



# COUNCIL POLICY

## Council Infrastructure

<b>Policy Number:</b>	PO056		
<b>Strategic Plan Objective</b>	Provide infrastructure and assets that are safe and sustainable		
<b>Policy Owner:</b>	Assets & Infrastructure Services	<b>File Number:</b>	14.63.1
<b>Responsible Officer:</b>	Director Assets & Infrastructure Services	<b>Minute Reference:</b>	083/2013(10/04/2013)
<b>Date Adopted:</b>	10 <sup>th</sup> April 2013	<b>Next Review Date:</b>	Within 5 years

### 1. POLICY OBJECTIVES

To facilitate consistent and sustainable management of Council infrastructure.

### 2. SCOPE

This policy applies to all identified infrastructure owned by or under the care/control of Council.

### 3. DEFINITIONS

Standard driveway access	Standard width of 4.00 metres between breaks in the grade line of the kerb top.
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### 4. POLICY STATEMENT

#### Concrete Paved Footpaths Abutting Commercial Premises

Where a ratepayer requires a concrete paved footpath abutting their commercial premises, he/she shall make application for approval in writing to Council. The application shall include plans, sections, and reduced levels of the proposed work, together with a specification of the materials to be used, the name of any contractor(s) involved and an estimate of the cost.

Council may contribute up to a maximum of 50% of the cost (either actual or estimated, whichever is the lesser) of such work following approval. This contribution will only be paid upon receipt of itemised accounts.

It shall be the responsibility of the applicant or his nominated agent to ensure that any approved work is completed to the satisfaction of a nominated Council representative.

The applicant shall further ensure that such approved work is effected with least possible inconvenience to the public and that any safety measure which may be required by Council to minimize any hazard to the public is provided and maintained to the satisfaction of Council.

Implementation, in so far as costs to the Council are concerned, shall at all times be subject to sufficient budget allocation of funds for this type of work.

#### Obstructions

Where complaints are received of footpaths being obstructed by an erected barrier, advertising sign or the use of a sprinkler, the offending resident will be requested to cease such an obstruction.

Where it is found a resident is using Council property for the depositing of sand, metal or similar substance, the resident will be given 7 days to clear Council's property of such material.

#### Lawns on Footpaths

Council will not encourage full width lawns being established or maintained across footpaths in townships. Council will consider applications for establishment of lawns across part of the width of any township footpath.

#### Paving Blocks

It is Council policy that pavers should be utilised as a surface treatment for areas where:

- heavy pedestrian traffic is experienced (ie commercial/shopping areas and tourist routes);
- the soil is reactive;
- the footpath is susceptible to uplift action from tree roots;
- service vehicle traffic is expected (eg footpath used as access way for maintenance vehicles in public parks and reserves); or
- future underground service installation may be required.

All private requests for utilizing pavers shall be considered by Council.

Where paving material is provided by an adjoining owner, all other costs will be borne by the Council. In this instance, the paving type must be approved by the Assets & Infrastructure Services Department.

Council may carry out footpath construction or reconstruction works within a normal works budget when the paving material is provided by the adjoining land holder or applicant.

#### Disabled Access

Council supports, in principle, the ability to offer assistance for the provision of access ramps to two private business premises per annum subject to allocation requirements as determined by Council.

All requests for disabled accesses occupying Council property must be lodged in writing with Council and must be accompanied by a design drawing approved under the Disability Access Standards of Australia.

#### Attachment Driveways: Concrete

Residents may be granted approval to construct vehicle access within a road reserve, subject to the following conditions:

- Residential driveways must consist of 150mm depth concrete;
- Light Industrial driveways must consist of 150mm depth concrete with reinforcement;
- Heavy Industrial driveways must consist of 200mm depth concrete with reinforcement; and
- 50mm of sand or suitable bedding material to be used.

Residents may be granted approval to pave driveways providing that:

- Pavers are uniform with Council standards;
- Driveway pavers to be a minimum of 75mm in thickness; and
- 50mm of sand or suitable bedding material to be used.

All driveways must be a minimum of 3 metres in width with 0.5m splays on each end and a 0.5m layback.

#### Property access through kerb/watertable

Any ratepayer in a township area (or other place) where a kerb and/or watertable has been constructed shall be provided upon request with one standard driveway entrance through the kerb and/or watertable abutting the property. The provision of this standard access shall be at Council's expense.

Any ratepayer requiring more than one driveway access in a declared township area shall make application in writing requesting Council to provide a further driveway access through the kerb and/or watertable. Following approval of the application by Council, the necessary work shall be effected at the applicant's cost. A ratepayer may offer to execute this work personally or nominate a contractor to do so on their behalf, however the ratepayer shall remain responsible for ensuring the work is completed to the satisfaction of the nominated Council representative.

The standard width of a driveway access may be varied at the discretion of the Works Manager or Operations Manager.

#### Property access other than through kerb/watertable

Where a ratepayer requires access to his property, the cost of provision of one such access shall automatically be borne by the Council except where:

- The provision of the required access would necessitate expenditure of more than \$150, or
- The provision of the required access would be detrimental to the condition of existing (or proposed) services, eg. SA Water, Telstra, etc. or
- The required access would, in the opinion of the Works Manager or the Operations Manager create a hazard to traffic, or,
- In the case of any reasonable unforeseen circumstance, the matter of provision of such access shall be referred to the Council for determination.

Where Council activities necessitate the provision of a drainage pipe(s) under a property access, the cost of such work will be borne by the Council.

#### Concrete Paved Driveways

A ratepayer requiring a concrete paved driveway between the kerb and the boundary of his property shall make application in writing to Council.

The application shall include a plan of the proposed works including a specification of the materials to be used therein and the work shall be completed to the satisfaction of a nominated Council representative. All work shall be carried out at the ratepayer's expense.

Any concrete driveway approved shall be kept in a good state of repair at the cost of the property owner. Any concrete paved driveway which, in the opinion of the Council, is not adequately maintained may be repaired by Council at the cost of the ratepayer.

#### Street Lighting

Council may consider any reasonable request for street lighting, subject to budget allocations and appropriate SA Power Networks infrastructure present to accommodate such street lighting.

**5. COMPLAINTS**

Complaints in relation to this policy may be directed to the Director Assets & Infrastructure Services.

**6. REVIEW**

This policy will be reviewed every 5 years and as necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

**7. TRAINING**

Training needs will be reviewed as part of Council’s Training Plan and as necessary in consideration of performance reviews, changes to legislation and relevant standards, codes and guidelines.

**8. RELATED COUNCIL POLICIES AND DOCUMENTS**

- Strategic Plan
- Disability Action Plan
- PO091 Risk Management Policy
- OHS&W – 1 OHSW and Injury Management Policy
- R011 Fees & Charges Register

**9. REFERENCES AND LEGISLATION**

- Local Government Act 1999
- Civil Liability Act 1936
- Disability Discrimination Act 1992
- Development Act 1993
- Building Act 1993

**10. COUNCIL DELEGATION**

<b>Delegate:</b>	Chief Executive Officer
<b>Sub Delegate:</b>	Director Assets & Infrastructure Services

**11. VERSION HISTORY**

<b>Archived Policy Name</b>	<b>Policy Number</b>	<b>Date Adopted</b>	<b>Last Reviewed</b>
Property access over or through kerb & watertable	56	07.04.2003	08.06.2010
Footpaths	111	14.09.2005	08.06.2010
Street Lighting	118	14.09.2005	08.06.2010