



2016 ROAD MANAGEMENT PLAN

**Adopted by Council
28 June 2017**

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 (“the Act”) and the Code of Practice for Road Management Plans.

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

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

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

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

This Road Management Plan references the following documents:-

- Yarriambiack Shire Council’s Corporate Strategy Plan
- Yarriambiack Shire Council’s Road Hierarchy
- Yarriambiack Shire Council’s Footpath Hierarchy
- Yarriambiack Shire Council’s Road Asset Management Systems (Moloney Software & AssetFinda Software)
- Yarriambiack Shire Council’s Five Year Road Capital Works Program
- Yarriambiack Shire Council Footpath Capital Works Program
- Yarriambiack Shire Council’s Customer Request Management System
- Yarriambiack Shire Council’s Asset Management Policy
- Yarriambiack Shire Council’s Road Register
- Yarriambiack Shire Council’s Grading Register
- Yarriambiack Shire Council’s Rail Crossing Register;
- Road Management Act
- Codes of Practice under the Road Management Act;
- Road Safety Act ;
- Road Management General Regulations;
- Australian Standard AS1742, Australian Level Crossing Assessment Model

1.2 Brief Description of Yarriambiack Shire Council

The Yarriambiack Shire covers an area of 7,158 square kilometres in north-west Victoria, with an estimated residential population of 7,090 people.

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

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

Local road lengths (including streets and lanes) total around 4,753 kilometres, which includes in excess of 1,260 kilometres of gravel roads.

2 Objective of this Road Management Plan

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

The Yarriambiack Shire Council recognises that through its limited financial resources and dependence on levels of funding from both State and Federal Governments, that insufficient resources will be available to achieve a completely satisfactory standard of road construction and maintenance in all cases. However, Council also 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 Exceptional Circumstances

Council will make every effort to meet its commitments under its Road Management Plan (RMP).

However, there may be situations or circumstances that affect Council's business activities to the extent that it cannot deliver on the service levels of the RMP. These include but are not limited to: natural disasters, such as fires, floods, or storms, or a prolonged labour or resource shortage due to a need to commit or redeploy Council staff and/or equipment elsewhere.

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

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

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

2.2 Key Stakeholders 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, wheelchairs, prams, etc;
- Vehicle users using motorised vehicles such as trucks, buses, commercial vehicles, cars and motor cyclists;
- Emergency agencies (Police, Fire, Ambulance, VicSES);
- Traffic and transportation managers;
- Managers of the asset that is the road network;
- Construction and maintenance personnel who build and maintain asset components;
- Utility agencies that utilise the road reserve for their infrastructure (water, sewerage, gas, electricity, telecommunications);
- Council as custodian of the asset;
- Relevant Road / Rail Authorities;
- State and Federal Governments that periodically provide support funding to assist with management of the network.

3 Road Register

3.1 Preparation and Amendment of Road Register

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

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

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

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

3.2 Inspection of Road Register

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

4 Road Asset Register

The Yarriambiack Shire Council 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 and AssetFinda.

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 Council uses AssetFinda and the Moloney Asset Management System for Asset Management.

In these systems, all gravel and sealed roads are inspected yearly and given a condition rating as to their serviceability and structural integrity.

Data and reports from Councils asset management systems 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 obtained upon request).

5.2 Capital Works Program

Each year Council develop Capital Works Programs for roads and footpaths. The programs may consist of rehabilitation, construction works or both.

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 Assets Engineer including data from the Asset Management System 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 Assets Engineer, or nominated representative, for all sealed assets yearly. Data from these inspections is used to formulate reseal programs for the future.

The Technical Services Department uses the modelling facility within the Asset Management software 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 located in Wedderburn, Stawell, 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 the Yarriambiack Shire Council, the average lifespan of a gravel resheet is approximately 15 years.

Condition inspections of gravel roads are carried out yearly, these 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 asset management software is used to formulate annual gravel resheet programs. Supplementary inspections may occur on roads that have been the subject of a request or complaint.

The modelling facility within Council's asset management software 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 Management Plan
- Roadside Slashing/Spraying Policy
- Footpath Hierarchy

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

5.4 Budgeting Framework

Council generally adopts 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 and Council's Asset Management System, 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 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 (Appendix D).

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** - All roads
- **Gravel roads** - All roads
- **Footpaths** - Category 1 footpaths every year, Category 2 footpaths every two years & Category 3 footpaths upon request

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

- **Bridges and culverts** – Major culverts 5 yearly & Minor culverts yearly . Level 2 inspections are conducted by an external contractor every five years.

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

- Sealed road rehabilitation
- Gravel road 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 D). Records of such inspections shall be retained by Council, with the inspection data being entered into the asset management system.

Some categories of road do not require regular inspections, in these instances, Council will rely upon the Customer Request Management System (CRM’s) (see section 5.11).

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 A
2	2 yearly	As per Appendix A
3	No regular inspection	

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

5.9.4 Regular Maintenance Inspections – Bridges and Major Culverts

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

Inspections performed outside of these time-frames will be carried out if notification is received from a member of the public that there is an issue with a culvert.

Council's Technical Service Department maintains an inventory of bridges and culverts.

5.9.5 Regular Maintenance Inspections – Rail Crossings

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

A works program is developed from the data and passed on to the works area. Works will be undertaken according to urgency and prioritisation, as it is recognised resources may not be available to ensure all crossings are of a suitable standard at all times. Works completed as part of this program will be noted by Works Supervisors and returned to Council's Technical Services 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 is listed in 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 C. Council also believes that they have a duty to inspect roads and ensure safety for the road user, within available resources. Council also understands that the road user has a duty to drive safely having regard to the road, weather and traffic conditions and to avoid unreasonable risks to themselves and other road users. (For further information with respect to the “Obligations of Road Users” refer to Section 17A of the Road Safety Act).

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

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

List of Road Elements to be Considered during Inspection:-

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

5.9.7 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 are shown in Appendix A.

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. .

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

Reports can be generated providing details on:-

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

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

Generally the data collected by Council covers a minimum period of seven days at each site. After analysis the following data from each site is recorded in a spreadsheet: and is mapped using a GIS software program:-

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

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

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

5.11 Customer Request Management System (CRM's)

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

These notifications are useful as no formal inspection regime exists for some categories of roads and footpaths 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 via the CRM system.

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

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

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

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

The system maintains an electronic journal of all actions taken in relation to requests. It can send reminders to officers when targets are close. 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 provided 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, they may also be generated internally by Councillors, officers, supervisors or staff via email, telephone or over the counter.

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

5.12 Maintenance Grading Works

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

As detailed in 5.2.3 of this plan, based on information derived from the yearly road inspections and customer requests, grading works are prioritised by Council within resource and budgetary constraints. Category of road, traffic levels, heavy truck usage, assessment of road safety and use of road by school buses are some of the aspects which influence the priority of road grading. Weather conditions also affect the ability of Council resources to respond to a grading requirement as portions of road may be too wet or too dry for effective maintenance to occur.

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

5.13 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 control courses. Traffic management checklists are completed daily as part of the Job Safety Analysis (JSA's), 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 and Project/Works Completion Reports are completed upon completion of works of a capital nature to ensure the finished product is safe for users.

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

5.15.1 Emergency Works (After Hours)

Council operates an afterhours 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.

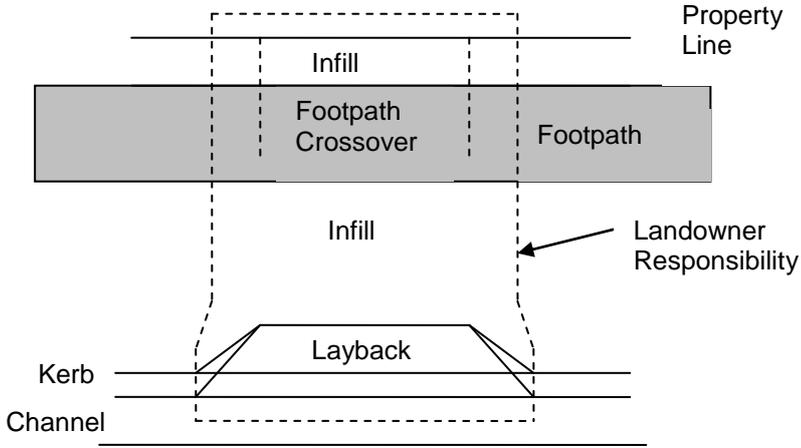
A register of calls to the emergency phone and the response is kept.

5.16 Driveways

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

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

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



5.17 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 Reserve Works Permits

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

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

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

Fees are applicable for a Road Reserve Works Permit

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

6.2 Asset Protection Permit

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

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

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

A fee is also payable for an Asset Protection Permit.

6.3 Non-Road Activities on Roads

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

Council may authorise the temporary closure of the road to all traffic or particular types of traffic for the period specified by the permit. The permit may be issued subject to any

terms, conditions or limitations which the Council considers appropriate and may require payment of a fee.

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

6.4 Driveway Crossings

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

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

7 Process for Amendment and Review of Road Management Plan

7.1 Amendment of Road Management Plan

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

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

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

7.2 Statutory Review of the Plan

Regulation 8 of the Road Management (General) Regulations , requires Council to conduct a review of its Road Management Plan within the period referred to in Section 125(1) of the Local Government Act which states *“a Council must prepare and approve a Council Plan within the period of 6 months after each general election or by the next 30 June, whichever is later”* or, if that period is extended in accordance with Section 125(4) of that Act which states *“The Minister may extend the period within which a Council must comply with sub section (1)”*.

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. 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'. VicRoads and Council have agreed on any exemptions or exclusions to the Code – the agreement is in writing and is deemed to form part of this Plan.

8.2 Roads That Form Part of the Municipal Boundary

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

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

In Council's Road Register, the roads for which Yarriambiack Shire Council is responsible for management and maintenance are shown with the appropriate classification according to Council's Road Hierarchy.

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

8.3 Roads Where Council is not the Responsible Road Authority

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

- Parts of arterial roads under 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 Environment & Primary Industries 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 in writing within 30 days of the incident.

9.2 Incident Investigation

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

Appendix A – Standards for Footpath Inspection

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

The following defects are noted during inspections:

Level Differences (Lips)

These are recorded if they are greater than 20mm.

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

Central Gaps in Footpath

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

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

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

Edge Drop Offs

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

Vegetation Obstructing Footpath

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

Other Hazards

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

Pedestrian and Pram Crossings

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

Prioritisation of Work

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

The Urgency Rating of a Fault

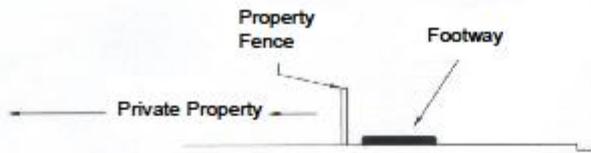
CODE	URGENCY	RESPONSE TIME FRAME
VH	Very High	Action within 6 calendar months
H	High	Action within 12 calendar months
M	Medium	Action within 2 years
L	Low	Action as maintenance program/budget permits

Hierarchy Classifications

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

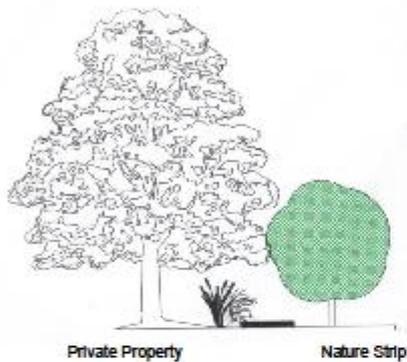
	CATEGORY 1	CATEGORY 2	CATEGORY 3
Level difference > 20mm	VH	H	M
Central gap wider than 15mm and deeper than 20mm	VH	H	M
Edge drop off greater than 20mm	H	M	L
Vegetation intruding into the CLEAR AREA ZONE – width of path and height of 2 metres	H	M	L

Clearance of Vegetation Obstructing Shire Footways



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

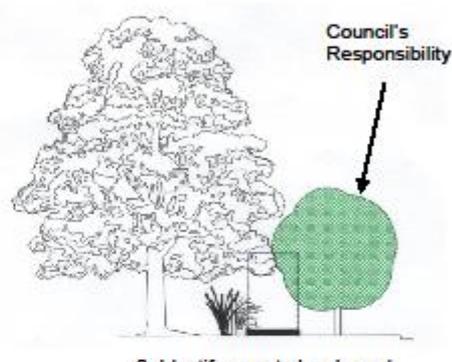
1.



1. Identify Vegetation

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

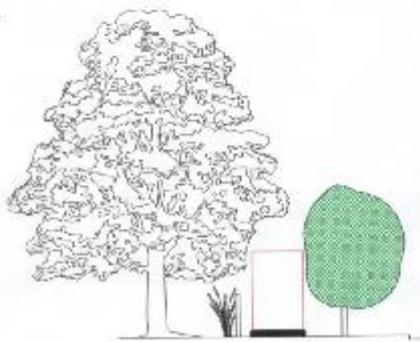
2.



2. Identify area to be cleared

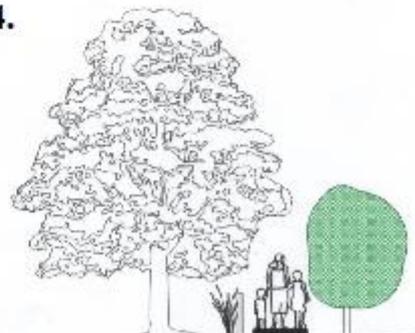
An area, the width of the footway (1.5m) by the height of 2 metres is required for pedestrian access. If there is any vegetation protruding onto the path from the nature strip/road side of the path, the shire has a maintenance program in place to trim back that vegetation.

3.



3. The cleared area after trimming work completed

4.



4. The footway suitable for pedestrian access

Appendix C – Road Standards and Response Times

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

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

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

Table 1 – Hazard Response

PAVEMENTS							
Standard No.	Intervention Standard	Response Code By Road Classification Category					
		UC1	RL1 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 metre from edge of seal or pavement (unsealed) for rural roads and kerb line for urban and a minimum of 4.5m height clearance over pavement. (A one metre intrusion post kerb line is acceptable in urban areas unless posing a particular risk.)	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

Table 2 – Road Risk Action Response

Response Code	Control Mechanism	Response Time
A	Inspect and rectify if possible, or provide appropriate warning within 72 hours	Within 72 hours of notification or inspection.
B	Inspect and rectify if possible, or provide appropriate warning	Within one week 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

YARRIAMIACK SHIRE COUNCIL
CLASSIFICATIONS FOR ROAD HIERARCHY

TABLE A

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 RL 2	Sealed Gravel	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 10 year capital works program.	6 monthly
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 RC 3	Gravel Earth	GRAVEL OR OTHER SUITABLE ALL WEATHER SURFACE Generally existing gravel collector roads will remain as a gravel surface and when resheeted will conform to one of two standard widths. Type A: Pavement width 5.0 m and formation width 8.5 m. Type B: Pavement width 4.0 m and formation width 7.2 m. 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 10 years will be identified in Council's 10 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 RA 2 RA 2 (PM) RA 3 RA 3 (PM)	Sealed Gravel Gravel - Priority Maintenance Earth Earth - Priority Maintenance	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 ten years will be identified in Council's 10 year capital works program.	24 monthly
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 or to a business enterprise (E.g. Grain Receipt or Transport Company). Also includes roads maintained to a higher standard in accord with clause 5 of this hierarchy. Such roads will assume the "Target Construction Standards" of Rural Access (Primary) Roads whilst they are being provided to the higher standard.	RA 4 RA 5 RA 5(b) RA 5(s) RA 5(c) RA 5 (PM) RA 6 RA 6 (PM)	Sealed Gravel Gravel - Primary Farming Business Gravel - School Bus Route Gravel - Business Enterprise Earth - Priority Maintenance Earth Earth - Priority Maintenance	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 resheeted. The road will be reformed as an earth formation. Nominal width for an earth formation shall be 6.0 metres.	Upon request
Rural Access Road (Minor)	A road used occasionally (but not regularly) for farm access. Any other rural road with minimal use.	RA 7 RA 7 (PM)	Earth Earth - Priority Maintenance	NO CONSTRUCTION Unformed road on natural surface only.	Upon request
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 arterials 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 UA 2	Sealed Gravel	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 Ten years will be identified in Council's capital works program.	12 monthly
Urban Access Road (Secondary)	A road or laneway providing secondary access to occupied properties, or access to vacant land.	UA 3 UA 4 UA 5	Sealed Gravel Earth	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
Urban Access Road (Minor)	A road or laneway with minimal use	UA 6	Earth	NO CONSTRUCTION Unformed 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.	24 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.	24 monthly
Parking Bays or Areas	All parking bays or areas that have deemed to be a Council Asset for the sole purpose of parking	PB	Seal	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 Ten years will be identified in Council's capital works program.	12 monthly

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