Guideline on Works Within the Road Reserve

City of KINGSTON

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2. Purpose

To provide the requirements and standards required for works involving plant and other machinery to carry out works in, on, under or over road reserves in the City of Kingston including excavation and reinstatement. Such works are typically associated with the installation, inspection, maintenance or replacement of utility services and Council assets.

To supplement the *Code of Practice for Management of Infrastructure in Road Reserves* within the City of Kingston.

3. Scope

This Guideline applies to all works in municipal road reserves except for where works are contracted by or on behalf of Council or for any major project under the *Major Transport Projects Facilitation Act 2009* (Vic).

For works in, on, under or over Arterial Roads, or Freeways refer to the Transport Victoria website for information on working within the road reserve.

4. Guideline

4.1. Works within the road reserve

Before undertaking any works in, on, under or over a municipal road in the City of Kingston you must obtain consent from the Council, (as the coordinating road authority), unless you are exempt.

Consent is obtained by applying to Council under the *Road Management Act 2004* (Vic) by one of the following issued permits:

- Vehicle Crossing Permit
- Road Opening Permit
- Stormwater Connection Permit

A telecommunications carrier must provide Council with a Land Access and Activity Notice (LAAN) under the *Telecommunications Act (Cth) 1997*, Schedule 3, prior to the proposed works.

4.2. Trenchless excavation

It is preferable for services to be installed under roadways and paved areas by trenchless excavation. All methods of trenchless excavation must be explored to avoid open cut excavation to Council's roadway. If trenchless excavation is considered not practicable, Council requires notification in writing outlining the reasons why it is unsuitable. Open cut can only proceed once approval in writing has been received from Council.

Unless otherwise approved, the annulus between a bore and the pipe or carrier-conduit shall be filled by pressure grouting.

4.3. Open trench excavation

Where the open trench method is accepted, the line of the trench shall be straight and form the shortest link between terminals wherever practical. The width of trench shall not be greater than that necessary to carry out the work. The length of trench open at any time shall be kept to a minimum.

All trenches located within a paved area shall be saw cut vertically to define the limit of excavation and provide a flush joint for reinstatement upon completion of the works. Care shall be taken to ensure that the remaining paved area is not damaged during excavation.

If the excavated material is required for backfilling, it shall be safely and neatly stacked where it will not block or wash into drainage lines. Unsuitable or excess material shall be disposed of immediately.

Excavations of 1.5 metres or greater in depth must give notice to the Victorian WorkCover Authority in accordance with the *Occupational Health and Safety Regulations 2017* (Vic).

Any drains or services disturbed as a result of the work shall be reported immediately to Council and/or the responsible authority and shall be reinstated to the satisfaction of the responsible authority.

4.4. Works outside roadways

Underground services outside roadways shall be parallel or at right angles to the roadway.

The cover shall be not less than:

- 450 mm from the top of the pipe or carrier-conduit to the surface; or
- the minimum cover required by the relevant utility,

whichever is greater.

Aerial services shall have a minimum height clearance as per *VESI Fieldworker Handbook, Section 5 – Servicing & Metering*, see Figure 1 below.

TABLE 1.

	SERVICE CABLE LOCATION	Minimum Distance
A	**Above a public roadway**	
	Over a 2m wide strip in the centre of each carriageway of a road	5.5m
B	**Over any other part, eg. kerb line of:**	
	A freeway, highway, primary road, main road or OD route	5.5m
	A secondary or collector road[1] or forest or tourists road[2]	4.9m
	Any other road, eg Local traffic streets	4.6m
C	**New Service**	
	Over a driveway or ground traversable by vehicles	4.6m
	Existing Service	
	Over a driveway or ground traversable by vehicles	3.9m
D	**All Services**	
	Elsewhere, i.e. garden beds, lawns and footpaths Point of Supply	3.0m

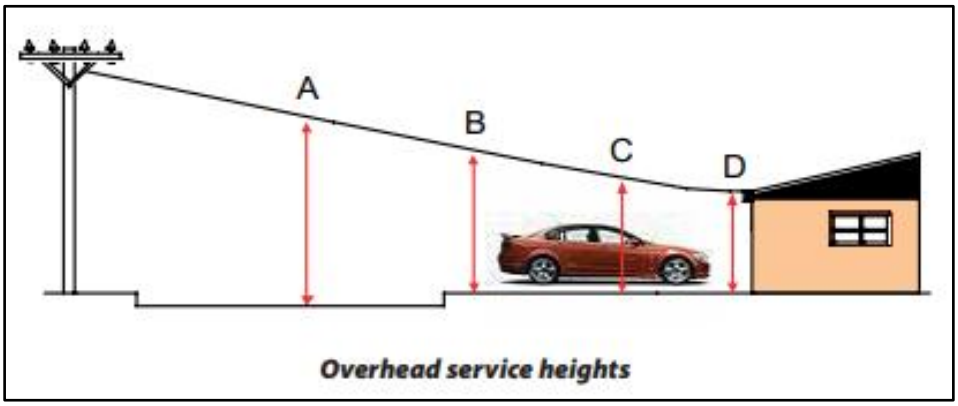

Figure 1: VESI Fieldworker Handbook, Section 5 – Servicing & Metering

4.5. Works crossing roadways

Unless otherwise approved, works crossing roadways shall be made square or near square to the road centre.

Unless otherwise approved, where pipelines or carrier-conduits greater than 75 mm diameter are placed under roadways or open drains, the cover shall be not less than:

- 900 mm from the top of the pipe or carrier-conduit to the pavement surface;
- 600 mm from the top of the pipe or carrier-conduit to the invert level of the open drain; or
- the minimum cover required by the relevant utility,

whichever is greater.

4.6. Safety of the public

The Works Manager shall provide, erect and maintain all necessary signage, barricades, suitable and sufficient lights, danger signals and signs, and take all necessary precautions for the protection of the works and the safety of other contractors, organisations and the public.

All barricades and obstructions in the roadway shall be illuminated from sunset until sunrise.

4.7. Traffic management

Pursuant to the *Road Safety Act 1986* (Vic) a Traffic Management Plan (**TMP**) is required for works being conducted in, on, under or over a road.

TMPs must be completed in accordance with the *Road Safety Act*. Council requires the TMPs to be prepared by an authorised traffic management company and that traffic management under the TMP be administered by qualified traffic controllers.

For traffic impact works where Council is the coordinating road authority, the TMP must be submitted online for assessment and approval by the Traffic and Transport Team. A full road closure requires the approval of either the Team Leader Traffic and Transport, Team Leader Roads and Drains or Manager Infrastructure.

Traffic impact works on arterial roads must obtain consent from the Head, Transport for Victoria (HTfV) as the coordinating road authority.

4.8. The site

4.8.1. Access to the site

The Works Manager shall give prior notification and make suitable arrangements with appropriate authorities and private landowners before commencing works on their property or storing material and equipment on their property or nature strips in front of their properties.

Materials may not be stored on a road unless approved by Council under the relevant consent given.

Storage of materials, goods and equipment on the nature strips, parklands or structural root zones of trees is not permitted unless ground protection, such as rumble boards, or equivalent is provided.

All materials shall be placed to avoid obstruction to footpaths, channels or roadways. The materials shall be barricaded, signed and lit. Safe passage for pedestrians must always be provided.

4.8.2. Disruption to surrounding properties

For planned energy and water supply outages the Works Manager shall give the minimum notice, as prescribed by the Energy and Water Ombudsman, in writing to affected properties.

For other disruption or restriction to property access, the Works Manager shall give 48 hours notice in writing to affected properties. The notice shall include a summary of the proposed works, the contractor's name, dates and times that disruptions or restrictions will apply, a 24 hour contact name and telephone number. Where possible, vehicular access to private property shall not be prevented when the Works Manager is not present on site (i.e. overnight access to be maintained).

The Works Manager shall confine its operations to minimise the impact on the area and shall cooperate with property owners to minimise inconvenience.

4.8.3. Condition of existing Council and private infrastructure

The Works Manager shall conduct an inspection before commencing works, to identify and record any damaged public or private infrastructure within the limits of the proposed works. If there is pre-existing damage to Council's public or private infrastructure, the Works Manager shall take photos and record details of the damage. If there is no record, it is presumed there is no existing damage to Council or private infrastructure prior to the work commencing.

4.8.4. Control of noise and pollution

The operation of all plant and equipment must be such that it does not cause undue noise, and that it minimises atmospheric pollution. Programmed works must be conducted within the working hours as advised by the Environmental Protection Authority (EPA).

4.8.5. Protection of trees and other vegetation

The Works Manager will protect all existing Council trees. Council's Open Space Department may defer decision making for any consent for works in a road reserve to obtain a qualified and pre-approved project arborist to review the trees and consult with the Works Manager.

The Works Manager will obtain written permission from Council's Open Space Department if there is any need to destroy, prune or remove Council trees (including roots) or vegetation.

Care must be taken to avoid machinery from impacting, scraping or damaging the tree trunk, branches and tree roots during all works. Refer to ***Figure 2*** below.

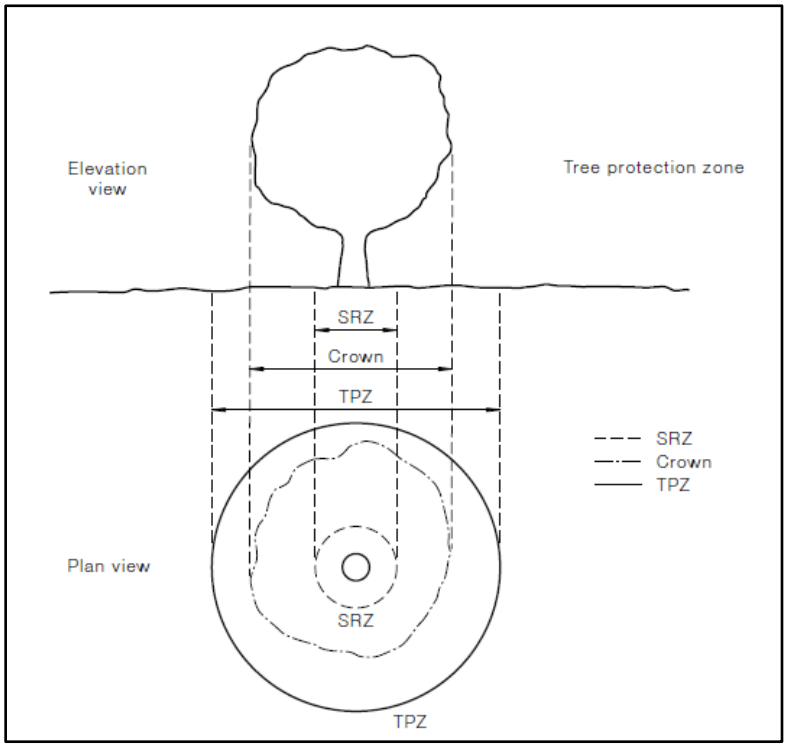

Figure 2 – Diagram showing different tree protection areas

Tree Protection Zone (TPZ) - The TPZ means the area surrounding a tree's trunk which contains the roots that are essential to the trees continued health, vigour and stability. The TPZ is regarded as a careful dig zone. The TPZ can be defined as the area 12 times the diameter of the trunk (measured at 1.4m height). Refer to Figure 2 below.

Structural Root Zone (SRZ) - The SRZ is the area immediately adjacent to the tree required for the tree's stability in the ground. No mechanical excavation, trenching or digging is to occur within the SRZ of any tree without the approval of Council's Open Space Department. Digging may be permitted where the use of root sensitive excavation methodology has been agreed (e.g. hydro excavation or hand digging).

General conditions for excavation work near trees

Once the work zone has been determined, the following must apply:

- No tree roots that measure greater than 40mm in diameter are to be cut or damaged.
- Roots that measure greater than 40mm in diameter that are required to be cut to facilitate works must be approved by the Open Space Department.
- Roots smaller than 40mm in diameter that are required to be removed are to be cleanly cut by the contractor using a sharp pruning saw.
- Where cutting or removal of roots is approved by Council, roots shall be cleanly cut at the edge of the trench and not ripped out using machinery.
- Cutting, tearing, snapping and breaking of the roots is not accepted and is not in accordance with accepted arboricultural practices defined within the Australian Standards *AS4970 (Protection of Trees on Development Sites).*

Trenchless excavation beneath a tree

Trenchless excavation must be carried out to prevent tree damage where works are required beneath the tree, within the TPZ.

- Trenchless excavation is to be at least 500mm below the current ground surface.
- All trenchless excavation is to be carried out with the access trenches or pits being dug outside the TPZ with approval from the Open Space Department.

For further information on the protection of trees and other vegetation contact Council's Open Space Department on 1300 653 356.

4.8.6. Cleanliness of site

The Works Manager shall always keep roads, footpaths and channels in a clean and tidy condition.

4.8.7. Control of spoil

All stockpiles of soil, sand or other loose erodible material shall be placed in locations away from drainage lines and channels and must be adequately protected from erosion.

The Works Manager shall ensure that silt is not washed into Council's drainage system by stormwater runoff or the disposal of water from the site.

The Works Manager shall remove any material resulting from the works that has entered into drainage pits or is blocking pipes immediately.

4.9. Reinstatement

4.9.1. General

The Works Manager shall carry out temporary and permanent reinstatement works in a manner that is safe for workers, road users and the public, including accessibility for pedestrians.

Any disturbed area shall be restored with material of the same type and quality as the existing asset. The surfacing shall match the existing surface in colour and texture to the satisfaction of Council. Bituminous surfacing shall be carried out as soon as possible to avoid loss of surface due to traffic, weather, etc.

The Works Manager is responsible for quality control tests and inspections of civil works. Materials and the application must comply with the specifications in this guideline.

4.9.2. Temporary reinstatement

For paved areas the Works Manager can apply a temporary reinstatement using a bituminous cold mix to a minimum depth of 50mm or road plate fastened in place. The paved area must be prepared safely for the public including accessibility for pedestrians.

For non-paved areas (e.g. nature strips) the Works Manager can apply temporary reinstatement &/or barricade the area. Barricading must be regularly checked and maintained to ensure they remain effective.

Where the temporary reinstatement results in settlement or loss of material from the surface exceeding 20 mm, the Works Manager must do further reinstatement works to ensure the safety of the road reserve to the satisfaction of the Council.

4.9.3. Final reinstatement

The final reinstatement shall be completed within **21 days** of the temporary reinstatement to Council's standard. All final reinstatement must be to the following specifications:

Nature strip / unpaved areas

Openings shall be backfilled, to the underside of the nature strip / unpaved area, with Class 2 20mm Nom. crushed rock, placed and compacted as specified in layers not exceeding 150mm loose thickness, with the final 150mm to be backfilled with compacted topsoil. The thickness of the base course shall be within 10mm of the specified depth. Backfill shall be compacted in 150mm loose layers to refusal using handheld mechanical equipment.

Topsoil type	medium texture general purpose garden soil or lawn mix soil.
Topsoil depth	match existing or 75 mm, whichever is greater.
Seed type	match existing grass type or perennial rye and apply as per manufacturers specifications.

Concrete footpath

Openings shall be backfilled, to the underside of the paved area bedding or base course with Class 2 20mm Nom. crushed rock, placed and compacted as specified in layers not exceeding 150mm loose thickness. The thickness of the base course shall be within 10mm of the specified depth. Backfill shall be compacted in 150mm loose layers to refusal using handheld mechanical equipment.

Minimum replacement: Full bays, partial bay reinstatement not acceptable

Refer to applicable Council Standard Drawing – S302, S303.

Asphalt footpath

Openings shall be backfilled, to the underside of the paved area bedding or base course with Class 2 20mm Nom. crushed rock, placed and compacted as specified in layers not exceeding 150mm loose thickness. The thickness of the base course shall be within 10mm of the specified depth. Backfill shall be compacted in 150mm loose layers to refusal using handheld mechanical equipment.

Minimum replacement:	Full width
Asphalt type	Size 7, Type N
Minimum depth:	50 mm
Bedding:	Size 20, Class 2 crushed rock, 75 mm depth

Refer to VicRoads Standard Specification for Roads and Bridgeworks, Sections 304, 407, 812.

Concrete vehicle crossing

Openings shall be backfilled, to the underside of the paved area bedding or base course with Class 2 20mm Nom. crushed rock, placed and compacted as specified in layers not exceeding 150mm loose thickness. The thickness of the base course shall be within 10mm of the specified depth. Backfill shall be compacted in 150mm loose layers to refusal using handheld mechanical equipment.

Minimum replacement: Full bay, partial reinstatement is not acceptable

Refer to applicable Council Standard Drawing - S201, S202, S203, S204, S205, S206.

Concrete kerb & channel

Openings shall be backfilled, to the underside of the paved area bedding or base course with Class 2 20mm Nom. crushed rock, placed and compacted as specified in layers not exceeding 150mm loose thickness. The thickness of the base course shall be within 10mm of the specified depth. Backfill shall be compacted in 150mm loose layers to refusal using handheld mechanical equipment.

The kerb & channel profile shall match the profile to the surrounding area.

Minimum replacement: Full bay, partial reinstatement is not acceptable

Refer to applicable Council Standard Drawing – S101, S102, S103, S104, S105.

Flexible road pavement

For backfill in paved areas, including road pavements and road shoulders, openings shall be backfilled, to the underside of the paved area bedding or base course with Class 2 20mm Nom. crushed rock, placed and compacted as specified in layers not exceeding 150mm loose thickness. The thickness of the base course shall be within 10 mm of the specified depth. Backfill shall be compacted in 150mm loose layers to refusal using handheld mechanical equipment.

When reinstatement of flexible road pavement exceeds 25 square metres, the proposed pavement profile to be used shall be discussed with and approved by Council. All reinstated paved roadway areas are to extend at least 150mm each side of the extremities of the top of the excavated trench.

The minimum flexible road pavement profile shall consist of pavement material as specified in **Table 1** below and shall comply with the requirements of the specified sections as applicable. The level of the top of each layer shall not differ from the specified level by more than 5mm. Against the kerb and channel, the wearing course shall be flush.

Table 1

Pavement Layer	Material Type	Category 1 & 2 – Access Street, Access Place and Lane	Category 3 & 4 – Collector and Trunk Collector	Density Ratio
		Thickness (mm) & Type	Thickness (mm) & Type	
1. Wearing Course	Size 10, Asphalt	30 Type N	40 Type H	94.5%
2. Base Course Asphalt	Size 20, Type SI Asphalt	70	100	96.0%
3. Base Course Rock	Size 20, Class 2 Crushed Rock	200	250	98% (Modified)

Note: In areas where the subgrade soil exhibits expansive characteristics, the crushed rock layer may need to be increased to 400mm. Further requirements can be specified by Council as needed.

Refer to *VicRoads, Department of Transport Contract Documents, Section 304 – Unbound Flexible Pavement Construction, Section 407 – Dense Graded Asphalt, Section 812 – Crushed Rock for Pavement Base and Subbase*.

Concrete road pavement

For backfill in paved areas, including road pavements and road shoulders, openings shall be backfilled, to the underside of the paved area bedding or base course with Class 2 20mm Nom. crushed rock, placed and compacted as specified in layers not exceeding 150mm loose thickness. The thickness of the base course shall be within 10 mm of the specified depth. Backfill shall be compacted in 150mm loose layers to refusal using handheld mechanical equipment.

The finished surface shall not deviate by more than 5 mm over a 3 metre length. Against the kerb and channel, the finished surface shall be flush.

Minimum width of replacement:	600mm
Minimum length of replacement:	600mm
Minimum distance to joint:	1200mm
Minimum compressive strength:	32 MPa @ 28 days
Minimum depth:	150mm
Dowels:	Y16 bars @ 300mm centres, 500mm long, 250mm into existing concrete
Steel Mesh:	SL81 Mesh tied to dowel bars with 50mm min. cover
Bedding:	Size 20, Class 2 crushed rock, 150mm depth
Texture requirements:	Brooming

Reinstatement is to extend to the limit of any collapsed trench.

Refer to *VicRoads, Department of Transport, Contract Documents, Section 703 – General Concrete Paving*.

Pavement markings

Pavement marking refers to line marking, road marking and raised pavement markers. Pavement markings removed because of the works will need to be restored.

Line and road markings shall be restored to the standard of the original markings by a suitably qualified line marking company. Newly painted markings shall be protected until dry.

All pavement markings are to be supplied and installed in accordance with the applicable Australian Standards and *VicRoads, Department of Transport Contract Documents, Section 721 – Pavement Markings.*

Special surfaces

Where footpaths, vehicle crossings or road pavements are constructed using special materials, e.g. bricks, bluestones, pattern pave concrete, quarry pavers, etc, reinstatement of these surfaces shall be carried out with the approval of the Council.

4.9.4. Cleaning of site

Surplus excavated material shall be removed from the road reserve. Areas affected by the work shall be restored to a condition like that which existed prior to the commencement of the work. All drain protection shall be removed and the drains left clean and ready for use.

Upon completion of the works, the Works Manager shall remove all material and plant including all areas of temporary hard standing.

4.9.5. Completion of permanent reinstatement works

At the completion of permanent reinstatement works, the Works Manager must notify Council within 7 days that the works have been completed.

4.9.6. Defects liability period

The Works Manager shall be responsible for 12 months maintenance of their reinstatement works and any associated repairs to the road reserve needed because of poor performance of those reinstatement works. If maintenance or repair works are necessary before the end of the 12 month period, the Council and the Works Manager shall agree on the extent of those works before they are undertaken. The Works Manager shall be responsible for meeting all costs associated with the rectification works, including tests to determine the cause of failure.

5. Responsibility

The areas or positions responsible for defined tasks in implementing, maintaining and approving these procedures / guidelines.

Position/Team	Responsibility
Team Leader Roads and Drains	To maintain and review this Guideline.
Asset Technical Officer and Construction Engineers / Road and Drains	To implement this Guideline.

6. Related Documents and Resources

Legislation / External Document

- Code of Practice Management of Infrastructure in Road Reserves
- *Local Government Act 1989* (Vic)
- *Local Government Act 2020* (Vic)
- *Road Management Act 2004* (Vic)
- *Road Management (Works and Infrastructure) Regulations 2015* (Vic)
- *Road Safety Act 1986* (Vic)
- *Telecommunications Act* (Cth) 1997

Internal Document

- Road Management Plan 2025-29
- S6 Instrument of Delegation Council to Members of Staff
- Standard drawings for kerb and channel, footpaths, traffic, tactile indicators and vehicle crossings
- Vehicle Crossing Policy

External Resources

- VicRoads, Department of Transport, Contract Documents
- Energy and Water Ombudsman – Planned and Unplanned Outages

7. Definitions

Word/Term	Definition
Arterial road	Refers to freeways, highways and declared main roads, which are managed by the Victorian Government, through Head, Transport for Victoria as the coordinating road authority.
Minor works	Has the meaning as ascribed in the *Road Management (Works and Infrastructure) Regulations 2015*.
Municipal road	A road for which the Council is the coordinating road authority.
Paved area	An outdoor space with a surface made of materials such as concrete, asphalt, brick or tiles which are designed to provide a durable and accessible surface for various uses, including pedestrian and vehicular access.
Road reserve	Means all of the area of land that is within the boundaries of a road.
Roadway	Has the meaning ascribed to it in the *Road Management Act 2004* (Vic) and generally refers to the area of a public road this is open to, or used by, the public, and has been developed by a road authority for the driving or riding of motor vehicles. This does not include a driveway.
Utility	Means an entity (whether publicly or privately owned) which provides, or intends to provide, water, sewerage, drainage, gas, electricity, telephone, telecommunication or other like services under the authority of an Act of Victoria or the Commonwealth.
Works	Includes any kind of activity conducted on or in the vicinity of a road in connection with the construction, maintenance or repair of the road or the installation, maintenance or repair of any infrastructure in, on, under or over a road, and without limiting the generality of this definition includes: • Excavation or breaking up the surface of a road; • Erecting a structure in, on or over a road; • Removing or interfering with any structure or marking on a road; • Planting or removing a tree or other vegetation; • Tunnelling under a road; • Connecting a road to a road; • Installing pipes, drains, cables, poles, buildings, shelters or other structures on a road reserve; • Erecting any obstruction on a road or otherwise impeding the use of a road for the purpose of conducting any works.
Works Manager	Means any person or body that is responsible for the conduct of works in, on, under or over a road. **Note**: This includes all works whether related to road infrastructure or non-road infrastructure.