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**NARROMINE SHIRE COUNCIL**  
**ORDINARY MEETING BUSINESS PAPER – 11 SEPTEMBER 2019**  
**REPORTS TO COUNCIL – INFRASTRUCTURE AND ENGINEERING SERVICES**

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**1. WORKS REPORT**

<b>Author</b>	Director Infrastructure and Engineering Services
<b>Responsible Officer</b>	Director Infrastructure and Engineering Services
<b>Link to Strategic Plans</b>	CSP – 4.3.4 Ensure Council's property assets are monitored and well managed

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**Executive Summary**

This report provides information regarding works undertaken for the given period in regards to both operational and capital works.

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**Report**

The Works Report (**Attachment No. 1**) for the period 10 August 2019 to 6 September 2019 is presented to Council for their information.

**Financial Implications**

Council has provision for these services in its 19/20 Operational Budget.

**Legal and Regulatory Compliance**

Local Government Act 1993  
Roads Act 1993

**Risk Management Issues**

Nil

**Internal/External Consultation**

Nil

**Attachments**

1. Works Report

**RECOMMENDATION**

That the information be noted.

## **2. PROPOSED CESSATION OF THE FREE SUPPLY OF GREEN WASTE TRAILERS TO RESIDENTS**

<b>Author</b>	Manager Waste & Community Facilities
<b>Responsible Officer</b>	Director Infrastructure & Engineering Services
<b>Link to Strategic Plans</b>	CSP – 3.1.7 Reduce Waste to Landfill through effective and efficient domestic Waste and recycling services to the Community.

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### **Executive Summary**

This report is presented to Council to consider the cessation of the free Green Waste trailer service.

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### **Report**

Council has previously supplied a free Green Waste trailer to residents that have a pension card.

Council introduced a FOGO bin collection service in July 2018 which enables residents to put organic material such as lawn clippings and green waste into the supplied bin for a weekly pick up.

Council has now supplied this additional service for over twelve months and the initial indicators show that there has been a 28% reduction in the use of the trailers.

As Council now provides the FOGO service as a weekly pick up it is timely that Council removes this free service to the community, which will also reduce the amount of material entering the landfills operated by Council as the material that is placed in the FOGO bin is transported to Dubbo for processing.

### **Financial Implications**

The annual cost of providing the Green Waste trailers was \$3,122 in the 2017/18 financial year and \$2,255 in the last financial year, this equates to a reduction of approximately 28% since the introduction of the FOGO service in July 2018.

### **Legal and Regulatory Compliance**

Council needs to comply with the EPA licence and the need to reduce landfill with the increase in recycling a priority.

### **Risk Management Issues**

The cessation of this service will further alleviate the potential risks of the public injuring themselves whilst loading the trailer or attempting to manoeuvre it when full of material, the risks to staff injury will also be reduced as the hitching and emptying is a manual handling risk.

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**2. PROPOSED CESSATION OF THE FREE SUPPLY OF GREEN WASTE TRAILERS TO RESIDENTS (Cont'd)**

**Internal/External Consultation**

Council will advertise the cessation of this service.

**Attachments**

Nil

**RECOMMENDATION**

1. That Council advertise that they will be ceasing the provision of the green waste trailer service as of 1 November 2019 due to the introduction of the FOGO collection service which was put in place in July 2018.
2. That Council cease provision of the free green waste trailer service from 1 November 2019.

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**3. MANAGEMENT OF PUBLIC SPACES TREE POLICY**

<b>Author</b>	Director Infrastructure and Engineering Services
<b>Responsible Officer</b>	Director Infrastructure and Engineering Services
<b>Link to Strategic Plans</b>	CSP – 1.1.5 Recognise the importance and consider resources needed to maintain open spaces, to encourage greater use by the community

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**Executive Summary**

This report is presented to Council to review Council's Management of Public Spaces Tree Policy.

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**Report**

Council's Management of Public Spaces Tree Policy is a policy combining two (2) of Council's policies, Selection, Planting, Placement and Maintenance of Trees Policy and Public Spaces Tree Policy

Accordingly, Council's Management of Public Spaces Tree Policy has been revised to combine two (2) policies. (**see Attachment No. 2**).

**Financial Implications**

There are no financial implications to Council.

### **3. MANAGEMENT OF PUBLIC SPACES TREE POLICY (Cont'd)**

#### **Legal and Regulatory Compliance**

Environmental Planning and Assessment Act 1979  
Roads Act 1993  
Civil Liability Act 2002  
Australian Standard 4373-2007 – Pruning of Amenity Trees  
Australian Standard 2303-2015 – Tree Stock for Landscape Use  
Australian Standard ISO 31000:2009 Risk Management – Principles and Guidelines  
Statewide Mutual - Best Practice Manual – Trees & Trees Roots - Version 7 - April 2013

#### **Risk Management Issues**

This policy will mitigate risk to public safety (including road users) and property.

#### **Internal/External Consultation**

There is no requirement to place the policy on public exhibition.

#### **RECOMMENDATION**

That Council adopt the combined Management of Public Spaces Tree Policy.

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### **4. KERB, GUTTER AND FOOTPATH POLICY**

<b>Author</b>	Director Infrastructure and Engineering Services
<b>Responsible Officer</b>	Director Infrastructure and Engineering Services
<b>Link to Strategic Plans</b>	CSP – 3.5.6 Plan and provide accessible and well connected footpaths, cycleways and associated facilities within the Shire

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#### **Executive Summary**

This report is presented to Council to review Council's Kerb, Gutter and Footpath Policy.

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#### **Report**

Council's Kerb, Gutter and Footpath Policy is a policy combining two (2) of Council's policies, Kerb and Gutter Policy and Footpaths and Cycleways Policy

Accordingly, Council's Kerb, Gutter and Footpath Policy has been revised to combine two (2) policies. (**see Attachment No. 3**).

#### **4. KERB, GUTTER AND FOOTPATH POLICY (Cont'd)**

##### **Financial Implications**

There are no financial implications to Council.

##### **Legal and Regulatory Compliance**

Section 217 – Roads Act 1993  
Council's Pedestrian Access Mobility Plan  
Council's Disability Inclusion Action Plan  
Council's Capital Works Program  
Council's Asset Management Strategy and Plans  
Council's Property Access and Nature Strips Policy  
Relevant Australian Standards  
Statewide Mutual - Best Practice Manual –Footpaths (Nature strips, medians and shared paths) – August 2019

##### **Risk Management Issues**

Nil

##### **Internal/External Consultation**

There is no requirement to place the policy on public exhibition.

#### **RECOMMENDATION**

That Council adopt the revised Kerb, Gutter and Footpath Policy.

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#### **5. TREATMENT OR SEALING OF RURAL UNSEALED ROADS – ISOLATED STRIPS POLICY**

<b>Author</b>	Director Infrastructure and Engineering Services
<b>Responsible Officer</b>	Director Infrastructure and Engineering Services
<b>Link to Strategic Plans</b>	CSP – 3.6.1 Ensure local regional roads are safe, well constructed and maintained.

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##### **Executive Summary**

This report is presented to Council to review Council's Treatment or Sealing of Rural Unsealed Roads – Isolated Strips Policy.

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##### **Report**

Council's Treatment or Sealing of Rural Unsealed Roads – Isolated Strips Policy was reviewed and adopted by Council at its Ordinary Council Meeting held on 8 October 2014.

**5. TREATMENT OR SEALING OF RURAL UNSEALED ROADS – ISOLATED STRIPS POLICY  
(Cont'd)**

Accordingly, Council's Treatment or Sealing of Rural Unsealed Roads – Isolated Strips Policy has been revised. Amendments have been marked in red for ease of reference (*see Attachment No. 4*).

**Financial Implications**

There are no financial implications to Council.

**Legal and Regulatory Compliance**

Nil

**Risk Management Issues**

Nil

**Internal/External Consultation**

There is no requirement to place the policy on public exhibition.

**RECOMMENDATION**

That Council adopt the revised Treatment or Sealing of Rural Unsealed Roads – Isolated Strips Policy.

André Pretorius  
**Director Infrastructure and Engineering Services**



# **MANAGEMENT OF PUBLIC SPACES TREE POLICY**

*Adopted By Council .....*

**Created By:** Infrastructure and Engineering Services Department  
**Version No:-** 1.0  
**Adopted:-**  
**Review Date:-** February 2022

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## **INTRODUCTION**

This policy establishes Council's position with regard to planting, managing, maintenance and removal of trees on public land.

Council is responsible for the management and maintenance of trees on the Shire's street roadsides and those on Council owned land.

## **OBJECTIVES**

- To enhance the landscape of the Shire.
- To maintain a safe and sustainable urban forest.
- To conserve the natural environment.

## **SCOPE**

This policy applies to all trees on public land within the Narromine Shire Local Government Area.

## **LEGISLATION**

Environmental Planning and Assessment Act 1979  
Roads Act 1993  
Civil Liability Act 2002

## **STANDARDS**

Australian Standard 4373-2007 – Pruning of Amenity Trees  
Australian Standard 2303-2015 – Tree Stock for Landscape Use  
Australian Standard ISO 31000:2009 Risk Management – Principles and Guidelines

## **RELATED DOCUMENTS**

Statewide Mutual - Best Practice Manual – Trees & Trees Roots - Version 7 - April 2013



## **POLICY STATEMENT**

### **1. Tree Planting and Species Selection**

Council will proactively identify opportunities to increase its canopy over the local government area.

Improving the quality of this canopy cover will be achieved through stock quality, installation, selection criteria and species diversity.

Council's urban forest is a mix of native, exotic, evergreen and deciduous trees.

Council will plant the most appropriate tree species based on site suitability, aesthetic, functional and biological attributes, performance and the potential to contribute to the landscape character.

Council will only use quality nursery stock according to the latest best practice and standards.

Council recognises that low species diversity has the potential to create an unstable ecosystem that is vulnerable to pest and disease attack. Council will increase species diversity by ensuring the street and park tree population does not comprise of more than 50% for any particular family and 30% for any particular genus.

### **2. Tree Removal (whole or limb) and Replacement**

Selective tree removal and replacement programs are vital in managing canopy cover to ensure that the numerous benefits trees provide are sustained for future generations.

Council will assess all trees proposed for removal in public property and implement removal and replacement programs as required.

The risk to public safety (including road users) and property will take priority in tree removal in decisions in emergency situations.

Council will remove and replace poor performing trees to reinvigorate the urban forest.

Council will undertake the staged removal and replacement of trees classified as noxious. The impacts to canopy cover will be a key consideration in removing trees as part of this process.

Council will develop strategies for the installation of new plantings, where feasible, prior to tree removal required for capital work projects.

Council will maintain a spread of tree age classes to minimise the impact of tree removals in close timeframes and/or within specific areas.

### **3. Tree Maintenance**

Council recognises that trees are a major asset and play an important role in ensuring our Shire is liveable, attractive and healthy.

Our trees grow in a harsh environment and require specialised care and management. They are living dynamic organisms that have the potential to cause damage or injury.

Council will conduct regulation inspections of street and park trees to determine the potential for a tree or one of its parts to fail and in doing so injure people or damage property. These inspections will consider road user safety.

Risk Management strategies include but are not limited to, replacement, repair or redirecting of footpaths, root pruning, installing root barriers, tree pruning, diverting services or minor infrastructure, enlarging root zones or tree removal.

### **4. Requests for Street Tree Planting By Residents**

Council will consider requests from residents to plant street trees. Requests will be assessed according to policy and standard requirements.

### **5 Offences**

- a) It is an offence to do any of the following:
- i. Trim, remove, lop, destroy any tree, shrub or vegetation located on public land or land that Council own without written consent from Council.
  - ii. Remove or damage any tree or trunk protection measure such as a tree guard, bollard, guide post and the like.
  - iii. Attach any sign, marking, fixture, light, etc. to any tree without written consent from Council.



# **KERB, GUTTER AND FOOTPATH CONTRIBUTION POLICY**

*Adopted By Council .....*

**Created By:** Infrastructure and Engineering Services Department  
**Version No:-** 1.0  
**Adopted:-**  
**Review Date:-** February 2022

## **INTRODUCTION**

This policy establishes Council's position with regard to funding new kerb, guttering and footpaths outside of Council's programmed capital works.

## **OBJECTIVES**

To document the determination of kerb and guttering and footpath charges to adjacent landowners, in accordance with Section 217 of the Roads Act 1993.

To provide landowners with information on how Council will determine the construction of new kerb, guttering and footpaths not included in Council's asset management strategy.

## **SCOPE**

This policy applies to all requests from landowners for the construction of kerb, guttering and footpaths which are not part of Council's strategic direction.

## **DEFINITIONS**

Footpaths – are defined as the work constructed for the specific purpose of conveying pedestrian traffic (whether or not it may also be used by bicycle traffic).

Kerb and Guttering – is defined as the civil works necessary to contain and/or to convey stormwater runoff from the roadway to the stormwater system.

## **LEGISLATION**

Section 217 – Roads Act 1993

## **RELATED DOCUMENTS**

Council's Pedestrian Access Mobility Plan  
Council's Disability Inclusion Action Plan  
Council's Capital Works Program  
Council's Asset Management Strategy and Plans  
Council's Property Access and Nature Strips Policy  
Relevant Australian Standards  
Statewide Mutual - Best Practice Manual –Footpaths (Nature strips, medians and shared paths) – August 2019

## **POLICY STATEMENT**

### **Footpaths**

1. Construction of new footpaths will be in accordance with Council's Pedestrian Access Mobility Plan (PAMP), Council's Disability Inclusion Action Plan (DIAP) and Council's Asset Management Strategy and Plans (AMSP). Council will fully fund the construction of these identified assets.
2. Requests for construction of new footpaths outside of Council's PAMP, DIAP and AMSP shall only be undertaken following assessment by Council staff to evaluate that the new asset is required, designed to standard, addresses pedestrian and other user safety concerns and provides a structure that will perform well over its entire life.
3. If Council staff determine the construction of the footpath is feasible, the owners of land adjoining the public road will be liable to contribute half of the cost of its construction as per section 217 of the Roads Act 1993.
4. Council shall determine the lengths of footpath requiring landowner's contribution based on lengths as defined in the registered property plan for the subject allotment.
5. All new footpath infrastructure will be designed and constructed to Australian Standard AS1428 (Set) – Design for Access and Mobility Set.
6. All existing concrete driveways (or equivalent) will remain in place with the new footpath to meet it on either side. Where there is no concrete (or equivalent) driveway, Council will lay the concrete footpath through the driveway easement.
7. The new asset will be included in Council's Asset Management Plan and form part of Council's Integrated Planning and Reporting process to ensure the sustainability of the entire footpath network.

### **Kerb and Guttering**

1. Council will fully fund the construction of new kerb and guttering via its levy for stormwater management.
2. The construction of new kerb and guttering will be in accordance with Council's Asset Management Strategy, Asset Management Plans and Capital Works Program.
3. All new kerb and guttering infrastructure will be designed and constructed to Australian Standard AS 2876-2000- Concrete Kerbs and Channels (Gutters) – Manually or Machine Placed.



# TREATMENT OR SEALING OF RURAL UNSEALED ROADS – ISOLATED STRIPS POLICY

<b>Version No.</b>	<b>Created/Reviewed by</b>	<b>Adopted</b>	<b>Review Period</b>
2014	<i>Infrastructure &amp; Engineering</i>	<i>Council 08/10/2014 (Resolution No. 2014/339)</i>	3 Years
2019	<i>Infrastructure &amp; Engineering</i>		3 Years

## 1 INTRODUCTION

On occasions, Council is requested to seal a strip of the road in front of a residence or dwelling. This is usually a request of the owner, or adjoining owners, for the purposes of reducing or removing the nuisance and potential health impacts of dust being blown off the road onto their property.

## 2 POLICY OBJECTIVE

This Policy aims to provide clarity on the use of bitumen seal or **any other alternative treatment** as a dust suppressant on Council's rural unsealed roads.

## 3 POLICY STATEMENT

Council will provide isolated strips of bitumen sealing or **alternative treatment** in accordance with the following conditions: -

- The requested works are only to be carried out on Council's rural unsealed roads that are classified as hierarchy 4, 5 or 6 under Council's adopted Road Hierarchy system.
- Council will prepare an itemised cost recovery quotation for the cost of **treatment** of an isolated strip. This quotation may or may not include earthworks necessary to prepare the surface. Acceptance of this quotation will form the basis of a "Private Works Agreement".
- The property owner is to pay the full cost of the quotation prior to work being undertaken under the "Private Works Agreement".
- The property owner is to contribute 100% towards the cost of the sealing of the isolated strip.
- The minimum length of an isolated strip is not less than 100 metres.
- The minimum width of an isolated strip is not less than 6.5 metres.
- The residence or dwelling in question must be located within 50 metres of the **travel lane, measured from the outer edge of the travel lane.**
- Council is responsible for the ongoing maintenance of the isolated bitumen sealed strip including shoulder grading in conjunction with routine maintenance grading of the road, as well as the cost for resealing the strip in accordance with Council's **adopted policies.**
- **The property owner is responsible for the payment of any future ongoing maintenance costs if any alternative technology is chosen.**
- **Alternative treatment is the use of Council approved polymer by product or any other treatment to enhance the wearing course or suppress dust. Roads may still not be trafficable during wet weather.**