

Mount Alexander Shire

Draft Road Management Plan 2025



Responsible Service / Directorate:	Infrastructure and Development
Adoption authorised:	Council
Date of adoption:	
Date of effective from:	
Document Set ID:	
Endorsed CEO or ELT member or department manager to make and approve document editorial amendments:	
Annual desktop review date:	
Review date:	
Completion date:	
Version number:	
Stakeholder review and engagement:	
Relevant Legislation:	
Associated Strategic Direction #:	
Associated instruments:	
Supersedes:	

The remainder of this page is intentionally left blank

Contents

Contents	2
Amendments from Previous Road Management Plan (RMP)	3
Definitions	5
1. Introduction	7
1.1 What is the purpose of this Plan	7
1.2 Legislation guiding this Plan	7
1.3 What is covered in this Plan?	7
1.4 Updating the Plan	8
1.5 Exceptional Circumstances	8
1.5.1 Suspension of the Plan	8
1.5.2 Reinstatement of the Plan	8
1.5.3 Communication and documentation around Plan suspension	8
1.5.4 Inspections and repairs during suspension of Plan	9
1.6 Responsibility for the Plan	9
2. Rights and Responsibilities	9
2.1 Public Roads	9
2.2 Key stakeholders	9
2.3 Coordinating & Responsible Road Authority	10
2.4 General Functions of a Road Authority	10
2.5 Rights of the Road User	10
2.6 Obligations of Road Users	10
2.6.1 General Usage	10
2.6.2 Incident Claims	11
2.6.3 Works within the road reserve permit	11
2.6.4 Obligation of others	11
3. Road Management Systems	14
3.1 Background and Process	14
3.2 Asset Hierarchies – Municipal Road Network	14
3.3 Description of the Road Infrastructure	16
3.4 Maintenance Management System	17
3.4.1 Maintenance Management	17
3.4.2 Asset Management Plans	17
3.4.3 Maintenance Surveys and inspections	17
3.4.4 Customer responsiveness and performance targets	18
3.5 Road Asset Levels of Service	18
4. Public Roads Register	19
4.1 Maintenance Demarcation/ Interface (Boundary) Agreements	19
4.2 Roads not listed on the Register	19
5. Technical References	19
Attachment 1: Inspection Requirements	20
Attachment 2: Inspection Frequencies	21
Attachment 3: Defect Intervention Levels and Repair Timeframes	22

Amendments from Previous Road Management Plan (RMP)

Serial	Description	Author	Date
1.	Integration of previous RMP format to the Municipal Association of Victoria (MAV) preferred template	Works Coordinator (WC)	January 2025
2.	"Guideline Governance" table added	MAV	January 2025
3.	Definitions – "Critical Locations" – Term defined (Victorian Government definition)	WC	January 2025
4.	Definitions – "Lightweight Vehicle" defined and "Motor Vehicle" definition exclusions extracted	WC	January 2025
5.	Section 3.2 table1 – "Notable Exclusions" added defining what is considered private driveway access	WC	January 2025
6.	Section 3.2 – table 2 – Hierarchy description changed from "No" to "Category"	WC	January 2025
7.	Section 3.2 – table 2 – Pathway construction types defined to include gravel constructed pathways	WC, Manager Engineering (ME), Manager Operations (MO)	January 2025
8.	Section 3.2 – table 2 – Category 3 pathways added which take in "formed gravel pathways"	WC, ME, MO	January 2025
9.	Throughout document – Replaced term "Footpath" with "Pathways"	WC	January 2025
10.	Section 3.3 b) Pedestrian kerb and channel cross overs added as a part of the pathway	WC, ME	January 2025
11.	Section 4.1 – Maintenance Demarcation (Boundary) Agreement with neighboring Councils added	WC	January 2025
12.	Attachment 2 – Inspection timeframes on reactive inspections now defined, between 5 and 10 working days	WC	January 2025
13.	Attachment 2 – Inspection frequencies - Link roads changed from 2 monthly to 3 monthly	WC, ME, MO	January 2025
14.	Attachment 2 – Inspection frequencies - Collector and Strategic roads changed from 6 monthly to 4 monthly	WC, ME, MO	January 2025
15.	Attachment 2 – Inspection frequencies - Night inspections on Minor & Local roads no longer applicable	WC, ME, MO	January 2025
16.	Attachment 2 – Inspection frequencies – Night inspections on Link roads changed to annually	WC, ME, MO	January 2025
17.	Attachment 2 – Inspection frequencies – Kerb and Channel has been added to inspections table	WC, ME, MO	January 2025
18.	Attachment 3 – Sealed Roads defect intervention on pothole changed in alignment with VicRoads	WC, ME, MO	January 2025
19.	Attachment 3 – Sealed Roads pothole defect on bicycle lane added	WC, ME, MO	January 2025
20.	Attachment 3 – Sealed Roads missing pit lid / damaged pits separated with different response times	WC, ME, MO	January 2025
21.	Attachment 3 – Pathways and Pedestrian Related Infrastructure – Vertical displacement intervention timeframe reduced	WC, ME, MO	January 2025
22.	Attachment 3 – Pathways and Pedestrian Related Infrastructure – Loose or segmented pavers added	WC, ME, MO	January 2025
23.	Attachment 3 – Pathways and Pedestrian Related Infrastructure – Cracking in pathways added	WC, ME, MO	January 2025
24.	Attachment 3 – Pathways and Pedestrian Related Infrastructure – Dislodged / missing pieces /	WC, ME, MO	January 2025

Serial	Description	Author	Date
	potholes added		
25.	Attachment 3 – Pathways and Pedestrian Related Infrastructure – Gravel pathways added under Category 1 and 3	WC, ME, MO	January 2025
26.	Attachment 3 – Pathways and Pedestrian Related Infrastructure – Scouring, potholes or damaged surface added as gravel pathway defect	WC, ME, MO	January 2025
27.	Attachment 3 – Pathways and Pedestrian Related Infrastructure – Vertical displacement at change of surface added for gravel pathways	WC, ME, MO	January 2025
28.	Attachment 3 – Pathways and Pedestrian Related Infrastructure – Damaged pit lids intervention changed from 3/6 months to 4 weeks	WC, ME, MO	January 2025
29.	Attachment 3 – Pathways and Pedestrian Related Infrastructure – Dislodged / damaged pedestrian kerb cross overs added	WC, ME, MO	January 2025
30.	Attachment 3 – Pathways and Pedestrian Related Infrastructure – Pedestrian bridges & culvert defects added	WC, ME, MO	January 2025
31.	Attachment 3 – Pathways and Pedestrian Related Infrastructure – Missing or broken handrails added	WC, ME, MO	January 2025
32.	Attachment 3 – Kerb and Channel – Vertical and horizontal displacement interventions added	WC, ME, MO	January 2025

The remainder of this page is intentionally left blank

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 which 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 Mount Alexander Shire Council
Critical location	A critical location is a location where the road alignment and/ or pavement width and/or geometry are identified by additional markings or furniture to guide the travelling public (cars, trucks, motorcycles, bicycles and pedestrians)
Demarcation /Interface agreement	A formal agreement between Council and another organisation that defines areas of responsibility
Motor vehicle	Refers to a motor vehicle intended to be used as transport on a roadway of a category that may be legally road registered within Victoria. A motor vehicle is propelled by an in-built motor (of any type) and are typically trucks, buses, commercial vehicles, cars and motorcycles
Lightweight vehicle	A range of smaller lightweight vehicle which are not road registered and are generally propelled manually or is electric powered. For example, pedal and motorised bicycles, motorised mobility scooters, manual and motorised wheelchairs, foot and motorised scooters, standing /self-balancing vehicles (e.g. Segway type)
Municipal road(s)	Road for which 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, mail boxes, 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 pathway, bicycle path, shared path or other area that is constructed or developed by Council for members of the public to use. (not for motor vehicles to travel along)
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 decided that it is reasonably required for general public use and is included on the Public Roads Register
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 which 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
Working Day	Refers to a day of the week between Monday to Friday and excludes weekends and public holidays within Victoria

The remainder of this page is intentionally left blank

1. Introduction

1.1 What is the 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 Council's road management functions, which is based on policy, operational objectives and available resources.
- 2) To set a performance standard for Council's road management functions.

Although it is termed a 'plan' in the legislation, it is functionally an operational protocol document, describing the systems and rules Council use to make decisions and meet obligations within Council's 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.

1.2 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
- Local Government Act 1989
- Ministerial Codes of Practice
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015
- Road Safety Act 1986
- Wrongs Act 1958.

1.3 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 Council classifies roads, streets and pathways – known as Council's asset hierarchy – and the plans and processes Council uses to maintain roads and road-related infrastructure.
4. Public Roads Register – what's in it, how to access it and the process for making changes.
5. Technical References.
6. Attachments:
 - a. Attachment 4, Inspection Requirements
 - b. Attachment 5, Inspection Frequencies
 - c. Attachment 6, Defect Intervention Levels and Repair Timeframes

1.4 Updating the Plan

This Plan must be updated within a set period following a Council election. Outside of this cycle, changes may 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 Director Infrastructure and Development.

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.

1.5 Exceptional Circumstances

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

However, there may 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.

1.5.1 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.

1.5.2 Reinstatement of the Plan

Once the scope of the event/s have 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.

1.5.3 Communication and documentation around Plan suspension

Council will provide information/statements to the public 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.

1.5.4 Inspections and repairs during suspension of Plan

The suspension of the Plan will not necessarily mean that all inspections and repairs halt. However, it may 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, considering 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/pathways which pose a high risk may be undertaken, depending on the resources available to the council and the accessibility of each asset.

1.6 Responsibility for the Plan

Overall responsibility for administering and implementing the Road Management Plan rests jointly with Council's Manager Engineering, Manager Operations and Director of Infrastructure and Development.

2. Rights and Responsibilities

2.1 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 decided that it is reasonably required for general public use and is included on the Public Roads Register.

2.2 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
- Users of road registered motorised vehicles (refer to definitions)
- Users of a range of smaller, lightweight vehicles (refer to definitions)
- Tourists and visitors to the area

- Emergency agencies (Victoria Police, Country Fire Authority, Ambulance Victoria, State Emergency Services)
- 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.

2.3 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.

2.4 General Functions of a Road Authority

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

2.5 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.

2.6 Obligations of Road Users

2.6.1 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 may damage road infrastructure and non-road infrastructure on the road reserve.
- (c) to avoid conduct that may harm the environment of the road reserve.

2.6.2 Incident Claims

To lodge a claim, you must complete and submit a Compensation Claim Form, all of which require supporting documentation.

For more information about incident claims, refer to Councils website via the following link, or by cutting and pasting the link into your web browser.

<https://www.mountalexander.vic.gov.au/Council/Governance-and-transparency/Claims-against-Council>

2.6.3 Works within the road reserve permit

A road reserve is the public land from outside the property boundary and generally consists of a nature strip (or roadside), drains, verge, road shoulder and roadway. Common works conducted on a road reserve are:

Vehicle crossings and driveways
Sewerage extensions
Water tapping

When works are to be conducted within a Council road reserve, you must apply for a permit, or get consent from the Department of Transport and Planning if on a main or arterial road.

For more information about working within a road reserve, refer to Councils website via the following link, or by cutting and pasting the link into your web browser.

<https://www.mountalexander.vic.gov.au/Building-and-Planning/Building-services/Conducting-works-on-Council-property/Works-within-a-road-reserve>

2.6.4 Obligation of others

There are several assets within the road reserve that Council 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, mail boxes, 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 a

constructed pathway is reasonably required by the public. Refer to Figure 1,2 and 3 for different driveway types and responsibilities.

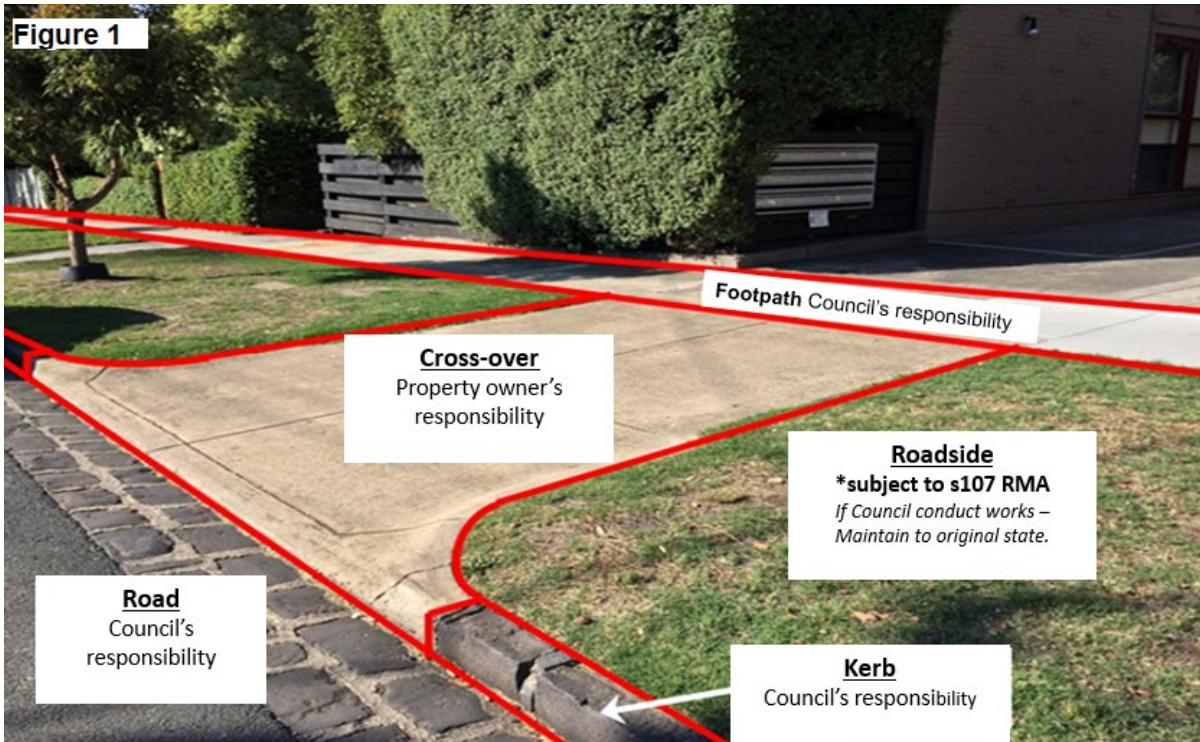
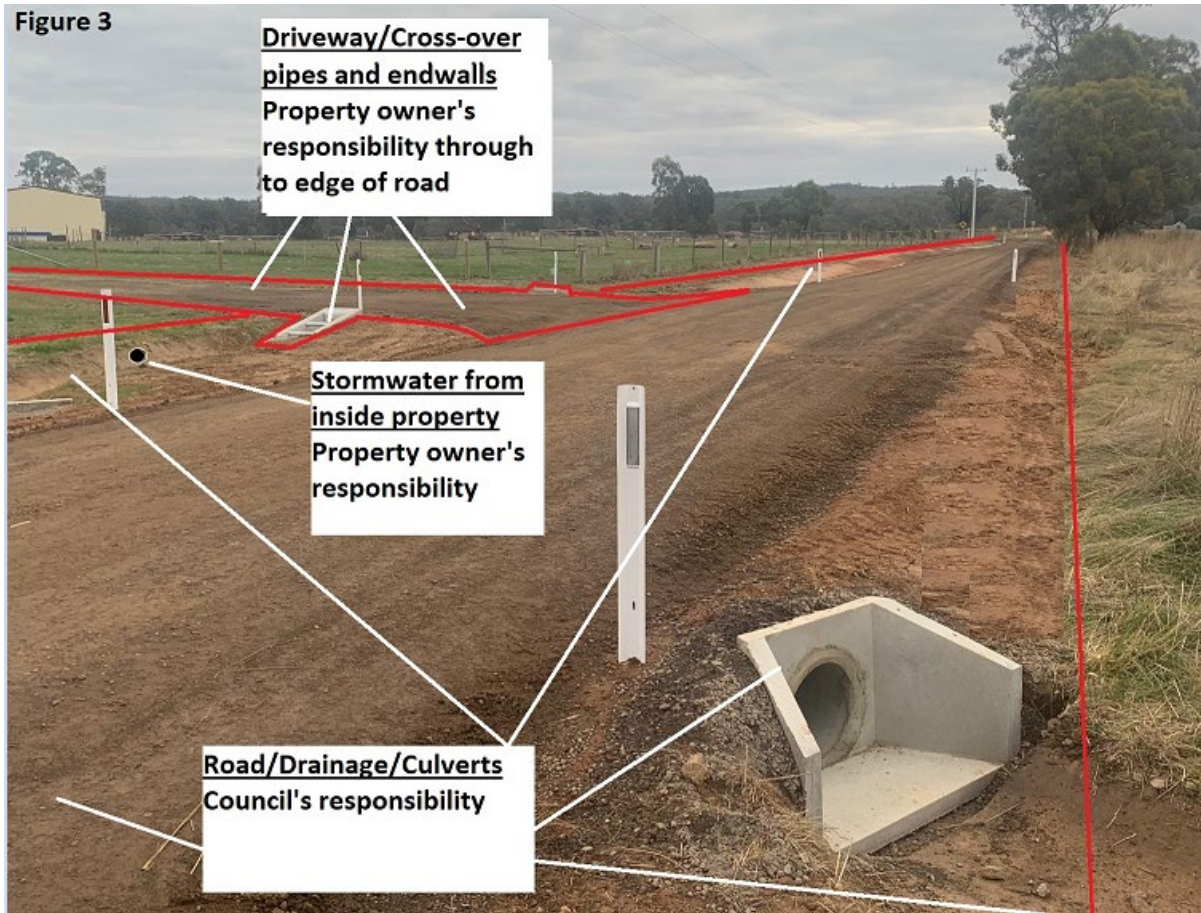


Figure 3



- **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 pathway/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. pathways, 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.

3. Road Management Systems

3.1 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 pathways, kerb and channel
- structures – bridges, culverts and traffic management devices
- road infrastructure – traffic signals and on-road electrical assets.

The aim of Council's 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 Council's needs when inspecting, maintaining and repairing public roads, Council 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 Council's asset management activities. It is also linked to the annual business planning cycle.

3.2 Asset Hierarchies – Municipal Road Network

All roads and pathways within the municipal road network are classified according to a hierarchy that considers how they are used, who uses them and how often.

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

The three levels in the hierarchy are:

1. Road & Street Network

Hierarchy Level	Description
Link Road (LK)	Link roads provide a strategic link between identifiable points of interest, may carry a large volume of vehicles, have a high percentage of heavy vehicles and high percentage of the vehicles will be travelling the entire length of the road.
Collector and Strategic Roads (CS)	Collector and strategic roads provide a means of transporting traffic from the local access roads and connecting them to the main transport infrastructure. These roads generally have lower traffic volumes than Link roads.
Local Roads (LL)	Local access roads provide vehicle access to urban properties and are the predominant road classification throughout the municipality. These roads generally have lower traffic volumes than Collector and Strategic roads.
Minor Roads (MN)	Minor roads provide vehicle access to rural properties, and includes roads that provide access to sparsely located properties and farm outlets. These roads generally have lower traffic volumes than Collector and Strategic roads.
Unformed Roads (UR)	Unformed roads consist of roads that provide driveway access to properties, also included are seldom-used tracks such as fire access tracks. They receive minimal maintenance. Re-active inspections are considered on a case by case basis.
Notable Exclusions	Note: - An access via an "Unformed Road Reserve" to a single property / farm outlet is considered as Private Driveway Access. These are not Council assets and will not be maintained by Council. - A rural property access that runs parallel to a road (within the same road reserve), and exclusively services single or multiple properties is considered private driveway access / shared private driveway access. Unless formalised as a road within Councils Public Road Register, these are not Council road assets and will not be maintained by Council.

2. Pathway network

Hierarchy Category	Type/Locality	Pedestrian Activity Level
1	Constructed pathways (all types) within Castlemaine and Maldon town/commercial centres (defined in the Mount Alexander Planning Scheme)	High
2	Concrete, asphalt or bitumen Pathways within residential and other areas	Low
3	Formed gravel pathways within residential and other areas and along public roads. Pathways within parks, gardens and reserves that are managed by Council will be managed through separate service standards.	High / Medium / Low

A pathway hierarchy has been established to provide a framework in order to rank each of the pathways for maintenance activities

In addition to the pathways and shared paths constructed within the road reserves, Council also maintains other pathways constructed on land where it is the designated responsible authority.

The RMP standards will only be applied to constructed pathways (all types) that are on Council managed land and provide unrestricted public access.

Council is not responsible for unconstructed or foot trodden tracks over roadside land or a path that connects from a roadway or pathway to privately owned land.

3.3 Description of the Road Infrastructure

Generally, the types or class of road infrastructure for which Council is the responsible road authority are:

a) Roadways

Roadways are deemed to be either sealed or gravel surface and include the area within the road reserve developed for the purposes of driving of motor vehicles.

b) Pathways

Pathways are deemed to be the area with the road reserve that has been formally constructed for pedestrian use. They may be varied in surface type. They include shared paths in the road reserve, trails and pathways and pedestrian kerb cross overs.

c) Bridges and culverts

Bridges and culverts are major structures located within a roadway to facilitate the crossing of a significant waterway by motor vehicles and pedestrians.

d) Kerb and Channel

Kerb and channel are typically a concrete barrier or a stone drain designed to carry water away from the roadway and adjacent land and into a drainage system.

e) Street Furniture

Street furniture includes all ancillary items along a roadway which improve safety, aesthetics or community amenity and typically includes items such as signs, bollards, guideposts and roadside guardrails.

f) Drainage

Open drains, stone drains and underground drainage assets are installed to carry water away from the roadway and surrounding land and into a designated stormwater system.

3.4 Maintenance Management System

3.4.1 Maintenance Management

Council has responsibilities to road users and the community to maintain public roads to a reasonably safe and suitable standard, within Council's available funds and resources.

The following maintenance requirements shape Council's 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.

The standards will be reviewed periodically to make sure they are adequate (see section 1.4).

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 1.4).

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.

3.4.2 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.

3.4.3 Maintenance Surveys and inspections

A three-tier regime is used to inspect Council's road network assets. It covers safety issues,

incidents, defects and condition inspections.

1. Reactive inspections (Request for Service or RFS)

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 Hazard intervention levels, contained within Attachment 6.

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 may 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 on a four-yearly rotation. They are undertaken by a Contractor and initiated by Council's Asset Management Coordinator.

3.4.4 Customer responsiveness and performance targets

Customer service is at the core of Mount Alexander Shire Council's work, and is part of the role of every person employed by Council. Council works for and with the community to make the shire the best place to live, work and play.

Council's Customer Service Charter outlines Council's commitment toward customer service. The Customer Service Charter is not intended to be a guide or indicator of resolving a specific request or report of a road defect, it is simply to guide Council's responsiveness to acknowledging your request. Council will let customers know when their request may not meet the guidelines set out in the Customer Service Charter due to complexity and/or the involvement of other stakeholders.

Your request will be inspected and assessed in accordance with timeframes specified in Attachment 6.

For more information about the Customer Service Charter, refer to Council's website via the following link, or by cutting and pasting the link into your web browser.

<https://www.mountalexander.vic.gov.au/Council/Council-information/Policies-publications-and-strategies/Council-policies/Customer-Service-Charter>

3.5 Road Asset Levels of Service

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

- Safety of all road and pathway users
- Road hierarchy / use
- Technical standards / appropriate treatments
- Organisational capacity

4. Public Roads Register

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

The Public Roads Register is available on Council's website. A hard copy is made available at Council's Customer Service, located at the Civic Centre, Cnr Lyttleton and Lloyd Street Castlemaine upon request.

4.1 Maintenance Demarcation/ Interface (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.

Council have agreements with the following road authorities:

- City of Greater Bendigo
- Macedon Ranges Shire Council
- Hepburn Shire Council
- Central Goldfields Shire Council
- Loddon Shire Council

4.2 Roads not listed on the Register

The following roads are not listed on Council's Public Roads Register:

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

5. 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

Attachment 1: Inspection Requirements

Inspection Type	Purpose	Inspection and Reporting Requirements
Reactive – Request for Service (RFS)	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.	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. All Reactive inspections are conducted on site, with defects measured and recorded. The records must be specific about the safety defect, time first reported, time inspected and by whom, subsequent action and time of completion.
Proactive Inspection	Inspection undertaken in accordance with a formal programmed inspection schedule to determine if the road asset complies with the levels of service as specified. 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. In addition, details of the inspection will be electronically recorded against the particular asset inspected.	Proactive Inspections are conducted on site and are usually structured, with defects measured and recorded.
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.	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. Performed by a dedicated Plan inspector.

Attachment 2: Inspection Frequencies

Asset Group	Hierarchy Category	Reactive Inspection Timeframe WD = Working Days H = Hours	Proactive Inspection Frequency M = Months	Night Inspections Y = Years
Sealed Roads Unsealed Roads Regulatory, Warning and Hazard Signs	Link	5WD	3M	1Y
	Collector & Strategic	5WD	4M	1Y
	Minor & Local	10WD	12M	n/a
	Unformed	10WD	Reactive only	n/a
Pathways, Shared & Bicycle Pathways	Category 1	5WD	6M	n/a
	Category 2	10WD	12M	n/a
	Category 3	10WD	12M	n/a
Concrete and Stone Kerb and Channel	Link	5WD	Reactive only	n/a
	Collector & Strategic	5WD	Reactive only	n/a
	Minor & Local	10WD	Reactive only	n/a
Bridges (vehicular and pedestrian)	Defect & Level 1 Bridge Inspections	5WD	12M	n/a
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/pathway, etc.) will be implemented to reduce the risk to users of the road network until such time as appropriate repairs can be completed.		12H	n/a	n/a

* If a Proactive Inspection Frequency elapses on a Weekend or Public Holiday, the actual due date will be the next Working Day.

Attachment 3: Defect Intervention Levels and Repair Timeframes

NOTES:

* If a Repair Timeframe elapses on a Weekend or Public Holiday, the actual due date will be the next Working Day.

** In cases where a defect is not due to be repaired in less than 4 weeks, temporary measures, such as installing warning signage, erecting barriers, or painting the defect with a bright contrasting colour, may be implemented at the time of identification to reduce the risk as much as is reasonably practicable until permanent repairs can be completed in line with the specified Repair Timeframes.

Sealed Roads

Defect type	Description / Intervention Level	Repair timeframes by hierarchy WD = Working Days W = Weeks M = Months			
		Link (LK)	Collector and Strategic (CS)	Local (LL)	Minor (MN)
Pothole	Potholes in sealed pavement >100 mm in depth and >300 mm in diameter Potholes located in dedicated/marked bicycle lanes >50 mm depth and >300 mm diameter.	2W	1M	3M	3M
Edge break	Edge break in the traffic lane greater than 20m in length and greater than 200mm across the lane	1M	3M	3M	3M
Edge / shoulder drop	Edge drop off in the traffic lane greater than 10m in length and greater than 100mm in depth	1M	2M	3M	3M
Depressions / deformations	Depression / deformations in the traffic lane of a sealed pavement >100 mm in depth under a 3m long straight edge	1M	2M	3M	3M
Missing pit lids	Missing Council drainage pit lids	2WD	2WD	4WD	4WD

Damaged pit lids	Damaged Council drainage pit lids (such that they are potentially structurally unsound)	1W	1W	1W	1W
Roadside Vegetation – Overhead clearance	Vegetation intruding into the road envelope <4.5 m over the trafficable portion of all sealed roads	1M	3M	3M	n/a
Roadside Vegetation – Obstructing sightlines	Vegetation that is obstructing sightlines to intersections or regulatory, warning and hazard signs	1M	3M	6M	n/a
Loose material in traffic lane	Loose material in the traffic lane spread greater than 2m in diameter and greater than 30mm depth or other debris causing a danger to road users	1WD	2WD	5WD	5WD

Unsealed Roads

Defect type	Description / Intervention Level	Repair timeframes by hierarchy WD = Working Days W = Weeks M = Months			
		Link (LK)	Collector and Strategic (CS)	Local (LL)	Minor (MN)
Pothole	Potholes in unsealed pavement >100 mm in depth and >500 mm in diameter	n/a	1M	2M	3M
Wheel ruts / scouring	Wheel ruts or scouring on an unsealed road >100 mm in depth	n/a	1M	2M	3M
Corrugations	Continuous corrugations on an unsealed road greater than 50m in length >50 mm in depth	n/a	1M	2M	3M
Roadside Vegetation – Obstructing sightlines	Vegetation that is obstructing sightlines to intersections or regulatory, warning and hazard signs.	n/a	3M	6M	6M

Traffic Control Devices

Defect type	Description / Intervention Level	Repair timeframes by hierarchy WD = Working Days W = Weeks M = Months			
		Link (LK)	Collector and Strategic (CS)	Local (LL)	Minor (MN)
Missing / Damaged Signage	Regulatory, warning and hazard signs missing, illegible or damaged making them substantially ineffective.	2W	1M	1M	1M
Missing / Damaged Guard Rail or fencing	Guard rail/fence damaged or missing making them substantially ineffective (intervention may include temporary traffic control measures)	1M	12W	6M	12M
Missing / Damaged Pavement markings	Pavement markings at critical locations (refer to definitions table for critical locations) which are missing or faded making them substantially ineffective.	1M	12W	3M	6M

Pathways, Shared & Bicycle Pathways

Defect type	Description / Intervention Level	Repair timeframes by hierarchy WD = Working Days W = Weeks M = Months		
		Cat 1	Cat 2	Cat 3
Vertical Displacement	Vertical Displacement >25 mm in height	2W	1M	n/a
Loose segmented pavers	Loose and unstable segmented pavers (i.e. bluestone, bricks, etc.) that move underfoot	2W	1M	n/a
Cracking	Cracking in pathways >20 mm wide	2W	1M	n/a
Undulations	Undulations (depressions / bumps) >100 mm in depth/height under a 1m straight edge	1M	6W	n/a
Dislodged / missing pieces / potholes	Dislodged or missing pieces or potholes >300 mm in length/width and >25 mm in depth	2W	1M	n/a
Scouring, potholes or damaged surface	Scouring or damaged surface on constructed gravel path >100mm	2W	n/a	1M
Vertical displacement at change of surface	Vertical Displacement >30 mm in height where gravel path meets other constructed surface	1M	n/a	1M
Missing pit lids	Missing Council drainage pit lids	2WD	2WD	2WD
Damaged pit lids	Damaged Council drainage pit lids (such that they are potentially structurally unsound)	1M	1M	2M

Vegetation overhead clearance	Vegetation intruding into the pathway envelope <2.5 m over pathway surface	6M	6M	6M
Dislodged / damaged pedestrian kerb cross overs	Dislodged or missing pieces of a Council pedestrian kerb cross over (measured by risk assessment against the defect presented)	1M	6W	2M
Pedestrian bridges & culvert defects	Visible damage likely to pose an immediate and significant risk to members of the public (measured by risk assessment against the defect presented)	5WD	5WD	10WD
Missing or broken handrails	Missing or broken handrails on pedestrian bridges and cross overs (Where already existing)	5WD	5WD	2W

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

Kerb and Channel

Defect type	Description / Intervention Level	Repair timeframes by hierarchy WD = Working Days W = Weeks M = Months			
		Link (LK)	Collector and Strategic (CS)	Local (LL)	Minor (MN)
Vertical Displacement	Vertical displacement – uplift section (measured by risk assessment against the defect presented)	1M	6W	2M	3M
Horizontal Displacement	Horizontal displacement section (measured by risk assessment against the defect presented)	1M	6W	2M	3M

Bridges and Culverts

Defect type	Description / Intervention Level	Repair timeframes by hierarchy WD = Working Days W = Weeks M = Months			
		Link (LK)	Collector and Strategic (CS)	Local (LL)	Minor (MN)
Bridge & culvert defects	Visible damage likely to pose an immediate and significant risk to members of the public	2W	2W	1M	3M