



City of **HOBART**

**GUIDELINES FOR CONSTRUCTION WORKS WITHIN
HOBART'S ROAD RESERVATIONS**

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1. PREAMBLE

These guidelines are to advise organisations and individuals of the Hobart City Council's requirements for the investigation, planning, excavation and restoration of works within Council's roads and footpaths.

The regulation and control of conduct on the highways in the municipal area is by way of the *Local Government (Highways) Act 1982*, its associated Regulations and the Hobart City Council's Highways By-Law 3 of 2008. In this document, the term "Road Opening Permit" means a Permit to Open Up and Temporarily Occupy a Highway as defined in the By-Law.

This document is not a specification and does not contain detailed conditions. The Road Opening Permit will specify in detail what Council's site-specific conditions are.

All works are to comply with the Municipal Standard Specifications and Drawings.

All contractors carrying out gas infrastructure installation are to carry out their works in accordance with the *Municipal Standards Specifications Part 14 – Gas Infrastructure*.

The "contractor" referred to in this Guideline refers to the holder of the Road Opening Permit and their subcontractors.

The contractor shall have a copy of the Road Opening Permit on site at all times.

2. CONSTRUCTION PROGRAM

A construction program including the commencement date is required prior to works commencing.

3. LOCATION OF AND DAMAGE TO SERVICES

All services shall be located and marked on site to the satisfaction of the relevant service authority prior to works commencing. Council's authorised officer shall be given evidence that this investigation has been carried out.

The Council is to be notified of damage to Council's infrastructure including Council trees. The contractor shall meet the cost of any repairs as a result of works. The repairs shall be made good to the satisfaction of Council's authorised officer.

Any Council underground services that are damaged are to be repaired by Council's workforce at the contractor's expense unless Council's authorised officer advises otherwise.

Any connections to Council infrastructure are to be carried out by Council at the contractor's cost.

4. NOTIFICATION TO FRONTAGE PROPERTIES

The contractor shall notify all affected residential frontage properties not less than 48 hours prior to excavation works taking place and shall be wholly responsible for liaison with the residents regarding access, alternative car parking, deliveries and other frontage activities. Business frontage properties shall be given 5 business days notice of the proposed works.

Written details of the works shall also be provided including the contractor's contact details. A draft notification shall be supplied to Council's authorised officer for their approval prior to distribution to the frontage properties.

5. TRAFFIC CONTROL

Traffic management is to be designed and implemented in accordance with the Department of Infrastructure, Energy and Resources (DIER) *Traffic Control for Works on Roads – Tasmanian Guide 2011*.

Regular inspection and maintenance of signs, lights and barriers at all times by the contractor is required including weekends and holidays.

A Traffic Management Plan is required for all worksites and shall be submitted for assessment with the *Application to Temporarily Occupy and Open up a Highway*.

6. ROAD CLOSURES

The contractors shall give Council's authorised officer not less than seven days notice of any request to partially or wholly close any portion of a public road. If approved, Council shall issue a public notice giving notification of the closure at the contractor's cost.

7. PROTECTION OF SURFACES

The contractor shall be responsible for damage to all existing surfaces within the road reservation caused as a result of the works and shall make good any damage to the satisfaction of the authorised officer.

Any damaged kerb and gutter shall be replaced at the direction of the Council authorised officer, with a minimum length of one metre with both kerb and gutter being replaced as one unit.

Footpaths and road pavement shall be protected with rubber tracked machinery unless the authorised officer approves otherwise.

Footpaths are to be washed and cleaned upon completion of the works. Silt traps detailed in these Guidelines are to be in place during clean up.

The contractor shall make good any damage to any street furniture to the satisfaction of Council's authorised officer.

The contractor, in conjunction with Council's authorised officer, shall document any pre-existing damaged infrastructure prior to the work commencing.

8. COUNCIL TREES

Council trees may need to be trimmed to allow access to work site and prevent damage to the trees. Council's workforce shall carry out this work at the contractor's cost.

New gas mains and other underground infrastructure shall be installed so as not to disturb the tree roots of Council's trees. In locations where there are no trees present, it is Council's preference for new underground infrastructure to be located in footpaths under powerlines so as not to prevent Council installing trees in the future on opposite footpaths.

9. PREPARATION AND RESTORATION OF SURFACES

Generally the Council seeks to have the surface restored to at least the same condition as it appeared before the excavation. For this reason boring may be required in certain locations. This requirement shall be detailed in the Road Opening Permit.

9.1 ASPHALT FOOTPATHS

All asphalt footpaths less than five years old shall be replaced for the entire width upon trench reinstatement. Council may require footpaths more than five years old to be replaced full width where the footpath is deemed to be in good condition. This requirement shall be detailed in each Road Opening Permit.

9.2 CONCRETE FOOTPATHS AND DRIVEWAYS

All concrete footpaths less than five years old shall be replaced for the entire width upon trench reinstatement. Council may require footpaths more than five years old to be replaced full width where the footpath is deemed to be in good condition. This requirement shall be detailed in each Road Opening Permit.

Concrete shall be saw cut prior to excavation and will be required to be replaced to the nearest joint upon reinstatement.

9.3 PAVED ROADS AND FOOTPATHS

Pavers are to be lifted by hand, palletised and removed from site until required for reinstatement. At no stage during the works are loose pavers to be left on site. Extreme care should be taken as some pavers used within the municipality are no longer available, and any damaged paver will not be permitted for reuse. For additional pavers that are no longer available, a special run by the paver manufacturer at the contractor's cost may be required. Alternatively the full area of pavers may need to be replaced with new pavers. The authorised officer shall advise if this is required.

All disturbed pavers in the vicinity of the works shall be re-laid on a new base. A disturbance shall be considered as a movement of 2mm or more. All pavers shall be replaced so as their original top sides are facing up. The pavers shall have their underside marked to ensure this is achieved.

A request for the Hobart City Council to undertake the paver removal and reinstatement can be made to the Manager Road Engineering for consideration

at the time of application for a Road Opening Permit. Paver works will only be undertaken by Council where it has the resources available. The work will be conducted at the permit holder's cost.

10. REINSTATEMENT OF WORKS AND COMPACTION TESTING

It is Council's preference for trench backfill to consist of stabilised sand (Readymix Rapidfill Class B, Pioneer Liquid fill Grade PC2 or another approved equivalent). All backfill shall be installed in accordance with manufacturer's recommendations. No compaction tests are required for this backfill material.

If stabilised sand is not used, the backfill and haunching material under roads shall be 7mm clean metal with graded fine crush rock (FCR) pavement. Nuclear density compaction testing will be required to be undertaken at the contractor's cost. Council's authorised officer shall determine the location of these compaction tests. Testing generally shall occur at 50 metre intervals and at all trenches across travelling lanes. The authorised officer will determine the number and location of tests required.

One compaction test will also be required for every five house connections at the direction of the authorised officer.

Backfill material shall be brought up level with the surrounding surface and reinstated within five working days. Travelling lanes on all roads shall be reinstated with temporary or permanent road asphalt immediately.

Where trenching results in cavities under the road surface to the side of the trench, liquid fill or cement stabilised FCR shall be used.

11. DAMAGE TO PROPERTY

Any damage to property resulting from vandalism associated with equipment or materials from the works may be the responsibility of the contractor. The contractor may be required to make good any damage including cleaning of carpets and buildings.

During trading hours, un-reinstated footpaths adjacent to shop accesses are required to be covered with carpet to minimise the ingress of material into shops by foot traffic.

12. TRAFFIC LIAISON

The contractor shall liaise with Metro, the Taxi Industry Association and Council's Road Engineering and Traffic Engineering Units with regard to the use of temporary bus stops, taxi ranks and loading zones respectively. Liaison may also be required with other transport providers not limited to the organisations nominated above.

13. IDENTIFICATION OF ASSETS

All new infrastructure shall be identified as belonging to that relevant utility. Special finishes may be required in high profile areas. This finish shall be specified in the Road Opening Permit.

14. BOND

A bond or bank guarantee may be set by Council appropriate to the extent of the works and will be required prior to the works commencing. This will be specified in the Road Opening Permit. The purpose of the bond is to ensure Council's assets are protected during the works and to ensure assets are adequately reinstated and within the specified period. The bond can also be utilised to pay for any outstanding costs owed to Council. The contractor should take the necessary measures to document the original condition of infrastructure should he wish to contend Council's rectification requests are not reasonable. Photographic or video proof may be adequate in this regard.

15. ROAD OPENING PERMIT FEES

The Council will charge a Road Opening Permit fee for every week the road is not reinstated or for each house connection. Details of these fees are contained in Councils Fees and Charges information which is available from www.hobartcity.com.au.

16. PUBLIC LIABILITY

Prior to any works commencing, documentation is required showing that the contractor, contractors and subcontractors are covered by public liability insurance for the amount of at least \$10 million. This may be altered if specified in the Road Opening Permit.

17. SITE ESTABLISHMENT & CONTROL

The contractor shall establish the site in a location approved by Council's authorised officer. No equipment or materials shall be stored in places other than the area agreed with Council's authorised officer. Materials, machinery or any other associated infrastructure shall not be placed on No Standing or No Parking zones. This infrastructure shall also not be placed over fire hydrants, valves or any other essential services.

No loose material shall be stored within the road reservation without the authorised officer's approval.

The contractor shall provide all necessary security and protection for material and equipment throughout the work duration and may be responsible for any property damage, vandalism or stolen property which involves such material or equipment. Site control for materials left on site will generally require lockable storage, vandal proof covers or other means as necessary to protect frontages in the vicinity from vandalism or other damage. Machinery and materials left on site shall be suitably barricaded to the approval of the authorised officer.

The contractor is expected to provide suitable and adequate toilet facilities for the workforce engaged, including all sub-contractors and shall maintain the facilities in a clean and sanitary condition. The toilet facilities shall comply with the requirements of the Council and be to the satisfaction of Council's Manager Environmental Health.

Upon completion of the works or with written notice from Council's authorised officer, the contractor shall immediately remove all such temporary structures, fencing equipment, materials, etc, and restore, at the contractor's expense, the area to its original condition to the satisfaction of Council's authorised officer.

18. PIPE ALIGNMENT & CLEARANCES

All new underground services shall be installed a minimum horizontal distance of 500mm and a vertical distance of 300mm from Council's services. Gas mains shall have a minimum cover of 750mm in footpaths and roadways. Additional cover may be specified by Council's authorised officer or in the Road Opening Permit conditions.

19. MAINTENANCE OF PROPERTY ACCESS AND PEDESTRIAN MOVEMENTS

The contractor shall maintain access to properties equivalent to that existing prior to the commencement of work during the course of the work. If vehicle access is required to be restricted, the contractor shall consult with the affected property owner prior to those restrictions occurring. Access shall be restricted for a reasonable period of time only.

An access width of at least 1.2 metres shall be allowed for pedestrians at all times. Any trenches that are not backfilled flush to the surrounding surface level shall be cordoned off with appropriate barricading. Footpaths not reinstated within 24 hours shall be backfilled flush with the surrounding surface.

If pedestrians are required to walk on the roadway, the contractor shall ensure the necessary traffic control and restricted parking measures are in place. The contractor shall arrange to have parking meters covered with "No Standing" hoods the evening prior to works being performed in the metered parking spaces.

20. ENVIRONMENTAL CONTROL

20.1 NOISE

Mechanical plant shall be fitted with efficient silencers. The use of jackhammers shall be minimised with the use of concrete saws, where practicable, being preferred. Noise at night shall comply with the relevant Council By-Laws and State legislation.

20.2 DUST

The generation of dust shall be minimised by the use of water as required to damp down construction areas.

20.3 RUNOFF

Potential contamination of storm runoff with sediment, litter or traces of oil from machinery shall be controlled by the application of good construction practice, which shall include, where practicable, stormwater diversion drains, silt traps and appropriate disposal arrangements for water which is discharged from trenches and other disturbed areas.

21. SUBCONTRACTORS

The contractor shall state whether they wish to employ subcontractors, and if so, shall submit a list of names and the extent of works to be performed by each.

The contractor shall ensure that their subcontractors shall conform to all aspects of these Guidelines and Road Opening Permit conditions as the contractor's employee. The contractor shall take action necessary to ensure compliance to this requirement.

22. LIAISON WITH OTHER AUTHORITIES

The contractor shall liaise with and work in conjunction with other service authorities and owners, including, but not limited to telecommunications providers such as Telstra or Optus, DIER, Southern Water, Tas Gas Networks and Aurora with regard to installations or inspection of the installation of their facilities.

23. INSPECTIONS

The contractor shall notify Council's authorised officer of the following stages of work to allow inspection:-

- 24 hour notice prior to commencement of work;
- Prior to surface reinstatement;
- Prior to setting out temporary lane closures or alterations, other than of those of a minor nature;
- Prior to pouring concrete;
- Completion of all works prior to signing off the works; and
- During other sections or stages of work as directed in the Municipal Specifications or by Council's authorised officer.

Twenty-four hours notice is required for any inspection and Work shall not proceed unless specific approval is given by Council's authorised officer.

24. LINEMARKING & SERVICE MARKERS

All linemarking and other service markers removed during the course of the works are to be replaced at the contractor's expense. All line marking involving traffic control shall be temporarily reinstated within 48 hours. Council's authorised officer may require the line marking to be reinstated immediately.

25. SITE SPECIFIC DETAILS

Additional requirements may be necessary depending on the location of the proposed works. These requirements shall be detailed in the Road Opening Permit.

26. AMENDMENTS TO PLANS

The contractor shall provide written advice to Council's authorised officer of any proposed amendments or alterations to its plans or work proposals. These amendments or alterations can only occur upon approval from Council's authorised officer.

27. SITE CLOSURE

If the contractor does not comply with these Guidelines or Permit conditions, or if the worksite is unsafe, Council's authorised officer may issue a notice instructing the contractor to cease works. Upon the authorised officer's notice the contractor shall cease works, fill all trenches and make the site safe. Works shall not recommence until the authorised officer has provided written notice to do so.

28. PARKING METERS

Any works within parking bays with parking meters shall require the meters to be hooded, or paid for by the contractor using an approved alternative method. Hoods can be hired from the Hobart City Council Customer Service Centre at 16 Elizabeth Street, Hobart.

29. MAINTENANCE AND HANDOVER

This section applies to works where there is a nominated maintenance period. Prior to Council accepting responsibility for the road infrastructure, Council's authorised officer shall inspect the site and identify all defects that require remedial works. In the case of trenches, settlements greater than 10mm shall be considered a defect.

All works identified as requiring maintenance shall be rectified in accordance with section 14.11 of the Municipal Standards.

The contractor shall contact the authorised officer and advise of the completion of the maintenance works within seven days of its completion.

30. MONITORING THE WORKSITE

The contractor shall inspect the worksite daily until the site has been fully reinstated. These inspections shall ensure all required traffic management signs and devices are in place. The inspections shall also identify: the presence of loose materials on the road or footpath; the settlement of trenches; or any other defects that require remedial action. Remedial works shall occur as soon as possible upon identification.

31. WORKSITES REQUIRING REMEDIAL ATTENTION

The contractor shall carry out remedial works on those worksites that are identified by the authorised officer as requiring attention. The Hobart City Council may perform these works at the contractor's cost if the contractor cannot carry out these works within the time period specified by the authorised officer.

32. USE OF STRUCTURAL COVERS OVER EXCAVATED AREAS

The use of covers within roadways shall not occur without prior approval from the authorised officer. Covers shall be regularly monitored and secured to ensure movement and excessive noise does not occur.

33. ROAD CROSSING WORKS

The contractor shall contact the authorised officer prior to any trenching across a roadway if trenching is considered necessary.