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| Installation of wells and soil sampling on VicTrack land |

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1. Purpose

The purpose of these Guidelines is to provide information to applicants proposing to access VicTrack Land for the purposes of:

* installation, maintenance, decommissioning or undertaking sampling of ground water monitoring wells; and
* works involving boring and soil sampling.
1. Definitions

In these guidelines the following definitions apply.

**Access Deed** means an agreement entered into between VicTrack and the Asset Owner.

**Asset Owner** means the owner of an asset located within VicTrack Land.

**Clearance** means the distance (nominated by VicTrack) that must exist between the Asset Owner’s asset, service or infrastructure and VicTrack Infrastructure, including railway and VicTrack Telecommunications or those required by Law.

**Contamination** means the presence in, on or under land or groundwater of a hazardous material (whether a chemical substance or other solid, liquid or gas) at a concentration above the concentration at which the substance is normally present in, on or under land in the same locality, being a presence that presents a risk of harm to human health or any other aspect of the Environment. For the purpose of this definition, a substance may present a risk of harm either on its own or by reason of the presence of or interaction with another substance, structure or other matter. Contaminant and Contaminated have a corresponding meaning.

**DWG** is a file format created by AutoCAD.

**Environment** means all components of the Earth, including each and any combination
of constituents of:

* land, air and water and any living organism in any of them;
* the atmosphere;
* any organic or inorganic matter; and
* structures, buildings and other human–made areas.

**Environmental Consultant** means a person who is an expert in and who has at least five years practical experience in:

* the preparation of Environmental Management Plans; and
* for an Environmental Improvement Plan or other Contamination matter, the assessment, management and remediation of Contamination in, on, under or migrating from land.

**Environmental Damage** means any adverse damage, impact or effect on the Environment which is an Environmental Hazard or Contamination or which could result in non-compliance with or breach of an Environmental Law.

**Environmental Hazard** means a state of danger to human beings or the Environment (whether imminent or otherwise) resulting from the location, storage or handling of any substance having toxic, corrosive, flammable, explosive, infectious or otherwise dangerous characteristics.

**Environmental Improvement Plan** means an environmental improvement plan prepared by an Environmental Consultant, outlining the nature and extent of Contamination and the recommendations for managing and cleaning up or remediating Contamination or Environmental Damage within VicTrack Land or emanating from VicTrack Land.

**Environmental Management Plan** means a plan prepared by an Environmental Consultant that sets out who has specific responsibility for mitigation and monitoring actions designed to protect VicTrack Land and any person from Environmental Damage emanating from VicTrack Land.

**EPA** means the Environment Protection Authority of Victoria.

**Franchisee** means any person who operates a rail or tram business in Victoria or on VicTrack Land outside Victoria under a franchise from Public Transport Victoria or otherwise and any person succeeding any of them.

**Government Agency** means any government or any public, statutory, governmental (including a local government), semi-governmental or judicial body, entity, department or authority and includes any self-regulatory organisation established under statute or a stock exchange.

**Hazardous Material** means any substance, gas, liquid, chemical, mineral or other physical or biological matter:

* that is or may become toxic, flammable, inflammable or explosive;
* that is otherwise dangerous, harmful to the Environment or any life form or which may cause pollution, contamination or any hazard or increase in toxicity in the Environment or may leak or discharge or otherwise cause damage to any person, property or the Environment; or
* that is a material or compound controlled, prohibited or regulated from time to time by any Environmental Law or by any Safety Legislation.

**Law** means any requirement of any statute, statutory rule, regulation, proclamation, order-incouncil, ordinance, by-law, Australian standard or code of practice whether State, Federal or otherwise.

**Licensee** means any person described as such in a ground water monitoring well licence with VicTrack.

**NOC** means Network Operations Centre, being the area responsible for the integrity and operation of VicTrack’s telecommunications network.

**PDF** means Portable Document Format and is a file format created by Adobe that allows a document to be viewed but not altered.

**Plan** means a plan submitted to VicTrack for review, detailing the Works proposed to be undertaken, including depth and clearance from other services located in the proposed Works area.

**PTV** means the Public Transport Development Authority, a body corporate established under the Transport Integration Act 2010 (Vic) of 121 Exhibition Street, Melbourne, Victoria (trading as Public Transport Victoria) and includes its predecessors in law, assigns and successors.

**PTW** or **Permit to Work** means a request to VicTrack’s Change Management Group for permission to work on or near VicTrack’s telecommunications infrastructure.

**Rail Corridor** means the land under the control of a Transport Business.

**Rail Operator** means the operators of the metropolitan, regional and interstate rail networks, tourist and heritage railways and any other organisation using VicTrack Land or VicTrack Infrastructure to carry out a business providing transportation or rail freight services.

**Service** means an asset owned by Asset Owner located within VicTrack Land.

**Site** means any VicTrack Land or other land described in an infrastructure inventory, being an area in which the Licensee's infrastructure is to be accessed, erected, installed, extended, altered, relocated, operated or maintained by the Licensee.

**Site Access Permit** means a permit that has been issued by a Transport Business for access to a railway reservation to undertake works.

**Owner** means the owner of a third party asset.

**Third Party** means a party requesting access to VicTrack Land to undertake works, including inspection, installation, maintenance or decommissioning of an asset.

**Transport Business** means VicTrack, PTV, Transport Safety Victoria, the operators of the metropolitan, regional and interstate rail networks, tourist and heritage railway operators and any other organisation using VicTrack Land or VicTrack Infrastructure to carry out a business providing transportation or rail freight services.

**VicTrack** means Victorian Rail Track, a statutory corporation established under Section 8 of the Rail Management Act 1996 (Vic) and continued under section 116 of the Transport Integration Act 2010 (Vic) and includes its predecessors in law, assigns and successors.

**VicTrack Infrastructure** means any building, equipment or other facility (including any rail infrastructure as defined in the Rail Management Act 1996 (Vic)) owned or operated by VicTrack or any Transport Business.

**VicTrack Land** means land in respect of which VicTrack is the registered proprietor, is entitled to be registered proprietor or which is vested in or allocated to VicTrack or in respect of which VicTrack has the power to grant rights to other persons.

**Works** includes installation of ground water monitoring wells, bores, core soil samples, maintenance, collecting samples, extracting, testing or decommissioning of assets owned by an Asset Owner licensed or otherwise.

1. Transport businesses

Victorian Rail Track (VicTrack) is a statutory corporation established under section 8 of the Rail Corporations Act 1996 and continued under section 116 of the Transport Integration Act 2010 of Level 8, 1010 La Trobe Street, Docklands, Victoria.

VicTrack owns the state’s rail infrastructure, land and various rail and non-rail assets with the majority of the assets leased to rail operators, also known as Franchisees, through an infrastructure lease arrangement.

The leasing mechanism passes the management and control of the railway land and rail assets to PTV, which in turn leases the land and the rail assets to the Franchisees.

A small portion of assets are under the direct control of VicTrack.

Properties leased to third party lessees are typically leased directly to those lessees by VicTrack.

1. Understanding rail safety requirements

Each rail operator must be accredited by Transport Safety Victoria (TSV) to conduct rail operations. The robust accreditation process requires the rail operators to demonstrate to TSV that they have:

* the competence and capacity to manage safety risks associated with rail operations; and
* the personnel, safety management systems, resources and knowledge to safely manage risks.

Given the highly regulated environment the Transport Businesses operate under and having regard to the safety of rail operations and persons working within the rail environment, the rail operators want to know:

* who is accessing their land;
* the date and time of access;
* the period access will be required for and the purpose of the access; and
* any other information as requested by the Transport Business.

Where Works are proposed within VicTrack Land that is subject to rail operations, all persons entering the rail corridor will be required to comply with the relevant rail operator’s site access requirements and must hold a current Site Access Permit or other site access approval issued by the rail operator.

1. Project planning

Prior to an access seeker lodging a formal access application with VicTrack, it is important that the access seeker undertakes all due diligence and forwards the correct documentation to VicTrack to avoid delays in processing the application. Key issues to be addressed will include but not necessarily be limited to the following:

* location of VicTrack boundaries and whether or not there is a rail operator in control of the land where Works are proposed;
* access protocols required for accessing vacant VicTrack Land, leased land or land that is the subject of rail operations and under the control of a rail operator;
* location of all services including VicTrack telecommunications, railway and third party services;
* flora and fauna;
* cultural heritage;
* location of services and any other preliminary investigation works required to be undertaken; and
* legislative and regulatory clearance and approval requirements.
1. VicTrack boundaries

VicTrack can provide digital data of the VicTrack boundaries relevant to the access seeker’s project for incorporation into the access seeker’s project design.

To obtain this information, please either email services@victrack.com.au or contact a Project Officer within VicTrack’s Third Party Access & Licensing Department.

1. Services installed within VicTrack land

VicTrack receives a high level of enquiry and formal applications from various third parties to install their assets and infrastructure within VicTrack land. These third parties include (but are not limited to) State Government departments and agencies, local Government, current VicTrack lessees, adjoining landowners and the general public (third parties). Purposes for which these third parties may require VicTrack

Land may include but are not limited to the following.

Electricity low voltage and high voltage distribution and transmission power lines, conduits, sub-stations.

* Gas low pressure and high pressure distribution and transmission gas pipelines.
* Oil, petroleum, aviation jet fuel, crude oil, natural gas and other petrochemical fuel lines.
* Drains, sewers, culverts.
* Swale drains and earth works.
* Ground water monitoring wells.
* Cattle underpasses or larger underpasses constructed under rail.
* Grain and other elevators constructed over railway lines.
* Shared user pathways and rail trails established in operational rail corridors.
* Telecommunications towers, huts, antennas, conduits and other associated telecommunications equipment.
* Tram pole attachments.
* Outdoor advertising signs, including third party signs attached to railway bridges.

Services may be located above, along or below VicTrack Land and may be subject to formal agreements entered into between VicTrack and the owner of those Services.

Any form of intrusive Works undertaken within VicTrack Land may impact on existing Services owned by VicTrack, Transport Businesses or third parties and must be carefully considered through an application review and licensing process.

1. Locating third party services within VicTrack land

The Transport Businesses (including PTV, VicTrack and the rail operators) rely on Australian Standards AS4799-2000 and the Victorian Rail Operator Group Standards (referred to as “VRIOGS”) for all third party services installed within VicTrack Land.

These Standards are not directly relevant to the Works. However, the Transport Businesses rely on requirements adopted from the Standards to require that ALL Services including VicTrack telecommunications, railway signalling cables and third party services be identified and located on-site and incorporated into the plans submitted to VicTrack for review.

VicTrack has also entered into licence arrangements with third parties and must ensure that any works proposed within close proximity to the existing services are not in any way affected as a consequence of any new works proposed. These services may be located either above, below or along railway land and will require full protection during any construction works.

To locate third party services contact Dial-Before-You-Dig or visit website www.1100.com.au.

Please note that not all organisations upload information to Dial before you Dig.

Appropriate due diligence should be undertaken to ensure that ALL authorities, local government and State Government agencies are contacted for information in relation to assets and that all assets are identified and recorded on the designs.

1. Locating VicTrack telecommunications

VicTrack is a licensed telecommunications carrier under the Telecommunications Act 1997. It owns considerable telecommunications infrastructure in the form of fibre optic cables, copper cables and supporting facilities which are installed within VicTrack Land.

This infrastructure is used to provide telecommunications services to a number of customers including:

* the rail industry, for voice, data and train signalling and control;
* various state government departments; and
* other licensed carriers.

As a result, VicTrack’s telecommunication assets and infrastructure must be protected from damage.

VicTrack’s telecommunications infrastructure may be located either on or within:

* the rail corridor;
* road reserves;
* in VicTrack’s or other carriers’ conduits;
* tram or power poles; or
* private land.

Details of railway assets located in the rail corridors (such as VicTrack’s telecommunications fibre optic and copper cable) are not listed on Dial-Before-You- Dig. The exact location of these assets can only be proved on site.

Works undertaken adjacent to VicTrack’s telecommunication assets require compliance with VicTrack’s Network Protection Plan and will require a Permit to Work.

Additional information with respect to VicTrack telecommunication services can be obtained by telephoning VicTrack’s External Plant on 1800 619 111.

1. Locating railway assets within VicTrack land

Railway assets and infrastructure are not available through Dial-Before-You-Dig and must be identified on-site and included on the plan submitted to VicTrack. These include (but are not limited to):

* railway signalling cables;
* high and low voltage electricity cables;
* electric overheads/stanchions;
* electricity boxes, substations;
* electrolysis; and
* drains, cess drains, culverts and pipes.

In the electrified system, the applicant must also ensure that the issue of electrolysis is addressed.

It is very important to ensure that assets are correctly identified and appropriately located, as there have been instances where VicTrack’s telecommunications conduits have been mistaken for signalling cables and vice versa.

Please note that in some locations, VicTrack’s telecommunication conduits, railway signalling cables and low voltage electricity supply share the same trunking.

1. Clearances

Prior to submitting an application to VicTrack, the applicant must satisfy itself that ALL regulatory, legislative and statutory clearances from existing Services providers have been obtained and that all required regulatory approvals have been obtained from the statutory regulator or Service owner.

The obligations in clause 11.1 extend to working within 3 metres of licensed pipelines carrying flammable product. Under section118 of the Pipelines Act 2005 (Vic.) there must be no unauthorized excavation, boring or opening of any ground within 3 metres of a pipeline.

Where any Service, asset or infrastructure is proposed to be installed within 3 metres either side of a licensed pipeline, regardless of the type or nature of the asset, the\ applicant must:

liaise with the pipelines licensee and comply with all requirements of the licensee to enable formal approval by the pipelines licensee and Ministerial consent (provided by Energy Safe Victoria) to be obtained PRIOR to any works being undertaken within the 3 metres; and

prepare and have approved by the pipelines licensee an agreed emergency response plan that establishes the emergency response protocols in the event of pipeline damage or rupture, a copy of which is required to be provided to VicTrack.

VicTrack will require evidence that the statutory regulator has granted approval for the works to proceed PRIOR to VicTrack finalising the Works approval.

Works undertaken on VicTrack Land must comply with all Laws. VicTrack will not be held accountable or responsible for any unauthorized encroachment or entry onto any land if:

* legislative or industry specific codes of practice or guidelines have not been complied with;
* legislative clearance requirements have not been complied with;
* formal approvals from either a regulatory body or the Asset Owner have not been obtained.
1. Access to undertake site investigations excluding Works

Where access is required to undertake site investigations within land under the control of a rail operator, access is required to be coordinated through the relevant rail operator. This does not constitute approval for Works to be undertaken as such approval will always be subject to the review of a formal application lodged with VicTrack.

To ascertain which rail operator is managing VicTrack Land on which Works are proposed to be undertaken, an email request should be forwarded to services@victrack.com.au

All requests for site access onto land under the control of a rail operator is usually subject to a formal request to the rail operator for site access. The rail operator will charge a fee for access.

1. VicTrack application process

As part of any approval granted by VicTrack and/or a Transport Business to undertake Works, it is the responsibility of the Asset Owner, the applicant or Environmental Consultants or other consultants engaged by the Asset Owner to undertake Works to ensure that there is no impact on any existing Services as a consequence of the Works.

To commence the application process, a formal application together with plans and supporting documentation must be lodged via email in A3 pdf readable format to services@victrack.com.au

The Third Party Access & Licensing Application is available on the VicTrack website together with the current Schedule of Fees that will be charged by VicTrack for the review and processing of an application.

At the time of receipt of a formal application and supporting documentation, a Project Officer in the Third Party Access & Licensing Department will be assigned to manage the application process and will undertake a preliminary review of documentation submitted.

The internal review will be undertaken upon receipt of each application. The internal review process will be undertaken within 28 business days.

Depending on the proposed location of Works, VicTrack may also need to consult with the Transport Businesses, Public Transport Victoria, a rail operator or an occupier of VicTrack Land.

As part of the review process, VicTrack may require additional information to be provided and will reserve the right to approve or disapprove Works at a proposed location. In consultation with the applicant, VicTrack may propose an alternative location.

Where VicTrack Land is leased, there is no obligation on behalf of the lessee to provide access if the lessee considers that the Works will impact on the lessee’s business operations.

Each application submitted to VicTrack will be subject to an application review and depending on the nature of the application and the Works, an annual licence fee may also apply.

Where Works are proposed in land under the control of a rail operator, the rail operator will also charge a Site Access fee, to be advised to the applicant by the rail operator.

The current VicTrack Schedule of Fees is available on the VicTrack website.

Upon completion of the application review process, including the negotiation of a licence between VicTrack and the Asset Owner and acceptance of the terms and conditions of site access, Works can commence.

1. Application documentation

Prior to lodging an application with VicTrack, it is important that the applicant prove on site the location of all existing Services in the location where works are proposed.

The Transport Businesses will require this information to be included on a plan that is submitted to VicTrack.

When lodging an application with VicTrack, the following documentation should be included.

* Application form available on the VicTrack website.
* GPS co-ordinates or railway kilometre points where Works are proposed to be undertaken.
* A3 readable plan in pdf format.
* Google Earth map of the location where Works are proposed.
* Bore licence (if relevant). If not available, the bore licence application must be provided to VicTrack, with a copy of the bore licence to be provided to VicTrack in due course and prior to final approval being granted to undertake the Works.
* Service location report (if available).
* Photographs of the site (if available).
1. Plan information

Plans submitted to VicTrack must be in an A3 readable pdf format and include the following information:

* Location, depth and description of existing Services located above, below or along railway land and the type of Service (for example, petroleum, gas, water, sewer, electricity (high and/or low voltage), telecommunications and clearance from those Services.
* Location of existing wells labelled “existing” and appropriately numbered.
* Location of new wells labelled “new” and appropriately numbered.
* Location of core samples or hand sampling to be identified on the plan and labelled accordingly.
* Depth of the bore, well or soil sample and clearances, including horizontal offsets from other services.
* VicTrack boundary, indicating the distance from the boundary to where the monitoring wells are to be located or soil sampling is proposed.
* Railway kilometre points or GPS co-ordinates where monitoring wells are to be located or soil sampling proposed.

Works undertaken within VicTrack Land under the control of the rail operator will be required to be rail specific and will require investigation and identification of the following railway assets including, but not limited to:

* all rail features including drains, culverts, stanchions, electric overheads, high and low voltage electricity cables, electrolysis, railway signalling cables or any other railway assets within the location where works are proposed and clearances from existing rail infrastructure;
* VicTrack telecommunication optic fibre cables, copper cables and pits;
* clearance from the outer trail track to where works are proposed (metres).
1. Flora, Fauna, Cultural, Heritage & Native Title

The applicant is required to engage a qualified person to assess the type and extent of any vegetation which may be removed or affected by the Works and any legislative and permit requirements.

If disturbance of native flora and fauna cannot be avoided, it is the responsibility of the applicant to obtain all necessary permits and approvals in accordance with local, State and Federal legislation. All costs associated with obtaining licences or permits will be at the Asset Owner’s cost.

A copy of all authorisations, licences or permits must be provided to VicTrack.

Any approval granted will require VicTrack to be indemnified against all costs, fines and other charges incurred by VicTrack as a result of Contamination or a breach of Environmental Laws, but only to the extent such Contamination or breach is caused by or contributed to as a consequence of the Works undertaken.

1. Environmental issues

During the occupation of VicTrack Land, the applicant must adhere to the ‘Environmental Management Plan (EMP) when working on VicTrack Land’ or a site specific EMP and/or an asbestos management plan for any soil intrusive/disturbance type works. A copy of this document is available from VicTrack. Please forward a request to ESGroup@victrack.com.au

The applicant must obtain Victrack’s ‘in principle’ approval for the removal of significant vegetation prior to removal or when seeking permits.

If the applicant or its contractors identify any Hazardous Material or unusual odours during Works, they should stop work immediately and notify VicTrack to enable it to ascertain any measures required to mitigate or manage the risk.

Stockpiling of soils is not permitted and all excess soils must be disposed offsite in accordance with EPA guidelines.

Any impacted/contaminated soils generated by Works must be removed offsite in accordance with EPA guidelines.

If backfilling of the proposed Works area is required, the fill must be sourced from an approved facility and VicTrack provided with a written guarantee that the soils are classified as clean fill material in accordance with EPA guidelines.

All waste ground water to be removed from site and disposed of to a licenced facility.

All other waste to be disposed offsite.

1. Sampling and extraction

Following approval of the application by VicTrack and formal site access being granted either by VicTrack or the relevant rail operator, access to VicTrack Land for collecting samples or extracting groundwater samples from ground water monitoring well(s) owned and installed by the Asset Owner can be undertaken.

1. Maintenance of wells

For all wells installed within VicTrack land, the Asset Owner or its successors and assigns is required to assume all responsibility for ongoing maintenance of the wells or bores for the lifecycle of those assets.

The Asset Owner is required to periodically inspect the wells or bores to ensure their integrity and report the findings to VicTrack.

1. Decommissioning

The Asset Owner is required to decommission the wells prior to the Asset Owner’s licence term expiring, unless alternative arrangements have been entered into with VicTrack.

Decommissioning will be required to be undertaken in accordance with the conditions of the bore licence issued by the water authority. If no bore licence can be found (for example, because it is a very old bore), the water authority’s current conditions for decommissioning must be complied with.

Where a licence arrangement has been entered into between VicTrack and the Asset Owner, VicTrack may elect to retain any wells located within VicTrack land at no cost to VicTrack.

VicTrack will require the Asset Owner to provide VicTrack with a minimum of thirty (30) business days’ prior written notice of the Asset Owner’s intention to decommission.

Within 10 days of VicTrack receiving the proposed decommissioning notification, VicTrack will provide written acceptance for the decommissioning of the wells or notification that VicTrack wishes to retain the wells (in which case VicTrack will assume all responsibility for the ongoing maintenance and decommissioning for the remaining lifecycle of those wells).

Works involving decommissioning MUST NOT be undertaken without site access being granted by a Transport Business.

1. Provision of Data and Information

If requested by VicTrack and in accordance with the terms and conditions of the licence entered into between VicTrack and the Asset Owner, the Asset Owner will provide VicTrack with copies of:

* all data (construction logs, surveyed locations surveys, groundwater levels, sample analysis), figures and criteria relating to samples taken by the Asset Owner;
* all stakeholder communications that relate to the licensed area.

VicTrack agrees that any data provided by the Asset Owner is done so in good faith and the Asset Owner does not provide or give any warranty as to the completeness, accuracy or suitability of the data for any use to which VicTrack may put it.

1. Reporting of incidents

It is the responsibility of the Asset Owner or the Environmental Consultant or other consultant engaged on behalf of the Asset Owner to:

* prevent any Environmental Damage, quality degradation, pollution or contamination or other accidents which occur as a consequence of the Works at the approved location resulting in either injuries, near misses, spills of any quantity or damage to property (incidents) including Services, VicTrack telecommunications or railway assets;
* provide a report in writing of an incident to the Manager Third Party Access & Licensing and the Manager Environment & Sustainability within 24 hours of an incident occurring (with the exception of incidents involving pipelines carrying flammable product).
* Immediately notify all relevant Government Agencies of incidents involving pipelines carrying flammable product.
* co-operate and assist VicTrack and any Government Agencies in any investigation of all such incidents.
1. Site Access - land leased to the tenant

Works proposed by a lessee on land leased to that lessee will not require VicTrack to issue an Access Deed to undertake those Works. Accordingly, Works on such leased land can start upon approval by VicTrack’s Third Party Access & Licensing Department of the lessee’s application.

1. Site access – Vacant VicTrack land

Final approval of Works and the issuing of a site Access Deed on vacant land not under the control of a rail operator or lessee will be granted by VicTrack’s Infrastructure Department. The following information must be provided:

* type of rig proposed, including height and rig footprint and details of the number of vehicles that will be attending on site during the Works and where possible, photographs of the rigs proposed should be included as part of the application;
* details of the drill rig footprints and location of the drill rig for works is to be provided on a site plan;
* number of personnel proposed to be working on site during construction of the wells;
* number of days site access is required;
* hours proposed for site access;
* health and safety documentation including:-
	+ rail specific Work Method Statement or Job Safety Analysis;
	+ risk rating – high, medium, low;
	+ method of disposing waste (soil, ground water) created from installation of the bore;
	+ type of equipment proposed to be brought on site – vehicle type and number of personnel;
	+ evidence of bore construction licence;
	+ Site Safety Plan;
	+ JSEA;
	+ Such other documentation as reasonably required by VicTrack for the purposes of granting access.

With the issuing of a site Access Deed by VicTrack, the Applicant must ensure that there is NO ACCESS to any part of the Rail Corridor for any purpose UNLESS a Site Access Permit has also been issued by the relevant Rail Operator.

ALL WORKS and Site Access MUST be contained within the approved Site. Approval of Site Access on VicTrack Land not under the control of a rail operator does not grant any rights to any person undertaking Works within VicTrack Land to enter onto the rail reservation, nor does it grant any rights for any person to walk across the railway reservation and across the rail tracks to obtain access to the other side.

1. Site access - land under the control of a rail operator

Access to the rail reservation for inspection, survey, location of railway and third party services, environmental review, geotechnical investigations, site establishment, construction, maintenance, repairs or any other works requiring access within railway corridors will always require rail operator approval.

When undertaking the first phase of the works involving site inspection, site survey, environmental assessments or proving of services, access to the rail reservation will be by application direct to the relevant rail operator:

Metro Trains Melbourne metrositeaccess@metrotrains.com.au

V/Line access@vline.com.au

Australian Rail Track Corp. rwarren@artc.com.au

This is distinct from obtaining site access to undertake works involving drilling, which will always be the subject of a formal application and approval through VicTrack and the rail operator.

There is to be NO access to the rail corridor by an employee of an organisation, consultants, contractors or sub-contractors or any other person involved in a project unless they have first obtained formal written approval from the rail operator. The formal approval may be granted by way of email, Site Access Permit or other communication as determined by the rail operator.

In all instances where access is required to undertake Works within a rail reservation, the rail operator will require all insurances, indemnities, current Train Track Safety Awareness certification or any other documentation required by a rail operator to be completed, submitted and approved PRIOR to a rail operator granting Site Access. The rail operator may also require third party access agreements to be completed.

1. Licence arrangements

Prior to works being undertaken within VicTrack land, the Asset Owner is required to enter into a licence arrangement with VicTrack.

VicTrack can provide a draft licence and all requests for a copy of this document should be forwarded to services@victrack.com.au

A fee will be charged for the preparation of the licence together with an annual licensing fee for each ground water monitoring well located within VicTrack land until such times as the ground water monitoring well has been decommissioned or VicTrack has accepted transfer.