



Road Management Plan Review Report

May 2021

Road Management Plan Review – 2021

Manager Construction and Assets, Infrastructure Directorate

The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

1.0 Introduction

Council's current Road Management Plan (RMP) was adopted by Council on 23 August 2018.

Under the *Road Management (General) Regulations 2016 Part 3 - Road Management Plans* - Each incoming municipal council must conduct a review of its RMP during the same period as it is preparing its Council Plan as provided by the *Local Government Act*. Section 90 (3) of the Local Government Act 2020 requires each municipal council to prepare a Council Plan by 31 October in the year following a general election. Section 90 (4) states that the Council Plan adopted under subsection (3) of the Act has effect from July 1 in the year following a general election.

A road authority may amend its RMP in accordance with the regulations.

Under Section 54 of the *Road Management Act 2004*, Council is required to inform the public of its intention to review its RMP by publishing a public notice in local newspapers and the Government Gazette. The public will have 28 days from the first date of publication to inspect Council's RMP and make any written submission. Any submissions received from members of the public will be reviewed and incorporated in a briefing report and revised RMP for consideration by the Council.

This review of Council's RMP has been conducted in accordance with the *Road Management (General) Regulations 2016 - Part 3 Road Management Plans*.

The purpose of the review is to ensure that the standards in relation to, and the priorities given to the inspection, maintenance and repair of the roads and classes of road to which the Council's RMP applies are safe, efficient and appropriate for use by the community served by the Council.

In conclusion, this review has identified a number of recommendations for amendments to the current RMP. These recommendations can be considered as administrative operational amendments as they relate to changes to the response times and definitions of intervention levels in the RMP appendices.

2.0 Review Process and Methodology

The review process involved:

- Internal review meetings of Council officers
- Internal review of Council's resources and funding available to service its obligations under its RMP
- Public consultation for comment on Council's existing RMP
- External consultation on insurance liability from the MAV Insurance Advisor

- Council Officers preparing this Road Management Review Report summarising the findings and conclusions of its review including making recommendations for amendments to the RMP.
- Defining the process for adoption of any amendments to the RMP in accordance with the Road Management Act 2004 and the Road Management (General) Regulations 2016, including Council's delegation of authorisation.

2.1 Review Meetings

Review meetings were held on 13 January, 1 March and 7 May 2021 with the following Council Officers attending all or some of the meetings:

- Manager Construction & Assets
- Executive Manager Operations
- Acting Manager Governance and Risk
- General Manager Infrastructure
- Senior Communications Officer – Office of CEO
- Team Leader Assets
- Assets Technical Officer
- Insurance Officer - Governance and Risk
- Senior Governance Officer – Governance and Risk

3.0 Recommended Changes

The outcomes of the review meetings are the following recommended changes:

Review Meeting 1

Administrative amendments to the document to reflect current changes in legislation where it is referred to and also changes that have been made by Council such as office hours, contact details as listed below:

- 3.1 Section 1.1, Office hours change to 9am to 4.30pm instead of 8.30am to 5pm. Yarrowonga Service Centre Phone Number to change to 5871 9222
- 3.2 Section 4.7.4, Nature Strips, add in words "Road Management Act 2004" after opening paragraph words "Under S. 107"
- 3.3 Section 4.4 Rail, replace "The Rail Safety (Local operations) Act 2006" with "Rail Safety National Law Application Act 2013"

Review Meeting 2

- 3.4 Refer to Appendix One for list of recommended amendments proposed by the MAV Insurance Risk Consultant and the Review Committee's comments of acceptance or non- acceptance.
- 3.5 Throughout the document, where it is referenced the Road Management Act 2004, change to (the Act)
- 3.6 Throughout the document, where it is referenced the Road Management (General) Regulations 2016, change to (the Regulations)

- 3.7 Section 2.3.1 – change wording to read “A program of auditing, using internal auditors who alternate the scope of their annual audits to Inspection compliance and Response Times following inspections. Also another audit using external auditors is undertaken every 4 years for the purpose of ensuring that all the management systems in place are delivering the levels of services adopted by Council for its road network assets.”
- 3.8 Section 4.2 – add in “Codes of Practice under the Road Management Act: Vicroads.
- 3.9 Section 4.7.1 – Add second and third sentence to first paragraph to read as “Should Council be made aware of a defect within the area of a vehicle cross-over, Council will inform the property owner in writing of such defect and to inform/remind the property owner of their legal obligation to address and remedy the said defect. Failure to comply following issuance of the defect notice may result in the Property Owner issued with a penalty or Council may arrange to carry out such works as are necessary to ensure compliance with such notice, and all costs incurred shall be at the expense of the person on whom the notice was served. Refer 10.5 – Community Safety and Environment Local Law 2013 (No.1 of 2013).”
- 3.10 Section 4.7.1 – add new paragraph at end of section to read as “Appendix 5 illustrates the layout of a typical vehicle cross-over showing the areas of responsibility of the road authority and that of the Property Owner”.
- 3.11 Section 5.1.1 – Add new opening paragraph “Council has developed an asset management inspection & defect assessment methodology document that meets the requirements of the Act, whilst accounting for the limited available funds Councils have to maintain extensive asset bases.”
- 3.12 Section 5.1.1 – Add the following 4 paragraphs after the heading “Details of Mode 1 Inspections are included in Appendix 2
- All inspections (regardless of whether a defect is identified or not) are recorded in Council’s asset management system and include the inspectors name, the inspection date and organization who conducted the inspection. All defects recorded include GPS location data or changes or both and are available for visual reference on Council’s GIS mapping system.
- Road inspections are carried out using experienced internal staff or external organisations driving a registered motor vehicle within permitted speed limits and using current technology devices to allow visual recording of identified defects, GPS location points of reference and all inspectors’ details.
- Footpath & pathway’s, kerb & channel, drainage and bridge inspections are carried out by experienced internal staff or external organisations and are typically performed using a push bike, tricycle, quad bike or walking using current technology devices to allow visual recording of identified defects, GPS location points of reference and all inspectors’ details.
- Any defects identified on non-Council Infrastructure assets such as utility companies (e.g. Telstra, Water, Electricity, Gas) are recorded in Council’s Asset Management System and details of defects are forwarded to the responsible company by Council’s Operations Department for them to undertake repairs or replacements as required. These utility companies typically have their own rectification timelines and Council takes no responsibility if these companies fail to undertake adequate repairs within a

timely manner. Council will however, make the area as safe as is possible to prevent or minimize the extent of injury to the general public whilst awaiting rectification works by the utility companies.

- 3.13 Section 6 – Throughout the section where it references Appendix 3, change to Appendix 3a and 3b.
- 3.14 Section 6 – Amend 3rd paragraph to read - All defects identified and confirmed as defects where urgent or immediate action is required are recorded in Council's Asset Management Database – Conquest and given a defect rating of five (5) meaning extreme. A works action is created in Conquest and remains open until works have been completed and the action is closed. The times in which these defects should be repaired or warning signs erected to make the area safe are also described in Appendix 3a and 3b. Once the defect area has been made safe the defect rating may be lowered until the defect repair has been completed and the works action is closed.
- 3.15 Section 7 – change heading to read as “Exceptional Circumstances – “Force Majeure”
- 3.16 Section 7 – Amend first paragraph to include events such as pandemics and Government Interventions.
- 3.17 Section 7 – Add in a new third paragraph
“Council statements to inform residents about the suspension or reduction of the services under the RMP due to the ‘exceptional circumstances’ will include reference to how the work that will be done has been prioritized, and the estimated period for which it is likely to be affected.”
- 3.18 Section 8 – Add in “Appendix 5 – Typical Vehicle Cross-Over”

Appendix 2 – Details of Mode 1 Inspections

- 3.19 Definition for purpose of inspections for Bridge and Major Culvert Assets is further clarified to check for immediate safety of the road for road users and identifying works that can be scheduled as routine works at a later date.

Appendix 2 – Asset Type

- 3.20 Bridges & Major Culverts – Add wording
(The primary reasons for conducting Level 1 (mode 1) inspections are:
To check the general serviceability of the structure for obvious signs of defects which might affect the immediate safety of road users.
To identify maintenance items that require immediate action and/or to schedule routine maintenance for completion at a later date.

Appendix 3a – Response Times Roads & Road Related Assets

- 3.21 It was found the defects and response times for Item 1.4 – Deformation greater than 100mm required further clarification as the response times could be viewed as being unreasonable or inconsistent with other neighbouring Councils RMPs.
- 3.22 For Item 6 – Bridges and Major Culverts required further clarification in scope of items to be inspected and two new paragraphs added at bottom of the Table

3.23 For Item 1.4 – Sealed Pavement

Change description to (measured with 1.2m straight edge traverse, or under a 3m straight edge longitudinal). Response times for transverse deformation shall be 3 months for all road categories. Response time for longitudinal deformations shall remain at 12 months.

3.24 For Item 6 – Structures – Bridges & Major Culverts - Added new descriptions as follows

3.24.1 6.1 Dirt or vegetation impacting on correct operation or structural integrity - Clear and clean when any accumulation of material causes interruption to the escape of drainage water, or the operation of expansion joints

3.24.2 6.2 Running or wearing surface - Repair of bridge deck or road surface causing an extreme risk hazard to road users.

3.24.3 6.3 Stream Maintenance - Clearing of debris >400mm or logs > 150mm diameter from streams within 10 m of structure.

3.24.4 6.4 Warning Signs and Bridge Furniture - damaged, missing or illegible

3.24.5 6.5 Accident Damage - When damage is considered to cause an extreme risk hazard to road users or to the structural integrity of the bridge.

3.24.6 6.6 Road Approach - When approach or abutment degradation is considered to cause an extreme risk hazard to road users.

3.24.7 6.7 Replace 'Significant' with Extreme and amend timings from 12 months to 3 months

3.25 New paragraphs added at bottom of Table:

The response for each of the hazards described in the above tables shall be to inspect and rectify if possible, or provide appropriate hazard warning to reduce level of risk.

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 the above table, Council shall implement appropriate hazard warning until the repair can be completed.

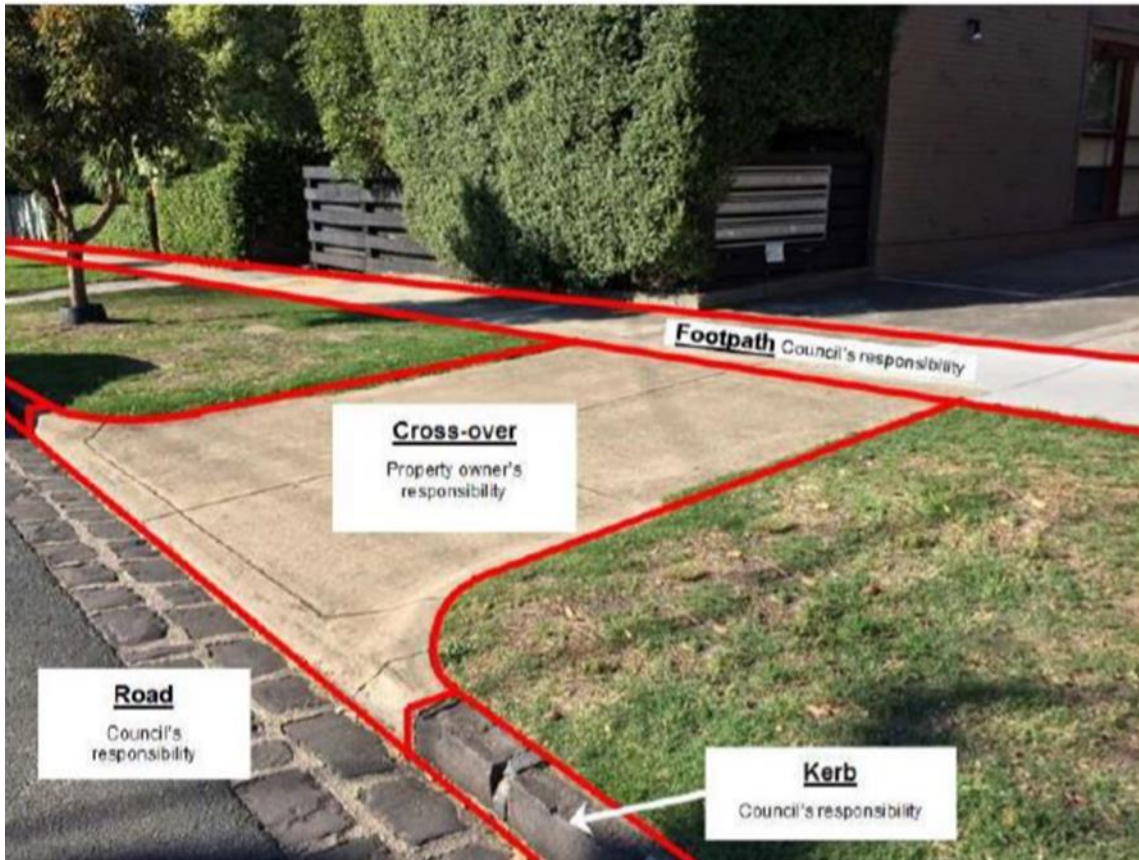
3.26 Appendix 3b – Response Times Pathways

New Paragraphs added at bottom of Table:

The response for each of the hazards described in the above tables shall be to inspect and rectify if possible, or provide appropriate hazard warning to reduce level of risk

3.27 Appendix 5 – Vehicle Cross-Over

Added in diagram and comment as shown below:



*"Roadside" the Road Management Act, specifically states that a road authority does not have a statutory or common law duty to inspect, maintain or repair 'roadside' refer to S.107 of the Road Management Act

Final Review Meeting 3

Appendix 3a – Response Times Roads & Road Related Assets

3.28 For Item 3 Obstructions & Substances in Traffic Lane

Change Description as follows:

3.4 Replace wording "Fallen" with "Tree" and replace "significant" with "extreme"

4.0 Public Consultation Process

Stage 1 – Public Consultation on existing RMP

Under Section 54 of the *Road Management Act 2004*, a public notice is to be placed in local newspapers and the Government Gazette advising Council's intention to review its RMP and that a copy of its current RMP is available for inspection by members of the public. In the public notice, members of the community are invited make a written submission within 28 days from the first date of publication.

Public notices were published in:

- Government Gazette Edition – 28 January 2021
- The Border Mail and Shepparton News – 29 January 2021
- Numurkah Leader, Cobram Courier and Yarrawonga Chronicle newspapers – 3 and 10 February 2021

Closing date for receiving submissions was 5pm Friday 26 February 2021. At the time of closing, 11 submissions were received. A Summary Table of the submissions received including the Review Committee's Response is attached in Appendix Two.

Stage 2 – Public Consultation on Draft Amendments to the RMP

At the Ordinary Council Meeting held on 24 March 2021, Council resolved to accept the draft amendments to the RMP and authorized the Council's CEO to commence the next stage of public consultation in accordance with Regulation 10 of the Road management (General) Regulations 2016.

Public notices were published in:

- Government Gazette Edition No. G13 – 1 April 2021
- Shepparton News – 2 April 2021
- Border Mail – 3rd April 2021
- Numurkah Leader, Cobram Courier and Yarrawonga Chronicle newspapers – 7 April and 14 April 2021

The Public Notice stated that a copy of Council's Draft RMP with proposed amendments and a copy of its Road Management Review Report were available for inspection by members of the public in person at the Council Offices or on Council's Website. The Notice also stated that any person who is aggrieved by the proposed amendments was invited to make a written submission within 28 days from the first date of publication.

Closing date for receiving written submissions was 5pm Friday 30 April 2021. No submissions had been received at the time of closing.

5.0 Summary of Report Conclusions and findings

The conclusions and findings of this report have identified a significant number of recommendations for amendments to the current RMP. A number of these recommendations can be considered as administrative operational amendments as they relate to changes to the frequency of Mode 1 inspections, response times and definitions of intervention levels in the RMP appendices as detailed below:

- Appendix 2 – Details of Inspections
- Appendix 3 – Response Times Roads and Pathways
- Appendix 5 – Vehicle Cross-Over diagram

Other recommended amendments are administrative changes to reflect spelling corrections or where the RMP refers to legislative Acts or Regulations have been either discontinued or updated.

Under Section 41 (1) of the *Road Management Act 2004*, the road authority (Council) may determine the standard to which the road authority will construct, inspect, maintain and repair roadways, pathways, road infrastructure or road related infrastructure.

Under Regulation 10 (1) of the *Road Management (General) Regulations 2016*, if the road authority (Council) proposes to amend a RMP and amendment relates to the determination of a standard of construction, inspection, maintenance or repair under section 41 of the Road Management Act, the road authority must give a notice by publishing a notice in the Government Gazette and in a daily newspaper generally circulating in the area to which the road management will apply. As the proposed amendments do relate to the frequency of Mode 1 inspections, response times and definitions of intervention levels, Council will be required to give notice to the public in accordance with Regulation 10 of the *Road Management (General) Regulations 2016*.

Council at its Ordinary Meeting held on 24 March resolved to accept the draft amendments to the RMP and to commence public consultation advising the proposed amendments to the RMP. Public Notices were first published on 1 April 2021 and the public was given a minimum of 28 days to make a written submission if they felt aggrieved with the proposed amendment. Closing date for receiving written submissions was 5pm 30 April 2021.

No submissions were received at the time of closing. Council Officers had undertaken a final internal review of the proposed amendments as detailed in Section 3 of this Review Report. The final draft version of the proposed amendments to the Council's RMP has incorporated the recommendations of this final internal review by Council Officers.

The internal review recommended a further amendment to the draft RMP to ensure that Council can meet its commitments in its amended RMP taking into consideration of available funds and resources.

The draft RMP amendment, (Version 8 May 2021) is attached in Section 7.0 – Draft Road Management Plan May 2021, Version 8

Recommendation

It is recommended that Council at its next ordinary Council meeting scheduled for 26 May 2021 adopt the final draft amendments to the Council's Road Management Plan Version 8: May 2021, effective as of 27 May 2021.

6.0 Process for adoption of Amendment to the RMP

Following the completion of the review of its RMP, Council as the "road authority" will need to undertake the following steps in order to adopt amendments to its RMP.

Steps required under the *Road Management (General) Regulations 2016* include:

- 6.1 Produce a written report summarising the findings and conclusions of the review as required under Regulation 9 (2)(a)

Note: A copy of the written report and a copy of the draft amendments to the RMP will be presented to the full council for endorsement at the May 2021 Ordinary Council Meeting before proceeding with the remaining steps. Under Council's Instrument of Delegation to Members of Council Staff, only the Council has the power to amend the RMP under Section 54(5) of the *Road Management Act 2004*.

- 6.2 Make the report available for copying or inspection as required under Regulation 9 (2)(b)

- 6.3 Give Notice under Regulation 10 – Procedure for certain amendments to road management plans. The notice includes:
- Stating or describing the purpose and general purport of the proposed amendment;
 - Stating or describing the roads, roadways, pathways, road infrastructure or road related infrastructure or classes of roads, roadways, pathways, road infrastructure or road related infrastructure affected by the proposed amendment;
 - Stating where a copy of the proposed amendment may be obtained or inspected;
 - Stating where any relevant written report produced in accordance with regulation 9(2) may be inspected or obtained. (see steps 1 & 2)
 - Stating that any person who is aggrieved by the proposed amendment may make a submission on the proposed amendment to the road authority (Council) within 28 days after the date on which the notice is published in the Government Gazette.
 - A notice must be published in the Government Gazette and in a daily newspaper generally circulating in the area to which the road management will apply. For this purpose the notice will need to be published in the Border Mail and Shepparton News newspapers as these 2 publications are the only regional daily newspapers that cover this municipality.
- 6.4 Under Regulation 12, the date of effect of the RMP or amendment will take effect on the day after it is made by Council (scheduled for the May Ordinary Council Meeting after Council has completed Steps 1,2 & 3) if no date is specified in the RMP or amendment.
- 6.5 Once Council as the “road authority” has adopted the amendments to its RMP at its Ordinary Council Meeting, Council is required to comply with Regulation 13 – Availability of amendments to road management plans, must give notice by publication of the notice in in the Government Gazette and in a daily newspaper generally circulating in the area to which the road management will apply. For this purpose the notice will need to be published in the Border Mail and Shepparton News newspapers as these 2 publications are the only regional daily newspapers that cover this municipality.



Road Management Plan

May 2021 Version 8

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1 GENERAL

1.1 DISTRIBUTION & AVAILABILITY

The General Manager Infrastructure shall be responsible for:

- Control of this Road Management Plan (RMP)
- Distribution of the RMP, and the
- Control and issue of any amendments

Copies (4) of the RMP shall be held by:

- General Manager Infrastructure,
- Manager Construction and Assets

This RMP is available at the following locations and may be viewed, free of charge, by the public during the hours of 9am to 4.30pm each working day:

Municipal Offices
44 Station Street
Cobram 3643
Phone: 03 5871 9222

Service Centre
100 Belmore Street
Yarrawonga 3630
Phone: 03 5871 9222

The RMP is also available on Council's website at www.moira.vic.gov.au

1.2 AMENDMENT REGISTER

Rev No.	Date	Revision Details	Author
Draft	05/10/2004	Proposed Road Management Plan	Tony Parr
Gazetted	25/11/2004	Gazetted Road Management Plan	Tony Parr
Drafted	21/12/2006	Road Management Plan – Revision 2 (Draft)	Geoff Bolling
CMT	21/03/2007	Road Management Plan – Version 2 Adopted by Council on 16 July 2007 Advertised in Government Gazette on 9 August 2007	Geoff Bolling
Draft	08/05/2009	Revision which commenced on 1 Jan 2009 as required by State Government – Version 4	Geoff Bolling
Council	17/08/2009	Road Management Plan – Version 4 Adopted by Council on 17 August 2009. Advertised in Government Gazette on 3 September 2009	Geoff Bolling
Council	24/06/2013	Road Management Plan – Version 5 Adopted by Council 24/06/2013	Mark Foord
Gazetted	11/07/2013	Gazetted Road Management Plan	Mark Foord
Council	28/06/2017	Road Management Plan – Version 6 Adopted by Council 28/06/2017	Graham Henderson
Council	23/8/2018	Road Management Plan – Version 7 Adopted by Council 23/08/2018	Graham Henderson
Council		Road Management Plan – Version 8 Adopted by Council	Graham Henderson

1.3 DELEGATIONS

The Council and the Chief Executive Officer have delegated the various functions under the *Road Management Act 2004* (the Act) and Road Management (General) Regulations 2016 (the Regulations) to the respective officers of Council detailed in instruments of delegation. This allows Council, through its various members of staff to respond quickly to technical and administrative matters under the Plan.

2 INTRODUCTION

2.1 BACKGROUND

This Road Management Plan (RMP) is a document which describes road and road related infrastructure within road reserves for which Council is responsible. The RMP covers the following assets:

- Bridges (A structure with the primary purpose of carrying a roadway or pathway over an obstacle with a minimum span of 1.8m or a minimum waterway area of 3 m²)
- Major Culverts (A structure with the primary purpose of providing a passageway beneath a road or a path, usually but not necessarily for stormwater, with a minimum span or diameter of 1.8m, or a minimum waterway area of 3 m²)
- Drainage (Pits & Pit Lids, Surrounds & Grates – Not pipes)
- Pathways (Footpath & Shared Pathways – see full definition in appendix 1)
- Kerb & Channel
- Road Pavement
- Road Surface
- Signage (including regulatory & warning signs)

The RMP sets inspection intervals, intervention levels and response times as well as stating management systems which Council will implement to ensure that its responsibilities within the Act are met.

For Council to show that it has satisfied its statutory duty and duty of care to road users, it is required to demonstrate that it has in place a reasonable regime for inspecting and, where required, repairing and maintaining the road network. These aspects of inspection and response are dealt with in Section 5 and are the key components of this RMP.

Implementation and management of the RMP is consistent with Council's various strategic and corporate documents and policies, however, this document is and remains a stand-alone and all-encompassing policy document of the Moira Shire Council (for the inspection, repair and maintenance of public roads, paths and road infrastructure within the municipality of the Moira Shire Council) without recourse to any other policy, practice or procedure of the Council in relation to the performance of its public road, path and road infrastructure management functions.

2.2 PURPOSE

In accordance with Sections 1, 49 and 50 of the Act the purposes of this RMP are:

- To establish a management system for the road management functions of the Council which is based on policy and operational objectives and available resources; and
- To specify the relevant standards in relation to the discharge of duties in the performance of those road management functions.

This RMP details the management system that the Council proposes to implement in the discharge of its duty to inspect, maintain and repair public roads for which the Council is responsible.

2.3 REVIEW OF THIS PLAN

2.3.1 Audit

A program of auditing, using internal auditors who alternate the scope of their annual audits to Inspection compliance and Response Times following inspections. Also another audit using external auditors is undertaken every four years 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.

2.3.2 Plan Review

This RMP will be reviewed in accordance with Regulations 8 and 9 of the Regulations and will be conducted every four years in line with Council elections and by no later than 30 June following an election.

The review will consider the levels of service for road infrastructure on public roads maintained by this Council. Particular attention will be given to managing the demand for asset maintenance with the proposed level of resources made available through the Council budget.

2.3.3 Amendment

In conducting a review of the RMP, Council must ensure that the standards in relation to, and the priorities to be given to, the inspection, maintenance and repair of the roads and classes of road to which the RMP applies are reasonable in accordance with s.103 of the Act.

If the adopted level of service, i.e. tolerable level of defect and/or rectification response time, is not achievable, the level of maintenance effort may need to be varied. The level of service, the anticipated quantity of works and Council's budget and resources would have to be reviewed and a new RMP proposed.

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

3 LISTING OF ROAD INFRASTRUCTURE

3.1 CLASSIFICATION OF INFRASTRUCTURE

Council has adopted a hierarchy which provides for the classification of assets of a similar nature. The objective of a classification is to group assets based on factors including, but not limited to:

- Type and volume of use
- Standards of construction and maintenance

Details of Council's road hierarchy are included in Appendix 1.

3.2 ASSET REGISTERS

Council maintains asset registers of roads, roadways, pathways, road infrastructure or road related infrastructure for which Council is the responsible road authority.

3.2.1 Register of Public Roads

The Act places a mandatory requirement that a road authority keeps a register of public roads. The purpose of the Road Register (the Register) is to list those road assets which will be maintained by Council in accordance with this RMP. The Act provides guidance as to what must be included in the Register, which includes:

- Road name
- Date the road became a public road (if after 1 July 2004)
- Date the road ceases to be a public road
- Classification, if any
- Reference to any plan or instrument that fixes or varies the boundaries of the public road (if made after 1 July 2004,
- Any ancillary areas
- Reference to any arrangement under which management functions is transferred to or from another road authority
- Any matter required to be included by the relevant Road Minister under section 22 of the Act

The roads on the Register of Public Roads are those municipal roads that Council is responsible for and which Council considers are required for general public use.

Council's Register is held as a database. A copy of the Register is available for public viewing at the Municipal Offices. The mandatory information to be kept is listed in Schedule 1 of the Act and includes:

A hard copy record of the location of road assets is kept in the Road Names Folder. The Register is available to the public for inspection at no charge at the Municipal Offices located at 44 Station Street, Cobram, during normal business hours.

3.2.2 Bridges & Major Culverts Asset Register

This register lists all bridges and major culverts for which Council is the responsible road authority. The register is held as a database and includes the following information:

- Age
- Description of type
- Dimensions
- Location
- Name
- Stream Name
- Tonnage

3.2.3 Pathways Asset Register

This register lists pathways for which Council is the responsible road authority. The register is held as a database and includes the following information:

- Description of type
- Dimension
- Location
- Side of road

3.2.4 Car Parks Asset Register

This register lists both on and off street car parks (not including private off-street car parks) that are maintained by this Council. Maintenance requirements for car park pavements, drains, signs and line markings are the same as Residential Access Roads as described in this RMP.

4 DEMARCATION OF RESPONSIBILITY

4.1 BORDERING MUNICIPALITIES

In the instance of boundary roads with other municipalities the responsibility is allocated according to an agreement between municipalities. The agreement allocates routine maintenance responsibility split on an equitable cost basis. Capital works and reseals costs are shared equitably by both municipalities. The Moira Shire Council borders:

- Campaspe Shire to the west
- Greater Shepparton City Council to the south
- Benalla Rural City Council to the south-east
- Rural City of Wangaratta to the east
- Indigo Shire to the north-east

4.2 ARTERIAL ROADS

For arterial urban roads VicRoads is the Coordinating Road Authority. Hard copy sketches of the line of demarcation between Council and VicRoads have been

developed and can be viewed in the Act – Code of Practice

– Operational Responsibility for Public Roads [Codes of practice under the Road Management Act VicRoads](#).

A State Road may be a Freeway, a Declared Arterial Road or a Non-Declared Arterial State Road.

Highways in the Moira Shire are:

- Murray Valley Highway; and
- Goulburn Valley Highway

Declared Arterial Roads in the Moira Shire are:

Official Name	Local Name
Barmah-Shepparton Road	Murray Street
Barooga Road	Broadway Street & Mookarii Street
Benalla-Tocumwal Road	Beek Street
Benalla-Yarrawonga Road	Belmore Street & Burley Road
Cobram South Road	Cobram South Road
Cobram-Koonoomoo Road	Cobram-Koonoomoo Road
Katamatite-Nathalia Road	Katamatite-Nathalia Road
Katamatite-Yarrawonga Road	Katamatite-Yarrawonga Road
Katamatite-Shepparton Road	Katamatite-Shepparton Road
Tungamah Main Road	Middleton Street
Wangaratta-Yarrawonga Road	Wangaratta-Yarrawonga Road

In the rural areas, VicRoads is responsible for the full width of the road reserve, from property line to property line.

4.3 CROWN LAND

A number of roads are located on crown land managed by the Department of Environment Land Water and Planning (DELWP) and Parks Victoria. Where these roads do not service a Council asset or ratepayer, the road may be the responsibility of the relevant Department. In some instances, a road may pass through the crown land and Council may remain the responsible authority, if the road is on the road register.

4.4 RAIL

The relevant rail authority is responsible for the maintenance of the road and infrastructure in the immediate vicinity of a rail crossing and some bridge structures. *The Rail Safety National Law Application Act 2013* requires Safety Interface Agreements which fully detail the areas of responsibility.

4.5 UTILITY SERVICES

The relevant service provider including water, gas, sewer, phone or power is responsible for the maintenance of its infrastructure located within the road reserve.

4.6 PRIVATE STREETS

A private street may have been created from the subdivision of private land. Where the street has been constructed to Council's requirements and approved, the street shall be maintained in accordance with this RMP, when it is transferred to the roads register subject to Council either declaring the road or street to be a public highway under section 204(1) of the *Local Government Act 1989* or forming the view that the road is reasonably required for general public use.

4.7 OWNER RESPONSIBILITIES

4.7.1 Vehicle Crossings

The Act provides that a road authority is not liable for private vehicle crossings (driveways) and pathways on road reserves that provide access to land adjoining a road, this responsibility being with the adjoining landowner. Should Council be made aware of a defect within the area of a vehicle cross-over, Council will inform the property owner in writing of such defect and to inform/remind the property owner of their legal obligation to address and remedy the said defect. Failure to comply following issuance of the defect notice may result in the Property Owner issued with a penalty or Council may arrange to carry out such works as are necessary to ensure compliance with such notice, and all costs incurred shall be at the expense of the person on whom the notice was served. Refer 10.5 – Community Safety and Environment Local Law 2013 (No.1 of 2013).

Vehicle crossings must comply with Moira Shire Council's specifications and are subject to the requirements of the *Local Government Act 1989* and Council's Local Laws

Proposed new or altered cross overs to properties adjoining Arterial Roads require a Planning Permit under the *Planning and Environment Act 1987* before any works can commence.

Appendix 5 illustrates the layout of a typical vehicle cross-over showing the areas of responsibility of the road authority and that of the Property Owner.

4.7.2 Overhanging Vegetation

Council has an obligation to ensure a reasonable clearance envelope above pathways, shared pathways and trafficable lanes on roadways it is responsible for. A landowner has a responsibility to keep vegetation growing on their property from encroaching onto pathways, shared pathways and trafficable lanes on roadways. Under the provisions of Council's Local Laws Council may direct the landowner to trim overhanging branches.

4.7.3 Obstructing Pathways and Roads

Council's Community Safety and Environment Local Law 2013 Local law No.1 of 2013 states it is the responsibility of landowners to keep pathways and roads clear of obstructions, including circumstances relating to:

- Tables, chairs, shop displays and signs on pathways in commercial areas (refer to the Footpath Trading Guidelines available on the Moira Shire Council's website at www.moira.vic.gov.au)
- Obstructions on nature strips, and
- Weeds affecting visibility

4.7.4 Nature Strips

Under s.107 of the Act 2004, Council has no statutory or common law duty to inspect, maintain or repair roadside. The Act describes "roadside" as:

"...any land that is within the boundaries of a road (other than the shoulders of the road) which is not a roadway or a pathway and includes the land on which any vehicle crossing or pathway which connects from a roadway or pathway on a road to other land has been constructed;

Example

Any nature strip, forest, bushland, grassland or landscaped area within the road reserve would be roadside."

Historically the landowner has undertaken mowing and upkeep as a part of the presentation of their property.

4.7.5 Consent to Perform Works in Road Reserve

In general, any person considering performing works in road reserves must obtain consent from the Coordinating Road Authority unless they are exempted under the *Road Management (Works & Infrastructure) Regulations 2015*. Advice and application forms based on the Act and are available from the Council offices for work on Council roads.

4.8 ACCESS CONTROL

Under the provisions of the Act a road authority may make a decision concerning access onto a public road in relation to:

- Location
- Restrictions of use
- Conditions, and
- Works

VicRoads may specify requirements for highways and main roads and Council for local roads.

Under the Planning Permit process, Council may impose conditions on a permit for the use or development of land in relation to:

- Stock Crossings
- Vehicle crossings
- Driveway dimensions
- Turning lanes, and
- School bus stopping areas

5 STANDARDS FOR INSPECTION

5.1 INSPECTIONS

5.1.1 General

Council has developed an asset management inspection & defect assessment methodology document that meets the requirements of the Act, whilst accounting for the limited available funds Councils have to maintain extensive asset bases.

The main reasons for the inspection of road and road related infrastructure are:

- To identify defects that exceed stated intervention levels and act to minimise the risk of injury to the asset users; and
- To assist with long term infrastructure planning regarding the lifespan of such assets so as to minimise the financial impact to the community of major renewal projects.

The Council and the community collectively identify the defects on roads and road related assets. Inspections are performed in three modes as follows:

- Mode 1 Inspection by works officers (proactive maintenance) as per frequency shown in Appendix 2
- Mode 2 Inspection based on customer complaints or incident reports (reactive maintenance)
- Mode 3 General assessment by assigned officer or by independent team aimed at assisting with long term infrastructure planning regarding the lifespan of such assets (conditions)

It is important to note that Mode 3 inspections are not intended to identify individual defects, this is done through Mode 1 and 2 inspections.

Details of Mode 1 Inspections are included in Appendix 2

All inspections (regardless of whether a defect is identified or not) are recorded in **Council's asset management system and include the inspectors name, the inspection date and organization who conducted the inspection. All defects recorded include GPS location data or changes or both and are available for visual reference on Council's GIS mapping system.**

Road inspections are carried out using experienced internal staff or external organisations driving a registered motor vehicle within permitted speed limits and using current technology devices to allow visual recording of identified defects, GPS location points of reference and all **inspectors' details.**

Footpath & pathways, kerb & channel, drainage and bridge inspections are carried out by experienced internal staff or external organisations and are typically performed using a push bike, tricycle, quad bike or walking using current technology devices to allow visual recording of identified defects, GPS location points of reference and all **inspectors' details.**

Any defects identified on non-Council Infrastructure assets such as utility companies (e.g Telstra, **Water, Electricity, Gas**) are recorded in Council's Asset Management System and details of defects are forwarded to the responsible company by Council's Operations Department for them to undertake repairs or replacements as required. These utility companies typically have their own rectification timelines and Council takes no responsibility if these companies fail to undertake adequate repairs within a timely manner. Council will however, make the area as safe as is possible to prevent or minimize the risk of injury to the general public whilst awaiting rectification works by

the utility companies.

6 STANDARDS FOR MAINTENANCE AND REPAIR

Council has determined standards in relation to the maintenance and repair of roads, pathways and other road infrastructure following the inspection and identification of defects exceeding or approaching agreed intervention levels.

Details of defect descriptions and intervention levels are included in Appendix 2 & Appendix 3a&3b.

All defects identified and confirmed as defects where urgent or immediate action is required **are recorded in Council's Asset Management Database** – Conquest and given a defect rating of five (5) meaning extreme. A works action is created in Conquest and remains open until works have been completed and the action is closed. The times in which these defects should be repaired or warning signs erected to make the area safe are also described in Appendix 3a and 3b. Once the defect area has been made safe the defect rating may be lowered until the defect repair has been completed and the works action is closed.

Defects can be identified via routine asset inspections or via reporting of a potential defect through Council's **Customer Request Management System (CRM)**. A CRM when raised triggers the requirement for an asset inspection to be undertaken.

If the inspection confirms a defect is present, the defect is rated accordingly and programmed for repair works as per the timeframes shown in appendix 3a and 3b or **as documented in Council's Road Asset Management Plan**.

Defects identified as not being extreme (5) may be rated between one (1) and four (4), may have a works action created in Conquest and may be placed on future works programs **within the response timeframes as documented in Council's Road Asset Management Plan** or as resources permit.

If a defect is validated and recorded as having reached or exceeded intervention level criteria as shown in appendix 3a and 3b, either through the Council's mode 1 routine maintenance inspections, or on a mode 2 inspection, Council will take appropriate action to reduce the risk of an incident by means of appropriate warning until the maintenance/repair works are completed.

7 EXCEPTIONAL CIRCUMSTANCES - “FORCE MAJEURE”

Council will make every endeavour to meet all aspects of its RMP. However, in the event of natural disasters and other events including, but not limited to, fires, floods, droughts, pandemics and the like, together with human factors, such as Government interventions, lack of Council staff or suitably qualified contractors, pursuant with section 83 of the *Victorian Wrongs Act 1958*, as amended, Council reserves the right to suspend compliance with its RMP.

In the event that the Chief Executive Officer of the Council has considered the impact of such an event on the limited financial and other resources of the Council and the Council's **other competing priorities and budgetary constraints** (whether or not in conjunction with the Council), and has determined that any standards of the or requirements in the Plan cannot be adequately met, then pursuant to and reliant on the principles set out in Section 83 and otherwise they will write to Council's **officer** in charge of its RMP and inform them that some, or all, of the timeframes and response times are to be suspended.

Council statements to inform residents about the suspension or reduction of the **services under the RMP due to the 'exceptional circumstances'** will include reference to how the work that will be done has been prioritized, and the estimated period for which it is likely to be affected.

Once the events beyond the control of Council have abated, or if the events have partly abated, Council's **CEO 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 the timeframes for each part of the RMP to be reactivated.**

8 APPENDICES

Appendix 1 – Hierarchies

Appendix 2 – Details of Mode 1 Inspections

Appendix 3a – Response Times Following Inspection - Roads & Road Related Assets

Appendix 3b – Response Times Pathways

Appendix 4 - Township CBD High Usage Footpath and Kerb Maps

Appendix 5 - Typical Vehicle Cross-Over

Appendix 1 – Hierarchies

Road Hierarchy

Classification		Function	Accessibility	Surface
Urban	Link	Link between declared roads or industrial centres. Estimated to carry greater than 1,000 Vehicles per day (VPD).	All Weather Access	Gravel or Sealed
	Collector	Connects into residential areas, minor industrial centres or conveys traffic to link or arterial roads. Estimated to carry greater than 500 to less than 1,000 VPD.	All Weather Access	Gravel or Sealed
	Residential Access – (Local Access)	Access to residences or secondary commercial areas. Estimated to carry less than 500 VPD.	All Weather Access	Gravel or Sealed
	Laneway	Access to rear of properties, for property occupiers. Estimated to carry less than 100 VPD.	All Weather Access	Gravel or Sealed
Rural	Link	Link between townships, arterial roads, or industrial centres. Estimated to carry greater than 500 VPD	All Weather Access	Gravel or Sealed
	Collector	Connects between localities and industrial centres or conveys traffic to link or declared roads. Estimated to carry 100 to less than 500 VPD	All Weather Access	Gravel or Sealed
	Residential Access – (Local Access)	Primary access to residences, or roads with significant traffic. Estimated to carry less than 100 VPD	All Weather Access	Gravel or Sealed
	Farm Access & Laneway	Farm Access roads to residences or roads with some traffic but no residences. Estimated to carry less than 100 VPD	Dry Weather Only	Formed using local pavement materials
	Tracks	Other property access, river access, fire access	Dry Weather Only	Unformed or Formed using natural materials

Pathway Hierarchy

Classification	Function
High Usage	Pathways within the CBD areas as shown in appendix 4 in the townships of: <ul style="list-style-type: none"> ● Cobram ● Nathalia ● Numurkah ● Yarrawonga
Low Usage	Pathways that are not located in the high usage areas.

Definition of Pathway under the Act - Under Part 1 – Definitions of the *Road Management Act 2004*, a pathway is defined as:

***pathway** means a footpath, bicycle path or other area constructed or developed by a responsible road authority for use by members of the public other than with a motor vehicle but does not include any path

- (a) Which has not been constructed by a responsible road authority; or
- (b) Which connects to other land;

Examples

A footpath or bicycle path constructed on a road reserve by a responsible road authority for use by the general public would be a pathway.

A foot trodden track over roadside land or a path that connects from a roadway or footpath to privately owned land would not be a pathway.

Appendix 2 – Details of Mode 1 Inspections

Asset Type	Criteria	Frequency
Sealed Roads	<ul style="list-style-type: none"> ◆ Potholing ◆ Crocodile Cracking ◆ Longitudinal Cracking ◆ Major Failures ◆ Pavement deformation ◆ Edge Break ◆ Edge Drop Off ◆ Pavement Markings (Line, Text, Symbol) 	<p>Link Roads – Minimum three times per year</p> <p>Collector Roads – Minimum Twice per year</p> <p>Residential Access Roads – Minimum once per year</p>
Unsealed Roads (link, collector and residential access) - all weather roads	<ul style="list-style-type: none"> ◆ Potholing ◆ Pavement deformities ◆ Major Failures 	<p>Link Roads – Minimum three times per year</p> <p>Collector Roads – Minimum twice per year</p> <p>Residential Access Roads – Minimum once per year</p>
Unsealed Roads (Farm access)	<ul style="list-style-type: none"> ◆ Pavement deformities ◆ Potholing 	Minimum once per year
Sealed Laneway	<ul style="list-style-type: none"> ◆ Potholing ◆ Clearance envelope 	Minimum once per year
Unsealed Laneway	<ul style="list-style-type: none"> ◆ Potholing ◆ Clearance envelope 	Minimum once per year
Regulatory and Warning Sign Inspections	<ul style="list-style-type: none"> ◆ Damaged ◆ Missing ◆ Reflectivity (Night Time Only) 	<p>Daylight Inspections - Minimum once per year</p> <p>Night Inspections - Minimum once per year</p>
<p>Bridges & Major Culverts</p> <p>The primary reasons for conducting Level 1 (mode 1) inspections are:</p> <p>To check the general serviceability of the structure for obvious signs of defects which might affect the immediate safety of road users</p> <p>To identify maintenance items that require immediate action and/or to schedule routine maintenance for completion at a later date.</p>	<ul style="list-style-type: none"> ◆ Dirt or vegetation ◆ Running or Wearing Surface ◆ Stream Maintenance ◆ Warning signs and furniture ◆ Accident Damage ◆ Road approach ◆ Post Flood events 	<p>Level 1 Bridge Inspection - Minimum once per year</p> <p>Also, within six (6) months for Post Flood Events at Level 1 Bridge Inspection</p>
Pathways	<ul style="list-style-type: none"> ◆ Vertical Lips ◆ Undulations ◆ Potholes/Depressions ◆ Displacement ◆ Clearance envelope ◆ Vegetation overgrowth ◆ Cracks & breaks ◆ Edge drop 	<p>Within 13 months of previous inspection for pathways classified as High usage</p> <p>Every two years for pathways classified as Low usage</p>

Kerb & Channel	<ul style="list-style-type: none"> ◆ Broken structure (spalling or displacement) ● Cracks & breaks ◆ Edge drop – Back of Kerb ● Uplift or subsidence 	<p>As per High Use Pathway Inspections</p> <p>As per Low Use pathway inspections for all other Kerb & Channel</p>
Safety Barriers / Guard rails / Guideposts)	<ul style="list-style-type: none"> ● Damaged ● Missing 	Inspected as part of the road - mode 3 inspection type

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Appendix 3a – Response Times Following Inspection - Roads & Road Related Assets

Intervention Thresholds & Repair Response Times - Urban & Rural Areas

Hazard Description & Intervention Thresholds	Link	Collector	Residential Access & Laneways	Farm Access & Laneways & Tracks
1. Sealed Pavement				
1.1 Pothole in traffic lane greater than 300mm diameter and greater than 100mm deep.	2 weeks	2 weeks	3 months	12 months
1.2 Area in traffic lane where the seal is missing or cracked and can be removed by hand. Includes crocodile cracking greater than 3sqm & longitudinal cracking greater than 10m in length	2 weeks	2 weeks	3 months	12 months
1.3 Major Failures greater than 50 sqm.	12 months	12 months	12 months	12 months
1.4 Deformation greater 100mm measured with 1.2m straight edge transverse, or under a 3m straight edge longitudinal.	3 months	3 months	3 months	3 months
	12 months	12 months	12 months	12 months
1.5 Edge break exceeds 150mm laterally over at least a 10m length from the nominal edge of seal.	8 weeks	16 weeks	24 weeks	12 months
1.6 Edge drops onto unsealed shoulder greater than 75mm and greater than 10m in length.	16 weeks	32 weeks	48 weeks	12 months
1.7 Pavement Markings (Line, Text, Symbol) - missing or illegible pavement markings making them substantially ineffective.	12 months	12 months	12 months	12 months
2. Unsealed Roads				
2.1 Pothole in traffic lane greater than 500mm diameter and greater than 150mm deep.	4 weeks	4 weeks	3 months	12 months
2.2 Pavement Deformities (rutting, corrugation).	8 weeks	16 weeks	24 weeks	12 months
2.3 Major Failures (i.e. washout).	12 months	12 months	12 months	12 months

Hazard Description & Intervention Thresholds	Link	Collector	Residential Access & Laneways	Farm Access & Laneways & Tracks
3. Obstruction & Substances in Traffic Lane				
3.1 Washaways, subsidence or other damage to a traffic lane or immediately adjacent to a traffic lane that presents an extreme risk hazard to the travelling public. Initial response to be signage or other treatment to reduce risk	48 hours	48 hours	48 hours	N/A
3.2 Fallen trees, oil spills or stray livestock or other obstructions Initial response to be signage or other treatment to reduce risk if item cannot be immediately removed	48 hours	48 hours	48 hours	N/A
3.3 Materials fallen from vehicles, dead animals, wet clay and other slippery substances, hazardous materials or other obstructions Initial response to be signage or other treatment to reduce risk	48 hours	48 hours	48 hours	N/A
3.4 Tree limbs protruding into the traffic lane or otherwise presenting an extreme risk hazard to the travelling public	48 hours	48 hours	48 hours	N/A
4. Drainage / Kerb				
4.1 Damaged, blocked, missing drainage pit lids, surrounds or grates in or adjacent to traffic lanes Initial response to be signage or other treatment to reduce risk	48 hours	48 hours	1 month	N/A
4.2 Kerb & Channel – Displacement greater than 40mm	6 months	6 months	12 months	N/A
4.3 Kerb & Channel – Missing Back of Kerb greater than 1 metre	6 months	6 months	12 months	N/A
5. Roadside Furniture				
5.1 Safety barriers missing or damaged making them substantially ineffective	3 months	3 months	12 months	12 months
5.2 Regulatory Stop signs & Give way signs missing, damaged or illegible	1 week	1 week	1 week	2 weeks
5.3 Other Regulatory signs missing, damaged or illegible	1 month	1 month	3 months	3 months
5.4 Warning Signs - missing or Illegible	3 months	3 months	12 months	12 months

Hazard Description & Intervention Thresholds	Link	Collector	Residential Access & Laneways	Farm Access & Laneways & Tracks
6. Structures - Bridges & Major Culverts				
6.1 Dirt or vegetation build-up having an extreme impact on correct operation or structural integrity - Clear and clean when any accumulation of material causes interruption to the escape of drainage water, or the operation of expansion joints	48 hours	48 hours	48 hours	12 months
6.2 Running or wearing surface damage - Repair of bridge deck or road surface causing an extreme risk hazard to road users.	48 hours	48 hours	48 hours	12 months
6.3 Stream Maintenance - Clearing of debris >400mm or logs > 150mm diameter from streams within 10 m of structure.	1 week	1 week	1 week	12 months
6.4 Warning Signs and Bridge Furniture – damaged, missing or illegible	3 months	3 months	12 months	12 months
6.5 Accident Damage - When damage is considered to cause an extreme risk hazard to road users or to the structural integrity of the bridge.	48 hours	48 hours	48 hours	12 months
6.6 Road Approach - When approach or abutment degradation is considered to cause an extreme risk hazard to road users.	48 hours	48 hours	48 hours	12 months
6.7 Extreme defects identified from a level 2 inspection which potentially endanger the capacity and stability of the structure. Generally rated condition 4 as per Vic Roads – Roads Structure Inspection Manual	Detailed engineering inspection (Level 3) within 3 months	Detailed engineering inspection (Level 3) within 3 months	Detailed engineering inspection (Level 3) within 3 months	Detailed engineering inspection (Level 3) within 3 months

The response for each of the hazards described in the above tables shall be to inspect and rectify if possible, or provide appropriate hazard warning to reduce level of risk.

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 the above table, Council shall implement appropriate hazard warning until the repair can be completed.

Appendix 3b – Response Times Pathways

Intervention Thresholds & Repair Response Times – Footpaths & Pathways

Hazard Description & Intervention Threshold	Repair Response Time	
	High	Low
1. Pathway surface		
1.1 Surface having a step greater than 25mm	1 month	12 months
1.2 Undulations - Footpath mounds or depressions >100mm under a 1.2m straight edge	1 month	12 months
1.3 Depression/deformation greater than 50mm measured under a 3 metre straight edge on sealed surface	1 month	12 months
1.4 Cracking greater than 25mm wide and greater than 300mm in length	1 month	12 months
1.5 Edge drop greater than 100mm from pathway surface to adjacent ground (excluding kerbs) and greater than 10m in length	1 month	12 months
1.6 Displacement greater than 25mm	1 month	12 months
2. Obstruction & Substances on Pathway		
2.1 Material fallen from a vehicle, wet clay, other slippery substances and hazardous materials on any surface Initial response to be signage or other treatment to reduce risk if item cannot be immediately removed	48 hours	48 hours
2.2 Fallen trees or other obstacles that obstruct traffic Initial response to be signage or other treatment to reduce risk if item cannot be immediately removed	48 hours	48 hours
3. Drainage		
3.1 Damaged or missing pit lids, surrounds and grates within pathway. (Make safe and report to pit owner if not Council's) Initial response to be signage or other treatment to reduce risk if item cannot be immediately removed	48 hours	48 hours
4. Vegetation		
4.1 Vegetation which presents a physical hazard to the public intruding into a clearance envelope between edges of pathway and at 2.5 metre height clearance over pathway	3 months	12 months
5. Pathside furniture		
5.1 Safety barriers or guideposts missing or damaged	3 months	12 months
5.2 Safety signs missing, illegible or damaged	3 months	12 months

The response for each of the hazards described in the above tables shall be to inspect and rectify if possible, or provide appropriate hazard warning to reduce level of risk.

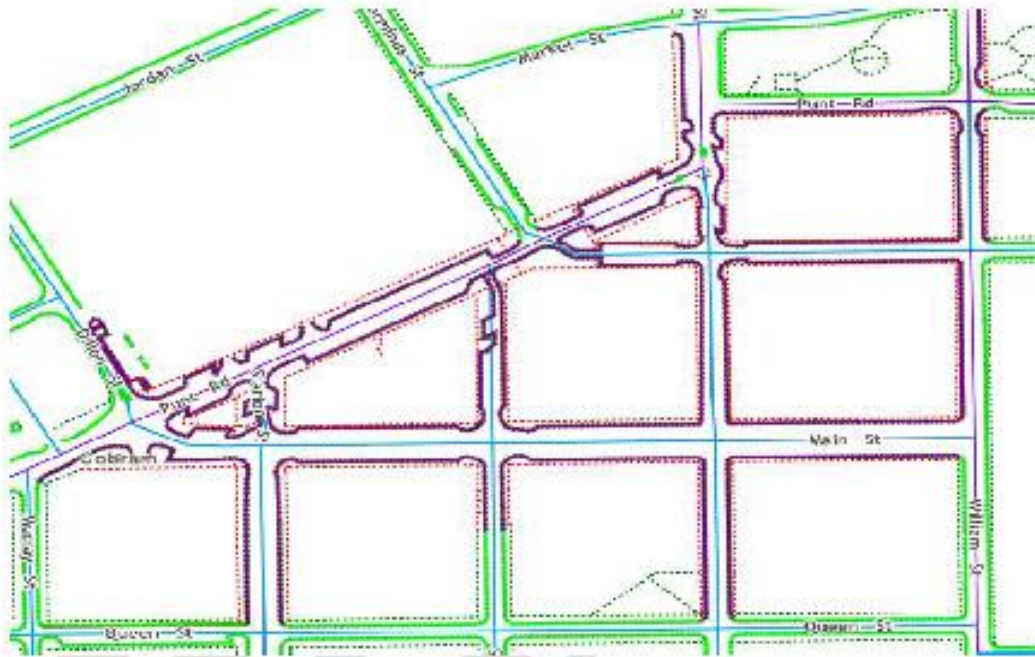
Where, because of the nature of the repair required, level of resources required or workload, it is not possible to rectify within the time shown in the above table, Council shall implement appropriate hazard warning until the repair can be completed

Appendix 4 - Township CBD - High Usage Footpath & Kerb Maps

LEGEND

-  ASSETS
-  FOOTPATHS
-  MOIRA FOOTPATHS USAGE
 -  High
 -  Low
-  KERBCHANNEL:
 -  KERBCHANNEL HIGH USAGE

Cobram



Nathalia



Appendix 5 – Typical Vehicle Cross-Over



*****"Roadside" the Road Management Act, specifically states that a road authority does not have a statutory or common law duty to inspect, maintain or repair "roadside" refer to S.107 of the Act.***

Appendix One - Public Consultation - Summary of Submissions Received

Below is a summary of submissions received during the first round of community consultation in the review of the Road Management Plan. The first round of community consultation closed on 26 February 2021.

	Summary of submission	Review Committee Response
1	Complaint about condition of Campbell Road south of the Murray Valley Highway.	Campbell Road has just been widened between Pullar Rd and Healy Road as part of the blackspot program. The section between the MV Highway and Pullar Road wasn't included in the Blackspot funded works.
2	Complaint about condition of Main street Cobram needing a resurface due to number of seal patch repairs. Also the need to upgrade the GMW channel bridge crossing on Labuan Road south of Allerts Road being only one lane wide.	Council is aware of the condition of Main Street Cobram cause by maintenance to Goulburn Valley Water (GVW) water main. Council could consider resurfacing Main Street once GVW has completed a renewal of their water main.
3	Request for the gravel resheeting of Koonoomoo-Mywee Road due to continuous potholing.	Budget request and outside the purpose of the review for the Road Management Plan.
4	Intersection roads along the Murray Valley Highway from Cobram to Yarrawonga suffering from seal edge breaks and through traffic lanes in Belmore Street Yarrawonga has uneven surfaces.	maintenance for the traffic lanes in Belmore Street, Yarrawonga comes under Regional Roads Victoria's responsibility. Maintenance of intersection bellmouth seals along the Murray Valley Highway also comes under the responsibility of Regional Roads Victoria.

	<p>Summary of submission</p>	<p>Review Committee Response</p>
5	<p>Intersection of Clive Puls Court and Campbell Road, Cobram, residents leaving the court to enter Campbell Road have trouble seeing oncoming traffic due to restricted view due fire services water tank within the grounds of Ottrey Homes and the car park obscuring their vision.</p>	<p>Clive Puls Court is a private road located within the property boundaries of Ottrey Homes, therefore outside Council's responsibility. Suggest that Council Officers bring this matter to the attention of the management for Ottrey Homes.</p>
6	<p>Request to upgrade the pavement surface from gravel to asphalt at the intersection of Cotton Road and Cassidy Road due to potholes regularly occurring.</p>	<p>Both roads are gravel roads and listed as "Collector" roads under Council's Road Hierarchy. Budget request and outside the purpose of the review of the road management plan.</p>
7	<p>Suggested more upgraded pram crossings for wheel chair access and also review of Appendix 2 - Details of Mode 1 inspections to assess camber as criteria for assessing pathways. Finds it difficult to chair a manual wheelchair in a straight line if camber too high.</p>	<p>Upgrading of pram crossings comes under the footpath renewal program. Typical footpath crossfall is 1 in 40 for all new footpaths. Existing footpaths that have steeper grades can be addressed at time of replacement under the renewal program.</p>
8	<p>Complaint about Murray Valley Highway with safety concerns of narrow seal width, gravel shoulders, intersections with Giveway signage should be upgraded to STOP signs.</p>	<p>Complaint forward to Regional Roads Victoria for their response as they are the responsible authority for the highway. Outside the purpose of the review for the Road Management Plan.</p>
9	<p>Widening of heavily used sealed roads that act as a preferred bypass of Yarrawonga. Suggested roads are southern end of Whites Road, full length of Carmichael Road and southern end of McPhails Road.</p> <p>Removal of tree growth in road carriageway across the whole shire. road carriageway getting too narrow due to tree growth in shoulders making it difficult for moving machinery.</p>	<p>Appendix 3a - Items 3.2 and 3.4 only make reference to fallen tree limbs obstructing into the traffic lanes. Ideally, traffic lanes including shoulders should be clear of new growth and have a minimum clearance height of 4.6m (cattle trucks have a height of 4.5m). Widening of road seals is considered a budget request and should go through the budget process.</p>

	Summary of submission	Review Committee Response
	Has requested if he speak to his submission to a Council Briefing.	
10	Request for sealing of Coxon Avenue in Numurkah.	Dust suppressant sealing of Coxon Avenue is included on the list of capital projects being considered by the Council for inclusion in the 21/22 Budget.
11	Change speed sign at the north side of the roundabout at Gilmore Street & McLeod Street Yarrawonga from 60km to 50km.	Request forward to the Traffic Liaison Committee for consideration. Traffic speed change request and outside the purpose of the review of the road management plan.

Appendix Two - MAV Insurance - Summary of Proposed Amendments

NO.	MAV Observation	MAV Recommendations	Council Comments
1.1	<p>Page 6, Section 2.3.1 Audit. The following is specified:</p> <p><i>“A program of auditing, using both internal and external auditors, is in place 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.”</i></p> <p>The Council RMP does not specify the interval timings for the internal and external review.</p> <p>More specifically, no information is provided within the RMP in regards to what approach is taken when/if Non-Compliance issues are identified.</p>	<p>It is recommended that the internal and external audits / reviews of Council's compliance with their RMP's are undertaken at regular intervals and be in addition to the reviews required by the legislation. It is recommended that the process for undertaking the internal audits / reviews is specified within the RMP.</p> <p>Where non-compliance has been identified, Council should ensure such issues are formally documented, responded to and escalated (e.g. senior management and/or the Audit and Risk Committee).</p>	<p>Has been amended to include external audits at 4 year intervals and internal audits at 2 year intervals.</p>
1.2	<p>Page 10, Section 4.7.1 Owner Responsibilities</p> <p>While the description provided here is reasonably accurate, many Councils have chosen to include a diagram of a vehicle crossover to further clarify the demarcation of responsibilities relevant to private crossovers.</p>	<p>Council should consider including a diagram of a crossover and footpath / nature strip area to clearly designate the areas of responsibility.</p> <p>Annexure 1 illustrates the layout of a typical vehicle cross-over showing the areas of responsibility of the road authority and that of the Property Owner.</p>	<p>Diagram now included in Appendix 5 of the Draft Road Management Plan</p>

NO.	MAV Observation	MAV Recommendations	Council Comments
1.3	<p>Page 10, Section 4.7.1 Owner Responsibilities The following is specified:</p> <p>“The Road Management Act 2004 provides that a road authority is not liable for private vehicle crossings (driveways) and pathways on road reserves that provide access to land adjoining a road, this responsibility being with the adjoining landowner.”</p> <p>The RMP does not state the process of informing the landowner if a defect has been found within the area for the landowner in responsible.</p>	<p>Should Council be made aware of a defect within the area of the crossover, it is suggested that the property owner be informed of the identified defect and of their obligation to address it. Naturally, we suggest that such notification be appropriately documented and recorded as evidence of contact.</p> <p>Furthermore, Council may consider implementing a respective Local Law outlining the process implemented should the landowner fail to repair identified defects within the area for which they are responsible. E.g. a number of other Councils have adopted the approach whereby, after a certain timeframe, Council will implement repairs on behalf of the landowner and charge respective costs of repair to the respective landowner.</p>	<p>Section 4.7.1 amended to include reference of communication with the adjoining landowner for identified defects within the area of their driveway crossover.</p>
1.4	<p>Page 12, 5.1.1 General The following is specified:</p> <p>“ Mode 1 Inspection by works officers (proactive maintenance) as per frequency shown in Appendix A”</p> <p>The abovementioned Appendix A does not exist in the Council RMP. Instead, the</p>	<p>Council should ensure the references made to the Appendices in the body of the RMP are correctly stated to avoid confusion or misinterpretation.</p>	<p>Has been corrected.</p>

NO.	MAV Observation	MAV Recommendations	Council Comments
	<p>appendices are referenced with numbers. This section is likely referring to Appendix 3A.</p>		
1.5	<p>Page 12, 5.1.1 General The following is specified:</p> <p><i>“ Mode 1 Inspection by works officers (proactive maintenance) as per frequency shown in Appendix A”</i></p> <p>No details are provided in regards to how such inspections are documented/recorded.</p>	<p>It is recommended that Council briefly state the inspection and documentation process for proactive inspections. For example;</p> <ul style="list-style-type: none"> - Are all proactive inspections documented regardless of whether a defect is identified? - Are the footpath / shared pathway inspections completed in car or on foot? - Ideally, the location of a defect should be linked to a GPS location, a house number, or the chainage for documentation and follow up purposes. 	Now included in methodology
1.6	<p>Inspection Methods</p> <p>No information is provided within the RMP outlining the methodology for conducting inspections (i.e. allocation of responsibilities, skills required, and tools/devices used to confirm compliance, etc.).</p>	<p>Council should consider developing an inspection manual (with reference provided within the RMP), with consideration for the following points:</p> <ul style="list-style-type: none"> - The training requirements of the staff undertaking the inspections: - What will they need to be able to complete the inspections to an 	Methodology of inspections now included

NO.	MAV Observation	MAV Recommendations	Council Comments
		<p>appropriate standard? Measuring tools? Camera? Record system?</p> <ul style="list-style-type: none"> - Photographs of different types of hazards, the circumstances under which photographs are taken and how, and the maintenance outcomes required. - It is strongly recommended that footpath/shared pathway inspections, kerb & channel inspections and drainage inspections should not be done from a moving car. <p>Reference to this inspection manual should ideally be placed on Page 12 Section 5.1. Inspections.</p>	
1.7	<p>Other Asset Owners</p> <p>No details are provided in regards to how other asset owners are notified of any defects identified.</p>	<p>We suggest that when carrying out its inspection programs, Council record any defects associated with another authority's assets (e.g. Telstra, electricity and gas suppliers), and have a procedure in place for notifying the particular authority. These notifications should be recorded as they will become crucial if Council is defending a legal action relating to that defect.</p>	<p>Section 5.1.1 updated to include methodology for notifying other asset owners for defects.</p>

NO.	MAV Observation	MAV Recommendations	Council Comments
		This section should ideally be placed on Page 12, Section 5 Standards for Inspection.	
1.8	<p>Page 12, Section 6 Standards for Maintenance and Repair The following is specified:</p> <p><i>“Details of defect descriptions and Intervention levels are included in Appendix 2 & 3.”</i></p> <p><i>“The times in which these defects should be repaired or warning signs erected to make the area safe are also described in Appendix 3.”</i></p> <p><i>“If the inspection confirms a defect is present, the defect is rated accordingly and programmed for repair works as per the timeframes shown in appendix 3...”</i></p> <p><i>“If a defect is validated and recorded as having reached or exceeded intervention level criteria as shown in appendix 3 either...”</i></p> <p>In the RMP, the Appendix 3 has been split into Appendix 3a and 3b. Not clearly listing the correct reference of the appendices in the body of the document can lead to confusion and misinterpreted information.</p>	It is recommended that Council review the document and ensure all references made to the Appendices are correctly labelled.	Has been corrected

NO.	MAV Observation	MAV Recommendations	Council Comments
1.9	<p>Page 12, Section 6 Standards for Maintenance and Repair The following is specified:</p> <p><i>“Defects identified as not being extreme (5) are rated between one (1) and four (4) have a works action created in Conquest and are placed on future works programs within the response timeframes as documented in Council’s Road Asset Management Plan and or as resources permit.”</i></p> <p>There are no references to “rating” defects extreme (5) or otherwise in this document (likely a remaining section from a previous system used). Rather the RMP has adopted the hierarchy system where defects are measured by their intervention levels (which is recommended).</p>	<p>As the Council is no longer using the “rating system”, it is recommended this be removed from the document to avoid misunderstanding and confusion with the current Council defect management system.</p>	<p>Amendment made</p>
1.10	<p>Page 12, Section 6 Standards for Maintenance and Repair</p> <p>This section of the RMP does not clearly outlines the flow of inspection/maintenance process in relation to the type of inspections conducted (e.g. reactive and proactive inspections).</p>	<p>It is recommended that Council develop a workflow diagram of the defect identification and inspection/maintenance process. The process flow will provide a clear outline of how such reactive/proactive inspections are documented/recorded and/or the type of system utilised based on the defect levels.</p>	<p>Not included</p>
1.11	<p>Page 13, Section 7 <i>“Force Majeure”</i></p>	<p>Although not mandatory, in the interests of keeping documentation in “Plain English”,</p>	<p>“Exceptional Circumstances” added to the heading.</p>

NO.	MAV Observation	MAV Recommendations	Council Comments
		it is recommended that the term “Exceptional Circumstances” be used.	
1.12	<p>Page 13, Section 7 Force Majeure</p> <p>No information on how the stakeholders will be notified of the changes to the RMP.</p>	<p>The Council should consider adding the below to ensure the changes/suspension of the RMP are well-communicated with the stakeholders.</p> <p><i>”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.”</i></p> <p>Additionally, Council should consider including “pandemic” and “government intervention” as specific events which may be a cause of invoking this exceptional circumstances clause and temporarily suspend Road Management Plan related activities.</p>	Amendments made
1.13	<p>Page 18-19, Appendix 3a – Response Times Following Inspection</p> <p>– Roads & Road Related Assets</p> <p>There are a number of defect types with response timeframes that are not reflective of a risk-based approach to allocation of resources (i.e. where defects are repaired in</p>	<p>Council should consider reviewing the timeframes specified for these listed defect types to ensure, where practicable, they are more reflective of a risk-based approach to the allocation of resources (i.e. where defects are repaired in a shorter timeframe according to the</p>	<p>1.3 – Major Failures – no change as works are programmed on an annual basis as part of the annual pavement stabilisation program.</p> <p>1.4 – Deformations – Traverse measured a 1.2m straight edge will now have a response time for repairs at 3 months.</p>

NO.	MAV Observation	MAV Recommendations	Council Comments
	<p>a shorter timeframe according to the hierarchy/usage of the asset on which they're identified), including the following:</p> <ul style="list-style-type: none"> • 1.3 Major Failures greater than 50 sqm (all 12 months) • 1.4 Deformation greater than 100mm under a 3 meter long straight edge (all 12 months) • Pavement Markings (Line, Text, Symbol) – missing or illegible pavement markings making them substantially ineffective (all 12 months) • 2.3 Major Failures (i.e. washout) – all 12 months <p>While this may be reasonable for Emergency/high risk type defects (e.g. Fallen trees), adopting the same response timeframe regardless of the hierarchy/usage of the asset on which they're identified may be used to cast doubt on the reasonableness of Council's adopted response timeframes.</p>	<p>hierarchy/usage of the asset on which they're identified).</p> <p>Council should consider reviewing other Council RMPs as a reference to ensure the standard/wording adopted is reasonably reflective of that typically adopted across the sector.</p>	<p>Longitudinal deformations measured under a 3m straight edge will continue to have a response time for repairs at 12 months as these works are programmed on an annual basis as part of the annual pavement stabilisation program.</p> <p>1.7 –Pavement Markings –no changes proposed for response times as works form part of annual line marking program.</p> <p>2.3 – Major Failures (washouts) – no changes proposed for response times as works form part of annual works program.</p>
1.14	<p>Page 19, Section 5 Roadside Furniture The following is stated:</p> <p><i>“Regulatory Stop signs & Give way signs missing, damaged or illegible”</i></p>	<p>Council should consider using the words “damaged” or “illegible” with a measurable defect intervention level (e.g. 50% sign legend illegible at 150 m under low beam or in daylight).</p>	<p>Words “damaged” or “illegible” added but measurable defect intervention level as suggested not included on the basis of being able to measure accuracy with certainty.</p>

NO.	MAV Observation	MAV Recommendations	Council Comments
	<p><i>“Other Regulatory signs missing, damaged or illegible”</i> <i>“Warning Signs - missing or Illegible”</i></p>		
1.15	<p>Page 19, Section 5 Roadside Furniture The following is stated:</p> <p><i>“Regulatory Stop signs & Give way signs missing, damaged or illegible”</i></p> <p><i>“Other Regulatory signs missing, damaged or illegible”</i> <i>“Warning Signs - missing or Illegible”</i></p>	<p>Council should consider using the words “damaged” or “illegible” with a measurable defect intervention level (e.g. 50% sign legend illegible at 150 m under low beam or in daylight).</p>	<p>Words “damaged” or “illegible” added but measurable defect intervention level as suggested not included on the basis of being able to measure accuracy with certainty</p>