	Infrastructure on Road Reserves <i>Policy No. WKSPOL 12</i>	Version No:	2.0
		Responsible Officer/s	Works Manager
		Issued:	05 Sept 2016
		Next Review:	Jun 2023

1. Purpose

To set the guidelines regarding any requests to alter or construct, or install any infrastructure on Road Reserves. This policy is designed to provide guidance and consistency when placing/removing infrastructure on Road Reserves.

2. Scope

All alterations including construction or installations of infrastructure on Road Reserves under the care and control of District Council of Grant are subject to this Policy. This includes but is not limited to: bus shelters (see 'Bus Shelter Procedure'), construction of footpath crossings, property driveway inverts, and paving of footpaths.

3. Definitions


A road reserve is defined as the area of land between property boundaries, including roads, lanes, car parks, footpaths, bridges, reserves and nature strips.

4. Policy

General Conditions

Paving of Footpaths

- Paving will only be approved on footpath where the street is already kerbed.
- The cost of the paving will be the applicants' full responsibility unless paving is to be carried out in the Central Business area.
- Size and pattern to be consistent throughout the street.
- Colour of paver to be the same throughout the street and only to change at corners.
- Installation of paver and type to be approved in writing by the Works Manager prior to any work commencing.
- Any services to be raised or lowered to the same level as the pavers ie. Telstra or STEDS will be the whole responsibility and cost of owners or their contractors.
- Signage when installation is in progress to be in accordance with Aust Standards 1742.3 Part 3.
- A minimum of 50mm compacted river sand or crusher dust to be laid prior to paver installation.
- A 2% fall from the boundary to the top part of the kerb.
- Pavers are required to be installed for the full width of the footpath, from the kerb to the property boundary.

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A maintenance period of 12 months will apply from the date of installation and inspection, during which time and thereafter any work requiring to be rectified will be specified by the Works Manager and if not carried out by the owner within a specified time will be performed by Council with all costs being recovered from the owner.

Property Driveway Inverts

- The developer is to provide inverts and property access to all new allotments and subdivisions at the developer's cost.
- Any additional inverts to be charged at actual cost for a standard 4 metre invert within a kerbed area.
- Any other inverts or property access to be charged to the owner at cost.

Construction of Footpath Crossings

- The construction of footpath crossings is to be arranged between the ratepayer concerned and the Works Manager and Works Supervisors.
- Council, in most cases, prefers bitumen crossings. However, consideration will be given to concrete crossovers, brick paving, or other surface finishes as may be considered suitable by the Works Manager and Works Supervisors.
- All crossovers are to be constructed by Council at the ratepayers cost unless alternative arrangements are made with the Works Manager and Works Supervisors.
- Council will provide final footpath levels prior to the construction of any crossover. Two (2) days notice is required for this service.
- The cost of repairs or construction of access to private property is to be considered as private work unless Council alters access due to roadworks.
- The first entrance to any property is to be provided by Council, the second, and subsequent entrances is to be at the landowners cost.
- When a second invert is requested for access to a property, the reinstatement of kerbing to the old invert if no longer required, is to be considered as private work.

Bus Shelters

- Landowner(s) wishing to erect bus shelters on Council's Road Reserves need to obtain written consent from Council.
- Landowner(s) are to apply in writing, giving a sketch of the proposed site, show size of shelter, distance from fence etc. and is to be erected at their own cost. Council can supply a plan of a standard bus shelter, and it is up to the individual whether or not this is used.

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- The standard plan includes the requirement that the shelter should be colourbond or painted.
- The Works Manager and Development Manager inspect the proposed site, to determine whether there are any concerns including :
 - room for the bus to pull off the road safely
 - flooding
 - visibility (significantly on corners) - for roads and nearby driveways
- Upon receipt of the information from the landowner(s) and upon completion of Form Section 221 of the Local Government Act 1999 “Authorisation to alter a public road”; approval will be given; subject to the landowners being responsible for its maintenance and tidiness, including painting if necessary, mowing etc.
- In the event that the proposed shelter is to service 10 or more children in a community, Council may consider financial assistance to the project.
- It is further recommended that, where possible, bus shelters should be a demountable structure to enable relocation at a future date.

5. Responsibilities

The Works Manager to work with the Development Manager to determine any concerns regarding alteration or construction of infrastructure on road reserves.

6. Review

This Policy shall be reviewed by the District Council of Grant at minimum every four (4) years, within 12 months of a general election (or on significant change to legislation or other matters which could affect this policy).

Action	Date	Minute Reference
Adopted by Council	05 September 2016	16115.3
Reviewed	24 June 2019	19078.5