



2017-2021

# Road Management Plan



Adopted May 2017

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## 2 Executive Summary

The Rural City of Wangaratta is custodian to an extensive range of community assets which have been provided to facilitate service delivery to the community. As custodians, the Rural City of Wangaratta must ensure that these assets are responsibly maintained and meet the functions intended of them in terms of safety, quality and functionality.

Local roads within the Rural City of Wangaratta which Council is responsible for maintaining are listed in Council's Register of Public Roads. These roads are inspected, maintained and renewed at scheduled frequencies based on agreed levels of service and determined intervention levels.

With an extensive road network comprising of 691km of sealed road and 1,288km of unsealed road, the provision and maintenance of roads assets is a core function of Council. Included within this road network, Council is responsible for the management and maintenance of 150 Road Bridges, 45 Footbridges, 175 major culverts, and approximately 259km of kerb and channel and 240km of footpath, bike path and rail trail.

Legislation such as the *Road Management Act 2004* (the Act) reformed the law relating to road management and outlines the rights and responsibilities of road authorities and road users. Council has a role to ensure that they have a maintenance management system by which they can discharge their duty to inspect, maintain and repair Public Roads for which they are responsible. Road users have a role in ensuring that they meet their own 'duty of care'.

This Road Management Plan (RMP) has been developed to establish a risk management system for the Rural City of Wangaratta's local road network. This RMP is intended to encompass road users' needs and expectations within an economic framework based on meeting 'reasonable' maintenance standards relative to the function of the road network.

Council's RMP considers affordability, available resources and risk management. The RMP sets 'levels of service' that meet the community's 'reasonable' expectations of day to day maintenance. The RMP documents Council's road management processes. Comprehensive details in relation to roads and road related assets are available in Council's Roads Asset Management Plan (adopted 2015).

## 3 Background

### 3.1 Introduction

*Road Management Act 2004* (the Act), introduced in 2004, reformed the law relating to road management in Victoria by removing ‘nonfeasance’ as a defence for a Road Authority and replacing it with the requirement to implement a responsible inspection and maintenance regime. As a result of the introduction of the Act, Road Authorities were advised to develop a Road Management Plan (RMP) which details inspection and maintenance standards based on agreed intervention. The RMP is intended to encompass road users’ needs and expectations within an economic framework.

According to section 19 (1) of the Act, “a road authority must keep a register of public roads specifying the public roads in respect of which it is the coordinating road authority”. A road is considered a Public Road if the road authority has made a decision that the road is “reasonably required for general public use”. All roads included in the Register of Public Roads will be inspected and maintained in accordance with this RMP.

The RMP will provide the governing framework that defines intervention levels in regard to road asset maintenance.

### 3.2 Purpose of the Plan

In accordance with the Act the purpose of the RMP is to:

- Integrate with a Register of Public Roads for which Council is responsible;
- Document the Rural City of Wangaratta’s management system for the maintenance of roads and road related infrastructure consistent with the requirements of the Act, while recognising resource limitations;
- Specify intervention levels for routine inspections, maintenance and repair for roads which the Rural City of Wangaratta is responsible for;
- Detail the management system that Council proposes to implement in the discharge of its duty to inspect, maintain and repair public roads for which the Council is responsible; and
- Provide a public working document for all stakeholders.

### 3.3 Relationship of the RMP with the Roads Asset Management Plan (RAMP)

The RMP and Council’s RAMP are interrelated documents. The RAMP has been developed to assist Council in managing road assets over their life cycle, including the funding required to maintain and renew roads and road related assets.

The RMP is a maintenance management system for the management of defects on roads and paths for which Council is responsible. The RMP is a public document which will be available to the general public on Council’s website.

## 4 Road User Rights and Responsibilities

### 4.1 Key Stakeholders

In regards to the RMP, stakeholders are considered those to be both managers and users of the road network. The following groups are regarded as stakeholders:

- Rural City of Wangaratta (as the coordinating road authority);
- Residents and ratepayers of the Rural City of Wangaratta;
- Road users (including drivers and passengers, motorcyclists, cyclists and pedestrians);
- Other road authorities (including VicRoads, DELWP, adjoining municipalities);
- Service authorities who use the road reserve for their infrastructure;
- Rural City of Wangaratta's Insurer;
- Emergency Service Agencies (including Police, Fire, Ambulance and Victorian State Emergency Service);
- Land Developers; and
- Consultants and Contractors (design, construction and maintenance personnel who build and maintain the road asset).

### 4.2 Road User Rights and Obligations

The RMP not only documents the intended 'duty of care' by Council to manage and maintain the local road network but also details the 'duty of care' that must be adhered to by users of the local road and path network. Users of the local road and path network include, but are not limited to a person driving a motor vehicle, cyclists, and pedestrians.

All road users have a duty of care under the Act. Section 106 and 138 prescribe particular obligations as contained in Section 17A of the *Road Safety Act 1986* which states that:

- 1) *A person who drives a motor vehicle on a highway must drive in a safe manner having regard to all 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 highway in a safe manner having regard to all the relevant factors.*
- 3) *A road user must –*
  - a) *have regard to the rights of the 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.*

### 4.3 Legislative Control

#### 4.3.1 Road Management Act 2004 (the Act)

The Act is based on the following key principles:

- Clear allocation of road asset ownership and management;
- Established processes and accountabilities for policy decisions and performance standards;
- Provision of operational powers to achieve targets and performance standards; and
- Clarification of civil liability laws for the management of roads.

The objectives of the Act are to:

- Establish a statutory framework for the management of the road network;
- Set out certain rights and duties of road users;
- Establish the general principles which apply to road management;
- Provide for the role, functions and powers of a road authority;
- Provide for the making of Codes of Practice;
- Facilitate the making of road management plans;
- Enable the declaration and discontinuance of roads;
- Provide a process for the declaration and classification of roads and the re-allocation of management responsibility for roads;
- Provide for a road authority to keep a Register of Public Roads in respect of which the road authority is the coordinating road authority;
- Provide for the construction, inspection, maintenance and repair of public roads;
- Set out the road management functions of road authorities;
- Set out the road management functions of infrastructure managers and works managers in providing infrastructure or conducting works;
- Provide guidance for issues relating to civil liability arising out of road management;
- Provide mechanisms to enforce and administer provisions of the Act;
- Make related amendments to the Transport Act 1983, the Road Safety Act 1986, the Local Government Act 1989 and certain other Acts.

#### 4.3.2 Local Government Act 1989

This Plan has been developed to reflect the purposes and objectives of Council as specified in Sections 6 and 7 of the *Local Government Act 1989*. The Local Government Act 1989 contains the legislation relating to the care and management of all public highways vested in the Council and all roads that are the subject of a declaration under Section 204 (2).

Section 205 (2) states: A Council that has the care and management of a road –

*(a) Must ensure that if the road is required for public traffic, it is kept open for public use (subject to the exercise of any powers that it has to the contrary under Schedules 10 and 11),*

*(b) May carry out work on the road, and*

*(c) Is not obliged to do any particular work on the road, and in particular, is not obliged to carry out any surface or drainage work on an unmade road.*

#### 4.3.3 Codes of Practice

The main purposes of Codes of Practice are to provide practical guidance —

- By setting out benchmarks of good practice in relation to the performance of road management functions by road authorities and the conduct of works managers, infrastructure managers and providers of public transport;
- By clarifying or determining how the operational responsibility for different parts or elements of a road reserve is to be allocated between road authorities;
- To road authorities in determining how to allocate resources, develop policies, set priorities and make road management plans; and
- In relation to the matters specified in section 25 of the Act.

Pursuant to section 24 of the Act, Council will comply with the following Codes of Practice:

- Management of Infrastructure in Road Reserves;
- Operational Responsibility for Public Roads; and
- Road Management Plans.



## 5 Management of Road and Road Related Assets

### 5.1 The Register of Public Roads

According to section 19 (1) of the Act, “a road authority must keep a register of public roads specifying the public roads in respect of which it is the coordinating road authority”. A road is considered a Public Road if the road authority has made a decision that the road is “reasonably required for general public use” and hence included in the Register of Public Roads. All roads included in the Register of Public Roads will be maintained to a standard as specified in the Road Management Plan.

#### 5.1.1 What is “Reasonably required for general public use?”

Since the inception of the Act in 2004 there has been some ambiguity surrounding this, however, from Rural City of Wangaratta’s perspective, for a road to “reasonably required for general public use”, consideration should be given to:

- The number and nature of separately owned and occupied properties abutting onto the road or requiring the road for access purposes;
- whether the properties which abut the road or require the road for access purposes have alternative access rights;
- whether the road connects into, and forms part of, the wider network of Public Roads;
- whether the road contains assets owned and managed by public service authorities (gas, electricity, telecommunications, sewerage, water); and
- whether the road is safe for public access (no horizontal or vertical alignment issues, existing pavement, suitable drainage, no large trees or obstacles restricting vision).

Under the Act, the Rural City of Wangaratta is the responsible road authority for all municipal Public Roads listed in Council’s Register of Public Roads. Council is not obliged to undertake any works on roads that are not registered as Public Roads. (For more information refer to the *Register of Public Roads*.)

### 5.2 Road Hierarchy

Council’s Register of Public Roads list the municipal roads for which Council is responsible. Municipal roads within the Rural City of Wangaratta are classified according to their function.

The level of service provided to a particular road will depend on its road hierarchy classification. Council’s road hierarchy is outlined in Table 5.2 as follows:

Table 5.2 – Road Hierarchy

Asset Class	Hierarchy	Description
<b>Roads</b>	Link	Provides a direct linkage between significant population centres and major traffic generators. These roads have an identifiable origin and destination.
	Collector	Provides a route between and through residential, industrial, commercial, agricultural, tourist and forest traffic nodes and the link and / or arterial road network.
	Access	Provides direct access for abutting residential, industrial, commercial, forestry and agricultural properties. Access roads connect into the arterial, link or collector road network. These roads are formed, have pavement (minimal at times) and can be sealed or gravel surfaces. Access roads usually have low traffic volumes and are considered to have minimal or no through traffic.  Note: Both on and off street carparking (parking bays and car parks areas) are maintained by Council as Access roads.
	Limited Access	Provides access for minimal abutting residential properties. These roads are unsealed, not always well formed, may have minimal drainage, and generally only service a small number of local residents. Limited access roads also include roads within council MFPS which have the sole purpose of ensuring fire emergency vehicles have access.

### 5.2.1 Other Roads (not required for general public use)

There are many roads within the municipality that are not classified within Council's hierarchy. These roads are not considered to meet the criteria of being 'reasonably required for general public use' and are not listed in Council's Register of Public Road. Council has no obligation under the Road Management Act 2004 to inspect or maintain these roads.

### 5.2.2 Gate Structures / Cattle Grids / Kerb and Channel Obstructions

Council recognises the existence of illegal structures/obstructions on roads that are included in the Register of Public Roads, and may work co-operatively to ensure the removal of these structures/obstructions to allow for the safe passage of road users and pedestrians.

## 5.3 Path Hierarchy

Paths within the Rural City of Wangaratta include footpaths, bike paths (shared paths) and the Rail Trail network. They are classified according to their function (including characteristics such as usage, volume, type and accessibility). The level of service provided to a particular path will depend on its path hierarchy classification. Council's path hierarchy is in accordance with Table 5.3 as follows:

Table 5.3 – Path Hierarchy

Asset Class	Hierarchy	Description
Paths	High	<ul style="list-style-type: none"><li>• Paths located within the central activities area (North End Ovens St, Faithfull St, East End Rowan St, East End Docker St, Ford St, Murphy St, Reid St, Chisholm St, Victoria Pde, Baker St.)</li><li>• High activity area footpaths (within one street block of shopping precincts, aged care centres, senior citizen centres, schools, hospitals, libraries, main community facilities and transport hubs);</li><li>• Paths in arterial, link and collector road reserves.</li><li>• Bike paths and rail trail</li><li>• Paths in parkland.</li></ul>
	Low	<ul style="list-style-type: none"><li>• All Paths within residential areas, that are not included in the high use category.</li></ul>

## 6 Demarcation - Road Management Responsibilities

Section 41 of the Act requires that a road authority assume responsibility for the operational aspects of a Public Road.

Due to various anomalies such as municipal boundaries, the existence of rail infrastructure and roads on private property, responsibility is not always clearly defined. The following describes demarcation and where the extent of responsibility is for a road authority.

### 6.1 Rural City of Wangaratta

According to Section 37 of the Act, the Rural City of Wangaratta is the coordinating road authority for municipal roads. Roads that Council is responsible for in regards to maintenance are listed in the Register of Public Roads. Rural City of Wangaratta's Register of Public Roads is available to the public and can be accessed from Council's website [www.wangaratta.vic.gov.au](http://www.wangaratta.vic.gov.au).

### 6.2 VicRoads

VicRoads is the coordinating road authority for arterial roads and freeways. For a list of VicRoads managed roads within the municipality refer to Appendix 1 Demarcation, 12.1 – VicRoads Responsibilities. The Code of Practice - *Operational Responsibility for Declared Freeways and Arterial Roads* specifies that on arterial roads, the operational function is shared between Council and VicRoads.

VicRoads is the responsible road authority for arterial roads in urban areas (defined as within the 60km zone) and for all infrastructure associated with the roadway used by through traffic. VicRoads is responsible for the road pavement, the seal, the kerb and channel, subsoil drains, centre medians, lighting and road related infrastructure.

Council is the responsible road authority in urban areas for any part of the roadway that is not used by through traffic. This includes service roads, dedicated parking bays, the outer separators (the median strip between the roadway and the service road), any pathways, and the nature strip.

Dedicated parking bays and service roads are inspected and maintained as per the standards for access roads. Median strips and nature strips are not inspected or maintained unless the condition of the median strip or nature strip is impacting on the section of road or path maintained by Council. An exception occurs where a median strip has been landscaped as part of a Wangaratta Beautification project, in which case the landscaping will be maintained. Council is responsible for trimming of trees which are located in the area of the road reserve managed by Council.

In rural areas (outside the 60km zone) VicRoads is responsible for all assets contained within the road reserve, unless otherwise agreed with Council.

For guidance on the physical limits of operational responsibilities between VicRoads and Council on declared freeways and arterial roads, refer to the Code of Practice.

### 6.3 Shared Road Responsibilities (Boundary Roads - Adjoining Municipalities)

Boundary roads have historically been maintained with a formal or informal agreement in order to define maintenance responsibilities. The Rural City of Wangaratta is bounded by six municipalities: Alpine, Benalla, Indigo, Mansfield, Moira and Wellington.

The Rural City of Wangaratta has:

- Shared roads (where there is more than one coordinating authority for one road);
- Municipal roads maintained by another Council; and
- Roads managed by another Council but maintained by the Rural City of Wangaratta.

### 6.4 Department of Environment, Land, Water and Planning (DELWP)

Some sections of crown road reserve exist, where the road is deemed unnecessary for public use. Examples include road reserve where a physical road has never been constructed, or where a private access track exists which has not been constructed to the standard of a public road. In these situations, the road reserve is not managed by Council, and DELWP are the co-ordinating road authority.

A number of roads are located on crown land managed by 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 Crown land and Council may remain the responsible authority.

### 6.5 VicTrack

Road authorities and rail infrastructure managers are required under the *Rail Safety Act 2006* to identify and assess risks to safety associated with road/rail interfaces and enter into a Safety Interface Agreement (SIA) for the purpose of managing those risks. The parties to the agreement recognise the need for a collaborative approach towards the management of risk associated with road/rail interfaces.

The SIA defines the interface boundaries between the parties, outlines demarcation at road/rail interfaces and identifies stakeholder responsibility. For defined interface points, responsibilities and demarcation boundaries applicable to the SIA refer to the Safety Interface Agreement (For Level Crossing and Grade Separated Interfaces Located within Wangaratta Rural City Council).

### 6.6 Private Roads

Council is **not** the responsible road authority for private roads (and road related assets) within the municipality. These roads are not considered formal roads but roads that have been constructed on private property and appear as being to a standard similar to that of a public road. These roads are not the responsibility of Council to inspect, repair or maintain. However, Council may enter into an agreement with an owner, leaseholder or relevant authority to carry out works.

### 6.7 Service Authority Utility Assets

Non-road related assets (services) within a public road such as gas pipes, water pipes, sewerage pipes, cables, electricity poles, public telephones and mailboxes are **not** the responsibility of Council.

The provision, installation, maintenance and operation of non-road related assets located within a road reserve are the responsibility of the service authority.

## 6.8 Consent to perform works in a road reserve

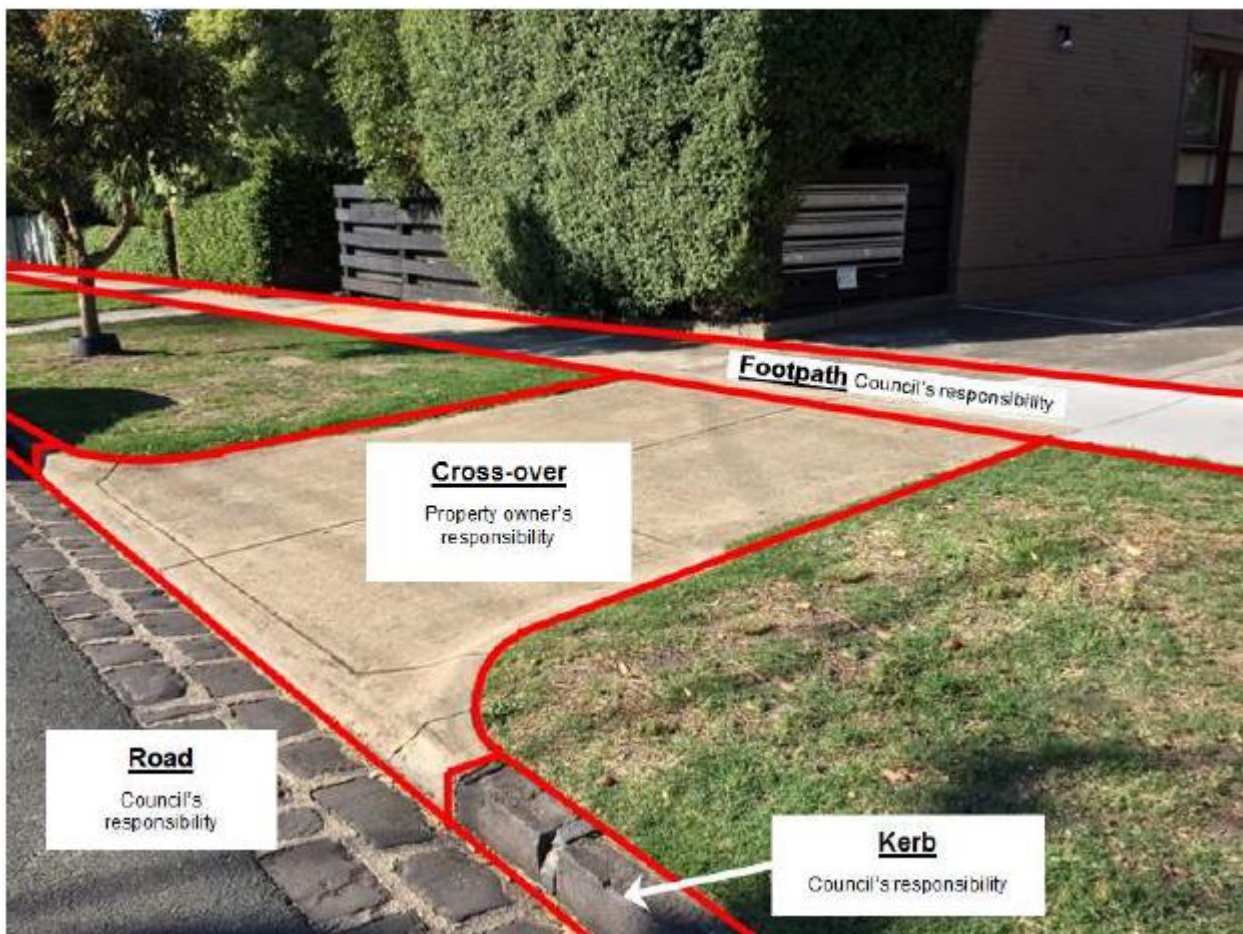
In general, any person considering undertaking works in a road reserve must obtain consent from the Coordinating Road Authority unless they are exempt under the Road Management (Works & Infrastructure) Regulations 2005. Advice and application forms for consent to perform works in a municipal road reserve are available from the Rural City of Wangaratta Office or Website [www.wangaratta.vic.gov.au](http://www.wangaratta.vic.gov.au)

## 6.9 Management of Vehicle Crossovers (Driveways)

A vehicle crossover refers to the crossing which provides vehicle access from the road carriageway to the property boundary.

Vehicle crossovers are considered private property, and repair of and damage to them is the responsibility of the property owner, however council remains responsible for any section of the crossover that is used by the general public as a footpath. This section of footpath shall be inspected and maintained to the same standard applied to other public footpaths.

Council does not inspect the remaining area of the vehicle crossover that does not form part of the footpath. If there is no footpath on the nature strip, Council does not inspect the nature strip.





## 7 Asset Management

### 7.1 Policy and Strategy

The Rural City of Wangaratta has developed an Asset Management Policy and Strategy which complements and builds upon the Council Plan. The Asset Management Policy outlines the relevance of asset management and the organisational requirements to achieve sound asset management practices. The purpose of the Asset Management Strategy is to seek to find a balance between good asset management practice, the community's expectation in relation to the condition of assets and the financial capacity of Council to meet those expectations.

### 7.2 Asset Management System

The Rural City of Wangaratta recognises the importance of managing its infrastructure assets and operates an Asset Management System to store and manage road data such as road characteristics, traffic volumes, and road condition. Council uses the condition information to predict and model the overall condition of the road network and how the road network would function under various funding scenarios. This ensures that local roads are capable of functioning as intended and are able to service the needs and expectations of the community.

### 7.3 Road Management Standards

The standards for construction of new local roads and pathways adopted by council will be in accordance with the Council's Infrastructure Design Manual (IDM). Generally, the standards for expansion, renewal and upgrade of existing assets will be based on the existing built standards taking into account the environment sensitivities of matter such as established trees and historical features, road safety and traffic management requirements.

## 8 Maintenance Management System

Road and path assets are inspected for the following reasons:

1. To identify defects to minimise the risk of injury to the asset user; and
2. To identify defects to prevent premature failure of the asset, thus minimising the financial impact to the community. (Council may not necessarily repair defects that are impacting asset life, where there are insufficient resources to do so.)

Both Council and the community collectively identify defects. Inspections are categorised as follows:

- Reactive Inspections;
- Proactive Maintenance and Risk Inspections; and
- Condition Inspections.

### 8.1 Reactive Inspections

#### 8.1.1 Frequency

Reactive inspections are primarily based on customer complaints or customer action requests. Generally Council is notified of a defect by a member of the community. The defect is to be assessed for action within 10 working days of being reported then inspected by a council staff member (or a representative of Council) in accordance with the requirement contained in this Plan, noting that times for inspecting the defect have been established in accordance with defect type.

#### 8.1.2 Maintenance Management

Depending on the defect reported, it will either be rectified under maintenance or referred for inclusion in Council's capital works programming.

### 8.2 Proactive Inspections

#### 8.2.1 Frequency

Proactive inspections are routine inspections undertaken by works personnel for defect identification, resulting in the documenting of required actions. The frequency of proactive inspections is as follows:

Table 8.2.1 – Frequency of Proactive Inspections

Asset Class	Classification	Maximum Inspection Frequency
Roads	Link Road	3 months
	Collector Road	6 months
	Access Road	12 months
	Limited Access Road	12 months
Road Related Infrastructure	Signs (Warning and Regulatory)	As per Link, Collector, and Access Note: 5 years for reflectivity
	Kerb and Channel	As per Link, Collector, and Access
Paths	High Activity Path	12 months
	Low Activity Path	36 months
Bridges & Major Culverts	All	12 months



Note: Parking bays and car park areas are inspected in accordance with the adjacent road classification, noting that they are maintained as Access roads regardless of their location.

### 8.2.2 Maintenance Management - Roads

Council, through its proactive maintenance inspections will endeavour to ensure that the target levels of service are achieved, within the constraints of available resources.

Table 8.2.2 lists all defect types and the response times to action those defects. All response time are from the time of instruction to intervention. An appropriate response could include an inspection, provision of warning signs, traffic control action and/or works to repair the defect.

Table 8.2.2 Maintenance Management - Roads

Asset Class	Code	Defect Description	Link	Collector	Access	Limited Access
Roads	R001	Sealed Road – Potholed - greater than 300 mm diameter and 75 mm depth	2 days	4 days	2 weeks	Not Applicable
	R002	Sealed Road - Rutting and Depression > 5m <sup>2</sup>	2 weeks	3 weeks	6 weeks	Not Applicable
	R003	Sealed Road - Broken out pavement > 5m <sup>2</sup>	2 weeks	3 weeks	6 weeks	Not Applicable
	R005	Sealed Road Edge Drop Off: Edge drop off from a sealed surface exceeds 100 mm vertically for a 20m length	2 weeks	3 weeks	1 month	Not Applicable
	R006A	Unsealed Roads – Grading Required - Corrugated to a depth greater than 100mm in excess of 20m length	1 month	2 months	3 months	6 months
	R006B	Unsealed Roads - Potholed	1 month	2 months	3 months	Not Applicable
	R006C	Unsealed Roads - Rutted	1 month	2 months	3 months	Not Applicable
	R006D	Unsealed Roads - Scouring	1 month	2 months	3 months	Not Applicable
	R008	Obstruction on road, fallen trees, slippery substances, accumulation of granular material, or obstacle posing a danger	24 hours	24 hours	24 hours	24 hours
	R008A	Water across Road – Warning Signs required	24 hours	24 hours	24 hours	Not Applicable
	R009	Illegal structures/obstructions (gates/cattlegrids/fences etc) posing a hazard to the safe passage of road users	Program	Program	Program	Program
Drainage	R011A	Kerb and Channel - Vertical misalignment > 100mm over 3m length – capital works required	Program	Program	Program	Not Applicable
	R011B	Kerb and Channel - Vertical misalignment > 100mm less than 3m length – maintenance work required	3 months	6 months	12 months	Not Applicable
	R012	Missing drainage infrastructure (pit lids or grates)	24 hours	24 hours	24 hours	Not Applicable

	R013	Damaged drainage infrastructure (pit lids, surrounds, grates) in pedestrian areas and traffic lanes	1 month	2 months	3 months	Not Applicable
<b>Bridges</b>	R015	Missing timber bridge decking planks	24 hours	24 hours	24 hours	Not Applicable
	R017	Missing rail on bridge structure	24 hours	24 hours	24 hours	Not Applicable
	R017A	Approach to bridge significant drop off	1 month	2 months	3 months	Not Applicable
	R018A	Statutory signs missing	3 weeks	1 month	6 weeks	6 weeks
<b>Traffic Management</b>	R018B	Statutory signs illegible, damaged or obscured	3 weeks	1 month	6 weeks	6 weeks
	R019A	Guide posts missing or damaged in critical locations	1 month	3 months	6 months	6 months
	R019B	Safety barriers damaged in critical locations	1 month	3 months	6 months	6 months
	R020	Pavement markings in critical locations not clearly visible	3 months	6 months	12 months	Not Applicable
	R021A	Urban Tree pruning required – sight distance restricted or safety sign obscured	1 month	2 months	3 months	4 months
<b>Trees/ Vegetation</b>	R021B	Urban Shrub pruning required – sight distance restricted or safety sign obscured	1 month	2 months	3 months	4 months
	R021C	Urban Grass Slashing required – sight distance restricted or safety sign obscured	1 month	2 months	3 months	4 months
	R021D	Rural Tree pruning required – sight distance restricted or safety sign obscured	1 month	2 months	3 months	4 months
	R021E	Rural Shrub pruning required – sight distance restricted or safety sign obscured	1 month	2 months	3 months	4 months
	R021F	Rural Grass Slashing required – sight distance restricted or safety sign obscured	1 month	2 months	3 months	4 months
	R021G	Private Tree/vegetation clearance required – encroaching onto road or restricting sight distance	1 month	2 months	3 months	4 months
	R022	Raised tree roots in formally marked parking bay areas that pose a trip hazard to road/path users – greater than 100mm	6 months	6 months	12 months	Not Applicable
	R023	Raised tree roots on road carriageway – greater than 100mm	6 months	6 months	12 months	Not Applicable
	R024	Hanging Branch – Broken branch above road requires removal	24 hours	24 hours	24 hours	Not Applicable

### 8.2.3 Procedure for Undertaking Road Inspections

Inspections to meet the requirements of the Road Management Plan, for both roads and paths, are undertaken in accordance with the Safe Operating Procedure for Asset Inspection (C601), approved in April 2016. A copy of SOP C601 is contained in Appendix 2

Road inspections are visual inspections undertaken by one asset officer travelling in a vehicle at 35Km/hr. Defects noted are entered into a mobility device, and a photograph is taken if required.

### 8.2.4 Maintenance Management - Paths

Table 8.2.4 lists defect type and response times to correct path defects. All response times are from the time of instruction to intervention. An appropriate response could include an inspection, provision of warning signs, traffic control action and/or works to repair the defect.

Table 8.2.4 Maintenance Management – Paths

Asset Class	Code	Defect Description	High	Low
Path - Concrete	P002	Vertical displacement greater than 25mm	1 month	6 months
	P002A	Edge Drop greater than 100mm	1 month	6 months
	P005	Cracks - Horizontal displacement greater than 25mm wide	1 month	6 months
	P006A	Tactiles loose/damaged/missing	12 months	36 months
Path - Sealed	P007	Potholes greater than 150mm in diameter and depth is greater than 75mm	2 days	2 weeks
	P008	Edge drop greater than 100mm from a sealed surface to an unsealed shoulder	1 month	6 months
	P009	Raised section is greater than 50mm within a 300mm length	3 weeks	3 weeks
Path – Brick Paved	PBP001	Sunken/Cracked/Heaved – 25 mm or greater vertical displacement	1 month	6 months
	PBP002	Missing Pavers	24 Hours	24 Hours
Path - Unsealed	P011	Pothole or corrugation – depth greater than 75mm	1 month	3 months
Obstructions	P012	Ponding of water greater than 300mm deep – Warning Signs Required	24 hours	24 hours
	P012A	Tree fallen across path	24 hours	24 hours
	P012B	Dirt, debris or accumulation of aggregate on concrete, sealed or brick path.	1 week	1 month
	P013	Illegal structures/obstructions posing a hazard to the safe passage of path users	Program	Program
Drainage	P014	Drainage – missing pit lids or grates	24 hours	24 hours
	P015	Drainage - damaged infrastructure including pit lids, surrounds, grates, and culverts in pedestrian areas and traffic lanes.	1 week	2 months
Traffic Management	P021A	Statutory signs missing	1 month	3 months
	P021B	Statutory signs illegible or damaged	1 month	3 months

	P022A	Guide Posts missing or damaged	6 months	6 months
	P022B	Safety Barriers missing or damaged	6 months	6 months
<b>Trees/ Vegetation</b>	P023	Pruning Required – Trees or shrubs have grown to restrict design sight distance to intersections or restrict viewing of safety signs	6 months	6 months
	P023A	Grass Slashing Required – Grass has grown to restrict sight distance to intersections	6 months	6 months
	V026	Slashing Required - Council Vegetation protruding through path, or encroaching onto edge of path	1 month	6 months
	V027	Pruning Required - Council Vegetation encroaching inside 2.5m clear zone	1 month	6 months
	V028	Private Vegetation or debris encroaching over or onto pathway – inside 2.5m vertical clear zone	1 month	1 month

### 8.2.5 Procedure for Undertaking Path Inspections

Inspections to meet the requirements of the Road Management Plan, for paths, are undertaken in accordance with the Safe Operating Procedure for Asset Inspection (C601), approved in April 2016. A copy of SOP C601 is contained in Appendix 2

Footpath and Shared Path inspections are undertaken on foot. The asset officer walks the path while visually inspecting. If a defect is identified, it is recorded on a mobility device, and a photograph is taken if required. In some instances a measurement is taken confirming a vertical displacement.

Rail Trail inspections are undertaken by one asset officer driving along the Rail Trail at 15Km/hr. Defects noted are entered into a mobility device, and a photograph is taken if required.

## 8.3 Condition Inspections

### 8.3.1 Frequency

Condition inspections are undertaken to identify the overall condition of the asset. The condition assessment information is also used for financial asset valuation purposes, for predictive modelling, and to prioritise for the capital works renewal program.

The frequency of condition inspections is as follows:

Table 8.3.1 – Frequency of Condition Inspections

Asset Class	Classification	Maximum Inspection Frequency
Roads	Sealed Road – All Classes	5 years
	Unsealed Road – All Classes	2 years
	Limited Access Road	2 years
Kerb and Channel	Kerb and Channel	5 years
Paths	High Activity Path	6 years
	Low Activity Path	6 years
Trees	Urban Areas	5 years
Bridges and Major Culverts	All	5 years
Minor Culverts	All	6 years

## 8.4 Exceptional Circumstances

Council will endeavour to meet all aspects of this RMP. However, in the event of natural disasters/events (including, but not limited to) fires, floods, as well as human factors, such as lack of Council staff or suitably qualified contractors, Council reserves the right to suspend compliance with this RMP.

In the event that the limited financial resources of Council and its other conflicting priorities; or the occurrence of a natural disaster such as flooding or fire, result in Council being unable to meet the requirements of this RMP, some, or all, of the timeframes and responses in Council's RMP may be suspended.

## 8.5 Process for Suspension and Reactivation of RMP

The process to suspend the RMP is as follows:

- The Director of Infrastructure shall write to the Chief Executive Officer, outlining the circumstances contributing to the inability of RCOW to meet the requirements of the RMP, and
- Shall recommend suspension of the RMP until these circumstances are resolved.
- The Chief Executive Officer shall approve, in writing, the recommendation to suspend the RMP until notified by the Director of Infrastructure that the RMP may be reactivated.
- The Director of Infrastructure shall notify, in writing, internal staff and external stakeholders, that the RMP has been suspended, and the reasons for this decision.

The process to reactivate the RMP is as follows:

- The Manager - Infrastructure Planning and Delivery, and the Manager - Field Services shall agree that the circumstances leading to the suspension of the RMP have been resolved, and shall determine an appropriate timeframe for the reactivation of the RMP.
- This agreement and the timeframe for reactivation shall be communicated to the Director of Infrastructure.
- The Director of Infrastructure shall write to The Chief Executive Officer RCOW, recommending reactivation of the RMP on the agreed date.
- The Chief Executive Officer RCOW shall approve the recommendation to reactivate the RMP.



## 9 Review and Consultation

### 9.1 Reporting

In an effort to demonstrate compliance with the RMP, the following reports will be produced and distributed to Council's Corporate Management Team on a quarterly basis:

- Percentage compliance with scheduled inspections;
- Percentage compliance with defect rectification within the required timeframe;
- Percentage compliance for reactive requests - inspections and closure within the required timeframe (RMP defects only);
- Details on any outstanding defects/overdue inspections;
- Any errors/omissions noted with the RMP/road register.

### 9.2 Road Management Plan Review

The Road Management Plan will be reviewed regularly during Council's budget development period from March to June. The review will consider the levels of service for assets of public roads maintained by this Council. Particular attention will be given to managing the demand for asset maintenance with the proposed level of resources each year. The performance measure will be reviewed and any non-conformance will be reviewed for action.

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

### 9.3 Consultation Process

In any review associated with this Road Management Plan, consultation will be undertaken as follows:

- Internally by staff associated with RMP implementation;
- Externally by placing this document on exhibition and calling for submissions from the general public; and
- Externally by Council's insurer and legal advisors.

Inspection and response standards have been based on an approach that aims to balance customer expectations with sustainable resource management. Information gained from external and internal sources, including historical knowledge of demand, risk and expectation has guided the development of these standards. The Rural City of Wangaratta recognises the need to continually review these standards.

### 9.4 Amendment of Road Management Plan

If the adopted level of service 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 should then be reviewed and a new RMP proposed. The revised Plan would be subject to the consultation and approval processes as detailed in Division 5, Section 54 of the *Road Management Act 2004*.

## 10 References

Code of Practice for Operational Responsibility for Public Roads 2004

Code of Practice for Road Management Plans 2004

Code of Practice for Management of Infrastructure in Road Reserves 2008

Road Management Act 2004

Road Management (General) Regulations 2005

Rural City of Wangaratta Council Plan 2013-2017 (Revised)

MAV Insurance LMI Road Management Guidance Document V3

## 11 Definitions

Terms used in this Plan have the same meaning as the specific definitions included in the Act. For the purpose of this Plan the following additional items shall be defined:

Term	Definition
<b>Defect</b>	A localised failure in an asset, for example, potholes in a road surface or a joint displacement in a concrete footpath.
<b>Road Management Act (RMA)</b>	Road Management Act 2004 (Vic) The Act provides a statutory framework for the management of the road network in Victoria.
<b>Code of Practice</b>	Code of Practice for Road Management Plans (September 2004. Supporting document to the legislation, which provides practical guidance to Road Authorities in the making of RMPs.
<b>Responsible road authority</b>	The organisation responsible for the management of the road as determined under s.37 of the RMA.
<b>Road</b>	Includes a street; cul de sac; by-pass; bridge or ford; or other land or works forming part of the road.
<b>Arterial Roads</b>	Freeways, highways & declared main roads which are managed by the State Government through VicRoads
<b>Municipal Roads</b>	Roads for which the council is the responsible Road Authority
<b>Pathways</b>	The definition of pathway provided in the RMA captures both “footpaths” and “shared pathways” as outlined below: 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 which: a) Has not been constructed by a responsible road authority; Or b) Which connects to other land
<b>Non road infrastructure</b>	Includes infrastructure in, on, under, or over a road, which is not road infrastructure.  The RMA provides examples of non-road infrastructure that includes gas pipes, water and sewerage pipes, cables, electricity poles, bus shelters, rail infrastructure, public telephones, mail boxes, road side furniture and fences erected by utilities or providers of public transport.
<b>Other roads</b>	Include roads in State reserves, and roads on private property. Council is not responsible for the care and maintenance of these roads.
<b>Road reserve</b>	All of the area of land that is within the boundaries of a road
<b>Roadside</b>	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.
<b>Public Road Register</b>	List of roads within a municipality that a council is responsible for. Council is required to keep a register under s.19 of the RMA.
<b>Road Infrastructure</b>	The infrastructure which forms part of a roadway, pathway or shoulder, including – <ul style="list-style-type: none"> <li>Structures forming part of the roadway, pathway or shoulder, and the road-related infrastructure</li> <li>Materials from which a roadway, pathway or shoulder is made, such as asphalt, bitumen, gravel, lane markers and lines.</li> </ul>

<b>Term</b>	<b>Definition</b>
<b>Road related infrastructure</b>	<p>Infrastructure which is installed by the relevant road authority for road related purposes to</p> <ul style="list-style-type: none"> <li>• Facilitate the operation or use of the roadway or pathway; or</li> <li>• Support or protect the roadway or pathway.</li> </ul> <p>Examples: Traffic islands, traffic management signage, traffic control sign, traffic light, kerb and channel, a bridge, culvert or ford, road drain or embankment, a noise wall, gate, post or board installed on the road reserve.</p>
<b>Proactive Inspections</b>	Inspections performed as part of a scheduled program, according to the classification of roads, which is based on the road classification, volume of traffic etc., for the purpose of identifying defects above intervention and to provide a record that the road has been inspected.
<b>Reactive Inspections</b>	Inspections performed in response to a customer request or notification about the condition of the road, in order to assess whether the road contains a RMP defect that has reached the relevant intervention level.
<b>Condition Inspections</b>	Inspections conducted to assess the life of the road and footpath network, and to prioritise major works.
<b>Intervention Level</b>	The level of severity of a defect at which the road authority has determined that the defect will be repaired.
<b>Infrastructure and works managers</b>	Staff of road authorities that are responsible for the management and maintenance of roads as determined by the classification system within the Road Management Act 2004 (Vic), and as contained in the roads register.
<b>Consent applications</b>	Applications made by other road authorities and utilities companies to perform works on council-managed roads.
<b>'Exceptional Circumstances' clause</b>	A clause in the RMP that describes the conditions under which a council can suspend its maintenance and inspection responsibilities under the RMP due to the occurrence of events outside their control. The 'Exceptional Circumstances' clause also details the process for reinstating the RMP.


## 12 Appendix 1 - Demarcation.




### 12.1 VicRoads Responsibilities

The following roads are managed by VicRoads and will therefore appear on the VicRoads Register of Public Roads:

- Great Alpine Road
- Wangaratta-Yarrawonga Road
  - Reid Street
  - Rowan Street (Reid St to Green St)
  - Green Street (Rowan St to Evans St)
  - Evan Street (Green St to Evans St)
  - Edwards Street
- Wangaratta-Whitfield Road
  - Warby Street (Ryley St to Roger St)
  - Meldrum St (Roger St to Millard St)
  - Millard Street (Millard St to Crisp St)
  - Murdoch Road (Crisp St to Wenhams Lane)
  - Byrne Street (*through Moyhu township*)
- Mansfield-Whitfield Road
- Greta Road
- Wangaratta Road
  - Tone Road
  - Ryley Street
  - Murphy Street
  - Parfitt Road
  - Bowser Road
- Glenrowan-Myrtleford Road (Snow Road)
  - Green Street (*through Oxley township*)
- Federation Way
- Rutherglen-Springhurst Road

## 13 Appendix 2 – RCOW Safe Operating Procedure – Asset Inspection – C601

	<h1>SAFE OPERATING PROCEDURES</h1>	
Procedure:	Asset Inspection	C601
1.0 – Purpose	To clearly outline the actions Council staff will take to identify, control and eliminate the risks associated with inspecting Council assets.	
2.0 - Related Documents	Road Management Act 2004 Council's Road Management Plan Occupational Health and Safety Act 2004 Occupational Health and Safety Regulations 2007 Council's OH&S Manual Road Traffic Management Plan	
3.0 - Location of Task or Equipment	Various Locations within the Rural City of Wangaratta.	
4.0 - Procedure	<ol style="list-style-type: none"> <li>1. Select Traffic Management equipment and control plans (as required).</li> <li>2. Load equipment and tools into the vehicle and secure.</li> <li>3. Turn headlights on and drive to location to commence inspections.</li> <li>4. Park vehicle in a safe position and activate vehicle warning beacons.</li> <li>5. Review the worksite for hazards. If necessary complete a separate risk assessment (see Council's OHS Risk Assessment and Control Form).</li> <li>6. Inspect the roadways/footpaths in the inspection area. While working under the speed limit maintain constant lookout for approaching vehicles/cyclists/pedestrians from the front and rear. Remember the Importance of monitoring, working around other traffic/motorist whilst undertaking inspections.</li> </ol> <p><b>PLEASE NOTE:</b>            Whilst undertaking Rural Road Inspections do not exceed 40kph. Urban Roads do not exceed 30kph. Inspections of Shared Paths do not exceed 15kph. Be on constant look out for Vehicles, Cyclists and Pedestrians at all times.</p> <ol style="list-style-type: none"> <li>7. Inspect the roadways/footpaths in the inspection area. While working under the speed limit maintain constant lookout for approaching vehicles from the front and rear. Remember the importance of monitoring, working around other traffic/motorist whilst undertaking inspections.</li> <li>8. A break from the car every two hours to stretch your legs should be achieved.</li> </ol>	

	<p>9. Stop the vehicle to report any defects. Ensure the vehicle is stopped, pulled off the road way and clear of other traffic.</p> <p>10. Once inspections for the day are complete turn off and pack up all equipment. Turn off warning beacons and return to the depot.</p> <p>11. Return all tools and equipment to storage.</p> <p>12. Download inspection details.</p> <p>13. Create Works Order and issue to appropriate staff.</p>
<b>5.0 - Equipment Requirements</b>	All equipment will be maintained and inspected in accordance with the manufacturer's instructions and council policies.
<b>6.0 - Skills or Training Requirements</b>	<b>7.0 - Personal Protective Equipment</b>
<p>All employees employed by the Rural City of Wangaratta will undertake the following training in order to safely perform this procedure:</p> <ul style="list-style-type: none"> <li>• Council's OH&amp;S Induction</li> <li>•</li> </ul>	<p>The following protective equipment for this procedure:</p> <div>    </div>
<b>8.0 - Records</b>	<p>Hard copy of all Safe Operating Procedures MUST be available in the workplace at all times.</p> <p>Evidence MUST be maintained for all training undertaken in Safe Operating Procedures.</p>
<b>9.0 - Approval</b>	<p>Maree Walker</p> <p>Manager – Assets</p> <p>21 April 2018</p>