



ROAD MANAGEMENT PLAN 2017

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1. Executive Summary

The *Road Management Act 2004* (RMA) confers on a member of the public rights in relation to the use of roads. Those rights are however, subject to limitations imposed by the RMA and any other Act or law. The *Road Safety Act 1986* imposes on a person who drives a motor vehicle on a highway to drive in a safe manner having regard to all the relevant factors. Further, 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. The relevant factors include the following:

- a) The physical characteristics of the road;
- b) The prevailing weather conditions;
- c) The level of visibility;
- d) The condition of any vehicle the person is driving or riding on the highway;
- e) The prevailing traffic conditions;
- f) The relevant road laws and advisory signs;
- g) The physical and mental condition of the driver or road user.

In any proceeding in which contributory negligence is an issue, the above factors must be taken into account by a Court.

Pursuant to section 40 of the RMA, a statutory duty is imposed on a road authority to inspect, maintain and repair a public road.

Pursuant to section 39 of the RMA, a road authority may make a policy or policy decision relating to the performance of a road management function. A decision made by a road authority is a policy decision if, having regard to the broad range of activities of the road authority, the decision is based substantially on factors or constraints which are financial, economic, political, social or environmental. A Road Management Plan (RMP) is evidence of a policy decision.

The RMA requires a road authority to maintain a Register of Public Roads. Council may decide which roads it will register to be “public roads” as defined in the RMA. Therefore, not all roads maintained by Council will necessarily be listed on the Register of Public Roads.

One of the key elements of the RMA is the re-classification of the entire Victorian road network and the clear demarcation of road responsibilities between all the road authorities and others who maintain infrastructure on roads or carry out works on roads.

The levels of service detailed in the RMP (refer Appendix 1) reflect the reasonable levels of service provided by Council, considering the numerous functions required to be exercised and carried out by Council, and the limited financial and other resources that are reasonably available to Council to exercise and carry out the functions.

Council’s road network comprises approximately 1,350 km of roads both sealed and unsealed (as at 30 June 2016). However, the total length of roads under Council’s control will alter as new roads are added from subdivisions. There is also significant variation in the construction standards reflecting the standards applicable at the time of construction.

For the purpose of maintenance inspection/specification compliance audits, the municipality is broken into geographic zones.

Risks are identified during the maintenance inspection process and from public input through the customer inquiry system, Property and Rating (P&R). The frequency of inspections is detailed in Appendix 1 – Levels of Service.

There are various assets within the road reserve for which Council is either wholly or partially responsible or not responsible at all in relation to their inspection and maintenance. These include:

- Roads on Municipal Boundaries
- Declared Arterial Roads
- “Normal Vehicle Crossings”
- “Extended Vehicle Crossings”
- Public Lighting
- Laneways and Rights of Way and Private Roads
- Rail
- Utilities
- Water Hydrants
- Private Car Parks
- Nature Strips
- Street Trees

For details as to the degree of responsibilities, refer to Section 4 of this Plan.

Maintenance is generally defined as the regular day to day work that is carried out to ensure Council’s assets are functional and safe for public use. For details of the key maintenance activities, refer Appendix 2. All road maintenance activities are managed by Council’s City Operations Directorate. For the details relating to the range of maintenance activities on roads and related assets, refer to Section 4.7 of this Plan.

Renewal and replacement activities are undertaken both on a programmed and on a reactive basis depending on the asset. For details as to the renewal process and methodology for roads and related assets, refer to Section 4.8 of this Plan.

All systems and work performance are regularly audited to ensure compliance with service specifications and customer service charters.

2. Introduction

2.1 Background

The increasing focus on asset management in local government is due to a variety of drivers including:

- Abolition of the defence of nonfeasance arising from the High Court decision (Brodie vs Singleton Shire Council)
- State Government initiatives such as:
 - Best Value Principles
 - Increasing awareness for better Asset Management planning as a result of reports such as “Facing the Renewal Challenge - 1998”
 - Victorian Auditor General audits of councils Asset Management Plans
 - Road Management Act 2004 (RMA)

Further, in relation to Wyndham, there is Council’s desire to:

- Improve its risk management
- Improve its role of asset stewardship on behalf of the community
- Better match community expectations on the maintenance of assets

This RMP contributes to Council’s fulfillment of its road management responsibilities.

2.2 Duties and Responsibilities of Relevant Parties

2.2.1 Road Users’ Rights and Duties

The RMA confers legally enforceable specified rights on members of the public using public roads. The RMA also amends the Road Safety Act 1986 to impose duties on members of the public using public highways which may be taken into account in any proceedings.

The duties contained in the amended Road Safety Act 1986 are:

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

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

A road user other than a person driving a motor vehicle must use a highway in a *safe manner having regard to all the relevant factors*.

A road user must –

- (a) Take reasonable care to avoid any conduct that may endanger the safety or welfare of other road users
- (b) Take reasonable care to avoid any conduct that may damage road infrastructure and non-road infrastructure on the road reserve
- (c) Take reasonable care to avoid conduct that may harm the environment of the road reserve

2.2.2 Road Authorities

The RMA differentiates between a Coordinating Road Authority and a Responsible Road Authority in terms of responsibilities and extent of authority. The Code of Practice, Operational Responsibility for Public Roads also details the level of responsibilities.

The RMA imposes on the Road Authority a statutory duty to inspect, maintain and repair a public road. The failure to comply with the statutory duty may result in a right of action against the Road Authority. The RMA does however, provide defences that may be relied upon by the Road Authority to avoid liability. One such defence is that an act or an omission in accordance with this Plan does not constitute a wrongful exercise or failure.

2.2.2.1 Council as a Road Authority

Council is both the Coordinating Road Authority and Responsible Road Authority for all municipal roads

Further, Council is the Responsible Road Authority for those parts of Declared Arterial Roads not used by through traffic unless there is a specific agreement between Council and VicRoads.

For details of the delineation of responsibilities, refer to the Code of Practice Operational Responsibility for Public Roads.

2.2.2.2 VicRoads as a Road Authority

VicRoads is the Coordinating Road Authority for Freeways and Declared Arterial Roads and in essence is responsible for all components and facilities associated with the through carriageway. Further details are contained in the Code of Practice, Operational Responsibility for Public Roads.

For details of the delineation of responsibilities, refer to the Code of Practice Operational Responsibility for Public Roads.

2.3 Register of Public Roads

The RMA requires a Road Authority (Council) to maintain a Register of Public Roads. Council may decide which roads it will register to be public roads as defined in the

RMA. Therefore, not all roads within the municipality will necessarily be listed on the Register of Public Roads.

The Register is updated monthly.

Schedule 1 of the RMA stipulates the information to be provided for each road listed in the Register and includes:

- the name of the road or a description to identify it
- classification, if any
- the date (after the 1 July 2004) on which the road becomes a public road
- the date on which the road ceased to be a public road where applicable
- the relevant Road Authority

The Register is publically available for viewing through the Wyndham City Council website: www.wyndham.vic.gov.au. If any assistance is required accessing the Register please contact customer service on 9742 0777.

2.4 Road Network Hierarchy

Wyndham contains a number of major residential and industrial suburbs which have a direct impact on the ability of Council to provide a suitable road network. As such, Council's road hierarchy is based on road function and traffic volume.

The road hierarchy has been developed according to functionality so that the road network totaling 1,475 km can be addressed in groups of like qualities. The 1,475 km network comprises 1,350 km of Council roads both sealed and unsealed and 125 km of VicRoads roads (as at 30 June 2016).

The adopted road hierarchy places all roads into the following classifications, with responsibilities as shown:

Road Classification	Responsibility	Primary Function
Freeway	VicRoads	Service high volume traffic movements
Declared Arterial	Shared responsibilities between VicRoads and Council (as detailed in the RMA & Code of Practice)	Form the principal avenue routes for traffic movements across the metropolitan area
Main	Council	Distribute traffic between the VicRoads network and provide access to the local network
Collector	Council	Distribute traffic between the Main network and the local system
Local Access	Council	Provide abutting properties with access to the road network

Further to the above, footpaths have also been classified into a hierarchy as follows:

Footpath Classification	Description
3	High (Primary)
2	Moderate (Secondary)
1	Low (Local)

2.5 Key Stakeholders

Key parties affected by this RMP are the travelling public, VicRoads, Service Authorities, Public Transport Authorities, Public Transport Operators, Community of Wyndham, emergency services and all other agencies with some function or control of operations within the road reserve.

2.6 Relationship between RMP and Other Council Documents

2.6.1 Corporate Plan (Wyndham 2040) and Asset Management Policy & Asset Management Improvement Strategy

Council's Corporate Plan (Wyndham 2040) specifies the organisational direction. The Asset Management Policy and Asset Management Improvement Strategy have a direct link to Council's Corporate Plan (Wyndham 2040) through their budgetary and planning processes.

2.6.2 Council Budget and Capital Works Program

Council's annual adopted Budget and Capital Works Program set the parameters by which the RMP is delivered. The level of funding will vary on an annual basis in accordance with needs and competing priorities.

2.7 Best Value and Community Consultation

Pursuant to section 208A of the *Local Government Act 1989*, a Council must comply with the Best Value Principles. These principles require Council to (amongst others) meet the quality and cost standards developed by Council, be responsive to the needs of the community and aim for the continuous improvement in the provision of services for the community.

Council's aim is to ensure that the community's needs and expectations are considered and understood through various forms of community consultation. These are then prioritised and, subject to funding constraints, are incorporated in its service delivery programs.

2.8 Municipal Association of Victoria STEP Program

Council's RMP has been prepared as part of the MAV's Step Program which has been designed to improve asset management awareness and the capability of the local government sector in Victoria. The framework encourages Councils to participate in a structured process involving expert advice and mentoring in asset management improvement.

2.9 General Asset Description

Council is responsible for the management of municipal road, traffic and related assets with a written down value of approximately \$1.6 billion as at 30 June 2016 (does not include the value of land under roads).

The assets within the road reserve which Council owns and/or controls and which are included in this RMP are summarised in Table 2.1 below.

Asset Type	Quantity* as at 30/06/16
Pavements – Surface (includes unsealed)	1,350 km
Pavements – Base (includes unsealed)	1,350 km
Pathways ¹ (includes shared paths)	1,445 km
Kerb and Channel	2,031 km
Bridges ² and Major Culverts ²	128 No
Traffic Management ³	3,500 No
Signage ⁴	13,000 No
Public Lighting ⁵ (Council owned only)	10,899 No
Street Furniture – Bus Shelters	10 No
Street Furniture ⁶ – Other and flag poles	4,500 No
Car Parks – Off Street	126 No
Car Parks – On Street	581 No
Street Trees ⁷	98,435 No
Vehicle Crossings ⁸ (Industrial / Residential)	86,000 No
School Crossings	104 No
Traffic Signals (Vehicular/Pedestrian)	44 No
Hydrants ⁵	7,000 No
Drainage Pit Lids ⁹	53,020 No

Table 2.1

Notes:

* In the area of road related assets (excluding pavements, footpaths and kerb & channel) the quantities are estimates only and need to be confirmed.

1. Footpaths and shared pathways not part of the road reserve will be included within other relevant Asset Management Plans as they are developed.

2. Bridges and Culverts not in the road reserve will be included within other relevant Asset Management Plans as they are developed. For the purposes of this Plan, a Culvert is defined as a structure which functions as a bridge over a waterway and is open at both ends.

3. Traffic Management items include road humps, speed cushions, roundabouts and traffic islands.

4. These include street signs, directional/information, and regulatory signs.

5. These are Council owned assets and are currently not included in Council's financial accounts.

6. These street furniture items include litter bins, bollards, benches, tables, bicycle racks, planter boxes, chairs, flag poles, steel road barriers and school crossings safety cages.

7. These assets are currently not included in Council's financial accounts.

8. Refer to section 4, Clause 4.4.3 & Clause 4.4.4.

9. These include only pit lids which are located within the road reserve. Drainage pit lids are not considered as assets in their own right for financial purposes, but are a component of the pit which is classified as an asset.

3. Levels of Service

3.1 Legislative Framework

The removal of nonfeasance for roads has increased the importance of asset management within local government.

Within Australia, the law of negligence is based on the existence of a duty of care, a breach of that duty and damage suffered due to that breach. The establishment of negligence can lead to the liability to pay compensation. In 2000, the High Court ruled that negligence and not nonfeasance should apply to an Authority (including Local Government).

3.1.1 Road Management Act 2004 (RMA)

In January 2005 the RMA removed the need for the temporarily reinstated "nonfeasance defence" that was incorporated in the Transport Act until December 2004 as a result of the High Court decision in 2000. Although it is not mandatory under the RMA, Council has developed an RMP as defined in the Act.

One element of the RMA is to classify the entire Victorian road network with clear demarcation of road responsibilities between all the road authorities and others who maintain infrastructure on roads or carry out works on roads.

The RMA provides a defence against negligence where a road authority:

- has declared a road as a public road
- has declared a management regime for its public roads (that regime being reasonable)
- can demonstrate fulfillment of that regime

The RMA provides for the following:

- Sets out the powers, duties and functions of road authorities in relation to the inspection, maintenance and repair of roads.
- Establishes the legal framework for management of roads and defines the rights, powers and duties of road authorities and other persons or bodies (such as utilities) which install, maintain or operate infrastructure on roads or carry out works within the road reserve.
- Road authorities may develop and publish an RMP. The road authority's response to the inspection, maintenance and repair of roads under its responsibility needs to be published, having regard to the type of roads, resources available to the authority and its budgetary and policy priorities.

3.1.2 Other Acts

Other relevant Acts affecting the management of roads include:

Local Government Act 1989
Road Safety Act 1986
Transport Act 1983
Subdivisions Act 1988
Planning & Environment Act 1987

3.2 Current Levels of Service

The levels of service detailed in this RMP reflect the current levels of service provided by Council within the current funding constraints and competing priorities. These levels of service have been developed taking Best Value Principles into account.

The levels of service defined in this RMP will be primarily used to inform customers of the proposed type and standard of service to be offered.

Further, the municipal road network has been categorised into a road hierarchy which is used as the basis for determining the various maintenance targets across the road network in line with relevant risk factors. This has regard to the type, volume and nature of road usage.

The Maintenance Levels of Service (refer Appendix 1) detail intervention standards and response times for each of the road and footpath hierarchy classifications reflecting the higher levels of service required for more highly trafficked roads and footpaths.

3.3 Force Majeure

Council will make every endeavour to meet all aspects of its RMP. However, in the event of natural disasters and other events including, but not limited to, fires, floods, droughts and the like, together with human factors, such as a lack of Council staff or suitably qualified Contractors, because of Section 83 of the Victorian Wrongs Act, 1958, as amended, Council reserves the right to suspend compliance with its RMP.

In the event that the CEO of Council, has to, pursuant to Section 83 of the above Act, consider the limited financial resources of Council and its other conflicting priorities, meaning Council's Plan cannot be met, they will write to Council's Officer in charge of its RMP and inform them that some, or all, of the timeframes and response times are to be suspended.

Once the events beyond the control of Council have abated, or if the events have partly abated, Council's CEO will write to Council's officer responsible for Council's Plan and inform them which parts of Council's Plan are to be reactivated and when.

4. Management System

4.1 General

Council's Management System involves a process of inspection, prioritising works, programming/scheduling works, completion of the required works, recording of completion date and feed-back to initiator if required. Specifically, the process includes:

- Maintenance level inspection and recording
- Risk Identification and management
- Asset renewal
- Asset creation

4.2 Maintenance Inspections and Recording

For the purpose of maintenance inspection/specification compliance audits, the municipality is broken into geographic zones that are audited. The audit involves reporting departures from the adopted intervention levels. Information gathered from the audits is then used to develop works programs in line with priorities and available funding relevant to the category of the asset involved.

4.3 Response Inspections

Risks are identified during the maintenance inspection process and from public input through the customer enquiry system (P&R). The frequency of inspections is detailed in Appendix 1 – Levels of Service. Persons identifying issues with road condition are responded to in accordance with the Levels of Service which includes a permanent record of the inspection and what works (if any) were undertaken.

4.4 Responsibilities for Various Road Reserve Assets

There are various assets within the road reserve for which Council is either wholly or partially responsible or not responsible at all in relation to their inspection and maintenance.

4.4.1 Roads on Municipal Boundaries

There are a number of roads which form the municipal boundary with adjoining municipalities. Council has either; negotiated practical arrangements with those Councils to manage boundary roads, or (where appropriate and practicable) uses the existing Municipal Boundaries.

Negotiated practical arrangements are documented in Memoranda of Understanding which exist between Wyndham and Greater Geelong, Hobsons Bay, Melton and Moorabool. These memoranda explain the practical management arrangements for roads on Municipal boundaries.

A Municipal Boundary arrangement exists between Wyndham and Brimbank.

4.4.2 Declared Arterial Roads

VicRoads is the Coordinating Road Authority for Declared Arterial Roads and is responsible for all components and facilities on the through carriageway between back of kerbs in urban areas or outside the line of table drains in rural areas including intersections. Further details are contained in the Code of Practice, Operational Responsibility for Public Roads.

4.4.3 “Normal Vehicle Crossings”

Under Schedule 10, Clause 12 of the Local Government Act 1989, Council has the power to assign responsibility for the provision, maintenance, repair or reconstruction of any crossing to the relevant property owner. As such, the relevant property owner has the responsibility for the “upkeep” of his/her crossing. Specifically this responsibility extends to:

- the in-fill between the kerb and channel and the footpath
- the associated relevant section of footpath
- the kerb, layback and channel

4.4.4 “Extended Vehicle Crossings”

There are some situations where more than one property is served by what (in other circumstances) would be seen as a single crossing. In these situations, for the purposes of provision, maintenance, repair and reconstruction, the “common” section of the crossing is deemed to be road and therefore the responsibility of Council. This does not apply where two single crossings abut. In these circumstances, the crossings remain the responsibility of the relevant property owner.

4.4.5 Crossings Abutting Behind Kerb Parking Bays

Where there is a parking bay (for which construction has been previously approved by Council) immediately adjacent to a vehicle crossing, Council will be responsible for that section of the vehicle crossing up to the boundary of the parking bay furthest from the road pavement.

4.4.6 Public Lighting

In general, public lighting infrastructure is owned by the relevant distribution company. Powercor is the electricity distribution company in Wyndham.

As well as paying for energy usage, Council pays a charge to the relevant distribution company for the on-going Operations, Maintenance and Replacement (OMR) of public lighting. For this OMR charge the distribution company provides services to ensure that public lighting is maintained and operational.

There are also a number of “non-standard” lights, e.g. decorative poles, for which Council retains ownership and OMR responsibility.

4.4.7 Laneways, Rights of Way and Private Roads

There are a number of laneways which are not included on the Register of Public Roads and which are not maintained by Council but by the owner of abutting land. There are also a number of roads on private land which are open to the public but are not “public roads” and which are the responsibility of the relevant land owner.

These roads are appended to the Register of Public Roads.

4.4.8 Works Construction/Maintenance Arrangements

Capital works and major works are generally carried out by contract, with surveillance and auditing conducted by Council. Maintenance works are generally managed in-house.

Vested assets (subdivision works) are managed by consultants engaged by the developer under a QA arrangement. Council audits the works and carries out a final inspection before accepting the infrastructure.

4.4.9 Assets Owned by Other Agencies, Authorities, Companies

4.4.9.1 Rail

All assets associated with the operation of train services are the responsibility of the relevant rail authority. Where a road crosses a railway line, the relevant rail authority is responsible for the road pavement on which the tracks are situated and for a distance of 3 metres from the outside tracks.

4.4.9.2 Bus Shelters

The majority of bus shelters, including the hard stand area, are owned by Public Transport Victoria (PTV). Any Council owned bus shelters are managed in accordance with Appendix 1.

4.4.9.3 Utilities

All infrastructure including manholes, valves, or other fixtures required to deliver utility services such as gas, water, telecommunications and electricity is the responsibility of the relevant company, agency or authority to maintain.

The principal organisations which own utility infrastructure in Wyndham include:

Gas:	TRU Networks; GPU Australia
Water/Sewerage:	City West Water; Melbourne Water
Electricity/street lighting:	Powercor; Powernet;
Telecommunications:	Telstra; Optus; Hutchison
Major Drains:	Melbourne Water

4.4.10 Footpaths and Obstructions/Overhanging Vegetation

All property owners have a responsibility to keep the road and footpath adjacent to their property clear of any vegetation which is growing from within their property. Under the provisions of the Community Amenity Local Law (2015) Part 4 Clause 81, an owner or occupier of any land must not allow vegetation on that land to overhang a road at a height of less than 4.2 metres from the surface of the road.

Also, a property occupier may not place tables and/or chairs on footpaths or otherwise occupy or obstruct the footpath unless authorised to do so by Council in accordance with Council's normal terms and conditions.

4.4.11 Nature Strips

Council does not maintain nature strips. Owners of abutting lands are expected to maintain the nature strip including such things as mowing the grass as part of the presentation of their property. Refer to Council's Beautification of Nature Strips Policy.

Parking is prohibited on nature strips under Schedule 3, Section 4 of the RMA.

Street trees are planted and/or maintained by Council.

Further, a property occupier may not place tables and/or chairs on nature strips or otherwise occupy or obstruct the nature strip unless authorised to do so by Council in accordance with Council's normal terms and conditions.

4.5 Road and Related Assets for which Council is Not Responsible

Further to the items detailed above, there are other assets for which Council has no responsibility to inspect, maintain or repair as follows:

- Private Roads and related assets (e.g. within "gated" estates)
- Car parks not owned/controlled by Council

4.6 Physical Parameters of Road Assets

Council's road network comprises 1,350 km of roads both sealed and unsealed (as at 30 June 2016). There is significant variation in the construction standards reflecting the standards applicable at the times of construction. Note that the length of roads will alter as new roads are vested in Council from subdivisions.

Council maintains databases to record attribute and condition details of road pavements, kerb and channel and footpaths.

For a map of Council's road network, refer to Attachment 1.

4.7 Maintenance Plan

Maintenance is generally defined as the regular day to day work that is carried out to ensure Council's assets are functional and safe for public use. All road maintenance

activities are managed by Council's City Operations Directorate. For details of the key maintenance activities, refer Appendix 2.

4.7.1 Pavement and Road Related Assets

The following only applies to assets which are owned and/or controlled by Council.

4.7.1.1 Road Pavement

Programmed maintenance activities include pavement repairs and street sweeping.

4.7.1.2 Kerb and Channel

Programmed maintenance activities include minor repairs and replacements and street sweeping.

4.7.1.3 Drainage Pit Lids

Repair and replacement of damaged drainage pit lids is carried out on both a proactive and reactive basis.

4.7.1.4 Traffic Management Assets

Programmed maintenance activities include minor repairs and replacements.

4.7.1.5 Signs, Street Furniture, Streetlights etc.

Visual inspections are carried out annually on all street signs.

Street furniture is inspected both on a programmed and reactive basis.

Programmed maintenance activities include repair and replacement of street signs, regulatory signs, advisory signs, street furniture and Council owned streetlights.

Streetlights owned by distribution companies (i.e. Powercor) are maintained by that distribution company, with Council paying a maintenance tariff.

4.7.1.6 Bus Shelters

Repairs to damaged bus shelters including the hard stand areas are carried out on both a proactive and reactive basis.

4.7.1.7 Hydrants

Fire hydrants are maintained by City West Water as per the Water Act 1989, section 165(2).

4.7.2 Footpaths

Currently, the footpath maintenance plan is addressing a program of reinstatements. Footpaths requiring attention, as per the levels of service specified in Appendix 1 of this Plan, will receive remedial action where required. If permanent works are required, they are to be placed on a prioritised budgeted works program.

Current inspection practices to identify maintenance or repair works can be summarised as follows:

4.7.2.1 Footpath Maintenance

Inspection of footpaths is undertaken as detailed in Appendix 1 of this Plan. There may be reason for repair of damage caused by others' activity in the road reserve. These situations are addressed below.

4.7.2.2 Building Sites

Inspections are carried out by either the owner, builder or appointed agent before or as near as practicable to the commencement of works and by Council after building activities have been completed. The details of the process and responsibilities are contained in Council's Community Amenity Local Law 2015 Part 3, Asset Protection and Building Sites Generally.

4.7.2.3 Reinstatement of Openings by "Works Managers"

The RMA requires that Works Managers reinstate the pathway or area of roadside to, as nearly as is reasonably practicable, an equivalent standard of quality and design that existed before the works were commenced.

4.7.2.4 Vehicle Crossings

The applicant is required to complete a detailed application form which includes reporting any existing damage to adjacent Council assets. The details of the process and responsibilities are contained in Council's Community Amenity Local Law 2015 Part 3, Constructing Vehicle Crossings.

4.7.2.5 Line of sight and All ability Access

The inspection process detailed in Appendix 1 of this Plan highlights any issues with line of sight and requirements coming under All Ability Access. The latter includes vegetation clearances from the footpath envelope. In addition to this, requests for inspection and maintenance are received from residents who may have concerns.

4.7.3 Vehicle Crossings

There is no programmed inspection of vehicle crossings. Faults may be identified via customer complaints or by Council staff during the conduct of operational duties.

Under Schedule 10, Clause 12 of the Local Government Act 1989, the relevant property owner has the responsibility for the “upkeep” of his/her driveway (refer Clause 4.4.3 and Clause 4.4.4 of this RMP).

4.7.4 Street Trees

Programmed maintenance activities include street tree maintenance and power line clearance. Both these programs are carried out as detailed in Appendix 1 of this Plan – Levels of Service.

In addition to the programmed activities, inspections and maintenance are carried out upon request from residents.

Further, where a tree has one or more substantive branches in the clearance envelope and it has been determined that the branches cannot be removed without endangering the tree and that it is highly desirable to retain the tree, then the branches will be trimmed as close as practicable to the stipulated minimum clearance height to minimise the likelihood of vehicles/pedestrians colliding with the branch(es). If this action is subsequently deemed not to be sufficient, the removal of the tree will be re-assessed.

4.7.5 Medians and Outer Separators

4.7.5.1 Municipal Roads

Maintenance on medians and outer separators on municipal roads is undertaken by Council.

4.7.5.2 Declared Arterial Roads

Maintenance on median strips on Declared Arterial roads is the responsibility of VicRoads. The responsibility for maintenance on outer separators on Declared Arterial roads is as outlined in the Code of Practice, Operational Responsibility for Public Roads.

4.7.6 Bridges and Major Culverts

Programmed maintenance activities for bridge surface treatments include crack sealing, pavement repairs, drainage, guard fence repair/replacement and street sweeping.

Where a flood results in the closure of a bridge/major culvert and following subsidence of the flood, the structure will be inspected by a suitably qualified person to determine if the structure is fit for purpose to return to use.

For the purposes of this RMP, a culvert is defined as a structure which functions as a bridge over a waterway, and is open at both ends.

4.7.7 Customer Request System - Property and Rating (P&R)

The current Wyndham P&R system is operated in accordance with Wyndham's quality procedures. The current system logs customer requests to the appropriate service unit with regards to location, action required and urgency of request. The urgency of requests is determined based on the nature of the request.

The system allows for the following priorities in the first instance:

- 1- Emergency Response – As outlined in each service unit's maintenance specifications.
- 2- Temporary Repairs – Request based on the need to eliminate possibility of high risk situation.
- 3- Routine – In accordance with each service unit's routine maintenance programs.
- 4- External Authority – Usually when works are not a Council responsibility i.e. third party assets.

However, the Department that receives the request may re-assess the priority after a site inspection.

4.8 Renewal/Replacement Plan

4.8.1 Pavement and Road Related Assets

4.8.1.1 Road Pavement

The annual roads rehabilitation program has been developed primarily utilising Council's Pavement Management System (PMS). However, on an annual basis, the budget available for road pavement treatment is reviewed and assessed against other Council priorities before the final allocation is made.

Consideration is also given to other factors, such as:

- Road Hierarchy – this generally correlates with the volume of traffic carried by the road and its function within the overall road network.
- Safety Issues – if a road has deteriorated to a point where it is becoming hazardous, then that road will be actively considered for inclusion in the renewal program.
- Where a road has defects which are deemed to be not repairable by the normal maintenance activities, then that road will be referred to the renewal program.

4.8.1.2 Kerb and Channel

Capital renewal and upgrade of kerb and channel is generally combined with road pavement rehabilitation works where the kerb and channel has deteriorated to the extent it requires renewal and/or the adjacent road pavement is often in a similar condition also requiring renewal. Kerb and channel may also be renewed where the abutting road pavement is essentially structurally sound but the kerb and channel is distressed.

4.8.1.3 Traffic Management Assets

For this class of assets, renewal is not usually required whereas upgrade of assets, such as roundabouts, may be required to provide a higher level of service to redress functionality issues.

4.8.2 Non-Regulatory and Non-Warning Signs, Street Furniture, Streetlights etc.

These assets are generally renewed or replaced on a reactive basis where the assets are damaged or are no longer serviceable.

4.8.3 Footpaths

Capital renewal involves replacement of lengths of footpath which can be identified as discrete assets.

4.8.4 Street Trees

Street trees are generally replaced on a reactive basis, where a customer service request or a routine maintenance inspection has identified a damaged tree or tree that requires renewal (based on inappropriate species or roots causing damage to footpath, kerb, pavement, property, etc.).

4.8.5 Bridges and Major Culverts

The need to renew bridges and culverts is determined through the routine inspections of the bridge/culvert support structure.

4.9 Asset Creation

When new municipal assets are created from private developers' activities, they are taken over by Council from developers and Council's road data base and Register of Public Roads are updated accordingly.

The standards required are contained in Council's subdivision guidelines and specifications and other State guidelines e.g. ResCode.

In the main, Council's subdivision guidelines and specifications are based on the engineering practice prevailing at the time of approval of the engineering plans. Council checks and approves engineering plans and provides surveillance of the works associated with the creation of Council assets.

4.10 Asset Information Systems

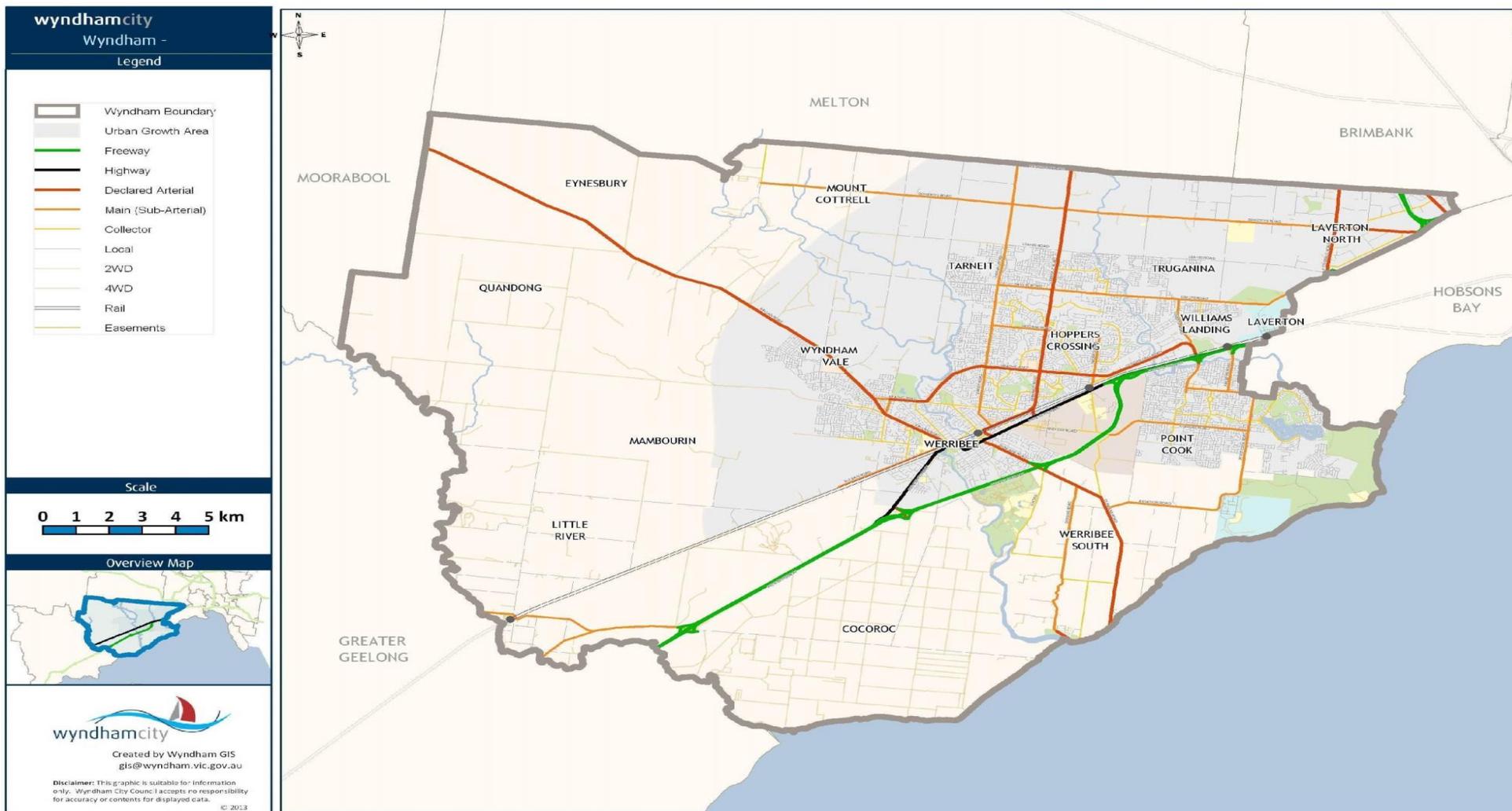
Wyndham City Council is in the process of implementing a corporate Asset Management Information System (AssetMaster). When implemented, this system will be the central database for holding asset data.

However, it is recognised that the ability of the system to act as the central database is a medium to long term goal. The actual timing will depend on Council's ability to fund an on-going program of asset data capture against other competing priorities.

4.11 Audit

All systems and work performance are regularly audited to ensure compliance with service specifications and customer service charters.

Council's Road Network



APPENDIX 1

ROADS NETWORK – OPERATIONAL & MAINTENANCE LEVELS OF SERVICE – MAIN, COLLECTOR AND LOCAL ACCESS

ASSET	INSPECTION	ASSET SEGMENT	FREQUENCY/RESPONSE TIME		
			Main	Collector	Local Access
Roadways	Compliance inspections are undertaken as part of an inspection regime or in conjunction with routine patrol maintenance to determine compliance with the approved intervention levels and to determine risk.	All road segments (except bus shelters).	Inspect at least every 6 weeks.	Inspect at least every 6 months.	Inspect at least every 12 months.
		Bus shelters	Inspect at least every 12 months.	Inspect at least every 12 months.	Inspect at least every 12 months.
	Response inspections are adhoc inspections of assets consequent to notifications from parties, to verify compliance with maintenance standards and to determine risk.	Driving surface defects.	Inspect within 5 working days of notification.	Inspect within 10 working days of notification.	Inspect within 20 working days of notification.
		Damaged or missing regulatory and warning signs.	Inspect within 5 working days of notification.	Inspect within 5 working days of notification.	Inspect within 5 working days of notification.
		Damaged all other road related signage including missing guideposts, marker posts, delineators, pavement markings, line marking and damaged or missing street furniture.	Inspect within 10 working days of notification.	Inspect within 10 working days of notification.	Inspect within 10 working days of notification.
		Bridges/Major Culverts.	Inspect within 5 working days of notification.	Inspect within 5 working days of notification.	Inspect within 5 working days of notification.
		Where a flood is likely to warrant the closure of a bridge/major culvert	Inspect within 4 hours of notification	Inspect within 4 hours of notification	Inspect within 4 hours of notification
		Missing/collapsed drainage pit lids.	Inspect within 3 working days of notification.	Inspect within 3 working days of notification.	Inspect within 3 working days of notification.
		Damaged or missing guard fencing.	Inspect within 3 working days of notification.	Inspect within 3 working days of notification.	Inspect within 3 working days of notification.
		Emergency surface cleaning/clearing.	Inspect within 4 hours of notification.	Inspect within 6 hours of notification.	Inspect within 1 working day
Damaged bus shelters.	Inspect within 5 days of notification.	Inspect within 5 days of notification.	Inspect within 5 days of notification.		

ASSET	INSPECTION	ASSET SEGMENT	FREQUENCY/RESPONSE TIME		
			Main	Collector	Local Access
Roadways	Condition inspections are undertaken by suitably qualified and experienced personnel to determine overall structural condition of assets. The inspections may include risk assessment.	All road segments.	3 year Pavement Management Survey.	3 year Pavement Management Survey.	3 year Pavement Management Survey.
		Bridges/Major Culverts – inspections as per the VicRoads bridge Inspection Manual.	3 year inspection cycle	3 year inspection cycle	3 year inspection cycle
Kerbs & Channels	Response inspections are adhoc inspections of assets consequent to notifications from parties, to verify compliance with maintenance standards and to determine risk.	Kerb & Channel segment defects.	Inspect within 20 working days of notification.	Inspect within 20 working days of notification.	Inspect within 20 working days of notification.
	Condition inspections are undertaken by suitably qualified and experienced personnel to determine overall structural condition of assets. The inspections may include risk assessment.	All kerb & channel segments.	3 year Pavement Management Survey.	3 year Pavement Management Survey.	3 year Pavement Management Survey.
Street Trees	Compliance inspections are undertaken as part of an inspection regime or in conjunction with reactive maintenance and block clearance activities to determine compliance with the approved intervention levels and to determine risk.	General compliance – undertaken as part of the road inspection regime, the block pruning regime or in conjunction with reactive maintenance to determine compliance with the approved intervention levels.	Inspect trees at least every 3 years.	Inspect trees at least every 3 years.	Inspect trees at least every 3 years.
		Power line compliance – undertaken as part of the inspection regime or in conjunction with routine patrol maintenance to determine compliance with the intervention levels set out in Council’s Parks and Open Space Management Strategy.	Inspect trees at least every 12 months.	Inspect trees at least every 12 months.	Inspect trees at least every 12 months.
	Response inspections are adhoc inspections of assets consequent to notifications from parties, to verify compliance with maintenance standards and to determine risk.	Where tree or part of the tree has fallen across a path or road.	Inspect within 1 working day of notification.	Inspect within 1 working day of notification.	Inspect within 1 working day of notification.
		Where tree or part of the tree has fallen across a power line.	Inspect within 4 hours of notification.	Inspect within 4 hours of notification.	Inspect within 4 hours of notification.
		All other tree defects including intrusion into pedestrian and/or vehicle clearance zone and sight distance issues.	Inspect within 10 working days of notification.	Inspect within 10 working days of notification.	Inspect within 10 working days of notification.

ASSET	INSPECTION	ASSET SEGMENT	FREQUENCY/RESPONSE TIME		
			Main	Collector	Local Access
Council Managed and Council Owned Public Lighting	Response inspections are adhoc inspections of assets consequent to notifications from parties, to verify compliance with maintenance standards and to determine risk.	Street lights not functioning	Refer to Powercor within 5 working days of notification.	Refer to Powercor within 5 working days of notification.	Refer to Powercor within 5 working days of notification.
		Where a street light has fallen across a path or road.	Inspect within 2 hours of notification	Inspect within 2 hours of notification	Inspect within 2 hours of notification
Council Owned Public Lighting	Condition inspections are undertaken by suitably qualified and experienced personnel to determine overall structural condition of assets. The inspections may include risk assessment.	All Council owned "non-standard" public lights.	3 year Condition Survey	3 year Condition Survey	3 year Condition Survey
General Vegetation	Response inspections are adhoc inspections of assets consequent to notifications from parties, to verify compliance with maintenance standards and to determine risk.	Both within footpath environs and road environs, the management of vegetation so as to provide: <ul style="list-style-type: none"> • Line of sight at intersections • Line of sight to regulatory signage • Suitable access to the vehicle envelope for the planned usage of the road/footpath 	Inspect within 10 working days of notification	Inspect within 10 working days of notification	Inspect within 10 working days of notification
ASSET	INSPECTION	ASSET SEGMENT	FREQUENCY/RESPONSE TIME		
			High 3	Moderate 2	Low 1
Pathways	Compliance inspections are undertaken as part of an inspection regime to determine compliance with the approved intervention levels and to determine risk.	All paths.	Inspect at least every 3 months.	Inspect at least every 6 months.	Inspect at least every 14 months.
	Response inspections are adhoc inspections of assets consequent to notifications from parties, to verify compliance with maintenance standards and to determine risk.	Pathway defects	Inspect within 15 working days of notification.	Inspect within 15 working days of notification.	Inspect within 20 working days of notification.
	Condition inspections are undertaken by suitably qualified and experienced personnel to determine overall structural condition of assets. The inspections may include risk assessment.	All paths.	3 year Condition Survey.	3 year Condition Survey.	3 year Condition Survey.

ASSET	MAINTENANCE ACTION	INTERVENTION LEVELS	FREQUENCY/RESPONSE TIME		
			Main	Collector	Local Access
Roadways	Take remedial and/or protection action and/or undertake temporary repairs.	Asphalt surface defect being: <ul style="list-style-type: none"> a pothole exceeding 200mm diameter or 75mm in depth an edge break exceeding 100mm width or 75mm depth individual unconnected pavement defects where the depth, measured with a 1.5 m straight edge, is greater than 100 mm and affects an area greater than 2 m² 	Take remedial action where required within 5 working days of inspection. Carry out repairs to an appropriate level within 30 working days of inspection.	Take remedial action where required within 10 working days of inspection. Carry out repairs to an appropriate level within 30 working days of inspection.	Take remedial action where required within 20 working days of inspection. Carry out repairs to an appropriate level within 30 working days of inspection.
		Unsealed shoulder and/or roadway: <ul style="list-style-type: none"> corrugation (repetitive 75mm depth) potholes (300mm diameter or 100mm depth) rutting (100mm depth wheel-path impression) loss of crown or cross fall 	Take remedial action where required within 5 working days of inspection. Carry out repairs to an appropriate level within 30 working days of inspection.	Take remedial action where required within 10 working days of inspection. Carry out repairs to an appropriate level within 30 working days of inspection.	Take remedial action where required within 20 working days of inspection. Carry out repairs to an appropriate level within 45 working days of inspection.
		Replace/repair missing or damaged regulatory and warning signs.	Take remedial action where required within 5 working days of inspection. Carry out repairs to an appropriate level within 15 working days of inspection.	Take remedial action where required within 5 working days of inspection. Carry out repairs to an appropriate level within 30 working days of inspection.	Take remedial action where required within 5 working days of inspection. Carry out repairs to an appropriate level within 30 working days of inspection.

ASSET	MAINTENANCE ACTION	INTERVENTION LEVELS	FREQUENCY/RESPONSE TIME		
			Main	Collector	Local Access
Roadways	Take remedial and/or protection action and/or undertake temporary repairs.	Damaged all other road related signage including missing guideposts, marker posts, delineators, pavement markings, line marking and damaged or missing street furniture.	Take remedial action where required within 10 working days of inspection. Carry out repairs to an appropriate level within 45 working days of inspection.	Take remedial action where required within 10 working days of inspection. Carry out repairs to an appropriate level within 45 working days of inspection.	Take remedial action where required within 10 working days of inspection. Carry out repairs to an appropriate level within 45 working days of inspection.
		Missing / collapsed drainage pit lids.	Take remedial action where required within 3 working days of inspection. Carry out repairs to an appropriate level within 20 working days of inspection.	Take remedial action where required within 3 working days of inspection. Carry out repairs to an appropriate level within 20 working days of inspection.	Take remedial action where required within 3 working days of inspection. Carry out repairs to an appropriate level within 20 working days of inspection.
		Damaged or missing guard fencing.	Take remedial action where required within 3 working days of inspection. If permanent works required place on budgeted works program.	Take remedial action where required within 3 working days of inspection. If permanent works required place on budgeted works program..	Take remedial action where required within 3 working days of inspection. If permanent works required place on budgeted works program.
		Regular maintenance of bridge decking, wearing surface, drainage, abutments and side rails including temporary repairs or erecting appropriate barriers, removal of dirt and gravel from kerbs and expansion joints, keeping the waterway area clear and free of weeds and debris.	Take remedial action where required within 5 working days of inspection. If permanent works required place on budgeted works program.	Take remedial action where required within 5 working days of inspection. If permanent works required place on budgeted works program.	Take remedial action where required within 5 working days of inspection. If permanent works required place on budgeted works program.

ASSET	MAINTENANCE ACTION	INTERVENTION LEVELS	FREQUENCY/RESPONSE TIME		
			Main	Collector	Local Access
Roadways	Take remedial and/or protection action and/or undertake temporary repairs.	Where a flood warrants the closure of a bridge/major culvert.	Take remedial action where required within 2 hours of inspection.	Take remedial action where required within 2 hours of inspection.	Take remedial action where required within 2 hours of inspection.
		Emergency surface cleaning/clearing.	Take remedial action where required within 1 working days of inspection.	Take remedial action where required within 3 working days of inspection.	Take remedial action where required within 5 working days of inspection.
		Damaged bus shelters.	Take remedial action where required within 5 days of inspection. Carry out repairs to an appropriate level within 3 months of inspection.	Take remedial action where required within 5 days of inspection. Carry out repairs to an appropriate level within 3 months of inspection.	Take remedial action where required within 5 days of inspection. Carry out repairs to an appropriate level within 3 months of inspection.
Kerbs & Channels	Take remedial and/or protection action and/or undertake temporary repairs.	K&C defect being: <ul style="list-style-type: none"> • 50mm < level differential • 50mm < crack width 	Take remedial action where required within 20 working days of inspection. If permanent works required place on budgeted works program.	Take remedial action where required within 20 working days of inspection. If permanent works required place on budgeted works program.	Take remedial action where required within 20 working days of inspection. If permanent works required place on budgeted works program.

ASSET	MAINTENANCE ACTION	INTERVENTION LEVELS	FREQUENCY/RESPONSE TIME		
			Main	Collector	Local Access
Street Trees	Take remedial and/or protection action and/or undertake temporary repairs.	Where a tree and/or part of a tree has fallen across a path, road or power line.	Take remedial action where required within 2 hours of inspection. Carry out permanent repairs within 10 working days of inspection.	Take remedial action where required within 2 hours of inspection. Carry out permanent repairs within 10 working days of inspection.	Take remedial action where required within 2 hours of inspection. Carry out permanent repairs within 10 working days of inspection.
		Other tree defects: <ul style="list-style-type: none"> intrusion into pedestrian and/or vehicle clearance zone diseased or poisoned tree dead or dying tree 	Take remedial action where required within 10 working days of inspection. Carry out permanent repairs within 40 working days of inspection.	Take remedial action where required within 10 working days of inspection. Carry out permanent repairs within 40 working days of inspection.	Take remedial action where required within 10 working days of inspection. Carry out permanent repairs within 40 working days of inspection.
		Where a tree is intruding into the power line clearance zone.	Maintenance is carried out in accordance with Council's Parks and Open Space Management Strategy.	Maintenance is carried out in accordance with Council's Parks and Open Space Management Strategy.	Maintenance is carried out in accordance with Council's Parks and Open Space Management Strategy.
		Where a tree impacts significantly on planned light spill from streetlights	Carry out permanent repairs within 40 working days of inspection.	Carry out permanent repairs within 40 working days of inspection.	Carry out permanent repairs within 40 working days of inspection.
General Vegetation	Take remedial and/or protection action and/or undertake temporary repairs.	Both within footpath environs and road environs the management of vegetation so as to provide: <ul style="list-style-type: none"> line of sight at intersections line of sight to regulatory signage suitable access to the vehicle envelope for the planned usage of the road/footpath 	Undertake permanent repairs within 40 working days of inspection.	Undertake permanent repairs within 40 working days of inspection.	Undertake permanent repairs within 40 working days of inspection.

ASSET	MAINTENANCE ACTION	INTERVENTION LEVELS	FREQUENCY/RESPONSE TIME		
			Main	Collector	Local Access
Council Managed and Council Owned Public Lighting	Repairs are carried out by Powercor and timing of repairs are subject to the availability of spare parts and Powercor's works program.	Where a street light is not functioning.	Refer to Powercor within 5 working days of notification.	Refer to Powercor within 5 working days of notification.	Refer to Powercor within 5 working days of notification.
		Where a street light has fallen across a path or road	Take remedial action where required within 2 hours of inspection. Refer to Powercor within 2 working days of inspection.	Take remedial action where required within 2 hours of inspection. Refer to Powercor within 2 working days of inspection.	Take remedial action where required within 2 hours of inspection. Refer to Powercor within 2 working days of inspection.
ASSET	MAINTENANCE ACTION	INTERVENTION LEVELS	FREQUENCY/RESPONSE TIME		
			High 3	Moderate 2	Low 1
Pathways	Take remedial and/or protection action where required and/or schedule into priority list for budget consideration.	Defect is: <ul style="list-style-type: none"> • 30mm < level differential • 50mm < crack width 	Take remedial action where required and/or undertake temporary repairs within 15 working days of inspection. If permanent works required place on prioritised budgeted works program.	Take remedial action where required and/or undertake temporary repairs within 15 working days of inspection. If permanent works required place on prioritised budgeted works program.	Take remedial action where required and/or undertake temporary repairs within 20 working days of inspection. If permanent works required place on prioritised budgeted works program.

Schedule of Typical Key Maintenance Activities

Road Maintenance

- Patching all pot-holes
- Footpath temporary repairs
- Edge repairs
- Unsealed roads maintenance
- Shoulder grading
- Temporary repairs of roads to allow works to be programmed

Street Furniture

- Inspection and maintenance of all street furniture.

Street Signs

- Clean and maintain all existing signs
- Installation of new signs as instructed by Engineering Services

Tree Maintenance

- Pruning of trees below power lines to comply with Electric Line Clearance Regulations.
- Service line clearance (Telephone, Cable TV, etc).
- Removal of dead or senescent trees and dead wood in trees, hanging branches and seriously decayed/diseased trees.
- Removal of trees with serious structural defects.
- Uplifting of trees to allow pedestrian access, clear sightlines for motorists and clear traffic signs and street lights of branches that may interfere with vision.
- Property clearance and trees causing serious infrastructure damage.
- Removal of trees that are unsuitable for the location or causing health problems.
- Removal of surface roots that may cause a tripping hazard or damage properties and fences.
- Planting of appropriate new trees.

Grass Maintenance

- Mowing of road reserves.
- Picking up of litter prior to mowing.
- Spraying of noxious weeds.
- Edging of grassed areas (kerb and channel).

Document Status

Version No.	Summary of Changes	Approved for Issue*		
		Name	Signature**	Date of Effect of Amendment
5	Revised standards for inspection, maintenance & repair	Ian Robins		18/2/2008
6	Amendments made to both the administrative procedures and the levels of service for inspection and maintenance activities	Peter Marshall		9/6/2009
1 (2013)	Amendments made to both the administrative procedures and the levels of service for inspection and maintenance activities	Kerry Thompson		24/06/2013
1 (2017)	Amendments made to both the administrative procedures and the levels of service for inspection and maintenance activities	Kelly Grigsby		14/06/2017

* issue may only be approved after Council adoption of new version

** denotes signature on original