



Hindmarsh Shire Council



Road Management Plan 2021-2023

Hindmarsh Shire Council

ROAD MANAGEMENT ACT 2004 - REVIEW OF ROAD MANAGEMENT PLAN

In accordance with Section 54 (5) of the Road Management Act 2004 (Act), Hindmarsh Shire Council gives notice that it is conducting a review of its Road Management Plan (the Plan).

The purpose of the review, consistent with the role, functions and responsibilities of the Council as a road authority under the Act, is to ensure that the standards in relation to, and the priorities to be given to, the inspection, maintenance and repair of the roads and the classes of road to which the Council's Road Management Plan applies are safe, efficient and appropriate for use by the community served by the Council.

The following 2017 Plan sections have been amended:

- Section 2 - Adoption of this Plan
- Section 3 - Amendment Register
- Section 8 - Standards for Inspections
- Section 9 – Standards for Maintenance & Repair
- Section 10 - Demarcation of Responsibility
- Section 12 – Force Majeure
- Section 15 - Appendices

Notable changes to the Plan include:

- Changes include the addition of Owner Responsibilities in Road Reserve.
- Inspections and Inspection types

A copy of the reviewed Plan may be inspected at, or obtained from the Council's Municipal Offices at 92 Nelson St, Nhill, 3418, or accessed online by viewing the Council's website www.hindmarsh.vic.gov.au and following the links.

Any person who is aggrieved by the proposed amendments may make a submission on the proposed amendments to Council during the public submission period which will be advertised.

Any enquiries about the proposed review can be directed to Joe Scimone, Development Engineer by telephone, (03) 5391 4444, or by email at jscimone@hindmarsh.vic.gov.au

Greg Wood
Chief Executive Officer

TABLE OF CONTENTS

1	Definitions & Acronyms	3
2	INTRODUCTION	5
3	Adoption of this plan	5
4	Amendment Register	6
5	Review of this Plan	6
6	ASSETS REGISTERS	6
	6.2 Road Register	6
	6.3 Footpath Register	7
	6.4 Bridge Register	7
7	Roads Hierarchy	7
	7.1 Bus Routes	8
	7.2 Tourist Routes	9
8	SERVICE STANDARDS	9
9	STANDARDS FOR INSPECTIONS	9
	9.1 Inspections	9
	9.1.1 General	9
	9.1.2 Inspection Types	9
	9.1.3 Inspection Frequency	10
10	STANDARDS FOR MAINTENANCE AND REPAIR	11
	10.1 Intervention Levels and Response Times for Roads	11
	10.2 Intervention Levels and Response Times for Footpaths	11
	10.3 Intervention Levels and Response Times for Bridges	12
	10.4 Routine Maintenance Service Levels for Roads	12
	10.5 Emergency Response Time	12
11	Management System	12
12	DEMARCATION OF RESPONSIBILITY	13
	12.1 VicRoads	13
	12.2 Bordering Municipalities	13
	12.3 Rail Road Interfaces	14
	12.4 PROPERTY OWNER	14
	12.4.1 Vehicle Crossovers	14
	12.4.2 Street Lighting	16
	12.4.3 Footpaths and Overhanging Vegetation	16
	12.4.4 Obstructing Footpaths and Roads	17
	12.4.5 Nature Strips	17
	12.4.6 Road Opening Permits/Consent to Perform Works in Road Reserve	17
	12.4.7 Property Stormwater Drains	18
	12.4.8 Access Control	18
13	"FORCE MAJEURE"	19
13.1	Extreme or Code Red Days	19
14	REFERENCED DOCUMENTS	20
15	ASSOCIATED DOCUMENTS	20
16	APPENDICES	20

1 **DEFINITIONS & ACRONYMS**

Unless the context otherwise requires, expressions used in this RMP have the same meaning as in the Road Management Act.

Arterial road means a road which is declared to be an arterial road under section 14 of the Road Management Act 2004.

Bicycle Path means a particular type of Pathway that is intended specifically for bicycles and where pedestrians are discouraged. Quite often bicycle paths use the left shoulder or parking lane of a roadway. Dedicated off-road bicycle paths are rare - usually off road paths for bicycles are Shared Paths. Bicycle paths are designated by signage and if away from roads usually have a painted centreline.

Bridge means all structures, including culverts, on, over or under a road that have a single span or diameter of 1.8 metres or greater, or have a waterway area of 3 m² or greater and includes all structural components (eg. abutments, wing walls, approach slabs, retaining walls, traffic safety barriers), and associated pathways, within the limits of the structure, but excludes approach embankments.

Note: Culverts or like structures under a road that have a single span or diameter of less than 1.8 metres or have a waterway area of less than 3 m² are road infrastructure for which the relevant responsible road authority for the roadway is responsible with the exception as provided in clause 40(1)(f) and subject to clauses 11(3)(a) and 15 of the Road Management Act.

Code Red (and Catastrophic in other Australian states) is the highest level of rating in Victoria and it signifies the worst conditions for grassfires or bushfires.

Critical Location means 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).

Customer Request System is the customer request system used by Council.

Day means a day on which HSC is open for business, unless stated otherwise. A timeframe stated in Days means the time allocated is the rest of the current day plus the number of business days stated in the timeframe up until the Normal Finishing Time on the last of those business days. A Day includes rostered days off.

Defect means a fault in an asset which detracts from the full performance of the asset but has not caused detrimental effects to the extent that it is deemed to be a Hazard.

Emergency means the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person in Hindmarsh Shire or which destroys or damages, or threatens to destroy or damage, any property in Hindmarsh Shire or endangers or threatens to endanger the environment or an element of the environment in Hindmarsh Shire. An Emergency may be responded to by the After Hours Service Officer or may be escalated to the Municipal Emergency Response Officer for a more comprehensive response.

Extreme means any fires that start are likely to be so fierce that even a well prepared, well-constructed and actively defended infrastructure may not survive a fire on these days expect extremely hot, dry and windy conditions. If a fire starts and takes hold, it will be uncontrollable, unpredictable and fast moving. Spot fires will start, move quickly and come from many directions.

Hazard means a defect that is at or beyond the intervention levels that may lead to an unsafe condition.

Hour means one hour regardless of whether it is inside or outside Working Hours.

Month means one calendar month.

Municipal road means any road which is not a State road, including any road which:

- (a) is a road referred to in section 205 of the Local Government Act 1989; or
- (b) is a road declared by VicRoads to be a municipal road under section 14(1) (b) of the RMA;
- (c) is part of a Crown land reserve under the Crown Land (Reserves) Act 1978 and has the relevant municipal council as the committee of management.

Public highway means any area of land that is a highway for the purposes of the common law.

Public road means a road opened or dedicated for the free ride of passage of the public on foot, in a vehicle, or otherwise, (together with the right to drive stock or other animals along its length) and declared to be a public road for the purposes.

MMS means Maintenance Management System.

MMS database is the system that ensures that the hazard and maintenance requests are captured and completed through the MMS of Council.

Repair means the taking of any action to remove or reduce a risk arising from a defect in a roadway, pathway or road-related infrastructure, including:

- (a) reinstating a road to its former standard following works to install any infrastructure;
- (b) reinstating a road to its former standard following deterioration or damage;
- (c) providing a warning to road users of a defect in a roadway, pathway or road related infrastructure but does not include the upgrading of a roadway, pathway or road-related infrastructure.

Road means any public highway, any ancillary area and any land declared to be, or forming part of a public highway or ancillary area.

Road infrastructure means the infrastructure which forms part of a roadway, pathway or shoulder, including;

- (i) structures forming part of the roadway, pathway or shoulder;
- (ii) materials from which a roadway, pathway or shoulder is made;

Road-related infrastructure means infrastructure which is installed or constructed by the relevant road authority for road-related purposes to:

- (a) facilitate the operation or use of the roadway or pathway; or
- (b) support or protect the roadway or pathway;

Examples: A traffic control sign, traffic light, street light, road drain or embankment would be road related infrastructure. A noise wall, gate, post or board installed on the road reserve by the relevant road authority for road-related purposes would be road-related infrastructure.

Road reserve means all of the area of land that is within the boundaries of a road.

Shared Path means a particular type of Pathway that is intended for use by both pedestrian and bicycle traffic. Shared paths are designated by signage and usually have a painted centreline.

Week means seven calendar days regardless of weekends or public holidays.

Year means one calendar year

2 INTRODUCTION

The Road Management Act 2004 (the Act) was passed by the Parliament of Victoria on 11 May 2004 and became effective on 1 July 2004. The Act was created as a result of the High Court's decision to change the common law governing civil liability by removing Councils' immunity provided by non-feasance (the Highway Rule).

Hindmarsh Shire Council (HSC) is a Road Authority under Section 37 of the Act.

In accordance with Part 4, Division 5 of the Act, and Code of Practice for Road Management Plans (2004) (CoPRMP), Council has developed this Road Management Plan (RMP) having regard to the principal object of road management in line with works and infrastructure management principles:

This plan sets down specific requirements including,

1. Determination of standards for
 - the inspection, maintenance and repair; and
 - the prioritisation of inspection, maintenance and repair
2. Listing of road infrastructure in a road management plan or in an asset register.
3. A management system for inspection, maintenance and repair.

3 ADOPTION OF THIS PLAN

Hindmarsh Shire Council plans to endorse for public consultation the Draft Road Management Plan 2021-2023 at its 2 June meeting as required by the Road Management Act 2004.

Notice of the Draft Road Management Plan will be advertised in the Herald Sun, plus additional notices in the Victorian Government Gazette and local newspapers.

If no objections or comments are received the Council will formally adopt the Road Management Plan 2021-2023 at its 23 June 2021 meeting.

Notice of adoption of the Road Management Plan will then be formally gazetted in the Victorian Government Gazette and advertised for 28 days in the Wimmera Mail Times.

4 AMENDMENT REGISTER

Issue	Date	Details	By
Draft			
No.4	21/10/2004	Draft Road Management Plan issued for public comment	ADTS
No.5	01/12/2004	Road Management Plan adopted by Council	ADTS
No.6	20/04/2009	Draft 2009 Road Management issued for public comment	ADA
No.7 Final	19/05/2009	Road Management Plan adopted by Council	ADA
No.1	30/3/2016	Draft Road Management Plan issued for public comment	AM
No.2	25/01/2017	Draft Road Management Plan issued for Council endorsement prior to public consultation	AM
Final	17/05/2017	Road Management Plan approved by Council	AM
No.1	09/06/2021	Draft Road Management Plan issued for Council endorsement prior to public consultation	DE
Final	04/08/2021	Road Management Plan approved by Council	DIS

5 REVIEW OF THIS PLAN

In accordance with Part 3 Division 1 Section 8 (1) of the Road Management (General) Regulations 2016, Council must review its RMP on a regular basis.

6 ASSETS REGISTERS

Council retains registers of roads and road related infrastructure. Registers are resource documents and are available for viewing at the Council Office, Nelson St, Nhill, and at the Council Service Centres in Dimboola, Jeparit and Rainbow.

6.2 Road Register

The Road Register lists the roads, for which Council is the responsible authority including;

- the name of each public road or, if a road is unnamed, a description which enables the particular road to be easily identified;
- if a road became a public road after 1 July 2004, the date on which the road became a public road;
- if a public road ceases to be a public road, the date on which the road ceased to be a public road;
- the classification of public roads under Council's road hierarchy;
- any ancillary areas such as car parks and scenic rest areas; and

- a reference to any arrangement under which road management functions in respect of any part of a public road or ancillary area is transferred to or from another road authority.

6.3 Footpath Register

The Footpath Register lists constructed footpaths, for which Council is the responsible authority including;

- The name of the roadway or, if not in a road reserve, a description which enables the location of the footpath to be easily identified;
- the type of construction of the footpath; and
- a reference to any arrangement under which road management functions in respect of any part of a public road or ancillary area is transferred to or from another road authority.

6.4 Bridge Register

The Bridge Register lists bridges, for which Council is the responsible authority including;

- The name of the road on which the bridge is located; and
- The name of the watercourse, or other feature the bridge spans; and
- The location of the bridge.

7 ROADS HIERARCHY

Council has developed a Roads Hierarchy for its Municipal Roads to establish corporate policies, goals and strategies for improving and maintaining the road network.

The objective of the Roads Hierarchy is to establish:

- The design and construction standards and service levels that Council will endeavour to provide for the various classes of urban and rural roads,
- The conditions under which Council may be prepared to agree to the provision and maintenance of a road to a higher standard than that set out in the hierarchy of roads.

The road network in the municipality consists of the following types of roads:

- Arterial Roads which include national and state highways. The provision and maintenance of the Arterial Road Network is the responsibility of VicRoads,
- Municipal Roads for which Council is the Road Authority.
- Roads on Crown land for which Department of Land, Water and Planning is the Road Authority,
- Forest Roads for which Parks Victoria is the Road Authority, and

- Private Roads for which landowners are responsible

Under the Council's Road Hierarchy, municipal roads are categorised as Rural or Urban Roads.

Both Urban and Rural Roads are comprised of the following classifications –

- 3 – Transport Routes
Roads which usually connect two towns, villages or districts and carry traffic both private and commercial from within and outside the municipality.
- 4 – Collector or Through Roads
Rural roads which provide the major link between a number of residential and property access roads, and Link Roads or the arterial road network. Urban roads which provide the major link between a number of primary access roads and the arterial network, or are identified freight routes.
- 5 - Residential (Primary) Access Roads
Rural roads which provide all-weather access to occupied residential property. Urban roads which provide access to residential, commercial or industrial properties.
- 6 - Property (Secondary) Access Roads.
Rural roads which provide access to non-residential property. They are not necessarily all-weather roads. Urban roads or laneways which provide secondary access to residential, commercial or industrial property.
- 7 - Secondary Paddock Access Roads
- 8 - Paper Roads

Note: Only roadways that are maintained by Council are included in the road hierarchy.

7.1 Bus Routes

Bus routes are roads that are used by school buses for transportation of students to and from school. Bus routes may change from year to year depending on the residential address of current primary and secondary school students.

The hierarchal classification of a road does not change if the road is designated as a bus route. Inspection levels, however on Class 4R, 5R, 6R, 4U and 5U Bus Routes are higher than those same classifications which are not bus routes.

Council recognises that a higher level of inspection will enable earlier intervention if required.

Bus routes are identified in Council's Bus Route Records.

7.2 Tourist Routes

Tourist routes are roads that are identified by Council as providing access to significant tourist attractions within the Shire. Tourist routes may change from time to time depending on the operation of private tourism operators.

The hierarchal classification of a road does not change if the road is designated as a tourist route. Inspection levels, however on Class 4R, 5R, 6R, 4U and 5U Tourist Routes are higher than those same classifications which are not tourist routes.

Council recognises that a higher level of inspection will enable earlier intervention if required.

Tourist routes are identified in Council's Tourist Route Records.

8 SERVICE STANDARDS

Service standards for roadways, pathways, road infrastructure and road-related infrastructure are based on engineering standards, community expectation, risk and safety, asset preservation, asset hierarchy, available funding and available resources.

9 STANDARDS FOR INSPECTIONS

9.1 Inspections

9.1.1 General

The main reasons for the inspection of road assets are:

- To identify defects and act to minimise the risk of injury to the asset users; and
- To identify defects in time and repair to prevent premature failure of assets and minimise the financial impact to the community.

9.1.2 Inspection Types

Inspection Type	Definition and Purpose
Proactive Inspection	Inspection undertaken in accordance with a programmed inspection schedule These inspections determine if the road asset complies

	with the levels of service as specified in the Road Service Level Agreement.
Condition Inspection	Inspections undertaken specifically to identify deficiencies in the structural integrity of the various components of the road infrastructure assets which if untreated, are likely to adversely affect network values. The deficiencies may well impact short-term serviceability as well as the ability of the component to continue to perform for the duration of its intended life span.
Reactive Inspection	Inspections undertaken in response to notification to council by members of the community. These inspections allow Council to program required works where an intervention action is warranted.
Incident Inspection	Inspection carried out to comply with the requirements of the Road Management Act (Division 5 – Claims Procedure, Clause 116); This inspection enables an incident condition report to be prepared for use in legal proceedings and the gathering of information for the analysis of the causes of accidents and the planning and implementation of road management and safety measures.

9.1.3 **Inspection Frequency**

An inspection regime has been established for all roads and road related infrastructure identified as part of the Road Management Plan. This regime has been established having considered issues outlined in Appendix 1. The schedule set out in Appendix 2 and identifies the frequency that inspections must take place.

The Council and the community collectively identify the defects on roads. Inspections are performed as follows:

Proactive asset inspections identify defects that are at or beyond the defect intervention level.

Condition inspections determine the integrity of the road pavement and the seal. These are carried out every regularly.

Level 1 bridge inspections check for low severity bridge defects such as overhanging vegetation, blocked scuppers and waterway debris.

Level 2 bridge inspections check the structural integrity of individual bridge components such as the deck, beams, and piers.

Day Inspections check the condition of assets such as pavement, shoulder, signs, guideposts and line marking.

Night inspections check the night-time visibility of assets such as signs, guideposts and line marking.

Reactive asset inspections are carried out following notification to the Council from any person or organisation of a hazard to identify whether the reported hazard is at or above intervention and schedule maintenance in accordance with the maintenance response timeframes for the applicable hazard.

Asset Inspection Officers are responsible for the above inspections:

Details of inspection are included in Appendix 1.

10 STANDARDS FOR MAINTENANCE AND REPAIR

10.1 Intervention Levels and Response Times for Roads

Standards for maintenance and repair of Council's roads are set out in the following schedules in Appendix 2.

Risk Assessment and Response – Sealed

Risk Assessment and Response – Unsealed

The standards are based on road classification and the condition to be achieved in maintenance and repair of roads.

This includes but is not restricted to:

- The type and nature of defects.
- The time in which such defects should be repaired.

Road infrastructure, other than roadways includes signs, drains and drainage pits, line marking, bus shelters, and kerb and channel. In determining standards for maintenance and repair of road infrastructure, consideration is given to engineering standards, community expectations, relevant risk factors, available resources and potential impacts.

Roads and road infrastructure may be of similar nature having regard to the criteria listed above, however different standards may be adopted in regards to the nature of roads and road infrastructure.

10.2 Intervention Levels and Response Times for Footpaths

Intervention levels and response times for footpaths are set out in the Footpaths and Vegetation Inspections form in Appendix 1.

10.3 Intervention Levels and Response Times for Bridges

Due to the complex nature of bridges, and the type of defects which may occur, intervention levels and response times will be determined on the impact of each defect on safety, life of the asset, and available resources.

10.4 Routine Maintenance Service Levels for Roads

Routine maintenance service levels are set out in the following schedules in Appendix 3.

- Roads Hierarchy – Urban Roads: Routine Maintenance Service Levels and Standards
- Roads Hierarchy – Rural Roads: Routine Maintenance Service Levels and Standards

10.5 Emergency Response Time

For defects which are determined by council to pose a significant risk to the safety of the public and which, for any reason a repair is unable to be undertaken in the response time as per Appendix 2 an appropriate warning of the hazard is to be provided within 4 hours of inspection. Appropriate action to make the area safe must be undertaken within 24 hours of notification.

Appropriate actions could include:

- Provision and erection of warning signs;
- Barricading and fencing of the site;
- Traffic control action;
- Diversion around the site;
- Temporary speed limit signage;
- Lane closures;
- Restrict use (e.g. a load limit); and
- Full closure.
- Temporary Repair.

11 MANAGEMENT SYSTEM

Council's management system for inspection, maintenance and repair of roads and road related infrastructure includes:

- Policies and procedures;
- Monitoring asset condition;
- Establishing priorities and resources;
- Delivering maintenance programs;
- Recording asset performance;
- Responding to incidents.
- Regular inspections of the asset portfolios;
- The setting of intervention levels;

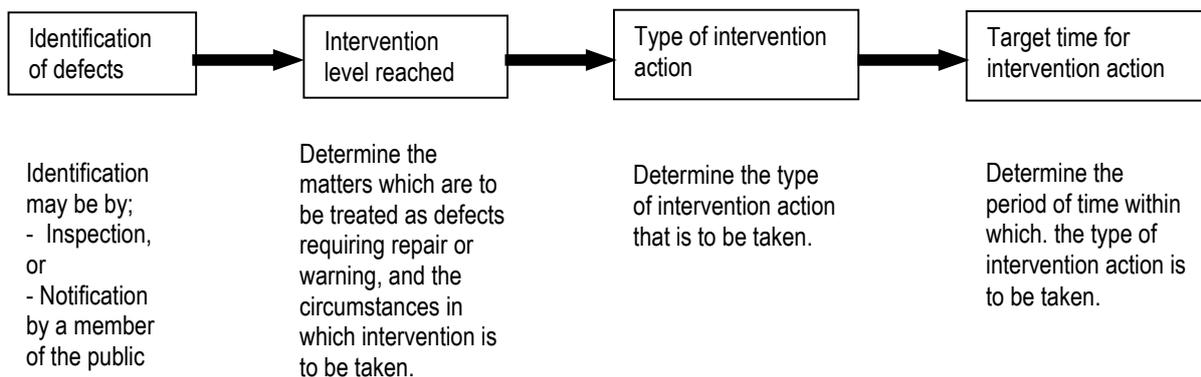
- The type of intervention action; and
- The target time for intervention action.

Information on all Council assets is stored in council’s record management system ranging from replacement cost to condition and construction material.

The Customer Request System allows staff to log a request, complaint, or enquiry received from a member of the public or other employee, to be forwarded automatically to the responsible Council Officer for action. Timelines for action on requests are embedded in the system with reminders, escalation, and reporting functions automatically activated.

The maintenance management system (MMS) is a combination of the Customer Request System and Asset management software, and the documented processes involved in conducting the requirements of the Road Management Plan. The below flowchart identifies an overview of the process for entering and completion of works into the MMS.

Diagram illustrating Council’s system for inspection, maintenance and repair of road infrastructure.



12 DEMARCATION OF RESPONSIBILITY

12.1 VicRoads

Responsibilities for road related infrastructure on and around arterial roads is set out in Road Management Act 2004 Code of Practice – Operational Responsibility for Public Roads.

12.2 Bordering Municipalities

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

The Boundary road agreement sets the responsibilities as follows:

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

The boundary road agreements are available for inspection in the Nhill Council Office.

12.3 Rail Road Interfaces

The Rail Safety Act 2006 requires Safety Interface Agreements (SIAs) to be entered into between the co-ordinating road authority and the rail infrastructure manager.

Hindmarsh Shire Council entered into an SIA with VicTrack in 2020. This SIA is available as a referenced document to this plan.

12.4 PROPERTY OWNER

12.4.1 Vehicle Crossovers

A vehicle crossover (alternatively referred to as a driveway) provides vehicular access to private property from the traffic lane of the public road. A person must not, without a permit, construct, install, remove or alter a vehicle crossover. The Road Management Act 2004 provides that a road authority is not liable for private vehicle crossings (driveways) and pathways on road reserves that provide access to land adjoining a road, this responsibility being with the adjoining landowner and constructed at the landowners expense. Landowners are responsible for ensuring the crossovers are maintained in a safe condition.

The following diagram illustrates the layout of a typical vehicle crossover in urban areas, showing Council's responsibility and that of the property owner.

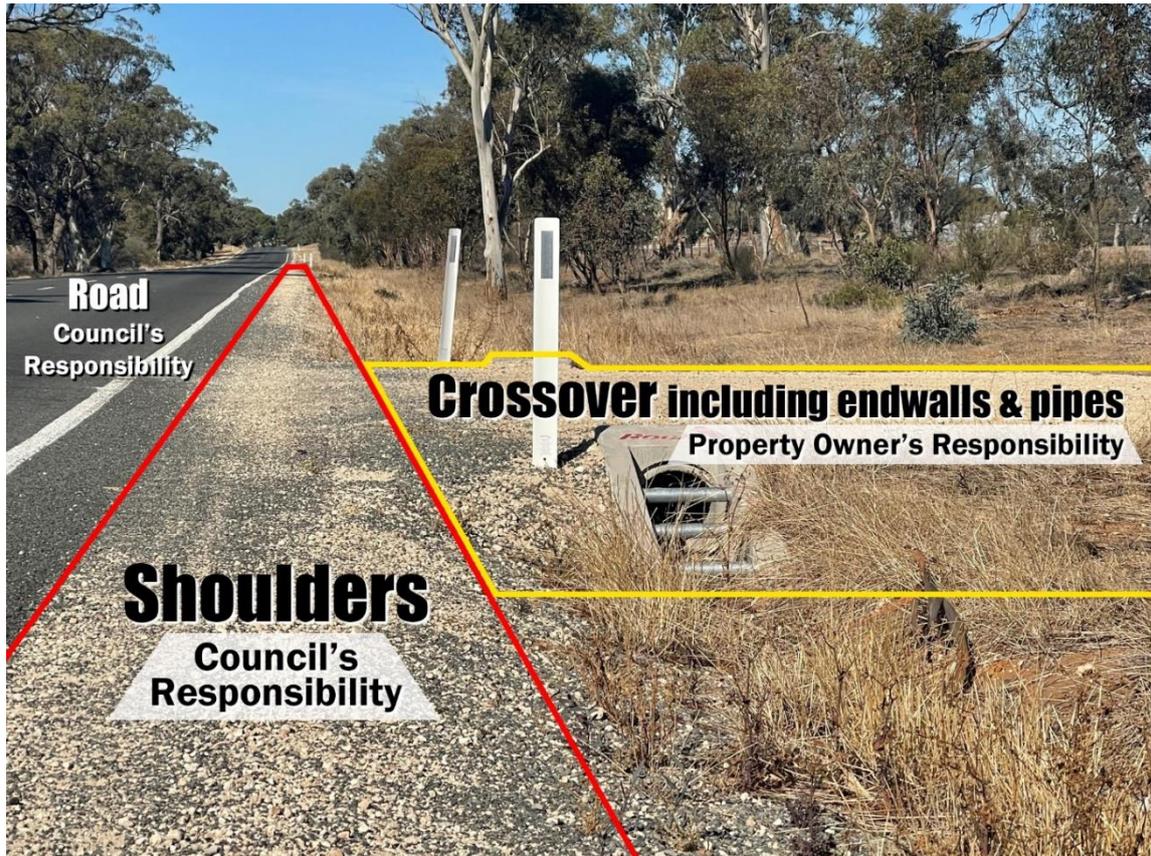
Typical Urban Crossover



In the rural area, the typical crossover may consist of a crushed rock pavement, or sealed pavement, often including a reinforced concrete pipe or culvert and should include drivable endwalls. All elements are the responsibility of the landowner, including general maintenance and cleaning of the pipe.

Roadside maintenance in rural areas where the speed zone is 100 kilometres per hour is the responsibility of the road authority. If landowners wish to do works in the road reserve, they should contact Council to arrange appropriate approvals.

Typical Rural Crossover



Section 107 of the Road Management Act 2004 provides that Council is under no statutory duty to inspect, maintain or repair private vehicle crossings (driveways) and pathways on road reserves that provide access to land adjoining a road. This responsibility rests with the adjoining landowner.

Vehicle crossovers on Council roads must comply with Council's specifications and standards. Landowners must obtain a Consent to Works within Road Reserves permit (CWWRR) and comply with permit conditions and Council specifications when constructing vehicle crossovers.

Proposed new or altered cross overs to properties adjoining Arterial Roads (RZ1) require a Planning Permit under the *Planning and Environment Act 1986* before any works can commence.

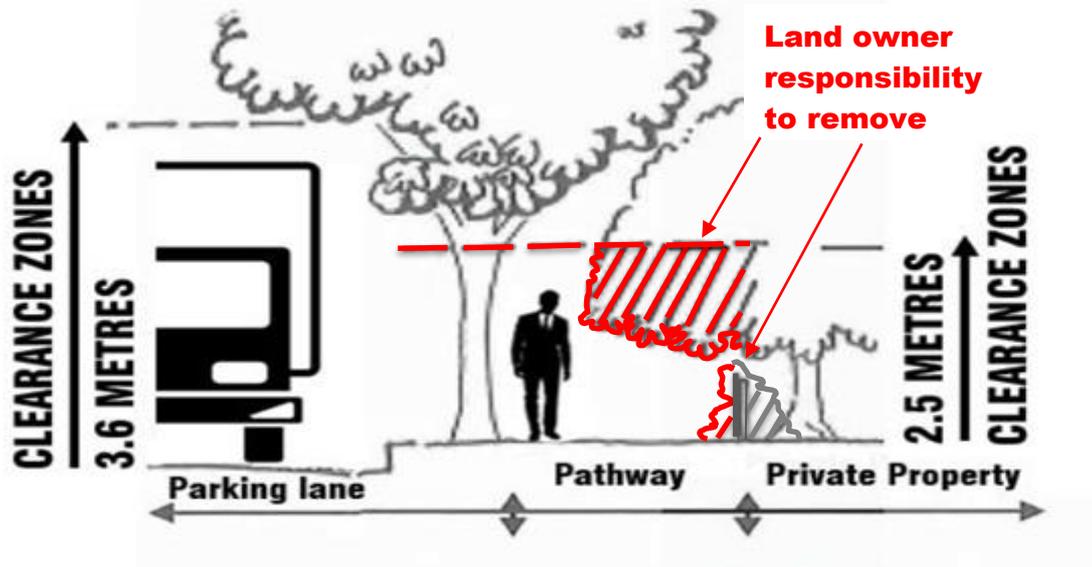
12.4.2 Street Lighting

Streetlights in road reserves provide a service to the community and are funded by the Council, but are owned and maintained by the respective network provider. They are therefore not covered by this Road Management Plan. The levels of service relating to these assets are considered through the Asset Management Plan and arrangements made directly with the appropriate utility.

12.4.3 Footpaths and Overhanging Vegetation

A landowner has a responsibility to keep a footpath clear of any overhanging branches or vegetation growing from their property. Under the provisions of Council's local laws, Council may direct the landowner to trim the overhanging branches or vegetation as per example below.

Example of vegetation clearance zones required from private property in urban areas



12.4.4 Obstructing Footpaths and Roads

It is the responsibility of landowners to keep footpaths and roads clear of any obstructions, including circumstances relating to:

- Tables, chairs, shop displays and signs on footpaths in commercial areas.
- Obstructions on nature strips including skip bins and household rubbish.
- Vegetation affecting visibility.
- Vehicles must not park over crossovers, nature strips or footpaths.
- Heavy vehicles/ long vehicles must not park in a residential street for no longer than 1 hour unless permitted to do so by council.

12.4.5 Nature Strips

Due to potentially high costs Council does not maintain nature strips to a high standard. Council may only undertake works where some safety or significant amenity issue is present. Historically the landowner has undertaken mowing and upkeep as a part of the presentation of their property.

12.4.6 Road Opening Permits/Consent to Perform Works in Road Reserve

In general, any person considering performing works in road reserves must obtain consent from the Coordinating Road Authority unless they are exempted under the Road Management (Works & Infrastructure) Regulations 2005. Advice and application forms based on Councils Local Law are available from the Municipal Offices for work on municipal roads.

12.4.7 Property Stormwater Drains

Property stormwater drains within the road reserve from the property boundary to a discharge outlet in the kerb or into the drain are there to benefit the property and such are the responsibility of the property owner to maintain. These drains are excluded from the RMP.

12.4.8 Access Control

Under the provisions of the Act a road authority may make a decision concerning access onto a public road in relation to:

- Location;
- Restrictions of use;
- Conditions; and
- Works.

VicRoads may specify requirements for highways and main roads and Council for local roads. Under the Planning Permit process Council may impose conditions on a permit for the use or development of land in relation to:

- Stock Crossings;
- Vehicle crossings;
- Driveway dimensions;
- Turning lanes; and
- School bus stopping areas.

13 “FORCE MAJEURE”

Hindmarsh Shire Council will make every endeavour to meet all aspects of its Road Management Plan.

In the event of natural disasters and other events including but not limited to, fires, floods, drought, pandemic and the like, together with human factors, such as a lack of staff or suitably qualified contractors, because of Section 83 of the Wrongs Act 1958 as amended, Council reserves the right to suspend its Road Management Plan.

In the event that the CEO of Council, has to, pursuant to Section 83 of the Wrongs Act, consider the limited financial resources of Council and its conflicting priorities, meaning Council's Plan cannot be met, the CEO will inform Council's Officer in Charge of its Road Management Plan in writing that some, or all, of the timeframes and response times are to be suspended.

Once the events beyond the control of Council have abated or partly abated, the CEO shall write to Council's Officer in charge of its Road Management Plan informing which parts of Council's Plan are to be reactivated and timeframes for each part of the plan to be reactivated.

13.1 EXTREME OR CODE RED DAYS

Council's priority on any day declared as a Total Fire Ban or Code Red by the Country Fire Authority is for the safety of its employees, Councillors, contractors and volunteers. On these days, Council's Code Red, Day of Caution and Total Fire Ban Policies will apply and have precedence over any aspect of the Road Management Plan.

14 REFERENCED DOCUMENTS

TITLE
Road Management Act 2004
Road Management (General) Regulations 2005
Road Management Act 2004 Codes of Practice Code of Practice for Road Management Plans Code of Practice: Operational Responsibility for Public Roads Code of Practice: Management of Infrastructure in Road Reserves
Council Plan
Road Asset Management Plan
Road Register
Footpath Register
Bridge Register
Bus Route Records
Tourist Route Records
Agreements for responsibility for boundary roads
Safety Interface Agreement for railway crossings
Asset Management Policy

15 ASSOCIATED DOCUMENTS

TITLE
Council Plan
Road Asset Management Plan
Road Hierarchy Review
Moloney Asset Management System
Rural and Residential Tree Trimming and Removal Policy
Roadside Management Strategy
Risk Management Standards AS/NZS 4360:1999

16 APPENDICES

- APPENDIX 1: Defect Inspection Frequency
- APPENDIX 2: Risk and Assessment Response – Sealed
Risk and Assessment Response – Unsealed
- APPENDIX 3: Roads Hierarchy – Urban Roads, Routine Maintenance Service Levels and Standards
Roads Hierarchy – Rural Roads, Routine Maintenance Service Levels and Standards

APPENDIX 1

DEFECT INSPECTION FREQUENCY

NATURE OF INSPECTION	INSPECTION FREQUENCY BY ROAD CLASSIFICATION								
	RURAL						URBAN		
PROACTIVE INSPECTIONS DEFECT #	3R (Transport Routes)	Bus Routes / Tourist Routes	4R (Collector or Through)	5R (Resident Primary Access)	6S (Strategic)	6R (Property Secondary Access)	4U (Collector or Through)	5U (Residential Primary Access)	6U (Property Secondary Access)
DAY TIME Level 1 (Pavement / shoulder / road furniture) #	1 time per year		1 time per 2 years	1 time per 2 years	1 time per 2 years	Nil	1 time per year	1 time per 2 years	Nil
DAY TIME Level 2 (Pavement / kerb & channel / shoulder / road furniture / table drains / culverts / vegetation) #	1 time per year	1 time per year	1 time per 2 years	1 time per 2 years	1 time per 2 years	1 time per 3 years	1 time per year	1 time per 2 years	1 time per 2 years
NIGHT TIME Level 1 (Pavement / shoulder / road furniture) #	1 time per year	1 time per year	1 time per 2 years	1 time per 2 years	Nil	Nil	1 time per year	1 time per 2 years	Nil

Note1: Level 1 inspection frequencies have been split into Day and Night as some defects are more readily identified at night.

Note2: Inspections to be scheduled such that each inspection type is carried out at the frequencies shown. Each inspection type is to be carried out independently of other inspections for each road.

**APPENDIX 1 Cont.
FOOTPATHS AND VEGETATION FREQUENCY**

INSPECTION NAME	DEFECTS RECORDED	PROACTIVE INSPECTIONS – DEFECT				
		COMMERCIAL	RESIDENTIAL	TYPE	HAZARD	USE
Footpaths	All	6mths	12mths	1 Asphalt 2 Gravel 3 Concrete 4 Pavers 5 Other 6 Trees	1. 10-20 mm 3. 20-30mm or Obtruding Foliage + 6. +30 mm or Obtruding Branches	2 LOW 4 MEDUIM = 8 HIGH
Constructed Trails	All	As Necessary	As Necessary			

APPENDIX 1 Cont.

BRIDGE INSPECTION FREQUENCY

The following tabulation, in accordance with the VicRoads Bridge Inspections Manual guidelines, indicates the frequency and detail required for the inspections of all bridges within the Shire.

	DESCRIPTION	PROACTIVE INSPECTIONS - DEFECT
LEVEL 1	To check the general serviceability of the structure , particularly for the safety of road users, and identify any emerging problems	Every 6 months
LEVEL 2	To assess and rate the conditions of the structure (as a basis for assessing the effectiveness of past maintenance treatments, identifying current maintenance needs, modeling and forecasting future changes in condition and estimating future budget requirements)	All new structures within 12 months of opening, thereafter on a 5 year cycle.
LEVEL 3	To assess the structural condition and behavior of a structure, to identify and quantify the current and projected deterioration of the structure, and to assess appropriate management options.	Bridges; <ul style="list-style-type: none">• reporting poor condition in the Bridge Inspection System• showing evidence of accelerated deterioration• for which significant works such as rehab, strengthening or widening is proposed

APPENDIX 2

RISK ASSESSMENT AND REMEDIATION – SEALED

NATURE OF INSPECTION	TARGET STANDARD CONDITION	HAZARD INTERVENTION LEVEL	REPAIR TARGET TIME FOR INTERVENTION ACTION			
			3 (Transport Route)	4 (Collector or Through)	5 (Residential Primary Access)	6 (Property Secondary Access)
Pothole Patching	Hole is to be repaired to a smooth surface consistent to line and level of surrounding pavement.	Hole is more than 450mm diameter or more than 75mm deep.	1 week	3 weeks	2 months	6 months
Regulation of Wheel Ruts and Depressions	Return to line, level, and trafficable surface, with no ponding of water evident.	Wheel rut or depression is more than 75mm deep and more than 20m ² in area.	2 weeks	1 month	3 months	12 months
Edge Repairs	To provide a trafficable lane.	Edge breakaway is more than 125mm over 5m in length.	2 weeks	1 month	3 months	6 months
Pavement Failures	Failure is to be repaired to a smooth pavement surface consistent with line and level of surrounding pavement.	Surface disruption is more than 75mm over area more than 20m ² .	1 week	3 weeks	2 months	6 months
Kerb and Channel	Minimal ponding	When ponded water extends outside the lip of the channel.	Subject to funding	Subject to funding	Subject to funding	Subject to funding

Table Drains	Minimal ponding	Any obstruction that significantly prevents free flow of water.	6 months	12 months	12 months	In conjunction with works program
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APPENDIX 2 Cont.

RISK ASSESSMENT AND REMEDIATION – SEALED (Cont.)

NATURE OF INSPECTION	TARGET STANDARD CONDITION	HAZARD INTERVENTION LEVEL	TARGET TIME FOR INTERVENTION ACTION			
			3 (Transport Route)	4 (Collector or Through)	5 (Residential Primary access)	6 (Property Secondary Access)
Culverts/includes separated Culverts	Water flow is unrestricted	Silting or 50% obstruction of cross section.	3 months	6 months	12 months	2 years
Shoulder Grading	Provision of a trafficable surface which is free draining and which prolongs the pavement life.	Edge Drop off is more than 100mm over more than 50m in length.	3 weeks	6 weeks	3 months	6 months
Roadside Signage/Guide Posts	A fully visual signposted and delineated road network.	Illegible or missing warning signs or missing guide posts at culverts.	2 weeks (see note 3)	1 month (see note 3)	3 months	6 months
Roadside Grass Cutting	To maintain sight distance and reduce fire risk.	Inadequate visibility at intersections or on curves.	1 month	3 months	6 months	12 months

Note 1: Where the defect warrants emergency action, this is taken within 24 hours of receipt of notification.

Note 2: The times shown in the above tabulation are subject to variation in times of extreme weather conditions when extra demands may be placed on Council resources.

Note 3: Depends on availability of signs/guideposts.

Note 4: Signage/notifications may be used as an intervention.

APPENDIX 2 Cont.
RISK ASSESSMENT AND REMEDIATION – UNSEALED

NATURE OF INSPECTION	TARGET STANDARD CONDITION	HAZARD INTERVENTION LEVEL	TARGET TIME FOR INTERVENTION ACTION				
			3 (Transport Route)	4 (Collector or Through)	5 (Residential Primary access)	6S (Strategic)	6 (Property Secondary Access)
Potholes and Corrugations	Trafficable pavement free of potholes, corrugations and other surface defects.	Potholes and corrugations are more than 600mm diameter and 150mm deep	1 month	2 months	6 months	6 months	12 months
Pavement Failure	Failure is to be repaired to a smooth pavement surface consistent with line and level of surrounding pavement.	Area of failed pavement is more than 20m ² in area.	1 month	2 months	6 months	6 months	12 months
Roadside Signage/Guide Posts	A fully visual signposted and delineated road network.	Illegible or missing warning signs or missing guide posts at culverts.	1 month (see note 3)	3 months	6 months	12 months	12 months
Roadside Grass Cutting	To maintain sight distance and reduce fire risk.	Inadequate visibility at intersections or on curves.	1 month	3 months	6 months	12 months	12 months
Table Drains	Minimal ponding	Any obstruction that significantly obstructs free flow of water.	6 months	12 months	12 months	12 months	In conjunction with works program
Culverts	Water flow is unrestricted	Silting or 50% obstruction of cross	3 months	6 months	12 months	12 months	2 years

		section					
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Note 1: Where the defect warrants emergency action, this is taken within 24 hours of receipt of notification.

Note 2: The times shown in the above tabulation are subject to variation in times of extreme weather conditions when extra demands may be placed on Council resources.

Note 3: Depends on availability of signs/guideposts.

APPENDIX 3
ROADS HIERARCHY – URBAN ROADS
ROUTINE MAINTENANCE SERVICE LEVELS & STANDARDS

CLASSIFICATION	DEFINITION	SEALED ROADS				UNSEALED ROADS	
		PAVEMENT WORKS	EDGE REPAIRS	SHOULDER GRADING & DRAINS	KERBING	GRADING	SHOULDERS & DRAINS
4U COLLECTOR OR THROUGH	Unclassified roads linking parts of the townships or leading to the town centre. Would be sealed or surfaced all weather roads.	Annually or when I.L. exceeded.	Annually or when I.L. exceeded	Annually	When I.L. exceeded	Annually	As necessary
5U RESIDENTIAL PRIMARY ACCESS	Unclassified road providing access to occupied residential, industrial or commercial properties. Would be sealed or surfaced all weather roads.	Annually or when I.L. exceeded.	Annually	As necessary	When I.L. exceeded	As necessary	As necessary
6U PROPERTY SECONDARY ACCESS	Roads or laneways providing alternate access to occupied properties or access to vacant land. Would not necessarily be all weather construction.	Annually	Annually	As necessary	When I.L. exceeded	As necessary	As necessary

I.L. – Intervention level

APPENDIX 3 Cont.
ROADS HIERARCHY – RURAL ROADS
ROUTINE MAINTENANCE SERVICE LEVELS & STANDARDS

CLASSIFICATION	DEFINITION	SEALED ROADS			UNSEALED ROADS	
		PAVEMENT WORKS	EDGE REPAIRS	SHOULDER GRADING & DRAINS	GRADING	SHOULDERS & DRAINS
3R LINK	Unclassified roads connecting two towns, villages or districts. May be sealed or formed and surfaced.	Annually or when I.L. exceeded.	2 times per year or when I.L. exceeded	Annually or when I.L. exceeded	2 times per year or when I.L. exceeded	Annually
4R COLLECTOR	Unclassified road linking residence and property access roads into higher class roads. May be sealed or formed and surfaced.	Annually or when I.L. exceeded.	Annually or when I.L. exceeded	Annually	Annually or when I.L. exceeded	Annually
5R RESIDENTIAL ACCESS	Unclassified road providing all weather access to occupied houses in rural or rural residential areas.	Annually	As necessary	As necessary	As necessary	As necessary
6S STRATEGIC	Class 6 road considered strategic and maintained more regularly	N/A	N/A	N/A	Annually or when I.L. exceeded	As necessary
6R PROPERTY ACCESS	Roads providing access to rural properties for farming purposes. Would not necessarily be an all-weather road.	N/A	N/A	N/A	As necessary	As necessary

I.L. – Intervention level