

POLICY

COUNCIL PROPERTIES – Road Crossings – Installation of Private Water Supply for Irrigation Crossing on Council Roads

Date adopted by Council	14 December 2020
Minute number	H.12.5
Endorsed by	Senior Management Group
CM Ref	CD-187/20
Due for review	December 2024
Related documents	Application for Permission to Construct Water Supply Pipeline Or Irrigation Channel Crossing On Council Road
Responsible officer	Manager Works Delivery
Department/Section	Infrastructure Services, Works Delivery
Category	Roads
Community Strategic Plan goal	Goal 7 Enhance and improve the road network and bridges to meet the needs of current and future generations and communicate priorities and progress to the Community.
	CS27 Maintain and upgrade the road network and bridges.



Policy Statement

Council will provide a consistent approach to the installation of private water supply or irrigation crossings on Council roads.

Objective

The objectives of the Policy are to:

- Provide direction and consistency in the management of road crossings across the Upper Hunter Shire.
- Ensure that all requests for installation of private water supply or irrigation crossing on council roads are dealt with consistently and in a manner which has taken into account factors such as community expectations, relevant standards, costs and environmental, health and safety issues.

Scope

This policy applies to property owners installing private water or irrigation lines across council roads. The policy will ensure that all new installations are to the required standard and manage the environmental, health and safety risks.

Definitions

the Council	The Upper Hunter Shire Council shall be referred to as ‘the Council’.
the Applicant	Any person applying for the permit shall be referred to as ‘the Applicant’.

Policy Details

The requirements and conditions for installation of private water supply or irrigation crossing on council roads are listed below.

1. The Applicant shall submit an ‘Application for Permission to Construct Water Supply Pipeline or Irrigation Channel Crossing on Council Road’.
2. A plan showing the location of proposed pipe in relation to fixed boundaries and fences.
3. If it is necessary to divert the traffic to permit the pipes to be laid then traffic management will need to be put in place.
4. Adequate warning signs are to be erected in advance of, and at the site of work advising the travelling public that such work is in progress.
5. The works are to be left open after hours, all work is to be completed in one shift.
6. All work is to be carried out in daylight hours.
7. The costs of all such works, including restoration of existing pavements and bitumen surfacing, shall be met by the applicant(s).



8. It will be the applicant's responsibility to maintain the lights, signs and side track in a safe and reasonable condition at all times.
9. The pipe is a minimum of 600 mm below the surface at all times within the road reserve. Pipes are not to be laid in Council's stormwater pipes.
10. The applicant shall obtain written approval from any other department with interests within the road reserve, and shall be responsible for any damage to any such department's property.
11. Relevant telecommunications authority is to be advised prior to the excavation commencing.
12. Upon completion of the work the road and road reserve is to be restored by the applicant to a condition similar that which existed prior to work being commenced.
13. All rubbish etc is to be removed from the site, all surplus earth is to be levelled and the road table drains are to be free of any debris or matter, which would obstruct or hinder the flow of water.
14. Council shall not be responsible for any damage caused to any pipes or other property in respect of this application and located within the road reserve, either by Council's own staff or machinery, or any outside body. Any restoration works necessitated as a result of such damage shall be the responsibility of the applicant or owner. Council reserves the right to carry out any repair works at any time and debit the cost of same to the owner.
15. Payment of a road opening fee as detailed in Council fees and charges, prior to works commencing.
16. The applicant shall undertake works in accordance with a Traffic Control Plan approved by Council.
17. The line of any pipe crossing shall be clearly defined by fixed permanent markers
18. Council shall be indemnified by the applicant from any damages or claims for damages arising as a result of any works carried out in consequence of approval of the application.
19. Council reserves the right to require the removal or relocation of the pipe line for the realignment of the existing road reserve or reconstruction of the existing road formation and cost of any such removal or relocation shall be borne by the owner of the line.

Responsibilities

Councillors

Councillors will review and adopt the policy.

Senior Management Group

The Senior Management Group will support this policy and ensure their relevant areas are implementing it consistently.



Director

The Director Infrastructure Services will ensure the policy is updated and implemented consistently.

All Managers

All Managers will support this policy and ensure it is implemented when applicable to their area and works undertaken.

Manager

The Manager Works Delivery will review, update and implement the policy. The Manager will also develop and maintain any procedures or processes required to manage the policy.

Staff

The relevant officers will have responsibility to ensure the policy is implemented and all procedures are adhered to.

References and Related Legislation

This policy and guidelines were endorsed by Council at its meeting held on 25 September 2017, and replaces the policy of the same title dated 29 February 2016.

Version History

Version No.	Date	Reason for Review
1		
2		
3		



**Application for Permission to Construct Water Supply Pipeline
Or Irrigation Channel Crossing On Council Road**

Applicants Details:

Name:

Address:

Phone: (H) (W) (M)

Proposed Pipeline Details:

Location of Crossing: (reference points, road name and no.)

Pipe Diameter: Material:

In consideration of permission so granted. I/we hereby and on behalf of my/our successors agree:

1. To construct the pipeline in all respects in accordance with the requirements of the Council.
2. To maintain the pipeline in good order at all times and to the satisfaction of the Council.
3. To modify, shift or remove the pipeline at any time if required to do so by the Council.
4. To carry out all work in connection with the pipeline at no cost to the Council.
5. That Council accepts no responsibility for damage to the pipeline arising out of the operations of the Council or by persons or vehicles using the road.
6. To indemnify and keep indemnified the Council from and against all actions, claims and damages that have arisen or that may at any future time arise from or in respect of any of the accident or otherwise howsoever out of the construction, provision or maintenance or existence of the pipeline

I hereby agree to comply with the above requirements and conditions.

Applicant Signature: Date (DD/MM/YY):

Witness Signature: Date (DD/MM/YY):

Signed on behalf of the Upper Hunter Shire Council

General Manager: Date (DD/MM/YY):



ROAD CROSSING DETAILS	
ROAD NAME:	
CROSSING LOCATION: _____ (Distance from Common focal point)	
APPLICANT'S NAME:	
POSTAL ADDRESS:	
SKETCH SHOWING DIMENSIONS AND LOCATION OF STOP VALVE OR VALVES	
I hereby agree to comply with the above requirements and conditions.	
SIGNED: _____	DATE: _____