



## TENTERFIELD CBD WORKS

### Summary:

The purpose of this Policy is to guide the scheduling and notification of major and minor works undertaken by Council in Tenterfield Central Business District (CBD).

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<b>Department</b>	Engineering / Infrastructure Services
<b>Policy Custodian</b>	Manager Asset & Program Planning
<b>Superseded Documents</b>	Tenterfield CBD Works (Policy 2.201) 23 August 2017 - Minute 168/17
<b>Related Legislation</b>	Nil
<b>Delegations of Authority</b>	Nil

### 1. Overview

A guide to undertaking works in the Tenterfield Central Business District (CBD).

### 2. Policy Principles

To provide consultation with key stakeholders for works undertakings in the CBD.

### 3. Policy Objectives

- To ensure business owners are suitably informed of works that may impact their operations.
- To ensure residents in the CBD are informed of works in the main centre of the town.
- To ensure the broader community are advised of works undertakings proposed for the CBD area.
- To ensure visitors to the shire at key tourism times are not unduly impacted by works.

#### **4. Policy Statement**

The purpose of this Policy is to guide the scheduling and notification of major and minor works undertaken by Council in Tenterfield Central Business District (CBD).

#### **5. Scope**

##### **Procedure for Major Works**

*In planning Major Works to be undertaken within Tenterfield CBD, it is the responsibility of the appropriate Director to ensure that subordinate staff commit to the following activities prior to scheduling any work:*

##### **3.1 Check Dates**

*Works shall not take place during School or Public Holidays, nor during any major community event (e.g. opening of facilities, commemorative events), public activity or festival.*

*In addition, Major Works shall not be conducted on the day prior to or the day after:*

- *a public holiday long weekend; and*
- *school holiday periods; and*
- *a Major community event, activity or festival.*

*The only exception to this is a continuing work, that may be left idle, but safe and tidy for the duration of the particular School or Public Holiday, major event, public activity or festival, or a work that has been duly assessed as having negligible or no impact to business undertakings and traffic movements in the Tenterfield CBD.*

##### **3.2 Advertising the Major Works**

*The advertising of the proposed Major Work shall take place in the planning phase, no less than one (1) month prior to the planned commencement date of the work. This will ensure that the community is advised well in advance of the likely impacts of the proposed Major Work and are able to provide feedback to Council, if required.*

*Advertising shall be limited to two (2) subsequent issues of the Tenterfield Star or editorial in Council's fortnightly newsletter, provided that the response period shall be no less than two (2) weeks from the first date of the advertisement or editorial.*

##### **3.3 Responses received from the Community**

*Responses received from the community are to be acknowledged in writing and critical information taken into account of in the planning*

*and sequencing of the work. The officer actioning the response is to document each issue raised and describe how it is to be addressed in the planning and sequencing of the work.*

*Where a Major Work is likely to impact one or more businesses or residences, the planning process is to involve written advice of the proposed work, followed by a face-to-face meeting with the affected party/ies. All aspects of the work are to be explained and the needs of the resident or business operator taken into account wherever possible.*

### **Minor Works**

*This Policy does not require notification in respect of the undertaking of minor works, which may be scheduled at any time.*

### **Unplanned Urgent or Emergency Works**

*The carrying out of Major Work that is unplanned, urgent or an emergency in nature must be communicated to the Mayor and Chief Executive as soon as practicable. In addition, Ten FM should be contacted so that the unplanned, urgent or emergency work can be broadcast to the Tenterfield community. In each case the Council officer must detail the circumstances pertaining to the activity, describe the likely impacts if any, and estimate the length of duration of the proposed works to be undertaken.*

## **6. Accountability, Roles & Responsibility**

### **Elected Council**

- Council Endorsement

### **General Manager, Executive and Management Teams**

- Management of policies.

### **Management Oversight Group**

- Review and Monitoring

### **Individual Managers**

- Implementation of policy requirements

## **7. Definitions**

The following definitions apply to this Policy:

**Major Works:** Work of a significant nature in terms of likely disruption to traffic, to pedestrian traffic (at one or more frontages), or that alienates parking for a duration longer than one (1) hour. Typical examples include: reseal works, mains replacement, tree removal works

(large trees requiring the use of heavy machinery), extensive footpath replacement (as opposed to localised limited width work), and all construction/reconstruction works including manhole replacement/raising and drainage works.

**Minor Works:** Work having either a short duration (under one (1) hour) and/or having negligible or localised impact on a specific location. Typical examples include: under-awning lighting maintenance works, bitumen pothole patching, edging and sealed pavement defect rectification, line-marking, sign replacement / maintenance / relocation, hydrant / valve maintenance or replacement works, removal of sewer chokes, asset inspections, survey works, routine gardening, mowing works, small site-specific footpath repair works, drainage pit cleaning.

**Tenterfield CBD:** The Tenterfield CBD is the area generally bounded by:

- Northern extremity – Martin Street intersection;
- Southern extremity – Douglas Street intersection;
- Western extremity – an alignment along the eastern kerb-side of Scott Street, extended north to south;
- Eastern extremity – the western kerb-side of Logan Street.

**School Holidays:** Includes all NSW School Holidays as per the schedules released by the NSW Department of Education, but excluding Pupil-Free days.

**Public Holidays:** All NSW Public Holidays applying State-wide.

## 8. Related Documents, Standards & Guidelines

Nil

## 9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	28/06/01	Council	Adoption of Original Policy (Res No. 449/01)
V2.0	22/08/12	Council	Review/Amended (Res No. 306/12)
V3.0	28/11/15	Council	Review/Amended (Res No. 343/15)
V4.0	23/08/17	Council	Review/Amended (Res No. 168/17)
V5.0	27/10/21	Council	Review/Amended (Res No. 189/21)
V6.0	21/12/22	Council	Re adoption of Policy (Res No. 248/22)