



## **10. PROPERTY MANAGEMENT**

Policy 10.9

RURAL ADDRESSING

**Version 2**

# 10. PROPERTY MANAGEMENT

## 10.9 RURAL ADDRESSING

### OBJECTIVES:

1. To provide a clear and consistent framework of property identification.
2. To facilitate response to emergencies on rural properties.
3. To ensure the provision of rural addressing numbers in accordance with Council's standards and requirements.

### POLICY:

1. That Council apply as a condition of development consent to all rural subdivisions and rural dwellings a requirement for the provision of a Rural Addressing Number.
2. The Rural Addressing Number shall be clearly affixed to the property access and shall be visible from a public road.
3. In the case of a Right of Way, Rural Addressing Numbers shall be located on the junction of the public road at a location as nominated and approved by Council. Suffixes A, B, C, D etc shall be used as required to identify properties with access from a Right of Carriageway or other lawful private arrangement.
4. The Rural Addressing Number shall meet Council's specifications in terms of size, character and location.
5. The fee for the provision of the Rural Addressing Number shall be in accordance with Council's adopted scale of Fees as shown in the Management Plan.
6. A record shall be kept of the allocation of all Rural Addressing Numbers.

<b>Maintained by Department:</b>	Development	<b>Approved by:</b>	Council		
<b>Reference:</b>	Dataworks: Policy Register	<b>Council Policy No:</b>	10.9	<b>Effective Date:</b>	11/5/09
<b>Min No:</b>	V1 - 06-349 V2 – 09-189	<b>Version No:</b>	2	<b>Reviewed Date:</b>	July 2013
<b>Attachments:</b>					



## **10. PROPERTY MANAGEMENT**

Policy 10.10

STREET LIGHTING

**Version 3**

# 10. PROPERTY MANAGEMENT

## 10.10 STREET LIGHTING

### OBJECTIVE

To implement the "user pays" system for additional street lighting.

### POLICY

Where additional street lighting of higher standard than that required to comply with the relevant Australian Standard is requested, the applicant will bear the cost of the capital contribution. Council will continue to meet annual rental charges.

<b>Maintained by Department:</b>	Operations	<b>Approved by:</b>	Council		
<b>Reference:</b>	Dataworks: Policy Register	<b>Council Policy No:</b>	10.10	<b>Effective Date:</b>	XX/XX/XX
<b>Min No:</b>	V1 - 06-349 V2 - 09-189 V3 - TBA	<b>Version No:</b>	3	<b>Reviewed Date:</b>	Apr 2009 Jul 2013
<b>Attachments:</b>					



## **10. PROPERTY MANAGEMENT**

Policy 10.11

STREET NAMING

**Version 3**

# 10. PROPERTY MANAGEMENT

## 10.11 STREET NAMING

**OBJECTIVE:** To provide new street or amend existing street names in the Lithgow City Council area.

**POLICY:**

The following procedures will apply:

- (i) The guidelines published by the Geographical Names Board will be followed.
- (ii) A report be presented to Council submitting a street name for consideration.
- (iii) Should the name be considered appropriate, a twenty-eight (28) day government authority and public notification procedure be undertaken in accordance with the Roads Regulation 2008.
- (iv) If no objections are received, the name be adopted and submitted for inclusion in the New South Wales Government Gazette, local newspaper and notification to the government authorities in accordance with the Roads Regulation 2008.
- (v) If objections are received or alternative names are suggested, the matter be further reported to Council

<b>Maintained by Department:</b>	Development	<b>Approved by:</b>	Council		
<b>Reference:</b>	Dataworks: Policy Register	<b>Council Policy No:</b>	10.11	<b>Effective Date:</b>	11/5/09
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<b>Attachments:</b>					



## 10. PROPERTY MANAGEMENT

Policy 10.12

| STREET NUMBERING – OUTSIDE NUMERICAL SEQUENCE

Version 2

# 10. PROPERTY MANAGEMENT

## 10.12 STREET NUMBERING – OUTSIDE NUMERICAL SEQUENCE

### OBJECTIVE:

To determine a procedure to identify properties when it is not possible to follow a normal numerical sequence.

### POLICY:

When it is not possible to follow the normal numerical sequence, the following procedure will apply:

- (i) Existing numbers to remain unaltered.
- (ii) Suffixes A, B, C & D etc. to be used as required to distinguish the new blocks from those existing and in situations where more than one property is provided with access from a Right of Carriageway or other lawful private arrangement.
- (iii) That the suffixes be preceded by the number of the block nearest to the subdivision.

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<b>Maintained by Department:</b>	Development	<b>Approved by:</b>	Council		
<b>Reference:</b>	Dataworks: Policy Register	<b>Council Policy No:</b>	10.12	<b>Effective Date:</b>	11/5/09
<b>Min No:</b>	V1 - 06-349 V2 – 09-189 V3 -	<b>Version No:</b>	3	<b>Reviewed Date:</b>	October 2013
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## **10. PROPERTY MANAGEMENT**

Policy 10.13

CROWN ROADS – MAINTENANCE

**Version 3**

# 10. PROPERTY MANAGEMENT

## 10.13 CROWN ROADS - MAINTENANCE

**OBJECTIVE:** To outline Council's position in relation to the maintenance of Crown Roads.

**POLICY:**

Council will not maintain Crown Roads within its local government area unless the landholders receiving the benefit of the Crown Road enter into a Work at Owners Cost arrangement and pay Council for the maintenance works.

<b>Maintained by Department:</b>	Operations	<b>Approved by:</b>	Council		
<b>Reference:</b>	Dataworks: Policy Register	<b>Council Policy No:</b>	10.13	<b>Effective Date:</b>	XX/XX/XX
<b>Min No:</b>	V1 - 06-349 V2 - 09-189 V3 - TBA	<b>Version No:</b>	3	<b>Reviewed Date:</b>	Apr 2009 Jul 2013
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## 10. PROPERTY MANAGEMENT

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Policy 10.14

VANDALISM

Version 2

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# 10. PROPERTY MANAGEMENT

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## 10.14 VANDALISM

### OBJECTIVE:

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To encourage the public to report acts of vandalism.

### POLICY:

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That the Council offer a reward of up to \$5,000 for information leading to the conviction of any person or persons committing wilful damage (including graffiti) to or theft of Council property, equipment, shrubs, trees and plants in parks and gardens, public recreation areas, streets and other public places in the Lithgow City Council area.

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<b>Maintained by Department:</b>	Development	<b>Approved by:</b>	Council		
<b>Reference:</b>	Dataworks: Policy Register	<b>Council Policy No:</b>	10.14	<b>Effective Date:</b>	16/10/2006
<b>Min No:</b>	V1_06-349 V2 -	<b>Version No:</b>	2	<b>Review Date:</b>	Oct 2007 Oct 2013
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## **10. PROPERTY MANAGEMENT**

Policy 10.15

REMOVAL OF TREES FROM PUBLIC LAND

**Version 3**

# 10. PROPERTY MANAGEMENT

## 10.15 REMOVAL OF TREES FROM PUBLIC LAND

**OBJECTIVE:** This policy provides a consistent approach to proposals to remove trees on public land through standard inspection and maintenance regimes and customer requests. It includes street trees, parks and reserves and any land in the ownership of Council.

**POLICY:**

1. The tree(s) proposed for removal shall be inspected by Council's Recreation Supervisor to determine the health, significance and whether part of a theme.
2. The Recreation Supervisor may engage a qualified Arborist to provide an opinion on the health of the tree particularly if there is a suspicion that if no action is taken then a health and safety issue may arise. *(NB: Health and Safety in this sense does not include alleged health impacts of certain species in relation to issues such as allergies and respiratory illness.)*
3. If the tree is part of a theme, and no imminent issues of health and safety are identified, residents that benefit from the theme shall be consulted prior to removal.
4. If the tree is determined to be a significant tree, and no imminent issues of health and safety are identified, the matter will be reported to Council for determination if the Recreation Supervisor is of the opinion that there is no reason to remove the tree or representations have been made to retain the tree(s).
5. In all instances, unless practical reasons dictate otherwise, any tree removed will be replaced by one of a more appropriate species.
6. In instances where it is alleged that the tree(s) have an impact on a person's health in terms of an allergy or respiratory condition then this must be supported by a letter from a qualified medical practitioner. Removal of the tree(s) will still not be supported if the trees are significant. If removal is contemplated wholly for the reason of impact on a person by way of allergy or respiratory condition then any cost of removal and replacement shall be borne by the person(s) requesting the removal with a discount of 20% applying to persons holding a valid pension or health care benefit card.
7. In instances where it is alleged that the tree has damaged a persons property and the Recreation Supervisor, with no admission of liability, believes this has merit, then Council may take actions (eg installation of root barriers) to ameliorate that impact. If removal is contemplated, then the procedures outlined in this Policy shall apply.

8. Council shall not pay any claim for compensation for any damage to private property alleged to be caused by a tree on public land.

<b>Maintained by Department:</b>	Operations	<b>Approved by:</b>	Council		
<b>Reference:</b>	Dataworks: Policy Register	<b>Council Policy No:</b>	10.15	<b>Effective Date:</b>	XX/XX/XX
<b>Min No:</b>	V1 - 07-52 V2 - 09-189 V3 - TBA	<b>Version No:</b>	3	<b>Reviewed Date:</b>	Mar 2009 Jul 2013
<b>Attachments:</b>					



## **10. PROPERTY MANAGEMENT**

Policy 10.16

PROPERTY LEASES

Version 1



## 10.16 PROPERTY LEASES

### OBJECTIVE:

To ensure that leases for Council properties are executed in a timely manner.

### POLICY:

Each financial year, Council shall consider a report on all Council owned property which is leased or is available for leasing. Council shall by resolution, set the rental amount for available properties having regard to the following:

- The market rent;
- The outgoings on the property;
- An assessment of the condition of the property.

The Council delegates authority to the General Manager to execute leases in accordance with the rental amount resolved by Council.

Requests to vary rental amounts will be reported to Council to obtain a variation with the identification of the budget area from which the shortfall in revenue will be allocated.

Applications to lease any property for any period of time must be made to and considered by the General Manager in line with the annual resolution of Council. If approved, a standard lease or agreement will be executed by the lessee and the General Manager prior to the occupation of the property.

Compliance with Council's Policy – Land (Council) – Leases – Legal Costs must also be achieved.

Any requests for a variation in the rental amount shall be reported to Council for consideration and must demonstrate how the undertaking of the activity in the property will assist Council in achieving actions identified in Council's corporate planning documents including but not limited to the Strategic Plan, Management Plan, Social Plan and State of the Environment Report.

<b>Maintained by Department:</b>	Planning and Policy	<b>Approved by:</b>	Council	<b>Exhibition: Feb2007</b>	
<b>Reference:</b>	Dataworks: Policy Register	<b>Council Policy No:</b>	10.16	<b>Effective Date:</b>	
<b>Min No:</b>		<b>Version No:</b>	1	<b>Review Date:</b>	
<b>Attachments:</b>					





## **10. PROPERTY MANAGEMENT**

Policy 10.17

**FOOTPATH MAINTENANCE AND REPAIRS**

**Version 3**

# 10. PROPERTY MANAGEMENT

## 10.17 FOOTPATH MAINTENANCE AND REPAIRS

- OBJECTIVES:**
1. To provide safe access for pedestrians and other users of Council's footpaths.
  2. To develop a priority for repairs.
  3. To develop procedures for the reporting of injuries caused by tripping on footpaths and requests for repairs to damaged footpath.
  4. To develop a system for recording and reporting on the condition of Council's footpaths and reported injuries.

**POLICY:**

Preamble

The main concern with lifting or damaged footpaths is the danger that it presents to the pedestrians. Footpaths may deviate from their original constructed level for a variety of reasons including tree roots, openings in the footpath caused by public utility authorities or tradespeople, vehicular movements and soil reactivity. In general terms, footpaths that are not subjected to any of the above conditions can remain in a serviceable condition for a significant period without the need for replacement.

Issues

There are a number of potential methods of bringing potentially dangerous footpath conditions to Council's notice to allow the implementation of remedial action. These include:

*Inspections* – upon adoption of an Asset Management system an inspection regime will be implemented in accordance with the requirements of the relevant Asset Management Plan.

*Works requests from the public* – when members of the public report trip hazards or injuries allegedly pertaining to raised sections of footpaths, the relevant Council Officer records the information on the appropriate form. These requests are treated promptly with action to be taken as soon as possible to make the area safe until repairs can be made.

*Works orders from staff* - when staff identify any potentially dangerous section of footpath they are required to notify the responsible officer to carry out repairs. The work is then to be completed by Operations staff as soon as practicable.

*Authorised openings* - both public utility authorities and tradespeople are required to carry out footpath and road openings from time to time when new cables are to be laid or connections are made to service mains. The person responsible is required to complete the appropriate forms and pay any required deposit/fees.

The authority or tradesperson will be required to reinstate the footpath to its original condition or pay Council to undertake the works. Should the restoration works not be undertaken by Council any bond shall not be refunded until such time as Council's appropriate officer is satisfied with the standard of repairs.

### Evaluation

The evaluation process for footpaths relates to the risk management processes. The two main criteria for evaluation are severity of the damage and the frequency of use. There are three categories relating to the severity of the damage to a footpath and three categories relating to frequency of use.

The severity categories are based on the height of the trip hazard between consecutive footpath slabs.

The three categories are:

1. Displacements greater than 50mm.
2. Displacements between 20mm to 50mm.
3. Displacements less than 20mm.

Categories 1 and 2 would normally require removal and replacement techniques, whereas category 3 sites may be able to be ground down using a concrete grinding machine.

The frequency of use categories are based on pedestrian usage and consideration is also given to the type of users.

The three categories are:

- High pedestrian usage – eg. In the vicinity of shopping centres and railway stations (For example, Main Street Lithgow would be considered high pedestrian usage and Railway Parade, in the vicinity of the rail interchange).
- Medium pedestrian usage – eg. Around schools, nursing homes and aged care facilities.
- Low usage – general local residential streets without schools and nursing homes.

When evaluating trip hazards the following factors require consideration:

What is the size of the trip hazard?

What is the likely cause?

Is the footpath frequently used?

Where is the footpath problem located?

What is the lighting like?

Is the surface slippery and to what degree?

The table below is used when identifying the priority of the repair to the trip hazard site.

Trip Size	Frequency of Use			Lighting
	High	Medium	Low	
> 50mm	1	4	7	Poor
20mm – 50mm	2	5	8	Fair
< 20mm	3	6	9	Good

Priority 1 trip hazard sites are the ones likely to be of highest risk and require highest attention and action. Whereas, Priority 9 trip hazard sites are of lower priority and can be attended to at a later time after all other areas have been completed, subject to funds being available.

### Controls

Following identification and evaluation of the trip hazard sites, it is necessary to establish control mechanisms for dealing with high to low risk trip hazard sites. Also, controls need to be established when dealing with complaints from the public, service requests from staff and authorised openings. These sites generally represent a potential danger and can be either made safe by the erection of barricades and lighting, or temporarily repaired until permanent repairs can be affected.

It is intended that with a pro-active approach to repairing surveyed trip hazard sites, the amount of complaints and service requests will reduce. However, there needs to be sufficient funds available each year to repair sites which have recorded complaints or service requests.

Authorised openings can be restored on a programmed basis and deposit funds are sufficient to cover the costs of restoration. Requirements for temporary restoration of authorised openings usually render the site safe until permanent repairs can be carried out.

With complaints from members of the public relating to notified trip hazards or falls, the matter is usually reported to Council's Customer Service Unit in the first instance and then forwarded to Council's Risk Management Co-ordinator. The Risk Management Co-ordinator is then required to notify the Maintenance Supervisor advising of the location of the site. Complaints or Service Requests relating to Priority 1 to 3 sites should be made temporarily safe within 24 hours by the erection of barricades until permanent repairs can be completed. Permanent repairs should be completed within three weeks of the notification.

Priority 4 to 5, sites should be made temporarily safe within 48 hours and permanently repaired within six weeks of the notification.

For Priority 6 to 9 sites consideration needs to be given whether action should be taken or as resources permit and temporary measures will only be put in place if considered necessary upon inspection by the Maintenance Supervisor.

A summary of response times for complaints or service requests relating to trip hazards or reported falls can be seen in the table below.

Site Priority	Notification to Maintenance Supervisor	Temporary Measures	Permanent Repairs
1 to 3	4 hours	24 hours	Three weeks
4 to 5	24 hours	48 hours	Six weeks
6 to 9	24 hours	72 hours (if deemed necessary)	As resources permit

### Treatments

Tree Growth - as tree roots can cause major footpath problems, it is necessary when repairing sites to try and prevent a continuation of the trip hazard when the roots continue to grow. Consideration also needs to be given to not continue with any further tree planting schemes and just concentrate on removal and replacement programs.

Following excavation of a trip hazard site caused by tree roots pushing up the footpath, the Recreation Supervisor inspects the site to determine if the root can be removed without causing the tree to ultimately die or cause the tree to be unstable. If the tree root can be removed, the area is excavated to the level of the surrounding footpath and, if feasible, a root barrier installed.

If the tree root cannot be removed and the Recreation Supervisor is of the opinion that the tree is significant in its own right or as part of a theme, then consideration can be given to reconstructing the footpath to provide a "bridging action" as the tree root continues to grow. However, if the tree must be removed it will be replaced (if part of a theme) with a tree of identical species and a root barrier installed unless the General Manager or his delegate is satisfied that a replacement is impractical or unnecessary.

Footpath Slabs With Minor Displacements - where the displacement between footpath slabs is less than 20mm and the slabs are in good condition with no visible signs of cracking, it may be possible to grind the high slab using a concrete grinder until it matches the adjoining slab.

Footpath Slabs Associated With Openings - when utility openings in Council's footpath is required, it may be necessary for the contractors involved to sawcut the edges of the opening to allow for replacement of the concrete footpath or restoration.

Both temporary and permanent restoration should be in accordance with Council's specifications.

<b>Maintained by Department:</b>	Operations	<b>Approved by:</b>	Council		
<b>Reference:</b>	Datworks: Policy Register	<b>Council Policy No:</b>	10.17	<b>Effective Date:</b>	XX/XX/XX
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<b>Attachments:</b>					



## **10. PROPERTY MANAGEMENT**

Policy 10.18

NATURE STRIP AND MEDIAN STRIP MAINTENANCE

**Version 3**



# 10. PROPERTY MANAGEMENT

## 10.18 NATURE STRIP AND MEDIAN STRIP MAINTENANCE

**OBJECTIVE:** This policy sets out the responsibilities of Council and acknowledges the efforts of property owners or tenants in relation to the maintenance of nature strips in urban areas to provide a safe, functional and aesthetically pleasing streetscape.

### **DEFINITIONS:**

**Nature strip** is the area of land between a property boundary and the edge of the roadway.

**Centre Median:** This is the area in the centre of the road reserve that is either constructed of concrete or is landscaped with grass and or trees.

**Maintenance:** Maintenance includes, but is not limited to, activities such as mowing, slashing, weed control, and rubbish and waste removal.

### **POLICY:**

1. Council is responsible for the maintenance of the following nature strips:
  - a. Public reserve areas such as parks, gardens, or bushland.
  - b. Council facilities such as public buildings, recreation grounds or swimming pools.
  - c. Central Business Districts
  - d. Vacant blocks where the owner does not or is unable to regularly mow their land.
2. Traditionally, property owners (and tenants) have maintained nature strips adjoining their properties as Council lacks sufficient resources to effectively maintain all of the urban nature strips. Council acknowledges and appreciates the efforts of property owners/tenants for the maintenance of nature strips adjoining their properties. Council understands, however, that elderly and/or disabled owners may require assistance from Council to maintain the nature strip adjacent to their properties.
3. Council will mow and/or maintain centre medians, including those on the Great Western Highway within the 70kph zone.
4. The General Manager may cause to prepare and amend from time to time a Standard Working Procedure detailing service levels in relation to this policy.

<b>Maintained by Department:</b>	Operations	<b>Approved by:</b>	Council		
<b>Reference:</b>	Policy Register	<b>Council Policy No:</b>	10.18	<b>Effective Date:</b>	XX/XX/XX
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<b>Attachments:</b>					



## **10. PROPERTY MANAGEMENT**

Policy 10.19

ROADWORKS – PROVISION OF UNUSABLE MATERIALS TO  
PROPERTY OWNERS

**Version 3**

# 10.PROPERTY MANAGEMENT

## 10.19 ROADWORKS – PROVISION OF UNUSABLE MATERIALS TO PROPERTY OWNERS

### OBJECTIVES:

This policy provides an equitable system that allows otherwise unusable spoil material associated with roadworks to be offered to nearby property owners.

### DEFINITIONS:

Spoil material – means material collected from a road, table drain, cut off drain or within the road surrounds in the preparation of a road for improvement works that in the opinion of the Construction or Maintenance Supervisor is unsuitable for use on the road or any other Council works and would otherwise be uneconomical to be transported to the nearest landfill for disposal.

### POLICY:

Should any spoil material be recovered from roadworks then the responsible Construction or Maintenance Supervisor shall:

- Ensure that all property owners within close proximity to road works be offered an opportunity to accept spoil materials.
- Only offer material if he/she is of the opinion that it is not economical to remove the materials for disposal at a landfill.
- Ensure that the Operations Manager provides approval for the provision of any materials prior to the provision of the materials.
- The material shall not be offered if the relevant Supervisor has reason to believe that the spoil material shows evidence of any obvious contamination, e.g. discolouration or presence of hydrocarbon odour.
- The material shall only be placed on a person's land and no other works shall be undertaken to spread the material unless an appropriate Work at Owners Cost process has been put in place.
- The landowner shall be responsible for all sedimentation controls once the material is deposited.
- The property owner shall agree that Council shall not be responsible for any damage incurred to his or her property as a result of disposing of materials.
- The General Manager may cause to be prepared and varied from time to time more specific details in relation to procedures and processes in the form of a Standard Working Procedure.
- Written agreement between land owner and Council should be developed and signed by landowner and Group Manager Operations

<b>Maintained by Department:</b>	Operations	<b>Approved by:</b>	Council		
<b>Reference:</b>	Dataworks: Policy Register	<b>Council Policy No:</b>	7.9	<b>Effective Date:</b>	2007
<b>Min No:</b>	V1 07-52 V2 09-189 V3 - TBA	<b>Version No:</b>	3	<b>Reviewed Date:</b>	Mar 2009 Jul 2013
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