

POLICY NO AM08 SUBDIVISION NEW WORKS & INFRASTRUCTURE CONSTRUCTION POLICY

DEPARTMENT:	Works & Infrastructure
RESPONSIBLE OFFICER:	Manager Infrastructure & Development Services
LINK TO STRATEGIC PLAN:	To provide quality infrastructure which enhances the liveability and viability of our communities for residents and visitors
STATUTORY AUTHORITY:	Local Government (Highways) Act 1982 Sewers and Drains Act 1954 Break O'Day Council Planning Scheme Urban Drainage Act 2013
OBJECTIVE:	<p>This policy is intended to give clear guidelines to individuals or companies who wish to construct new infrastructure which <u>will subsequently be taken over by Council</u>. A copy of this Policy will be provided by Development Services to the proposed developer at the start of the Development Application process.</p> <p>The objective of this policy is to ensure that all works infrastructure being constructed by external parties is properly constructed with fully approved and compliant materials and correctly mapped before Council accepts responsibility for it.</p>
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 15 April 2013 – Minute No 04/13.12.6.101 Amended 25 June 2018 – Minute No 06/18.13.4.134 Amended 28 June 2021 – Minute No 06/21.14.3.162 Amended 15 July 2024 – Minute No 07/24.14.6.412

POLICY

1. PROCEDURES

Identification and Design Requirements

All individuals or companies intending to carry out works involving the construction or installation of new infrastructure including sewers, water mains, stormwater, roads, sub soil drains, streets and footpaths etc., must submit plans for approval before any works commence.

All material used must be to the relevant Australian Standards unless otherwise agreed between Council and the developer in writing. Construction standards will be in accordance with Austroads for road geometry and LGAT/IPWEA Tasmanian Standard Drawing Specifications It must be recognised that these are the **minimum** standard for development. For the purposes of the IPWEA Tasmanian Municipal Standard Specification the urban zone is that zone located within the Town Boundaries and/or those zones within a declared 50 Km/hr speed zone.

Within the urban area there is a minimum requirement that installation of new infrastructure including sewers, water mains, stormwater, roads, sub soil drains, streets, kerb and channel and footpaths must be designed for unless agreed to by Council in writing for an alternative design.

Plans should be presented with an overall proposal of all services on one sheet and individual sheets showing a separate service per sheet e.g. road, sewer, water, stormwater, underground power and Telstra.

As constructed plans may be submitted in electronic PDF format, subject to prior agreement with Council.

Sewer, stormwater and water reticulation plans must be certified by a qualified hydraulic engineer unless they are relatively minor additions to an existing system.

(Please Note: Water and sewerage infrastructure will require a separate approval and inspection process by TasWater).

When these plans are approved the developer must submit three (3) clear copies for endorsement by Council.

The plans then become the only copies which will be accepted or used for construction purposes.

Works which will take place in a Council road reservation require a works permit to be issued by Council before any works commence. Works permits are required by the Department of State Growth for similar works within Road Reservations under State Control.

When all construction is completed any changes made to the approved design during the construction process must be shown on the "As Constructed" plan as well as final dimensions of sewer, water and stormwater connections in relation to property boundaries. No changes can be made to the approved design without prior written approval of Council.

These final revised plans become the "As Constructed" plans and the works will not be taken over by Council until these plans are delivered to Council in an acceptable format which may be electronic. Minimum size A2 unless otherwise agreed. The statutory maintenance period does not commence until such time as the "As Constructed" plans are received.

2. SUPERVISION AND INSPECTION

Before work commences a pre start conference including on site visit must be held between the developer and Council works staff during which the following issues will be covered.

- Extent of works
- Construction methods and timetable
- Owner's supervisor on site
- Council's inspection regime
- Materials to be used and any tests needed including gravel certification
- All existing infrastructure must be checked before disturbing

The owner/constructor must notify Council who will be the responsible supervisor on site to discuss matters that may arise or to receive instructions regarding the works. This person must attend the pre-start site meeting and receive the inspection forms to be subsequently submitted. At this meeting a copy of the "Subdivision New Works and Infrastructure Construction Policy" will be formally presented to the Principal/ Contractor for endorsement to acknowledge the procedures contained in this policy.

If the supervisor/contractor changes at any time during the construction stage, an immediate stop work order will apply. The principal is to immediately notify Council within 24 hours of this occurring.

Prior to the new supervisor/contractor restarting works, a new pre-start conference **MUST** be held on site with Council's Works staff. An additional inspection fee will apply for each meeting held. This fee will be prescribed in Council's schedule of fees and charges.

All inspections should be undertaken in normal Council hours with 24 hours notice given unless special circumstances exist and prior agreement is reached. The following principles are to be adhered to:

- It is not acceptable to have subcontractors on site carrying out works that have no authority or means of communication with the owner or contractor.
- Council has a formal documented inspection process for all phases of construction work which will be tailored to each individual project.
- Council may choose to use external consultants for some or all of the inspection requirements for a subdivision or new works.
- It is the Developer's Supervisor's responsibility to submit "requests for inspection forms" to the Works Department in adequate time to allow proper inspection of all works. It is not Council's responsibility to follow up contractors to secure these forms.
- Failure to comply with this process may lead to rejection of some or all of the works. It is the Developer's responsibility to obtain all underground service location's including Telstra, NBN, Tas Networks, water, sewer and storm water.
- Under no circumstances is a contractor to commence to connect to any Council services without prior authorisation from Council's Works staff.
- No backfilling of pipes etc. is to occur until an inspection has been completed by Council's staff and the appropriate Inspection Form has been signed by BOTH Council and Site Supervisor. Failure to comply may result in an immediate Stop Work Notice.
- When works are satisfactorily completed the works will be placed on maintenance for a period of 12 months unless specific problems require a longer period which will be nominated by Council.
- When works are due for final inspection the site should be presented in a clean tidy and completed condition. Final inspection of a project will not take place if obviously uncompleted works are visible e.g. unfinished nature strips etc., an additional inspection fee will apply.

3. STOP WORK

Staff will instruct the on-site Supervisor to stop work if an unsatisfactory operation has been carried out or is in the process of being carried out e.g. incorrect backfilling of pipe work or if a serious safety issue is evident.

4. INSPECTORS ROLE

It is not the responsibility of Council staff to advise a contractor how to carry out or rectify works. Staff may reject any particular method of construction if they believe it will not provide an acceptable result. They may make a suggestion as to what would be an acceptable solution however will not give direction as to how to carry out works.

5. LIMITATIONS

All provisions of this policy relate only to Works Department requirements and not to the Town Planning requirements which may have separate requirements. These should be discussed with the Town Planner before formally approaching the Works Department with plans for certification.

Any persons requiring clarification or discussion on any of these provisions should contact the Works Department.

6. MAINTENANCE PERIOD

A 12 month maintenance period will apply to all new infrastructure work. For minor works application can be made to the Manager Infrastructure and Development Services for a reduction in this period.

For subdivision works where the Final Plan of Survey has been lodged with the Titles Office prior to the expiry of the maintenance period a security bond is to be lodged on the following formula based on the value of works involved:

- Less than \$50,000.00 – 10% of works value with a minimum of \$4,000.00;
- \$51,000.00 to \$100,000.00 –10% of works value; or
- \$101,000.00 +/- 5 % of works value with a minimum of \$10,000.00.

At the expiration of the maintenance period it is the responsibility of the developer to forward a written request to Council seeking the clearance to end the maintenance period. Council will not initiate this process without written request. The supervisor / contractor who finished work on the project must be present at the release inspection.

7. MONITORING AND REVIEW

This Policy will be reviewed every three (3) years in line with the Council's Policy Framework or earlier in the event of major changes to legislation or related policies, procedures of if deemed necessary by the General Manager.