

Engineering/Depot Policies for review

4.1 Farm Drainage

That Council's Policy on farm drainage within the rural area of the Shire, as under be adopted.

It is the responsibility of a land owner to advise the Shire of any earthworks near or adjacent to a gazetted road such that a water hazard could arise due to an increased flow of water.

Where such earthworks are likely to create the need for one or more culverts or floodways to alleviate water hazard, Council will only permit the construction of those earthworks provided:-

1. That such earthworks have been designed as part of an overall plan under the auspices of the appropriate Land Conservation District group involved,
2. Written consent is received by the Shire Office from the owner of the land down stream including his willingness to accept water that may cross the road as a result of such earthworks;
3. The upstream land holder agrees to meet all costs associated with the provision of the materials for and the construction of such floodways or culverts as the Council shall deem to be necessary;
4. Construction of the culverts or floodways is carried out to an approved design, at Council's convenience, and if by the landowner, under Council's supervision.

4.2 Crossover Policy

Statutory Obligations:

The legislation that governs crossovers or crossings from a public thoroughfare to private land or a private thoroughfare is:

- Local Government Act 1995, Schedule 9.1 (7)
- Local Government (Uniform Local Provisions) Regulation 1996, Sections 12,13,14,15 and 16.

The legislation describes requirements to construct or repair crossovers and Council's contribution (subsidy) towards the cost of crossovers. Copies are available from Council.

Objectives:

To provide a set of criteria by which to assess requests for the construction of new and upgrading of existing crossovers across the shire.

Standards of crossings:

Rural Crossover – Maximum Specification

Maximum width of 7.32 metres x 5 metres, provision of 375mm drainage pipe and headwalls. Material finish shall be bound gravel.

Townsite Residential Crossover – Maximum Specification

Maximum width of 5.0 metres x 5 metres;

Constructed with a cross fall back towards the road and with the finished surface flush with adjacent road carriageway;

Finished surface shall be approved with the agreement of Council. A standard surface shall be of composition to provide a hard trafficable surface that is not hazardous to pedestrians;

Council's maximum standard contribution is based upon a finished surface of concrete.

Townsite Commercial Crossover – Maximum Specification

Maximum width of 6.5metres x 5.0 metres;

Constructed with a cross fall back towards the road and with the finished surface flush with adjacent road carriageway;

Finished surface shall be approved with the agreement of Council. A standard surface shall be of composition to provide a hard trafficable surface that is not hazardous to pedestrians;

Council's maximum standard contribution is based upon a finished surface of concrete.

Policy Limitations:

Council will only contribute to one crossing per property;

That the 50% calculation of the Council subsidy toward the cost of the standard crossing shall be in accordance with the quantity calculation adopted by Council annually and listed in its fees and charges schedule detailing Councils maximum standard contribution;

Crossing subsidy cannot be applied for retrospectively.

Crossings subsidies are not relevant to renewal or upgrading of existing cross overs.

Legislative Requirements:

Local Government (Uniform Local Provisions) Regulation 1996

Financial Parameters:

Standard Installation Cost of which Landowner must pay half as per current fees and charges

Non Standard Installation – Cost less Council contribution.

Council will contribute up to half with a maximum of \$360.00

4.3 Plant

1. Replacement of Council light fleet motor vehicles

That quotations be sought from local car dealers Rumbold Ford-Nissan and Lewis Motors, for the replacement of Council light fleet vehicles. Management shall ensure that base pricing is in accordance with the State Government Light Fleet Vehicle Pricing.

2. Council shall review its light vehicle replacement program annually to ensure it fits within the parameters of Councils Long Term Financial Plan and Asset Management Plan.

3. Tenders for the Replacement of Plant

That Council make recommendations relating to the calling of tenders for the replacement of budgeted plant and road building material for value greater than \$150,000 (as per tender guidelines) at a time that is suitable to the finances of Council. Council shall review its plant and equipment replacement program annually to ensure it fits within the parameters of Councils Long Term Financial Plan and Asset Management Plan.

4.4 Wildflower Picking

That Council's Policy of Wildflower Picking be as under:-

Shire Road Works

1. Native flora to be preserved wherever practicable.

Fire Control and Clearing and Spraying

1. Council to discourage the indiscriminate spraying/ploughing and burning of fire breaks outside the boundary line.

2. No clearing on road reserve without approval from Council. Any persons wishing to clear the road reserve adjacent to their property should first make application to Council for permission to do so.

Picking

1. No picking of blooms or seeds to be permitted on any road verge under the control of the Council or any reserves in or under the control of Council, without Council permission.

(Note- Uniform Local Provisions Regulation 5 provides:

Disturbing local government land or anything on it

1. A person who, without lawful authority -

(a) interferes with the soil of, or anything on, land that is local government property; or

(b) takes anything from land that is local government property, commits an offence the penalty for which is a fine of \$1,000)

4.5 Brick Paved Footpaths

That the policy of Council be that where the upgrading of footpaths in the commercial area in Moora become necessary any new surface be in brick paving.

Footpaths

OBJECTIVE

To provide for the effective management of the Shire's town footpath network including:

- The provision of universal access for pedestrians along all streets and public spaces in the Shire in accordance with the Disability Discrimination Act where possible and financially feasible.
- Ensuring that footpaths are designed and constructed in accordance with Australian Standards and the relevant industry best practice
- The provision of footpaths that are safe to use and conducive to the streetscape environment
- Supporting the Shire's dual use footpath strategy to encourage walking cycling in the townsites through the provision of a safe interconnected network linking community facilities
- To provide safe temporary passage for pedestrians whilst footpath construction or upgrading works are in progress

LEGISLATIVE FRAMEWORK

The following legislation applies to requirements for access and inclusion:

- Commonwealth Disability Discrimination Act (1992)
- Disability Services Act of WA (1993, amended 2004)
- Building Codes of Australia
- WA Equal Opportunities Act (1984, amended 1988)

In order to comply with this legislation the Shire of Moora developed a Disability Service Plan 2012 – 2017.

DECISION MAKER

Chief Executive Officer

DELEGATION OF DECISION-MAKING

The Manager of Engineering Services has delegated responsibility to implement this policy

POLICY

1. Background

This policy applies to all areas in and outside the Central Business District. The Central Business District is defined as Town Centre in Councils Town Planning Scheme

See Appendix C

2. Relevant Standards & Guidelines

In general, the following standards and guidelines have been considered in establishing this policy:

- AS 1428.1 Design for access and mobility: General requirements for access – New building work
- AS 1428.1 Enhanced and additional requirements – buildings & facilities
- AS 1428.3 Requirements for children and adolescents with physical disabilities

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- AS 1428.4 Tactile ground surface indicators for the orientation of people with a vision impairment
- AS 3661.1 Slip resistance of pedestrian surfaces

- AS 3727 Guide to Engineering Practice – Part 13 – Pedestrians
- Austroads Guide to Engineering Practice – Part 14 – Bicycles
- Liveable Neighbourhoods – A WA Government Sustainable Cities Initiative
- Utility Providers Code of Practice
- Utility Providers Restoration and Reinstatement Specifications

NB. Definitions used within this policy are in accordance with the protocols used in Austroads – Guide to Traffic Engineering Practise Part 13 and Australian Standards

3. Footpath Construction

Where reasonably practicable on the grounds of sustainability and physical space, footpaths are to be constructed on both sides of the street. If they meet the following circumstances:

- Where the road is designated as local, district or primary distributor
- Where a footpath is needed on both sides to provide for safe universal access to schools, community centres, local centres, public facilities and public open spaces
- Where a footpath currently exists on both sides of the street any maintenance or upgrade works should also be carried out to the footpath on both sides of the road at the same time if required and dependant on the hazard identification rating priority list.

Ideally, a footpath should be provided on at least one side of all local access streets throughout the municipality in order to enable universal access. Where a footpath exists on both sides of the street, at least one footpath (preferably both) must comply with the universal access requirements as laid out in AS 1428 and current disability access legislation.

Exceptions – Footpaths may be omitted from one side of the street where:

- There is no development fronting the part of the street
- Topography or vegetation precludes provision for a footpath (i.e. tree avenues, power poles)
- Vehicle speeds are low – less than 40km/h
- Future traffic volumes will be less than 300vpd
- Where the street does not connect or contain land uses which generate high levels of pedestrian activity

Footpaths are to be continuous and connected across roads via kerb ramps and break in median islands where they exist. Footpath design and location should be considered

in terms of linkages to public facilities requiring pedestrian's access including schools, bus stops, post boxes and public telephones.

Consideration is to be given to issues related to stormwater drainage, e.g. Avoiding the positioning of gully grates in front of pram ramps.

Footpaths should be free of obstructions wherever possible. Poles and planting should be located in the verge area, unless pre-existing within the footpath alignment and relocation cannot be achieved. Street furniture must be located in a widened section of footpath and out of the direction of the trafficable walkway.

Where obstructions cannot be removed they should be contained within a consistent line for the benefit of visually impaired pedestrians.

Ideally, the minimum clearance from obstructions along the footpath should be 1200mm to ensure universal access is maintained.

Where possible, footpaths are to be constructed to ensure they are clearly differentiated from non accessible areas such as roadways, car parks or wide crossovers. This is to be achieved by using a different surface treatment and a clearly defined edge.

In order to minimise maintenance requirements, where a narrow strip of soft verge (nature strip) less than 500mm wide exists on either side of the footpath, this strip shall be sealed with a hard surface (pavers, concrete, etc.). For the same reasons, footpaths in roads under the management and care of Main Roads Western Australia shall be negotiated with Main Roads WA regarding its width and ongoing maintenance.

4. Temporary Pathways

A safe passage of movement is to be provided where footpaths are obstructed as a result of public or private construction works. This may be achieved in the following ways:

- In accordance with Main Roads Traffic Management at Roadworks guidelines and Australian Standards 1742.3
- Where possible, temporary is to be constructed in accordance with the access requirements contained within this policy, including the provision of continuous and level routes, kerb ramps and minimum clearances

Adequate warning regarding any obstruction must be provided.

5. Tactile Ground Surface Indicators – (TGSi)

Tactile pavement markers are to be installed on new kerb ramps and median island crossings at the following locations:

- Local centres, shopping precincts, community centres and adjacent to seniors residential centres, schools and colleges
- On all major routes leading to these centres

Retrospective installations will occur where a request has been made by a member of the community and budget allocation allowance.

Tactile indicators are to be accurately aligned to direction of travel for pedestrians, and not aligned with the adjacent kerb paving pattern.

Tactile indicators should be installed in a contrasting colour to the adjacent footpath.

6. Vehicle Crossovers

Crossovers are to be installed in accordance with council policy “4.2 Entries to Properties” which sets out the funding and construction arrangements.

7. Technical

Technical Notes and specifications should be prepared as appropriate to provide specific design and construction requirements for the following elements within the scope of a project:

- Kerb
- Pedestrian kerb ramps
- Vehicle crossover
- Service Pit covers
- Drainages grates & pits if within the footpath
- Tree pits and garden beds
- Existing trees within the verge area
- Development assessments
- Heritage

8. Footpath standards for Moora CBD

Street Type	Criteria	Recommended Material
Special use local centres	High volume and frequency of pedestrian traffic The need to present a differing product and high quality presentation for special areas	To be designed as part of a Local Centre master plan and may include: <ul style="list-style-type: none"> • High quality pavers
Residential Streets	Provide a connecting network of footpaths consistent with use	<ul style="list-style-type: none"> • In-situ concrete brush finish
Cycle Routes	Meet the requirements of the Shire of Moora Bicycle Network Strategy Plan	<ul style="list-style-type: none"> • Ideally 2500mm – 3000mm wide in-situ concrete – brush surface finish • Minimum 1800mm wide • Asphalt – where already existing
Parks & Recreation	Pedestrian volumes and types Park character – to enhance a special feature within the park	<ul style="list-style-type: none"> • In-situ concrete with brush surfaced finish
Development Sites	Non standards materials – approval is subject to individual project assessments. An appropriate maintenance and material replacement bond, an agreed maintenance and auditing programs will need to be provided and Differential or Specified Area Rates will apply	

9. Intervention Levels

Footpaths are condition rated, a risk and deterioration based assessment. Where the condition rating of a footpath falls between 6 and 10 on the ten point footpath condition rating scale, it will be placed on the Planned Replacement Programme

See Appendix B for the Condition Rating Scale

10. Specified Precincts

For areas where there are narrow streets and footpaths in place, a holistic approach is taken. An area may be mapped out and designated as a Specified Precinct, and disability access provisions are made for the one route running North to South, and one route running East to West. The remainder of the narrow pathways can be kept or renewed in their current form as appropriate, and so as to be sympathetic to the surroundings.

Appendix A Heritage considerations

This Appendix is specifically designed for suburban streets or areas where heritage considerations may apply, particularly within the Central Business District.

An assessment will be conducted noting:

- Number of places listed on the Municipal Heritage Inventory

- Whether any other aspects of the visual setting exist, such as bulk, form, character, colour etc.
- Whether any characteristics consistent with the heritage setting exist such as trees, kerbing or wide verges

Based on the above criteria, a recommendation will be made in regards to the footpath width and footpath materials.

Only new footpath replacement projects will be considered under the Heritage Considerations (Appendix A).

Existing concrete footpaths will not be replaced unless they have been identified for replacement in accordance with the priorities outlined in the footpath replacement program.

Where a heritage street section has been identified then one side of the street may still contain a footpath with a minimum width of 1500mm. the other side may be constructed at 1200mm as identified by the criteria.

Heritage Considerations (Appendix A) – Footpath Assessment Form

Street Name: _____ Direction _____
(Direction – North/South/East/West)

Between: _____ & _____

1. Are more than 50% of the properties within the street section listed on the Municipal Heritage Inventory?
YES NO
2. Describe any other aspects of the visual setting such as siting, bulk, form, scale, character, colour, texture and materials that support the features listed on the Municipal Heritage Inventory

3. Describe any other characteristics that are consistent with the heritage setting such as trees, kerbing and wide verges

I have inspected the footpath on _____ and have ascertained that the criteria **IS / IS NOT** consistent for the Heritage considerations for the purpose of upgrading the footpath. The footpath treatment (based on the Suburban Footpath Policy) for this street section is: _____

Signed: _____ Date: _____

Print Name: _____

Appendix B Footpath Condition Rating Scale

Status	Grading			Description
	0%	0	New	
Monitor				New footpath installed, or recent rehabilitated to new condition
	10%	1	Near New	Near new footpath, with no observed defects. Footpath designed to meet current standards, well maintained, no maintenance required. Often moved to Condition 1 status based upon the time since construction, rather than observed condition decline
	20%	2	Excellent	Excellent footpath, only very slight condition decline visible, but obvious that the asset is no longer in new condition
	30%	3	Very Good	Very Good footpath, but with some early signs of deterioration evident. Deterioration to footpath still very minor in nature and causing no serviceability problems. Designed to current standards
	40%	4	Good	Good overall footpath condition but with some obvious deterioration evident, slight impairment to serviceability
	50%	5	Fair	Fair overall condition of footpath, but with obvious deterioration and some loss to serviceability
	Replacement Programme	60%	6	Fair to Poor
70%		7	Poor	Poor overall condition, severe deterioration starting to limit the serviceability of the footpath, with high maintenance costs
80%		8	Very Poor	Very Poor overall condition with serviceability being heavily impacted upon by the poor condition. Maintenance costs are very high, and the footpath needs rehabilitation
90%		9	Extremely Poor	Extremely Poor overall condition, with severe serviceability problems, footpath requires immediate rehabilitation. Could be a risk if it remains in service
100%		10	Failed	An asset that has Failed, is no longer serviceable and should not remain in service. There would be an extreme risk in leaving the footpath in service

4.6 Donations of Work to Organisations

1. Council plant and equipment may be used by sporting organisations and other local non - profit organisations/clubs at the discretion of the CEO, free of charge, including fuel, outside normal working hours where the plant and a Council operator are available. The borrowers are required to arrange remuneration of the operator if required (Council is making the plant available which must be operated by a Council operator while the plant is being made available)

2. the value of the Council in-kind donation of plant (plant hire) be accounted for in the usual way and charged to donations.

4.8 Council's Heavy Transport Vehicle Policy

Council's Policy which allows various heavy vehicle configurations to travel on designated roads is detailed as under -

The conditions as under form part of the policy

1. The Main Roads issues permits in accordance with this Policy, which means that the contractor/owner does not have to contact the Shire Office.
2. Adjoining landowners to excluded roads may apply to Council for one-off approval to cart to or away from their property.
3. Should heavy seasonal activity or weather conditions cause damage to occur to a Council road then Council retains the right to temporarily remove that road from the list of approved roads.
4. Local vehicles requiring a MRWA permit are allowed access from the contractor's (Moora) depot to the permitted heavy vehicle route by the shortest practical route provided that such access is a bitumen road not less than 6.5 metres wide.
5. The route through Moora for vehicles requiring a MRWA permit must be via Clinch Street from Gardiner Street to Roberts Street, Roberts Street from Clinch Street to Dandaragan Street, Tootra Street to Gardiner Street.
6. Roads on which vehicles requiring a MRWA permit are not allowed to travel are those designated 'light traffic only' i.e., Madgingarra Road, Berkshire Valley Road. NOTE: Applicable from 16 July, 1997.

4.9 Use of Council Plant at Fires

1. Requests for assistance and instructions can only come from the Fire Control Officer in charge of the fire.
2. Front end loaders and graders (which are not licensed to be driven on the road after sundown) can only be used for fire control during daylight hours.
3. Loaders and graders (which are machines with hydraulic controls) can only be used in open paddock situations which mean they cannot be driven into rocky, hilly bushland.
4. Shire water tankers must be parked in a safe area and used only for back up water supplies.
5. An operator has the right to refuse any instructions, which he feels would put himself and his machine at risk. Each machine shall be accompanied by a fire fighting unit when on the fire ground cutting breaks or carrying out other fire mitigation works.

4.10 Loan/Use of Council Plant/Equipment by Staff Members

1. No right exists for staff to borrow or use Council plant or equipment for non-Council or personal use.
2. On occasions it may be possible for Council to assist an employee by making an item of Council equipment available for a limited period for personal or community pursuits or purposes.
3. Use of any item of Council equipment for any non-Council activity without proper authority is not to occur.
4. Any such arrangement must be made through the Council Officer responsible for that item of equipment. This does not imply that every request will be granted. The authority and discretion in relation to making any item of equipment available rests with the officer in charge of that item of equipment.
5. Compliance with this direction by all staff members is essential