

ROAD MANAGEMENT PLAN

2025



ACKNOWLEDGEMENT OF COUNTRY

West Wimmera Shire Council respectfully acknowledges the Traditional Custodians of the land, and pays respects to their elders, past, present and emerging.

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DEFINITIONS

Arterial road	Refers to freeways, highways and declared main roads, which are managed by the Victorian Government, through Head Transport for Victoria (as the co-ordinating road authority).
Co-ordinating road authority	The organisation that has the responsibility to co-ordinate works. Generally, if the road is a freeway or arterial road, this will be Head Transport for Victoria. Generally, if the road is a municipal road, this will be Council.
Council	Refers to West Wimmera Shire Council
Demarcation agreement	A formal agreement between Council and another organisation that defines areas of responsibility.
Motor vehicle	Refers to a vehicle that is propelled by an in-built motor and is intended to be used on a roadway. This does not include a motorised wheelchair or mobility scooter, which is incapable of travelling at a speed greater than 10 km/h and is solely used for the conveyance of an injured or disabled person.
Municipal road(s)	Road that the municipal council is the co-ordinating road authority. The Road Management Act 2004 imposes specific duties on the municipal council with respect to the inspection, repair and maintenance of these roads and associated road-related infrastructure.
Non-road infrastructure	Refers to infrastructure in, on, under or over a road, which is not road infrastructure. This includes (but is not limited to) such items as gas pipes, water and sewerage pipes, cables, electricity poles and cables, tram wires, rail infrastructure, bus shelters, public telephones, mailboxes, roadside furniture and fences erected by utilities, or providers of public transport.
Other roads	Include roads in state forests and reserves, and roads on private property. Municipal councils are not responsible for the inspection, repair or maintenance of these roads.
Pathway	Refers to a footpath, bicycle path, shared path or other area that is constructed or developed by Council for members of the public (not motor vehicles) to use.
Plan	Refers to this Road Management Plan.
Public road	As defined by the Road Management Act 2004 and includes a freeway, an arterial road, a municipal road declared under section 14(1) of the Act and a road in respect of which Council has made a decision that it is reasonably required for general public use and is included on the Register of Public Roads.
Road	Has the same meaning as in the Road Management Act 2004, being inclusive of any public highway, any ancillary area and any land declared to be a road under section 11 of that Act or forming part of a public highway or ancillary area.
Road infrastructure	Refers to infrastructure that forms part of a roadway, pathway or shoulder, which includes structures and materials.
Road-related infrastructure	Refers to infrastructure installed or constructed by the relevant road authority to either facilitate the operation or use of the roadway or pathway, or support or protect the roadway or pathway.
Road reserve	Refers to the area of land that is within the boundaries of a road. Example: any nature strip, forest, bushland, grassland or landscaped area within the road reserve would be roadside.
Roadside	Refers to any land that is within the boundaries of the road (other than shoulders) which is not a roadway or pathway. This includes 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
Roadway	Refers to the area of a public road that is open to, or used by, the public, and has been developed by a road authority for the driving or riding of motor vehicles. This does not include a driveway providing access to a public road, or other road, from adjoining land.
Shoulder	Refers to the cleared area, whether constructed or not, that adjoins a roadway to provide clearance between the roadway and roadside. This does not refer to any area that is not in the road reserve.

INTRODUCTION

PURPOSE OF THIS PLAN

Section 50 of the Road Management Act 2004 sets the following objectives for a municipal road management plan:

1. To establish a system for our road management functions, which is based on policy, operational objectives and available resources.
2. To set a performance standard for our road management functions.

Although it is termed a 'plan' in the legislation, it is functionally an operational protocol document, describing the systems and rules we use to make decisions and meet obligations within our available resources. The plan forms part of a larger Asset Management Framework related to maintenance and operations.

For the avoidance of doubt, this plan is a road management plan for the purposes of s.39 of the Road Management Act 2004.

LEGISLATION GUIDING THIS PLAN

In addition to the Road Management Act 2004, the plan also considers the following Acts, regulations and codes of practice:

- Local Government Act 2020
- Ministerial Codes of Practice
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015
- Road Safety Act 1986
- Wrongs Act 1958

WHAT IS COVERED IN THIS PLAN?

The plan is divided into six sections:

1. Introduction.
2. Rights and responsibilities – covers legislation and local laws relevant to road management.
3. Road management systems – how we classify roads, streets and footpaths (known as our asset hierarchy) and the plans and processes we use to maintain roads and road-related infrastructure.
4. Register of public roads – what's in it, how to access it and the process for making changes.
5. Technical references.
6. Attachments:
 - a. Attachment 1, road hierarchy – rural and urban roads
 - b. Attachment 2, customer request timeframes
 - c. Attachment 3, pathway hierarchy
 - d. Attachment 4, inspection requirements
 - e. Attachment 5, inspection frequencies for roads and footpaths
 - f. Attachment 6, road, footpath and kerb and channel repair timeframes

UPDATING THE PLAN

This plan must be updated within a set period following a Council election. Outside of this cycle, changes might be required from time to time.

The following process will be used to manage these changes:

- If material changes are made to standards and specifications, a report will be presented to Council, along with a brief explanation as to why such changes are necessary. The review process must follow the steps as set out in the Road Management (General) Regulations 2016 Part 3 – Road Management Plans.
- When changes do not alter these technical aspects of road management, changes will be approved by the Infrastructure, Development and Works Director.

These changes will be made in accordance with the processes prescribed by the Road Management Act 2004. To assist with version control, these changes will be numbered as follows:

- Versions presented to Council will be renumbered by whole numbers – for example, from version 1.00 to 2.00.
- Those approved by the director will be renumbered by decimals – for example, from version 1.00 to 1.01.

EXCEPTIONAL CIRCUMSTANCES

Council will make every effort to meet its commitments under its plan.

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

Suspension of the plan

In the event that the Chief Executive Officer (CEO) of Council has considered the impact of such an event on the limited financial resources of Council and its other conflicting priorities, and determined that the plan

cannot be met, then pursuant to Section 83 of the Wrongs Act 1958, the CEO will write to Council's officer in charge of the plan and inform them that some, or all, of the timeframes and responses in Council's plan are to be suspended.

Reinstatement of the plan

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

Communication and documentation around plan suspension

Council will provide information/statements to residents about the suspension or reduction of the services under its plan, including:

- How the work that will be done has been prioritised; and
- The period for which it is likely to be affected.

This information will be provided by the Council on its website where its plan is located and other channels as appropriate such as press releases or social media. Where Council has suspended, in part or whole, its plan, associated documents (e.g. communications, meeting minutes, schedules, etc.) will be recorded and stored.

Inspections and repairs during suspension of plan

The suspension of the plan will not necessarily mean that all inspections and repairs halt. However, it might mean that only certain categories of inspections and repairs are undertaken. These will be based on a risk assessment and resources available to the Council, taking into account the resources needed to address the impact of the trigger event. For example, some reactive inspections may take place and repair (temporary or permanent) of roads/footpaths, which pose a high risk, may be undertaken, depending on the resources available to Council and the accessibility of each asset.

RESPONSIBILITY FOR THE PLAN

Overall responsibility for administering and implementing the plan rests with the Infrastructure, Development and Works Director.

RIGHTS AND RESPONSIBILITIES

PUBLIC ROADS

Public roads are defined in the Road Management Act 2004 as including:

- a freeway
- an arterial road
- a road declared under section 204(1) of the Local Government Act 1989
- a municipal road declared under section 14(1) of the Road Management Act 2004
- a road in respect of which Council has made a decision that it is reasonably required for general public use and is included on the Register of Public Roads.

COORDINATING & RESPONSIBLE ROAD AUTHORITY

Section 35 of the Road Management Act 2004 provides that a road authority has power to do all things necessary or convenient to be done for or in connection with the performance of its functions under the Act.

Section 36 of the Road Management Act 2004 outlines which road authority is the coordinating road authority. According to subsection (c), the coordinating road authority is:

If the road is a municipal road, the municipal council of the municipal district in which the road or part of the road is situated.

However, there are instances where several authorities are responsible for components of the road within the road reserve. Section 37 of the Road Management Act 2004 identifies who is the responsible road authority in particular circumstances.

KEY STAKEHOLDERS

The key stakeholders impacted by this plan include:

- the general community (for recreation, sport, leisure and business)
- residents and businesses adjoining the road network
- pedestrians
- vehicle users with motorised vehicles, such as trucks, buses, commercial vehicles, cars and motorcycles
- users of smaller, lightweight vehicles, such as pedal-powered bicycles, motorised buggies, wheelchairs, prams and so on
- tourists and visitors to the area
- emergency agencies (Victoria Police, Country Fire Authority, Ambulance Victoria, State Emergency Services)
- the military (in times of conflict and emergency)
- traffic and transportation managers
- managers of the road network asset
- construction and maintenance personnel, who build and maintain asset components
- utility agencies using the road reserve for infrastructure (water, sewerage, gas, electricity, telecommunications)
- state and federal governments, who periodically provide funding for roads.

GENERAL FUNCTIONS OF A ROAD AUTHORITY

The general functions of a road authority are described within Section 34 of the Road Management Act 2004.

RIGHTS OF THE ROAD USER

The rights of public road users, which are legally enforceable, are set out in Sections 8 to 10 of the Road Management Act 2004.

OBLIGATIONS OF ROAD USERS

General usage

The common law requires that a road user must take reasonable care for their own safety (see *Ghantous v Hawkesbury City Council*).

The Road Safety Act 1986 sets out obligations on road users, including section 17A which requires that a person who drives a motor vehicle on, or uses, a highway must drive in a safe manner have regard for all relevant factors, including without limiting their generality, the following:

- a. physical characteristics of the road
- b. prevailing weather conditions
- c. level of visibility
- d. the condition of any vehicle the person is driving or riding on the highway
- e. prevailing traffic conditions
- f. the relevant road laws and advisory signs
- g. the physical and mental condition of the driver or road user.

Section 17A of the Road Safety Act 1986 also requires that a road user must take reasonable care:

- a. to avoid any conduct that may endanger the safety or welfare of other road users.
- b. to avoid any conduct that might damage road infrastructure and non-road infrastructure on the road reserve.
- c. to avoid conduct that might harm the environment of the road reserve.

Incident claims

If a person proposes to make a claim in relation to a public road or infrastructure for which Council is the responsible road authority, that person should contact Council and Council will initiate respective investigation and insurance reporting processes.

In accordance with Section 110 of the Road Management Act 2004, Council is not legally liable for property damages where the value of the damage is equal to or less than the threshold amount.

In cases where the claim relates to assets Council does not own or is not responsible for on the road reserve, the person who proposes to make a claim must refer the claim to the other authority or person responsible for those assets.

Permits for work within a road reserve

In cases where an individual or organisation proposes to carry out works within the road reserve that may impede public access, or interfere with road infrastructure, they must apply for a 'works within road reserve' permit. There are some exemptions, as noted in the Road Management (Works and Infrastructure) Regulations 2015.

Local laws also require property owners to apply for a vehicle crossing permit if they plan to build a driveway.

In both cases, a fee applies to cover the costs of the administration and inspection of the work.

Obligation of others

There are several assets within the road reserve that we do not have an obligation to inspect and/or maintain. These include:

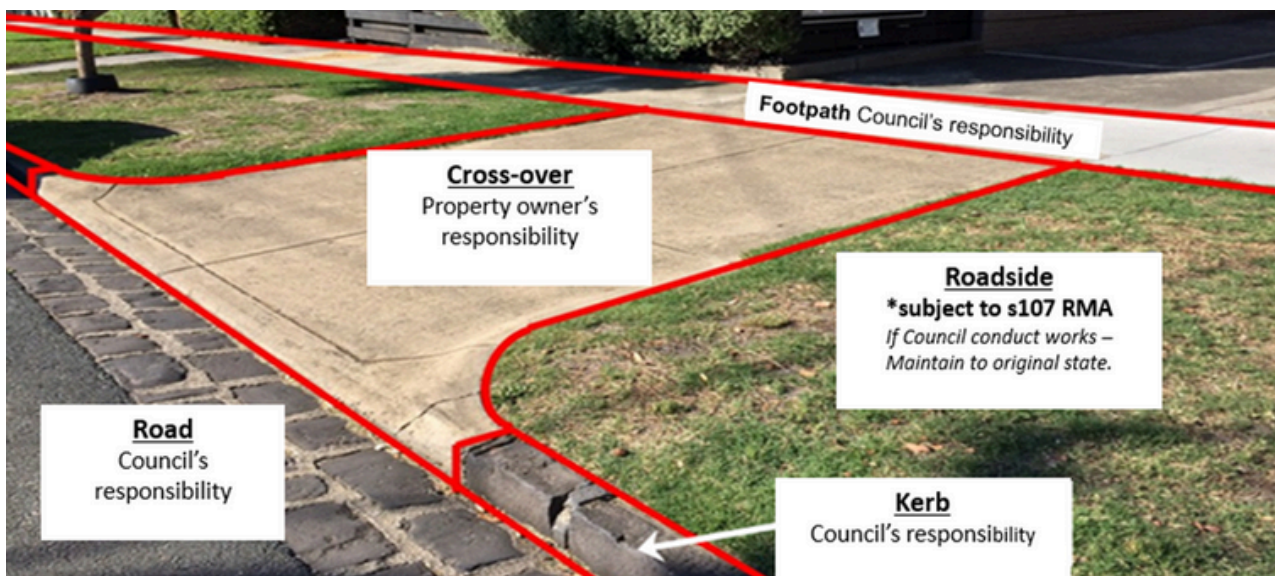
- **Non-road infrastructure** - This includes (but is not limited to) such items as gas pipes, water and sewerage pipes, cables, electricity poles and cables, tram wires, rail infrastructure, bus shelters, public telephones, mailboxes, roadside furniture and fences erected by utilities, or providers of public transport.
- **Vehicle driveways** – the vehicle crossing (including cross-over), located between the carriageway and the property boundary, must be maintained by the adjoining property owner. However, Council is responsible for the portion of the driveway where the constructed pathway is reasonably required by the public in accordance with the following diagram.
- **Single property stormwater drains** – for drains constructed within the reserve that carry water from a single property to an outlet in the kerb, or other drain.
- **Utilities** – including, but not limited to; telecommunication, power, water, gas and rail authority assets.
- **Roadside** – as per Section 107 of the Road Management Act, Council has no “statutory duty or a common law duty to perform road management functions in respect of a public highway, which is not a public road or to maintain, inspect or repair the roadside”, described as “any land that is within the boundaries of the road (other than shoulders) which is

not a roadway or pathway”. This includes landscaped tree plots within the footpath/pathway where the surface of the tree plot is not constructed with the intention of providing a trafficable pedestrian surface.

Where Council becomes aware of a hazard created by the defective condition of assets / infrastructure owned by another party, Council may at its absolute discretion:

- If located within assets / infrastructure for which Council is responsible (e.g. footpaths, road surfaces, etc.), or otherwise presents an immediate and significant risk to members of the public, undertake temporary measures to reduce the risk to members of the public until such time as the respective owner can implement permanent repairs (subject also to Council’s available resources),
- Report in writing (e.g. email or letter) the presence of the hazard to the responsible party and request that repairs be implemented within a reasonable timeframe.
- Where repairs are not completed by the responsible party within the respective timeframe, Council may complete necessary repairs and invoice the responsible party for the costs.

However, where another party has a duty in relation to the asset / infrastructure, and Council has a discretionary power to take remedial action in relation to that matter, only that other party with the duty is liable in a subsequent proceeding, in accordance with s.104 of the Road Management Act 2004.



ROAD MANAGEMENT SYSTEMS

BACKGROUND AND PROCESS

Road asset management involves managing both physical assets and uses and operation that have the potential to impact their condition. It applies to all road assets, including:

- the road – pavement and surface, as well as footpaths, kerb and channel
- structures – bridges, culverts and traffic management devices
- road infrastructure – traffic signals and on-road electrical assets.

The aim of our road management system is to deliver a safe and efficient road network and meet community needs to the best of our ability, within available resources.

To create a road asset management system that would best meet our needs when inspecting, maintaining and repairing public roads, we used the following nationally-recognised asset management frameworks:

- International Infrastructure Management Manual (IIMM) 2015, IPWEA
- IPWEA National Asset Management Systems (NAMS+)
- Other references, as listed in technical references.

The system is designed to set the direction for our asset management activities. It is also linked to the annual business planning cycle.

ASSET HIERARCHIES – MUNICIPAL ROAD NETWORK

All roads and footpaths within the municipal network are classified according to a hierarchy that takes into account how they are used, who uses them, and how often.

The classification is used to determine the levels of service required, prioritise works programs and determine defect intervention responses.

Council has developed the following road hierarchy system for its road network:

- Link roads – category 3
- Collector roads – category 4
- Access-dwelling roads – category 5A
- Access-property roads – category 5B
- Minor roads – category 6A
- Minor roads (not maintained) – category 6B

Urban road & street network

Link roads	Category 3
Provide 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 60 vehicles per day. Provide major access routes for heavy vehicles.	
These are sealed roads.	

Rural road network

Collector roads	Category 4
Provide 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.	
Many 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 usually have imported pavement material placed upon them.	

Minor roads Category 6A

Provide 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 generally have no imported pavement material placed upon them.

Minor roads (not maintained) Category 6B

Category 6B roads are not proactively maintained by Council. They are not constructed roads.

Definition: Non-constructed roads within a road reserve, which are not proactively maintained by Council.

Pathway network

Council has developed the following footpath and kerb and channel hierarchy system and the following descriptions provide guidance on each category.

High usage areas Category 1

- Locations within 100m of commercial areas.
- Locations within 100m of schools and links to commercial areas.
- Links between commercial areas, schools and other high use areas, which may include recreational areas.

Medium usage areas Category 2

- All other areas where footpaths are constructed.

OUR ROAD NETWORK

More information about the Council's road network is shown in the tables below.

Table 3.1 – Road length by hierarchy –

date last updated: 18/12/2024

HIERARCHY	LENGTH (KM)	% OF NETWORK
Category 3: Link roads	435	15.8
Category 4: Collector roads	432	15.7
Category 5: Access roads	1,129	41
Category 6A: Minor roads	627	23
Category 6B: Minor roads (not maintained)	127	4.5
Total	2,751	100

Table 3.2 – Road length by surface type –

date last updated: 18/12/2024

SURFACE TYPE	LENGTH (KM)	% OF NETWORK
Sealed	826	30
Unsealed	1,925	70
Total	2751	100

MAINTENANCE MANAGEMENT SYSTEM

Maintenance management

Council has responsibilities to road users and the community to maintain public roads to a reasonably safe and suitable standard, within our available funds and resources. By developing long-term maintenance programs for our assets, we are better able to plan how we do this.

The following maintenance requirements shape our annual program and budget:

Routine maintenance standards

Standards vary across the network depending on the asset type and relevant risk factors, such as traffic volumes and composition, operating speeds, the susceptibility of assets to deterioration and the cost effectiveness of repairs. Competing priorities for funding are also relevant.

Defect intervention levels have been established using the VicRoads Standard Specification Section 750 and adapting it to local conditions.

The standards will be reviewed periodically to make sure they are adequate (see section "updating the plan").

Repair and maintenance works

Works must be completed within a specified time, depending on the severity and location of the defect. Response times are determined using local knowledge and experience and past performance as a guide.

Response times are monitored and will be periodically reviewed (see section "updating the plan").

Temporary mitigation measures

These are temporary works designed to reduce the risk of an incident, until such time as repair or maintenance works can be completed.

Response times and safety measures – for example warning signs, flashing lights, and safety barriers – are determined by reference to the risk to safety, road type and traffic volume.

Emergency works

Works that result from emergency incidents and must be undertaken immediately, for the safety of road users and the public.

Emergency works might include traffic incident management, responses to fires, floods, storms and spillages, and any assistance required under the Victorian State Emergency Response Plan and Municipal Emergency Management Plan.

Asset management plans

Council's asset management plans guide the development of long-term asset renewal programs, helping Council to plan and finance asset renewal and replacement.

Maintenance surveys and inspections

A four-tier regime is used to inspect Council's road network assets. It covers safety issues, incidents, defects and condition inspections.

1. Reactive inspections (customer request via Customer Request Management (CRM) System)

These inspections are conducted in response to requests from the community. The inspection is carried out by a Council employee and assessed according to the timeframes nominated within attachment 2.

2. Proactive inspections

Regular timetabled inspections that are scheduled depending on traffic flow, the types of defects likely to impact the asset and the perceived risks of these defects.

3. Condition inspections

These inspections identify structural integrity issues, which, if untreated, are likely to adversely affect the network overall. These issues might impact short-term serviceability, as well as the ability of the asset to perform for the duration of its intended life span.

These inspections are carried out in accordance with Council's asset management plans. They are undertaken by various consultants as appointed by Council on a three-yearly schedule.

Maintenance responsiveness and performance targets

The following information is recorded when we receive a customer request from the community (via the CRM system):

- Date the request was received.
- Details of the request, including the location and nature of the reported hazard/defect (including any specific measurements if provided), name of the person making the request, copies of any photographs provided, etc.
- The personnel / department to which the request has been assigned for action.
- Date by which the request must be actioned (based on the target response times specified in attachment 2).
- Date when the request was actioned and/or completed (this typically involves someone carrying out a customer request inspection, as described on page 12 "maintenance surveys and inspections", followed by any necessary repair works conducted).

By recording this information, we can monitor compliance against target response times – that is, the time it takes from receiving a request to carrying out an inspection and ultimately completing necessary works.

Customer requests will be inspected and assessed in accordance with timeframes specified in attachment 2. The following are some possible outcomes from a reactive inspection:

- If a safety defect on Council's RMP compliance system (currently AssetAsyst) is identified and exceeds a description and intervention levels specified in attachment 6, a work order would be created with a date for completion of works in line with respective specified repair timeframes.
- If repairs are significant – for example, rehabilitation works are required – temporary mitigation measures may be undertaken to reduce the risk posed by the hazard/defect until the proper works can be undertaken (and subject to available resources).
- If the defect is assessed as below the description and intervention level specified in attachment 6, it would be noted (including why), but no remedial action is required to be conducted. Council may however carry out an improvement or repair.

In all cases, the action taken would be noted against the original request.

Target response times and intervention times are based on 'normal' conditions. The same level of service would not apply in cases where the plan has been suspended, under section "exceptional circumstances".

ASSET LEVELS OF SERVICE

Five elements are considered when determining appropriate levels of service for the road network. These are:

- Community expectations
- Technical standards
- Organisational capacity
- Performance measures and targets
- Safety of road and footpath users

REGISTER OF PUBLIC ROADS

Council maintains a register of public roads – called the Public Road Register – with the details of all public roads and ancillary areas for which we are responsible.

The Public Road Register is available on Council's website. A hard copy is made available at Council Customer Service Centres, at Edenhope and Kaniva, upon request.

MAINTENANCE DEMARCATON (BOUNDARY) AGREEMENTS

Where there are boundary agreements between Council and other road authorities or private organisations, the schedule of roads affected, and agreements are listed in the Municipal Road Register.

We have agreements with the following road authorities:

- Hindmarsh Shire Council
- Horsham Rural City Council
- Tatiara District Council
- Naracoorte Lucindale Council
- Wattle Range Council
- Glenelg Shire Council
- Southern Grampians Shire Council

ROADS NOT LISTED ON THE REGISTER

The following roads are not listed on our Public Road Register:

- Roads that are the full responsibility of the state government, or a private enterprise.
- Unused roads for which Council has not accepted responsibility.
- Roads drawn out on a plan of subdivision, until such time that Council accept responsibility for these roads.
- Roads that Council has not determined are reasonably required for public use.

TECHNICAL REFERENCES

- i. AS ISO 31000:2018 – Risk Management – Guidelines
- ii. Integrated Asset Management Guidelines for Road Networks (AP-R202) 2002, Austroads Inc.
- iii. International Infrastructure Management Manual (IIMM) 2015, IPWEA
- iv. VicRoads Risk Management Guidelines
- v. VicRoads Standard Specification Section 750 – Routine Maintenance

ATTACHMENTS

Attachment 1: Road hierarchy – rural and urban roads

Category	Responsibility	Description*
Category 3	Link roads	<p>A link road between townships and major rural communities to the arterial road network. May have traffic volumes in excess of 60 vehicles per day. Provide major access routes for heavy vehicles. Key features typically include:</p> <ul style="list-style-type: none"> • Link between highways, main roads and suburbs • Access to major tourist facilities • Access to industrial centres • Access to commercial and housing areas • These are sealed roads
Category 4	Collector roads	<p>A road that links communities to arterial roads and local link roads. Key features typically include:</p> <ul style="list-style-type: none"> • Provide connection between higher class roads • Access to major public facilities • Access to smaller commercial centres • Access to minor tourist facilities and industrial centres • These are both sealed and unsealed
Category 5a	Access-dwelling roads	<p>Serve at least one occupied dwelling and link individual houses to higher classification roads, generally have traffic volumes less than 30 vehicles per day.</p> <ul style="list-style-type: none"> • Serve as primary all weather access to at least one dwelling or provide through access to a similarly classed road. • Majority of these roads are unsealed with a small percentage being sealed.
Category 5b	Access property roads	<p>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 usually have imported pavement material placed upon them. The road should have the ability to provide dry weather access to property. Key features typically include:</p> <ul style="list-style-type: none"> • A side or rear entry lane, generally providing secondary access to properties • Paddock access in a rural area • Low traffic counts
Category 6a	Minor roads	<p>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 generally have no imported pavement material placed upon them. Key features typically include:</p> <ul style="list-style-type: none"> • Provide dry weather access to rural, commercial or industrial properties
Category 6b	Minor roads (not maintained)	<p>Non-constructed roads within a road reserve that are not proactively maintained by Council.</p> <ul style="list-style-type: none"> • Category 6B Roads are not proactively maintained by Council. • They are not constructed roads.

Attachment 2: Customer request timeframes – reactive requests

Asset group	Hierarchy category	Reactive inspection timeframe WD = working days H = hours
Roads and bridges	Category 3 Category 4 Category 5 Category 6a	5WD 10WD 15WD 20WD
Footpaths, kerbs and channels	Category 1 Category 2	5WD 10WD
Emergency response – All asset/categories *Reported incidents/hazards that present an immediate and significant risk to members of the public. Temporary measures (e.g. installing barriers, signage, closing the road/footpath etc.) will be implemented to reduce the risk to users of the road network until such time as appropriate repairs can be completed.		24H

*Customer generated complaints are entered into the Council's CRM system. The response times for the reactive inspections are listed. If the fault is deemed to be a safety defect as defined in the Road Management Plan, it will be forwarded to the Assets Inspector who will input the defect into AssetAsyst. The date of input to AssetAsyst will correspond to the "date found" of the defect and hence the repair timeframes under the RMP apply from that date.

Attachment 3: Pathway hierarchy

Footpaths

Category	Area	Description
Category 1	High-use areas	<ul style="list-style-type: none"> Locations within 100m of commercial areas. Locations within 100m of schools and links to commercial areas. Links between commercial areas, schools and other high use areas which may include recreational areas.
Category 2	Moderate-use areas	<ul style="list-style-type: none"> All other areas where footpaths are constructed.

Category 1 and 2 footpaths are detailed within Council's AssetAsyst program; however, the table above is a guide to the category of classification.

Attachment 4: Inspection requirements

Inspection type	Purpose	Inspection and reporting requirements
Reactive – request for service via Customer Requests Management System (CRM)	Reactive inspections are designed to confirm the nature of defects/hazards reported by members of the public or Council employees and identify any that exceed the intervention levels specified in attachment 6.	<p>Performed by a Council representative with knowledge of description / intervention levels (attachment 6) and road maintenance techniques who may then call in a higher level of expertise if necessary.</p> <p>All reactive inspections are conducted on foot, with defects measured and photographed.</p> <p>The report is required to identify specific safety defect, time first reported, time inspected and by whom, subsequent action and time of completion.</p>
Proactive inspection	<p>Inspection undertaken in accordance with a formal programmed inspection schedule to determine if the road asset complies with the levels of service as specified. A record of each asset is to be completed detailing the name of the inspector, the inspection date, and a description of any defects found that exceed the intervention levels specified in attachment 6.</p> <p>In addition, details of the inspection will be electronically recorded against the particular asset inspected.</p>	<p>Proactive inspections of roads are conducted via a slow-moving vehicle, while proactive inspections of all other asset types are conducted on foot, with defects measured and photographed.</p> <p>Performed by a dedicated Road Management Plan inspector.</p>
Night inspections	Inspection undertaken in accordance with a formal programmed inspection schedule to assess the reflectivity of road signage, cat's eyes and roadside guideposts, and the visibility of line marking at night.	<p>Conducted via a slow-moving vehicle with standard driving lights (low beam), with visibility/legibility/reflectivity assessed by eye from distances specified respective of each asset defect type.</p> <p>Performed by a dedicated Road Management Plan inspector.</p>

Attachment 5: Inspection frequencies for roads and footpaths

Hierarchy	Proactive inspection frequency M = months	Night inspections Y = years
Category 3	3M	1Y
Category 4	6M	1Y
Category 5	12M	N/A
Category 6A	12M	N/A
High usage footpaths (cat 1)	3M	N/A
Medium usage footpaths (cat 2)	6M	N/A
Kerb and channel adjacent to high usage footpaths	3M	N/A
Bridges and culverts	*To be inspected at same time as road inspection for respective category	N/A

Attachment 6: Road, footpath and kerb and channel repair timeframes

Road repair timeframes

		Roads (safety defects/response times)					
		Road category					
		3	4	5	6a		
		Sealed	Sealed	Unsltd	Sealed	Unsltd	Unsltd
Defect description and intervention levels		Response time	Response time	Response time	Response time	Response time	Response time
Sealed	Pothole – sealed road (>100mm deep and >400mm dia.)	1M	1M		2M		
	Edge break (>300mm wide and over 5m long)	3M	3M		6M		
	Depression/rut/shoving/scouring shoulder (>100mm deep, 1.2m traverse or 3m longitudinal)	1M	1M		3M		
	Edge drop-off (>100mm over 20m longitudinal)	1M	1M		2M		
Unsealed	Pothole – unsealed road (>100mm deep and >400mm in diameter)			2M		2M	6M
	Corrugations (>100mm deep over a 50m length)			2M		3M	6M
	Depression/rut/shoving/scouring (150mm deep 1.2m traverse or 3m longitudinal)			2M		2M	3M
Furniture	Regulatory and advisory signs (excluding info and parking signs) missing/illegible at >100m	2M	2M	3M	3M	3M	6M
	Safety barrier, detached or damaged make them substantially ineffective or dangerous	2M	2M	2M	3M	3M	6M
	Guideposts (two in a row on the outside of curve or >20% missing at a critical location)	2M	2M	2M	3M	6M	6M
	Line marking not visible or ineffective at critical location	3M	6M		12M		
Obstructions	Other obstructions. Materials or spills in traffic lanes if presenting a danger to traffic	72H	72H	72H	72H	1M	1M
Drainage	Bridge and culvert defects (visible damage likely to pose immediate and significant risk to members of the public)	1M	1M	1M	1M	2M	2M
Veg.	Vegetation (trees, shrubs or grasses obscuring regulatory or warning signs)	3M	3M	6M	6M	6M	6M
	Roadside vegetation (overhead clearance < 4.5m clearance over trafficable portion of road)	2M	4M	4M	6M	6M	N/A
H=hour/s M=month/s							

Footpath repair timeframes

Footpaths* (safety defects/response times)			
Footpath category			
	Defect description and intervention levels	High usage	Medium usage
		Response time	Response time
Vertical displacement	Vertical displacement >25mm in height	1M	2M
Loose segmented pavers	Loose and unstable segmented pavers (i.e. pavers, bricks, etc.) that move underfoot	1M	2M
Cracking	Cracking in footpaths >40mm wide	1M	2M
Undulations	Undulations (depressions/bumps) >75mm in depth/height under a 1.2m straight edge	1M	2M
Dislodged/missing pieces/potholes	Dislodged or missing pieces or potholes >150mm in length/width and >20mm in depth	1M	2M
Missing pit lids	Missing Council drainage pit lids	1WD	2WD
Damaged pit lids	Damaged Council drainage pit lids (such that they are potentially structurally unsound)	1M	2M
WD=weekday/s M=month/s			

* Pram crossings / ramps providing transition between road and pathway levels are treated as part of the pathways for the purposes of the application of description / intervention levels.

Kerb and channel repair timeframes

Kerb and channel (safety defects/response times)			
Kerb/channel category			
	Defect description and intervention levels	Adjacent high use footpath	Adjacent medium use footpath
		Response time	Response time
Vertical displacement	Vertical displacement of section >50mm	1M	2M
Horizontal displacement	Horizontal displacement section >100mm	1M	2M
M=month/s			