



Road Management Plan 2021



Document control sheet

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	Title: Road Management Plan
	Synopsis: This Road Management Plan has been significantly amended to reflect the legislative requirements and internal road service review.

Internal consultation distribution

Version	Date	Distribution
V1	June, 2013	Engineering service review and RMP review
V1	August, 2013	Review by Echelon Australia
V2	August, 2013	Revised and updated from engineering
2013	October, 2013	Revised by assets
2017	March, 2017	Review by Macquarie Local Government Lawyers
2017	March, 2017	Review by Infrastructure and Works
2021	January, 2021	Review by Strategic Assets and Operations
2021	February, 2021	Reviewed By Liability Mutual Insurance

Schedule of adoption/amendment

Version	Date	Comment
2004	November 15, 2004	<i>Road Management Plan</i> adopted
2006	October 16, 2006	<i>Road Management Plan</i> amended with inspection times increased
2014	September 15, 2014	Plan revised and aligned to the council's resources
2017	September 11, 2017	Plan reviewed in line with road Management (General) Regulations 2016
2021	June 28, 2021	Plan reviewed in line with current regulation and adopted

CONTENTS

SECTION 1. Introduction.....	2
1.1 Background	2
1.2 Definitions	4
1.3 Strategic planning process	6
1.4 Legislative and statutory requirements.....	8
1.4.1 Duties of road users – <i>Road Management Act</i>	8
1.4.2 Duties of the Wodonga Council as the road authority.....	8
1.5 Register of public roads	9
1.6 Demarcation issues.....	9
1.6.1 Maintenance demarcation agreements	9
1.6.2 Non-road infrastructure	11
1.6.3 Pathways not in Road Reserves	11
1.7 Delegations	11
1.8 Road and Path Hierarchy	12
1.8.1 Road hierarchy	12
1.8.2 Pathway hierarchy	14
1.8.3 Road types and performance targets	14
1.8.4 Asset inspection process	14
1.8.5 Activities and service standard targets	15
1.9 Resource allocation	15
1.10 Operational procedures for the delivery of road maintenance activities	16
1.11 Customer request process	16
1.12 Relationship with this plan and the Road Asset Management Plan.....	17
SECTION 2. Exceptional Circumstances.....	18
2.1 Exceptional Circumstance or “Force Majeure” Clause.....	18
2.2 Emergency Works.....	18
SECTION 3. Amendments to the plan	19
ATTACHMENTS	20
Attachment One - Road and Footpath Hierarchy Maps.....	20
Attachment Two - Inspection descriptions	26
Attachment Three - Road asset inspection frequencies.....	27
Attachment Four - Intervention levels from Road Management Operational Plan.....	28
Attachment Five - Wodonga Council Risk Matrix.....	30
Attachment Six - Layout of a typical vehicle cross-over.....	32

SECTION 1. Introduction

1.1 Background

a. Relationship between Road Management Plan and the Road Management Act

The Road Management Act 2004 (the Act) sets out the powers, duties and functions of road authorities, establishes the legal framework for the management of roads and defines the rights, powers and duties of road authorities, utility providers and users of the road networks.

The Act also provides consistent and updated road provisions for declared arterial roads and freeways managed by VicRoads, and public roads managed by municipalities and other government organisations. Wodonga Council is the designated 'co-ordinating road authority' for municipal roads within the city and is responsible for their care and management.

The Act also enables road authorities to put their own reasonable road management plan and maintenance policies and procedures in place. This includes developing and publishing a Road Management Plan (RMP) incorporating the performance of their duties in relation to the inspection, maintenance and repair of roads, having regard to the type of road, the resources available to the council and its budgetary and policy priorities.

The Road Management Act requires that a road authority keep a register of public roads. The register includes all roads the council has deemed are 'reasonably required for general public use or the subject of a declaration under section 204(1) of the Local Government Act 1989 or a municipal road declared under section 14(1) of the RMA'. The Act also establishes through a Code of Practice the allocation of responsibility between road authorities for managing the different parts of the road reserve (e.g. roadway, footpath, service road). It also defines powers and obligations in regard to traffic management, access management and road works by utilities and others.

b. Purposes of the plan

The purpose of this Road Management Plan is to establish a management system for the council for the discharge of its duty to inspect, maintain and repair its public roads based on policy and operational objectives as well as available resources.

It also sets the relevant standard in relation to discharge of duties in the performance of those road management functions.

The Road Management Plan otherwise is stand-alone and all-encompassing policy document of the Wodonga Council for the purposes and requirements of the Road Management Act 2004. This plan references Wodonga Council's Register of Public Roads, which is available at <https://www.wodonga.vic.gov.au/> or at the city offices, 104 Hovell St, Wodonga.

c. Scope of this plan

The provisions of this plan apply to road infrastructure and road-related infrastructure for which council is the responsible road authority. This infrastructure may be in roads where council is the designated co-ordinating road authority or in roads where another authority is the designated co-ordinating road authority e.g. Vic Roads. The demarcation between council and VicRoad's responsibilities is detailed in the "Road Management Act 2004 Code of Practice – Operational Responsibility for Public Roads". Council road infrastructure and road-related infrastructure includes the following.

- Sealed roads
- Unsealed roads
- Footpaths and shared paths
- Kerb and channel and table drains
- Pit lids
- Bridges and major culverts
- Traffic control devices

d. Key stakeholders

Key stakeholders in relation to road management planning include the following.

- Residents and businesses within the road network
- Users of vehicles such as trucks, buses, commercial vehicles, cars and motorcycles
- Tourists and visitors to the area
- Users of a range of smaller, lightweight vehicles such as cyclists, mobility scooters, wheel chairs, prams, etc.
- Emergency authorities (Police, Fire, Ambulance, SES)
- Pedestrians, including those with disabilities or restricted mobility
- Utility agencies that use the road reserve for their infrastructure (water, sewerage, gas, electricity, telecommunications)
- Council as the responsible road authority
- State and Federal Government that periodically provide support funding to assist with management of the network

e. Date this plan comes into effect

This plan comes in effect as of June 30, 2021 and will be reviewed as per section 3 of this plan.

1.2 Definitions

In this Road Management Plan, definitions are as follows.

Act	Is the Road Management Act 2004.
Ancillary area	Is any area designated by the council used by motor vehicles and cyclists connecting to a roadway, for example, car park, rest stop or scenic lookout?
Arterial Roads	Freeways, highways and declared main roads which are managed by the State Government through VicRoads.
Bridge and major culverts	Means a structure having a clear span greater than 1.80 metres or a pipe culvert having a waterway area greater than 3 square metres.
Condition inspections	Inspections conducted to assess the life of the road and footpath network and to prioritise major works.
Consent applications	Applications made by other road authorities and utilities companies to perform works on council-managed roads.
Co-ordinating road authority	The road authority which has co-ordination functions as determined in accordance with section 36 of the Act
Defect	A localised failure in an asset, for example, a pothole in a road surface or a joint displacement in a concrete footpath.
Emergency Works	Actions that take place over a short time period to rectify damage resulting from circumstances beyond the control of council.
Exceptional circumstances or force majeure clause	A clause included in the plan that describes the conditions under which a council can suspend its maintenance and inspection responsibilities under the plan due to the occurrence of events outside their control.
Fire access track	A track that primarily exists to allow access for firefighting vehicles
Intervention level	The size or severity of a defect at which a mandatory response is required. The response could be to either repair the defect or implement temporary mitigation measures.
Municipal roads	A public road within the municipality where council is the designated co-ordinating road authority.
Non-road infrastructure	Infrastructure in, on, under or over a road which is not road infrastructure and includes gas pipes, water and sewerage pipes, cables, electricity poles and street lights, rail crossings, bus shelters, vegetation etc.
Maintenance management system	Enables field inspections for various infrastructure items to be carried out.
Other roads	Includes roads in state forests and reserves, and roads on private property, private pathways or any driveways providing access from private properties to a public road or public highways. The municipal council is not responsible for the care and maintenance of these roads.
Pathway	A footpath, bicycle path or other area constructed or developed by a responsible road authority for use by members of the public other than with a motor vehicle. Does not include any path which has not been constructed by a responsible road authority; or which connects to other land.
Proactive Inspections	Inspections performed as part of a scheduled program, according to the hierarchy of roads, which is based on the road classification, volume of traffic etc.

Public highway	Any area of land that is a highway for the purposes of the common law
Public road	A road that is reasonably required for general public use.
Public road register	A list of public roads within the municipality where council is the designated co-ordinating road authority. The council is required to keep a register under section 19 of the Act.
Reactive inspections	Inspections performed in response to a complaint about the condition of the road, or report of injury and/or property damage to a member of the public.
Response time	Is the time to respond to a hazard or defect measured from when the hazard or defect is identified by or notified to the council? Days to respond are business days, i.e. Monday to Friday, 5 days per week excluding public holidays.
Responsible road authority	The road authority which has operational functions as determined in accordance with section 37 of the Act.
Road	Includes any public highway; any ancillary area; or any land declared to be a road under section 11 of the Act.
Road infrastructure	<p>The infrastructure which forms part of a roadway, pathway or shoulder, including the following.</p> <ul style="list-style-type: none"> • Structures forming part of the roadway, pathway or shoulder and the road-related infrastructure. • Materials from which a roadway, pathway or shoulder is made, such as asphalt, bitumen, gravel, lane markers and lines.
Road management plan	Means this plan prepared in accordance with Part 4, Division 5 Road Management Act 2004.
Roadside	Means any land that is within the boundaries of a road (other than the shoulders of the road) which is not a roadway or a pathway and includes the land on which any vehicle crossing or pathway, which connects from a roadway or pathway on a road to other land, has been constructed;
Temporary mitigation measures	In circumstances where it is deemed that, the defect presents considerable risk to road/footpath users it may be deemed appropriate for temporary measures to be implemented until these repairs may be completed. This may include (but not limited to) warning signs, barriers, highlighting defects with contrasting paint etc.
Traffic Lane	The part of a sealed or unsealed road designed to carry through traffic, excludes parking lanes, shoulders and table drains.
Unused Road Reserve or Paper Road	A road reserve that exists on paper but does not contain a physical road.
Vehicle crossover (driveways)	The crossing which provides access from the road to the property boundary. The property owner is responsible for the construction and maintenance of the driveway. Please refer to Attachment 7 for areas of responsibility.

1.3 Strategic planning process

The annual budget has been developed within an overall financial planning framework that guides Wodonga Council in identifying community needs and expectations over the short, medium and long term. In preparing the annual budget, funding requirements for each year are linked with the objectives contained in the current council plan.

In relation to road and road-related infrastructure assets that provide road transport services, Wodonga Council recognises the importance of balancing appropriate performance standards with what communities expect, and what is affordable and sustainable. In balancing the

funding level for inspections, maintenance, repairs, upkeep, rehabilitation and

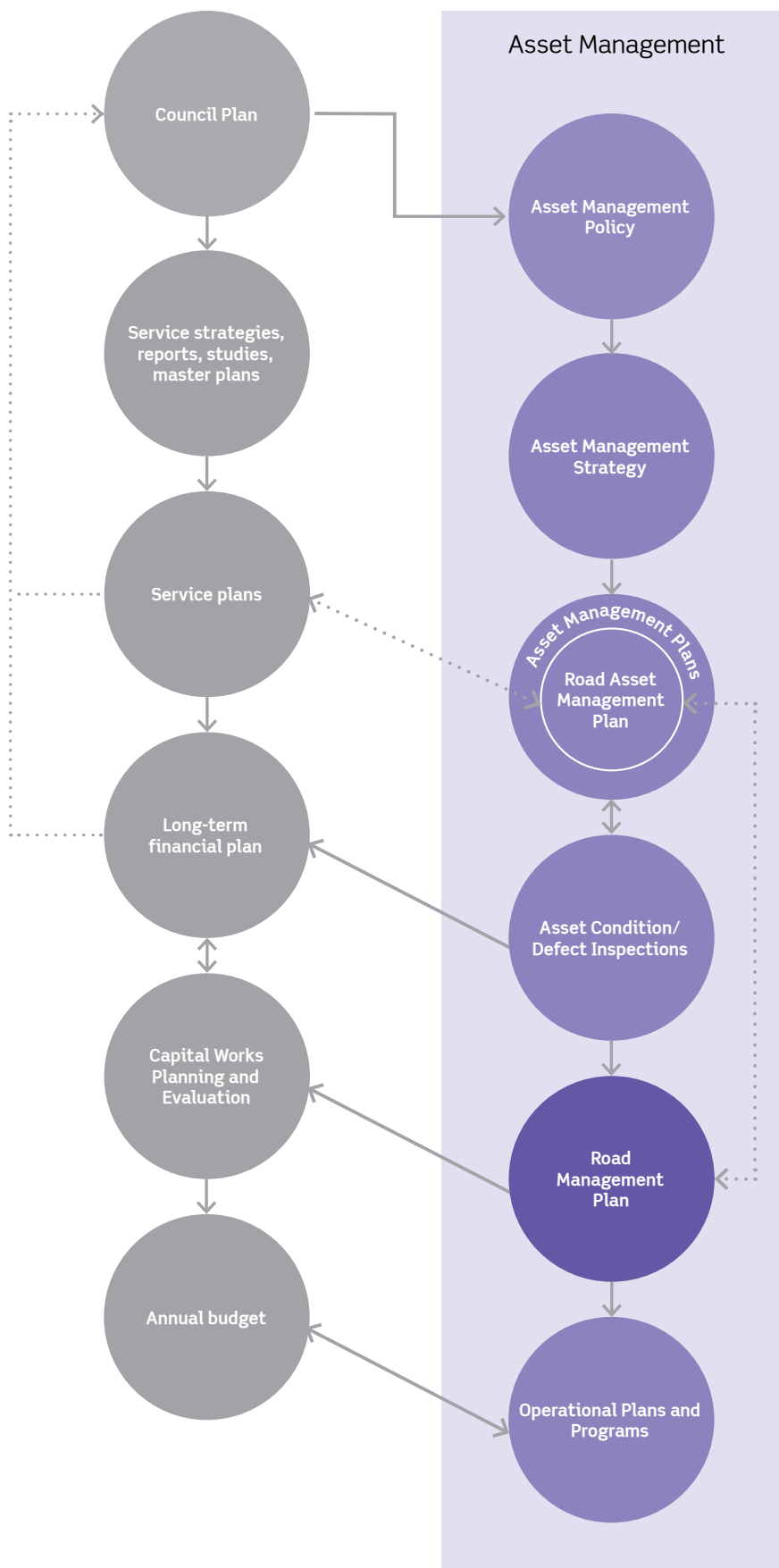
renewal of road and road-related infrastructure assets, the council must consider the following.

- Its role and obligations under the Road Management Act 2004
- Preservation of existing assets in an appropriate and safe working condition
- Ability to acquire additional infrastructure assets to serve new growth
- Market constraints in staffing, plant and equipment, building materials and contractors
- Budget / financial constraints

This plan is a vital component of the Wodonga Council's overall strategic planning and risk management processes, and links to the following key corporate strategies, plans and systems.

- Council Plan – current version
- Strategic Resource Plan
- Annual Budget – detailed action plan on projects and finances for each particular year.
- Asset Management Policy, and strategy
- Asset Management Plans, in particular the Road Asset Management Plan, Bridge Asset Management Plan and Path Asset Management Plan
- The Infrastructure Design Manual which was adopted by Wodonga Council in March 2013. This document can be downloaded on www.designmanual.com.au and was designed to document and standardise council requirements for the design and development of new municipal infrastructure, including roads, crossovers and pathways.
- Long-term financial plan – This plan outlines all aspects of the key financial strategy objectives and commitments.

The relationship between all these strategic documents and processes can be seen on the following page.



1.4 Legislative and statutory requirements

Part 4—Planning and financial management of the *Local Government Act 2020*, and the *Road Management Act 2004* and *Road Management (General) regulations 2016* describe an authority's role in providing for the responsible, appropriate and effective provision and management of community facilities and services, the involvement of the community in determining appropriate levels of service and in the management and control of the road network for which the council is responsible.

1.4.1 Duties of road users – *Road Management Act*

All road users have a duty of care under the road management act, with particular obligations prescribed in the *Road Safety Act 1986*.

1. 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 following.
 - 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
2. A road user other than a person driving a motor vehicle must use a highway in a safe manner having regard to all the relevant factors.
3. A road user must do the following.
 - 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 the road infrastructure and non-road infrastructure on the road reserve and take reasonable care to avoid any conduct that may damage road infrastructure and non-road infrastructure of 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.

1.4.2 Duties of the Wodonga Council as the road authority

The Act describes certain actions and outcomes that the council as a road authority and road co-ordinator needs to achieve in order to obtain statutory protection from negligence claims arising out of council's management of their local road network.

In accordance with the Act's requirements the council's *Road Management Plan* includes the following.

- Reference to a register of public roads with a description of those assets on public roads for which the council as the road authority is responsible.
- The standard or target level of service, of those assets to be maintained by the council as the road authority as described in the maintenance intervention level and response document.
- A management system that documents how the Council as the road authority discharges its duty to inspect, maintain and repair public roads for which it is responsible.
- Agreements reached with other authorities responsible for other roads within the municipality.

1.5 Register of public roads

The provisions of this Road Management Plan apply to those local roads listed in Wodonga Council's Register of Public Roads which is reviewed by council and updated when necessary. The *Road Management Act 2004* requires a road authority (the council) keep a Register of Public Roads. The register includes all roads that council has deemed are "reasonably required for general public use". Details included on the register includes the following.

- Road and suburb name
- Road section description
- Road classification
- Asset hierarchy
- The date on which the road became a public road

Wodonga Council's Register of Public Roads is available for inspection at the city offices, 104 Hovell St, Wodonga or can be viewed at www.wodonga.vic.gov.au

1.6 Demarcation issues

1.6.1 Maintenance demarcation agreements

Where roads on the council's register of public roads abut or intersect roads that are the responsibility of others (for example federal, state or other local government authorities or privately owned roads), responsibility of Wodonga Council under this plan ceases and another's organisations responsibility commences.

In the context of this plan the relevant authorities include the following.

- VicRoads
- Department of Environment, Land, Water and Planning
- Goulburn Murray Water
- VicTrack
- Indigo Shire Council
- Parklands Albury Wodonga
- Non-council private infrastructure
- AlburyCity
- NSW Road Traffic Authority
- Department of Defence
- Department of Finance

In most instances, demarcation of areas of responsibilities between council and other authorities can be described satisfactorily by reference to the physical limits of the road in the road register; or in the case of VicRoads, by reference to the code of practice "operational responsibilities for public roads".

The demarcation between council and VicRoad's responsibilities is detailed in *Road Management Act 2004 Code of Practice – Operational Responsibility for Public Roads*.

In the Wodonga Local Government Area, the aerial roads managed by VicRoads include the following.

- Hume Freeway
- Beechworth – Wodonga Road
- Wodonga – Yackandandah Road
- Kiewa Valley Highway
- Murray Valley Highway
- Bonegilla Road
- Anzac Parade (Kiewa Valley Highway to Bandiana Link Road)
- Bandiana Link Road
- Victoria Cross Parade
- Melrose Drive
- Yarralumla Drive
- Melbourne Road (Melrose Drive to Hume Freeway)
- Lincoln Causeway



1.6.2 Non-road infrastructure

Non-road infrastructure within the road reserve (for example, rail crossings, telecommunications structures, street lighting) is to be maintained by the body responsible for that infrastructure. A list of non-road infrastructure contained within the council's road reserves is set out in the following table.

Table 1 – Non Road Infrastructure

Asset type	Infrastructure manager
Street lights	Ausnet Electricity Services
Traffic signal installations – VicRoads assets	VicRoads
Telecommunications infrastructure assets	Telstra, Optus and NBN
Water and sewerage infrastructure assets	North East Water
Electricity infrastructure assets	Ausnet Electricity Services
Gas infrastructure assets	APA group
Rail crossings	VicTrack

1.6.3 Pathways not in Road Reserves

In addition to the footpaths and shared paths constructed within the road reserves, Wodonga Council also maintains pathways constructed on land where it is the designated responsible authority. Given the common law definition of a public highway and the Local Government Act 1989 definition of a road, it is council's intention, where appropriate, to apply the standards developed for the plan to council pathways not in road reserves. The plan's standards will only be applied to constructed pathways that are on council-managed land and provide unrestricted public access. These pathways are not listed in the Register of Public Roads.

The plan's standards do NOT apply to the following pathways.

- Pathways or tracks on land that Council doesn't manage
- Mountain bike tracks in the Klings Reserve area (refer to separate MoU)
- Pathways or tracks that have restricted public access
- Pathways that have not been constructed or formally adopted by Council
- Unconstructed paths or tracks

1.7 Delegations

Through an instrument of sub-delegation, the Wodonga Council Chief Executive Officer has delegated the various functions under the *Road Management Act 2004* to the respective officers of the council. This is detailed in the Instrument of Sub-Delegation by the CEO (S7) page 209 – 210

1.8 Road and Path Hierarchy

The hierarchies used to determine the inspection routines and maintenance levels have been determined using functional and risk-based approach considering traffic volume and vehicle speed (for roads) and pedestrian volumes (for footpaths).

1.8.1 Road hierarchy

Purpose

The primary purpose of a road hierarchy is to assign a functional classification to each road in the local road network to enable better management of the road assets.

Limited resources can be used more effectively by allocating funds to those roads in greater need. The road hierarchy provides the basis for setting varying inspection frequencies and the repair response times is also based on the road hierarchy and risks arising.

Principles of road classification

The following principles have been adopted in developing the road classification system.

- The classifications are functionally based. The function of the road determines its place in the hierarchy, rather than relying solely on the traffic volumes or the current standard of construction.
- Wodonga Council's road hierarchy categorisation follows the VicMap Transport model and aligns with other roads management organisations throughout the state such as VicRoads, DELWP and other local government authorities.
- The classification incorporates the principle where roads that are not identified in the road register such as paper roads, unformed roads and other similar roads are excluded from inspection, repair and maintenance. Limited access roads are inspected on a reactive basis.

Local road hierarchy: The local road hierarchy has classified rural and urban roads into link, collector, access and limited access roads. Descriptions of this road hierarchy is as follows.



Table 2 - Council local road hierarchy

Road classification	Functional definition	General road description
Link	<p>Roads of this classification provide linkages between places and arterial road network; or linkages among places.</p> <p>Examples of places are townships, suburb, shopping precinct, major sporting venue, industrial area, agricultural area, tourist attraction and any places of interest. This type of road has an identifiable origin and destination. In general, a link road gets its traffic from multiple collector roads.</p>	<ul style="list-style-type: none"> • All weather road, catering for two-way traffic, predominantly sealed, two-lane roads or dual lane roads • Good quality surface, maintained to a high standard • Roads of highest local priority • Typical design speed 60 – 100km/hr depending on terrain
Collector	<p>Collects and distributes traffic from local residential, commercial and industrial areas to the wider road network.</p> <ul style="list-style-type: none"> • Includes access to abutting properties • Caters generally higher traffic volumes, heavy vehicles and traffic speeds. 	<ul style="list-style-type: none"> • All weather road, catering for two-way traffic, predominantly sealed, two-lane roads • Good quality surface, maintained to a high standard • Roads of high local priority • Delineation provided by guideposts and often centreline marking on sealed rural roads • Typical design speed 40 – 80km/hr depending on terrain
Access	<p>Provides predominantly for direct access to properties and industries.</p> <ul style="list-style-type: none"> • Caters for low traffic volumes and generally for low traffic speeds • Low percentage of through traffic. 	<ul style="list-style-type: none"> • All-weather road where required for house access, usually formed and gravelled in rural areas, and sealed in urban areas • Maintained to moderate standard, equal to or less than service roads • Delineation generally provided by guideposts • Typical design speed 40 – 70kmh depending on terrain.
Limited access	<p>Predominantly provides access for fire management purposes:</p> <ul style="list-style-type: none"> • Caters for very low traffic volumes at for very low speed • At times provides access to environmental lands 	<ul style="list-style-type: none"> • Fire trails are managed in accordance with the municipal fire prevention strategy • Access in wet conditions may at times be difficult. No periodic inspections, inspections are discretionary and also repairs if any.

1.8.2 Pathway hierarchy

The pathway hierarchy has been developed based on the level of usage of the network and construction standards. Wodonga Council categorises its pathway hierarchy into high use and medium use, for both footpaths and recreational paths, as described in Table 3.

This hierarchy also includes rail trails, which have been categorised separately due to their construction and usage. Wodonga Council is only responsible for the ongoing maintenance of the sealed rail trail surface within the boundaries of the city, and all other assets or issues in the rail corridor are managed by other parties (As per High Country Rail Trail MOU 2010-11 to 2020-21 addendum – November 2018). Wodonga Council still contributes funding, expertise and general assistance to the other parties to undertake their responsibilities.

Table 3 - Council pathway hierarchy

Category	Function
High-priority footpaths	Wodonga CBD, various high usage footpaths, typically immediately adjacent to shopping precincts, schools, hospitals, aged care and early years facilities. Also includes signed shared pathways.
Medium-priority footpaths	Footpaths in residential, commercial and industrial areas, other than described in the high-use footpath category above. Includes formal gravel pathways.
Rail trails	Purpose built pathway primarily used for recreation activities such as cycling, running, walking.

1.8.3 Road types and performance targets

Performance targets are associated with the actioning of defects, which may include provision of warning signs, traffic control actions, and/or works to repair.

Consideration of the road type (sealed / unsealed), road hierarchy, defect type and Wodonga Council Risk Matrix (attachment 5) determines the performance targets identified in intervention level from Road Management Operational Plan (attachment 4).

While this plan sets out a process for inspecting and repairing nominated defects, works may also be undertaken for other reasons such as managing the lifecycle of assets. This may result in defects, which do not meet the intervention levels of this plan, being repaired.

1.8.4 Asset inspection process

Survey and inspection processes are required for competent management of the road network assets. A three-tier inspection regime has been implemented covering safety, incidents and defects. Attachment two lists the inspection types with the frequency of inspections outlined in attachment three.

The types of inspections undertaken include the following.

- Reactive/safety inspections
- Programmed defect inspections
- Condition Inspections - identify deficiencies in the structural integrity of the road infrastructure assets which if untreated, are likely to adversely affect network values.

Safety issues may be detected either as the result of the programmed defect inspection or by observation and notification to council by members of the community or council employees. A subsequent reactive inspection may then be conducted by an appropriate council officer.

1.8.5 Activities and service standard targets

The current methodology is to provide a consistent approach to prioritising asset maintenance works to do the following.

- Minimise risk
- Provide a safe road environment for all users
- Optimise the life of existing and future assets
- Deliver best value to the community

The inspection frequency regime uses a risk approach which considers the road/path hierarchy. The higher up the road hierarchy, the higher the risk exposure and the more frequent the inspections and the quicker the response time. Details of all inspections timeframes and response times can be viewed in attachments three and four.

A tolerable level of defect for each asset class can be described as a condition that does not require immediate attention. Defects which don't meet the intervention levels set out in attachment 4, will be referred to a future works program.

The level of risk for the road and path condition is assessed as per the Wodonga Council Risk Matrix (attachment 5).

Hazards identified that don't fall within the categories of defects as described in attachment 4, can still be given a risk rating and schedule as deemed appropriate by the delegated officer.

1.9 Resource allocation

Wodonga Council's annual budget seeks to strike a balance between the need to invest in new infrastructure for a growing community while providing levels of service for existing infrastructure and services.

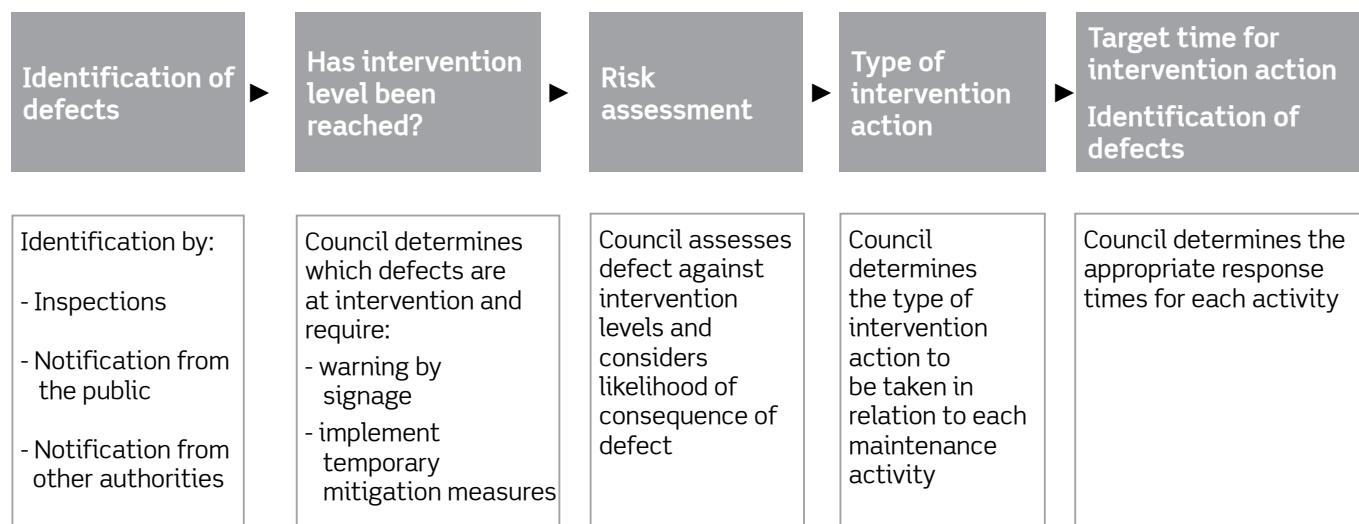
Funding provided for maintenance and rehabilitation is allocated to several functional areas. In broad terms, these functional areas comprise of the following.

- | | |
|------------------------------|------------------------------|
| • Bridges and major culverts | • Signs and road furniture |
| • Footpaths and cycle paths | • Sealed roads |
| • Drainage, kerb and channel | • Line marking |
| • Street sweeping | • Rural roadside maintenance |
| • Gravel roads | |

The overall service delivery priorities of the council determines the financial resources allocated for works on roads, pathways, road infrastructure and road-related infrastructure. These financial resources are determined as part of council's annual budget. Development of the service levels as contained in this plan are dependent upon allocation of appropriate resources as part of the annual budget. Community consultation and community feedback also help council in setting an appropriate levels of service for all assets covered under this plan.

1.10 Operational procedures for the delivery of road maintenance activities

Road maintenance is delivered by the works team in accordance with the roads service review – operating procedures and at times utilising contractors. The diagram below outlines the process for all identified defects under this plan.



The Outdoor Operations team initially manage requests that result from the customer request system (Pathways) and road management plan inspections. These requests are all reviewed and will either be managed by Outdoor Operations, or referred to the Infrastructure and Projects team for inclusion in the capital program. Strategic Assets is responsible for condition assessments of all council-owned road infrastructure (which are carried out every three to four years). Data gathered from these inspections informs capital renewal programs, while any defects identified are sent to the Outdoor Operations team for assessment and programing for repair.

1.11 Customer request process

Wodonga Council operates a proprietary brand customer request system known as 'Pathways'. This system has full auditing capability and is capable of providing all details of requests received and works required.

Each request is assigned the following.

- Unique sequential number
- Request code
- Responsible officer
- Actioning officer
- Receiving officer
- Department code
- Request status identifier
- Date received
- Date due for completion
- Date completed

Provision is also made for free narrative and the opportunity to attach documents and link to the council's Geographical Information System (GIS). Overdue requests are escalated upwards and reported to management for consideration and action.

Response times are generated by the system depending on the status. The works unit then determines the final status based on the risk and the specified priority detailed in attachment 3 and attachment 4.

1.12 Relationship with this plan and the Road Asset Management Plan

Wodonga Council's Asset Management Strategy provides for the establishment of Asset Management Plans for all assets classes, including those associated with public road infrastructure. Part of every asset management plan is a lifecycle management plan that looks at the strategies and cost of owning, maintaining and renewing assets over the long term (at least 10 years).

The Road Asset Management Plan is directly linked to the Road Management Plan and both documents should be considered to gain an understanding of overall road management at Wodonga. Key elements of particular note to the Road Asset Management Plan are the following.

Service levels (Section 3)

The service standards adopted in this plan are based on the Life Cycle Management Plans for each asset type as set out in the Road Asset Management Plan. These Life Cycle Management Plans are subject to regular review as part of the asset management plan continuous improvement process, which includes deliberate community consultation.

Condition assessments (Section 5.1.2)

The condition of each element of the road network is assessed at set intervals and the data is utilised to monitor asset performance and review both maintenance and renewal/refurbishment strategies. The road network is condition rated at four to five-year intervals. Amendments and updates to the ratings occur as capital projects are completed or where the condition status of a road component has altered (e.g. due to service authority intervention).

Renewal and refurbishment Plan (Section 5.4)

The Road Asset Management Plan sets out council's long-term renewal and refurbishment strategy and provides indicative 10-year financial projections. The plan presents a framework for the consideration of levels of service, current condition data and remaining life to establish priorities and scheduling of future capital works.

Capital Works Program (Section 5.5)

In determining the capital works program for each coming year Council must consider renewal and refurbishment requirements and priorities across all asset classes together with new projects and service initiatives. Wodonga Council has established criteria for the evaluation and prioritisation of capital works projects that clearly recognise the importance of infrastructure renewals and refurbishment. However, it is recognised that there may be competing priorities and as a result available funding for road projects may vary from year to year. The proposed budget is advertised and feedback is sought from the community prior to final adoption.

SECTION 2. Exceptional Circumstances

2.1 Exceptional Circumstance or “Force Majeure” Clause

Wodonga Council may encounter difficulties maintaining its obligations under the Road Management Plan during extraordinary events or circumstances that are beyond its control.

Circumstances beyond the control of the council include, but are not limited to, events, such as a war, strike, riot, crime, health pandemic or natural disasters such as floods, bushfires, storms or earthquakes. These will impact on Council's ability to fulfil its obligations under the plan. In reference to section 83 of the *Wrongs Act, 1958*, as amended, the council reserves the right to suspend compliance with its plan from events beyond its reasonable control.

In the event the Wodonga Council Chief Executive Officer has considered the impact of such an event on the limited financial and other resources of the council and the council's other competing priorities and budgetary constraints (whether or not in conjunction with the council), and has determined that any standards of, or requirements in, the plan cannot be adequately met, then pursuant to and reliant on the principles set out in Section 83 of the *Wrongs Act* and otherwise, they will write to council's officer in charge of its Road Management Plan and inform them that some, or all, of the timeframes and response times are to be suspended, pending further notice.

Once events beyond the control of the council have abated, or if the events have partly abated, Wodonga Council's Chief Executive Officer will write to the council's officer responsible for the plan and inform them which parts of the plan are to be reactivated and when.

2.2 Emergency Works

Circumstances beyond the control of council may result in emergency works that need to take place over everything else. The extent of these emergency works will not result in the suspension of this plan, but it will result in assets being repaired or the implementation of temporary migrating measures in addition to those found through routine inspections.



SECTION 3. Amendments to the plan

This plan will be reviewed a minimum of every four years, in line with council elections. The plan will be reviewed in accordance with the Road Management (General) Regulations 2016. The procedures for amending the plan are detailed in Sections 303 and 304 of the Road Management (General) Regulations 2016. Under the provisions of Section 304, the Chief Executive Officer may amend the plan without giving notice if the changes result in a higher standard, or the changes deal with administrative procedures.

The table below lists past changes and review dates.

Date	Details
August 2005	Inspection frequencies for various activities within each road hierarchy amended.
October 2006	Inspection frequencies for various activities within each road hierarchy amended, response times amended to be consistent with best value service charter, some additions to narrative and minor changes to inspection form.
August 2007	Events beyond control of council policy adopted.
October 2013	Major rewrite following detailed service review.
April 2014	Minor revision of attachment 4 following comments by executive.
January 2021	Document rewrite to reflect current practices and integrate with other documents. Inclusion of hierarchy maps of road and pathways.

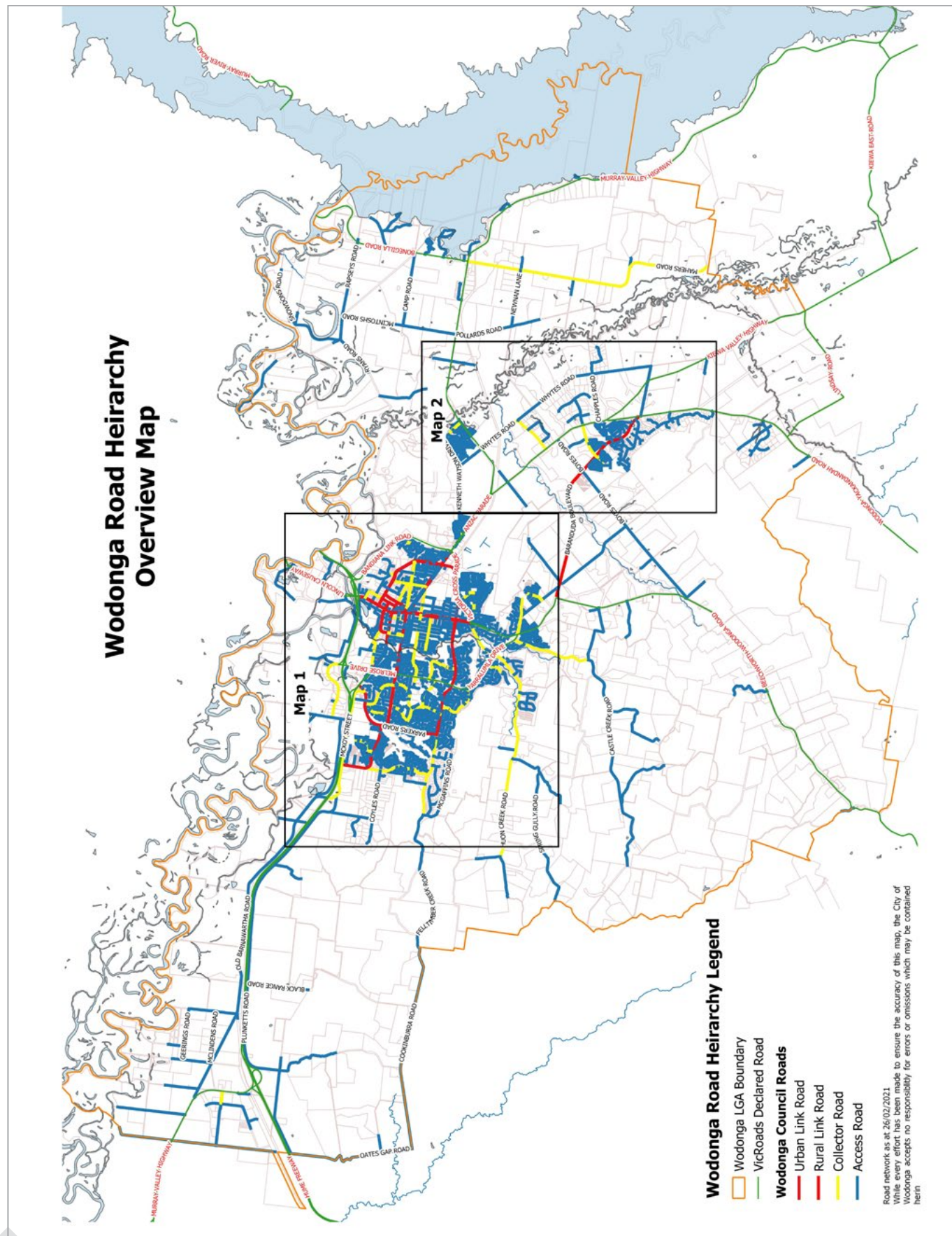
In addition to the above review, the plan will be assessed annually to determine the following.

- Asset hierarchies remain appropriate and effective
- Specified inspection frequencies remain appropriate and reasonable
- Specified defect intervention levels remain appropriate and reasonable
- Specified defect response time remain appropriate and reasonable
- Risk management objectives are being achieved
- The content of the plan is still compliant with any legislative changes
- Maintenance budget levels are adequate to allow compliance with the plan

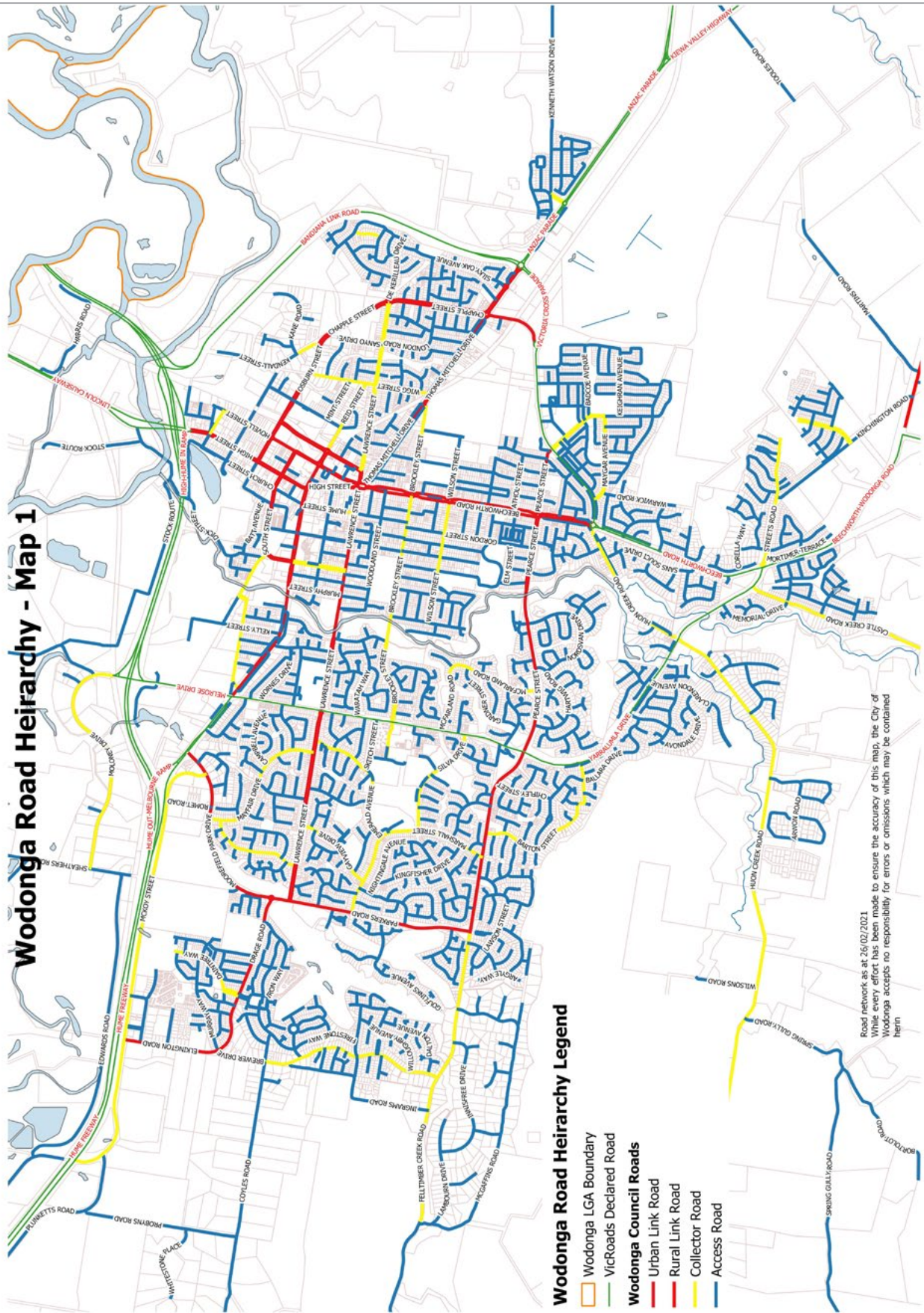
The outcome of the plan's assessment is to be reported to the Director Planning and Infrastructure and the Manager Outdoor Operations. Responsibility for preparing the annual plan assessment report belongs to the Outdoor Operations team.

ATTACHMENTS

ATTACHMENT ONE - ROAD AND FOOTPATH HIERARCHY MAPS

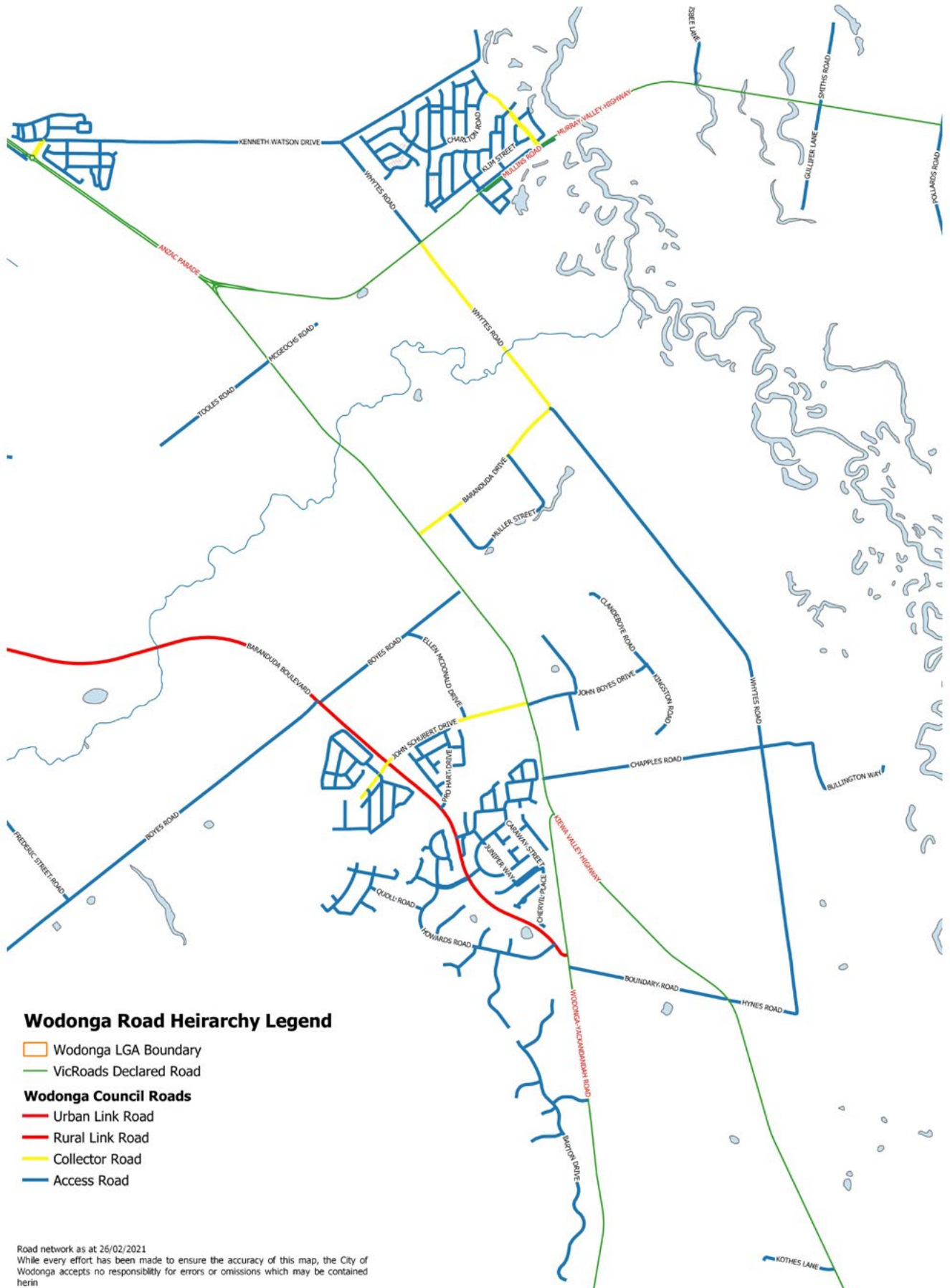


Wodonga Road Hierarchy - Map 1

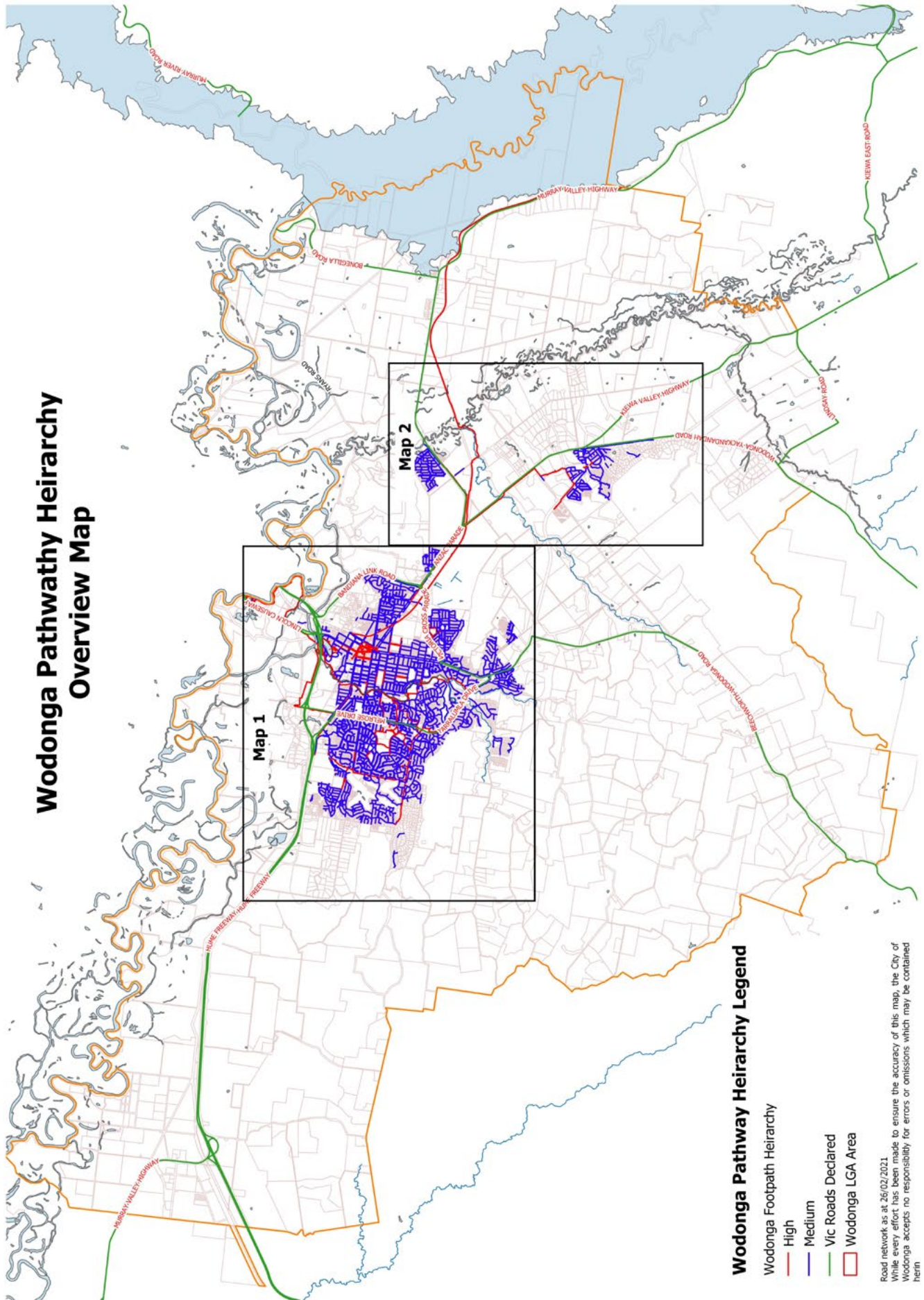


Road network as at 26/02/2021
While every effort has been made to ensure the accuracy of this map, the City of Wodonga accepts no responsibility for errors or omissions which may be contained herein

Wodonga Road Heirarchy - Map 2



Wodonga Pathway Heirarchy Overview Map



Road network as at 26/02/2021
While every effort has been made to ensure the accuracy of this map, the City of Wodonga accepts no responsibility for errors or omissions which may be contained herein

Wodonga Pathway Hierarchy - Map 1

Wodonga Pathway Hierarchy Legend

- Wodonga Footpath Hierarchy
 - High
 - Medium
 - Vic Roads Declared
- Wodonga LGA Area

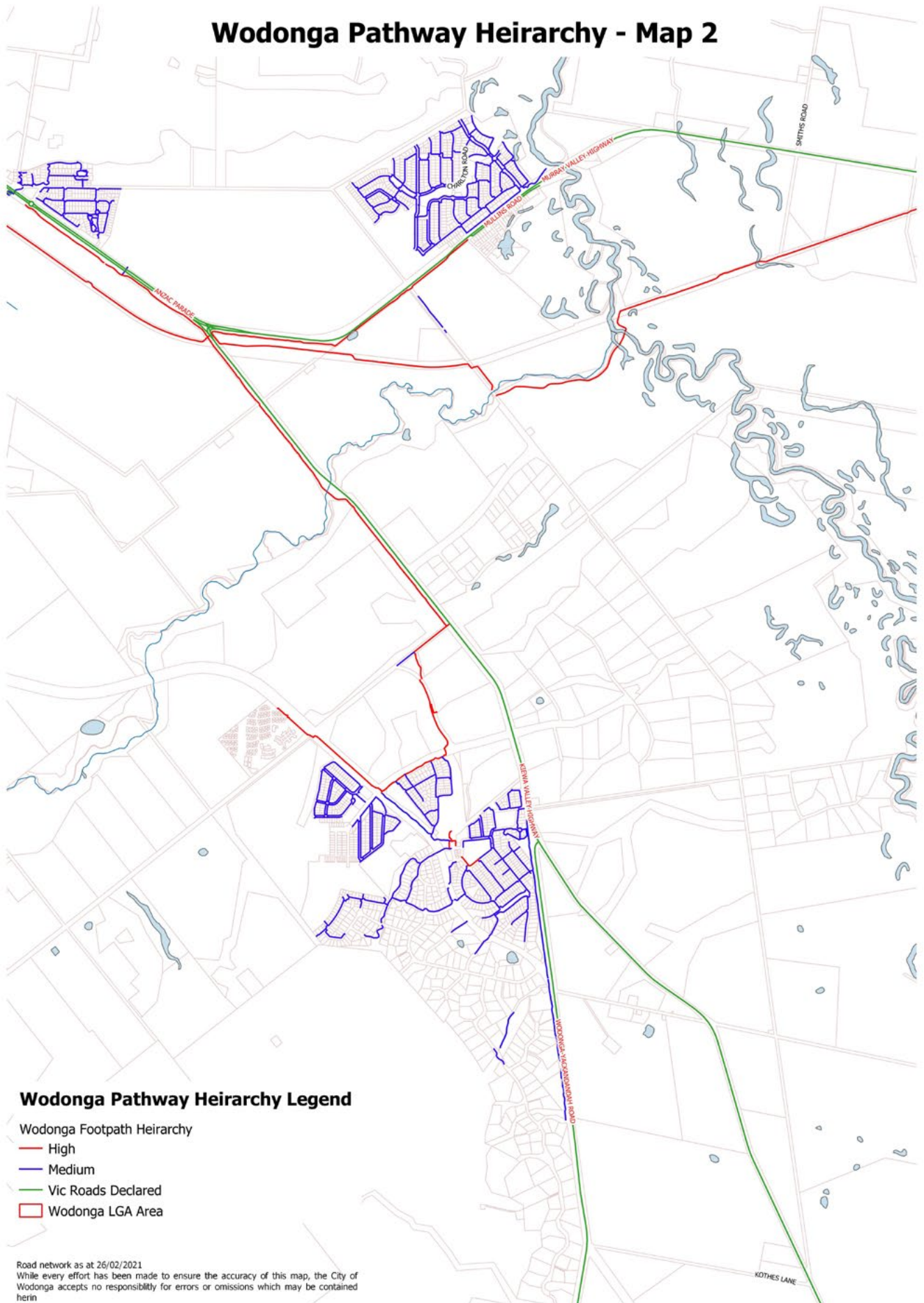
Road network as at 26/02/2021
While every effort has been made to ensure the accuracy of this map, the City of Wodonga accepts no responsibility for errors or omissions which may be contained herein.

Wodonga Footpath Heirarchy

- High
— Medium
— Vic Roads Declared
 Wodonga LGA Area

Road Management Plan 2021

Wodonga Pathway Heirarchy - Map 2



ATTACHMENT TWO - INSPECTION DESCRIPTIONS

Inspection type	Purpose	Inspection performed by and reporting requirements
Reactive/ safety inspection	<ul style="list-style-type: none"> Safety inspections are designed to identify all defects likely to create danger or serious inconvenience to users of the network or the wider community. Safety issues may be detected as the result of: <ul style="list-style-type: none"> (a) Formal programmed defect inspection; or (b) Observation followed by notification to council by members of the community or employees while undertaking their normal work duties with a subsequent safety inspection to be conducted by an appropriate officer. 	<ul style="list-style-type: none"> Wodonga Council's representative with some knowledge of road maintenance techniques who may then call in a higher level of expertise if necessary; and Recording to identify specific safety defect, time first reported, time inspected and by whom, subsequent action and time of completion.
Programmed inspection	<ul style="list-style-type: none"> Inspection undertaken in accordance with a formal programmed inspection schedule to determine if the road asset complies with the levels of service as specified in the <i>Asset Management Plan</i>; A record of each street/road is to be 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 <i>Asset Management Plan</i>; and In addition, a notation must be recorded of any street/road inspected where no defect was apparent under the specific rigour of the inspection. 	<ul style="list-style-type: none"> Engineer or technical officer with some knowledge of road maintenance techniques; and Recording to identify specific defect, time inspected and by whom.
Condition inspections	<ul style="list-style-type: none"> Condition inspections are carried out in accordance with the council's <i>Strategic Asset Management Plan</i>. The inspections identify the condition of the road seals, pavements, kerbs and paths, and also identify defects that can be considered for future works programs; and Detailed analysis of defects arising from condition inspections is analysed and risk prioritised and forwarded to the works department within six months. Defects that are identified for work are provided to the works unit to schedule within the Master maintenance list 	<ul style="list-style-type: none"> Experienced inspector with knowledge of road maintenance and long term asset performance; Recording to identify condition, defects and location & by whom; and Financial reporting

ATTACHMENT THREE - ROAD ASSET INSPECTION FREQUENCIES

Asset group *	Hierarchy category	Inspection type, frequency and department responsible to undertake inspection			
		Programmed	Business unit	Night	Business unit
Sealed roads	1. Link	Three months	Outdoor operations	N/A	N/A
	2. Collector	Six months	Outdoor operations	N/A	N/A
	3. Access	Twelve months	Outdoor operations	N/A	N/A
Unsealed roads	1. Link	N/A	N/A	N/A	N/A
	2. Collector	N/A	N/A	N/A	N/A
	3. Access	Six months	Outdoor operations	N/A	N/A
Off-street car parks	4. Limited access/fire tracks	12 months	Outdoor operations	N/A	N/A
	Sealed	12 months	Outdoor operations	N/A	N/A
	Unsealed	12 months	Outdoor operations	N/A	N/A
Footpaths and off-street car parks (pedestrian issues)	1. High priority	12 months	Outdoor operations	N/A	N/A
	2. Medium priority	24 months	Outdoor operations	N/A	N/A
	3. Railtrail	12 months	Outdoor operations	N/A	N/A
Pedestrian and road bridges and major culverts	Level one inspections - all structures	12 months	Outdoor operations	N/A	N/A
	Level two inspections - road bridges and major culverts only	Three years	Infrastructure and works	N/A	N/A
Line marking and delineation	1. Link	Three months	Outdoor operations	12 months	Outdoor operations
	2. Collector	Six months	Outdoor operations	12 months	Outdoor operations
	3. Access	Twelve months	Outdoor operations	N/A	N/A
	4. Limited access/fire tracks	N/A	N/A	N/A	N/A
Guard rails, retaining walls and safety fencing	1. Link	Three months	Outdoor operations	N/A	N/A
	2. Collector	Six months	Outdoor operations	N/A	N/A
	3. Access	Twelve months	Outdoor operations	N/A	N/A
Roadside vegetation	1. Link	RFS Reactive	Outdoor operations	N/A	N/A
	2. Collector	RFS Reactive	Outdoor operations	N/A	N/A
	3. Access	RFS Reactive	Outdoor operations	N/A	N/A
	4. Limited access/fire tracks	RFS Reactive	Outdoor operations		
Road culverts	1. Link	RFS Reactive	Outdoor operations	N/A	N/A
	2. Collector	RFS Reactive	Outdoor operations	N/A	N/A
	3. Access	RFS Reactive	Outdoor operations	N/A	N/A
	4. Limited access/fire tracks	RFS Reactive	Outdoor operations	N/A	N/A

RFS: When applied to inspection frequency, RFS (request for service) indicates that an inspection will only be undertaken upon a request being submitted and an assessment made as to whether an inspection is warranted on the grounds of a risk to public safety.

N/A: This denotes that the issue is not applicable as that asset component does not exist in that category or an inspection is not warranted.

* Infrastructure assets to be inspected are those individual assets identified in the various asset registers.

ATTACHMENT FOUR - INTERVENTION LEVELS FROM ROAD MANAGEMENT OPERATIONAL PLAN

Asset Type	Defect	Intervention levels	Road Category (Business days)			
			Link	Collector	Access	Limited Access
Sealed Roads	Pothole Patching	Potholes are to be repaired when they exceed 300mmØ and/or 50mm depth	5	10	20	Program
	Edge Breaks	Undertake edge break repairs when edges have broken back a minimum of 150mm over a length of greater than 5m	20	30	Program	Program
	Depressions and Rutting	Repair ruts that present an immediate danger to traffic. Repair when rut exceeds 150mm under a 3m straight edge	80	120	240	Program
	Shoulder Defects	Drop off greater than 75mm over 20m Build up holds water over a 100m length	20	30	Program	Program
		When loose material on shoulder that could affect steering				
		When there is insufficient material to support the seal				
		Scours in shoulder exceeding 50mm over the majority of the shoulder				
		Crossfall of shoulder exceeds 75mm over 1.2m				
	Depression	Repair when failed area is >75mm under 3m straight edge	30	45	60	Program
	Line marking	Road line marking missing or faded so as to render it ineffective	Inspected within 10 days of RFS and added to program if required			
	Guidepost Replacement	Replace when guideposts at critical locations, or more than three in a row are damage/missing	30	45	60	
	Traffic Regulatory Signs	Replace missing/illegible regulatory sign e.g. Give Way, Stop	4	4	4	4
	Advisory/Guide Signs/Parking Signs	Replace missing/illegible advisory/guide signs and regulatory parking signs e.g. Street names, no parking signs	20	20	20	20
	General Signs	Rectify all signs that are badly bent or damaged affecting vision or readability	40	40	40	40
	Safety Barrier Maintenance	Repair when functionality of safety barrier is compromised. Permanent repair dictated by component and contractor availability.	1			
	Safety Barrier Replacement	Realignment, repair or replacement of safety barrier when the lesser or 15 m/section or 10% is damaged, including terminal sections, posts, rails and cleaning of delineators. Permanent repair dictated by component and contractor availability.	30	30	30	30

Road Category (Business days)				
Asset Type	Defect	Intervention levels	Link	Limited Access
Unsealed Roads	Gravel Pavement	Rutting, potholing or scouring exceeds 50mm in over 10% of the road surface per kilometre of road	N/A	Program
		Road drainage is adversely affected	N/A	Program
		Build up of loose material exceeds 50mm in depth or is on bends encroaching into traffic wheel path or reducing road width on bend	N/A	Program
		Pavement is <80% normal width due to grass growth	N/A	Program
		Corrugations >75mm deep @ 450mm centres over the majority of the road surface	N/A	Program
	Resheeting	Resheet when gravel depth is less than 25mm or surface has large areas of very coarse & uncompacted material on the surface	Program	
Drainage	Potholes	Single pothole with depth >75mm and/or 450mmØ repaired when maintenance grading has been delayed due to weather conditions (dry pavement materials)	N/A	120
		Nest of potholes with depth >75mm and/or 450mmØ where they seriously impact the functionality of the road	N/A	20
Vegetation	Pit Lids and Grates	Replace missing or non-functional pit lids and grates	10	10
	Vegetation	Nest of potholes with depth >75mm and/or 450mmØ where they seriously impact the functionality of the road	1	1
		Prune or remove vegetation that restricts sight distance in accordance with the Austroads design guide and/or obscures regulatory signage	20	Program

Path Category (Business days)				
Asset Type	Defect	Intervention levels	High Priority	Rail Trail
Pedestrian Pathways	Uneven Surface	Missing or dislodged components, subsidence >75mm, heaved where depressions/mounds >25mm under a 1.2m straight edge.	10	10
	Vertical displacements	Lip >25mm	10	10
	Tactile	Missing tactile >20% total tactile area	10	10
	Cracking	Crack in the surface with a gap greater than 25mm	10	10

Business Days, defined as Monday to Friday, excluding public holidays

ATTACHMENT FIVE – WODONGA COUNCIL RISK MATRIX

				Minor (1)	Moderate (2)
Environment				Brief, non-hazardous or contained pollution.	Residual pollution requiring clean-up.
Financial				Potential cost / loss of up to \$50,000	Potential cost / loss of between \$50,000 - \$1 million
Service Delivery (Organisational focused)				Minor impacts to service delivery and internal customers.	Disruption to level, quality, or timeliness of functions impacting delivery of some critical services to internal customers.
Service Delivery (Community focused)				Minor barriers for community to participate in civic activities.	Some barriers for community to participate in civic activities. Noticeable community disharmony.
Reputation				Complaint to management. Possible local media coverage.	Local media coverage over several days; noticeable reduction in customer demand.
Health, Safety and Wellbeing				Multiple incident requiring first aid and short term minor medical treatment. (LTIFR < 1 weeks). Negligible impact on staff morale and / or wellbeing. Some unplanned absences.	Multiple incident resulting in injury or health impacts which are reversible but require medical attention and short term treatment (LTIFR < 4 weeks). Noticeable impact on staff morale and / or wellbeing. Increase in number of unplanned absences.
Legal and Regulatory Compliance				Potential for compliance, contractual or regulatory breaches with external implications. Minor technical breach with no or low impacts to Council or stakeholders.	Confirmed compliance, contractual or regulatory breaches. Specific activities required to remedy situation.
		Measure	Frequency	Consequence	
Likelihood	Almost Certain (5)	There is a 95% chance that the risk event will occur	May occur on a regular basis	Medium (5)	High (10)
	Likely (4)	There is a 75% chance that the risk event will occur	May occur in the next 12-24 months	Medium (4)	High (8)
	Possible (3)	There is a 50% chance that the risk event will occur	May occur every 2 to 5 years	Low (3)	Medium (6)
	Unlikely (2)	There is a 20% chance that the risk event will occur	May occur every 5 to 10 years	Low (2)	Medium (4)
	Rare (1)	There is a 5% chance that the risk event will occur	May occur every 10 years and upwards	Low (1)	Low (2)

Major (3.5)	Catastrophic (6)
Significant harm to the environment requiring restorative work.	Irreversible or long term damage to the environment.
Potential cost / loss of between \$1 million – \$3 million	Potential cost / loss of above \$3 million
Extended disruption to level, quality, or timeliness of functions impacting delivery of most critical services to internal customers.	Total cessation of all critical services beyond tolerable periods of disruption. Significant impact to internal customers.
Significant barriers for community to participate in civic activities. Escalating community disharmony.	Severe barriers preventing access to, and participation in, physical, cultural and social environments by the city's population resulting in alienation and violation of civil liberties. Community unrest.
Significant political / community sensitivity; senior managers depart; state media coverage; impact to funding / causing significant impact in customer demand.	Severe political / community sensitivity; national media coverage; significant impact on funding or autonomy; long-term loss of customer patronage.
Incident resulting in short-term disability to one or more persons. Emergency treatment required, along with medium term treatment (LTIFR > 4 weeks). Significant impact on staff morale and / or wellbeing. Resignation / absence of several executives or staff.	Incident resulting in life-threatening or serious injury with long term implications requiring ongoing treatment. Very high, widespread impact on staff morale and / or wellbeing. Resignation / increased absence of key executives, or significant loss of staff.
Significant or systemic breach of regulation with investigation by authority(s). Possible major fine or damages, and litigation and legal costs / loss up to \$3 million.	Significant or systemic breach of regulation with punitive fine, and / or significant litigation involving many weeks of Executive time. Overall financial cost / loss of above \$3 million. Likely to involve major reputational impact.
Consequence	
Very High (17.5)	Very High (30)
High (14)	Very High (24)
High (10.5)	Very High (18)
Medium (7)	High (12)
Medium (3.5)	Medium (6)

Response based on risk score

Very High – CEO and Director's attention required. Consider suspending or ending activity OR implement additional controls.

High – Director and Manager's attention required. Ensure that controls are in place and operating and management responsibility is agreed.

Medium – Managers to manage through usual procedures and accountabilities.

Low – Add treatments where appropriate

ATTACHMENT SIX - LAYOUT OF A TYPICAL VEHICLE CROSS-OVER.

Diagram showing the areas of responsibility of the road authority and that of the property owner. "Roadside"
The RMA specifically states that the Road Authority does not have a statutory or common law duty to inspect, maintain or repair 'roadside'.

Refer to S.107 of the RMA.

