

Operational Guidelines - VERGE TREATMENT



Legislation / local law requirements	Local Government (Uniform Local Provisions) Regulations 1996 Local Government Property Local Law 2021 Parking Local Law 2023
Relevant delegations	2.2.9 Control of Roads, Reserves and Certain Unvested Facilities
Related policies, procedures and supporting documentation	D25/115284 Verge Treatment Policy D24/77575 - Street Tree Policy Enhanced Environment Strategy 2025 – 2030

PRELIMINARY

INTRODUCTION

The City of Vincent's Verge Treatment Policy provides the overarching principles for the City management of street verges. These Operational Guidelines have been developed to supplement the Policy and ensure verges in the City can be managed effectively and efficiently for the benefit of the community's current and future needs. Existing verges are not required to be retrospectively upgraded however; all new applications and future verge works are to be undertaken in accordance with this document.

VERGE TREATMENT OPERATIONAL GUIDELINES

The objectives of the Operational Guidelines are to:

1. Provide direction as to what is a "*Permissible Verge Treatment*" within the verge for the purposes of the City of Vincent Local Government Property Local Law.
2. Provide direction on verge plantings and verge beautification and to outline the City's and resident's responsibilities.
3. Ensure that a verge within the City is maintained at a safe level relative to that of the abutting road and/or footpath and provides traffic visibility and access for pedestrians on other users.
4. Establish the extent of the City's responsibility for the mowing and the removal of rubbish from a road verge.
5. Define the City's requirements and conditions with regards to the installation of a vehicle crossover within the road reserve.
6. Provide guidelines for a person wishing to pave a portion of the street verge in front of their property.

DEFINITIONS

The definitions contained within the Verge Treatment Policy apply and are reproduced below:

“Carriageway” means a portion of road that is improved, designed or ordinarily used for vehicular traffic, and includes the shoulders, and areas, including embayment, at the side or centre of the carriageway, used for the stopping or parking of vehicles and where a road has two or more of those portions divided by a median strip, the expression means each of those portions, separately.”

“City” means the City of Vincent.

“Footpath” means an area that is open to the public that is designated for, or has as one of its main uses, use by pedestrians.”

“Thoroughfare” means a road or other thoroughfare and includes structures or other things appurtenant to the thoroughfare that are within its limits, and nothing is prevented from being a thoroughfare only because it is not open at each end.

“Verge” means that part of a thoroughfare between the carriageway and the land which abuts the thoroughfare but does not include a footpath.

“Verge treatment” means any treatments approved by the local government as the standard verge treatments permitted by these local laws and includes any reticulation pipes and sprinklers.

1. BEAUTIFICATION OF STREET VERGES

1.1 Verge beautification

- (i) Beautification of a street verge is to be carried out in accordance with these operational guidelines.
- (ii) Beautification of a street verge carried out in-line with the below guidelines does not require approval from the City.
- (iii) The City recommends you discuss your verge design with neighbours prior to commencing any works, to identify any potential issues that may arise.

1.2 Underground Services

- (i) Prior to commencing any work on a verge, it is advised to contact ‘Dial Before You Dig’ to ascertain what, if any services, including Telstra, Water Corporation, Western Power and Gas, are located within the verge and to ensure that the depth of the services is sufficient to carry out the proposed works safely.
- (ii) Any works carried out on the verge that results in damage or disruption to the services will need to be reinstated at the full cost of the installer / resident.

1.3 Verge Garden and Turf

- (i) The City strongly encourages the use of waterwise plants, in particular local and Australian native plants, for planting on a verge due to their ability to survive hot dry summers with little to no supplementary water.

- (ii) Selected plant species should not be prickly, have spines or be known to be poisonous or cause allergic reactions. Plants that bear fruit should be maintained and the fruit harvested to ensure excess or rotting fruit does not pose a hazard or nuisance to pedestrians, cyclists or motorists.

1.4 Landscaping Features

- (i) In addition to verge gardens and turf, some permissible landscaping features may be installed within a verge.
- (ii) Permissible verge landscaping features include:
 - raised garden beds
 - rocks/stones and/or logs
 - compacted crushed gravel pathways
 - paved pathways and/or bin stand areas
 - seating or benches
 - decorations and solar lighting
 - play equipment
 - bird baths and other shallow watering stations for native animals.
- (iii) Any other item (not listed in (ii) above) may be considered at the discretion of the City, in accordance with the Verge Treatment Policy.
- (iv) The following requirements must be adhered to when installing and/or incorporating landscaping features on a verge:
 - A landscaping feature installed on a verge must provide clear lines of sight for any pedestrians, cyclists or motorists.
 - A landscaping feature must be installed to provide clear access to any infrastructure on the verge such as power poles and underground services.
 - Residents may incorporate several permissible verge landscaping features provided the specific guidelines for each feature are adhered to.
 - Residents must ensure landscaping features are checked regularly and kept well maintained so that they meet and continue to meet the requirements of these operational guidelines.
 - Where a verge landscaping feature is assessed by the City to pose a safety hazard or is non-compliant to these operational guidelines, the City may require the resident to remove or revise part or/all the feature to comply.

1.4.1 Raised Garden Bed

The installation of a raised garden bed must:

- (i) Be constructed of durable material, securely installed with no sharp edges, corners or fixtures.
- (ii) Shall not exceed 0.5 metres in height (built form) unless approved by the City.
- (iii) Provide a minimum 0.5 metre setback from any street tree to maintain the health of the tree.
- (iv) Provide a minimum 0.5 metre setback from the face of the kerb to always maintain clear access for parked vehicles.

1.4.2 Rocks, Stones and Logs

The installation of rocks, stones and logs must:

- (i) Provide a minimum 0.5 metre setback from the face of the kerb to always maintain clear access for parked vehicles.
- (ii) Be of a size and installed securely to not be easily moved.

1.4.3 Compacted Gravel Pathways

The installation of compacted gravel pathways must:

- (i) Provide a minimum 0.5 metre setback from any street trees to maintain the health of the street tree.

1.4.4 Paved Pathways and Bin Stands

The installation of paved pathways and bin stands must:

- (i) Ensure the finished level is flush with an adjacent footpath, crossover, kerb and verge soil level to prevent a trip hazard.
- (ii) Provide a minimum 0.5 metre setback from street trees to maintain the health of the street tree. The City is to approve any bin stand within 1.0m of a verge tree.
- (iii) Typical Bin pad dimensions are 730mm in width and 835mm in depth. A bin pad is preferred for each property; paving is to be kept to a minimum.

The use of permeable paving is preferred by the City.

Note: The above guidelines apply to verge paving for non-parking purposes only.
For specifications on paving of verges for parking, please refer to Clause 2.
Paving of Street Verge for Parking.

1.4.5 Seating and Benches

The installation of seating and benches must:

- (i) Be constructed of durable material, securely installed with no sharp edges, corners or fixtures.
- (ii) Provide a minimum 0.5 metre setback from any street tree to maintain the health of the tree.
- (iii) Provide a minimum 0.5 metre setback from the face of the kerb to always maintain clear access for parked cars.

1.4.6 Decorations and Solar Lighting

The installation of decorations and solar lighting must:

- (i) Be constructed of durable material, securely installed with no sharp edges, corners or fixtures.
- (ii) Provide a minimum 0.5 metre setback from the face of the kerb to always maintain clear access for parked cars.
- (iii) Provide a minimum 0.5 metre setback from any street tree to maintain the health of the tree.
- (iv) Only solar lighting is permitted in the verge area.

1.4.7 Play Equipment

The installation of play equipment must:

- (i) Be constructed of durable material, securely installed with no sharp edges, corners or fixtures.
- (ii) Be freestanding.
- (iii) Have a minimum 1m set back from kerb.
- (iv) In-line with the City's *Street Tree Policy*, an owner or occupier may install a permissible street tree attachment on a street tree located on the verge immediately adjacent to their property.

(v) Permissible Street Tree attachments include:

- A swing
- A rope ladder
- A platform / structure
- Decorations and lighting

Please refer to the City's Street Tree Policy for further details.

1.4.8 Additional Requirements

The City may apply more specific requirements for a landscaping feature to address a matter not otherwise addressed in these operational guidelines.

1.5 Verge Beautification Indemnification

The City reserves the right to remove any verge beautification treatment or landscaping feature at any time if the City considers the installation is treatment is contrary to this policy or poses a hazard to or interference with persons or property.

1.6 Verge Beautification - Damage to City Infrastructure

Any damage to the footpath, kerb and road reserve whilst undertaking works will need to be made good by the resident, to the City's satisfaction.

Although due care will be taken, the City will not be held responsible for any damage that occurs to verge gardens and landscaping features because of the City's regular maintenance programs or capital works projects.

1.7 Verge Beautification – City Assistance

To assist landowners or occupiers to beautify a street verge, the City has several programs and initiatives detailed below:

- (i) Adopt a Verge Program – designed to assist residents in converting turfed or weedy verges into waterwise native gardens. [Verge Landscaping Guide: Maintenance & Adopt a Verge Program](#)
- (ii) Native Plant Sales – Held annually in May, residents can purchase native tubestock and small native trees at City's the Native Plant Sales. Further information can be obtained by contacting the City of viewing the Events section of the City's website.
- (iii) Community Mulch Pile – The City provides mulch generated from our tree pruning programs free to residents. The community mulch pile is always accessible and residents can help themselves. Locations of the mulch pile can change so please contact the City's Parks Team for further details.
- (iv) FOGO Compost – The City provides free FOGO compost to residents. This is available at Native Plant Sales (one free bag per attendee) and via a pile that is provided during selected times of the year. Please contact the City's Waste and Recycling Team for further details.
- (v) Waterwise Verges Guidelines – The City has information for resident on the website to help them create a waterwise verge garden [Verge Landscaping Guide: Maintenance & Adopt a Verge Program](#)

2. PAVING OF A STREET VERGE FOR PARKING

2.1 Parking on and Paving of a Street Verge

The City discourages parking on street verges. However, it is acknowledged that there are exceptional circumstances where there is limited kerbside and off-street parking available to residents, the City may consider an application to pave a portion of a verge. Non-permeable paving on a verge is discouraged and not permitted within the City.

2.2 Application to Pave a Portion of a Verge

An owner of a property wishing to pave a portion, and not the entire area of the verge, is to apply in writing to the City, stating specific requirements relating to the proposal. Paving must be permeable in composition or construction, allowing rainwater infiltration into the paved verge area. Verge paving applications must be submitted via the City's website Verge Paving Application Form [verge-paving-application-form](#) and the specifications contained in these operational guidelines must be adhered to with the requirement of at least one tree to be present within the verge area.

2.2.1 Specifications and Drawings

All works associated with the construction of the verge paving shall be carried out in accordance with the specification and drawings to the satisfaction of the City. The applicant must provide the City at least 24 hours prior to commencing approved paving works.

2.2.2 Clearance

The area of verge to be paved shall conform to the following conditions:

- There shall be a minimum clearance of 1.0 metres from a side boundary.
- The minimum clearance from any existing verge tree or pole is to be 1.0 metres.

Note: Where a tree is within 1.5 metres from the edge of the proposed paving, advice should be obtained from the Parks Services Section on the future size of the tree.

The maximum allowable width of paving (parallel to the kerb) is to be 7.5 metres. Where a crossover exists, the area of verge to be paved may abut the crossover providing the full width of the "hard stand" including the crossover does not exceed 7.5 metres.

Where the "hard stand" exceeds 7.5 metres in width a landscaped gap of 1.0 metre must be provided between the edge of the crossover and the edge of the proposed paving.

Where the proposed paving abuts an existing footpath, the proposed paving material must be clearly different in material, colour and texture from the existing footpath.

2.2.3 Mountable Kerb

Where the existing kerb abutting the verge area to be paved is either semi mountable or barrier, this section of kerb **MUST** be replaced with a mountable kerb by the City at the applicant/owner's expense.

2.2.4 Street Intersections

Where the property is located at the intersection of two (2) local streets, there shall be a minimum of 6 metres between the edge of the proposed paving and the kerb tangent point.

Where the property is located at the intersection of all other roads the extent of the paving is to be determined by the City.

2.2.5 Prohibited parking

The parking of a commercial vehicle with a Tare Weight of greater than 1500kg is prohibited from parking on a paved verge.

Vehicles, whether owned by or authorised by the adjacent property occupier, shall not park on a paved verge for a period more than 24 hours without the written approval of the City.

The paving of a verge in a street where adequate off-road parking exists on adjoining private property may be approved at the discretion of the City.

Where a verge width is less than four (4) metres in width, paving of the verge for parking purposes will not be approved.

The property owner will be responsible for all future repairs and maintenance of paving unless:

- the paving is damaged by specific City works; or
- the paving is damaged by a service authority works.

The owner/applicant is to ensure that a parked vehicle does not encroach onto a footpath.

2.2.6 Obstruction and Safety Precautions

The work must be carried out with minimum disruption to pedestrians and vehicular traffic. Every precaution shall be taken to ensure the safety of persons and property. All excavations, materials, plant and equipment must be made safe, barricaded and provided with warning lights, during the hours of darkness to the satisfaction of the City.

2.2.7 Disposal of Unwanted Material

Any surplus material arising from the construction of the crossover shall be neatly stacked or disposed of by the Owner/Applicant to an approved disposal site.

2.2.8 Making Good

Any reinstatement necessary, caused because of the work, shall be carried out by the Owner/Applicant at their own cost.

2.3 Materials

2.3.1 Screed Sand

Screed sand shall be well graded, free from deleterious materials and organic matter and must not contain soluble salts that may cause efflorescence.

2.3.2 Bricks

Bricks shall be new, solid, manufactured in clay or concrete and have sharp or true bevelled arises. They shall have nominal dimensions of 80mm thick and have an equivalent transverse strength of 2.5mpa as determined by AS1226.3.

2.4 Construction

2.4.1 Formation

The verge paving shall be constructed in accordance with the details indicated in Drawing No Drawing SD-6001.

Boxing out for the formation shall be carried out taking due care to protect the surrounding verge, utility services, vegetation and footpath, if applicable.

The subgrade generally consists of sand which is adequately compacted. Where the subgrade has failed the contractor shall replace the defective material with suitable sand which is to be compacted to a minimum density of 7 blows per 300mm as determined by a standard penetrometer.

2.4.2 Base Construction

The base material shall consist of permeable material, (5-7mm aggregate) placed at optimum moisture content and spread such that the final compacted thickness is a minimum of 150mm.

2.4.3 Bedding Sand Placement

Bedding sand shall be placed and screeded at optimum moisture content. The finished thickness of the sand shall be 20mm.

2.4.4 Placement of Bricks

The verge paving shall be constructed in accordance with the details indicated on Drawing SD-6001. Bricks shall be laid in either a 45° or 90° herringbone pattern, leaving a maximum space of 2 - 3mm between each brick.

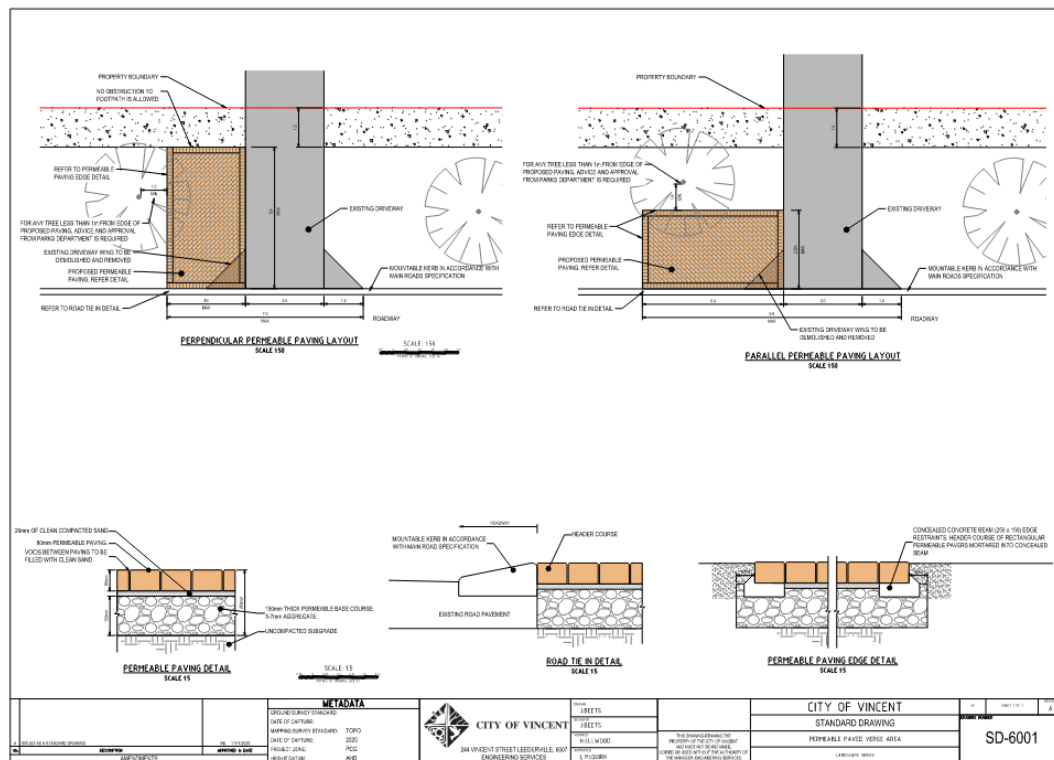
Immediately after the laying of the bricks, a minimum of three passes shall be made over the surface with a suitable vibrating plate compactor. During compaction, the paving shall be protected from damage by utilising a suitable protective medium between the surface of the plate compactor and the paving units.

As soon as practicable after compaction, the bricks shall be set by brooming the setting sand into the joints. To ensure that the joints are completely filled, the pavement shall receive one or more passes of the plate compactor and the joints refilled.

2.4.5 Edge Restraints

The edges of the verge paving are to be restrained as shown on Drawing No SD-6001. A single row of header bricks shall be set on the beam using a mortar mix of four parts bricklayer's sand to one part cement.

2.5 Standard Drawing Example



2.6 Assessment

Following receipt of an application, the site shall be inspected to determine the conditions which should apply to any approval.

2.6.1 Testing

Testing shall be carried out in accordance with the relevant Australian Standards.

2.6.2 Public Utilities

The Applicant is responsible to apply to the relevant public utility authorities for approval to alter any utility service that conflicts with the proposed verge paving.

Any costs incurred in the alteration of any service and subsequent reinstatement of the verge to original shall be borne by the Owner/Applicant.

2.6.3 Bond

Prior to approval being granted, the applicant must submit a bond (Amount as determined by the City from time to time) to ensure that all works are carried out to the required standard.

Request for the refund of the bond must be made in writing at which time an inspection will be carried out by the City.

2.6.4 Insurance

The works shall be covered by the insurance policies for workers' compensation and public risk (person and property). The latter policy shall provide sufficient cover for all claims arising from the construction of the verge paving.

3. CROSSOVERS

3.1 Concrete Crossover Specification

A verge beautification work which requires an upgrade to a crossover shall conform to the '*Specification for the installation of insitu concrete crossovers.*'

3.2 Crossover Subsidy

A verge beautification work which requires an upgrade to a crossover can apply for a subsidy through the crossover subsidy and application process.

4. MEMORIAL PLAQUES

The city may consider memorial plaques in or around the verge area as part of beautification works in accordance with the '*Memorials in Public Places and Reserves*' policy.

5. MOWING, CLEANING & MAINTENANCE OF STREET VERGES

Maintenance and cleaning of the verge is the responsibility of the adjacent landowner or occupier, and a verge must always be maintained in a healthy, tidy condition.

5.1 Mowing of Main and Distributor Roads

Verges along main roads and district distributor roads, as determined by the City will be mowed by the City, a maximum of two times in any one financial year where a sight-line problem or significant safety/hazard exists.

5.2 Verge Cleaning

- (i) Cleaning of litter and removal of the build-up of leaves and grass clippings from the verge is the responsibility of the adjacent owner/occupier.
- (ii) The City will assist with the removal of litter and general rubbish from verges only in the following circumstances:
 - Pre-booked verge collections.
 - Accidents.
 - Storm damage.
- (iii) Where responsibility for placing litter on the verge can be determined the City will direct the person responsible to remove the litter.

5.3 Mowing and Other Assistance

- (i) Where an owner/occupier is a pension card holder (age or disability), the City may undertake mowing of the verge up to a maximum of four times per year.
- (ii) The City may undertake mowing where an owner/occupier provides evidence of hardship or where, in the opinion of the City that there is a public safety risk relating to:
 - Fire hazard
 - Visibility problem
 - Safety issue
- (iii) A verge which is reticulated with in-ground reticulation will NOT be mowed by the City.

- (iv) A register is to be kept by the City of the street address of verges mowed and the number of times the verge has been mowed in any one financial year.
- (v) Should budgetary constraints not permit a verge or a number of verges to be mowed in a current financial year, the verge/s in question will be listed for action in the following financial year.
- (vi) Where the owner/occupier applies for the 'Adopt a Verge Program', the City will assist in converting turfed/weedy verges into waterwise native gardens.

6. REGISTERING A VERGE

Residents may register their verge to deter others parking on the verge as per clause 3.3 of the City of Vincent Parking Local Law 2023. Applications and further information on this process can be obtained from Ranger Services.

7. REINSTATEMENTS OF VERGES

Pursuant to the provisions of the *Local Government Act 1995*, the City is responsible for the maintenance of a street in a safe condition at all times and may do so, by removing part or all the verge area. If the verge area has already been upgraded/beautified, the City will reinstate verges with clean sand and will not be responsible for reinstatement associated with previous upgrades/beautification works.

Public Utility Authority (PUA) have infrastructure and assets close to or within verge areas throughout the City. If these assets need maintained and/or renewed, reinstatement of verge areas will be with clean sand. The PUA or the City will not be responsible for reinstatement associated with previous upgrades/beautification works.

8. UPGRADING OF FOOTPATHS

8.1 Residential and Commercial Areas

In accordance with the *Specifications for The Reinstatement of Insitu Concrete, Slab and Brick Paved Paths* dated 20 July 2009, any verge beautification upgrades which requires works to the adjacent footpath shall conform to this specification.

9. NON-COMPLIANT VERGE INSTALLATIONS

A non-compliant improvement or installation that has been installed prior to the coming into effect of these Operational Guidelines must be made compliant or removed in the following circumstances:

- (i) Where in the opinion of the City the improvement or installation presents an unacceptable risk to public safety.
- (ii) Where in the opinion of the City the improvement or installation has fallen into disrepair.
- (iii) Where the improvement or installation has been removed by the City or a Public Utility Authority to undertake works.

10. VERGE RELATED APPLICATIONS

Adopt-a-Verge Application

Required where a resident seeks to obtain support from the City to landscape a verge through the City's Adopt-a-Verge program. Applications must include a sketch plan and proposed planting details and are assessed against the City's Verge Treatments, Plantings and Beautification Policy.

[Verge Landscaping Guide: Maintenance & Adopt a Verge Program](#)

Verge Paving Application

Required for any hardstand treatments within the verge, including paving, concrete, brickwork or similar materials. Approval must be obtained prior to works commencing.

<https://www.vincent.wa.gov.au/documents/1807/verge-paving-application-form>

Crossover Application

Required for the construction, modification or relocation of a vehicle crossover across the verge. Crossovers must be designed and constructed in accordance with City specifications and approved prior to construction.

[Crossover Installation Application » City of Vincent](#)

Memorial Plaques or Commemorative Items

Required where a memorial plaque, commemorative marker or similar item is proposed to be installed within a verge. Approval is subject to location, design, wording, long-term maintenance and public safety considerations.

[Request to install a memorial in a public place » City of Vincent](#)

Permit for Works or Placement in the Road Reserve

Required where temporary occupation or obstruction of the verge is proposed, including skip bins, storage containers, construction plant, hoarding or equipment associated with building or maintenance works.

<https://www.vincent.wa.gov.au/residents/online-forms/ranger-permits/application-for-a-permit-for-works-placement-in-road-reserve-form.aspx>

OFFICE USE ONLY	
Responsible Officer	Manager Engineering
Initial Council Adoption	2007
Previous Title	Verge Treatments, Planting and Beautification
Reviewed / Amended	25/02/2026
Next Review Date	25/02/2029