

# Road Management Plan

Adopted 15 June 2021

# Table of Contents

<b>Amendments</b> .....	<b>3</b>
<b>Glossary of terms</b> .....	<b>4</b>
<b>1 Introduction</b> .....	<b>6</b>
1.1 Background .....	6
1.2 Purpose .....	6
1.3 Scope of the Plan and funding support .....	6
1.4 Key Stakeholders .....	7
1.5 Duty of Road Users .....	7
1.6 Vision and Strategy .....	8
1.7 Suspension of RMP under extreme events (Force Majeure) .....	8
<b>2 Public roads</b> .....	<b>9</b>
2.1 Road Register .....	9
2.2 Road Hierarchy .....	9
2.3 Pathway Hierarchy .....	11
<b>3 Description of the Road Infrastructure</b> .....	<b>11</b>
<b>4 Roads for which the plan does not apply</b> .....	<b>12</b>
<b>5 Demarcation and transfer of responsibility</b> .....	<b>12</b>
5.1 Arterial Roads .....	12
5.2 Boundary Roads .....	13
5.3 Rail Infrastructure .....	13
5.4 Coliban Water and Goulburn Murray Water .....	13
5.5 Crown Land .....	14
5.6 Private roads and laneways .....	14
5.7 Road sides .....	14
5.8 Service Authority Infrastructure .....	14
5.9 Vehicle Crossovers .....	14
5.10 Capital Upgrades .....	16
<b>6 Maintenance management</b> .....	<b>16</b>
6.1 Levels of Service .....	16
6.2 Inspection Background .....	16
6.3 Re-active Inspections .....	16
6.4 Pro-active inspections .....	17
<b>7 Defect intervention levels and response times</b> .....	<b>18</b>
7.1 Maintenance and Intervention works .....	18
7.2 Temporary Measures .....	20
7.3 Response times .....	21
7.4 Other Maintenance Works .....	21
7.5 Management system .....	21
7.6 Works within road reserve .....	21
<b>8 Review and Amendments</b> .....	<b>22</b>
8.1 RMP Assessment .....	22
8.2 RMP Review and Amendment .....	22
<b>9 Delegations</b> .....	<b>23</b>
<b>10 References</b> .....	<b>23</b>
<b>11 Attachments</b> .....	<b>24</b>
Attachment 1 – Pro-active Inspection and defect workflow .....	24
Attachment 2 – Re-active Inspection and defect workflow .....	25
Attachment 3 – Road Asset Summary .....	26

## AMENDMENTS

Serial	Description	Author	Date
1.	Section 1.3 Update Road Network details	Asset Management and Systems Coordinator (AMSC)	May 2021
2.	Section 1.3 Update Grants Commission Funding detail	Executive Manager Infrastructure (EMI)	May 2021
3.	Section 1.3 Update detail related to Road to Recovery Funding.	EMI	May 2021
4.	Section 1.3 Edit for accuracy 'This RMP is supported by the relevant Asset Management Plans, which are used to inform the budget set each year by Council.'	EMI	May 2021
5.	Section 3 – Deletion of network data as this is a duplication of Section 1.3.	EMI	May 2021
6.	Section 3 – Descriptions updated for clarity.	EMI	May 2021
	Section 5.4 – Inclusion of Coliban Water description.	AMSC	May 2021
7.	Section 6.1 – Deletion of detail in relation to Levels of Service as this is articulated with the Asset Management Plans for each asset class.	EMI	May 2021
8.	Section 6.2 – Update of first paragraph for clarity in relation to scheduled inspections	Works Coordinator (WC)	May 2021
9.	Section 7.5 – Minor change to nomenclature to remove 'maintenance management system' and insert 'defect management system'	WC	May 2021
10.	Section 7.6 Inclusion of reference to Asset Protection Permit, to align with new local laws.	EMI	May 2021
11.	Deletion of Proactive and reactive maintenance for 2016-2017 as this is asset management information (not relevant to the RMP).	AMSC	May 2021

## GLOSSARY OF TERMS

**Ancillary area:** An area designated as an ancillary area by the coordinating road authority under section 18 of the Act.

**Arterial roads:** Freeways, Highways and Declared Main Roads, which are managed by the State Government through VicRoads.

**Code of Practice:** Code of Practice for Road Management Plans (General) Regulations 2016. Supporting document to the legislation, which provides practical guidance to Road Authorities in the making of RMPs.

**Asset condition assessments:** Inspections conducted to assess the life of the road and footpath network and to prioritise major works. Such inspections are not intended to identify individual defects that might exceed an intervention level that is done via the Proactive and Reactive inspection regimes.

**Consent applications:** Applications made by other Road authorities and Utility companies to perform works on Council managed roads.

**Coordinating Road Authority:** The road authority, which has coordination functions, as determined in accordance with section 36 of the Act.

**Force Majeure:** The occurrence of events outside the control of the Council.

**Fire Access Track:** A track that primarily exists to allow access for fire fighting vehicles.

**Defect:** A localized failure in an asset, for example a pothole in a road surface or a joint displacement in a concrete footpath.

**Intervention level:** The size or severity of a defect at which a mandatory response is required. The response could be to either repair the defect or take appropriate temporary measures where a repair is not appropriate, for example road closure in the event of flooding across the road.

**Manager Infrastructure/Works Coordinator:** Road Authority staff responsible for the management and maintenance of roads as determined by the classification system within the Act, and as contained in the roads register.

**Municipal Road:** A public road within the municipality where Council is the designated Coordinating Road Authority.

**Other roads:** Includes roads in State reserves and roads on private property. Council is not responsible for the care and maintenance of these roads.

**Pathway:** A shared path or footpath constructed or developed by a responsible road authority, for use by members of the public other than with a motor vehicle.

**Public Highway:** Any area of land that is a highway for the purposes of the common law.

**Public Road:** A road that is reasonably required for general public use.

**Public Road Register:** A list of public roads within the municipality where Council is the designated Coordinating Road Authority. Council is required to keep a register under Section 19 of the Act.

**Responsible Road Authority:** The road authority that has operational functions as determined in accordance with Section 37 of the Act.

**Road:** Includes any public highway; any ancillary area; or any land declared to be a road under Section 11 of the Act.

**Road Infrastructure:** The infrastructure that forms part of a roadway, pathway or shoulder including:

- Structures forming part of the roadway, pathway or shoulder; and road related infrastructure.
- Materials from which a roadway, pathway or shoulder is made; such as asphalt, bitumen, gravel, guardrail, signs and line marking.

**Road Management Plan:** A document developed by councils to assist in the management of their road related duties and responsibilities, as defined in the Act.

**Road related infrastructure:** Infrastructure installed by the relevant road authority for road related purposes to:

- Facilitate the operation or use of the roadway or pathway
- Support or protect the roadway or pathway

Examples include Traffic islands, traffic management, signage, traffic control signage, kerb and channel, a bridge, culvert or ford, road drain or embankment installed on the road reserve.

**Sealed road:** A road within a road reserve that has been sealed with bitumen or asphalt.

**Shared path:** A pathway that caters for both pedestrians and bicycles that has been constructed on a road reserve where Council is the responsible road authority or on land managed by Council that has unrestricted public access. Excludes the following:

- On-road bike lanes
- Paths or tracks on land that Council doesn't manage
- Unconstructed paths or tracks.

**The Act:** The Road Management Act (2004). The Act provides a statutory framework for the management of the road network in Victoria.

**Traffic Lane:** The part of a sealed or unsealed road designed to carry through traffic, excludes parking lanes, shoulders and table drains.

**Unsealed road:** A road within a road reserve that has been formed and surfaced with crushed rock or gravel, but not sealed with bitumen or asphalt.

**Unused road reserve:** Council has the responsibility for managing government roads, and has the power to declare to the Department of Environment Land Water and Planning (DELWP) that a government road is not required for public traffic. The road then becomes an unused road and any license issued over the unused road is the responsibility of DELWP.

# 1 INTRODUCTION

## 1.1 Background

The *Road Management Act (2004)* was introduced to improve the management and coordination of road infrastructure. The purpose of the Act is to establish a coordinated management system that will promote safe and efficient road networks at State and local levels and the responsible use of road reserves for other legitimate purposes.

This plan is prepared in accordance with Part 3 Division 1 of the Road Management (General) Regulations 2016.

## 1.2 Purpose

In accordance with Section 50 of the Act, the purposes of a Road Management Plan (RMP), having regard to the principal object of road management and the works and infrastructure management principles, 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.

This RMP outlines how Council manages hazards within its road network and provides a means for scheduling proactive inspections and prioritisation of maintenance of the road infrastructure to ensure that it is kept in the safest condition practicable within budgetary constraints.

## 1.3 Scope of the Plan and funding support

Mount Alexander Shire Council (Council) maintains a significant network including 566km of sealed roads, 860km of unsealed roads, 88km of footpaths and trails, kerb and channel, 242 bridge and major culverts and 98km of drains.

This RMP is supported by the relevant Asset Management Plans, which are used to inform the budget set each year by Council. Funds are provided for both operating and capital components and budget levels are determined after consideration of various inputs including:

- Levels of service requested by the community
- Condition reports
- Cost benefit analysis
- Strategies and policies.

Current levels of funding for road maintenance and road improvements have been built using past expenditure results and asset condition needs.

The annual budget for maintenance of the road network and other critical assets including footpaths, bridges and drainage assets for the safety and convenience of our community is in the order of \$3 million per annum.

### **Grants Commission funding**

The role of the Victorian Grants Commission is to determine the allocation of financial assistance grants provided by the Commonwealth Government to Victorian Councils. The funds are allocated in two streams General Purpose Grants and Local Roads Funding.

The local roads allocation includes the calculation of a 'network cost' which draws on each council's road length and traffic volumes. Average annual preservation costs for each traffic volume range are used in the allocation model to reflect the cost of local road maintenance and renewal. The methodology also includes a series of cost modifiers for freight loading, climate, sub-grade conditions, materials and strategic routes and takes account of the deck area of bridges on local roads.

### **Roads to Recovery funding**

The Roads to Recovery program operates throughout Australia and each Council is guaranteed a share of the total available funding. Spending decisions are made locally by the Council and reported to the Australian Government. The current Roads to Recovery funding allocates \$1.082m per year towards the road maintenance and renewal program.

#### **1.4 Key Stakeholders**

Users of the road network who are affected by this RMP include:

- Residents and businesses residing and located within the municipality;
- Tourists and visitors to the municipality;
- Pedestrians;
- Emergency authorities;
- Utility agencies;
- Government Agencies that provide funding for management of the network; and
- Council as the responsible road authority.

#### **1.5 Duty of Road Users**

All road users have a duty of care under Section 106 of the Road Management Act 2004 and Section 17A of the Road Safety Act 1986 that requires the following:

A person who drives a motor vehicle on a highway must drive in a safe manner having regard to all the relevant factors, including and without limiting the:

- Physical characteristics of the road;
- Prevailing weather conditions;
- Level of visibility;
- Condition of the motor vehicle;
- Prevailing traffic conditions;
- Relevant road laws and advisory signs;
- Physical and mental condition of the driver.

A road user other than a person driving a motor vehicle must use a highway in a safe manner having regard to all the relevant factors. A road user must:

- Have regard to the rights of other road users and take reasonable care to avoid any conduct that may endanger the safety or welfare of other road users;
- Have regard to the rights of the community and infrastructure managers in relation to road infrastructure and non-road infrastructure<sup>1</sup> on the road reserve and take reasonable care to avoid any conduct that may damage road infrastructure and non-road infrastructure on the road reserve;
- Have regard to the rights of the community in relation to the road reserve and take reasonable care to avoid conduct that may harm the environment of the road reserve.

## 1.6 Vision and Strategy

The RMP forms an integral part of the Council's Asset Management Strategy and recognises the link between the effective management of road assets and the standard of maintenance outlined in this plan.

The overall objective of asset management is to ensure that Council's road infrastructure continues to provide a sustainable, safe and economic service. Council has adopted an Asset Management Policy with the objective to set the broad framework for undertaking asset management in a structured and coordinated way.

## 1.7 Suspension of RMP under extreme events (Force Majeure)

Council will make every endeavour to meet all aspects of its RMP.

However, in the event of natural disasters and other events including, but not limited to, fires, floods, droughts and similar, together with human factors, such as lack of Council staff or suitably qualified contractors, because of section 83 of

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<sup>1</sup> '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.'



the Victorian Wrongs Act 1958, as amended, Council reserves the right to suspend compliance with its RMP.

In the event that the Chief Executive Officer (CEO) has to, pursuant to section 83 of the above Act, consider the limited financial resources of the Council and its other conflicting priorities, meaning Council's Plan cannot be met, they will confirm in writing that, some or all of the service levels and response times are to be suspended.

Once the events beyond the control of Council have abated, or if the events have partly abated, the CEO will inform which parts of Council's Plan are to be reactivated and/or timeframes for each part of the Plan to be reactivated.

## 2 PUBLIC ROADS

### 2.1 Road Register

Council has a Road Register that records the details of all municipal roads for which it is responsible.

The Register includes:

- The name of each public road;
- The locality;
- The classification.

A public road is a road reasonably required for general public use as defined in Section 17 of the Act. Council's Road Register is available for inspection at council offices and on the website.

### 2.2 Road Hierarchy

A road hierarchy has been established to provide a framework in order to rank each of the roads for maintenance activities. The hierarchy has been prepared according to usage volumes, type of user and road function so as to best manage inspection regimes, response targets and service levels as defined in the following table.

**Table 1- Road hierarchy**

Hierarchy Level	Description
Link Road (LK)	Link roads provide a strategic link between identifiable points of interest, may carry a large volume of vehicles, have a high percentage of heavy vehicles and high percentage of the vehicles will be travelling the entire length of the road.
Collector and Strategic Roads (CS)	<p>Collector and strategic roads provide a means of transporting traffic from the local access roads and connecting them to the main transport infrastructure.</p> <p>These roads generally have lower traffic volumes than Link roads.</p>
Local Roads (LL)	<p>Local access roads provide vehicle access to urban properties and are the predominant road classification throughout the municipality.</p> <p>These roads generally have lower traffic volumes than Collector and Strategic roads.</p>
Minor Roads (MN)	<p>Minor roads provide vehicle access to rural properties, and includes roads that provide access to sparsely located properties and farm outlets.</p> <p>These roads generally have lower traffic volumes than Collector and Strategic roads.</p>
Unformed Roads (UR)	<p>Unformed roads consist of roads that provide driveway access to properties, also included are seldom-used tracks such as fire access tracks. They receive minimal maintenance.</p> <p>Re-active inspections are considered on a case by case basis.</p>

### 2.3 Pathway Hierarchy

A pathway hierarchy has been established to provide a framework in order to rank each of the footpaths for maintenance activities

Table 2 – Pathway hierarchy

Hierarchy No.	Type/Locality	Pedestrian Activity Level
1	Castlemaine and Maldon town/commercial centres (defined in the Mount Alexander Planning Scheme)	High
2	Residential and other areas	Low

In addition to the footpaths and shared paths constructed within the road reserves, Council also maintains other pathways constructed on land where it is the designated responsible authority.

The RMP standards will only be applied to constructed (sealed or concrete) pathways that are on Council managed land and provide unrestricted public access.

Council is not responsible for unconstructed or foot trodden tracks over roadside land or a path that connects from a roadway or footpath to privately owned land.

## 3 DESCRIPTION OF THE ROAD INFRASTRUCTURE

Generally, the types or class of road infrastructure for which Council is the responsible road authority are:

### a) Roadways

Roadways are deemed to be either sealed or gravel surface and include the area within the road reserve developed for the purposes of driving of motor vehicles.

### b) Pathways

Pathways are deemed to be the area with the road reserve that has been formally constructed for pedestrian use. They may be varied in surface type. They include shared paths in the road reserve, trails and footpaths.

### c) Bridges and culverts

Bridges and culverts are are major structures located within a roadway to facilitate the crossing of a significant waterway by motor vehicles and pedestrians.

**d) Kerb and Channel**

Kerb and channel are typically a concrete barrier or a stone drain designed to carry water away from the roadway and adjacent land and into a drainage system.

**e) Street Furniture**

Street furniture includes all ancillary items along a roadway which improve safety, aesthetics or community amenity and typically includes items such as signs, bollards, guideposts and roadside guardrails.

**f) Drainage**

Open drains, stone drains and underground drainage assets are installed to carry water away from the roadway and surrounding land and into a designated stormwater system.

## **4 ROADS FOR WHICH THE PLAN DOES NOT APPLY**

This plan does not include roads that Council is not responsible for and accepts no liability for the following:

- Any road, driveway or pedestrian pathway on private property and or providing access from private property to a public road;
- National highway or Freeway;
- Arterial Roads;
- Roads or tracks maintained by the Department of Environment Land Water and Planning or Parks Victoria; or
- Railway structures and associated assets set out in a Road/Rail Safety Interface Agreement as being the responsibility of others.

## **5 DEMARCATION AND TRANSFER OF RESPONSIBILITY**

### **5.1 Arterial Roads**

VicRoads is the responsible road authority for all declared arterial roads within the municipality. These include highways, main roads and tourist roads.

Demarcation of maintenance responsibilities for arterial roads is specified in the Ministerial Code of Practice *Operational Responsibility for Public Roads* – May 2017.

A separate maintenance agreement may be entered into where areas of significance are located outside of Council's normal maintenance zone of responsibility (e.g. Council may decide to take care and maintenance of street

trees for an avenue of honour where it is situated outside the zone of Council's responsibility).

Arterial roads within Mount Alexander Shire for which Council is not responsible include:

Midland Highway	A100
Pyrenees Highway	B180
Castlemaine Maldon Road	C282
Maldon Newstead Road	C283
Maldon Bendigo Road	C283
Maldon Bridgewater Road	C282
Creswick Newstead Road	C283
Daylesford Newstead Road	C285
Calder Highway (South of B180)	C794

## 5.2 Boundary Roads

Where a road falls on a boundary between two shires a memorandum of understanding has been agreed upon to allocate a single Responsible Road Authority for the inspection and maintenance of the road infrastructure.

Council has agreements with neighbouring Local Government Authorities which are listed below:

- Greater City of Bendigo;
- Loddon Shire Council;
- Central Goldfields Shire Council;
- Hepburn Shire Council;
- Macedon Ranges Shire Council; and
- Mitchell Shire Council.

Details of these agreed areas of responsibility are provided in agreements with each bordering municipality.

## 5.3 Rail Infrastructure

At any road rail interface the responsibility for care and maintenance shall be in accordance with the Rail Safety Interface Agreements between the rail operators and Council. Rail Safety Interface Agreements shall be entered into in accordance with the requirements of the Rail Safety (Local Operations) Act 2006.

## 5.4 Coliban Water and Goulburn Murray Water

Goulburn Murray Water (GMW) is responsible for the tourist roads within the vicinity of Cairn Curran Reservoir. Coliban Water has various minor roads within the Shire that generally access their assets. These roads are not listed in Council's register of public roads. GMW is also responsible for road bridges over channels that they own and for water and sewer infrastructure assets in road reserves where Council is the designated coordinating road authority.

## 5.5 Crown Land

A number of roads are located on crown land managed by the Department of Environment, Land, Water and Planning (DELWP) and Parks Victoria (PV). Where these roads do not service a Council asset or ratepayer, the road is the responsibility of the relevant Department.

## 5.6 Private roads and laneways

Council has a role in supervising the construction of private subdivisional works that occur within the Shire. This ensures that assets are constructed to an appropriate standard. These roads are private roads until Statement of Compliance is issued at which point they become public roads.

There are some roads which remain privately owned and maintained. Private roads and other roads which general public cannot access are excluded from this plan.

Council has no maintenance obligations in regard to these roads. They are not listed in Council's Road Register.

## 5.7 Road sides

A roadside means any land that is within the boundaries of a road (other than the shoulders of the road) which is not a roadway or a pathway. For example, any nature strip, forest, bushland, grassland or landscaped area within the road reserve would be roadside.

In accordance with Section 107 of the Act, the Council does not have a statutory duty or common law duty to inspect or repair the roadside of any public highway.

## 5.8 Service Authority Infrastructure

Council is not responsible for service authority assets contained within the road reserve where Council is the designated coordinating road authority.

These assets include infrastructure for water supply, sewer, telecommunications, gas, electricity, and railway functions, which are the responsibility of the relevant authority.

## 5.9 Vehicle Crossovers

A vehicle crossover provides vehicular access to private property from the traffic lane to the property boundary. Although Council standards must be followed, there are many existing styles and type across the shire.

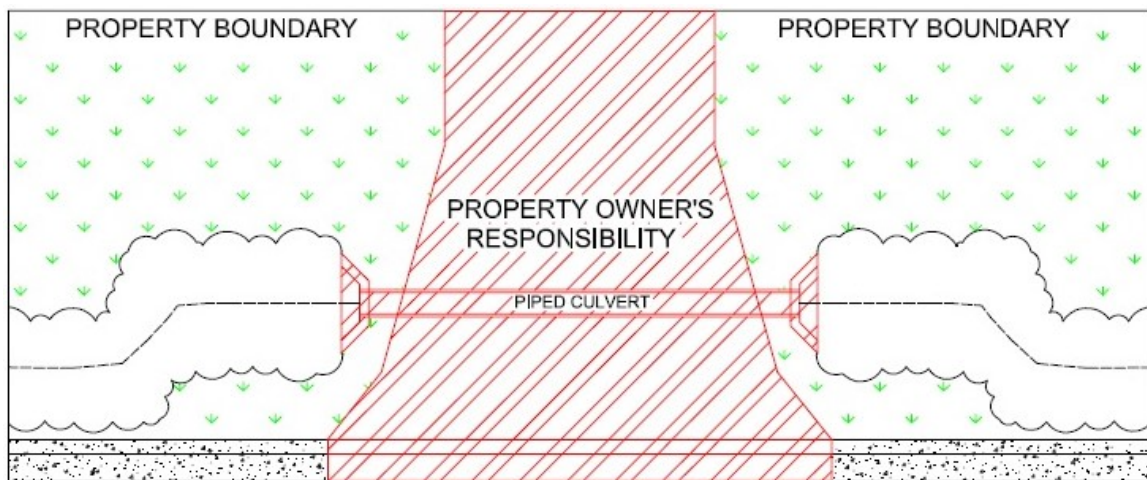
Vehicle crossovers are the responsibility of the landowner who takes access from them and are constructed at the landowner's expense. Landowners are responsible for ensuring the cross overs are maintained in a safe condition.

Landowners must obtain a Works within Road Reserve permit (WWRR) and comply with Council specifications and WWRR permit conditions when constructing vehicle crossovers.

As detailed in the Local Government Act Schedule 10.12, the property owner is responsible for the construction, maintenance and repair of a bridge or crossing over a footpath or channel to enable a person to have access to land on the other side of the footpath or channel.

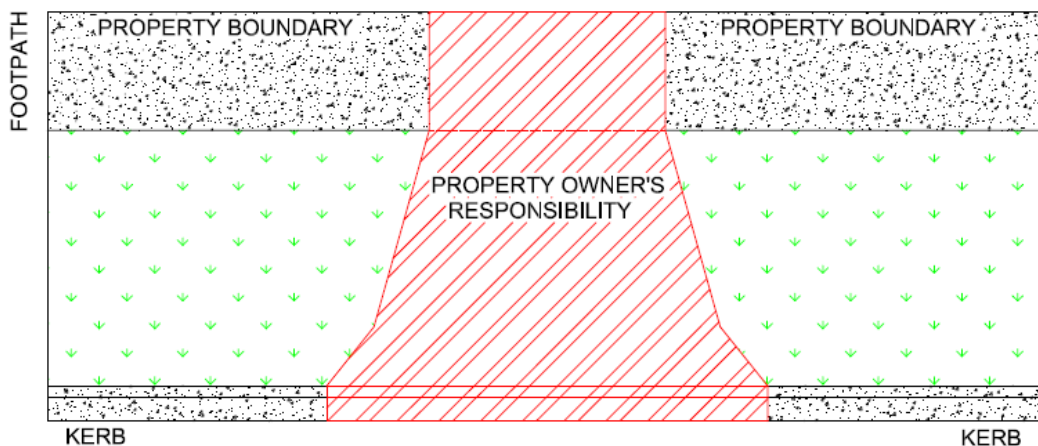
Property owners are responsible to ensure these crossings are constructed and maintained in a safe and operational condition at all times and to the satisfaction of Council.

**Figure 1 - Rural Type Piped Driveway Crossing**



Property owner is responsible for area shaded red.

**Figure 2 - Urban kerb and Channel Layback Driveway Crossing**



Property owner is responsible for area shaded red.

If Council construct a Footpath that crosses the crossover it will be maintained by Council.

## 5.10 Capital Upgrades

In accordance with Section 40 (2) of the Act, Council does not have a duty to upgrade a road or to maintain a road to a higher standard than the standard to which the road is constructed. Mount Alexander Shire Council is not obliged to:

- Provide a road in an unused road reserve
- Construct or improve an unformed road
- Provide an all-weather surface on an unsurfaced road
- Seal an unsealed road.

Where Council is responsible for the construction of capital works that impact a driveway, Council will reinstate to current industry standards.

## 6 MAINTENANCE MANAGEMENT

### 6.1 Levels of Service

Levels of Service are articulated in the relevant Asset Management Plan.

### 6.2 Inspection Background

Inspections are the cornerstone of maintenance programs for road and footpath assets. To ensure that all road infrastructure and road related infrastructure is inspected at appropriate frequencies, a program of scheduled inspections has been developed.

Different inspection schedules have been created for road and footpath inspections, which differ in frequency and extent.

There are two main types of inspections undertaken on the Shire's road and footpath network, re-active and pro-active inspections. Other safety related inspections include asset condition assessments and inspections after an emergency event.

### 6.3 Re-active Inspections

Re-active inspections are conducted as a result of customer requests and or notifications attaining to a hazard or defect identified in the Road Management Plan. The reactive inspections will be undertaken in accordance with the level of risk.

Any defect above intervention level identified in the re-active inspection will have a response time frame as detailed in Table 5 and will be treated the same as those identified in the pro-active inspections.

The defect response time is measured from the time the defect is recorded by Council.



When concerns are raised as part of proactive or reactive inspections in relation to night time intervention levels, night time inspections will be carried out as required.

The work flow process for re-active inspections is shown in Attachment 1.

#### **6.4 Pro-active inspections**

A schedule of pro-active inspections on the road infrastructure is used to measure the condition of the road and infrastructure, and document defects that may have arisen since the last inspection and that exceed the stated intervention level.

The frequency of the pro-active inspections varies depending on classification of the road and usage, community expectations, potential risk and available resources.

Pro-active inspections are of the utmost importance as they are used to ensure a prioritised and timely intervention in removing hazards as part of Council's road, bridge and footpath maintenance program.

Any defects identified in the pro-active inspections that exceed the stated intervention level will have a response timeframe as shown in Table 3.

**Table 3 - Inspection frequency**

Inspection Type	Hazard Inspection Frequency					
	Link	Collector and Strategic Route	Minor	Local	Unformed	Pathways
Day time inspection	2 months	6 months	Annually	Annually	Reactive	Category 1- 6 months Category 2- Annually
Night time Inspection	6 months	Annually	2 yearly	2 yearly	N/A	N/A

All inspections are recorded against the asset, as well as any defects detected that exceed the stated intervention level.

Bridge inspections (Level 1 inspections) are undertaken in accordance with VicRoads guidelines on a 12 monthly basis.

The work flow process for pro-active inspections is shown in Attachment 2.

## 7 DEFECT INTERVENTION LEVELS AND RESPONSE TIMES

### 7.1 Maintenance and Intervention works

A defect is a localised failure in an asset, for example, a pothole in a road surface or a joint displacement in a concrete footpath. The defect intervention level is the size or severity of a defect at which a mandatory response is required. Intervention levels have been defined for various classes of a road defect.

The following table shows the defect group, intervention levels and response times for the intervention to occur.

Table 5 – Defect Group and Intervention level

Description	Mandatory Response Time				
	Link (LK)	Collector and Strategic (CS)	Local (LL)	Minor (MN)	Unformed (UR)
<b>Sealed Road Hazards</b>					
Potholes in the traffic lane greater than 300mm in diameter and greater than 75mm depth	2w	1m	3m	3m	N/A
Deformations in the traffic lane greater than 100mm under a 3m straight edge	1m	1m	3m	3m	N/A
Edge drops onto an unsealed shoulder greater than 10m in length and 100mm in depth	1m	1m	3m	3m	N/A
Edge break in the traffic lane greater than 20m in length and greater than 200mm across lane	1m	3m	3m	3m	N/A
Loose material in the traffic lane spread greater than 2m in diameter and greater than 30mm depth, or other debris causing a danger to road users	1w	2w	3w	4w	N/A
Significantly damaged or missing drainage pit lids, surrounds or grates in the traffic lane of a sealed pavement	1w	1w	1w	1w	N/A
<b>Unsealed Road Hazards</b>					
Wheel ruts, shoves and potholes in the traffic lane greater than 100mm in depth and greater than 500mm in width	N/A	1m	2m	3m	N/A
Continuous corrugations in the traffic lane greater than 50m in length and 50mm in depth	N/A	1m	2m	3m	N/A
Loose material in the traffic lane spread greater than 50m in length and greater than 50mm depth, or other debris causing a danger to road users	N/A	1m	2m	3m	N/A
<b>Traffic Control Hazards</b>					
Traffic Control signs missing, damaged, faded or illegible	2w	1m	1m	1m	N/A
Greater than 25% of guideposts missing along a curved section of road or at culvert locations.	1m	3m	6m	6m	N/A
Safety barriers missing or damaged at critical locations	1m	3m	6m	6m	N/A

Description	Mandatory Response Time				
	Link (LK)	Collector and Strategic (CS)	Local (LL)	Minor (MN)	Unformed (UR)
Pavement markings which are missing or faded at critical locations	1m	3m	3m	6m	N/A
<b>Roadside Vegetation Hazards</b>					
Vegetation that is obstructing visibility at intersections and critical road signs	1m	3m	3m	3m	N/A
Roadside vegetation intruding within a 4.5m high envelope above the traffic lane of the road <i>*sealed roads only</i>	1m	3m	6m*	N/A	N/A
<b>Bridges and Major Culverts Hazards</b>					
Visible damage likely to affect road user or public safety	2w	1m	3m	3m	12m
<b>Footpath and Shared Path Hazards</b>					
Sealed or concrete paths with a lip/step greater than 25mm in height	3m	6m	N/A	N/A	N/A
Sealed or concrete paths with mounding or depressions which are greater than 100 mm under a 1m straight edge	3m	6m	N/A	N/A	N/A
Sealed or concrete paths with potholes greater than 300mm in diameter and greater than 25mm in depth	3m	6m	N/A	N/A	N/A
Roadside vegetation intruding within a 2.5m envelope above a constructed pathway with no lateral encroachment onto pathway	6m	6m	N/A	N/A	N/A
Significantly damaged or missing drainage pit lids, surrounds or grates in constructed footpaths and shared paths.	1w	1w	N/A	N/A	N/A

Legend: w = week, m = month

## 7.2 Temporary Measures

Temporary measures may be considered until repairs are carried out. These temporary measures may take the form of:

- Highlighting the defect or hazard through the use of appropriate signage or visually distinctive pavement markings and regular inspection of the site

- Provision of safety barriers
- Spray painting areas.

The requirement for the use of temporary measures will be determined on a case-by-case basis, based on a risk assessment associated with the hazard.

### 7.3 Response times

The response time is the maximum time allowed before a response is required on a defect that is above intervention level. Response time is measured from the time the defect is recorded by Council.

Response times have been determined for a range of defects. They are based on the classification of the road and its usage, community expectations, potential risk, available resources and the specific nature of the hazard.

### 7.4 Other Maintenance Works

In addition to identifying and repairing defects above intervention level, Council may also repair other minor defects that are below intervention level. Defects below intervention levels are not considered hazardous and will only be repaired if and when resources permit. Defects above intervention levels will always have the highest priority.

### 7.5 Management system

A comprehensive audit trail of inspection dates, defects recorded, works programmed and completion dates is an essential part of a defect management system. This information is recorded in Council's Asset Management system.

Council's asset management system also stores asset condition, asset hierarchy and classification, and valuation information. Council's Public Road Register is derived directly from the information stored in the asset management system.

A summary of the information gathered from Council's systems to prepare this review is provided in Attachment 3.

### 7.6 Works within road reserve

Unless an exemption applies under the Act, a person must not conduct any works in, on, under or over a road without the written consent of the coordinating road authority. This includes works on footpaths and nature strips, including the installation or modification of driveways outside private property.

In the case of Municipal Roads, Council is the coordinating road authority. People seeking consent for works within road reserves are required to apply for a **Works within Road Reserve** Permit. An **Asset Protection** Permit may also apply. Application forms can be obtained from the Council's website.

The ongoing maintenance of vehicle crossings is the responsibility of the land owner.

## 8 REVIEW AND AMENDMENTS

### 8.1 RMP Assessment

The RMP will be assessed annually to determine whether:

- Asset hierarchies remain appropriate and effective
- Specified inspection frequencies remain appropriate and reasonable
- Specified defect intervention levels remain appropriate and reasonable
- Specified defect response times remain appropriate and reasonable
- Risk management objectives are being achieved
- The RMP is compliant with legislative changes
- Maintenance budget levels are adequate to allow compliance with the RMP.

The outcome of the RMP assessment is reported to the Director Infrastructure and Development. Responsibility for preparing the annual RMP assessment report belongs with the Executive Manager Infrastructure.

### 8.2 RMP Review and Amendment

Irrespective of the outcome of the annual RMP assessment, the RMP will be reviewed a minimum of every 4 years, in line with Council elections. The plan will be reviewed in accordance with the *Road Management (General) Regulations 2016*.

The procedures for amending the RMP are detailed in *Road Management (General) Regulations 2016 Part 3 Division 2 Amendment of Road Management Plans*.

## 9 DELEGATIONS

The Chief Executive Officer has delegated various functions under the Road Management Act and Regulations to respective officers of Council which is detailed in an Instrument of Sub-Delegation. This allows Council, through its various members of staff, to respond quickly to technical and administrative matters under the Plan.

## 10 REFERENCES

The following references were used to prepare this RMP:

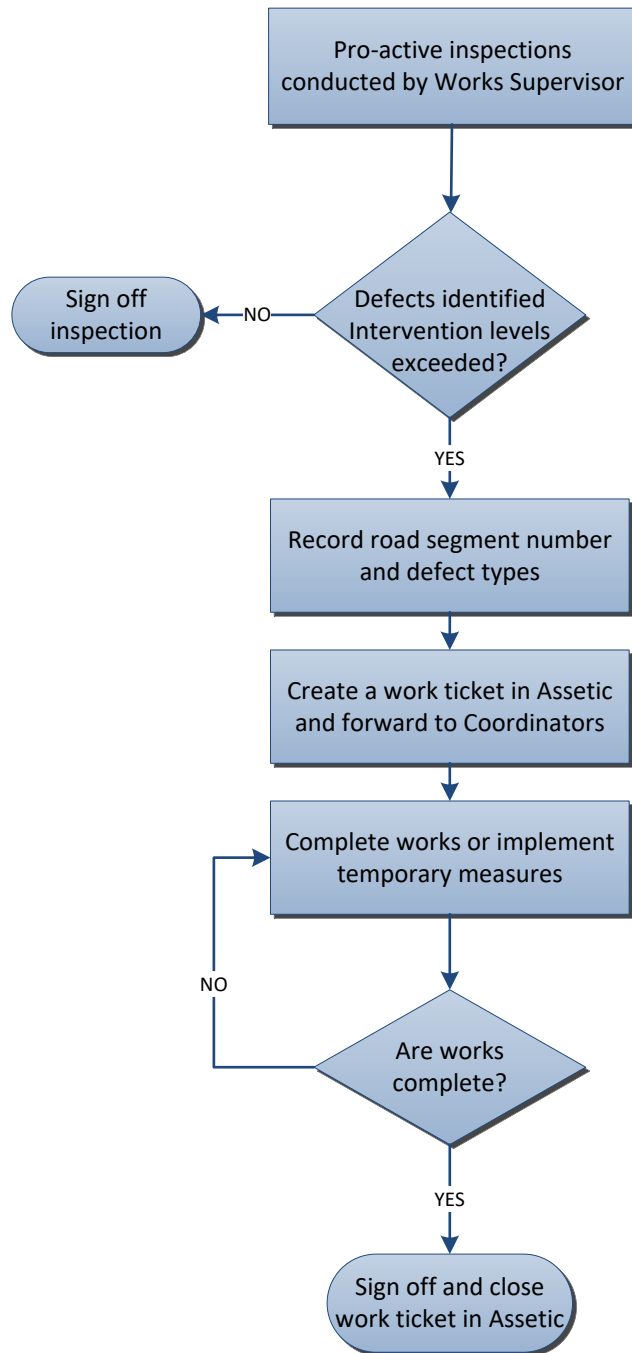
- Road Management Act 2004
- Road Management Act Regulations (General) 2016
- Ministerial Codes of Practice as gazetted under the Road Management Act.

Mount Alexander Shire Council documents:

- Asset management policy
- Council Plan
- Council Budget.

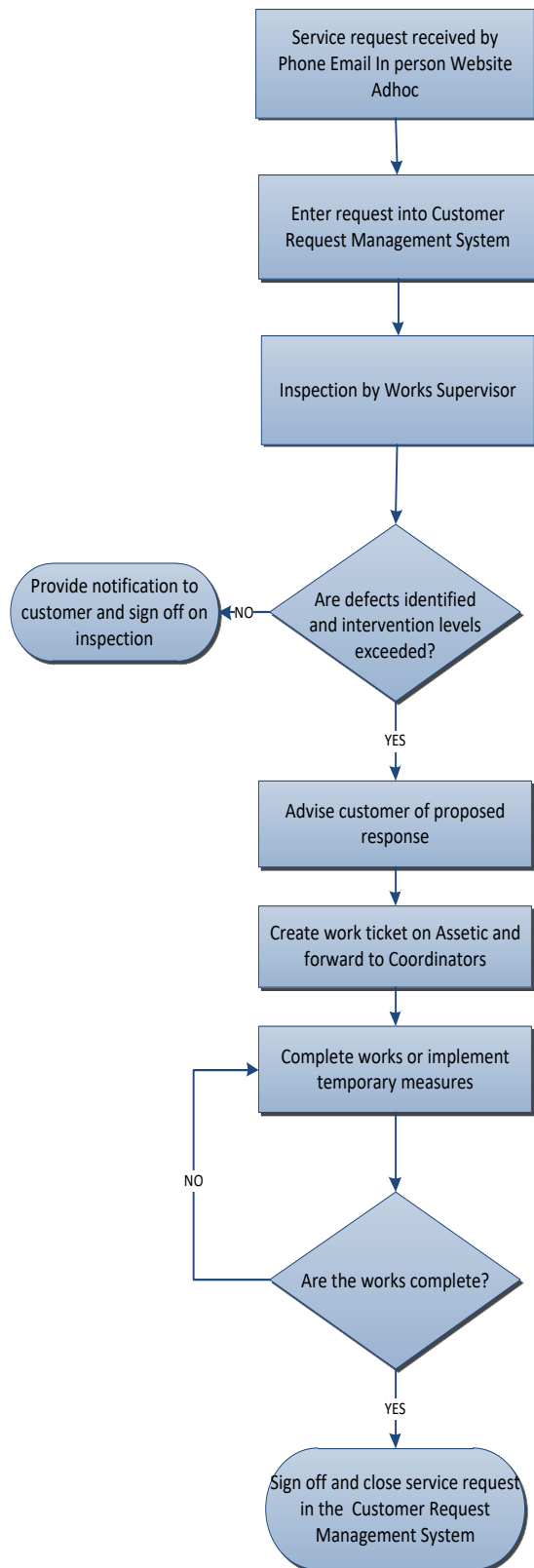
# 11 ATTACHMENTS

## Attachment 1 – Pro-active Inspection and defect workflow





## Attachment 2 – Re-active Inspection and defect workflow



### Attachment 3 – Road Asset Summary

