

Draft Procedure

Procedure title:	Footpath Treatments Within the Road Reserve
Procedure ref no:	C/PR/INF/347
Governing policy (ref no):	Footpath Treatment (C/POL/INF/031)
Procedure owner:	Manager Infrastructure Assets
Approved by:	Director Infrastructure Services
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(Procedures are the sets of actions, tasks or steps that must be followed in implementing policy or in order to maintain consistency across service delivery areas. They dictate 'how things are to be done').

1 Procedure intent

To provide clear guidance on the process to be followed when determining where new footpaths within the road reserve are to be provided across the municipality.

2 Purpose/Objective

To ensure a consistent, equitable and inclusive approach to the prioritisation, consultation and implementation process associated with the provision of new footpaths within the road reserve at locations that currently have no footpath provided.

3 Scope

This procedure:

- outlines the prioritisation process used to determine where and when new footpaths should be constructed;
- details the community engagement process associated with the installation of new footpaths, outlining when, who and how community engagement will be undertaken; and
- details the mitigation measures associated with the installation of new footpaths and the community engagement process associated with determining the level of support for such measures.

4 Roles & Responsibilities

The Director Infrastructure Services is responsible for approval of this Procedure.

The Manager Infrastructure Assets is responsible for the development, review, and provision of advice in relation to this procedure.

5 Monitoring, evaluation & review

The procedure will be reviewed every three years to monitor effectiveness and levels of community satisfaction. Resident and officer feedback collected throughout this period will inform the evaluation.

6 Procedure statement

6.1 Prioritisation Matrix

The need for a new footpath within the road reserve is dependent upon the traffic and physical conditions on any street or road, the nature of the pedestrian demand at that location and the improved level of service that a new footpath would provide in terms of improving access to a public amenity or service.

A Prioritisation Matrix has been developed to assess those locations within the road reserve that currently have no footpath in order to prioritise sites for the construction of new footpaths within the municipality as part of the annual Footpath Connectivity Program. The Prioritisation Matrix is contained in **Attachment 1** of this Procedure and contains a list of criteria based on the following:

Criteria	Rationale
Pedestrian safety	High speed limits and high volumes of traffic pose increased safety risks to pedestrians who may be forced to walk on the road
Proximity to services/facilities	Will the footpath serve a nearby facility or service that will attract pedestrians?
Footpath Connectivity	Will the footpath provide a missing link between existing footpaths or does an existing pedestrian desire line exist?
Social impact	Have requests been made for the construction of a footpath? Has the footpath been specifically requested by someone who uses a mobility aid?
Population density	Footpaths in areas of higher population density will facilitate access for a greater number of people
Environmental impact	Will vegetation removal be required to construct a footpath?

The Prioritisation Matrix will be used to score each location within the road reserve that does not have a footpath. The scores of each location will be ranked against each other to determine a prioritised list of sites.

The Prioritisation Matrix will be reviewed every 3 years as part of the review of the Footpath Treatment Policy and Procedure. This will also include a reassessment of those locations within the road reserve that have no footpath to determine if there has been any change to the ranking of a particular location.

6.2 Community Engagement

The level of community engagement required to be undertaken when constructing new footpaths has been determined in accordance with Council's Community and Stakeholder Engagement Policy 2014 and the IAP2 Spectrum of Participation that identifies five levels of "public participation" (or community engagement) related to the issue being addressed. The level of community engagement that will be adopted as part of this Procedure will be to 'inform' which is:

‘To provide the community with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions’.

It is recognised that some property owners/residents may have differing views regarding the installation of a new footpath within the road reserve adjacent to their property versus the views of the wider community. It is important that property owners/residents balance their own views with the needs of other users in order to ensure that the wider community benefits associated with the provision of a footpath are realised and advocacy of disabled users is considered.

Relevant officers will send letters to adjacent property owners/residents at the start of each financial year to inform them of Council’s intention to construct a new footpath at that location no earlier than the third quarter of the financial year. This letter will not seek approval from a property owner/resident for the construction of a proposed footpath, but will allow sufficient time for any concerns from property owners/residents to be addressed by officers prior to the construction of a new footpath. Additionally, any comments received from property owners/residents will be reviewed with the aim of minimising the impact of the installation work, for example, adjusting the timing of the installation and ensuring that access to properties is maintained.

6.3 Mitigation Measures

Where practical, the planting of vegetation, in accordance with Council’s Nature Strip Planting Policy and the Bayside Nature Strip Planting Guidelines, will be considered at those locations within the road reserve where new footpaths are installed.

Consultation with affected property owners/residents to determine the level of support for the planting of vegetation will be undertaken as part of the same process to inform property owners/residents of Council’s intention to construct a new footpath. It is necessary that 30% of all adjacent properties in the affected street respond to community consultation and of these, 50% will need to support the planting of vegetation in order for it to proceed.

The future maintenance of any planting that occurs will be the responsibility of the adjacent property owner/resident and this will be outlined by officers from the Infrastructure Assets Department as part of the community engagement process.

7 Related documents

Policies	Community Engagement Policy (C/POL/EXE/016) Road Asset Management Plan Service-Driven Policy (C/POL/INF/010) Road Management Plan 2013
Strategies	Bayside Integrated Transport Strategy, Bayside Walking Strategy
Procedures	
Guidelines	

Please note: This procedure is current as at the date of approval.