



**Southern Grampians**  
SHIRE COUNCIL

# **ROAD MANAGEMENT PLAN 2021-2025**

## DOCUMENT CONTROL SHEET

<b>Southern Grampians Shire Council</b> 1 Market Place Hamilton Vic 3300.  Telephone: (03) 5573 0265 Fax: (03) 5571 1068 Mobile: Email: <a href="mailto:assets@sthgrampians.vic.gov.au">assets@sthgrampians.vic.gov.au</a> <a href="http://www.sthgrampians.vic.gov.au">www.sthgrampians.vic.gov.au</a>	<b>Document:</b> Road Management Plan
	<b>Title:</b> Road Management Plan
	<b>Project Manager:</b> John Finnerty, Manager Assets
	<b>Author:</b> Michael Jones, Assets Officer
	<b>Synopsis:</b> This document has been prepared in response to the requirements of the RM Act 2004 for Council to review the Road Management Plan in accordance with S 301(3) of the Road Management (General) Regulations 2016.

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# 1 GENERAL

## 1.1 Distribution & Availability

The Manager Assets shall be responsible for:

- Control of this Plan,
- Distribution of the Plan, and the
- Control and issue of any amendments

This Plan is available on Council's website at [www.sthgrampians.vic.gov.au](http://www.sthgrampians.vic.gov.au)

The Plan can also be viewed at the following locations free of charge, by the public during the hours of 8:30 am to 5 pm each working day:

- Municipal Offices, 1 Market Place, Hamilton, 3300  
Phone: 03 5573 0256
- Brown Street Business Centre, 111 Brown Street, Hamilton, 3300  
Phone: 03 5573 0444

## 1.2 Amendment Register

Document Control					
Rev No.	Date	Revision Details	Author	Reviewer	Approver
V2.20	14/10/09	Adopted by Council at its meeting 14 October 2009	MEP	DSI	DSI
V3.00	March 2013	Under Review	MEP	DSI	DSI
V3.10	June 2013	Final Draft	MEP	DSI	DSI
V3.20	June 2013	Adopted by Council at its meeting 26 June 2013	MEP	DSI	DSI
V3.30	July 2017	Under Review	MA	DSI	DSI
V3.40	November 2017	Final Draft	MA	DSI	DSI
V3.50	July 2019	Under Review	MA	DSI	DSI
V3.60	January 2022	Under Review	AO	MA	DSI
V3.70	November 2022	Adopted by Council at its meeting 30 November 2022	AO	MA	DSI

NB: Whole number changes to versions will be made when the document undergoes its regular review in accordance with the Regulations or at intermediate periods when significant changes are made to standards and guidelines for inspections, intervention levels or work. Point number changes will apply to minor amendments that do not materially impact the document and are intended only to clarify or update issues.

## 1.3 Delegations

The Chief Executive Officer has delegated the various functions under the Road Management Act and Regulations to the respective officers of Council detailed in an Instrument of Sub-Delegation.

This allows Council, through its various members of staff to respond quickly to technical and administrative matters under the Plan.

## **2 INTRODUCTION**

### **2.1 Background**

This Road Management Plan (the Plan) is a document which describes road assets within road reserves for which Council is responsible. The document sets inspection intervals and response times as well as stating management systems which this Council will implement to ensure that its responsibilities within the *Road Management Act 2004* (the Act) are met.

For Council to show that it has satisfied its duty of care to road users, it is required to demonstrate that it has in place a reasonable regime for inspecting the road network to discover defects and a reasonable regime for planning and implementing repairs to overcome those defects. When Council establishes its approach to road management it needs to consider its obligations and its capacity, the needs and views of the road users and the cost of the service delivery to the ratepayers and residents. These aspects of inspection and response are dealt in Appendix 2 to 5 and are the key components of this Plan.

Southern Grampians Shire municipality covers an area of 6,652 square kilometres with a population of over 16,000 residents. Council road network comprises approximately 2,789 kilometres of roads of which 1,678 kms are sealed roads and 1,111 kms of unsealed roads and tracks.

Approximately 7% of Council's roads are in urban areas and typically include pathways, road furniture, kerb and channel that discharges into a drainage network. The remaining roads are classified as rural with stormwater usually controlled by open drains and culverts. Road infrastructure also includes major assets such as bridges and major culverts, roadside drainage, kerb and channel, shared paths and pathway networks.

The condition of these assets and the road environment has a significant impact on the safety of the people who use the network each day for recreation, sport, leisure, education and business.

Council's management of the road network needs to consider both the physical Infrastructure and the operation of that infrastructure. To achieve this, Council has a range of policies, procedures and programs that involve day-to-day operations, regular maintenance as well as longer-term investment.

Implementation and management of the Plan is consistent with Council's various strategic and corporate documents and policies.

#### **2.1.1 Legislative Basis**

Council, as a Road Authority, has a range of functions, powers and duties conferred or imposed on it through a range of legislation that includes:

- (i) The Road Management Act 2004;
- (ii) The *Road Safety Act 1986* ;
- (iii) The *Local Government Act 1989* (referred to in section 5(2); and
- (iv) The *Transport (Compliance and Miscellaneous) Act 1983*.

The following sections from the above legislation are particularly relevant to this Road Management Plan:

- Section 40 of the *Road Management Act 2004* places a statutory duty on Council to inspect, maintain and repair public roads for which it is responsible.
- Section 205 of the *Local Government Act 1989*, requires that Council has the care and management of municipal roads within its responsibility.

This Plan is prepared in accordance with Division 5, Sections 49 to 55 of the *Road Management Act 2004*.

## **2.2 Purpose**

In accordance with Sections 1, 49 and 50 of the Road Management Act, the purposes of this Plan are:

- To establish a management system for the road management functions of the Council which is based on policy and operational objectives and available resources.
- To specify the relevant standards in relation to the discharge of duties in the performance of those road management functions.
- To meet the requirements of the Road Management Act 2004 and associated Codes of Practice.

This Plan details the management system that the Council proposes to implement in the discharge of its duty to inspect, maintain and repair public roads for which the Council is responsible.

Council is not responsible for all roads in the municipality and the Road Management Plan only applies to those roads listed on Council's Roads Register for which Council is the Responsible Road Authority.

### **2.2.1 Key Elements of Plan**

The Plan provides details of:

- the roads and road infrastructure for which Council is responsible;
- the management system that Council employs for the inspection, maintenance and repair of its roads;
- the inspection standards including the nature and frequency of different type of inspections (i.e. reactive and proactive); and
- the maintenance standards including intervention level, maintenance response requirements, and maintenance response times.

### **2.2.2 Roads and pathways to which the Plan applies:**

The provisions of this Plan apply to all roads and pathways for which Council is the Co-ordinating Road Authority in accordance with Sections 36 of the Road Management Act 2004. The roads are listed in Council's Register of Public Roads.

The plan applies to infrastructure on the as per Council's Register of Public Roads and associated areas which includes;

- Sealed road pavement;
- Unsealed road pavement;
- Shoulders;
- Structures, including bridges and major culverts

- Traffic control devices and roadside furniture;
- Line marking;
- Safety barriers;
- Footpaths and shared paths; and
- Road related drainage assets.

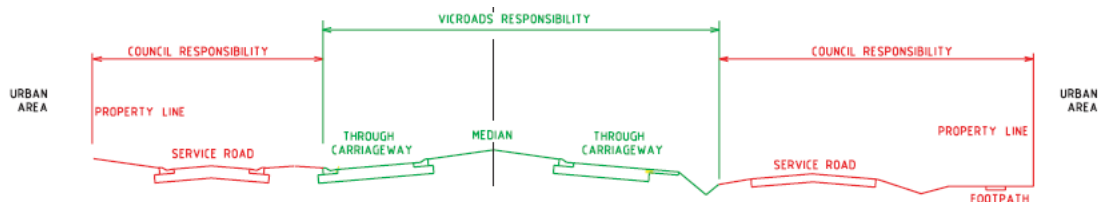
This Plan does not apply to roads managed by other authorities such as VicRoads, adjoining municipalities, Department of Environment Land Water and Planning, or roads on private land. This Plan also does not apply to non-Council owned assets which are contained within the road reserves. These assets may include infrastructure related to water, telecommunications, gas, electricity and railway functions which are the responsibility of other authorities.

### 2.2.3 VicRoads

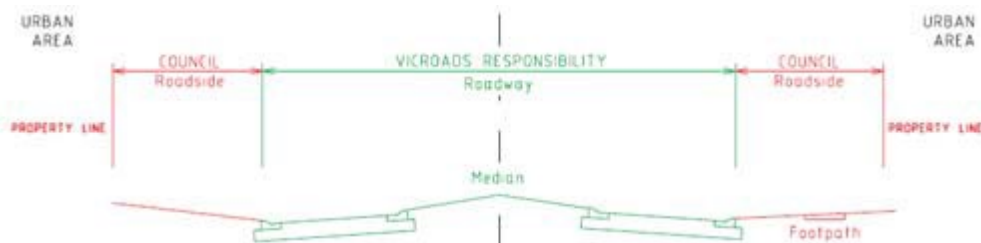
VicRoads is the Coordinating Road Authority for all State Roads. Council is responsible for Council owned assets within road reserves where VicRoads is the Coordinating Road Authority, for example Council pathways on a VicRoads arterial road. Likewise, VicRoads' responsibility can extend into adjoining roads where Council is the Coordinating Road Authority. The demarcation between Council and VicRoads' responsibilities is detailed in the *Road Management Act 2004 Code of Practice – Operational Responsibility for Public Roads* (Code of Practice).

Figures 1, 2, and 3 provide typical examples of demarcation between VicRoads and Council on roads within the Southern Grampians Shire. Other demarcation arrangements can be found by referring to the Code of Practice.

**Figure 1 – Demarcation Arrangements Urban Arterial Roads with service roads**



**Figure 2 – Demarcation Arrangements Urban Arterial Roads**



**Figure 3 – Demarcation Arrangements for Typical Rural Arterial Roads**





## 2.2.4 Key stakeholders

The key stakeholders in the community who are both users of the road network and/or are affected by it include:

- The community;
- Residents and businesses using or adjoining the road network;
- Tourists and visitors to the area (for recreation, sport, leisure and business);
- Emergency agencies (Police, Fire, Ambulance, SES);
- Users of a range of miscellaneous smaller lightweight vehicles such as cyclist, motorised scooters, wheel chairs and prams;
- Pedestrians of all ages and abilities;
- Vehicle operators using motorised vehicles such as trucks, buses, commercial vehicles, cars and motor cycles;
- Utility agencies that utilise the road reserve for their infrastructure (water, sewerage, gas, electricity, telecommunications);
- Public transport and private bus operators;
- Council as the responsible road authority; and
- State and federal government that periodically provide support funding to assist with management of the network.

## 2.2.5 Duty of the road user

Road users have a duty in respect of the use of a road or road related area as defined by the *Road Safety Act 1986*. This duty is set out in Clause 17A of the *Road Safety Act 1986* and imposes an obligation on all road users to operate in a safe manner having regard to the road conditions. A road user must also:

- Have regard to the rights of other road users and take reasonable care to avoid any conduct that may endanger the safety or welfare of other road users;
- Have regard to the rights of the community and infrastructure managers in relation to road infrastructure and non-road infrastructure on the road reserve and take reasonable care to avoid any conduct that may damage road infrastructure and non-road infrastructure on the road reserve; and
- Have regard to the rights of the community in relation to the road reserve and take reasonable care to avoid conduct that may harm the environment of the road reserve.

The Road Management Plan does not diminish any obligations of the Road User.

## 2.2.6 Duty of persons working on municipal roads

Unless an exemption applies under the *Road Management Act 2004*, an organisation or person must not conduct any works in, on, under or over a road without the written consent of the Coordinating Road Authority.

If required permits are not obtained prior to commencement of eligible works in the road reserve, penalties may apply in accordance with the Road Management Act 2004. Fees and penalties are indexed annually by the State Government.

In the case of municipal roads, Council is the coordinating road authority. Organisations and people seeking consent for works within road reserves are required to apply for a Works Within Road Reserve Permit. This includes works on pathways and nature strips, including the installation or modifications of driveways outside of private property. Application forms can be obtained from Council offices or the Council website [www.sthgrampians.vic.gov.au](http://www.sthgrampians.vic.gov.au).

### **2.2.7 Exceptional Circumstances**

Council will make every effort to meet its commitments under the Plan, however there may be situations or circumstances that affect Council's business activities to the extent that it cannot deliver on the service levels defined in the Plan. These include, but are not limited to, natural disasters such as fires, floods, or storms, or a prolonged labour or resource shortage, due to a need to commit or redeploy Council staff, contractors, and/or plant and equipment elsewhere.

In the event that the Chief Executive Officer (CEO) of Council has considered the impact of such an event on the limited financial resources of Council and its other conflicting priorities, and determined that the Plan cannot be met, then pursuant to Section 83 of the Wrongs Act, the CEO will write to Council's officer in charge of its plan to inform them that some, or all, of the time-frames and responses in the Plan are to be suspended.

Once the scope of the event has been determined, and the resources committed to the event responses have been identified, then there will be on-going consultation between Council's CEO and Council's officer responsible for the Plan to determine which parts of Council's plan are to be reactivated and when.

### **2.2.8 What does the Road Management Plan address?**

The Road Management Plan outlines how Council will satisfy its obligations under the *Road Management Act 2004* to inspect, repair and maintain those roads management by Council. It imposes a statutory duty to inspect the following parts of a public road:

- a) a roadway;
- b) a pathway;
- c) a shoulder;
- d) road infrastructure.

When Council inspects any of the listed parts of the public road on the road register, it will look for hazards and defects across a number of asset types that include:

- (i) Road surface and supporting pavement;
- (ii) Constructed pathways (pedestrian, bicycle and equestrian);
- (iii) Constructed car parking (within the road reserve);
- (iv) Road shoulders;
- (v) Bridges and large culverts as part of roads infrastructure;
- (vi) Kerb and channel;
- (vii) Selected regulatory signs.

The above applies to public roads listed on the Road Register and includes boundary roads which Council which has responsibility through agreement with the adjoining council.

### **2.2.9 What is excluded from the Road Management Plan?**

The Plan is part of an integrated management approach to Council's road management responsibilities. Each year Council allocates financial and non-financial resources to the operation and maintenance of the road network to support its intended purpose and function. Although Council also carries out inspection and maintenance of roadside, stormwater and drainage assets, fire hydrants, street trees and information signs, for which we are responsible, the maintenance and inspection of these assets is outside the scope of this Road Management Plan.

The Plan does not address recurrent works that are programmed regardless of hazards and defects. The *Road Management Act 2004* does not impose a statutory duty that creates a duty to upgrade a road or to maintain a road to a higher standard than the standard to which the road is constructed.

The Plan does not address capital investment or upgrade decisions of Council to upgrade the standard of a road or change its classification in the road hierarchy.

Other matters that are outside the scope of the Plan are roads that are managed by VicRoads, other state departments and government authorities and Private roads and private assets.

## **2.3 Review of the Plan**

### **2.3.1 Audit**

A program of auditing, using both internal and external auditors, is being developed for the purposes of ensuring that all the management systems in place are delivering the levels of service adopted by Council for its road network assets.

This Road Management Plan will be reviewed in accordance with section 301(3) of the *Road Management (General) Regulations 2016* and will be conducted every four years in line with Council elections.

The review will consider the levels of service for road infrastructure on public roads maintained by this Council. Particular attention will be given to managing the demand for asset maintenance with the proposed level of resources made available through the Council budget.

If the adopted level of service, i.e. tolerable level of defect and/or rectification response time, is not achievable, the level of maintenance effort may need to be varied. The level of service, the anticipated quantity of works and Council's budget and resources would have to be reviewed and a new Road Management Plan proposed.

Any revised Plan would be subject to the consultation and approval processes as detailed in Section 54 of the Act.

## **2.4 Interpretation & Definitions**

Unless the context otherwise requires, expressions used in this Plan have the same meaning as in the Road Management Act.

**Arterial road** means a road which is declared to be an arterial road under section 14 of the *Road Management Act 2004*.

**Bicycle Path** means a particular type of Pathway that is intended specifically for bicycles and where pedestrians are discouraged. Quite often bicycle paths use the left shoulder or parking lane of a roadway. Dedicated off-road bicycle paths are rare - usually off road paths for bicycles are Shared Paths. Bicycle paths are designated by signage and if away from roads usually have a painted centreline.

**Major Culverts:** A structure with a minimum span or diameter  $\geq 1.8\text{m}$  or a waterway area  $\geq 3\text{m}^2$  for the primary purpose of carrying water.

**Bridges:** A structure with a minimum span or diameter  $\geq 1.8\text{m}$  or a waterway area  $\geq 3\text{m}^2$  for the primary purpose of carrying a road or path over an obstacle. With the exception as provided in clause 40(1)(f) and subject to clauses 11(3)(a) and 15 of the Road Management Act.

**Code Red** (and Catastrophic in other Australian states) is the highest level of rating in Victoria and it signifies the worst conditions for grassfires or bushfires. (EMV, [http://www.cfa.vic.gov.au/fm\\_files/attachments/warnings\\_and\\_restrictions/FAQ\\_TFB/FINAL\\_E\\_MV\\_Code\\_Red\\_FAQs\\_General\\_FAQs.pdf](http://www.cfa.vic.gov.au/fm_files/attachments/warnings_and_restrictions/FAQ_TFB/FINAL_E_MV_Code_Red_FAQs_General_FAQs.pdf))

**Critical Location** means a location where the road alignment and/or pavement width and/or geometry are identified by additional markings or furniture to guide the travelling public (cars, trucks, motorcycles, bicycles, and pedestrians).

**Customer Request System** is the customer request system used by Council.

**Day** means a day on which SGSC is open for business, unless stated otherwise. A timeframe stated in Days means the time allocated is the rest of the current day plus the number of business days stated in the timeframe up until the Normal Finishing Time on the last of those business days. A Day includes rostered days off.

**Defect** means a fault in an asset which detracts from the full performance of the asset but has not caused detrimental effects to the extent that it is deemed to be a Hazard.

**Emergency** means the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person in Southern Grampians Shire or which destroys or damages, or threatens to destroy or damage, any property in Southern Grampians Shire or endangers or threatens to endanger the environment or an element of the environment in Southern Grampians Shire. An Emergency may be responded to by the After Hours Service Officer or may be escalated to the Municipal Emergency Resources Officer for a more comprehensive response.

**Extreme** means any fires that start are likely to be so fierce that even a well prepared, well-constructed and actively defended infrastructure may not survive a fire on these days expect extremely hot, dry and windy conditions. If a fire starts and takes hold, it will be uncontrollable, unpredictable and fast moving. Spot fires will start, move quickly and come from many directions.

**Hazard** means a defect that is at or beyond the intervention levels that may lead to an unsafe condition.

**Hour** means one hour regardless of whether it is inside or outside Working Hours.

**Kerb** means a raised edge normally to a road or pavement, and will commonly connect to a pathway, nature strip, median strip or traffic island as examples. It is normally for the purpose of drainage, and can be made of concrete, stone or brick.

**Month** means one calendar month.

**Municipal road** means any road which is not a State road, including any road which:

- (a) is a road referred to in section 205 of the Local Government Act 1989; or
- (b) is a road declared by VicRoads to be a municipal road under section 14(1) (b) of the RMA;

(c) is part of a Crown land reserve under the Crown Land (Reserves) Act 1978 and has the relevant municipal council as the committee of management.

**Public highway** means any area of land that is a highway for the purposes of the common law;

**Public road** means a road opened or dedicated for the free ride of passage of the public on foot, in a vehicle, or otherwise, (together with the right to drive stock or other animals along its length) and declared to be a public road for the purposes. **MMS** means Maintenance Management System.

**MMS database** is the system that ensures that the hazard and maintenance requests are captured and completed through the MMS of Council.

**Repair** means the taking of any action to remove or reduce a risk arising from a defect in a roadway, pathway or road-related infrastructure, including:

- (a) reinstating a road to its former standard following works to install any infrastructure;
- (b) reinstating a road to its former standard following deterioration or damage;
- (c) providing a warning to road users of a defect in a roadway, pathway or road related infrastructure but does not include the upgrading of a roadway, pathway or road-related infrastructure.

**Road** means any public highway, any ancillary area and any land declared to be, or forming part of a public highway or ancillary area.

**Road infrastructure** means the infrastructure which forms part of a roadway, pathway or shoulder, including;

- (i) structures forming part of the roadway, pathway or shoulder;
- (ii) materials from which a roadway, pathway or shoulder is made;

**Road-related infrastructure** means infrastructure which is installed or constructed by the relevant road authority for road-related purposes to:

- (a) facilitate the operation or use of the roadway or pathway; or
- (b) support or protect the roadway or pathway;

*Examples:* A traffic control sign, traffic light, street light, road drain or embankment would be road related infrastructure. A noise wall, gate, post or board installed on the road reserve by the relevant road authority for road-related purposes would be road-related infrastructure.

**Road reserve** means all of the area of land that is within the boundaries of a road.

**Shared Path** means a particular type of Pathway that is intended for use by both pedestrian and bicycle traffic. Shared paths are designated by signage and usually have a painted centreline.

**Week** means seven calendar days regardless of weekends or public holidays.

**Year** means one calendar year.

## **3 LISTING OF ROAD INFRASTRUCTURE**

### **3.1 Classification of Infrastructure**

Council has adopted hierarchies which provides for the classification of assets of a similar nature. The objective of a classification is to group assets based on factors including, but not limited to:

- Type and volume of use,
- Risk factors,
- Standards of construction and maintenance

Details of Council's road asset hierarchies are included in Appendix 1.

### **3.2 Asset Registers**

Council maintains asset registers of roads, roadways, pathways, road infrastructure or road related infrastructure for which Council is the responsible road authority.

#### **3.2.1 Register of Public Roads**

The Act places a mandatory requirement that a road authority keeps a register of public roads. The purpose of the Register is to list those road assets which will be maintained by Council in accordance with this plan. The Act provides guidance as to what must be included in the Road Register, which includes:

- Road name,
- Date the road became a public road (if after 1 July 2004),
- Date the road ceases to be a public road,
- Classification, if any,
- Reference to any plan or instrument that fixes or varies the boundaries of the public road (if made after 1 July 2004),
- Any ancillary areas,
- Reference to any arrangement under which management functions is transferred to or from another road authority,
- Any matter required to be included by the relevant road minister under section 22 of the Act.

Council's register is held as a database. A copy of the Register is available for public viewing at the Municipal Offices.

The Road Register is available to the public for inspection at no charge at the Municipal Offices, 1 Market Place, and at 111 Brown Street, Hamilton, during normal business hours. These documents may also be viewed on Council's website at [www.sthgrampians.vic.gov.au](http://www.sthgrampians.vic.gov.au)

#### **3.2.2 Bridges & Major Culverts Asset Register**

The register lists all bridges and major culverts for which Council is the responsible road authority. The register is held as a database and includes the following information:

- Location,
- Dimensions,
- Age,
- Description of type.

### **3.2.3 Footpaths Asset Register**

The register lists footpaths for which Council is the responsible road authority. The register is held as a database and includes the following information:

- Location,
- Materials,
- Dimensions.

## **4 DEMARCATION OF RESPONSIBILITY**

### **4.1 Bordering Municipalities**

In the instance of boundary roads with other municipalities the responsibility is allocated according to an agreement between municipalities. Each agreement allocates routine maintenance responsibility on an agreed cost share basis. Capital works, reseals costs are shared as per agreement by both municipalities. The Southern Grampians Shire Council borders:

- Glenelg Shire to the south west;
- Moyne Shire to the south;
- Rural City of Ararat to the east
- Northern Grampians Shire to the north-east
- Rural City of Horsham to the north
- West Wimmera Shire to the north west

### **4.2 Arterial Roads**

For arterial roads VicRoads is the Coordinating Road Authority. Hard copy sketches of the line of demarcation between Council and VicRoads have been developed based on the *Operational Responsibility for Public Roads Code of Practice*.

A State Road may be a Freeway, a Declared Arterial Road or a Non-Declared Arterial State Road.

In the rural areas, VicRoads is responsible for the full width of the road reserve, from property line to property line.

### **4.3 Crown Land**

A number of roads are located on crown land managed by the Department of Environment, Land, Water and Planning and Parks Victoria. Where these roads do not service a Council asset or ratepayer, the road may be the responsibility of the relevant Department. In some instances, a road may pass through the crown land and Council may remain the responsible authority.

### **4.4 Rail**

The relevant rail authority is responsible for the maintenance of the road and infrastructure in the immediate vicinity of a rail crossing and some bridge structures. The Rail Safety Act 2006 requires Safety Interface Agreements which fully detail the areas of responsibility.

## 4.5 Utility Services

The relevant service provider including rural and urban water, gas, sewer, phone or power is responsible for the maintenance of its infrastructure located within the road reserve.

## 4.6 Private Roads

Council has a role in supervising the construction of private subdivisional works that occur within the municipality. This ensures that assets are constructed to an appropriate standard. Roads which are constructed as part of a subdivision are generally private roads until such time as the Statement of Compliance is finalised at which point they become public roads. There are some roads which remain privately owned and maintained. Council is not responsible for these roads.

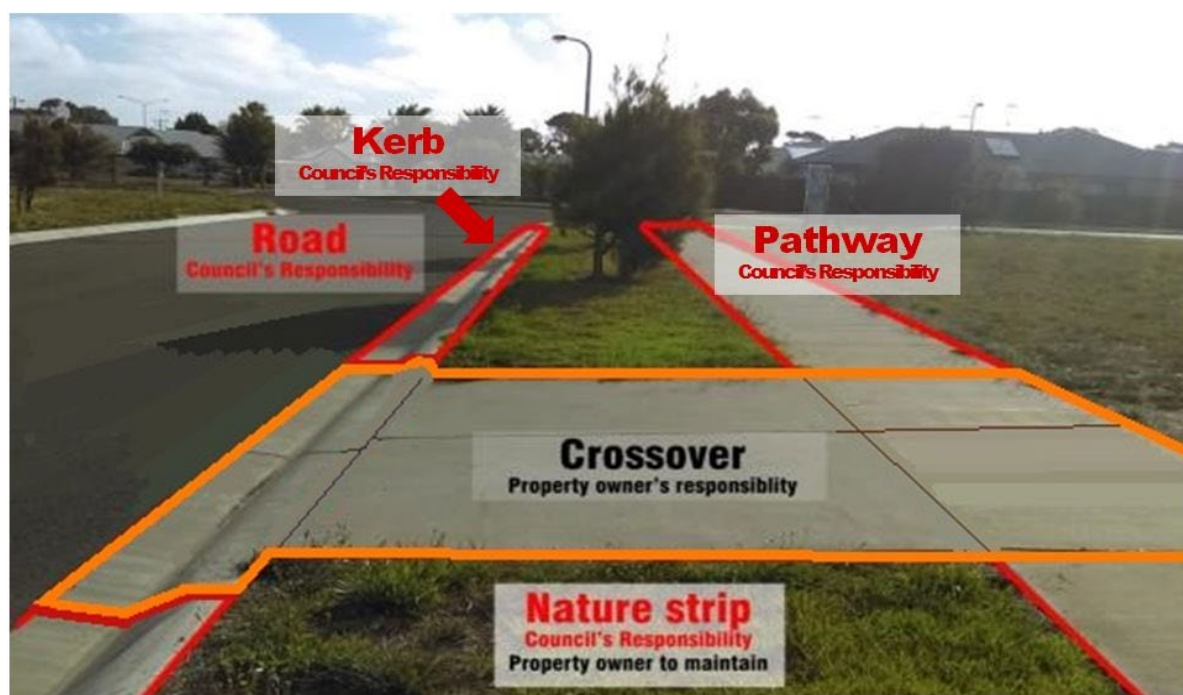
## 4.7 Owner Responsibilities

### 4.7.1 Vehicle Crossovers

A vehicle crossover (alternatively referred to as a driveway) provides vehicular access to private property from the traffic lane of the public road. The *Road Management Act 2004* provides that a road authority is not liable for private vehicle crossings (driveways) and pathways on road reserves that provide access to land adjoining a road, this responsibility being with the adjoining landowner and constructed at the landowner's expense. Landowners are responsible for ensuring the crossovers are maintained in a safe condition.

The following diagram illustrates the layout of a typical vehicle crossover in urban areas, showing Council's responsibility and that of the property owner

Typical Urban Crossover



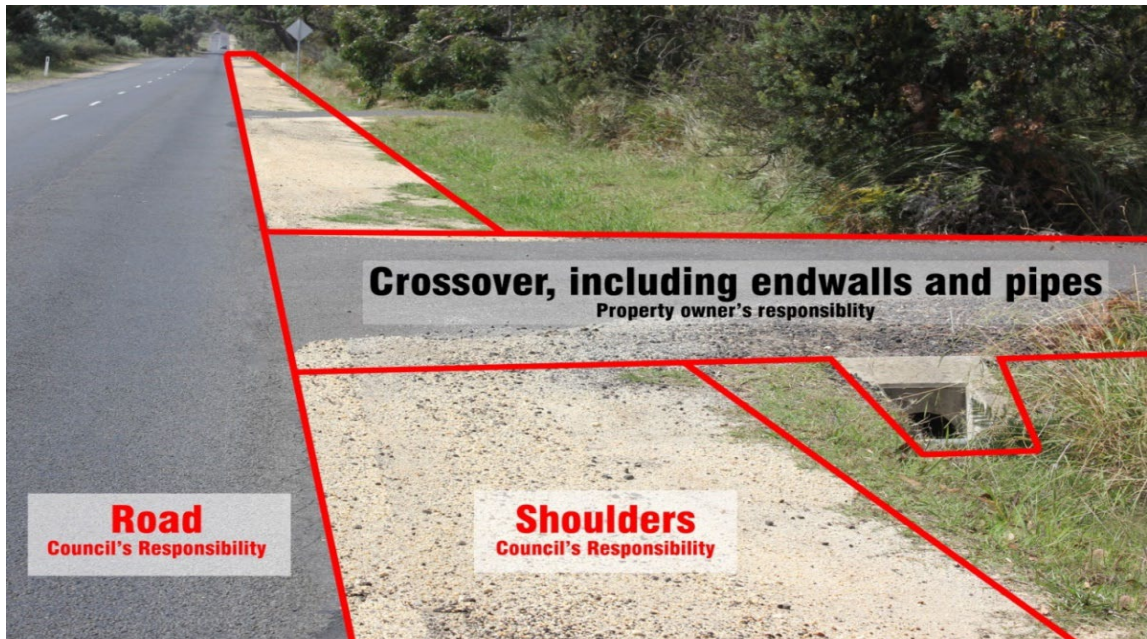
In the rural area, the typical crossover may consist of a crushed rock pavement, or sealed pavement, often including a reinforced concrete pipe or culvert and should include end walls. All



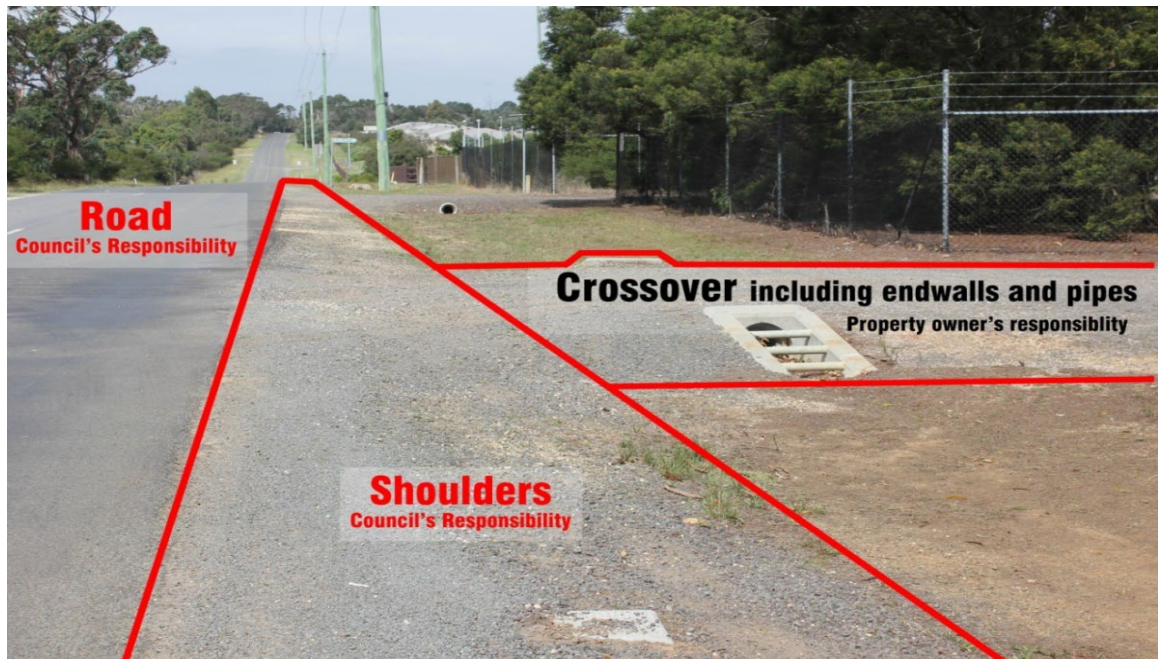
elements are the responsibility of the landowner, including general maintenance and cleaning of the pipe.

Roadside maintenance in rural areas where the speed zone is 100 kilometres per hour is the responsibility of the road authority. If landowners wish to do works in the road reserve, they should contact Council to arrange appropriate approvals.

### Typical Rural Crossover (A)



### Typical Rural Crossover (B)



Section 107 of the *Road Management Act 2004* provides that Council is under no statutory duty to inspect, maintain or repair private vehicle crossings (driveways) and pathways on road

reserves that provide access to land adjoining a road. This responsibility rests with the adjoining landowner.

Vehicle crossovers on Council roads must comply with Council's specifications and standards. Landowners must obtain a Works Within Road Reserves permit (WWRR) and comply with permit conditions and Council specifications when constructing vehicle crossovers.

Proposed new or altered cross overs to properties adjoining Arterial Roads (RZ1) require a Planning Permit under the *Environment and Planning Act 1986* before any works can commence.

#### **4.7.2 Street Lighting**

Streetlights in road reserves provide a service to the community and are funded by the Council, but are owned and maintained by the respective network provider. They are therefore not covered by this Road Management Plan. The levels of service relating to these assets are considered through the Asset Management Plan and arrangements made directly with the appropriate utility.

#### **4.7.3 Overhanging Vegetation**

Private vegetation is maintained in accordance **Under Council's Local Law No.1 of 2015 (97)**.

#### **4.7.4 Obstructing Footpaths and Roads**

It is the responsibility of landowners to keep footpaths and roads clear of obstructions, including circumstances relating to:

- Tables, chairs, shop displays and signs on footpaths in commercial areas,
- Obstructions on nature strips, and
- Weeds affecting visibility.

#### **4.7.5 Nature Strips**

Due to potentially high costs Council does not maintain nature strips to a high standard. Council may only undertake works where some safety or significant amenity issue is present. Historically the landowner has undertaken mowing and upkeep as a part of the presentation of their property.

#### **4.7.6 Consent to Perform Works in Road Reserve**

In general any person considering performing works in road reserves must obtain consent from the Coordinating Road Authority unless they are exempted under the Road Management (Works & Infrastructure) Regulations 2005. Advice and application forms based on Councils Local Law are available from the Municipal Offices for work on municipal roads.

#### **4.7.7 Property Stormwater Drains**

Property stormwater drains within the road reserve from the property boundary to a discharge outlet in the kerb or into the drain are there to benefit the property and such are the responsibility of the property owner to maintain. These drains are excluded from the Plan.

#### **4.8 Access Control**

Under the provisions of the Act a road authority may make decisions concerning access onto a public road in relation to:

- Location,
- Restrictions of use,
- Conditions, and
- Works.

VicRoads may specify requirements for highways and main roads and Council for local roads.

Under the Planning Permit process Council may impose conditions on a permit for the use or development of land in relation to:

- Stock Crossings
- Vehicle crossings,
- Driveway dimensions,
- Turning lanes, and
- School bus stopping areas.

## 5 STANDARDS FOR INSPECTION

### 5.1 Inspections

#### 5.1.1 General

The main reasons for the inspection of road assets are:

- To identify defects and act to minimise the risk of injury to the asset users; and
- To identify defects in time and repair to prevent premature failure of assets and minimise the financial impact to the community.

#### 5.1.2 Inspection Types

Inspection Type	Definition and Purpose
<b>Reactive Inspection</b>	<ul style="list-style-type: none"><li>• Inspections undertaken in response to notification to council by members of the community.</li><li>• These inspections allow Council to program required works where an intervention action is warranted.</li></ul>
<b>Proactive Inspection</b>	<ul style="list-style-type: none"><li>• Inspection undertaken in accordance with a programmed inspection schedule</li><li>• These inspections determine if the road asset complies with the levels of service as specified in the Road Service Level Agreement.</li></ul>
<b>Condition Inspection</b>	<ul style="list-style-type: none"><li>• Inspections undertaken specifically to identify deficiencies in the structural integrity of the various components of the road infrastructure assets which if untreated, are likely to adversely affect network values. The deficiencies may well impact short-term serviceability as well as the ability of the component to continue to perform for the duration of its intended life span.</li></ul>
<b>Incident Inspection</b>	<ul style="list-style-type: none"><li>• Inspection carried out to comply with the requirements the Road Management Act (Division 5 – Claims Procedure, Clause 116);</li><li>• This inspection enables an incident condition report to be prepared for use in legal proceedings and the gathering of information for the analysis of the causes of accidents and the planning and implementation of road management and safety measures.</li></ul>

### 5.1.3 Inspection frequency

An inspection regime has been established for all roads and road related infrastructure identified as part of the Road Management Plan. This regime has been established having considered issues outlined in Appendix 2. The frequency of the inspections is greater for roads and road related infrastructure of higher classification and usage. The schedule set out in the table below and identifies the frequency that inspections must take place.

The Council and the community collectively identify the defects on roads. Inspections are performed as follows:

Routine asset protection inspections identify defects that are at or beyond the defect intervention level.

Condition inspections determine the integrity of the road pavement and the seal. These are carried out every 3 years.

**Level 1 bridge inspections** check for low severity bridge defects such as overhanging vegetation, blocked scuppers and waterway debris.

**Level 2 bridge inspections** check the structural integrity of individual bridge components such as the deck, beams, and piers.

**Reactive asset protection inspections** are carried out following notification to the Council from any person or organisation of a hazard to identify whether the reported hazard is at or above intervention and schedule maintenance in accordance with the maintenance response timeframes for the applicable hazard.

Asset Inspection Officers are responsible for the above inspections:

Details of inspection are included in Appendix 2.

## 6 STANDARDS FOR MAINTENANCE AND REPAIR

Council has determined standards in relation to the condition to be achieved in maintenance and repair of roads, pathways and other road infrastructure.

Details of maintenance in relation to intervention levels and response times are included in Appendix 3 for roads and Appendix 4 for pathways.

If an urgent or high-risk situation is identified either through the Council's routine maintenance inspections, or through another inspection mechanism, Council will take appropriate action, as a matter of priority, to reduce the risk of an incident, by means of appropriate warning until the maintenance/repair works are completed. These works may be considered as emergency works.

## 7 MANAGEMENT SYSTEM

Key aspects of the management system utilised by Council includes:

- Regular inspections of the asset portfolios,
- The setting of intervention levels,
- The type of intervention action,
- The target time for intervention action.

Information on all Council assets is stored in Council's Asset Management Software ranging from replacement cost to condition and construction material.

The Customer Request System allows staff to log a request, complaint, or enquiry received from a member of the public or other employee, to be forwarded automatically to the responsible Council Officer for action. Timelines for action on requests are embedded in the system with reminders, escalation, and reporting functions automatically activated.

The maintenance management system (MMS) is a combination of a Customer Request System, Council's Asset Management Software, and the documented processes involved in conducting the requirements of the Road management Plan. The flowchart (appendix 5) identifies an overview of the process for entering and completion of works into the MMS. Refer to the following process flowcharts for detail which is located on the Council's intranet.

## 8 "FORCE MAJEURE"

Council will make every endeavour to meet all aspects of its Road Management Plan, however, in the event of natural disasters and other events including, but not limited to, fires, floods, droughts and the like, together with human factors, such as lack of Council staff or suitably qualified contractors, because of section 83 of the Victorian Wrongs Act 1958, as amended, Council reserves the right to suspend compliance with its Road Management Plan.

In the event that the Chief Executive Officer of the Council has to, pursuant to section 83 of the above Act, consider the limited financial resources of the Council and its other conflicting priorities, meaning Council's Plan cannot be met, they will write to Council's Officer in charge of its Road Management Plan and inform them that some, or all, of the timeframes and response times are to be suspended.

Once the events beyond the control of Council have abated, or if the events have partly abated, Council's Chief Executive Officer will write to Council's Officer responsible for Council's Plan and inform them which parts of Council's Plan are to be reactivated and the timeframes for each part of the Plan to be reactivated.

### 8.1 Extreme or Code Red Days

Council's priority on any day declared as Extreme or Code Red by the Country Fire Authority is for the safety of its employees, Councillors, contractors and volunteers. On these days, Council's Code Red and Extreme Fire Danger Policy will apply and have precedence over any aspect of the Road Management Plan. (Refer HPE document no. D/16/61160 – Code Red Policy)

## **9 APPENDICES**

Appendix 1 – Road Hierarchy

Appendix 2 – Details of Inspections

Appendix 3 – Response Times Roads

Appendix 4 – Response Times Pathways

Appendix 5 – Maintenance Management System

## Appendix 1 – Road Hierarchy

**Table 1 - Classifications for Urban Area Roads**

Classification	Function
Link	Connecting urban centres, local areas and the State arterial road network
Collector	Large-scale movement of traffic within urban centres and local areas. Connecting Access Streets with Link Streets.
Access	Small-scale direct access to properties, recreational areas and industrial areas.
Limited Access	Access to the rear of properties or within recreational parks. Not intended for through traffic.

**Table 2 - Classifications for Rural Area Roads**

Classification	Function
Link	Connecting town, local areas and the State arterial road network
Collector	Large-scale movement of traffic within towns and local areas. Connecting Access Roads with Link Roads.
Access	Small-scale direct access to properties, recreational areas and industrial areas
Limited Access	Access to small numbers of properties or to recreational areas. Not intended for through traffic.
Fire access	Dry-weather obstacle-free passage to areas containing few or no structures.

**Table 3 - Classifications for Pathways**

Classification	Function
Commercial	Generally adjacent to commercial premises. Usually very wide, extending from the property boundary to the kerb. Activity level is continuous groups or individuals moving in both directions.
Thoroughfare	Used for longer distance travel to move from one area to another or for recreational purposes. May be wider than Residential pathways but not full width like Commercial pathways. Activity level is frequent groups or individuals.
Residential	Used for access to residential properties and more isolated facilities such as recreation reserves or corner shops. Activity level is occasional individuals.



**Appendix 2 – Details of Inspections**

**Table 4 - Road Inspection Timeframes**

Inspection Type	Classification				
	Link	Collector	Access	Limited Access	Fire Access
<b>Routine</b>					
Asset Protection - Routine	3 months	6 months	1 year	1 year	1 Year
Bridges (Level 1)	1 year	1 year	1 year	2 years	N/A
Bridges (Level 2)	3 years	3 years	3 years	3 years	N/A

**Table 5 - Pathway Inspection Timeframes**

Inspection Type	Pathway classification		
	Commercial	Thoroughfare	Residential
<b>Routine</b>			
Sealed - Routine	6 months	1 year	1 year
Unsealed - Routine	6 months	1 year	1 year

## Appendix 3 – Response Times Roads

**Table 6 - Intervention Thresholds & Repair Response Times - Urban Areas**

Hazard Description & Intervention Threshold	Repair Response Time			
	Link	Collector	Access	Limited Access
<b>1. Sealed Pavement</b>				
1.1 Pothole in traffic lane greater than 300mm diameter and greater than 100mm deep measured under a 1.2m straightedge	2 weeks	2 weeks	3 months	6 months
1.2 Area in traffic lane where the seal is missing or can be removed by hand greater than 1.0 square metres	2 weeks	2 weeks	3 months	6 months
1.3 Deformation greater 100mm under a 3 metre long straightedge	1 month	3 months	6 months	1 year
1.4 Low skid resistance involving observed slick surfaces over a full lane width and over a length of 50 m or greater, on the approach to, departure from or on a curve, where there is limited or no cross fall, or where the slick surface represents a danger to the travelling public.	1 month	1 month	2 months	3 months
1.5 Edge drops onto unsealed shoulder greater than 100mm.	2 weeks	1 month	6 months	1 year
<b>2. Unsealed Pavement</b>				
2.1 Pothole in traffic lane greater than 500mm diameter and greater than 150mm deep under a 1.2m straightedge.	2 days	2 days	3 months	6 months
<b>3. Obstruction &amp; Substances in Traffic Lane</b>				
3.1 Washaways, subsidence or other significant damage to a traffic lane or immediately adjacent to a traffic lane that presents a danger to the travelling public.	8 hours	24 hours	2 days	1 week
3.2 Ponding of water greater than 300mm deep, fallen trees, oil spills, stray livestock.	8 hours	24 hours	2 days	1 week
3.3 Materials fallen from vehicles, dead animals, wet clay and other slippery substances, hazardous materials.	2 days	2 days	1 week	2 weeks
3.4 Accumulation of dirt or granular materials on the traffic lane of sealed roads.	2 weeks	1 month	3 months	6 months
3.5 Fallen tree or limbs into the traffic lane or otherwise presenting a danger to the travelling public	8 hours	24 hours	2 days	1 week
<b>4. Drainage</b>				
4.1 Damaged or missing drainage pit lids, surrounds, grates, in or adjacent to traffic lanes.	2 weeks	2 weeks	6 months	1 year
4.2 Overgrown or silted-up table drains.	1 year	2 years	2 years	2 years
<b>5. Roadside Furniture</b>				
5.1 Roadside furniture protruding into the traffic lane or otherwise presenting a danger to the travelling public	8 hours	24 hours	2 days	1 week
5.2 Safety barriers or guideposts at a critical location missing or damaged making them substantially ineffective.	6 weeks	6 months	6 months	1 year
5.3 Regulatory or Warning signs missing, illegible, or damaged making them substantially ineffective.	6 weeks	6 months	1 year	1 year
5.4 Other roadside furniture damaged or substantially ineffective	6 months	1 year	1 year	1 year
<b>6. Pavement Markings</b>				
6.1 Missing, illegible or confusing pavement markings at a critical location.	3 months	6 months	1 year	1 year
<b>7. Structures - Bridges, Cattle Underpasses &amp; Bus Shelters</b>				
7.1 Defects detected during a bridge Level 1 inspection	3 months	6 months	1 year	1 year

Hazard Description & Intervention Threshold	Repair Response Time			
	Link	Collector	Access	Limited Access
<b>8. Traffic Signals and On-Road Electrical Assets</b>				
8.1 Reporting of traffic signals or other electrical devices which are inoperative, confusing or defective and could present a danger to the public	8 hours	8 hours	1 day	1 day

**Table 7 - Intervention Thresholds & Repair Response Times - Rural Areas**

Hazard Description & Intervention Threshold	Repair Response Time				
	Link	Collector	Access	Limited Access	Fire Access
<b>1. Sealed pavement</b>					
1.1 Pothole in traffic lane greater than 300mm diameter and greater than 100mm deep measured under a 1.2m straightedge	2 weeks	2 weeks	3 months	1 year	N/A
1.2 Area in traffic lane where the seal is missing or can be removed by hand greater than 1.0 square metres	2 weeks	2 weeks	3 months	1 year	N/A
1.3 Deformation greater 100mm under a 3 metre long straightedge	3 months	6 months	1 year	1 year	N/A
1.4 Low skid resistance involving observed slick surfaces over a full lane width and over a length of 50 m or greater, on the approach to, departure from or on a curve, where there is limited or no cross fall, or where the slick surface represents a danger to the travelling public. Initial response to be signage or other treatment to reduce risk	1 month	1 month	3 months	6 months	N/A
1.5 Edge drops onto unsealed shoulder greater than 100mm.	1 month	6 months	1 year	1 year	N/A
<b>2. Unsealed pavement</b>					
2.1 Pothole in traffic lane greater than 500mm diameter and greater than 150mm deep under a 1.2m straightedge.	2 weeks	2 weeks	3 months	1 year	N/A
<b>3. Obstruction &amp; Substances in Traffic Lane</b>					
3.1 Washaways, subsidence or other significant damage to a traffic lane or immediately adjacent to a traffic lane that presents a danger to the travelling public.	8 hours	24 hours	1 week	2 weeks	1 year
3.2 Ponding of water greater than 300mm deep, fallen trees, oil spills, stray livestock.	8 hours	24 hours	1 week	2 weeks	1 year
3.3 Materials fallen from vehicles, dead animals, wet clay and other slippery substances, hazardous materials.	72 hours	3 days	2 weeks	2 weeks	N/A
3.4 Accumulation of dirt or granular materials on the traffic lane of sealed roads.	1 month	3 months	6 months	1 year	N/A
3.5 Fallen tree or limbs into the traffic lane or otherwise presenting a danger to the travelling public	8 hours	24 hours	2 days	1 week	1 year
<b>4. Drainage</b>					
4.1 Damaged or missing drainage pit lids, surrounds, grates, in or adjacent to traffic lanes.	1 month	1 month	1 year	1 year	N/A
4.2 Overgrown or silted-up table drains.	1 year	2 years	2 years	2 years	N/A
<b>5. Roadside Furniture</b>					
5.1 Roadside furniture protruding into the traffic lane or otherwise presenting a danger to the travelling public	8 hours	24 hours	2 days	1 week	N/A
5.2 Safety barriers or guideposts at a critical location missing or damaged making them substantially ineffective.	3 months	6 months	1 year	1 year	N/A
5.3 Regulatory or Warning signs missing, illegible, or damaged making them substantially ineffective.	3 months	6 months	1 year	1 year	N/A
5.4 Other roadside furniture damaged or substantially ineffective	6 months	1 year	1 year	1 year	N/A

Hazard Description & Intervention Threshold	Repair Response Time				
	Link	Collector	Access	Limited Access	Fire Access
<b>6. Pavement Markings</b>					
6.1 Missing, illegible or confusing pavement markings at a critical location.	6 months	6 months	1 year	1 year	N/A
<b>7. Structures - Bridges, Cattle Underpasses &amp; Bus Shelters</b>					
7.1 Defects detected during a bridge Level 1 inspection	6 months	1 year	1 year	1 year	N/A
<b>8. Traffic Signals and On-Road Electrical Assets</b>					
8.1 Reporting of traffic signals or other electrical devices which are inoperative, confusing or defective and could present a danger to the public	8 hours	8 hours	1 day	1 day	N/A

## Appendix 4 – Response Times Pathways

**Table 8 - Intervention Thresholds & Repair Response Times - Pathways**

Hazard Description & Intervention Threshold	Repair Response Time		
	Commercial	Thoroughfare	Residential
<b>1. Pathway surface</b>			
1.1 Surface having a step greater than 25mm	3 months	6 months	6 months
1.2 Depression/deformation greater than 150mm under a 3 metre straight edge on sealed surface	3 months	6 months	1 year
1.3 Edge drop greater than 100mm from pathway surface to adjacent ground (excluding kerbs).	3 months	6 months	1 year
<b>2. Obstruction &amp; Substances on Pathway</b>			
2.1 Dirt, debris or accumulation of aggregate on sealed surface at critical locations	1 week	1 week	2 weeks
2.2 Material fallen from a vehicle, wet clay and other slippery substances, hazardous materials on any surface at critical locations	1 week	1 week	2 weeks
2.3 Ponding of water greater than 300mm deep and fallen trees that obstruct traffic	1 week	1 week	2 weeks
<b>3. Drainage</b>			
3.1 Damaged or missing pit lids, surrounds, grates, kerb and channel, culverts within or adjacent to pathway.	1 month	3 months	1 year
<b>4. Vegetation</b>			
4.1 Vegetation which presents a physical hazard to the public intruding into a clearance envelope between edges of pathway & a 2.5 metre height clearance over pathway.	6 months	1 year	1 year
<b>5. Pathside furniture</b>			
5.1 Safety barriers or guideposts missing or damaged making them substantially ineffective	3 months	6 months	1 year
5.2 Safety signs missing, illegible or damaged making them substantially ineffective	6 months	6 months	1 year

Appendix 5 – Maintenance Management System Flowchart - Overview

