Road Management Plan 2013

Pursuant to Section 52 of the *Road Management Act 2004.*
The last Plan was adopted by Council on 16 June 2009

This amendment Plan has been adopted on 23/07/2013

Maribyrnong Road Management Plan

Contents

1 Executive Summary

The purpose of the Road Management Plan is to establish a management system for Council to inspect, maintain and repair the public roads for which it is responsible based on policy and operational objectives having regard to available resources.

The Plan will also form the basis of Council's legal defence against litigation for damages and injury arising from 'defective' components of the road asset.

The Road Management Plan sets the relevant standard in relation to discharge of duties in the performance of Council's road management functions, in particular maintenance of the road network.

The Road Management Plan was adopted by Council on 13 December 2004 and notification placed in the Victorian Government Gazette on 16 December 2004 notifying same. The Road Management Plan was subsequent amended on 16 June 2009.

The key elements of the Plan include:

- The Register of Maribyrnong's Public Roads;
- Management and Maintenance of Maribyrnong's road assets;
- Schedules of road management standards and inspection processes used by Council.

Included are details and schedules for:

- Hierarchy classification of all roads, streets and footpaths - based on their specific function, types of users and user numbers;
- Inspection regimes – the types and frequency of inspections in order to detect defects when they reach the stage of requiring maintenance intervention;
- Defect intervention levels - relating to the defect type, indicating the point at which remedial action is required;
- Response times - the target response times for completing remedial work once the defect has been detected.

Levels of service for maintenance of the road network take into account:

- Views and considerations from the community consultation process.
- Industry standards
- The need to provide a road network that is safe for all users
- Available resources for maintenance activities.
- The level of risk determined after inspection

The maintenance intervention levels and response are based on a hierarchy classification and a risk management approach.

To minimise any risk exposure it is important that maintenance funding and performance is adequate to achieve the prescribed levels of service.

Survey and inspection processes are required for competent management of the road network assets. A rigorous inspection regime covering safety, incidents, defects and condition is an integral part of the Road Management Plan.

This review process ensures the document is aligned with Council's current policies & procedures, and that the maintenance standards and intervention levels reflect community expectations to support Council's long term Resource Management Plan.

It also recognises the limited available resources for the management & maintenance of Council's road network and the need to prioritise the competing services that Council

delivers. The plan offers Council with the best value for money with limited areas of improvements.

2 Introduction

Council has a responsibility to keep its road assets in a safe condition. This refers to all assets within the road reserve (between property boundaries on either side) for which Council is responsible.

Due to the extent of the road network, its age and the complexities associated with the use of the road reserve, it is not always practical for Council to be immediately aware of any defects.

The development of a Road Management Plan is not compulsory but failure to do so could leave Council exposed in terms of claims for damages.

2.1 Legislative Basis for the Plan

The Maribyrnong City Council is the designated 'Co-ordinating Road Authority' for municipal roads within the municipality and is responsible for their care and management.

This Municipal Road Management Plan has been prepared in accordance with the following Acts, Regulations & Codes of Practice:

- Local Government Act, 1989 (Vic)
- Local Government (Best Value Principles) Act 1999 (Vic)
- Road Management Act, 2004 (Vic)
- Road Management (General) Regulations 2005 (Vic)
- Road Management Act (Works and Infrastructure Regulations 2005 (Vic)
- Wrong Act 1958 (Vic)
- Aust roads Guidelines (www.austroads.com.au/)
- Code of Practice for Operational Responsibility for Public Roads, 17 December 2004
- Code of Practice for Road Management Plans, 16 September 2004
- Code of Practice for Clearways on Declared Arterial Roads, 16 September 2004
- Code of Practice for Management of Infrastructure in Road Reserves, 6 October 2008
- Code of Practice for Worksite Safety - Traffic Management, 22 December 2004

2.2 Purpose of the Plan

The purpose of the Road Management Plan is to establish a management system for Council to inspect, maintain and repair its public roads based on policy and operational objectives having regard to available resources.

It also sets the relevant standard in relation to discharge of duties in the performance of those road management functions. The Plan will also form the basis of Council's legal defence against litigation for damages and injury arising from 'defective' components of the road asset.

The key elements of the Road Management Plan include:

- The Register of Municipal Public Roads (Section 4).
- Management and Maintenance of Maribyrnong's road assets (Sections 5 and 6).
- Schedules of road management standards and inspection processes used by Council (Attachments 1 - 5).

Management of road assets involves both physical assets and the use and operation of those assets.

2.3 Assets in the Road Reserve

The Council road network contains both road and non-road assets within the road reserve boundaries. The non-road assets e.g. utilities such as power, gas and water are each managed by the relevant company, i.e. the Infrastructure Manager. If the Utility Company engages a contractor to undertake works on their behalf the contractor is the Works Manager.

To ensure that the interests of each of the parties having assets within the road reserve are adequately protected a Code of Practice – Management of Infrastructure in Road Reserves has been prepared. The objectives of the Code are to provide for:

a) the manner in which works on roads should be carried out;
b) processes for consultation and exchanging information about future works;
c) good practice or relevant industry standards in relation to a specified type of infrastructure or works;
d) processes to facilitate consultation and cooperation between road authorities and utilities responsible for infrastructure on roads;
e) the needs of public transport services when works are planned and performed in the road reserve;
f) the process to provide notification to road authorities and for road authorities to give consent to the installation of new non-road infrastructure or works on existing non-road infrastructure, where the works are not exempt from notification or consent requirements; and
g) the interchange and storage of information regarding road and non-road infrastructure located in road reserves.

2.4 The Code applies to utilities and road authorities, and their management of road and utility infrastructure on all public roads in Victoria. Council's Strategic Planning Process - Linkages

This Plan is fully integrated with other Council documents including:

- Council Plan
- Asset Management Strategies and Policies
- Long Term Financial Plan (LTFP)
- Annual Adopted Council Budget

The Road Management Plan has been developed to address the Road Management Act. It is largely an operational and risk management plan but includes elements typical to and common with an asset management plan. A Road and Footpath Asset Management Plan has been prepared and adopted.

2.5 Availability of Plan

This plan is available at the following locations and may be viewed, free of charge, by the public during the hours of 8:30 am to 5 pm each working day:

Maribyrnong City Council
Council Offices
Corner Hyde and Napier Streets,
Footscray Vic 3011
Contact Phone No. (03) 9688 0200
Also at Council's website www.maribyrnong.vic.gov.au

3 Public Roads, Management and User Responsibilities

3.1 Public Roads

A **"road"** by definition in the Local Government Act 1989 includes a street; right of way; cul-de-sac; by-pass; bridge or ford; footpath, bicycle path or nature strip; any culvert or kerbing or other land or works forming part of the road.

The Road Management Act 2004 classifies roads into the following three categories.

"Arterial Roads" are Freeways, Highways & Declared Main Roads which are managed by the State Government through VicRoads.

"Municipal Roads" are roads for which the municipal council is the responsible Road Authority. The Road Management Act imposes specific duties on a Council with respect to the inspection, repair and maintenance of its Municipal public roads which are those that are reasonably required for general public use.

"Other Roads" include roads in State forests & reserves, and roads on private property. The municipal council is not responsible for the care and maintenance of these.

Responsibilities for management and undertaking works within the road reserve are split up as follows:

"Infrastructure Manager" in relation to road infrastructure is the responsible road authority under section 37 of the RM Act and in relation to non-road infrastructure the person or body that is responsible for the provision, installation, maintenance or operation of the non-road infrastructure.

"Works Manager" means any person or body that is responsible for the conduct of works in, on, under or over a road and includes a contractor working for a road authority or utility company.

3.2 Key Stakeholders

The key stakeholder groups of the community who are both users of the road network and/or are affected by it include:

- The community in general (for recreation, sport, leisure & business);
- Residents & businesses adjoining the road network;
- Pedestrians (including the very young, those with disabilities, and the elderly with somewhat limited mobility);
- Users of a range of miscellaneous smaller, 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;
- Tourists & visitors to the area;
- Emergency agencies (Police, Fire, Ambulance, VICSES);
- Tramways, railways and bus companies;
- Managers of the asset that is the road network;
- Construction & 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;
- State & Federal Government that periodically provide support funding to assist with management of the network.
- Vicroads and Other Federal & State Government Authorities

3.3 Obligations of Road Users

3.3.1 General Usage

The Road Management Act 2004 requires that:

(1) A person who drives a motor vehicle on a highway must drive in a safe manner having regard to all the relevant factors, including (without limiting the generality) the —
- physical characteristics of the road;
- prevailing weather conditions;
- level of visibility;
- condition of the motor vehicle;
- prevailing traffic conditions;
- relevant road laws and advisory signs;
- physical and mental condition of the driver.

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

(3) A road user must—
- have regard to the rights of other road users and take reasonable care to avoid any conduct that may endanger the safety or welfare of other road users;
- have regard to the rights of the community and infrastructure managers in relation to road infrastructure and non-road infrastructure on the road reserve and take reasonable care to avoid any conduct that may damage road infrastructure and non-road infrastructure on the road reserve;
- have regard to the rights of the community in relation to the road reserve and take reasonable care to avoid conduct that may harm the environment of the road reserve.

3.3.2 Incident Claims

- If a person proposes to commence a proceeding in a court based on a claim in relation to an incident arising out of the condition of a public road or infrastructure, the person must give written notice of the incident to the responsible road authority within the prescribed period of the incident occurring [clause 115(1) of the Road Management Act].

3.3.3 Council Permits

When a member of the public or organisation proposes to undertake activities within the road reserve a permit is required from Council depending on the nature and type of activity to be performed (e.g. road opening, street occupation, vehicle crossing, asset protection, crane permit) that may in any way impede access by the public or interfere with road infrastructure.

Council will establish a Permit Management System and associated monitoring systems to effectively manage these activities are undertaken in a manner that it is safe for the public

3.3.4 Obligation to Maintain and Keep Safe

In relation to provision of access to the road reserve from adjoining properties, there are several assets within the road reserve that council does not have an obligation to maintain. These include:

(1) **Vehicle Crossovers (driveways)**: This is the crossing which provides access from the road to the property boundary. Whilst vehicle crossovers are considered private property, and therefore

any damage to them is the responsibility of the property owner, the footpath traversing the crossover is Council's responsibility to inspect and maintain **Nature strips & infill areas within urban areas** which are those residual areas between the edge of the road or back of the kerb and the property boundary not occupied by the footpath and private road crossings. These are normally sown to grass with responsibility for maintenance of the grass generally being left to the property owner. Street trees however are controlled by Council.

(2) **Single property stormwater drains** that are constructed within the reserve from the property boundary to a discharge outlet in the kerb or into the drain. They are there to benefit the property and as such are the responsibility of the owner of the property being served to maintain.

Bike Paths / Shared Pathways – Paths and Bike paths are included from the Road Management Plan and managed through other processes.

Regardless of its maintenance obligations, Council has a duty of care to ensure that these assets are in a safe condition for the public in general and may serve a notice on the property owner to have defects repaired. They will be inspected as part of Council's formal inspection process.

4 Register of Municipal Public Roads

4.1 Public Road Register

Council has a register of public roads to record the details of the public roads, and ancillary areas, for which it is responsible. The register of public roads is available for inspection by the public at the Town Hall from Council's Customer Service team.

Physically, the Municipal Public Road Register is stored on Council's Road Asset Information System, the SMEC Pavement Management System. It also records information such as the type, capacity, condition, configuration and quantity of road assets for which it is responsible, together with a history of the assets including any additions, deletions and changes to those assets.

A separate database records details of the valuation of infrastructure assets (e.g. replacement value, depreciation) in accordance with relevant accounting standards.

4.2 Municipal Road Map

The **Municipal Road Map** is an integral component of the Road Register as it provides the visual location of where the road lies within the municipality. It is located in the MAPINFO Geographic Information System and also available for inspection by the public from Council's Customer Service team. Road and Footpath hierarchies are indicated by versions of the Municipal Road Map.

4.3 Maintenance Demarcation Agreements (Dual Responsibility)

Where there are maintenance demarcation agreements defining limits of responsibility on municipal roads between the City of Maribyrnong and other Road Authorities or any private organisation, the schedule of roads affected will be listed in the Road Register.

Details of these agreements are set out in the Road Register. At the present time, formal agreements have been entered into with the following:

- Brimbank City Council

Where no existing Demarcation Agreement exists e.g. Hobson's Bay City Council, the responsibility is defined by the declared municipal boundary.

4.4 Non-Council Assets

Non-council assets on the road reserve (e.g. rail crossings, telecommunications structures, street lighting, etc) will be identified in the Road Management Act 2004 Code of Practice – Management of Road and Utility Infrastructure in Road Reserves.

Private roads and paths, and roads for which Council is not the responsible road authority not included in this Road Management Plan.

4.5 Updating the Road Register

Updating the Municipal Public Road Register will be effected in the following manner within 30 days of notification of any changes:

(a) The necessary amendment will be made to the asset database from which the Register is derived.
(b) Each hard-copy of the Register available from Council's Customer Service team will have a loose leaf insertion applied to it for the balance of the year showing any changes made during the year.
(c) Annually a new hard-copy will be provided to each Customer Service team.

5 Management of Maribyrnong's Road Assets

5.1 Asset Hierarchies – Road Network

All roads and footpaths within the municipal road network are classified according to a hierarchy that takes into account their specific function, types of users and user numbers.

Elements that affect driver safety, e.g. pavements, bridges, traffic islands, signs etc have their hierarchies based on vehicular traffic. Elements that affect pedestrian safety have their hierarchy based on pedestrian traffic.

The hierarchy classification is used to assist in prioritising works programs and also intervention responses to remedy defects.

Road Hierarchy:

Category	Function Description
Category 5 **Main Roads & Highways**	• These carry the heaviest volumes of traffic including commercial vehicles and provide the principal routes for traffic flows in and around the municipality. • They are a VicRoads responsibility for maintenance of the road pavement, surface and kerb and channel, not Council's.
Category 4 **Main Distributor**	• As for the above, these carry heavy volumes of traffic including commercial vehicles and also provide the principle routes for traffic flows in and around the municipality. • Supplement VicRoads road system within a Local Traffic Area. • Connector between Category 5 roads & lower order streets. • Caters for, but may restrain, Service & Heavy Vehicles. • Provides access to significant Public Services.
Category 4 **Trunk Collector**	• Carry significant volumes of traffic and provide access by linking residential areas to the arterial roads. They also provide links between the various collector roads. • Limited through traffic (not promoted or encouraged).
Category 3 **Collector Street**	• Carry moderate volumes of traffic and provide a connection between Local Roads and the Distributor Road network. These are residential streets. • Collects traffic from lower order roads. • Very limited through traffic.
Category 3 **Access Street**	• Generally, short distance travel to higher level roads, access for one or more Access Places.
Category 2 **Access Place** (short length Courts & Cul-de-Sacs)	• Carry only local traffic. Their primary function is to provide access to private properties.
Category 2 **Lane - Residential 'A'** (generally 5 metres & above in width)	• Perform a very minimal function as local access roads. • A side or rear entry lane principally providing access to parking for lots with another street frontage.
Category 2 **Lane - Commercial**	• Primarily for delivery to commercial properties.
Category 1 **Lane - Residential 'B'** (generally only 3 metres in width)	• Perform a very minimal function as local access roads. • A side or rear entry lane principally providing access to parking for lots with another street frontage.
Category 1 **Lane – Drainage**	• Provides open drainage (bluestone or concrete).
Private Roads & Laneways	• IN PRIVATE OWNERSHIP THEREFORE THEY ARE NOT A COUNCIL RESPONSIBILITY.

Footpath Hierarchy:

Footpaths, because of their differing user focus, are given a different hierarchy to roads. Again, the hierarchy has been determined based on function, types of users and user numbers.

Category	Function Description
Category 5 **Footscray Business District (FBD) and Yarraville Shopping Precincts,**	Very heavily pedestrianised shopping areas. These areas to be clearly identified by precinct maps in the Municipal Road Management Plan. **Highest Usage Category**
Category 4 **Defined Shopping Strips**	Areas included are to be clearly identified by maps in the Municipal Road Management Plan. It includes multi-shop shopping strips such as shopping centres, etc.
Category 3 **Specific Pedestrian Generators**	Accesses within a full street block length of schools, hospitals, community and children's centres, senior citizens centres & railway stations.
Category 2 **Other Areas**	Residential, commercial & industrial areas.
Category 1 **Partially Formed Path (Informal)**	These paths would include partially formed paths & tracks that are known to be regularly used by pedestrians. **Lowest Usage Category**

5.2 Customer Service Request System and Procedures

5.2.1 Supporting Systems and Processes

The Operations Unit undertakes its maintenance responsibilities on the local road network in accordance with the processes and procedures adopted by Council.

Customer Service Request System

The Maribyrnong City Council's Customer Service Request System (CSRS) is a computerised request tracking system used to monitor and report on customer requests and complaints to ensure that requests are actioned in accordance with required standards.

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

These service standards are identified in advance against each type of enquiry that might be received including whether it is considered urgent or not. For example, a broken pit lid notification identifies standard rules that would apply to action this type of request, including:

- The Action Officer;
- 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 either through email, or via database views. 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.

Maintenance Responsiveness and Performance Targets

The Customer Service Request System enables response times to be monitored to assess performance. This covers response times both for inspections and subsequent action.

The system records details of requests including receipt date and action date.

It should be noted that 'actioning' a request doesn't necessarily mean that the request has been fulfilled but simply that appropriate action has taken place.

Appropriate action may mean that an asset defect, such as a damaged footpath has been inspected and:

- repairs are straight-forward and have been implemented as soon as a work crew is available - the appropriate action in this case is when the repair work has been completed; or
- repairs are significant and need to be undertaken on a special works program along with a number of similar works and the site has been made safe until such time as repairs are undertaken - the appropriate action is when the repair work has been listed on the future works program not when it has been completed; or
- the defect was found not to warrant any remedial action at that stage as it was below specified intervention levels - the appropriate action in this case is when the decision is made that no repair work is warranted.

Whatever the response, it is noted against the original request

5.3 Consultation Process

There are two key aspects to community input and the associated consultation process. One relates to the general level of service that the Council provides the community in relation to road maintenance activities while the other is more localised and relates to specific capital works (street upgrade, etc).

The general level of service consultation for the Road Management Plan was carried out in conjunction with the Service Reviews and Annual Community Surveys for the Infrastructure Planning and Construction Service and the Road Maintenance Service in 2004. Since that time no objections or queries relating to the Road Management Plan have been received by Council.

As part of the review of service levels for this Plan extensive consultation was held with Council officers involved in the implementation of the Plan and other experienced personnel to ensure that the response times adopted were practicable and achievable.

6 Road Renewal and Maintenance Management

As a road authority, Council has a duty of care to road users and the community to maintain all public roads for which it is responsible in a safe condition and to specified maintenance standards. These standards are aimed to meet community expectations having regard to available funds. This could only be achieved through a combination of road infrastructure renewals (capital works program) and maintenance works.

The maintenance management processes for the municipal road network infrastructure within the City of Maribyrnong is a combination of standards, codes, guidelines and data management systems. Key components are outlined as follows:

6.1 Design Standards for Roads

The technical standards of service covering road function, target design and construction parameters are based on the AustRoads Design Standards and as set out in the Road and Footpath Asset Management Plan. Generally the standards for construction, renewal and refurbishment will be based on the existing built standards taking into account the environmental sensitivities of matters such as established street trees and historical features, road safety and traffic management requirements.

It should be noted that where a road is not at the target level the intention is that when it is reconstructed, it will constructed be to the target level wherever practicable.

6.2 Asset Renewals

The Road and Footpath Asset Management Plan covers the general requirements for development of long term asset renewal programs and their funding requirements into the future. It includes the prioritisation process for renewal works.

The annual review of the strategic asset renewal/replacement needs provides the input for the development of the annual capital renewal/replacement works program for consideration with the annual budget.

Long term renewal/replacement programs assist Council to be better able to strategically plan its finances.

6.3 Maintenance Standards

The Maintenance Standards including intervention levels and response times are listed in **Attachment 4 and 5**. These Standards were developed to meet local conditions taking into consideration available funds and the experience of Council officers during the implementation of the Road Management Plan during the last four years.

6.4 Maintenance Levels of Service

Levels of service for maintenance of the road network take into account:

- Outcomes of the community consultation process.
- Industry standards
- The need to provide a road network that is safe for all users
- Available resources for maintenance activities.
- The level of risk determined after inspection.

The following maintenance functions are performed in order to ensure that these service levels are maintained.

(a) **Reactive Maintenance** – carried out as defects arise or are reported.

(b) **Proactive Maintenance** – carried out on a program type basis to prevent the frequency of unexpected defects arising (e.g. unsealed road maintenance, footpath grinding, crack sealing etc.)

(c) **Routine Maintenance** – minor works and essential repairs which are not planned as the exact location and timing of the work is difficult to predict (e.g. pothole patching, signage repairs and cleaning, line marking etc).

(d) **Periodic Maintenance** – cyclic activities of a more expensive nature which can be predicted and planned (e.g. road resurfacing and profiling, kerb and channel reconstruction etc).

(e) **Temporary works** - works undertaken to reduce the risk of an incident until such time as maintenance or repair works can be completed. Response times and measures (e.g. warning signs, flashing lights, and safety barriers) are determined based on a risk assessment by an appropriate Council officer.

(f) **Emergency works** – works required to be undertaken as soon as reasonably practicable to ensure the safety of road users and the public as a result of emergency incidents.

6.5 Inspection Process

Survey and inspection processes are required for competent management of the road network assets. A four-tier inspection regime covering safety, incidents, defects and condition is to be implemented with the introduction of this Road Management Plan. **Attachments 1 & 2** list the inspection requirements in detail and also their frequencies.

At present Council carries out reactive, incident and condition inspections. The new Road Management Act now requires programmed inspections to be undertaken.

Reactive Inspections – These inspections are undertaken following notification to Council by members of the community or council employees while undertaking their normal work duties. Intervention required is based on the plan standards and assessed risk.

Programmed Inspections – determine if the road asset complies with the levels of service as specified in the Road Management Plan. These inspections are carried out based on the frequencies as specified in Attachment 3. Intervention required is based on the plan standards and assessed risk.

Incident Inspections – enables a Site Investigation Report (SIRs) t to be prepared for use in legal proceedings and insurances purpose and the gathering of information for the analysis of the causes of accidents and the planning and implementation of road management and safety measures.

Condition Assessment Inspections - identify deficiencies in the structural integrity of the road infrastructure assets which if untreated, are likely to adversely affect network values. The deficiencies may well impact short-term serviceability as well as the ability of the component to continue to perform for the duration of its intended life span. Currently these inspections are carried out every five years.

6.6 Financial Management

This plan is supported by the budget set each year by Council. Funds are provided for both operating and capital components and budget levels are determined after consideration of various inputs including:

- Level of service requested by the community;
- Condition reports;

- Cost benefit analysis;
- Long Term Financial Plan (LTFP)Annual Adopted Council Budget

Current levels of funding for road maintenance and road improvements have been built using past expenditure results, asset condition needs and the Levels of Service adopted by Council.

Continued monitoring and review of asset condition and customer requests will form the basis of future budget requirements as part of Council's asset and resource planning.

All funding for road construction maintenance is generally from Council sources although government funding may be available from time to time.

6.7 Delegations

The Instrument of Delegation – S6 Members of Staff – Under the Road Management Act 2004 provides for delegation to CEO and Council officers to undertake various functions under the Road Management Act.

6.8 Exceptional Circumstances

Council will make every endeavour to meet all aspects of its Road Management Plan. However in the event of natural disasters and events but not limited to, fires, floods, as well as human factors, but not limited to lack of Council staff or suitably qualified contractors, because of Section 83 of the Victorian Wrongs Act, 1958, as amended, Council reserves the right to suspend compliance with its Plan.

In the event that the Chief Executive Officer of the Council, has to, pursuant to Section 83 of the said Act, consider the limited financial resources of Council and its other conflicting priorities, meaning Council's Plan cannot be met, they 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 Plan are to be suspended.

Once the events beyond the control of Council have abated, or if the events have partly abated, Council's Chief Executive Officer will write to Council's Officer responsible for Council's Plan and inform them which parts of Council's Plan are to be reactivated and when.

6.9 Safety at Worksites

All construction and maintenance work on roads and pathways for which Council is the "road authority" will be undertaken in accordance with the relevant Occupational Health & Safety legislation, Codes of Practice and Council Guidelines.

Supervisory staff shall make sure all road maintenance staff are aware and fully trained to ensure all rectification works comply with the relevant Occupational Health & Safety legislation, Codes of Practice and Council Guidelines.

7 REVIEW

7.1 Audit

A program of auditing, using both internal and external auditors, is undertaken for the purposes of ensuring that all the management systems in place are delivering the levels of service adopted by Council for its road network assets.

7.2 Plan Review

A formal review, in accordance with sections 303 and 304 of the Road Management (General) Regulations 2005, will be conducted every four years in line with Council elections.

7.3 Amendment of Road Management Plan

Unless required as a result of a significant change in the law or by budget allocations for road and footpath maintenance this Road Management Plan will not be amended during the life of the Plan.

Any revision of the Plan would be subject to the consultation and approval processes as detailed in Section 54 of the Act.

8 SUPPORTING DOCUMENTS AND TECHNICAL REFERENCES

The following supporting documents, whilst complimenting the Plan do not form part of this Plan. All supporting documents may change from time to time to reflect changes in Council policy, legislative changes, operational changes, or as a result of audit findings. Supporting documents are not available for inspection.

8.1 Technical References

(i) Road Management Act 2004

(ii) Risk Management Standard, AS/NZS ISO 13000

(iii) MAV Asset Management Improvement STEP Program – Road Asset Management Plan Framework 2003.

(iv) International Infrastructure Management Manual (IIMM) 2002, IPWEA.

(v) VicRoads Risk Management Guidelines.

(vi) Code of Practice for Operational Responsibility for Public Roads, 17 December 2004

(vii) Code of Practice for Road Management Plans, 16 September 2004

(viii) Code of Practice for Management of Infrastructure in Road Reserves, 6 October 2008

(ix) Code of Practice for Worksite Safety - Traffic Management, 22 December 2004

8.2 Council Documents and Procedures

(i) Road and Footpath Asset Management Plan, April 2007

(ii) Relevant Council Engineering Drawings and Standards for Design and Construction

(iii) General Purposes Local Law – 23 December 2005

(iv) Council Plan 2013 - 2017, Annual Action Plan for subsequent years.

9 ATTACHMENTS

Attachment 1 - Inspection Requirements

Attachment 2 - Road Asset Inspection Frequencies

Attachment 3 - Risk Management Approach to Levels of Service

Attachment 4 - Routine Maintenance Intervention Levels & Response Times – Roads

Attachment 5 - Routine Maintenance Intervention Levels & Response Times - Footpaths

Attachment 1 - Inspection Requirements

Inspection Type	Purpose	Inspection Performed by & Reporting Requirements
Reactive/Safety Inspection	▪ Safety inspections are designed to identify all defects likely to create danger or serious inconvenience to users of the network or the wider community. ▪ Safety issues may be detected as the result of: (a) formal programmed defect inspection; or (b) observation followed by notification to council by members of the community or council employees while undertaking their normal work duties with a subsequent safety inspection to be conducted by an appropriate council officer.	▪ Council representative with an appropriate level of knowledge of road maintenance techniques who may then call in a higher level of expertise if necessary. ▪ Recording to identify specific safety defect, time first reported, time inspected & by whom, subsequent action & time of completion.
Incident Inspection	▪ An inspection carried out to comply with the requirements the Road Management Act [Division 5 – Claims Procedure, Clause 116]; ▪ This inspection enables an incident condition report to be prepared for use in legal proceedings and the gathering of information for the analysis of the causes of accidents and the planning and implementation of road management and safety measures.	▪ Council representative with an appropriate level of knowledge of road maintenance knowledge and experience in road construction and maintenance practices. ▪ Formal Incident Report required, as described.
Programmed Inspection	▪ Inspection undertaken in accordance with a formal programmed inspection schedule to determine if the road asset complies with the levels of service as specified in the Road Management Plan; ▪ A record of each street/road is to be completed detailing the name of the inspector, the inspection date, time and street/road name and a description of any defects found that are at the specified intervention levels defined in the Road Management Plan; ▪ In addition, a notation must to be recorded of any street/road inspected where no defect was apparent under the specific rigour of the inspection.	▪ Council representative with an appropriate level of knowledge of road maintenance road maintenance techniques; ▪ A record of the inspection is to be signed by the inspector for placing on council's asset database for reference purposes (NB: this may include insurance or litigation requirements).
Condition Inspection	▪ An inspection specifically to identify deficiencies in the structural integrity of the various components of the road infrastructure assets which if untreated, are likely to adversely affect network values. The deficiencies may well impact short-term serviceability as well as the ability of the component to continue to perform for the duration of its intended life span; ▪ The condition inspection process must also meet the requirements for accounting regulations and asset management; ▪ Regular or periodic assessment, measurement and interpretation of the resulting condition data is required so as to determine the need for any preventive or remedial action then development of relevant programs of rehabilitation or renewal works.	▪ Inspection undertaken under the direction of a qualified engineer or experienced technical officer with extensive knowledge and experience in road construction and maintenance practices; ▪ Specific data to be recorded is determined by requirements of the Road and Footpath Asset Management Plan & the Asset Information System used to assess asset component needs.

Attachment 2 - Road Asset Inspection Frequencies

Asset Group Category		Inspection Interval
Hierarchy	**Sub-Category**	**Programmed**
Road Pavements		
Category 5:	State Highways	VicRoads responsibility
	Main Roads	
Category 4:	Main Distributor	Category 4: 12 months
	Trunk Collector	
Category 3:	Collector Street	Category 3: 12 months
	Local Access Street	
Category 2:	Local Access Place	Category 2: 24 months
	Local Access Lane – Residential 'A'	
	Local Access Lane – Commercial	
Category 1:	Local Access Lane – Residential 'B'	Category 1: 24 months
	Lane – Drainage	
Private	Roads & Laneways	Private responsibility
Footpaths		
Category 5:	FBD & Yarraville Shopping Precincts	6 months
Category 4:	Defined Shopping Strips	6 months
Category 3:	Specific Pedestrian Generators	12 months
Category 2:	Other Areas	24 months
Category 1:	Unconstructed/Informal	No programmed inspection, respond to complaints only
Kerb & Channel		
Category 5:	State Highways and Main roads	VicRoads responsibility
Category 4:	Main Distributors & Trunk Collectors	**Undertaken in conjunction with Footpaths at the same frequency as Footpath Inspection**
Category 3:	Collector & Local Access Streets	
Category 2:	Local Access Places & Res 'A' & Comm. Lanes	
Category 1:	Local Access Lanes Res 'B' & Drainage	
Linemarking		
Category 5:	State Highways and Main Roads at Intersections	12 months
Category 4:	Main Distributors & Trunk Collectors	Category 4: 12 months
Category 3:	Collector & Local Access Streets	Category 3: 12 months
Category 2:	Local Access Places & Res 'A' & Comm. Lanes	Category 2: 24 months
Category 1:	Local Access Lanes Res 'B' & Drainage	Category 1: No longer than 4 years
Signs		
Category 5:	State Highways and Main Roads at Intersections	12 Months
Category 4:	Main Distributors & Trunk Collectors	Category 4: 12 months
Category 3:	Collector & Local Access Streets	Category 3: 12 months
Category 2:	Local Access Places & Res 'A' & Comm. Lanes	Category 2: 24 months
Category 1:	Local Access Lanes Res 'B' & Drainage	Category 1: No longer than 4 years

Attachment 2 – Road Asset Inspection Frequencies (Continued)

Asset Group Category		Inspection Interval
Hierarchy	**Sub-Category**	**Programmed**
Bridges/Major Culverts		
Category 4:	Main Distributors & Trunk Collectors	Category 4: 12 months
Category 3:	Collector & Local Access Streets	Category 3: 12 months
Category 2:	Local Access Places & Res 'A' & Comm. Lanes	Category 2: 24 months
Category 1:	Local Access Lanes Res 'B' & Drainage	Category 1: 24 months

Attachment 3 – Risk Management Approach to Levels of Service

Defect Severity - Roads

The definition of severity for **road defects** includes five levels of severity assigned to all the maintenance activities, each with a score between 1 and 5 as set out in the following table.

The Defect Severity Score for the various maintenance activities on roads is set out in the following table:

Road Defect Severity Score – Table 1

DEFECT SEVERITY SCORE	DESCRIPTION OF DEFECT ACTIVITY
5	Potholes/Pavement Failure, Repair and Replacement of Warning & Regulatory Signs,- except Parking Signs Pavement Debris
4	Linemarking, Tree and Shrub (Damaged/Overgrown), Drainage and Pit Repairs
3	Bridge Defects (non structural), Non-Functional Drains and Damaged Pits
2	Wheel Ruts and Depressions, Kerb & Channel
1	Unsealed Road, Damaged Guardrail and General Road Furniture

- > **40 mm** cracking or raised edge is considered equivalent to a Defect Severity Score 5 for potholes in road pavement
- cracking or raised edge of **25 mm to 40 mm** is considered equivalent to a Defect Severity Score 4 for failed pavement in the road
- cracking or raised edges **> 25 mm** is considered equivalent to a Defect Severity Score 1 being the lowest risk in road pavement

A risk rating score is developed for road asset defects by combining asset hierarchy (1-4) with defect severity score (1-5) to produce a road defect risk rating score which is scored between 1 and 20 calculated from table 2.

Table 2

DEFECT SEVERITY SCORE ►	5	4	3	2	1
ASSET HIERARCHY ▼	ROAD DEFECT RISK RATING SCORE				
4	20	16	12	8	4
3	15	12	9	6	3
2	10	8	6	4	2
1	5	4	3	2	1

Defect Severity - Footpaths

Similarly, the definition of severity score for footpath defects includes three levels of severity as per the Road Management Plan and is scored according to the following methodology:

- Paved areas sunk, cracked, heaved, when lips/edges are > 40 **mm** and/or mounding or depressions are > 40mm under a 1.2 metre straight edge.

  Defect Severity Score 5

- Paved areas sunk, cracked, heaved, when lips (i.e. slope >1:1) are **25 mm to 40mm** and/or mounding or depressions are **25mm to 40 mm** under a 1.2 metre straight edge.

  Defect Severity Score 4

- < 25 **mm** lip/edge.

  Defect Severity Score 1

A risk rating score is developed for footpath asset defects by combining asset hierarchy (1-5) with defect severity score (1, 4 or 5) to produce a footpath defect risk rating score which is scored between 1 and 25. There are only three categories of severity in defects for footpaths as per the Road Management Plan:

Table 3

DEFECT SEVERITY SCORE ►	**5**	**4**	**1**
ASSET HIERARCHY ▼	**FOOTPATH DEFECT RISK RATING SCORE**		
5	**25**	**20**	**5**
4	**20**	**16**	**4**
3	**15**	**12**	**3**
2	**10**	**8**	**2**
1	**5**	**4**	**1**

Asset defects for both roads and footpaths are then defined as either HIGH, MEDIUM or LOW priority according to the following method:

- A risk rating score of 15 or greater is defined as HIGH priority.
- A risk rating score between 8-14 is defined as MEDIUM priority.
- A risk rating score of 7 or less is defined as LOW priority.

Response Times – Roads & Footpaths

Risk Rating	Roads	Footpaths
Emergency Situation	Make Safe 4 hours	Make Safe As soon as reasonably practicable
High	48 Hours	4 Weeks
Medium	2 Weeks	Programmed
Low	Programmed	Programmed

"As soon as possible" is a circumstance / situation when Council is able to mobilise resources to attend to a task taking into account availability of resources, time to the request received (call), situations of emergency. Emergency situations can be mitigated utilising Council's Rapid Response and After Hours Call Service resources

Attachment 4 – Routine Maintenance Intervention Levels & Response Times - Roads

Defect Description	Defect Intervention Level	Response Times
SEALED PAVEMENT		
POTHOLE/PAVEMENT FAILURE Pavement surface patching of potholes or failed areas in traffic lanes using appropriate materials to repair the defect and restore the riding surface to a smooth condition.	**Failure of a pavement resulting in a hole which is > 300 mm diameter and > 100 mm in depth** Potholes or pavement failures that are assessed by Council as being a risk to the public requiring urgent attention.	As soon as reasonably practicable, and within 24 hours.
	Potholes or pavement failure identified through inspections between 50 mm to 100 mm deep with a diameter of 300mm.	High Risk – 48 hours Medium Risk – 2 weeks Low Risk – Programmed
WHEEL RUTS & DEPRESSIONS Application of a levelling course of bituminous materials to depressed or rutted areas of pavement	All defects >80mm depth measured with 1.2m straight-edged transverse, or under a 3m straight-edge longitudinal.	High Risk – 2 weeks Medium Risk – 4 weeks Low Risk - Programmed
PAVEMENT DEBRIS Cleaning of pavement including intersections, kerbs and channels to remove debris which is a danger to traffic or pedestrians or prevents the free drainage of the pavement.	When accumulation of aggregate, dirt or debris becomes a danger to the public requiring urgent attention.	As soon as reasonably practicable, and within 24 hours.
	Accumulation of aggregate, dirt or debris on pavements.	High Risk – 48 hours Medium Risk – 2 weeks Low Risk - Programmed
UNSEALED ROAD		
UNSEALED ROAD Unsealed road surface defects.	Surface defects that are assessed by Council as being a risk to the public requiring urgent attention.	As soon as reasonably practicable, and within 24 hours.

Defect Description	Defect Intervention Level	Response Times
	Normal surface defects identified from inspections twice yearly.	In accordance with routine maintenance inspections twice yearly.

Attachment 4 – Routine Maintenance Intervention Levels and Response Times – Roads (Continued)

Defect Description	Defect Intervention Level	Response Times
ROAD FURNITURE		
REPAIR AND REPLACEMENT OF SIGNS Minor repair, re-erection and cleaning of signs, including supports.	Any sign, support damage or missing sign that is assessed by Council as being a risk to the public requiring urgent attention.	As soon as reasonably practicable and within 24 hours.
Replacement of regulatory and warning and regulatory signs, except parking signs which are worn, damaged or missing.	Straighten or replace sign posts when out of alignment or damaged. Replace if not visible after cleaning. Replace if missing.	High Risk – 2 weeks Medium Risk – 4 weeks Low Risk – Programmed
DAMAGED GUARDRAIL AND GENERAL ROAD FURNITURE Realignment, repair or replacement of isolated guardrail or guard fencing incl terminal sections, posts, rails & cleaning delineators.	Any defective guardrail that is assessed by Council as being a risk to the public requiring urgent attention.	As soon as reasonably practicable and within 24 hours.
	All structurally defective components including posts and hardware.	High Risk – 2 weeks Medium Risk – 4 weeks Low Risk - Programmed
LINEMARKING Repair or replacement of worn or missing line marking.	Any defects considered to warrant attention given consideration to inherent risk, work schedules and major maintenance activities	High Risk – 2 weeks Medium Risk – 4 weeks Low Risk - Programmed
STRUCTURES		
BRIDGE DEFECTS Inspection and minor maintenance of bridge components in accordance with the Bridge Inspection Manual, Part 3 – Bridge Inspection Procedure, Section 2 – Level Routine Maintenance Inspections: (a) Cleaning & clearing of deck, footway, expansion joints, scuppers & downpipes; (b) minor repairs and minor painting including repair of spalled posts and parapets, and repair, tightening and painting of railing.	Clear and clean when any accumulation of material causes interruption or the escape of drainage water or the operation of expansion joints. Other defects as defined in the Bridge Inspection Manual Section 2.6.2 “Site Inspections”	High Risk – 2 weeks Medium Risk – 4 weeks Low Risk – Programmed

Attachment 4 – Routine Maintenance Intervention Levels and Response Times – Roads (Continued)

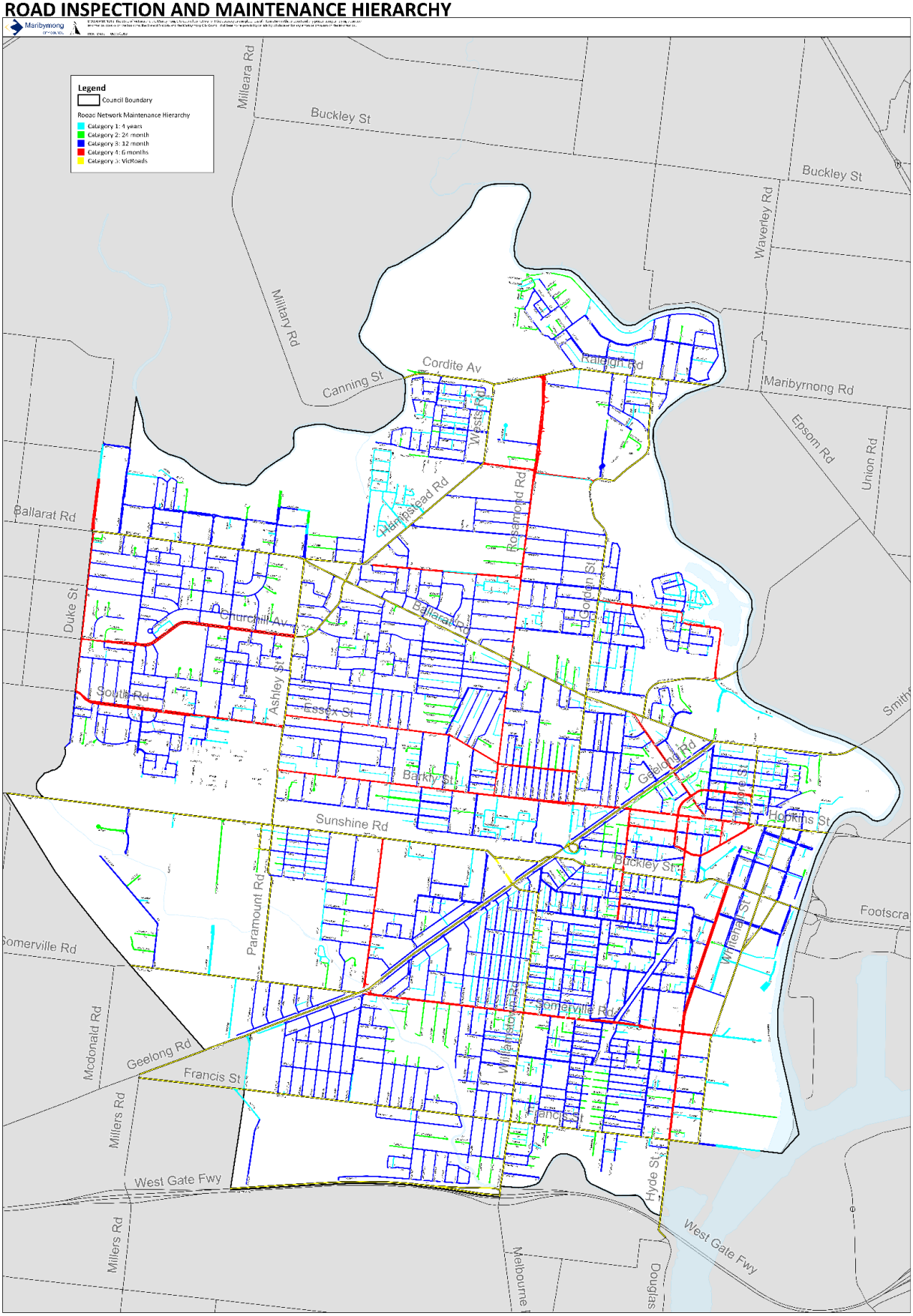
Defect Description	Defect Intervention Level	Response Times
OPERATIONAL SERVICING		
EMERGENCY WORKS AND SERVICES All work arising from emergency incidents including flooding, fires, storms, traffic accidents, etc. to ensure the safety of the public and protection of the asset.	When event is detected or made known.	Respond on-site within As soon as reasonably practicable, and within 24 hours.
STREET LIGHTING AND TRAFFIC SIGNALS Reporting of damage to traffic signals and street lighting.	When damage is detected or made known.	Report • Traffic Signals As soon as reasonably practicable, and within 24 hours. • 2 Business days for reporting Street Lighting issues to the responsible authority or contracted maintenance agency

Attachment 5 - Routine Maintenance Intervention Levels & Response Times – Footpaths

Hierarchy Category	Defect Intervention Levels	Response Time
All Categories 5,4,3,2&1:	Collapsed pavement, drainage pipes & pits or hole in footpath that are assessed by Council to be a risk to the public requiring urgent attention.	As soon as reasonably practicable, and within 24 hours.
Categories 5,4,3&2:	Paved areas sunk, cracked, heaved, when lips/edges are > 25 mm and/or mounding or depressions are > 40mm under a 1.2 metre straight edge.	High Risk – 4 weeks Medium Risk – Programmed Low Risk – Programmed
	Paved areas sunk, cracked, heaved, when lips (i.e. slope >1:1) are 25 to 40 mm and/or mounding or depressions are 25 to 40 mm under a 1.2 metre straight edge.	
	< 25 mm lip/edge.	
	KERB AND CHANNEL Repairs to maintain flow of water and protect road and roadside from scour when the Kerb & Channel creates significant ponding of water, scouring or structural defect requiring attention.	
	NON-FUNCTIONAL DRAINS AND DAMAGED PITS Repair or replacement of damaged pits, surrounds, grates, lids or lintels or blocked drains causing flooding. when it becomes non functional	As soon as reasonably practicable, and within 24 hours.
Category 1: Unconstructed / Informal pathways	Safety issue for users.	If action is necessary, undertake as resources permit.

Attachment 6 – Road Inspection and Maintenance Hierarchy

ROAD INSPECTION AND MAINTENANCE HIERARCHY



Attachment 7 – Footpath Inspection and Maintenance Hierarchy

FOOTPATH INSPECTION AND MAINTENANCE HIERARCHY