



Assets and Operations Guidelines Manual

(Version 1.0)

Approved by Council

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Yarriambiack Shire Council encourages a working environment which promotes gender equality and models non-violent and respectful relationships.

1 Objective of Assets and Operations Directorate Guidelines Manual

The aim of this manual is to provide guidance to employees and contractors of Yarriambiack Shire Council on practices and processes to be undertaken and adhered too.

1.1 Responsibility

It is the responsibility of the Director Assets and Operations to ensure the Manual is updated and consistent with best practice and legislative requirements.

It is the responsibility of the Managers within the Assets and Operations Directorate to implement and ensure compliance with this Manual.

1.2 Related Documents and References

This Guideline is consistent with, and is supported by, the following policies, procedures and plans developed by the Assets and Operations Directorate.

1.3 Council Adopted Policies

- a) Asset Management Policy
- b) External Private Works Policy
- c) Footpath Hierarchy
- d) Road Hierarchy
- e) Road Register

1.4 Council Adopted Plans and Strategies

- a) Road Management Plan
- b) Roads Asset Management Plan 2019-2023
- c) Asset Management Implementation Strategy
- d) Asset Management Plan 2022-2032

The Directorate guideline manual covers:

- a) Access to rural properties (including Quarries)
- b) Evaluation of sealed roads
- c) School bus routes
- d) Roadside slashing/spraying
- e) Playgrounds
- f) Fire Plugs
- g) Sewerage of Towns

These policies and guidelines may be amended by Council from time to time. The Assets and Operations Directorate Guidelines is approved by Council every three years.

1.5 Definitions

Playground	An area that provides the community with a space for recreation, relaxation, learning and fun for both active and passive play for children of all ages, in both a supervised and unsupervised setting.
Skate Park	<p>An area for young people to develop physical skills. The skate park areas are equipped with structures for rollerblading, roller skating and skateboarding, or the use of BMX bikes or non-motorised scooters. Skate parks provide an opportunity for social interaction and offer an appropriate place to meet and relax.</p> <p>Council's philosophy regarding the provision of skate parks is to provide open, unsupervised access to facilities like the provision of playground equipment in parks.</p>

1.6 Review Cycle

This Assets and Operations Directorate Guideline is reviewed every three years.

Council Approved Document

Policy Adopted:	Ordinary Meeting [date]	Minute Book Page [number]	
Policy Reviewed:	Ordinary Meeting [date]	Minute Book Page [number]	

2 Access to Rural Properties (including Quarries) Guideline

2.1 Objective

The objective of this guideline is to establish:

- a) The standards to which Council will endeavour to provide and maintain roads in the local road network providing access to rural properties.
- b) The circumstances under which Council may be prepared to agree to the provision and maintenance of a local road to a higher standard than that prescribed by this Guideline.
- c) The standards to which Council will require a developer/landowner/pit operator to upgrade access to a site to be used for mineral or stone extraction.
- d) The standards to which Council will require a developer/landowner/pit operator to upgrade a haulage route to and from a main road to a site to be used for mineral or stone extraction.
- e) The standards to which Council will endeavour to maintain mineral/stone extraction haulage roads in the local road network providing access to pit sites.

2.2 Responsibility

The Director of Assets and Operations is responsible for the strategic oversight of this guideline.

The Manager of Infrastructure and Works and Manager of Development and Environmental Services are responsible for the implementation of this guideline.

2.3 Method

Road Categories

The Shire's Road network is comprised of essentially two different categories of roads:

- a) Declared roads which include State Highways and Arterial Roads. The provision and maintenance of the declared road network is wholly funded by the State Government (through Vic Roads) and the entire network is sealed.
- b) Local roads which are the responsibility of Council, and which appear in Council's Road Register.

This Guideline applies only to the local roads network.

Other Road Management Policies

Council's Road Hierarchy together with other adopted road management policies provides a strategy for the management of the road network. It is anticipated that Guideline will apply to roads with a classification under the roads hierarchy of "Rural Access Road (Primary), Rural Access Road (Secondary) and Rural Access Road (Minor). Roads of a higher classification would be maintained to a different (probably higher) standard on the basis that they serve a function other than, or in addition to, providing local rural property access.

Minimum Targets

This Guideline is based on minimum targets which Council will endeavour to meet. The targets are set out in the Council's Road Hierarchy.

2.4 Access to Rural Houses

Council will endeavour to provide an all-weather access to all existing residential properties within the municipality, that are "primary place of residence". Such access will be provided from the nearest all-weather access road as determined by the Council officer.

An occupied house is defined as one that is the "primary place residence" of the occupant. It does not include houses that are occupied seasonally for farming purposes or houses that are otherwise occupied for short periods. All-weather access shall be deemed to be provided if the following minimum targets are met:

Location: Within a public road reserve or on other crown reserve unless agreed otherwise by Council.

Length: From the house gateway to the nearest all weather road as determined by Council. Generally, access will be provided in one direction only.

Pavement: Gravel of a type and depth capable of being trafficked under all weather conditions, or other surface suitable for use in all weather conditions.

Pavement Width and Formation Width- Targets for the physical characteristics of the road are set out in table A on page 8 of the Road Hierarchy.

2.5 Access to Farm Properties/Land (No occupied house)

The access to the farm properties and lands with unoccupied houses will be provided via earth formation which will, at a minimum, provide a dry-weather access to those properties. Such access will be provided to the nearest location within the property. Property owners are expected to establish a farm gate at this location.

The formation shall be located within a public road reserve or other crown reserve unless otherwise agreed by Council. Localised drainage or gravelling work may be undertaken by Council where it is required to reasonably maintain dry weather access (which may include installation of a culvert pipe if applicable). Where a road has previously been maintained at a higher standard and now serves the function of a local farm access road (no house) it shall be allowed to return to the standard of an earth formation.

For Rural Access Roads (Minor), Council does not commit to provide improvement works or regular maintenance work.

2.6 Other Road Reserves

Council shall not carry out any road works within a road reserve if the road is not identified in Council's Road Register.

2.7 Access to a site used for mineral or stone extraction

New pit

Prior to the commencement of a new pit, or to expand an existing pit, to be used for mineral or stone extraction Council will require upgrades to be undertaken to the access to the site and haulage routes to and from the site, and a legally binding agreement between Council and the landowner and pit operator to provide for upgrades and maintenance of roads within the Council's Road network directly associated with the new pit.

As a minimum Council will require that:

- a) Access to any new pit will be provided to the nearest highest order Council maintained road as practical. Any access to a road controlled by the Department of Transport will require additional approvals. The access will be required to be upgraded to a suitable standard to cater for the increased heavy vehicle turning actions, for a sealed road this will take the form of resealing the full width of the road 15 metres either side of the centre line of the access point with 40mm of Type H asphalt.
- b) If the highest order road is an earth formation road with dry weather access only, then the developer/landowner/pit operator will be required to upgrade the road to all weather access to the nearest Rural Access (primary) road.

The agreement between Council and the landowner and the pit operator will provide for the following items:

- a) Inspection and reporting regime of the access point and haulage routes that trucks associated with the pit entering and leaving the site are taking.
- b) Maintenance regime of any of the haulage roads to be undertaken by the landowner and/or pit operator.
- c) Any agreed maintenance or works to be undertaken by or on behalf of Council.
- d) Cost allocating for the works agreed to in the agreement between the landowner, the pit operator, and Council.

The agreement will be in place for the life of the pit.

Existing pit

Where a road has been requested for additional maintenance due to an existing pit Council will seek partnership arrangement with the pit operator and/or the landowner to assist with the upgrading of any roads. The partnership arrangement acknowledges the benefit the operating pits have for both the pit operator, landowner and the community overall.

2.8 New Developments

Where a new development requires the upgrade of an existing road to a higher standard, the cost of such upgrade shall be borne by the developer. Any such upgrades should be undertaken to the satisfaction of Yarriambiack Shire Council.

Special consideration may be given to new, non-housing developments. Council at its discretion may aid the developer by allowing time payment for the upgrading works or in other appropriate ways. Every effort should be made to address this issue as part of the planning for the development. Agreement should also be reached as to who is responsible for the costs of future maintenance to the road.

2.9 Community Request for Road Improvement

Circumstances may arise where a community or group of people seek the construction of a road to a higher standard than that provided by Council under this Guideline. In general, Council will agree with such a proposal only when the proponents of the scheme, or those benefiting from the improvement, agree to pay the full additional costs. The method of payment could be as sophisticated as a Special Rates scheme or as simple as a written agreement. In considering such a proposal Council will have due regard for the on-going maintenance costs generated by the improved road.

2.10 Individual Request for Road Improvement and Road Maintenance

Any request for upgrade of road to a higher standard will be treated on a case-by-case basis. In principle, it is expected that the cost of such upgrade will be borne by the party requesting the upgrade. Any of such upgrade shall be approved by the Council at an Ordinary Council Meeting.

Council may consider a request for a road to be constructed or maintained to a higher standard than that prescribed by this guideline where the road is the primary access for an existing enterprise being carried out on the land.

Council will consider each application on its merits and may endeavour to provide all weather access under the same criteria as set out in clause 6.4 for occupied houses. The following matters should be considered by Council when responding to such a request:

1. Has the applicant demonstrated that the site is the centre of their farming enterprise?
2. Is there a sufficient case to justify the road being constructed/maintained as all-weather access?
3. The proposed amount of funds to be contributed by the requestor and / or the availability of Council funds to carry out the work.
4. The on-going maintenance implications of the proposal.
5. Whether agreement with the request may create any difficult precedents for Council.

Once Council has determined that provision of a road in accordance with this clause is justified, provision of the road will be ongoing while the original factors of justification exist or are enhanced. If at any time the Director Assets and Operations believes the original factors of justification have ceased to exist or are significantly decreased, he may request further information from the road user to confirm that the road is still justified. If the information supplied does not clearly establish justification the matter shall be referred to Council for decision. If the factors that justify provision of the road cease to exist or are significantly decreased, Council will allow the road to return to the lower standard at an appropriate time.

3 Evaluation of Sealed Roads Guideline

3.1 Objective

The objective of this Guideline is to establish procedures for determining whether an existing local sealed road should be retained as a sealed road when the underlying road classification or relative significance of the road suggests that a lower standard of road would be appropriate.

3.2 Responsibility

The Director of Assets and Operations is responsible for the strategic oversight of this guideline.

The Manager of Infrastructure and Works and is responsible for the implementation of this guideline.

3.3 Method

Local Roads

This guideline is intended to apply only to the local roads network.

Roads Hierarchy

Council's Road Hierarchy indicates that there are several roads which have in the past been constructed to seal standard but which, based on function and use, would not qualify for construction to seal standard today.

This guideline is based on the premise that, in the long term, it is more economical to allow such roads to return to a lower standard of construction and to be maintained at that lower level thereafter.

Short Term Maintenance

While acknowledging the long-term intention of returning the relevant roads to the lower standard of construction, there may be a period where it is cheaper to maintain the sealed pavement rather than immediately "deconstruct" the road and maintain it as a gravel road.

This guideline attempts to find the appropriate balance between maintaining the existing sealed pavement for short term financial benefit compared to "deconstructing" the road for long term financial benefit.

Roads Subject to Deconstruction

The roads subject to this guideline shall be those existing sealed roads which are recognised as being roads which can satisfactorily perform their function at a lower level of construction

Such roads shall be recognised in the following ways:

- a) As identified by the road classifications shown on the Road Hierarchy, or
- b) As determined by Council in response to a report from the Director Assets & Operations or Manager of Infrastructure and Works.

Time of Deconstruction

No road shall be deconstructed except with the specific determination of Council in response to a report from the Director Assets & operations or Manager of Infrastructure and Works.

This requirement shall not apply in circumstances where a section of an existing sealed road is "temporarily" deconstructed for road safety reasons.

Maintenance Prior to Deconstruction

An existing sealed road recognised as being subject to deconstruction shall continue to be maintained as a sealed road until such time as it is determined that it will be cheaper to maintain the road in its deconstructed form than as a continuing sealed road. Such financial assessment shall include consideration of the impact of external funding.

The maintenance on the existing sealed road may include all routine and cyclic maintenance works such as pothole patching, edge maintenance, shoulder maintenance and bituminous reseals.

The type of maintenance provided, and the time at which a report on possible deconstruction is submitted to Council, shall be at the discretion of the Director Assets & Operations or Manager of Infrastructure & Works.

Other Issues

Whilst it is expected that most decisions under this guideline will be based on financial considerations, Council may determine not to deconstruct a road which has been recognised as being subject to deconstruction, or to deconstruct a road which has not been recognised as being subject to deconstruction for reasons other than financial considerations.

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4 School Bus Routes On Local Roads

This guideline applies only to school bus routes on local roads and streets. Regional Roads Victoria is responsible for the management of all Arterial Roads and the Department of Transport (DoT) makes decisions regarding bus routes on those roads.

4.1 Objective

The objective of the guideline is to establish responsible and equitable procedures for:

- a) The approval of new school bus routes,
- b) The upgrading of approved new routes to a suitable standard,
- c) The maintenance of existing school bus routes, and
- d) Provision of signage at bus stops on school bus routes.

4.2 Responsibility

The Director of Assets and Operations is responsible for the strategic oversight of this guideline.

The Manager of Infrastructure and Works and is responsible for the implementation of this guideline.

4.3 Method

Government Policy

With input from the local school communities, the Department of Transport (DoT) is responsible for approving and altering school bus routes. Council will generally have no role to play in this process where the proposed new route is on an Arterial Road or a good quality, sealed local road.

The DoT does, however, have a policy by virtue of long-standing practice that no unsealed road or poor-quality sealed road will be approved as a school bus route unless an appropriately qualified Council officer certifies that the road is suitable for school bus use.

The DoT does not provide funds to upgrade a proposed school bus route to a suitable standard. It expects that Council will consider any proposal to upgrade a road to school bus standard within normal road programs and using normal funding sources.

Council Involvement

Council's role in considering the suitability of a proposed school bus route is a service to families and schools. Additionally, the involvement in school bus routes improves Council's ability to properly plan construction and maintenance works on the road network.

Local Politics

School bus issues have the capacity to generate considerable emotion and argument.

However, it is Council's role to remain objective and impartial.

4.4 Proposed New School Bus Routes on Existing Roads

The DoT must put their proposal for a new school bus route in writing to Council.

The Chief Executive Officer or Director of Assets and Operations are authorised to make a determination as to whether an existing road or roads are suitable for usage as a school bus route. Council will advise the DoT of their determination in writing.

No road shall be approved for use as a new school bus route unless it is considered safe for traffic under all weather conditions and for all seasons. Factors which shall be taken into consideration when determining the level of safety shall include:

- a) The degree of skid or slip resistance of the road pavement under all weather conditions.
- b) The hardness of the road pavement under all weather conditions.
- c) The width of the road formation.

- d) The presence of safety hazards such as sharp or narrow crests, intersections with poor sight distances and the like.
- e) Whether suitable and safe stopping points for pick up/drop off of students exist.
- f) Any other matters which may be considered appropriate.

4.5 Request for Roads to be Upgraded to School Bus Standards

Where a proposed new school bus route involves roads which are not of a standard suitable for that use, the proponents of the proposed new route may apply to Council for the road or roads to be upgraded. In considering such an application Council shall give consideration to the following issues:

- a) School buses should generally be encouraged to use the higher classified roads in the Shire's Road Hierarchy, i.e. arterial roads rather than local roads and major local roads rather than minor local roads.
- b) Whether a suitable alternative route is available.
- c) Whether funding other than Council's own resources are being offered for the proposed work.

4.6 Funding Agree Upgrading Works

Unless external funding is available, the allocation of funds to upgrade a section of road which Council has agreed could form part of a new school bus route shall be considered as part of Council's annual budget process.

The priority given to funding a proposed new school bus route shall be determined having regard to the specific circumstances. In general terms, however, the funding of

a new school bus route shall not have priority over issues such as:

- a) Maintaining suitable all-weather access to a residence.
- b) Maintaining freight routes.
- c) Repairing significant road failures.
- d) Providing essential road maintenance.

It must be understood by the proponents of a new school bus route that no approval will be given by Council for a road to be used for that purpose until all required upgrading works have been fully completed.

4.7 Maintaining Existing School Bus Routes

Within general budget limitations, every effort shall be made to maintain school bus routes to the standard which already exists or, where a new route is approved pursuant to this policy, to the standard required by this policy.

4.8 Advanced Warning Signs for school Bus Stops

Sign W6-V106 and supplementary sign W8-V113 SCHOOL BUS STOP AHEAD (refer AS1742) may be used where warning is required of school bus stops and the presence of school children on the road. Guidelines for the use of these signs shall be as follows:

- a) These signs may be used in rural environments with speed limits greater than 80 km/h.
- b) The signs may only be used for authorized school bus stops on designated school bus routes.
- c) Wherever possible, consideration should be given to upgrading or relocating the bus stop to a more favourable location rather than installation of signs at a lower standard site.
- d) Signs should only be considered where stops have deficiencies, such as inadequate sight distance or visibility, narrow shoulders or carriageway, unsealed surface, poor longitudinal or vertical alignment and cannot be relocated to a more suitable location.
- e) Use of these signs within urban areas is not warranted.

Installation of these signs should only be considered where adverse conditions apply, as indiscriminate use may encourage the installation of stops at unsuitable locations, and not improve road safety at school bus stops in general.

4.9 Relationship to other Policies and Guidelines

This guideline is consistent with, and is supported by, the following policies / guidelines:

- a) Road Hierarchy
- b) Policy on Access to Rural Properties- Clause
- c) Policy on Evaluation of Sealed Roads- Clause

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5 Roadside Slashing and Spraying on Local Roads in Rural Areas Guideline

5.1 Objective

The objective of this guideline is to identify when Yarriambiack Shire Council will undertake Roadside Slashing and Spraying on Local Roads in Rural areas.

5.2 Responsibility

The Director of Assets and Operations is responsible for the strategic oversight of this guideline.

The Manager of Infrastructure and Works and is responsible for the implementation of this guideline.

5.3 Method

Sealed Roads

Where practicable, all sealed rural roads under Yarriambiack Shire management are to be maintained in a manner to reduce the risk of fire, particularly in the lead up to summer each year. The shoulders of roads will be maintained to a width of 3m from the edge of the seal. The roadside vegetation should have a maximum height of 300mm while green and 100mm or less in a dry state.

In addition, and where practicable, all other rural roads as nominated by the Municipal Fire Management Planning Sub Committee (Municipal Fire Management Plan 2020-2023 Version 2, Appendix G-Strategic Fire Breaks) shall be maintained to a width of 3m from the edge of the pavement. All the priority roads in the municipality will be assessed and treated in accordance with the Bushfire Risk Assessment Guidelines August 2011.

Other Roads

In addition, and where practicable, if Council's budget and resources are available, other rural roads shall be maintained to a width of 3m from the edge of the pavement.

General

Guidepost and roadside furniture spraying are appropriate for sealed roads. Where practicable, the area immediately surrounding guideposts and other road furniture shall be sprayed annually to ensure that no growth more than 100mm exists within a 500mm radius of the abovementioned structures.

Roadside spraying will also be undertaken on sealed road curves and any intersection where visibility may be considered an issue in the view of the Zone Supervisors or Manager of Infrastructure and Works.

General roadside spraying may be undertaken in lieu of slashing where conditions allow and there will be a benefit to Council in the opinion of the Manager of Infrastructure and Works.

Where practicable, all works will be programmed and completed before the declaration of the Fire Danger Period or before slashing becomes a fire risk, whichever is the sooner.

6 Playground Guideline

6.1 Objective

This playground guideline is to support the Yarriambiack Shire's Council Plan 2021 - 2024 to appropriately manage assets in existing and future playground and park facilities. The policy also provides general guidelines for the provision, maintenance and renewal of playground and skate park equipment within the municipal region.

The Council supports the provision of playgrounds and skate parks to meet the community expectations including quality play areas and safe and user-friendly environments for all users.

The purpose of this guideline is to assist in the provision, maintenance and renewal of playground and skate park equipment in all Council playgrounds and parks.

This guideline applies to all playgrounds owned by the Council where Council deems it has a management responsibility. The Council will endeavour to provide playground equipment to satisfy the needs of the community.

Any reference to 'playgrounds' includes, but is not limited to all play equipment, shade structures, Softfall areas, ancillaries, furniture, footpaths and safety or perimeter fencing.

The objectives of this guideline are to:

- a) Meet the expectations of the Asset Management Framework.
- b) Ensure the community is provided with an appropriate and consistent level of service.
- c) Meet the expectations outlined in the Council Plan 2021 - 2025.
- d) Ensure Park facilities are regularly inspected to maintain equipment in a safe condition for use.
- e) Ensure playground and park facilities are designed, constructed, and renewed in line with the appropriate Australian Standards.
- f) Maintain graffiti free skate park facilities.

6.2 Responsibility

The Director of Assets and Operations is responsible for the strategic oversight of this guideline.

The Manager of Infrastructure and Works and is responsible for the implementation of this guideline.

6.3 Method

Design

All Council playground equipment and skate park facilities shall be constructed in accordance with current Australian Standards and to comply with any other regulatory requirements but is not limited to the following:

- a) AS 4422 - 2016 Playground surfacing - Specifications, requirements, and test method
- b) AS 1428 2021 Design for access
- c) AS 4685.0:2017 Playground equipment and surfacing - Development, installation, inspection, maintenance, and operation
- d) AS 4685.1:2021 Playground equipment and surfacing - General safety requirements and test methods
- e) AS 4685.2:2021 Playground equipment and surfacing - Additional specific safety requirements and test methods for swings
- f) AS 4685.3:2021 Playground equipment and surfacing - Additional specific safety requirements and test methods for slides
- g) AS 4685.4:2021 Playground equipment and surfacing - Additional specific safety requirements and test methods for cableways

- h) AS 4685.5:2021 Playground equipment and surfacing - Additional specific safety requirements and test methods for carousels
- i) AS 4685.6:2021 Playground equipment and surfacing - Additional specific safety requirements and test methods for rocking equipment
- j) AS 4685.11:2014 Playground equipment Additional specific safety requirements and test methods for spatial networks
- k) *Disability Discrimination Act 1992*
- l) *Tobacco Act 1987*
- m) *Health Act and Regulations 1958*

6.4 Playground Equipment

Installation of New Equipment

All new equipment purchased and or installed/constructed shall comply with all current relevant Australian Standards and any applicable manufacturer's instructions.

6.5 Existing Equipment

All existing playground and skate park equipment shall comply with all relevant Australian Standards at the date of installation or renewal.

6.6 Playground and Skate Park Asset Register

Council will maintain a Playground and Skate Park Register. This information is stored in the Council's Asset Management System (AssetFinda) and is administered by the Asset Engineer.

Council will conduct and record regular inspections on all Council playgrounds, parks and equipment for potential hazards and maintenance issues. Routine inspection procedures are based on relevant Standards and defined in the level of service plans and completed by Council staff. Special inspections will be undertaken on skate parks prior to an event being conducted, in conjunction with the event organiser. Annual inspections will also be carried out by independent external auditors to check against safety requirements of Australian Standards. Any faults or other problems identified by inspections shall be promptly repaired. All repairs will be in accordance with Australian Standards.

6.7 Renewal of Playgrounds and Skate Parks

Council's Manager of Assets will establish a renewal program every year to ensure the playgrounds and skate parks remain in a safe, usable condition and provide relevant play experiences that meets the needs of the community.

Council will allocate subjective budgeting for the renewal program of playground and skate park equipment.

Where existing Council playgrounds do not meet the current standards and regulations, Council will consider the need for that playground and if retained, develop a plan to the current standard within a specified timeframe including the possibility of renewing any of the playground and skate park assets.

Council's Assets Department will consult with the community wherever possible with regards to the renewal, upgrade and/or removal of playgrounds and skate parks.

6.8 Temporary Closure of Playgrounds and Skate Parks

If Council becomes aware of safety issues or routine maintenance, Council will erect signage, or temporary barriers and use any media platforms to notify the community.

6.9 Playground Signage

Yarriambiack Shire Council's purpose for playground signage is to gain the support and respect of public users and to encourage them to report safety problems immediately so they can be rectified.

Signs will be erected in unsupervised playgrounds indicating in an emergency to ring 000.

Where Council owns the playgrounds and skate parks, signage will be installed displaying contact details so that users can notify the Council of defective equipment.

Where Council is aware of a hazard which is not readily obvious to the user (failure to warn is a negligent act), Council will isolate and close the faulty equipment or close the playground entirely, using relevant signage and equipment as required.

Council will also erect visible signage that identifies the need for adult supervision.

Council will erect No Dogs Allowed signage (in the vicinity of Softfall) on all Council owned playgrounds.

Council will erect signs displaying No Smoking on all playgrounds.

Signage must:

- a) Be easily read
- b) Be accompanied by visual symbols (where necessary)
- c) Be designed with relevant Australian Standards.

6.10 Specific Issues

Fencing / barriers in Council playgrounds will only be provided if there is a clearly demonstrated need for safety.

Council will endeavour to provide shading where appropriate. This could include planting appropriate trees in Council playgrounds to provide adequate shade or the use of shade sails.

Smoking will not be permitted within 10 metres of all Council playgrounds and skate parks equipment. The ban also applies to all playgrounds area within the 4 metres perimeter from building areas.

In some cases, local service clubs or other community groups may wish to contribute to the provision and/or operation of playgrounds. Council welcomes such assistance from local groups. However, all assistance must be provided to agreed standards and will conform to the aims and requirements of this policy and management plans that will be developed for each playground.

6.11 Auditing of playgrounds and skate parks

A yearly audit will be conducted on behalf of Council, by an external consultant, on all Council's listed playgrounds, parks and/or play equipment.

6.12 Disposal of Playground and Skate Parks Equipment

Council will not sell or donate playground equipment that has been removed from service in any location.

The disposal of equipment shall be in accordance with the Council asset disposal method.

7 Fire Plug Guideline

7.1 Objective

The aim of this Guideline is to ensure fire plugs are effectively managed and maintained within the municipality.

7.2 Responsibility

The Director of Assets and Operations is responsible for the strategic oversight of this guideline.

The Manager of Infrastructure and Works and is responsible for the implementation of this guideline.

7.3 Method

In accordance with Section 165 of the *Water Act 1989*, GMMWater is responsible for installing and ensuring adequate water flow and operations of the fire plugs within the Shire.

Council must meet the costs of installing and maintaining their required fire plugs. Yarriambiack Shire Council conducts bi-annual checks on fire plugs, as it is essential, they are noticeable and accessible.

The regime entails one wet (hydrant water flow test) & one dry inspection per year. Council is required to carry out maintenance on covers and surrounds, for fire plugs including markers and guideposts.

GMMWater will carry out maintenance to fire plugs only and fittings directly connected to GMMWater's main. The fittings to be maintained by GMMWater include gibault fittings, tees risers, fire plugs (complete), and dust caps.

Council will advise appropriate authorities of required maintenance work (whether based on CFA/Fire Brigade advice or not) after each inspection regime is completed.

Inspections undertaken by Fire Brigades must report any faults to Council for repair. All written reports must be lodged to Council within 7 days of fault being identified. Council is required to advise GMMWater of any fire plugs within the municipality which are no longer required. These will be blanked off by GMMWater at Councils expense.

8 Sewerage of Towns Guideline

8.1 Objective

The objective of this guideline is to establish:

- a) The circumstances under which Council will contribute to cost of sewerage (including connection) community facilities in towns.
- b) The responsibility for payment of annual charges.

8.2 Responsibility

The Director of Assets and Operations is responsible for the strategic oversight of this guideline.

The Manager of Infrastructure and Works and is responsible for the implementation of this guideline.

8.3 Method

Ownership of community facilities varies between towns. When a scheme is proposed for sewerage in a town it is anticipated the owner of the property will be responsible for the contribution to the scheme and for connection costs. It is important for Council to contribute equitably towards the costs for sewerage to community facilities regardless of the 'ownership' of the facility.

Council, as the landowner, will be required to pay for the provision of sewerage to all Council owned properties.

Some of the properties are managed and operated by community groups and will be considered separately from properties used for Council operations.

8.4 Council owned properties used for Council operations

Council will pay for the sewerage connection and the connection fee for the following properties:

- a) Council Offices
- b) Council Depots
- c) Council owned SES Buildings
- d) Public Conveniences
- e) Pre School Centres
- f) M&CH Centres
- g) Senior Citizens Buildings
- h) Caravan Parks where Council owned, or Council is Committee of Management

8.5 Community Facilities

Council will contribute 100% to the cost of sewerage connection and the connection fee for the following community facilities:

- a) Memorial Hall (one per town)
- b) Recreation Reserve Public Toilet Block
- c) Recreation Reserve Function Centres and other buildings
- d) Swimming Pool

Community groups will be required to pay for the sewerage and connection for:

- a) Historical Buildings
- b) Tennis Clubs
- c) Bowling Clubs
- d) Guide / Scout Halls
- e) Other Buildings

8.6 Annual Charges

Annual rates will be the responsibility of the respective community groups for all community facilities.

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