



Yarriambiack
SHIRE COUNCIL

ROAD MANAGEMENT PLAN

ADOPTED JUNE 2022

2022-2025



TABLE OF CONTENTS

INTRODUCTION	3-5
OBJECTIVE OF THIS ROAD MANAGEMENT PLAN	6-7
ROAD REGISTER	8
ROAD HIERARCHY	9-10
ROAD ASSET MANAGEMENT SYSTEM	11-24
WORKS BY OTHERS ON ROAD RESERVES	25-26
PROCESS FOR AMENDMENT AND REVIEW OF ROAD MANAGEMENT PLAN	27
ROADS WITHIN MUNICIPALITY WHICH ARE MANAGED BY ANOTHER ROAD AUTHORITY	28-29
INCIDENTS AND COUNCIL RESPONSE	30
APPENDIX A: STANDARDS FOR FOOTPATH INSPECTION	31-31
APPENDIX B: OVERHANGING VEGETATION FACTSHEET	33-35
APPENDIX C: ROAD STANDARDS AND RESPONSE TIMES	36-38
APPENDIX D: ROAD HIERARCHY	39-41



INTRODUCTION

1.1 DEVELOPMENT OF A ROAD MANAGEMENT PLAN

This Road Management Plan is prepared under the Road Management Act 2004 ("the Act") and the Code of Practice for Road Management Plans.

The purposes of a Road Management Plan under the Act are:

- To establish a management system for the road management functions of a road authority which is based on policy and operational objectives and available resources; and
- To set the relevant standard in relation to the discharge of duties in the performance of those road management functions

Under the Act, the contents of a Road Management Plan:

- May set relevant standards or policies in relation to the discharge of duties in the performance of road management functions.
- May include details of the management system that a road authority proposes to implement in the discharge of its duty to inspect, maintain and repair public roads for which the road authority is the coordinating road authority or the responsible road authority.
- May specify the relevant policies and priorities adopted by the road authority.
- Must include any matters that a relevant Code of Practice specifies should be included in a road management plan.

1.2 COUNCIL IS A ROAD AUTHORITY

Under the Local Government Act 1989, Council has the care and management of certain roads and under the Road Management Act, Council is a road authority. [Note that at the time of writing, most of the road related aspects of the Local Government Act remain within the 1989 version of the LG Act, and not the 2020 version LG Act.]

1.3 ROLE OF A ROAD AUTHORITY

Under the Road Management Act, a road authority must, in performing road management functions, have regard to the principal object of road management and the works and infrastructure management principles. As defined in S 20(1) of the Act:

"The principal object of road management is to ensure that a network of roads is provided primarily for the movement of persons and goods as part of an integrated transport system and that road reserves are available for other appropriate uses".



INTRODUCTION



1.4 DEFINITION OF A ROAD

The Road Management Act defines a “road” as;

- (a) any public highway
- (b) any ancillary area
- (c) any land declared to be a road under section 11 or forming part of a public highway or ancillary area and defines a “public highway” as; any area of land that is a highway for the purposes of the common law.

1.5 OBLIGATIONS OF ROAD USERS

Council is limited in its ability and power to maintain the road network in a condition that provides an ideal environment for its intended use. Therefore, it should be understood that road users have a responsibility when using a public road or path.

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Section 17A of the Road Safety Act 1986 states the obligations of a road user as:

- (1) A person who drives a motor vehicle on a highway must drive in a safe manner having regard to all the relevant factors.
- (2) A road user other than a person driving a motor vehicle must use a highway in a safe manner having regard to all relevant factors.
- (2A) For the purposes of subsections (1) and (2) and without limiting their generality, the relevant factors include the following—
 - a) physical characteristics of the road;
 - b) prevailing weather conditions;
 - c) level of visibility;
 - d) condition of any vehicle the person is driving or riding on the highway;
 - e) prevailing traffic conditions;
 - f) relevant road laws and advisory signs;
 - g) physical and mental condition of the driver or road user.
- (3) A road user must-
 - a) take reasonable care to avoid any conduct that may endanger the safety or welfare of other road users;
 - b) take reasonable care to avoid any conduct that may damage road infrastructure and non-road infrastructure on the road reserve;
 - c) take reasonable care to avoid conduct that may harm the environment of the road reserve.
- (4) In subsection (3), infrastructure manager, non-road infrastructure, road infrastructure and road reserve have the same meanings as in section 3(1) of the Road Management Act 2004.

INTRODUCTION

This Road Management Plan references the following documents: -

- Yarriambiack Shire Council's Strategic Resource Plan and Long-Term Financial Plan
- Yarriambiack Shire Council's Road Hierarchy
- Yarriambiack Shire Council's Footpath Hierarchy
- Yarriambiack Shire Council's Road Asset Management Systems (AssetFinda Software)
- Yarriambiack Shire Council's Customer Request Management System
- Yarriambiack Shire Council's Asset Management Policy
- Yarriambiack Shire Council's Road Register
- Yarriambiack Shire Council's Grading Register
- Yarriambiack Shire Council's Rail Crossing Register;
- Yarriambiack Shire Council's Assets & Operations Guidelines Manual
- Road Management Act
- Codes of Practice under the Road Management Act;
- Road Safety Act;
- Road Management General Regulations;
- Australian Standard AS1742, Australian Level Crossing Assessment Model

1.6 BRIEF DESCRIPTION OF YARRIAMBIACK SHIRE COUNCIL

The Yarriambiack Shire covers an area of 7,326 square kilometres in north-west Victoria, with an estimated residential population of 6,639 people.

Warracknabeal is the main service centre of the area, with a catchment pattern that extends from the Wimmera River just north of the Grampians in the south, to the centre of the Mallee in the north. It is complemented by Hopetoun in the north and Minyip, Murtoa and Rupanyup in the south, with another thirteen small towns spread throughout the municipality.

The area is predominantly rural in nature with dry land agriculture being the economic force within the region.

Local road lengths (including streets and lanes) total around 4,821 kilometres, which includes more than 850 kilometres in sealed roads, 1,250 kilometres of gravel roads, 59km of footpaths, 87 km of kerb and channel, 9 footbridges, 1.5 major bridges 92 major culverts and 116 minor culverts.



OBJECTIVES OF ROAD MANAGEMENT PLAN

The chief objective of this Road Management Plan is to set the standards that the Yarriambiack Shire Council will implement in its road management system in the discharge of its duty in inspections, maintenance, and repair of public roads for which it has responsibility and is based on policy, guidelines, operational objectives and available resources.

The Yarriambiack Shire Council recognises that through its limited financial resources and dependence on levels of funding from both State and Federal Governments, that insufficient resources will be available to achieve a completely satisfactory standard of road construction and maintenance in all cases. However, Council also has a commitment to utilise its available resources in the most efficient and beneficial manner and hence puts forward this Road Management Plan to promote the safety and amenity of the public. These standards of road construction and maintenance must be balanced against other community and statutory obligations of Council. This balance will be achieved through Council's Long Term Financial Plan, Strategic Resource Plan and the budget process of setting priorities for Council expenditure within available resources and other elements noted in the Road Management Plan.

The key elements of the Road Management Plan include:

- definition of Council's maintenance responsibility on various infrastructure.
- the management system that Council employs for the inspection, maintenance, and repair of its roads.
- inspection standards that document the nature and frequency of different type of inspections (i.e., reactive, and proactive).
- maintenance standards that document intervention levels, maintenance response requirements, and maintenance response times



OBJECTIVES OF ROAD MANAGEMENT PLAN

2.1 EXCEPTIONAL CIRCUMSTANCES

Council will make every effort to meet its commitments under its Road Management Plan (RMP). However, there may be situations or circumstances that affect Council's business activities to the extent that it cannot deliver on the service levels of the RMP. 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 and/or 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 RMP 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 and inform them that some, or all of the timeframes and responses in Council's RMP are to be suspended.

Once the scope of the event/s have been determined and the resources committed to the event response have been identified, then there will be an ongoing consultation between Council's CEO and Council's Officer responsible for the RMP, to determine which parts of Council's Plan are to be reactivated and when. Council statements to residents about the suspension or reduction of the services under the RMP will include reference to how the work that will be done has been prioritised and the period for which it is likely to be affected.

2.2 KEY STAKEHOLDERS

Key stakeholders include:

- The community in general (for recreation, sport, leisure & business);
- Pedestrians;
- Users of a range of miscellaneous smaller and generally lightweight vehicles such as pedal cyclists, motorised buggies, wheelchairs, prams, etc;
- Vehicle users using motorised vehicles such as trucks, buses, commercial vehicles, cars and motor cyclists;
- Emergency agencies (Police, Fire, Ambulance, VicSES);
- Traffic and transportation managers;
- Managers of the asset that is the road network;
- Construction and maintenance personnel who build and maintain asset components;
- Utility agencies that utilise the road reserve for their infrastructure (water, sewerage, gas, electricity, telecommunications);
- Council as custodian of the asset;
- Relevant Road / Rail Authorities;
- State and Federal Governments that periodically provide support funding to assist with management of the network.



ROAD REGISTER



3.1 PREPARATION AND AMENDMENT OF ROAD REGISTER

The Yarriambiack Shire Council has compiled a register of public roads for which it is responsible. The definition of a public road is found in Section 17 of the Road Management Act.

The Road Register lists roads adopted by the Yarriambiack Shire as their responsibility as part of this Road Management Plan. It nominates roads which Council actively manage but excludes unformed tracks on public land, roads which are not developed for public use and private driveways on road reserves that provide access to land adjoining a road.

The register is called the "Yarriambiack Shire Council Road Register for Local Roads and Streets".

This register has been compiled in accordance with Schedule 1 of the Road Management Act and may be amended from time to time by resolution of Council.

3.2 INSPECTION OF ROAD REGISTER

The Yarriambiack Shire Council's Road Register is available for inspection by members of the public free of charge during business hours at the Municipal Office in Warracknabeal, the service centre at Gateway BEET, Hopetoun or on Council's website.



Council has developed a Roads Hierarchy for its Municipal Roads to establish corporate policies, goals and strategies for improving and maintaining the road network.

The objective of the Roads Hierarchy is to establish:

- The design and construction standards and service levels that Council will endeavour to provide for the various classes of urban and rural roads
- The conditions under which Council may be prepared to agree to the provision and maintenance of a road to a higher standard than that set out in the hierarchy of roads

The road network in the municipality consists of the following types of roads:

- Arterial Roads which include national and state highways. The provision and maintenance of the Arterial Road Network is the responsibility of Regional Roads Vic
- Municipal Roads for which Council is the Road Authority - municipal roads are categorised as Rural or Urban Roads
- Roads on Crown land for which Department of Environment, Land, Water and Planning is the Road Authority
- Forest Roads for which Parks Victoria is the Road Authority, and
- Private Roads for which landowners are responsible Under the Council's Road Hierarchy



ROAD HIERARCHY

For purposes of this Road Management Plan, Public Roads have been classified as follows:

Classification	Description	Surface
Link Road	Transport Routes - Roads which usually connect two towns, villages or districts and carry traffic both private and commercial from within and outside the municipality.	Sealed
Collector Road	Rural roads which provide the major link between a number of residential and property access roads, and Link Roads or the arterial road network. Urban roads which provide the major link between a number of primary access roads and the arterial network or are identified freight routes.	Sealed or all-weather surface
Primary Access Road - Rural	Rural roads which provide all-weather access to occupied residential property (Primary place of residence).	All-weather surface
Primary Access Road - Urban	Urban roads which provide access to residential, commercial or industrial properties or to recreational facilities.	Sealed or all-weather surface
Secondary Access Roads - Property	Rural roads which provide access to non-residential property. They are not necessarily all-weather roads. Urban roads or laneways which provide secondary access to residential, commercial or industrial property or access to vacant land.	Can be all-weather surface or Earth formation
Access Road - Minor	Rural roads used occasionally (but not regularly) for farm access. Any other rural road with minimal use. Urban roads - a road or laneway with minimal use	No Construction

Note: Only roadways that are maintained by Council are included in the road hierarchy. All road hierarchy categories are highlighted in Appendix D.

BUS ROUTES

Bus routes are roads that are used by school buses for transportation of students to and from school. Bus routes may change from year to year depending on the residential address of current primary and secondary school students. The hierarchical classification of a road does not change if the road is designated as a bus route. Bus routes are identified in Council's asset management system.

ROAD ASSET MANAGEMENT SYSTEM

Council's Road Asset Management System is in place to ensure that Council's assets are maintained in a reasonable standard subject to available resources. It uses strategies, systems and inspections to enable rehabilitation and renewal of the infrastructure to be carried out in a logical prioritised manner which addresses the needs of the stakeholders of the Road Management Plan, where practical.

5.1 ASSET MANAGEMENT

The Yarriambiack Shire Council uses the AssetFinda software for Asset Management. In this system, all gravel and sealed roads are inspected yearly and given a condition rating as to their serviceability and structural integrity.

Data and reports from Council's asset management systems are utilised when capital works programs are formulated. The development of capital works can also be guided by the number of defects generated during the inspections triggered by the criteria set in this document. Other factors which may be taken into account are inspections by officers, public safety, public amenity, environmental factors, available resources, traffic levels and types, road and footpath hierarchy, alternative sources of funding and policies of Council.

Council endeavours to manage its assets under the guidance of the Yarriambiack Shire Council Asset Management Plan and associated documents (a copy of which can be obtained upon request).



ROAD ASSET MANAGEMENT SYSTEM



5.2 COUNCIL POLICIES RELATING TO ROAD MANAGEMENT

Council has a number of road and footpath-based policies and guidelines which give Council and its Officers direction in the maintenance and construction of assets. The policies and guidelines have been put in place to ensure consistency of decision making and to enable financial and physical resources to be allocated to the most appropriate elements of the road network. The policies and guidelines listed below form part of this Road Management Plan: -

- Road Hierarchy
- Municipal Fire Management Plan
- Footpath Hierarchy
- Yarriambiack Shire Council's Assets & Operations Directorate Guidelines Manual

The Directorate guideline manual covers:

- Access to rural properties
- Evaluation of sealed roads
- Roadside slashing/spraying
- School bus routes

These policies and guidelines may be amended by Council from time to time. The Assets and Operations Directorate Guidelines is approved by Council every three years.

5.3 BUDGETING FRAMEWORK

Council adopts its annual budget by the 30 June each year. The budget includes both maintenance and capital expenditure budgets for roads and associated assets in accordance with Council's Asset Life Cycle Policy, Budget Framework and Guidelines Manual and Long Term Financial Plan. The budget is subject to change based on available funding from the state and federal government.



5. 4 STANDARDS AND GUIDELINES

5.4.1 Road Standards

Council has adopted a Road Hierarchy which nominates roads in accordance with their function and usage.

The “Classifications for Road Hierarchy” spreadsheet within the Yarriambiack Shire Council Road Hierarchy, lists the desirable construction standards. The Asset Management System lists the current surface type, width, road classification and condition rating. Where a section of a road is nominated for rehabilitation or construction, the target construction standards as listed in the “Classifications for Road Hierarchy” spreadsheet shall become the minimum standard for that segment.

However, if the current standard is less than the “desirable construction standard”, the current standard is deemed to be acceptable until that section of road has upgrading construction works completed on it. Such assets will be prioritised for upgrade during the development of Capital Works Program for the following financial year.

5.4.2 Safety/Defect Inspection Frequency

Council has nominated inspection frequencies for the various categories of roads nominated within the Road Hierarchy, which is deemed achievable based on Council's own source revenue and grant funding available. Council understands that resourcing an increased inspection frequency would divert operational expenditure away from rectifying works outside intervention levels and hence would become counterproductive. The inspection intervals for each category of road can be found in the “Classifications for Road Hierarchy” spreadsheet (Appendix D).

Some categories of road are deemed to not require inspections, this process was deemed to be economically unviable for these low usage categories. For roads of those categories, Council will rely upon random supervisor or staff inspections and notification by members of the public.

Similarly, for road classifications upon which inspections are undertaken, random inspections and notification by members of the public shall be relied upon in between formal inspections. Council's “Customer Request Management System” is outlined in section 4.9 of this Road Management Plan.

5.4.3 Guidance and Policy

Councillors, officers and staff are to be guided by the contents of this Road Management Plan and all policies, Directorate Guidelines and documents listed within, when consideration is undertaken for road and footpath maintenance and rehabilitations.

The maintenance standards of various asset classes will also be guided by individual Asset Management Plans (AMPs).

ROAD ASSET MANAGEMENT SYSTEM



5.5 BEST VALUE / CONSULTATION

Council will comply with Best Value Victoria Legislation and hence will consult with the community with respect to their needs and requirements for the asset categories of roads and footpaths. Submissions made during consultation shall be taken into account by Council when carrying out the functions of the Road Management Plan.

5.6 AUDIT

Council engages external auditors to carry out an audit through the Internal Audit and Risk Committee. The Internal Audit and Risk Committee may table an audit on the system elements of the Road Management Plan. An annual audit of system elements of this Road Management Plan shall be undertaken by Council's Asset Management Team. Council internal audits are carried out twice each year of the following processes:

- Collection and storage of condition information
- Recording of complaints/requests in the appropriate database in the manner required
- Complaint/request is inspected and/or assessed in relation to specified maintenance intervention levels; A sample audit of this process to be undertaken
- That programmed inspections are carried out as scheduled
- Relevant inspection reporting and recording mechanisms are in place
- That reported defects are being properly recorded in the system
- Where required, appropriate rectification responses are determined and works orders issued
- Where customer requests require scheduling of works onto annual maintenance programs or long-term renewal works programs, that the required listing takes place
- Record that maintenance works have been delivered as intended (i.e., someone has signed off on the satisfactory completion of the work)
- Management system in place to record and respond to customer enquiries



5.7 OPERATIONAL STANDARDS

5.7.1 Inspection Types

There are three types of inspections undertaken on Council's roads and footpaths. These are Reactive, Programmed and Asset Condition inspections.

Inspection Type	Description
Programmed	Programmed inspections assess the road and footpath network to identify defects that have reached the intervention level, as defined in Council's RMP.
Reactive	Reactive inspections are undertaken following notification to Council of defects and safety issues by the community or stakeholders through Council's Customer Request System (CRM) system. The defects are inspected in line with criteria set out within the RMP.
Condition	Asset condition inspections are conducted to assess the condition and remaining useful life assets in order to prioritise renewal works and report financial depreciation figures. Condition inspections are conducted as specified in Council's Asset Lifecycle Policy.
Incident	An inspection is conducted after Council have been notified of an incident or near miss on a Council Road.

5.7.2 Asset Condition Surveys

Asset condition surveys are conducted for various asset categories at following intervals:

- Sealed roads: Three-year cycle
- Gravel roads: Three-year cycle
- Footpaths: Category 1 footpaths every year, Category 2 footpaths every two years & Category 3 footpaths upon request
- Kerb and channel: inspected on a three yearly interval
- Street furniture: inspected on a three yearly interval
- Bridges and culverts: Major culverts 5 yearly & Minor culverts yearly. Level 2 inspections are conducted by an external contractor every five years.

Level 2 inspection criteria - any major structures that cross waterways including bridges, major culverts (those greater than 3.5 square m catchment area).

The surveys measure the condition of the asset with respect to various individual elements. The data is entered into Council's asset management software, with the software being used to examine medium to long term trends and not as a day-to-day maintenance management tool. The software system is used on an annual basis to assist in budget formulation for the capital items of:

- Sealed road rehabilitation
- Gravel road re-sheeting
- Sealed road resealing (periodic maintenance)
- Reconstruction of footpaths
- Reconstruction of kerb and channel
- Bridges & Culverts-rehabilitation

ROAD ASSET MANAGEMENT SYSTEM

5.7.3 Regular Safety/Defect Inspections - Roads

Regular maintenance inspections will be undertaken of various categories of road in accordance with the "Classifications for Road Hierarchy" spreadsheet within the Road Hierarchy, (a copy of this spreadsheet can be viewed at Appendix D). Records of such inspections shall be retained by Council, with the inspection data being entered into the asset management system.

Some categories of road do not require regular inspections, in these instances, Council will rely upon the Customer Request Management System (CRM's). It is recognised by Council that appropriate resources may not always be available to ensure that all roads are of a suitable standard at all times.

5.7.4 Regular Maintenance Inspections – Footpaths

Council's Footpath Hierarchy classifies each footpath in the municipality into one of three classifications dependent upon its use and function. These footpaths will receive inspections in accordance with the following:

Category	Inspection Frequency	Standards / Intervention Level
1	12 monthly	As per Appendix A
2	2 Yearly	As per Appendix A
3	No Regular Inspection	

The inspections data is recorded and retained by Council, with a works program developed from the data and passed on to the works area for completion. Works will be undertaken according to urgency and prioritisation, as it is recognised resources may not be available to ensure all footpaths are of a suitable standard at all times. Works completed as part of this program will be noted by Works Supervisors and returned to Council's Assets Department for retention.

5.7.5 Regular Maintenance Inspections – Bridges and Major Culverts

Condition inspections are carried out on major culverts five yearly; minor culverts yearly, with Level 2 inspections being conducted by an external contractor every five years. A Maintenance program may be developed from this regime with works to be carried out when resources permit.

Inspections performed outside of these time-frames will be carried out if notification is received from a member of the public that there is an issue with a culvert. Council's Asset Management Team maintains an inventory of bridges and culverts.



5.7.6 Regular Maintenance Inspections – Rail Crossings

Regular maintenance inspections are carried out on all rail crossings in accordance with maintenance requirements under Australian Standard AS1742, Australian Level Crossing Assessment Model (ALCAM) guidelines and the relevant method of risk assessment associated therewith, as well as the Level Crossing Safety Improvement Programs requirements, in conjunction with the appropriate rail authority.

A works program is developed from the data and passed on to the works area. Works will be undertaken according to urgency and prioritisation, as it is recognised resources may not be available to ensure all crossings are of a suitable standard at all times. Works completed as part of this program will be noted by Works Supervisors and returned to the Council's Assets Department for record retention.

Primary control of road rail crossings rests with the appropriate rail authority. All maintenance and road construction at level crossings and for a distance of 3 metres from each side of the railway lines is the responsibility of rail authority. The rail authority is also responsible for the erection and maintenance of railway crossing position signs together with other signs, warning devices, gates, boom barriers, lights etc, located at the crossing. Council is responsible for the erection and maintenance of advance warning signs and all pavement markings associated with crossings on roads under their control.

It is Council's responsibility to provide input into the Level Crossing Safety Improvement Program as well as maintaining road infrastructure associated with crossings and are jointly responsible for reducing risks at railway crossings.

Where there are maintenance demarcation agreements defining limits of responsibility on municipal roads between the Yarriambiack Shire Council, other road authorities, public authorities, or any private organisation, the schedule of roads affected will be listed in the Rail Crossing Register.

Details of these agreements are set out in the Rail Crossing Register.

Formal written agreements will be entered in to with the following stakeholders: -

- ARTC (Australian Rail Track Corporation);
- VicTrack;
- V/Line;
- Regional Roads Victoria.

An inventory of all rail crossings which Council maintains and inspects is listed in the Rail Crossing Register.

ROAD ASSET MANAGEMENT SYSTEM



5.7.7 Maintenance Standards - Roads

Council has determined standards and intervention levels for maintenance, and these are nominated in Appendix C. Council also believes that they have a duty to inspect roads and ensure safety for the road user, within available resources. Council also understands that the road user has a duty to drive safely having regard to the road, weather, and traffic conditions and to avoid unreasonable risks to themselves and other road users. (For further information with respect to the "Obligations of Road Users" refer to Section 17A of the Road Safety Act).

Hence, Council has elected to have road inspections carried out by an employee of Council with the focus being to conduct the survey with the safety of road users in mind.

The following items will be considered with respect to the safety of the road user during the survey, other items may also be taken into account and listed at the time of the survey. Nominated standards for some of these items are listed in a table in Appendix C – Road Standards and Response Times.

List of Road Elements to be Considered during Inspection:

Existing Surface of Road		
Sealed	Gravel	Earth
Potholes	Potholes	Potholes
Edge Breaks	Requirement for Grading	Requirement for Grading
Shoulder Condition	Shoulder Condition	Shoulder Condition
Failed Pavement	Roadside Trees	Roadside Trees
Rutting	Signs	Signs
Heaving	Delineators	Delineators
Roadside Grass	Culvert Crossings	Culvert Crossings
Roadside Trees	Drainage	Drainage
Signs	Rutting	Rutting
Delineators	Corrugations	Corrugations
Drainage		
Culvert Crossings		

5.7.8 Night Inspections

Night inspections of all sealed roads (regardless of category), under Council control shall be undertaken at two yearly intervals mainly to ascertain the reflectivity of signage and delineation devices.

5.7.9 Maintenance Standards - Footpaths

The standards upon which regular footpath inspections are conducted are shown in Appendix A.

5.8 TRAFFIC DATA COLLECTION

Council regularly undertakes traffic data collection on its road network to assist in the development of the Road Hierarchy, for input into capital works decision making, to assist in pavement design, to highlight possible safety problems and generally to assist in the implementation of the Road Management Plan.

The vehicle classifier used collects data that is downloaded to a computer for analysis. Reports can be generated providing details on:

- Number of vehicles
- Class of vehicles
- Speed of vehicles

Reports can provide traffic data on a daily basis or hourly basis. Generally, the data collected by Council covers a minimum period of seven days at each site. After analysis the following data from each site is recorded in a spreadsheet and is mapped using a GIS software program:

- Maximum daily vehicle count
- Average vehicle count on a weekday (Monday-Friday)
- Percentage heavy vehicles (weekday)
- Average vehicle count on a weekend day (Saturday-Sunday)
- Percentage heavy vehicles (weekend day)
- Average vehicle count all days
- Percentage heavy vehicles all days.

Heavy vehicles are determined by axle groupings in line with Austroads (Vehicle Classification System).

The data from each count is retained in a computer file and is available for detailed analysis if required.



ROAD ASSET MANAGEMENT SYSTEM



5.9 CUSTOMER REQUEST MANAGEMENT SYSTEM (CRM's)

Yarriambiack Shire Council's Customer Request Management System (CRM) is a computerised tracking system used to monitor requests or complaints which are received for roads, streets and footpaths and also other areas of Council responsibility.

These notifications are useful as no formal inspection regime exists for some categories of roads and footpaths. Also, in between scheduled safety/defect inspections as outlined earlier in this Road Management Plan, Council again relies on notification by members of the public should a safety concern arise.

Requests or complaints which require inspection or works to be carried out are lodged via the CRM system. When a new request is submitted, the contact and location details are entered, and the user is prompted to categorise the request from the relevant category.

Service standards are identified in advance against each type of enquiry that might be received, the Action Officer determines whether the request is considered urgent or not. Other service standards include:

- The target days to complete the action;
- Any acknowledgment, interim and final responses; and
- Procedural information.

Requests are monitored by Action Officers who receive the request electronically via email notification. The Action Officers are then required to finalise requests when complete. The system maintains an electronic journal of all actions taken in relation to requests. It can send reminders to officers when targets are close.

Inspections are noted in the CRM system (if applicable) and feedback provided to the customer (if applicable). The lodgement is updated on the system once the task is finalised (this could also be that the task was inspected but considered not to be a Council matter or be of an insignificant nature and not require any further action).

Complaints/requests may be generated externally by residents, businesses, or service utilities, they may also be generated internally by Councillors, officers, supervisors or staff via email, telephone, over the counter, media platforms and relevant apps.

Council officers will endeavour to inspect customer requests as soon as practical, but generally up to a maximum of 28 days dependant on risk and available resources.

5.10 MAINTENANCE GRADING WORKS

An important aspect of maintenance of Council's predominantly rural road network is the maintenance grading of roads.

Based on information derived from the yearly road inspections and customer requests, grading works are prioritised by Council within resource and budgetary constraints. Category of road, traffic levels, heavy truck usage, assessment of road safety and use of road by school buses are some of the aspects which influence the priority of road grading. Weather conditions also affect the ability of Council resources to respond to a grading requirement as portions of road may be too wet or too dry for effective maintenance to occur.

Roads and streets which are graded are itemised by the relevant grader driver on a 'Record of Grading' sheet, with this data being entered into Council's Asset Management System.

5.11 TEMPORARY MEASURES

Temporary works may be undertaken to reduce the risk of an incident until such time as maintenance or repair works can be completed should the risk be significant enough. Measures such as warning signs, safety mesh, flashing lights, delineators, safety barriers or other warning or barrier type devices may be utilised.

5.12 EMERGENCY WORKS

5.12.1 Emergency Works (During Working Hours)

Emergency requirements during working hours will be co-ordinated by the Works Supervisor/s or other designated officer and resources will be dispatched at the discretion of the person in charge.

5.12.2 Emergency Works (After Hours)

Council operates an afterhours emergency system whereby designated staff (on a rotating roster) monitor a mobile phone for emergency or after hours work requests.

The emergency phone number is distributed to emergency services and members of the general public. The duty officer mobilises either Council or non-Council resources as required to ensure the safety of the general public. A register of calls to the emergency phone and the response is kept.



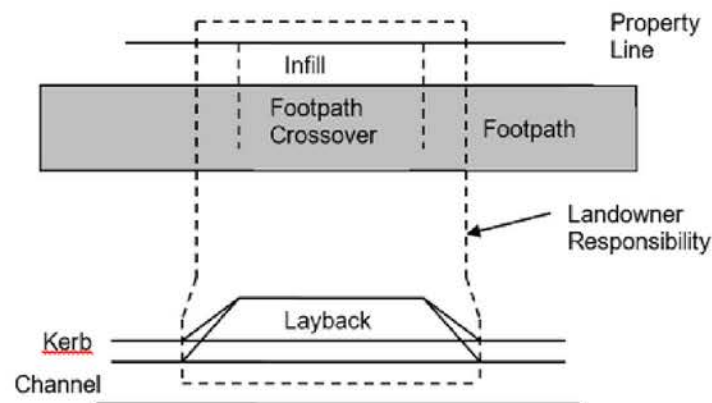
ROAD ASSET MANAGEMENT SYSTEM

5.13 VEHICLE CROSSOVERS - DRIVEWAYS

Council does not have an obligation to maintain private driveway crossings. Specifically, the areas of the:

- Driveway in-fills between the kerb and channel and the footpath and the footpath and property line,
- Layback through the kerb (including the channel), and

The owner is responsible for maintaining the driveway and the immediate surrounds impacted on by the driveway.



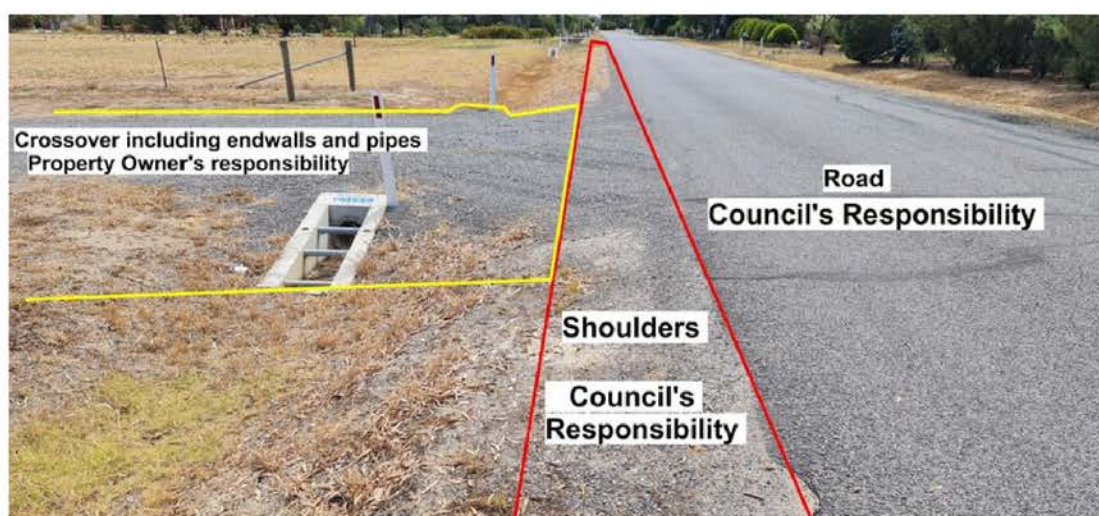
A vehicle crossover (alternatively referred to as a driveway) provides vehicular access to private property from the traffic lane of the public road. A person must not, without a permit, construct, install, remove, or alter a vehicle crossover. The Road Management Act 2004 provides that a road authority 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 diagram above illustrates the layout of a typical vehicle crossover in urban areas, showing Council's responsibility and that of the property owner.

5.14 CULVERT CROSSING - URBAN AND RURAL

Arrangements are similar for culvert crossings over an open table drain where the owner's responsibilities are the:

- Culvert and endwalls.
- Driveway infill between the road edge and the property line.
- Maintaining the road seal adjacent to the driveway free of loose material sourced from driveway.



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 Consent to Works within Road Reserves permit (CWWRR) 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 Planning and Environment Act 1986 before any works can commence.

On grading of roads or other maintenance, Council will remedy any culverts that are inadvertently impacted by the grading, e.g., where they are blocked due to movement of road material.

ROAD ASSET MANAGEMENT SYSTEM



5.15 ACCESS TO RURAL PROPERTIES

Council will endeavour to provide an all-weather access to all existing residential properties within the municipality, that are "primary place of residence". Such access will be provided from the nearest all-weather access road as determined by the Council officer.

The access to the farm properties and lands with unoccupied houses will be provided via earth formation which will, at a minimum, provide a dry-weather access to those properties. Such access will be provided to the nearest location within the property. Property owners are expected to establish a farm gate at this location.

Where a new development requires the upgrade of an existing road to a higher standard, the cost of such upgrade shall be borne by the developer. Any such upgrades should be undertaken to the satisfaction of Yarriambiack Shire Council.

Any request for upgrade of road to a higher standard will be treated on a case-by-case basis. In principle, it is expected that the cost of such upgrade will be borne by the party requesting the upgrade. Any of such upgrade shall be approved by the Council at an Ordinary Council Meeting.



6.1 ROAD RESERVE WORKS PERMITS

For residents, individuals, private contractors or others who commence any works on any part of the road reserve (property fence line to property fence line, including footpaths, driveways and nature strips) under Council control, a Road Reserve Works Permit must be lodged with Council.

These works could include laying water pipes, drainage pipes, communication type services, sewerage lines, power, gas, or for any other purpose or activities defined as 'works' in Section 3 (1) of the Road Management Act 2004.

The purpose of the permit system is to control road reserve works so that they are conducted in an orderly and safe manner and that any inconvenience caused to the general public is kept to a minimum. It requires proper signage be used and requires an inspection by Council upon final reinstatement by the permit holder.

Fees are applicable for a Road Reserve Works Permit.

Works within road reserves by service utilities providing power, gas, water, sewerage, communications services, etc. will be governed by a Code of Practice for managing utility and road infrastructure in road reserves.

6.2 ASSET PROTECTION PERMIT

An Asset Protection Permit will protect the owner of the site from causing damage to infrastructure assets that existed prior to the commencement of works. This includes property owners, utility providers, as well as Council infrastructure assets and comprises anything outside the property, including but not limited to, vehicle crossings, footpaths, nature strips, drains and pits, kerb and channel, road pavement, trees, signs, poles and hydrants, etc.

Asset Protection Permits are compulsory prior to the commencement of any building or construction works (including works that do not require a building permit).

Works means any work in connection with the construction, renovation, alteration, demolition, relocation or removal of a building, including landscaping, concreting and road construction.

A fee is also payable for an Asset Protection Permit.



WORKS BY OTHERS ON ROAD RESERVES



6.3 NON-ROAD ACTIVITIES ON ROADS

The Yarriambiack Shire Council may issue a permit to conduct a non-road activity on a road. A non-road activity may be the use of a road for a street festival, street market, bicycle event, the shooting of a film, or similar.

Council may authorise the temporary closure of the road to all traffic or particular types of traffic for the period specified by the permit. The permit may be issued subject to any terms, conditions or limitations which the Council considers appropriate and may require payment of a fee.

Non-road activities must comply with section 99B of the Road Safety Act 1986.

6.4 DRIVEWAY CROSSINGS

A request must be made to Council's engineer (or nominated representative) prior to the installation of, or alterations to urban or rural driveway crossings. Yarriambiack Shire Council utilise the latest Infrastructure Design Manual (IDM) for all design, construction and development processes – standard drawings are included in this manual; with copies of the drawings provided to the applicant as and when required.

A Council Officer will inspect the nominated site (in conjunction with Road Reserve Works/Asset Protection Permit inspections) prior to and at the completion of works.



PROCESS FOR AMENDMENT AND REVIEW OF ROAD MANAGEMENT PLAN

7.1 AMENDMENT OF ROAD MANAGEMENT PLAN

This Plan may be reviewed from time to time to reflect changes to legislation, agreed levels of service, management systems, availability of resources or other factors that affect the Plan.

Any review will be carried out in accordance with the consultation and approval process as detailed in Section 54 of the Act.

Other documents which form part of this Plan (such as appendices or policies) or are referred to in this Road Management Plan may be reviewed by Council at any time and automatically form part of the Road Management Plan upon their adoption by Council.

7.2 STATUTORY REVIEW OF THE PLAN

Regulation 8 of the Road Management (General) Regulations, requires Council to conduct a review of its Road Management Plan within the period referred to in Part 4, Division 1, section 90(3) of the Local Government Act which states "A Council must develop or review the Council Plan in accordance with its deliberative engagement practices and adopt the Council Plan by 31 October in the year following a general election.



ROADS WITHIN MUNICIPALITY WHICH ARE MANAGED BY ANOTHER ROAD AUTHORITY

8.1 ARTERIAL ROADS

Various 'arterial roads' lie within the Yarriambiack Shire Council. 'Arterial Roads' are those roads which are declared such under Section 14 of the Road Management Act. These roads were previously known as either State Highways or Main Roads.

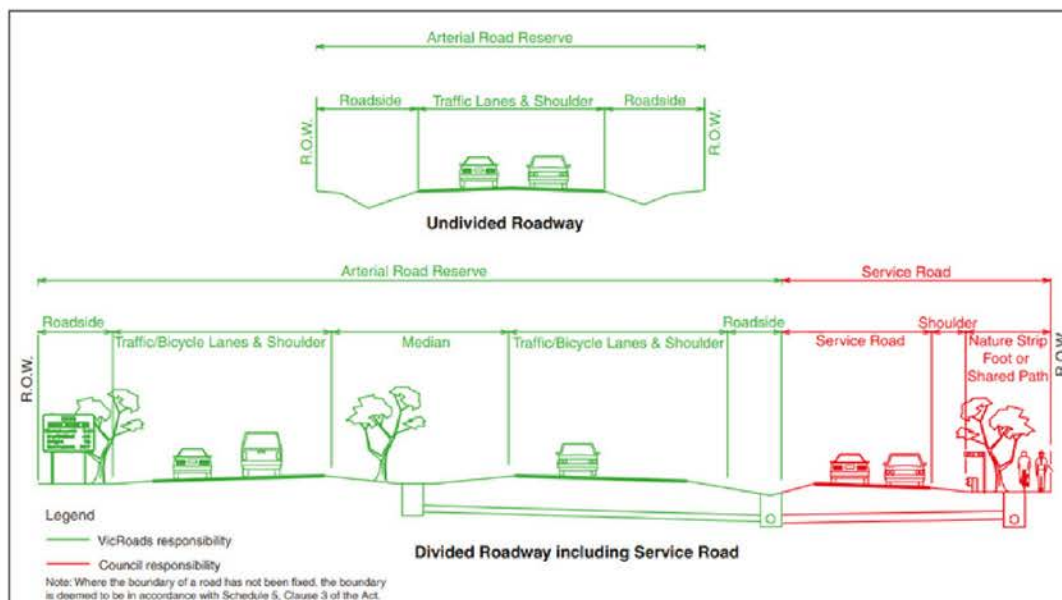
These 'arterial roads' are managed by Regional Roads Victoria and are listed below. The normal case is that the arterial roads traverse more than one municipality as they perform a regional linking function:

- Patchewollock Sea Lake Road
- Hopetoun Walpeup Road
- Sunraysia Highway
- Hopetoun Sea Lake Road
- Henty Highway
- Hopetoun Rainbow Road
- Birchip Rainbow Road
- Jeparit Warracknabeal Road
- Warracknabeal Rainbow Road
- Warracknabeal Birchip Road
- Stawell Warracknabeal Road
- Borung Highway
- Wimmera Highway
- Donald Murtoa Road
- Murtoa Glenorchy Road
- Horsham Minyip Road
- Horsham Kalkee Road (part of Blue Ribbon Road)

Where these roads pass through a built-up area there is often a shared responsibility between Regional Roads Victoria and the Council for management and maintenance of the assets on the road reserve. The limit of this shared responsibility is usually, but not necessarily, the defined 60km per hour zone.

In general terms, in built up areas, Regional Roads Victoria accepts responsibility for the central traffic lanes and shoulders from the back of kerb, or, if there are no kerbs, between drainage lines. Council is responsible for the balance of the road reserve and footpaths.

Council also accepts responsibility for some additional sections of road where there are areas designated for parking.



Note* Responsibilities are shown in the ROAD MANAGEMENT ACT 2004 Code of Practice 'Operational Responsibility for Public Roads'.

ROADS WITHIN MUNICIPALITY WHICH ARE MANAGED BY NOTHER ROAD AUTHORITY

8.2 ROADS THAT FORM PART OF THE MUNICIPAL BOUNDARY

Yarriambiack Shire Council has agreements in place with adjoining municipalities regarding responsibility for the management and maintenance of these roads.

In each case Yarriambiack Shire Council accepts responsibility for management and maintenance of specific sections of road and the adjoining municipality accepts responsibility for the balance of these roads. In Council's Road Register, the roads for which Yarriambiack Shire Council is responsible for management and maintenance are shown with the appropriate classification according to Council's Road Hierarchy.

Roads that are managed and maintained by the adjoining municipality are shown with the name of the relevant adjoining Council as the owner.

8.3 ROADS WHERE COUNCIL IS NOT THE RESPONSIBLE ROAD AUTHORITY

Roads where Council is not the Responsible Road Authority do not appear in the Council's Road Register, including:

- Parts of arterial roads under Regional Roads Victoria responsibility as described in clause 9.1 of this Road Management Plan
- Closed roads
- Recreational tracks on Crown land where Council does not perform a maintenance function
- Pathways, separate from a road on Crown land where Council is not the Committee of Management
- Private driveways on road reserves that provide access to land adjoining a road
- Roads on privately owned land where Council has no ongoing maintenance responsibility including private laneways
- Roads under licence with the Department of Environment, Land, Water & Planning for agricultural or miscellaneous purposes
- Roads or tracks that are not included on the Register of Public Roads
- Section 107 of the Road Management Act provides that Council is under no statutory duty to inspect, maintain or repair vehicle crossovers on road reserves that provide access to land adjoining a road. This responsibility rest with the adjoining landowner.

Council is also not responsible for the following assets in the road reserve:

- Sewerage services and mains,
- Gas services and mains,
- Telecommunication pits and cables,
- Power cables, pits and poles.

Shire boundary roads where responsibility has been allocated to an adjoining municipality are shown in the register and the name of the responsible municipality is noted.

INCIDENTS AND COUNCIL RESPONSE



9.1 NOTICE OF INCIDENT

Any member of the public wishing to notify Council of an incident on roads under its control should do so in writing within 30 days of the incident.

9.2 INCIDENT INVESTIGATION

Upon receiving notification of an Incident, Council will arrange for an inspection of the incident site to be carried out by Council's Safety Officer/s and a report prepared if warranted, the inspection should be undertaken as soon as practicable.



APPENDIX A: STANDARDS FOR FOOTPATH INSPECTION

Regular inspections of footpaths are carried out in accordance with the inspection frequency defined in clause 5.9.3 of the Road Management Plan. Additional inspections will be carried out upon receipt of a complaint regarding the condition of a footpath.

The following defects are noted during inspections:

Level Differences (Lips)

These are recorded if they are greater than 20mm. Level differences may include lips within the footpath or differences with utility pits and manholes.

Central Gaps in Footpath

Paths constructed of 600mm x 600mm concrete pavers in two or more rows, may, over a period of time develop a longitudinal gap between the rows causing a defect.

This could also occur with existing concrete paths and paved paths moving with our changing climate. Therefore:

- The lengths of any gaps that are greater than 15mm wide and 20mm deep are recorded in lineal metres.

Edge Drop Offs

The lengths of all edge drop offs greater than 20mm in depth and greater than one metre are recorded in lineal metres.

Vegetation Obstructing Footpath

Each footpath shall have a clear area that is equal to the width of the constructed footpath and two metres in height. Any vegetation that protrudes into this area is considered a defect and will be noted at inspection (see Appendix B).

Other Hazards

Any other hazards seen by the inspector will be noted and the inspector will use his/her judgement to assign an urgency code to the fault.

Pedestrian and Pram Crossings

The inspector will record any kerbs that do not comply in Category 3 footpaths only.

Prioritisation of Work

The following table in conjunction with the categories shown in Council's Footpath Hierarchy is used to ascertain the urgency of a particular fault. The urgency rating is then used to program remedial work within the response timeframes shown.

APPENDIX A: STANDARDS FOR FOOTPATH INSPECTION



The Urgency Rating of a Fault

Code	Urgency	Response Time
VH	Very High	Action within 6 calendar months
H	High	Action within 12 calendar months
M	Medium	Action within 2 years
L	Low	Action as maintenance program / budget permits

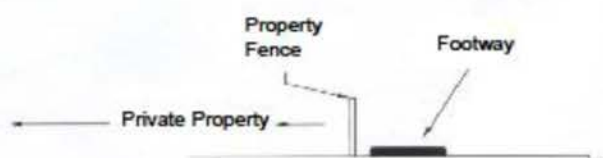
Hierarchy Classifications

CATEGORY 1	Paths that link focal points such as: shopping areas, medical centres, schools, recreation facilities etc.
CATEGORY 2	Paths that are regularly used by a medium number of pedestrians. Most of these paths are in the residential areas.
CATEGORY 3	All other paths in use (many are not constructed). Also includes primarily paths used for recreational purposes. eg Beside Yarriambiack Creek and around Lake Marma at Murtoa.

	CATEGORY 1	CATEGORY 2	CATEGORY 3
Level difference > 20mm	VH	H	M
Central gap wider than 15mm and deeper than 20mm	VH	H	M
Edge drop off greater than 20mm	H	M	L
Vegetation intruding into the CLEAR AREA ZONE – width of path and height of 2 metres	H	M	L

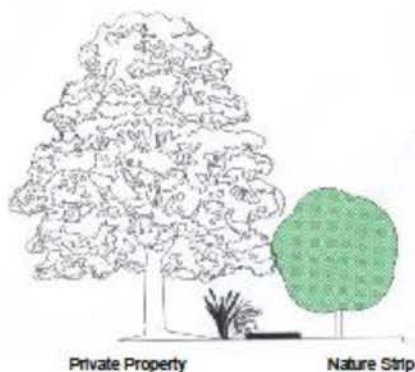
APPENDIX B: OVERHANGING VEGETATION FACTSHEET

Clearance of Vegetation Obstructing Shire Footways



A space 1.5 metres wide by 2 metres high is required on all footways.
This applies even if there is no constructed path.

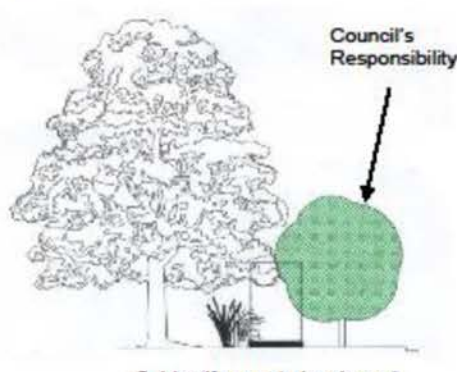
1.



1. Identify Vegetation

Property owners are responsible to trim back any trees, shrubs or other vegetation that is protruding from their property and obstructing the path way. Property owners are also responsible for vegetation growing in the narrow gap between the path and the property line.

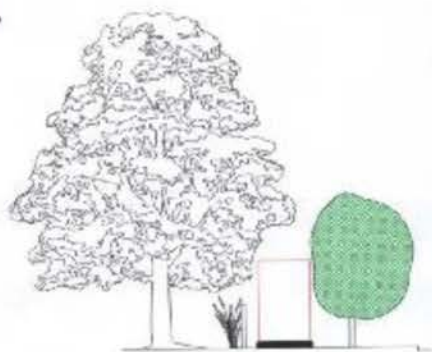
2.



2. Identify area to be cleared

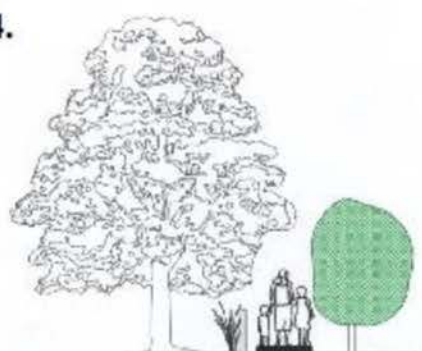
An area, the width of the footway (1.5m) by the height of 2 metres is required for pedestrian access.
If there is any vegetation protruding onto the path from the nature strip/road side of the path, the shire has a maintenance program in place to trim back that vegetation.

3.



3. The cleared area after trimming work completed

4.



4. The footway suitable for pedestrian access

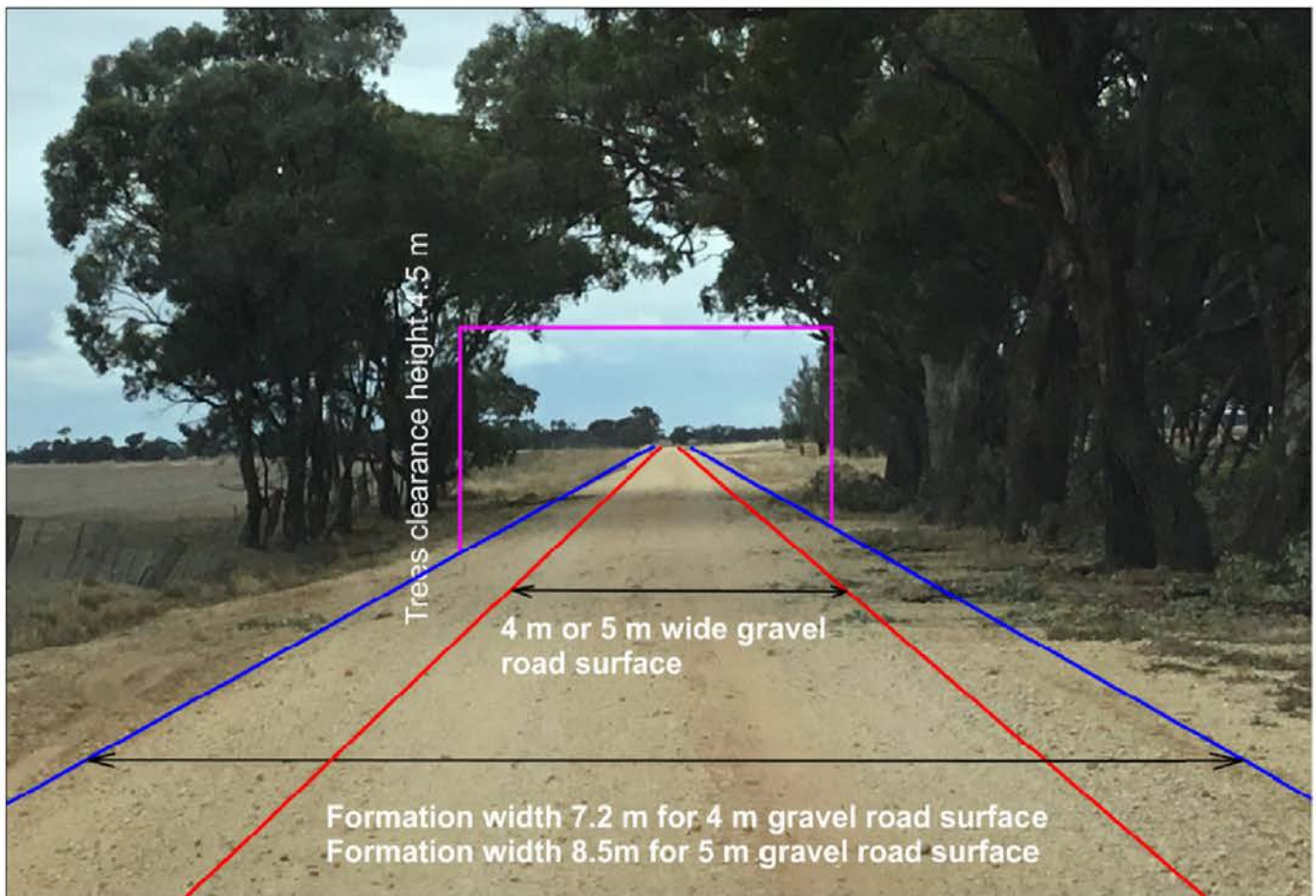
Council is responsible for the clearance of overhanging limbs within pathway clearance zone templates in relation to trees planted within the public road. It is the landowner responsibility to maintain overhanging limbs within clearance zones which are from vegetation planted within their property.

APPENDIX B: OVERHANGING VEGETATION FACTSHEET

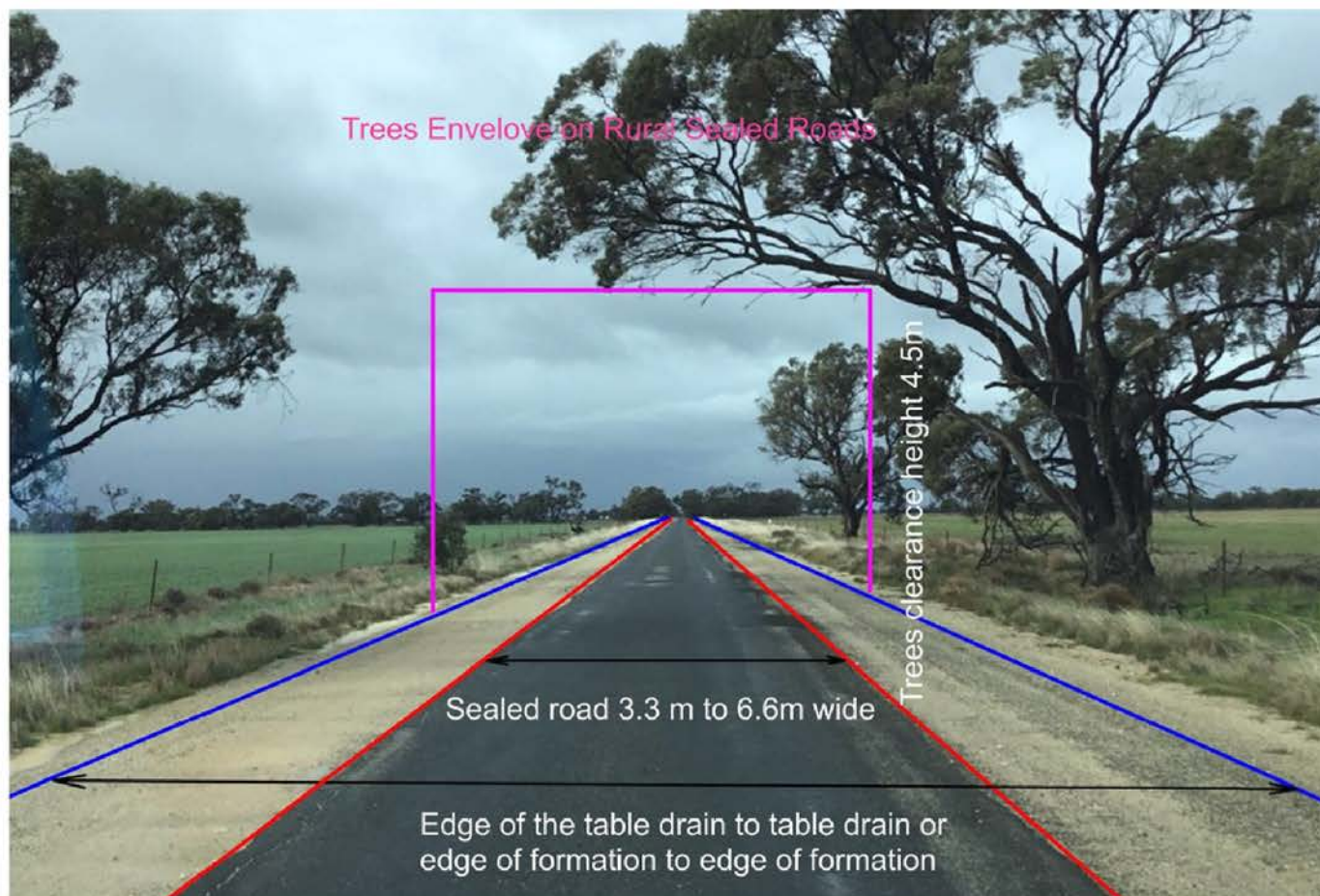
Overhanging Limbs in roadways

Council will endeavour to remove all overhanging limbs which encroach into clearance templates on all Council roadways and pathways, based on available funds, resources and priority ranking.

During routine inspections, Council officers, identifying clearance zone intrusions from adjoining freehold land, will forward a reminder to the landowner to undertake necessary lopping. If works are not completed to a satisfactory standard within a reasonable time frame, Council may arrange the works and seek reimbursement of costs from the landowner.



APPENDIX B: OVERHANGING VEGETATION FACTSHEET



APPENDIX C: ROAD STANDARDS AND RESPONSE TIMES

The frequency of inspections done on a cyclical basis is shown in the 'Classifications for Road Hierarchy' spreadsheet. Table 1 below shows the intervention standards for the various categories of road and the designated response code. Table 2 quantifies the response time relevant to the response codes with associated control mechanisms.

Table 1 - Hazard Response

PAVEMENTS					
Standard No.	Intervention Standard	Response Code by Road Classification Category			
		UC1 RL1 RL2	UA1 RC1 RC2	RA1 RA2 RA3 SP1 SP2 PB	RC3 RA4 RA5 RA6 UA2 UA3 UA4 UA5 UA6
Obstructions and Substances in Traffic Lane					
1	Materials fallen from vehicles, dead animals, wet clay and other slippery substances, hazardous materials, accumulation of dirt or granular materials on the traffic lane of sealed roads	A	A	B	C
2	Ponding of water >300mm deep, fallen trees, oil spills, stray livestock	A	A	B	C
Pavement or Surface Defects					
3	Potholes in traffic lane of a sealed pavement greater than 300mm in diameter and greater than 100mm deep or in the traffic lane of an unsealed pavement greater than 500mm diameter and 150mm deep	C	C	D	D
4	Corrugations, loose material, rutting or other defects (on an unsealed pavement) which cause a higher level of risk than normal to drive at the 'desirable safe driving speed'	C	C	D	D

Standard No.	Intervention Standard	Response Code By Road Classification Category			
Obstructions and Substances in Traffic Lane					
5	Deformations greater than 100mm under a 3m straight edge	C	C	D	D
6	Edge drops onto unsealed shoulder greater than 100mm	B	D	D	D
Drainage					
7	Damaged or missing drainage pit lids, surrounds, grates, in pedestrian areas or traffic lanes	A	B	B	D

APPENDIX C: ROAD STANDARDS AND RESPONSE TIMES

The frequency of inspections done on a cyclical basis is shown in the 'Classifications for Road Hierarchy' spreadsheet. Table 1 below shows the intervention standards for the various categories of road and the designated response code. Table 2 quantifies the response time relevant to the response codes with associated control mechanisms.

Table 1 - Hazard Response

ROADSIDE					
Vegetation – Trees, Shrubs and Grassed Areas					
8	Tree limbs or trees that have been classified as in danger of falling	C	D	D	D
9	Trees, shrubs or grasses that have grown to restrict design sight distance to intersections or restrict viewing of safety signs	D	D	D	D
10	Vegetation intruding within an envelope over roadways extending one metre from edge of seal or pavement (unsealed) for rural roads and kerb line for urban and a minimum of 4.5m height clearance over pavement. (A one metre intrusion post kerb line is acceptable in urban areas unless posing a particular risk.)	C	D	D	D
ROADSIDE FURNITURE					
Safety Signs					
11	Safety signs missing, illegible or damaged making them substantially ineffective	C	C	D	D
Guideposts					
12	Missing or damaged at a critical location making them substantially ineffective	C	C	D	D
Safety Barriers and Fencing					
13	Missing or damaged at a critical location making them substantially ineffective	B	C	D	D
Standard No.	Intervention Standard	Response Code by Road Classification Category			
Pavement Markings					
14	Missing, illegible or confusing at a critical location	C	D	D	D
STRUCTURE					
15	Damage affecting structural performance	A	B	C	D

APPENDIX C: ROAD STANDARDS AND RESPONSE TIMES



Table 2 - Road Risk Action Response

Response Code	Control Mechanism	Response Time
A	Inspect and rectify if possible, or provide appropriate warning within 72 hours	Within 72 hours of notification or inspection.
B	Inspect and rectify if possible, or provide appropriate warning	Within two weeks of inspection or notification.
C	Inspect and rectify if possible, or provide appropriate warning	Within one month of inspection or notification.
D	Inspect and rectify if possible, or provide appropriate warning	Within six months of inspection or notification.

Where, because of the nature of the repair required, level of resources required or workload, it is not possible to rectify within the time shown in Table 2, appropriate warning of the hazard is to be provided until the repair can be completed.

Appropriate warning could include, for example:

- Provision of warning signs
- Traffic control action
- Diverting traffic around the site
- Installation of a temporary speed limit
- Lane closure
- Closure of the road to use by certain vehicle (eg a load limit), or
- Road closure