



COUNCIL POLICY

Underground Service Installation

Policy Number:	PO043		
Strategic Plan Objective	Provide and maintain safe and sustainable infrastructure to meet the needs of our community		
Policy Owner:	Assets & Infrastructure	File Number:	14.63.1
Responsible Officer:	Director Assets & Infrastructure Services	Minute Reference:	052/2013(13/03/2013)
Date Adopted:	13/03/2013	Next Review Date:	5 Years

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	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

Application for installation of pipelines or other infrastructure under and across roadways must be submitted on the prescribed application form, SF039 Application to Lay Underground Service, accompanied by the appropriate fee and referred to the Asset Manager, Works Manager or Operations Manager for approval.

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

Once approval has been granted the following conditions shall apply:-

- The licensee is to install the pipe at his/her own expense and shall at all times keep the Council, its servants, agents, workers and contractors indemnified against all actions, suits, proceedings, losses, damages, charges, claims or demands which the Council or its servants, agents, workers and contractors may suffer or be legally liable to meet or pay because of the presence of the pipe under the roadway.
- The licensee is to be responsible for the cost of reinstatement of the surface of the road after the pipe has been installed.
- The licensee is to be responsible for safety of traffic during the installation of the pipe and will provide for the control of traffic in accordance with AS1742 "Manual of Traffic control devices, Part 3". Approximately one half of the roadway is to remain open to traffic at all times, unless otherwise approved.
- The pipe 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 for Planning Transport & Infrastructure (DPTI), Standard Specification for the Opening and Reinstatement of Road Pavements.
- This licence shall remain in force until determined by three calendar months' notice in writing given by either party to the other. If directed by the Department for Planning Transport & Infrastructure, the pipe shall be removed and the road reinstated at the expense of the licensee.

5. COMPLAINTS

Complaints in relation to the installation of underground services or administration of applications can be made in writing to the Director Assets & Infrastructure Services.

6. REVIEW

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

7. RELATED COUNCIL POLICIES AND DOCUMENTS

- R011 – Fees & Charges Register
- PO091 Risk Management Policy
- SF039 Application to Lay Underground Services

8. REFERENCES AND LEGISLATION

- AS1742 – Manual of Traffic control devices, Part 3
- DPTI Standard Specification for the Opening and Reinstatement of Road Pavements
- Section 217 Local Government Act 1999
- Section 221 Local Government Act 1999
- Section 224 Local Government Act 1999

9. COUNCIL DELEGATION

Delegate:	Chief Executive Officer
Sub Delegate:	Director Assets & Infrastructure Services

10. VERSION HISTORY

Archived Policy Name	Policy Number	Date Adopted	Last Reviewed
Laying Pipes Under Roads	PO043	07.04.2003	08.06.2010