



COUNCIL POLICY

Underground Service Installation

Policy Number:	PO043		
Strategic Plan Goal:	Strategic Management of Council Infrastructure, Services and Assets		
Policy Owner:	Director Assets and Infrastructure Services	Record Number:	16/13944[v4]
Responsible Officer:	Asset Manager	Minute Reference:	279/2025
Date Adopted:	08/10/2025	Next Review Date:	October 2029

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

Refer to attachment 1.

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.

- 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. RECORDS

Records shall be maintained as required by Council's Records Management Policy (PO063) and relevant legislation.

9. RELATED COUNCIL POLICIES/PROCEDURES AND DOCUMENTS

PO091 Enterprise Risk Management Policy

PO147 Complaints Policy

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

R011 Fees and Charges Register

10. REFERENCES AND LEGISLATION

AS1742: Manual of uniform traffic control devices – Part 3

Department for Infrastructure and Transport of South Australia Master Specification – Division R: Roadworks – Part R08 Pavement Reinstatement

Local Government Act 1999

11. COUNCIL DELEGATION

Any applicable delegations are available on Councils website via the Delegations register via <https://yorke.sa.gov.au/about-us/forms-plans-and-publications/registers/>

12. VERSION HISTORY

Version No	Issue Date	Description of Change
1	08/06/2010	Minor Revision.
2	13/03/2013	Minor Revision.
3	11/12/2019	Minor Revision.
4	08/10/2025	Minor Revision.

ATTACHMENT 1: 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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