Yarriambiack
SHIRE COUNCIL

2025 – 2029 Road Management Plan

1 Guidance Governance

1.1 Review History 2006 to 2025

In compliance with the Road Management Act 2004 Yarriambiack Shire Council has held a Road Management Plan since 2006. The following table identifies the version history with review dates for current version.

Name	Date	Version
Road Management Plan	March 2006	Version 1
Road Management Plan	April 2009	Version 2
Road Management Plan	Nov 2012	Version 3
Road Management Plan	28 June 2017	Version 4
Road Management Plan 2022-2025	29 June 2022	Version 5
Road Management Plan 2025-2029	29 October 2025	Version 6

1.2 Review Details and Schedule

Responsible Service / Department:	Engineering
Adoption authorised:	Council
Date of adoption	29 October 2025
Date of effective from:	29 October 2025
Review date:	29 October 2029
Completion date:	27 May 2025
Version number:	Version 6
Relevant Legislation:	Road Management Act 2004
Supersedes:	Version 5

Contents

2 Definitions

Term	Description
Arterial Road	Refers to freeways, highways and declared main roads, which are managed by the Victorian Government, through Head Transport for Victoria (as the co-ordinating road authority).
Co-ordinating road authority	The organisation which has the responsibility to co-ordinate works. Generally, if the road is a freeway or arterial road, this will be Head Transport for Victoria. Generally, if the road is a municipal road, this will be Council.
Council	Refers to the Yarriambiack Shire Council
Demarcation agreement	A formal agreement between Council and another organisation that defines areas of responsibility.
Motor vehicle	Refers to a vehicle that is propelled by an in-built motor and is intended to be used on a roadway. This does not include a motorised wheelchair or mobility scooter which is incapable of travelling at a speed greater than 10 km/h and is solely used for the conveyance of an injured or disabled person.
Municipal road(s)	Road for which the municipal council is the co-ordinating road authority. The Road Management Act 2004 imposes specific duties on the municipal council with respect to the inspection, repair and maintenance of these roads and associated road-related infrastructure.
Non-road infrastructure	Refers to infrastructure in, on, under or over a road, which is not road infrastructure. This includes (but is not limited to) such items as gas pipes, water and sewerage pipes, cables, electricity poles and cables, tram wires, rail infrastructure, bus shelters, public telephones, mailboxes, roadside furniture and fences erected by utilities, or providers of public transport.
Other roads	Include roads in state forests and reserves, and roads on private property. Municipal councils are not responsible for the inspection, repair or maintenance of these roads.
Pathway	Refers to a footpath, bicycle path, shared path or other area that is constructed or developed by Council for members of the public (not motor vehicles) to use.
Plan	Refers to this Road Management Plan.
Public Road	As defined by the Road Management Act 2004 and includes a freeway, an arterial road, a municipal road declared under section 14(1) of the Act and a road in respect of which Council has made a decision that it is reasonably required for general public use and is included on the Register of Public Roads.

Term	Description
Road	Has the same meaning as in the Road Management Act 2004, being inclusive of any public highway, any ancillary area and any land declared to be a road under section 11 of that Act or forming part of a public highway or ancillary area.
Road infrastructure	Refers to infrastructure which forms part of a roadway, pathway or shoulder, which includes structures and materials.
Road-related infrastructure	Refers to infrastructure installed or constructed by the relevant road authority to either facilitate the operation or use of the roadway or pathway, or support or protect the roadway or pathway.
Road Reserve	Refers to the area of land that is within the boundaries of a road. Example: any nature strip, forest, bushland, grassland or landscaped area within the road reserve would be roadside.
Roadside	Refers to any land that is within the boundaries of the road (other than shoulders) which is not a roadway or pathway. This includes land on which any vehicle crossing or pathway, which connects from a roadway or pathway on a road to other land, has been constructed. Example: any nature strip, forest, bushland, grassland or landscaped area within the road reserve would be roadside
Roadway	Refers to the area of a public road that is open to, or used by, the public, and has been developed by a road authority for the driving or riding of motor vehicles. This does not include a driveway providing access to a public road, or other road, from adjoining land.
Shoulder	Refers to the cleared area, whether constructed or not, that adjoins a roadway to provide clearance between the roadway and roadside. This does not refer to any area that is not in the road reserve.
The Act	Refers to the Road Management Act 2004 as enacted by the Parliament of Victoria

3 Introduction

3.1 Purpose of This Road Management Plan

This Road Management Plan is prepared under section 50 of the Road Management Act 2004 ("the Act"). The purpose of this Road Management Plan is:

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

Although it is termed a 'plan' in the legislation, it is functionally an operational protocol document, describing the systems and rules we use to make decisions and meet obligations within our available resources. The plan forms part of a larger Asset Management Framework related to maintenance and operations.

For the avoidance of doubt, this Plan is a road management plan for the purposes of section 39 of the Road Management Act 2004.

3.2 Legislation Guiding This Plan

In addition to the Road Management Act 2004, the plan also considers the following Acts, regulations and codes of practice:

- *Local Government Act 2020*
- Ministerial Codes of Practice
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015
- *Road Safety Act 1986*
- *Wrongs Act 1958*

3.3 What Is Covered In This Plan

The Plan is divided into six sections:

1. Introduction.
2. Rights and Responsibilities – covers legislation and local laws relevant to road management.
3. Road Management Systems - how we classify roads, streets and footpaths – known as our asset hierarchy – and the plans and processes we use to maintain roads and road-related infrastructure.
4. Register of Public Roads – what's in it, how to access it and the process for making changes.
5. References.
6. Attachments:

   Attachment 1, Road Hierarchy – Urban Roads

   Attachment 2, Road Hierarchy – Rural Roads

   Attachment 3, Pathway Hierarchy

   Attachment 4, Inspection Requirements

   Attachment 5, Inspection Frequencies

   Attachment 6, Defect Intervention Levels and Repair Timeframes

3.4 Updating the Plan

This Plan must be updated within a set period following a Council election. Outside of this cycle, changes may be required from time to time.

The following process will be used to manage these changes:

- If material changes are made to standards and specifications, a report will be presented to Council, along with a brief explanation as to why such changes are necessary. The review process must follow the steps as set out in the Road Management (General) Regulations 2016 Part 3 – Road Management Plans.
- When changes do not alter these technical aspects of road management, changes will be approved by the Chief Engineering Officer.
- These changes will be made in accordance with the processes prescribed by the Road Management Act 2004. To assist with version control, these changes will be numbered as follows:
- Versions presented to Council will be renumbered by whole numbers – for example, from Version 1.00 to 2.00.
- Those approved by the Chief Engineering Officer will be renumbered by decimals – for example, from Version 1.00 to 1.01.

3.5 Exceptional Circumstances

Council will make every effort to meet its commitments under its 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 of 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 and/or equipment elsewhere or due to the effects of pandemic and/or government intervention.

3.6 Suspension of the Plan

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 1958, the CEO will write to Council's Officer in charge of the Plan and inform them that some, or all, of the timeframes and responses in Council's Plan are to be suspended.

3.7 Reinstatement of the Plan

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 Plan, to determine which parts of Council's Plan are to be reactivated and when.

3.8 Communication and Documentation Around Plan Suspension

Council will provide information/statements to residents about the suspension or reduction of the services under its Plan, including:

- How the work that will be done has been prioritised; and
- The period for which it is likely to be affected.

This information will be provided by the Council on its website where its Plan is located and other channels as appropriate such as press releases or social media.

Where Council has suspended, in part or whole, it's Plan, associated documents (e.g. communications, meeting minutes, schedules, etc.) will be recorded and stored.

3.9 Inspection and Repairs During Suspension of the Plan

The suspension of the Plan will not necessarily mean that all inspections and repairs halt. However, it may mean that only certain categories of inspections and repairs are undertaken. These will be based on a risk assessment and resources available to the Council, taking into account the resources needed to address the impact of the trigger event. For example, some reactive inspections may take place and repair (temporary or permanent) of roads/footpaths which pose a high risk may be undertaken, depending on the resources available to the council and the accessibility of each asset.

3.10 Responsibility of the Plan

Overall responsibility for administering and implementing the Plan rest with the Chief Engineering Officer.

4 Rights and Responsibilities

4.1 Public Roads

Public roads are defined in the Road Management Act 2004 as including:

- a freeway
- an arterial road
- a road declared under section 204(1) of the Local Government Act 1989
- a municipal road declared under section 14(1) of the Road Management Act 2004
- a road in respect of which Council has made a decision that it is reasonably required for general public use and is included on the Register of Public Roads.

4.2 Key Stakeholders

The key stakeholders impacted by this Plan include:

- the general community (for recreation, sport, leisure and business)
- residents and businesses adjoining the road network
- pedestrians
- vehicle users with motorised vehicles, such as trucks, buses, commercial vehicles, cars and motorcycles
- users of smaller, lightweight vehicles, such as pedal-powered bicycles, motorised buggies, wheelchairs, prams and so on
- tourists and visitors to the area
- emergency agencies (Victoria Police, Country Fire Authority, Ambulance Victoria, State Emergency Services)
- the military (in times of conflict and emergency)
- traffic and transportation managers
- managers of the road network asset
- construction and maintenance personnel, who build and maintain asset components
- utility agencies using the road reserve for infrastructure (water, sewerage, gas, electricity, telecommunications)
- state and federal governments, who periodically provide funding for roads.

4.3 Coordinating and Responsible Road Authority

Section 35 of the Road Management Act 2004 provides that a road authority has power to do all things necessary or convenient to be done for or in connection with the performance of its functions under the Act.

Section 36 of the Road Management Act 2004 outlines which road authority is the coordinating road authority. According to subsection (c), the coordinating road authority is:

If the road is a municipal road, the municipal council of the municipal district in which the road or part of the road is situated.

However, there are instances where several authorities are responsible for components of the road within the road reserve. Section 37 of the Road Management Act 2004 identifies who is the responsible road authority in particular circumstances.

4.4 General Functions of a Road Authority

The general functions of a road authority are described within Section 34 of the *Road*

Management Act 2004.

4.5 Rights of the Road User

The rights of public road users, which are legally enforceable, are set out in Sections 8 to 10 of the Road Management Act 2004.

4.6 Obligations Of Road Users

4.6.1 General usage

The common law requires that a road user must take reasonable care for their own safety (see Ghantous v Hawkesbury City Council)

The Road Safety Act 1986 sets out obligations on road users, including section 17A which requires that a person who drives a motor vehicle on, or uses, a highway must drive in a safe manner have regard for all relevant factors, including without limiting their generality, the following:

(a) physical characteristics of the road

(b) prevailing weather conditions

(c) level of visibility

(d) the condition of any vehicle the person is driving or riding on the highway

(e) prevailing traffic conditions

(f) the relevant road laws and advisory signs

(g) the physical and mental condition of the driver or road user.

Section 17A of the Road Safety Act 1986 also requires that a road user must take reasonable care:

(a) to avoid any conduct that may endanger the safety or welfare of other road users.

(b) to avoid any conduct that may damage road infrastructure and non-road infrastructure on the road reserve.

(c) to avoid conduct that may harm the environment of the road reserve.

4.6.2 Incident Claims

If a person proposes to make a claim in relation to a public road or infrastructure for which Council is the responsible road authority, that person should contact Council and Council will initiative respective investigation and insurance reporting processes.

In accordance with Section 110 of the Road Management Act 2004, Council is not legally liable for property damages where the value of the damage is equal to or less than the threshold amount.

In cases where the claim relates to assets Council does not own or is not responsible for on the road reserve, the person who proposes to make a claim must refer the claim to the other authority or person responsible for those assets.

4.6.3 Permits for Work within a Road Reserve

In cases where an individual or organisation proposes to carry out works within the road reserve that may impede public access, or interfere with road infrastructure, they must apply for a 'works within road reserve' permit. There are some exemptions, as noted in the Road Management (Works and Infrastructure) Regulations 2015.

Local laws also require property owners to apply for a vehicle crossing permit (Road Reserve Works Permit) if they plan to build a driveway.

An Asset Protection Permit may also be required and anyone planning to undertake any works within the road reserve.

Further information on a Road Reserve Works Permit and to determine if there is a requirement to obtain an Asset Protection Permit can be obtained from Council's website.

In all cases, a fee applies to cover the costs of administration and inspection of the work.

4.6.4 Obligation of others

There are several assets within the road reserve that we do not have an obligation to inspect and/or maintain. These include:

- **Non-road infrastructure** – This includes (but is not limited to) such items as gas pipes, water and sewerage pipes, cables, electricity poles and cables, rail infrastructure, bus shelters, public telephones, mail boxes, roadside furniture and fences erected by utilities, or providers of public transport.
- **Vehicle driveways** – the vehicle crossing (including Cross-over), located between the carriageway and the property boundary, must be maintained by the adjoining property owner. However, Council is responsible for the portion of the driveway if there is a constructed pathway that is reasonably required by the public in accordance with the following diagram.

Diagram 1 – Vehicle driveways with constructed pathway

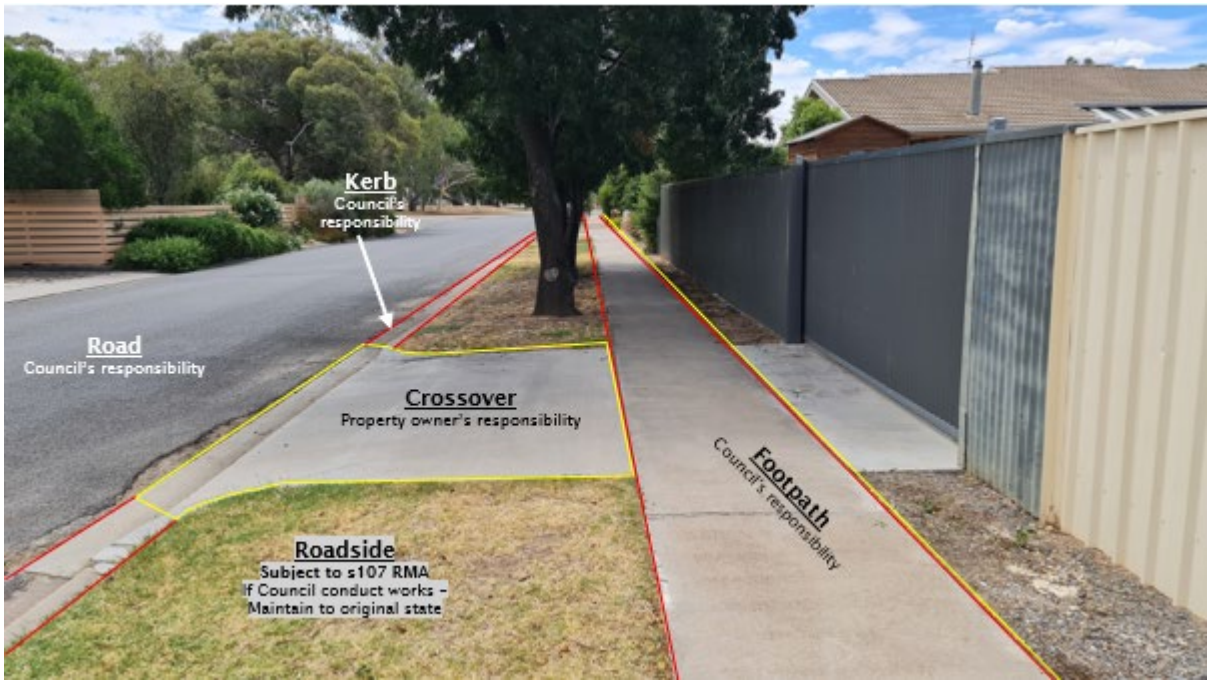
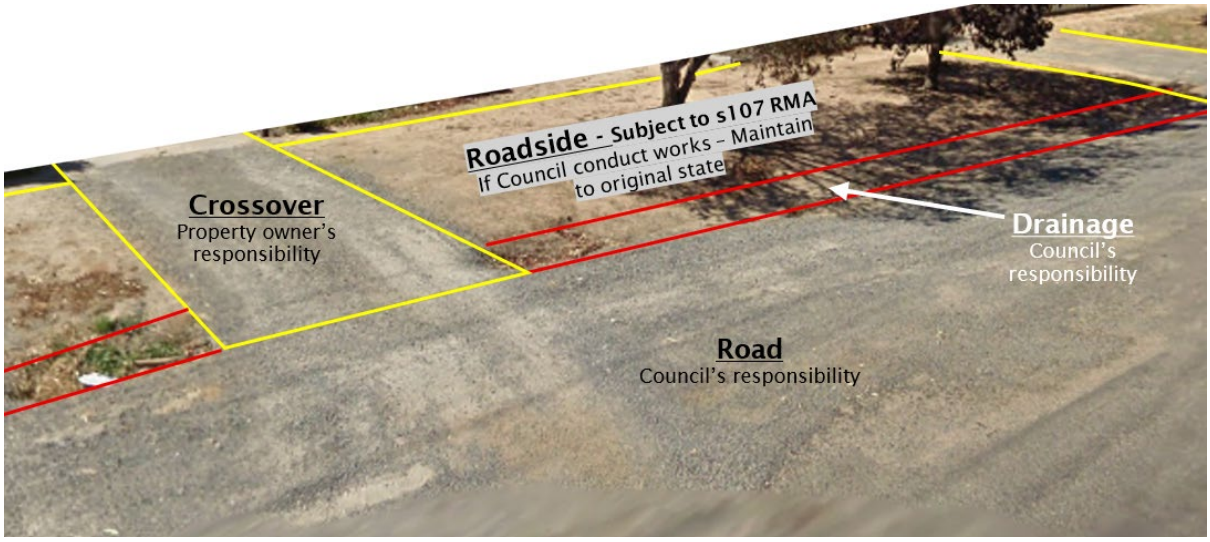


Diagram 2 – Vehicle driveways without constructed pathway



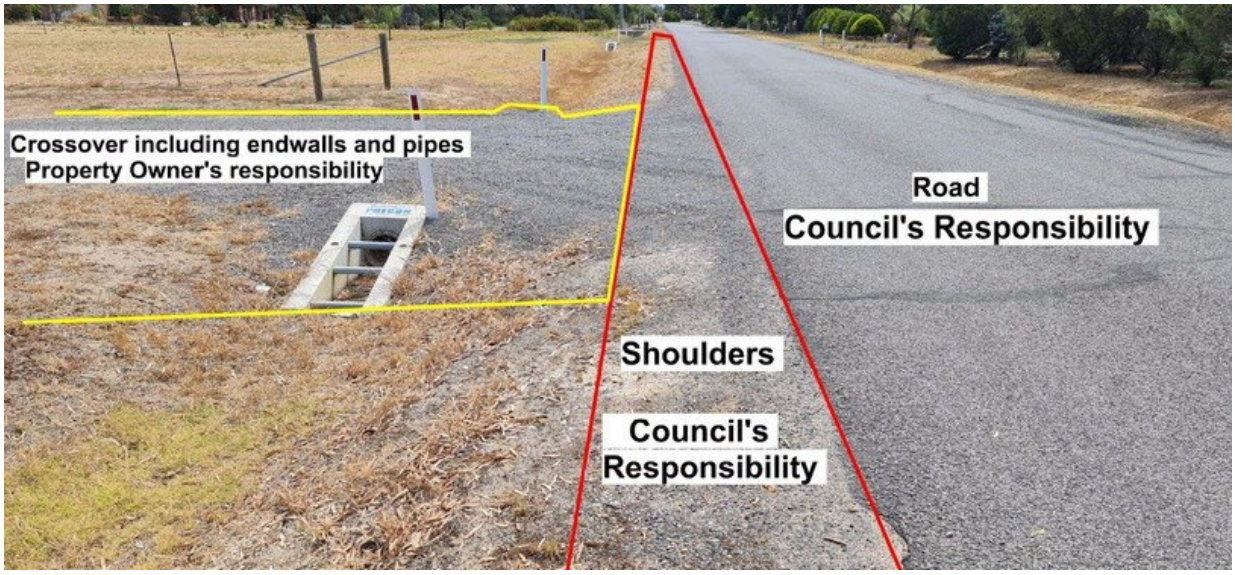
- **Culvert Crossing – Urban and Rural**

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.

Council is responsible for any constructed footpath in these areas.

Diagram 3 – Culvert Crossing



Single property stormwater drains – for drains constructed within the reserve that carry water from a single property to an outlet in the kerb, or other drain.

- **Utilities** – including, but not limited to; telecommunication, power, water, gas and rail authority assets.

- **Roadside** – as per Section 107 of the Road Management Act, Council has no "statutory duty or a common law duty to perform road management functions in respect of a public highway which is not a public road or to maintain, inspect or repair the roadside", described as "any land that is within the boundaries of the road (other than shoulders) which is not a roadway or pathway". This includes landscaped tree plots within the footpath/pathway where the surface of the tree plot is not constructed with the intention of providing a trafficable pedestrian surface.

Where Council becomes aware of a hazard created by the defective condition of assets/ infrastructure owned by another party, Council may at its absolute discretion:

- If located within assets/infrastructure for which Council is responsible (e.g. footpaths, road surfaces, etc.), or otherwise presents an immediate and significant risk to members of the public, undertake temporary measures to reduce the risk to members of the public until such time as the respective owner can implement permanent repairs (subject also to Council's available resources),
- Report in writing (e.g. email or letter) the presence of the hazard to the responsible party and request that repairs be implemented within a reasonable timeframe.
- Where repairs are not completed by the responsible party within the respective timeframe, Council may complete necessary repairs and invoice the responsible party for the costs.

However, where another party has a duty in relation to the asset/infrastructure, and Council has a discretionary power to take remedial action in relation to that matter, only that other party with the duty is liable in a subsequent proceeding, in accordance with s.104 of the *Road Management Act 2004*.

5 Road Management Systems

5.1 Background and Process

Road asset management involves managing both physical assets and uses and operation that have the potential to impact their condition. It applies to all road assets, including:

- the road – pavement and surface, as well as footpaths, kerb and channel
- structures – bridges, culverts and traffic management devices
- road infrastructure – traffic signals and on-road electrical assets.

The aim of our road management system is to deliver a safe and efficient road network and meet community needs to the best of our ability, within available resources.

To create a road asset management system that would best meet our needs when inspecting, maintaining and repairing public roads, we used the following nationally-recognised asset management frameworks:

- International Infrastructure Management Manual (IIMM) 2015, IPWEA
- IPWEA National Asset Management Systems (NAMS+)
- Other references, as listed in Technical References.

The system is designed to set the direction for our asset management activities. It is also linked to the annual business planning cycle.

5.2 Asset Hierarchies – Municipal Road Network

All roads and footpaths within the municipal road network are classified according to a hierarchy that takes into account how they are used, who uses them and how often.

The hierarchy classification is used to determine the levels of service required, prioritise works programs and determine defect intervention responses.

The three levels in the hierarchy are:

- Urban road and street network
- Rural road network
- Pathway network

5.2.1 Urban Road and Street Network

Any road that lies **within** a town boundary is classified as within the urban road and street network.

This is further divided into four categories, as follows:

- Urban Commercial Centre and Collector Roads
- Urban Access Road (Primary)
- Urban Access Road (Secondary)
- Urban Access Road (Minor)
- Special Purpose

See ATTACHMENT 1 for more information

5.2.2 Rural Road Network

Any road that lies **outside** a town boundary is classified as part of the rural road network.

This is further divided into five categories, as follows:

- Rural Link road
- Rural Collector road
- Rural Access Road (Primary)
- Rural Access Road (Secondary)
- Rural Access Road (Minor)
- Special Purpose

See ATTACHMENT 1 for more information

5.2.3 Pathway Network

The Pathway network is divided into 3 categories, as follows:

- Category 1: Paths that link focal points
- Category 2: Paths that are regularly used by a medium number of pedestrians
- Category 3: Other Areas

See ATTACHMENT 2 for further information.

5.3 Our Road Network

More information about the Council's road network is shown in the tables below.

Table 1 Road length by hierarchy

Hierarchy	Length (km)	% of Network
Rural Link Road	136.45	2.79
Rural Collector Road	904.11	18.48
Rural Access (Primary)	726.75	14.85
Rural Access (Secondary)	2,628.82	53.72
Rural Access (Minor)	345.55	7.06
Urban Commercial	7.29	0.15
Urban Access (Primary)	78.69	1.61
Urban Access (Secondary)	19.84	0.40
Urban Access (Minor)	18.04	0.37
Special Purpose (Rural)	27.97	0.57
Total	**4,893.51**	**100.00**

Table 2 Road length by Surface Type

Surface Type	Length (km)	% of Network
Sealed	825.28	16.86
Unsealed – Gravel	1,255.58	25.66
Unsealed - Earthen	2,812.65	57.48
Total	**4,893.51**	**100.00**

5.4 Maintenance Management System

5.4.1 Maintenance Management

Council has responsibilities to road users and the community to maintain public roads to a reasonably safe and suitable standard, within our available funds and resources. By developing long-term maintenance programs for our assets, we are better able to plan how we do this.

The following maintenance requirements shape our annual program and budget:

Routine maintenance standards

Standards vary across the network depending on the asset type and relevant risk factors, such as traffic volumes and composition, operating speeds, the susceptibility of assets to deterioration and the cost effectiveness of repairs. Competing priorities for funding are also relevant.

Defect intervention levels have been established using the VicRoads Standard Specification Section 750 and adapting it to local conditions.

The standards will be reviewed periodically to make sure they are adequate (see Section 3.4).

Repair and maintenance works

Works must be completed within a specified time, depending on the severity and location of the defect. Response times are determined using local knowledge and experience and past performance as a guide.

Response times are monitored and will be periodically reviewed (see section 3.4).

Temporary mitigation measures

These are temporary works designed to reduce the risk of an incident, until such time as repair or maintenance works can be completed.

Response times and safety measures – for example warning signs, flashing lights, and safety barriers – are determined by reference to the risk to safety, road type and traffic volume.

Emergency works

Works that result from emergency incidents and must be undertaken immediately, for the safety of road users and the public.

Emergency works might include traffic incident management, responses to fires, floods, storms and spillages, and any assistance required under the Victorian State Emergency Response Plan and Municipal Emergency Management Plan.

5.4.2 Asset Management Strategy

Our Asset Management Strategy and associates class plans guide the development of long-term asset renewal programs, helping us to plan and finance asset renewal and replacement.

5.4.3 Maintenance Surveys and Inspections

A four-tier regime is used to inspect our road network assets. It covers safety issues, incidents, defects and condition inspections.

1. Reactive inspections (Request for Service or RFS)

These inspections are conducted in response to requests from the community. The inspection is carried out by a Council employee and assessed according to the Hazard intervention levels, contained within ATTACHMENT 5.

2. Proactive Inspections

Regular timetabled inspections that are scheduled depending on traffic flow, the types of defects likely to impact the asset and the perceived risks of these defects.

3. Condition Inspections

Condition inspections identify structural integrity issues which, if untreated, are likely to adversely affect the network overall. These issues may impact short-term serviceability, as well as the ability of the asset to perform for the duration of its intended life span.

These inspections are carried out in accordance with the Council's asset management class plans. They are undertaken externally by qualified asset condition inspectors on a five yearly schedule as well as interim inspections by council staff.

5.4.4 Maintenance Responsiveness and Performance Targets

The following information is recorded when we receive a Request for Service (RFS) from the community:

- Date the request was received;
- Details of the request, including the location and nature of the reported hazard/defect (including any specific measurements if provided), name of the person making the request, copies of any photographs and any other relevant information as provided.
- The personnel/department to which the request has been assigned for action;
- Date by which the request must be actioned (based on the target response times specified in ATTACHMENT 5);
- Date when the request was actioned and/or completed (this typically involves someone carrying out an RFS inspection, as described in section 3.4.3, followed by any necessary repair works conducted).

By recording this information, we can monitor compliance against target response times – that is, the time it takes from receiving a request to carrying out an inspection and ultimately completing necessary works.

Customer requests will be inspected and assessed in accordance with timeframes specified in Attachment 6. Following are some possible outcomes from a reactive inspection:

- If a defect identified exceeds a Description / Intervention Levels specified in Attachment 6, a work order would be created with a date for completion of works in line with respective specified repair timeframes.
- If repairs are significant – for example, rehabilitation works are required – temporary mitigation measures may be undertaken to reduce the risk posed by the hazard/defect until the proper works can be undertaken (and subject to available resources).
- If the defect is assessed as below the Description / Intervention Level specified in Attachment 6, it would be noted (including why), but no remedial action will be conducted.

In all cases, the action taken would be noted against the original request.

Target response times and intervention times are based on 'normal' conditions. The same level of service would not apply in cases where the Plan has been suspended, under Section 1.5.

5.4.5 Asset Levels of Service

Five elements are considered when determining appropriate levels of service for the road network. These are:

- Community expectations;
- Technical standards;
- Organisational capacity;
- Performance measures and targets;

Safety of road and footpath users.

6 Register of Public Roads

Council maintains a register of public roads – called the Road Register of Local Roads and Streets (Road Register) – with the details of all public roads and ancillary areas for which we are responsible.

The Road Register is available on Council's website. A hard copy is made available at our Customer Service Centre, 34 Lyle Street, Warracknabeal Victoria 3393 upon request.

6.1 Maintenance Demarcation (Boundary) Agreements

Where there are boundary agreements between us and other road authorities or private organisations, the schedule of roads affected, and agreements are listed in the Municipal Road Register.

We have agreements with the following road authorities:

- Hindmarsh Shire Council;
- Mildura Rural City Council;
- Buloke Shire Council;
- Northern Grampians Shire Council; and
- Horsham Rural City Council.

6.2 Roads Not Listed on the Register

The following roads are not listed on our Road Register:

- Roads which are the full responsibility of the state government, or a private enterprise;
- Roads, tracks or pathways on land where the council is not the Committee of Management and does not perform a maintenance function
- Unused or closed roads for which we have not accepted or no longer are responsible for
- Roads drawn out on a plan of subdivision, until such time that we accept responsibility for these roads;
- Roads which we have not determined are reasonably required for general public use.

6.2.1 Arterial Roads

The following arterial roads are managed by the Head, Transport for Victoria although they lie within the shire boundary;

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

- Wimmera Highway

Arterial Road management is defined within the Road Management Act 2004 Code of Practice Operational Responsibility for Public Roads.

7 References

7.1 Technical and Legislative References

- AS ISO 31000:2018 – Risk Management – Guidelines
- Integrated Asset Management Guidelines for Road Networks (AP-R202) 2002, Austroads Inc.
- International Infrastructure Management Manual (IIMM) 2015, IPWEA
- VicRoads Risk Management Guidelines
- VicRoads Standard Specification Section 750 – Routine Maintenance
- Australian Standard AS1742, Australian Level Crossing Assessment Model
- Road Management Act 2004 including Codes of Practice
- Road Safety Act 1986
- Road Management (General) Regulations 2016

7.2 Yarriambiack Shire Council References

- Council Plan
- Long-Term Financial Plan
- Road Hierarchy
- Footpath Hierarchy and Implementation Plan
- Asset Management Software System
- Customer Request Management System
- Asset Management Policy
- Road Register
- Grading Register
- Assets and Operations Guidelines Manual
- Municipal Fire Management Plan

8 Consistency with Governance Principles Local Government Act 2020

Governance Principle	Section of policy where covered
Council decisions are to be made and actions taken in accordance with the relevant law;	Section 3.2 Legislation Guiding this Plan Section 7 References
priority is to be given to achieving the best outcomes for the municipal community, including future generations;	Section 4.2 Key Stakeholders Section 5 Road Management Systems
the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;	Section 5 Road Management Systems
the municipal community is to be engaged in strategic planning and strategic decision making;	Section 3.4 Updating the Plan
innovation and continuous improvement is to be pursued;	Section 3.1 Purpose of this Road Management Plan Section 3.4 Updating the Plan
collaboration with other Councils and Governments and statutory bodies is to be sought;	Section 3.4 Updating the Plan Section 6.1 Maintenance Demarcation (Boundary) Agreements
the ongoing financial viability of the Council is to be ensured;	Section 5.1 Background and Process
regional, state and national plans and policies are to be taken into account in strategic planning and decision making;	Section 3.2 Legislation Guiding this Plan Section 7 References
the transparency of Council decisions, actions and information is to be ensured.	Section 6 Register of Public Roads

In giving effect to the overarching governance principles, a Council must take into account the following supporting principles—

Community Engagement Principles	• A community engagement process must have a clearly defined objective and scope. • Participants in community engagement must have access to objective, relevant and timely information to inform their participation. • Participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement. • Participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement. • Participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making.
Comment:	In accordance with the Road Management Act 2004 Council is required to undertake community consultation for a period of at least 28 days.
Public Transparency Principles	• Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act. • Council information must be publicly available unless— (i) the information is confidential by virtue of this Act or any other Act; or (ii) public availability of the information would be contrary to the public interest. • Council information must be understandable and accessible to members of the municipal community. • Public awareness of the availability of Council information must be facilitated.
Comment:	Following community consultation and upon Council adoption, this Road Management Plan is published on Council's website.
Strategic Planning Principles	• An integrated approach to planning, monitoring and performance reporting is to be adopted. • Strategic planning must address the Community Vision. • Strategic planning must take into account the resources needed for effective implementation. • Strategic planning must identify and address the risks to effective implementation. • Strategic planning must provide for ongoing monitoring of progress and regular reviews to identify and address changing circumstances.

Comment:	This Road Management plan is prepared in line with Councils strategic objectives. It undergoes periodic review in line with changes in both internal and external policy, legislation and is regulated.
Financial Management Principles	• Revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans. • Financial risks must be monitored and managed prudently having regard to economic circumstances. • Financial policies and strategic plans, including the Revenue and Rating Plan, must seek to provide stability and predictability in the financial impact on the municipal community. • Accounts and records that explain the financial operations and financial position of the Council must be kept.
Comment:	The management systems for our road management functions, are developed using policy, operational objectives and available resources as the basis, this includes financial resources.
Service Performance Principles	• Services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community. • Services should be accessible to the members of the municipal community for whom the services are intended. • Quality and costs standards for services set by the Council should provide good value to the municipal community. • A Council should seek to continuously improve service delivery to the municipal community in response to performance monitoring. • Service delivery must include a fair and effective process for considering and responding to complaints about service provision.
Comment:	This Road Management Plan sets out all Service Performance Principles of the Yarriambiack Shire Councils road network.

Attachment 1 Road Hierarchy

1a Classification for Road Hierarchy

Hierarchy	Function	Classification Code	Existing Surface
Rural Link Road	A road that provides a strategic link between two towns, two districts or a combination thereof. A significant percentage of traffic is not local traffic. Also includes roads linking major industrial sites to towns or to roads of higher classification.	RL1	Sealed
Rural Collector Road	A road that provides or is part of a secondary link between two areas, two roads of a higher classification or a combination thereof. Collector roads also collect traffic from access roads and channel it to roads of higher classification. Many of these roads form a "grid" for all weather access across the shire. Traffic is usually a mix of local and non-local. This category can also include roads that are primary access to public facilities such as cemeteries, sports grounds, waste disposal sites etc.	RC1 RC2	Sealed Gravel
Rural Access Road (Primary)	A road that is designated primary all weather access to 1 or more occupied farm houses. (The house(s) must be the primary place of residence* of the occupant). This category may also include roads that are primary access to public facilities such as cemeteries, sports grounds, waste disposal sites etc. No significant through traffic.	RA1 RA2 RA3	Sealed Gravel Earth
Rural Access Road (Secondary)	A road that does not meet the criteria to be a Link Road, a Collector Road or a Rural Access (Primary) Road but is used on a regular basis to provide access to the property for farming purposes or to a centre of business enterprise (E.g. Grain Receival/Major On Farm Storage facilities, Major Hay Storage Facilities or Transport Company). Also includes roads maintained to a higher standard in accord with clause 5 of this hierarchy. Such roads will assume the "Target Construction Standards" of Rural Access (Primary) Roads whilst they are being provided	RA4 RA5	Gravel Earth

Hierarchy	Function	Classification Code	Existing Surface
	to the higher standard.		
Rural Access Road (Minor)	A road used occasionally (but not regularly) for farm access. Any other rural road with minimal use.	RA6	Earth
Urban Commercial Centre and Collector Roads	A road in the main commercial centre of a town providing access predominately to shops and offices. Also includes major arteries linking parts of town or feeding traffic to commercial centre.	UC1	Sealed
Urban Access Road (Primary)	Local road providing primary access to residential, industrial or commercial properties or to recreational facilities.	UA1 UA2	Sealed Gravel
Urban Access Road (Secondary)	A road or laneway providing secondary access to occupied properties, or access to vacant land.	UA3 UA4	Sealed Gravel
Urban Access Road (Minor)	A road or laneway with minimal use.	UA5	Earth
Special Purpose	A road that does not meet the criteria to be a Link Road, a Collector Road or a Rural Access (Primary) but provides an all weather surface or surfaced sections for a Special Purpose.	SP	Gravel
Parking Bays or Areas	All parking bays or areas that have deemed to be a Council Asset for the sole purpose of parking.	PB	Sealed

1b Target Construction Standard

Surface Type	Target Construction Standard
Sealed	**Sealed Surface** Generally, the road width will conform to one of two standard widths. **Type A:** Seal width 6.6m, Pavement width 7.2m and formation width 10.2m. **Type B:** Seal width 4m, Pavement width 5.7m and formation width 8.7m. Road width for each section of road will be decided on a case-by-case basis. All relevant factors will be considered including traffic volume and type, road alignment, available resources and location of existing assets including trees, kerb and channels. *Note:* On selected roads with a large number of heavy vehicles Council may elect to provide a road with seal width greater than 6.6m. Traffic volumes on some of the existing sealed roads are small. In some cases, when the existing pavement reaches the end of its life, there may be no justification to reconstruct it as a sealed road. Roads at this point will be considered with regard to Clause 3 of the Road Hierarchy and Council's policy for evaluation of sealed roads. If Council decides that seal is justified the road will be reconstructed to Type B specification, if Council decides that seal is not justified, the road will be "deconstructed" to unsealed road standard. Any roads identified for seal widening or upgrading from gravel to sealed will be identified in the 10 year capital works program.
Gravel	**Gravel or Other Suitable All Weather Surface** Generally, existing gravel roads will remain as a gravel surface and when resheeted will conform to one of two standard widths: **Type A:** Pavement width 5.0 m and formation width 8.5 m. **Type B:** Pavement width 4.0 m and formation width 7.2 m. The pavement width will be recorded in the Asset Register. Most roads will be constructed as Type A, but in some instances where traffic is known to be low, Type B construction may be used. Low traffic includes roads that service one or two residences or properties. In some parts of the shire, the naturally occurring material, when formed up, provides a surface suitable for use in all weather. In these cases a formation of this material will be considered adequate. When the pavements of existing secondary gravel roads reach the end of their life they will not be resheeted. The road will be reformed as an earth formation. Any roads identified for upgrading either from gravel to sealed or earth to gravel will be identified in the 10 year capital works program.

Surface Type	Target Construction Standard
Earth	**EARTH CONSTRUCTION** Formed from material existing on site. Nominal width for an earth formation shall be 6.0 metres. Any roads identified for upgrading from earth to gravel will be identified in the 10 year capital works program. **NO CONSTRUCTION** Unformed road on natural surface only.

NOTES:

- Primary place of residence: means a house that is the usual place of residence of the occupant. It does not include houses that are occupied seasonally for farming purposes or houses that are otherwise occupied for short periods.
- The widths shown in the "Target Construction Standard" column above for pavements and formations of unsealed roads are approximate only. Actual widths may vary due to physical constraints including drainage lines and vegetation. When the gravel pavements are resheeted and when maintenance grading of these pavements and formations is carried out no measurements of width are controlled. Because these works are carried out without control measurement, minor variations in width are likely to occur.
- The inspection frequencies shown in this table are current at the time of the latest review of the road hierarchy. The frequencies are also shown in Council's Road Management Plan which is reviewed annually. Should discrepancies arise between the frequencies shown in the road hierarchy and those shown in the Road Management Plan, those in the Road Management Plan shall be deemed to be correct.
- The categories shown here agree with those shown in Council's Road Register and Road Asset Register.

Requests to extend, alter or upgrade an access road is at the cost or a percentage of cost nominated by Council for the landowner/ requestor and will need to be approved on a case-by-case basis by Council. All roads in this situation must meet Council construction standard.

Attachment 2 Footpath Hierarchy

2a Classification for Footpath Hierarchy

Classification	Description
Category 1	These are the footpaths with the greatest amount of use and typically include: • High use by general public and/or vulnerable users • Main routes between key destinations such as shopping areas, medical centres, schools, recreation facilities • Pathways in CBD/commercial precincts and in the vicinity of schools, tourist areas or attractions, hospitals, medical centre, aged care facilities and public transport terminals/stops • Typically wider paths suitable for more than one person with excellent separation or clearance from traffic lanes Typically located on both sides of a street
Category 2	These are in high density residential areas and are less used: • Medium use by general public and/or vulnerable users • Paths providing a networking function between other destinations and category 1 paths • If associated with arterial and link roads are located on both sides of a street • Pathways in courts, low density, fringe residential streets and industrial areas within minimal through traffic Typically located on one side of a street only
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

Attachment 3 Inspection Requirements

Inspection Type	Purpose	Inspection and Reporting Requirement
Reactive Request for Service (RFS)	Reactive inspections are designed to confirm the nature of defects/hazards reported by members of the public or Council employees through Council's Customer Request Management (CRM) System, and identify any that exceed the intervention levels specified in ATTACHMENT 5.	Performed by a Council representative with knowledge of Description / Intervention Levels (ATTACHMENT 5) and road maintenance techniques who may then call in a higher level of expertise if necessary. All Reactive inspections are conducted on foot, with defects measured and photographed when outside intervention standards as listed in ATTACHMENT 5. The report is required to identify specific safety defect, time first reported, time inspected and by whom, subsequent action and time of completion.
Proactive Inspection	Inspection undertaken in accordance with a formal programmed inspection schedule to determine if the road asset complies with the levels of service as specified. A record of each asset is to be completed detailing the name of the inspector, the inspection date, and a description of any defects found that exceed the intervention levels specified in ATTACHMENT 5. In addition, details of the inspection will be electronically recorded against the particular asset inspected.	Proactive Inspections of roads are conducted via a slow moving vehicle, while Proactive Inspections of all other asset types are conducted on foot, with defects measured and photographed when outside intervention standards as listed in ATTACHMENT 5. Performed by a dedicated Plan inspector.
Night Inspection	Inspection undertaken in accordance with a formal programmed inspection schedule to assess the reflectivity of road signage, cat's eyes and roadside guideposts, and the visibility of line marking at night.	Conducted via a slow moving vehicle with standard driving lights (low beam), with visibility/legibility/reflectivity assessed by eye from distances specified respective of each asset defect type. Performed by a dedicated Plan inspector.

Inspection Type	Purpose	Inspection and Reporting Requirement
Condition Surveys	Inspection is undertaken in accordance with a formal programmed inspection schedule to determine the condition of the asset. The condition rating is electronically recorded against each asset to determine asset lifecycle trends.	Condition surveys are undertaken by Council employees and external contractors. Where accessible surveys are completed via a slow moving vehicle. In non-accessible locations surveys are completed on foot.

Attachment 4 Inspection Frequencies

4a Reactive Inspection Timeframes

The below table indicates the maximum inspection timeframes based on Asset Group. Timeframes are assessed at the time of notification and amended based on urgency of reported issue.

Asset Group	Inspection	Reactive Inspection Timeframe
Roads	Road reserve	14 Days
	Roadside slashing	2 Days
	Road Openings	14 Days
	Earth Road issue	14 Days
	Gravel Road Issue	14 Days
	Sealed Road Issue	14 Days
	Laneways Issue	2 Days
	Other Issues	14 Days
Footpaths	Footpath Issue	14 Days
	Other Issues	14 Days
Kerbs and Channels	Kerb Issue	14 Days
	Channel Issue	14 ays

4aa Emergency Response – All Asset / Categories

Reported Incidents / Hazards that present an immediate and significant risk to members of the public. Temporary measures (e.g. installing barriers, signage, closing the road/footpath, etc.) will be implemented to reduce the risk to users of the road network until such time as appropriate repairs can be completed.

4b Proactive Inspection Timeframes

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 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.

The standards of road construction and maintenance must be balanced against other community and statutory obligations of Council. Council understands that resourcing an increased inspection frequency would divert operational expenditure away from rectifying works outside intervention levels and hence would become counterproductive. Some categories of road are deemed to not require inspections. This process was deemed to be economically unviable for these low usage categories and Council will rely upon random supervisor or staff inspections and notification by members of the public. Similarly, random inspections and notification by members of the public shall be relied upon in between formal inspections for other road classifications.

The below table outlines the proactive inspection timeframes or road infrastructure assets according to classification.

Asset Group	Hierarchy Category	Proactive Inspection Timeframes
Rural Roads	Rural Link	6 Monthly
	Rural Collector	12 Monthly
	Rural Access (Primary)	24 Monthly
	Rural Access (Secondary)	Upon request
	Rural Access (Minor)	Upon request
	Rail Crossings	24 Monthly
Urban Roads	Urban Commercial Centre & Collector	6 Monthly
	Urban Access (Primary)	12 Monthly
	Urban Access (Secondary)	24 Monthly
	Urban Access (Minor)	Upon request
	Rail Crossings	24 Monthly

Asset Group	Hierarchy Category	Proactive Inspection Timeframes
Special Purpose Roads	Rural and Urban	24 Monthly
Parking Bays	Urban	12 Monthly
Footpaths	Category 1	12 Monthly
	Category 2	24 Monthly
	Category 3	Upon request
Bridges and Culverts	Bridges	3 yearly
	Major Culverts	3 yearly
Kerbs and Channels	NA	12 Monthly

If a Proactive Inspection Frequency elapses on a Weekend or Public Holiday, the actual due date will be the next Working Day.

4c Night Inspections

Night inspections are performed on all sealed roads every 24 months. This is regardless of the road hierarchy category. These inspections include intersection signage on all roads intersecting a sealed road regardless of road surface or hierarchy of the intersecting road.

Night inspections are performed on all rail crossing signage every 24 months. This is regardless of the road hierarchy category.

4d Condition Inspections

Asset Group	Hierarchy Category	Condition Inspection Timeframes
Roads	Sealed Road	5 Years
	Gravel Road	5 Years
	Earth Road	Upon request
Footpaths	Category 1	3 Years
	Category 2	3 Years
	Category 3	Upon request
Kerbs and Channels		5 Years
Bridges and Culverts	Major Culverts	5 Years

Asset Group	Hierarchy Category	Condition Inspection Timeframes
	Minor Culverts	12 Monthly
	Level 2 – Waterway crossings	5 Years

Attachment 5 Defect Intervention Standards

5a Roads

Reactive response times are prioritised based on assigned standards. Table 3 indicates the response code with the following timeframes;

A. Within one week of notification or inspection

B. Within two weeks of notification or inspection

C. Within one month of notification or inspection

D. Within six months of notification or inspection

Table 1 Roads Intervention Standards

Standard No.	Intervention Standard	Response Code by Road Classification Category			
		UC1 RL1	UA1 RC1 RC2	UA2 RA1 RA2 RA3 SP PB	RA4 RA5 RA6 UA3 UA4 UA5
PAVEMENTS					
Obstruction 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
Obstruction 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

Standard No.	Intervention Standard	Response Code by Road Classification Category			
Drainage					
7	Damaged or missing drainage pit lids, surrounds, grates, in pedestrian areas or traffic lanes	A	B	B	D
ROADSIDE					
Vegetation – Trees, Shrubs and Grasses 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 designed 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 ineffective	C	C	D	D
Safety Barriers and Fencing					
13	Missing or damaged at a critical location making them ineffective	B	C	D	D
Pavement Marking					
14	Missing, illegible or confusing at a critical location	C	D	D	D
STRUCTURE					
15	Damage affecting structural performance	A	A	B	C

NOTES:

- If a Repair Timeframe elapses on a Weekend or Public Holiday, the actual due date will be the next Working Day.
- In cases where a defect is not due to be repaired in less than 4 weeks, temporary measures, such as installing warning signage, erecting barriers, or painting the defect with a bright contrasting colour, may be implemented at the time of

identification to reduce the risk as much as is reasonably practicable until permanent repairs can be completed in line with the specified Repair Timeframes.

- Vegetation clearance specifications are in accordance with the Department Environment Land Water and Planning guidelines. Further information can be sought from the Victorian State Government department website.

5b Footpaths

Reactive response times are prioritised based on assigned standards. Table 4 indicates the response code with the following timeframes;

A. Within three months of notification or inspection

B. Within six months of notification or inspection

C. Within 12 months of notification or inspection

D. Action dependent on resource availability

Table 1 Footpath Intervention Standards

Standard No.	Intervention Standard	Response Code by Footpath Category		
		1	2	3
FOOTPATHS				
1	Level difference greater the 20mm	A	B	C
2	Central gap wider than 15mm and deeper than 20mm	A	B	C
3	Edge Drop off greater than 20mm	B	C	D
4	Vegetation intruding into the clear area zone (width of path and height of 2 metres)	B	C	D

5c Kerb and Channels

Standard No.	Intervention Standard	Response Time
KERB AND CHANNELS		
1	Level difference greater the 75mm	4 weeks
2	Gap wider than 75mm and deeper than 20mm	4 weeks

5d Bridges and Culverts

Bridge and culvert response times align with the hierarchy level for the road in which they lie. The below table shows the response times dependent on the road hierarchy.

Road Hierarchy	Intervention Standard	Response Time
BRIDGES AND CULVERTS		
UC1 RL1	Urban Collector (Sealed) Rural Link	1 week
UA1 RC1 RC2	Urban Access Primary (Sealed) Rural Collector (Sealed) Rural Collector (Gravel)	2 week
UA2 RA1 RA2 RA3 SP PB	Urban Access Primary (Gravel) Rural Access Primary (Sealed) Rural Access Primary (Gravel) Rural Access Primary (Earth) Special Purpose Parking Bays	1 month
RA4 RA5 RA6 UA3 UA4 UA5	Rural Access Secondary (Gravel) Rural Access Secondary (Earth) Rural Access Minor Urban Access Secondary (Sealed) Urban Access Secondary (Gravel) Urban Access Minor	3 month