

Roadworks – Excavation Within Road Reserves

Responsible Directorate:	<i>Assets</i>
Responsible Service Unit:	<i>Asset Planning</i>
Contact Person:	<i>Manager Asset Planning</i>
Date of Approval:	<i>18 April 2023</i>
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1. POLICY STATEMENT

All excavation works within the road reserve under the control of the City of Wanneroo (City) require a written approval from the City and shall be completed to meet the requirements of the City.

2. OBJECTIVE AND PURPOSE

Objective

The objective of this policy is to ensure that the installation of underground services within road reserves are undertaken in such a manner as to minimise damage to City assets and avoid lengthy disruptions to the community and road users.

Purpose

The purpose of this policy is to ensure that trench-less construction methods are utilised to eliminate the need for open excavations for the installation of underground services within road reserves.

Should there be no other options that are considered viable, then prior approval from the City must be obtained for open cut excavations particularly on high trafficked major transport routes.

3. KEY DEFINITIONS

District Distributor Roads (A & B) include roads that carry traffic volumes in excess of 7,000 vehicles per day. These carry traffic between industrial, commercial and residential areas and generally connect to Primary Distributors. These are likely to be truck routes and provide only limited access to adjoining property. These roads are managed by the local government.

Primary Distributor Roads provide for major regional and inter-regional traffic movement and carry large volumes of generally fast moving traffic. Some are strategic freight routes and all are State Roads. They are managed by Main Roads Western Australia.

Trenchless construction methods includes construction methods such as tunneling, microtunneling, horizontal directional drilling (also known as directional boring) and other methods for the installation of pipelines and cables below the ground with minimal excavation.

Trenchless technology is a type of subsurface construction work that requires few trenches or no continuous trenches.

4. SCOPE

This policy applies to any individual or organisation that proposes to undertake any excavation works within road reserves under the City's control and must obtain prior approval from the City.

This policy applies to:

- Public and private utility providers,
- Land and property developers, and
- City works.

In instances where underground services are required to cross primary or district distributor roads, the proponent shall utilise trench-less construction methods, such as thrust boring (or directional drilling), unless otherwise authorised in writing by the Director Assets. All applications for open trenching across primary or district distributor roads shall include data justifying the need for special approval to open trench.

5. IMPLICATIONS

This policy supports the following goals of the Strategic Community Plan:

- Priority 5.3 : Manage and maintain assets
- Priority 5.4 : People can move around easily
- Priority 7.2 : Responsibly and ethically managed

It is imperative that the City continues to reinforce its position to minimise interruptions resulting from underground utility crossing works wherever possible particularly when the excavations are proposed across primary and district distributor roads. All attempts shall be made by the proponent to minimise damage to the City's road asset. Alternatives to open trenching such as horizontal directional drilling or thrust boring and other trench-less technology should be considered in preference to open trenching.

This enables the City to ensure that important transport links are not unduly affected by road closures and inconveniencing road users. By using trench-less construction methods also preserves the rideability of the road surface of these higher order roads and prolongs the life and quality of the asset. Differential settlement generally occurs in the road surface following the reinstatement of a road pavement at the location of the open cut trenches. This results in an uneven surface at the location of the works affecting the riding comfort along the affected road.

The effective implementation of this policy can be accommodated within current resources.

6. IMPLEMENTATION

This policy provides guidance on authorising excavation works within road reserves under the care and control of the City including the approval of temporary and full closure of thoroughfares to the passage of vehicles.

In instances where underground services are required to cross primary or district distributor roads, the proponent shall utilise trench-less construction methods, such as thrust boring (or directional drilling), unless otherwise authorised in writing by the Director Assets. All applications for open trenching across primary or district distributor roads shall include data justifying the need for special approval to open trench.

Consultation regarding the proposed method should occur with the City and the method agreed by both parties prior to commencement of work. When trenching is necessary, service providers should liaise and try to co-locate cables/conduits and share trench space to minimise disruption to traffic and reinstatements. Works shall be organised so as to cause minimal disruption to traffic, pedestrians and access to properties at all times. Approximately one half of the carriageway shall remain open to traffic at all times.

When considering applications, the City considers a range of aspects such as the location and size of the works, the impact on surrounding services and infrastructure, the footpath, the safety of motorists, pedestrians and cyclists and any future roadworks.

Where the works within an existing road reserve are undertaken as part of a private subdivision or property development, the proponent shall prior to any works commencing,

1. Obtain City's approval to carry out works within the road reserve,
2. Enter into a deed of agreement with the City for the works proposed within the road reserve addressing the following items, but not limited to,
 - a) the proponent being responsible for all cost associated with the works;
 - b) the proponent indemnifying the City from and against all actions, claims, costs etc. resulting from the works;
 - c) monetary guarantee or bond, to secure the cost of the City having to rectify any interference with the road;
 - d) make good the structure of the road to the satisfaction of the City and ensure that all wastes generated by the road excavation works are lawfully disposed of;
 - e) must ensure the safety of pedestrians and traffic by providing and maintaining appropriate signage and barrier protection, in accordance with the Manual of Uniform Traffic Control Devices for Works on Roads, and the Workplace Health and Safety Act 1995, for the duration of the road excavation works; and,
 - f) must take out and maintain public liability insurance in an amount of not less than \$20 million (or as amended from time to time) in respect of the road excavation works, and which indemnifies the City in respect of any liability arising from the road excavation works.

Preparation of all Deeds of Agreement shall be completed in liaison with the City's Legal Services Team.

7. AUTHORITIES AND ACCOUNTABILITIES

Director Assets and Director Planning and Sustainability will have delegated authority to approve works in the road reserve.

8. ROLES AND RESPONSIBILITIES

The Assets Directorate shall be responsible for the review and publication of this policy and will provide interpretations in the event of the need for clarification or when there is a dispute.

The Assets Directorate and the Planning and Sustainability Directorate, both have the authority to assess and authorise excavations within road reserves. This policy delineates the responsible officer for assessing requests from external entities, both private developers and public entities such as Water Corporation, Western Power and Telstra Corporation, who propose to carry out excavation works within road reserves under the care, control and management of the City. This enables such requests to be distributed in a consistent manner to the responsible areas within the City for improved efficiency.

Depending on the nature of the proposed works, the implementation, assessment and enforcement or compliance of this policy shall be the responsibility of the directorates as described below:-

Planning and Sustainability Directorate

Works associated with the development of land (subdivision or property development) includes the provision of services such as water, gas, fibre optics, telecommunications cables, sewer and electricity which have to be carried out in the road reserve. Officers from the Planning and Sustainability Directorates who are assessing works associated with subdivision or development applications are therefore best placed to authorise and manage these excavation works and activities within road reserves. All applications for open trenching across primary or district distributor roads shall be referred to the Director Assets with supporting documentation seeking special approval to open trench.

Assets Directorate

Works undertaken by private or public utility providers, which are not related to any subdivision or property development, such as minor services adjustments, expansion of their services as part of their capital works program or maintenance alterations to their existing network, will be assessed by the Assets Directorate.

9. DISPUTE RESOLUTION (if applicable)

All disputes in regard to this policy will be referred to the Director Assets in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for a ruling.

10. EVALUATION AND REVIEW

The adopted policy shall be evaluated as to its effectiveness in achieving its outcomes by measuring the number of open cut trench proposals approved for distributor roads by the Director Assets in a year. This number shall generally be limited to zero to one per fiscal year.

This Policy shall be review at least once every 4 years.

11. RELATED DOCUMENTS

City's Asset Management Policy (as amended from time to time).

12. REFERENCES

'Utility Providers Code of Practice' for WA (2016) - Utility Providers Services Committee
AS1742.3: Manual of Uniform Traffic Control Devices for Works on Roads

13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Asset Planning
Manager Land Development
Manager Infrastructure Capital Works
Manager Asset Maintenance
Manager Parks and Conservation Management

REVISION HISTORY

Version	Next Review	Record No.
1 July 1999		
16 December 2003 - TS16-12/03		
07 June 2005 - TS15-06/05	28 February 2008	
29 June 2010, Resolution No. CS10-06/10	June 2012	TRIM 10/16752
7 November 2016 - CE01-11/16 (re-written in new policy document format)	January 2019	TRIM 16/344030
9 April 2019 – CE05-04/19 (minor review and re-written in new policy document format)	January 2023	TRIM 18/488322[v1]
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