

Proposed Work on Council Owned Land

Specification Guidelines

The aim of the specification guidelines and application form is to provide groups with information and a clear process on undertaking Works on Council Land.

Step 1:	Read Specification Guidelines
Step 2:	Complete online 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

Online Form - [Proposed Works on Council Owned Land](#)

Enquiries

Email communityandrecreation@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 online 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 either be registered on the Contractor Insurance Management System (CIMS) and SitePass or approved by the Enterprise Risk Management Team through the Works on Council Land Process.

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 Council's Enterprise Risk Management Team throughout the project.

Volunteers

The type of 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.

SPECIFICATION GUIDELINES

Services

Before digging any holes or excavating, it is compulsory to call the Council. The appropriate Council officer will provide you with information for contractors to inform of underground services such as electricity, water, telephone, gas and make sure that there is no subsurface irrigation onsite. Requirements for each scope of works will be assessed and advised on a case by case basis. Remember to check overhead for power lines and street lighting prior to completing any works.

Electrical, Lighting & Plumbing

All works **MUST** be completed by approved contractors through the Works on Council land process.

Natural Environment (Gardens, Trees, Bush, Beach)

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.

Concreting, Signage & Fences

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.

Buildings, 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 Maddox 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 to be bolted to the slab using galvanised screw bolts.