

GUIDE TO WORK WITHIN ROAD RESERVE – MELTON CITY COUNCIL

STEP 1: DO I REQUIRE CONSENT?

Yes - Move to Step 2
No - Complete Form for Notification of Works (No Fee)

1. Private Contractor/Company/Builder/resident
- Requires consent always
 2. Telecommunications Carrier or an Agent thereof
- Requires consent if works are Traffic Impact or works other than Low Impact Works* (See pg 2).
 3. A Utility, Public Transport Provider, Responsible Road Authority, or an Agent thereof
- Requires consent if works are Traffic Impact or works other than Minor Works.
 4. CFA and MFB
- Require consent always except below exemptions.
- NOTE:** If works do **not** require consent we still need to be notified 7 days prior of any works.

STEP 2: DETERMINE COST OF CONSENT HOW TO DETERMINE IF THE WORKS IS MINOR

CONSENT ISSUED UNDER THE ROAD MANAGEMENT ACT 2004 2024-2025 fee unit = \$16.33	Works, other than minor works (area over 8.5 m ²)		Minor works (area under 8.5 m ²)	
	Conducted on roadway, shoulder or pathway: (Asphalt/gravel road, kerb & channel, concrete vehicle crossing and footpaths)	Conducted on, nature strip or reserve: (Soil/Seeded Area)	Conducted on roadway, shoulder or pathway: (Asphalt/gravel road, kerb & channel, concrete vehicle crossing and footpaths)	Conducted on, nature strip or reserve: (Soil/Seeded Area)
Municipal Road Speed Limit above 50km/h	43.1 fee units (\$703.80)	23.5 fee units (\$383.75)	9.3 fee units (\$151.85)	6 fee units (\$98.00)
Municipal Road Speed Limit 50km/h or less	23.5 fee units (\$383.75)	6 fee units (\$98.00)	9.3 fee units (\$151.85)	6 fee units (\$98.00)

- Minor Works**
Includes;
1. The construction or variation of a residential vehicle crossing. A crossover variation approval must be obtained from Council before applying for consent. Crossover Variation Application Form can be located on our website.
 2. Connection of a consumer to a service provider by a utility, other than 'Service Extension Works*'.
 3. The repair or maintenance of street lighting and bus stop infrastructure.
 4. The installation, repair or maintenance of aerial cables or other overhead non-road infrastructure.
 5. The repair or maintenance of poles.
 6. The replacement or relocation of a single pole in urban areas or 3 consecutive poles in non-urban areas.
 7. The pruning or removal of a tree or vegetation.
 8. The installation, repair or maintenance of traffic control device items.
 9. Excavation of less than 8.5m² of a roadway, pathway or shoulder.
 10. Works that are conducted for the purpose of an asset survey.

ARE YOU EXEMPT FROM CONSENT?

Yes - Complete Form for Notification of Works (No Fee)
No - Move to Step 2

1. Emergency Works*
2. Works consisting of the inspection or maintenance of water valves under the management of the Metropolitan Fire and Emergency Services Board or the Country Fire Authority (CFA), providing the works are not 'traffic impact works'.
3. Mowing of any part of the roadside, providing the works are not 'traffic impact works'.

STEP 4: ARE THE WORKS DEFINED AS 'TRAFFIC IMPACT' WORKS?

If YES, fill out a Traffic Management Plan (TMP) Application Form from council website to get consent for the TMP before commencing works.

- Generally means works:**
1. Conducted on a clearway when that clearway is in operation.
 2. Conducted on or partly on a bridge or other structure.
 3. That requires the closure to vehicular traffic of a part of a roadway for a continuous period of more than 12 hours or for more than 24 hours in 7 days.
 4. That cause significant delay to or require the replacement, cancellation or deviation (to a different road) of a bus operated by a provider of public transport.
 5. That has a significant impact on access to a bus stop.
 6. That has duration of 15 minutes or longer and cause delay to a bus route for more than 2 minutes during peak hours on weekdays. (6-9am and 3-7pm)
 7. That has duration of 2 hours or longer and cause delay to a bus route for more than 5 minutes during 9am to 3pm on weekdays.
 8. Declared as Traffic Impact Works by the relevant Minister as described in regulation 9.
 9. On a road reserve in the vicinity of a level crossing

STEP 3: FILL OUT APPLICATION FOR WORKING WITHIN ROAD RESERVE FORM

If any works are carried out within the road reserve then an application form is to be completed and submitted to council. There are two options on the form; one is notification of proposed works, which does not require consent and no fee is applicable. The second option is to apply for consent which does involve a fee. Once the fee is determine and the application is submitted council will reply with a letter of consent.

STEP 5: CONDUCT WORKS

All works are to be conducted in accordance with all conditions provided on the letter of consent.

STEP 6: WORKS COMPLETED

Once works are completed please email InternetEnquiries@melton.vic.gov.au to notify council.

GUIDE TO WORK WITHIN ROAD RESERVE – MELTON CITY COUNCIL - DEFINITIONS

DEFINITION OF 'SERVICE EXTENSION WORKS'*

Means works consisting of the connection of consumers to a service provided by a utility over:

- in an 'urban area' by means of more than 100m of underground works, or for overhead works, by the installation of more than one additional pole.
- in a non-'urban area' by means of more than 300m of underground works, or for overhead works, by the installation of more than 3 additional poles.

Urban Area

Defined in the definitions section of the RM Act 2004 as: an area in which the usual permanent speed limit is 60km/hr or less, or there are buildings on land next to the road or street lighting at intervals not exceeding 100m; for a distance of at least 500m (or the full length of the road if that is less than 500m).

TELECOMMUNICATIONS: LOW IMPACT WORKS*

If works are Low Impact Works consent is not required.

Low Impact facilities are described in the Telecommunications (Low-impact Facilities) Determination 1997, but generally can be described to include:

1. Radio antennas, satellite dishes or arrays.
2. Microcell installations.
3. In-building installations.
4. Tower extensions less than 5m high.
5. Pits, manholes, pillars, cabinets, payphones.
6. Co-located radio facilities, emergency facilities installed on or within an existing facility or "public utility structure".
7. Conduit or cable in a trench not more than 450mm wide or 650mm wide if for use by more than one carrier.
8. Conduit or cable installed by direct burial or bore at least 600mm below surface (but not if attached to a road bridge or road structure) conduit or cable laid in an existing trench.
9. Cable markers or posts.

The following items are **not** considered Low Impact facilities:

1. Aerial cabling exceeding 30mm in diameter
2. Towers not attached to buildings (freestanding towers)
3. Towers attached to buildings, but more than 5m high
4. Extensions of more than 5m to existing towers
5. More than one tower extension
6. Facilities on or in bridges or other road authority structures.

EMERGENCY WORKS*

Works conducted in an emergency do not require consent, but the relevant infrastructure manager must notify the coordinating road authority about the emergency works as soon as is reasonably practical after making the site safe. Note that urgency by itself does not constitute an emergency. There must be an actual or imminent threat to safety or the disruption of an essential service or an incident which threatens to destroy or damage infrastructure, property or the environment.

Further to this, emergency works often involve a temporary reinstatement, followed on later by a programmed permanent reinstatement. In these cases the follow on permanent reinstatement works are *not* considered emergency works and *are* subject to Consent for Works. (Ref HANSARD, VOGELS, 13 Oct 2009, Page 4893).