Requests for Personal Access Ramps – Site Assessment

Head of Power

Local Government Act 2009

Objective

To outline the process for determining a request for the installation of a personal access ramp.

Definitions/Application

Definitions

“Industry Standards” – includes specifications, guidelines and practices for construction, access or connection grades, alignment with pathways and across roadways. Reference documents may include Australian Standards, Council documents, documents prepared by the Institute of Public Works Engineering Australasia Queensland, Austroads and TMR and other industry standard guidelines and specifications).

“ITP&D section” - Council’s Integrated Transport Planning and Design – Network Management section.

“Kerb Ramp” - A ramp generally formed in or through kerbing to permit access between pedestrian areas and the road carriageway where there is sufficient difference in elevation to need a ramp.


“Mobility Assistance Device” – wheelchair, motorised wheelchair, mobility scooter.

“Personal Access Ramp” - A kerb ramp constructed in a location that is primarily for use by a single user or inhabitant/s of a single residence.

“Requestor” - A person who requests the installation of a personal access ramp.

“Subordinate Local Law” – means Moreton Bay Regional Council Subordinate Local Law No. 1 (Administration) 2011.

Application

The principles contained in this directive are to be applied by officers of Council in considering requests for the installation of a personal access ramp.

Directive

The ITP&D section will manage all requests for the installation of personal access ramps.

As part of considering and determining the merits of the request, an officer from the ITP&D section must consider the following:

1. **Ownership of the property**
   If the requestor is not the owner of the property to which the request relates, consider whether the installation of a personal access ramp is appropriate in the circumstances having regard to factors such as length of tenure, consent of the property owner, etc.
2. **The need**  
Kerb ramps should be located to service the local community as a whole rather than a single individual.

Consider whether:

- a) there is existing infrastructure, including pathways and kerb ramps, available where reasonably expected;
- b) any new infrastructure has already been identified, proposed or scheduled;
- c) existing infrastructure can be reasonably modified, or extended; and
- d) new Council infrastructure is warranted to service the request.

3. **Compliance with industry standards**  
Determine whether the existing kerb ramps and pathways comply with current industry standards and are in good condition, i.e. whether maintenance or repair is required or if non-compliant facilities need to be upgraded/replaced, as distinct from new works.

4. **Driveway modification or installation of personal access ramps**  
In determining whether the requestor’s driveway is able to be modified, or whether a personal access ramp can otherwise be installed, consideration must be given to the following:

- a) gradient of the driveway;
- b) matching into the adjacent verge;
- c) how driveway modifications or new ramps will affect any pathway through or across the driveway;
- d) trip or fall hazards or stability problems for mobility assistance devices arising from the modifications or new installation;
- e) how the site will appear at night;
- f) how the changes will affect the safety of the general community using the roadway or verge;
- g) new work or modifications are to be consistent with industry standards; and
- h) sections 9 and 10 of the Local Law and Schedule 7 sections 4, 5 and 6 of the Subordinate Local Law.

Each of the considerations listed in a) to g) above are in addition to the requirements under the Local Law and the Subordinate Local Law. Council considers that the additional criteria are relevant to the determination of a request for a personal access ramp. However, in the event of any inconsistencies between the Local Law and the Subordinate Law and this directive, the Local Law and the Subordinate Local Law prevail.

If the Council decides that the requestor’s driveway can be modified to improve access to the roadway, or that a personal access ramp can otherwise be installed, the modifications or installation shall be carried out by the requestor at their cost. Council will provide the requestor with information and copies of any standards, specifications and guidelines to which any modifications and construction must comply.

If, during the course of the above assessment, a Council officer determines that kerb ramps have not been installed where they could be expected, or that ramps and pathways do not meet current industry standards, they shall record the relevant information and schedule new or replacement works based upon priority and available funding.

Should funding not be available for new or replacement works, such requests shall be actioned through appropriate processes for consideration by Council during its annual budget process, or the relevant Divisional Councillor as part of their annual Minor Works allocation.

Should maintenance, repair, or replacement of infrastructure be required, this shall be identified and forwarded onto ECM Operations for their action to capture through appropriate processes and scheduled for replacement, based upon priority and available funding.
After assessment of the request for a personal access ramp, Council shall notify the requestor in writing of the outcome of their request.

**Review Triggers**

This Policy Directive is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when any of the following occurs:

1. The related documents are amended.
2. The related documents are replaced by new documents.
3. Amendments are made to the head of power which affect the scope and effect of this Policy Directive.
4. Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this Policy Directive is to be reviewed at least once every two years for relevance and to ensure that its effectiveness is maintained.

**Responsibility**

This Directive is to be:

1. implemented by the Councillors and officers when considering matters relating to requests for the installation of kerb ramps by residents.
2. reviewed and amended in accordance with the "Review Triggers" by the Director Engineering Construction and Maintenance in consultation with the Director Strategic Planning and Development.

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**Policy Directive: 2160-017**

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**Related Links:**

- [2150-081 Policy: Personal Access Ramps (Kerb Ramps)]
- [Australian Standard AS 1428 (Set) - Design for Access and Mobility]
- [IPWEAQ Drawings SEQ R-90, R-91 and R-92]