

Specification Guidelines for Proposed Work on Council Owned Land

355c Committees

The aim of the specification guidelines and application form is to provide community groups with information and a clear process on undertaking works on council land.

Step 1:	Read specification guidelines
Step 2:	Complete application form and submit
Step 3:	Proposal will be assessed. Council may discuss proposal over the phone and require a site meeting
Step 4:	Written notification will be provided advising if works are approved and to organise a site induction

How to Lodge This Application

Post	Community and Recreation Officer PO Box 42, RAYMOND TERRACE NSW 2324
In Person	116 Adelaide St, Raymond Terrace, NSW
Office Hours	8:30am to 5:00pm Monday to Friday
Email	council@portstephens.nsw.gov.au

For routine maintenance issues and reporting damage/vandalism please contact Council's Customer Service on (02) 4988 0255 or council@portstephens.nsw.gov.au

Proposed Project Process

Please read and use the following information as a general guideline for planning projects. These guidelines do not guarantee approval and are to be used as a guiding principle to base project plans on. Information provided during the application process will assist Council staff in assessing the proposal.

After reading the following guidelines, please complete the attached application form. Once the form is submitted, a Council officer will be in contact to discuss the proposed plans. Council may organise a site meeting at the proposed location to discuss the project. Notification will be given in writing with the outcome of the application.

Contractors on Council Land

Council has implemented a management system in which all contractors engaged by Port Stephens Council or working on Council land are required to be registered on the Contractor Insurance Management System (CIMS) and Sitepass, the Site Access system.

Prior to submitting a works order, contractors will need to be registered and approved on the system. Council can provide information on which contractors are already registered and approved.

Further details may be accessed on the Council website at:

<http://www.portstephens.nsw.gov.au/work/tenders-and-contractors/contractors>

Site Induction

Before any works commence on a site, a site induction must be conducted by a Council Officer. This will be organised upon project approval. Works may be audited by the Council's Work Health and Safety department throughout the project.

Volunteers

Works volunteers can undertake on Council Owned Land is limited to low risk activities. If your project is outside your regular scope of works or you are unsure, please contact Council for advice. Projects with community based volunteer groups are generally undertaken in partnership with the Council. These projects must be approved by Council and may require qualified professionals.

Questions?

For any queries regarding these guidelines, please contact Council's Community and Recreation Officer on 49800 210.

Specification Guidelines

Electrics

All electrical work **MUST** be completed by Council or by an external contractor who is approved by Council. The Electrician performing the works will be required to submit a certificate of compliance upon completion.

Services

Before digging any holes or excavating, it is compulsory to call the Council. The appropriate Council officer will contact Dial Before You Dig for information on underground services such as electricity, water, telephone, gas and make sure that there is no subsurface irrigation onsite.

Remember to check overhead for power lines and street lighting.

Bush Regeneration, Trees, Planting and Gardens

Species: Must be suitable for the Port Stephens area climate. Larger trees/shrubs should be staked and tied used hessian ties. Trees/shrubs should have a single leading shoot and be free from disease, weeds and insects.

Location: Distance from structures within parkland should be a minimum of 5 metres to allow for maintenance machinery. There is distance regulations for gardens and trees planted near roadways.

Hole preparation: Before digging/excavating *always* contact Council for approval. All holes are to be double the width and depth of the existing pot size that the plant has been propagated in. In clay soils the base of the hole should be broken up to prevent a "well" effect when watering which can cause the plant to float in the hole. Ideally a wetting agent would be applied to the soil in the bottom of the hole. Read the tree label for spacing placement.

Mulch: Mulch is to be placed around from the base of tree to the drip line or edge of the leaves of tree. Mulch must be adequately mulched and weed propagule free. Please contact council before placing mulch adjacent to buildings.

Watering: The watering of trees after planting should be every day in the first week and then weekly for six to eight weeks. Watering timeframes may vary depending on the species, current climatic conditions and water restrictions.

Bush Regeneration: Works to be in line with AABR (Australian Association of Bush Regenerators) standards.

Maintenance: Mulching, weeding and cutting back should be undertaken as required. Suckering branches should be removed when noticed to reduce root stock growing.

Pathways *Please note that this information is a guide only*

Location: Distance from structures within parkland should be a minimum of 5 metres to allow for maintenance machinery. It should be noted that there are site distance regulations for permanent structures and near roadways.

Specifications: Concrete pathways shall be constructed at a minimum width of 1.2m and may need to be wider in some circumstances; be 100mm thick; reinforced SL72 mesh; and constructed with a 20MPa concrete. Pathway must be laid on a 50mm sand base (or as specified by Structural Engineer). Drainage is to be installed as required and will be based on site topography. Pathway shall not have an incline greater than 1:20 with a landing minimum 1200mm long at 15m intervals. For gradient 1:33, landings must be a minimum 1200mm long at intervals of 25 m. For gradient flatter than 1:33 no landings are required, the ground abutting a walkway should extend horizontally for 600mm. Crossfalls on pathways should not exceed 1:40.

Ramps: Shall be no steeper than 1:14 and have a landing 1200mm long at intervals of no greater than 9m. An access way no greater than 1520mm in length shall have a gradient not steeper than 1:8.

Soil and Turf: Using a screened top-dress soil, batter soil from normal ground level to top of newly constructed pathway. Level soil and lay a strip of turf (same as existing) along both sides of pathway.

Structures/Seating

Location: Distance from structures within parkland should be a minimum of 5 metres to allow for maintenance machinery. It should be noted that there are site distance regulations for permanent structures near roadways.

Materials:

Seats and Furniture: Must be hardwood with galvanised steel posts or aluminium park seating to match existing seating and furniture within the park or reserve. Other materials suitable for outdoor use may be considered and this will be assessed on a case by case scenario.

All seats and furniture should be placed on a concrete slab as listed below.

Barbeques: For information on approved BBQs, please contact council.

Concrete Slabs: All concrete slabs that are installed beneath seat and furniture, structures and BBQ's must be at least 500mm past the roof drip line to prevent erosion around the structure. They must be 100mm thick and be reinforced with SL72 mesh. Concrete must be of 20 MPa or greater and the slab is to be on a 50mm sand base. An edge beam should extend at least 100mm below the natural ground level.

Accessibility: Access for prams, wheelchairs, walking aides etc around structures/pathways is to be considered at all times. All pathways are to be constructed with a minimum width of 1.2 metres and the ground level to extend past the path at least 600mm on either side.

Construction: Structures are to be constructed and or installed in line with manufacturer's specifications and by a licensed builder.

Posts into concrete or on saddles etc: Galvanised posts of structures are to be in ground concrete footings and all timber posts are to be attached with galvanised saddles. Seating and tables can be either included in a slab or bolted to the slab using galvanised screw bolts.

Port Stephens Council Proposed Works on Council Owned Land Application Form– 355c Committee

Part 1- Applicant

Today's Date

1. Applicant

Name (or Organisation):

Contact Person (if Organisation):

*All correspondence
will be sent to this
address*

Postal Address:

P/Code:

Telephone (H):

(W):

Mobile:

Email:

Part 2 - Site and Works Details

1. Location of the Council Land	Name of Site: <input style="width: 100%;" type="text"/> Street: <input style="width: 100%;" type="text"/> Suburb: <input style="width: 100%;" type="text"/>		
2. Have you read the guidelines on Council Owned Land attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No	3. Does your proposal comply with the guidelines?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Description of the project:	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Trees and Planting/Bush Regeneration <input type="checkbox"/> Pathways </div> <div> <input type="checkbox"/> Gardens <input type="checkbox"/> Structures/Seating </div> </div> Description <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/>		
4. Have you attached plans of the proposed works?	<input type="checkbox"/> Yes <input type="checkbox"/> No	6. Are they drawn to scale?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Who will completing the works?	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Contractor <input type="checkbox"/> Council Volunteer (s) </div> <div> <input type="checkbox"/> Licensed Builder <input type="checkbox"/> Sporting Club Member (s) </div> </div> Other <input style="width: 100%;" type="text"/>		
6. Cost Estimate and Funding	Source of Funds: <input type="checkbox"/> Contribution to Works (funds, labour, materials) <input type="checkbox"/> External Grant <input type="checkbox"/> Council Grant <input type="checkbox"/> Unknown Cost Estimate: <input style="width: 100%;" type="text"/>		

Part 3: Supporting Information

Benefits of the Project to the community and/or environment

Is there support for this project from the local community?

☐ Yes

☐ No

How was this determined?

Please name any support gained from relevant groups/agencies

Have you spoken with any Council employees?

Is there a second option for this project?

Part 4: Trees, Plants and Gardens

Do not dig/excavate without Council approval

Species of proposed plants

Have you read the specification guidelines on:

Mulch ☐ Yes ☐ No

Location ☐ Yes ☐ No

Hole Preparation ☐ Yes ☐ No

Water ☐ Yes ☐ No

Maintenance ☐ Yes ☐ No

Part 5: Pathways- Please complete Part 8

Please attach a scale copy of proposed works and site. Do not dig/excavate without Council approval

Have you read the specification guidelines on:

Location ☐ Yes ☐ No

Specifications ☐ Yes ☐ No

Ramps ☐ Yes ☐ No

Soil and Turf ☐ Yes ☐ No

Part 6: Structures/Seating- Please complete Part 8

Please attach a scale copy of proposed works and site. Do not dig/excavate without Council approval

Have you read the specification guidelines on:

Accessibility ☐ Yes ☐ No

Location ☐ Yes ☐ No

Concrete Slabs ☐ Yes ☐ No

Part 7: Maintenance

Is there ongoing maintenance required?

What Council resources will need to be committed in the future to maintain?

Part 8: Contractor Details

Constructor/Licensed Builder Details:

Company Name:

Contact Person (s):

Telephone (H):

Mobile:

Licence Number:

All contractors engaged by Port Stephens Council and 355c committees are required to be registered on the Contractor Insurance Management System (CIMS) and Sitepass. Please see the Specification Guidelines for further information.

Applicant Signature