
WORKS ON ROAD CORRIDOR / ROAD PROPERTY GUIDELINE

APPROVALS

GUIDELINE NUMBER	EI-GDS-209	DOC. ID	4845359
DATE EFFECTIVE	10 November 2021		
GUIDELINE OWNER:	Engineering & Infrastructure		
APPROVED BY	Manager Galilee and Bowen Basin Operations		
POLICY REFERENCE NUMBER	N/A		

BEFORE STARTING

1. The issue of a Works on Road Corridor Permit is based on the information provided by the applicant in the Application to Carry out Works on a Council Road (Excluding Driveways, Gates and Grids) including any additional information sought from the applicant by Council in respect to the Works on Roads Corridor Permit application received:
 - a. If the Applicant/Contractor is aware of any information that may require a change to the extent of the works or a change to the manner in which the works are to be undertaken from that set out in the application, the permit holder must first obtain Council approval of such changes and, if required by Council, have a new permit issued.
2. The Applicant/Contractor must contact Council 48 hours before commencing the works approved under the permit if the start date is different from the anticipated start date on the permit:
 - a. Council needs to be aware of the pending commencement of the permit holders' activities to review road conditions at the time to ensure the permit holders safety and the safety of other road users.
3. The Applicant/Contractor acknowledges that they hold an environmental duty of care as defined under the *Environment Protection Act 1994 and Biosecurity Act 2015*.
4. By commencing any works under the permit, the permit holder accepts that they indemnify Council from all legal liability that may occur as a result of the permit holder, or contractors engaged by the permit holder, undertaking the works approved under the permit issued by Council.
5. The Applicant must obtain all relevant approvals, permits and consents from utility service providers. In particular, the Applicant shall ensure that they dial 1100 'dial before you dig' for underground services prior to commencing any works. As not all asset owners are members of 'dial before you dig', it is the responsibility of the Applicant to contact all asset owners to obtain relevant plans.
6. A site inspection must be performed to locate any service signage or furniture indicating other underground infrastructure is installed in the work location(s). If such signage or furniture is found (e.g. gas lines), the permit holder must contact the relevant authority nominated on such signage prior to any excavation and follow all relevant instructions.
7. The Applicant and any Contractor undertaking the proposed works must complete and return form – CORP-FRM-076 "Non-Engaged" Contractors and Site Access/Occupancy Form prior to commencement of the works.

WHILST WORKS ARE UNDERWAY

1. The Applicant/Contractor must not, unless allowed for in the permit, damage Council's Road or any infrastructure within the road reserve without ensuring such damage is rectified in accordance with the approval conditions of the permit.
2. The Applicant/Contractor must not, unless allowed for in the permit, interfere with existing drainage, signage, road markers or anything else within Council's Road reserve without ensuring that such damage is rectified in accordance with the approval conditions of this permit.

- a. If Council's road or infrastructure is damaged while carrying out works under the permit and not rectified: Council will require the permit holder to reinstate the road or infrastructure to a serviceable standard within a reasonable time; and
 - b. If the Applicant/Contractor does not reinstate it to the standard required by Council, the permit holder accepts that they will be required to pay Council's reasonable costs for Council to do so.
3. The Applicant/Contractor must carry the Works on Road Corridor Permit (with these conditions), or a copy of said permit, when undertaking all activities within Council's Road reserve and produce it upon request from an authorised officer of Council.
 4. The Applicant/Contractor must carry out all works in accordance with the Capricorn Municipal Development Guidelines (CMDG) or alternative Council approved standards and specifications.
 5. The Applicant/Contractor must remove any litter generated as part of all activities undertaken.
 6. The Applicant/Contractor must remove any vehicle or pedestrian hazards, including trips and slips generated by the works.
 7. The Applicant/Contractor completing the works is required to hold Public Liability Insurance with a minimum cover of \$20 million. If the Applicant will be completing the works a Certificate of Currency (CoC) must be provided at the time of lodging this application. If the Applicant intends to engage a Contractor to under the works, the Contractor will be required to provide the Certificate of Currency prior to commencement of works
 8. Any interruption to traffic flow on a Council controlled road requires a Traffic Management Plan (TMP) in addition to a Works on Road Corridor Permit. The Traffic Management Plan must be developed and signed off by a qualified and certified person in accordance with the Austroads Guide to Temporary Traffic Management. You must implement the Traffic Management Plan in accordance with the requirements of that plan for the duration of the works approved under the permit issued by Council.
 9. The Applicant/Contractor must minimise the effect of all work activities on areas of conservation value or cultural heritage significance:
 - The Applicant/Contractor must notify Council of incidents which cause, or have the potential to cause, material or serious environmental harm (as defined in the *Environmental Protection Act 1994*). This shall be in addition to notifying the Department of Resources, Environment section or other administering authority, when required.
 - The permit holder must notify Council, as soon as practical, of meetings with, inspections, audits or visits from representatives of the Department of Resources section or other state government department.
 - The Applicant/Contractor should minimise any disturbance to vegetation and take any animals which are found injured as a result of any activity immediately to a veterinarian or refuge.
 - Should any artefacts of cultural heritage significance be located during any activity the permit holder must notify the Cultural Heritage Coordination Unit of Department of Resources and:
 - a. Identify and clearly mark out any cultural heritage sites to be protected;

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- b. Cease any activities immediately in the vicinity of the find; and
 - c. Leave any found items undisturbed and erect a temporary barrier to deter access.
10. It is the permit holders' responsibility to identify and comply with all other laws and requirements that may apply to the works being undertaken under the permit issued by Council.
11. Council may cancel or vary the conditions of the Works on Road Corridor Permit in some circumstances.
- Circumstances include:
 - a. If any activities are causing a danger to the safety or efficiency of a Council road;
 - b. There is a reasonable likelihood that damage may be caused to property within the road reserve or that personal injury may occur; and/or
 - c. If the permit holder breaches any condition of the permit.
 - In these circumstances Council may direct within a reasonable time frame, that the permit holder either:
 - a. Cease all activities, and the permit will be cancelled; or
 - b. Alter the activities, and the permit will be reissued.
 - The permit holder will bear all costs associated with ceasing or altering the activities.

AFTER COMPLETING THE WORKS

1. The Applicant/Contractor must contact Council within 48 hours of completion of the works.
2. The Applicant must provide all as constructed drawings and Quality records to Council within 28 days of completing the works
3. The Works on Road Corridor Permit cannot be transferred to someone else. It is valid only for the approved permit holder, or contractors engaged by the permit holder until the expiry date shown on the permit.
4. The Applicant/Contractor must restore the area used for all works to a safe and acceptable condition:
 - Restoration may include removal of any litter or materials brought onto the road corridor by the permit holder, or contractors engaged by the permit holder and revegetation of any vegetated areas of the road reserve de-vegetated in undertaking the works
 - All rubbish is to be removed and properly disposed of in a registered landfill site.