

**POLICY No: I/R/12**

**FORMER POLICY No:**

**NOTICE OF ENTRY FOR PUBLIC SERVICES AND UTILITIES**

<b>DIVISION</b>	<b>BUSINESS UNIT</b>	<b>RESPONSIBILITY AREA</b>
Works and Services	Infrastructure	Roads

**OBJECTIVE**

To provide clear guidelines to the Council, its officers and public utility companies and their contractors regarding the undertaking of public service and utility work within the Shire of Plantagenet.

**POLICY**

1. Scope

This policy relates to works undertaken by public service and utility companies on land which is under the care, control and management of the Shire of Plantagenet.

2. Application of Policy

Public service and utility companies must provide appropriate prior notice for any works to be undertaken within the Shire of Plantagenet. The Council will provide a letter of response, outlining the following conditions:

- a) Should it be necessary to carry out the installation of underground services beneath a road pavement, approval must be sought from the Executive Manager Works and Services prior to undertaking the works.

Where underground services are to be placed beneath the road pavement and any existing conduits or culverts cannot be used, preference will be given to the use of trenchless technology methods. In the case of trench excavation and reinstatement, a 'defects liability period' will be applied to the reinstated work. This period shall not be less than twelve (12) months.

- b) All trenches located within the road reserve shall be backfilled with quality material and suitably compacted following installation of plant or underground services. The finished surface level of the compacted backfill material shall match the existing surface profile of the road reserve.
  - c) All disturbed areas shall be reinstated to pre-existing conditions following completion of the works. As a minimum, areas denuded by installation of plant or underground services shall be top soiled, turfed and regularly watered following completion of the works.
  - d) All utility holes, inspection points and/or other permanent above ground features, which are to be located within the road reserve, shall be flush with the natural ground to avoid potential trip hazards.
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- e) Fixed infrastructure (pits, inspection holes, inspection points etc) or cabling should avoid being constructed either near or within existing road formation. This will ensure that, should the Council ever widen the road, the fixed plant/cable is sufficiently clear of the works.
- f) All cabling shall be laid to the following depths:
  - i) Under roads - minimum 1.0 metre;
  - ii) Within verges - minimum 0.75 metre; and
  - iii) Within public open space - minimum 0.75 metre.
- g) Where work is likely to affect vehicular access to private properties, every attempt shall be made to accommodate the needs of landowners/residents regarding entry and/or exit from the property.
- h) A minimum of one trafficable lane shall remain open to the public at all times and traffic control shall be employed during the course of the works. A copy of the Traffic Management Plan shall be forwarded to the Executive Manager Works and Services for consideration.
- i) The finished condition of the road and/or road reserve shall be to the satisfaction of the Executive Manager Works and Services.
- j) Where work is to be carried out within privately or publicly owned land, the affected property owners shall be notified in writing of the utility's intent to install plant/cabling. All areas denuded or affected by the works within privately owned land or public open space shall be made good upon completion of the works.
- k) Where any removal of vegetation is required then the relevant clearing permits must be obtained from the Department of Water and Environmental Regulation prior to the seeking of consent from the Council.
- l) All works are to comply with the Utility Providers Code of Practice for Western Australia, effective 1 June 2016, and the Restoration and Reinstatement Specification for Local Governments in Western Australia, effective October 2002.

**ADOPTED: 10 FEBRUARY 2009**

**LAST REVIEWED 13 AUGUST 2019**

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