



Moyne Shire Council

MUNICIPAL ROAD MANAGEMENT PLAN

VERSION 5

*"Pursuant to Section 52 of the Road Management Act 2004
this Plan was adopted by Council on the 3 August 2021*

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DOCUMENT CONTROL SHEET

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	<p>Title:</p>	Road Management Plan Version 5
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SCHEDULE OF ADOPTION & REVISION

Version No.	Date	Comment
Version 1	23/11/04	New Road Management Plan adopted by Council
Version 1	25/09/07	Amended - Various
Version 2	26/10/10	Amended - Various
Version 3	23/07/13	Road Management Plan adopted by Council
Version 4	23/05/17	Road Management Plan adopted by Council
Version 5	03/08/21	Road Management Plan adopted by Council

1. Background

1.1 Introduction

This Road Management Plan for Moyne Shire Council Municipal Roads has been prepared to meet the following objectives:

- To minimise safety risk in regard to Council controlled roads and infrastructure;
- To inform the Moyne community of Council's management system for Council to inspect, maintain and repair its public roads based on policy and operational objectives having regard to available resources, and
- To meet the requirements of the Road Management Act 2004 and associated Codes of Practice.

The Road Management Plan (RMP) is applicable to those road assets for which Council is responsible and has been prepared to accord with other Council plans and strategies, including the:

- Moyne Shire Council Plan; and
- Moyne Shire Council Asset Management Policy.

1.2 Key Elements of Plan

The RMP provides details of:

- the roads and road infrastructure for which Council is responsible;
- the management system that Council employs for the inspection, maintenance and repair of its roads;
- the inspection standards including the nature and frequency of different type of inspections (i.e. reactive and proactive); and
- the maintenance standards including intervention level, maintenance response requirements, and maintenance response times.

1.3 Roads to Which the Plan Applies

The provisions of this RMP apply to all roads and pathways for which Council is the Co-ordinating Road Authority in accordance with the Road Management Act 2004. These roads and paths are listed in Council's Register of Public Roads.

The RMP provisions also apply to the Port Fairy to Warrnambool Rail Trail. Refer to the Port Fairy to Warrnambool Rail Trail Project Joint Project Construction

Arrangement Memorandum of Understanding 2007 for details of the section of the trail for which Council is responsible.

The plan applies to infrastructure on the above roads and associated areas which includes;

- Sealed road pavement;
- Unsealed road pavement;
- Shoulders;
- Structures, including bridges and major culverts
- Traffic control devices and roadside furniture;
- Line marking;
- Safety barriers;
- Footpaths and shared paths; and
- Road related drainage assets.

This RMP does not apply to roads managed by other authorities such as Regional Roads Victoria, adjoining municipalities, Department of Environment Land Water & Planning, or roads on private land.

This RMP also does not apply to non-Council owned assets which are contained within the road reserves. These assets may include infrastructure related to water, telecommunications, gas, electricity and railway functions which are the responsibility of other authorities.

1.4 Key Stakeholders

The Road Management Plan is intended to demonstrate to stakeholders that Council is managing its roads and the road related assets responsibly.

The key stakeholders in the community who are both users of the road network and/or are affected by it include:

- Residents & businesses using or adjoining the road network;
- Tourists & visitors to the area (for recreation, sport, leisure and business);
- Emergency agencies (Police, Fire, Ambulance, SES);
- Special interest groups (eg Dairy Industry);
- Pedestrians (including the very young, those with disabilities, and the elderly with somewhat limited mobility);

- Users of a range of miscellaneous smaller, lightweight vehicles such as cyclists, motorised scooters, wheel chairs, prams, etc;
- Vehicle operators using motorised vehicles such as trucks, buses, commercial vehicles, cars and motor cycles;
- Construction & maintenance personnel who build and maintain asset components;
- Utility agencies that utilise the road reserve for their infrastructure (water, sewerage, gas, electricity, telecommunications);
- Council as the responsible road authority; and
- State & Federal Government that periodically provide support funding to assist with management of the network.

1.5 Inspection of Road Management Plan & Register of Public Roads

The Moyne Shire Council RMP and the Register of Public Roads Plan may be viewed by the public, and are available for inspection Monday to Friday at the following locations and times:

Port Fairy Office: Princes Street, Port Fairy, 8.45am to 4.45 pm

Mortlake Office: 1 Jamieson Avenue, Mortlake, 8.45am to 4.45pm

These documents may also be viewed on Council's website at

www.moyne.vic.gov.au

1.6 Obligations of Road Users

The Road Safety Act 1986, Section 17A, sets out the obligations of road users. These require a person who drives a motor vehicle to drive in a safe manner, having regard to all relevant factors which include 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; and
- Physical and mental condition of the driver.

Other obligations of road users are also set out in the Act in regard to relationships with other road users, and damage to road infrastructure.

1.7 Exceptional Circumstances

Council will make every effort to meet its commitments under the 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, contractors, and/or plant and equipment elsewhere.

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

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

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.

2. Moyne Shire Council Road Asset Responsibilities

2.1 Moyne Shire Council Register of Public Roads

Moyne Shire Council is the responsible authority for approximately 1579km of sealed rural roads, 1,058km of unsealed roads, and 162km of sealed and unsealed urban or town roads.

Under Section 19 of the Road Management Act, Council must keep a register of public roads specifying the roads in respect of which it is the Coordinating Road Authority and those which Council has made a decision that the road is reasonably required for general public use.

The register is regularly updated to reflect change in asset details and condition following completion of new subdivisions and completion of Council's annual works programs.

The Register of Public Roads is a separate document to this RMP. See Section 1.5 to identify where to view the register.

2.2 Road Classification System

The Register of Public Roads includes all the municipal roads that Council has deemed are reasonably required for general public use, classified as follows:

Rural roads

- Sealed
- Gravelled
- Formed and unpaved

Urban streets and lanes

- Sealed
- Gravelled
- Formed and unpaved

A road is considered to be an urban road where the legal speed limit is signed as being less than 100km/hr.

Council has adopted a road and footpath hierarchy to ensure that levels of service such as management, engineering standards and maintenance regimes are applied to these assets based upon their function. This ensures that the limited financial and physical resources are allocated based upon the community's priorities.

The higher the road or footpath classification, the higher the adopted level of service and vice versa.

2.3 Road Hierarchy

The rural road hierarchy is based upon a 3 tier system of Link, Collector and Access roads; Link being the highest category. Because of the small size of townships in Moyne Shire, the urban roads, other than Arterial roads, have all been classified as Access Roads, with sub-categories of CBD Access Roads, Local Access Streets, or Lanes.

The table below provides the definitions of Link Roads, Collector Roads and Access Roads in both urban and rural situations. See Appendix 3 for a plan of the Moyne Shire Road Hierarchy.

Road Type	Function/Description
<p>Rural</p> <ul style="list-style-type: none"> • Link • Collector • Access <ul style="list-style-type: none"> ➤ Sealed ➤ Gravel Level 1 ➤ Gravel Level 2 ➤ Formed Unpaved 	<p>Part of major truck route and/or passenger vehicle route through the Shire, which is not an “Arterial” road as defined under the Road Management Act. Traffic volumes generally exceed 150 vehicles/day. All Link roads are sealed.</p> <p>Provides a connection between traffic generators and destinations, or provides a connection between Arterial roads, Link roads and destinations. Traffic volumes generally exceed 70 vehicles/day. All Collector Roads are sealed.</p> <p>Access to abutting properties is the prime purpose.</p> <p>A Rural Access road with a sealed surface.</p> <p>A gravel surface Rural Access road which is a bus route and/or a milk tanker route and/or carries a high percentage of trucks.</p> <p>A gravel surface Rural Access road which carries minor local traffic.</p> <p>An unsealed Rural Access Road which is formed but unpaved.</p> <p>An unformed track that’s prime function is for access for fire fighting vehicles or as an escape route during fires.</p>

Road Type	Function/Description
<ul style="list-style-type: none"> ➤ Unformed/Unpaved Fire Access Track 	
<p><u>Urban</u></p> <ul style="list-style-type: none"> • Access – CBD Road • Access – Local Street <ul style="list-style-type: none"> ➤ Street - sealed ➤ Street - gravel ➤ Street - formed and unpaved ➤ Street - unformed/unpaved fire access track • Access – Lane <ul style="list-style-type: none"> ➤ Lane - sealed ➤ Lane - unsealed 	<p>Streets supporting commercial centres of Mortlake, Port Fairy, Koroit and Macarthur.</p> <p>Urban streets, (other than the commercial centre roads in Mortlake, Port Fairy, Koroit and Macarthur,) which provide primary access to properties.</p> <p>Lane provides secondary access, and/or rear access to properties.</p>
<p><u>Ancillary Areas</u></p>	<p>Car park, picnic area, rest area on Arterial, Link, Collector or Access road reserve for which Council is the Responsible Authority</p>

All Link Roads and Collector Roads in the Shire are currently sealed, but not all sections of these roads meet target design standards for seal width. When reconstruction is planned, Council aims to upgrade these roads to target design standards, having regard to available resources.

Some Access Roads are sealed, some have a gravel surface, some are formed only.

2.4 Footpath/Shared Path Hierarchy

Footpath and shared path classifications are as follows:

Footpath Type	Function/Description
<p>CBD Footpath/Shared Path</p>	<p>CBD, near schools, elderly persons and high use areas of the major towns of Port Fairy, Mortlake, Macarthur and Koroit.</p>
<p>Other Footpaths/Shared Paths</p>	<p>Constructed footpaths and shared pathways on roads in all other locations including the smaller townships and residential areas and the Port Fairy to Warrnambool Rail Trail</p>

3. Other Authorities' Responsibilities

3.1 Regional Roads Victoria Roads

Regional Roads Victoria is the co-ordinating road authority for the Arterial road network in the Shire which includes all roads previously classified as Highways and Main Roads. These roads include:

4 No. Highways totalling 240 km

- Great Ocean Road
- Hamilton Highway
- Hopkins Highway
- Princes Highway

16 No. Arterial Roads totalling 363 km

- Ayresford Road
- Cobden – Warrnambool Road
- Hamilton – Port Fairy Road
- Koroit – Port Fairy Road
- Koroit – Woolsthorpe Road
- Macarthur – Penshurst Road
- Mailors Flat – Koroit Road
- Mortlake – Ararat Road
- Myamyn – Macarthur Road
- Penshurst – Port Fairy Road
- Penshurst – Warrnambool Road
- Spencer Road
- Terang – Mortlake Road
- Timboon – Nullawarre Road
- Warrnambool – Caramut Road
- Woolsthorpe – Heywood Road

Section 37 of the Road Management Act sets out those parts of Arterial Roads for which Council is the responsible Road Authority. (eg service roads & roadsides in urban areas).

3.2 Roads on Municipal Boundaries

Council shares responsibility for managing roads on the boundaries of its municipality with the following adjoining municipalities:

- Glenelg Shire;
- Warrnambool City;
- Southern Grampians Shire;
- Corangamite Shire; and
- Rural City of Ararat.

Agreements are in place to clarify maintenance responsibility for these roads. The Moyne Shire Council Road Register identifies which Councils have maintenance responsibilities for which sections of the boundary roads, including the structures on these roads.

3.3 Department of Environment Land Water & Planning Roads

A number of roads exist on Crown Land, other than road reserves, for which DELWP have management responsibility. These roads are not included in the Register of Public Roads. However a Council database is available identifying these roads.

3.4 VicTrack & Australian Rail Track Corporation Assets

VicTrack is responsible for maintaining all but one railway level crossing throughout the Moyne Shire, in the immediate vicinity of the railway line. The Australian Rail Track Corporation (ARTC) is responsible for maintaining one railway level crossing. Details relating to each crossing are detailed in the relevant Rail Safety Infrastructure Agreements.

Council is responsible for the erection and maintenance of advance warning signs and all pavement markings associated with crossings on roads under its control.

3.5 Unmade Private Streets & Township Lanes

Private Streets are streets that came into existence as a result of subdivision of private land.

Once a private street is constructed to the standards required by Council, Council will maintain the street to the standards detailed in this plan.

Council will only carry out minor maintenance of un-constructed private streets and township lanes (which are Council responsibility) to maintain existing conditions to an acceptable standard. Should major maintenance, or an improvement to service levels be required on these streets or lanes, the total cost of works will be apportioned to benefiting land owners. A Council database identifies these roads and lanes.

3.6 Utility Assets

Utility assets on the road reserve are provided and maintained by the respective utility responsible authority.

Council is the co-ordinating authority under the Road Management Act and is required to co-ordinate the use of the road reserve including the installation of various road and utility infrastructures so as to:

- Ensure the safety of road users and the community;
- Minimise disruption and inconvenience to road users;
- Protect the environment; and
- Protect the physical integrity of the road and infrastructure in the road reserve.

3.7 Off-Road Paths

With the exception of the Port Fairy to Warrnambool Rail Trail, Council owned paths, tracks and trails that are not located on road reserves are not included in the Council Register of Public Roads and are excluded from this Road Management Plan.

3.8 Port Fairy to Warrnambool Rail Trail

Moyne Shire Council has management responsibilities for the section of the Port Fairy to Warrnambool Rail Trail from the Moyne Shire Council/Warrnambool City Council boundary south of Kellys Swamp to the rail reserve north of the Princes Hwy at Illowa.

Warrnambool City Council has management responsibility for the Rail Trail throughout its municipality from the Moyne Shire Boundary to the Warrnambool Breakwater at Lady Bay.

The Port Fairy to Warrnambool Rail Trail Committee has management responsibility to the section of the Rail Trail from the rail reserve north of the Princes Hwy at Illowa to Regent Street, Port Fairy.

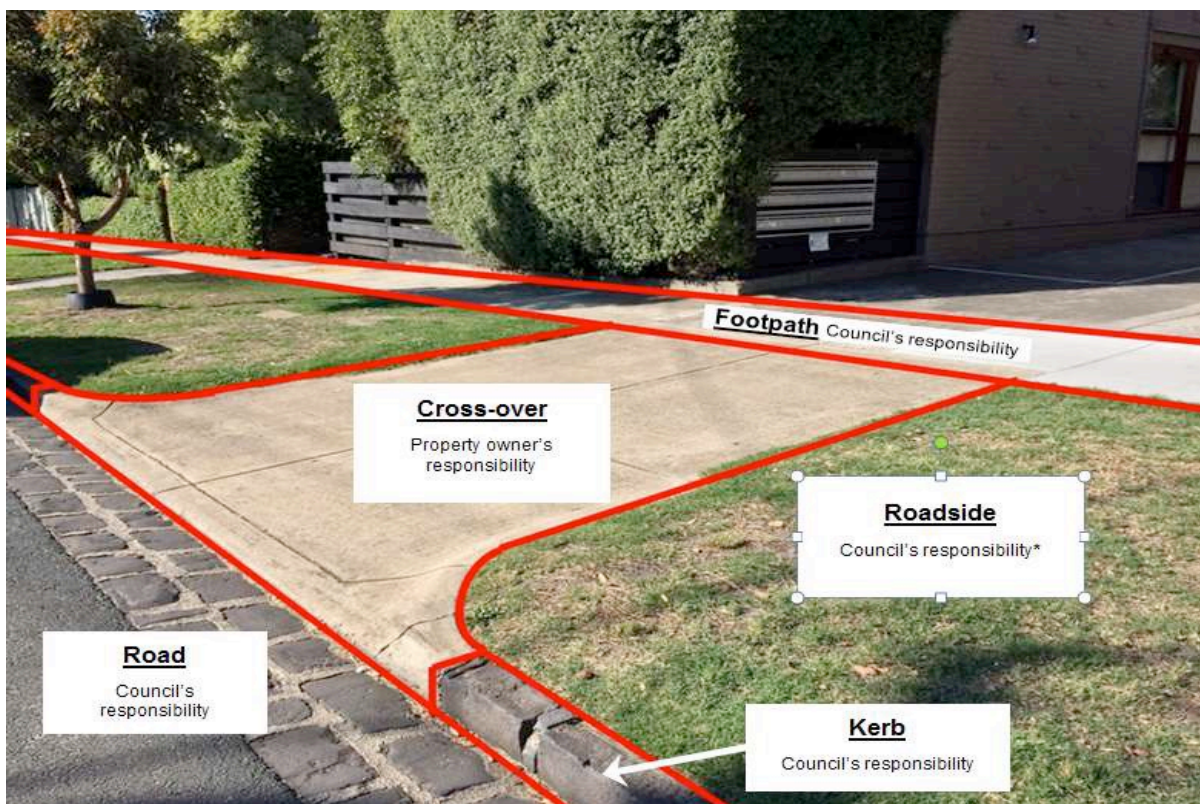
3.9 Vehicle Crossings (Driveways)

Vehicle crossings in rural areas are the responsibility of the owner of the land for which the driveway provides access to and from the road. The landowner is responsible for the pipe culvert over the table drain and the driveway pavement from the edge of road to the property boundary.

Similarly, vehicle crossings in urban areas are the responsibility of the land owner, except where the driveway is fully constructed and a constructed footpath exists, the footpath section remains the responsibility of Council. However, Council may charge the landowner for the cost of repairs to damage to the footpath caused by vehicles using the driveway.

Council also retains the right to direct the standard of construction, materials and location of driveways within the road reserve.

See sketch below for further clarification



3.10 Town Naturestrips & Rural Roadsides

The cutting of grass on township naturestrips is generally left to the adjoining property owner to maintain and Council generally does not have the resources to maintain rural roadsides between the table drain and the property boundary.

Township naturestrips and rural roadsides between table drains and property boundaries are excluded from this RMP.

3.11 Property Stormwater Drains

Property stormwater drains constructed 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 as such are the responsibility of the owner of the property owner to maintain. These drains are excluded from the RMP.

4. Road Asset Standards

4.1 Community Consultation and Moyne Residents' Expectations

Council regularly consults with its community in regard to standards of road construction and maintenance, and road rehabilitation priorities. Feedback is regularly received from the Moyne Shire community via a number of mechanisms:

- Annual Department of Victorian Communities community satisfaction surveys;
- Council's service request system;
- Various public meetings in locations across the Shire;
- Councillors;
- Regular meetings with workers at each of three Council depots; and
- Regular meetings of Council's road Managers and Supervisors.

Specific community consultation was undertaken as part of the initial development, and subsequent reviews of the Moyne Shire Council Road Management Plan as required under the Road Management Act. Feedback from this consultation and feedback from Councillors was considered in developing the standards in the Plan.

4.2 Standards for Renewal, Upgrading and Expansion of the Road & Path Network

4.2.1 Roads

Standards for construction or rehabilitation of the road network are based upon the road hierarchy.

Council operates a 5 year rolling program for Municipal Road construction projects. Each year the list of roads identified as requiring construction or rehabilitation is reviewed taking into account:

- Funds available (from internal as well as external grants or developments);
- Reports from Pavement Management System inspections;
- Safety issues identified from inspections or service requests;
- Sealing histories;
- Reports from maintenance crews;

- Service requests – Council and community;
- Sealed Road inspections; and
- Reports of dust problems.

The first priority in managing the Municipal Road network is to resurface a fixed percentage of the sealed road network each year. This includes final seals on primerseals, reseals and other resurfacing techniques, and results in roads being resurfaced at appropriate intervals.

To ensure roads scheduled to be resurfaced are in good condition, the first priority for road construction funds is major patching or rehabilitation of these roads.

4.2.2 Road Structures

Standards for new bridges/major culverts, rehabilitation of existing structures and installation of cattle underpasses, guard rail and bus shelters are all in accordance with the relevant Austroads and VicRoads design guidelines and/or Australian Standards.

Bridge and major culvert designs are carried out by Regional Roads Victoria pre-qualified bridge design engineers or suitably qualified and experienced consultants.

A procedure has been documented to determine maintenance requirements for bridges.

Minor maintenance of bridges, culverts and bus shelters is programmed by the Manager Works and Engineering and carried out by Council's bridge maintenance gang or contractors.

A landowner who constructs a cattle underpass must first sign an agreement with Council which includes a requirement for the landowner to maintain the structure.

4.2.3 Footpaths and Shared Paths

In commercial areas, where footpaths are to be constructed from building line to back of kerb, the generally adopted standard is a sealed surface supported by a crushed rock pavement. In some high profile CBD areas a higher standard with differing materials may be provided.

For all other areas, the general standard is a 1.5m or 2m wide concrete path, supported by a granular pavement.

Bicycle/shared paths are constructed in accordance with Australian Standards and Council's Bicycle Strategy when external funding becomes available.

Management System to Inspect Maintain and Repair.

4.3 Road Management System Responsibilities

Council's Director Infrastructure and Environment is accountable:

- a) to ensure all road design and structure designs meet Council's adopted standards, and to prepare and implement contracts for works, where required; and
- b) to meet the adopted maintenance standards (inspection, programming and implementation of works) subject to budget allocations, and to implement the adopted road rehabilitation and sealing programs.

The Infrastructure and Environment Directorate operate under quality systems which require the work teams to prepare quality plans and procedures to demonstrate that the management systems employed, and processes undertaken, meet Council's standards and approved works programs.

4.4 Road Asset Inspections

Formal inspection processes are required for competent management of the road network assets. There are generally 4 types of asset inspections:

4.4.1 Reactive Safety Inspections

These inspections are reactive by nature and are undertaken following notification to Council by members of the community or by council employees whilst undertaking their normal work duties. These notifications may relate to asset defects and/or potential safety issues and are entered into Council's Customer Request System. This Customer Request System has been established to receive and deal with service requests, complaints and other information from the community, and to manage and track Council's response.

4.4.2 Reactive Incident Inspections

Following notification of an incident, an inspection is carried out to comply with the requirements of the Road Management Act (Part 6 Division 5 – Claims Procedure, Clause 116).

This inspection enables an incident condition report to be prepared for use in legal proceedings.

4.4.3 Programmed Condition Inspections

Programmed Condition Inspections identify any deficiencies in the structural integrity of the road (eg. pavement, kerb and channel, table drains), which if untreated is likely to negatively affect the asset values. [These inspections will be undertaken every 3-5 years.](#)

The deficiencies may also impact on short-term level of service as well as the ability of that asset element to perform for the period of its intended life span. This condition information provides lifecycle management information essential to strategic long term planning of periodic maintenance (eg pavement resurfacing) and rehabilitation works.

4.4.4 Programmed Defect/Maintenance Inspections

These inspections are undertaken in accordance with a formal inspection schedule to determine if the road asset complies with the levels of service as specified in Appendix 1 of this Road Management Plan.

A record of each street/road is completed detailing the name of the inspector, the inspection date, time and street/road name and a description of any defects found that are at the specified intervention levels defined in the Road Asset Management Plan.

In addition, a notation must be recorded of any street/road inspected where no defect was apparent under the specific rigour of the inspection.

The results of these inspections are input into Council's Road Maintenance Management software and actions taken to repair defects are tracked via this system.

The inspection frequencies for roads have been determined on the basis of road hierarchy, and the risks associated with defects being present on these road types.

The frequencies of inspections are provided in the following table:

Inspection Type	Description	Road Hierarchy Classification	Frequency
Defect	Sealed road day time inspections	<ul style="list-style-type: none"> - Rural Link - Rural Collector - Rural Access – sealed - Urban C.B.D. - Urban Access – sealed 	3 months 4 months 6 months 3 months 6 months
Defect	Sealed road night time inspections	<ul style="list-style-type: none"> - Rural Link - Rural Collector - Rural Access -sealed - Urban CBD - Urban Access - sealed 	2 years 2 years 3 years 2 years 2 years
Defect	Ancillary areas day time inspections	<ul style="list-style-type: none"> - Ancillary Areas - urban 	6 months
Defect	Gravel road daytime inspections	<ul style="list-style-type: none"> - Rural and Urban – All categories 	12 months
Defect	Ancillary areas (urban) and gravel roads night time inspections	<ul style="list-style-type: none"> - All categories 	2 years
Defect	Bridges – minor (Level 1 inspections) Other structures	<ul style="list-style-type: none"> - All road categories - All road categories 	12 months Not inspected

Inspection Type	Description	Road Hierarchy Classification	Frequency
Defect	Footpath & Bicycle/Shared Paths	- CBD paths - All other paths	6 months 12 months

Council does not carry out programmed inspections of unpaved rural roads, tracks, fire access tracks or unsealed township lanes. Inspections and maintenance of these assets are only carried out on these types of roads as a response to a service request received from a member of the public, or a request from a fire brigade.

4.5 Defect Reporting and Prioritisation of Repairs

Following completion of the particular inspection, all defects at, or beyond, the intervention levels are documented.

Appendix No. 1 “Road Maintenance and Repair Standards”, identifies the intervention level adopted by Council for each identified defect type and the target response time by which the appropriate action will be taken to mitigate risk to road users following the date of inspection or report.

The intervention level is the limit of tolerability of defect at which point it is believed the defect may pose a hazard, or create serious inconvenience to the road user.

The defects are entered into Council's Maintenance Management System and programmed for repairs in priorities based upon risk assessment and to ensure the target response times are met.

4.6 Sealed Roads Maintenance

Routine maintenance of sealed roads is carried out by patrol gangs who each have designated areas of the Shire to patrol and carry out maintenance. Extra patrol gangs are deployed if poor weather or other conditions result in the core patrol gangs getting behind schedule.

These gangs document daily work outputs and also inspect their allocated network and document and prioritise outstanding defects, which are entered into an electronic database.

The database is used to prioritise and program those maintenance works listed on the defects register.

4.7 Unsealed Roads Maintenance

The unsealed road network is inspected by a delegated officer, defects prioritised and entered into the database.

Defects are also documented by grader operators when grading or resheeting unsealed roads, and these defects are also entered into the defects register.

The register is used to prioritise and program those maintenance works listed on the database

4.8 Maintenance of Structures

The structures on Moyne Shire's road network referred in this section include road bridges, footbridges, major culverts, cattle underpasses, and bus shelters.

Different types of condition inspections are carried out for the various structures in a programmed manner. From these inspections, programs for maintenance and rehabilitation are developed.

The table in Section 5.2.4 details the types of inspections undertaken and the frequency of inspections.

Minor maintenance of bridges, culverts and guardrail is programmed and carried out by Council's bridge maintenance gang or contractors as appropriate.

4.9 Footpaths & Bicycle/Shared Paths Maintenance

Sealed and concrete footpaths and bicycle paths on road reserves exist in a number of towns of across the Shire including Port Fairy, Mortlake, Koroit, Hawkesdale, Macarthur, Caramut, Panmure, Peterborough, Purnim, Yambuk, Woolsthorpe, Grassmere, Mailors Flat, Rosebrook, Nullawarre and Cudjee.

The footpaths are inspected in order to record defects in the database. Repairs are prioritised by assessing risk, having regard to footpath hierarchy and severity of defect. Works are then programmed as appropriate.

A procedure has been documented to assist in identifying footpath and bicycle path defects and prioritising repairs.

4.10 Service Request System

The details of requests from members of the public for maintenance work on the road network are logged into a computer database and a "service request" is generated.

The service request is referred to the appropriate officer for appropriate action, and resulting actions are recorded in the system.

Council staff regularly monitor the response times and resulting actions from service requests and provides regular reports to Council on compliance.

4.11 Emergency Response

Despite Council's best efforts to have reasonable road asset inspection systems and proactive maintenance programs, incidents occur on the road network which may not be foreseen, and which may provide a safety risk to road users.

Examples of such incidents may include:

- Traffic accident/incident;
- Tree over road;
- Road flooding;
- Fire;
- Dangerous failure of road pavement;
- Structural failure of bridge or culvert; and
- Vandalism.

Council has published an after-hours telephone number in the local phone directory and on its web site which is manned 24 hours per day, 7 days per week to enable the police, emergency services, or a member of the general public to report an emergency, or high risk situation.

On receipt of such a report, a Council officer assesses the type of emergency and response required.

If it is assessed that there is a risk to the public, a crew will be despatched to the site as soon as practicable.

If it is impractical for the response crew to repair the defect, or remove the risk at that time, the site will be made safe by erecting signs and/or barricades until such time that the repairs can be rectified.

4.12 Implementation of Road Maintenance Works

Council employs direct labour staff for its road maintenance and construction activities, under the control of the Manager Works & Engineering. Council also has access to a pool of sub-contractors who may be engaged for specialised maintenance works.

5. Review of Road Management Plan

5.1 Performance Review of the Plan

The following performance reviews and assessments of Council's maintenance programs and strategies are to be undertaken under the direction of the Director Infrastructure and Environment on an annual basis:

- Recording of complaints / requests
- Programmed and reactive inspections are carried out as scheduled in the Road Management Plan
- Relevant inspection reporting and recording mechanisms are in place
- Record of identified defects and appropriate response/repair to meet the requirements of the Road Management Plan.

5.2 Amendment to Road Management Plan

This Plan may be reviewed from time to time to reflect changes to legislation, agreed level of service, management systems, availability of resources or other factors that affect the Plan.

Any review will be carried out in accordance with the consultation and approval processes as detailed in Section 54 of the Act.

5.3 Statutory Review of the Plan

Part 3 Division 1 of the Road Management (General) Regulations 2016, requires Council to conduct a review of its road management plan within the period referred to in section 125(1) of the Local Government Act 1989 which states *"A Council must prepare and approve a Council Plan within the period of 6 months after each general election or by the next 30 June, whichever is later"* or, if that period is extended in accordance with section 125(4) of that Act which states *"The Minister may extend the period within which a Council must comply with subsection (1)"*.

Appendices

Appendix 1 - Road Maintenance and Repair Standards

Defect Type & Response						
Description of Defect (Intervention Level)	Response Time by Road Classification ##					
	Rural			Urban		
	Link	Collector	Access	Central Business District (CBD) Rd	Street Other Than CBD Rd	Lane
Obstructions & Substances in a Traffic Lane						
Materials fallen from vehicles, dead animals, wet clay & other slippery substances, hazardous materials, accumulation of dirt or granular materials on the traffic lane of sealed roads	3 days	1 week	1 week	1 day	1 week	1 week
Ponding of water > 300mm deep, fallen trees, oil spills, stray livestock.	1 day	3 days	1 week	1 day	3 days	1 week
Pavement or Surface Defects						
Potholes in traffic lane of sealed road > 300mm in diameter & > 100mm deep.	2 weeks	2 weeks	1 month	1 day	1 day	1 month
Potholes in traffic lane of an unsealed road > 500mm in diameter & > 150mm deep	n/a	n/a	1 month	n/a	1 day	1 month
Deformations on a sealed road > 100mm under a 3m straight edge	3 months	3 months	6 months	2 weeks	1 month	3 months
Deformations on an unsealed road > 150mm under a 3m straight edge	n/a	n/a	3 months	n/a	2 weeks	3 months
Edge drops onto unsealed shoulder on a sealed road > 100mm	2 weeks	1 month	3 month	2 weeks	2 weeks	1 month

Defect Type & Response						
Description of Defect (Intervention Level)	Response Time by Road Classification ##					
	Rural			Urban		
	Link	Collector	Access	Central Business District (CBD) Rd	Street Other Than CBD Rd	Lane
Slippery or "sticky" surface on a sealed road	1 week	1 week	1 week	1 day	1 week	1 week
Drainage						
Damaged or missing drainage pit lids, surrounds, grates, in pedestrian areas or traffic lanes.	1 week	2 weeks	1 month	1 week	2 weeks	1 month
Road Vegetation						
Trees, shrubs or grasses that have grown to restrict design sight distance to intersections, or restrict viewing of safety signage other than Stop or Give Way signs.	1 month	1 month	3 months	2 weeks	1 month	1 month
Trees, shrubs or grasses that have grown to restrict viewing of Stop or Give Way signage.	2 weeks	2 weeks	1 month	2 weeks	1 month	1 month
Vegetation intruding within an envelope over roadways from the back of shoulder and/or kerb and a minimum of 4.6m height clearance over pavement and the trafficable portion of shoulders.	3 months	6 months	12 months	3 months	6 months	12 months
Roadside Furniture - Safety Signs*, Guideposts, Safety Barriers and Fences						
Safety signs other than Stop or Give Way signs missing, illegible, or damaged making them substantially ineffective.	3 months	3 months	3 months	3 months	3 months	3 months

Defect Type & Response						
Description of Defect (Intervention Level)	Response Time by Road Classification ##					
	Rural			Urban		
	Link	Collector	Access	Central Business District (CBD) Rd	Street Other Than CBD Rd	Lane
Stop or Give Way signs missing, illegible or damaged making them substantially ineffective	2 weeks	2 weeks	2 weeks	2 weeks	2 weeks	2 weeks
Missing, or damaged guide posts at a critical location** making them substantially ineffective.	1 month	3 months	6 months	1 month	1 month	3 months
Missing or damaged safety barriers or fences at critical locations** making them substantially ineffective.	3 month	6 months	6 months	3 month	3 months	3 months
Footpaths & Bicycle/Shared Paths						
Defective pedestrian areas with a sealed or concrete surface and a step greater than 25mm.	3 months	3 months	3 months	3 months	6 months	6 months
Vegetation which presents a physical hazard to the public over pedestrian/cycle paths, intruding into a clearance envelope between the edge of path and a minimum of 2.1m height clearance over path.	3 months	3 months	12 months	3 months	12 months	12 months
Potholes in an unsealed gravel path surface that are greater than 300mm diameter and 50mm deep	6 months	6 months	6 months	n/a	6 months	12 months
Pavement Markings						
Missing, illegible or confusing pavement markings at critical locations**.	3 months	3 months	1 year	3 months	3 months	1 year

Defect Type & Response						
Description of Defect (Intervention Level)	Response Time by Road Classification ##					
	Rural			Urban		
	Link	Collector	Access	Central Business District (CBD) Rd	Street Other Than CBD Rd	Lane
Structures - Bridges, Cattle Underpasses & Bus Shelters						
Damage to structure affecting structural performance	2 weeks	2 weeks	2 weeks	2 weeks	2 weeks	2 weeks
Damage to bus shelter which may cause a hazard to user	1 month	1 month	1 month	1 month	1 month	1 month

Notes:

When Council becomes aware of a defect through a programmed inspection or notification, Council will rectify it if possible, or provide appropriate warning within the response time indicated.

Where, because of the nature of the repair required, level of resources required or workload, it is not possible to rectify within the time shown, appropriate warning of the hazard is to be provided until the repair can be completed. Appropriate warning could include, for example:

- Provision of warning signs, and if required provision of barriers;
- Traffic control action;
- Diverting traffic around the site;
- Installation of a temporary speed limit;
- Lane closure;
- Closure of the road to use by certain vehicle (eg a load limit);
- Partial or full road closure; or
- Or any other measure which reasonably addresses the duty of care to road users.

* A "safety sign" is a sign that provides the driver with advice on the safe use of the road.

** 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).

***"Days" in the above table refers to "working days"

Appendix 2 - Schedule of Changes within the Road Management Plan 2017

Section	Heading	Description
All	All	Changes to report style and logo, headings and sub-headings to improve document format for reader
Document Control Sheet	Road Management Plan	Version 4 replaced with Version 5
1.1	Introduction	Removal of Moyne Shire Council Plan dates and Moyne Shire Roads Strategy
1.3	Roads to which the Plan Applies	Removed reference to Section 36 of the Road Management Act.
1.3	Roads to which the Plan Applies	Replaced VicRoads with Regional Roads Victoria (and other locations as required)
2.1	Moyne Shire Council Register of Public Roads	Update of road distances
3.1	VicRoads/Regional Road Victoria Rules	Heading replaced with Regional Roads Victoria Removed paragraph on agreement between VicRoads and MSC.
4.1	Community Consultation and Moyne Residents Expectations	Road Focus Group removed
4.2.2	Road Structures	Title changed from Manager Construction and Maintenance to Manager Works and Engineering (and other locations as required)
4.2.3	Footpaths and Shared Paths	Removed reinforced
4.4.3	Road Management System Responsibilities	Replaced Director Physical Services with Director Infrastructure and Environment (and other locations as required) Sentence added "These inspections will be undertaken every 3-5 years"
4.4.4	Programmed Defect Maintenance Inspections	Table updated – frequency of inspection of CBD paths changed from 12 months to 6 months
4.6	Sealed Road Maintenance	Replaced defects register with electronic database (and other locations as required)
4.9	Footpaths & Bicycle/Shared Paths Maintenance	Added Grassmere, Mailors Flat, Rosebrook, Nullawarre and Cudjee to the towns with paths

Section	Heading	Description
Appendix 1 - Road Maintenanc & Repair Standards	Pavement or Surface Defects Deformations on a sealed road > 100mm under a 3m straight edge	1 month replaced with 3 months
Appendix 1 - Road Maintenanc & Repair Standards	Footpaths & Bicycle/Shared Paths Defective pedestrian areas with a sealed or concrete surface and a step greater than 25mm.	Rural Link response changed from N/A to 3 months Rural Collector response changed from N/A to 3 months
Appendix 1 - Road Maintenanc & Repair Standards	Footpaths & Bicycle/Shared Paths Vegetation which presents a physical hazard to the public over pedestrian/cycle paths, intruding into a clearance envelope between the edge of path and a minimum of 2.1m height clearance over path.	Rural Link response changed from N/A to 3 months Rural Collector response changed from N/A to 3 months
Appendix 1 - Road Maintenanc & Repair Standards	Footpaths & Bicycle/Shared Paths Potholes in an unsealed gravel path surface that are greater than 300mm diameter and 50mm deep	Rural Link response changed from N/A to 6 months Rural Collector response changed from N/A to 6 months
Appendix 2 – Schedule of Changes		Updated



Appendix 3 - Plan of Moyne Shire Council Road Hierarchy

See separate pdf file (Attachment 2 - Road Hierarchies Road Register Amended 2021)



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