

Enquiries: Vinay Gupta
Our Ref: VG/RDS/00151 - 014



To the Resident
Important information inside
Crossover Upgrade



08 June 2026

Dear Resident,

Notification of works - Chancellor Street – Gugerri Street to Loch Street

The Town would like to advise of the following upcoming project:

Type of works:	Crossover Upgrades
Location:	Chancellor Street – Gugerri Street to Loch Street
Owner to trim or retain any vegetation:	Friday, 19 June 2026
Commencement date:	Monday, 22 June 2026
Estimated end date:	Monday, 22 June 2026

The Town is upgrading the crossovers at properties #1, #3, and #3A to resolve ongoing drainage issues. Crossover upgrades are planned for Monday, 22 June, from 9:00 am to 3:00 pm. Chancellor Road will be closed for the above period, and every effort will be made to allow access for local traffic and residents.

Below is the general sequence of events for the works:

- Remove sections of crossovers. Reticulation will be cut and capped where required. The crossover excavation will be wider than the actual crossover width, to accommodate the upgrade specifications, formwork and timber stakes required for the concrete pour and some additional space required for any reticulation reinstatement.
- Form up and pour a new crossover, designed to meet minimum Council Policy, residents' requirements and Australian Standards requirements.
- Repair any damage caused by the works undertaken, including verges, crossovers, reticulation and undertake a general clean up.

To ensure a durable finish, please avoid driving over the newly poured concrete crossover for at least 24 hours.

Please note some minor concrete cutting works may take place a few days before Monday, 22 June to facilitate efficient progress on the set date. If you have vegetation or landscaping on or near the crossovers in question, please ensure these are pruned back or removed 300mm from the edge of the proposed works before the date indicated above.

Where lawn has been cut, rolled, and stored on the verge for reuse, it will be reinstalled if it is considered suitable and in good health after the completion of works. A clean landscaping mix will be spread over gaps and over any reinstated lawn. This material is a quality mix which helps promote turf growth.

The Town will repair any damaged irrigation on verges caused by the works and will organise testing of systems once works are complete. Please ensure you contact the Town within one month of the completion date if any issues have yet to be addressed regarding damage.

To ensure safety on the project, please do not disturb any traffic management arrangements which are to be put in place. Such actions could possibly lead to confusion or accidents with resulting personal injury or damage to vehicles.

An information sheet has been attached, which provides information on the proposed works.

Whilst the aim is to start and complete the works by the dates indicated above, this is dependent on weather conditions and ongoing contractor availability.

Should you have any questions regarding this project or would like further information, please contact me on 0409 725 062.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Vinay Gupta', written in a cursive style.

Vinay Gupta
Project Officer

INFORMATION SHEET



Overview:

Crossover upgrade projects are an important part of the Town's commitment to improving our infrastructure. This information sheet provides a brief overview of frequently asked questions for footpath upgrade projects.

Questions:

1. After my initial notification letter, will I receive any further letters during the works?

If works are significantly delayed or if weather becomes a factor, the Town will send you an updated progress notification letter.

2. Will access to my property be limited while the works are in progress?

Access for vehicles may be limited during various stages of the project. The Town's contractors and traffic controllers will be able to assist if this is the case and will inform residents of the schedule. Once the formwork is installed, the concrete will generally be poured on the same day to minimise access disruption. If you require emergency access, please speak with the site supervisor or traffic controllers.

3. Will I be compensated for plants, vegetation, and lawns damaged because of the works?

The Town and its contractor will attempt to keep lawns, plants, and other vegetation alive and healthy within verge areas; however, will not replace them if they perish or require cutting back from the area of works. A quality landscaping mix will be laid as required, which will support regrowth, and residents can assist by watering and applying liquid plant tonics or solutions and undertaking regular maintenance.

4. What happens to my reticulation along the footpath during the works?

Reticulation near the crossover will be removed and capped before the concrete work begins. This means part of your verge may not receive water for the duration of construction. Residents are encouraged to hand water during this time, especially in periods of hot weather. When the job is completed, the reticulation will be reinstated, and clean fill material added to hold this reticulation in place. This material is a quality topsoil material that assists lawn growth, especially in warm weather.

5. Can I drive over the new concrete crossover straight after it has been placed?

If a new crossover has just been installed, it should not be driven on for at least 24 hours. Traffic cones will be placed in front of the new path straight after it has been poured. Please do not move any cones, as they may also be serving other important safety purposes.

6. My concrete crossover is cracked and damaged. Will the Council repair or replace this?

Crossovers are the responsibility of property owners. If you would like to have it repaired or replaced by our contractors, this can be done at the owner's expense. If you wish to pursue this option, the Town will provide the Contractor's details to you; however, we cannot guarantee that they will accept the work, due to time and/or available resources.

We hope you have found this information sheet to be helpful.

If you have any other questions or would like further information regarding this project, please contact Vinay Gupta – Project Officer on 0409 725 062.