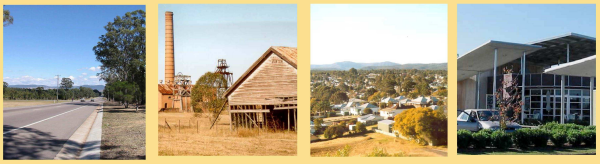

Application Guide

Cessnock City Council

Specification Guidelines for Proposed Works on Council Owned Land

The purpose of these guidelines is to provide a clear process for community groups proposing to undertake works on Council owned land.

The guidelines have been developed by Council staff who work with volunteer community groups such as Tidy Towns, sporting groups and community facility management committees on a regular basis.

The information contained within the guidelines has been based on projects regularly completed by Council and focuses on typical community based projects such as construction of gardens, tree plantings, installation of structures and seating (e.g. picnic settings…) and construction of pathways.

Any queries about the guidelines should be made with Council's Infrastructure and Services Administration Team by telephoning (02)49934220.

Cessnock City Council Application Form.

Project Proposals:

If you have a project in mind, you should then contact the relevant Council officer to discuss your ideas, (read the guidelines). If you are not sure who to talk to, Council's Customer Service staff can direct you to the relevant officer.

From here a site meeting may be required where a Council officer will meet you at the site of your proposed project to go over your proposal.

Projects with community based volunteer groups are generally undertaken in partnership with Council and approval for projects will be granted in writing by Cessnock City Council on every occasion.

Before any works commence on a site, a site safety risk assessment covering the entire project must be undertaken and submitted to Council for submission to Council's insurer. Works cannot commence on a site until approval is obtained by Council's insurer. A risk assessment template is attached to this document.

Please allow up to 5 working weeks from date of lodgement for Council to assess you're application. Notification will be given in writing with the outcome of the application.

Use of Contractors on Council Land:

Any contractor undertaking works on Council land must provide specific details and relevant paperwork before any works commence. Following is a list of the *minimum requirements:

Licence Details;
General OHS Induction (Green Card);
Public Liability Insurance to the value of $10,000,000;
Safe work method statements; and
Toolbox and risk assessments

**note that additional paperwork/documentation may be required depending on the scope of the proposal.*

Trees and Planting

Species: To be suitable for the Cessnock LGA climate and condition. Larger trees are to be staked and tied using hessian ties. Trees should have a single leading shoot and be free from disease, weeds & insect pests.

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 gardens and trees planted near roadways.

Hole preparation: 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 label for tree spacing placement.

Mulch: A minimum of 75mm of woodchip mulch or 100mm of forest mulch is preferred. Mulch is to be placed around from the base of tree to the drip line or edge of the leaves of tree.

Watering: The watering of trees after planting should be every day in the first week and then weekly for six to eight (6-8) weeks depending on the species and current climatic conditions.

Services: When digging any holes or excavating the ground, Dial Before You Dig MUST be contacted by telephone to obtain a site plan of any underground services such as electricity, water, telephone and gas. If proposed works are in a Council park or reserve, there could be subsurface irrigation located throughout the site, so Council and/or an accredited plant locator should be contacted before excavating any holes. Always check for above ground utilities such as power wires and street lighting before planting.

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

Pathways:

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.

***Specifications:** Concrete pathways shall be constructed at a minimum width of 2000mm; 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 that 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 that 1:33 no landings are required, the ground abutting a walkway should extend horizontally for 600mm. Crossfalls on pathways should not exceed 1:40.
** This information is a guide only and a copy of AS 1428 should be referred to at all times.*

***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 that 1520mm in length shall have a gradient not steeper than 1:8.
** This information is a guide only and a copy of AS 1428 should be referred to at all times.*

Services: When digging any holes or excavating the ground, Dial Before You Dig MUST be contacted by telephone to obtain a site plan of any underground services such as electricity, water, telephone and gas. If proposed works are in a Council park or reserve, there could be subsurface irrigation located throughout the site, so Council and/or an accredited plant locator should be contacted prior to any works occurring.

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: Premium quality machined plantation hoop pine, hardwood with galvanised steel posts or powder coated steel park seating to match existing seating and furniture within the park or reserve. All seats and furniture should be placed on a concrete slab as listed below.
Note: Other materials suitable for outdoor use may be considered e.g. recycled hardwood timber, recycled plastics, rubber, synthetics etc to Australian Standards and this will be assessed on a case by case scenario.
Barbeques: Must be electric or solar with a stainless steel cooking plate and a brick or metal base. BBQ's must also be constructed on a concrete slab as listed below.

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 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 manufacturers specifications and by a licensed builder.

Posts into concrete or on saddles etc: Galvanised posts of structures are to be in ground concrete footings, 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.

Gardens:

Species: To be suitable for the Cessnock LGA climate and condition. Larger shrubs are to be staked and tied using hessian ties. Shrubs should have a single leading shoot and be free from disease, weeds and in-sect pests.

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 gardens and trees planted near roadways.

Hole preparation: 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 label for tree spacing placement.

Mulch: A minimum of 75mm of woodchip mulch or 100mm of forest mulch is preferred. Mulch is to be placed around from the base of tree to the drip line or edge of the leaves of tree.

Watering: The watering of shrubs after planting should be every day in the first week and then weekly for six to eight (6-8) weeks depending on the species and current climatic conditions.

Services: When digging any holes or excavating the ground, Dial Before You Dig MUST be contacted by telephone to obtain a site plan of any underground services such as electricity, water, telephone and gas. If proposed works are in a Council park or reserve, there could be subsurface irrigation located throughout the site, so Council and/or an accredited plant locator should be contacted before excavating any holes. Always check for above ground utilities such as power wires and street lighting before planting.

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

HOW TO LODGE THIS APPLICATION

Address the Application to: You can send it to us by any of the following methods:	Infrastructure & Services
POST	P O Box 152 CESSNOCK 2325
PERSONAL DELIVERY	Cessnock City Council 62-78 Vincent Street Cessnock
OFFICE HOURS	9.00am to 5.00pm - Monday to Friday
HOW TO CONTACT US	Phone: 02 4993 4220 Fax: 02 4993 2505
COUNCIL'S WEBSITE ADDRESS	www.cessnock.nsw.gov.au

PART 1 - APPLICATION AND SITE DETAILS

1. Applicant *It is important that we are able to contact you if we need more information.* ***We will post all correspondence to this address.***	Name (or Organisation):*_____ Contact Person (if Organisation):*_____ **Postal Address: ***_____ _____**P/Code:** _____ Telephone (H): *_____ Telephone (W): _____ Mobile: _____ Facsimile: _____ Email: _____
2. Location of the Council Land: *	Name of Site: _____ Street: _____ Suburb: _____
3. Have you read the specification guidelines for word on Council Owned Land? *	☐ Yes ☐ No
4. Does your proposal comply with the guidelines? *	☐ Yes ☐ No
5. Description of Project: *	☐ Trees & Planting ☐ Pathways ☐ Structures & Seating ☐ Gardens ☐ Other
6. Estimated Cost of Work: *	Total estimated cost of work? $_____
7. Have you attached plans of the proposed works? *	☐ Yes ☐ No
8. Are they drawn to scale? *	☐ Yes ☐ No

*** Required Field**

PART 2 - TREES AND PLANTING

Species: Please list proposed plants (*Attach additional pages if required)*: _____

_____

Location / Water / Maintenance / Hole Preparation: Please attach relevant information as per guidelines.

Mulch: Please list proposed mulch and depth of cover:_____

Dial before you Dig: Please provide reference details or plan:_____

PART 3 - PATHWAYS

Location / Specifications / Ramps / Soil & Turf: Please attach a scale copy of proposed works and site plan.

Dial before you Dig: Please provide reference details or plan: _____

PART 4 - STRUCTURES/SEATING

Type: Please indicate the type of structure/seating proposed: _____

Location / Concrete Slabs / Accessibility: Please attach a scale copy of proposed structures/seating and site plan.

Materials: Please list proposed materials:_____

PART 5 - GARDENS

Species: Please list proposed plants (*Attach additional pages if required)*: _____

_____

Location / Water / Maintenance / Hole Preparation: Please attach relevant information as per guidelines.

Mulch: Please list proposed mulch and depth of cover:_____

Dial before you Dig: Please provide reference details or plan _____

PART 6 - CONSTRUCTION

Who will be completing the works? E.g. contractor, licenced builder, club member(s)_____

Contractor/Club Member(s) Details:

Company/Club Name: _____

Contact Person(s): _____

Telephone (H): _____ Facsimile: _____Mobile: _____

Licence Number:_____

Please attach a certified copy of your General OHS Induction (Green Card) & Public Liability Insurance

Safe Work Method Statements (Please attach copy):

Toolbox & Risk Assessments (Please attach copy):

CESSNOCK CITY COUNCIL

RISK ASSESSMENT WORKSHEET

TO COMPLETE RISK ASSESSMENT WORKSHEET USE THE **RISK SCORE MATRIX** AT BOTTOM OF SHEET TO DETERMINE **RISK RATING** AND **RISK PRIORITY.**THIS RISK ASSESSMENT IS TO BE TRANSFERRED FOR **MAJOR/MEDIUM RISKS** TO THE **WORK METHOD STATEMENT** FORM FOR ITS COMPLETION. THIS COMPLETED RISK ASSESSMENT SHALL BE LINKED TO THE CORRESPONDING WORK METHOD STATEMENT.

N.B. FORWARD RISK ASSESSMENT TO IMS MANAGER WHO WILL SAVE AT O/INTEGRATED MANAGEMENT SYSTEM/RISK ASSESSMENT

Guidance Material	Code of Practice Risk Assessment

ACTIVITY		**ACTIVITY CODE**		**Date**	
PROJECT NAME					
PROJECT DESCRIPTION					

PROJECT/ACTIVITY STEPS	**HAZARD TYPE**	**RISK RATING** Major Medium Minor	**RISK PRIORITY** 1-6	**CONTROL MEASURES**	**RISK RATING AFTER**

NAME: Person conducting assessment		**POSITION**	

The following persons were consulted when assessing risk levels and deciding relevant control measures

NAME						
NAME						

PERSON AUTHORISING RISK ASSESSMENT	**PRINT NAME**		**SIGNATURE**

Hazard Guidelines

Safety Hazards

1. Manual Handling
2. Plant & Equipment – operation, maintenance, storage and inspection
3. Working at Heights
4. Confined Spaces – identification and marking of work situations that can be regarded as a confined space.
5. Vehicle and Plant Movement – identification of requirements, planning and personnel awareness
6. Hazardous Substances and dangerous goods – identification, marking, handling, use, storage, spillage, containment, removal and disposal.
7. Electrical Work – identification and marking – contacts for location, adjustment, repair and emergency.
8. Body Stressing – caused by lifting, repetition of movements i.e. bending, pulling, pushing, turning or working in confined or unchangeable positions.
9. Blasting – warrant, requirements and contacts for carrying out.
10. Traffic Control – traffic control plans – additional measures.
11. Underground and overhead utilities – identification and marking – contacts for location, adjustment, repair and emergency.
12. Other activities identified from experience or notified warning.

Environmental Hazards

1. Environmentally sensitive areas i.e. acid sulphate soils.
2. Need for approvals, licences and permits.
3. Site access – consideration of erosion, noise, traffic conflict, dust and pedestrian thoroughfare and property access.
4. Erosion and sedimentation controls.
5. Water Management – discharge to waterways, pool water quality.
6. Air Quality – including dust suppression, chemical odours, plant and vehicle emissions.
7. Fire – permits, emergency response.
8. Ground vibration and air blast – affect on adjacent structures.
9. Vegetation – damage, destruction, removal
10. Fauna – damage, destruction, removal of food trees and access (i.e. Koala areas)
11. Hazardous Chemicals (Herbicides, Pool Chemicals) – licences, handling, use, storage, spillage, containment, removal and disposal.
12. Indigenous and Non-indigenous heritage – site identification, marking, preservation.
13. Contaminated Ground.

Hierarchy of Control

1. Implementing measures to reduce the risk associated with any issue is the process for controlling them. The control measures must follow the order detailed in the Hierarchy of Control below.
2. A combination of controls may be appropriate.
   - Elimination of the hazard
   - Substitution eg of the equipment or substance
   - Isolation eg distance or enclosure
   - Engineering controls eg guarding
   - Administrative controls eg supervision, training, job rotation
   - Personal protective equipment
3. It must be noted that personal protective equipment should always be the last control option considered.

Risk Analysis

A risk analysis is conducted to determine the level and the different types of risk associated with each step in the activity. The Section Manager, Co-ordinator, Team Leader or Superintendent or an appropriately trained or experienced representative conducts the risk analysis in accordance with the guidance table below. The Risk Analysis Matrix takes into account the probability (likelihood) of a specific unplanned event occurring and the possible outcome (consequence) to the person, environment, public property, quality of the job, cost, etc. if it does. The level of risk ascertained from the analysis determines the control measures that will be implemented for that particular step in the activity. Depending on the risk rating achieved will determine the needs to be made on the appropriate levels of control to manage the level of risk.

- For each hazard think about: How severely it could hurt someone and how likely is it to happen?

RISK SCORE

WHEN COMPLETING RISK ASSESSMENT USE RISK SCORE MATRIX AND FOLLOW THE PROCESS BELOW FOR THE FOLLOWING SCORES	
IF 1 OR 2 (MAJOR)	DO NOT COMMENCE JOB. SEE COORDINATOR/SECTION MANAGER. FORMAL RISK ASSESSMENT AND SAFE WORK METHOD STATEMENT TO BE COMPLETED BEFORE JOB COMMENCES
IF 3 OR 4 (MEDIUM)	USE DEVELOPED SAFE WORK METHOD STATEMENT OR STANDARD OPERATING PROCEDURE
IF 5 OR 6 (MINOR)	JOB CAN PROCEED WITHOUT WORK PROCEDURE

LIKELIHOOD

CONSEQUENCE

How severely could it hurt someone OR damage the environment?	VERY LIKELY Could happen anytime	LIKELY Could happen sometime	UNLIKELY Could happen, but very rarely	VERY UNLIKELY Could happen but probably never will
CATASTROPHIC OHS – death, permanent disability, disease Environmental – extreme community dissatisfaction, extreme pollution, toxic release, requires outside assistance	1	1	2	3
MAJOR OHS – extreme injury, long term illness Environmental – high level of community discontent, severe pollution extending beyond site	1	2	3	4
MEDIUM OHS – medical attention, several days off work Environmental – frequent community complaints, significant pollution on site, contained with assistance	2	3	4	5
MINOR OHS – First Aid Environmental – occasional community complaints, low level pollution and controlled on site	3	4	5	6

MAJOR

MEDIUM

MINOR

HIERARCHY OF CONTROLS
1. ELIMINATION OF HAZARD
2. SUBSTITUTION – eg. of the equipment or substance
3. ISOLATION – eg. distance or enclosure
4. ENGINEERING CONTROLS – eg. guarding
5. ADMINISTRATIVE CONTROLS eg. supervision, training, job rotation
6. PERSONNEL PROTECTIVE EQUIPMENT