



# West Wimmera Shire Council



## Road Management Plan

2013



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## Amendment Register

<b>ISSUE:</b>	<b>DATE:</b>	<b>DETAILS:</b>	<b>BY:</b>
Version 1	2/12/2004	Approved by Council	D White
Version 2	3/08/2008	Approved by Council	D White
Version 3	17/10/2013	Approved by Council	D White



## 1.0 INTRODUCTION

### 1.1 Executive Summary

The Road Management Plan provides details of council's policies, procedures and responsibilities in relation to the daily management of its roads and associated infrastructure.

It establishes the management systems in place for the local road infrastructure of the West Wimmera Shire Council. This is part of the recommended requirements of the Road Management Act introduced by the Victorian government. The Road Management Act has been introduced to provide a more modern legislative framework that is directly related to effective road management.

The Road Management Act 2004 imposes a legal duty for the Council to construct, inspect, maintain and repair roads to an adequate standard, having regard to the nature of the road and the traffic that uses them. The Act authorises the Council to develop a Road Management Plan that sets out in detail the standards of construction, inspection, repair and maintenance of public roads under their administration.

The Road Management Plan is based on the policy, strategy and available resources of the West Wimmera Shire Council, taking into consideration the community needs and priorities.

For council roads, council would be the controlling road authority for the full road reserve, with utility groups and the road authority being regulated under the Road Management Act as detailed in the Code of practice for Utility Installations in Road Reserves.

The policy and strategy of this plan refers to all Council's assets.

This plan details the roads and associated road assets managed by the council, details the standards that are to be applied to these roads and the intervention levels which determine the time period of maintenance rectification.

The Road Management Act incorporates various stakeholders who have a responsibility under the Act. They are:

- \* Councillors
- \* Council employees
- \* Council contractors
- \* Utilities



- \* Road users: including residents within the shire and those travelling from outside.

Road users have now had obligations placed on them, including duty to drive safely having regard to road, weather and traffic conditions. Details of the obligation and of damage claims are in this plan.

## **1.2 Purpose of a Road Management Plan**

**Section 50 of the Road Management Act states:**

**The purposes of a road management plan are having regard to the principal object of road management and the works and infrastructure management principles—**

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

**Section 39 of the Road Management Act states:**

**Road authority may make a policy or policy decision relating to road management functions**

- (4) A road authority is to be taken to have made a policy or policy decision relating to a road management function if the road authority has made a road management plan that includes provisions relating to the performance of that road management function.

As a result the Road Management Plan may be used in defence of any common law proceedings in relation to the exercise of that road management function.

## **1.3 Contents of a Road Management Plan**

A road management plan should include determinations of standards for the purposes of section 41 of the Act in relation to:

- (a) the inspection, maintenance and repair; and



(b) the prioritisation of inspection, maintenance and repair of roadways, pathways, road infrastructure and road-related infrastructure in respect of the public roads or classes of public roads to which the plan applies.

To these ends, a **road management plan** may contain the following:

- (c) a description of the types of road infrastructure
- (d) a description of the inspections required for different types of road infrastructure;
- (e) the standard or target condition to be achieved in the maintenance and repair of different types of road infrastructure; and
- (f) details of the management system, which is established or is to be established and implemented by the road authority to discharge its duty to inspect, maintain and repair.

For each of the public roads or classes of public roads for which the road authority is the responsible road authority.

In addition, a road management plan may determine standards in respect of any other matter referred to in section 41 of the Act.

## 2 OBLIGATIONS

### 2.0 Council's Legal Obligations

The following Acts, Codes of Practice and regulation are Council's obligations as a road authority:

**Section 52(d) of the Road Management Act requires that the Plan  
"Must include any matters that a relevant Code of Practice specifies"**

#### **Relevant Ministerial Codes of Practice are:**

- \* Operational Responsibilities for Public Roads
- \* Road Management Plans – content
- \* Clearways on Declared Arterial Roads
- \* Management of Infrastructure in Road Reserves
- \* Worksite Safety - Traffic Management

#### **Legislation, regulations and Australian Standards which impact on this plan are:**

- \* Road Management Act, 2004
- \* Transport Act 1983



- \* Road Safety Act 1986 (Amended 2004)
- \* Local Government Act 1989
- \* Council Local laws
- \* Roads to Recovery Act 2000
- \* Subdivisions Act 1988
- \* Disability Discrimination Act 1992
- \* Catchment & Land Protection Act 1994
- \* Flora and Fauna Guarantee Act 1988
- \* Environment Protection & Biodiversity Conservation Act 1999
- \* Trades Practices Act 1974
- \* Building Codes
- \* AS1742.7 Manual of Uniform Traffic Devices 2010

## 2.1 Key Stakeholders

Key Stakeholder groups with an interest in the use or management of municipal public roads include:

- The community in general (for recreation, sport, leisure and business);
- Residents and businesses adjoining the road network;
- Pedestrians;
- Users of a range of miscellaneous smaller, lightweight vehicles such as bicycles, motorised buggies, wheel chairs, prams, etc;
- Commercial users of motorised vehicles such as trucks, buses;
- Primary producers including stock, grain, wine and hobby farms etc;
- Vehicles, cars and motor cyclists;
- Tourists and visitors to the area; and
- Utilities as prescribed in *Section 3* of the Road Management Act.

## 2.2 Road user Obligations

The Road Safety Act has been amended to place obligations on the road users.

**Section 17A of the Road Safety Act refers to this:**

17A. Obligations of road users

- (1) A person who drives a motor vehicle on a road must drive in a safe manner having regard to all the relevant factors, including (without limiting the generality) the:





- (a) physical characteristics of the road;
  - (b) prevailing weather conditions;
  - (c) level of visibility;
  - (d) condition of the motor vehicle;
  - (e) prevailing traffic conditions;
  - (f) relevant road laws and advisory signs;
  - (g) physical and mental condition of the driver.
- (2) A road user other than a person driving a motor vehicle must use a road in a safe manner having regard to all the relevant factors:
- (a) Infrastructure on the road reserve
  - (b) Have regard to 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) A road user must -
- (a) 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;
  - (b) 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;
  - (c) 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.

## **2.3 Limits in Relation to Liability for Property Damages**

Section 110 of the Road Management Act details the liability and extent of claim for property damages.

### **Section 110 - Limits in relation to liability for property damages:**

- (1) For the purposes of the definition of "property damages" (see glossary), "the condition of a road or infrastructure" does not include machinery, plant, tools or other equipment or materials of a road authority, infrastructure manager or works manager used for the construction, installation or maintenance of roads or infrastructure.

Example:



"The condition of a road or infrastructure" would not include graders, excavators, temporary barriers, shovels, stockpiles of gravel or sand and pipes or poles that have not yet been installed.

- (2) A road authority is not liable for property damages where the value of the damage is equal to or less than the threshold amount.
- (3) The amount which may be recovered against a road authority in a claim for property damages, which exceeds the threshold amount, is to be reduced by the threshold amount.
- (4) A road authority is not liable for tar damage if the road authority has:
  - (a) closed the road to traffic during works and for a reasonable period after the tar was applied; and
  - (b) covered the portion of the road to which the tar was applied with gravel or stones or other appropriate material before re-opening the road to traffic.
- (5) For the purposes of determining a reasonable period under sub-section (4), regard may be had to:
  - (a) any relevant Code of Practice;
  - (b) any relevant road management plan;
  - (c) any policy;
  - (d) the matters specified in paragraphs (a) to (e) of section 101.

### **Section 115 - Notice of incident:**

- (1) 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.
- (2) In sub-section (1), "**prescribed period**" means—
  - (a) the period of 30 days; or
  - (b) a longer period as may be prescribed either in respect of all cases or a specified case or class of cases.
- (3) A notice under sub-section (1) must include the prescribed particulars so as to enable the responsible road authority to prepare a condition report under section 116.



- (4) If a person fails to give notice under this section and a report is not prepared under section 116, a court may in any proceeding based on a claim in relation to an incident arising out of the condition of a public road or infrastructure take the failure into account in deciding the weight to be given to evidence about that condition at the time of the incident having regard to:
- (a) the reason why notice was not given;
  - (b) the length of the delay;
  - (c) the extent of any prejudice caused to the road authority in the proceeding;
  - (d) any other matter relevant in the interests of justice in the proceeding.

## **2.4 Inability to meet obligations of the Road Management Plan due to unavoidable intervening events**

Council will make every endeavour to meet all aspects of its Road Management Plan, (RMP). However, in the event of natural disasters and other events including, but not limited to, fires, floods, droughts and the like, together with human factors, such as a 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 Road Management Plan. In the event that the CEO of Council, has to, pursuant to Section 83 of the above 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 Road Management Plan and inform them that some, or all, of the timeframes and response times are to be suspended.

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 when they are to be reactivated.

## **2.5 Driveways / Footpaths / Table Drain Crossings/Shared Bicycle & Pedestrian Pathway**

Driveway crossings are the responsibility of the property owner. In cases where there is a concrete or paved footpath the property owner is responsible for the driveway infill between the kerb and channel and the footpath, and the footpath and property line. The council is responsible for the maintenance of the footpath. In cases where the footpath is damaged by the property owner or tenant then the cost will be billed to the owner.



Where a culvert crossing is required over a table drain then the cost of this is the responsibility of the property owner as is any subsequent maintenance.

## **2.6 Footpaths and Overhanging Vegetation**

A landowner has responsibility to keep the footpath clear of vegetation growing from their property.

## **2.7 Road Opening Permits**

All works carried out on the road reserve must be notified to the council and all works are carried out according to Road Management (Works and Infrastructure) Regulations. Utility organisations will be bound by the Code of Practice “Management of Infrastructure in Road Reserves”

In cases where the road or associated infrastructure is to be opened, a Road Opening Permit is required to be issued by Council. The permit states the standard of reinstatement work and conditions relating to the carrying out of the works. In these cases a permit fee may apply. The standard of reinstatement will be as per the “Road Reinstatement Procedures and Conditions”.

## **2.8 Shared Bicycle & Pedestrian Pathway**

Council is responsible for shared bicycle and pedestrian pathways on lands for which we are Committee of Management.

## **2.9 Rail Crossings**

Rail crossings will be maintained in accordance with AS1742.7 Manual of Uniform Traffic Devices



### 3.0 ASSET MANAGEMENT AND SERVICE DELIVERY

#### West Wimmera Council Plan 2013-2017 - Strategic Objective 4:

- ✦ *West Wimmera Shire delivers the very best experience and opportunity that rural living has to offer*
- ✦ *Increase community confidence in Council Service Levels*

West Wimmera Shire seeks to:

- ✦ Establish an annual service review process to inform budget allocations
- ✦ Enable Council to plan/review the viability of Council services
- ✦ Enable Council to match community expectation by promoting service level information
- ✦ Enable Council to discuss changes to services with the community and other agencies
- ✦ Enable Council staff to confidently deliver Council priorities

There is a balance by Council in its allocation of resources thus ensuring all sections of the community are benefited by Council's activities.

Council has a policy and strategy that relates specifically to its infrastructure assets and is a reflection of its Council Plan which states that council will provide "A safe and efficient transport network".

#### 3.1 Asset Management Policy

Asset Management will be undertaken using the following criteria:

- ✦ Guidelines are set to manage assets in a structured and co-ordinated way.
- ✦ There are clear directions for staff, councillors and community
- ✦ Continuous improvement and seeking innovative ways of meeting service requirements
- ✦ Risk Management of assets is considered
- ✦ Planning for the future
- ✦ Council listens to and works for the needs of the community
- ✦ Provision of a level of service in accordance with the objectives set out in the Council Plan
- ✦ Development of a broad capital evaluation framework that takes into account life cycle costs.



- \* Legislative and regulatory requirements are achieved.

## 3.2 Asset Management Strategy

The purpose of the strategy is to provide a framework for the strategic management of the council's assets, which include the following groups:

- \* Roads
- \* Bridges & Major Culverts
- \* Buildings & Structures
- \* Footpaths
- \* Drainage
- \* Recreation & Open Space

The Council Plan for infrastructure services is borne out in the Asset Management Policy and Strategy. To achieve this Council will provide infrastructure to meet the community needs, ensuring a relationship between maintenance and capital works. Council will annually review its Council Plan, Standards Statement and Budget to ensure operations are funded and Council is viable in the long term.

This is further detailed in the Management section.

## 4.0 MANAGEMENT

A critical part of infrastructure management is not only maintenance but also capital renewal and capital upgrade, this being part of the Asset Management Strategy. Asset Renewal and Upgrade includes all activities that are not of a maintenance nature.

### 4.1 Capital Renewal

Capital renewal includes all activities that are not of a maintenance nature and which tend to extend the service life of an existing asset. Some examples of capital renewal are.

- \* The resheeting of a gravel road
- \* The resealing of a sealed road
- \* The replacement of a failed section of sealed pavement.
- \* The replacement of a length of failed kerb / footpath.

Capital renewal does not include the upgrading of an asset such as the widening of a sealed road or the conversion of an unsealed road to a sealed status.



Council will strive to renew existing assets based on the capital condition inspections. However, council will be subject to certain financial constraints and may not be in a position to rehabilitate all assets on demand. Council will undertake a full condition inspection of all of its road assets on a 3-year cyclical basis to assist with this task.

The road hierarchy system, combined service provision parameters (3.3.3) shall be used to priorities renewal projects.

## 4.2 Capital Upgrade

Capital upgrades are those activities that lift the design standard or serviceability of the asset. They would include such activities as:-

- \* Widening of an existing pavement (sealed or unsealed)
- \* Sealing of a previously unsealed road
- \* Provision of a new road where one did not exist before.
- \* Extension of kerb and channel system.
- \* Provision of a new footpath where one did not exist before.

Capital upgrades to the road system will be carefully considered on an individual basis. Council is aware of its present financial liability for the ongoing maintenance and capital rehabilitation of the existing road system and that any capital addition to the system will have two financial impacts. Firstly it will divert available funding from the rehabilitation of existing assets and secondly it will add to the future rehabilitation burden.

All future capital improvement projects will be analysed on an individual basis and must fit one of the following criteria.

- \* Is the improvement related to a road safety issue and therefore lower the risk to Council?
- \* Is the proposed improvement in line with the design standards for the road classification?
- \* Is there a measurable economic benefit to the community or business?
- \* Is the project of an important community nature?

Other matters that will also be examined on an individual project basis are:

- \* Who should fund the project? Are there any sources of external funding available for the project?
- \* Is it a project of measurable worth to the community?
- \* What will be the ongoing financial implications of the project?



## 4.3 Hierarchy

### 4.3.1 Roads

In determining both the standard of road construction and maintenance, as well as the original road design standard it is useful to have in place a road hierarchy. Standards of road construction and maintenance can then be assigned to the various hierarchy categories.

West Wimmera shire has developed the following road hierarchy system for its road network which totals 2721 km of roads:

- \* Highways – State Highways controlled by Vic Roads
- \* Arterial Roads – Declared arterial roads managed and funded fully by Vic Roads.
- \* Link Roads – category 3 (433km)
- \* Collector Roads – category 4 (361km)
- \* Access-Dwelling Roads – category 5A (5A & 5B 1333km)
- \* Access-Property Roads – category 5B
- \* Minor Roads – category 6A (6A & 6B 594km)
- \* Minor Roads (not maintained) – category 6B

#### **Link Roads; Category 3**

Provides a link between highways, main roads, suburbs, or  
Access to major tourist facilities, industrial centres, commercial areas and housing areas.

***Definition:** A link road between townships and major rural communities to the arterial road network. Generally have traffic volumes in excess of 80 vehicles per day. Provide major access routes for heavy vehicles.*

These are sealed roads. Because of their important and strategic nature these roads will tend to be maintained to a high standard.

#### **Collector Roads; Category 4**

Provides connection between higher class roads, or access to major public facilities, smaller commercial centres, minor tourist facilities and industrial centres.

***Definition:** A road that links communities to arterial roads and local link roads.*

These are both sealed and unsealed





### **Access-Dwelling Roads; Category 5a**

These roads serve as primary all weather access to at least one dwelling.

*Definition: Serve at least one occupied dwelling and link individual houses to higher classification roads, generally have traffic volumes less than 30 vehicles per day.*

The majority of these roads are unsealed with a small percentage being sealed.

### **Access-Property Roads; Category 5b**

These roads serve as all weather access to rural, commercial or industrial properties

*Definition: Serve as access to non residential properties only and link those non residential properties to higher classification roads, they generally have average traffic volumes of less than 30 vehicles per day and have imported pavement material placed upon them.*

### **Minor Roads; Category 6A**

Provides dry weather access to rural, commercial or industrial properties

*Definition: Serve as access to non residential properties only and link those non residential properties to higher classification roads, they generally have average traffic volumes of less than 10 vehicles per day and have no imported pavement material placed upon them.*

### **Minor Roads (not maintained); Category 6B**

*Roads not maintained by Council*

*Definition: Roads within a road reserve which are not maintained by council*

## **4.3.2 Footpaths/Shared Bicycle & Pedestrian Pathway**

West Wimmera shire has developed the following footpath and kerb and channel hierarchy system.

### **High Usage Areas; Category 1:**

1. Locations within 100m of commercial areas.
2. Locations within 100m of schools and links to commercial areas.



## Medium Usage Areas; Category 2:

- (i) All other areas including shared bicycle and pedestrian pathways

### 4.3.3 Classification Parameters

The factors that are taken into account in determining the road/footpath classification and hence the level of service for each road within the West Wimmera Shire is:

- \* Traffic volume
- \* People usage of footpath
- \* Heavy vehicle traffic
- \* School bus routes
- \* The number of houses and properties served
- \* Strategic purpose of the road/footpath

## 4.4 Description of Road Infrastructure

### Purpose:

Details of roads and road assets, including bridges, footpaths and kerb & channel for which the council is responsible are recorded in the road register / road asset register.

### 4.4.1 Information Contained

The council will maintain a register of public roads and assets that will include:

- a) The name of each public road
- b) The date on which a road became a public road
- c) If the public road ceases to become a public road, the date the road ceased to be a public road
- d) The classification of the public road
- e) The reference of any plan or instrument that fixes or varies the boundaries of a public road
- f) A reference to any agreement under which responsibility for any part of a public road or ancillary area is transferred to or from another road authority
- g) Details of assets that are part of the road infrastructure (including bridges and major culverts).



#### **4.4.2 Demarcation**

The road register will contain information of roads, which are under the authority of the West Wimmera Shire Council. Infrastructure, which is not detailed in the registers, is not under the authority of Council. The Ministerial Code of Practice, “Operational Responsibility for Public Roads’ will determine the limits of responsibility for declared freeways and arterial roads.

For council roads, council would be the controlling road authority for the full road reserve, with utility groups and the road authority being regulated under the Road Management Act as detailed in the Code of practice for Utility Installations in Road Reserves.

Other authorities, who may have infrastructure with the West Wimmera Shire, are:

- \* Rail Authorities
- \* Department of Sustainability and Environment
- \* Bordering Municipalities
- \* VicRoads
- \* Utilities

#### **4.4.3 Bordering Municipalities**

Where a public road is a municipal road then Council is the co-ordinating and responsible Road Authority for the operational function. In the instance of boundary roads with other municipalities the responsibility is allocated according to an agreement between the two municipalities. The West Wimmera Shire Council borders Hindmarsh Shire Council, Horsham Rural City Council, Tatiara District Council, Naracoorte Lucindale Council, Wattle Range Council, Glenelg Shire Council and Southern Grampians Shire Council.

The Boundary road agreement sets the responsibilities as follows:

Each municipality is responsible for all routine maintenance (grading and rolling), without any cost sharing, on the agreed length of boundary roads, and Periodic maintenance, rehabilitation and improvement works (including reseals and gravel re-sheeting) shall be proposed by the municipality responsible for the road, but the cost shall be shared on a 50:50 basis. The decision to carry out any works requires consent of both municipalities and must be detailed at Budget time.

Written agreements exist between each bordering council.



#### **4.4.4 Management System / Software**

The West Wimmera Shire's road register is detailed in the Roads Module of the AssetAsyst software

The Roads Module of the Assetasyst is used to record data of the assets that are found within the Road and Street environment, these being:

- \* Footpaths
- \* Kerbs
- \* Street Furniture
- \* Street Trees
- \* Sealed Road Pavements
- \* Un Sealed Road Pavements
- \* The Sealed Surface (on top of the Sealed Pavement)

Data recorded includes:

- \* Road / street name
- \* Road datum
- \* Road / footpath / kerb length
- \* Road / footpath / kerb condition
- \* Works undertaken
- \* Road category and zone

#### **4.4.5 Bridges, Major Culverts and Minor Culverts**

The bridges and major culverts are recorded on a separate database to that of the roads and include details of:

- \* Location (road and chainage)
- \* Dimensions
- \* Construction materials
- \* Replacement value
- \* Depreciation
- \* Age
- \* Economic life



## 4.5 Register of WWSC Assets

West Wimmera Shire has the following registers:

- \* Register of Public Roads
- \* Register of Bridges and Major Culverts
- \* Register of Footpaths
- \* Register of Minor Culverts

## 4.6 Level of Service

### 4.6.1 Determining Factors

Council expenditure must cover a variety of services, one of which is roads and its associated infrastructure. The allocation of funds for roads is for maintenance, capital upgrade and capital renewal.

These works are determined based on the classification provision parameters 4.3.3. All these factors are taken into consideration to determine the design standards, inspection frequency and intervention levels. These factors when combined with the capital condition inspection are used to determine and prioritise the capital works program whether it is renewal or upgrade.

### 4.6.2 Community Engagement

#### 4.6.2.1 Current and Previous Community Engagement

Current engagement undertaken by Council includes:

<b>Audience/Technique</b>
Customer requests
Community satisfaction survey
Council meetings



#### 4.6.2.2 Customer Requests

Customer input is further enhanced by the adoption of a customer request system. A Customer request recording/action system has been introduced. The system is detailed in the Customer Request Policy. Those matters that relate to roads must be actioned according to the Intervention Levels as set out in the Road Management Plan.

#### 4.6.2.3 Community Satisfaction Survey

Feedback from the Community Satisfaction Survey that refer to assets included in this plan are taken into account when determining service levels.

#### 4.6.2.4 Council meetings

Council meetings are held on a monthly basis through the year in various communities and are available for the community to attend. These meetings provide input by councillors and the community into council services.

#### 4.6.2.5 Community Engagement Outcomes

The outcomes from the engagement process are summarized below:

Audience/Technique Date:	Expectations/comments/outcomes/issues:
Expectations developed from community engagement.	Sealed road provided
	Gravel road network provided
	K&C provided in urban areas
	Provide all weather access
	Provide a safe roads network
	Wider seal widths
	No inconvenience from dust
	Rough gravel roads
Customer requests	Maintenance requests
Community Satisfaction Survey	The survey indicated that the community places a high importance on local streets & footpaths and an even higher



	importance on the maintenance of unsealed roads
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### 4.6.3 Details of How Engagement Translates into Levels of Service

From the engagement process the key customer expectations relating to the assets included in this plan are:

Asset Component	Customer Expectations ( <i>outcome of customer engagement</i> )
	Sealed road provided
	Gravel road network provided
	K&C provided in urban areas
	Provide all weather access
	Provide a safe roads network
	Wider seal widths
	No inconvenience from dust
	Rough gravel roads

### 4.6.3 Standards for Maintenance, Repair and Design

The service provision standards can be defined in terms of

- \* Design standard (Table 2,)
- \* Inspections (Table 3)
- \* Intervention Level (Appendix I)



**Table 2: Summary of Road Design Standard for Road Hierarchy Classifications:**

<b>Road Register Category</b>	<b>Current Design Standard</b>	<b>Desired Design Standard</b>
Link Roads (Road Category 3)	Minimum of 3.7m wide sealed pavement with 2.0m shoulders and 15.0m overall formation width including table drains.	Minimum of 6.2m wide sealed pavement with 2.0m shoulders and 15.0m overall formation width including table drains.
Collector Roads (Road Category 4)	3.7m wide sealed pavement with 1.2m shoulders and 11.8m overall formation including table drains. Alternatively, 5.0m wide gravel pavement with 12.0m formation width.	6.2m m wide sealed pavement with 2.0m shoulders and 15.0m overall formation including table drains. Alternatively, 5.0m wide gravel pavement with 12.0m formation width.
Access Roads (Road Category 5A) (Dwelling)	Gravel pavement 5.0 m wide with overall earth formation 12.0m wide	Gravel pavement 5.0m wide with overall earth formation 12.0m wide
Access Roads (Road Category 5B) (Property)	Gravel pavement 5.0 m wide with overall earth formation 12.0m wide	Gravel pavement 5.0m wide with overall earth formation 12.0m wide
Minor Roads (Road Category 6A)	Earth formed pavement. Unformed Tracks	Earth formed pavement.
Minor Roads (Road Category 6B) roads not maintained by Council	Unformed Tracks	Unformed Tracks

When roads have reached the end of their lifecycle the road will be either renewed or upgraded, dependant on the following criteria:

- \* Traffic volume
- \* Safety and risk of road users
- \* Funds and resources available
- \* Heavy vehicle traffic
- \* School bus routes
- \* The number of houses and properties served
- \* Strategic purpose of the road/footpath

This will determine the design standard, with the desired standard for those roads meeting the above criteria as detailed in Table 2.





Road design standards, traffic management and procedures are based on reference to the:

- \* Austroads – Guide to Road Design
- \* AS1742.7 Manual of Uniform Traffic Devices 2010

#### **4.6.4 Inspection Standards**

An inspection program has been implemented with the frequency of inspection as per Table 3.

Inspections are undertaken with the objective the road and associated infrastructure meets the standard as set out in the intervention levels. Those items listed in the intervention levels are those items that are inspected for safety, with risk to the road user being a main determining factor. Risk combined with those factors taken into consideration to determine hierarchy are the determining factors for frequency of inspection. Bridge inspections are carried out as detailed in the Local Roads Bridge Management Manual.



**Table 3:**

Register Category	Inspection details
Link Roads (Road Category 3)	Routine Inspection of sealed roads on a 3 monthly cycle or in response to complaints with night inspection on an annual basis. Capital condition inspections on a 3 year basis.
Collector Roads (Road Category 4)	Routine Inspection of sealed roads and unsealed roads on a 6 monthly cycle or in response to complaints. Capital condition inspections on a 3 year basis.
Access Roads (Road Category 5)	Routine Inspection once per year or in response to complaints. Capital condition inspections on a 3 year basis.
Minor Roads (Road Category 6)	Routine Inspection once per year or in response to complaints. Capital condition inspections on a 3 year basis.
High Usage Footpaths (Footpath Category 1)	Routine Inspections on a monthly basis Capital condition inspections on a 3 year basis.
Medium Usage Footpaths (Footpath category 2)(including shared bicycle and pedestrian pathways)	Routine inspections on a 6 monthly basis Capital condition inspections on a 3 year basis.
Bridges and Major Culverts	Routine maintenance inspection (level 1) Link Roads 6 monthly; Collector, Access and Minor Roads 12 monthly Condition Inspection (level 2) every 2 years

#### **4.6.5 Management Systems for Inspection and Maintenance**

The road and footpath inspections are recorded in AssetAsyst. Monitoring is done to ensure that roads are inspected and defects are rectified with the prescribed period. The inspection details of bridges are input into the Bridge Inspection System. These systems enable monitoring of any defects to ensure that rectification occurs as determined by the Intervention Levels 4.6.3. Details of defects are readily accessible at any point in time.

**Table 4** (page 29) shows details of the Asset Risk and Maintenance System and the path that the inspection process follows from the time of inspection to the generation of reports.



#### **4.6.6 Standards**

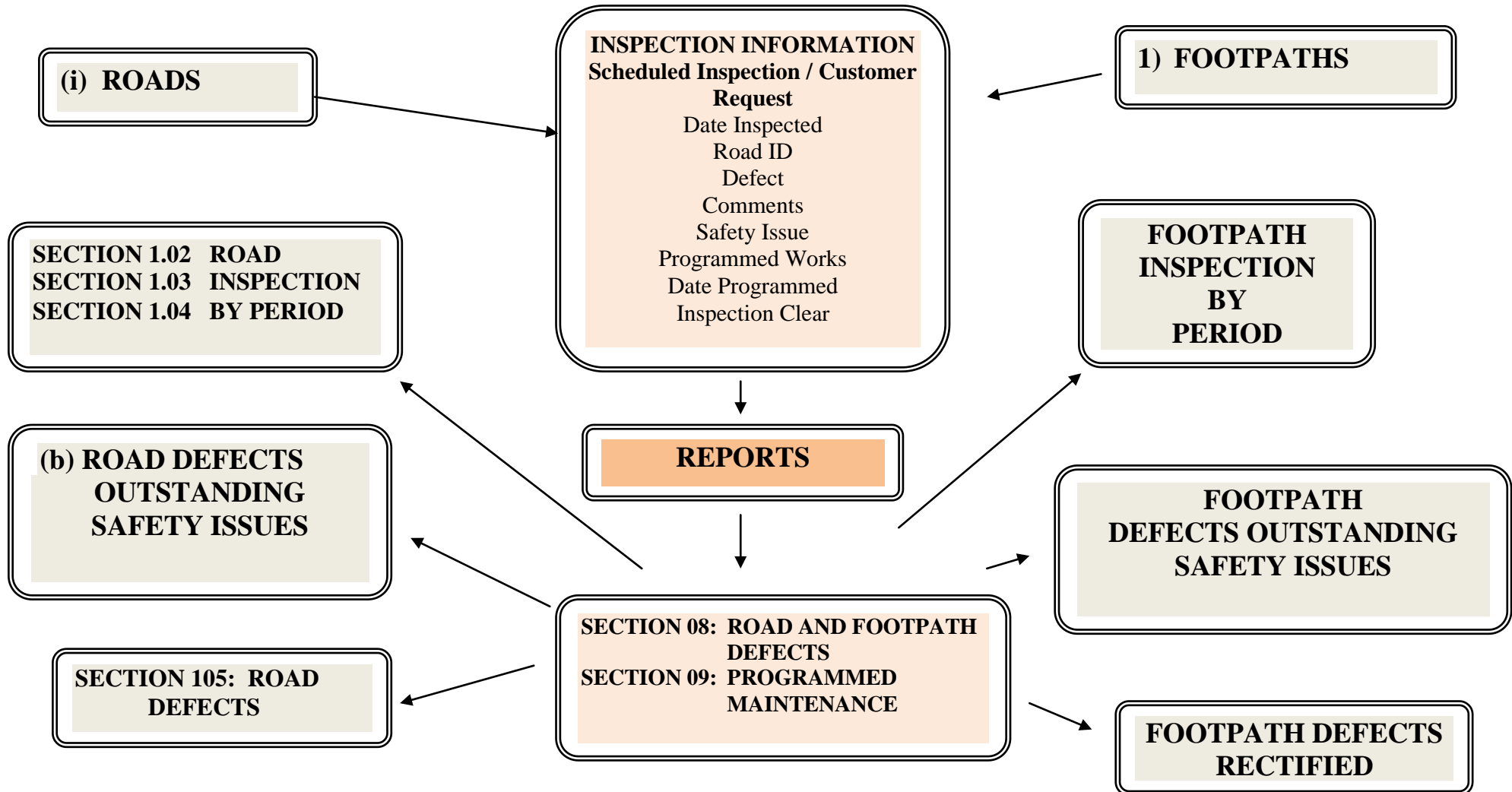
Standards have been set, for the infrastructure within the road reserve, for which the West Wimmera Shire is the controlling authority. The infrastructure will be maintained to the set intervention level. If for an unforeseen circumstance the road or its related asset cannot be rectified within the prescribed time period then the area will have appropriate traffic management applied as per AS 1742.2, AS 1742.3 and Code of Practice – Worksite Safety – Traffic Management. Standards Australia HB 81.1 – HB 81.9 is to be used as a field guide. The Intervention level is detailed in Appendix I.

#### **4.6.7 Reactive road and footpath requests**

Council receives requests from road and footpath users in relation to road and footpath defects. The rectification of these defects is determined by the interventions levels which apply to defects detected during councils programmed inspections. The intervention levels are described in Appendix 1.



**Table 4:  
ASSET RISK AND MAINTENANCE SYSTEM:**





## 5.0 DOCUMENTS REFERENCED

West Wimmera Shire Council - Council Plan 2013 - 2017  
Asset Management Policy  
Asset Management Strategy  
Road and Street Naming Policy  
Customer Request Procedure  
Integrated Management System Manual  
Road Opening and Reinstatement Procedures and Conditions  
Standards Statement  
Local Roads Bridge Management manual by ARRB  
Bridge Maintenance Repair and Strengthening Guidelines by VicRoads

## 6.0 REVIEW OF PLAN

Each incoming council must review its Road Management Plan during the same period as it is preparing its Council Plan under the **Local Government Act 1989**.

The review being co-coordinated by the Asset Manager.

The review is to include reports on:

- \* Meeting intervention levels and inspection frequency
- \* Current financial forecasts
- \* Customer request system and the trends of requests
- \* Attainment of goals set in the Asset Management Policy and Strategy
- \* Procedures detailed in the Integrated Management System Manual

### 6.1 Adoption and Amendments

Before adopting or amending this plan Council must undertake a process of:

- \* Giving notice of the Plan or amendment
- \* Allow 28 days for submissions
- \* Consider any submissions
- \* Give notice of intention to adopt the plan or amendment



The notice must be published in the Government Gazette and a local daily newspaper.

Upon review of The Road Management Plan, Council must also give notice of the review and the proposed Road Management Plan amendments and where copies may be inspected or obtained. The final phase of review involves Council publishing a notice of intention to adopt the plan amendments in the Government Gazette.



## Appendix I INTERVENTION LEVELS:

<b>DRAINAGE</b>			
<b>Asset</b>	<b>Category</b>	<b>Criteria</b>	<b>Intervention level</b>
Surface Drains and verges:	3,4	When there is flooding or likely to be flooding of water or scouring.	To provide appropriate warning within 2 hours of the report or inspection and rectify within 24 hours as conditions allow
	5,6		To provide appropriate warning within 2 hours of the report or inspection and rectify within 24 hours as conditions allow
Culvert and pit repair:	3,4	Any damage which is a hazard to the public.	To provide appropriate warning where required within 2 hours of the report or inspection and rectify within 10 days
	5,6	When a culvert or pit becomes non-functional	To provide appropriate warning where required within 2 hours of the report or inspection and rectify within 30 days.
Surface drains	3,4,5,6,	Grading of table drains when dry to remove any lip accumulation after shoulder grading and to clean table and shute drains.	To be done every 10 years



<b>SEALED PAVEMENT</b>			
<b>Asset</b>	<b>Category</b>	<b>Criteria</b>	<b>Intervention level</b>
Pothole patching : Treatment of isolated failed pavement areas in traffic lanes.	3	=> 50mm in depth and/or 300mm in diam.	10 days
	4		15 days
Edge repair: Repair of broken edges of seal to line and level to maintain nominal seal width.	3	=>150mm laterally over 5 m 100mm in depth	10 days
	4		20 days
Regulation of wheel ruts and depressions:	3	Regulate if rut holds water or exceeds 50mm in depth under a 1.2m straight edge traverse or a 5m straight edge longitudinal.	20 days
	4		30 days





<b>SEALED PAVEMENT –continued-:</b>			
<b>Asset</b>	<b>Category</b>	<b>Criteria</b>	<b>Intervention level</b>
Crack sealing: Filling of cracks and joints.	3	Program and seal cracks 3mm and wider	Within 12 weeks of detection
	4		Within 16 weeks of detection
Digouts/Stabilisation: Treatment of isolated failed pavement.	3,4	Repair when failed area is > 2 sqm.	To provide appropriate warning within 24 hours, maintain in a safe condition and rectify within 6 months
Road marking;	3,4		Statcon markings to be re-painted every three years
Spot filling, grading and reshaping of unsealed shoulder to correct; <ol style="list-style-type: none"> <li>1. drop off from edge of seal to shoulder</li> <li>2. roughness, scouring or potholes</li> <li>3. holding of water</li> </ol>			Grade once per year



<b>UNSEALED ROADS</b>			
<b>Asset</b>	<b>Category</b>	<b>Criteria</b>	<b>Intervention level</b>
Pothole patching:	4,5	=> 75mm in depth and/or 500mm in diameter	20 days
	6	=> 200mm in depth and 1m in diameter	25 days
Maintenance grading:	4		2 per year
	5		1 per year
	6		Every 2 years



<b>ROUTINE MAINTENANCE</b>			
<b>Asset</b>	<b>Category</b>	<b>Criteria</b>	<b>Intervention level</b>
Sign repair and replacement: Repair, replace, re-erection and cleaning of signs, including supports.	3,4,5,6	Any sign or support which is a hazard to the public. Straighten sign posts when more than 10° off vertical or replace when damage renders ineffective. Clean sign and delineator faces when reflectivity is reduced due to accumulation of dirt. Replacement of signs which are worn, damaged or missing	20 days
	3,4,5,6	Warning and regulatory signs to be replaced	2 days
Guardrail: Realignment, repair or replacement of isolated guardrail <= 15m section, including terminal sections, posts, rails and cleaning of delineators.	3,4	Any defective guardrail, which is a hazard to the public. Defective guardrail, posts and hardware.	To provide appropriate warning within 24 hours and rectify within 15 days
	5		To provide appropriate warning within 24 hours and rectify within 20 days



<b>ROUTINE MAINTENANCE – continued –:</b>			
<b>Asset</b>	<b>Category</b>	<b>Criteria</b>	<b>Intervention level</b>
Guideposts and delineators: Cleaning, painting and/or replacement of damaged and missing guideposts and delineators.	3	Replace all missing posts when more than 10% of posts are missing on straights, and 5% on curves with an advisory speed, or where more than two posts in a row are missing.	15 days
	4		20 days
	5		30 days
	3,4,5	Restore the whole of the white faces of each post to a clean white finish when more than 50% of it is noticeably degraded or dirty.	3months



<b>BRIDGE MAINTENANCE</b>			
<b>Asset</b>	<b>Category</b>	<b>Criteria</b>	<b>Intervention level</b>
Minor maintenance of bridge components including: a) Cleaning and clearing of deck, footway, expansion joints, scuppers and downpipes. b) Minor repair including repair of decks, spalled posts and parapets, and repair, tightening of railing.	3	Clear and clean when any accumulation of material causes interruption to the escape of drainage water, or the operation of expansion joints.	Rectify within 10 days
	4		Rectify within 15 days
	5		Rectify within 20 days
	3,4,5	Broken timber planks or defective timber	To be provide appropriate warning within 2 hours of the report or inspection and replace within 2 days
	3,4	When running planks are loose their bolts shall be re-tightened or replaced.	To be done within 10 working days
	5	Minor damage to concrete or timber that can be repaired without special scaffolds of materials	To be done within 20 working days



<b>EMERGENCY WORKS AND SERVICES</b>			
<b>Asset</b>	<b>Category</b>	<b>Criteria</b>	<b>Intervention level</b>
All works arising from emergency incidents including flooding, fires, storms, traffic accidents, etc. to ensure the safety of the public and protection of the asset. This includes after hours situations.	3,4,5,6		Attendance and action required within 2 hours of call or detection. To rectify if possible and provide appropriate warning to any damage that is a hazard to traffic.



<b>FOOTPATHS, KERB AND CHANNEL</b>			
<b>Asset</b>	<b>Category</b>	<b>Criteria</b>	<b>Intervention level</b>
Footpath maintenance Kerb and channel maintenance	1-High usage	<ul style="list-style-type: none"> <li>• Vertical displacement of more than 20 mm.</li> <li>• Cracks and missing pieces wider than 10 mm and longer than 50 mm.</li> <li>• Tree roots causing a total rise of 50mm above vertical alignment of the path.</li> <li>• Moving and broken pieces with movement of more than 20mm</li> <li>• Hole at end or side with a depth greater than 25mm and presenting a hazard to users.</li> </ul>	To provide appropriate warning within 2 days. Where major works required then to be placed on programmed works
	2- Medium usage		



<b>VEGETATION</b>			
<b>Asset</b>	<b>Category</b>	<b>Criteria</b>	<b>Intervention level</b>
Grass mowing Mowing of roadside areas, maintain sight distance	3,4		Keep grassed shoulders to a maximum height of 450 mm. Cut grass to maintain sight distance at intersections, on bends and 30 m in advance of all approaches and departures.
Grass and weed control Control of vegetation growth around road furniture.	3,4		Keep grass around road furniture, guide posts and guard-rail to a maximum height of 450 mm
Urban road reserves without kerb and channel	3,4,5		Keep grass to a maximum height of 300mm
Tree and shrub management	3,4	Trim trees when they become a danger to the travelling public.	To be trimmed within 10 days
	5		To be trimmed within 15 days
	6		To be trimmed within 20 days





## Glossary

**"property damages"** means any claim for damage to property or for economic loss caused by the condition of a road or infrastructure but does not include any damage or loss arising out of personal injury or death;

Example:

Property damages would include a windscreen cracked by a loose stone or damage to a tyre caused by a pothole but would not include damage to a vehicle caused by an unsecured temporary barrier.

**"tar damage"** means damage to a vehicle caused by tar, asphalt, bitumen or bituminous compounds;

**"threshold amount"** means the amount of \$1000 as varied under section 111 of the Road Management Act 2004.

**"vehicle"** has the same meaning as in the Road Safety Act 1986.