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ROAD MANAGEMENT ACT 2004

CODE OF PRACTICE

MANAGEMENT OF INFRASTRUCTURE IN ROAD RESERVES

SPECIAL

Road Management Act 2004

NOTICE OF MAKING OF A CODE OF PRACTICE FOR MANAGEMENT OF
INFRASTRUCTURE IN ROAD RESERVES

I, Luke Donnellan, Minister for Roads and Road Safety, in accordance with section 29 of the **Road Management Act 2004**:

1. publish the Code of Practice for Management of Infrastructure in Road Reserves, a copy of which is set out below; and
2. give notice that –
 - (a) the date of commencement of the Code of Practice is 28 April 2016; and
 - (b) copies of the Code of Practice may be obtained from VicRoads Head Office, 60 Denmark Street, Kew.

This Code of Practice for Management of Infrastructure in Road Reserves replaces the Code of Practice for Management of Infrastructure in Road Reserves as published in the Victoria Government Gazette No. S 269 on Monday 6 October 2008.

Dated 6 April 2016

LUKE DONNELLAN
Minister for Roads and Road Safety

Note: A copy of the Code of Practice may be viewed on the VicRoads website at www.vicroads.vic.gov.au

Road Management Act 2004

CODE OF PRACTICE FOR MANAGEMENT OF
INFRASTRUCTURE IN ROAD RESERVES

I, Luke Donnellan, Minister for Roads and Road Safety, in accordance with section 28 of the **Road Management Act 2004**, make a Code of Practice for Management of Infrastructure in Road Reserves.

Dated 6 April 2016

LUKE DONNELLAN
Minister for Roads and Road Safety

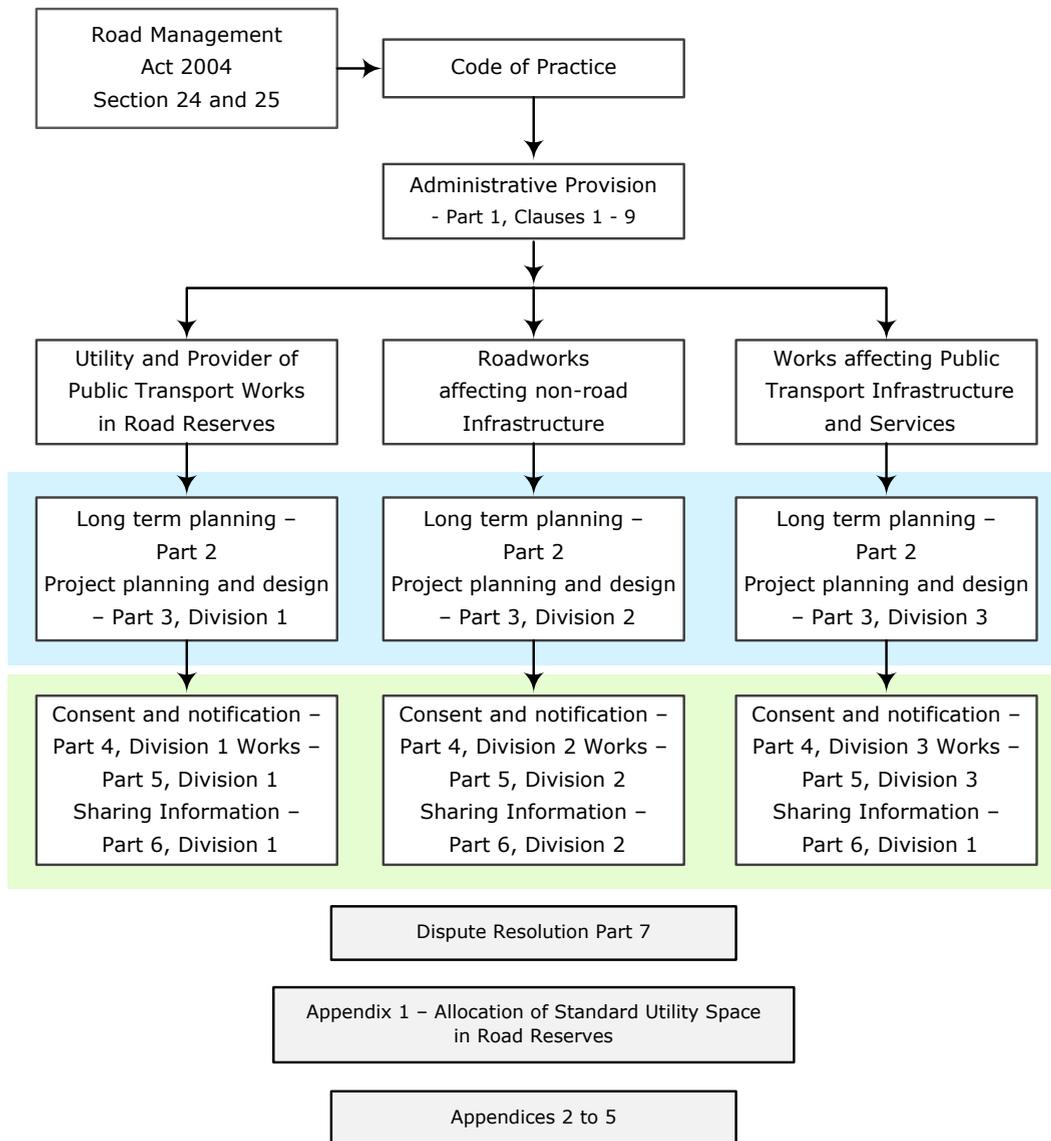
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CODE OF PRACTICE FRAMEWORK



Road Management Act 2004
CODE OF PRACTICE
MANAGEMENT OF INFRASTRUCTURE IN ROAD RESERVES

PART 1 – PRELIMINARY

1. Purpose of the Code

The purpose of this Code is to provide practical guidance and identify benchmarks of good practice for utilities, providers of public transport and road authorities, who are expected to work together cooperatively to facilitate the installation, maintenance and operation of road and non-road infrastructure within road reserves.

2. Authorising provisions

This Code is made under section 28 of the **Road Management Act 2004**.

This Code should be read in conjunction with the **Road Management Act 2004**, other legislation as specified in this Code and the **Transport Integration Act 2010**, in particular the transport system objectives and decision making principles as set out in the **Transport Integration Act 2010**.

3. Consultation

In accordance with section 28 of the Act, the Minister consulted with the relevant Ministers, the relevant utility Ministers, the Minister for Public Transport, the Infrastructure Reference Panel and the Municipal Association of Victoria before this Code was made.

This Code includes changes made to ensure consistency with amendments made to the Act by the **Transport Legislation Miscellaneous Amendments Act 2009**.

4. Objectives of the Code

In accordance with sections 24 and 25 of the Act, the objectives of this Code are to provide practical guidance to road authorities, utilities and providers of public transport in relation to –

- (a) the manner in which works on roads should be carried out;
- (b) processes for consultation and exchanging information about future works;
- (c) good practice or relevant industry standards in relation to a specified type of infrastructure or works;
- (d) processes to facilitate consultation and co-operation between road authorities, utilities and providers of public transport responsible for infrastructure on roads, including notification where one party's works may affect infrastructure managed by another party;
- (e) the needs of public transport services when works are planned and performed in the road reserve;
- (f) the process to provide notification to road authorities and for road authorities to give consent to the installation of new non-road infrastructure or works on existing non-road infrastructure, where the works are not exempt from notification or consent requirements;
- (g) the interchange and storage of information regarding road and non-road infrastructure located in road reserves; and
- (h) good practice guidance in coordinating the positioning, integrity and safety of utility infrastructure in road reserves and in ensuring the amenity and liveability of urban streets.

5. Application

- (1) This Code applies to utilities, providers of public transport and road authorities, and their management of road, utility and public transport infrastructure on all public roads in Victoria. It has been prepared jointly by road authorities, utilities and providers of public transport and is not intended to apply retrospectively or to override the legislative powers of road authorities, utilities or providers of public transport.

In particular, this Code does not override Carrier powers under the **Telecommunications Act 1997** (Cwth) or any other Commonwealth or State legislation and policy such as planning and environmental legislation. With respect to works carried out by road authorities and other government agencies that affect utility infrastructure or land leased to a provider of public transport, the provisions of the relevant lease applicable to such works take precedence over the provisions of this Code.

This Code takes effect to the extent that it can do so consistently with other legislation and should be read in conjunction with other relevant Ministerial Codes made under the Act.

- (2) This Code cannot:
- (a) impose a duty on any person; or
 - (b) direct how any matter or thing is to be done; or
 - (c) create an enforceable legal right; or
 - (d) impose any liability or penalty.
- (3) This Code is approved to operate from 28 April 2016 and replaces the Code of Practice for Management of Infrastructure in Road Reserves which commenced operation on 6 October 2008 (refer Victoria Government Gazette No. S 269 Monday 6 October 2008), which is revoked on the commencement of this Code.

6. Interpretation

- (1) Unless the context otherwise requires, terms used in this Code that are defined in the Act have the same meaning as the Act.
- (2) In this Code –

The Act means the **Road Management Act 2004**.

franchise agreement means a franchise agreement between PTV and a provider of public transport under which public transport services are provided.

infrastructure lease means a lease of public transport infrastructure by PTV to a provider of public transport.

priority to public transport should be interpreted in accordance with clause 8(3) of this Code.

provider of public transport has the same meaning as in the **Road Management Act 2004**.

Notes

Provider of public transport is defined in section 3 of the **Road Management Act 2004** to mean:

- (a) a rail corporation, a train operator or a tram operator under the **Rail Management Act 1996**; or
- (b) a person providing a regular passenger service within the meaning of the **Bus Services Act 1995** under the authority of a service contract within the meaning of that Act.

While a provider of public transport may also be a public transport infrastructure manager, not all public transport infrastructure managers can be providers of public transport.

PTV means the Public Transport Development Authority (operating as Public Transport Victoria) under the **Transport Integration Act 2010**.

public transport infrastructure means non-road infrastructure that is leased, maintained and operated by a provider of public transport, or other non-road infrastructure which supports the operation of public transport.

public transport infrastructure manager means an entity which has responsibility for managing public transport infrastructure under:

- (a) an Act or regulations;
- (b) an infrastructure lease; or
- (c) a franchise agreement.

If more than one entity has responsibility, it means the entity with the most direct responsibility.

Note

The definition of *infrastructure manager* is affected by section 3(5) of the Act.

Examples

Tram tracks

VicTrack owns tram tracks. PTV leases the tram track from VicTrack and sub-leases them to the tram franchisee, Yarra Trams. The tram franchisee is the public transport infrastructure manager for the tram track and is responsible for the maintenance of the tram track. If the public transport infrastructure manager engages a contractor to undertake tram track maintenance, then the contractor is the works manager.

Level crossings

By a similar chain of contracts and reasoning, the management of level crossings within metropolitan Melbourne and regional Victoria is the responsibility of a number of entities including Metro Trains, V/Line, ARTC and VicTrack. The rail tracks are a combination of broad gauge and standard gauge – often adjacent to each other in the same rail reserve. The maintenance of rail track and signalling assets is the responsibility of these entities, with special provisions made at the interfaces of each entity's area of responsibility.

Road Management (Works and Infrastructure) Regulations means regulations made under section 132 of the Act.

road user means all users of a road including pedestrians, bicyclists, motorcyclists, public transport passengers and vehicle drivers and passengers.

roadside management plans means documents that have been prepared by some road authorities outlining the ways in which they intend to manage that part of the road reserve between the outer edge of the road carriageway and the road reserve boundary. The plans are usually road specific and commonly include a comprehensive inventory of existing roadside vegetation.

utility infrastructure means non-road infrastructure, excluding public transport infrastructure, which is the responsibility of a utility.

Note

Non-road infrastructure, which is defined in section 3 of the Act to mean infrastructure in, on, under or over a road which is not road infrastructure, includes public transport infrastructure. Examples of non-road infrastructure are utility pipes and cables, electricity poles, tram wires, rail infrastructure (including boom gates, level crossings, tram safety zones and associated infrastructure such as tram overhead wires and supporting poles, passenger information signs) and bus shelters.

utility infrastructure manager means a utility that has responsibility for managing utility infrastructure.

works manager as defined in the Act may include a contractor engaged by a utility, provider of public transport or a road authority.

- (3) This Code is to be interpreted in accordance with the **Interpretation of Legislation Act 1984** as if it were a subordinate instrument within the meaning of that Act.

7. Legal effect of the Code

- (1) The legal effect of a Code of Practice is set out in section 24(4) and section 27 of the Act.
- (2) A Code of Practice is admissible in evidence in any proceeding to which the Act or section 99A of the **Road Safety Act 1986** applies.

8. Principles of the Code

- (1) The Code should be applied and interpreted consistently with the works and infrastructure management principles contained in section 20 of the Act.
- (2) This Code:
 - (a) supports road authorities in providing an accessible, safe and efficient road network for use by the public;
 - (b) supports utilities and providers of public transport in the efficient and effective provision of essential services to the public;
 - (c) provides practical guidance on the conduct of works on roads in a manner which recognises and gives effect to the need for priority to public transport over other traffic;
 - (d) provides practical guidance to road authorities, utilities and providers of public transport in working together co-operatively to minimise the total cost to the community of providing road and non-road infrastructure and services; and
 - (e) provides practical guidance to road authorities in coordinating the installation of non-road infrastructure on roads.
- (3) A road authority, infrastructure manager or works manager, in the performance of road management functions or the conduct of works to which this Code applies, should:
 - (a) consistent with a road authority's or utility's respective legal obligations as provided in legislation under which they operate, take all reasonably practicable steps to give priority to public transport over other traffic; and

Examples

Where a road authority, utility or works manager proposes to implement a lane closure as part of a traffic management plan for the works, then that traffic management plan may require:

- (i) if the road has tram lines, or has a bus route, implementation of traffic management measures to give priority to public transport;
- (ii) prohibition of kerbside parking to reduce interference with a tram or bus service.

Any such traffic management measures should be included in a traffic management plan prepared in accordance with clause 49 of this Code.

If traffic in the vicinity of road works is to be directed by a traffic controller, instruct the traffic controller to give priority to trams and buses, and ensure that that occurs.

- (b) before making long-term changes to traffic patterns which may affect public transport – consult with the PTV and any affected provider of public transport on how to optimise the movement of public transport.

Examples

If a road authority permanently alters the timing sequence of traffic signals at an intersection through which a tram service passes, it might apply the 'priority to public transport' principle by ensuring that trams bring up a right-turn arrow and by ensuring that intersecting streets are not given lengthy green times.

If a road authority is planning to undertake works to change the road alignment or traffic management in the vicinity of a level crossing, consideration should be given to impacts such as the queuing or short stacking of vehicles at the level crossing.

9. Review

The Infrastructure Reference Panel or the Minister may arrange for reviews of the Code at any time.

PART 2 – LONG TERM PLANNING AND COORDINATION**10. Exchange of information**

- (1) Coordination between road authorities, utilities and providers of public transport should be achieved by exchanging information about future development plans and plans for the ongoing management of existing road and non-road infrastructure. However, sometimes, due to the urgent or unexpected nature of the works, early consultation may not be possible.

Example

Utility works often involve service connections at the request of customers and the inspection and maintenance of these connections. These activities are typically carried out over short time frames and are not normally identified in forward works programs.

- (2) All road authorities, utilities and providers of public transport should exchange forward works programs, covering their planned works and major projects. Forward works programs should extend over more than one year for significant works. It is recognised that forward works programs are indicative and may change during the year. Coordinating road authorities may arrange to meet with utilities and providers of public transport to discuss forward works programs. If it is considered appropriate, the meetings may include a number of utilities, providers of public transport and road authorities.
- (3) Utilities and providers of public transport should also exchange forward works programs with each other and identify opportunities for coordinating works, where appropriate.
- (4) Road authorities, utilities and providers of public transport should nominate people to act as primary points of contact for discussion of forward works programs. These points of contact should be reviewed and updated at least annually.

Note

For practical guidance in determining how operational responsibility for different parts or elements of a road reserve is allocated see the Code of Practice *Operational Responsibility for Public Roads*.

11. Early consultation

- (1) Proposals for installing new utility or public transport infrastructure or upgrading existing utility or public transport infrastructure should be discussed with the coordinating road authority as soon as reasonably practicable. Proposals for roadworks should also be discussed with utilities and providers of public transport as soon as reasonably practicable. It is usually easier and less costly to amend plans during the planning and design stages, than to try to make changes when work has started on site.
- (2) Generally the road authority or its nominated agent should deal with the relevant utility and provider of public transport, or their nominated agent, on planning and design matters. The road authority or its nominated works manager should deal with the relevant utility and provider of public transport, or their nominated works manager, on operational matters.

Note

Early consultation with providers of public transport is particularly important in cases where works may affect public transport services.

12. Future provision for road and non-road infrastructure

- (1) When a road authority is proposing to carry out roadworks (including resurfacing works), it should consider utilities and providers of public transport that may have an interest in installing non-road infrastructure at that location in the near future. Where technically feasible and reasonably practicable, it may be mutually beneficial to install conduits before or during the roadworks, for example, to accommodate a future utility crossing. Any commercial arrangement for the installation and use of conduits should be agreed between the road authority and the utility or provider of public transport.

- (2) If a road authority requests a utility or provider of public transport to bring works forward, then this may be by arrangement. Factors to be considered when negotiating such an arrangement should include:
 - (a) the ability of the utility or provider of public transport to design and construct the works earlier than planned, and any likely impacts on the operation of the wider utility or public transport networks; and
 - (b) whether the utility or provider of public transport is able to fund the works earlier than planned and whether the road authority may contribute to the cost of bringing the utility or provider of public transport works forward.
- (3) The same principles apply when a utility or provider of public transport requests a road authority to bring works forward. It is desirable to avoid a situation where a road authority or utility or a provider of public transport is requested to delay works, as this may involve liability issues if the delay in the works is linked to an accident or financial loss.

13. Provision for future public transport needs

If a road authority or utility is planning to carry out works or install infrastructure, it should consider the principles set out in clause 8 where providers of public transport may have an interest in installing public transport infrastructure at that location in the near future.

Example

It may be technically feasible and reasonably practicable to install conduits before or during roadworks to accommodate a future tram stop.

Note

The Disability Standards for Accessible Public Transport 2002 under the **Commonwealth Disability Discrimination Act 1992** require that public transport infrastructure be upgraded to fully compliant disability standards where that infrastructure will undergo substantial refurbishment or alteration, including as a result of works proposed to be conducted by a road authority or utility.

14. Joint use of infrastructure

- (1) When a road authority (or other infrastructure manager who owns structures in road reserves) is planning to build a new structure, such as a bridge, it should consider the possibility of that structure being used to accommodate non-road infrastructure. Utilities or providers of public transport that may have an interest in using the structure will need to provide the road authority with details of their current and future requirements to assist with the design of the structure. The attachment of non-road infrastructure should be in accordance with the requirements of the Act. It may, in some circumstances, be desirable for the utility or provider of public transport and the road authority to enter into a commercial agreement in these situations.
- (2) Where reasonably practicable, utilities or providers of public transport should explore opportunities for joint use of non-road infrastructure in accordance with relevant industry codes. For example, in road reserves where space is limited, two or more utilities may agree to install a services conduit or share a common trench or service pit to jointly accommodate their infrastructure.

15. Emergency management planning

Road authorities, utilities and providers of public transport should support the planning process for management of emergencies and contribute to the appropriate Municipal, Divisional and State Emergency Management Plans, and any relevant integrated fire management planning processes.

PART 3 – PROJECT PLANNING AND DESIGN**Division 1 – Utility and Provider of Public Transport Works in Road Reserves****16. Coordination**

Utilities, providers of public transport and road authorities should work together to coordinate the development of detailed plans for installation of new infrastructure or upgrading of existing infrastructure.

This may achieve considerable benefits once a project has been identified. For example, a minor change to utility infrastructure alignment and/or level may avoid the need for costly alterations if the road is to be widened in the near future.

17. Positioning – Standard allocation of utility space in road reserves

- (1) Applicable legislation, codes, regulations and adopted industry and Australian standards should be complied with when positioning non-road infrastructure in road reserves. To assist in achieving this compliance, and to ensure good practice in coordinating the positioning, integrity and safety of non-road infrastructure in road reserves, and the amenity and liveability of streets, Appendix 1 of this Code has been developed to allocate standard space for utility services in road reserves. The guidance provided in Appendix 1 replaces the Co-ordination of Streetworks Code of Practice 1995, which has been made obsolete following the introduction of the Act in 2004.
- (2) The guidance provided in Appendix 1 relates predominantly to ‘greenfield’ areas. For the installation of new, or replacement of existing, utility infrastructure in established (or ‘brownfield’) areas, the positioning of this infrastructure will require coordination with other affected utility infrastructure managers and road authorities, but aided where applicable by the guidance in Appendix 1.
- (3) The works and infrastructure management principles outlined in section 20 of the Act should also be considered when deciding on the positioning of new non-road infrastructure or when considering modifications to existing non-road infrastructure within road reserves, as follows in clauses 18 to 26.

18. Road safety

- (1) The following factors should be considered:
 - (a) in accordance with clauses 6 and 11 of Schedule 7 of the Act, place non-road infrastructure in a manner that minimises safety risks to users of road reserves, including pedestrians and cyclists (eg. where practicable, avoid the location of rigid (non-frangible) aboveground non-road infrastructure within road reserves – refer clause 4(4) of Appendix 1 of this Code for more information);
 - (b) minimise obstruction to sight distance, particularly in the vicinity of intersections, level crossings or on the inside of curves;
 - (c) minimise, or avoid so far as is reasonably practicable, the need for workers to be on the trafficked part of the road reserve when inspecting/maintaining non-road infrastructure; and
 - (d) avoid installing non-road infrastructure longitudinally in freeway reserves.
- (2) Where there are exceptions to these factors, consideration should be given to undertaking a risk assessment on a case by case basis.

19. Damage or disruption to infrastructure

The Act recognises that road reserves are available for the installation and ongoing operation of both road and non-road infrastructure. When considering the positioning of non-road infrastructure in road reserves, the aims should be as follows:

- (a) in accordance with clause 5 of Schedule 7, minimise damage to road infrastructure that may be caused during the installation, or associated with the ongoing operation, of non-road infrastructure as far as reasonably practicable;
- (b) consider placement of non-road infrastructure in the vicinity of, or on, bridges or other road-related infrastructure (including road bridges or other structures owned by other infrastructure managers) in conjunction with all other available routing options;
- (c) in accordance with relevant planning and environment legislation and Government policy:
 - (i) minimise damage to street trees, including their root systems, and remnant vegetation where reasonably practicable; and
 - (ii) minimise damage to roadside areas identified as being of high conservation value in Roadside Management Plans, where reasonably practicable. Where such Plans have been developed by road authorities, current copies should be made available to utilities and providers of public transport likely to work on roads covered by those Plans.

20. Future infrastructure development

When considering the positioning of non-road infrastructure in road reserves, utilities and providers of public transport should, in accordance with the requirements of the Act:

- (a) consult with the coordinating road authority if the works are likely to affect significant planned maintenance works (such as road resurfacing) and/or significant road improvements. Where proposed works involve aboveground infrastructure, utilities and providers of public transport will need to install works in accordance with relevant legislation and discuss any specific needs of the road authority; and

Note

Where practicable, locate non-road infrastructure clear of planned future roadworks (eg. road duplication, widening, altered intersection treatment).

- (b) consult with other infrastructure managers if the works are likely to affect planned installation and/or significant upgrades of existing non-road infrastructure.

Note

A public transport infrastructure manager or provider of public transport who is planning the installation of infrastructure or related works that could affect other utility infrastructure in the road reserve, must give notice to the other affected infrastructure manager or works manager (refer also to clause 31(2) of this Code).

21. Traffic disruption

Where reasonably practicable, and in accordance with the requirements of the Act, utilities and providers of public transport should place the non-road infrastructure in locations that will, during installation and subsequent maintenance:

- (a) minimise delays and inconvenience to traffic and road users (including compliance with any reasonable conditions relating to the management of traffic which the road authority considers appropriate);
- (b) minimise interference with public transport services and with access to those services;
- (c) minimise restriction of access to properties (including businesses).

22. Disruption to the effective and efficient delivery of utility and public transport services

Where reasonably practical, utilities and providers of public transport should place non-road infrastructure in locations, and at depths, that will:

- (a) minimise the risk of it being accidentally damaged by the effects of road traffic, roadworks (including routine maintenance works (eg. grading open drains) and future road construction activities as included in a road authority's forward works program) or works by others. Appropriate protection measures may be required in some circumstances where the risk of damage remains too high; and
- (b) minimise the risk of damage to other non-road infrastructure during installation and maintenance.

23. Efficient use of resources

When considering the options for positioning of non-road infrastructure, the costing of alternatives should consider the total costs to the community of providing both road and non-road infrastructure.

24. Depth of underground non-road infrastructure

- (1) Underground non-road infrastructure should be placed at depths that will minimise the risk of accidental damage when road authorities and others are carrying out work in road reserves. Further guidance on the desirable minimum depth of cover for underground non-road infrastructure (eg. utility services) is included in Appendix 1 of this Code.
- (2) Underground non-road infrastructure should also be laid:
 - (a) to depths that conform to current utility and provider of public transport regulations and adopted industry and Australian standards where applicable;
 - (b) at a sufficient depth to allow the road authority to maintain and repair the road pavement, road-related infrastructure (eg. underground drainage), and the roadside (eg. nature strip, footpath), or construct planned roadworks, without damaging non-road infrastructure; and
 - (c) (where it is laid under tram or train tracks) to a depth which enables tram or train operations and track maintenance to occur without damaging non-road infrastructure.
- (3) As a guide, for most roads the desirable minimum depth of cover for non-road infrastructure within the road reserve is as set out in Appendix 1 of this Code. Where non-road infrastructure cannot be installed with sufficient cover, suitable protection of the infrastructure such as sleeving, should be provided by the utility or provider of public transport to minimise the risk of accidental damage. If this is not practicable or cost-effective, utilities or providers of public transport and road authorities should negotiate a suitable alternative treatment.

Notes

- (i) Additional requirements apply in respect of works in the vicinity of train and tram tracks – refer clause 47 of this Code.
- (ii) Where practicable, the coordinating road authority should avoid requiring the placement of underground non-road infrastructure at depths that exceed the desirable minimum depths of cover as set out in Appendix 1. Requirements for greater depths of cover could, in some instances, likely increase the cost of the non-road infrastructure works, and as a consequence, the overall cost to the community. In recognising this objective of least overall cost to the community, however, it should be noted that the placement of underground non-road infrastructure at depths that exceed the desirable minimum cover may avoid subsequent costly relocation where future roadworks (eg. widening or duplication) are planned.
- (iii) Additional depth of cover requirements also have the potential to downgrade the integrity and capacity of underground utility cables, leading to the need for more costly and larger sized cables, or the use of copper (rather than aluminium) cable.

25. Spacings between underground non-road infrastructure

- (1) Underground non-road infrastructure should be separated by distances that conform to current utility and provider of public transport regulations and adopted industry and Australian standards where applicable – refer Appendix 1 of this Code for information on clearance requirements between utility infrastructure.
- (2) Wherever possible, different types of underground non-road infrastructure should be adequately separated to minimise the risk of accidental damage, and ensure its safe and efficient operation, when utilities or providers of public transport are installing, upgrading or maintaining their infrastructure.

26. Attachment of non-road infrastructure to bridges and other road authority structures

- (1) It may, in some circumstance, be desirable for the road authority (or other infrastructure manager who owns structures in road reserves) and a utility or provider of public transport to enter into a commercial agreement covering the terms and conditions for attaching non-road infrastructure to any bridge or other road authority structure. Aspects that may be covered in such an agreement include proof engineering of the proposed method of attachment, access for maintenance, indemnity for damage, costs for attachment and responsibility for costs of relocation. Where the service life of the non-road infrastructure is likely to exceed the remaining life of the road authority structure, the agreement needs to outline the responsibilities of each party when the road authority structure needs to be renewed, including any responsibility for costs associated with alterations to the non-road infrastructure. Road authorities may not agree to attachment of non-road infrastructure to some structures.
- (2) When determining the details of attaching non-road infrastructure to a road authority structure, the following factors should be considered:
 - (a) attaching the non-road infrastructure should not adversely affect the integrity of the road authority structure or the ability of the road authority to replace the structure;
 - (b) attaching the non-road infrastructure should not interfere with the road authority's ability to physically inspect or maintain its structure;
 - (c) having the non-road infrastructure attached to the road authority structure should not compromise the health and safety of road authority staff required to carry out maintenance work on the structure, or road users. In such cases, work procedures may need to be jointly developed by the utility or provider of public transport and the road authority to ensure compliance with all relevant OH&S requirements; and
 - (d) the visual amenity of non-road infrastructure, when attached to a road authority structure (including heritage listed bridges), should be jointly considered by the utility, provider of public transport and the road authority.

Division 2 – Roadworks Affecting Non-road Infrastructure**27. General**

- (1) Road authorities should take account of applicable codes (eg Clause 56: Residential Subdivisions in all planning schemes, as they relate to the design of roads and neighbourhood streets, the Metropolitan Planning Authority's 'Engineering Design and Construction Manual for Subdivision in Growth Areas' and the Local Government Infrastructure Design Association's 'Infrastructure Design Manual' (not applicable to State arterial roads)) and applicable road design standards when designing new roads to achieve the principal object of road management stated in section 20 of the Act and, as far as possible consistently with that principal object, to give priority to public transport. The Act recognises that utilities and providers of public transport have rights to locate their infrastructure in road reserves and road authorities should work together with utilities and providers of public transport to make provision for non-road infrastructure when planning and designing new roads or improving existing roads.

Example

It is desirable that roadsides/nature strips are wide enough to accommodate utility infrastructure and allow safe access to that infrastructure.

- (2) The principles outlined in clause 27(1) of this Code should apply when road authorities, acting in their role as referral authorities under the **Planning and Environment Act 1987**, are providing advice to the local council (as the responsible authority) in regard

to planning permit applications from consultants and developers for new residential and commercial developments.

Note

The Department of Economic Development, Jobs, Transport and Resources has prepared “Public Transport Guidelines for Land Use and Development” to provide guidance in the provision of safe and efficient public transport in new urban development areas. A copy of the Guidelines, which are referenced in the Victoria Planning Provisions, can be found on the Department’s website (www.economicdevelopment.vic.gov.au).

28. Designing for roadworks

When deciding on the positioning of new road infrastructure or when considering modifications to existing road infrastructure, road authorities should consult with utilities and providers of public transport to consider whether the proposed roadworks may:

- (a) affect the safety of utility and provider of public transport workers engaged in installing and/or maintaining facilities;
- (b) impact the safety risks of users of the road reserve;
- (c) delay a train, tram or bus service;
- (d) impede people’s ability to access a train, tram or bus;
- (e) increase the risk of existing non-road infrastructure being accidentally damaged. For example, due to vibration resulting from road traffic or root damage associated with planting trees in the vicinity of underground non-road infrastructure (root barriers may be needed to minimise any impacts);
- (f) require alteration to existing non-road infrastructure, or protection of that infrastructure. This includes addressing any vertical clearance requirements in accordance with relevant legislation and specific needs of the utility or provider of public transport; and/or
- (g) affect any planned utility or provider of public transport maintenance works and/or significant non-road infrastructure installations or upgrades.

29. Changes to road level or profile

Road authorities should consult with utilities and providers of public transport before changing the level or profile of a road so as to minimise the risk of non-road infrastructure becoming noncompliant with any existing utility or public transport legislation or standards or where the works affect the functionality of the infrastructure.

Examples

A change in road profile may affect the ability of buses to access bus stops.

An increase in the crossfall of a road which may lead to taller vehicles contacting poles that are close to the edge of the road.

An asphalt overlay may reduce the height clearance to overhead wires, cover surface fittings such as valve covers or fire plugs or create a level difference between the roadway surface and a manhole / valve cover.

A change in road level may impact on height clearances (including any associated low clearance warning signs) for roads under rail bridges.

Division 3 – Works affecting Public Transport Infrastructure and Services

30. Resurfacing at rail level crossings

In accordance with clause 6(f) of Schedule 7 of the Act, the relevant public transport infrastructure manager is required to take reasonable measures to ensure that the condition of the rail level crossing surface is maintained to a standard which is equivalent to the standard of the adjacent road surface. Consistent with this is the objective that there be a smooth interface at a level crossing where the roadway meets the rail level crossing surface. Where a road authority proposes to resurface a length of roadway on either side of a rail level crossing, it should consult with the relevant public transport infrastructure manager in sufficient time to enable the public transport infrastructure manager to program any necessary resurfacing

of the rail level crossing. In planning for the resurfacing works, the road authority and public transport infrastructure manager should agree on the arrangements to conduct the works efficiently and safely. Following agreement on the programming and conduct of the resurfacing works, the road authority and public transport infrastructure manager should undertake their respective works consistent with their other statutory obligations in relation to the road and rail corridors. A similar process of consultation and planning, consistent with Part 4 of this Code, should apply where a public transport infrastructure manager proposes to conduct resurfacing works within the rail level crossing.

PART 4 – CONSENT AND NOTIFICATION PROCESS

Division 1 – Utility and Provider of Public Transport Works in Road Reserves

31. Consent and notification requirements

- (1) Clause 16 of Schedule 7 of the Act requires any person proposing to carry out works in, on, under or over a road to obtain the consent of the coordinating road authority, except where exemptions under the Act apply. Clause 7 of Schedule 7 requires an infrastructure manager or works manager to give notice to a coordinating road authority before installing any non-road infrastructure or carrying out other related works on a road reserve (except for works conducted in an emergency – refer clause 37 of this Code). Clause 13 of Schedule 7 requires a works manager to notify the coordinating road authority within 7 days of completing works on non-road infrastructure on a road reserve. Sections 132(3)(a) and (b) of the Act allow for regulations to be made to provide exemptions from these requirements for consent and notification.
- (2) Clause 8 of Schedule 7 requires an infrastructure manager or works manager to 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. Further to this clause, any relevant approvals required under relevant legislation will also need to be obtained.
- (3) Division 4A of Part 4 of the Act imposes certain notification requirements on road authorities, infrastructure managers, works managers and rail operators in relation to works on or in the immediate vicinity of road-rail interface areas where such works will threaten, or are likely to threaten, the safety of rail or road infrastructure or rail rolling stock.

32. Exemptions from consent and notification requirements

In addition to exemptions to consent and notification provided under the Act, the Road Management (Works and Infrastructure) Regulations 2015 provide further exemptions in relation to activities/classes of work involving infrastructure in road reserves (eg ‘minor works’).

33. Agreements

- (1) Clause 18 of Schedule 7 of the Act states that a coordinating road authority may enter into an agreement with a works manager or infrastructure manager in respect of proposed works on roads. The agreement can include a term which gives the coordinating road authority’s consent to the proposed works, or gives an exemption or variation.
- (2) For example, agreements may be considered when infrastructure managers and their works managers can demonstrate they have installation and maintenance management plans which clearly identify responsibilities, standards and procedures to comply with road authority requirements. These plans should include processes for planning, design, installation, maintenance and work records. Utilities and providers of public transport should also identify quality systems used to manage occupational health and safety, road safety, traffic management and reinstatement works. A guide to the contents of such agreements is shown in Appendix 2.

- (3) For example, agreements may also be used where a series of works is to occur across a municipality or geographic area, or new technology introduced. Such overarching agreements may be used to streamline consent and notification processes for these types of works.

34. Risk management plan

- (1) Utilities and providers of public transport should prepare a risk management plan to identify risk mitigation measures they intend to adopt when carrying out works involving non-road infrastructure 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 include:
 - (a) safety of all users of the road reserve, workers and the public;
 - (b) the integrity of road infrastructure;
 - (c) traffic disruption;
 - (d) delays to a train, tram or bus service;
 - (e) interference with people's ability to access a train, tram or bus;
 - (f) any adverse effects on the future development of both road and non-road infrastructure; and
 - (g) the effective and efficient delivery of utility services.
- (2) The risk management plan should contain:
 - (a) an analysis of each of the above risk areas to determine the inherent risk rating;
 - (b) an evaluation of those risk areas to determine whether the risk ratings are at an acceptably low level or whether they are high enough to warrant some treatment;
 - (c) for the risks that warrant some treatment, the proposed mitigation measures to reduce the risk to an acceptably low level;
 - (d) details of the positions of the persons responsible for the operation of the risk management plan;
 - (e) details of the training to be provided to staff and contractors to ensure the risk management plan is followed; and
 - (f) the process for monitoring and reviewing the plan to help identify improvements and to ensure the plan remains up to date.
- (3) A risk management plan may be used to support an agreement outlined in clause 33.

35. Applications for consent

- (1) Utilities and providers of public transport should discuss proposed works as early as possible with the coordinating road authority, and preferably prior to forwarding any application. As part of these discussions, the coordinating road authority should indicate whether it would provide consent to a written application from the utility or provider of public transport, or whether it has concerns with regard to the proposed works.
- (2) Applications for consent to carry out works, where required, should:
 - (a) state the date of submission of the application;
 - (b) state the proposed duration of the works;
 - (c) give the purpose for which the utility or provider of public transport wishes to enter the road reserve;
 - (d) describe the type of activities the utility or provider of public transport intends to undertake including:

- (i) the location of the non-road infrastructure;
 - (ii) the scope and type of work;
 - (iii) the proposed timing of the works;
 - (iv) the proposed methods of minimising the effects of the work on any road infrastructure, road safety, public transport, access to public transport services and/or traffic operations (eg a traffic management plan); and
 - (v) the construction drawings for the proposed works where available;
- (e) confirm notification has been provided to other utilities and providers of public transport whose assets might be affected by the proposed works;
 - (f) confirm notification has been given to, or consultation has been undertaken with, the relevant provider of public transport or public transport infrastructure manager whose assets, services or passengers may be affected by the proposed works;
 - (g) confirm the process of consultation with others (such as abutting land owners) likely to be significantly affected by the proposed works; and
 - (h) confirm that health and safety risks associated with the proposed works and the ongoing operation of the proposed non-road infrastructure have been considered.
- (3) A recommended pro-forma notice for utilities and providers of public transport to use for VicRoads managed roads (ie. freeways and arterial roads) is shown in Appendix 3. This pro forma should be used by all coordinating road authorities, utilities and providers of public transport, to help standardise the communication process and minimise administrative costs.
 - (4) Where a utility or provider of public transport proposes to undertake:
 - (a) a single infrastructure project that involves works extending along a number of roads that are the responsibility of a single coordinating road authority (eg. multiple road openings/excavations or overhead/underground service installations), in general, that utility or provider of public transport should only be required to submit one application for consent; or
 - (b) works along a single road that involve multiple openings/excavations of the roadway, pathway or shoulder that individually are identified as exempt from the requirement to obtain consent in accordance with the Road Management (Works and Infrastructure) Regulations 2015 (eg. ‘minor works’) but that in aggregate would exceed the exemption from consent threshold (as set out in these same Regulations), then the utility or provider of public transport should submit an application for consent to the coordinating road authority.

36. Road authority response to applications for consent

- (1) The coordinating road authority should deal promptly with applications for consent. If the coordinating road authority is in agreement with the proposed works being carried out, written consent should be provided as quickly as possible, to ensure that the proposed utility or provider of public transport works can proceed as planned. The coordinating road authority response to applications for consent needs to be within the time frame specified in clause 17(5) of Schedule 7 of the Act (or as varied by regulation), and provide the utility or provider of public transport with a clear decision of whether consent is provided for the proposed works.
- (2) In some cases, the coordinating road authority will need to consult with the responsible road authority (eg on arterial roads in urban areas, Council is the responsible road authority for the footpath and nature strip). The coordinating road authority should take into account any responsible road authority comments and requirements before determining the application (clause 16(4), Schedule 7 of the Act refers).

- (3) If it is apparent that:
- (a) the utility or provider of public transport has not provided sufficient detail consistent with the pro-forma in Appendix 3; or
 - (b) the coordinating road authority is not satisfied with some aspect(s) of the proposal; or
 - (c) the coordinating road authority is not in agreement with the proposal
- the coordinating road authority should contact the utility or provider of public transport as quickly as possible to give the utility or provider of public transport the opportunity to provide the information not included with the original application, consider re-scheduling the proposed works or continue to attempt to gain the consent of the coordinating road authority, if it wishes to proceed with the works as scheduled.
- (4) If the coordinating road authority is not satisfied with some aspect(s) of the proposal outlined in the application, it should contact the utility or provider of public transport to discuss and agree conditions under which it would provide consent to the works proceeding. Such conditions should be reasonable, and must be consistent with the Act and the regulations. In addition to conditions, responses to consent applications may include references to information contained in the Act, relevant regulations, this Code of Practice and any other general information requirements.

Note

The coordinating road authority should not, as a condition of consent, require reinstatement to a higher standard of quality or design than existed before the works commenced (eg upgrading or betterment of existing road infrastructure) (refer also clause 56 of this Code).

- (5) The coordinating road authority, in considering applications for consent, should impose such conditions as are necessary to give effect to the 'works and infrastructure management principles' as included in section 20(2) of the Act. Where an application for consent indicates that proposed utility works could affect public transport infrastructure or services, the coordinating road authority should include reasonable conditions which have been requested by the relevant provider of public transport or public transport infrastructure manager. The provider of public transport or public transport infrastructure manager should take all reasonable steps to consult with the utility seeking consent and reach agreement with that utility on such conditions prior to requesting the coordinating road authority to include them in the written consent.

Note

The provider of public transport or public transport infrastructure manager, in requesting the coordinating road authority to include certain conditions in the written consent, should have regard to the time frame within which the coordinating road authority is required to respond to applications for consent as described in clause 36(1) of this Code. Failure of the coordinating road authority to respond within the required time frame can be taken to mean that the coordinating road authority has given written consent in accordance with clause 17(1) of Schedule 7 of the Act.

- (6) Examples of typical conditions are outlined in Appendix 4.
- (7) The coordinating road authority should not require the utility or provider of public transport to make multiple contacts with various parts of its organisation and/or its agents or contractors as a condition of consent. Communication should be between single points of contact in the coordinating road authority and the utility or provider of public transport, wherever possible.
- (8) In accordance with clause 16(5) of Schedule 7 of the Act, a coordinating road authority may, having regard to the works and infrastructure management principles, refuse consent. If the coordinating road authority is not in agreement with the utility's or the provider of public transport's proposal, it must promptly advise the utility or the provider of public transport in writing and outline the reasons for not providing its consent to the proposed works. Such grounds for refusal may relate to one of the following:

- (a) effect on road safety;
 - (b) effect on the integrity of existing road infrastructure;
 - (c) effect on planned infrastructure contained in a published business plan/program/strategy and/or in a planning scheme;
 - (d) delays or inconvenience to road users, including pedestrians, people with disabilities and cyclists; and/or
 - (e) effect on the efficiency and/or effectiveness of delivery of utility or public transport services.
- (9) In accordance with clause 16(5) of Schedule 7, the road authority must not unreasonably withhold consent. At this stage representatives of the road authority and the utility or provider of public transport should meet to discuss how to reach agreement as quickly as possible.
- (10) The utility or provider of public transport may choose to follow the dispute resolution process at this stage, or resubmit the proposal in an amended form. After considering the amended proposal, the road authority should make reasonable efforts to reach agreement with the utility or provider of public transport and provide a written reply within 20 business days of receiving the amended proposal. If the road authority still does not consent to the proposed works, the dispute resolution procedure set out in Part 7 of this Code should be followed.
- (11) A diagram of the above process is shown in Appendix 5.

37. Works conducted in an emergency

- (1) In accordance with clause 7 of Schedule 7 of the Act, the prior written consent of the coordinating road authority is not required for works conducted in an emergency.
- (2) Works conducted in an 'emergency' are works resulting from an actual or imminent threat to the safety of persons or traffic or the disruption of an essential service, or which destroy or damage, or threaten to destroy or damage, any infrastructure, property or the environment arising from a situation relating to the presence of road infrastructure, utility services or public transport infrastructure within the road reserve.
- (3) For the purpose of this clause (and elsewhere in this Code where applicable), works conducted in an 'emergency' include:
- (a) Works conducted within the road reserve by a road authority, or an infrastructure manager or works manager responsible for non-road infrastructure, at any time
 - (i) in an emergency if there is an actual or imminent threat to the safety of persons or traffic, or which destroys or damages, or threatens to destroy or damage, any infrastructure, property or the environment arising from a situation relating to road infrastructure, utility services or public transport infrastructure; or
 - (ii) in relation to a safety related incident, customer service obligation (including disruption to an essential service) or regulatory obligation that requires attendance within a specified priority response time of up to 24 hours (eg as specified by Energy Safe Victoria relating to gas, or as required by an accepted Electricity Safety Management Scheme); and
 - (iii) the road authority, infrastructure manager or works manager notifies the coordinating road authority about the emergency works as soon as is reasonably practicable after making the site safe in accordance with clause 7(2), Schedule 7 of the Act; or

- (b) Works conducted within the road reserve by an infrastructure manager or works manager responsible for non-road infrastructure in relation to:
 - (i) a safety related incident or customer service obligation that requires attendance within a specified priority response time of between 24 hours and 3 business days; and
 - (ii) the responsible infrastructure manager or works manager has given notice to the coordinating road authority as soon as is reasonably practicable prior to the conduct of the proposed works in response to the safety related incident or customer service obligation.
- (4) Permanent reinstatement / repair works where undertaken within a period of no longer than 20 business days after the date of the initial emergency response, including any temporary reinstatement works (in those circumstances described in items (a) and (b) above) do not require the prior written consent of the coordinating road authority unless such works are 'traffic impact works' as defined in the Road Management (Works and Infrastructure) Regulations 2015.
- (5) All parties will perform works conducted in an emergency using good industry practice, including taking into account all health and safety considerations for the workers undertaking such works and the safety of the public (including all road users).
- (6) In accordance with clause 8 of Schedule 7 of the Act, the responsible road authority, utility or provider of public transport should also notify any other infrastructure manager or works manager responsible for non-road infrastructure in the area as soon as practicable where the emergency affects that non-road infrastructure.

Note

The WorkSafe Victoria document 'Framework for Undertaking Work Near Overhead and Underground Assets' includes contact numbers for utility infrastructure managers.

- (7) Where an emergency affects public transport services, notification should be made, as soon as reasonably practicable, to the relevant provider(s) of public transport responsible for the train, tram or bus service affected.
- (8) For works in relation to a safety related incident or customer service obligation that requires attendance within a specified priority response time of greater than 3 days, the responsible infrastructure manager or works manager should, where reasonably practicable, seek the prior written consent of the coordinating road authority to conduct the works.

38. Pre-notification of works

- (1) Prior to the installation of any non-road infrastructure or related works in road reserves, utilities and providers of public transport should notify the coordinating road authority of their intention to carry out such works in accordance with clause 7 of Schedule 7 of the Act. Under clause 8 of Schedule 7 of the Act, utilities and providers of public transport should also notify any other infrastructure manager or works manager responsible for any infrastructure that could be affected by the proposed works.
- (2) Pre-notification is not required if the works are identified as exempt in accordance with the Road Management (Works and Infrastructure) Regulations 2015.
- (3) A recommended pro-forma to use for pre-notification is shown in Appendix 3.

39. Post-notification of works

- (1) On completion of works (including works conducted in an emergency – refer clause 37 of this Code), a notice should be forwarded to the coordinating road authority in accordance with clause 13 of Schedule 7 of the Act, unless the works are exempt from such a requirement, in accordance with the Road Management (Works and Infrastructure) Regulations 2015.
- (2) A recommended pro-forma to use for post-notification is shown in Appendix 3.

40. Methods of issuing applications/notices

- (1) The preferred method for issuing applications/notices is e-mail, with correspondence sent to the registered business addresses of the parties involved, unless otherwise agreed. If this is not possible, applications/notices may be sent by fax, hand delivered or posted to the registered business addresses of the parties involved. For applications/notices sent by mail, the application/notice will be deemed to have been delivered on the second business day after the notice was posted.
- (2) Road authorities, utilities and providers of public transport should adopt a mutually acceptable method of confirming receipt of applications for consent. This is needed because clause 17(1) of Schedule 7 of the Act provides that consent will be deemed to have been given if the coordinating road authority does not respond within the period specified in the Act (or as amended by regulation). The same method should be used for acknowledging receipt of all other documents forming part of the consent process.

Division 2 – Roadworks affecting Non-road Infrastructure**41. General**

When a road authority is proposing to carry out roadworks that could affect non-road infrastructure, the road authority should advise the owners of that infrastructure as early as possible.

42. Risk management plan

Road authorities should develop a risk management plan when proposing to carry out roadworks that could affect non-road infrastructure. The risk management plan should be prepared in accordance with the same requirements for utilities and providers of public transport detailed in clause 34 of this Code. The major risks to be managed will be the safety of workers undertaking the works, the public, accidental damage to non-road infrastructure during the roadworks and interruption to the effective and efficient delivery of utility and public transport services.

Division 3 – Works affecting Public Transport Infrastructure and Services**43. General**

- (1) This Division, which applies to both road authorities and utilities proposing to carry out works within the road reserve that could affect public transport infrastructure or services, seeks to assist providers of public transport to deliver public transport services to the community and meet their obligations under the franchise agreements and similar agreements by which public transport services are procured by government.

Notes

Utilities and road authorities proposing to carry out works that could affect:

- (i) tram infrastructure or services should, in the first instance, view the Yarra Trams website at www.yarratrams.com.au/corporate/more-information/working-around-yarra-trams-infrastructure.
 - (ii) public transport infrastructure or services generally, should prepare risk management plans as referred to in clauses 34 and 42 respectively of this Code.
- (2) Division 4A of Part 4 of the Act imposes certain notification requirements on road authorities, infrastructure managers, works managers and rail operators in relation to works on or in the immediate vicinity of road-rail interface areas where such works will threaten, or are likely to threaten, the safety of rail or road infrastructure or rail rolling stock.
 - (3) For the avoidance of doubt, a road authority, in carrying out any works within the road reserve, must have regard to the ‘works and infrastructure management principles’ as contained in section 20(2) of the Act. This includes the avoidance or minimisation of disruption to traffic (including public transport) and the avoidance or minimisation of damage or disruption to infrastructure on roads (including utility and public transport infrastructure).

44. Notification of works affecting tram and bus services

- (1) Where proposed works which fall within the description in columns 1 to 4 of Table 1 and notification is required in accordance with column 5 of Table 1, that notification should be given to the relevant provider(s) of public transport responsible for the tram or bus service affected by the works within the time limits as set out in column 5.

Note

The infrastructure leases to providers of tram services require that VicTrack alone may authorise access to tram track and other tram related infrastructure for the conduct of works. For this reason, where proposed works that affect a tram service also require access to public transport infrastructure, then the relevant road authority or utility responsible for the works should also comply with the requirements in clause 47(1) of this Code.

- (2) For the purposes of interpreting Table 1:

duration of works includes the erection of traffic control devices at the commencement of the works and the removal of all devices following completion of the works.

Lane interruption means the temporary interruption of traffic flow in a lane on a roadway, including the closure of a lane, which may impact on public transport services, but which excludes works vehicles either legally parked or working in a legal parking area where such works vehicles do not significantly encroach onto the adjacent traffic lane.

PPTN means the Principal Public Transport Network referred to in direction 8.1 of *Melbourne 2030*.

Road closure does not include a temporary closure of a road or tram track for a period of not more than 5 minutes to allow movement of plant and equipment.

'road which hosts a tram or bus service' includes –

- a road on the PPTN;
- any other road which hosts a scheduled tram or bus service;
- a bus repositioning route (ie a road along which a bus travels, after reaching the end of the route, in order to commence its return journey) – such a route is one where information regarding its location is reasonably available to a road authority or utility;
- roads used by trams or buses to directly access their depots.

- (3) The notification requirement specified in column 5 of Table 1 is not intended to prevent, subject to clause 45, works from taking place where that necessary notification cannot be given. However, if that notice cannot be given in the circumstances, as much notification as possible should be given to enable the provider of public transport to determine how long it will take for the public transport service to adapt to the works, so as to minimise disruption.

Example

Works that may not be able to comply with the notification requirements specified in column 5 of Table 1 may include:

- (i) works conducted in an emergency (refer clause 37 of this Code).
- (ii) maintenance works required to be conducted by a road authority in accordance with a nominated response time as specified in its road management plan.

**Table 1: Notification and Consent Requirements for Certain Works
Affecting Tram and Bus Services**

Column 1 Type of works	Column 2 Which roads	Column 3 Time of work	Column 4 Duration of works	Column 5 Notification	Column 6 Consent
Road closure and / or Closure of tram tracks	<ul style="list-style-type: none"> Road which hosts a tram or bus service. Any arterial road. Other road whose closure could impede a tram or bus service. 	Whenever a tram or bus service is running.	Any duration.	Not Applicable.	Consent process applies Note: Conditions included in a written consent may relate to the timing of the commencement of the works.
Lane interruption (Melbourne, Geelong, Ballarat or Bendigo)	Road which hosts a tram or bus service.	Peak Period (Monday to Friday): <ul style="list-style-type: none"> 6 am to 9 am 3 pm to 7 pm 	Duration of works is greater than 15 minutes and Delay to a tram or bus is likely to be greater than 2 minutes.	Not Applicable	Consent process applies.
Lane interruption (Melbourne, Geelong, Ballarat or Bendigo)	Road which hosts a tram or bus service.	Off-Peak Period: <ul style="list-style-type: none"> Monday to Friday: 9 am to 3 pm Monday to Friday: 7 pm to midnight Weekends and Public Holidays: 8 am to midnight 	Duration of works is greater than 2 hours and Delay to a tram or bus is likely to be greater than 5 minutes.	Not Applicable	Consent process applies.
Tram or bus stop (in an 'urban area') – temporary closure or relocation (includes preventing access to a tram or bus stop)	Road which hosts a tram or bus service.	Whenever a tram or bus service is running.	More than 15 minutes.	10 business days.	Consent process applies.

Notes

- (i) 'Arterial road' is defined in the **Road Management Act 2004** to mean a road which is declared to be an arterial road under section 14 of that Act.
- (ii) 'Urban area' has the same meaning as defined in the **Road Management Act 2004**.

- (iii) The notification requirements specified in column 5 of Table 1 are in addition to any notification requirements imposed on road authorities, infrastructure managers, works managers and rail operators in relation to works in the vicinity of road-rail interface areas such as level crossings (Division 4A of Part 4 of the Act refers).
 - (iv) The underlying principle of Table 1 is to limit, wherever practicable, the number of consent applications required to be submitted by infrastructure managers or works managers proposing to carry out works within the road reserve. The practical application of Table 1 can achieve such a reduction in consent applications if –
 - the works are conducted during off-peak periods or, where reasonably practical, outside normal working hours having regard to the considerations outlined in clause 50 of this Code;
 - traffic management measures implemented through the worksite minimise delay to public transport services;
 - without compromising safety, the duration of works is kept as short as possible; and
 - temporary road closures to allow for the movement of plant and equipment are kept to a duration of less than 5 minutes and, where practicable, undertaken between bus and tram services.
- (4) Notification should be made to the relevant provider(s) of public transport responsible for the tram or bus service affected by the works.

Note

It is expected that Bus Association Victoria will publish a list of bus operators for each municipality, and will make that list available to road authorities and utilities.

45. Application for consent for works affecting tram or bus services

- (1) Where proposed works in the road reserve fall within the description in columns 1 to 4 of Table 1 in clause 44, these works are likely to –
- (a) require the deviation (to a different road), replacement or cancellation of a tram or bus; or
 - (b) cause a significant delay to a tram or bus; or
 - (c) prevent access to, or cause the temporary closure or relocation of, a bus stop or tram stop

and, therefore, as a matter of best practice, such works should be regarded as being ‘traffic impact works’ (within the meaning of the Road Management (Works and Infrastructure) Regulations 2015 – or as remade in accordance with the **Subordinate Legislation Act 1994**) for which an application for consent is required. As the definition of ‘traffic’ in the Act includes public transport, all relevant infrastructure and works managers should apply to the coordinating road authority for consent (as specified in column 6 of Table 1) before proceeding with such works in the road reserve.

Note

The infrastructure leases to providers of tram services require that VicTrack alone may authorise access to tram track and other tram related infrastructure for the conduct of works. For this reason, where proposed works that affect a tram service also require access to public transport infrastructure, then the relevant road authority or utility responsible for the works should also comply with the requirements in clause 47(1) of this Code.

- (2) Where works that are proposed to be carried out by a responsible road authority fall within the description in columns 1 to 4 of Table 1 in clause 44, and such works are located within a road reserve for which it is not the coordinating road authority, then the responsible road authority should apply to the coordinating road authority for consent in accordance with column 6 of Table 1 in clause 44 before proceeding with such works.

Example

The consent requirements in column 6 of Table 1 may apply to a municipal council, as the responsible road authority, proposing to carry out works on the roadside of an arterial road (being located within an urban area) for which VicRoads is the coordinating road authority.

- (3) To assist the timely assessment of an application for consent, and as a matter of best practice, where an application for consent is required in accordance with Table 1, a copy of the application for consent should be forwarded to the relevant provider of public transport responsible for the tram or bus service affected by the proposed works.
- (4) In responding to an application for consent for works which may affect a tram or bus service, the coordinating road authority should, having regard to clause 36 of this Code, consider any submission received from the relevant provider of public transport in regard to the proposed works. Where appropriate, the coordinating road authority should include within its written consent for the works any reasonable conditions requested in the provider of public transport's submission, with such conditions to be consistent with the Road Management (Works and Infrastructure) Regulations 2015 and the 'works and infrastructure management principles' contained in section 20(2) of the Act.

46. Works affecting public access to a tram stop, bus stop or train station

A road authority or utility that is proposing to carry out works that adversely affect public access to a tram stop, bus stop or train station should investigate the location and method of provision, so far as is reasonably practicable, of alternative access for the duration of the works in consultation with the relevant provider of public transport responsible for the tram, bus or train service affected by the proposed works.

Note

The infrastructure leases to providers of tram and train services require that VicTrack alone may authorise access to tram tracks, train tracks and other rail related infrastructure for the conduct of works. For this reason, where proposed works that affect access to a tram stop or train station also require access to public transport infrastructure, then the relevant road authority or utility responsible for the works should also comply with the requirements in clause 47(1) of this Code.

47. Works affecting public transport infrastructure

- (1) A road authority or utility that is proposing to carry out works which require access to any tram tracks, train tracks or other rail infrastructure within a road reserve should –
 - (a) apply to VicTrack for any access requirements and necessary approvals that may apply in respect of the works; and
 - (b) where such works will also affect a tram or bus service, comply with any other relevant notification or consent requirements in clauses 44, 45 and 46 of this Code.

Notes

The infrastructure leases to providers of tram and train services require that VicTrack alone may authorise access to tram tracks, train tracks and other rail related infrastructure for the conduct of works.

Access to public transport (rail) infrastructure within the road reserve includes the following –

- Train – train tracks, level crossings, boom gates.
- Tram – tram (including light rail) tracks, overhead tram wires and supporting poles (but excluding tram and electricity distribution business joint use poles and their associated electrical assets), tram safety zones, tram crossings.

The application should be made, if possible, a minimum of three months in advance (or earlier where practicable).

- (2) A road authority or utility that is proposing to carry out works that will result in increased traffic congestion at a level crossing, or reduce a train (or tram) driver's view of the level crossing (including the approach roadway on either side of the level crossing), should consult with the relevant provider of public transport responsible for the train or tram service to enable it to implement any necessary site specific traffic management measures to ensure the safety of all public transport passengers and workers.

- (3) VicTrack, as the relevant public transport infrastructure manager for train and tram infrastructure, and the providers of public transport responsible for tram and train services, should take all reasonably practicable steps to share with road authorities and utilities information about days and times when tram and train services are programmed to be interrupted, so that road and utility works can be programmed to occur concurrently so as to avoid disrupting tram and train services.

PART 5 – WORKS MANAGEMENT

Division 1 – Utility and Provider of Public Transport Works in Road Reserves

48. General

- (1) Utilities and providers of public transport should have appropriate quality systems and trained staff and contractors to assist with managing their works in road reserves.
- (2) Division 4A of Part 4 of the Act imposes a duty on road authorities, infrastructure managers, works managers and rail operators to ensure, so far as is reasonably practicable, that works on or in the vicinity of road-rail interface areas are performed safely.
- (3) To support the effective and efficient management and delivery of road, utility and public transport infrastructure and services, road authorities in collaboration with individual utility sectors (eg gas, water, electricity) and providers of public transport should consider, as good practice, the development of common service level agreements that set out the framework for works associated with the maintenance and repair of non-road infrastructure (eg response times to address reported faults, customer complaints or emergencies, temporary and permanent reinstatement standards, timeframes for permanent repair and road reinstatement works). Such a service level agreement could be similar to road management plans established by road authorities that set out response times and service standards to inspect, maintain and repair roads.

49. Road safety and traffic management

Utilities and providers of public transport should take reasonable measures to protect the safety of road users and their own workers and minimise disruption to traffic. In accordance with section 99A of the **Road Safety Act 1986** any person (ie a works manager) conducting works on roads is required to have in operation a traffic management plan. The traffic management plan should be developed in accordance with the Ministerial Code of Practice for Worksite Safety – Traffic Management.

50. Timing of works

- (1) Utilities and providers of public transport should consider the timing of their works on roads taking into account safety implications, inconvenience and disruption to all road users, abutting residents, businesses and utility and public transport customers. Where the work requires consent from a coordinating road authority, and if there is an issue with the proposed timing of the works, the utility or provider of public transport should carry out a risk assessment considering the above factors and negotiate with the road authority the most appropriate time to undertake the work. It is recognised that for emergencies and urgent fault restoration work, it may be necessary to commence work immediately.
- (2) Disruption to traffic needs to be balanced against worker safety (working at night can be more dangerous), additional costs associated with carrying out works out of normal hours and possible delays to the provision of utility and public transport services to customers. In some cases it may not be possible to work at night (eg where the works may generate excessive noise, or where the works might require electricity to be turned off and safety and/or security of customers would be affected).

51. Consultation prior to works commencing

Clause 10 of Schedule 7 of the Act requires infrastructure managers or works managers to consult with those likely to be significantly affected by utility or provider of public transport works, where this is practicable. Examples of where consultation may be appropriate include:

- (a) abutting landowners' access being denied;
- (b) access to businesses being interrupted;
- (c) noise and/or dust causing a significant nuisance to residents, businesses, community facilities and/or outdoor dining establishments;
- (d) access for people with disabilities being denied at any time during the course of the works; and
- (e) proposed removal of street trees, as part of the works.

52. Preserving the integrity of infrastructure

- (1) In accordance with clause 5 of Schedule 7 of the Act, utilities and providers of public transport should endeavour to use methods to install their infrastructure that avoid excavating or breaking up road pavements, footpaths, bicycle paths, vehicle crossings and kerb and channel as far as reasonably practicable, particularly on roads carrying high volumes of vehicular and/or pedestrian traffic, and roads surfaced with concrete, asphalt, block pavers or with a sprayed seal.
- (2) In accordance with clause 14 of Schedule 7 of the Act, utilities and providers of public transport should consult with road authorities if works are likely to affect street trees (including their root systems) to agree on actions that will minimise damage to street trees, where reasonably practicable. Where vegetation is to be removed, the utility or provider of public transport should conduct the works in accordance with relevant Commonwealth and State planning and environment legislation and policy.

Note

'AS 4970-2009: Protection of Trees on Development Sites' may provide relevant guidance to avoid or minimise damage to existing trees.

- (3) If utility or provider of public transport works are conducted in the vicinity of underground drains, it is important for the works manager to remove any material resulting from those works that has fallen into drainage pits or is blocking pipes, before leaving the site. The works manager should comply with requirements of the owner of the drainage assets when removing such material.
- (4) Utilities and providers of public transport also need to consult with other utilities and providers of public transport where the proposed works may affect the integrity of infrastructure owned and operated by other utilities or providers of public transport, or where special safety procedures are required.

Example

A copy of WorkSafe Victoria's 'Framework for Undertaking Work Near Overhead and Underground Assets' should be obtained when working close to overhead or underground assets (eg. powerlines, transmission pipelines).

53. Coordination with roadworks

Where an overall benefit can be achieved by coordinating utility or provider of public transport works with roadworks, so that some parts of the works are carried out jointly, this should be arranged. Examples are:

- (a) where non-road infrastructure is not to be relocated but is to be protected in its existing location, exposure of the infrastructure may be undertaken by the utility or provider of public transport, and the placing of concrete or other agreed protection carried out by the road authority;
- (b) the excavation of a trench may be carried out by a road authority on a new alignment to accommodate relocated non-road infrastructure; and

- (c) conduits may be installed under a road by a road authority before laying the road pavement, to provide for future accommodation of non-road infrastructure.

54. Works to be in accordance with plans and specifications

- (1) Utilities and providers of public transport should install their infrastructure in accordance with:
 - (a) the plans and specifications that formed the basis of the coordinating road authority's consent (where required); and
 - (b) the information provided to residents and others that are likely to be affected by the works (where appropriate).
- (2) If the need for significant changes or major variations to the plans and specifications arises during the course of the works, these should be negotiated with the coordinating road authority. Any such negotiations should be conducted in a manner that minimises delays to the utility or provider of public transport works.
- (3) The works manager responsible for the works should maintain a copy of the written consent (including construction plans/drawings), as issued by the coordinating road authority, at the worksite throughout the duration of the works.

55. Damage to road and other infrastructure

- (1) The utility or provider of public transport should conduct an inspection before commencing works in a road reserve, to identify and record the details of any damaged road and other infrastructure within the limits of the proposed works. In accordance with clause 9 of Schedule 7 of the Act, if there is pre-existing damage to any road and other infrastructure, the utility or provider of public transport should advise the road authority before works commence if it is aware of such damage, or as soon as the damage becomes evident to the utility or provider of public transport. The utility or provider of public transport is not required to fund repairs to pre-existing damage to road and other infrastructure.
- (2) If a utility or provider of public transport damages another infrastructure manager's infrastructure (including damage to any road infrastructure) whilst working in a road reserve, it should advise the infrastructure manager of the damaged infrastructure as quickly as possible to enable the infrastructure manager to arrange for repairs to be carried out, with the utility or provider of public transport causing the damage being responsible for all reasonable repair costs.

56. Reinstatement works

- (1) Clause 12 of Schedule 7 of the Act details the process for reinstatement works. Utilities and providers of public transport should carry out reinstatement works within a reasonable time and, as nearly as is reasonably practicable, to an equivalent standard of quality and design as existed prior to the works. Each project needs individual consideration and the timing of reinstatement works should be agreed with the coordinating road authority before the project commences, where reasonably practicable. For example, on a busy urban road this may mean reinstatement of any disturbed pavement at the completion of each day's work, whilst on the roadside of lightly trafficked rural roads, it may be agreed that reinstatement can be completed, within a longer time frame. For utility and provider of public transport works extending over many days or weeks, it may be appropriate to carry out temporary reinstatement works at the end of each day's work, and then carry out all permanent reinstatement works following completion of the utility or provider of public transport works. Utilities and providers of public transport should carry out temporary and permanent reinstatement works in a manner that is safe for workers and road users at all times.

Note

In conducting works in areas with high streetscape values (eg. commercial shopping precincts), the requirement to reinstate to an equivalent standard of quality and design as existed prior to the works should have regard not only to structural factors (eg. reinstatement materials, compaction density and surface finish) but also to any aesthetic or architectural features (eg. style, colour or pattern of brick or asphalt paving).

- (2) The utility or provider of public transport will be responsible for arranging permanent reinstatement, and works should be conducted in accordance with all conditions of consent as required by the coordinating road authority.

Notes

- (i) The coordinating road authority, in imposing conditions of consent, should not, where reasonably practicable, require reinstatement of the road (including compaction) to a higher standard of quality or design (eg. to reinstate or resurface an area of road pavement significantly greater than the area of excavation, to reinstate an excavation to a higher level of compaction than the surrounding road pavement) unless agreed with the infrastructure manager or works manager responsible for the works.
- (ii) Where the works involve multiple road openings within close proximity, the infrastructure manager or works manager should consult with the coordinating road authority in regard to the standard of reinstatement required to ensure the overall structural integrity of the road pavement.
- (3) The reinstatement works should be carried out in accordance with a generally accepted, quality assured specification. Roads, footpaths and other parts of the road reserve are built with different materials depending on factors such as vehicle types, vehicle volumes, road user use and geographic location. Road authorities should make the relevant reinstatement requirements available to utilities or providers of public transport. For example, AUSPEC#2 'Worksection 1152: Road openings and restoration (utilities)' for reinstatement works on municipal roads or VicRoads Standard Specification Section 706 for reinstatement works on arterial roads. Where possible, road authorities are encouraged to develop common, regionally based, reinstatement standards to provide works managers responsible for reinstatement works with some certainty and consistency as to the standards they are required to meet.

Note

The provisions of such specifications may be extended or varied by agreement between the parties, before works commence.

- (4) At the completion of permanent reinstatement works, the utility or provider of public transport should advise the road authority when the road reserve has been restored as close as reasonably practicable to its original condition. The road authority should be responsible for the portion of reinstatement costs associated with any upgrading or betterment of existing road infrastructure.
- (5) Utilities and providers of public transport should be responsible for 12 months maintenance of their reinstatement works and any associated repairs to the road infrastructure needed as a consequence of poor performance of those reinstatement works. This allows for a full season of weather conditions. If maintenance or repair works are necessary before the end of the 12 month period, the road authority and the utility or provider of public transport should agree on the extent of those works before they are undertaken.
- (6) The road authority will be responsible for the quality and timeliness of reinstatement works where these works are paid for by the utility or provider of public transport and undertaken by the road authority or its contractors. In these circumstances, the utility or provider of public transport will not be required to notify the road authority when the reinstatement works are complete and the road authority will be responsible for ongoing maintenance of reinstatement works and any associated repairs.

57. Use of contractors

- (1) Generally, utilities and providers of public transport are responsible for the works carried out by their nominated works managers (who may be contractors). Utilities and providers of public transport should arrange adequate surveillance of their activities whilst working in road reserves, and are responsible for ensuring that their nominated works managers follow the requirements of all relevant legislation, Government policy, industry standards and codes of practice as well as any reasonable conditions prescribed by the coordinating road authority.
- (2) Utilities and providers of public transport should ensure that their works managers (eg. staff, agents or contractors) can be readily identified as working for the utility or provider of public transport, when working within the road reserve. It is also desirable that the works manager's identification includes relevant contact details.

58. Obsolete utility infrastructure in road reserves

- (1) Utilities and providers of public transport should advise the coordinating road authority of the details of any known utility or public transport infrastructure that is no longer required, where there is potential for that infrastructure to deteriorate and significantly affect road infrastructure or to constitute a road safety hazard. In such cases the utility or provider of public transport should advise of its proposals (if any) for removal or treatment of such infrastructure.
- (2) Utilities and providers of public transport remain responsible for any of their obsolete (or redundant) infrastructure while it remains within the road reserve. Utilities and providers of public transport should also advise of any obsolete infrastructure when requested for this information by a road authority.

59. Failure of utility or public transport infrastructure in road reserves

- (1) In accordance with clause 6 of Schedule 7 of the Act, where the failure of utility or public transport infrastructure causes damage to road infrastructure, the utility or provider of public transport should be responsible for returning that road infrastructure to the condition that existed prior to that failure, to the extent that this is established. The utility or provider of public transport should also be responsible for reimbursement of reasonable road authority costs involved in assisting with such emergency repairs.
- (2) Utilities, providers of public transport and road authorities should ensure that up to date details of people who can be contacted in emergency and after-hours situations are maintained in the appropriate Municipal, Divisional and State Emergency Management Plans.

Division 2 – Roadworks affecting Non-road Infrastructure**60. Advice of proposed roadworks**

Changes to road levels and/or road widths may affect the remaining service life of existing non-road infrastructure. Where proposed roadworks may affect non-road infrastructure, the road authority should contact the utilities and providers of public transport whose infrastructure is likely to be affected. The Dial Before You Dig service should be contacted to help identify any utilities and providers of public transport likely to be affected. The utilities and providers of public transport should then be provided with all relevant information about the proposed roadworks to enable them to make a preliminary assessment of the impact on their infrastructure, including whether or not any alterations (including relocation) may be required.

Note

Dial Before You Dig enquiries can be lodged via the Dial Before You Dig website or by dialling 1100.

61. Issues to consider

- (1) If the proposed roadworks are likely to affect non-road infrastructure, the following issues should be considered in discussion between the parties as early as possible:
 - (a) the impact on road safety;
 - (b) the impact of delays to a train, tram or bus service, and interference with people's ability to access a train, tram or bus;
 - (c) opportunities to modify design of the roadworks;
 - (d) the economics of relocating the non-road infrastructure compared with modifying and/or protecting it in its present location;
 - (e) the availability of alternative locations for the non-road infrastructure;
 - (f) opportunities to undertake joint trenching;
 - (g) opportunities to avoid delays during the construction of the road project;
 - (h) opportunities to avoid disruption to the utility's or provider of public transport's operations and services;
 - (i) opportunities for programming contractors/labour forces of the respective parties to coordinate efforts and reduce costs; and
 - (j) any special safety procedures that are required (eg. 'No Go Zone' rules and regulations when working close to overhead powerlines; working on or near train tracks).
- (2) Division 4A of Part 4 of the Act imposes a duty on road authorities, infrastructure managers, works managers and rail operators to ensure, so far as is reasonably practicable, that works on or in the vicinity of road-rail interface areas are performed safely.

62. Reaching agreement on alterations to non-road infrastructure associated with roadworks

- (1) Where it is agreed between a utility or provider of public transport and a road authority that non-road infrastructure needs to be altered due to roadworks, an in-principle agreement regarding responsibilities for the alterations should be negotiated. Such an agreement should include responsibilities for design and costs, and should also consider timing of the proposed works.
- (2) When the road authority undertakes to pay for any portion of the costs of the alterations, then:
 - (a) the road authority will formally request an assessment and quote from the relevant utility or provider of public transport for the alterations;
 - (b) the utility or provider of public transport will reply to the road authority with preliminary estimates of time and cost for all practical options for carrying out the alterations;
 - (c) when the road authority and utility or provider of public transport have agreed on the preferred option for the alterations, the utility or provider of public transport will send the road authority a final estimate of time and cost to carry out the alterations, to assist the road authority with programming and budgeting for the roadworks;
 - (d) formal agreement regarding payment for alterations should be reached between the road authority and utility or provider of public transport based on the final estimate, with actual or agreed cost used as the basis for final payment. The utility or provider of public transport will be responsible for any incremental costs associated with upgrading or betterment of existing facilities. The remaining life of non-road infrastructure should also be taken into account when assessing payment for alterations;

- (e) the alteration work should be priced in a competitive environment; and
- (f) the utility or provider of public transport and/or its agent should liaise with the road authority and/or the road authority's agent when finalising the design of alterations and programming the works.

63. Damage to non-road infrastructure

- (1) The road authority should conduct an inspection before commencing roadworks, to identify and record the details of any damaged non-road infrastructure. If there is pre-existing damage to any non-road infrastructure, the road authority should formally advise the utility or provider of public transport before roadworks commence if it is aware of such damage, or as soon as the damage becomes evident to the road authority. The road authority is not required to fund repairs to pre-existing damage to non-road infrastructure.
- (2) If the road authority damages another infrastructure manager's infrastructure whilst working in the road reserve, it should advise the infrastructure manager of the damaged infrastructure as quickly as possible to enable the infrastructure manager to arrange for repairs to be carried out, with the road authority being responsible for reasonable repair costs.

64. Use of contractors

- (1) Generally, road authorities are responsible for the works carried out by their nominated works managers (who may be contractors). Road authorities should arrange adequate surveillance of their activities whilst working in road reserves, and are responsible for ensuring that their nominated works managers follow the requirements of all relevant legislation, Government policy, industry standards and codes of practice as well as any reasonable conditions prescribed by the utility or provider of public transport.
- (2) Road authorities should ensure that their staff, agents and contractors can be readily identified as working for the road authority, when working on non-road infrastructure.

Division 3 – Works affecting public transport infrastructure and services

65. Works in the vicinity of train or tram tracks

- (1) Infrastructure managers or works managers proposing to carry out works or activities in the vicinity of train or tram tracks should ensure that all personnel who are conducting the works have the appropriate level of safety training and rail accreditation.
- (2) Division 4A of Part 4 of the Act imposes a duty on road authorities, infrastructure managers, works managers and rail operators to ensure, so far as is reasonably practicable, that works on or in the vicinity of road-rail interface areas are performed safely.

66. Festivals and parades

- (1) From time to time organisations apply to coordinating road authorities to temporarily close roads to enable them to conduct a festival or parade.
- (2) Road authorities should be mindful that traffic diversions caused by festivals and parades may have a major, negative impact on public transport services.

Note

The organiser of an event is required to notify Public Transport Victoria of a proposed event if it is reasonable to expect that the event will require the deviation, delay, replacement, supplementation or cancellation of a regular public transport service provided by a passenger transport company or a bus company – see section 195 of the **Transport (Compliance and Miscellaneous) Act 1983**. Notification should also be given to the passenger transport company or bus company.

PART 6 – SHARING INFORMATION**Division 1 – Information Regarding Non-road Infrastructure****67. Records of the location of non-road infrastructure**

- (1) Utilities should record information about the location, depth and nature of its infrastructure in road reserves. Digital as-built records are the preferred format. The location information for underground facilities should be recorded as Map Grid of Australia MGA 94 co-ordinates (and the applicable MGA zone), or equivalent, and comply with Australian Standard AS 5488-2013 – Classification of Subsurface Utility Infrastructure. For public transport infrastructure, records complying with VRIOGS 007.1 Infrastructure Drawing Standards are the preferred format. The location information for underground facilities should be recorded as Map Grid of Australia MGA 94 co-ordinates (and the applicable MGA zone), or equivalent, together with best information available on vertical location.
- (2) It is recognised that some past records may not be complete and that some may not be accurate. It is also important to ensure that any information obtained from the Dial Before You Dig service is current at the time any proposed works are due to commence (some utility infrastructure managers provide that their information is only valid for a specified period of time eg. 20 or 60 days).
- (3) Utilities, providers of public transport and road authorities should share all available information on the location of underground infrastructure with those intending to carry out excavation works within road reserves. The use of the Dial Before You Dig referral service is recommended as a first step for those intending to carry out excavation works within road reserves.
- (4) If a utility or provider of public transport is not a member of Dial Before You Dig and it has underground infrastructure in road reserves, it should advise each relevant coordinating road authority how it proposes to make information available on the location of its infrastructure to those intending to carry out excavation works within those road reserves. Enquiries can be lodged via the Dial Before You Dig web site or by dialling 1100.

Note

Membership of Dial Before You Dig is considered best practice for infrastructure managers with assets located within a road reserve.

68. Proving the location of underground non-road infrastructure

In some cases, it may be necessary to physically prove the depth and alignment of underground infrastructure. Each utility and provider of public transport is responsible for providing location information about its underground infrastructure, as indicated in clause 9 of Schedule 7 of the Act.

Division 2 – Information Regarding Road Infrastructure**69. Road information**

Section 17 of the Act requires a road authority to keep a register of public roads specifying the roads for which it is the coordinating road authority. The details to be kept for each road include its name and classification. The register must be available for inspection by members of the public free of charge during normal business hours. In general, road authorities make copies of their register of public roads available on their website. Coordinating road authorities should make it as convenient and efficient as possible for utilities and providers of public transport and others to access this information. This may ultimately be achieved by establishing a Statewide register of roads to facilitate identification of the relevant coordinating road authority.

70. Location of underground road infrastructure

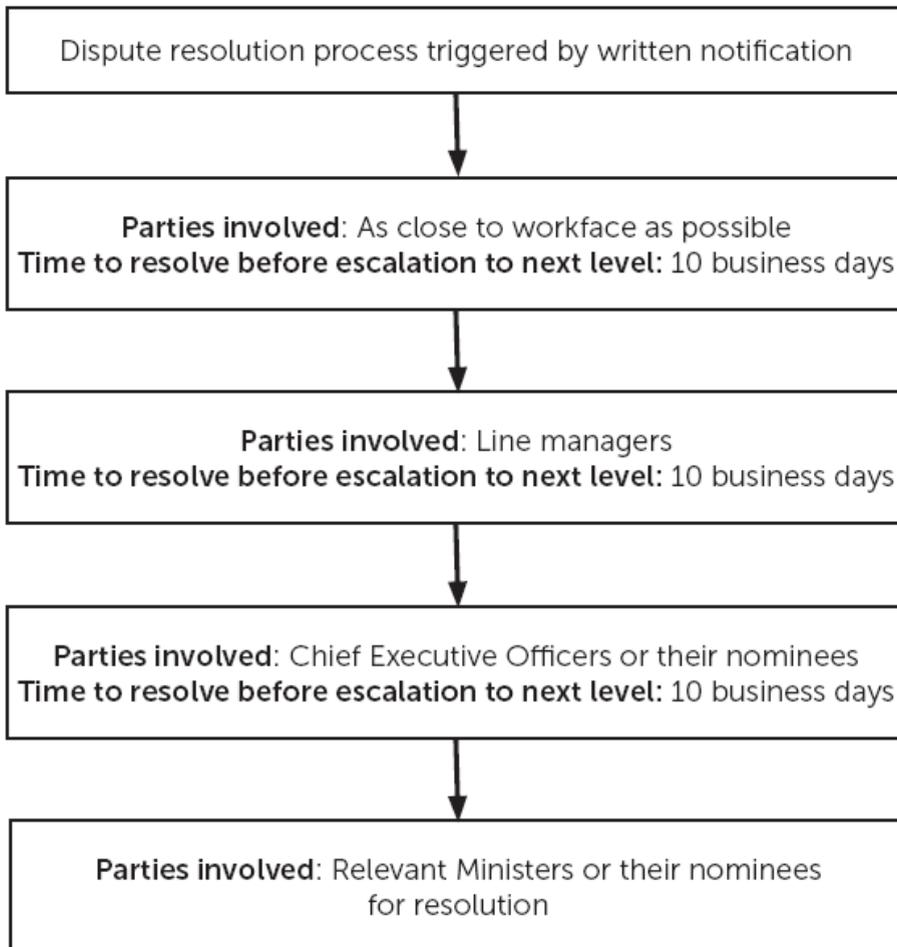
Each road authority is responsible for keeping and providing information about the location of its infrastructure, including underground infrastructure such as stormwater drainage pipes and traffic signal cables. In some cases it will be necessary to physically prove the location and alignment of underground assets, where as-constructed plans of sufficient accuracy are not available.

Division 3 – Incident management**71. Incident management**

Utilities and providers of public transport have ‘Emergency/Incident Management Response Plans’ developed for use by the Victorian Emergency Management Council, Police and State Emergency Services Agencies and the management and staff of the utilities and providers of public transport. The plans provide emergency contact telephone numbers and the location of key emergency management/incident management control centres. Utilities, providers of public transport and road authorities must be cognisant of each other’s incident management plans when planning or undertaking works in road reserves.

PART 7 – DISPUTE RESOLUTION**72. Dispute resolution**

- (1) Section 125(2) of the **Road Management Act 2004** states, ‘any dispute arising under this Act between a road authority and a utility is to be determined by the relevant Minister and the relevant utility Minister or their joint nominees, having regard to the works and infrastructure management principles’.
- (2) Section 125(3) of the **Road Management Act 2004** states, ‘any dispute arising under this Act between a road authority and a provider of public transport is to be determined by the relevant Minister and the Minister administering the **Transport Integration Act 2010** or their joint nominees’.
- (3) From a practical perspective, utilities, providers of public transport and road authorities are encouraged to adopt the dispute resolution process illustrated below. Disputes should be resolved as quickly as possible, and as a guide, each step of the dispute resolution process outlined below should take no more than 10 business days, wherever possible. Each party to the dispute should bear its own costs.



APPENDIX 1: ALLOCATION OF STANDARD UTILITY SPACE IN ROAD RESERVES**1. Purpose**

To establish good practice in coordinating the positioning, integrity and safety of utility infrastructure in road reserves, ensuring the amenity and liveability of streets, and providing for the efficient and safe operation of roads through the allocation of standard utility space in road reserves, primarily in 'greenfield' areas.

2. Objectives

The allocation of standard space for utility infrastructure in road reserves has been guided by the following objectives:

- to provide for the planting of street trees to ensure liveable streets.
- to ensure the integrity and safety of utility infrastructure through greater certainty of its location.
- to ensure the reduction in damage to utility infrastructure through the provision of adequate clearances between items of infrastructure.
- to provide sufficient space for utility service tapplings/connections.
- to reduce the need for excavation in the road reserve once a subdivision is completed.
- to provide adequate access to utility infrastructure for maintenance.
- to share trenching wherever practicable.

3. Key Principles

(1) Consistent with the purpose of this Code, this Appendix 1, together with the key principles as set out below, is designed to provide practical guidance and identify benchmarks of good practice for utilities, road authorities, planning authorities and the land development industry in coordinating the installation of road and non-road infrastructure within road reserves.

(2) The allocation of standard utility space in road reserves as detailed in this Appendix 1 is based on the following key principles:

(a) ***Location of Utility Infrastructure within Road Reserves:***

- pre-planning and early consultation should be undertaken with all of the stakeholders.
- local utility services, rather than trunk utility infrastructure, should, where practicable, be located in local roads (refer clause 3(2)(h) regarding trunk services).
- positioning of utility infrastructure should, where practicable, have regard to the following order of priority:

Most preferred location – Under/within open areas within the road reserve or easements



Under/within nature strips

Under footpaths/bicycle paths

Least preferred location – Under existing or proposed road pavement and tram tracks, or within rail corridor.

- water supply to be located on high side of road where practicable to minimise property flooding in the event of a burst water main.
- water and gas to be located together where practicable (with gas to be the closer of the two utilities to the property boundary), with electricity and telecommunications on opposite (lower) side of road.

- electricity service pits should be located either fully within, or clear of, a footpath/shared path and, where practicable, located to serve two adjoining properties.
- planning and design of utility infrastructure is to have regard to the proposed location of trees (including the likely extent of tree roots).

(b) **Street Trees:**

Typically, street trees are planted within the roadside (nature strip) at a spacing of one per allotment frontage, or alternatively, a minimum spacing (eg. one every 15 metres) for narrow allotment frontages. To accommodate street trees, the following apply:

- street trees should be planted centrally within a ‘tree zone’.
- ‘tree zone’ is defined as a 5 metre diameter area of roadside, and with a depth of 600 mm.
- tree location and species type should be determined, in consultation with the relevant utility infrastructure managers, based on the specific site and the ability of the tree to both enhance local amenity and co-exist with utility services infrastructure – with all trees to be identified on a ‘master services plan’.
- utility service infrastructure tappings/connections/joints/tees are to be located outside of the tree zone.
- all services should be placed outside the ‘tree zone’ where practicable. For those services that are located in close proximity to the ‘tree zone’ (either beside or below), consideration should be given to installation within conduits, including the provision of ‘spare’ conduits for electricity services.
- utility infrastructure managers, in locating certain infrastructure within close proximity to the ‘tree zone’ (eg. metallic gas mains with protective coatings), may need to give consideration to the use of conduits in order to provide a higher level of infrastructure protection.
- it is recognised that street tree roots will grow outside the specified ‘tree zone’.
- the ‘tree zone’ has been defined to enable the inclusion of street trees into the streetscape and to minimise the impacts on street trees due to future maintenance of utility services.
- tree support stakes should be made of timber with rounded ends and only be used with prior knowledge of the depth/location of existing underground utility services.

Note

The planting of trees within arterial roads should have regard to the *VicRoads Tree Policy*.

(c) **Shared Trenching:**

Opportunities for shared trenching for utility infrastructure should be investigated in accordance with relevant industry codes and Australian standards (refer also to clause 14 of this Code).

Where reasonably practicable, shared trenching should be provided in the following arrangement:

- gas, potable water and recycled water within one trench, with a gas offset remaining at 2.1 metres.
- electricity and Telecommunications within shared trench.

(d) **No Go Zones:**

- planning for the location of utility infrastructure to take into consideration relevant *No Go Zone* requirements. The *No Go Zone* framework provides guidance when undertaking work near gas, electricity, communication, water, drainage and sewerage infrastructure either above, or buried under, public land, including any roadway, reserve or on private land. The framework prescribes approach limits and controls on equipment and work practices being used in the vicinity of utility infrastructure and may require a permit for the works. It does not prevent work being undertaken in the close vicinity of utility infrastructure.

Note

Refer to 'WorkSafe Victoria – Framework for Undertaking Work Near Overhead and Underground Assets'.

(e) **Gas Transmission and other Licensed Pipelines:**

- planning for the location of utility infrastructure and street trees in the vicinity of *gas transmission and other licensed pipelines*, which are high risk assets, is to be considered on a case-by-case basis in consultation with the pipeline operator and having regard to AS 2885.1: Pipelines – Gas and Liquid Petroleum Part 1: Design and Construction.
- buildings or structures (both permanent and temporary) proposed to be constructed or installed within 3 metres of a licensed pipeline must first be consented by the Minister for Energy and Resources in accordance with section 120 of the **Pipelines Act 2005**.
- high voltage cables should not cross above gas transmission or other licensed pipelines without the prior approval of the gas utility infrastructure manager or pipeline licensee.

(f) **Tappings/Service Connections/Joints/Tees:**

- locating service connections should form part of the development of subdivisional functional layout plans, master services plans or detailed design plans, and will be influenced by the proposed location of driveways and street trees.
- preference is for service connection conduits across the road to be extended to the property boundary for ease of location and avoidance of further roadside excavation.
- service connections should not be located within, or under, the 'tree zone'.
- service connections should not, where practicable, be located under driveways
- guidance on clearances around service connections is provided in clause 6 of this Appendix.

(g) **Driveways:**

- where practicable, driveways should be placed to enable achievement of the key principles as set out in this Appendix.

- (h) ***Trunk Services/Utility Infrastructure:***
- planning for trunk services/utility infrastructure should be undertaken as early as possible in the planning process (eg. precinct structure plan preparation), while also having regard to ‘Part 2: Long Term Planning and Coordination’ of this Code.
 - location of trunk services/utility infrastructure should, in general, be planned on a case-by-case basis, with desirable location options being within a reserve, the road reserve of arterial/major roads (in preference to local roads such as access streets or connector streets) or under the road pavement (least preferred location – refer clause 3(2)(a) of this Appendix).
 - planning for trunk services/utility infrastructure should have regard to the planting of street trees to ensure liveable streets.
 - guidance on clearances around trunk infrastructure is provided in clause 6 of this Appendix – as these clearances can vary based on the risk profile of a particular item of trunk infrastructure, the relevant utility infrastructure manager should be consulted.
- (i) ***Clearances Between, and Depths of, Utility Infrastructure:***
- guidance on clearances between, and depths of, utility infrastructure is provided in clause 6 of this Appendix 1, with relevant utility regulations and adopted industry and Australian standards to be complied with (eg. for water utilities, there are the Water Services Association of Australia (WSAA) and Melbourne Retail Water Agencies (MRWA) codes).
- (j) ***Urban Design Outcomes:***
- have regard to Metropolitan Planning Authority design principles for growth areas to achieve a variety of liveability and attractive streetscape outcomes (including the provision of space for canopy style street trees) by promoting a variation in typical residential street cross sections within any particular subdivision development.
- (k) ***Application of Key Principles***
- the key principles above are intended to apply to ‘typical’ greenfield areas and may be subject to modification having regard to specific local conditions (eg. terrain, road reserve or roadside width, road alignment, speed zone, need for trunk services, size of utility infrastructure, layout of subdivisions, water sensitive urban design features). In circumstances where modifications are required, utilities and road authorities should work together to coordinate the development of alternative detailed design plans for the installation of new utility infrastructure.

4. Standard utility infrastructure space allocation – Greenfield areas

- (1) **Greenfield land development planning process** – Table A1 below sets out the primary stages in the ‘greenfield’ land development planning and road/utility infrastructure design process.

Table A1: Greenfield land development planning process

Stage 1	<ul style="list-style-type: none"> Precinct Structure Plans approved and land rezoned to allow for development.
Stage 2	<ul style="list-style-type: none"> Land development proposal initiated.
Stage 3	<ul style="list-style-type: none"> Pre-planning – review Growth Area Plans and Precinct Structure Plans.
Stage 4	<ul style="list-style-type: none"> Early consultation – establish road and utility service standards.
Stage 5	<ul style="list-style-type: none"> Establish preliminary development structure plan/functional design plans.
Stage 6	<ul style="list-style-type: none"> Planning permit process including referral to road authorities and utility infrastructure managers.
Stage 7	<ul style="list-style-type: none"> Start of land development engineering process.
Stage 8	<ul style="list-style-type: none"> Establish land developer requirements.
Stage 9	<ul style="list-style-type: none"> Preliminary design for road and utility services – refer clause 4(2) (Appendix 1) for standard utility space allocation, and road/utility service standards.
Stage 10	<ul style="list-style-type: none"> Develop suite of design plans and documents – road, sewerage, water, gas, electrical, telecommunications, landscaping (a ‘master services plan’).
Stage 11	<ul style="list-style-type: none"> Design approval – Council, road authorities and utility infrastructure managers.
Stage 12	<ul style="list-style-type: none"> Works commence.

- (2) **Space allocation design process** – the allocation of space for the placement of utility infrastructure within the road reserve, in ‘greenfield’ areas, is based on the following:
- ‘Key Principles’ as outlined in clause 3; and
 - utility infrastructure clearances guide (Table A4) in this Appendix.

Note

For further guidance on utility infrastructure requirements and road design elements, refer to the ‘Engineering Design and Construction Manual for Subdivision in Growth Areas’ and the Local Government Infrastructure Design Association’s ‘Infrastructure Design Manual’ (not applicable to State arterial roads).

The design process to determine space allocation under Stage 9 in Table A1 above typically involves the steps as shown in Table A2 below:

Table A2: Space Allocation Design Process

Step 1	Based on the proposed function and type of road, determine for each road in consultation with the relevant road authority: <ul style="list-style-type: none"> • overall road reserve width • roadside width • size and location of footpaths/bike paths (or other sealed areas)
Step 2	In consultation with the relevant utility infrastructure managers (refer Stage 4 Table A1 above), determine the size of all utility infrastructure services, together with the minimum clearances required to other utility infrastructure (including service and drainage pits) (Table A4).
Step 3	Locate utility infrastructure within the roadside in the preferred order of placement as shown in Table A3 below.
Step 4	Determine other roadside infrastructure requirements, including the location and offset of street lighting poles. The preferred location of street lighting poles is 800 mm from the face of the pole to the back of the kerb. This preferred offset may need to be varied depending on the size of any underground drainage pipes.
Step 5	Complete the design of all utility infrastructure and prepare a ‘master services plan’ for approval by relevant utility infrastructure managers, road authorities and Council (Stage 11 of Table A1 above).

Table A3: Preferred Order of Placement of Services

Left Side of Road Reserve (High side): Order of placement from Building Line	Right Side of Road Reserve (Low side): Order of placement from Building Line
Sewer (gravity or pressurised)	Sewer (gravity only)
Telecommunications	Telecommunications
Gas	Electricity
Recycled Water	Lighting Pole
Potable Water	Stormwater
Stormwater	

Notes

1. Table A4 provides guidance on utility infrastructure clearance requirements in ‘greenfield’ developments. Where there is a conflict between individual utility infrastructure clearance requirements, the relevant utilities (in consultation with the road authority) should work together to resolve any conflicts at the detailed design stage.
2. Consideration should be given to any site specific conditions or design elements required in consultation between the relevant utilities and road authorities (refer clause 3(2)(k) of this Appendix 1).
3. Where alternatives need to be considered having regard to specific local conditions (ie. terrain, road reserve or roadside width, road alignment, speed zone, need for trunk services, size of utility infrastructure, layout of subdivisions, water sensitive urban design features), the following potential design alternatives should be jointly investigated by the relevant utilities and road authorities:

- alternative locations for utility infrastructure as outlined in 'Figure 4: Alternative Location Options for Utility Infrastructure' of this Appendix.
 - re-routing or relocating utility infrastructure outside the road reserve or along wider roads or reserves.
 - joint trenching or stacking of utility infrastructure.
 - placement under sealed areas where no other reasonable alternative exists.
4. The location of street lighting poles at an offset greater than 1000 mm from back of kerb may compromise the effectiveness of the lighting and require consideration of alternative lighting designs in consultation with the relevant road authority.

Worked Examples

Figures 1, 2 and 3 represent worked examples that apply to a range of road categories and classifications in 'greenfield' developments. The process as described in Steps 1 to 5 of Table A2 has been applied to develop these three scenarios:

- **Figure 1** – Scenario 1: Preferred Treatment for Residential Streets
 - **Figure 2** – Scenario 2: Shared User Path and Larger Sized Utility Infrastructure
 - **Figure 3** – Scenario 3: Rural Road without Footpaths and Kerb and Channel
- (3) **Property service connections** – placement of service connections between utility infrastructure mains and the property boundary should be based on the following considerations (also refer to clause 3 'Key Principles'):

Design Issue	Design Consideration
Gravity services (ie. sewer, stormwater drainage)	Placement on the low side of the allotment.
Driveway crossings	Avoid service connections under driveways
Street trees (generally one tree per property)	No service tappings/connections/joints within 'tree zone' (ie. within 2.5 m of the centre of street trees).
End destination within allotment	Location of metering equipment and/or preferred service corridors within the property.
Roadside infrastructure	Maintain minimum clearances to roadside infrastructure such as drainage, light poles, pits (refer Table A4).
Other services connections	Maintain minimum clearances to other service connections (refer clause 6(2)).
Connection alignment	Preferred alignment of service connections is at 90 degrees to the service main.

- (4) **Clear zone requirements** – clear zones form part of the safe system philosophy adopted in Victoria which in part provides for a forgiving roadside to ensure that road crashes do not result in fatal or serious injuries. Clear zones are roadside areas adjacent to the roadway which should be kept free (where economically and environmentally practicable) from features that would be potentially hazardous to errant vehicles, such as trees, rigid (or non-frangible) lighting poles, culvert end walls and steep batters. Where the clear zone requirements cannot be achieved, consideration should be

given to the installation of safety barriers. Detailed information on clear zones can be obtained in the 'Austroads Guide to Road Design Part 6: Roadside Design, Safety and Barriers' and the 'VicRoads Supplement to Austroads Guide to Road Design – Part 6'.

- (5) **Utility infrastructure around poles** – underground utility infrastructure and other obstructions around poles are to be kept a minimum distance of 300 mm from the periphery of the pole to allow inspections by utility/ service provider staff and the safe replacement of the pole.
- (6) **Variation from standard space allocation** – the standard utility infrastructure space allocations as detailed in Figures 1 to 3 are intended to apply to 'typical' greenfield areas and may be subject to modification having regard to specific local conditions. In circumstances where modifications are required, utilities and road authorities (in consultation with the land development industry where relevant) should work together to coordinate the development of alternative detailed design plans for the installation of new utility infrastructure (eg. refer Figure 4).

Variation from standard space allocation may also be subject to future urban design and sustainability strategies which will need to be assessed, where applicable, on a site specific basis.

- (7) **Road reserve and Roadside widths** – overall road reserve widths for greenfield areas will be subject to the planning process (eg. growth area and precinct structure planning, 'Clause 56: Residential Subdivisions' of the Victoria Planning Provisions, subdivision planning and permit approval), planning and design manuals/guidelines (eg. 'Engineering Design and Construction Manual for Subdivision in Growth Areas', Local Government Infrastructure Design Association's 'Infrastructure Design Manual' (not applicable to State arterial roads)) and a range of factors such as road hierarchy, expected traffic volumes and vehicle types (eg. emergency services vehicle access, heavy vehicle use on commercial and industrial roads), terrain, road alignment, intersection treatments, road widening proposals, the need to accommodate trunk services.

Based on the demonstration road cross sections in the 'Precinct Structure Planning Guidelines' and the associated Road Note entitled 'Our Roads: Connecting People', this Appendix seeks to provide guidance on the positioning of utility infrastructure within the available roadside space within these demonstration road cross sections.

- (8) **Working in the vicinity of utility infrastructure** – in accordance with clause 67 of this Code, utility infrastructure managers should record information about the location, depth and nature of their utility infrastructure in road reserves, and make this information available to persons proposing to conduct works within the vicinity of such utility infrastructure, preferably via the Dial Before You Dig service. When proposing to conduct work within the vicinity of utility infrastructure, a response from Dial Before You Dig does not represent an approval by the relevant utility infrastructure manager to commence work. Prior to the commencement of any work, all affected utility infrastructure managers should be notified, and approvals obtained where necessary (for further information, refer to clause 31(2) of this Code). Consent of the relevant coordinating road authority is also required (unless an exemption applies) in accordance with the Act (for further information, refer to clause 31(1) of this Code).

Prior to the commencement of works, the location, depth and alignment of any utility infrastructure should be confirmed. In the case of gas and licensed pipeline infrastructure, this shall require physically hand proving the depth and alignment of underground utility infrastructure and determining any conditions for work as required by the pipeline operator.

5. Standard utility infrastructure space allocation – Established, or Brownfield, areas

The installation of new, or replacement of existing, utility infrastructure in established or ‘brownfield’ areas will require coordination with other affected utility infrastructure managers and road authorities, but aided where applicable by the guidance provided in this Appendix 1.

6. Clearances Between, and Depths of, Utility Infrastructure

- (1) ***Clearances between utility infrastructure*** – Table A4 below provides guidance on minimum clearances between underground utility infrastructure as required by current utility regulations and adopted industry and Australian standards and practice. Adequate separation is required to minimise the risk of accidental damage, and ensure its safe and efficient operation, when utilities are installing, upgrading or maintaining their infrastructure.

Note

Where it is proposed that utility services cross, the installation design should be agreed between the relevant utility infrastructure managers.

- (2) ***Clearances between service connections*** – in general, the clearance between service connections is 300 mm, with the exception of gas and electricity where a clearance of 500 mm applies. Specific requirements may need to be sought from the relevant utility infrastructure manager.
- (3) ***Depth of underground utility infrastructure within road reserve*** – Table A5 below provides guidance on depth of cover requirements for underground utility infrastructure as required by current utility regulations and adopted industry and Australian standards.
- (4) ***Depth of underground utility infrastructure beneath roadway*** – where practicable, new utility infrastructure to be installed beneath the roadway should have regard to the road type (eg. freeway, arterial road, municipal road) and be located:
- (a) more than 300 mm below the bottom of the road pavement; and
 - (b) (where it is laid under tram or train tracks) more than 1.2 metres below the top of the rails.

TABLE A4: CLEARANCES BETWEEN UTILITY INFRASTRUCTURE

The clearances between utility infrastructure as shown in the tables below represent those clearances that have evolved over time by the individual utility infrastructure managers (while also having regard to relevant utility regulations and adopted industry and Australian standards) and have been adopted as a useful guide to be applied by the relevant utility. The clearances as shown, therefore, are recorded for guidance only for use in planning for the provision and location of utility infrastructure in 'greenfield' developments. Where there is a conflict between individual utility infrastructure clearance requirements, the relevant utilities (in consultation with the road authority) should work together to resolve any conflicts at the detailed design stage.

Victorian Electricity Distribution Networks (VEDN)

Electricity Distribution underground cables	Telecommunications		Gas						Water				
			Gas Transmission		Gas Asset < 50 mm		Gas Asset > 50 mm		Water Main < 300 mm		Water Main > 300 mm		
	Horizontal Clearance	Vertical Clearance											
HV	300 mm	300 mm	1000 mm	1000 mm	300 mm	150 mm	500 mm	150 mm	500 mm	300 mm	300 mm	500 mm	300 mm
LV	100 mm	100 mm	1000 mm	1000 mm	300 mm	150 mm	500 mm	150 mm	500 mm	300 mm	300 mm	500 mm	300 mm

Notes:

- (i) HV underground cables are generally to be placed to the road side of LV cables within the electricity zone and with clearances as specified in the VEDN table above unless otherwise agreed with the electricity infrastructure manager.
- (ii) Underground utility infrastructure and other obstructions around poles are to be kept a minimum distance of 300 mm from the periphery of the pole to allow inspections by utility / service provider staff and the safe replacement of the pole.

Telecommunications (including NBN)

Telecommunications Conduits	Other Telcos	Gas		Water			Sewer		Electricity	
		Over 110 mm	110 mm or Less	High Pressure / Capacity	Local Reticulation	Main	Connection Pipe	High Voltage	Low Voltage	
	Radial Clearance	Radial Clearance	Radial Clearance	Radial Clearance	Radial Clearance	Radial Clearance	Radial Clearance	Radial Clearance	Radial Clearance	Radial Clearance
	100 mm	300 mm	150 mm	300 mm	150 mm	300 mm	150 mm	300 mm	300 mm	100 mm

Water

Water Mains	Telecommunications Conduits & Cables		Gas		Water				Sewer		Electricity		Stormwater	
	Horiz. Clearance	Vert. Clearance	Gas Mains		Water Mains ≤DN 375		Water Mains >DN 375		Sewers – Gravity		Conduits & Cables		Stormwater Drains	
≤DN 200	300 mm	150 mm	Horiz. Clearance 300 mm	Vert. Clearance 150 mm	Horiz. Clearance 300 mm	Vert. Clearance 150 mm	Horiz. Clearance 600 mm	Vert. Clearance 600 mm	Refer Note 1	Vert. Clearance Refer Note 1	Horiz. Clearance 500 mm	Vert. Clearance 225 mm	Horiz. Clearance 300 mm	Vert. Clearance 150 mm
>DN 200	600 mm	150 mm	Horiz. Clearance 600 mm	Vert. Clearance 150 mm	Horiz. Clearance 600 mm	Vert. Clearance 500 mm	Horiz. Clearance 600 mm	Vert. Clearance 500 mm	Refer Note 1	Vert. Clearance Refer Note 1	Horiz. Clearance 1000 mm	Vert. Clearance 225 mm	Horiz. Clearance 600 mm	Vert. Clearance 150 mm

Note 1: Refer to the Melbourne Retail Water Agencies (MRWA) Water Supply Standard Drawing: MRWA-W-2002.

Water Mains and Storm Water: Trunk Infrastructure (Melbourne Water)

Clearance around Trunk Infrastructure	Water Mains	Storm Water
Vertical clearance <u>above</u> trunk infrastructure	500 mm	600 mm
Vertical clearance <u>below</u> trunk infrastructure	500 mm	1000 mm
Vertical clearance <u>below</u> trunk infrastructure using boring methods	500 mm	2000 mm
Horizontal clearance	2000 mm	2000 mm
Clearance around manholes	1000 mm	2000 mm

Sewer

Sewer Mains	Telecommunications Conduits & Cables		Gas		Sewer		Water		Electricity		Stormwater		
	Horiz. Clearance	Vert. Clearance	Horiz. Clearance	Vert. Clearance	Sewers ≤DN 300	Sewers >DN 300	Horiz. Clearance	Vert. Clearance	Conduits & Cables	Horiz. Clearance	Vert. Clearance	Stormwater Drains	
≤DN 300	300 mm	150 mm	300 mm	150 mm	300 mm	600 mm	300 mm	1000/600 mm	500 mm	500 mm	225 mm	300 mm	150 mm
>DN 300	600 mm	300 mm	600 mm	300 mm	600 mm	600 mm	300 mm	1000/600 mm	1000 mm	1000 mm	300 mm	600 mm	300 mm

Stormwater Drainage – Local Council

Storm-water Drains	Telecommunications Conduits & Cables		Gas		Sewer				Water				Electricity			
	Horiz. Clearance	Vert. Clearance	Horiz. Clearance	Vert. Clearance	Sewers ≤DN 200	Sewers >DN 200	Horiz. Clearance	Vert. Clearance	Water ≤DN 200	Water >DN 200	Horiz. Clearance	Vert. Clearance	Conduits & Cables	Horiz. Clearance	Vert. Clearance	
Difference in inverts ¹ <1 m	300 mm	150 mm	300 mm	150 mm	300 mm	600 mm	300 mm	600 mm	300 mm	150 mm	300 mm	150 mm	300 mm	300 mm	300 mm	150 mm
Difference in inverts ¹ >1 m	600 mm	150 mm	600 mm	150 mm	600 mm	600 mm	600 mm	600 mm	600 mm	300 mm	600 mm	150 mm	600 mm	600 mm	600 mm	150 mm

Note 1: 'Difference in inverts' = difference in the invert level of the stormwater drain and the invert level of the utility infrastructure.

Gas and other Licensed Pipeline Clearances

Minimum Clearance Requirements ¹	Gas Mains	Gas Services	Gas Transmission/ other Licensed Pipelines ²
Installations ≤ 1500 mm wide or OD crossing	150 mm	150 mm	Assessed Individually
Installations > 1500 mm wide or OD crossing	300 mm	150 mm	Assessed Individually
Separation distance to any structure (pit, pole, footing etc) up to 3 m deep (additional separation required for deeper structures)	300 mm	150 mm	Assessed Individually
Installations (except electrical cables) laid parallel	300 mm	300 mm	Assessed Individually
Electrical underground cables laid parallel	1000 mm	500 mm	Assessed Individually
Separation for LV earthing stakes	500 mm	500 mm	Assessed Individually
Separation for HV (<66 kV) earthing electrodes, mats etc from steel/metallic gas pipes	2000 mm	2000 mm	Assessed Individually
Separation for HV (≥66kV) earthing electrodes, mats etc from steel/metallic gas pipes	Assessed Individually	Assessed Individually	Assessed Individually
Vertical cover from top of gas pipe to underside of road pavement boxing	300 mm	300 mm	Assessed Individually
Vertical cover from top of gas pipe to underside of concrete driveway or footpath	300 mm	150 mm	Assessed Individually
Pile driving, bored piers or boring works	1000 mm	500 mm	Assessed Individually

Notes

1. The relevant gas infrastructure manager or pipeline licensee should be consulted on clearance requirements and conditions of work where it is proposed to locate other utility infrastructure within the minimum clearance distances to existing gas infrastructure.
2. Any proposed works in the vicinity of a Gas Transmission or Licensed Pipeline **must** be referred to the pipeline owner for specific guidance and approval. In some cases, Minister for Energy and Resources approval may also be required.

TABLE A5: DEPTH OF COVER REQUIREMENTS FOR UNDERGROUND UTILITY INFRASTRUCTURE

Minimum Depth of Cover ¹	Electricity		Telecommunications		Stormwater	
	Conduits & Cables		Conduits & Cables		Stormwater Drains	
	LV	HV	Roadway crossings	At Pit entry/exit		
From finished surface (FSL)	600 mm	600 mm	600 mm	450 mm	The class of stormwater pipe is to be determined using the appropriate Australian Standards having regard to the proposed depth of cover.	
Minimum Depth of Cover ¹	Gas		Other Fuel / Licensed Product	Water	Sewer	
	Service	Mains	Licensed Product	Water Mains ²	Sewer Mains	
	450 mm	750 mm	1200 mm	600 mm	900 mm	

Notes

1. Minimum Depth of Cover:
 - (i) Unless otherwise approved by the relevant utility infrastructure manager.
 - (ii) The minimum depth of cover requirements as indicated in Table A5 above are subject to the type / class of pipe / conduit to be installed and relevant applicable utility regulations and industry / Australian standards.
2. Minimum depth of cover for reticulation water mains under the roadway is 600 mm. Depth of cover under the roadside, pathways and driveways is 450 mm, with a minimum of 600 mm in the vicinity of street trees.

FIGURE 1 - PREFERRED TREATMENT FOR RESIDENTIAL STREETS

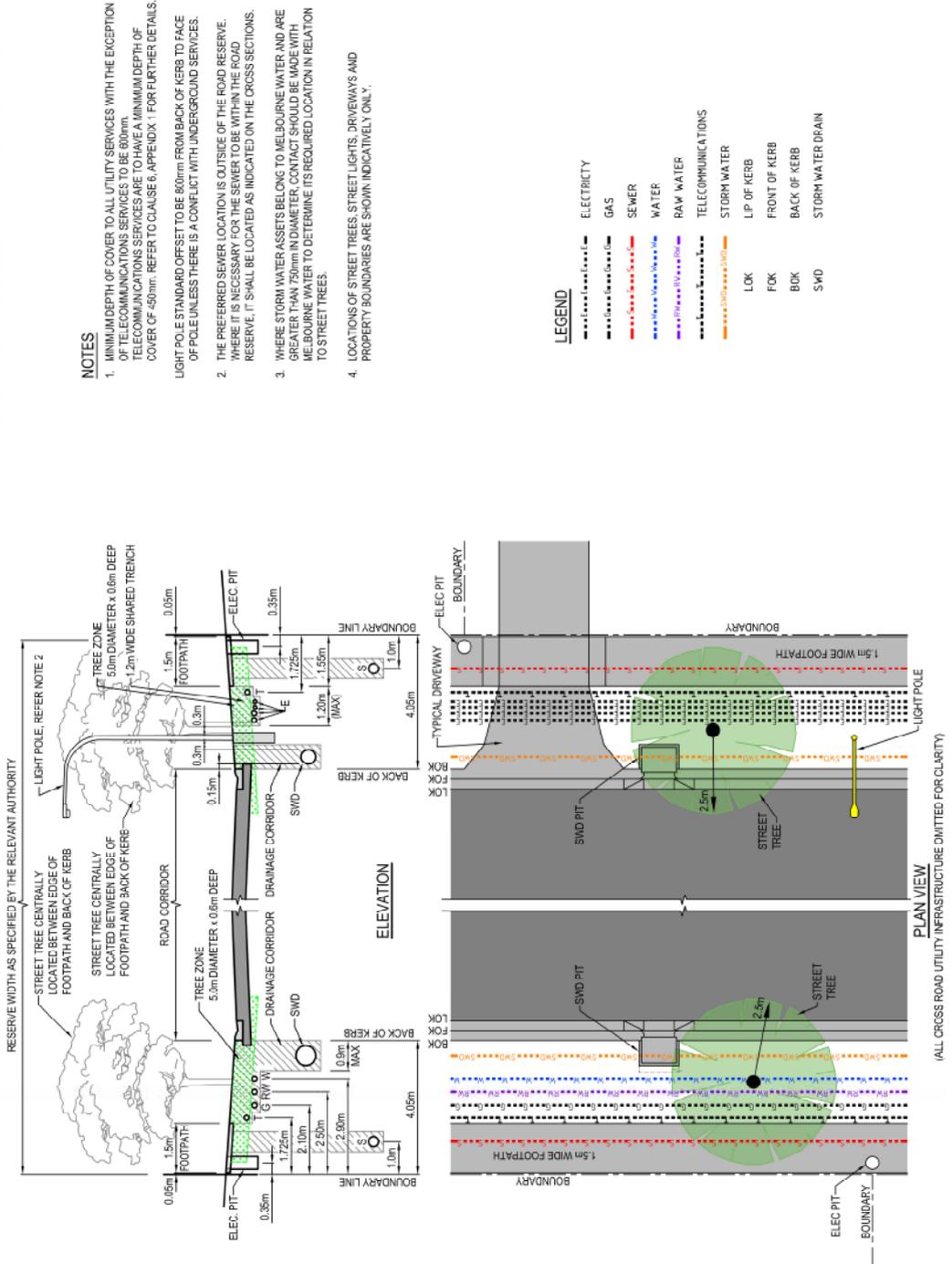


FIGURE 3 - RURAL ROAD WITHOUT FOOTPATHS AND KERB & CHANNEL

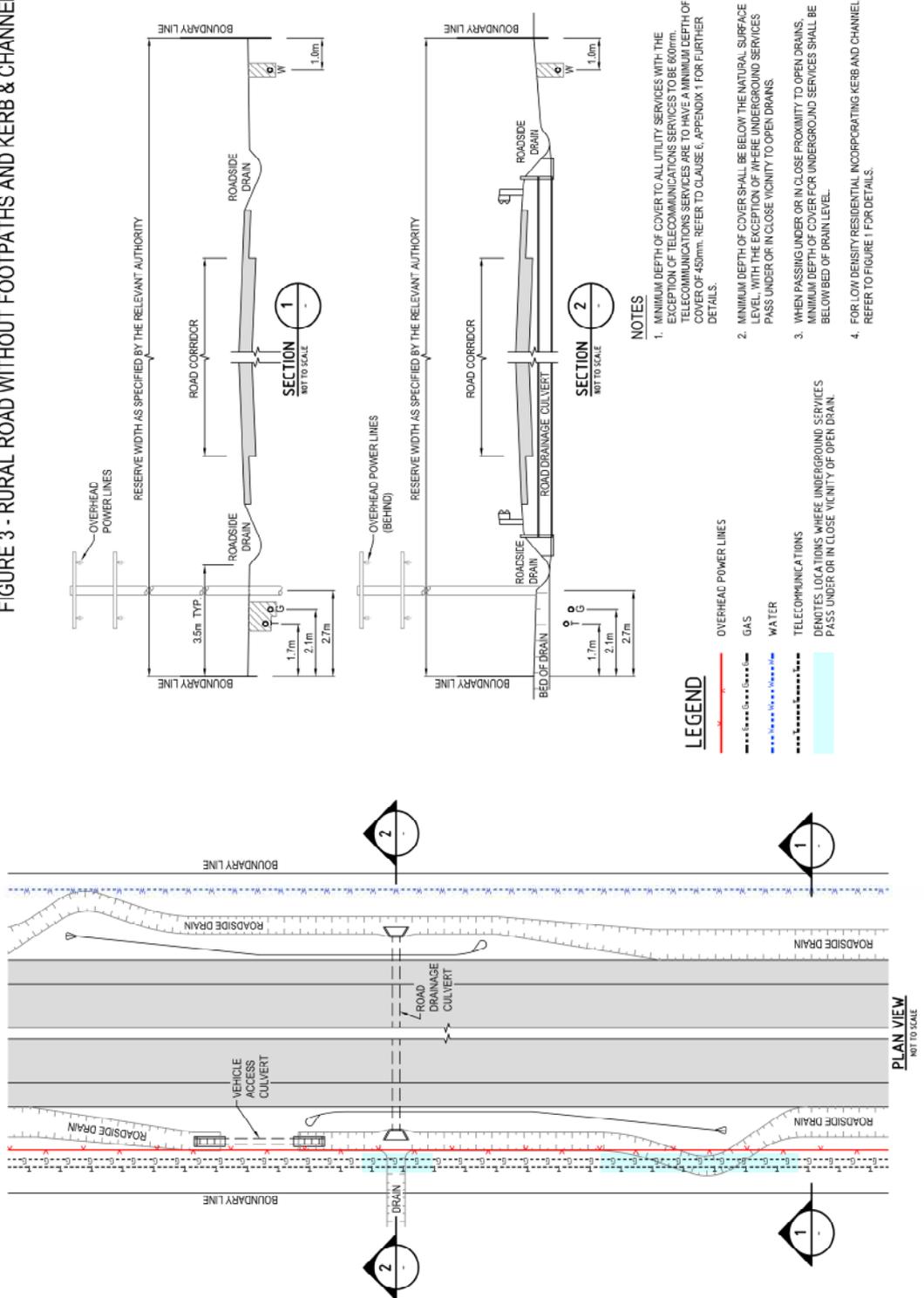
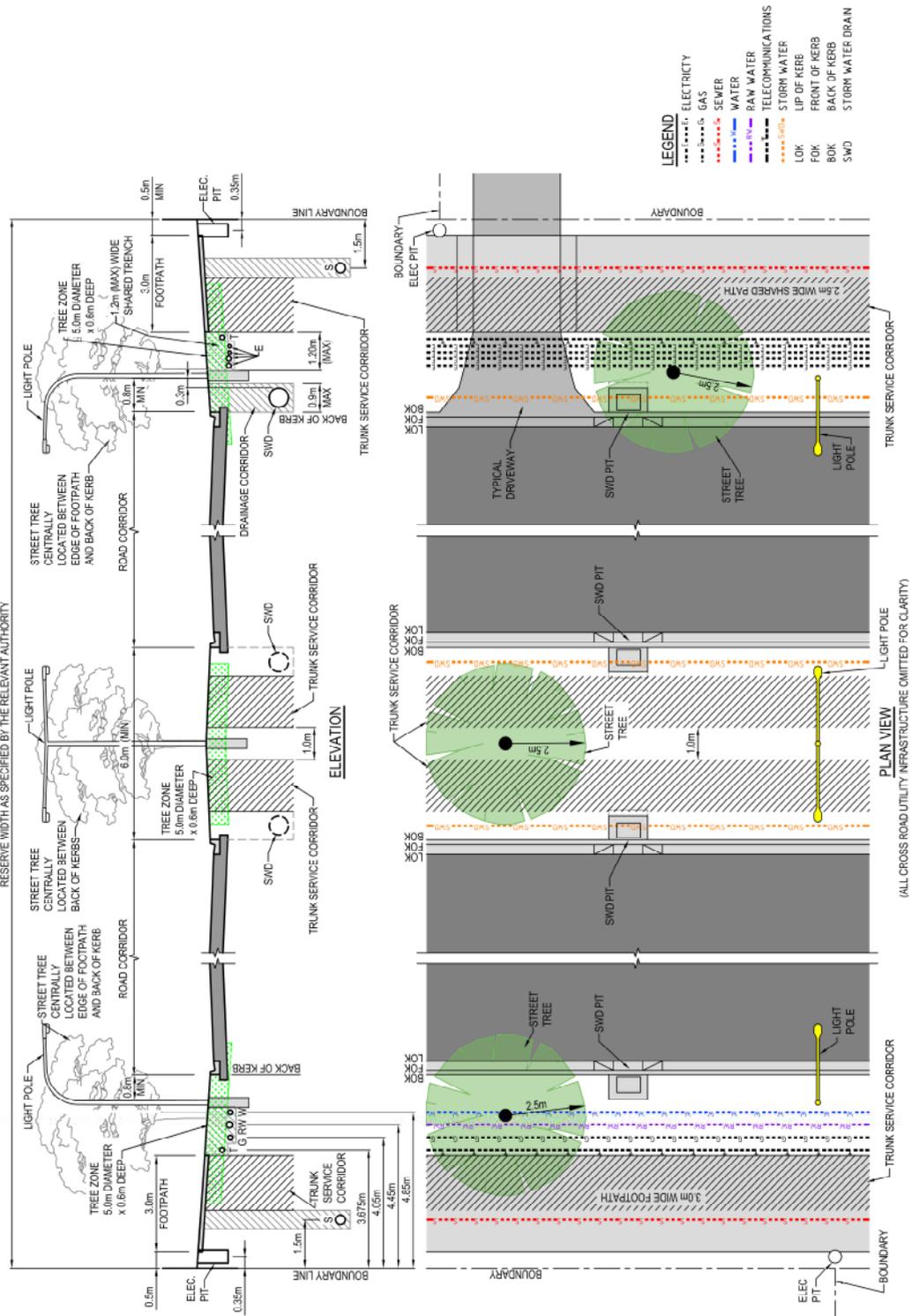


FIGURE 4 - ALTERNATIVE LOCATION OPTIONS FOR UTILITY SERVICES



APPENDIX 2: TYPICAL CONTENTS OF AN AGREEMENT BETWEEN A ROAD AUTHORITY AND A UTILITY OR PROVIDER OF PUBLIC TRANSPORT**Making of Agreement:**

- Agreement is made under clause 18, Schedule 7 of the Act
- Date of commencement of agreement
- Agreement may be varied by mutual consent of both parties

Parties to the Agreement:

- This agreement is between Road Authority [Name] and Infrastructure/Works Manager [Name]
- Responsibilities and rights of the parties

Scope of the Agreement:

- Applies to the proposed works nominated
- Agreement must be consistent with the Act, relevant regulations and the Code of Practice.
- Nothing in the Agreement should affect obligations or the rights of either party under their respective Acts and regulations.
- Duration of the Agreement
- Agreement does not override obligations under other Acts, Codes or applicable Commonwealth, State and local laws

Process for Conduct of Works:

- For each type of works covered by the agreement, need to specify:
 - Agreed management systems and plans that are capable of being audited to manage the risk of works (traffic management, consultation, accredited management systems, trained staff and contractors, etc)
 - Term of agreement covering coordinating road authority consent, or giving an exemption or variation
- Dealing with variations to proposed works

Monitoring and Review:

- Regular meetings between Road Authority and Infrastructure/Works Manager to review how things are working
- Dealing with breaches of agreement terms

Termination:

- Termination provisions if either party not satisfied
- Process for termination of agreement

Signing of Agreement:

- Signing by authorised officers of the respective parties
- Date of agreement

APPENDIX 3: PRO-FORMAS FOR CONSENT/NOTIFICATION

A. Standard Application for Consent Form – Works Within Road Reserves

This standard consent application form should be used for all works where an application for consent is required in accordance with clause 35 of this Code.

Works Within Road Reserves				Version:13-Nov-2009
This notification or application is provided in accordance with - 1. Road Management Act 2004, Schedule 7 2. Road Management (Works and Infrastructure) Regulations 2005 VicRoads advises that by submitting this application you are authorising that a credit check may be undertaken and that the issue of credit may be refused if payment terms (payment must be made within 30 days from date of invoice) are not adhered to.				
Use this form for: (i) Notification of proposed works, (ii) Application for consent, or (iii) Notification of completed works. >>> Begin by selecting the relevant Type of application from the pull-down list below.				
GENERAL INFORMATION				
*Type:		*Date:		CRA Ref:
To:	VicRoads	*Region:		Your Ref:
VicRoads Customer Number:				
APPLICANT DETAILS				
*ABN:		Branch number (if applicable):		
You MUST select your ROLE				
*From:		*Role:		
*Address:				
*City/Suburb/Town:		*State:		*Postcode:
*Contact Person:		*Telephone - Bus. Hours:		
*eMail:		*Mobile or AH Telephone:		*Fax:
DETAILS of WORK				
*Work type:		*Work hours: From		*to
*City/Town:		*Start date:		
*Address:		*Completion date:		
Map:		Edition No:		Map No:
*Nearest intersection:			Grid reference:	
*Distance to intersection:			*Direction to intersection:	
Other road(s) / asset(s) affected:				
*Location of utility assets (Note 1):				
*Description of works (Note 2):				
Works Manager (the person or body who was/will be responsible for conducting these works):				
*Contractor:		Company name:		
Address:				
*City/Suburb/Town:		*State:		Postcode:
Contact Person:		Telephone - Bus. Hours:		
eMail:		Mobile or AH Telephone:		Fax:
TEMPORARY REINSTATEMENT #		*Required:		End date:
Details:				
PERMANENT REINSTATEMENT		*Required:		End date:
Details:				
*Contractor:		Company name:		
Address:				

City/Suburb/Town:		State:		Postcode:	
Contact Person:		Telephone - Bus. Hours:			
eMail:		Mob:		Fax:	

TRAFFIC IMPACT #	
*1. Will a Traffic Management Plan be in operation during the proposed works? <small>refer s99A of the Road Safety Act 1986 and Code of Practice for Worksite Safety - Traffic Management</small>	<input type="checkbox"/>
*2. Will major traffic control devices requiring a "Memorandum of Authorisation" be used? <small>e.g. speed limit signs, traffic signals (including portable traffic signals), etc. refer Road Safety (Traffic Management) Regulations 2009 and Code of Practice for Worksite Safety - Traffic Management</small>	<input type="checkbox"/>
*3. Will the works: (a) require deviation of vehicular traffic into on-coming traffic lane? (b) be conducted in a clearway when in operation? (c) be conducted on, partly on or affect a bridge or other structure?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
*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? (b) more than 24 hours in a 7 day period?	<input type="checkbox"/> <input type="checkbox"/>
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) (c) the length of traffic lane to be closed (2nd lane, if applicable)	<input type="text"/> <input type="text"/> <input type="text"/>
*6. Will the work impact on public transport service, or access to a tram, train or bus stop (Note 3) ? (a) Has the relevant public transport provider been notified ?	<input type="checkbox"/> <input type="checkbox"/>

CONSULTATION #	
*Adjoining property owner(s)/occupier(s)/affected members of the community?	<input type="checkbox"/>
Date:	<input type="text"/>
Is access affected?	<input type="checkbox"/>
Mitigation Plan:	<input type="text"/>

ASSETS OF OTHER PARTIES/AUTHORITIES AFFECTED (Note 4) #	
Owner:	<input type="text"/>
Asset(s):	<input type="text"/>
Effect:	<input type="text"/>
Minimisation Plan:	<input type="text"/>
Owner:	<input type="text"/>
Asset(s):	<input type="text"/>
Effect:	<input type="text"/>
Minimisation Plan:	<input type="text"/>
Owner:	<input type="text"/>
Asset(s):	<input type="text"/>
Effect:	<input type="text"/>
Minimisation Plan:	<input type="text"/>

* mandatory

Note 1. Including 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 non-road infrastructure

Note 2. include, scope of works, eg: size of trench

Note 3. if yes, provide details in "Asset of other Parties/Authorities affected"

Note 4. Includes other utility infrastructure, street trees, remnant native vegetation and landscaped areas

not required for Notification of Completed Works

B. Standard Pre-Notification Form – Proposed Installation of Non-Road Infrastructure or Related Works

The 'Works Within Road Reserves' form can also be used where pre-notification of the proposed installation of non-road infrastructure or related works is required in accordance with clause 38 of this Code.

C. Notification of Completed Works

The 'Works Within Road Reserves' form can also be used to give notification of completion of works to the relevant coordinating road authority in accordance with clause 39 of this Code. This form can be used to give notification in the following circumstances:

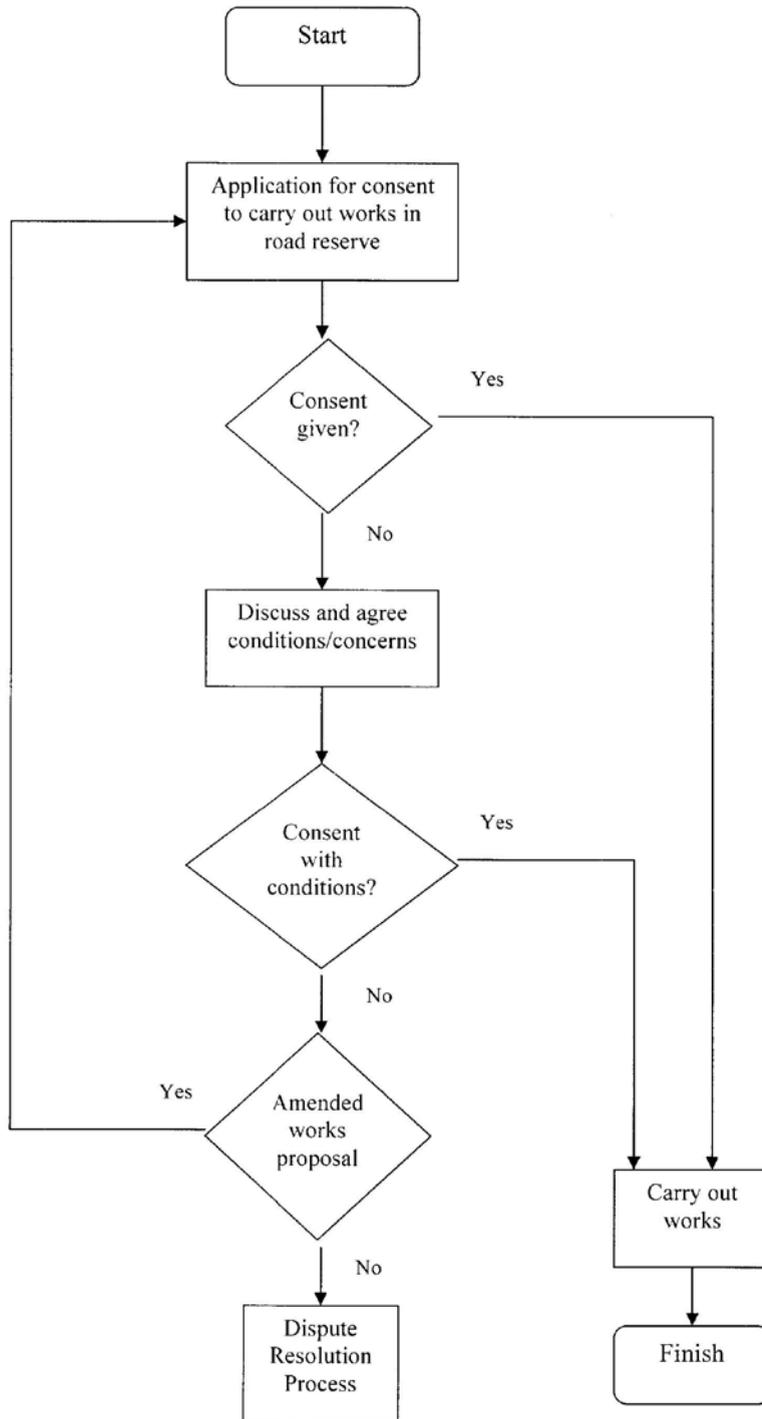
- (i) completion of emergency works; or
- (ii) completion of works where consent has previously been given; or
- (iii) completion of works that were exempt from consent.

APPENDIX 4: EXAMPLES OF CONDITIONS ON CONSENT

Conditions of consent that road authorities may include can relate to:

- (a) the location of any proposed infrastructure;
 - (b) the use of any road infrastructure;
 - (c) the timing and commencement of any works;
 - (d) reasonable conditions for open trenching of road infrastructure;
 - (e) reinstatement of infrastructure including the timing and quality of reinstatement works (refer clause 56 of this Code);
 - (f) arrangements for reasonable advance notice of the works to the public and other authorities;
 - (g) requirements for reasonable access to abutting properties to be maintained during the works or alternative arrangements for access; and
 - (h) take all reasonably practicable steps to reduce or eliminate disruption to traffic and public transport services.
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APPENDIX 5: PROCESS FOR CONSENT APPLICATIONS



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