

ROAD RESERVE EXCAVATION AND REINSTATEMENT GUIDELINES

The following procedure for the opening up of road works should be read in conjunction with the Utility Providers Code of Practice for Western Australia and the Local Government Guidelines for Restoration and Reinstatement in Western Australia (produced by IPWEA and WALGA).

TABLE OF CONTENTS

GENERAL.....	1
MAJOR ROADS.....	2
ROAD OPENINGS REQUESTS.....	2
ROAD CLOSURES.....	2
TRAFFIC DIVERSION/MANAGEMENT.....	2
CONTRACTOR LIABILITY.....	3
PERIOD OF WORKS.....	3
WORKS PROCEDURE.....	3
CERTIFICATE OF COMPLETION.....	4
SUB-STANDARD TRENCHING REINSTATEMENT.....	4
APPROVED CONTRACTOR.....	4
REINSTATEMENTS.....	4
SUPPORTING DOCUMENTS.....	5

GENERAL

Under the Local Government Act, the City of Greater Geraldton is responsible for the care, control and management of all public areas and road reserves vested or owned by the City within its boundaries.

The City of Greater Geraldton in approving works requires that the works will be undertaken in a responsible, efficient and safe manner with due consideration for the interests of the City of Greater Geraldton and its residents/public.

Satisfying these requirements involves the relevant Authority, Private Organisation or Contractor being responsible for;

- Prior advanced consultation with affected property owners and other utilities.
- Advance notice of any disruption to access or service.
- Minimising any nuisance associated with the works (i.e. dust, noise, access, etc.).
- Reinstating all disturbed surfaces to a state at least as good as the existing prior to the works commencing.

In this regard, particular attention is required to be paid to;

- Retaining of trees, shrubs, grassed areas and replacing those requiring removal to the satisfaction of the City of Greater Geraldton.
- Programming and routing the works in the design and installation phases to minimize disturbance to residents, business, traffic flow and special events.
- Promptly responding to the concerns of residents, informing the City of Greater Geraldton supervising representative of these concerns, and resulting action taken programmed.

MAJOR ROADS

The use of thrust boring or similar methods shall be used to cross all Arterial and District Distributor Roads unless otherwise authorized in writing by the City of Greater Geraldton's Infrastructure Services Department or Main Roads WA.

ROAD OPENINGS REQUESTS

All requests for open trenching involving works within a road reserve shall be submitted to the City of Greater Geraldton in writing at least ten (10) working days in advance of the proposed works, justifying the need to open the trench and shall include the exact location and dimension of the road opening.

The applicant shall be responsible for determining the location of existing public utility plant in the road reserve before commencement of work.

ROAD CLOSURES

- I. Applications for permission to close roads shall in the first instance, be forwarded to the City of Greater Geraldton for prior approval at least ten (10) working days before the proposed road closure. Closure of roads or for major interference to traffic, close liaison and prior advice must be maintained with the WA Police (traffic branch), Geraldton Bus Service, St Johns Ambulance and the Geraldton Fire Brigade.
- II. Please refer to [ISM005 – Temporary Road Closure \(For Works\)](#).
- III. The Contractor shall keep the road closure to a minimum and every cut shall be backfilled and made trafficable as soon as practically possible, after work has been completed.
- IV. All road closures are required to be advertised at the Contractor's cost in the local newspaper, ten (10) days in advance with prior consultation with the City of Greater Geraldton's Infrastructure Services Department.
- V. On larger projects over a period of time, the contractor is required to erect notification signs at either end of the road closure to warn the public of impending closure and traffic disruptions. A notice is also to be placed in the Public Notice column of the Geraldton Guardian Newspaper advising the closure, duration and alternative traffic detours approved by the City. These signs and notices are to be placed ten (10) working days prior to the commencement of works.

TRAFFIC DIVERSION/MANAGEMENT

The Contractor shall make adequate provision of all vehicular and pedestrian traffic using the road or pathways and shall erect such barriers, warning signs, lights and flagmen as they are necessary in accordance with Australia Standard, **AS1742.3** (2009) – Manual of Uniform Traffic Control Devices – Part 3: Traffic Control Devices for Works on Roads. The Contractor shall be required to have staff qualified in Worksite Traffic Management (MRWA).

The Contractor shall;

- Take particular provision for traffic management during construction and reinstatement works in all work areas.
- Maintain full customer access to shops and businesses within the work area at all times, such the impact on the businesses is minimised.
- Erect all such necessary signs, barriers, lights to protect and guide the public safely through/past the

works at all times.

CONTRACTOR LIABILITY

The Contractor shall accept all liability in connection with the works covered by this approval and will indemnify the City of Greater Geraldton against all actions, claims and demands made by any person or persons for injuries or damage arising as a result of non-compliance.

The Contractor shall be responsible for the repair and replacement of any damage, which arise as a result of the works. A copy of the Contractor's current public liability guarantee \$5,000,000.00 minimum shall be lodged.

PERIOD OF WORKS

The Contractor shall not commence work before 9.00am or continue after 4.00pm on any Arterial or District Distributor road where temporary or short-term works is limited to the duration of a single work shift. All other works shall be undertaken between the hours of 7.00am to 7.00pm, Monday to Saturday inclusive. Extensions of works beyond these hours require written approval from the City of Greater Geraldton.

WORKS PROCEDURE

The standard reinstatement, including quality of materials, workmanship, and standard of compaction with suitable testing and availability of materials shall be in accordance with the City of Greater Geraldton's reinstatement requirements. Refer to [Restoration and Reinstatement Specification for Local Government in WA](#) and [IS004 - CGG Inspection Test Plan](#).

The road surface shall be cut on a uniform alignment, with an approved saw prior to the commencement of the excavation works.

Stockpiling of any excavated materials other than immediately adjacent to the excavation shall be on sites approved in writing by the City of Greater Geraldton.

All excavated areas and stockpiles or storage sites shall have dust control provisions to ensure that the amenity of residents, businesses or the public is not reduced.

The Contractor shall also take measures to prevent the built-up of windblown sand in adjacent drainage gullies and pits. The installer shall remove any build-up of sand in pits and pipes.

When dewatering is required, the installer may approach the City of Greater Geraldton for permission to discharge to the existing stormwater drainage system. Permission may be granted if;

- Adequate capacity exists in the drainage system.
- The discharge is screened to prevent siltation.
- The Contactor/installer undertakes to clean out the drainage system after the work is complete.

Tracked machines shall not travel on unprotected bituminous surfaces. Any damage to bituminous surfaces shall be repaired at the Contractors expense.

Cultivated lawns or any approved landscaping treatments shall be removed for the full width of the excavation and stacked in a manner to ensure the maximum possible preservation. Upon completion such lawns and landscaping treatments shall be reinstated as near as practical to their original conditions.

CERTIFICATE OF COMPLETION

Upon completion, the Contractor shall notify the City of Greater Geraldton's Infrastructure Services Department for an inspection of the works.

A signed [ISR004 – Inspection Test Plan](#) will be given to the Contractor when the works complies with the City of Greater Geraldton's standards.

SUB-STANDARD TRENCHING REINSTATEMENT

Where the Contractor fails to backfill and compact the excavated trench area in accordance with the City of Greater Geraldton's standards then the City will re-excavate and compact the trench at the full cost of the contractor.

APPROVED CONTRACTOR

The City of Greater Geraldton reserves the right to approve contractors to undertake works within the City of Greater Geraldton's road reserves.

Contractors who have not previously complied with the City of Greater Geraldton's standards or conditions as directed may be refused permission to undertake excavation and reinstatement works within roadways.

REINSTATEMENTS

REINSTATEMENT BY CONTRACTOR

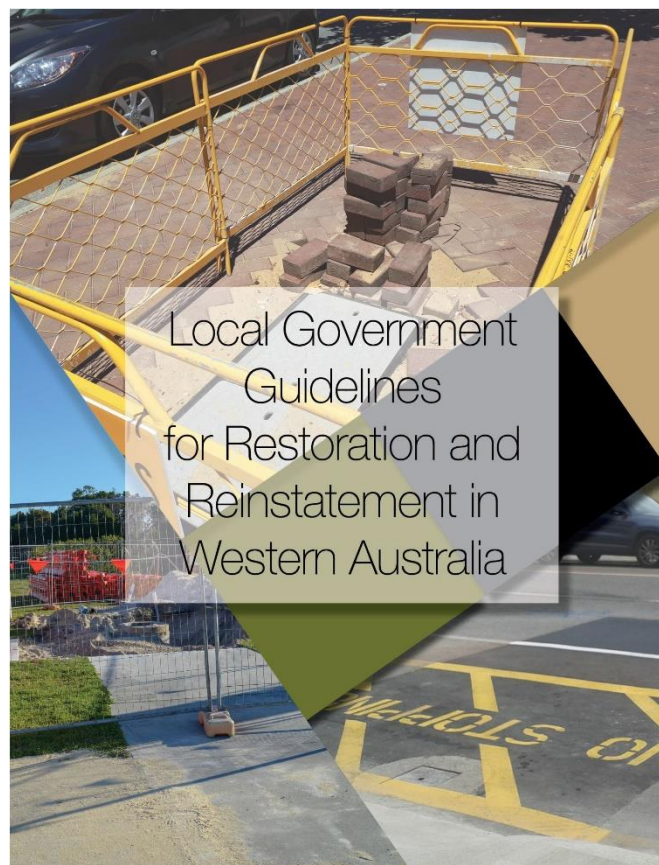
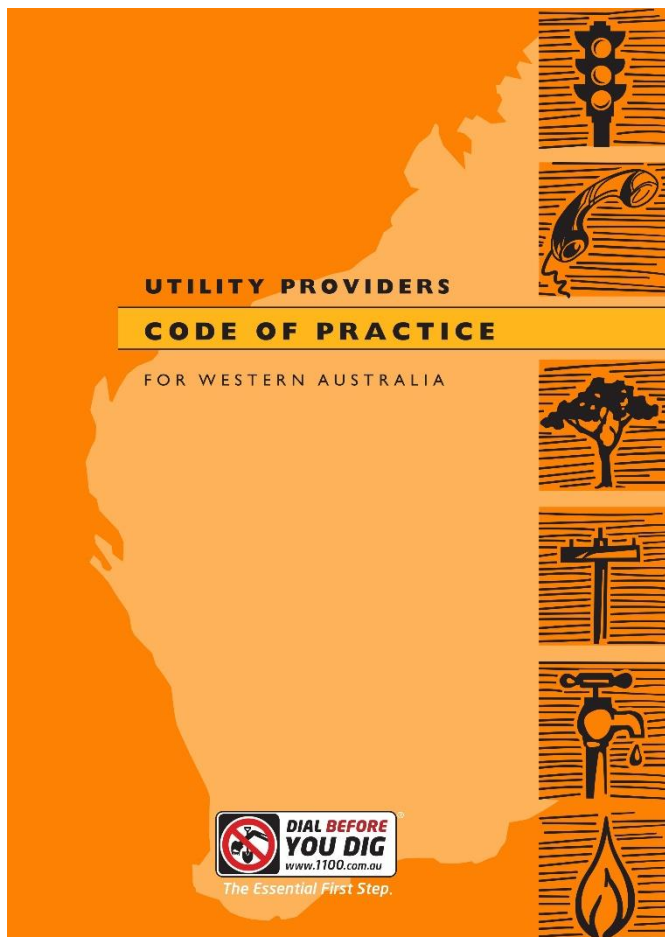
Where the Contractor chooses to undertake the reinstatement works, then the Contractor shall inform the City of Greater Geraldton's Infrastructure Services Department ten (10) working days in advance of the works and incur the full cost of the works. Non-complaint reinstatements will require re-work until the CGG sign-off of the ITP.

REINSTATEMENT BY THE CITY OF GREATER GERALDTON

Where the Contractors chooses to have the City of Greater Geraldton undertake the reinstatement works, then the Contractor shall inform the City's Infrastructure Services Department, ten (10) working days in advance of the works and obtain a quote and issue an order for the works.

SUPPORTING DOCUMENTS

For more information, please refer to the [Utility Providers Code of Practice for Western Australia](#) and the [Restoration and Reinstatement Specifications for Local Government in WA](#), plus the City of Greater Geraldton's [ISR004 - Inspection Test Plan \(ITP\)](#).



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TRIM REFERENCE

D-17-78569