2. CEMeteries

Policy 2.1

Cemetery Operations

Version 3
2. CEMETERIES

2.1 CEMETERY OPERATIONS

OBJECTIVES

1. To provide appropriate standards for the services provided at Council operated cemeteries.

2. Provide a consistent approach to the operation of cemeteries owned, managed and maintained by Council.

POLICY

1. GENERAL

1.1 Council owned cemeteries include Lithgow, Hartley, Pipers Flat (Wallerawang), Portland, Cullen Bullen, Capertee, Meadow Flat, Sunny Corner, Dark Corner, Palmers Oakey, Rydal, Bowenfels, Lowther and Glen Alice.

1.2 This policy applies to all cemeteries that are under Council’s control.

1.3 This policy applies to all individuals, organisations, businesses and Council staff who enter a cemetery under Council’s control.

1.4 Cemetery fees for services provided are set out within Council’s Annual Operational Plan fees and charges document.

1.5 Council’s Cemetery Application form must be completed for every new application and submitted to Council’s Cemetery Administration Officer. The form can be found on Council’s website and it details requests for various services offered by Council.

1.6 Council’s Monumental Application form must be completed for all new monuments and headstones.

1.7 Columbarium Walls are located at Lithgow, Wallerawang, Portland, and Cullen Bullen, Capertee, Hartley and Glen Alice.

1.8 Garden positions are available at Lithgow, Wallerawang, Portland and Cullen Bullen.
2. **STANDARD CONDITIONS**

2.1 Two working days notice must be given at all times to allow sufficient time for grave digging to be completed. Burials with less than 48 hours notice will only be considered if achievable.

2.2 A Notice of Interment form needs to be completed by Council’s Cemetery Administration staff and then forwarded to the Cemetery Officer.

2.3 All burials etc. shall take place between 8:30am and 3:30pm weekdays. After hours can be negotiated and approved by the Director Infrastructure Services.

2.4 Grave Allotment Sizes –
   - Lithgow Lawn Section - 2.4m x 1.0m
   - Lithgow Lawn 2 – 2.4m x 1.2m
   - Lithgow Monumental Section – 2.4m x 900m
   - Rural Lawn Section – 2.4 x 1200m

2.5 Depth –
   - Single – 1.22m
   - Double – 1.8m

2.6 “Probing” will be conducted by Council staff to determine the feasibility of a double interment prior to approval. It should be noted that this process is limited to the condition of the casket from the first interment and is often unreliable.

2.7 Council’s Cemetery Staff (or those contracted to Council) will prepare graves. The preparation includes –
   - Digging
   - Laying boards, mats, bars and imitation grass
   - Plastic lining if supplied by Funeral Directors
   - Placement of grave cover on the grave awaiting arrival of Funeral Directors

2.8 Council will supply boards, mats, bars, imitation grass and a grave cover for all Funeral Directors as a standard procedure for all interments.

2.9 On request by a Funeral Director, Council will supply chairs for graveside services.

2.10 Funeral Directors are required to supply lowering tapes and a marquee if required.
2.11 Council staff will be present to hand over the burial site and make Funeral Directors aware of any safety concerns. Once the grave cover is removed, the site becomes the responsibility of the Funeral Director as their “Place of Work”. The responsibility of the site concludes when the last of the Funeral Directors employees leave the site having covered the grave for safety reasons, with an approved grave cover, supplied by Council.

2.12 Council will backfill a grave within one hour of the removal of the Funeral Directors equipment. It is recommended that the Funeral Directors advise the family of the deceased not to be present during the filling of a grave as some families find this process distressing.

2.13 In the event of a reopening, Council will remove any masonry at a set fee approved by Council. If the masonry work is required to be dismantled and has been constructed in a professional manner and Council damages it in the process of removal, Council accept full responsibility to the repairs to the masonry. If however the masonry appears to be constructed in an unworkmanlike manner or shows signs of significant disrepair, Council will hold the owners of the headstone responsible for the repairs. An assessment will be carried out by Council’s Cemetery Officer and the Undertaker will be given sufficient notification before work takes place.

2.14 Participation by Council staff in the actual interment process is not permitted. This specifically precludes Council staff carrying the casket from the funeral car.

2.15 All activities undertaken within the Cemetery Grounds shall comply with relevant Council, WorkCover and Occupational Health and Safety requirements.

2.16 If an “Owner of Right of Burial” or “Grantee” can not be identified, the ownership becomes the responsibility of the executor of the will and/or person with power of attorney.

3. **RURAL LAWN CEMETERIES**

3.1 The lawn cemeteries have no religious denomination sections.

3.2 Council is responsible for the maintenance of the lawn area and all plantings.

3.3 All shrubs, plants etc. within the cemeteries are planted and maintained by Council.
3.4 Flowers, plastic flowers and ornaments shall be retained by placing at the head of the site on the concrete strip. Such flowers will be removed as they deteriorate. No glass jars or solar lights are permitted.

3.5 Council will permit the installation of plaques in lawn cemeteries. Such plaques will be of a standard size of 381mm x 216mm. Plaques shall be ordered by Lithgow City Council upon application and full costs of purchase and installation shall be met by the applicant.

3.6 Memorial headstones may be of hard stone including marble, granite or sandstone. Concrete headstones are not permitted. All headstones are to be approved by Council prior to the installation.

4. **LITHGOW CEMETERY LAWN 1 SECTION**

4.1 The lawn cemetery has no religious denomination sections.

4.2 Council will maintain the lawn area.

4.3 All shrubs, plants etc within the cemeteries are planted and maintained by Council.

4.4 Flowers, plastic flowers and ornaments may be placed at the head of the site on the concrete strip. Such will be removed as they deteriorate. No glass jars or solar lights are permitted.

4.5 Council will permit the installation of plaques in lawn cemeteries. Such plaques will be of a standard size of 381mm x 216mm. Plaques shall be ordered by Council upon application and full costs of purchase and installation shall be met by the applicant.

4.6 Memorial headstones may be of hard stone including marble, granite or sandstone. Concrete headstones are not permitted. All headstones are to be approved by Council prior to the installation.

5. **LITHGOW CEMETERY LAWN 2 SECTION**

5.1 Headstones are to be erected at least 150mm from the front of the concrete beam and maximum height of 900mm.

5.2 Headstones must comply with specifications as outlined in the Memorials section of the policy.
5.3 The lawn cemetery has no religious denomination sections.

5.4 Council will maintain the lawn area.

5.5 All shrubs, plants etc. within the cemeteries are planted and maintained by Council.

5.6 Flowers, plastic flowers and ornaments may be placed at the head of the site on the concrete strip. Such will be removed as they deteriorate. No glass jars or solar lights are permitted.

5.7 Council will permit the installation of plaques in lawn cemeteries. Such plaques will be of a standard size of 381mm x 216mm. Plaques shall be ordered by Council upon application and full costs of purchase and installation shall be met by the applicant.

5.8 Memorial headstones may be of hard stone including marble, granite or sandstone. Concrete headstones are not permitted. All headstones are to be approved by Council prior to the installation.

6. MEMORIAL SECTIONS

6.1 Headstones must comply with specifications as outlined in the Memorials section of the policy.

6.2 Headstones can be removed by Council, at the cost of the applicant in line with current adopted Fees and Charges.

7. INTERMENT OF CREMATED REMAINS

7.1 Approval must be granted to inter ashes on receipt of payment.

7.2 Cremated remains shall be interred by Council’s cemetery staff.

7.3 Approval will only be given to the “Owner of Right of Burial” or the “Grantee” (The original owner/purchaser of the right of burial. The recognised owner of the right of burial is that person(s) currently entered in the Cemetery’s register or executor of the will, or person with power of attorney.)

7.4 Upon request, families can witness the interment of cremated remains into graves, columbarium walls and gardens.
8. MEMORIALS

8.1 No person shall erect a memorial headstone or any other structure on any allotment in Council’s Cemeteries unless a Monumental Permit has first been issued.

8.2 The fee for a Monumental Permit is designated in the current Fees and Charges and once a permit has been paid for and approved, it will be issued to the applicant and the Monumental Mason.

8.3 Monumental Permit will only be issued to the “Owner of Right of Burial” or “Grantee”. (The original owner/purchaser of the right of burial.) The recognised owner of the right of burial is that person(s) currently entered in the cemetery’s register or executor of the will, or person with power of attorney.

8.4 All memorials and headstones must comply with the Australian Standards. AS 4204-1994 Headstones and cemetery monuments. Failure to comply can result in removal.

9. RESERVATIONS

9.1 Reservation of vacant plots and niches is permissible. Council’s Cemetery Application form will need to be completed and approved by Council’s Cemetery Administration Officer.

9.2 All such reservation plots, niche positions and garden positions are to be paid for, as per current fees and charges, at the time the reservation is being made unless the applicant has an existing account arrangement with Council. Only then shall a Right of Burial or reserve permit be issued.

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Effective Date: 4/2/13
Reviewed Date: Nov 2018
10. PROPERTY MANAGEMENT

Policy 10.4

BUS SHELTERS / STREET SEATING

Version 4
10. PROPERTY MANAGEMENT

10.4 BUS SHELTERS/STREET SEATING

OBJECTIVE
To ensure the application of uniform criteria regarding the location and design of transport stops, shelter and seating as well as the appropriate placement and content of advertising on shelters.

POLICY

1. Design and Construction of Stops, Shelters and Seating

The location, design and construction of transport stops should comply with the following legislation and standards:

- Disability Discrimination Act 1992
- Environmental Planning and Assessment Act 1979 (NSW)
- Roads Act 1993 (NSW)
- Disability Standards for Accessible Public Transport (Commonwealth of Australia, 2002) (SAPT)
- AS1428 Design for Access and Mobility

It is the responsibility of the proponent to ensure compliance with the relevant legislation and guidelines.

Nothing in this policy abrogates any requirement for development consent or any other regulatory approval if necessary.

2. Installation, relocation, removal and maintenance

   a. Installation

   The installation of any new transport stops must comply with Part 1 of this Policy. Prior to the installation of any new shelters or seating, the Checklist included within Appendix A must be completed to determine local impacts.

   Should the transport stops meet the criteria noted in Part 1 of this Policy, Council will prioritise the installation of shelters and seating in accordance with a ranking system that includes consideration of:

   - adjacent land usage
   - proposed level of patronage
   - number of bus/taxi services stopping per day
   - requests for provision of a shelter
   - local distribution of existing shelters and seating.

   The installation of any new transport stops must be approved by the Lithgow Traffic Advisory Local Committee prior to installation.

   Following nomination by Council of a location for a shelter or seat, Council will notify relevant property owners of the proposed
installation. Those notified will be allowed a 14 day period from the receipt of their notification for comment prior to installation.

b. Relocation or removal
Relocation or removal of shelters and seating can be very costly and generally will only be considered under the following circumstances.

- the existing asset presents a safety hazard
- the existing asset is poorly located and relocation would improve use
- there is evidence of significant detrimental effect on local trade or business resulting from the presence of the shelter
- wider urban design or public objectives support the relocation where there is a satisfactory alternative
- the existing asset is outdated and is to be replaced by an improved design or standard
- repair of vandalism is an ongoing significant expense, disproportionate to expected average maintenance costs
- the existing asset cannot be made compliant with Part 1 of this Policy
- funding is available for the removal / relocation
- the existing asset conflicts with driveway construction due to property development, in which case the costs are to be met by the proponent

The relocation or removal of any new transport stops must be approved by the Lithgow Traffic Advisory Local Committee prior to any works being undertaken.

c. Maintenance
Transport stops, shelters and seating which are part of the asset base of Lithgow City Council will be maintained in accordance with Council’s standard maintenance procedures according to their priority.

3. Advertising

a. Agreement and placement
Council may enter into an agreement with another party for advertising on transport shelters.

This agreement is subject conditional based on any restrictions made by a State Environmental Planning Policy, Local Environmental Plan or Development Control Plan and agreement on fees and locations under the delegated authority of the General Manager.

Advertising on shelters or seating will only be considered where it can be demonstrated that it will not adversely affect function or the amenity of the area. In consideration of amenity, Council will have regard to:

- the surrounding land uses
- the classification of the road in Council’s road hierarchy
b. Panel design

Advertising panels will not be considered by Council unless:

- they are designed to be an integral part of the shelter and seating and do not detract from the aesthetics of the structure
- they do not physically impede on the functionality of the shelter or seating
- they are confined to the end walls of the shelters only.

c. Type and content

The following types of advertising are not permitted:

- audio advertising
- tobacco and alcohol advertising
- advertising where the content conflicts with public health objectives, is racist, or sexually explicit
- advertising which is false or misleading, which promotes unlawful or illegal goods, services or activities or which is otherwise unlawful, offensive or obscene
- advertising which is attempting to deliberately copy road signs (including in respect of colour, shape and size)
- other advertising which may be considered prejudicial to the travelling public

Preference for advertising will be given to local tourism related features/activities in the first instance, however, Council will make the ultimate decision based on good business practice.

d. Design and appearance

Advertising must be designed in such a way that:

- all lettering, drawing, colouring and other art work is of a high standard
- all letter and total sign size must be sufficiently large so as to be readily able to be seen having regard to its location and vehicle speed
- the format, design and presentation provide for a clear and unambiguous message.

e. Illumination

The following is generally not permitted:

- signs which vary in the intensity of illumination
- highly reflective signs which have the capacity to impair a driver’s vision.

The maximum luminance permitted for advertising signs should not exceed the following levels:
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<td>2 – 10</td>
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10. PROPERTY MANAGEMENT

Policy 10.5

FOOTPATH RESERVATIONS – WORKS REQUIREMENTS

Version 4
10. PROPERTY MANAGEMENT

10.5 FOOTPATH RESERVATIONS – WORKS REQUIREMENTS

OBJECTIVE

To outline permissible works that may be undertaken on footpaths by adjacent landowners.

POLICY

Prior to any works being conducted within the footpath reservation area, the following must be considered.

Guidelines

1. That where applicable, practical and reasonable, Council's standard footpath levels will be maintained. Those levels are as follows:
   a. In areas where the footpath reservation is to be totally paved from the top of kerb to the adjacent boundary - cross fall to be 1 in 50 towards the kerb; 
   b. In areas where the footpath is unpaved or partially paved, cross fall from kerb to the adjacent boundaries is 1 in 35 towards the kerb.

   Property owners carrying out works within the footpath reservation area are to ensure these levels are maintained. If development is such that levels and cross falls cannot be maintained, any deviation from the engineering standards listed in Clause 2 must be clearly identified through design and approved by Council in writing.

2. In conjunction with the requirements of Clause 1, new and reconstructed footpaths will be designed and constructed to a minimum standard that complies with the provisions of:
   a. AS 1428 Part 1 - Design for Access and Mobility - General requirements for access – New building work;
   b. AS 1428 Part 4 – Design for Access and Mobility: Means to assist the orientation of people with vision impairment: Tactile ground surface indicators;
   c. AS 1379 – Australian Specification and Standard Supply of Concrete
   d. AS/NZS 4455.2 – Masonry Units, Pavers, Flags and Segmental Retaining Wall Units – Part 2 Pavers and Flags;
   e. AS/NZS 4456 - Masonry Units, Pavers, Flags and Segmental Retaining Wall Units – Methods of Test;
   h. Lithgow City Council Guidelines for Civil Engineering Design and Construction for Development
   i. Policy 10.18 – Specification for the Construction of Driveways, Footpath / Gutter Crossings and Footpaving Policy

3. Where approval is sought by an adjacent land occupier for embellishments to the adjacent footpaths, modifications will be considered for approval subject to compliance
with a reasonable standard of aesthetics, public safety and must be approved by Council, in writing.

4. Planting of street trees or other landscaping works requires approval from Council in all instances to verify the suitability of species, proposed location and compliance with engineering guidelines. Species chosen must be of low impact with regard to motorist sight distance and nearby asset disturbance and for Council's standard footpath width of 3.5 metres, the correct alignment for tree planting is one (1) metre behind face of kerb.

5. Where approved additional features/works are carried out on Council owned or controlled verges, the adjacent landowner must assume ongoing responsibility for their maintenance to a level of Council's satisfaction.

6. Should a resident install unapproved landscaping, street trees, footpaths or conduct any other work within the footpath reservation without written approval from Council, Council reserves the right to request remedial work be undertaken. Failure to comply with this direction gives Council the option to carry out the work and recover the cost from the property owner.

7. Where it is identified that a private access driveway has a grade that makes access difficult, addressing the issue is the responsibility of the property owner. Approval is required prior to conducting any improvements. An exception may be granted where the road crossfall is greater than 5% at the point of access to the driveway. In such cases, Council may install an ‘asphalt wedge’ or similar to improve accessibility.

8. Where it is identified that the sight distance of an existing property access does not meet applicable standards, property owners may wish to install a mirror or other sight distance improvement device. Council does not supply, install or maintain such devices. Application must be made to Council prior to a property owner installing any such devices in the road corridor or footpath reservation and each application must demonstrate the device will not negatively impact on road safety to be eligible for approval.

Permits

1. A Road Opening Permit must be submitted prior to undertaking the following works within a footpath reservation:
   - Driveway construction
   - Works on nature strips
   - Service and utility works
   - Waste and shipping containers
   - Trenching and excavation
   - Works affecting pedestrian traffic
   - Works affecting vehicular traffic
   - Kerb alterations

2. All costs are to be borne by the applicant in line with Council’s adopted Fees and Charges.
3. The permit format provides the applicant with the relevant minimum requirements for permit approval including traffic management, insurance details, contractor details, costs and other general requirements.

4. A permit is not required where the users of a road or the condition of a road are not affected. Such general uses include mowing a nature strip or cleaning a footpath.

5. The purposes of each permit are to

- Ensure Council’s assets are protected
- Ensure the impact on the public is managed
- Avoid conflict with other projects, events and activities.
APPLICATION FOR APPROVAL FOR FOOTPATH/GUTTER CROSSING
LOCAL GOVERNMENT ACT 1993

Applicant Details
Name of Applicant: ……………………………………………………………………………………………………………………………………….
Postal Address: ………………………………………………………………………………………………………………………………………………… Postcode: ……………………
Contact No. (Telephone): ……………………………… (Fax): ……………………………….. (Email): ………………………………..
Company Name: ………………………………………………………………………………………………………………………………………………..
Department of Fair Trading License Number: ………………………………………………………………………………………………………………………

Insurance Details (Public Liability Insurance – endorsed to cover Council for a minimum of $10,000,000 including a waiver of subrogation against Council)
Insurance Company: ……………………………………………………………………………………………………………………………………………………
Policy No: ……………………………….. Date of Expiry: ……………………………….. Amount Insured: $ ………………………………..
Copy of policy MUST be attached

Subject Land Details
Address: ………………………………………………………………………………………………………………………………………………………………
Lot No/DP/Portion, etc.: …………………………………………………………………………………………………………………………………………………
Copy of policy MUST be attached

I acknowledge that I have read and understood the attached policy, and hereby agree to abide by its terms.

…………………………………………………………. ……./…………/………..
SIGNATURE OF APPLICANT DATE

Site Sketch showing location of proposed footpath crossing, in relation to the property and kerbside.

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE.
By completion of this form you may be providing Council with personal information. Council will collect the information only for a lawful purpose directly related to the function of Council. We will take reasonable care not to disclose personal information. Exempt documents may come under the Government Information (Public Access) Act 2009.
10. PROPERTY MANAGEMENT

Policy 10.18

SPECIFICATION FOR THE CONSTRUCTION OF DRIVEWAYS, FOOTPATH/GUTTER CROSSINGS AND FOOTPAVING

Version 2
10. PROPERTY MANAGEMENT

10.18 SPECIFICATION FOR THE CONSTRUCTION OF DRIVEWAYS, FOOTPATH/GUTTER CROSSINGS AND FOOTPAVING

OBJECTIVE

This Policy is designed to inform end users of the standard procedures and specifications for constructing driveways, footpath/gutter crossings and footpaving.

POLICY

Section 138 of the Roads Act 1993 requires that consent from Council be obtained for works within the road reservation.

This policy includes works such as driveways and footpaths. This is necessary to ensure the work complies with Australian Standards and Council policies and that the safety of all road users including pedestrians and cyclists is protected both during and after construction. Driveways and other works in the road reservation without Council approval may need to be removed if deemed to be a public liability or safety risk.

GENERAL NOTES THAT MUST BE OBSERVED

1. Please read all pages carefully, and ensure this specification is on site at all times.
2. Please contact "Dial Before You Dig" on 1100 for information on service locations in the footpath area.
3. Ensure no concrete is poured until a Council Officer carries out a formwork inspection.
4. For further information and inspection bookings please contact Council on (02) 6354 9999
5. The footpath is to be clear of rubbish and suitably barricaded at all times. Following completion, all formwork and waste shall be removed from the footpath area.

CONDITIONS OF CARRYING OUT WORK

1. An Application for Approval for Footpath/Gutter Crossing’ is to be lodged with Council for each crossing/property to Council prior to the commencement of any works.
2. All contractors/owners who carry out works on Council property, i.e. footpath and roads, must have a, current Certificate of Currency of their Public Liability Insurance Policy with an indemnity limit of not less than $20,000,000.00 (twenty million dollars).
3. All contractors must provide their Department of Fair Trading License Number, as well as a photocopy of their public liability Insurance Policy confirming the level of cover.
4. The works shall be carried out within the hours of 7:00am to 5:00pm Mondays to Saturdays. No work shall be undertaken on Sundays or public holidays.
5. The applicant/owner is responsible for all costs. Any alteration or damage to utilities is subject to negotiation with the relevant authority.

6. No tree is to be lopped, cut down and/or removed without the prior written consent of Council.

7. For the protection of the public, WorkCover approved barriers must be erected and maintained at any worksite on Council owned or managed property.

8. If the existing gutter crossing is damaged or cracked, it shall be completely removed and reconstructed to Council standards and specification in order to prevent infiltration of water into pavement which could cause future pavement deterioration.

9. If the road pavement is damaged during construction, it must be restored in accordance with Councils Specification at the applicant/owners cost.

10. Council may direct work in the road reserve to be removed and/or reinstated at the applicant/owners cost if work is carried out without approval or supervision.

11. Council will not be held responsible for any Public Risk Claims or otherwise, arising from an incorrectly installed or unapproved footpath crossing or associated works.

12. Telstra approval is required to adjust/relocate any pits located within or adjacent to the proposed crossing.

13. RMS approval is required when working on classified roads. Please contact the RMS on 13 22 13 or on their website (secure.rms.gov.au/contact-us/)

14. Applications for additional crossings are to be submitted to Council for approval.

**SPECIFICATIONS**

**General**

1. Materials acceptable for crossover construction are plain, coloured, patterned or moulded concrete, paving and asphalt. All finished surfaces are to be non-slip as per AS 4586 & AS 3661.1 and maintain an even surface.

2. Concrete shall have a minimum compressive strength of 25Mpa at 28 Days. This minimum applies to all crossovers and associated works.

3. All soft, yielding and unsuitable materials shall be removed from the crossing and replaced with a material such as crushed rock or similar.

4. Layback and kerb and gutter must be constructed of plain concrete.

5. Formwork shall be braced in a substantial and unyielding manner, and where the crossing is skewed, all dimensions and levels are to be measured square to kerb. All formwork must remain in place for 72 hours after the final concrete pour. No traffic shall pass over the crossing for 7 days after pouring.

6. Formwork shall be completely filled by continuous tamping, spading or slicing of the concrete. Coarse aggregate shall be worked away from exposed surfaces which are to be finished with a wooden float or broom, corners and edges shall be neatly rounded.

7. Reinforcement shall have a minimum cover of 40mm, be clean and free of loose rust, and supported on bar chairs with a minimum 200mm overlap between sheets, and suitably tied.

8. Control joints shall be provided:
   - At minimum intervals of 6m;
   - Where new work abuts old, with dowels for medium & heavy duty crossings;
   - Where the layback meets the footpath crossing slab; and
• A saw cut of 40mm minimum depth can be used on boundary lines, however a gap of 80mm minimum must be provided between reinforcing sheets.

9. All extensions to footpath crossings & laybacks are to be dowelled into the existing footpath crossing slab and layback using R12 bars, 500mm long at 300mm centres.

10. Direction shall be sought from Council’s Inspector regarding any skew angles.

11. Where pedestrian footpaths within the proposed location of a new crossing are not 125mm thick and reinforced, they are to be removed. The owner/contractor must ensure that the existing footpath is transitioned into the new driveway slab so that there is no trip hazard.

12. Following the completion of the footpath/gutter crossing and/or pedestrian footpaving construction, the surrounding edges shall be backfilled to ensure the new crossing is flush with the surrounding footpath levels. The site must be safe for pedestrian traffic.

13. Crossings shall be 500mm clear of any drainage pit lintels.

14. Only one access point per dwelling is permitted. Additional access points require specific Council approval.

**Standard Duty Footpath & Gutter Crossings (Residential)**

For single and dual occupancy dwellings

1. Minimum concrete depth is 125mm with one layer of F62 Mesh. Maximum width of gutter crossing is 5.4m, minimum width is 3m.

2. The maximum splay between back of kerb and boundary line is 1m, as per drawing SD.14.

3. For gutter crossings in existing kerb & gutter, both the kerb & gutter are to be removed. Where the pavement is damaged, the road is to be saw-cut 300mm from the edge of the gutter and repaired at the property owners/contractors expense.

**Medium Duty Footpath & Gutter Crossings**

For Light Commercial and Medium Density Housing

1. Prior to the driveway construction the applicant must contact INTEGRAL ENERGY for advice as to whether additional electrical ducts are required.

2. Minimum concrete depth is 150mm with one layer of F72 Mesh. The maximum width of gutter crossing to be as per development consent, minimum width is 4m.

3. The driveway must be splayed at the kerb, with a minimum splay of 500mm on each side.

4. The driveway slab is to be dowelled into the layback using R12 bars, 500mm long at 300mm centres unless constructed in one continuous pour.

5. For gutter crossings in existing kerb & gutter, both the kerb & gutter are to be removed. Where the pavement is damaged, the road is to be saw-cut 300mm from the edge of the gutter and repaired at the property owners/contractors expense.

**Heavy Duty Footpath & Gutter Crossings**

For Commercial, Industrial & High Density Housing

1. Prior to the driveway construction the applicant must contact INTEGRAL ENERGY for advice as to whether additional electrical ducts are required to be provided.

2. Minimum concrete depth is 200mm with one layer of F82 Mesh. The maximum
width of gutter crossing to be as per development consent, minimum width is 4m.

3. The driveway must be splayed at the kerb, with a minimum splay of 500mm on each side. Any skew angle of the crossing is to be as per the development consent.

4. The driveway slab is to be dowelled into the layback using R12 bars, 500mm long at 300mm centres unless constructed in one continuous pour.

5. For gutter crossings in existing kerb & gutter, both the kerb & gutter are to be removed. Where the pavement is damaged, the road is to be saw-cut 300mm from the edge of the gutter and repaired at the property owners/contractors expense.

Rural Footpath & Gutter Crossings

1. Rural gutter crossing shall be a minimum of 4m wide. Footpath crossings shall be as per specification for, Residential, Medium Duty and Heavy Duty Footpath Crossings.

2. Pipe crossings may be used where necessary, however a site inspection and approval from Council’s Inspector is required prior to any work commencing. The pipe shall be a minimum of 375mm diameter RC with concrete head walls. An all-weather surface crossing is to be constructed, details of which are to be provided for approval by Council.

3. The owner/contractor must provide a minimum 150mm deep approved pavement with 2 coat seal or asphalt between the gutter crossing and the existing edge of pavement. The gutter crossing is to be a standard distance of 2m from the road pavement or positioned in line with, and at the existing level of the table drain.

Paved or Tiled Crossings

1. Pavers/tiles must be laid on 30mm bedding sand on the appropriate reinforced concrete footpath crossing- Residential, Medium Duty or Heavy Duty. Pavers/tiles are to be slip resistant as per AS 4586 & AS 3661.1

2. Concrete edge restraints shall be used to restrain the pavers/tiles and sand.

3. Pavers/tiles must be laid within 14 days from the completion of the slab with approved barriers to remain until all works are completed.

Asphalt (Hot-Mix) Finish

1. The AC finish is to be applied over the appropriate reinforced concrete footpath crossing - Residential, Medium Duty or Heavy Duty, laid at an appropriate level to allow for the depth of asphalt.

2. The minimum depth of asphalt is 25mm compacted thickness.

Other Finishes

1. All other finishes are to be submitted to Council for approval prior to use.

Footpaving

1. Footpaving shall be constructed of 75mm deep 25 MPa concrete, on a 50mm approved sub-base. The crossfall of the footpath shall be 2-4% and longitudinal grade shall not exceed 1:8 (12.5%).

2. Footpaths should be 600mm from the property boundary and shall be 1.5m wide, unless specified otherwise by Council. Expansion joints shall be provided every 6m with dummy joints every 1.5m.

INSPECTIONS

Specification for the Construction of Driveways, Footpath/gutter Crossings and Footpaving Policy
Formwork & Reinforcement Inspection

1. All work must be inspected by a Council Officer prior to pouring concrete. Inspections must be booked 24 hours prior to the requested time of inspection, and are only carried out Monday to Friday. Please quote the application number when booking an inspection.

2. Before requesting a crossing inspection:
   - The crossing must be excavated or filled to the design level.
   - Formwork must be in place, reinforcement cut, tied and supported on bar chairs and expansion joints are on site.

3. No concrete shall be poured prior to written approval from Council.

Final Inspection

1. The applicant/owner is to request a final inspection following the completion of all works. If a private contractor carries out the work, you are advised to withhold final payment until you have received written notification that all work has been carried out to the satisfaction of Council.

2. Before requesting a final inspection:
   - The edges of the new footpath crossing must be backfilled and graded at a maximum slope of 1:8 (12.5%).
   - Any excess spoil is to be removed from the road reserve area and the area left in a tidy condition.

Standard Drawings

The following drawings can be downloaded from Council’s website:

EN 1001 Footpath Crossing Grades & Suggested Maximum Internal Driveway Grades for Single Residential Lots
EN 1002 Rural Gutter Crossing
EN 1003 Gutter & Footpath Crossing
EN 1004 Footpath Paving and Jointing Detail
FLOW CHART:
CONSTRUCTION OF DRIVEWAYS, FOOTPATH/GUTTER CROSSINGS AND FOOTPAVING

Apply to council for levels/specifications

Decide to construct Footpath Crossing

Obtain quotes from concreter for private construction

Pay council inspection fees and security bond (if required)

Contractor prepares formwork and pedestrian access items

Crossing constructed and adjacent ground levels reinstated

Request refund of security bond (if applicable)

Work complete

At front counter: 130 Mort Street Lithgow

Arrange Council Inspection – 24h notice to Council's Engineer

Council's Engineer
<table>
<thead>
<tr>
<th>Maintained by Department:</th>
<th>Infrastructure Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved by:</td>
<td>Council</td>
</tr>
<tr>
<td>Exhibition Date:</td>
<td>N/A</td>
</tr>
<tr>
<td>Reference:</td>
<td>Policy Register</td>
</tr>
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<td>Council Policy No:</td>
<td>10.18</td>
</tr>
<tr>
<td>Effective Date:</td>
<td>24/01/11 - V1, 27/10/14 - V2</td>
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<tr>
<td>Min No:</td>
<td>V1 - 11-22, V2 - 14-422, V3 -</td>
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<tr>
<td>Version No:</td>
<td>3</td>
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<tr>
<td>Reviewed Date:</td>
<td>October 2014 Nov 2018</td>
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<tr>
<td></td>
<td>10.21.2 – EN1002: Standard Details – Rural Gutter Crossing</td>
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<tr>
<td></td>
<td>10.21.3 – EN1003: Standard Details – Gutter &amp; Footpath Crossing</td>
</tr>
<tr>
<td></td>
<td>10.21.4 – EN1004: Standard Details – Footpath Paving and Jointing Details</td>
</tr>
</tbody>
</table>
SUGGESTED MAXIMUM INTERNAL DRIVEWAY GRADERS

NOTES
1. SUGGESTED PROFILES SUIT MOST COMMON UNMODIFIED VEHICLES (WITHOUT TOWBARS, STANDARD SUSPENSION ETC.)
2. PROFILE IS TO APPLY TO CRITICAL SIDE OF THE DRIVEWAY, THAT IS THE SHORTER OF THE SIDES AND/OR THE SIDE WITH THE GREATER DIFFERENCE IN LEVEL BETWEEN FLOOR AND PROPERTY BOUNDARY.

MINIMUM AND MAXIMUM HEIGHT FROM TOP OF KERB

FOOTPATH RESERVE WIDTH | HEIGHT ABOVE TOP OF KERB 600mm FROM BOUNDARY ("X")
--------------------------|-----------------------------------------------
3.5m                      | 50MM - 116MM                               
4.0m                      | 68MM - 136MM                               
4.5m                      | 78MM - 156MM                               
S.Om                      | 88MM - 176MM                               
5.5m                      | 98MM - 196MM                               
6.0m                      | 108MM - 216MM                              

TABLE A

LITHGOW CITY COUNCIL
NOTES
1. ALL DIMENSIONS ARE IN MILLIMETRES.
2. RURAL GUTTER CROSSINGS TO BE CONSTRUCTED SO THAT THE INVERT ALIGNS WITH EXISTING TABLE DRAIN LEVELS.
3. COMpressive STRENGTH OF CONCRETE 25MPA.

RURAL CROSSING DETAILS

DATE: 2010

PROJECT STANDARD DETAILS
LITHGOW CITY COUNCIL

RURALGUTTERCROSSING

JOB Ilo
DWG Ilo
SHEET Ilo
REV

1
NOTES:
1. All dimensions are in millimetres.
2. Steel fabric to be placed a minimum of 40mm and a maximum of 60mm below the concrete surface level.
3. Concrete used in the work shall develop a minimum crushing strength of 25MPa after 28 days.
4. Gutter crossing to be poured before and separately from footpath crossing.
5. B Poseo length of dowel from gutter crossing pour to be coated with "Brushoak Ouarasea" or equivalent prior to pouring footpath slab.
6. Refer to electricity supplier for location of cable ducts.
7. Telecommunications supplier requires that conduits be provided under footpath crossing three working days notice required to arrange installation.
8. Provide a saw cut edge of oimago pavingment prior to restoration with full depth asphaltic concrete (AC 10).

<table>
<thead>
<tr>
<th>CROSSING TYPE</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>STANDARD DUTY</td>
<td>1000 mm maximum</td>
</tr>
<tr>
<td>MEDIUM DUTY</td>
<td>500 mm minimum</td>
</tr>
<tr>
<td>HEAVY DUTY</td>
<td>500 mm minimum</td>
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</tbody>
</table>

PLAN

SECTION A-A
STANDARD DUTY

SECTION A-A
MEDIUM DUTY

SECTION A-A
HEAVY DUTY

DATE: 2010
DATUM: AHD
APPROVED BY:
EXPANSION JOINT
AT 12000 MAX. INTERVALS

TRANSVERSE CONTRACTION JOINT
AT 3000 MAX. SPACING

NOTES:
1. ALL DIMENSIONS ARE IN MILLIMETRES
2. R'P TO BE PROVIDED WITH NON-SLIP (BROOM) FINISH
3. PREFERRED CROSSFALL SHALL BE 2.5% WHERE CONSTRUCTED ADJACENT TO VACANT LAND, INCREASE CONCRETE DEPTH TO 125mm WITH F62 MESH
4. ALL-POSED CONCRETE EDGES TO BE ROUNDED TO A5mm RADIUS