

Companion to

'A Guide to Working in the Road Reserve'

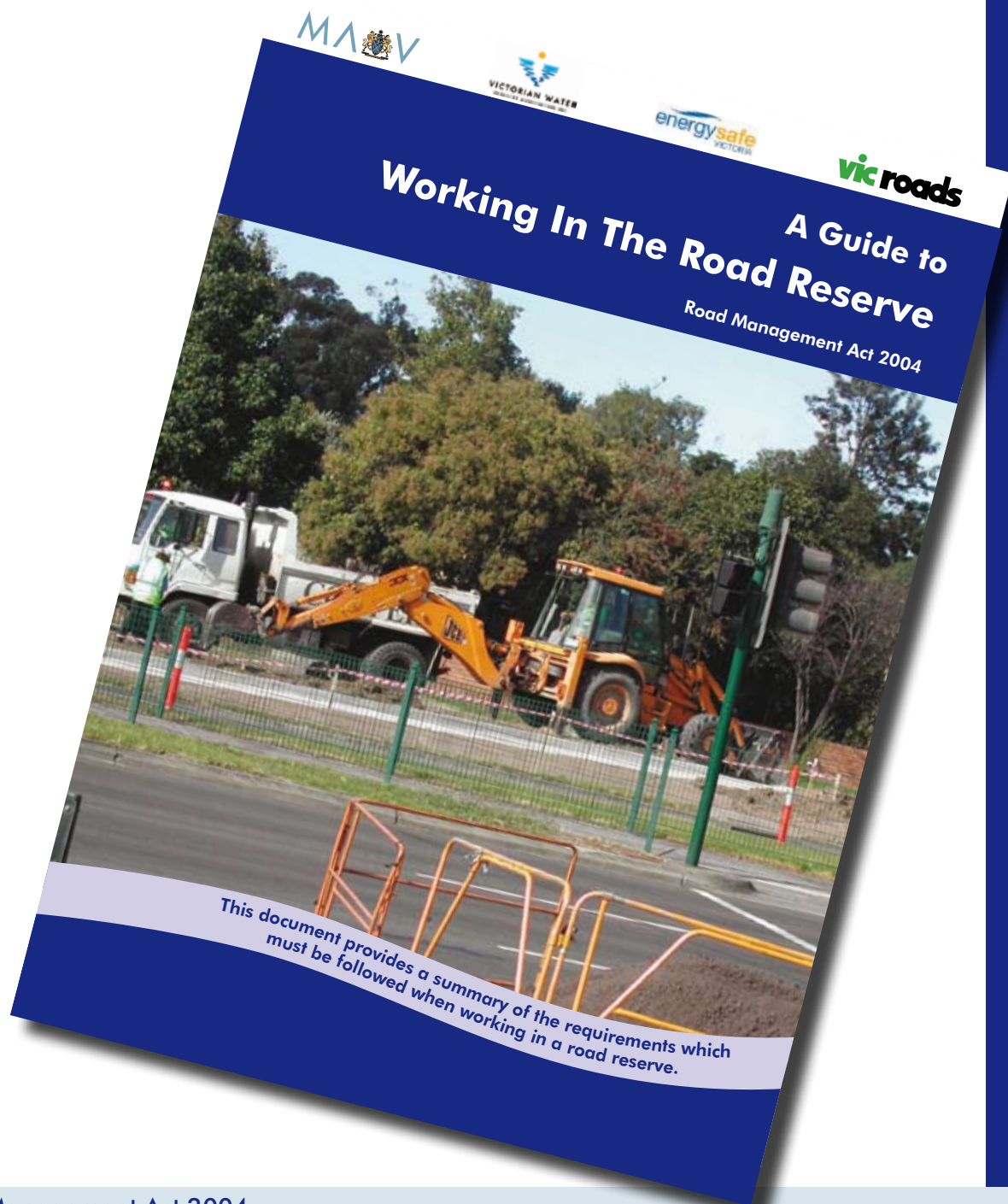


Table of Contents

Section		Page
1.	Guidelines for the use of "Application for Consent" Forms	3
2.	Standard Application for Consent Form - Utilities and Major Works.	5
3.	Application for Consent Form - Non Utility Minor Works within Municipal Road Reserves.	8
4.	Form to use for Notification of Completed Works by Utilities to Coordinating Road Authorities when consent not required.	10
5.	Questions and Answers	13
6.	Process Flow Charts	21
7.	Case Studies	25
8.	Road Authority Contact List	31

Section 1

Guidelines for the use of Application for Consent Forms

Guidelines for the use of “Application for Consent” Forms

Two “Application for Consent” Forms have been developed to assist proponents lodge applications to undertake works in road reserves to Coordinating Road Authorities. Copies have been included within this document. They are:-

1. Standard Application for Consent Form - Utilities and Major Works.
2. Application for Consent Form - Non Utility Minor Works within Municipal Road Reserves.

Standard Application for Consent Form - Utilities and Major Works

The “Standard Application for Consent Form - Utilities and Major Works” form (Refer Section 2) is recommended for use for all works where an application for consent is required, other than for those works on municipal roads for which the “Application for Consent Form – Non Utility Minor Works within Municipal Road Reserves” may be used.

It should be used by Utilities and their agents and Road Authorities and their agents, in all cases where the works that are proposed to be undertaken require an application for consent. It should also be used by contractors and private individuals who are proposing to undertake any work other than work of a minor nature as outlined above.

The Coordinating Road Authority has the responsibility to determine what information, and therefore which form, it requires to be lodged to allow it to assess an application.

Application for Consent Form - Non Utility Minor Works within Municipal Road Reserves

The “Application for Consent Form - Non Utility Minor Works within Municipal Road Reserves” (Refer Section 3) has been developed as a shortened form for use by contractors and private individuals who wish to undertake works of a minor nature that do not pose a traffic or pedestrian risk at locations in municipal roads.

The type of works which may reasonably allow this form's use would include:-

- Vehicle Crossings
- Minor Drainage Connections
- Minor Works associated with a service connection

Notification to the Coordinating Road Authority following Completion of Works

The *Road Management Act* requires Infrastructure Managers and Works Managers to notify the Coordinating Road Authority when works have been completed. Flow Chart 3 in Section 4 of this document outlines the timeframes associated with these requirements.

Notification details are shown below:-

Emergency works

All details within the Standard Application for Consent Form, except for the Consultation and Assets of Other Parties/Authorities Affected sections, should be completed and submitted to the Coordinating Road Authority following the completion of works, within the prescribed timeframes.

Works where consent has been given

If all information contained within the Application for Consent Form is still correct then there is only a need to advise the Coordinating Road Authority of the Consent Form reference number and the date that the works were completed. If details were varied during the works, then updated information should be forwarded as part of the notification process. This notification should be given within the prescribed timeframes.

Works which were exempt from consent

This will generally relate to minor works undertaken by a Utility.

Information contained within the fields identified in darker shading in the form shown in Section 4 should be forwarded to the Coordinating Road Authority within the prescribed timeframes.

Section 2

Standard Application for Consent Form Utilities and Major Works

Works within Road Reserves

This notification / application is provided in accordance with -
1. Road Management Act 2004, Schedule 7

2. Road Management (Works and Infrastructure) Regulations 2005

Use this form for: Notification of proposed works; Application for consent; or Notification of completed works to the Coordinating Road Authority (CRA)

General Information

Type: Notification of proposed works Application for consent (fee payable) Notification of completed works

Fee \$: _____

Date / / 20

VicRoads Region _____

CRA Ref: _____

Applicant details

Name _____

Address _____

City/Town _____

State _____

Postcode _____

Contact person _____

email address _____

Telephone (BH) _____

Facsimilie _____

Mobile or AH Telephone _____

IMPORTANT

Select the ROLE that best describes you

Utility Agent for Utility

Responsible Road Authority

Agent for RRA

Telecommunications Carrier

Agent for Telco' Carrier

MFB/CFA Agent for MFB/CFA

Private Contractor/Other

Details of Work

Type: Service connection Supply extension Minor works Other works

Work hours from : am/pm to : am/pm

Start Date / / 20 End Date / / 20

Road name _____

City/Town _____

Map reference _____

Melways

VicRoads Country Directory

Edition No _____

Map No _____

Grid Reference _____

Nearest intersection (road name) _____

Distance to intersection m / km Direction to intersection North South East West

Other road(s) / asset(s) affected _____

Location of utility assets* _____

Description of works** _____

Works Manager details (the person or body who was/will be responsible for conducting these works)

Company Name _____

Contractor Yes No

Address _____

City/Town _____

State _____

Postcode _____

Contact person _____

Telephone (BH) _____

email address _____

Facsimilie _____

Mobile or AH Telephone _____

Temporary Reinstatement

Required? Yes No End date / / 20 Time : am/pm

Details _____

* include (as an attachment) a scaled location map showing which road and which part(s) of the road reserve is (are) affected, proposed depth of cover, clearances and offsets to other road and no-road infrastructure

** Include details of assessment of relevant risks and proposed mitigation measures

not required for Notification of Completed Works

Works within Road Reserves

Permanent Reinstatement

Required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	End date	/	/	20	Time	am/pm		
Details										
Company Name						Contractor			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Address										
City/Town			State			Postcode				
Contact person						Telephone (BH)				
email address										
Facsimilie						Mobile or AH Telephone				

Traffic Impact

- Will a Traffic Management Plan be in operation during the proposed works? Yes No
(Note: refer s99A of the Road Safety Act 1986 and Code of Practice for Worksite Safety – Traffic Management)
- Will major traffic control devices requiring a "Memorandum of Consent" be used? Yes No
Examples of major traffic control devices include speed limit signs, traffic signals (including portable traffic signals, etc.)
(Note: refer Road Safety (Road Rules) Regulations 1999 and Code of Practice for Worksite Safety – Traffic Management)
- Will the works:
 - require deviation of vehicular traffic into on-coming traffic lane? Yes No
 - be conducted in a clearway when in operation? Yes No
 - be conducted on, partly on or affect a bridge or other structure? Yes No
- Will closure of the road or part of the road to vehicular traffic be required for:
 - a continuous period of more than 12 hours? Yes No
 - more than 24 hours in a 7 day period? Yes No
- If "Yes" to either 4(a) or 4(b), then what is:
 - the number of traffic lanes to be closed?
 - the length of traffic lane to be closed (1st lane) m km
 - the length of traffic lane to be closed (2nd lane) m km
- Please provide any other relevant traffic information, including impact on pedestrians (including provision for people with disabilities), cyclists and public transport

Consultation

Have you consulted with adjoining property owner(s)/occupier(s) and/or affected members of the community? Yes No

Date / / 20 Is access affected? Yes No

Mitigation plan:

Assets of other Parties/Authorities affected ***

(If there are more than two please attach a separate paper with the details)

Owner	Consulted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Asset			
Effect			
Minimisation plan:			
Owner	Consulted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Asset			
Effect			
Minimisation plan:			

*** Includes other utility infrastructure, street trees, remnant vegetation and landscaped areas # not required for Notification of Completed Works

Section 3

Application for Consent Form

Non Utility Minor Works within Municipal Road Reserves



Non-Utility Minor Works within Municipal Road Reserves

This notification / application is provided in accordance with -
1. Road Management Act 2004, Schedule 7

2. Road Management (Works and Infrastructure) Regulations 2005

Use this form for: Notification of proposed works; Application for consent; or Notification of completed works to the Coordinating Road Authority (CRA)

Application Details

Notification of proposed works Application for consent (fee payable)

Fee \$:

Date / / 20

Municipality

Permit No:

Applicant details

Name

Address

City/Town

State

Postcode

Contact person

email address

Telephone (BH)

Facsimile

Mobile or AH Telephone

Your Ref:

IMPORTANT

Select the ROLE that best describes YOU

Owner

Occupier

Builder

Other

Private Contractor on behalf of (specify)

Details of Work

Type: Service connection Drainage connection Vehicle crossing Other works (specify)

Proposed Start Date / / 20

Address of works:

City/Town

Additional Location Details (optional)

Description of works**

Sketch Plan: A copy of a sketch plan showing the proposed works, the location, all assets within the vicinity must be provided.

Assets include all trees, landscaping, road pavement, kerb & channel, footpaths, drains, service authority assets and private assets

Works Manager details (the person or body who was/will be responsible for conducting these works)

Contractor Name

ABN

Contractor's Address

City/Town

State

Postcode

Works manager name*

Telephone (BH)

email address

(AH)

Facsimile

Mobile

Does the Contractor have Public Liability Insurance? Yes No

Amount of PL Cover \$

Name of Public Liability Insurance Company

* **Works Manager** – Any person or body that is responsible for the conducting of works in, on or under the road. (Road Management Act – Schedule 7, Clause 14)

Works Manager Responsibilities:

Principles applying to infrastructure managers and works managers:

- (1) An infrastructure manager or a works manager must have regard to the principles specified in this clause in the provision of non-road infrastructure on roads.
- (2) The primary purpose of a road is use by members of the public and authorised users must be managed as far as is reasonably practicable in such a way as to minimise any adverse impacts on the primary purpose.
- (3) Without limiting the generality of sub-clause (2), authorised uses must be managed so as to –
 - a. minimise any damage to roads and road infrastructure;

- b. ensure that works necessary for the provision of non-road infrastructure are conducted as quickly as practicable;
- c. minimise any disruption to road users;
- d. minimise any risk to the safety and property of road users and the public generally;
- e. facilitate the design and installation of infrastructure which minimises any risk to the safety of road users;
- f. ensure that the road and any other infrastructure is reinstated as nearly as practicable to the condition existing before the works necessary for the provision of the non-road infrastructure were conducted;
- g. protect and preserve existing significant roadside vegetation and sites of biological significance within the road reserve.

(Road Management Act - Schedule 7, Sec 14)

Section 4

Notification of Completed Works by Utilities to Coordinating Road Authorities when consent not required

To be used for Notification only (Only complete the shaded areas)

Works within Road Reserves

This notification / application is provided in accordance with -
1. Road Management Act 2004, Schedule 7

2. Road Management (Works and Infrastructure) Regulations 2005

Use this form for: Notification of proposed works; Application for consent; or Notification of completed works to the Coordinating Road Authority (CRA)

General Information

Type: Notification of proposed works Application for consent (fee payable) Notification of completed works

Fee \$: _____

Date / / 20

VicRoads Region _____

CRA Ref: _____

Applicant details

Name _____

Address _____

City/Town _____

State _____

Postcode _____

Contact person _____

email address _____

Telephone (BH) _____

Facsimilie _____

Mobile or AH Telephone _____

Your Ref: _____

IMPORTANT

Select the ROLE that best describes you

Utility Agent for Utility

Responsible Road Authority

Agent for RRA

Telecommunications Carrier

Agent for Telco' Carrier

MFB/CFA Agent for MFB/CFA

Private Contractor/Other

Details of Work

Type: Service connection Supply extension Minor works Other works

Work hours from : am/pm to : am/pm

Start Date / / 20 End Date / / 20

Road name _____

City/Town _____

Map reference _____

Melways

VicRoads Country Directory

Edition No _____

Map No _____

Grid Reference _____

Nearest intersection (road name) _____

Distance to intersection m / km Direction to intersection North South East West

Other road(s) / asset(s) affected _____

Location of utility assets* _____

Description of works** _____

Works Manager details (the person or body who was/will be responsible for conducting these works)

Company Name _____ Contractor Yes No

Address _____

City/Town _____

State _____

Postcode _____

Contact person _____

Telephone (BH) _____

email address _____

Facsimilie _____

Mobile or AH Telephone _____

Temporary Reinstatement

Required? Yes No End date / / 20 Time : am/pm

Details _____

* include (as an attachment) a scaled location map showing which road and which part(s) of the road reserve is (are) affected, proposed depth of cover, clearances and offsets to other road and no-road infrastructure

** Include details of assessment of relevant risks and proposed mitigation measures

not required for Notification of Completed Works

Works within Road Reserves

Permanent Reinstatement

Required? Yes No End date / / 20 Time am/pm

Details

Company Name

Contractor Yes No

Address

City/Town

State

Postcode

Contact person

Telephone (BH)

email address

Facsimile

Mobile or AH Telephone

Traffic Impact

1. Will a Traffic Management Plan be in operation during the proposed works?

Yes No

(Note: refer s99A of the Road Safety Act 1986 and Code of Practice for Worksite Safety – Traffic Management)

2. Will major traffic control devices requiring a "Memorandum of Consent" be used?

Yes No

Examples of major traffic control devices include speed limit signs, traffic signals (including portable traffic signals, etc.)

(Note: refer Road Safety (Road Rules) Regulations 1999 and Code of Practice for Worksite Safety – Traffic Management)

3. Will the works: (a) require deviation of vehicular traffic into on-coming traffic lane?

Yes No

(b) be conducted in a clearway when in operation?

Yes No

(c) be conducted on, partly on or affect a bridge or other structure?

Yes No

4. Will closure of the road or part of the road to vehicular traffic be required for:

(a) a continuous period of more than 12 hours?

Yes No

(b) more than 24 hours in a 7 day period?

Yes No

5. If "Yes" to either 4(a) or 4(b), then what is: (a) the number of traffic lanes to be closed?

(b) the length of traffic lane to be closed (1st lane)

m km

(c) the length of traffic lane to be closed (2nd lane)

m km

6. Please provide any other relevant traffic information, including impact on pedestrians (including provision for people with disabilities), cyclists and public transport

Consultation

Have you consulted with adjoining property owner(s)/occupier(s) and/or affected members of the community? Yes No

Date / / 20

Is access affected? Yes No

Mitigation plan:

Assets of other Parties/Authorities affected ***

(If there are more than two please attach a separate paper with the details)

Owner

Consulted? Yes No

Asset

Effect

Minimisation plan:

Owner

Consulted? Yes No

Asset

Effect

Minimisation plan:

*** Includes other utility infrastructure, street trees, remnant vegetation and landscaped areas # not required for Notification of Completed Works

Section 5

Questions and Answers

Consent Application Process – Questions & Answers

Question	Response
Applying for Consent	
1. I want to work in the Road Reserve. What do I need to do?	<p>Before any work can be undertaken in the Road Reserve you must obtain consent from the Coordinating Road Authority. If you are undertaking the works, you are the “works manager” as detailed in the Road Management Act and its Regulations.</p> <p>In certain circumstances, Utilities, Responsible Road Authorities, Fire Authorities and their agents may be exempt from applying for consent. These exemptions can be found by reference to the Road Management (Works and Infrastructure) Regulations 2005.</p>
2. Who are the Coordinating Road Authorities?	<p>As a general rule:</p> <ul style="list-style-type: none"> • Freeways and Arterial Roads - VicRoads • Municipal Roads - Local Councils • Non Arterial State Roads (e.g. Roads in National Parks) – Parks Victoria, Department of Sustainability and Environment.
3. Where can I go to find out to whom I must lodge an application?	<p>Approach your local Council or your VicRoads Regional office. Alternatively, information can be obtained from:</p> <ul style="list-style-type: none"> • the Municipal Association of Victoria web site (www.mav.asn.au), • the local Council web site or • the VicRoads web site (www.vicroads.vic.gov.au). <p>Consent application forms should be available from the local Council or VicRoads web sites.</p>
4. What works in road reserves require consent?	<p>Consent is required for all works on, in, under or over a road. This includes:-</p> <ol style="list-style-type: none"> 1. excavate or break up the surface of the road; 2. erect a structure on, in or over a road; 3. removing or interfering with a structure on the road; 4. planting or removing a tree or other vegetation; 5. tunnelling under a road; 6. connecting a road to a road; 7. installing drains, pipes, cables, building shelters etc on a road reserve; 8. erecting an obstruction on a road; 9. installing a driveway crossing; or 10. constructing a footpath. <p>Exemptions apply in certain circumstances.</p> <p>Refer to Question 1 above.</p>

Question	Response
5. What works are exempt from requiring consent?	<p>Exemptions from consent can be found by reference to the Road Management (Works and Infrastructure) Regulations 2005.</p> <p>Generally, exemptions from consent are available to Utilities and their agents and Road Authorities and their agents who are undertaking "minor works" that are not "traffic impact works". Other exemptions from consent for works of a minor nature are available in certain circumstances. Reference should be made to the Road Management (Works and Infrastructure) Regulations 2005.</p>
6. How do I apply for consent to work in a road reserve?	<p>An application for consent must be lodged with the Coordinating Road Authority. It is recommended that the standard application for consent form be used when making your application to the Coordinating Road Authority (Refer to Question 3 above). It outlines the details that are required and when completed in full, will supply sufficient information to allow the Coordinating Road Authority to assess your application.</p> <p>The form may be lodged in person, by mail or by e-mail to the Coordinating Road Authority responsible for the road where the works are proposed to be carried out. (Refer to the details provided in Question 3)</p>
7. How should I pay my consent application fee?	<p>A consent application fee is expected to be paid in full at the time of lodgement of the application form.</p> <p>Coordinating Road Authorities may issue invoices under normal commercial terms to Utilities who have a high number of applications.</p>
8. Can a Coordinating Road Authority charge a road opening fee or asset preservation fee for works in the road reserve in addition to the consent fee?	<p>With the introduction of the Road Management Act and the consequential amendments to the Local Government Act 1989, it is now inappropriate to charge Road Opening Fees for works in the Road Reserve. The consent application process (including the payment of fees) as set out in the Road Management Act provides the mechanism to manage and control all works in the Road Reserve.</p>
9. The project is to be undertaken along a road that crosses two Coordinating Road Authority boundaries. To whom do I lodge an application?	<p>An application for consent must be lodged with all Coordinating Road Authorities where the works are proposed to be undertaken.</p>
10. What do I need to include with my application?	<p>Applicants should complete the standard application form taking care to completely answer all questions. It is recommended that an application include:-</p> <ol style="list-style-type: none"> 1. a plan showing the extent of works 2. details of the location of the works.

Question	Response
11. What are "minor works"?	<p>"Minor Works" are works which have a relatively small impact on the road infrastructure within the road reserve. They have been defined in the Road Management (Works and Infrastructure) Regulations as</p> <ul style="list-style-type: none"> (a) works consisting of— <ul style="list-style-type: none"> (i) the installation, repair or maintenance of aerial cables or other overhead non-road infrastructure; or (ii) the connection of a consumer to a service provided by, or intended to be provided by, a utility— other than supply extension works; (b) works consisting of the repair or maintenance of street lighting; (c) works consisting of the excavation of— <ul style="list-style-type: none"> (i) any part of a road other than a roadway, pathway or shoulder; or (ii) an area of a roadway, pathway or shoulder not exceeding 8.5 square metres; (d) works consisting of using an access hole for the purpose of accessing, repairing or maintaining infrastructure under a road; (e) works consisting of the installation, repair or maintenance of traffic control items carried out in accordance with the Road Safety Act 1986 and the regulations made under that Act; (f) works consisting of— <ul style="list-style-type: none"> (i) the repair or maintenance of poles; or (ii) the replacement or relocation of a single pole in an urban area (not being part of a replacement or relocation of 2 or more consecutive poles); or (iii) the replacement or relocation of not more than 3 poles in an area other than an urban area (not being part of a replacement or relocation of more than 3 consecutive poles); (g) works consisting of the pruning of a tree or other vegetation; (h) works consisting of the removing of a tree or other vegetation— <ul style="list-style-type: none"> (i) by a road authority or an agent of a road authority; or (ii) by a utility or an agent of a utility in accordance with an Act other than the Road Management Act 2004; (i) works, other than works referred to above, conducted for the purpose of repair, inspection, operation or testing of an asset or for the purposes of a survey— <p>but does not include works that consist of, or include—</p> <ul style="list-style-type: none"> (j) the excavation of an area of a roadway, pathway or shoulder that exceeds 8.5 square metres; or (k) works within a road reserve on or in the vicinity of a level crossing within the meaning of section 221U of the Transport Act 1983

Question	Response
12. What are “supply extension works”?	<p>“Supply extension works” means the connection of a consumer to a service provided, or intended to be provided, by a utility—</p> <p>(a) in an urban area by means of—</p> <p>(i) underground works over a distance exceeding 100 metres; or</p> <p>(ii) overhead works involving the installation of more than one additional pole;</p> <p>(b) in any other area, by means of—</p> <p>(i) underground works over a distance exceeding 300 metres; or</p> <p>(ii) overhead works involving the installation of more than 3 additional poles.</p>
Assessing the Application	
13. How long does the Coordinating Road Authority have to consider my application?	<p>The Coordinating Road Authority has 20 business days to respond in writing to an application for consent unless varied by regulation. If the application is from a Utility, a written response must be received within 15 days for supply extension works and within 3 days for works consisting of the connection of a consumer to a service provided by, or intended to be provided by, the utility (not being supply extension works – refer Question 12).</p> <p>If the Coordinating Road Authority has not responded within the required time frame, consent is deemed to have been given.</p> <p>If a Coordinating Road Authority refuses to give consent, it must provide its reasons in writing.</p>
14. Is the consent I receive from the Coordinating Road Authority likely to contain conditions?	<p>The Coordinating Road Authority may issue consent with or without conditions. If consent is issued with conditions, the works manager must observe those conditions as the works are undertaken.</p>
15. How will I know I have approval to proceed with my works?	<p>The Coordinating Road Authority must make a decision within the prescribed timeframes and advise the applicant of the decision in writing. If no decision is made within the prescribed timeframes, consent is deemed to have been given and the works may proceed. If the Coordinating Road Authority refuses an application, it must give its reasons in writing.</p>
16. Does the consent I obtained from the Coordinating Road Authority expire?	<p>Your application form proposed that the works be undertaken between a start and an end date. Consent, with or without conditions, will have been given based on the information provided on the application form so in effect the consent approval will end when the end date is passed. If you wish to extend consent beyond the end date you will need to negotiate with the Coordinating Road Authority.</p>
17. Does the Coordinating Road Authority need to approve my traffic management plan?	<p>The Road Safety Act requires a traffic management plan to be in operation whilst the works are being undertaken on the road. It does not require the Coordinating Road Authority to approve the traffic management plan. It is the responsibility of the works manager to undertake the works safely (Section 99A of the Road Safety Act).</p>

Question	Response
Undertaking the Works	
18. When can I start work in the Road Reserve?	<p>The consent application form that was submitted to the Coordinating Road Authority must include proposed commencement and completion dates for the works. Once approval has been received, works may be undertaken between the start and end days indicated on the application form subject to any conditions of consent.</p> <p>This consent applies only to works under the Road Management Act. Applicants are advised to check other authorities regarding the need for any other approvals before works commence (refer to Question 19).</p>
19. What other approvals may be needed before I can start work on the project?	<p>Other Authorities have jurisdiction over aspects of the road and road reserve in addition to the Coordinating Road Authority. Examples include:</p> <ul style="list-style-type: none"> • Local Planning Authority - Planning Permit requirements • Electricity Supply Company – No-Go zones around overhead electrical cables • Department of Sustainability and Environment – Vegetation Clearance
20. If I wish to reduce the posted speed limit through the work site, what must I do?	<p>You cannot vary the speed limit unless you have obtained a Memorandum of Consent to vary the posted speed limit. This is a separate application process which is independent from the Road Management Act consent application.</p> <p>This application must be made to VicRoads as they are the only organisation which has the authority to approve changes to speed limits through construction sites (whether on freeways, arterial roads or municipal roads).</p>
21. What if I wish to change the times and dates for construction after the consent application form has been lodged with the Coordinating Road Authority or consent obtained?	<p>The Coordinating Road Authority assesses the application based on the information provided. If there is a need to change the timing details, you should advise the Coordinating Road Authority as soon as possible so they can reassess the application. Timing issues generally relate to impact on the community, traffic or significant local events.</p> <p>If consent has already been given, it may be possible to negotiate a change to the consent conditions without the need for a new application.</p>
22. How must the work be undertaken?	<p>You must take reasonable steps to:-</p> <ol style="list-style-type: none"> 1. Minimise disruption to traffic; 2. Minimise damage to roads and other infrastructure; 3. Ensure the safety of the works; 4. Conduct works as quickly as possible; 5. Protect and preserve roadside vegetation; 6. Make adequate provisions for people with disabilities; 7. Comply with any conditions included on the written consent.

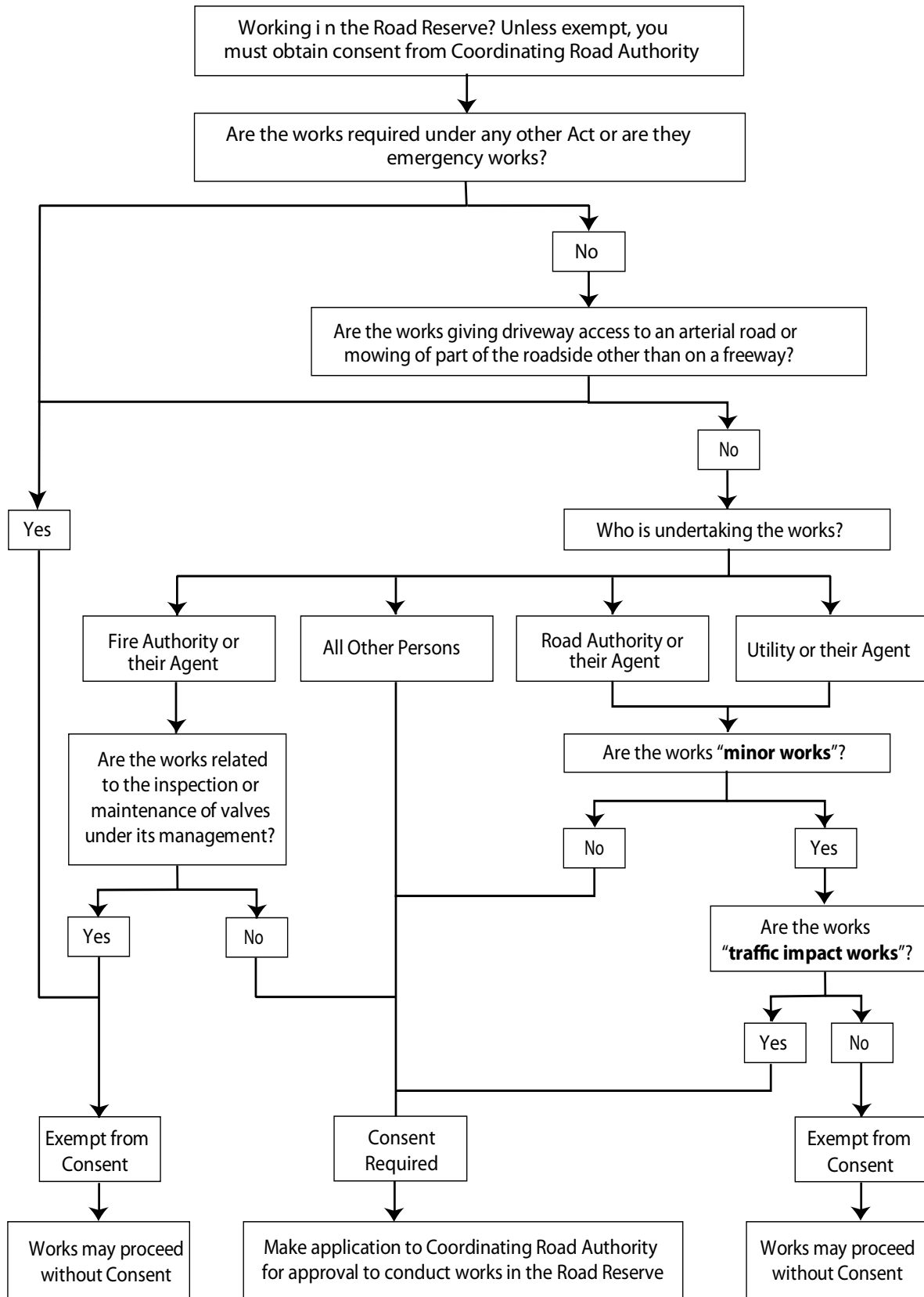
Question	Response
23. Do I need to work safely?	<p>A works manager and his team working in the road reserve must ensure that the works are conducted in a manner that is safe for road users and persons engaged in carrying out those works.</p> <p>The works manager must have:-</p> <ol style="list-style-type: none"> 1. In operation a Traffic Management Plan 2. Give appropriate warnings to road users 3. Engage appropriately qualified and trained people 4. Give appropriate directions to those engaged in the works
24. What is a Traffic Management Plan?	<p>The Code of Practice for Worksite Safety - Traffic Management has been developed to assist in the preparation of Traffic Management Plans.</p> <p>A Traffic Management Plan must be prepared for all works on roads and comply with any requirements included in the conditions of consent from the Coordinating Road Authority.</p> <p>Copies of this Code can be downloaded over the internet from the VicRoads web site (www.vicroads.vic.gov.au)</p>
25. Who is responsible for reinstatement of the road?	<p>The works manager, being the person or organisation who undertakes the works on the road, is responsible for reinstatement of the road after works have been completed.</p>
26. What reinstatement standards must I adhere to?	<p>Roads must be reinstated to a standard that is as nearly as is reasonably practicable to an equivalent standard of quality and design as before the works commenced.</p> <p>To assist works managers understand what is required, VicRoads has a standard specification section 706 for use on Arterial Roads. It is available from their Regional Offices.</p> <p>Local Councils generally have their own local standards on local roads. If they are not available, works managers are referred to AUSPEC#2 Section 306 for reinstatement requirements on local roads.</p>
27. What happens if I do not reinstate the road properly?	<p>The Coordinating Road Authority has the power to require you to reinstate the road to a standard similar to before the works commenced. If you do not reinstate the road to a satisfactory standard, the Coordinating Road Authority may undertake the reinstatement works itself and recover the cost for doing so from you.</p>
28. Who is responsible for the works undertaken in the road reserve?	<p>Works undertaken in a road reserve are the responsibility of the works manager undertaking those works. If a works manager is undertaking the works on behalf of an infrastructure manager (such as a Utility) the infrastructure manager shares that responsibility.</p> <p>Repairs to roads damaged during the works are also the responsibility of the infrastructure manager or works manager. Works managers may request the local Council to reinstate the road after works are complete, but unless the Council agrees to complete the reinstatement, they remain the responsibility of the infrastructure manager or works manager.</p>

Question	Response
29. Who is responsible for surveillance of work in road reserves?	<p>The Road Management Act places a requirement on the works manager to ensure that all work and reinstatement is completed in accordance with the Act and any conditions placed on the consent.</p> <p>When an infrastructure manager has initiated the works, the infrastructure manager has the responsibility for on site surveillance.</p> <p>However, the consent application process and fee provides a mechanism for the Coordinating Road Authority to be informed of what is happening on its road network and to inspect works as they proceed. The Act also allows a Coordinating Road Authority to appoint Authorised Officers who can issue infringement notices if compliance with Road Management Act requirements are not achieved.</p>
30. What can I do if I observe unsafe work practices at a worksite?	<p>WorkSafe Victoria is charged with encouraging and enforcing worksite safety. They have trained officers who can respond in these circumstances. If the site is of serious concern, the matter should be reported to WorkSafe. WorkSafe can be contacted by phone on 1800 136 089.</p>
Completion of Works	
31. How must I leave the job?	<p>You must ensure that the road and any other infrastructure is reinstated as nearly as reasonably practicable to the condition existing before the works commenced.</p>
32. Do I need to notify the Coordinating Road Authority when I have completed the works?	<p>As a works manager you must within 7 days of completing any works, including any reinstatement works, notify the relevant Coordinating Road Authority that the works have been completed.</p> <p>The Road Management (Works & Infrastructure) Regulations allow a Utility to provide written notification of completion of works to the Coordinating Road Authority by the 14th day of the month next following completion of the works when they have undertaken minor works on a roadway, pathway or shoulder that did not involve traffic impact works.</p>

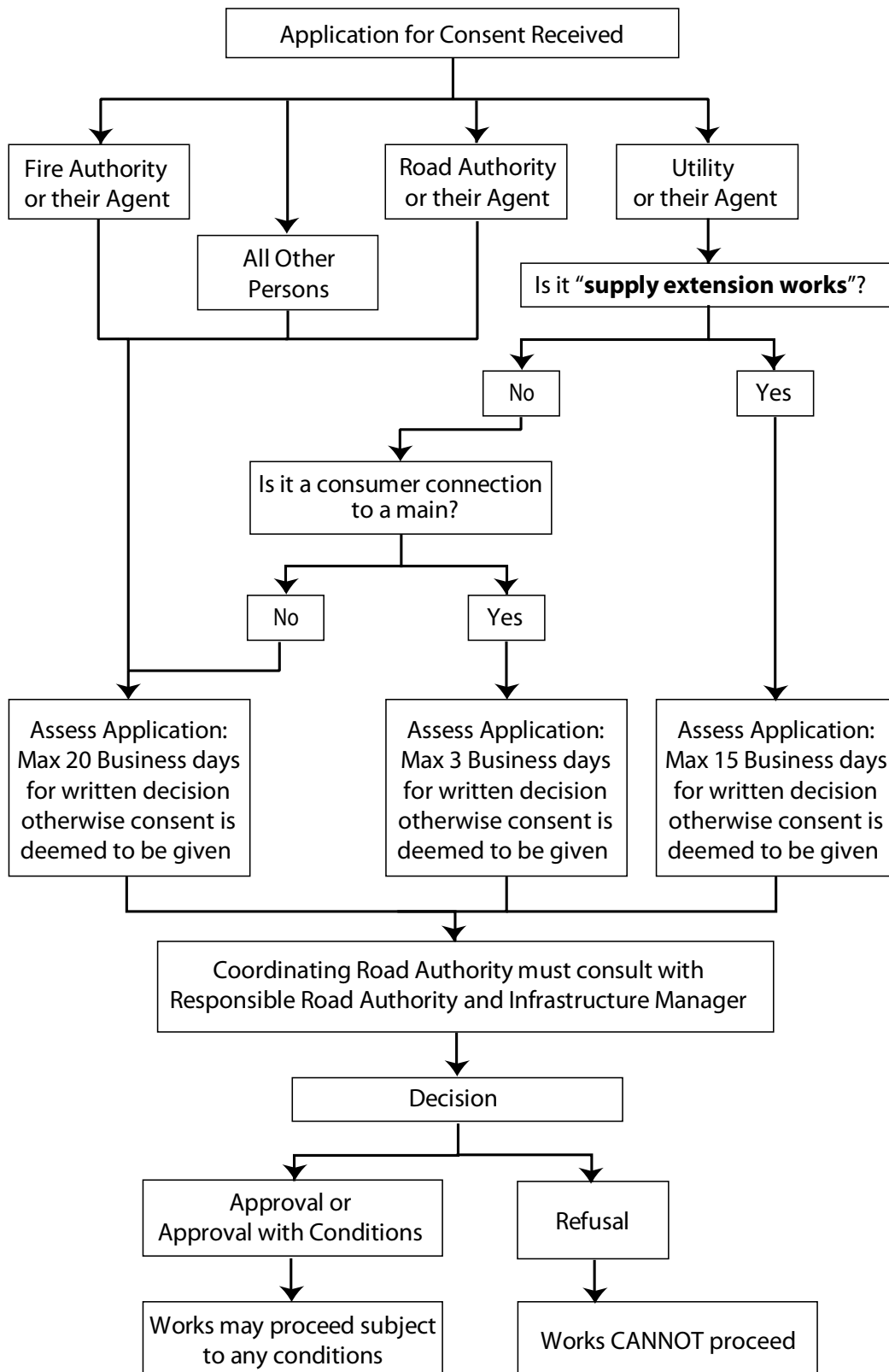
Section 6

Process Flow Charts

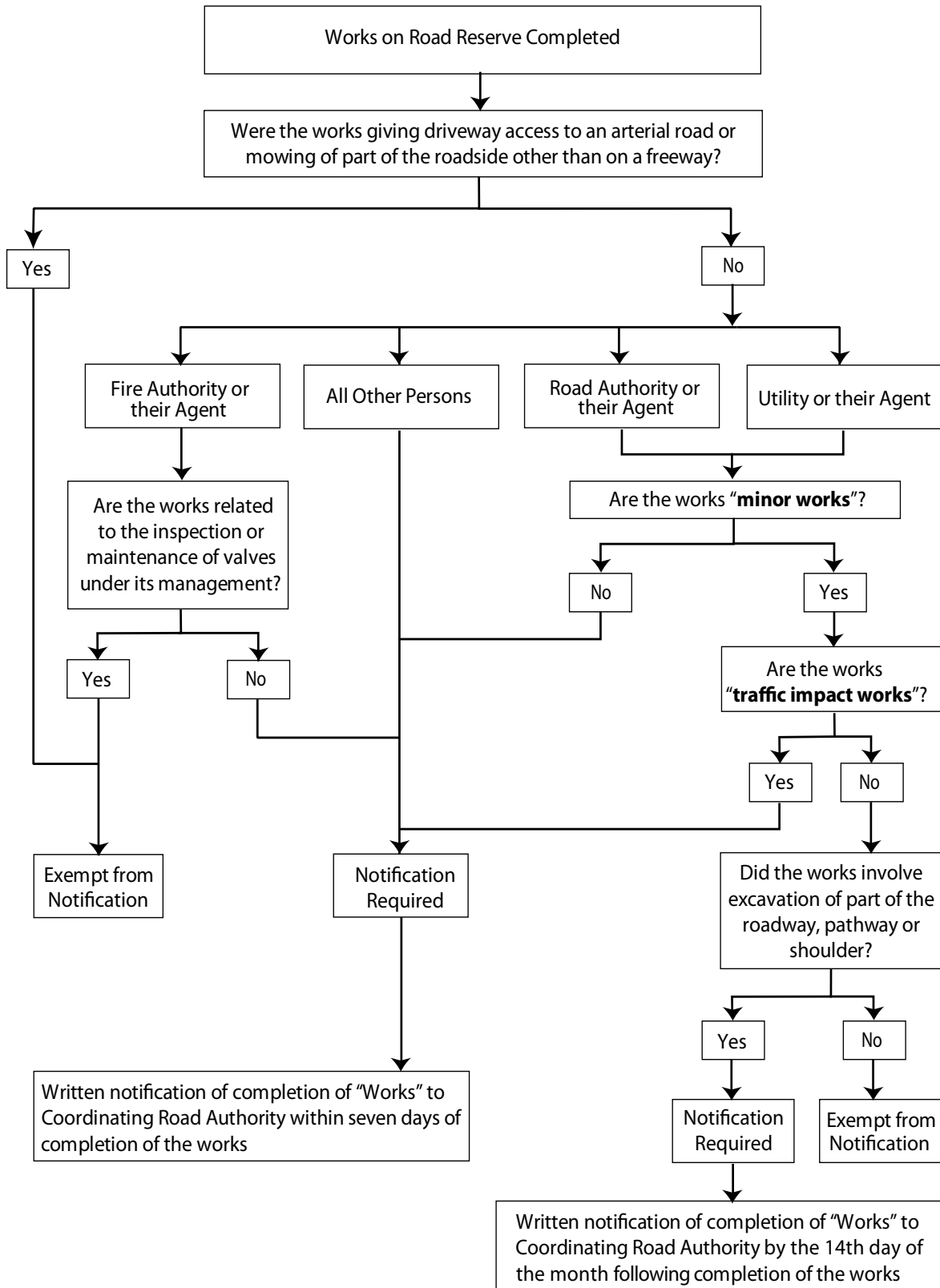
Flow Chart 1 – Consent Application Requirements



Flow Chart 2 – Consent Application Consideration Process – Coordinating Road Authority



Flow Chart 3 – Notification of Works Completion to Coordinating Road Authority by Works Manager



Section 7

Case Studies

Consent Application Case Studies

Note

In all cases shown in this section, the works manager responsible for conducting the works must have in operation a traffic management plan as required by section 99A of the *Road Safety Act 1986*.

Example 1

The Regional Water Authority has engaged a contractor to construct a water or sewer main under a local municipal road which would involve open trenching the width of the road and have a road closure of 8 hours (4 hours for each lane). The speed limit on the road is 60 km/h.

Road width 8 metres

Trench width 0.6 metres

Area of affected road pavement 4.8 square metres

Response

Schedule 7, clause 5 of the *Road Management Act* places a duty on the infrastructure manager or works manager to avoid unnecessary interference with infrastructure. It states '.....if practicable, use construction methods which do not break up the surface of the roadway....'.

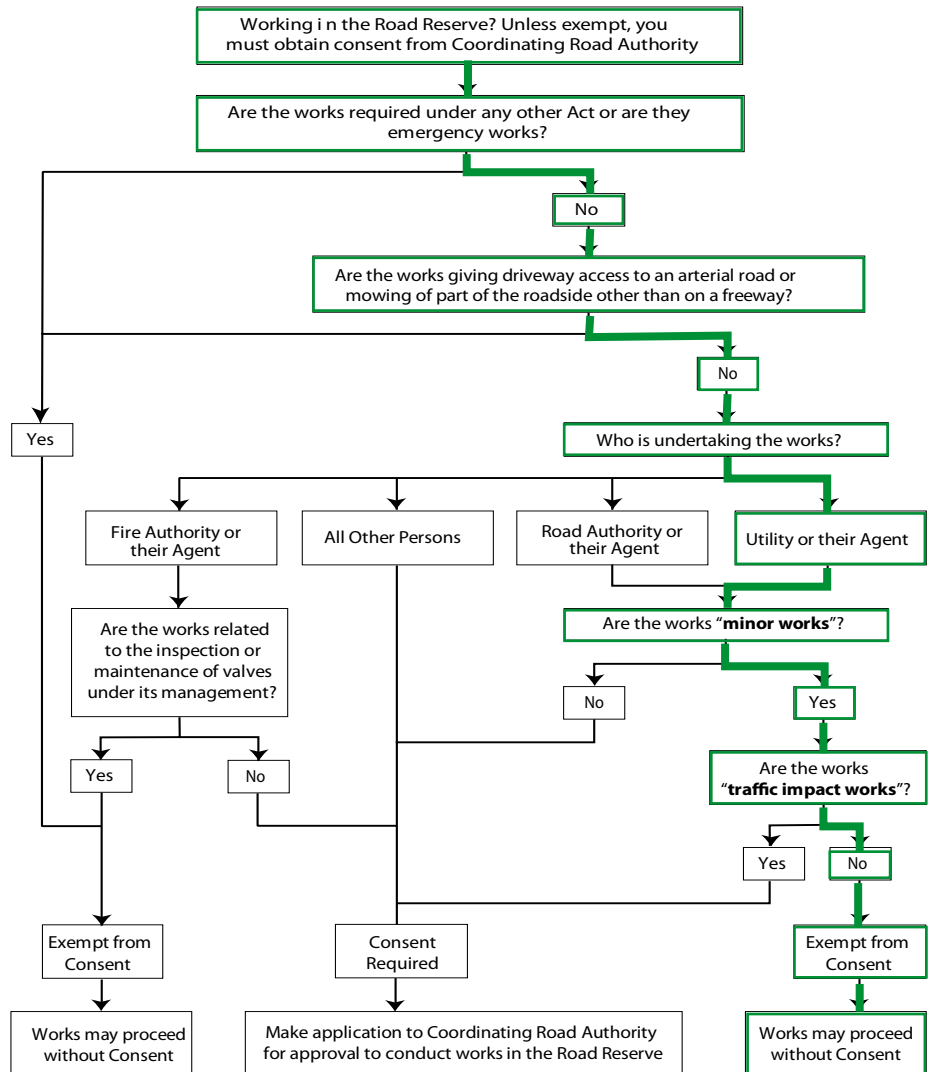
Road boring is preferred and should be investigated but it is not mandatory.

The Regional Water Authority is a "Utility" under the Act. They are the "infrastructure manager" and their contractor is the "works manager". The contractor is an agent of the Utility.

Accepting that they have evaluated the situation in accordance with the Act and decided that open trenching is required then as the proposed excavation area is less than 8.5 square metres the works are "Minor Works". The works are proposed to be undertaken by a "Utility or their agent" on a municipal road having a speed limit of 60k/hr. It is proposed to undertake the works through alternate lane closures which has been assessed as "No Significant Impact on Traffic". The works are therefore exempt from consent.

Note:

1. Had the works proposed a full road closure then this would have caused a significant impact on traffic and consent would have been required.
2. Had the proposed works been undertaken on an arterial road, then the open trenching would have necessitated a lane closure for a period of time and the diversion of traffic into the oncoming traffic lane. This would then meet the requirement for traffic impact works and therefore consent would be required before works could commence. The application fee would then have been 45 fee units. (\$483.80 06/07)



Example 2

A local developer has engaged a contractor to construct a water main under a local municipal road which would involve open trenching the width of the road and have a road closure of 8 hours (4 hours for each lane). The speed limit on road is 60 km/h.

Road width 8 metres

Trench width 0.6 metres

Area of affected road pavement 4.8 square metres

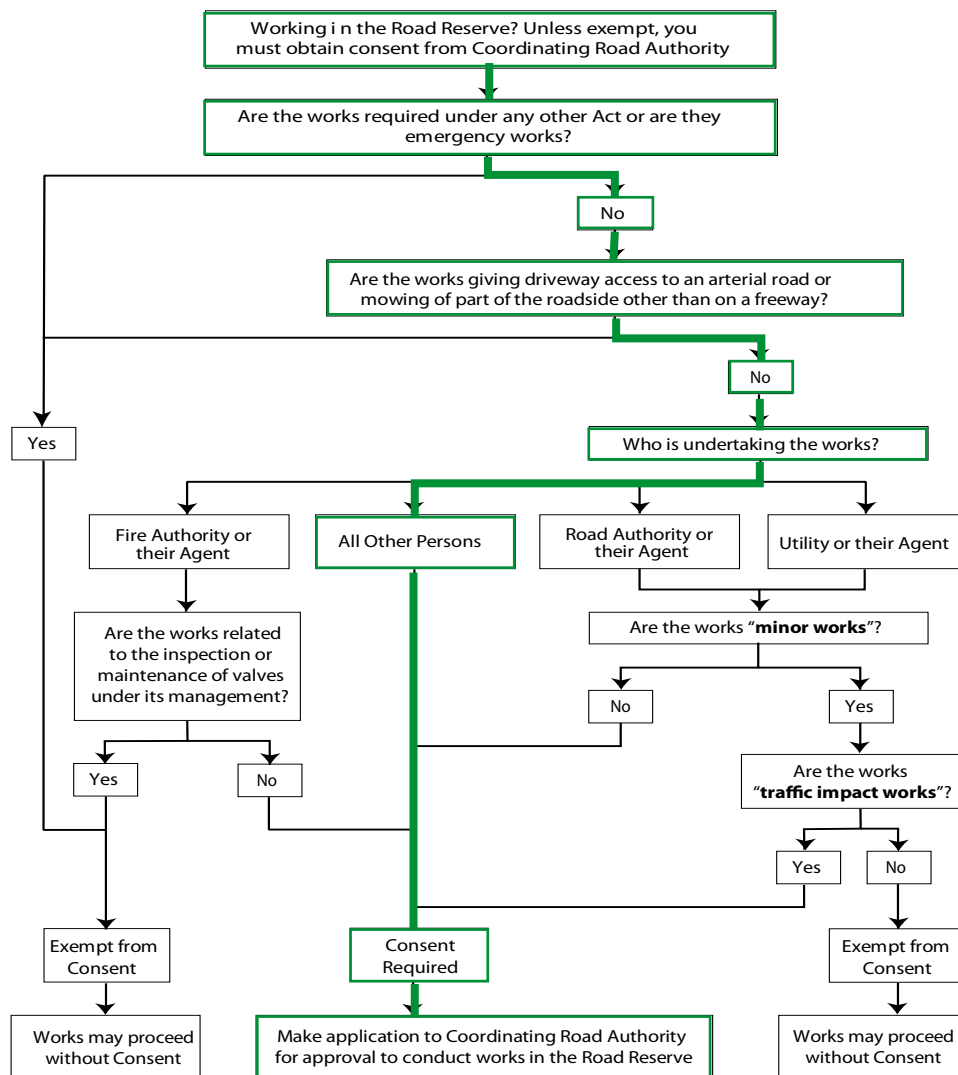
Response

Schedule 7, clause 5 of the *Road Management Act* places a duty on the infrastructure manager or works manager to avoid unnecessary interference with infrastructure. It states '.....if practicable, use construction methods which do not break up the surface of the roadway....'.

Road boring is preferred and should be investigated but it is not mandatory.

The contractor is the works manager for this project. Accepting that the contractor, as the works manager, has evaluated the situation in accordance with the Act and decided that open trenching is required then as the proposed excavation area is less than 8.5 square metres the works are "minor works". No exemptions apply for private contractors undertaking "minor works" so an application to the Coordinating Road Authority for consent must be lodged. The consent application fee is 11.5 fee units (\$123.60 06/07).

Works cannot commence until consent has been given.



Example 3

The Regional Water Authority proposes to construct a water main along the road reserve of an arterial road. It will be constructed along the verge of the road (clear of the shoulder) at a depth of 0.8 metres for distance of 100 metres and then cross under the arterial road to connect with an existing water main. The work will be undertaken by the Regional Water Authority's own day labour work force. It will cross under the road by either:

- a) open trench, or
- b) bored.

Road width 20 metres

Trench width 0.6 metres

Area of affected road pavement 12 square metres (a. only)

Response

Schedule 7, clause 5 of the *Road Management Act* places a duty on the infrastructure manager or works manager to avoid unnecessary interference with infrastructure. It states '*.....if practicable, use construction methods which do not break up the surface of the roadway....*'.

Road boring is preferred and should be investigated but it is not mandatory.

The Regional Water Authority is a "Utility" under the Act. They are the "infrastructure manager" and the "works manager" for this project.

- a) Open Trench

As the area of road pavement to be broken up exceeds 8.5 square metres, the works are not "minor works" so no exemptions from consent apply. An application to the Coordinating Road Authority for consent must be lodged. As this road is an arterial road, the Coordinating Road Authority is VicRoads. The consent application fee is 45 fee units (\$483.80 06/07).

Works cannot commence until consent has been given.

- b) Bored

As no area of road pavement will be broken up, the works are classified as "minor works". Also, the works will be undertaken from the verge of the road so there is not expected to be significant impact on traffic or road safety. The works are therefore exempt from consent.

Note:

If the works were only being undertaken along the verge (clear of the shoulder) and did not involve a road crossing, they would be exempt from consent.

Example 4

The local Regional Water Authority has engaged contractors to reline sewer mains in a residential street. The work consists of opening 2 manholes located in the parking lane of the road, approximately 90 metres apart. It has been decided that for reasons of public and worker safety that the parking lane will be closed to traffic for a period of 10 hours to allow the work to proceed.

Response

The Regional Water Authority is a "Utility" under the Act. They are the "infrastructure manager" and their contractor is the "works manager". The contractor is an agent of the Utility. The sewer relining does not require breaking up of any pavement so the works are classified as "minor works". The lane closure

in the residential street does not have a significant impact on traffic or road safety so there are no "traffic impact works". The works are therefore exempt from consent.

Note:

Had the works proposed a lane closure for a period greater than 12 hours then this would be classified as "traffic impact works" and consent would have been required.

Example 5

A property owner engages a contractor to construct a concrete driveway crossing to service his property. It is on a local residential street with a speed limit of 50 km/h. It is proposed to remove 7 square metres of footpath to strengthen it and pour 24 square metres of concrete to form the driveway.

Response

The property owner is deemed to be the infrastructure manager and the contractor is the works manager for this project. The removal of 7 square metres of footpath classifies these works as “minor works”. No exemptions apply for private contractors undertaking “minor works” so an application to the Coordinating Road Authority for consent must be lodged. The consent application fee is 11.5 fee units (\$123.60 06/07).

Works cannot commence until consent has been given.

Note:

1. Had the works not included the removal of a section of footpath, a consent application would still need to be lodged with the Coordinating Road Authority. The application fee would then have been 5 fee units. (\$53.80 06/07)
2. Had more than 8.5 square metres of footpath proposed to be removed, a consent application would still need to be lodged with the Coordinating Road Authority. The application fee would then have been 20 fee units. (\$215.00 06/07)
3. If the driveway works provide access to an arterial road, the works are exempt from consent under the *Road Management (Works and Infrastructure) Regulations 2005*. If it is an installation of a new driveway for access to an arterial road or altering the size or location of an existing driveway, planning approval would be required from the Local Planning Authority.

Example 6

An Electricity Supply Company proposes to construct an interconnection between 2 low voltage overhead circuits. The works are to be undertaken by a contractor along a residential street in a mature (fully developed) subdivision with a posted speed of 50 km/h. The works involve installing an insulated conductor between the two existing circuits by running the conductor over three new poles. There is not expected to be any tree pruning required to allow the works to proceed. The insulated conductor will minimize the impact on the mature ornamental street trees.

Response

The Electrical Supply Company is a “Utility” under the Act. They are the “infrastructure manager” and their contractor is the “works manager”. The contractor is an agent of the Utility. Although the new poles are to be installed along the naturestrip of the road reserve, the works fall outside the definition of “minor works”. There are three new poles to be installed. An application to the Coordinating Road Authority for consent must be lodged. The consent application fee is 5 fee units (\$53.80 06/07).

Works cannot commence until consent has been given.

Example 7

A Utility wishes to connect a consumer to a service provided by the Utility. The Utility engages a contractor to undertake the works. The existing service is located beneath the road pavement in the vicinity of a signalised intersection which necessitates the excavation of 3.0 square metres of roadway. The works would require the closure of one traffic lane for 6 hours.

Response

The works are being undertaken by a contractor as agent for the Utility. As the area of road to be excavated is 3.0 square metres, the works have been assessed as “minor works”. However, any lane closure in the vicinity of a signalised intersection will have a significant impact on the performance of the intersection. The works will therefore be classified as “Traffic Impact Works” on the basis that they have a significant impact on road safety, traffic or other infrastructure. An application to the Coordinating Road Authority for consent must be lodged. The consent application fee is 45 fee units (\$483.80 06/07).

Works cannot commence until consent has been given.

Example 8

A Utility wishes to connect a consumer to a service provided by the Utility on a busy, 4 lane arterial road. The Utility proposed to undertake the works with its own day labour work force. The existing service is located beneath the road pavement and will necessitate the excavation of 3.0 square metres of roadway. The works would require the closure of one traffic lane for 4 to 6 hours and the introduction of a temporary speed restriction through the work site.

Response

As the Utility proposes to only break up 3 square metres of road pavement, it can be assessed as “minor works” and may be eligible for an exemption from consent. However, as the road is a busy urban arterial road, the closure of a traffic lane, temporary speed reduction and the consequent traffic merging will reduce road safety and traffic flows. These works would be considered as “traffic impact works” on the basis that they have a significant impact on road safety, traffic or other infrastructure. An application to the Coordinating Road Authority for consent must be lodged. As the Road is an arterial road, the Coordinating Road Authority is VicRoads. The consent application fee is 45 fee units (\$483.80 06/07).

Works cannot commence until consent has been given.

Note:

1. If the Utility, as works manager, proposed to reduce traffic speed to 40 k/hr through the work site, this would be deemed a major traffic control item. A separate application to VicRoads would be required to obtain a “Memorandum of Consent” to reduce the speed limit. In addition, as it is proposed to reduce traffic speeds to 40 km/h on a busy arterial road, this would be seen as having a significant impact on traffic and would trigger a need to apply for consent under the Road Management Act
2. If the road was a two lane arterial road and the Utility proposed to deviate traffic into an oncoming traffic lane, then this would be “traffic impact works” and an application for consent would need to be lodged before works could commence. Consent application fee is 45 fee units (\$483.80 06/07).
3. If the road was not a busy arterial and the closure of one traffic lane would not reduce road safety or traffic flows then the works would not be “traffic impact works” and would be exempt from consent.

Section 8

Road Authority Email Contact List

Local Government	
Council	Email Address
1. Alpine	<i>enquiries@alpineshire.vic.gov.au</i>
2. Ararat	<i>council@ararat.vic.gov.au</i>
3. Ballarat	<i>ballcity@ballarat.vic.gov.au</i>
4. Banyule	<i>roadconsent@banyule.vic.gov.au</i>
5. Bass Coast	<i>wondepot@basscoast.vic.gov.au</i>
6. Baw Baw	<i>works@bawbawshire.vic.gov.au</i>
7. Bayside	<i>engineeringsupport@bayside.vic.gov.au</i>
8. Benalla	<i>council@benalla.vic.gov.au</i>
9. Bendigo	<i>consent@bendigo.vic.gov.au</i>
10. Boroondara	<i>Works.Permits@boroondara.vic.gov.au</i>
11. Brimbank	<i>info@brimbank.vic.gov.au</i>
12. Buloke	<i>buloke@buloke.vic.gov.au</i>
13. Campaspe	<i>shire@campaspe.vic.gov.au</i>
14. Cardinia	<i>roads@cardinia.vic.gov.au</i>
15. Casey	<i>caseycc@casey.vic.gov.au</i>
16. Central Goldfields	<i>mail@cgoldshire.vic.gov.au</i>
17. Colac Otway	<i>inq@colacotway.vic.gov.au</i>
18. Corangamite	<i>shire@corangamite.vic.gov.au</i>
19. Dandenong	<i>council@cgd.vic.gov.au</i>
20. Darebin	<i>mailbox@darebin.vic.gov.au</i>
21. East Gippsland	<i>feedback@egipps.vic.gov.au</i>
22. Frankston	<i>RMA@frankston.vic.gov.au</i>
23. Gannawarra	<i>council@gannawarra.vic.gov.au</i>
24. Geelong	<i>COGGRecords@geelongcity.vic.gov.au</i>
25. Glen Eira	<i>mail@gleneira.vic.gov.au</i>
26. Glenelg	<i>enquiry@glenelg.vic.gov.au</i>
27. Golden Plains	<i>enquiries@gplains.vic.gov.au</i>
28. Hepburn	<i>shire@hepburn.vic.gov.au</i>
29. Hindmarsh	<i>info@hindmarsh.vic.gov.au</i>
30. Hobsons Bay	<i>customerservice@hobsonsbay.vic.gov.au</i>
31. Horsham	<i>council@hrcc.vic.gov.au</i>
32. Hume	<i>email@hume.vic.gov.au</i>
33. Indigo	<i>indigoshire@indigoshire.vic.gov.au</i>

Local Government	
Council	Email Address
34. Kingston	<i>utility.liaison@kingston.vic.gov.au</i>
35. Knox	<i>knoxcc@knox.vic.gov.au</i>
36. Latrobe	<i>latrobe@latrobe.vic.gov.au</i>
37. Loddon	<i>Loddon@loddon.vic.gov.au</i>
38. Macedon Ranges	<i>mrrsc@macedon-ranges.vic.gov.au</i>
39. Manningham	<i>Manningham@manningham.vic.gov.au</i>
40. Mansfield	<i>council@mansfield.vic.gov.au</i>
41. Maribyrnong	<i>utilities@maribyrnong.vic.gov.au</i>
42. Maroondah	<i>maroondah@maroondah.vic.gov.au</i>
43. Melbourne	<i>engineering@melbourne.vic.gov.au</i>
44. Melton	<i>csu@melton.vic.gov.au</i>
45. Mildura	<i>consent@mildura.vic.gov.au</i>
46. Mitchell	<i>mitchell@mitchellshire.vic.gov.au</i>
47. Moira	<i>webmaster@moira.vic.gov.au</i>
48. Monash	<i>works.consent@monash.vic.gov.au</i>
49. Moonee Valley	<i>rmaconsent@mvcc.vic.gov.au</i>
50. Moorabool	<i>info@moorabool.vic.gov.au</i>
51. Moreland	<i>Info@moreland.vic.gov.au</i>
52. Mornington Peninsula	<i>works.consent@mornpen.vic.gov.au</i>
53. Mount Alexander	<i>mtalex@mountalexander.vic.gov.au</i>
54. Moyne	<i>Moyne@moyne.vic.gov.au</i>
55. Murrindindi	<i>msc@murrindindi.vic.gov.au</i>
56. Nillumbik	<i>notifications@nillumbik.vic.gov.au</i>
57. Nth Grampians	<i>ngshire@ngshire.vic.gov.au</i>
58. Port Phillip	<i>assist@portphillip.vic.gov.au</i>
59. Pyrenees	<i>Pyrenees@pyrenees.vic.gov.au</i>
60. Queenscliffe	<i>info@queenscliffe.vic.gov.au</i>
61. Shepparton	<i>council@shepparton.vic.gov.au</i>
62. Sth Gippsland	<i>council@southgippsland.vic.gov.au</i>
63. Sth Grampians	<i>notifications@sthgrampians.vic.gov.au</i>
64. Stonnington	<i>utilities.consent@stonnington.vic.gov.au</i>
65. Strathbogie	<i>info@strathbogie.vic.gov.au</i>
66. Surf Coast	<i>info@surfcoast.vic.gov.au</i>
67. Swan Hill	<i>road_consent@swanhill.vic.gov.au</i>
68. Towong	<i>staff@towong.vic.gov.au</i>
69. Wangaratta	<i>council@wangaratta.vic.gov.au</i>
70. Warrnambool	<i>Wbool_city@warrnambool.vic.gov.au</i>

Local Government	
Council	Email Address
71. Wellington	<i>enquiries@wellington.vic.gov.au</i>
72. West Wimmera	<i>council@westwimmera.vic.gov.au</i>
73. Whitehorse	<i>utilities@whitehorse.vic.gov.au</i>
74. Whittlesea	<i>whitcc@whittlesea.vic.gov.au</i>
75. Wodonga	<i>Workpermits@wodonga.vic.gov.au</i>
76. Wyndham	<i>mail@wyndham.vic.gov.au</i>
77. Yarra	<i>info@yarracity.vic.gov.au</i>
78. Yarra Ranges	<i>mail@yarraranges.vic.gov.au</i>
79. Yarriambiack	<i>info@yarriambiack.vic.gov.au</i>

VicRoads	
Region	Email Address
1. Metro North West	<i>NRIW.MetroNW@roads.vic.gov.au</i>
2. Metro South East	<i>NRIW.MetroSE@roads.vic.gov.au</i>
3. Eastern Victoria	<i>NRIW.Eastern@roads.vic.gov.au</i>
4. North Eastern Victoria	<i>NRIW.NthEastern@roads.vic.gov.au</i>
5. Northern Victoria	<i>NRIW.Northern@roads.vic.gov.au</i>
6. South Western Victoria	<i>NRIW.SthWestern@roads.vic.gov.au</i>
7. Western Victoria	<i>NRIW.Western@roads.vic.gov.au</i>