



Yarriambiack
SHIRE COUNCIL



ROAD MANAGEMENT PLAN

**Adopted by Council
November 2012**

Yarriambiack Shire Council Road Management Plan

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1 Introduction

1.1 Development of a Road Management Plan

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

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

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

The content of a Road Management Plan should be:-

- “A register of public roads for which a road authority is responsible.
- A road asset register recording those assets on a public road for which the road authority is responsible.
- A road asset management system as established and implemented by the road authority.
- A schedule of maintenance processes and standards as established by the road authority”.

This Road Management Plan references the following documents

- The Yarriambiack Shire Corporate Strategy Plan
- The Yarriambiack Shire Road Hierarchy
- The Yarriambiack Shire Footpath Hierarchy
- The Yarriambiack Shire Road Asset Management System (Moloney Software & Asset Asyst Software)
- The Yarriambiack Shire 5 year Road Capital Works Program
- The Yarriambiack Shire Footpath Capital Works Program
- The Yarriambiack Shire Customer Request Management System
- Code of Practice for Operational Responsibility for Public Roads
- Asset Management Policy
- Road Register
- Grading Register
- Rail Crossing Register

1.2 Brief Description of Yarriambiack Shire Council

The Yarriambiack Shire covers a vast area of 7,560 square kilometres and is located within North West Victoria in the Southern Mallee and Wimmera regions.

It has an approximate population of 7,520 and has local road lengths (including streets and lanes) totalling around 4,860 kilometres.

The area is predominantly rural in nature with dry land agriculture being the economic force within the region, although 14 townships are located in the Shire which service their local areas.

Council's annual expenditure varies from year to year according to grants and other programs but is normally in the range of \$10-12 million.

2 Objective of this Road Management Plan

The chief objective of this Road Management Plan is to establish a management system for the road management functions of a road management authority which is based on policy, operational objectives and available resources.

This Road Management Plan will set the standards that the Yarriambiack Shire will implement in its road management system in the discharge of its duty in inspection, maintenance and repair of public roads for which it has responsibility.

The Yarriambiack Shire recognizes 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 have a commitment to utilise its available resources in the most efficient and beneficial manner and hence puts forward this Road Management Plan to promote the safety and amenity of the public.

These standards of road construction and maintenance must be balanced against other community and statutory obligations of Council.

This balance will be achieved through Council's Corporate Plan and the budget process of setting priorities for Council expenditure within available resources and other elements noted in the Road Management Plan.

2.1 Key Stakeholders in the Plan

Key stakeholders include:

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

3 Road Register

3.1 Preparation and Amendment of Register

The Yarriambiack Shire Council has compiled a register of public roads for which it is responsible. The definition of a public road is found in Section 17 of the Road Management Act 2004.

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

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

This register has been compiled in accordance with Schedule 1 of the Road Management Act 2004.

This register may be amended from time to time by resolution of Council.

3.2 Inspection of Road Register

The Yarriambiack Shire Road Register will be available for inspection by members of the public free of charge during normal office hours at the Yarriambiack Shire Office, Warracknabeal and service centres at Hopetoun and Rupanyup.

4 Road Asset Register

The Yarriambiack Shire has compiled a Road Asset Register for roads for which it is responsible. The Road Asset Register records assets on public roads for which Council is responsible.

The Road Asset Register is part of Council's Asset Management software being the Moloney Asset Management System.

It records the location, type of road infrastructure, condition rating and configuration of each section of road, footpath, bridge, kerb and channel and street furniture, including seats, bins, bike racks, traffic islands and other miscellaneous items. This register also has a history of the various assets (where available) and notes additions, deletions and changes to assets over time.

5 Road Asset Management System

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

5.1 Asset Management

The Yarriambiack Shire uses the Moloney Asset Management System of Road Asset Management.

In this system, 20% minimum of roads yearly are inspected and given a condition rating as to their serviceability and structural integrity.

Data and reports from the Moloney System are utilised when capital works programs are formulated. Other factors which may be taken into account are inspections by officers, public safety, public amenity, environmental factors, available resources, traffic levels and types, road and footpath hierarchy, alternative sources of funding and policies of Council.

Council endeavours to manage its assets under the guidance of the Yarriambiack Shire Council Asset Management Policy. A copy of which can be found at Appendix L.

5.2 Capital Works Program

Each year Council will develop a Capital Works Program for roads and footpaths. The programs may consist of rehabilitation, construction works or both. The road program will be for five years, while the footpath program will be for a three year period.

The factors listed in 5.1 may be considered as well as any other matters deemed relevant at the time.

5.2.1 Rehabilitation of Sealed Roads

Council recognises that much of its sealed road network is coming towards the end of its useful life and that generally depreciation of assets, particularly roads, outstrips the funds available for renewal or capital works in this area. Council considers reports from Council's Asset Engineer including data from the Asset Management System (Moloney Software) which quantifies annual warrants for expenditure in this area.

5.2.2 Maintenance Resealing of Sealed Roads

Council will endeavour to carry out periodic resealing of local roads at a frequency that maintains the road pavement in an appropriate condition in a cost effective manner. Detailed condition inspections of all sealed roads are carried out by Council's Asset Engineer, or nominated representative, for 20% of each asset each year. Data from these inspections is used to formulate reseal programs for the future. Additional

inspections are carried out on selected segments of the network each year to ensure the program continues in an appropriate manner.

The Asset Management Team uses the modelling facility within the Moloney Asset Management Package to predict ongoing budget requirements in future years. The modelling facility within the Asset Management System is used in conjunction with data from the condition inspections to predict future budget requirements for resealing of bitumen roads. The average life of a bituminous seal before being resealed is approximately 15 years. Council nominates expenditure for this program after consideration of these and all other matters as part of the annual budget process.

5.2.3 Gravel Road Resheeting

The gravel roads in this Municipality are constructed from a number of different pavement materials. Those used most frequently are:

1. Limestone from local pits: This is used generally in the northern parts of the Shire.
2. Sandstone from local pits: This is used widely throughout the central areas of the Shire. Most of what is used comes from Council operated pits with small quantities coming from sources outside the Shire.
3. Imported gravel: This material originates from private pits at either GreGre or St Arnaud. It has been widely used on roads in the southern part of the Shire.

The life of a gravel road between resheets is influenced by many factors, including:

- The depth of gravel placed on road
- Quality of gravel
- Roadside vegetation
- Traffic volume and type of traffic
- Quality and quantity of maintenance carried out
- Climatic conditions

The quality of material from the local limestone pits and sandstone pits can vary greatly, even for material supplied from the same pit.

Based on the current construction and maintenance practices used by Yarriambiack Shire the average lifespan of a gravel resheet is approximately 15 years.

Condition inspections of gravel roads are carried out every three years. These condition inspections are in addition to the Safety/Defect Inspections outlined in clause 5.5.2. Data from these inspections together with additional information derived from the Moloney Asset Management System is used to formulate annual gravel resheet programs. Supplementary inspections of selected segments of road including those that have been the subject of a request or complaint are carried out each year to 'fine tune' the program.

The modelling facility within the Asset Management System is used in conjunction with data from the condition inspections to predict future budget requirements for gravel road resheeting. Council nominates expenditure for this program after consideration of these and all other matters as part of the annual budget process.

5.3 Council Policies Relating to Road Management

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

- School Bus Routes Policy
- Access to Rural Properties
- Evaluation of Sealed Roads Policy
- Road Hierarchy
- Municipal Fire Prevention Plan
- Roadside Slashing/Spraying Policy
- Footpath Hierarchy

These policies may be amended by Council from time to time.

5.4 Budgeting Framework

Council generally sets its financial budget by the end of August each year and endeavours to dedicate expenditure in accordance with the Road Management Plan, policies named within it, corporate goals, Council's Asset Management System (Moloney), Government legislation and regulations and the needs of the community, within financial constraints. Council operates a five year financial plan.

5.5 Standards and Guidelines

5.5.1 Road Standards

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

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

However, if the current standard is less than the "desirable construction standard", the current standard is deemed to be acceptable until that section of road has upgrading construction works completed on it.

5.5.2 Safety/Defect Inspection Frequency

Council has nominated inspection frequencies for the various categories of roads nominated within the Road Hierarchy, which it has deemed achievable within its current financial constraints. Council understands that resourcing an increased inspection frequency would divert operational expenditure away from rectifying works outside

intervention levels and hence would become counter productive. Therefore inspection intervals for each category of road can be found in the “Classifications for Road Hierarchy” spreadsheet.

If particular categories of road are deemed to not require inspections, this process was deemed to be economically unviable for these low usage categories. For roads of this category, Council will rely upon random supervisor or staff inspections and notification by members of the public. Similarly, for road classifications upon which inspections are undertaken, random inspections and notification by members of the public shall be relied upon in between formal inspections. Council’s “Customer Request Management System” is outlined in section 5.11 of this Road Management Plan.

5.5.3 Guidance and Policy

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

Council understands the importance of individual Asset Management Plans (AMP’s) and has developed AMP’s for the asset categories of roads and footpaths. The AMP for roads incorporates bridges, major culverts, kerb and channel.

5.5.4 Gaps in Asset Performance

Prior to the setting of the annual budget, Council shall be made aware of any gaps in asset performance identified through the analysis of asset condition survey results and asset performance targets. This is currently done in respect to the rehabilitation categories of Gravel Road Resheeting and Sealed Road Reseals. The asset renewal gap for roads in general will be provided to Council annually.

5.6 Contract Management

Council’s Tendering Policy & Procedures Manual was reviewed in April 2009 to ensure quality assured contract specifications and contract administration arrangements exist for delivering routine maintenance, periodic maintenance and rehabilitation works to supplement Council’s day labour staff where applicable, or to undertake other projects on Council’s road network.

5.7 Best Value/Consultation

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

5.8 Audit

Council has an Internal Audit Committee. The Internal Audit Committee may audit system elements of the Road Management Plan. An annual audit of system elements of this Road Management Plan shall be undertaken by Council’s Asset Engineer.

5.9 Operational Standards

5.9.1 Asset Condition Surveys

Asset condition surveys are conducted each year for the following asset categories:-

- **Sealed roads** - 20% minimum per year
- **Gravel roads** - 20% minimum per year
- **Footpaths** - 20% minimum per year

- **Kerb and channel** - inspected on a three yearly interval
- **Street furniture** - inspected on a three yearly interval
- **Bridges and culverts** - inspected on a three yearly interval

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

- Sealed road rehabilitation
- Gravel road resheeting
- Sealed road resealing (periodic maintenance)
- Footpaths
- Bridges & Culverts

5.9.2 Regular Safety/Defect Inspections - Roads

Regular maintenance inspections will be undertaken of various categories of road in accordance with the “Classifications for Road Hierarchy” spreadsheet within the Road Hierarchy. A copy of this spreadsheet can be viewed at Appendix Q. Records of such inspections shall be retained by Council, with data being recorded as items which are designated by the inspector to be below standard. A standard inspection checklist can be seen at Appendix A. See Section 5.96 for greater detail of inspections.

Some categories of road do not require a regular inspection. In these instances, Council will rely upon the Customer Request Management (CRM) System (see section 5.11). The Customer Request Management Form (Appendix G) can be used for this purpose, or an over the counter/phone call request will be lodged by council officers via the computerised CRM System. It is recognised by Council that appropriate resources may not always be available to ensure that all roads are of a suitable standard at all times.

5.9.3 Regular Maintenance Inspections – Footpaths

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

Category	Inspection Frequency	Standards / Intervention level
1	12 monthly	As per Appendix B
2	2 yearly	As per Appendix B
3	No regular inspection	

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

5.9.4 Regular Maintenance Inspections – Bridges and Major Culverts

Bridges and culverts are inspected regularly ie Six monthly for bridges (level 1 inspection), after flooding and every two years for culverts. An inventory of bridges and major culverts which Council maintains under this Road Management Plan is shown in Appendix E.

Level 2 inspections will be conducted by Council's Assets Department every three years.

A sample bridge and major culvert inspection checklist can be found at Appendix D.

5.9.5 Regular Maintenance Inspections – Rail Crossings

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

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

Primary control of road rail crossings rests with the appropriate rail authority.

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

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

Details of these agreements are set out in the rail crossing register.

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

ARTC (Australian Rail Track Corporation);
VicTrack;
V/Line;
VicRoads.

An inventory of all rail crossings which Council maintains and inspects will be listed on the Rail Crossing Register.

5.9.6 Maintenance Standards – Roads

Council has determined standards and intervention levels for maintenance and these are nominated in Appendix M. Council also believes that they have a duty to inspect roads and ensure safety for the road user, within available resources. Council also understands that the road user has a duty to drive safely having regard to the road, weather and traffic conditions and to avoid unreasonable risks to themselves and other road users. (For further information with respect to the ‘Duty of Road Users’, refer to Section 138 of the Road Management Act 2004 and to the amendment of the Road Safety Act 1986, Section 17A which sets out the ‘Obligation of Road Users’).

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

Inspections will be carried out where defects are unreasonable or outside intervention levels being recorded as data.

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

LIST OF ROAD ELEMENTS TO BE CONSIDERED DURING INSPECTION:-

EXISTING SURFACE OF ROAD		
SEALED	GRAVEL	EARTH
Potholes	Potholes	Potholes
Edge Breaks	Requirement for Grading	Requirement for Grading
Shoulder Condition	Shoulder Condition	Shoulder Condition
Failed Pavement	Roadside Trees	Roadside Trees
Rutting	Signs	Signs
Heaving	Delineators	Delineators
Roadside Grass	Culvert Crossings	Culvert Crossings
Roadside Trees	Drainage	Drainage
Signs	Rutting	Rutting
Delineators	Corrugations	Corrugations
Drainage		
Culvert Crossings		

5.9.7 Night Inspections

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

5.9.8 Maintenance Standards – Footpaths

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

5.10 Traffic Data Collection

Council regularly undertakes traffic data collection on its road network to assist in the development of the Road Hierarchy, for input into capital works decision making, to assist in pavement design, to highlight possible safety problems and generally to assist in the implementation of the Road Management Plan. A brief description of the Traffic Data Collection process can be found in Appendix C.

Data may be the volume over a specific period and / or classifications of the type of vehicles using the road.

5.11 Customer Request Management System (CRM)

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

These notifications are useful as no formal inspection regime exists for some categories of roads and footpaths as detailed in sections 5.9.2 and 5.9.3. Also, in between scheduled safety/defect inspections as outlined earlier in this Road Management Plan, Council again relies on notification by members of the public should a safety concern arise.

Requests or complaints which require inspection or works to be carried out are lodged on the CRM system. A blank sample copy of the form which can be used to help lodge a complaint or request may be viewed in Appendix G.

When a new request is submitted, the contact and location details are entered and the user is prompted to categorise the request from the relevant category.

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

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

Requests are monitored by Action Officers who receive the request electronically via email notification. The Action Officers are then required to finalise requests when complete.

The system maintains an electronic journal of all actions taken in relation to requests. It can send reminders to officers when targets are close. When targets are not achieved notices are sent electronically to supervisors and an escalation process implemented to ensure that Yarriambiack Shire Council meets the specified timeframes.

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

Complaints/requests may be generated externally by residents, businesses or service utilities for example, but may also be generated internally by Councillors, officers, supervisors or staff via the internet, phone or over the counter.

Council officers will endeavour to inspect requests/complaints as soon as practicable but generally within 10 working days. A response to the customer where required shall be given within the same period where practicable.

5.12 Maintenance Grading Works

An important aspect of maintenance of Council's predominantly rural road network is the maintenance grading of roads. Gravel, earth and sealed road shoulders are graded from time to time on a needs basis within available resources. Specific timelines or grading frequencies are not nominated by the Yarriambiack Shire Council as road and weather conditions can vary markedly from year to year and season to season.

The road usage is also seasonal and weather dependant, particularly the potentially road damaging heavy vehicles which are generated mostly from dry land farming practices (the production of wheat, barley, peas, canola etc) and the cartage of a locally mined resource, gypsum.

Hence, Council relies upon cyclical inspections, random inspections by supervisors and officers and also service requests from the public. Grading works are then prioritised by the supervisors within their resource and budgetary constraints. Category of road, traffic levels, heavy truck usage, assessment of road safety and use of road by school buses are some of the aspects which influence the priority of road grading. Weather conditions also affect the ability of Council resources to respond to a grading requirement as portions of road may be too wet or too dry for effective maintenance to occur.

Roads and streets which are graded are itemised by the relevant grader driver in the 'Record of Grading' (see Appendix H) and this data is input into the 'Grading Register' spreadsheet for easier retrieval if required at a later date.

5.13 Traffic Management

Council conforms to AS1742-3 2009 for signage with respect to road works on roads and streets. Staff and supervisors are regularly trained with respect to worksite traffic management and worksite traffic controller courses. Traffic checklists are filled out daily, where applicable, to confirm usage of signs, type of works, weather conditions and other relevant information and retained in a central location for later retrieval.

'Construction Completion Checklists' are completed upon completion of works of a capital nature to ensure the finished product is safe for users.

Council carries out Road Safety Audits on road construction projects with a budget in excess of \$100,000. The Road Safety Audit used is the format contained within the VicRoads 'Roadworks Signage Code of Practice'.

5.14 Temporary Measures

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

5.15 Emergency Works (During Working Hours)

Emergency requirements during working hours will be coordinated by the Superintendent of Works or other designated officer and resources will be dispatched at the discretion of the person in charge.

5.15.1 Emergency Works (After Hours)

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

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

A register of calls to the emergency phone and the response is kept. A sample of the register is attached as Appendix I.

5.16 Operation of Plant

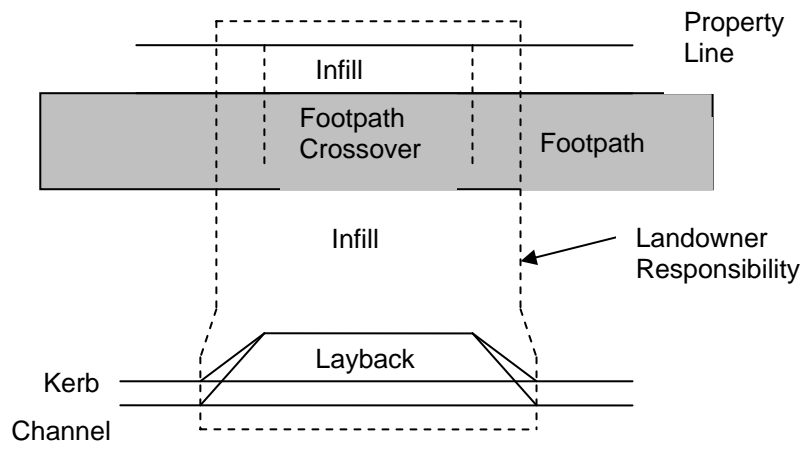
Council operates and maintains a safe fleet of vehicles and machines for roadworks with regular servicing and regular vehicle checking. A sample of the Plant Operators Checklist is shown at Appendix F.

5.17 Driveways

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

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

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



5.18 Culvert Crossings – 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.

6 Works by others on Roads Reserves

6.1 Road Opening Permit System

For residents, individuals, private contractors or others who commence **any works** on any part of the road reserve (property fence line to property fence line, including footpaths, driveways and nature strips) a Road Opening Permit must be sought from Council or VicRoads, whichever the case may be. These works could include laying water pipes, drainage pipes, communication type services, sewerage lines, power, gas, or for any other purpose or activities defined as 'works' in Section 3 (1) of the Road Management Act 2004.

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

Fees are applicable to the various types of road openings and details may be found, by referring to the Road Opening Permit System at Appendix J. Works under this clause must comply with section 99A of the Road Safety Act 1986.

6.2 Non-Road Activities on Roads

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

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

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

6.3 Works within Road Reserves by Service Utilities

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

6.4 Driveway Crossings

A request in writing to Council's Design Engineer, or nominated representative, must be provided for installation of, or alterations to urban or rural driveway crossings. The Council shall respond in writing after inspection of the nominated site listing standards required and any other specifications.

7 Process for Adoption and Review of Road Management Plan

7.1 Adoption of Road Management Plan

Upon adoption of the draft by Council, the proposed plan, or any amendment to the plan, a notice must be published of the making (or amendment) in the Government Gazette, the Hopetoun Courier, Warracknabeal Herald and the Wimmera Mail Times. Copies of the plan will be available for public inspection at the Yarriambiack Shire Council Office, 34 Lyle Street, Warracknabeal and also the Service Centres at Hopetoun and Rupanyup. Submissions will be invited and the Council will consider all submissions before final adoption of the Road Management Plan (or amendment).

7.2 Exceptional Circumstances

Council will make every effort to meet its commitments under its Road Management 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 RM 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.

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 RM Plan cannot be met, then pursuant to Section 83 of the Wrongs Act, the CEO will write to Council's Officer in charge of its Plan and inform them that some, or all of the timeframes and responses in Council's RM Plan are to be suspended.

Once the scope of the event/s have been determined and the resources committed to the event response have been identified, then there will be an ongoing consultation between Council's CEO and Council's Officer responsible for the RM Plan, to determine which parts of Council's Plan are to be reactivated and when.

Council statements to residents about the suspension or reduction of the services under the RM Plan will include reference to how the work that will be done has been prioritised and the period for which it is likely to be affected.

7.3 Review of Plan

Yarriambiack Shire Council's Road Management Plan will be reviewed by Council annually to consider any changes or amendments which may be deemed necessary.

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

8 Roads within Municipality Which Are Managed By another Road Authority

8.1 Arterial Roads

Various 'arterial roads' lie within the Yarriambiack Shire Council. 'Arterial Roads' are those roads which are declared such under section 14 of the Road Management Act 2004. These roads were previously known as either State Highways or Main Roads.

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

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

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

In general terms, in built up areas, VicRoads accepts responsibility for the central traffic lanes and shoulders from the back of kerb, or, if there are no kerbs, between drainage lines. Council is responsible for the balance of the road reserve and footpaths. Council also accepts responsibility for some additional sections of road where there are areas designated for parking.

A detailed agreement between VicRoads and Council for demarcation of these responsibilities has been negotiated based on Code of Practice for 'Operational Responsibility for Public Roads' (Appendix K).

8.2 Roads That Form Part of the Municipal Boundary

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

In each case Yarriambiack Shire accepts responsibility for management and maintenance of specific sections of road and the adjoining municipality accepts responsibility for the balance of these roads.

In Council's Road Register, the roads for which Yarriambiack Shire is responsible for management and maintenance, are shown with the appropriate classification according to Council's Road Hierarchy. Roads that are managed and maintained by the adjoining municipality are shown with the classification 'AM'.

8.3 Roads Where Council is not the Responsible Road Authority

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

- Parts of arterial roads under VicRoads responsibility as described in clause 8.1 of this Road Management Plan.
- Closed roads.
- Recreational tracks on crown land where Council does not perform a maintenance function.
- Pathways, separate from a road on crown land where Council is not the Committee of Management.
- Private driveways on road reserves that provide access to land adjoining a road.
- Roads on privately owned land where Council has no ongoing maintenance responsibility including private laneways.
- Roads under licence with the Department of Sustainability & Environment for agricultural or miscellaneous purposes.

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

9 Incidents and Council Response

9.1 Notice of Incident

Any member of the public wishing to notify Council of an incident on roads under its control should do so within 30 days of the incident and may use proforma listed as Appendix N of this Road Management Plan.

9.2 Condition Report

Upon receiving a Notice of Incident the Council may cause an inspection of the incident site to occur. The inspection should be undertaken within 14 days and the proforma attached as Appendix O may be used.

9.3 Incident Checklist

The Council may use the checklist shown as Appendix P to ensure proper procedures are followed upon notification of an incident.

10 Appendix A – Road Management Plan Safety Inspection

Road Name: Warracknabeal - Rainbow Road

Road Maintenance Category: 5

Municipality Name: Yarriambiack Shire Council

Date: Start Chainage: 0

Type of Inspection - Day or Night: End Chainage: 20470

Required Safety Inspection (To be completed by Surveillance Manager)								To be completed by Contractor				
Chainage	Superintendent Ref No.	Hazard Ref No.	Hazard Description	Time Hazard Identified	Response Code	Response Time	Comments	Date of Notification to Contractor	Notification Time to Contractor	Actual Response Date	Actual Response Time	Complies with RMP Intervention Time

Provided to Contractor on	Date:	Signatures of Employees who carry out rectification works	Comments:
Inspected By:	Time:		
Contractor: Yarriambiack Shire Council			

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Appendix A

11 Appendix B – Standards for Footpath Inspection

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

The following defects are noted during inspections:

11.1 Level Differences (Lips)

These are recorded if they are greater than 10mm.

They are recorded in two groups:

- 10mm – 20mm
- And greater than 20mm

Level differences may include lips within the footpath or differences with utility pits and manholes.

11.2 Central Gaps in Footpath

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

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

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

11.3 Edge Drop Offs

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

11.4 Vegetation Obstructing Footpath

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

11.5 Other Hazards

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

11.6 Pedestrian and Pram Crossings

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

11.7 Prioritisation of Work

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

11.8 The Urgency Rating of a Fault

CODE	URGENCY	RESPONSE TIME FRAME
VH	Very High	Action within 6 calendar months
H	High	Action within 12 calendar months
M	Medium	Action within 2 years
L	Low	Action as maintenance program/budget permits

11.9 Hierarchy Classifications

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

	CATEGORY 1	CATEGORY 2	CATEGORY 3
Level difference 10mm - 20mm	H	M	L
Level difference > 20mm	VH	H	M
Central gap wider than 15mm and deeper than 20mm	VH	H	M
Edge drop off greater than 20mm	H	M	L
Vegetation intruding into the CLEAR AREA ZONE – width of path and height of 2 metres	H	M	L

12 Appendix C – Traffic Data Collection

Yarriambiack Shire has an ongoing program to collect data regarding traffic on sealed roads and streets within the Shire.

The vehicle classifier used collects data that is downloaded to a computer for analysis.

Reports can be generated providing details on:

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

Reports can provide traffic data on a daily basis or hourly basis.

Generally the data collected by Yarriambiack Shire covers a minimum period of 7 days at each site. After analysis the following data from each site is recorded in a spreadsheet:

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

Heavy vehicles are determined by axle groupings in line with Austroads 1994 class scheme.

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

13 Appendix D – Bridge & Major Culvert Inspection Check List

BRIDGE AND MAJOR CULVERTS ROUTINE MAINTENANCE AND INSPECTION REPORT Inspection frequency – twice a year and after flooding for bridges two yearly interval for major culverts and after flooding					Structure Standard Work Order No.	
					Structure No.	
					BA No.	
BRIDGE IDENTIFICATION AND INSPECTOR			Inspection Date:			
STRUCTURE I.D.	Road Name:		Stream /Crossing Name:			
	Bridge Name:					
REGION:	Inspector:		ROAD NO.	SECT	KM	CWY F/R
	Municipality:					

A. INSPECTION FOR ROUTINE MAINTENANCE

(Record activities within capabilities of road maintenance organisation)

TASK NO.	TASK	CHECKED (Tick)	HELP REQUIRED (Tick)	INSPECT REQUIRED (Tick)	
711	Cleaning and Clearing	Clean deck, footway, exp. Joints Clean scuppers and down-pipes Clean: superstructure or Substructure (of dirt build up) Clear vegetation in or around bridge	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Running or wearing surface repairs	Repair asphaltic/granular surface Replace running planks Repair wearing surface	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Minor Repairs or minor painting	Repair spalled posts/parapets Railing Repair or tightening or Painting	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
415	Stream Maintenance	Drainage approaches and embankments Remove debris in and around bridge Minor scour repairs	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
611	Signs and Bridge Furniture	Replace bridge signs and markings Additional signs required Install/replace bridge ID plate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
814	Repair Accident Damage	Repair of accident damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
818	Vandalism Repair or Graffiti Work	Repairs needed due to vandalism Removal of graffiti	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

B. COMMENTS

14 Appendix E – Inventory of Bridges and Major Culverts

14.1 Part A: Road Bridges

ROAD NAME	Stream Crossed	Location (km)	Overall Width (m)	Overall Length (m)	Bridge Material	Number of Spans	COMMENTS
Horsham Lubeck Road	Wimmera River	14.84 km west of Stawell W'beal Rd.	8.9	43.4	Concrete	4	Structure on Shire Boundary maintained by HRCC and Renewal Responsibility is shared
Jamouneau Street	Yarriambiack Creek	At Yarriambiack Creek.	12.3	26.4	Concrete	3	

14.2 Part B: Foot Bridges

BRIDGE NAME	Stream Crossed	Location (km)	Overall Width (m)	Overall Length (m)	Bridge Material	COMMENTS
Breen Street Footpath Bridge	Channel	Murtoa	2.7	6.6	Timber Construction	
Lions Park Bridge	Yarriambiack Creek	Warracknabeal	1.6	22.1	Concrete & steel with timber deck	
Coronation Bridge	Yarriambiack Creek	Warracknabeal	1.2	22.1	Concrete & steel with timber deck	
Footbridge 100m South of Borung HWY bridge (Lyle Street)	Yarriambiack Creek	Warracknabeal	1.5	32.7	Timber Construction	
Footbridge 50m North of Borung HWY bridge (Lyle Street)	Yarriambiack Creek	Warracknabeal	1.8	42.0	Timber Construction	
Half Moon Bridge	Yarriambiack Creek	Warracknabeal	1.5	36.0	Concrete & steel with timber deck	

14.3 Part C: Major Road Culverts

This inventory includes all culverts having a waterway greater than 3 square metres

ROAD NAME	Located (km)	Culvert crossing at	Culvert Material	Length (m)	No. Of Cells	COMMENTS
Ailsa Road	Yarriambiack Creek	1.28 km west of Henty Highway	1200 mm Reinforced Concrete Pipe	8.50	4	
Ashens Jackson Road	Dunmunkle Creek	2.34 km west of Stawell W'beal Road	1200 x 900 mm Box Culvert	7.40	3	
Banyena Pimpinio Road	Dunmunkle Creek	13.61 west of Banyena Silo Road	1200 x 900 mm Box Culvert	8.50	3	
Banyena Pimpinio Road	Yarriambiack Creek	39.79 west of Banyena Silo Road	1200 mm Reinforced Concrete Pipe	8.50	4	Structure on Shire Boundary maintained by YSC and Renewal Responsibility is YSC
Batchica West Road	Yarriambiack Creek	0.84 km west of Henty Highway	1200 x 900 mm Box Culvert	4.90	4	
Boundary Road	Yarriambiack Creek	1.05 km west of Henty Highway	1200 mm Reinforced Concrete Pipe	8.50	4	
Brentwood West Road	Yarriambiack Creek	0.41 km west of Henty Highway	1200 mm Reinforced Concrete Pipe	9.80	4	
Brim West Road	Yarriambiack Creek	1.46 km west of Henty Highway	1200 mm Reinforced Concrete Pipe	8.90	4	
Brynterion Road	Dunmunkle Creek	1.68 km west of Stawell W'beal Road	1200 x 900 mm Box Culvert	7.40	3	
C. Readings Road	Dunmunkle Creek	1.62 km west of Stawell W'beal Road	1200 x 900 mm Box Culvert	7.40	3	
Daveys Road	Yarriambiack Creek	9.70 km west of Donald Murtoa Road	1200 mm Reinforced Concrete Pipe	7.40	4	Structure on Shire Boundary maintained by YSC and Renewal Responsibility is YSC
Dumbuoy Road	Yarriambiack Creek	0.38 km south of Cemetery Road	1200 mm Reinforced Concrete Pipe	8.50	4	
Dumbuoy Road	Yarriambiack Creek	1.89 km south of Cemetery Road	1200 mm Reinforced Concrete Pipe	8.50	4	
Galaquil West Road	Yarriambiack Creek	0.65 km west of Henty Highway	1200 mm Reinforced Concrete Pipe	8.50	4	
Golf Hill Road	Yarriambiack Creek	1.06km west of Henty Highway	600 mm Reinforced Concrete Pipe	7.40	5	
Golf Hill Road	Yarriambiack Creek	1.07 km west of Henty Highway	1200 x 900 mm Box Culvert	9.80	3	
Goyura West Road	Yarriambiack Creek	0.45 km west of Henty Highway	1200 mm Reinforced Concrete Pipe	7.40	4	
Green Hills Road	Yarriambiack Creek	At Yarriambiack Creek	900 mm Reinforced Concrete Pipe	7.40	5	Structure on Shire Boundary maintained by HRCC and Renewal Responsibility is HRCC
Jung Recreation Reserve Rd.	Yarriambiack Creek	At Yarriambiack Creek	900 mm Reinforced Concrete Pipe	7.40	5	Structure on Shire Boundary maintained by HRCC and Renewal Responsibility is HRCC
Lah West Road	Yarriambiack Creek	0.91 km west of Henty Highway	1200 mm Reinforced Concrete Pipe	8.60	4	
Lallat North Road	Dunmunkle Creek	0.25 km east of Stawell W'beal Road	1200 x 900 mm Box Culvert	7.40	3	

ROAD NAME	Located (km)	Culvert crossing at	Culvert Material	Length (m)	No. Of Cells	COMMENTS
Len Matthews Road	Dunmunkle Creek	1.65 km west of Stawell W'beal Road	1200 x 900 mm Box Culvert	7.40	3	
Longerenong Road	Corkers Creek	5.90 km west of Murtoa Glenorchy Rd.	2400 x 1200 mm Box Culvert	10.98	3	
Longerenong Road	Yarriambiack Creek	8.04 km west of Murtoa Glenorchy Rd.	1200 x 900 mm Box Culvert	9.80	4	Structure on Shire Boundary maintained by HRCC and Renewal Responsibility is HRCC
McIntyres Road	Dunmunkle Creek	0.55 km west of Stawell W'beal Road	1200 x 900 mm Box Culvert	7.40	3	
Minyip Banyena Road	Dunmunkle Creek	5.70 km east of Stawell W'beal Road	1200 x 900 mm Box Culvert	8.50	3	
Minyip Dimboola Road	Yarriambiack Creek	14.87 km west of Stawell W'beal Road	1200 mm Reinforced Concrete Pipe	7.40	4	Structure on Shire Boundary maintained by YSC and Renewal Responsibility is YSC
Moloneys Road	Yarriambiack Creek	0.95 km west of Henty Highway	1200 mm Reinforced Concrete Pipe	8.50	4	
Neumann Lane	Yarriambiack Creek	0.42km west of Henty Highway	1200 x 900 mm Box Culvert	6.10	6	
Rosebery North West Road	Yarriambiack Creek	1.53 km west of Henty Highway	600 mm Reinforced Concrete Pipe	9.40	5	
Rosebery North West Road	Yarriambiack Creek	1.54 km west of Henty Highway	1200 x 900 mm Box Culvert	9.80	3	
Rosebery Rainbow Road	Yarriambiack Creek	0.59 km west of Henty Highway	1200 mm Reinforced Concrete Pipe	7.40	4	
Yarriambiack Drive	Yarriambiack Creek	6.82 km East of Ailsa Wheat Rd	1800 x 1200 Bridge Crown Box Culvert	8.50	3	

15 Appendix F – Plant Operators Check List

YARRIAMBIA SHIRE COUNCIL PLANT OPERATORS CHECKLIST					
Plant Description:				Plant Number:	
A) Plant Service/Maintenance Record					
Planned Maintenance Service: <input type="checkbox"/>		Fault Repair: <input type="checkbox"/>		Plant Hours:	
Details of Maintenance/Service or Repairs etc:					
Fitters Name:			Employer:		
Signature:		Time:		Date: / /	
(FOR VERIFICATION OF FAULT/DEFECT REPAIRED)					
OPERATOR:		DATE:		SUPERVISOR:	
SIGNATURE:		/ /		SIGNATURE: / /	
B) Plant Operators Daily Safety Checklist					
Please mark boxes: (✓) OK (×) Fault Identified (NA) Not Applicable No obvious defect (Use Report form below)				Week Ending / /	
BEFORE COMMENCING OPERATIONS CHECK	MON	TUE	WED	THU	FRI
Plant – hours/kms					
Fuel Added					
1. Brakes, Steering, Gauges, Lights, Warning Devices					
2. Visibility – Windscreen, Wipers, Washers, Demister, Mirrors					
3. Cabin – Access/Egress, Seating, Seatbelts, Loose Objects					
4. Wheels – Tyres, Nuts, Damage, Wear, Pressure					
5. Guards – In place, Secure, Warning Signs					
6. Hydraulics – Rams, Hoses, Leaks, Wear					
7. Excessive Wear – Hooks, Chains, Pins, Pivots, Tracks					
8. Misc. Electrical, Fire extinguisher, Radio					
9. Check Oil levels daily and grease all points as specified					
OPERATORS NAME:		SIGNATURE:		DATE: / /	
C) Plant Fault/Defect Report					
To be used to report fault or defect identified during daily plant safety checks or during work operations:					
REPORTED BY:		REPORTED TO:		PLANT HOURS:	
POSITION:		POSITION:		DATE:	
REPORT METHOD: Radio <input type="checkbox"/> Telephone <input type="checkbox"/> Forwarding this Report <input type="checkbox"/> In Person <input type="checkbox"/>					
DETAILS OF FAULT/DEFECT:					
OPERATOR SIGNATURE:		DATE / /		SUPERVISORS SIGNATURE: / /	

16 Appendix G – CRM - Over the Counter Requests



SERVICE REQUEST FORM

REQUEST/COMPLAINT DETAILS

Request No: _____ (Office Use)

Date: _____ Time _____ Shire Officer Receiving Request _____

Submitted By _____ Phone _____

Address _____

DESCRIPTION OF REQUEST/COMPLAINT

Possible Claim

(Where appropriate, draw Map Indicating Location of request/complaint on the back of this form)

Locality: _____ Road Name _____

Classification: _____ Location: _____

Nature of request: _____

Submitted To _____ Feedback Requirement _____

Suggested Action: Please inspect _____

INSPECTION DETAILS

Inspector Name: _____ Date: _____ Time: _____

Details/Proposed Actions: _____

PRIORITY (Road Management Plan) _____ Date Works to be Completed by: _____

ACTION/WORKS DETAILS

Were works of Temporary nature? Yes/No If Yes provide details:

Date Temporary Works: _____ Time: _____

Details Temporary Works: _____

Name: _____ Signed: _____

Details of Works/Actions: _____ Date: _____ Time: _____

Name: _____ Signed: _____

Supervisor/manager: _____ Date: _____ Signed: _____

Office Use Only

18 Appendix I – Record of Emergency Phone Requests

Date	Time	Employee Name	Name of Caller	Ph. No. of Caller	Nature of Request	Action Taken

Note: All calls to the 'emergency phone' shall be detailed in the schedule above

19 Appendix J – Road Opening Permit System

19.1 Road Opening Permit



Office Use Only
**Permit
Number.....**

PERMIT FOR WORKS WITHIN ROAD RESERVE

Subject to Council’s “**Standard Conditions for Working within a Road Reserve**” and any additional conditions attached hereto, permission is granted for the applicant to carry out the work with in a road reserve as detailed on the attached form.

I/We hereby agree to comply with the statement below and the conditions attached hereto.

- *The Permittee must, at all times during the Term, be the holder of a current public liability policy of insurance with an insurer approved by the Council in respect of the Works in the name of the Permittee providing coverage for at least \$10 million (“Public Liability Policy”), and to provide proof of same in the form of a “Certificate of Currency”.*
- *The Public Liability Policy must cover such risks and be subject only to such conditions and exclusions as are approved by the Council and must extend to cover the Council, its agents and contractors in respect of claims for personal injury or property damage arising out of the negligence of the Permittee.*
- *Excavation of sealed road surfaces and paved footpath surfaces should be avoided where possible. Where possible, the Council will require works to be carried out by underboring instead of excavation. When boring is carried out and there is no disturbance of the pavement the minimum fee shall apply plus any extra costs if required after an inspection has been completed.*
- *If work cannot be carried out on the date advised on the permit application, the applicant must advise the issuing officer of the new date when works will commence.*
- *The applicant must advise the issuing officer within 24 hours of completion of work so that restoration can take place. The applicant is fully responsible for maintaining the works in a safe condition until reinstatement of the surface is completed.*

Conditions continued on page 2

Please submit an up to date copy of a “Certificate of Currency” with permit application.

Applicants

Signature

Date

Permit Granted

Date

PRIOR to works please contact Council Officer Tony Brennan on **5398 0111** or
0427 515 238 FAX: 53 941 802

YARRIAMBIACK SHIRE COUNCIL STANDARD CONDITIONS FOR WORKING WITHIN A ROAD RESERVE

19.2 Explanatory Notes

Working within in a Road Reserve permit allows you (or a tradesman on your behalf) to make an opening in the road pavement, footpath, kerbing, nature strip, and so on, as stated on the permit (for example: laying a pipe or cable, or concreting a driveway). All work is to be carried out by or under the direct supervision of skilled tradesman. At all times the safety of the public is to be provided for by the permit holder.

These Standard Conditions form part of all road opening permits issued by Yarriambiack Shire Council.

DEFINITIONS AND INTERPRETATION

1. In these Standard Conditions, unless the contrary intention appears:
 - i. **“Council”** means Yarriambiack Shire Council, and includes its employees and officers;
 - ii. **“Permit”** means a Working within a Road Reserve permit issued by the Council;
 - iii. **“Permittee”** means the holder of the Permit;
 - iv. **“Term”** means the period during which the Works are carried out; and
 - v. **“Works”** mean Works on the Road Reserve to which a Permit pertains (including reinstatement of works).
2. If these Standard Conditions prohibit the Permittee from doing a thing, the Permittee must:
 - i. ensure that the Permittee agents and contractors not do that thing; and
 - ii. Not allow or cause any person to do that thing.
3. If these Standard Conditions require the Permittee to do a thing, the Permittee must ensure that the Permittee’s agents or contractors do that thing.

19.3 Indemnity

The Permittee must indemnify and keep indemnified the Council against all damages, losses, penalties, costs and expenses (including, without limitation, consequential losses, indirect losses and all legal costs on a full indemnity basis) whatsoever suffered or incurred by the Council arising from or in connection with the Works, except to the extent caused or contributed to by the negligence of the Council.

19.4 Release

The Permittee releases the Council from all claims and demands resulting from any accident, damage, death or injury suffered or incurred by the Permittee as a direct or indirect result of the Works except to the extent caused or contributed to by the negligence of the Council.

19.5 Insurance

1. The Permittee must, at all times during the Term, be the holder of a current public liability policy of insurance with an insurer approved by the Council in respect of the Works in the name of the Permittee providing coverage for at least \$10 million (**“Public Liability Policy”**).
2. The Public Liability Policy must cover such risks and be subject only to such conditions and exclusions as are approved by the Council and must extend to cover the Council, its agents and contractors in respect of claims for personal injury or property damage arising out of the negligence of the Permittee.

19.6 Service Authorities

Before commencing the Works, the Permittee must:

1. notify relevant service authorities before commencing the Works, and
2. ascertain from all relevant services authorities the location of services which may be affected by the Works.

19.7 Time of Works

The Permittee must only carry out the Works on weekdays between 8:00am and 5:00pm.

19.8 Road Closure

Where the Works are carried out on the carriageway of the road, the Permittee must not close the whole road.

19.9 Safety

The Permittee must keep the area in which the works are carried out safe and secured throughout the Term (whether the Permittee is in attendance or not).

1. Where the Works are carried out on the carriageway of a road, the Permittee must:
 - i. take necessary precautions, including the display of appropriate warning signs, barriers and lights in accordance with AS1742.3 *Traffic Control Devices for Works on Roads* and *VicRoad’s Roadwork’s Signing: Code of Practice*;
 - ii. keep records of signs layouts; and
 - iii. Provide a flagman where traffic is restricted to one lane.
2. The Permittee must ensure that the Works are carried out by a skilled tradesperson.
3. The person carrying out the Works must produce the Permit on demand for inspection by any officer of the Council or Victoria Police.

19.10 Pipe, Conduit or Service Installation

1. The Permittee must ensure that any new pipe, conduit or service installation:
 - i. is at least 300mm from the base of the existing pavement;
 - ii. is at least 450mm below any surface level; and

- iii. Is laid to an even grade and depth below the natural surface as determined by the Council.
2. The Permittee must ensure that any connection of drainage pipes with existing concrete kerb is made good to the standard approved by Council.

19.11 Boring

In carrying out the Works, the Permittee must ensure that the constructed roadway with sealed surfaces is bored where possible.

19.12 Reinstatement – General

1. The Permittee must reinstate any excavation within the road formation (including traffic lanes and shoulders) by backfilling the trench to the surface by placing fine crushed rock class 2.
2. Where the Works involve excavation of a sealed surface, the Permittee must cut the edge leaving a neat edge for restoration.
3. Before the completion of the Works, the Permittee must clear the area of all surplus material and leave it in a neat and tidy condition.
4. Reinstatement work must be completed by the Permittee within 60 days of the issue of the Permit unless Council grants the Permittee an extension of time.

19.13 Reinstatement of Gravel Surface and Paved Footpath

Where the Works involve excavation of a roadway with –

- i. a gravel surface (including traffic lanes and shoulders); or
- ii. a paved footpath (including paths with a surface of gravel or crushed rock)

The Permittee must reinstate the road formation by backfilling the trench to the surface by placing fine crushed road class 2 in layers of not more than 150mm in depth. Each layer must be compacted with appropriate mechanical equipment and with the application of water (as necessary) to achieve optimum compaction.

19.14 Reinstatement of Nature Strip

Where the Works involve excavation of a nature strip, the Permittee must reinstate the nature strip as set out below.

- i. Prior to excavation, top soil must be excavated and set aside for top dressing after backfill.
- ii. The excavation must be backfilled with select fill which may include excavated material, provided that clumps are less than 100mm in any dimension and do not contain rock.
- iii. Fill must be placed in 150mm layers and compacted with appropriate mechanical equipment and with the application of water (as necessary) to achieve optimum compaction.
- iv. The trench must be top dressed with appropriate topsoil.
- v. Spoil should not be left on the nature strip and any screenings or other materials must be gathered up and removed.

- vi. In areas where the nature strip consists of well established lawn in good condition, the Council may require the grass to be turfed out before excavation begins and replaced and tamped into position at the completion of the Works.

19.15 Reinstatement of Kerb and Channel and Concrete Footpath

Where the Works involve excavation of a kerb, channel or concrete footpath, the Permittee must reinstate the area as set out above, with the addition that the entire footpath bays or sections of kerb and channel must be replaced wherever opened between existing construction joints.

19.16 Bituminous and Concrete Surface Reinstatement

The Council may undertake bituminous and concrete surface reinstatement work. The cost of this reinstatement work is included in the Permit fee.

19.17 Subsidence of Trenches or Openings

If there is any subsidence of trenches or openings within 12 months from the date of commencement of the Works, the Council may repair such subsidence and the Permittee must reimburse the Council the full cost of such works.

19.18 Emergency Works

Where emergency works, which would otherwise require the issuing of a Permit, are required to be attended to at a time when the Council offices are closed, the person responsible for the works must apply for a Permit and pay the requisite fees on the next day on which the Council offices are open.

19.19 Compliance

1. If the Permittee does not comply with the Permit or these Standard Conditions, the Council may take whatever measures it considers appropriate to rectify such non-compliance. The Permittee must reimburse the Council the full cost of taking such measures.
2. The Council is the sole arbiter as to whether the Permittee has complied with the Permit and these Standard Conditions.

19.20 Fees and Charges

	Works other than Minor Works		Minor works	
	On roadway shoulder or pathway (See Note 1)	Not on roadway shoulder or pathway (See Note 2)	On roadway shoulder or pathway (See Note 1)	Not on roadway shoulder or pathway (See Note 2)
Freeway	45 fee units \$585.00	32 fee units \$416.00	25 fee units \$325.00	10 fee units \$130.00
Arterial road	45 fee units \$585.00	25 fee units \$325.00	11.5 fee units \$149.50	10 fee units \$130.00
Other roads, speed limit over 50km/h (see Note 3)	45 fee units \$585.00	25 fee units \$325.00	11.5 fee units \$149.50	5 fee units \$65.00
Other roads, speed limit 50km/h and under (see Note 3)	20 fee units \$260.00	5 fee units \$ 65.00	11.5 fee units \$149.50	5 fee units \$65.00
As at July 1st 2012 1 fee unit = \$13.00 (Units are reviewed annually on 1 July)				

Notes

1. Conducted on, or on any part of, the roadway, shoulder or pathway
2. Not conducted on, or on any part of, the roadway, shoulder or pathway
3. Municipal road or non arterial State road

Please use the “Guide to Working Within The Road Reserve” or ask the Shire for advice as to which form you need to complete which is attached as part of the permit. “VicRoads – Works Within A Road Reserve” green form (2 pages) is for Major works and the “MAV – Non-Utility Minor Works within Municipal Road Reserves” blue form is for minor works.

MAV **Non-Utility Minor Works within Municipal Road Reserves**
2018.2005

This notification / application is provided in accordance with -
1. Road Management Act 2004, Schedule 7 2. Road Management (Works and Infrastructure) Regulations 2005

Use this form for: Notification of proposed works; Application for consent; or Notification of completed works to the Coordinating Road Authority (CRA)

Application Details
 Notification of proposed works Application for consent (fee payable)
 Fee \$ _____ Date / / 20
 Municipality _____ Permit No: _____
 Applicant details
 Name _____ Your Ref: _____
 Address _____
 City/Town _____
 State _____ Postcode _____
 Contact person _____
 email address _____
 Telephone (BH) _____ Facsimile _____
 Mobile or AH Telephone _____

IMPORTANT
Select the ROLE that best describes YOU
 Owner
 Occupier
 Builder
 Other
 Private Contractor on behalf of (specify) _____

Details of Work
 Type: Service connection Drainage connection Vehicle crossing Other works (specify) _____
 Proposed Start Date / / 20
 Address of works: _____ City/Town _____
 Additional Location Details (optional)
 Description of works** _____

Sketch Plan: A copy of a sketch plan showing the proposed works, the location, all assets within the vicinity must be provided. Assets include all trees, landscaping, road pavement, kerb & channel, footpaths, drains, service authority assets and private assets.

Works Manager details (the person or body who legal will be responsible for conducting these works)
 Contractor Name _____ ABN _____
 Contractor's Address _____
 City/Town _____ State _____ Postcode _____
 Works manager name* _____ Telephone (BH) _____
 email address _____ (AH) _____
 Facsimile _____ Mobile _____
 Does the Contractor have Public Liability Insurance? Yes No Amount of PL Cover \$ _____
 Name of Public Liability Insurance Company _____

* Works Manager - Any person or body that is responsible for the conducting of works in, on or under the road. (Road Management Act - Schedule 7, Clause 14)
Works Manager Responsibilities:
 Precisions applying to infrastructure managers and works managers:
 (1) An infrastructure manager or a works manager must have regard to the principles specified in this clause in the provision of non-road infrastructure on roads.
 (2) The primary purpose of a road is use by members of the public and non-road users must be managed so far as is reasonably practicable in such a way as to minimise any adverse impacts on the primary purpose.
 (3) Minimal limiting the generality of sub-clause (2), non-road users must be managed so as to -
 a. minimise any storage to roads and road infrastructure;
 b. ensure that works necessary for the provision of non-road infrastructure are conducted as quickly as possible;
 c. minimise any obstruction to road users;
 d. minimise any risk to the safety and property of road users and the public generally;
 e. facilitate the design and installation of infrastructure which minimises any risk to the safety of road users;
 f. ensure that the road and any other infrastructure is maintained as neatly as practicable to the condition existing before the works necessary for the provision of non-road infrastructure were conducted;
 g. protect and preserve existing significant roadside vegetation and sites of biological significance within the road reserve.
 (Road Management Act - Schedule 7, Sec 14)

vic roads **Works within Road Reserves**

This notification / application is provided in accordance with -
1. Road Management Act 2004, Schedule 7 2. Road Management (Works and Infrastructure) Regulations 2005

Use this form for: Notification of proposed works; Application for consent; or Notification of completed works to the Coordinating Road Authority (CRA)

General Information
 Type: Notification of proposed works Application for consent (fee payable) Notification of completed works
 Fee \$ _____ Date / / 20
 VicRoads Region _____ CRA Ref: _____
 Applicant details
 Name _____ Your Ref: _____
 Address _____
 City/Town _____
 State _____ Postcode _____
 Contact person _____
 email address _____
 Telephone (BH) _____ Facsimile _____
 Mobile or AH Telephone _____

IMPORTANT
Select the ROLE that best describes you
 Utility Agent for Utility
 Responsible Road Authority
 Agent for RBA
 Telecommunications Carrier
 Agent for Telco/Carrier
 MFB/CFR Agent for MFB/CFR
 Private Contractor/Other

Details of Work
 Type: Service connection Supply extension Minor works Other works
 Work hours from _____ am/pm to _____ am/pm
 Start Date / / 20 End Date / / 20
 Road name _____ City/Town _____
 Map reference Melways VicRoads Country Directory
 Edition No _____ Map No _____ Grid Reference _____
 Nearest intersection (road name) _____
 Distance to intersection _____ m / km Direction to intersection North South East West
 Other road(s) / asset(s) affected _____
 Location of utility assets* _____
 Description of works** _____

Works Manager details (the person or body who was/will be responsible for conducting these works)
 Company Name _____ Contractor Yes No
 Address _____
 City/Town _____ State _____ Postcode _____
 Contact person _____ Telephone (BH) _____
 email address _____
 Facsimile _____ Mobile or AH Telephone _____

Temporary Reinstatement #
 Required? Yes No End date / / 20 Time _____ am/pm
 Details _____

* include (as an ethic) locations and offsets to other road and no-road infrastructure
 ** include details of assessment of relevant risks and proposed mitigation measures
 # not required for Notification of Completed Works

Works within Road Reserves

Permanent Reinstatement #
 Required? Yes No End date / / 20 Time _____ am/pm
 Details _____

 Company Name _____ Contractor Yes No
 Address _____
 City/Town _____ State _____ Postcode _____
 Contact person _____ Telephone (BH) _____
 email address _____
 Facsimile _____ Mobile or AH Telephone _____

Traffic Impact #
1. Will a Traffic Management Plan be in operation during the proposed works? Yes No
 (Note: refer s99A of the Road Safety Act 1986 and Code of Practice for Worksite Safety - Traffic Management)
2. Will major traffic control devices requiring a "Memorandum of Consent" be used? Yes No
 Examples of major traffic control devices include speed limit signs, traffic signals (including portable traffic signals), etc.
 (Note: refer Road Safety (Road Rules) Regulations 1999 and Code of Practice for Worksite Safety - Traffic Management)
3. Will the works: (a) require deviation of vehicular traffic into on-coming traffic lane? Yes No
 (b) be conducted in a clearway when in operation? Yes No
 (c) be conducted on, partly on or affect a bridge or other structure? Yes No
4. Will closure of the road or part of the road to vehicular traffic be required for: (a) a continuous period of more than 12 hours? Yes No
 (b) more than 24 hours in a 7 day period? Yes No
5. If "Yes" to either 4(a) or 4(b), then what is: (a) the number of traffic lanes to be closed? _____
 (b) the length of traffic lane to be closed (1st lane) _____ m _____ km
 (c) the length of traffic lane to be closed (2nd lane) _____ m _____ km
6. Please provide any other relevant traffic information, including impact on pedestrians (including provision for people with disabilities), cyclists and public transport

Consultation #
 Have you consulted with adjoining property owner(s)/occupier(s) and/or affected members of the community? Yes No
 Date / / 20 Is access affected? Yes No
 Mitigation plan: _____

Assets of other Parties/Authorities affected * #** (If there are items that you please attach a separate paper with the details)
 Owner _____ Consulted? Yes No
 Asset _____
 Effect _____
 Minimisation plan: _____

 Owner _____ Consulted? Yes No
 Asset _____
 Effect _____
 Minimisation plan: _____

*** includes other utility infrastructure, street trees, remnant vegetation and landscape assets # not required for Notification of Completed Works

Minor Works

What are “minor works”?

“Minor works” are:

- (a) works consisting of—
 - (i) the installation, repair or maintenance of aerial cables or other overhead non-road infrastructure; or
 - (ii) the connection of a consumer to a service provided by, or intended to be provided by, a utility— other than **supply extension works**;
- (b) works consisting of the repair or maintenance of street lighting;
- (c) works consisting of the excavation of—
 - (i) any part of a road other than a roadway, pathway or shoulder; or
 - (ii) an area of a roadway, pathway or shoulder not exceeding 8.5 square metres;
- (d) works consisting of using an access hole for the purpose of accessing, repairing or maintaining infrastructure under a road;
- (e) works consisting of the installation, repair or maintenance of traffic control items carried out in accordance with the Road Safety Act 1986 and the regulations made under that Act;
- (f) works consisting of—
 - (i) the repair or maintenance of poles; or
 - (ii) the replacement of a single pole in an urban area (not being part of a replacement of two or more consecutive poles); or
 - (iii) the replacement or relocation of not more than three poles in an area other than an urban area (not being part of a replacement or relocation of more than three consecutive poles);
- (g) works consisting of the pruning of a tree or other vegetation;
- (h) works consisting of the removing of a tree or other vegetation—
 - (i) by a road authority or an agent of a road authority; or
 - (ii) by a utility or an agent of a utility in accordance with an Act other than the Road Management Act 2004;
- (i) works, other than works referred to above, conducted for the purpose of repair, inspection, operation or testing of an asset or for the purposes of a survey— but does not include works that consist of, or include, the excavation of an area of a roadway, pathway or shoulder that exceeds 8.5 square metres;

(Road Management (Works & Infrastructure) Regulations 2005: Regulation 4 - Definitions)

Major Works - anything else other than Minor Works Plus;

‘Traffic impact works’?

“Traffic Impact Works” means works—

- (a) conducted—
 - (i) on an arterial road and that require the deviation of vehicular traffic into an on-coming traffic lane; or
 - (iii) in a clearway when it is in operation; or
 - (iv) on, or partly on, or that affect, a bridge or other structure; or
- (b) that require the closure to vehicular traffic of a part of a roadway for a continuous period of more than twelve hours or for more than 24 hours in seven days; or
- (c) that have a significant impact on road safety, traffic or other infrastructure.

(Road Management (Works & Infrastructure) Regulations 2005: Regulation 4 - Definitions)



This notification / application is provided in accordance with -

1. Road Management Act 2004, Schedule 7

2. Road Management (Works and Infrastructure) Regulations 2005

Use this form for: Notification of proposed works; Application for consent; or Notification of completed works to the Coordinating Road Authority (CRA)

Application Details

Notification of proposed works Application for consent (fee payable)

Fee \$: _____

Date / / 20

Municipality **YARRIAMIACK SHIRE COUNCIL**

Permit No: _____

Applicant details

Name _____

Address _____

City/Town _____

State _____

Postcode _____

Contact person _____

email address _____

Telephone (BH) _____

Facsimile _____

Mobile or AH Telephone _____

IMPORTANT

Select the ROLE that best describes YOU

Owner

Occupier

Builder

Other

Private Contractor on behalf of (Specify) _____

Details of Work

Type: Service connection Drainage connection Vehicle crossing Other works (Specify) _____

Proposed Start Date / / 20

Address of works: _____

City/Town _____

Additional Location Details (optional) _____

Description of works**

Sketch Plan: A copy of a sketch plan showing the proposed works, the location, all assets within the vicinity must be provided.
Assets include all trees, landscaping, road pavement, kerb & channel, footpaths, drains, service authority assets and private assets

Works Manager details (the person or body who was/will be responsible for conducting these works)

Contractor Name _____

ABN _____

Contractor's Address _____

City/Town _____

State _____

Postcode _____

Works manager name* _____

Telephone (BH) _____

email address _____

(AH) _____

Facsimile _____

Mobile _____

Does the Contractor have Public Liability Insurance? Yes No

Amount of PL Cover \$ _____

Name of Public Liability Insurance Company _____

* Works Manager – Any person or body that is responsible for the conducting of works in, on or under the road. (Road Management Act – Schedule 7, Clause 14)
Works Manager Responsibilities:

Principles applying to infrastructure managers and works managers:

(1) An infrastructure manager or a works manager must have regard to the principles specified in this clause in the provision of non-road infrastructure on roads.

(2) The primary purpose of a road is use by members of the public and authorised users must be managed as far as is reasonably practicable in such a way as to minimise any adverse impacts on the primary purpose.

(3) Without limiting the generality of sub-clause (2), authorised uses must be managed so as to –

a. minimise any damage to roads and road infrastructure;

b. ensure that works necessary for the provision of non-road infrastructure are conducted as quickly as practicable;

c. minimise any disruption to road users;

d. minimise any risk to the safety and property of road users and the public generally;

e. facilitate the design and installation of infrastructure which minimises any risk to the safety of road users;

f. ensure that the road and any other infrastructure is reinstated as nearly as practicable to the condition existing before the works necessary for the provision of the non-road infrastructure were conducted;

g. protect and preserve existing significant roadside vegetation and sites of biological significance within the road reserve.

(Road Management Act - Schedule 7, Sec 14)

20 Appendix K – Exemptions to Ministerial Code of Practice – Operational Responsibility for Public Roads

VicRoads and Council have agreed on any exemptions or exclusions to the above mentioned code.

Agreement is in writing and is deemed to form part of the Yarriambiack Shire Council Road Management Plan.

Details can be found in 'Demarcation of Responsibilities for Management of Arterial Roads' document.

21 Appendix L – Yarriambiack Shire Asset Management Policy

21.1 Vision

To provide services and to maintain and protect community assets for future generations.

The Importance of Asset Management

The main benefits derived from asset management planning are:

- Improved understanding of service level options and standards;
- Minimum life cycle (long term) costs are identified for an agreed level of service;
- Better understanding and forecasting of asset related management options and costs;
- Managed risk of asset failure;
- Improved decision making based on costs and benefits of alternatives;
- Clear justification of forward works programmes and funding requirements;
- Improved accountability over the use of public resources; and
- Improved customer satisfaction and Council image.

21.2 Purpose

To provide a clear direction for the Yarriambiack Shire, as the custodians of community assets, taking into consideration the following elements:

- A complete knowledge of what assets the community has and where they are
- How to deal with the risk management of these assets
- Engendering community ownership of all assets as they live with and use them
- Set targets for the management of these assets
- Ensure future sustainability of these assets
- Define roles and responsibility of Council and its Staff in the management of these assets in the form of a framework
- Ensure Council compliance with legislation and regulatory requirements

21.3 Key Principles

- Council Plan linked to this Asset Management Policy. The policy reflects Council's Vision, Mission, and asset management objectives as enshrined in the Council Plan 2009-2013
- Council's Long Term Financial Plan (LTFP) and annual budgets will take into account AMPs and financial forecasts

- As custodians/caretakers of community assets and as part of providing quality infrastructure and community facilities, Council will undertake to conform to industry standards and reporting frameworks as well as develop affordable and financially sustainable asset management plans, in consultation with the community, to meet the service needs of the community
- Develop a complete data base of the assets owned or managed by Council
- All capital projects will be evaluated in accordance with a Capital Evaluation model and take into account capital cost, renewal/replacement costs as well as ongoing operation and maintenance costs (“whole of life” cost assessment)
- Fund the renewal of assets before the funding of discretionary new and upgrade works
- Monitor and report on council AM expenditure in terms of operational, maintenance, renewal, new and upgrade costs
- Develop a hierarchy of assets based on usage and/or demonstrated need to determine which assets Council will maintain
- Get community interest and involvement in the decision making process
- Council will periodically analyse and report on the current status of service delivery and future provision of the service
- Ensure a clear understanding for all parties of the responsibilities and arrangements for usage and maintenance standards for all assets (Service Agreements)
- Establish and implement maintenance and inspection standards and programs
- Understand condition of all assets
- Manage asset management through a multi functional working group
- Provide appropriate resources (staff and systems) to ensure sound Asset Management practices are undertaken

21.4 Asset Management Roles and Responsibilities

21.4.1 Council Chief Executive Officer

- Ensuring that AM skills and training needs are identified as part of the staff performance appraisal process
- To promote and inform asset management awareness to the Councillors

21.4.2 Asset Management Working Group (AMWG)

- Consult with the community to assess community needs
- Consider legal obligations and risk management
- Set service levels within available funding
- Set priorities
- Consider and approve AM Reports and Plans
- Represent Community by advocating for State & Federal Funding
- Network regionally
- Ensure appropriate funding and resources for the Asset Management process
- To continually promote AM across the organisation
- Foster and support the AM multi-discipline working group
- Ensure agreed service levels are met
- Provide “Linkage” between AMWG and Community
- Provide “Linkage” between AMWG and Corporate Plan

- Manage resources
- Regular reporting to Council on AM
- Report to State & Federal Governments on AM
- To develop, implement, review and audit AM Policy, Strategy and Plans in accordance with Council's approved levels of service
- To develop and implement maintenance, renewal and new capital works
- To develop and implement procedures that ensure the asset database is maintained and updated
- Promote and raise awareness of asset management and its benefits and goals to the Council, staff, users and community
- Regular reporting to CEO on AM
- Ensuring that AM skills and training needs are identified as part of the staff performance appraisal process
- Annual audit of the compliance with the policy

21.4.3 Asset Definitions

For the purposes of this Policy, **assets** are defined as the **service potential** (refer note1) or **future economic benefits** (refer note 2) controlled by Council as a result of past transactions or other events

Assets may be physical (i.e. tangible; e.g. cash, plant, buildings, infrastructure, land) or non-physical (i.e. intangible; e.g. intellectual property, trade marks, goodwill, equity investments). This policy only considers physical assets.

The major characteristics of a physical asset are:

- There must be service potential or future economic benefits
- The future economic benefits must be quantifiable
- Council must have control of the service potential or future economic benefits
- The transaction or other event giving rise to the creation of the asset must have occurred
- The asset must be material in accounting terms whereby its omission, non-disclosure or misstatement from Council's financial statements would result in the financial statements being misleading

Notes:

1. Service Potential is the economic benefit derived by Council through the use or sale of the asset. Increases in service potential may be derived from greater capacity, efficiency, useful life, or economy of operation.

2. Future Economic Benefits are those benefits derived from the asset beyond the current accounting period. Hence the asset must have a useful life greater than 12 months (i.e. non-current).

Infrastructure Assets

In accordance with the "International Infrastructure Asset Manual" an infrastructure asset is "a physical component of a facility which has value that enables services to be provided and has an economic life of greater than 12 months. Dynamic assets have some moving parts, while passive assets have none."

The infrastructure assets to be considered include such assets as Roads, Footpaths, Kerb and Channel, Street trees, Bridges, Buildings, Drainage, Playgrounds, Open Space and Sporting reserves.

Maintenance

All actions necessary for retaining an asset as near as practical to its original condition, but excluding rehabilitation or renewal.

Rehabilitation

Works to rebuild or replace parts or components of an asset to restore it to a required functional condition and extend its life.

Renewal

Works to replace existing assets with assets of equivalent capacity or performance capability.

21.5 Asset Management Implementation Timetable

AM Strategy	Responsibility	Status	2011/12	2012/13	2013/14
To establish an AMWG to oversee implementation of AM strategy and to make recommendations to the Chief Executive Officer	CEO	Completed Feb. 2005			
To nominate officer to manage implementation of STEP Program		Director Infrastructure & Planning nominated			
To ensure all asset managers have attended appropriate training	Director Infrastructure & Planning	Ongoing			
To develop a Corporate Risk Strategy	AMWG	Completed			
To develop and implement a Risk Register	AMWG	Completed & ongoing			
To develop AM Plan for Local Roads and Streets	AMWG	Adopted by Council, June 2006			
To develop AM Plan for Township Drainage	AMWG	Adopted by Council, July 2006			
To develop AM Plan for Parks & Recreation (incl. playgrounds) <ul style="list-style-type: none"> Determine future need for the various assets Develop service agreements with service clubs or other groups involved with management of the assets Update AM Plan based on future need and service agreements 	AMWG		√	√	√
To review and update existing AM Plans to meet the national frame work standards <ul style="list-style-type: none"> Determine future need for the various assets Develop service agreements with service clubs or other groups involved with management of the assets Update AM Plans based on future need and service agreements 	AMWG		√	√	√
Develop AM Plan for Plant and Equipment	AMWG			√	
Develop AM Plan for Office Furniture and Equipment (Computers)	AMWG				√
Review AM Plans annually and report required amendments to Council as required in the individual plan	AMWG	Ongoing			
To implement AM improvement plans in accordance with the adopted AM Plans	AMWG	Ongoing			

21.6 Policy Review

- Every second year this policy will be presented to Council for review and adoption
- In other years the policy shall be reviewed by the AMWG. If changes are required, the revised policy will be presented to Council for adoption

Ray Campling
Chief Executive Officer

Council Adoption Date	14th December 2011
Minute Number	11.8
Review Date	14th December 2013
Officer Responsible	Chief Executive Officer

22 Appendix M – Road Standards and Response Times

The frequency of inspections done on a cyclical basis is shown in the 'Classifications for Road Hierarchy' spreadsheet.

Table 1 below shows the intervention standards for the various categories of road and the designated response code.

Table 2 quantifies the response time relevant to the response codes with associated control mechanisms.

22.1 Table 1 – Hazard Response

PAVEMENTS							
Standard No.	Intervention Standard	Response Code By Road Classification Category					
		UC1	RL1 UA1	RL2 UA2	RC1 RC2	RC3 RA1 RA2 RA3 UA3 UA4	RA4 RA5 Ra6 UA5 UA6
<i>Obstructions and Substances in Traffic Lane</i>							
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	B	C	C	E	F
2	Ponding of water >300mm deep, fallen trees, oil spills, stray livestock	A	B	B	C	C	F
<i>Pavement or Surface Defects</i>							
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	B	C	C	D	F	F
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'	N/A	N/A	D	E	E	F

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

ROADSIDE

Vegetation – Trees, Shrubs and Grassed Areas							
8	Tree limbs or trees that have been classified as in danger of falling	D	E	E	F	F	F
9	Trees, shrubs or grasses that have grown to restrict design sight distance to intersections or restrict viewing of safety signs	E	E	E	F	F	F
10	Vegetation intruding within an envelope over roadways extending one meter 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 meter intrusion post kerb line is acceptable in urban areas unless posing a particular risk.)	D	E	E	F	F	F

ROADSIDE FURNITURE

Safety Signs							
11	Safety signs missing, illegible or damaged making them substantially ineffective	D	E	E	F	F	F
Guideposts							
12	Missing or damaged at a critical location making them substantially ineffective	C	D	D	E	E	F
Safety Barriers and Fencing							
13	Missing or damaged at a critical location making them substantially ineffective	C	E	E	F	F	F

Standard No.	Intervention Standard	Response Code By Road Classification Category					
<i>Pavement Markings</i>							
14	Missing, illegible or confusing at a critical location	E	E	F	F	F	F
STRUCTURE							
15	Damage affecting structural performance	A	C	C	E	E	F

22.2 Table 2 – Road Risk Action Response

Response Code	Control Mechanism	Response Time
A	Inspect and rectify if possible, or provide appropriate warning within 8 hours	Within 24 hours of notification or inspection.
B	Inspect and rectify if possible, or provide appropriate warning	Within 72 hours of inspection or notification.
C	Inspect and rectify if possible, or provide appropriate warning	Within two weeks of inspection or notification.
D	Inspect and rectify if possible, or provide appropriate warning	Within one month of inspection or notification.
E	Inspect and rectify if possible, or provide appropriate warning	Within three months of inspection or notification.
F	Inspect and rectify if possible, or provide appropriate warning	Within six months of inspection or notification.

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

Appropriate warning could include, for example:

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

23 Appendix N – Notice of Incident (Claimant Notification)

PART ONE:
Claimant Notification

NOTICE OF INCIDENT



NOTE: This is NOT A CLAIM FOR Re-imbursement of Damages
 (Separate Claim for Damages would be required)

This is a notice of incident provided in accordance with –

1. Road Management Act 2004, section 115; and
2. Road Management (Interim) Regulations 2004, regulation 9

Details of Person Reporting the Incident – (# cross out not applicable description)

Surname:		Given Name(s):		Date of Incident: ___ / ___ / 20___	
Company Name (if applicable):					
Address:					
-----				City/Suburb/Town:	
-----				Postcode:	
Telephone Number: () ()			Facsimile Number (optional): () ()		
Are you Notifying this Incident on behalf of another person who proposes to make a claim? # YES / NO If Yes, provide details of the proposed claimant.					
Surname:		Given Name(s):			
Company Name (if applicable):					
Address:					
-----				City/Suburb/Town:	
-----				Postcode:	
Telephone Number: () ()			Facsimile Number (optional): () ()		

Details of the Incident – (# cross out not applicable description)

Date of Incident: ___ / ___ / 20___		Time: #(am) or #(pm)		Weather Conditions at Time of Incident (eg. raining, sunny, dark, dry, wet, etc.):	
Road Name:		Locality (City/Suburb/Town):		Map Reference: Melways (MEL), VicRoads Country Directory (VCD) or other directory (OTH) Show Map No. & Grid Ref. (e.g. MEL 45 B7)	
Traffic Direction: #North #South #East #West Other (please specify)		Nearest Intersection (Road Name):		Distance to Intersection: # m # km	
		Direction of Nearest Intersection: #North #South #East #West		(Other please specify)	
List any road infrastructure or other infrastructure involved – (traffic light, signs, fences, poles, pit lids, etc.)					

Was the Road Infrastructure Damaged? # YES / NO					
Name of body responsible for the infrastructure (if known) e.g. utility company:					
Description of the incident:					

(if insufficient space, please complete on a separate page, signed and dated and attach to this form)

Details of the Incident (continued) – (# cross out not applicable description)

Was your vehicle or other property damaged due to the condition of the road or road infrastructure? # YES / NO
If YES, please provide the following information:

Description of damage to property (includes motor vehicles):

(if insufficient space, please complete on a separate page, signed and dated and attach to this form)

Please sketch the incident scene using **X** to mark your vehicle (if motor vehicle damage claim) and **Y1, Y2** etc. to mark other vehicles. Please include street names, line markings, traffic signals, relevant infrastructure with the road reserve, and direction vehicle(s) travelling:

(if insufficient space, please complete on a separate page, signed and dated and attach to this form)

Other Information – (# cross out not applicable description)

Note: if insufficient space, please complete on a separate page, signed and dated and attach to this form

Was anyone injured by the incident? # YES / NO If Yes, please provide the following details.

Note: If the injured person who may make a claim has not yet contacted the TAC they should immediately contact the TAC by telephoning 1300 654 329 or at www.tac.vic.gov.au

Person 1. Full name and contact details:

Person 2. Full name and contact details:

Was the incident reported to Police? # YES / NO If Yes, please provide the following details.

Name:

Station:

Date reported:

___ / ___ / 20 ___

Are there any witnesses to the incident? # YES / NO If Yes, please provide the following details.

Witness 1. Full name and contact details:

Witness 2. Full name and contact details:

Signature of person reporting incident or agent for claimant:

___ / ___ / 20 ___

Important – it is recommended that you read the summary of your rights and obligations shown on PART TWO of this form before submitting your Notice of Incident.

Information about your rights and obligations

The Road Management Act 2004 was passed on 11 May 2004 and the provisions dealing with civil liability come into operation on 1 July 2004. The Act was developed to provide a more efficient and safer Victorian road network, and is the result of extensive stakeholder and community consultation.

The Road Management Act is based on the following key principles:

- Clear allocation of road asset ownership and management;
- Established processes and accountabilities for policy decisions and performance standards;
- Provision of operational powers to achieve targets and performance standards; and
- Clarification of civil liability laws for the management of roads.

How it Affects the Community (with particular regard to Civil Liability)

The Road Management Act will affect the Victorian community in the following ways:

- It confirms the right of members of the public to travel on roads, and the right of property owners or occupiers of adjoining land to have access to the road, subject to restrictions (if any) under the Road Management Act or other legislation.
- It provides a more efficient and safer road network across Victoria.
- It provides roads that best meet the needs and priorities of the community. Road Management Plans (and related Codes of Practice) may set the standards to which roads and road infrastructure are managed and maintained.
- It clarifies the allocation of responsibility between road authorities (eg. VicRoads and a municipality) for managing the different parts of the road reserve (eg. roadway, footpath, service road).
- Persons wishing to make a claim against a road authority must give written notice of the incident within 30 days.
- Within 14 days of receiving a written notice of an incident, the responsible road authority may cause an inspection to be carried out of the condition of the part of the public road or infrastructure specified in the notice. Where a Condition Report is prepared, a copy must be provided to the person who gave notice of the incident.
- A copy of the Condition Report certified by the road authority is admissible as evidence of the matters specified in the report in any legal proceedings in relation to an incident arising out of the condition of the road or road infrastructure.
- **The Act imposes an “excess” of \$1000 (annually indexed to CPI) on claims against a road authority for property damage that has resulted from road conditions.** The amount which may be recovered against a road authority in a claim for property damages, which exceeds this amount, is reduced by this amount and a road authority is not liable for property damages where the value of the damage is equal to or less than this amount.

Requirements of Individuals (with particular regard to Civil Liability)

The Road Management Act sets down specific requirements for individuals, including the following:

- Drivers are required to drive safely having regard to the road, weather and traffic conditions, and to avoid unreasonable risks to other road users. Similar safety obligations are imposed on all road users.
- Individuals are required to give notice of an incident (e.g. this form) to the responsible road authority within 30 days where there is an intention to make a claim for property damage arising out of the condition of a public road or road infrastructure. The responsible road authority can be established from its Register of Public Roads.
- Failure to give notice within 30 days of an incident relating to the condition of a road or infrastructure may be taken into account by a court in deciding the weight to be given to evidence about the condition of the road or infrastructure at the time of the incident.
- The notice of an incident must include the details prescribed by the Road Management (Interim) Regulations 2004, regulation 9. Completion of this form will satisfy this requirement.

More Information

Further information about the Road Management Act 2004, including a copy of the Act, is available on the VicRoads website at www.vicroads.vic.gov.au/rmb.

24 Appendix O – Condition Report (Relating to a Notice of Incident)

(Relating to a Notice of Incident, and where an Accident Report for 'fatal or significant crashes' is NOT being prepared.) Note: Attached any other related documents, e.g. photos, to this report; if insufficient space attach separate page but ensure it is cross referenced.

Report No.

Assignment of Inspection –

Business Area (Region, Project etc)		Date Inspection Requested: ___ / ___ / 20__
Inspection Requested by: (please print details)	Name ----- Title	
Inspection Assigned to:	1. Name -----	Inspection Required by: ___ / ___ / 20__ (within 14 days of receipt of Nol)
	Title -----	
	2. Name -----	
	Title -----	

Notice of Incident (Nol) Reference – (# cross out not applicable description)

Date of Incident: ___ / ___ / 20__	Time of Incident: #am #pm	Nol Received: ___ / ___ / 20__	Nol Reference Number:
Location of Incident (as confirmed per Nol part 2):			
Road Name:	Locality	Map Reference: Melways (MEL) or VicRoads Country Directory (VCD) Show Map NO. & Grid Ref No.	
Traffic Direction: #North #South #East #West Other (please specify)	Nearest Intersection (Road Name): Direction of Nearest Intersection: #North #South #East #West (Other)	Distance to Nearest Intersection: #m #km	
Description of road infrastructure condition claimed to have caused the incident (include 'Hazard Type' per Schedule B of Road Management Plan): 			

Road Maintenance Standard for Location & Hazard Type – (per Road Management Plan)

Road Maintenance Category: (1, 2, 3, 4 or 5)	Road Risk Response Code (for Road Maintenance Category & Hazard Type: (A, B, C, D or E)	Last Inspection @ Location prior to Incident ___ / ___ / 20__ Time: #am #pm
Inspection Frequency: #Daily #Twice/Week #Weekly #Every 2 nd Week #Monthly	Road Risk Response Time: (to rectify or make safe) #within 24 hours #within 72 hours #within 2 weeks #within 1 month #within 3 months #within 6 months	

Site Inspection Details – (# cross out not applicable description)

Inspection Conducted by: (not required if same as above)	1. Name -----	Inspection Commenced: ___ / ___ / 20__ Time: #am #pm
	Title -----	
	2. Name -----	Inspection Completed: (if not same day as commenced) ___ / ___ / 20__ Time: #am#pm
	Title -----	

Speed Limit: kph	Traffic Lanes:			Shoulder Widths:		Traffic Volumes: vpd %CV
	Both Directions	#Divided #Undivided	Widths m	Total: m	Sealed: m	
Intersection Type	Median Width: m	Road Alignment (describe):				
Roadside Recovery Area Clear Zone Requirements:						
Roadside Hazards or Objects:						
Safety Barriers:						
Apparent Condition of Road Surface, Road Shoulder, Parking Lane, etc.:						
Other Details from Site Inspection (include reference, filename & location, to any other material, eg. photo's):						
Remedial Action – (# cross out not applicable description)						
Was remedial action required to rectify the road or to make it safe?						YES / NO
If NO provide reason/comment:						
If YES provide description of action taken:						
						Completed: ____ / ____ / 20__
						Time: #am #pm
Confirmation of Remedial Action:						
Confirmation of action completed (eg Surveillance Officer): Name: Title: Signature: Date: ____ / ____ / 20__				Approval of action taken (eg. Manager): Name: Title: Signature: Date: ____ / ____ / 20__		

Maintenance History – (for part of the road or infrastructure related to the NoI)

Summary of Inspections, Maintenance and Repairs for 12 months before the incident:

Inspections –

Maintenance -

Repairs -

Other Relevant Information – (for part of the road or infrastructure related to the NoI)

Scheduled Works (include type of work and date to be undertaken):

Previous Correspondence, Phone Calls, Complaints etc.:

Other Comments:

Possible Road Improvements – (for part of the road or infrastructure related to the Nol)

Road Surface:
Road Alignment:
Lane Width:
Superelevation:
Signing:
Sealed Shoulder(s):
Run-off Area:
Other (include programming options, bidding details if appropriate):

Review –

Action:	Name & Title:	Signature:	Date:
Preparation of Report			___ / ___ / 20__
Reviewed & Approved			___ / ___ / 20__

25 Appendix P – Notice of Incident Checklist

**Yarriambiack
Shire Council
Checklist**



Notice of Incident

Details of the Receipt of this Notice of Incident –

Received at (office):	Date Received: ___ / ___ / 20__	NoI Reference Number:
Received by (Name of Officer):	Signature:	

Confirmation of Incident Location – (# cross out not applicable description)

Are the location details as stated in Part One correct? # YES / NO If NO, please provide the correct details:			
Road Name:	Locality (City/Suburb/Town):	Map Reference: Melways (MEL) or VicRoads Country Directory (VCD) Show Map No. & Grid Ref. (e.g. MEL 45 B7)	
Traffic Direction: #North #South #East #West Other (please specify)	Nearest Intersection (Road Name):		Distance to Intersection: # m # km
Direction of Nearest Intersection: (Other please specify) #North #South #East #West			

Road Maintenance Standard – (per Schedule B of Road Management Plan)

Road Maintenance Category: (1, 2, 3, 4 or 5)	Road Risk Response Code: (A, B, C, D or E)
---	---

Responsible Road Authority (RRA) – (# cross out not applicable description)

Is Yarriambiack Shire Council the RRA pursuant to s37 of the Road Management Act? # YES / NO		
If NO, ensure the following actions are completed as soon as possible:		
Action:	Complete	Result/Comment:
1. Determine who is RRA	Yes No	
2. Advise Person reporting Incident	Yes No	
3. Advise RRA (only if agreed by person who reported the incident)	Yes No	
4. Close-out any other records (eg. correspondence register, etc.)	Yes No	
If YES, ensure the following actions are completed as soon as possible:		
Action:	Complete	Result/Comment:
1. Is an inspection required? (if yes, ensure inspection is conducted within 14 days of receipt of this notice at VicRoads)	Yes No	
2. If an inspection has been carried out, has a Condition Report been prepared? (show Condition Report reference number)	Yes No	
3. If a Condition Report was prepared, has a copy been sent to person who reported the incident? (show details, i.e. reference number, date sent, etc.)	Yes No	
4. Any other matter that may be assessed as relevant. (give details)	Yes No	

Assessment / Approval Details – (where applicable)

Action:	Name & Title:	Signature:	Date:
Confirmation of Incident Location			___ / ___ / 20__
Assessment of RRA			___ / ___ / 20__
Agreement of RRA (manager/supervisor)			___ / ___ / 20__
Advise of correct RRA (i.e. where not VicRoads)			___ / ___ / 20__
Inspection conducted by			___ / ___ / 20__
Condition Report prepared by			___ / ___ / 20__
Condition Report reviewed (manager/supervisor)			___ / ___ / 20__

26 Appendix Q – Road Hierarchy

YARRIAMBIACK SHIRE COUNCIL CLASSIFICATIONS FOR ROAD HIERARCHY

HIERARCHY	FUNCTION	CLASSIFICATION CODE	EXISTING SURFACE	TARGET CONSTRUCTION STANDARD	INSPECTION FREQUENCY
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.	RL 1	Sealed	SEALED SURFACE Generally the road width will conform to one of two standard widths. Type A: Seal width 6.6 m, Pavement width 7.2 m and formation width 10.2 m. Type B: Seal width 4 m, Pavement width 5.7 m and formation width 8.7 m. 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 and available resources. Note: On selected roads with a large number of heavy vehicles Council may elect to provide a road with seal width greater than 6.2m. Roads to be upgraded from gravel to seal in the next five years will be identified in Council's capital works program. Any roads identified for seal widening will also be identified in the 5 year capital works program.	6 Monthly
		RL 2	Gravel		
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.	RC 1	Sealed	SEALED SURFACE Generally existing sealed collector roads will remain at the current width until the pavement requires reconstruction. If the pavement is to be reconstructed the road will conform to one of two standard widths. Type A: Seal width 6.6 m, Pavement width 7.2 m and formation width 10.2 m. Type B: Seal width 4 m, Pavement width 5.7 m and formation width 8.7 m. 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 and available resources. Traffic volumes on some of these 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 this hierarchy and Council's policy for evaluation of sealed roads. If Council decides that seal is not justified, the road will be "deconstructed" to unsealed collector road standard.	12 Monthly
		RC 2	Gravel		
		RC 3	Earth		
				GRAVEL OR OTHER SUITABLE ALL WEATHER SURFACE Generally existing gravel collector roads will remain as a gravel surface and when re-sheeted 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. 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. The pavement width will be recorded in the Asset Register. 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 provided (width 6m). Roads to be upgraded from natural surface to gravel in the next five years will be identified in Council's 5 year capital works program.	

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 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.	RA 1	Sealed	GRAVEL OR OTHER SUITABLE ALL WEATHER SURFACE For gravel roads the width 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. Generally a 4.0 m pavement will be provided where the road serves one or two residences or properties and a 5.0 m pavement will be provided where more than two residences or properties are serviced. Traffic volumes on some of the existing sealed primary access 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 this 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 primary access road standard. 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. Roads to be upgraded from gravel to seal or from natural surface to gravel in the next five years will be identified in Council's 5 year capital works program.	24 Monthly
		RA 2	Gravel		
		RA 2 (PM)	Gravel - Priority Maintenance		
		RA 3	Earth		
		RA 3 (PM)	Earth - Priority Maintenance		
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 other parts of a property for farming purposes. 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 to the higher standard.	RA 4	Sealed	EARTH FORMATION. Formed from material existing on site. Traffic volumes on most of the existing sealed secondary access roads are small. When the existing pavement reaches the end of its life, it is unlikely there will be justification to reconstruct it as a sealed road. Roads at this point will be considered with regard to Clause 2 of this hierarchy and Council's policy for evaluation of sealed roads. A number of the roads will be "deconstructed" to "earth formation" standard. When the pavements of existing gravel roads in this classification reach the end of their life they will not be re-sheeted. The road will be reformed as an earth formation. Nominal width for an earth formation shall be 6.0 metres.	Upon request
		RA 5 RA 5(b) RA 5(s)	Gravel		
		RA 5(PM)	Gravel - Priority Maintenance		
		RA 6	Earth		
		RA 6(PM)	Earth - Priority Maintenance		
Rural Access Road (Minor)	A road used occasionally (but not regularly) for farm access. Any other rural road with minimal use.	RA 7	Earth	NO CONSTRUCTION. Unformed road on natural surface only.	Upon request
		RA 7 (PM)	Earth - Priority Maintenance		
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.	UC 1	Sealed	SEALED SURFACE. (width depends on usage and location of existing assets such as kerb and channel or trees)	6 Monthly
Urban Access Road (Primary)	Local road providing primary access to residential, industrial or commercial properties or to recreational facilities.	UA 1	Sealed	SEALED SURFACE. (width depends on usage and location of existing assets such as kerb and channel or trees). Roads to be upgraded from gravel to seal in the next five years will be identified in Council's capital works program.	12 Monthly
		UA 2	Gravel		
Urban Access Road (Secondary)	A road or laneway providing secondary access to occupied properties, or access to vacant land.	UA 3	Sealed	Surface may be either GRAVEL or EARTH FORMATION or UNFORMED depending on usage and available resources. Roads to be upgraded from gravel to seal or from natural surface to gravel in the next five years will be identified in Council's capital works program.	Upon request
		UA 4	Gravel		
		UA 5	Earth		
Urban Access Road (Minor)	A road or laneway with minimal use.	UA 6	Earth	NO CONSTRUCTION. Road on natural surface only.	Upon request
Special Purpose 1	A road that does not meet the criteria to be a Link Road, a Collector Road or a Rural Access (Primary) but provides all weather access for a Special Purpose.	SP 1	Gravel	GRAVEL OR OTHER SUITABLE ALL WEATHER SURFACE For gravel roads the width 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. Generally a 4.0 m pavement will be provided where the road serves one or two residences or properties and a 5.0 m pavement will be provided where more than two residences or properties are serviced.	12 Monthly
Special Purpose 2	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 2	Gravel	GRAVEL OR OTHER SUITABLE ALL WEATHER SURFACE For gravel roads the width 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. Generally a 4.0 m pavement will be provided where the road serves one or two residences or properties and a 5.0 m pavement will be provided where more than two residences or properties are serviced.	12 Monthly