

PYRENEES SHIRE COUNCIL

ASSETS AND DEVELOPMENT SERVICES BUSINESS UNIT

DATE 5th January, 2010

CONTACT Assets & Development Services

PYRENEES
— S H I R E —



PYRENEES SHIRE COUNCIL ROAD EXCAVATION
WORKS CODE OF PRACTICE.

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1.0 INTRODUCTION.

The Pyrenees Shire Council Road Excavation Works Code of Practice has been formulated in order to provide clear understanding for contractors who wish to perform excavation works within road reserves controlled by the Pyrenees Shire Council.

Pyrenees Shire Council is responsible for approximately 2,000km of roadways consisting of different hierarchy categories. As part of Councils ongoing and necessary asset management strategies it is necessary to form a Code of Practice to ensure works undertaken by private parties are completed to a satisfactory standard.

Pyrenees Shire Council as the a coordinating road authority as defined under the *Road Management Act 2004* is responsible for maintaining safe and efficient road networks at local levels and the responsible use of road reserves for other legitimate purposes.

Pyrenees Shire Council is conferred powers of roads and road related infrastructure under Division 3, Section 41(1) of the *Road Management Act 2004* which states, the relevant road authority may determine the standard to which the relevant road authority will construct, inspect, maintain and repair roadways, pathways, road infrastructure and road related infrastructure.

This Code of Practice will provide details on the requirements of infrastructure placement, excavation, traffic management, maintenance after practical completion of the works and insurance requirements of contractors.

Comments in relation to this Code of practice should be addresses as shown below.

Pyrenees Shire Council

Assets and Development Services Business Unit.

Municipal Office, 5 Lawrence Street

BEAUFORT, VICTORIA 3373

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2.0 CODE OF PRACTICE REQUIREMENTS.

2.1 CODE OF PRACTICE OBJECTIVES.

To ensure that road excavation works (including vehicular driveways) are undertaken in a manner that is cognisant of Council infrastructure, safety and access to services.

2.2 CRITERIA.

This code of practice is to apply to persons who want to undertake road excavation works (including vehicular crossings) within Council controlled road reserve. The following procedure is to be complied with, including obtaining a permit for "Road Excavation Works".

2.3 CODE OF PRACTICE ADMINISTRATIVE PROCEDURE.

Vehicular crossings are subject to compliance with *Pyrenees Shire Council Local Law No. 3* Division 2 – Vehicle Crossings Part 5.4 – A Vehicle Crossing is Required and Part 10 Standards Section S4.

Council is also conferred legislative powers under the *Local Government Act 1989*, Schedule 10 Powers of Council over Roads, Section 11 - Power concerning holes and other dangers and Section 12 - Powers concerning crossings over footpaths and channels.

2.4 WHEN DO YOU NOT NEED APPROVAL ?

You do not need approval if the proposed works are in conjunction with minor residential servicing works being:

- a) House stormwater connection to kerb and channel or table drains.
- b) Water supply to a residence, when the authority water main is located at the frontage of the property.
- c) Sewerage connection to a residence, when the authority connection point is located at the frontage of the property.

Pyrenees Shire Council must approve, in writing the proposed road excavation works within the road reserve. Applicants must submit an application form which can be obtained from Pyrenees Shire Council office or web page, together with the appropriate application fee, as detailed in Council's register of general charges.

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2.5 WHO DO I SUBMIT MY APPLICATION TO ?

Your application and supporting documents should be sent to:

Pyrenees Shire Council

Assets and Development Services Business Unit.

Municipal Office, 5 Lawrence Street

BEAUFORT, VICTORIA 3373

When considering applications, the Council considers a range of aspects such as the location and size of the works, the surrounding services and infrastructure, the footpath, the safety of motorists, pedestrians and cyclist and any future works.

2.6 GUIDELINES FOR ROAD EXCAVATION WORKS.

- a) The road excavation works must not unduly obstruct pedestrian or vehicular traffic.
- b) The road excavation works must not prejudice the structural integrity or proper maintenance of the Pyrenees Shire Council road.
- c) The excavation must not prejudice the safety of pedestrian or vehicular traffic.
- d) The road excavation must not interfere with the structure of Council's road for a period that is longer than is reasonably required to undertake the road excavation works, including restoration of disturbed areas.

2.7 COUNCIL DISCRETION OVER ROAD EXCAVATION WORKS.

Council has the discretion to modify any road works if they are not constructed or maintained to Councils satisfaction, or if a reasonable objection is raised by a public utility provider or other. In this instance, Council will provide due notice (28 days) to those responsible for the offending works to be modified to Councils satisfaction. Should the permit holder fail to do so, Council maybe forced to make good the works at the permit holder expense.

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3.0 CONDITIONS OF A PERMIT.

Pyrenees Shire Council may impose any or all of the following conditions, the conditions detailed below are not an exhaustive list on the conditions Council may impose on any road excavation works.

- a) The holder of the permit shall pay any general charge applicable to the road excavation works.
- b) The holder of the permit shall pay any general charge applicable to the road excavation works.
- c) The holder of the permit shall provide monetary guarantee to secure the cost of the Council having to rectify any interference with a Council road.
- d) The road excavation works must not interfere with the structure of the road for a period that is longer than is reasonably required to complete the road excavation works.
- e) The holder of the permit must, within seven (7) days after completion of the works excavation works:
 - i) Ensure that all wastes (including surplus soil, earth and other materials) generated by the road excavation works are lawfully disposed of as directed by Council and;
 - ii) Make good all the structure of the Council road to the satisfaction of the Council.
- f) The holder of the permit must maintain the structure of the Council road including any disturbed associated infrastructure and services to the satisfaction of Council, for a period of 3 months after the completion and acceptance of the road excavation works by Council unless otherwise required by Council.
- g) The holder of the permit must ensure that the safety of pedestrians and traffic by providing and maintaining appropriate signage and barrier protection in accordance with the documents listed below, including any amendments subsequent to the original.
 - i) *Victorian Government Gazette No. S 276 Wednesday 22 December 2004 Road Management Act 2004 Worksite Safety – Traffic Management Code of Practice.*
 - ii) *AS 1742.3-2009 Manual of uniform traffic control devices - Traffic control for works on roads for pedestrian control.*

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- h) The holder of the permit must take out public liability insurance in an amount of not less than \$10 million in respect of the road excavation works which indemnifies Pyrenees Shire Council in respect of any liability arising from the road excavation works.
- i) All works are to be carried out between the hours of 8:00 am and 5:00 pm Monday to Friday and 9:00 am and 3:00pm Saturday. No works will be allowed to be undertaken on Sunday unless specifically approved in writing by the Design and Assets Manager.
- j) Works in progress, especially works not completed within one day must be protected with adequate barriers and appropriate lights. Any holes or trenches left open and not satisfactorily protected in the opinion of Council maybe filled, surrounded by barricades, and/or lit by Council at the permit holders cost.
- k) All underground assets must be a minimum of 600mm deep measured from the finished road surface to the top of the installed service unless specifically approved in writing by Councils Design and Assets Manager.
- l) All trenches in trafficable areas such as road pavements, concrete footpaths, paved areas and access driveways are to be backfilled to match the sub-grade level with 20 mm Class 2 fine crushed rock, in layers not exceeding 150 mm, compacted to a density of not less than 97% of the maximum dry density value determined by the standard compaction test in accordance with AS 1289.5.1.1-2003.
- m) Council is to be provided with 48 hours notice prior to commencement of works.
- n) Should the permit holder fail to comply with any of the above conditions Council may, without reference to the permit holder carry out works necessary to maintain Councils assets, and recover costs of such work from the permit holder.
- o) No cross vehicular access point shall be constructed close than 9.0m to the intersection of any street or 0.9m from any manhole providing access to any authority infrastructure. Any obsolete or un-used vehicular access points are to be removed and the roadway reinstated to the satisfaction of Council.
- p) Notwithstanding anything contained in the conditions supplied, full responsibility for any damage caused as a result of the works carried out under this permit is to be borne by the person the permit is issued.