



# COUNCIL POLICY

## Underground Service Installation

<b>Policy Number:</b>	PO043		
<b>Strategic Management Plan Goal:</b>	Goal 2 - Community Connected through infrastructure		
<b>Policy Owner:</b>	Director Assets and Infrastructure Services	<b>File Number:</b>	16/13944[v3]
<b>Responsible Officer:</b>	Asset Manager	<b>Minute Reference:</b>	300/2019 (11/12/2019)
<b>Date Adopted:</b>	11/12/2019	<b>Next Review Date:</b>	December 2024

### 1. POLICY OBJECTIVES

To facilitate the sustainable and compliant management of Council road reserves.

### 2. SCOPE

This policy applies to all underground service installation works upon a Council road reserve.

### 3. DEFINITIONS

Underground Service Installation	The installation or erection of pipes, wires, cables, fixtures, fittings or other objects in, on, across, under or over a road reserve.
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### 4. POLICY STATEMENT

An application for the installation of pipes or other infrastructure under or across roadways must be submitted on the prescribed application form (SF039 Application to Carry Out Work on Council's Roads or Footpaths), accompanied by the appropriate fee, and referred to the Assets and Infrastructure Services Department for approval by the nominated manager.

No works shall commence until such time as the approval is given.

Once approval has been granted the following conditions shall apply:

- The applicant must accept all responsibility and must agree to indemnify and keep indemnified and to hold harmless the Council, its servants and agents from all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against Council, its servants and agents arising out of or in relation to the granting of such permit and the establishment and operation of the said works.
- The applicant is to be responsible for the cost of reinstatement of the road surface and pavement after the underground service has been installed.
- The applicant is to be responsible for traffic management during the installation of the underground service, which will be undertaken in accordance with AS1742: *Manual of uniform traffic control devices – Part 3*. A traffic management plan shall be submitted to Council for approval as part of the application process.

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- The underground service is to be laid at least 0.5 metres below the road surface over a length of at least 10 metres symmetrically about the road centre line and over this length is to be sleeved within a pipe of larger diameter so as to permit its removal at a later date without disturbing the road surface.
- The trench is to be excavated and reinstated in accordance with the Department of Planning Transport and Infrastructure's (DPTI's) Master Specification – Division R: Roadworks – Part R08 Pavement Reinstatement.
- Should any of the works undertaken as part of this application fail to meet the abovementioned specification or Council's standards, Council may direct the applicant to undertake remedial work at their expense.
- The permit shall remain in force for three (3) calendar months' from the date of approval. Should an extension be required the applicant must apply in writing to Council.

### **5. COMPLAINTS**

Complaints relating to this policy can be made in writing to the Director Assets and Infrastructure Services. Complaints will be managed in accordance with Council's Complaints Policy (PO147).

### **6. REVIEW**

This policy will be reviewed every five (5) years or as deemed necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

### **7. TRAINING**

Training needs will be reviewed as necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

### **8. RELATED COUNCIL POLICIES AND DOCUMENTS**

PO091 Risk Management Policy

PO147 Complaints Policy

SF039 Application to Carry Out Work on Council's Roads or Footpaths

R011 Fees and Charges Register

### **9. REFERENCES AND LEGISLATION**

AS1742: Manual of uniform traffic control devices – Part 3

DPTI Master Specification – Division R: Roadworks – Part R08 Pavement Reinstatement

Local Government Act 1999

### **10. COUNCIL DELEGATION**

<b>Delegate:</b>	Chief Executive Officer
<b>Sub Delegate:</b>	Director Assets and Infrastructure Services

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**11. VERSION HISTORY**

<b>Archived Policy Name</b>	<b>Policy Number</b>	<b>Date Adopted</b>	<b>Last Reviewed</b>
Laying Pipes Under Roads	PO043	07/04/2003	08/06/2010
Underground Service Installation Policy	PO043	13/03/2013	11/12/2019