



## **MISSION AND VALUES OF COUNCIL**

*"A Sustainable Community that is inclusive, attractive, healthy and pleasant to live in, that uses our land so as to preserve our history and environment, respects the rights and equality of our citizens and manages our future growth wisely."*

# **CONFIRMED MINUTES**

**OF THE**

**ACCESS AND INCLUSION ADVISORY  
COMMITTEE MEETING**

**18 AUGUST 2015**

## **OUR VISION**

***"A thriving and friendly community that recognises our history and embraces cultural diversity and economic opportunity, whilst nurturing our unique natural and built environment."***

## **OUR MISSION**

***"To deliver affordable and quality Local Government services."***

## **CORE VALUES OF THE SHIRE**

***The core values that underpin the achievement of the mission will be based on a strong customer service focus and a positive attitude:***

**Communication**

**Integrity**

**Respect**

**Innovation**

**Transparency**

**Courtesy**

### **DISCLAIMER**

The purpose of Council Meetings is to discuss, and where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

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Chairman: .....

Date: .....

# NOTICE OF MEETING

Dear Council Member,

The next Access and Inclusion Advisory Committee Meeting of the Shire of Broome will be held on Tuesday, 18 August 2015 in the Committee Room, Corner Weld and Haas Streets, Broome, commencing at 10.30am.

Regards



K R DONOHOE  
**Chief Executive Officer**

13/08/2015

Chairman: .....

Date: .....

**MINUTES OF THE ACCESS AND INCLUSION ADVISORY COMMITTEE MEETING OF  
THE SHIRE OF BROOME,  
HELD IN THE COMMITTEE ROOM, CORNER WELD AND HAAS STREETS, BROOME, ON  
TUESDAY 18 AUGUST 2015, COMMENCING AT 10.30AM.**

**1. OFFICIAL OPENING**

The Chairperson welcomed Committee members and Officers and declared the meeting open at 10:35 am.

**2. ATTENDANCE AND APOLOGIES**

Attendance: Kristie Courtenay – Chairperson (Deputy)  
Liz Hatton  
Jenni Lowe  
Justin Mortley  
Steve Cook

Leave of Absence: Nil

Apologies: Cr A Poelina  
Cr H Tracey  
Elaine Clark  
Caterina Ponzio  
Andy Guidera

Officers:	Paul Martin	Deputy Chief Executive Officer
	Amy Andison	Youth and Community Development Officer
	Tina Ellis	Community and Economic Development Support Officer
	Tamara Cusack	Development and Subdivision Engineer
	Michael Dale	Director Engineering Services

**3. DECLARATIONS OF FINANCIAL INTEREST / IMPARTIALITY**

Nil

**4. CONFIRMATION OF MINUTES**

**COMMITTEE RESOLUTION:**

**Moved: L Hatton**

**Seconded: J Mortley**

***That the Minutes of the Access and Inclusion Advisory Committee held on 19 May 2015 be confirmed as a true and accurate record of that meeting.***

**CARRIED UNANIMOUSLY 5/0**

Chairman: .....

Date: .....

**5. REPORT OF OFFICERS**

<b>5.1 STANDARD FOOTPATH ALIGNMENT FOR FUTURE SUBDIVISIONS</b>	
<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	ENG01
<b>AUTHOR:</b>	Development and Subdivision Engineer
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director of Engineering Services
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	7 August 2015

**SUMMARY:** *Planning guidelines influence the safety and attractiveness of streets, increasing interaction between buildings and adjacent paths to reduce crime and improve personal safety and create walkable neighbourhoods.*

*The proposed Shire of Broome Local Planning Policy for the Broome Structure Plan and Subdivision Guidelines will provide guidance to developers on the minimum standards for carrying out development in Broome.*

*The Access and Inclusion Committee is requested to provide feedback on the design elements for footpaths to be included in the guidelines.*

**BACKGROUND**

Previous Considerations

- AIAC Meeting 13 February 2013
- Broome Structure Plan and Subdivision Guidelines Workshop May 2013

Structure Plans (previously known as Development Plans) provide a framework for the coordinated provision and arrangement of future land use, subdivision or development in new or existing areas.

The assessment of previous Structure Plans submitted to the Shire highlighted the need to develop a Policy which established matters to be addressed differently to reflect Broome's unique environment, culture and character. As such, a draft Local Planning Policy for Broome Structure Plan and Subdivision Guidelines is being finalised for Council's consideration.

The Access and Inclusion Advisory Committee's (AIAC) input is sought regarding standard provisions for footpaths for inclusion in Broome Structure Plan and Subdivision Guidelines.

The width, grade, lighting, and materials for footpaths are required to be designed and constructed in accordance with the Australian Standards as a minimum requirement. Some factors such as footpath width are proposed to exceed the minimum requirements in the draft guidelines.

However, no standard footpath alignment exists, and the alignment of footpaths within Broome varies between different areas. This report presents two options for footpath alignment for the Committee's consideration, so that footpath alignments can be standardised in future developments and subdivisions.

The Shire of Broome Access and Inclusion Advisory Committee have on several occasions raised concerns with problems with the accessibility of footpaths across Broome.

At the 13 February Access and Inclusion Advisory Committee (AIAC) meeting an item was presented outlining ongoing issues with footpaths in Clementson Street. Issues raised by the committee and identified upon investigation by officers included:

- Where footpath alignment is at the back of the kerb changes in camber occur where the footpath passes through the crossover. This can be difficult to traverse in a wheelchair, with a pram, for those with mobility restrictions and vision impairment.
- Steep crossovers had been constructed in Clementson Street which did not meet Shire specifications.
- Shire's specifications had not been updated to meet current Australian standards.

The following outcomes were achieved:

- All steep crossovers that weren't to the Shire of Broome specifications were rectified at the contractor's cost.
- Crossover specifications were amended to comply with Australian standards.
- It was acknowledged that some footpaths throughout Broome had been built to the old specifications, and any remedial work to a particular area would need to be budgeted for. Rather than retrofitting all footpaths not to standard it would be more effective to concentrate on more severe and localised cases and ensure compliance in future developments.

In May 2013 the Access and Inclusion Advisory Committee participated in a Workshop to discuss the Broome Structure Plan and Subdivision Guidelines. Discussion was focused mostly around footpaths and included:

- Preference for footpaths to be set back towards property boundary and away from kerb
- Safety issues with footpath being adjoined to the kerb – close to the road, risk of slipping off kerb onto road
- When footpath is adjoining kerb there are issues with the change in camber as the footpath passes through the crossover. While the Shire's specifications meet current standards, this is not user friendly.

## **COMMENT**

The Shire has prepared a draft Local Planning Policy to set out specific matters which need to be addressed in the Structure Planning process in Broome, which includes standard road cross sections and standard provisions for footpaths.

Some considerations for the provision of footpaths include;

- The hierarchy of streets where footpaths will be required (i.e. in all streets, on one or both sides of the road, or only on higher order streets)
- The width of footpaths
- Lighting
- Kerb ramps, pedestrian refuges and pedestrian crossings
- Crossfall and grade on footpaths
- Materials used to construct footpaths
- Services allocations and footpath alignment

The standards for footpaths in future developments and subdivisions have been summarised below for the Committee's consideration prior to finalisation of the Broome Structure Plan and Subdivision Guidelines.

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## Hierarchy of Roads Requiring Footpaths

In the proposed Broome Structure Plan and Subdivision Guidelines, footpaths are proposed to be required on all new roads constructed in future subdivisions.

On lower order roads which serve primarily as an access for local residents, one footpath is proposed on one side of the road.

For higher order roads that form an integral part of the transport network within an estate, footpaths on both sides of the road are proposed, due to the higher traffic volume and function of those roads.

## Width of Footpaths

The minimum width of footpaths must comply with the relevant Australian Standards and Austroads Guidelines, with a minimum width of 1.2m accepted.

In Broome, footpaths have typically been constructed at a minimum of 2.0m. A width of 1.8m is desirable to allow two wheelchairs to pass (*AS1428 Design for access and mobility Part 2: Enhanced and additional requirements – Buildings and facilities*).

Footpaths with a width of 2.5m can be used as dual use paths and allow for bicycles to operate safely on paths. Footpath with a minimum width of 2.5m are generally used on pathways that provide important links along major roads within suburbs/estates to access schools, shops and other major traffic attractors.

In the Broome Structure Plan and Subdivision Guidelines, the minimum width of footpaths is proposed to be 2m wherever a footpath is provided, with the width to be increased to 2.5m for footpaths on higher order roads where higher volumes of pedestrian and vehicular traffic are expected.

## Lighting

Footpath users generally feel safer walking at night if their surroundings are adequately lit, as appropriate lighting can deter crime and antisocial behaviour. Lighting also helps path users identify any changes in footpath alignment, surface or grade that may not be expected.

All lighting for roads and footpaths to be provided with future subdivisions will be required to be compliant with the relevant Australian Standard *AS1158 Lighting for Roads and Public Spaces*.

## Kerb Ramps, Pedestrian Refuges and Pedestrian Crossings

Kerb ramps must be designed to be in accordance with the MRWA Standard Drawing 9831-5649, which complies with the maximum grade requirement of between 1:14 and 1:20 specified in *AS1428 Design for access and mobility Part 1: General Requirements for access – New building works*.

Ramps on either side of a crossing must be aligned and located perpendicular to the direction of travel in accordance with *Austroads* guidelines.

Pedestrian refuges are required in all median islands where footpaths intersect with a road. The cut-through width should match the crossing width as per the *Austroads Guide to Road Design Part 4: Intersections and Crossings General*.

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Date: .....

MRWA follow a WA warrant system for any new or upgraded pedestrian crossing facilities.

### Crossfall and Grade

Crossfalls should be less than 2.5% as per the *Austrroads Guide to Road Design Part 6A: Pedestrian and Cyclist Paths*.

Verges are proposed to be designed with a crossfall of 2% to meet this criterion, with footpaths constructed within verges to match the surrounding surface level.

### Materials used to Construct Footpaths

The surface of footpaths must be slip resistant, flat and even in accordance with *AS1427.1 – Design for access and mobility Part 1: General Requirements for access – New building works* to minimise the risk of slips, trips and falls.

Concrete is the standard material required to construct footpaths, with a brushed finish specified to achieve a non-slip surface.

### Service Allocations and Footpath Alignment

Different alignments have been used for footpaths in the past, depending on the locality. As verge widths will be standardised in the Broome Structure Plan and Subdivision Guidelines, a standard footpath alignment is proposed to be implemented.

The footpath alignment is dependant on a number of factors, including service allocations. Services such as Telstra, National Broadband Network (NBN) and Water Corporation have standard service allocations within verges, as per the Utility Providers Code of Practice for WA.

While older suburbs of Broome have previously had footpaths constructed at the back of kerb, in Precinct 1 of Broome North, the alignment was amended so that footpaths were designed and constructed 0.5m offset from the property boundary. However, services have presented a major issue in the construction of these footpaths, as the alignment conflicts with primary and secondary communications services. The conflict between the services and the footpath can result in an uneven surface of the footpath, as pit lids for services must be incorporated into the footpath.

If service pits are not installed at the correct level, they must be retrofitted to be flush with the level of the path so an even surface is achieved. However, even with rectification to pit lids, subsidence of the pit may still occur, which presents issues for ongoing maintenance. The footpath alignment at the property boundary also increases the risk that pedestrians may be struck by a vehicle reversing from a property, as the distance and sight lines to the footpath are reduced.

Given the issues experienced for footpath construction in Precinct 1 of Broome North, the standard footpath alignment for future developments and subdivisions has been reviewed to identify a footpath alignment clear of services.

Two options have been considered for the standard footpath alignment on the minimum verge of 6m, as detailed in the attached cross sections.

## **Attachment 1 – Proposed Footpath Cross Sections**

Chairman: .....

Date: .....



## Option 1 – Footpath Offset from Kerb

The advantages for offsetting the footpath from the kerb include;

- Safety – as the potential for a pedestrian to fall onto the road is minimised.
- Level surface – as the conflict with the camber of the crossover wings is eliminated, creating a consistent level for the path.

Some concerns with Option 1 have been raised, as the footpath alignment set back from the kerb creates a narrow strip of the verge between the back of kerb and edge of the footpath that property owners have historically been less likely to maintain. However, the minimum verge width of 6m specified in the draft guidelines allows for a minimum width of 1.6m between the edge of the path and the back of kerb, which is wide enough to allow property owners to landscape this section. The Verge Maintenance Policy and Local Law are proposed to be updated to address verge maintenance issues and promote low maintenance surfaces in these areas.

Option 1 also requires careful consideration be given to the selection of appropriate street tree species that will not have large root systems that will impact on kerbs or road pavements. This can be controlled through the review of landscaping plans for future developments and subdivisions.

## Option 2 – Footpath Against Kerb

The advantages for the footpath being located at the back of kerb include;

- Reduces the impact on road pavement – as the footpath acts as an additional buffer between irrigated surfaces and the road pavement.
- Sight lines around corners are more easily controlled – as the footpath at the back of kerb prevents trees/shrubs from obstructing sight lines.

Concerns with footpaths at the back of kerb have previously been raised by the AIAC. The risk of pedestrians slipping off the kerb onto the road is a potential risk for implementing Option 2.

Option 2 also introduces a change in grade at every crossover location, as the crossover must grade from the verge level to the edge of the roadway within the trafficable path. The constant change in grade along the footpath can create a nuisance for pedestrians, particularly for pedestrians in wheelchairs or with prams in negotiating the change in grade.

As the concerns with Option 1 can be addressed as detailed above, Officer's recommend that Option 1 be adopted in the Broome Structure Plan and Subdivision Guidelines as this option provides greater benefits in terms of improving safety for pedestrians and providing more accessible footpaths.

## **CONSULTATION**

The draft Structure Plan and Subdivision Guidelines have previously been advertised for public submissions.

## **STATUTORY ENVIRONMENT**

*Planning and Development Act 2005*

## **POLICY IMPLICATIONS**

Chairman: .....

Date: .....

**STRATEGIC IMPLICATIONS**

**Our People Goal – Foster a community environment that is accessible, affordable, inclusive, healthy and safe:**

Effective communication

Accessible and safe community spaces

Participation in recreational activity

A healthy and safe environment

**Our Place Goal – Help to protect the nature and built environment and cultural heritage of Broome whilst recognising the unique sense of the place:**

Realistic and sustainable land use strategies for the Shire within state and national frameworks and in consultation with the community

A built environment that reflects arid tropical climate design principles and historical built form

Best practice asset management to optimise Shires' infrastructure whilst minimising life cycle costs.

**Our Prosperity Goal – Create the means to enable local jobs creation and lifestyle affordability for the current and future population:**

Affordable and equitable services and infrastructure

Affordable land for residential, industrial, commercial and community use

**Our Organisation Goal – Continually enhance the Shire's organisational capacity to service the needs of a growing community:**

Effective community engagement

**VOTING REQUIREMENTS**

*Simple Majority*

REPORT RECOMMENDATION:

*That the Access and Inclusion Advisory Committee:*

- 1. Notes that the specifications for footpaths for future developments and subdivisions are dependant on a number of factors and technical considerations.*
- 2. Recommends to Council that Option 1 – Footpaths Offset from Kerb is adopted as part of the Broome Structure Plan and Subdivision Guidelines.*

**COMMITTEE RESOLUTION:**  
**(REPORT RECOMMENDATION)**

**Moved: J Mortley**

**Seconded: S Cook**

**That the Access and Inclusion Advisory Committee:**

- 1. Notes that the specifications for footpaths for future developments and subdivisions are dependant on a number of factors and technical considerations.**
- 2. Recommends to Council that Option 1 – Footpaths Offset from Kerb is adopted as part of the Broome Structure Plan and Subdivision Guidelines.**

**CARRIED UNANIMOUSLY 5/0**

**Attachments**

1. Proposed Footpath Cross Sections

**6. MOTIONS WITHOUT NOTICE**

**7. MATTERS BEHIND CLOSED DOORS**

Nil

**8. MEETING CLOSURE**

There being no further business the Chairperson declared the meeting closed at 10:45am.

Chairman: .....

Date: .....