



# YOUNG SHIRE COUNCIL PLANNING & ENVIRONMENT TOOL BOX NOTES

JULY 2014

Welcome to the July 2014 edition of the Young Shire Council's Toolbox Notes. Please read the newsletter as it has information that is important regarding inspections and standards

Remember that if you have any feed back please contact us for a chat, also if you would like us to include or research and report on anything in our next edition please contact the Planning and Environment Department and let us know so we can keep it current.

## WHAT'S IN THIS EDITION

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## Craig's Corner

It has been a while since our last toolbox notes and there has been a few changes. The most notable would be the arrival of new staff in the key roles of Senior Development/ Building Officer, Tim Stokes. Tim comes to us with extensive experience in Building Surveying and Local Government. I am sure you have all got to know him and made him welcome to our building community. We also have a new Development Planner in Tanya Cullen. Tanya brings knowledge and experience across all levels of Government to our organisation and will be a great addition to the team.

You will note as you work through this news letter that the issue of compliance is a repetitive one. It has become evident that we all need to take a little time to focus on the detail of compliance with Consents, Construction Certificates and the BCA.

There has also been some issues with development taking place without any consent. In one recent case, a large amount of works were carried out and this has lead to considerable cost to the owner. As registered builders and tradesmen you have an obligation to ensure that any work you are undertaking has a Consent and that you have seen and read the Conditions of Consent.

Overall, compliance will be a focus into the future and will be the same for everyone so don't think it is about you. We do strive to ensure our work and dealings are consistent and uniform.

In response to feedback that we have received from the trades we are introducing a sticker system for inspections. It is the good old Red, Yellow and Green system. There is detail later in the newsletter so have a look and watch out for the stickers.

Plumbers, Fair Trading are getting particular about submitting Notice of Work forms. Take a look in the plumbers pipeline and get a clear idea of what is required. Yep we know, paper work, but it is required and you need to be on to it.

Hope there is something in the newsletter for all of you and don't forget to let us know if you have any feedback. After all if you don't tell us we can not do anything about it.



## INSPECTIONS

As a result of feed back received from our local industry we have now introduced a sticker system for inspections. You will now have a colour coded sticker left on the job if the builder or plumber is not present at the time the inspector is there to complete the inspection.

The colour system will be as such;

- GREEN - Job has been passed, ok to proceed
- YELLOW - Ok to proceed but you need to speak to the Building Surveyor as there are matters to be addressed.
- RED - STOP WORK. Make contact with the Building Surveyor to discuss the issues.

The building team will endeavour to contact you by phone should there be an issue so please ensure that when you make an inspection booking that you leave your phone number.

We have also had a few recent instances of Critical Stage Inspections being missed. These are very important and must not be overlooked. The Environmental Planning and Assessment Act 1997 Section 109E requires inspections and Clause 162A of the Regulations defines what these inspection are to be. Inspections are also listed in the PCA agreement, for class 1 and 10 structures;

1. After excavation of, and prior to the placement of, any footings.
2. Prior to pouring any in-situ reinforced concrete building element.
3. Prior to covering of the framework for any floor, wall, roof or other building element. (In the case of brick veneer, this is best completed when brick work is partially completed so as to allow for inspection of the masonry work)
4. Prior to covering waterproofing in any wet areas.
5. After the building work has been completed and prior to any Occupation Certificate being issued in relation to the building.

Missing a Critical Stage Inspection does carry a fine of \$750 for an individual or \$1500 for a Company. Also the completed works will require an engineers certificate or removal before any further works may proceed on the site.

### Exempt and Complying

Remember to keep an eye on the Exempt and Complying SEPP 2008 for changes. They happen all too often with major changes coming into force earlier this year. Please check these matters as Complying Development has seen many changes including neighbour notification and the inclusion of more commercial and industrial definitions.

When doing works that are Exempt, you need to ensure the work is Exempt. There have been cases of works that are structural being undertaken as Exempt. Remember that whenever the configuration of a space is changed it immediately requires a Development Application.

Please follow the link to the SEPP; <http://www.legislation.nsw.gov.au/>  
And then go to 'S' under 'EPI's'. Look for (*exempt and complying*) 2008.

### Heritage

Just a reminder that Young Shire Council offers a free heritage advisory service for works on heritage buildings.

Remember that even if a building is not on the local heritage register that does not mean it is not of significance. Also most of the CBD of Young is in a heritage conservation area so you are advised when planning work to check the heritage status.

## PLUMBING PIPELINE

### Septic Systems

We have been receiving applications for On-site Sewage Management Systems (OSMS) that have no supporting documentation.

Your application requires the following detail

- Site Plan - (including trench position and dimensioning, Drainage diagram including I/O's)
- Design of System - (capacity of tank, type of housing, fall of site)
- Health Dept. Certificate - (available free from the Health Department website)
- Trench design including profile - (what height and width)
- There must be a reserve absorption field nominated

**Note: this information should be documented and shown on the site plan**

Council does have a policy for OSMS which can be viewed on Council's website at; [www.young.nsw.gov.au](http://www.young.nsw.gov.au). Go to the policies tab in the red column on the left side of the home page, You are looking for *Policy - 00031 Onsite Wastewater Management in Unsewered Areas*.

You need to consider all matters that are addressed by the policy when designing OSMS. There is also a program of audit being finalised for OSMS and will be introduced soon.

It should also be noted that **it is an offence** to install, change or modify an OSMS without consent under Section 68 of the Local Government Act 1993. This has been an issue of late with there being more than one occasion of installations and alterations that had no consent.

This can be avoided by ensuring that you sight the Consent before you start work and checking the approved plan and design.

### Notice of Work

Section 9 of the Plumbing and Drainage Act 2011 requires that Council is notified of plumbing work before it takes place unless the work is undertaken in an emergency or is exempt. The penalty for not complying with this section is up to \$1100.00.

This was discussed with you at the Plumbers and Builders trade night back in 2012 before the introduction of the new Act. Please take note of this requirement and consider the definition of plumbing work in the Act. The below link is to the Act and Regulations, it would be a good idea to familiarise yourselves with these documents as Council will be monitoring this regulatory matter in the future.

<http://www.legislation.nsw.gov.au/>, then go to 'P' under Acts in Force. Scroll down to the Plumbing and Drainage Act 2011, section 4.

### Bedding of U-PVC

There has been some questions as to the allowed bedding materials for PVC pipe and issues over consistency with neighbouring shires. Young Shire has for many years required the use of 7—10mm bedding material in line with the NSW Code of Practice. With the introduction of the Plumbing and Drainage Act in 2012 the old Code of Practice ceased to exist. The requirement then defaulted to AS3500 which refers you to AS2032 for U-PVC.

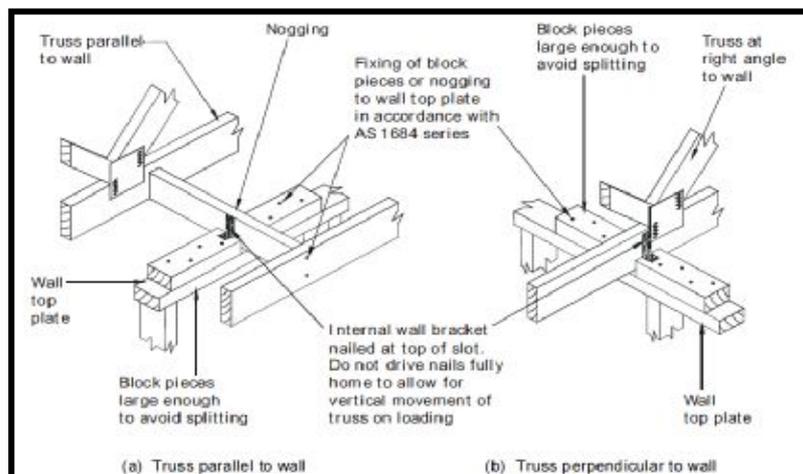
The standard allows for the use of specific types of sand in line with AS3500, and is required to be, **course well draining sand**. This means brickies loams and any fine grained sands and those with clay content or organic material are not compliant. We have a sample jar at the office if you want a look at what will be accepted.

The continued use of approved aggregate is our preferred outcome but is not mandatory. However no tolerance will be allowed for non-compliant sands. Ensure that all required bedding depths are followed and coverage is correct.

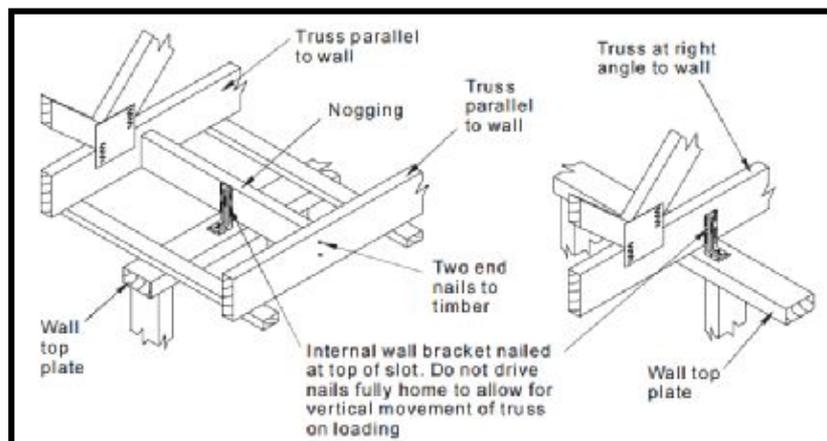
# Timber framing & Trusses

Over the course of framing inspections there are a few matters that have come to Council's attention that need further consideration in relation to framing and also trusses. These matters are as follows;

- Bracing plans and truss kit plans - These are mandatory at inspection. If these are not on-site when the Building Surveyor is in attendance to do the inspection the inspection cannot go ahead. This will incur the cost of an extra inspection against the job. If a set of these plans has been delivered to Council prior to the inspection then Councils Surveyor will bring them to the appointment, otherwise the builder needs to hand a copy to the Building Surveyor on arrival at the site.
- 'L' Brackets - As is set out in *AS4440-2004 Installation of nail plated timber roof trusses, section 2.2.3 Fixing to top plates of non-load bearing walls*, these fixtures are to be nailed at the top of the slotted bracket and the nails are not to be driven home. We have seen many examples of where they are not installed correctly or inconsistently over the project. . The following diagrams show the acceptable methods;



Pic1: Method for a bracing wall



Pic2: Method for non-braced internal wall

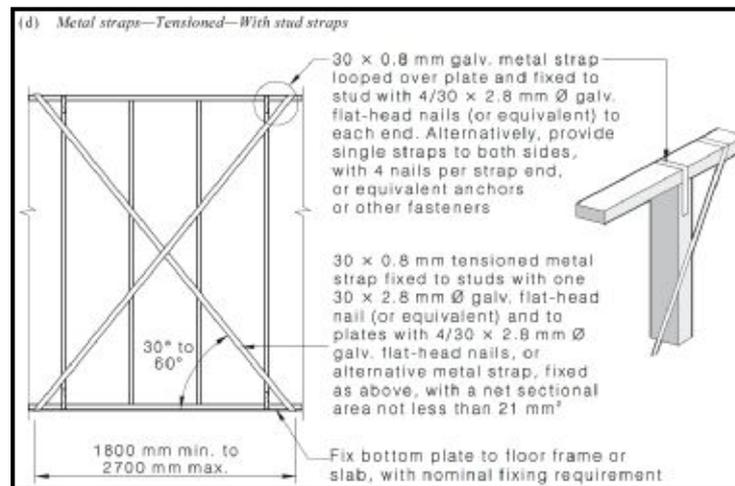
Note that there is a distinct difference between the types and there is a need for compliance with these measures. Please ensure you have your methods correct as Councils Certifiers will be checking these matters in the future. Make sure you check and install all tie down and brackets as required by AS1684.2 Residential Timber Framed Construction

PTO

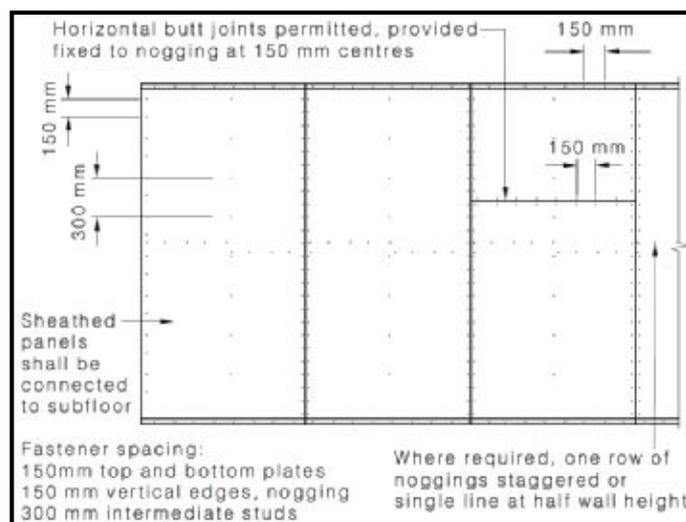
## Timber framing & Trusses Continued

Bracing Units - It has been noted on repeat occasions that these are not being correctly installed or are being seriously and critically altered by associated trades during further services installation. Bracing units must be installed correctly or they can not be counted as bracing for the structure. The two most common issues have been;

- Type 'D' cross bracing. From the diagram below you can see that they must wrap around the top and bottom plate or these units are not compliant. Ensure that the correct nailing and bolt down is also completed.



- Ply bracing units are not being fixed correctly. They must be stud to stud and nailed in a certain manner. Be sure of the type you are using they have different requirements for further fastening and bolt down. The diagram only shows basic nail and position requirements.



These are not the full extent of the issues but if you are unsure please give one of the Building Surveyors a call and ask. Basically, just because the inspector may miss or not particularly focus on a certain issue does not mean it is alright not to do it. As the tradesman you are responsible to ensure that your work complies to the appropriate standards. The Australian Standards are the bench mark not what the neighbouring Shires do.

## CONTACTING COUNCIL

Council offices are part of the Town Hall complex and the Planning and Environment Staff are available for consultation between 9am and 11am daily at the counter. If you need to talk with someone outside of these hours could you please make an appointment to see the person you need to speak with.

Appointments can be made by calling the department you require on the appropriate number.

Planning and Environment	6380 1203
Operations	6380 1215
Administration	6380 1200
Fax	6380 1299

OR

Email us at: [mail@young.com.au](mailto:mail@young.com.au)

### Council's Development and Building Team

Craig Filmer                      Director Planning and Environment

#### Administration

Lynne Michael                      Technical Assistant  
Ann McClelland                      Technical Assistant

#### Planning

Laura Schweiger                      Manager Planner  
Tanya Cullen                      Development Control Planner  
Kerry Callaghan                      Strategic Planner

#### Building

Tim Stokes                      Senior Development/Building Officer  
Brian Tredinnick                      District Building Surveyor

## PLUMBING COMPLIANCE CERTIFICATES

These are available over Councils service counter at the Town Hall.

As was discussed at our tool box meeting the Certificates are in triplicate so that you can meet your responsibilities to the Plumbing and Drainage Act.

Please ensure that the white copy goes to the owner/contractor, the pink for your records and yellow to Council.

Purchase price for the Certificate book and Drainage Diagram templates are as follows.

**Certificate Book                      \$11.00**

**Drainage Diagram Book                      \$ 5.00**

## Engineering Issues

Council's Engineering Department would like to take the opportunity to remind tradesmen and builders of the following few matters:

### COUNCIL SEWER MAIN BLOCKAGE

Council advises all tradesmen working on sewer lines, that if a sewer block does occur, to check the inspection opening at the boundary riser first to ascertain if it is wet or dry. If it is wet, please contact Council's Emergency Response number on 0419 275 991.

### WORKS WITHIN ROAD RESERVE

It has come to Council's attention that there appears to be a lack of clarity as to how the 'Road Reserve' is being used in front of businesses in Young.

Council appreciates that some businesses are starting to provide maintenance or upgrade to the front of their shops to improve the streetscape and appeal. However, in order to ensure that this type of work is undertaken with approval when the footpath is used, a 'Fact' sheet has been produced to provide some guidelines on when Council approval is required.

Without the approval of Council a person must not:

- erect a structure or carry out work in, on or over a public road, or
- dig up or disturb the surface of a public road, or
- remove or interfere with a structure, work or tree on a public road, or
- pump water into a public road from any land adjoining the road.

The public road reserve includes grass or concrete footpath areas. Generally it is that area between front fences on opposite sides of the road or between building frontages on opposite sides of the road in the CBD.

Typical works include driveway construction, erection of scaffolding for shop front maintenance and under road boring.

**Additional information on any or all of these matters, can be obtained by contacting Council's Engineering Department on (02) 6380 1215.**

