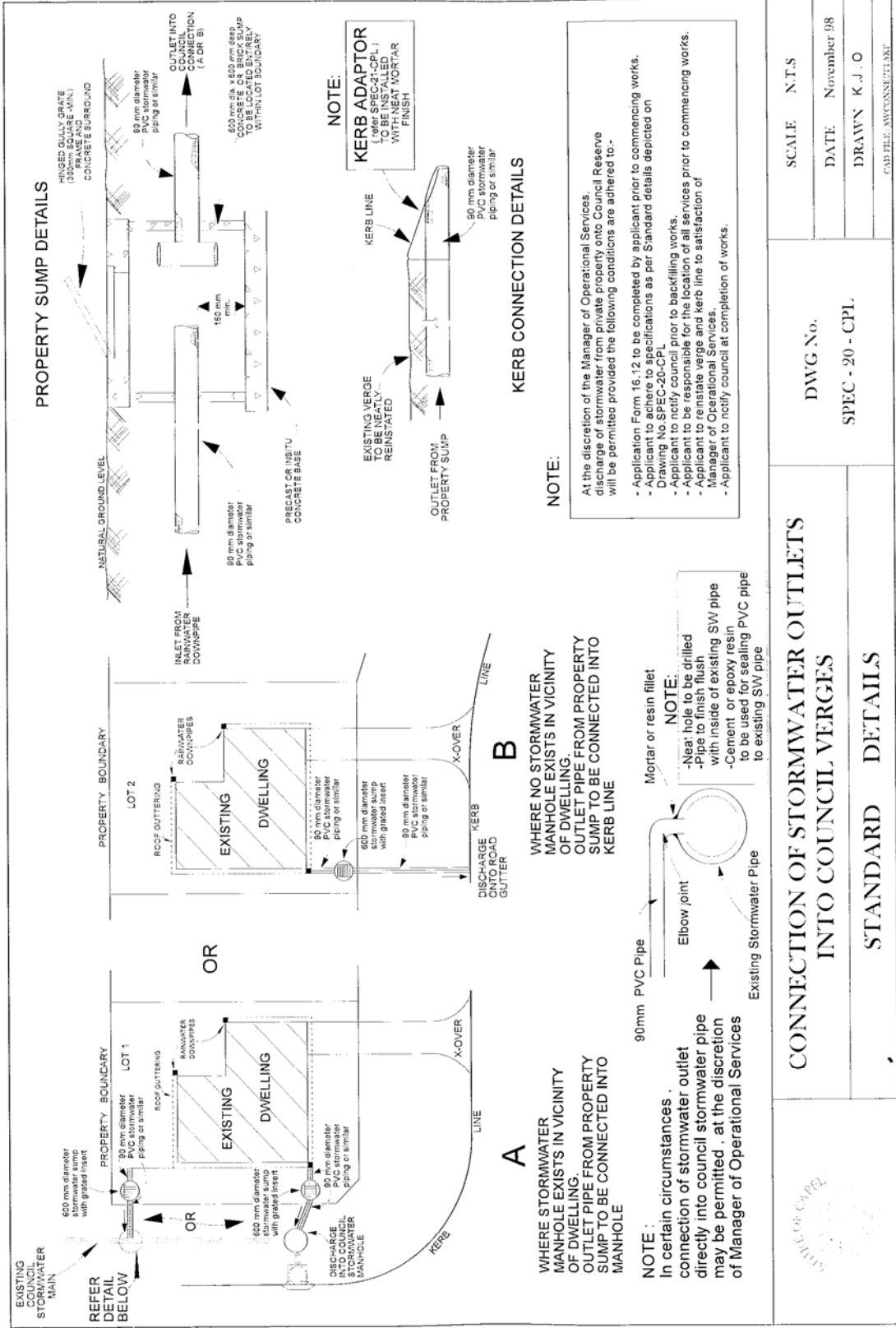
Registering as a volunteer ensures that Council has taken reasonable care in terms of any possible liability claim and insures the applicant in the event of injury whilst carrying out works on a public road reserve.

7. Contractor Carrying Out Works Within Road Reserve

Contractors carrying out connections must contact Operational Services staff to ensure that the necessary information is exchanged with regards to standards and specifications. Contractors are to produce evidence of the necessary Public Liability Insurance prior to commencing works.

8. Maintenance of Stormwater Connection

It is the property owners responsibility to maintain the stormwater connection. Should works be carried out in the road verge and across the connection, the relevant service authority will reinstate the connection to the best of their ability.



PROPERTY SUMP DETAILS

KERB CONNECTION DETAILS

CONNECTION OF STORMWATER OUTLETS INTO COUNCIL VERGES

STANDARD DETAILS

NOTE:

At the discretion of the Manager of Operational Services, discharge of stormwater from private property onto Council Reserve will be permitted provided the following conditions are adhered to:-

- Application Form 16.12 to be completed by applicant prior to commencing works.
- Applicant to adhere to specifications as per Standard details depicted on Drawing No.SPEC-20-CPL
- Applicant to notify council prior to backfilling works.
- Applicant to be responsible for the location of all services prior to commencing works.
- Applicant to reinstatement verge and kerb line to satisfaction of Manager of Operational Services.
- Applicant to notify council at completion of works.

NOTE:

- Mortar or resin fillet
- Neat hole to be drilled
- Pipe to finish flush with inside of existing SW pipe
- Cement or epoxy resin to be used for sealing PVC pipe to existing SW pipe



SCALE	N.T.S
DATE	November 98
DRAWN	K. J. O
CAD FILE	AWCONNECTION

DWG.No.	20 - CPL
SPEC	20 - CPL



Volunteer Registration Form

To Be Completed If Works Are To Be Undertaken By Resident

NAME: _____
ADDRESS: _____
TELEPHONE: _____
DATE OF BIRTH: _____

TERMS OF VOLUNTARY DUTY

1. As a registered volunteer of the Shire of Capel I acknowledge that I am subject to a code of ethics similar to those which bind employees of Council. I assume certain responsibilities and expect to be accountable for my actions in terms of what is expected of me.
2. I agree to take due care of the public, service infrastructure and Council property while carrying out these works and will leave the site in a safe and reasonable condition after completion of works.
3. I have read, understood and accept the schedule of benefits, outlined below, in terms of insurance cover for voluntary workers.

I accept these terms of voluntary duty with the Shire of Capel.

INSURANCE COVER FOR VOLUNTEER WORKERS

Councils insurance company – Municipal Insurance Broking Services of WA (MIBS) require all volunteer workers to complete an annual registration form as well as a register of attendance on the days that work is carried out.

Volunteers are insured under Category 2 of Council's insurance policy; Voluntary workers whilst engaged in or any voluntary work on behalf of Council.

The schedule of benefits are:

- Death and capital benefits to the value of \$300,000;
- Other benefits to scale; and
- Maximum weekly benefit, for income earners only, \$1000.

CLAIMS PROCEDURE

Voluntary workers compensation claims can be made through Council's Senior Administration Officer, claim forms are available by telephoning 97270222.

(THIS SECTION TO BE FILLED IN AND RETURNED ON COMPLETION OF WORKS)

I, _____, have completed the kerbline stormwater connection on the
____/____/____ between the hours of _____am/pm and _____ am/pm.

I wish to apply to have a Council representative complete an inspection of the stormwater connection works and apply for the reimbursement of my bond.

SIGNATURE..... DATE