

A Guide to Working In The Road Reserve

Road Management Act 2004



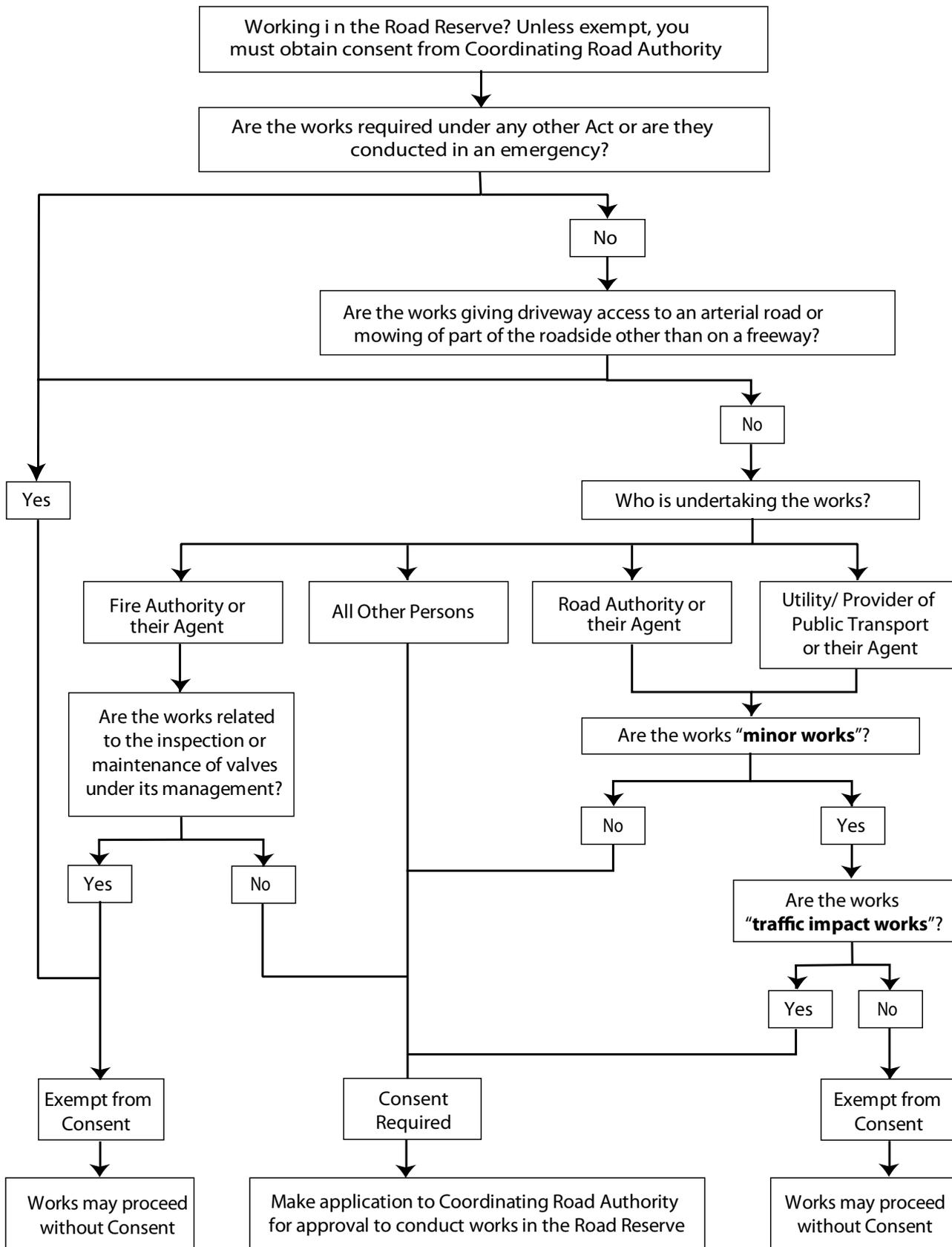
This document provides a summary of the requirements which must be followed when working in a road reserve.

Working in the Road Reserve?

You must obtain consent from the Coordinating Road Authority unless you are exempt under the Road Management (Works & Infrastructure) Regulations 2005.

This guide provides essential information for anyone proposing to work in the road reserve. Flow Chart 1 below will help determine whether you must obtain consent for the works or an exemption applies.

Flow Chart 1



What are “minor works”?

“Minor works” are:

- (a) works consisting of—
 - (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—
 - (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—
 - (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 two or more consecutive poles); or
 - (iii) the replacement or relocation of not more than three poles in an area other than an urban area (not being part of a replacement or relocation of more than three 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—
 - (i) by a road authority or an agent of a road authority; or
 - (ii) by a utility or an agent of a utility, a provider of public transport or an agent of a provider of public transport 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— but does not include works that consist of, or include —
- (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**.

(ROAD MANAGEMENT (WORKS & INFRASTRUCTURE) REGULATIONS 2005: REGULATION 4 - DEFINITIONS)

What are ‘traffic impact works’?

“Traffic Impact Works” means works—

- (a) conducted—
 - (i) on a freeway; or
 - (ii) on an arterial road and that require the deviation of vehicular traffic into an on-coming traffic lane; or
 - (iii) in a clearway when it is in operation; or
 - (iv) on, or partly on, or that affect, a bridge or other structure; or
- (b) that require the closure to vehicular traffic of a part of a roadway for a continuous period of more than twelve hours or for more than 24 hours in seven days; or
- (c) that require the deviation (to a different road), replacement or cancellation of a tram or bus operated by a provider of public transport; or
- (d) that cause a significant delay to a tram or bus operated by a provider of public transport; or
- (e) that have a significant impact on access to a bus stop or tram stop; or
- (f) that cause a significant delay to traffic on an arterial road or municipal road; or
- (g) conducted in circumstances to which a declaration under regulation 4A applies

(ROAD MANAGEMENT (WORKS & INFRASTRUCTURE) REGULATIONS 2005: REGULATION 4 - DEFINITIONS)

What are ‘supply extension works’?

“Supply extension works” means the connection of a consumer to a service provided, or intended to be provided, by a utility—

- (a) in an urban area by means of—
 - (i) underground works over a distance exceeding 100 metres; or
 - (ii) overhead works involving the installation of more than one additional pole;
- (b) in any other area, by means of—
 - (i) underground works over a distance exceeding 300 metres; or
 - (ii) overhead works involving the installation of more than three additional poles;

(ROAD MANAGEMENT (WORKS & INFRASTRUCTURE) REGULATIONS 2005: REGULATION 4 - DEFINITIONS)



Application for Consent

Required to apply for Consent?

A Consent application form must be completed and submitted to the Coordinating Road Authority.

To whom do you need to submit your application for consent?

An application for consent to conduct work in a road reserve must be made to the **Coordinating Road Authority** for that road. If you are unsure, it is recommended that you contact either VicRoads or the Local Council. Further information is also available from the VicRoads web site at www.vicroads.gov.au.

How should you pay your consent application fees?

Consent application fees are expected to be paid in full to the Coordinating Road Authority at time of lodgement of the application form.

A Coordinating Road Authority may issue invoices (under its normal commercial terms) to a **Utility** that has a large number of applications.

What do you need to include on your application for consent?

Samples of the common application for consent forms are shown on the back of this Guide and it is recommended that they be used when making your application to the Coordinating Road Authority. The forms outline the details that are required and when completed in full, will supply sufficient information to allow the Coordinating Road Authority to assess your application.

When completing the form it is important to:

- describe the type of activities you intend to undertake including:
 - the location of the works and nearby road and non-road infrastructure;
 - the scope and type of work;
 - the proposed timing of the works; and
 - the proposed methods of minimising the effects of the work on any road infrastructure, road safety and/or traffic operations (traffic management);
- confirm advice has been provided to utilities and providers of public transport whose assets might be affected by the proposed works;
- confirm the process of consultation with others (such as abutting land owners) likely to be significantly affected by the proposed works; and
- where appropriate, confirm that health and safety risks associated with the proposed works and the ongoing operation of the proposed infrastructure have been considered.

(CODE OF PRACTICE FOR MANAGEMENT OF INFRASTRUCTURE IN ROAD RESERVES – CLAUSE 35)

Copies of the application form can be obtained from VicRoads Regional offices, Local Council offices or downloaded from the VicRoads and Council web sites.

Do you need other approvals before commencing work in a road reserve?

In addition to obtaining consent from the Coordinating Road Authority, you may require other separate approvals.

Further information is provided on page 7 of this Guide.

What fees are payable when you lodge an application for consent?

	Works, other than minor works		Minor works	
	on roadway, shoulder or pathway (see Note 1)	not on roadway, shoulder or pathway (see Note 2)	on roadway, shoulder or pathway (see Note 1)	not on roadway, shoulder or pathway (see Note 2)
Freeway	45 fee units	32 fee units	25 fee units	10 fee units
Arterial road	45 fee units	25 fee units	11.5 fee units	10 fee units
Other roads, speed over 50km/h (see Note 3)	45 fee units	25 fee units	11.5 fee units	5 fee units
Other roads, speed under 50km/h (see Note 3)	20 fee units	5 fee units	11.5 fee units	5 fee units

As at 1 July 2009: 1 fee unit = \$11.69 (fee units are reviewed annually on 1 July)

Notes

- Conducted on, or on any part of, the roadway, shoulder or pathway
- Not conducted on, or on any part of, the roadway, shoulder or pathway
- Municipal road or non arterial State road



What must you do if your works affect other infrastructure in the road reserve?

An **infrastructure manager** or **works manager** must give notice to any other infrastructure manager or works manager responsible for any infrastructure in the area which could be affected by any proposed installation of infrastructure or related works on a road or the road reserve of any road. In doing so, the infrastructure manager or works manager must negotiate in good faith so as to minimise any adverse effects on any other road or non-road infrastructure.

This does not apply if the proposed installation of infrastructure or related works are necessary because of an emergency, but the infrastructure manager or works manager must advise any other infrastructure manager or works manager responsible for road or non-road infrastructure in the area as soon as is reasonably practicable.

(ROAD MANAGEMENT ACT, SCHEDULE 7– CLAUSE 8)

This means that if you are likely to impact on someone else's infrastructure, you must tell them before you commence the works.

Is a Traffic Management Plan necessary to undertake works on a road?

Section 99A (3) of the Road Safety Act 1986 states that a person undertaking works in the road reserve must have in operation a traffic management plan.

Guidance in preparing Traffic Management Plans can be found in the Code of Practice for Worksite Safety—Traffic Management.

A copy of the traffic management plan must be retained at the worksite at all times when workers are present.

Should Risk Management Plans be prepared?

Road Authorities, Infrastructure Managers or works managers who are undertaking works in the road reserve may prepare a risk management plan to identify risk mitigation measures they intend to adopt when carrying out works in road reserves. The plan should be developed in accordance with the approach outlined in AS/NZS 4360: 2004 Risk Management. The major risk areas to be managed are:

- safety of all users of the road reserve, workers and the public;
- the integrity of road infrastructure;
- traffic disruption;
- any adverse effects on the future development of both road and non-road infrastructure; and
- the effective and efficient delivery of utility and public transport services.

Guidance undertaking risk assessments and preparing risk management plans can be found in the Code of Practice for Worksite Safety—Traffic Management.

(CODE OF PRACTICE FOR MANAGEMENT OF INFRASTRUCTURE IN ROAD RESERVES - CLAUSE 34)

Definitions:

Coordinating Road Authority— In relation to a road, means the Road Authority which has the responsibility to coordinate works in the road reserve. As a general rule, for Freeways and Arterial Roads it is VicRoads, for municipal roads it is the local Municipal Council and for roads in National and State Parks and State Forests, it is the Department of Sustainability and Environment.

Responsible Road Authority— In relation to a road, means the Road Authority which has operational responsibility for the road. This is further defined in section 37 of the Road Management Act.

Road— includes land declared under section 11 of the Road Management Act, a public highway and ancillary areas. It includes the reserve from boundary line to boundary line.

Infrastructure Manager— In relation to road infrastructure, the responsible road authority. In relation to non road infrastructure (e.g water mains, gas mains, power lines, tram lines etc.), the person or body that is responsible for its provision, installation, maintenance or operation.

Works Manager— Is any person or body that is responsible for the conduct of works in, on or under the road. For example, a contractor engaged by a Road Authority, Utility, Provider of Public Transport or private person.

Utility— Is the entity which provides, or intends to provide, water, sewerage, drainage, gas, electricity, telephone, telecommunications or other like service.

Provider of Public Transport — includes a rail corporation, a train operator, a tram operator or a person providing a regular passenger service (e.g a bus operator)

(ROAD MANAGEMENT ACT - SECTION 3 DEFINITIONS)



Consideration of the Application for Consent by a Coordinating Road Authority

The Coordinating Road Authority must make a decision within the prescribed time otherwise consent is deemed to have been given.

What conditions can be placed on consent?

- (6) A coordinating road authority may, having regard to the works and infrastructure management principles, give its consent subject to any reasonable conditions relating to the conduct of the proposed works which the coordinating road authority considers appropriate.
- (7) Conditions of consent may include conditions relating to
- the location of any proposed infrastructure;
 - the timing of any works;
 - the use of any infrastructure.

(ROAD MANAGEMENT ACT SCHEDULE 7, CLAUSE 16, (6) & (7))

What conditions cannot be placed on consent?

- (1) A coordinating road authority must not impose on a consent given under section 63(1) of the Road Management Act 2004—
- a condition relating to visual amenity or aesthetics unless the condition relates to road infrastructure;
 - a condition relating to the technical design of, or the equipment or techniques used in the installation of, a service provided by a utility, or a provider of public transport;
 - a condition that is not reasonably relevant to the conduct of the works;
 - a condition requiring non-road infrastructure that would normally be placed above ground to be placed under a road;
 - a condition relating to environmental impact considerations other than in relation to the matters referred to in clause 14 of Schedule 7 to the Road Management Act 2004;
 - a condition requiring an indemnity other than an indemnity in respect of the conduct of the works that does not extend beyond a 12 month warranty period.
- (2) A coordinating road authority must not impose on a consent given to a utility or a provider of public transport under section 63(1) of the Road Management Act 2004 a condition relating to financial security in respect of the conduct of the works, other than an indemnity in respect of the conduct of the works that does not extend beyond a 12 month warranty period.

(ROAD MANAGEMENT (WORKS & INFRASTRUCTURE) REGULATIONS 2005—REGULATIONS 14, (1) & (2))

Dispute Resolution process between a Utility and a Road Authority

Section 125 of the Road Management Act 2004 provides that any dispute arising between a road authority and a utility or provider of public transport is to be determined by the relevant Minister and the relevant utility or provider of public transport Minister or their joint nominees, having regard to the works and infrastructure management principles.

From a practical perspective, utilities, providers of public transport and road authorities are encouraged to adopt the dispute resolution process outlined in clause 72 of the Code of Practice for Management of Infrastructure in Road Reserves. Every endeavour should be made to resolve disputes as quickly as possible with each party expected to bear its own costs.

(CODE OF PRACTICE FOR MANAGEMENT OF INFRASTRUCTURE IN ROAD RESERVES - CLAUSE 72)

Do you wish to control traffic through your work site?

If you have assessed worksite safety in accordance with the Code of Practice for Worksite Safety - Traffic Management and need to utilise a traffic control device to control traffic through your worksite then you will require authorisation in accordance with the new *Road Safety (Traffic Management) Regulations 2009*. This authorisation can take the form of a direct authorisation under the Regulations or a 'Memorandum of Authorisation' (MoA) from the appropriate road authority. This MoA is separate from the Road Management Act consent for works.

Works managers conducting works on behalf of a utility or provider of public transport may use:

- works advisory devices, hand-held stop signs, works zone parking signs and temporary works speed-limit signs (no lower than 40km/h) without an MoA, provided the devices are part of the traffic management plan; and
- any other traffic control device, subject to an MoA from VicRoads.

Persons conducting works on behalf of a municipal Council may use minor traffic control devices and temporary works speed-limit signs (no lower than 40km/h) on a road or part of a road for which the council is the responsible road authority.

Otherwise:

- the use of a major traffic control device (such as temporary traffic signals) requires an MoA from VicRoads; and
- the use of a minor traffic control device requires an MoA from the coordinating road authority for the road.

Please contact your VicRoads Regional office for application requirements.

(ROAD SAFETY (TRAFFIC MANAGEMENT) REGULATIONS 2009)

Do you need other approvals before commencing work in a road reserve?

Before works commence within the road reserve, infrastructure managers and works managers should ascertain if any other approvals are required.

Issues which may require separate approvals include:-

- Vegetation removal—Department of Sustainability and Environment or the local Municipal Council
- Planning Permit—Local Council Planning Scheme
- Driveways on Arterial Roads—Planning Permit from Local Council
- Working under power lines— Local electricity supply company

What must you do when planning works near utility services?

Before commencing works within the road reserve, infrastructure managers and works managers should plan for the safe conduct of their works by:

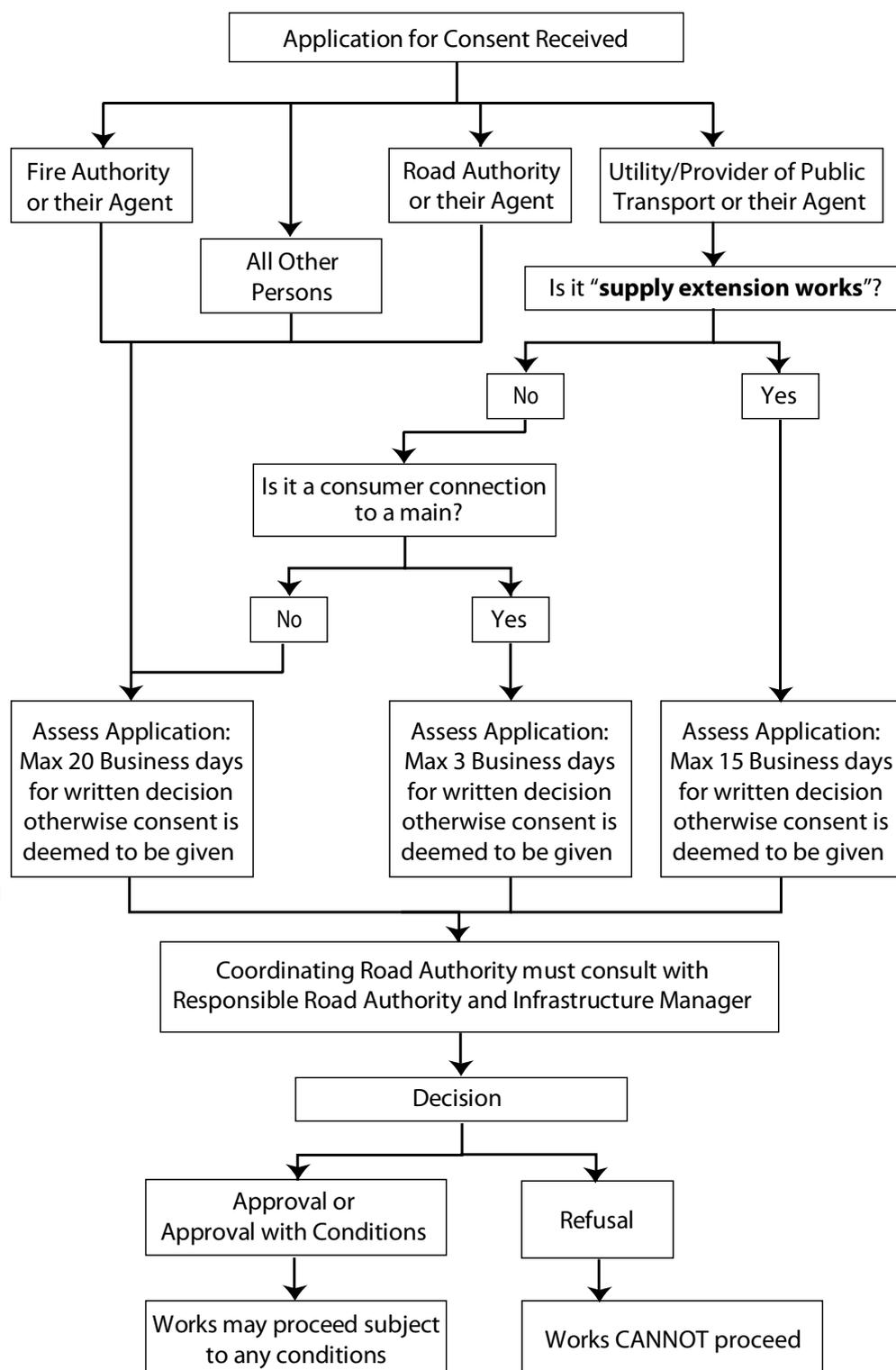
- lodging an enquiry with Dial Before You Dig on line at dialbeforeyoudig.com.au or by calling 1100. Infrastructure managers who are registered with Dial Before You Dig and have underground assets in the area where you are proposing to work will automatically be advised and you will receive plans and other relevant information directly from the infrastructure manager.



- obtaining a copy of the “No Go Zone” rules and regulations when working close to overhead powerlines. The rules are available from WorkSafe Victoria or Energy Safe Victoria (ESV). Further information can be obtained from ESV at 1800 800 158 or from the organisation’s website at esv.vic.gov.au



Flow Chart 2: Consideration of the application



Conducting Works in a Road Reserve

Do you need to consult with the public?

If you are an infrastructure manager or works manager who is proposing to install non-road infrastructure or conduct related works which are likely to significantly affect—

- (a) occupiers or owners of property near the road; or
- (b) a class of road users or another section of the public.

You should conduct appropriate consultation with the persons likely to be significantly affected.

(ROAD MANAGEMENT ACT – SCHEDULE 7, CLAUSE 10)

Do you need to notify the owners of other infrastructure of your works in the road reserve?

An infrastructure manager or works manager must give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area which could be affected by any proposed installation of infrastructure or related works on a road or the road reserve of any road.

The infrastructure manager or works manager must negotiate in good faith so as to minimise any adverse effects on any other non-road infrastructure.

An easy way to contact owners of underground infrastructure is to lodge an enquiry with Dial Before You Dig (see page 7 for more information).

If the proposed installation of infrastructure or related works are necessary because of an emergency, the infrastructure manager or works manager must advise any other infrastructure manager or works manager responsible for non-road infrastructure in the area which could be affected about the installation of non road infrastructure or related works as soon as is reasonably practicable.

This requirement does not apply if an exemption under the regulations applies.

(ROAD MANAGEMENT ACT – SCHEDULE 7, CLAUSE 8)

Does the consent you obtained from the Coordinating Road Authority expire?

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 expire 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.

What are the legislative obligations of 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 uses 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 any 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, CLAUSE 14)

How must you conduct the works?

An infrastructure manager or works manager must—

- (a) if practicable, use methods which do not involve excavating or breaking up the surface of a roadway or pathway or interfering with infrastructure in preference to methods that do;
- (b) if it is necessary to excavate or break up the surface of a roadway or pathway, the works should be conducted—
 - (i) at a time and in a manner to minimise as far as is reasonably practicable inconvenience to road users and other persons; and
 - (ii) so as to minimise long term damage or disruption;
- (c) as far as is practicable, reinstate at its own cost the roadway or pathway or infrastructure to the standard before the works were commenced.

(ROAD MANAGEMENT ACT – SCHEDULE 7, CLAUSE 5)

Do you need a Traffic Management Plan to undertake works in a road?

Section 99A (3) of the Road Safety Act 1986 states that a person undertaking works on the road must have in operation a traffic management plan.

(ROAD SAFETY ACT 1986 – SECTION 99A)

Guidance in preparing Traffic Management Plans can be found in the Code of Practice for Worksite Safety—Traffic Management.

A copy of the traffic management plan must be retained at the work site at all times when workers are present.

What are your reinstatement obligations?

In completing the works, the works manager must after the works are completed reinstate the roadway, pathway or area of roadside to the standard before the works were commenced—

- (a) as promptly as is reasonably practicable;
- (b) as nearly as is reasonably practicable to an equivalent standard of quality and design; and
- (c) so as to ensure that any feature to assist persons with a disability is restored.

(ROAD MANAGEMENT ACT – SCHEDULE 7, CLAUSE 12)

Each project requires individual consideration and the timing of permanent reinstatement works, where reasonably practicable, should be agreed with the coordinating road authority before the project commences. For example -

- on a busy urban road, temporary reinstatement of any disturbed roadway, pathway or shoulder may be required at the completion of each day's work and the permanent reinstatement to follow the completion of the works;
- on the roadside of lightly trafficked rural roads, it may be agreed that permanent reinstatement can be completed within a longer timeframe, provided the worksite is maintained by the works manager in a condition that is safe for workers and road users at all times.

(CODE OF PRACTICE FOR MANAGEMENT OF INFRASTRUCTURE IN ROAD RESERVES - CLAUSE 56)

For utility or public transport works involving an extended period of time or significant lengths of roadway, pathway or shoulder (e.g mains replacement works), it may be appropriate to carry out temporary reinstatement works (to standards agreed by the coordinating road authority) at the end of each day's work, and then carry out all permanent reinstatement works following completion of these works. Permanent reinstatement works should generally be completed within two, and no later than three, months. In some circumstances, it may be considered cost efficient to complete a large quantity of reinstatements in a single mobilisation rather than to do them on an adhoc basis. Such a practice would cause less inconvenience to road users, residents and businesses.

What if you wish to change the hours of work or days of working on your consent application form?

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 it can reassess the application. Timing issues generally relate to impact on the community, traffic or significant local events.

If consent has already been given, it may be possible to negotiate a change to the consent approval without the need for a new application.

What are the reinstatement standards required for works on roads?

The infrastructure manager or works manager will be responsible for arranging permanent reinstatement, and works should be carried out in accordance with generally accepted, quality assured specifications. Roads, footpaths and other parts of the road reserve are built with different materials depending on factors such as vehicle types, vehicle volumes, type of road use and geographic location. Road authorities should make their reinstatement requirements available to infrastructure managers and works managers when consent is given. If the road authority does not provide its own reinstatement requirements, infrastructure managers and works managers are referred to AUSPEC#2 Section 306 for reinstatement works on local municipal roads and VicRoads Standard Specification Section 706 for reinstatement works on arterial roads. The provisions of a specification may be extended or varied by agreement between the parties, before works commence.

(CODE OF PRACTICE FOR MANAGEMENT OF INFRASTRUCTURE IN ROAD RESERVES - CLAUSE 56)

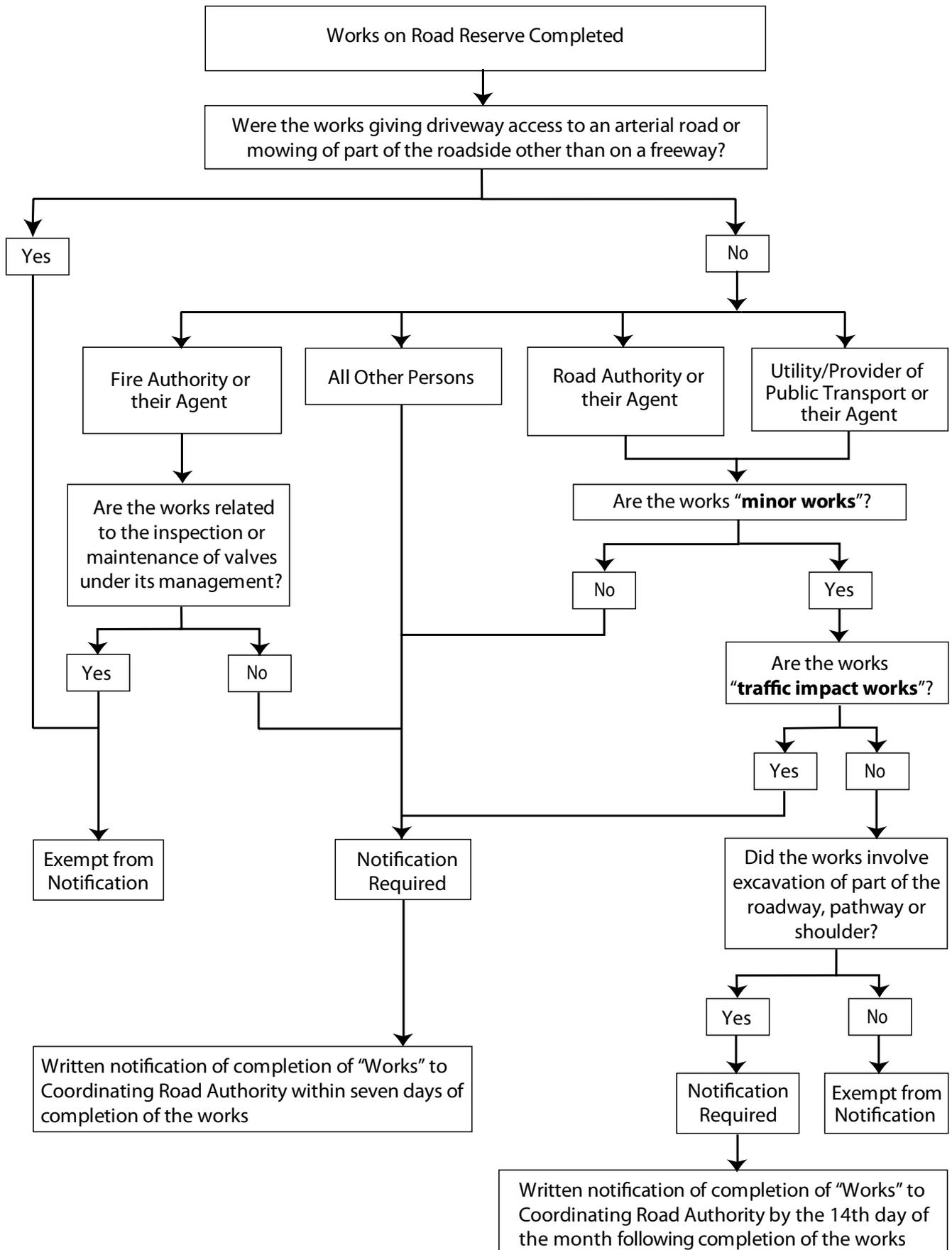
The works manager has an obligation to reinstate to a standard as nearly as is reasonably practicable to an equivalent standard of quality and design as was there before the works commenced.

(ROAD MANAGEMENT ACT – SCHEDULE 7, CLAUSE 12)

If reinstatement is not completed satisfactorily, a coordinating road authority may recover costs reasonably incurred in conducting rectification works from the infrastructure manager or works manager that failed to comply with its reinstatement requirements.

(ROAD MANAGEMENT ACT, SCHEDULE 7, CLAUSE 19)

Flowchart 3



Who must you notify when the works are completed?

The works manager must within 7 days of completing any works, including any reinstatement works, notify the relevant coordinating road authority as to the works that have been completed.

The period of 7 days may be varied by—

- (a) the relevant coordinating road authority;
- (b) the regulations.

(ROAD MANAGEMENT ACT – SCHEDULE 7, CLAUSE 13)

The Road Management (Works & Infrastructure) Regulations 2005, Regulation 9 allows a Utility or Provider of Public Transport (or their agent) 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.

(ROAD MANAGEMENT (WORKS & INFRASTRUCTURE) REGULATIONS 2005 - REGULATION 9)

Useful Information

Obtaining copies of Acts and Regulations Victoria Acts and Regulations may be downloaded free of charge from dms.dpc.vic.gov.au

Codes of Practice may be downloaded free of charge from gazette.vic.gov.au

Web Sites:

- VicRoads – vicroads.vic.gov.au
- Worksafe Victoria—worksafe.vic.gov.au
- Local Government Directory—infovic.vic.gov.au
- Government Gazette—gazette.vic.gov.au
- Municipal Association of Victoria (for Council contacts) - mav.asn.au
- Dial Before You Dig - dialbeforeyoudig.com.au
- Energy Safe Victoria - esv.vic.gov.au

Reference Documents

- Road Management Act 2004
- Road Management (Works & Infrastructure) Regulations 2005.
- Code of Practice for Management of Infrastructure in Road Reserves (October 2008)
- Code of Practice for Worksite Safety—Traffic Management (December 2004)
- Road Safety Act 1986
- Road Safety (Traffic Management) Regulations 2009



Sample of VicRoads standard application for consent form: Works within Road Reserves

vicroads 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 _____ Your Ref: _____
 Address _____
 City/Town _____ State _____ Postcode _____
 Contact person _____
 email address _____
 Telephone (BH) _____ Facsimile _____
 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's 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 _____
 Facsimile _____ 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

Sample of Municipal Council application for consent form: Non- Utility Minor Works within Municipal Road Reserves

MAOV 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 _____ Your Ref: _____
 Address _____
 City/Town _____ State _____ Postcode _____
 Contact person _____
 email address _____
 Telephone (BH) _____ Facsimile _____
 Mobile or AH Telephone _____

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 so 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 users 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)

Copies of these forms can be obtained from the relevant Coordinating Road Authority (refer to p4)