



ROAD MANAGEMENT PLAN

June 2021

Hepburn
SHIRE COUNCIL

TABLE OF CONTENTS

1	Introduction	p.3
2	Key Stakeholders	p.4
3	Responsibility of Road Users	p.5
4	Road Infrastructure	p.6
5	Register of Public Roads	p.7
6	Demarcation and Transfer of Responsibility	p.10
7	Level of Service	p.12
8	Exceptional Circumstances (Force Majeure)	p.17
9	Plan Review	p.17
10	References	p.18
11	Appendices	p.19
	<i>Appendix 1 - Programmed Inspection Schedule</i>	19
	<i>Appendix 2 - Service Standards</i>	20



1

Purpose

Hepburn Shire Council is the coordinating road authority for all shire roads within the shire boundary and has a responsibility under the Road Management Act 2004 to inspect, maintain and repair the roads specified in Council's Register of Public Road. Council is committed to provide a safe and efficient road network to the public and other road users.

This Road Management Plan (RMP) outlines how Council manages its road network and provides a means for scheduling proactive inspections and prioritisation of maintenance of the road infrastructure to ensure that it is kept in the safest condition practicable within budgetary constraints.

The RMP has been developed, along with periodic reviews in accordance with the Road Management Act 2004.

Road network overview and funding support

Council maintains a significant road network including approximately 612km of sealed roads, 844km of unsealed roads, 45km of footpaths, 82km of kerb and channelling, 165 bridges and 34km of drains.

This RMP is supported by the Budget set each year by Council. Funds are provided for both operating and capital components and budget levels are determined after consideration of various inputs including:

- Levels of Service
- Condition reports
- Cost benefit analysis
- Council's Strategic Plans

Current levels of funding for road maintenance and road improvements have been built using past expenditure results and asset condition needs.

Council's annual budget for maintenance of the road network and other critical assets including footpaths, bridges and drainage assets for the safety and convenience of our community is in the order of \$2.9 million per annum.

Continued monitoring and review of asset condition and customer requests will form the basis of future budget requirements as part of Council's asset and resource planning.

KEY STAKEHOLDERS

2

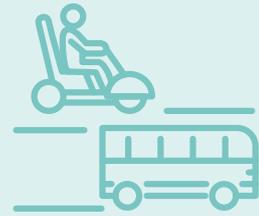
Those who use the road network and/or are affected by this RMP include:



Residents and businesses residing and located within the municipality



Tourists and visitors to the municipality



Users of all types of vehicles from large trucks to cyclists and mobility scooters



All pedestrians



Emergency Authorities



Utility Agencies



Other Road Authorities



Government Agencies that provide funding for management of the network



Council as the responsible road authority

RESPONSIBILITY OF ROAD USERS

3

All road users have a duty of care under Section 106 of the Road Management Act 2004, with particular obligations prescribed in Section 17A of the Road Safety Act 1986 that requires the following:

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

- Physical characteristics of the road
- Prevailing weather conditions
- Level of visibility
- Condition of the motor vehicle
- Prevailing traffic conditions
- Relevant road laws and advisory signs
- Physical and mental condition of the driver.

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.

A road user must:

- Have regard to the rights of other road users and take reasonable care to avoid any conduct that may endanger the safety or welfare of other road users;
- Have regard to the rights of the community and infrastructure managers in relation to road infrastructure and non-road infrastructure (1) 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;
- 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.

(1) "infrastructure manager", "non-road infrastructure", "road infrastructure" and "road reserve" have the same meanings as in section 3(1) of the Road Management Act 2004'.



4

4.1 Infrastructure covered by this Road Management Plan

Council is responsible for the following road related infrastructure:

- The constructed road including Formation, Pavement and Surface open to and intended for use by the public.
- On Street Car Parks, where they are formalised
- Surface drainage such as kerbs, channels, pits, swales and table drain within the Inner Urban precincts.
- Footpaths and Trails.
- Bridges & Major Culverts which incorporate road or footpath/trails crossings.
- Roadside infrastructure such as safety barriers, pedestrian fencing and some bus shelters.

4.2 Infrastructure not included in this Road Management Plan

This Road Management Plan is not applicable for following infrastructure:

- Any road, driveway, shared driveway access that is not declared a service road or pedestrian footpath on private property and/or providing access from private property to a public road;
- Roads or tracks, whether the road or track is located within a road reserve or not that are not listed in Council's Road Register and/or are not constructed to Council's minimum standard;
- National Highway/Freeway;
- Arterial Roads. The Code of Practice for Operational Responsibility of roads defines the demarcation of responsibility for arterial road reserves.
- Roads or tracks maintained by the Department of Environment, Land, Water and Planning or Parks Victoria or by any other authority
- Railway structures and associated assets set out in a Road/Rail Safety Interface Agreement as being the responsibility of others.
- Off road car parks
- Various utilities asset in the road reserves
- Street Lights
- Council owned street furniture

5

Hepburn Shire Council has a 'Register of Public Roads' that records the roads for which Council is the responsible road authority. This register also identifies the functional road hierarchy category for each road, which forms the basis for all operations and maintenance management activities.

The Register includes:

- The name of each public road;
- The Locality;
- The Hierarchy

This register is updated regularly and can be inspected at Council's Administration Centre or can be downloaded from Council's website.

Footpath Register

A Footpath register is maintained by Council to define the footpath and trails for which Council is responsible and identifies the functional pathway hierarchy for each section of pathway.

Road hierarchy

All Council maintained roads have been classified into groups to determine the frequency of inspection and the priority of maintenance given to a particular road.

The classification of the road is determined by:

- Number of vehicles using the road;
- Strategic value of the road;
- The type of traffic using the road.



Classifications

The classifications descriptions are:

ARTERIAL

Roads on the register classified as arterial are Department of Transport (Regional Roads Victorian) classified arterial roads and as such the maintenance and management of the roads is the responsibility of the state authority nominated under the Act.

LINK ROADS

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 a high percentage of the vehicles will be travelling the entire length of the road. It primarily provides a linkage between significant residential, industrial or commercial nodes and/or the arterial road network.

COLLECTOR ROADS

The collector roads provide a means of transporting traffic from the local access roads and connecting them to the main transport infrastructure. The traffic volumes are typically medium to low. It collects traffic from Local roads and connects to another Collector, Link or Arterial Road and services local area.

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 a high percentage of the vehicles will be travelling the entire length of the road. It primarily provides a linkage between significant residential, industrial or commercial nodes and/or the arterial road network.

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LOCAL ACCESS ROADS

Local access roads provide the predominant road classification hierarchy throughout the municipality and typically provide access to the properties along the length of the road with little or no through traffic. The traffic volumes on these roads are therefore typically low. Local access road is further classified into two categories:

Local Access Road Level 1 (LA 1): These roads are Medium to low traffic volume road that provide access to residents and property. Annual average daily traffic (AADT) of these roads is usually greater than 200 or urban road.

Local Access Road Level 2 (LA 2): These roads are low traffic volume road that provide access to residents and property. Annual average daily traffic (AADT) of these roads is usually less than 200.

MAINTAINED TRACKS

Maintained Tracks are formed-only access ways for which Council has accepted responsibility. These roads are generally not built to any recognised standard. They receive no routine grading, drainage or tree trimming works. There is no programmed inspection and reactive inspections are considered only to ensure access is maintained. Maintenance interventions are usually the minimum required to ensure access. These are non-standard unsealed roads generally only servicing a limited number of properties.

NON-MAINTAINED ROADS

Non-maintained roads are Council roads that are not maintained by Council. They receive no routine grading, drainage or tree trimming works. There is no programmed inspection and reactive inspections are considered on a case-by-case basis. These are non-standard unsealed roads generally only servicing a limited number of properties. Unless another Road Authority or user is recorded as the maintainer, these roads are generally treated in the same way as private driveways and are the responsibility of the user(s) to maintain.

FOREST ROADS

Forest roads are declared roads that are not maintained or managed by Council. They are generally managed by DELWP or other land managers.

RESERVE ROADS

Reserve roads are roads wholly contained within Council managed parks and reserves. They mostly connect carparks or points of interest. In general, they are not built to any standard. They receive maintenance and inspections as laid out in each reserve management plan, which is mostly limited to major events or in order to remove hazards.

FOOTPATHS

Footpath maintenance standards are determined by their location and pedestrian usage.

Unlike with the road hierarchy, the pathway hierarchy will be separated into three categories.

They are:

- Inner urban precincts;
- Urban precincts.
- Trails

Inner Urban precincts comprise paths located within the following urban areas and along the roads listed below:

Inner Urban Area	Street Name	From	To
Clunes	Fraser Street	Service Street	Templeton Street
	Service Street	Bailey Street	Fraser Street
Creswick	Albert Street	Hall Street	Victoria Street
Daylesford	Vincent Street	Stanbridge Street	Albert Street
	Albert Street	Vincent Street	Bridport Street
	Howe Street	Vincent Street	Camp Street
Trentham	High Street	Cosmo Street	Market Street

Urban precincts are all other areas within the township areas outside the inner urban precincts comprising the townships of Clunes, Creswick, Daylesford, Glenlyon, Hepburn, Hepburn Springs, Newlyn, Smeaton and Trentham.

Trails are other longer path segments, generally built on outer urban fringes and beyond. They are mostly unsealed and built to a lower standard than other footpaths.

DEMARCATION AND TRANSFER OF RESPONSIBILITY

6

Arterial Roads

Department of Transport is the responsible road authority for all declared arterial roads within the municipality. These include highways, main roads and tourist roads.

Demarcation of maintenance responsibilities for arterial roads is as specified in the Ministerial Code of Practice Operational Responsibility for Public Roads – May 2017.

A separate maintenance agreement may be entered into where areas of significance are located outside of Council's zone of responsibility, as an example Council accepts care and maintenance of street trees for an avenue of honour where it is situated outside of the zone of Council responsibility.

A list of Arterial roads is included in Council's Road Register, but the full declaration is found on VicRoad's website (<https://www.vicroads.vic.gov.au/traffic-and-road-use/road-network-and-performance/maps-of-declared-roads>).

Boundary Roads

Where a road falls on a boundary between two Shires a memorandum of understanding has been agreed upon to allocate a single Responsible Road Authority for the inspection and maintenance of the road. Capital expenses for these roads are shared equally by the adjoining shires.

Council has agreements with neighbouring Local Government Authorities which are listed below:

- City of Ballarat;
- Moorabool Shire Council;
- Macedon Ranges Shire Council;
- Mt Alexander Shire Council;
- Central Goldfields Shire Council;
- Pyrenees Shire Council.

A complete list of boundary roads and the designated Responsible Road Authority for each of the roads is detailed in the Road Register.



Rail Infrastructure

At any road / rail interface the responsibility for care and maintenance shall be in accordance with the Rail Safety Interface Agreements between the rail operators and Council. Rail Safety Interface Agreements shall be entered in accordance with the requirements of the Rail Safety (Local Operations) Act 2006.

Non-road related assets that are the responsibility of others

The responsibility for the care and maintenance of non-road-related infrastructure located within the road reserve is as follows:

Items	Responsible Authority
Electricity poles, cables, streetlights and service pits	Powercor or designated authority
Communications poles, service pits and cables	Telstra, NBN Co or designated service provider
Reticulated water pipes, valves and inspection points	Water Authority
Sewer service pits, pump stations and pipes	Water Authority
Gas service points and pipes	Gas Authority
Advertising	Property owner
Veranda/ Balcony	Property owners

The provision and maintenance of these assets is to conform to the Ministerial Code of Practice Management of Infrastructure in Road Reserves – April 2016.



7

The levels of service identify the following activities:

- Inspection of Assets
- Intervention Standards
- Management Controls and Response Times

Service levels are based on:

- Community feedback and expectations via:
 - » State Government's Community Satisfaction Survey results;
 - » Council's Customer Request System;
 - » Elected Council representatives;
- Budget constraints;
- Level of risk;
- Legislative requirements that impact on the way assets are managed;
- Benchmarking against similar councils
- Design standards and Codes of Practice.

Inspection standards

The following table describes the types of inspections that are carried out on road related infrastructure:

Sn	Inspection Type	Description	Frequency
1	Programmed Inspections	Programmed inspection of an asset using documented tools, techniques and procedures to identify defects beyond intervention parameters	Routine as determined by the asset hierarchy. See Appendix 1 - Programmed Inspection Frequencies
2	Reactive Inspections	An inspection to investigate a reported defect.	Initial inspection times no more than 10 working days
3	Condition Surveys	Programmed inspection surveys of the whole asset using documented tools, techniques and procedures to establish the overall condition rating of an asset.	Once every four to five years.

Programmed Inspection Schedule

A schedule of programmed inspections on the road infrastructure is used to identify defects, and document hazards that may have arisen since the last inspection. The frequency of the programmed inspections varies depending on classification of the road and usage, community expectations, potential risk and available resources.

Programmed inspections are of the utmost importance as they are used to ensure a prioritised and timely intervention in removing hazards as part of Council's maintenance regime.

The work flow process for programmed inspections is shown in *Figure 1* while the schedule of inspections is contained in *Appendix 1*.

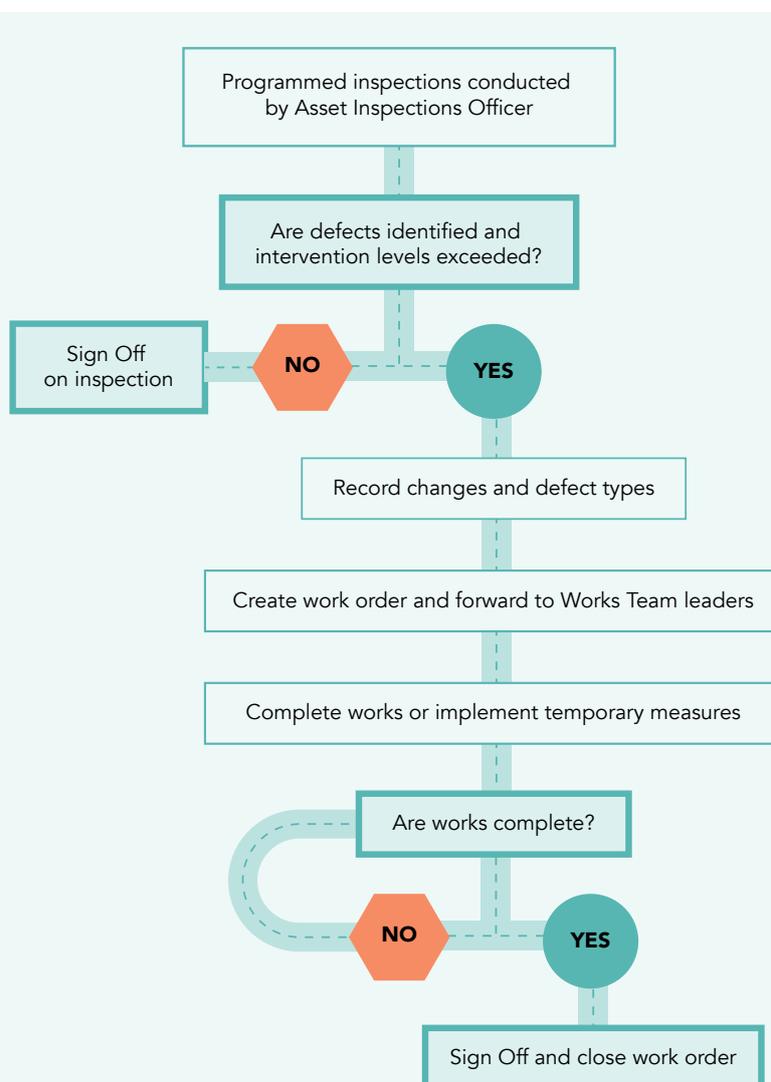


FIGURE 1
Programmed Inspections Flow Chart

Reactive Inspections

Reactive inspections are conducted as a result of customer requests and/or notifications attaining to a hazard/defect identified in the RMP. The reactive inspections will be undertaken in accordance with the level of risk.

When concerns are raised as part of programmed or reactive inspections in relation to night time intervention levels, night time inspections will be carried out on an as-needed basis.

The work flow process for reactive inspections is shown in *Figure 2*.

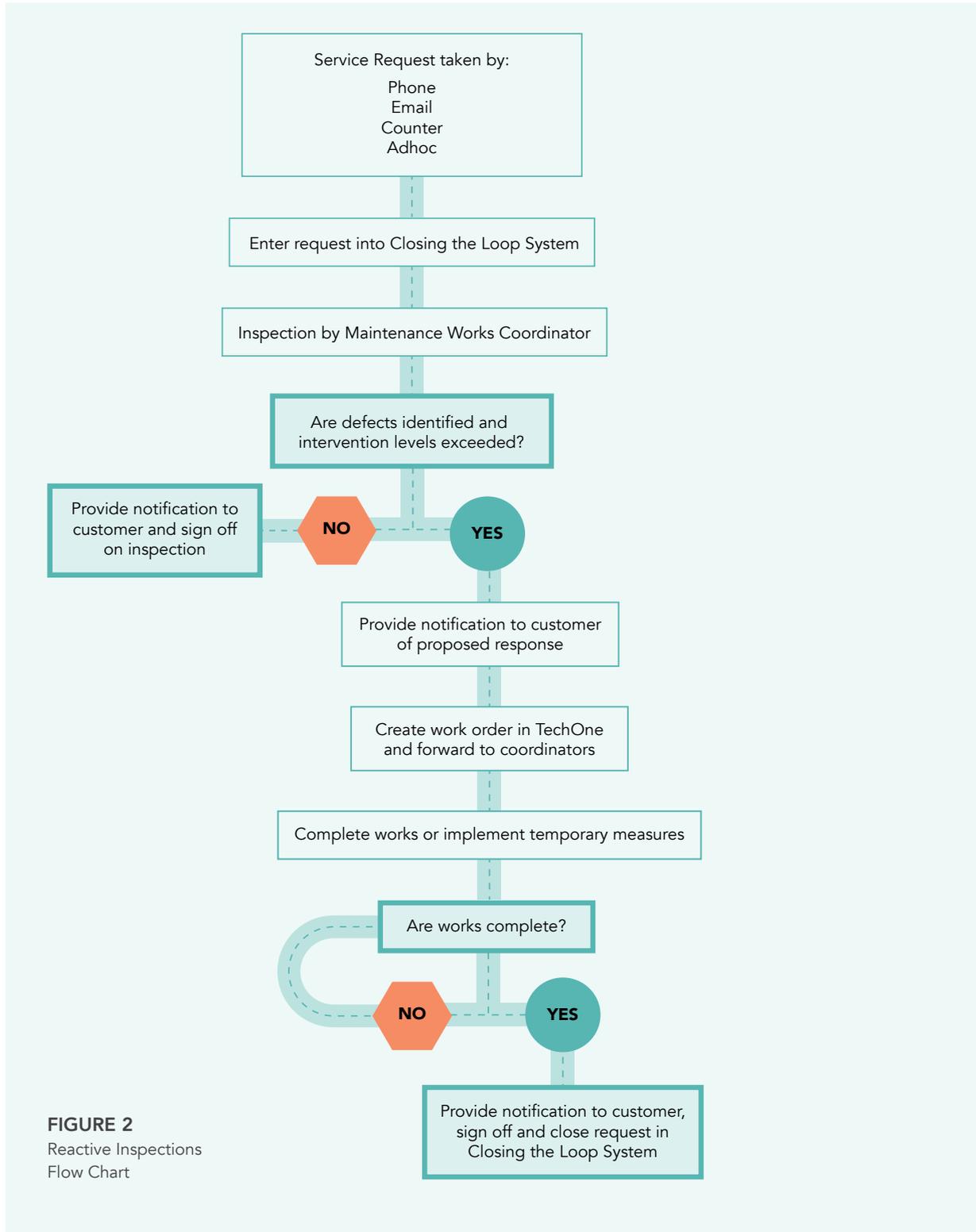


FIGURE 2
Reactive Inspections
Flow Chart

Maintenance and Intervention Works

Council carries out routine maintenance and intervention works on its road network. These works are programmed after the input of data on road condition issues is received via:

- Programmed inspections;
- Reactive inspections (community and other requests for road repairs).

Intervention levels have been defined for various classes of road defect. *Appendix 2* lists the defect class, intervention levels and response times for the intervention to occur.

The intervention levels contained in *Appendix 2* are an upper limit whereby intervention will occur to rectify the defect. Depending on Council resources and other operational factors, Council may choose in some instances or over some timeframes to apply to more stringent intervention levels than those listed in *Appendix 2*.

Temporary Measures

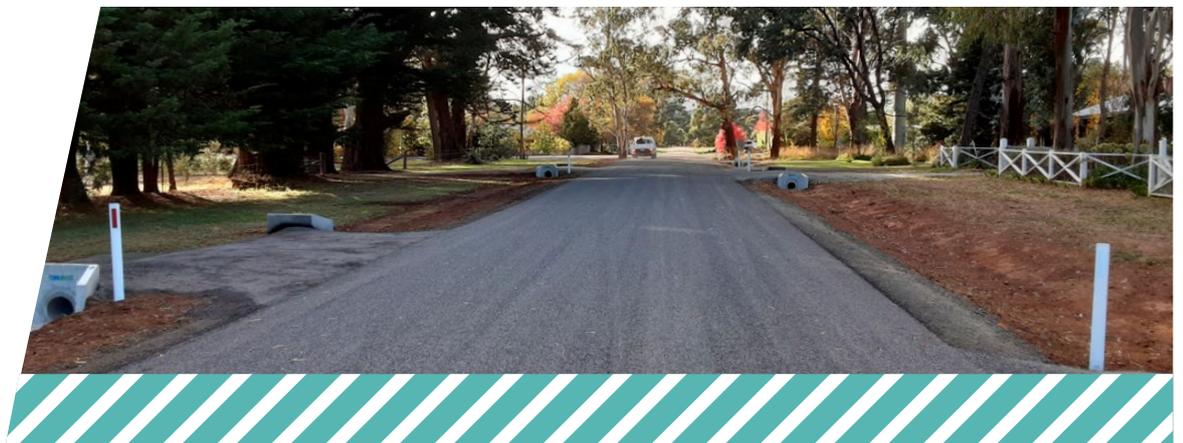
When intervention works are identified that need to be carried out and it is not practical or feasible to undertake the works within the required timeframes, it may be necessary for temporary measures to be undertaken to reduce the risk to road users. Such temporary works are considered an intervention and can be used until permanent intervention works occur as part of routine or other maintenance of the road network.

These temporary measures may take the form of:

- Minor physical works to temporarily make the site safe; and/or
- Highlighting the defect/hazard through the use of appropriate signage or visually distinctive pavement markings and regular inspection of the site.

Response Times

Response times have been determined for a range of defects. They are based on the classification of the road and its usage, community expectations, potential risk, available resources and the specific nature of the hazard. *Appendix 2* contains the list of response times.



Programmed Maintenance

Each year budget allocations are dedicated to programmed preventative maintenance on the road infrastructure. Programmed preventative maintenance is essential to reduce the amount of reactive maintenance on the road network. This type of work may include:

- Reseals;
- Edge sealing or edge break repairs;
- Shoulder grading;
- Regulation;
- Minor pavement stabilisation;
- Footpaths works;
- Drainage works.

The roads are ranked according to their hierarchy and their current condition and the works allocated according to a cost benefit analysis to ensure that the funds are used in a location where the greatest benefit will be derived from the works.

VEGETATION

Considering available resources and other priorities, Council has set an interim target to manage vegetation within the road reserve that is deemed to be a road safety issue. Management of this vegetation has been determined based on its location, judged level of risk and available resources. Council aims to undertake responsible lopping of vegetation as follows:

Area	Vegetation Target
Rural Road	<ul style="list-style-type: none"> • 4.5m high clear zone to the back of the roadside drainage • 2021 to 20256 focus on key areas of bus routes • 2m from edge of pavements
Urban	<ul style="list-style-type: none"> • Roadway: 4.5m high clear zone to the back of the roadside drainage while aiming to maintain a 40% to 60% shade canopy. • Footpath: 2.4m high clear zone while maintaining a 40% to 60% shade canopy <p>Note: It is property owner or resident's responsibility to ensure that foliage does not extend more than 10 centimetres beyond the fence line horizontally and 2.4m vertically over the footpath, roadway, laneway nature strip or road reserve.</p>
Significant trees and other Special Circumstances	Management in consultation with Parks and Open Space or consulting arborist

EXCEPTIONAL CIRCUMSTANCES (Force Majeure)

8

Council will make every effort to meet its commitments under this RMP. 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 RMP. 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.

In the event that the Chief Executive Officer (CEO) has considered the impact of such an event on the limited financial resources of Council and its other priorities and determined that the RMP cannot reasonably be met, then pursuant to Section 83 of the Wrongs Act, the CEO may write to the Director of Infrastructure and Development Services, being the Council officer in charge of this RMP, and determine that some, or all of the timeframes and responses in Council's RMP are to be suspended or reduced for a period not exceeding three months.

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 ongoing consultation between the CEO and the Director of Infrastructure and Development Services, to determine which parts of the RMP are to be reactivated and when.

After further consideration, the CEO may extend the original determination for a further period of three months.

Council statements to residents about the suspension or reduction of the services under the RMP will include reference to how the work that will be done will be prioritised, and the period for which it is likely to be affected.

PLAN REVIEW

9

This Road Management Plan will be reviewed in accordance with Regulation 8 of the Road Management (general) Regulations 2016 and will be conducted every four years in line with Local Government election cycles.

If at any time, there are significant changes made to the RMP the amended RMP is required to go through a formal approval and consultation process in accordance with the Road Management Act 2004.

10



Road Management Act 2004

Road Management Act Regulations

Ministerial Codes of Practice as gazetted under the Road Management Act

HEPBURN SHIRE COUNCIL DOCUMENTS

Asset Management Policy

Council Plan

Council Budget

Council Strategic Resource Plan

Risk Management Policy

Public Road Register

11

Appendix 1 – Programmed Inspection Schedule

ROADS

Road Classification	Frequency
Link	3 months
Collector	6 months
Local access (LA 1 and LA 2)	Sealed – 12 months Unsealed – 6 months
Maintained Track	As required
Non-maintained	No programmed inspections

Note: On street Carpark and Kerb and Channel will be treated as per road Hierarchy and inspected at the same time as the adjacent road segments.

FOOTPATHS

Location	Frequency
Inner urban areas	6 months
Urban areas	24 months
Trails	23 months

BRIDGE & MAJOR CULVERT

Asset	Frequency
Bridge & Major Culvert	Level 1 – 24 months Level 2 & 3 – As required



Appendix 2 – Service Standards

Infrastructure	Defects	Intervention Levels	Response Times
Sealed Roads	Potholes	>300mm diameter or ≥ 75mm depth	Link - within 2 weeks Collector - within 3 weeks Local access - LA 1 - within 4 weeks LA 2 - within 6 weeks Maintained track – NA Non-maintained road – NA
	Edge Repair (break)	Reduction in original sealed width >250mm over 20m length or 300mm in isolation	Link – within 4 weeks Collector - within 5 weeks Local access – LA1-within 8 weeks LA 2-Within 10 weeks Maintained track – NA Non-maintained road – NA
	Shoulder Defects	Potholes > 100mm in depth and > 450mm in width Drop off from the edge of seal > 75mm over 20m or > 100mm over 5m	Link – within 4 weeks Collector – within 8 weeks Local access – LA1 and LA 2-as resources permit Maintained track – NA Non-maintained road – NA
Unsealed Roads	Potholes/ Corrugation	Potholes > 100mm in depth and > 500mm in width over 25% of the road length or up to 100 m per reported defects. Corrugations > 40 mm in depth for a length > 250m of road length	Link -NA Collector - NA Local access – LA1- within 8 weeks LA2-within 12 weeks Maintained track - as resources permit Non-maintained road – NA
Non-Maintained Roads	Emergency work (eg trees down or water over road)	Confined to maintaining safe access to residences	Low priority in line with available resources
On street Carpark	Will be treated similar to the adjacent road		
General	Signs	Missing or damaged regulatory or warning sign or reflectivity reduced by > 50%	Link - within 6 weeks Collector – within 8 weeks Local access – LA 1-within 10 weeks LA 2-within 12 Weeks Maintained Track- as resources permits Non-maintained road – NA
	Obstructions/hazards	Obstruction or hazard which has detrimental impact on road safety.	All – make safe as soon as reasonably possible generally within 24 hrs.

Appendix 2 – Service Standards Continued

Infrastructure	Defects	Intervention Levels	Response Times
Footpaths/ Shared Path/ Trail	Lip / Trip Hazard	Sealed surface vertical displacement between two adjacent surfaces >20mm in inner urban areas, >30mm in urban areas and >50mm in trails	Inner urban – within 20 working days Urban – within 30 working days Trail – within 90 days
	Potholes	Gravel surface potholes >300mm diameter and lip depth same as above.	Inner urban – within 20 working days Urban – within 30 working days Trail – within 90 days
Bridges and Major Culverts	Bridges and Major Culverts Hazard	Component damage or deterioration is presenting a hazard to road or path users	Link – within 2 weeks Collector – within 3 weeks Local access – LA 1- within 4 weeks LA 2- within 6 Weeks Maintained track – 6 weeks Non-maintained road – NA
Kerbs & channels/ Table Drains	Table Drains hazards	Where water is encroaching road at a depth > 50mm and >1m wide over 5m distance.	Link – within 2 weeks Collector – 4 weeks Local access LA1 & LA2 – 12 weeks Maintained Track-NA Non-maintained road – NA
	Kerbs & channels Edge failures	Edge failures >100mm deep at the interface of the constructed path and Kerb & Channel	Link – within 2 weeks Collector – 1 month Local access LA1 & LA2– 3 Month Maintained Track-NA Non-maintained road – NA

Note: response time start from date of defect inspection.



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DAYLESFORD

Cnr. Duke & Albert Streets,
Daylesford
8:30am – 5:00pm

CRESWICK

Creswick Hub
68 Albert Street
8:30am – 5:00pm

CLUNES

The Warehouse – Clunes
36 Fraser Street, Clunes
Mon & Thurs 10am – 6pm
Wed & Fri 10am – 4pm