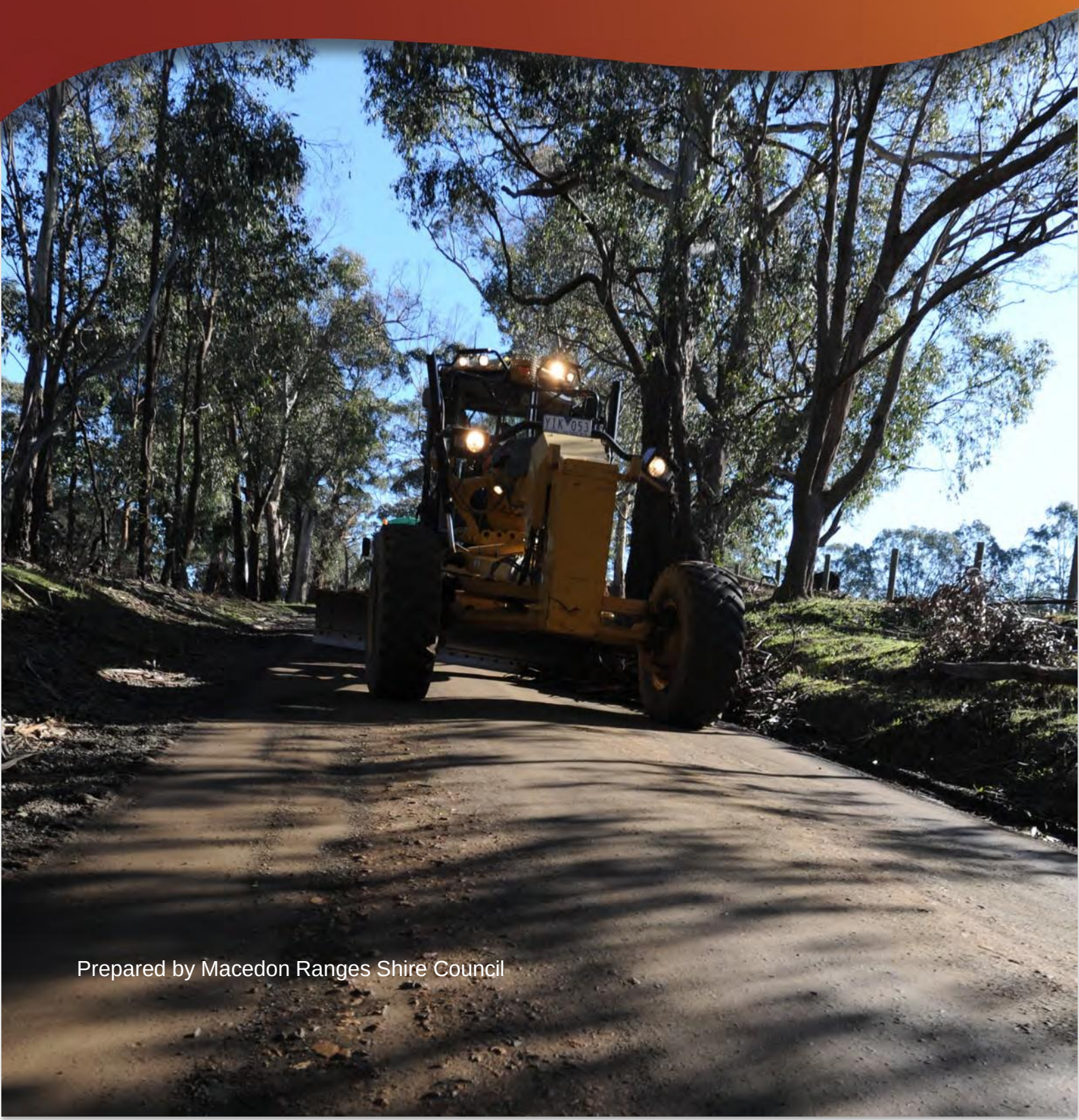
Macedon Ranges Shire Council

Road Management Plan 2025-2029



Prepared by Macedon Ranges Shire Council

DEFINITIONS **4**

1 INTRODUCTION **6**

1.1 Road Management Act 2004 6
1.2 Functions of a Road Authority 6
1.3 How the Road Management Act Affects the community* 7
1.4 Obligations of Road Users 8
1.4.1 Drivers *8*
1.4.2 Other Road Users *8*
1.5 Objectives of the Road Management Plan 8
1.6 Road Management Plan Scope 9
1.7 Key Stakeholders of the RMP 9

2 STRATEGIC FRAMEWORK **11**

2.1 Asset Plan 11
2.2 Asset Management Framework 12

3 RELEVANT ASSETS - RMP **14**

3.1 Register of Public Roads 14
3.2 Transport Network 14
3.2.1 Road Hierarchy *16*
3.3 Pathway Register (Footpaths and Cycle ways) 17
3.3.1 Pathway Network Hierarchy *18*

4 ROLES, RESPONSIBILITIES, AND OBLIGATIONS **20**

4.1 Utility Infrastructure and Service Providers 20
4.1.1 Schedule 7 - RMA *20*
4.1.2 RMA Code of Practice: Management of Infrastructure in Road Reserves *20*
4.1.3 Impact on Road Authorities *20*
4.2 Demarcation and Transfer of Responsibility 21
4.2.1 Roads Not Maintained by Council *21*
4.2.2 Assets Not Maintained by Council in the Road Reserve *21*
4.2.3 Implications of These Exclusions *21*
4.3 Boundary Roads 21
4.3.1 Boundary Road Agreements *22*
4.4 Other Agreements 22
4.5 Access to Private Property 22
4.5.1 Responsibilities for Private Vehicle Crossings *22*
4.5.2 Council's Role *23*
4.5.3 Key Points for Landowners *23*

5 SERVICE LEVELS FOR ROAD INFRASTRUCTURE AND ROAD RELATED INFRASTRUCTURE **26**

5.1 Definition of Levels of Service 26
5.2 Asset of Service Levels 26
5.3 Application for LoS in RMP 26
5.4 Purpose and Benefits of LoS 26
5.5 Customer Expectations 27
5.5.1 Customer Research Methods *27*
5.5.2 Incorporating Community Feedback *27*
5.5.3 Impact of Customer Research on Asset Management *27*
5.6 Customer Requests System 27
5.6.1 Key Features of the CRMS Process *28*
5.7 Intervention Levels 28
5.7.1 Key Functions of Intervention Levels *28*
5.7.2 Benefits of Defined Intervention Levels *29*
5.8 Performance Standards 29
5.8.1 Objectives of Performance Standards *29*

5.9 Inspection Schedules 30
5.9.1 Reactive Inspections 30
5.9.2 Proactive Maintenance Inspections 30
5.9.3 Condition Surveys 31
5.10 Routine Maintenance Schedules 31
5.10.1 Routine Maintenance Framework 31
5.11 Schedules 32
5.12 Emergency Response Time 32
6 FORCE MAJEURE - EXCEPTIONAL CIRCUMSTANCES 34
7 MONITORING AND REVIEW 34
7.1 Timeframe for RMP Review 34
7.2 Amendments to the RMP 34
Appendix A – Schedule 1 – Sealed Roads and Parking Bays 35
Appendix B – Schedule 2 – Unsealed Roads 38
Appendix C – Schedule 3 -Urban Streets 40
Appendix D – Schedule 4 – Signs, Linemarking, Guideposts and Guardrails 42
Appendix E – Schedule 5 – Trees and Vegetation 45
Appendix F – Amendments to Road Management Plan 49

Definitions

Arterial Road – Main roads usually managed by VicRoads as defined under section 14 of the Road Management Act (RMA).

Council – Refers to Macedon Ranges Shire Council.

Code of Practice - Guidelines issued under the Road Management Act to assist road authorities in managing road assets. These codes outline best practices for road safety, maintenance, and compliance.

Consent Applications - Requests submitted by third parties (eg utility companies or developers) seeking permission from the road authority to conduct works or activities within the road reserve.

Condition Inspection - A systematic assessment conducted to evaluate the physical state of road and related infrastructure. This helps in determining maintenance needs and prioritising repairs.

Defect Description - A detailed explanation or classification of an issue or irregularity in road infrastructure, such as cracks, potholes or surface damage, identified during inspections.

Intervention Levels - Predefined thresholds or criteria that trigger maintenance or repair actions for road defects. These levels are set in the Road Management Plan to maintain safety and usability.

Infrastructure and Works Managers - Individuals or teams responsible for overseeing the planning, execution and maintenance of infrastructure and works within the road reserve.

Road Infrastructure - The infrastructure which forms part of a roadway, pathway or shoulder.

Municipal Roads - Roads that are managed by the local municipal council under the Road Management Act. These include roads primarily for local traffic use and exclude freeways and arterial roads managed by state authorities

Non-Road Infrastructure - Means infrastructure in, on, under or over a road which is not road infrastructure, examples include gas pipes, water and sewerage pipes, cables, electricity poles and cables, rail infrastructure (including boom gates, level crossings and tram safety zones), bus shelters, public telephones, mail boxes, roadside furniture and fences erected by utilities or providers of public transport.

Public Road – Road declared a public road by Council under Section 17 of the Road Management Act 2004 and listed on Council's Public Road Register.

Public Road Register - A document maintained by Council listing all roads for which the road authority is responsible, including their classification and maintenance responsibilities.

Pathways - Facilities within the road reserve for non-vehicular traffic, such as footpaths and shared pedestrian/cyclist paths.

Proactive Inspections - Regularly scheduled inspections aimed at identifying and addressing potential issues before they develop into significant problems.

Responsible Road Authority - The organisation or Council legally designated to manage and maintain specific roads, as defined under the Road Management Act.

Road Management Plan - A document outlining the framework, policies and standards for maintaining and managing road infrastructure, including intervention levels and inspection protocols.

Road Reserve - The entire width of land dedicated for road purposes, including the roadway, pathways, nature strips, and any roadside infrastructure.

Reactive Inspections - Inspections carried out in response to reported incidents, complaints or observed defects.

Shared Path - Path that is designated for use by pedestrians and cyclists.

The RMA - *Road Management Act, 2004.*

1 Introduction

The **Road Management Plan (RMP)** outlines Macedon Ranges Shire Council's framework for managing its road assets in accordance with the Road Management Act 2004 (RMA). The RMP establishes the Council's roles and responsibilities as a road authority, setting service levels for road infrastructure and road-related infrastructure to ensure a safe and efficient road network for the community.
This plan complies with legislative requirements, including:

- **Local Government Act 2020**
- **Road Management (General) Regulations 2016**
- **Road Management (Works and Infrastructure) Regulations 2015**
- **Road Management Act 2004**
- **Road Safety Act 1986**
- **Wrongs Act 1958**
- **Disability Act 2006.**

By providing clear standards for road maintenance, construction, inspection, and repair, the RMP balances public safety, operational efficiency, and resource allocation. It serves as a guide for Council and the community to understand road management practices and obligations, ensuring transparency and accountability in maintaining the municipal road network.

1.1 Road Management Act 2004

The Road Management Act 2004 (RMA, as amended) was enacted on May 11, 2004, to establish an efficient and safe road network in Victoria, informed by extensive stakeholders and community consultation. The RMA is grounded in four key principles:

- Clear allocation of road asset ownership and management responsibilities;
- Defined processes and accountabilities for policy decisions and performance standards;
- Operational powers to meet targets and performance standards;
- Clarified civil liability laws for road management.

1.2 Functions of a Road Authority

Section 34 of Victoria's Road Management Act 2004 (RMA) defines the core responsibilities of a Road Authority in maintaining public roadways. These responsibilities include:

- **Road Maintenance:** Regular inspections, repairs, and renewals of road surfaces, shoulders and roadside assets;
- **Risk Minimisation for Road Users:** Ensuring roadways are as hazard-free as possible, with established standards for road safety and respond promptly to incidents and hazards;
- **Development of Management and Maintenance Plans:** Creating and implementing strategies, schedules, and repair protocols based on road classification and usage. This includes a Road Management Plan outlining service level, intervention criteria and maintenance response times;

- **Record Keeping and Accountability:** Documenting inspection and maintenance actions as evidence of adherence to RMP standards, which also serves as support in liability cases.

These duties enable councils to meet their duty of care, balancing compliance with effective service delivery for public roads.

1.3 How the Road Management Act Affects the community*

The Road Management Act 2004 (RMA) impacts on the Victorian community in several key ways:

- **Public Access Rights:** It secures the public's right to travel on roads and guarantees access for property owners adjacent to roadways;
- **Efficient and Safe Road Network:** Establishes a system that prioritises safety and efficiency across Victoria;
- **Community-Centered Road Development:** Aims to develop roads that align with community needs and priorities;
- **Clear Responsibility Allocation:** Distinguishes responsibilities between road authorities for various parts of the road reserve;
- **Defined Traffic and Access Management:** Specifies authority and obligations for traffic control, road access, road work by utilities, and maintenance of public transport infrastructure within road reserves;
- **Municipal Parking Responsibility:** Ensures municipalities continue managing parking on arterial roads;
- **Clearways on Arterial Roads:** Authorises VicRoads to implement clearways, with mandatory consultation involving Councils, property owners, traders and the community;
- **Liability Limit for Property Damage:** Sets a threshold for property damage claims, exempting road authorities from liability for damages below this indexed threshold;
- **Traffic Safety During Road Works:** Aims to reduce traffic disruptions and uphold safety when service providers conduct road work.

This legislation ensures that the road system operates safely, equitably, and efficiently for all road users and stakeholders in Victoria.

**VicRoads Fact Sheet "The Road Management Act at a glance for the community".*

1.4 Obligations of Road Users

The obligations of road users, as outlined in Section 17A of the *Road Safety Act 1986* (as amended by the *Road Management Act 2004*), are summarised below.

1.4.1 Drivers

A person driving a motor vehicle on a highway must ensure safe driving by considering all relevant factors, including but not limited to:

- **Physical characteristics of the road:** Such as curves, gradients, and road surface conditions.
- **Prevailing weather conditions:** Like rain, fog, or high winds that might impact visibility or traction.
- **Level of visibility:** Including factors such as time of day, lighting, or obstructions.
- **Condition of the motor vehicle:** Ensuring the vehicle is roadworthy, including brakes, tires, and lights.
- **Prevailing traffic conditions:** Such as congestion, presence of pedestrians, or other vehicles.
- **Relevant road laws and advisory signs:** Compliance with speed limits, traffic signals, and warning signs.
- **Physical and mental condition of the driver:** Ensuring the driver is alert, not fatigued, impaired, or under the influence of substances.

These considerations are critical for ensuring the safety of all road users and maintaining the functionality of the road network.

1.4.2 Other Road Users

Road users who are not driving a motor vehicle must also use highways safely, considering all relevant factors. They must respect the rights of other road users and the community by taking reasonable care to avoid actions that may:

- **Endanger safety and welfare:** Preventing harm to themselves and others on the road.
- **Damage road infrastructure:** Ensuring their actions do not compromise the condition of roads, signs, or other structures.
- **Harm the environment:** Avoiding activities that could negatively impact the natural or built environment within the road reserve.

These obligations are essential to maintaining a safe, functional, and sustainable road network for all users.

1.5 Objectives of the Road Management Plan

The objectives of the Road Management Plan (RMP) are to:

- **Outline the Management System:** Provide an overview of the processes and systems used by Council to fulfill its road management functions, as required under the Road Management Act (RMA), aligning with operational objectives and available resources.
- **Set Performance Standards:** Define the standards that guide the Council's discharge of its duties in performing road management functions.

- **Ensure Safety and Efficiency:** Aim to maintain a safe and efficient municipal public road network, prioritising travel and transport needs.

This document aims to:

- Help Council and the community appreciate the value of road assets.
- Provide transparency about activities undertaken to manage risk across the municipal road network.
- Offer a clear, concise, and easy-to-understand overview of Council's road management system and responsibilities under the RMA.

1.6 Road Management Plan Scope

This Plan outlines the roads and associated infrastructure for which the Macedon Ranges Shire Council (MRSC) is responsible, focusing specifically on those listed in the Register of Public Roads. It includes road infrastructure and road-related infrastructure as defined under the Road Management Act (RMA). The covered assets are:

- Road pavement and surface
- On-street car parking
- Off-street Council-owned car parks
- Traffic control devices
- Paths/shared paths (within road reserves or associated with sealed car parking infrastructure within parks and open space)
- Bridges (limited to road pavement, surface, and footpath components; other components are managed through the Bridge Asset Management Plan)
- Culverts, table drains, and drainage pits related to road infrastructure.

Exclusions:

- Infrastructure not included in this plan consists of:
- Underground drainage pipes and drainage pits not related to road infrastructure;
- Roadsides (covered under the Roadside Conservation Management Plan 2021)
- Sub and superstructures of bridges
- Vehicle crossings (accessing private properties)
- Non-road infrastructure.

Additionally, the plan considers utilities in the road reserve only to the extent that they affect road assets.

1.7 Key Stakeholders of the RMP

The **Road Management Plan (RMP)** has been developed to address the needs and expectations of a wide range of stakeholders who interact with or are affected by the municipal road network. Key stakeholders include:

- **State and Federal Governments:** For regulatory compliance and funding support
- **Councillors:** Representing the interests of the community

- **Ratepayers:** As contributors to the funding of road infrastructure
- **Residents:** Primary users of the local road network
- **Road Users:** Including drivers, cyclists and pedestrians
- **Visitors:** Relying on safe and accessible roads during their stay
- **Utilities:** Managing infrastructure within the road reserve
- **Developers:** Contributing to or impacting road infrastructure through development projects
- **Employees:** Responsible for planning, managing and maintaining road assets
- **Special Interest Groups:** Advocating for specific road or community needs
- **Contractors/Suppliers:** Engaged in delivering maintenance and construction services.

By considering the interests of these diverse stakeholders, the RMP ensures the management of road assets aligns with community priorities, operational requirements and statutory obligations.

2 Strategic Framework

The Council Plan serves as the strategic blueprint for the future of the Macedon Ranges Shire. It highlights Council's key priorities and initiatives for the next four years, coinciding with the current Council's term. This plan supports the realisation of the Community Vision, ensuring alignment through carefully planned objectives and strategies to guide decision-making and deliver meaningful outcomes for the community.

The Council Plan is a key component of the Integrated Strategic Planning Framework, which is required by legislation. This plan ensures the alignment of Council's actions with its strategic priorities, fostering accountability and transparency while supporting the long-term goals of the Macedon Ranges Shire community.

The following diagram illustrates the Council's Integrated Strategic Planning Framework, highlighting the alignment between the Community Vision, Council Plan, and supporting strategies, plans, and policies. It demonstrates how Council's planning processes are interconnected to deliver services and achieve outcomes that reflect the community's aspirations and priorities.

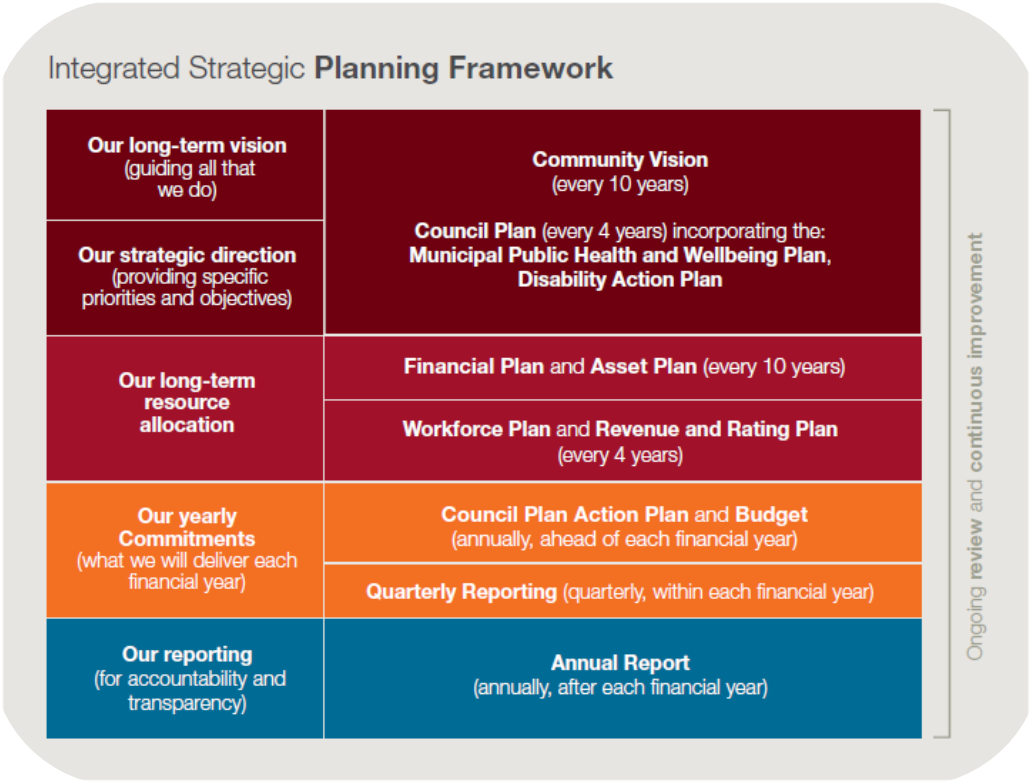


Figure 1: Integrated Strategic Planning Framework

All other Council documents, including this **Road Management Plan**, are designed to support the effective delivery of the objectives and strategies outlined in the **Council Plan**. Together, they ensure alignment across policies, plans, and operational activities, enabling a cohesive approach to achieving the community's vision and priorities.

2.1 Asset Plan

The 10-Year Asset Plan provides a comprehensive roadmap for the sustainable management of Council's assets over the next decade. It identifies long-term strategies for maintenance, renewal, and enhancement to ensure assets continue to support service delivery and meet community needs. The plan aligns with Council's strategic goals, prioritising financial sustainability, risk mitigation, and service level optimisation. By forecasting future asset

requirements and associated costs, the 10-Year Asset Plan supports informed decision-making and strengthens Council's commitment to responsible asset stewardship.

2.2 Asset Management Framework

Our Asset Management Framework shows the connection between our strategic objectives and asset planning. It aims to ensure that we follow a systematic approach to the way we practice asset management.

Asset management planning commences with defining our stakeholder and legal requirements and needs. These inform our key directions which helps us to develop our asset management policies, strategies, and plans.

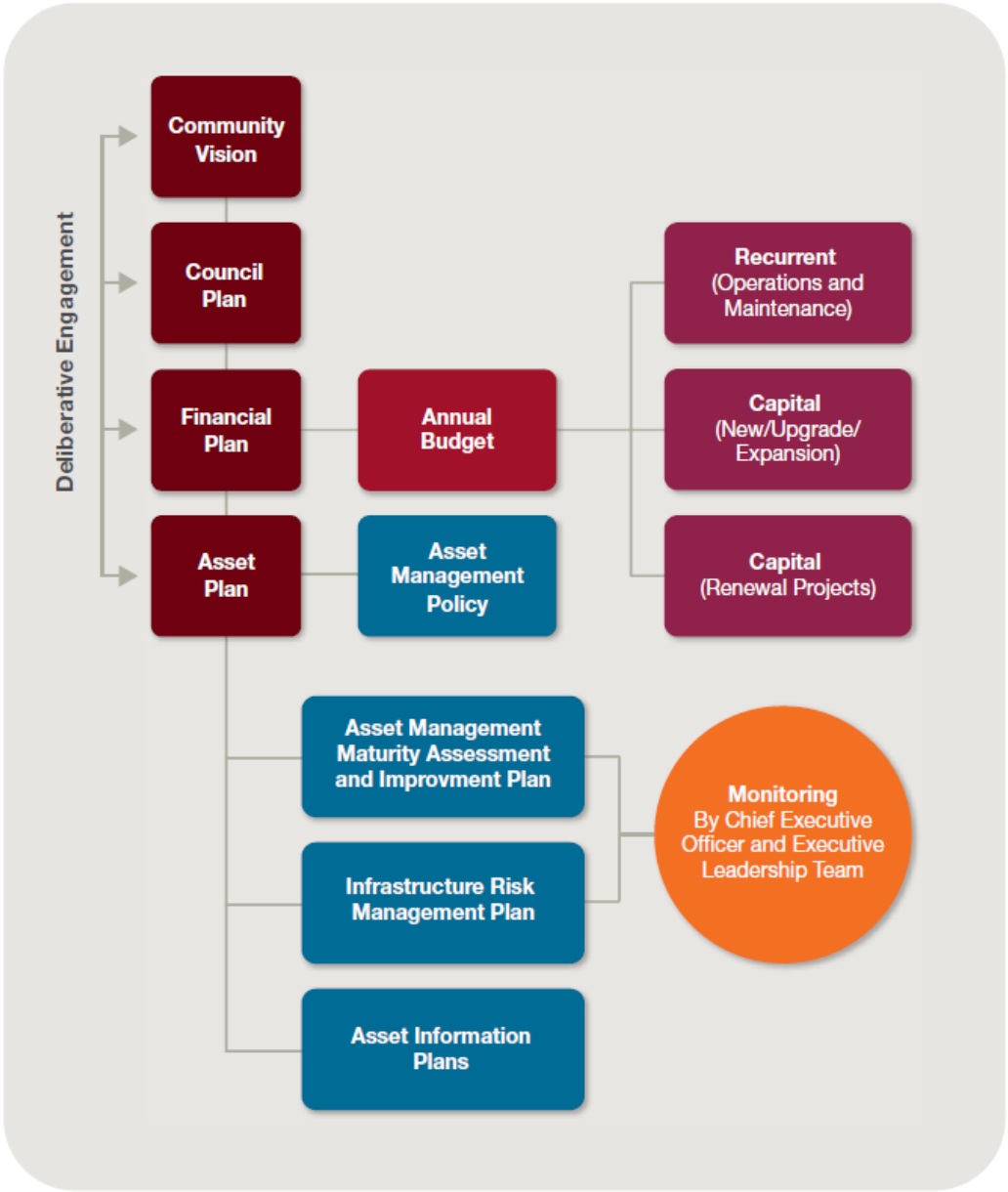


Figure 2: Asset Management Framework

The key elements of our Asset Management Framework area:

Asset Management Policy

Summarises our vision and asset management objectives. It also sets out the guidelines and rules on how Council goes about reaching its asset management objectives and vision.

Asset Management Improvement Plan

Provides the framework for the ongoing enhancement of our asset management practices and outlines how we will meet our asset management objectives

Asset Management Plans

Our Asset Management Plans provide details on how we intend to manage each of our asset classes including roads to meet the demands of our community in the future - Achieving value from our assets by optimising cost, risk, and performance across the lifecycle of an asset.

3 Relevant Assets - RMP

3.1 Register of Public Roads

The Road Management Act 2004 (RMA) mandates that responsible road authorities maintain a Register of Public Roads, which Council complies with Section 19 of the RMA.

Key points regarding Council's Register of Public Roads:

1. **Access and Inspection:**
   - The register is updated regularly and can be viewed at Council's Customer Service Centres with 24 hours' prior notice.
   - It is also accessible on Council's website: Public-Road-Register.
2. **Definition of Public Roads:**
   - Public roads include freeways, arterial roads, and other roads deemed "reasonably required for general public use," as defined in Section 17 of the RMA.
   - Council determines the public use requirement using the Public Road Procedure, also available on the Council's website: Public Roads Procedure
3. **Requests for Inclusion:**
   - Council reviews requests to add roads to the register or maintain public roads through the Public Road Procedure.
   - Council evaluates these requests based on the appropriateness and need.
4. **Content of the Register:**
   - Each road is recorded with:
     - Road Name
     - Location/Segment Details
     - Road Register Classification
   - The register also categorises roads by a functional hierarchy, guiding operational and maintenance management activities.
5. **Limitations Under the RMA:**
   - Section 40 (2) specifies that the RMA does not obligate road authorities to upgrade roads or maintain them beyond their constructed standard.

This system ensures clarity in road ownership, public accessibility and the maintenance responsibilities of Council.

3.2 Transport Network

Council manages a comprehensive road network, detailed in its corporate asset register and Public Road Register.

Total Road Network

- Total Recorded Roads and Tracks: 1782 km
  - Public Roads: 1,607 km

    - Sealed Roads: 871 km
    - Unsealed Roads: 736 km

- Other Roads Maintained by the Council: 117 km
    - Shared Boundary Roads on Neighboring Shire Public Road Register: 20 km
    - Roads within Reserves and Facilities:30km
    - Fire access tracks – Seasonally maintained: 67km

- Unsealed Roads - Not Maintained: 34km
- Fire Access Tracks - Unmaintained or private property:24km

Maintenance Responsibilities

- Council-Maintained Roads: 1724km
    - Public roads receive regular inspection and maintenance.
    - Roads within reserves and fire access tracks have less stringent maintenance.

Non-Council-Maintained Roads: 44 km

- Fire access tracks maintained by others: 24 km
- Public roads maintained by neighboring shires: 20 km

This breakdown highlights Council's responsibility for the bulk of the local road network, ensuring essential infrastructure is maintained to serve the community effectively. The delineation of responsibilities allows efficient allocation of resources for maintenance and inspections.

Council's local transport network also encompasses a diverse range of assets beyond roads, highlighting the scope of infrastructure managed by Council. These are:

- **Footpaths**: 261 km
- **Kerb and Channel**: 366 km
- **Bridges and Major Culverts**: 160 structures
- **Footbridges**: 70

These assets collectively enhance accessibility, connectivity and safety for the community. The variety of infrastructure underscores Council's role in maintaining not just vehicular routes but also pedestrian and drainage infrastructure, ensuring a well-rounded transport network.

This integrated approach to asset management aligns with long-term sustainability and service provision goals, as outlined in documents such as our Asset Management Plans.

Public Road Register	Road Type	Length (km)
Yes	Sealed Roads	871
Yes	Unsealed Roads	736
Sub-Total		**1607**
No	Shared Shire Boundary Roads on Neighboring Shire Public Road Register	20
No	Roads within Reserves and Facilities	30
No	Unsealed Roads - Not Maintained	34
No – unless under certain circumstances	Fire Access Tracks - Seasonally Maintained	67
No – unless under certain circumstances	Fire Access Tracks - Unmaintained or Private Property	24
Sub-Total		**175**
Total		**1782**

Table 1: Road Asset Information - Macedon Ranges Shire Council (MRSC)

3.2.1 Road Hierarchy

The Road Management Act (RMA) provides a framework for categorising roads, which helps assign responsibilities and manage them effectively. These classifications include:

Freeways:

- Responsibility: VicRoads (State Government).
- Role: Major high-speed corridors, supporting long-distance and high-volume traffic.

Arterial Roads:

- Responsibility: VicRoads.
- Role: Primary routes for regional and interurban traffic flow.

Local Roads:

- Responsibility: Macedon Ranges Shire Council (MRSC).
- Role: Provide access within local areas and connect to arterial roads.
- Includes sealed and unsealed roads.

The local road network is further classified into functional hierarchy, which guide:

- **Inspection Frequencies:** To monitor condition and safety.
- **Maintenance Regimes:** Tailored to the hierarchy level and road type.
- **Construction Standards:** Applied for upgrades or new projects.

This hierarchy ensures that resources are allocated efficiently, and maintenance efforts are prioritised based on the road's purpose and usage.

The following table presents the Road Hierarchy.

Category	Type	General Description	Typical ADT
1	Sealed Link	Sealed roads carrying high traffic volumes.	>2000
2	Sealed Collector	Sealed roads carrying low traffic volumes generally of a local nature. Provides access to properties on that particular road and adjoining roads.	1000-2000
3	Sealed Access	Sealed roads providing access to properties on that particular road.	500-1000
4	Unsealed Collector	Unsealed roads carrying low traffic volumes generally of a local nature. Provides access to properties on that particular road and adjoining roads.	200-500
5	Unsealed Access	Unsealed roads provide access to properties on that particular road. Generally dead-end roads.	50-200
6	Unsealed Local	Roads deemed to be of reasonable public benefit that do not meet Category 5 standards	<50
RESERVE	Sealed and Un-sealed	Roads within Council managed reserves and facilities	NA
(FAT)	Fire Access Tracks	These perform a very minimal function. They typically act as fire access, or as a secondary or seasonal access road to large rural / farming properties. Key features typically include: • Provides secondary access to properties • Unsealed roads, often unformed or with minimal material. Due to the limited function and use of these roads, they are not subject to a proactive inspection regime or the same hazard intervention levels as other roads.	NA
Agreement	Boundary Roads and other third-party agreements	See Agreement for details	Variable
Nil	Not Classified	Classification not required	Variable

Table 2: Road Hierarchy - Macedon Ranges Shire Council

Note: ADT = Average Daily Traffic Count. Traffic count is not the sole determining factor of which category a road belongs to.

3.3 Pathway Register (Footpaths and Cycle ways)

The Pathway Register managed by Macedon Ranges Shire Council (MRSC) is an essential tool for the management of the pathway network. Below is a breakdown of its key elements and purpose:

Pathway Register

- Contents:
  - A comprehensive inventory of all footpaths and cycleways within the Council's jurisdiction.
  - Identification of the functional pathway hierarchy for each section of the network.
- Responsibility:
  - Defines which pathways the Council is accountable for maintaining.

Role of the Pathway Register

- Supports inspection regimes by providing clear definitions of the network and its hierarchy.
- Helps prioritise maintenance and upgrades, ensuring pathways are safe and functional.
- Aligns with the Road Management Plan (RMP) to establish maintenance standards and service levels for the pathway network.

3.3.1 Pathway Network Hierarchy

Similar to the road hierarchy, pathways, including adjacent kerb and channel, are categorised to reflect their function and usage levels, guiding:

- Maintenance Standards: Tailored to the needs of each pathway category.
- Inspection Frequencies: Based on the importance and usage of the pathway.

The integration of the Pathway Register with the corporate asset register ensures Council has a structured and transparent approach to pathway management, aligned with community needs and safety requirements.

The Pathway Hierarchy provides a structured classification of the pathway network, distinct from the roadway hierarchy. It is designed around pedestrian usage, location, and service expectations. Key Factors in Pathway Hierarchy Classification:

- Pedestrian Movements (Volumes):
  - Pathways near high-traffic areas such as shopping centres, community facilities, or railway stations are classified differently from those in quieter residential areas.
- Location:
  - Urban, suburban, or rural contexts influence pathway classification.
  - Proximity to key services and infrastructure plays a role.
- Pedestrian Service Level:
  - Determines the expected quality and accessibility of the pathway.
  - Includes considerations for safety, surface condition, and usability for diverse groups (eg people with disabilities, cyclists).

Table 3:Pathway Hierarchy - Macedon Ranges Shire Council (MRSC)

Category	Area	Type	Pedestrian Service Level
1	High use areas	The category of 'highest use' that includes all footpaths in CBD(s) defined by the main commercial street/s in each town and select tourist/shopping precincts. inclusive of kerb and channel. Median kerb and channel inspected annually.	High
2	Moderate use areas	This category is defined as feeder streets to main commercial streets to approx. one block back inclusive but not limited to including pedestrian traffic areas within Council managed *major* sports ground precincts and facilities, inclusive of kerb and channel. *	Moderate
3	Low (and other) use areas	All other footpaths, including low pedestrian traffic areas within Council managed facilities and reserves, including formed off road walking and / or cycling trails not constructed to any standard (off-road mixed-use trails). Kerb and channel (including median kerb) that are subject to the median kerbs, are inspected annually. *	Low

* *In areas where there is no footpath, kerb and channel inspection is annual.*

Note: Shared Paths are included in Council's corporate asset register as footpaths. Shared paths within reserves and facilities are not subject to the Road Management Plan.

By tailoring the pathway hierarchy to pedestrian behavior and needs, Council can efficiently allocate resources and maintain the network to meet community expectations while ensuring safety and usability.

4 Roles, Responsibilities, and Obligations

4.1 Utility Infrastructure and Service Providers

4.1.1 Schedule 7 - RMA

The Road Management Act (RMA) imposes specific obligations on utility infrastructure and service providers to ensure coordinated and efficient use of road reserves. The key provisions in Schedule 7 of the RMA are:

Access to Road Reserves:

- Utility providers are permitted to install, maintain and repair their existing infrastructure within road reserves.
- This includes services such as electricity, water, gas, telecommunications and drainage.

Obligations for Utility Providers:

- Must obtain necessary "Dial Before You Dig" checks before conducting work in road reserves.
- Responsible for reinstating the road or pathway to the standards set by the road authority after completing the work.

Disruption:

- Utility works must be planned and executed to minimise disruption to traffic, road users and the community.

4.1.2 RMA Code of Practice: Management of Infrastructure in Road Reserves

This Code of Practice provides practical guidance for utility providers and road authorities, including:

Coordination of Works:

- Ensures alignment between utility works and road maintenance activities to reduce redundancy and disruption.

Standards for Work:

- Sets out requirements for safety and restoration of road infrastructure.

Communication:

- Utility providers must notify the road authority and other stakeholders of their planned activities within road reserves.

Shared Responsibility:

- Emphasises collaboration between utility providers and road authorities to protect public assets while ensuring service delivery.

4.1.3 Impact on Road Authorities

Road authorities oversee compliance with Schedule 7 and the Code of Practice, ensuring utility works meet legal and safety standards. They also maintain a balance between infrastructure needs and preserving the road network's functionality.

By formalising these obligations, the RMA fosters a well-managed road reserve system that accommodates essential utility infrastructure while safeguarding road assets and minimising community impact.

4.2 Demarcation and Transfer of Responsibility

Council has defined limits of responsibility for roads and assets within its jurisdiction, with specific exclusions outlined to ensure clarity of obligations.

4.2.1 Roads Not Maintained by Council

Arterial Roads and Freeways:

- Managed by VicRoads (State Government).

Unregistered Roads:

- Roads not listed on the Council's Register of Public Roads.

Parks Victoria Roads:

- Managed by the Department of Energy, Environment and Climate Action (DEECA) unless explicitly agreed with Council.

Boundary Roads:

- Roads on Shire boundaries managed by neighboring Councils under mutual agreements.

Private Roads and Tracks:

- Located on private property, these are not part of Council's responsibilities.

The RMA Code of Practice: Operational Responsibility for Public Roads (S 267 – 17 December 2004) provides additional guidance on managing intersections between local roads under Council control and arterial roads or freeways under VicRoads control, clarifying demarcation boundaries.

4.2.2 Assets Not Maintained by Council in the Road Reserve

Utility Services:

- Water, sewerage, gas, telecommunication and power infrastructure (cables, mains, pits, and poles) are maintained by the respective utility providers.

Private Vehicle Crossings:

- Driveway access points and piped crossovers from private property to public roads are the responsibility of property owners. Refer to 4.5.3.

4.2.3 Implications of These Exclusions

- **Clear Delineation:** Reduces confusion and potential disputes by identifying responsibilities for roads and assets.
- **Efficiency:** Allows Council to focus resources on infrastructure that directly falls under its jurisdiction.
- **Collaboration:** Encourages cooperation with other authorities (eg VicRoads, DEECA, utility providers) for shared infrastructure management.

By adhering to these guidelines, Council ensures transparent and effective management of its road network and associated infrastructure.

4.3 Boundary Roads

Council shares municipal borders with six other municipalities, with formal agreements in place for

managing boundary roads where applicable. These neighboring municipalities are:

- Mt Alexander Shire
- Mitchell Shire
- Hume City
- Melton Shire
- Moorabool Shire
- Hepburn Shire

4.3.1 Boundary Road Agreements

Formal Agreements in Place:

- Hume City Council
- Mitchell Shire
- Mt Alexander Shire
- Hepburn Shire

These agreements clarify maintenance responsibilities and funding contributions for shared boundary roads.

No Boundary Roads:

- Moorabool Shire
- Melton Shire

There are no shared boundary roads with these municipalities, therefore no agreements are necessary.

4.4 Other Agreements

The agreement with the **Bolobek Lakes Body Corporate** serves to clarify the division of responsibilities between Council and the Body Corporate regarding the management and maintenance of assets within the Bolobek Lakes estate.

4.5 Access to Private Property

The Road Management Act (RMA) and Council policies set clear responsibilities for private vehicle crossings, emphasising landowner accountability and Council oversight.

4.5.1 Responsibilities for Private Vehicle Crossings

Landowner Responsibilities:

- Ownership and Maintenance:

Landowners are responsible for the upkeep of vehicle crossings, including drainage pipes underneath (where existing). See Figure 3 below.

- Safety:

Landowners must ensure the crossing is maintained in safe condition, avoiding hazards to pedestrians or vehicles.

- Compliance with Standards:

Any construction or modification must meet Council's standards for design and safety.

Construction and Modification Requirements:

- Permit Requirement:

Landowners must obtain a permit from Council before commencing any construction or modifications.

- Cost Responsibility:

Modifications impacting Council assets (e.g., footpaths, kerb and channel) are completed at the landowner's expense.

4.5.2 Council's Role

Inspection and Approval:

- A Council representative will inspect the works to ensure compliance with construction standards and the Asset Protection Policy.

Asset Protection Policy Enforcement:

- Protects Council-owned infrastructure by regulating landowner works that interact with public assets.

Guidance and Oversight:

- Ensures crossings are constructed or modified without compromising public safety or the integrity of Council assets.

4.5.3 Key Points for Landowners

- Vehicle crossings are mandatory for property access, and failure to maintain them could create liabilities.
- Permits and adherence to Council standards are essential to ensure proper construction and modifications.
- Compliance with Council policies ensures crossings are functional and safe while minimising conflicts with public assets.

This framework promotes safe and functional access to properties while protecting public infrastructure and maintaining clear accountability.

The diagrams below provide a visual representation of the responsibilities for maintaining vehicle crossing infrastructure associated with private property access. They clearly outline the respective responsibilities of property owners and Council to ensure clarity in asset management and maintenance obligations.

Figure 3

Crossover - Property - Owner Responsibility
Driveway Crossing including Headwall - Property Owner's Responsibility
Drainage - Council Responsibility

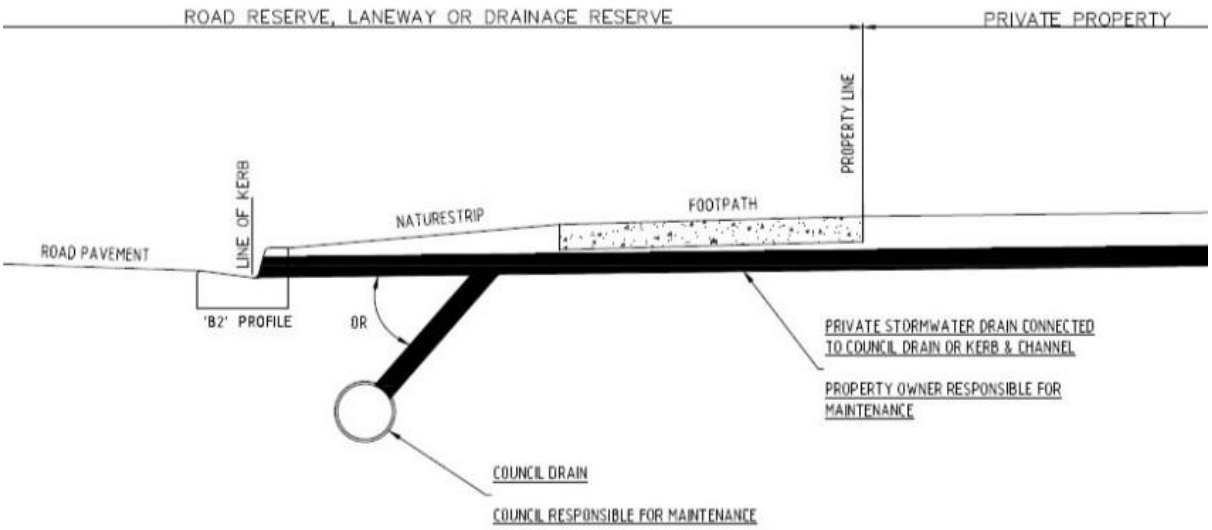


DIAGRAM – OPERATIONAL RESPONSIBILITY FOR VEHICLE CROSSINGS

TYPICAL VEHICLE CROSSING DIAGRAM

5 Service Levels for Road Infrastructure and Road Related Infrastructure

The **Levels of Service** framework for Council outlines the standards and expectations for managing road-related infrastructure. These service levels serve as benchmarks for performance and resource allocation.

5.1 Definition of Levels of Service

A Level of Service (LoS) is the defined quality of a service or activity (eg road pavements, footpaths) that guides how performance is measured. The LoS framework addresses:

- **Quality:** The standard of condition and usability.
- **Quantity:** The extent or coverage of the service.
- **Reliability:** Consistency and dependability of the service.
- **Responsiveness:** The timeliness of addressing issues or complaints.
- **Environmental Issues**: Sustainability and environmental impact.
- **Cost:** Resource and financial considerations.

5.2 Asset of Service Levels

Five elements are taken into account when determining appropriate levels of service for the road network. These are:

- Community expectations;
- Technical standards;
- Organisational capacity;
- Performance measures and targets;
- Safety of road and footpath users.

5.3 Application for LoS in RMP

The Road Management Plan (RMP) includes schedules defining specific service levels for road-related infrastructure, such as:

- Inspection intervals for roads and associated infrastructure.
- Maintenance response times are based on defect severity.
- Standards for new construction and upgrades.

5.4 Purpose and Benefits of LoS

Alignment with Community Needs: Balances public expectations with operational realities.

Resource Efficiency: Directs resources toward prioritised areas to achieve sustainable outcomes.
Performance Measurement: Provides benchmarks to evaluate the effectiveness and quality of services.

Safety Assurance: Ensures safe passage across the road network, reducing risks for all users.

By clearly defining both community and technical service levels, Council ensures a transparent and accountable approach to infrastructure management, catering to both user satisfaction and operational sustainability.

5.5 Customer Expectations

Council conducts customer research to better understand transport needs and satisfaction levels, using a variety of methods to gather feedback and insights. This research helps to inform Council's approach to infrastructure management and service delivery.

5.5.1 Customer Research Methods

Direct Engagement:

- Includes received letters, phone calls and other one-on-one interactions.
- Allows for personal feedback on specific issues or services.

State-Facilitated Annual Community Satisfaction Survey:

- Measures overall satisfaction with Council services, including transport infrastructure.
- Provides a broad snapshot of community sentiment.
- Does not delve into desired service levels or underlying reasons for satisfaction or dissatisfaction.

Corporate Customer Request System Analysis:

- Tracks the type and nature of customer requests related to transport and road infrastructure.
- Identifies common issues, recurring themes and areas requiring attention.

5.5.2 Incorporating Community Feedback

Annual Customer Survey:

Offers insight into general perceptions of service performance but is not specifically tied to levels of service.

Consultation Processes:

Feedback from community consultations (e.g., during reviews of the Road Management Plan or township network movement studies) provides targeted input on asset performance and community needs.

5.5.3 Impact of Customer Research on Asset Management

Understanding Asset Performance:
Feedback helps identify whether infrastructure meets community expectations and operational standards.

Informed Decision-Making:
Enables the Council to prioritise improvements and allocate resources more effectively.

Community-Centric Approach:
Ensures that service delivery aligns with resident needs and concerns.

By combining broad satisfaction surveys, detailed customer request analysis, and targeted consultations, Council builds a well-rounded understanding of transport needs and incorporates community input into its asset management practices.

5.6 Customer Requests System

Council employs a **Customer Request Management System (CRMS)** to manage and respond to community complaints, requests and enquiries regarding road and pathway infrastructure. The system ensures a structured, timely, and effective resolution process aligned with Council's Customer Service Charter.

5.6.1 Key Features of the CRMS Process

Categorisation of Requests:
Each request is categorised by problem type and location to ensure accurate recording and appropriate action.

Response and Rectification:
Requests are addressed in accordance with the response times detailed in the Customer Service Charter and inspection schedules of the Road Management Plan (RMP).

When a defect exceeds intervention levels:

- The officer arranges for a rectification or a temporary repair.
- Warning devices (eg signs, bollards) are used to alert road users and pedestrians to hazards until repairs are complete.

Handling Out-of-Scope Requests:
Requests outside Council's responsibility are referred to the relevant authority (eg VicRoads, utility providers).

- The requester is informed of the referral.
- Council may adopt an advocacy role, supporting the request to ensure it is addressed appropriately by the authority responsible.

Commitment to Timely Responses:
All requests are responded to within the allocated time frames, ensuring accountability and maintaining public trust.

5.7 Intervention Levels

Intervention Levels are a critical component of Council's asset management framework, as they guide decision-making on when maintenance works must be performed. These levels align with the defined service levels, ensuring efficient, transparent, and prioritised infrastructure management.

5.7.1 Key Functions of Intervention Levels

Trigger Points for Maintenance:

- Intervention levels define specific thresholds for defects (eg cracks, potholes, uneven surfaces) that necessitate action.
- Maintenance is mandated when defects reach or exceed these levels, ensuring infrastructure remains safe and functional.

Optional Treatment of Below-Level Defects:

Defects below intervention levels may still be addressed if resources permit, especially when:

- Cost Savings: Early treatment may avoid expensive future repairs.
- Service Levels: Untreated defects could lead to accessibility issues, significant inconvenience

or degraded service.

- Risk Mitigation: Addressing potential issues proactively reduces the likelihood of escalation.

Risk-Based Prioritisation:

- Intervention levels allow Council to organise maintenance on a risk priority basis, directing resources where they are most urgently needed.
- This ensures that high-risk or high-impact defects are resolved first.

5.7.2 Benefits of Defined Intervention Levels

Transparency and Consistency:

- Clear criteria provide logical and fair reasons for why certain defects are prioritised for maintenance while others are deferred.
- Enhances community understanding and trust in Council processes.

Resource Efficiency:

- Helps optimise the use of available resources by focusing efforts on critical issues.

Cost Management:

- Proactive intervention reduces the risk of costlier repairs in the future.

Service Quality Assurance:

- Supports the provision of reliable infrastructure by maintaining minimum service standards.

5.8 Performance Standards

Defined intervention levels form a cornerstone of the Road Management Plan (RMP), ensuring Council's road and pathway network is maintained to safe and functional standards. These intervention levels are documented in detail in Performance Standards of the RMP. This structured approach allows Council to balance community expectations, safety considerations and resource limitations while providing consistent service delivery.

5.8.1 Objectives of Performance Standards

Ensure Public Safety:

Achieved through:

- Regular Scheduled Inspections: Periodic checks to identify and address defects.
- Hazard Responsiveness: Timely action on reported hazards, including emergencies like motor vehicle accidents.
- Focuses on mitigating risks to pedestrians, cyclists and drivers.

Protect Road Infrastructure Assets:

Achieved by:

- Planned Maintenance and Repairs: Proactive measures to prevent further deterioration and ensure optimal use.

- Preservation of Asset Value: Extends the lifespan of infrastructure, supporting the delivery of road transport services at the lowest cost to the community.

Provide Statutory Protection:

- Ensures Council maintains appropriate protection against civil liability claims by demonstrating adherence to established performance standards within the limits of available resources.

The standards for inspection frequencies and maintenance priorities are based on:

- Risk Assessment: Focuses on the likelihood and impact of defects.
- Resource Availability: Ensures that performance standards align with what is feasible within Council's capacity.
- Road and Footpath Hierarchy: Inspection priorities depend on the type of road or pathway (eg higher priority for arterial roads or pathways with heavy pedestrian use).
- Road User Responsibility: Acknowledges that road users have a duty to exercise reasonable care for their own safety, complementing Council's efforts.

5.9 Inspection Schedules

The inspection schedules for Council's road network is designed to balance **proactive planning** and **reactive responsiveness**, ensuring safety, functionality and asset preservation. Inspections fall into three key categories, each serving a distinct purpose:

5.9.1 Reactive Inspections

Purpose:

Address issues raised through customer requests or complaints about defective or hazardous infrastructure.

Process:

- Conducted by suitably qualified officers.
- Focused on defects or hazards posing immediate risks to public safety.

Outcome:

- Prompt action to rectify hazards, typically exceeding intervention levels.
- May include temporary repairs or hazard mitigation until permanent solutions are implemented.

5.9.2 Proactive Maintenance Inspections

Purpose: Identify and address defects before they escalate, preserving asset functionality and lifespan.

Process:

- Routine maintenance inspections are conducted systematically across the road and footpath network.
- Guided by the functional hierarchies (Tables 2 and 3) and the corresponding performance standards.

Outcome:

- Scheduling of maintenance works for defects exceeding intervention levels.
- Help minimise long-term repair costs and ensure consistent service quality.

5.9.3 Condition Surveys

Purpose: Assess the overall state of road assets to inform long-term asset management and renewal planning.

Process:

- Cyclical surveys conducted by qualified officers.
- Provides data on infrastructure conditions across the network.

Outcome: Results are used to:

- Program cyclical maintenance activities.
- Prioritise asset renewal projects as part of the Road Asset Management Plan (RAMP)

Asset renewals are subject to Council's budget resources and competing priorities.

5.10 Routine Maintenance Schedules

Council's approach to routine maintenance ensures the infrastructure is managed efficiently and aligned with the established Performance Standards.

5.10.1 Routine Maintenance Framework

Guidance: Maintenance work is carried out according to:

- **Inspection Frequencies:** Ensuring timely identification of issues.
- **Intervention Levels:** Addressing defects that meet or exceed trigger thresholds.
- **Time:** Ensuring prompt action based on urgency and risk.

Resource Allocation:

- **In-House Resources**: The majority of routine maintenance activities are handled by Council's internal teams, ensuring consistent quality and adherence to standards.
- **External Resources:** Specific tasks, such as vegetation control and line marking, are delivered through a mix of internal capabilities and external contractors.

This approach provides flexibility, enabling access to specialized expertise and equipment as needed.

5.11 Schedules

This section of the Road Management Plan (RMP) establishes the performance standards that guide the management and maintenance of roads, pathways and ancillary infrastructure within Council's area. These standards ensure consistency, efficiency and safety in service delivery.

There are five (5) schedules. They are:

- Schedule 1: Sealed Roads and Parking Bays (excluding bridge sub and super structures)
- Schedule 2: Unsealed Roads (excluding bridge sub and super structures)
- Schedule 3: Urban Streets
- Schedule 4: Signs and Guardrails
- Schedule 5: Vegetation Management

The performance standards schedules for roads, pathways and ancillary areas are detailed in ***Appendix A-E*** of the Road Management Plan (RMP). These schedules provide specific, actionable guidelines to support the operational functions and objectives outlined in the plan.

These schedules serve to:

- Provide clarity and details on operational standards.
- Ensure consistency in decision-making and maintenance activities.
- Allow for easy references and application by Council staff and stakeholders.

These schedules are critical for translating the RMP's overarching objectives into practical, day-to-day management of Council's transport infrastructure.

The operational functions covered in the five schedules are:

Inspection Frequencies:

- Define how often roads, pathways, and ancillary assets are inspected.

Inspection schedules are determined by:

- The functional hierarchy of the asset.
- Risk factors, such as traffic volume or pedestrian use.

Defect Intervention Levels:

- Specify the thresholds (eg size, severity) at which defects must be addressed.

Help prioritise maintenance and repairs based on:

- Public safety.
- Preservation of asset integrity.
- Cost-efficiency.

5.12 Emergency Response Time

Works arising from emergency incidents will be actioned immediately as resources allow to ensure the safety of road users and the public.

Emergency works may include:

- Traffic incident management
- Tree over road
- Blocked pits
- Dead animals
- Responses to natural disasters such as fires, floods, and storms
- Spillages or other hazardous conditions
- Assistance required under the **Victorian State Emergency Response Plan** and the **Municipal Emergency Management Plan (MEMP)**.

This clarification ensures that all parties understand their roles and responsibilities in maintaining public safety and managing infrastructure during emergency situations.

6 Force Majeure - Exceptional Circumstances

Council's Road Management Plan (RMP) includes provisions for circumstances where compliance with the RMP may be impacted due to uncontrollable events, such as natural disasters (fires, floods), funding limitations, or staffing shortages. Under these conditions, Council relies on Section 83 of the *Victorian Wrongs Act 1958*, which allows the Chief Executive Officer (CEO) or a delegated officer to temporarily suspend adherence to the RMP's standards and response times. This decision is guided by the assessment of Council's financial resources, staffing availability, and other critical priorities.

When such a suspension is necessary, the CEO will notify the officer responsible for the RMP, detailing which aspects of the plan will be paused. Once the situation improves, the CEO will again communicate with the relevant officer to specify the reactivation timeline for any previously suspended sections of the RMP. This flexibility helps Council to responsibly allocate resources during emergencies while maintaining a commitment to safety and infrastructure management.

Council will inform the public when significant disruptions affect scheduled inspections or services, especially in instances when Road Management Plan (RMP) activities are paused due to force majeure.

7 Monitoring and Review

7.1 Timeframe for RMP Review

Under the Local Government Act 1989, Victorian councils were required to review their Council Plan within six months after each general election or by June 30 of the following year, whichever was later. This allowed councils to re-evaluate their goals, priorities and resources in alignment with the newly elected Council objectives.

The 2020 revision of the Local Government Act changed these requirements. According to Section 90(3) of the Local Government Act 2020, councils now must complete their Council Plan review by October 31 in the year following a general election. This change offers a streamlined approach, setting a clear deadline that allows councils to better plan, consult and prepare their Council Plans by providing additional time for thorough development and community engagement following an election.

The update emphasises the importance of councils establishing strategic direction promptly while aligning with evolving governance standards and community expectations.

7.2 Amendments to the RMP

When Council proposes amendments to the Road Management Plan that affect standards of construction, inspection, maintenance, or repair, it must notify the public by publishing a notice. This notice must explain the amendment's purpose, the affected areas, where to inspect the proposal, and allow the public at least 28 days to submit feedback. It is to be published in the Government Gazette and a widely circulated local newspaper and may be sent to individuals likely impacted by the change.

However, notice is not required if:

1. The Chief Executive Officer (CEO) certifies that the amendment raises existing standards, such as increasing inspection frequency or reducing repair time.
2. The CEO certifies that the amendment applies only to new or reclassified roads, or roads newly designated as public.
3. The amendment only involves administrative adjustments, like a road name change or change in road status.

Amendments to the RMP will take effect once adopted by Council.

Appendix A – Schedule 1 – Sealed Roads and Parking Bays

Schedule 1 details the inspection frequencies and intervention levels and response times for the maintenance of all sealed roads and parking bays (including road related infrastructure associated with bridges but excluding bridge sub and super structures).

Sealed Roads and Parking Bays

All sealed roads and parking bays for which Macedon Ranges Shire Council is responsible will be inspected in accordance with the specified frequency in the table below:

Road Category	Inspection Frequency
1	Every Month
2	Every 2 Months
3	Every 6 Months

If a road category/hierarchy described earlier in this document does not appear in the schedules, then inspection and maintenance of the asset will be performed on a reactive basis or in accordance with the appropriate written agreement.

Quality of Work/Service

All personnel engaged to undertake inspections, and work must be suitably trained and have the appropriate experience to perform the tasks specified.

Quality Standards

All work must be carried out in accordance with Council's standards and procedures.

Schedule 1, Table 1.1 Intervention Criteria for Sealed Roads and Parking Bays

The following requirements are to apply.

					DEFECT TREATMENT TIME *(from the time of notification)*		
ITEM	**NO.**	**ACTIVITY**	**INTERVENTION LEVEL**	*** REACTIVE INSPECTION**	**CATEGORY 1**	**CATEGORY 2**	**CATEGORY 3**
Potholes	1.1	Repair potholes on the road surface.	Any pothole > 300mm diameter and > 100mm deep.	Within 5 business days of being notified.	10 business days	14 business days	20 business days
Edge Repairs	1.2	Repair edge break on sealed road surface	Any edge break >100mm into the road seal for a distance >1 meter and >100mm deep	Within 5 business days of being notified.	15 business days	15 business days	20 business days
Pavement Failure	1.3	Repair failure and deformation of the pavement.	Failure or deformation is > 100mm when measured under a 2.0m straight edge.	Within 5 business days of being notified.	15 business days	15 business days	20 business days
Pavement Sweeping	1.4	Removal of loose aggregate on sealed surfaces.	A buildup of loose material in excess of 50mm.	Within 5 business days of being notified.	15 business days	15 business days	20 business days
Edge Drop Offs	1.5	Reinstatement of edge drops that occur along the interface of a bituminous surface and the road shoulder / verge.	When drop-offs of > 100mm occur for continuous lengths of > 10m.	Within 5 business days of being notified.	15 business days	15 business days	20 business days
Shoulder Maintenance	1.6	Repair pothole in the road shoulder.	Any pothole > 300mm diameter and > 100mm depth	Within 5 business days of being notified.	15 business days	15 business days	20 business days
Shoulder Maintenance	1.7	Repair scours in the road shoulder	Any scour > 150mm width, > 150mm depth and > 1.2m length	Within 5 business days of being notified.	15 business days	15 business days	20 business days

					DEFECT TREATMENT TIME *(from the time of notification)*		
ITEM	**NO.**	**ACTIVITY**	**INTERVENTION LEVEL**	*** REACTIVE INSPECTION**	**CATEGORY 1**	**CATEGORY 2**	**CATEGORY 3**
Shoulder Maintenance	1.8	Repair corrugations in the road shoulder	Any corrugations > 150mm width and > 75mm depth.	Within 5 business days of being notified.	15 business days	20 business days	30 business day
Bleeding Roads	1.9	Spreading of grit over spray seals with excess bitumen bleeding. (Typically occurs during very high temperatures)	Vehicle types start to 'pick up' bitumen, resulting in the loss of seal integrity.	Within Business 3 business days of being notified.	10 business days	10 business days	14 business days
Open/Table Drains	1.10	Maintain drains which run generally parallel to the road or adjacent to the road and drain water from the road surface and adjoining slopes.	Where water is encroaching road at a depth > 50mm and >1m wide over 1.2m distance	Within 5 business days of being notified.	15 business days	20 business days	30 business day

***** High risk situations/interventions are subject to risk assessment subject to the Road Management Plan and will be assessed on a case-by-case basis

Appendix B – Schedule 2 – Unsealed Roads

Schedule 2 details the inspection frequencies and intervention levels and response times for maintenance of all unsealed roads (including road related infrastructure associated with bridges but excluding bridge sub and super structures) for which Macedon Ranges Shire Council is responsible.

Unsealed Road Grading/Pothole Patching/Ripping

Unsealed roads that are subject to the Road Management Plan must be inspected in accordance with the specified frequency in the table below:

Road Category	Minimum Inspection Frequency
4	Every 4 Months
5	Annually
6	Annually

If a road category/hierarchy described earlier in this document does not appear in the schedules, then inspection and maintenance of the asset will be performed on a reactive basis or in accordance with the appropriate written agreement.

Quality of Work/Service

All personnel engaged to undertake inspections and work must be suitably trained and have the appropriate experience to perform the tasks specified.

Quality Standards

All work must be carried out in accordance with Council's standards and procedures.

Schedule 2, Table 2.1 Intervention Criteria for Unsealed Roads

The following requirements are to apply:

					DEFECT TREATMENT TIME *(from the time of notification)*		
ITEM	**NO.**	**ACTIVITY**	**INTERVENTION LEVEL**	*** REACTIVE INSPECTION**	**CATEGORY 4**	**CATEGORY 5**	**CATEGORY 6**
Unsealed Road Maintenance	2.1	Grading of unsealed surface.	Potholes > 600mm diameter and 125mm deep.	Within 5 business days of being notified	28 business days	36 business days	42 business days
Unsealed Road Maintenance	2.2	Grading of unsealed surface.	Corrugations > 50mm deep and over 100m long.	Within 5 business days of being notified	28 business days	36 business days	42 business days
Unsealed Road Maintenance	2.3	Grading of unsealed surface.	Scours > 150mm depth and 150mm wide and over 50m long (longitude) and 150mm depth and 150mm wide over 2.0m (traverse)	Within 5 business days of being notified	28 business days	36 business days	42 business days
Unsealed Road Maintenance	2.4	Grading of unsealed surface.	Loose Material shall not exceed 100mm in depth in the carriageway over 50m or intersection >4m2	Within 5 business days of being notified	28 business days	36 business days	42 business days
Open/Table Drains	2.5	Maintain drains which run generally parallel to the road or adjacent to the road and drain water from the road surface and adjoining slopes.	Where water is pooling or and encroaching carriageway at a depth >50mm and >1.0m wide over 1.2m distance	Within 5 business days of being notified	28 business days	36 business days	42 business days

***** High risk situations/interventions are subject to risk assessment subject to the Road Management Plan and will be assessed on a case-by-case basis

Appendix C – Schedule 3 -Urban Streets

Schedule 3 details the inspection frequencies and intervention levels and response times for all:

- Drainage pits (including cleaning)
- Footpaths, shared paths and bicycle paths and
- Kerb and channel.

Drainage Pits

Drainage pits within road reserves that are subject to the Road Management Plan will be inspected in accordance with the specified frequency in the table below:

Road Category	Minimum Inspection Frequency
1,2,3,4,5, and 6	Annually

Footpaths, Shared Paths and Bicycle paths

Footpaths and bicycle paths that are subject to the Road Management Plan will be inspected in accordance with the specified frequency in the table below:

Pathway Category	Minimum Inspection Frequency
1 (High)	Every 2 Months
2 (Moderate)	Every 6 months
3 (low)	Annually

If a pathway category/hierarchy described earlier in this document does not appear in the schedules, then inspection and maintenance of the asset will be performed on a reactive basis or in accordance with the appropriate written agreement.

Kerb and Channel

Kerb and channel (including median kerb) that are subject to the Road Management Plan will be inspected in accordance with the specified frequency in the table below. Median kerbs are inspected annually.

Footpath Category	Minimum Inspection Frequency (per annum)
1	Every 2 Months
2	Every 6 months
3	Annually

Quality of Work/Service

All personnel engaged to undertake inspections, and work must be suitably trained and have the appropriate experience to perform the tasks specified.

Quality Standards

All work must be carried out in accordance with Council's standards and procedures.

Schedule 3, Table 3.1 Intervention Criteria for Urban Streets

The following requirements are to apply.

ITEM	NO.	ACTIVITY	INTERVENTION LEVEL	* REACTIVE INSPECTION	DEFECT TREATMENT TIME *(from the time of notification)*
Drainage Pits	3.2	Repair and maintenance of pit lids and/or surrounds within road infrastructure	Missing pit lids, surrounds or grates in pedestrian areas or traffic lanes. Damaged Council drainage pit lids (such that they are potentially structurally unsound)	Within 5 business days of being notified	5 business days
Footpaths, Shared Paths and Bicycle Paths	3.3	Repair / rectify pedestrian area with displacement.	Displacement > 20mm	Within 5 business days of being notified	20 business days
Kerb and Channel	3.4	Repair and maintenance of kerb and channel.	1. Kerb and Channel (***Concrete***): broken or heaved 75mm vertically, 2. Kerb and Channel (***Bluestone and Pavers***): broken or heaved 100mm vertically, and to the extent of preventing the free flow of water.	Within 5 business days of being notified	90 business days

***** High risk situations/interventions are subject to risk assessment subject to the Road Management Plan and will be assessed on a case-by-case basis

[redacted]

Appendix D – Schedule 4 – Signs, Linemarking, Guideposts and Guardrails

Schedule 4 details the inspection frequencies and intervention levels and response times for maintenance of all regulatory and traffic advisory signs, linemarking and guardrails on road reserves within and under the control of the Municipality, including:

- Directional signs
- Traffic signs
- Hazard and flood markers
- Speed, Regulatory and Warning signs
- Centre line and edge lines
- Statutory Control lines and School Crossings
- Guideposts
- Guardrails

Signs, Guardrails and Guideposts

Signs, linemarking, guardrails and guideposts that are subject to the Road Management Plan will be inspected in accordance with the specified frequency in the table below:

Signs and Guardrails

Road Category	Minimum Inspection Frequency
1,2,3,4,5 and 6	Annually

Linemarking

Road Category	Minimum Inspection Frequency
1,2,3	Annually

Guidepost Repair/Replacement

Guideposts that are subject to the Road Management Plan will be inspected in accordance with the specified frequency in the table below:

Road Category	Minimum Inspection Frequency
1	Annually
2	Annually
3	Annually
4	Every 2 years
5	Every 2 years
6	Every 2 years

Quality of Work/Service

All personnel engaged to undertake inspections, and work must be suitably trained and have the appropriate experience to perform the tasks specified.

Quality Standards

All work must be carried out in accordance with Council's standards and procedures.

Schedule 4, Table 4.1 Intervention Criteria for Signs, Linemarking, Guideposts and Guardrails

The following requirements are to apply.

					DEFECT TREATMENT TIME *(from the time of notification)*					
ITEM	**NO.**	**ACTIVITY**	**INTERVENTION LEVEL**	*** REACTIVE INSPECTION**	**CATEGORY 1**	**CATEGORY 2**	**CATEGORY 3**	**CATEGORY 4**	**CATEGORY 5**	**CATEGORY 6**
Regulatory and Warning Signs	4.1	Replace or repair illegible or missing regulatory and warning signs.	Regulatory or warning signs are missing or illegible making them substantially ineffective.	Within 5 business days of being notified	30 business days	30 business days	30 business days	30 business days	30 business days	30 business days
Line marking of roads and pavements.	4.2	Line marking of all lines and pavement markings on sealed surfaces.	Missing or illegible line marking.	Within 5 business days of being notified	30 business days	30 business days	30 business days	N/A	N/A	N/A
Guardrail	4.3	Realign, repair or replace guardrail, posts and associated hardware	Guardrail that is missing or damaged making the section substantially ineffective.	Within 5 business days of being notified	90 business days	90 business days	90 business days	90 business days	90 business days	90 business days
Guidepost Repair/Replacement	4.4	Replacement of broken or missing guideposts	Guideposts are non-functional or missing	Within 5 business days of being notified	30 business days	30 business days	30 business days	30 business days	30 business days	42 business days

Appendix E – Schedule 5 – Trees and Vegetation

Schedule 5 details the inspection frequencies and intervention levels and response times for all:

- Tree and vegetation encroaching into clear zone envelopes of Sealed and Unsealed roads
- Tree and vegetation encroaching into clear zone envelopes of footpaths, shared paths and bicycle paths
- Safety lines
- Vegetation obstructs clear vision of regulatory or warning signs.

Trees and Vegetation - Roads Trees and vegetation within road reserves that are subject to the Road Management Plan will be inspected in accordance with the specified frequency in the table below:

Road Category	Minimum Inspection Frequency
1, 2 and 3	Every 4 Years
4, 5 and 6	Currently not inspected

Trees and Vegetation - Footpaths, Shared Paths and Bicycle paths

Footpaths and bicycle paths that are subject to the Road Management Plan will be inspected in accordance with the specified frequency in the table below:

Pathway Category	Minimum Inspection Frequency
1 (High)	Every 2 Months
2 (Moderate)	Every 6 months
3 (Low)	Annually

*These inspections are carried out as part of footpath inspections.

Roadside Vegetation

Roadside vegetation outside of the road envelope is addressed in Council's Roadside Conservation Management Plan 2021.

Quality of Work/Service

All personnel engaged to undertake inspections, and work must be suitably trained and have the appropriate experience to perform the specified tasks.

Quality Standards

All work must be carried out in accordance with Council's standards and procedures. Schedule 5, Table 5.1 Intervention Criteria for Tree and Vegetation Management

The following requirements are to apply.

					DEFECT TREATMENT TIME *(from the time of notification)*		
ITEM	**NO.**	**ACTIVITY**	**INTERVENTION LEVEL**	*** REACTIVE INSPECTION**	**CATEGORY 1**	**CATEGORY 2**	**CATEGORY 3**
Vegetation Management	5.1	Removal and/or trimming back of vegetation to allow clear access by vehicles along the carriageway	Vegetation to be kept clear in the following space: <u>Category 1 Roads:</u> Vegetation clearance to be kept > 5.0m height over the road surface for the trafficable width. <u>Category 2 Roads:</u> Vegetation clearance to be kept > 5.0m height over the road surface for the trafficable width. <u>Category 3 Roads:</u> Vegetation clearance to be kept > 4.0m height for emergency vehicle clearance	Within 5 business days of being notified	14 business days	28 business days	42 business days
Roadside Vegetation	5.2	Mowing / trimming of vegetation on roadsides, verges and park lands	Trees, shrubs or grasses that have grown to restrict design sight distance to intersections or restrict viewing of regulatory or warning signs.	Within 5 business days of being notified	14 business days	30 business days	48 business days

***** High risk situations/interventions are subject to risk assessment subject to the Road Management Plan and will be assessed on a case-by-case basis

					DEFECT TREATMENT TIME *(from the time of notification)*		
ITEM	**NO**	**ACTIVITY**	**INTERVENTION LEVEL**	**REACTIVE INSPECTION**	**CATEGORY 4**	**CATEGORY 5**	**CATEGORY 6**
Vegetation Management	5.3	Removal and/or trimming back of vegetation to allow clear access by vehicles.	Category 4 and 5 Roads – Vegetation clearance to be kept > 5.0m height over the road surface for the trafficable width. For all other roads including Category 6 and (FAT) vegetation clearance to be kept > 4.0m height over the trafficable width.	Within 5 business days of being notified	28 business days	36 business days	42 business days
Roadside Vegetation	5.4	Mowing / trimming of vegetation on roadsides, verges and park lands	Trees, shrubs or grasses that have grown to restrict design sight distance to intersections or restrict viewing of regulatory or warning signs.	Within 5 business days of being notified	28 business days	36 business days	42 business days

***** High risk situations/interventions are subject to risk assessment subject to the Road Management Plan and will be assessed on a case-by-case basis

ITEM	NO	ACTIVITY	INTERVENTION LEVEL	REACTIVE INSPECTION	
Footpaths, Shared Paths and Bicycle Paths	5.5	Remove overhanging or encroaching vegetation	Overhanging vegetation lower than 3.0m above the path or affecting clearance envelope of the path restricting pedestrian passage to < 2.5m.	Within 5 business days of being notified	20 business days

Appendix F – Amendments to Road Management Plan

The following amendments have been incorporated in this round of the RMP review.

Section in Previous RMP	Description of the Amendment	Section in Current RMP
Structure of the RMP (Table of Contents)	The structure of the Road Management Plan (RMP) was revised to enhance readability and flow, allowing readers to understand its contents more easily. This approach supports a clearer organization and logical progression, ensuring the key information and responsibilities are conveyed effectively.	See new Table of Contents
Not Applicable	The new Chapter 2: Strategic Framework has been developed to establish a clear "line of sight" between the Council Plan and key Asset Management (AM) documents. This addition highlights how the Road Management Plan aligns with broader Council objectives, showing how specific actions within the RMP contribute to overarching Council goals. It also incorporates details about the Asset Management Policy and Strategy, underscoring their roles in guiding asset management principles, setting objectives, and driving consistent practices across Council operations. This alignment helps ensure that the RMP not only meets operational needs but also supports Council's strategic directions.	Chapter 2
Access to Private Property	A new diagram has been included in the document to visually clarify Council's responsibilities in ensuring access to rural properties with pipes driveway crossovers. This diagram highlights the roles and boundaries of Council's involvement in maintaining rural road access, which is crucial for supporting property connectivity, emergency response, and local transport needs. It serves as a straightforward reference for understanding the extent and limits of Council's maintenance obligations, providing stakeholders with a clear visual representation of these responsibilities.	See 3.11

Reactive Inspection Time: notified within 3 business days of being notified	The reactive inspection timeframe has been adjusted from three days to five days. This change allows for better resource allocation and management without disrupting other day-to-day operational activities. Extending the timeframe provides flexibility for the team to handle inspections more efficiently, improving overall workflow while still meeting service standards. This update balances operational needs with the quality-of-service delivery, ensuring that response efforts remain effective, and resources are optimally utilized.	Reactive Inspection Time: notified within 5 business days of being notified
Inspection Frequency-Sealed Road and Parking Bays - Category 1	The inspection frequency has been revised from six inspections to twelve inspections annually, aligning with the current inspection frequency for Category 1 - Sealed Roads and Parking Bays. This adjustment reflects a higher level of service, ensuring these essential public assets are monitored more frequently. The increase in inspection frequency allows for earlier identification and response to potential issues, contributing to enhanced safety, improved road and parking quality, and greater customer satisfaction. This proactive approach highlights the Council's commitment to maintaining high standards in managing critical infrastructure assets.	Inspection Frequency-Sealed Road and Parking Bays - Category 1
Inspection Frequency-Sealed Road and Parking Bays - Category 2	The inspection frequency has been revised from three inspections to six inspections annually, aligning with the current inspection frequency for Category 2 - Sealed Roads and Parking Bays. This adjustment reflects a higher level of service, ensuring these essential public assets are monitored more frequently. The increase in inspection frequency allows for earlier identification and response to potential issues, contributing to enhanced safety, improved road and parking quality, and greater customer satisfaction. This proactive approach highlights the Council's commitment to maintaining high standards in managing critical infrastructure assets.	Inspection Frequency-Sealed Road and Parking Bays - Category 2
Intervention Level: Schedule 3: Urban Streets; Footpaths, Shared Paths, and Bicycle Paths	The intervention level has been lowered from 25mm to 20mm to enhance the level of service for pathway maintenance. This adjustment aims to improve pathway quality, leading to higher customer satisfaction by proactively addressing trip and fall hazards. The reduced intervention threshold means that smaller surface irregularities will now prompt maintenance action, reducing the frequency of customer requests related to pathway safety and enhancing overall public safety and usability. This proactive measure supports a safer pedestrian environment and demonstrates a commitment to maintaining high standards in community infrastructure.	Intervention Level: Schedule 3: Urban Streets; Footpaths, Shared Paths, and Bicycle Paths

Defect Treatment Time: Schedule 3: Urban Streets: Kerb & Channel	The defect treatment time for Kerb & Channel has been adjusted from 30 days to 90 days, allowing for more efficient resource allocation and reducing disruption to ongoing operational activities. This change helps streamline priority management, ensuring that critical tasks and urgent maintenance receive the necessary focus while still addressing Kerb & Channel defects within a manageable timeframe. By extending this timeframe, the department can plan and allocate resources more effectively, maintaining overall operational efficiency and stability in service provision.	Defect Treatment Time: Schedule 3: Urban Streets: Kerb & Channel
Intervention Level: Schedule 3: Urban Streets: Kerb & Channel	The following clarification has been added to address different intervention levels based on the material. 1. Kerb & Channel (Concrete): broken or heaved 75mm vertically, 2. Kerb & Channel (Bluestone and Pavers): broken or heaved 100mm vertically, and to the extent of preventing the free flow of water.	Intervention Level: Schedule 3: Urban Streets: Kerb & Channel
Inspection Frequency: Schedule 3: Urban Streets: Kerb & Channel	The inspection frequency has been updated from "Reactive" to "Annually" to ensure a higher level of service and proactive maintenance of assets. This change aims to address potential issues before they escalate, improving overall safety and reliability.	Inspection Frequency: Schedule 3: Urban Streets: Kerb & Channel
Defect Treatment Time: Schedule 3: Urban Streets: Drainage Pits	The defect treatment time for Drainage Pits *"Missing pit lids, surrounds or grates in pedestrian areas or traffic lanes and Damaged Council drainage pit lids (such that they are potentially structurally unsound)"* has been reduced from 30 days to 5 business days due to the nature of these defects and the significant risk they pose to pedestrians and vehicles.	Defect Treatment Time: Schedule 3: Urban Streets: Drainage Pits
Defect Treatment Time: Schedule 3: Urban Streets: Footpaths, Shared Paths, and Bicycle Paths	The defect treatment time for Footpaths, Shared Paths, and Bicycle Paths *"Displacement > 25mm"* has been reduced from 30 days to 20 business days due to the nature of these defects and the significant risk they pose to users.	Defect Treatment Time: Schedule 3: Urban Streets: Footpaths, Shared Paths, and Bicycle Paths

Demand and Growth	Demand and Growth section was excluded from the latest version of the Road Management Plan (RMP) as its focus is not directly relevant to the RMP's objectives. Since the RMP is primarily concerned with current maintenance standards, inspection schedules, and intervention levels, it may be more appropriate to address demand and growth projections in other strategic documents. This streamlining can help keep the RMP focused on immediate management tasks and resource allocation, allowing the document to remain clear and actionable for its intended operational purposes.	Not Applicable
Funding Sources	The Funding Sources section was **excluded** from the updated Road Management Plan (RMP) because it does not directly contribute to the RMP's core purpose. The RMP primarily focuses on the policies, procedures, and standards for managing and maintaining road infrastructure, including inspection schedules, intervention levels, and response times. Funding information, though essential for long-term planning, is typically more aligned with financial or strategic asset management plans rather than operational documents like the RMP. Excluding this section allows the RMP to stay concise and focused on practical, actionable aspects of road management.	Not Applicable
Risk Management Framework	The *Risk Management Framework* section was **removed** from the updated Road Management Plan (RMP) as it was deemed to add limited value. The RMP's primary objective inherently involves managing and minimizing risks through its established processes, guidelines, and standards. By focusing directly on actionable steps—such as inspections, intervention levels, and response times—the RMP effectively serves as a risk management tool in itself. Including a separate Risk Management Framework section was found redundant, as the entire plan's purpose is to mitigate risks associated with road infrastructure, thus rendering a distinct framework unnecessary for the document's overall goals.	Not Applicable
Minimising Risks	The Minimising Risks section was omitted from the updated Road Management Plan (RMP) as it was found to be redundant. The RMP's core function is inherently focused on managing and minimising risks by establishing a structured framework for road maintenance, safety, and response. By setting out clear guidelines for inspections, maintenance standards, and response times, the RMP actively addresses risk management throughout the document. Therefore, a separate Minimising Risks section was deemed unnecessary, as the entire RMP is centred on strategies to minimize risks associated with road infrastructure and safety.	Not Applicable

Exceptional Circumstances	The section title was updated to "Force Majeure - Exceptional Circumstances" to emphasise the Chief Executive Officer's (CEO) authority to partially or fully suspend the Road Management Plan (RMP) in specific, uncontrollable situations. The section's body was also revised to improve clarity and readability, ensuring that readers can easily understand the context and implications. This enhanced version outlines the CEO's power to pause parts of the RMP in response to emergencies or unforeseen circumstances—such as natural disasters, resource limitations, or critical staffing shortages—and specifies the process for reactivating the plan once conditions stabilise. This structure allows for clearer communication of the RMP's flexibility in handling exceptional events while maintaining an organized response approach.	5. Force Majeure - Exceptional Circumstances
Monitoring and Review	A new subsection "Timeframe for RMP Review" was added to clarify the review requirements under both the Local Government Act 1989 and the Local Government Act 2020 enhances the document's comprehensiveness. This will ensure that readers are informed about the statutory obligations for reviewing the Road Management Plan (RMP). The updated subsection clearly documents these key timeframes, helping users understand the legal requirements for RMP reviews and ensuring that the review process aligns with the most recent legislative standards.	6.1 Time frame for RMP Review
Monitoring and Review	A new subsection, "Amendments to the RMP," has been added to provide clarification on when notice is required for proposed amendments to the Road Management Plan (RMP). This addition outlines specific scenarios in which public notice must be issued for changes affecting construction, inspection, maintenance, or repair standards and when such notice can be waived, including cases where amendments increase standards, apply to newly designated roads, or involve administrative adjustments.	6.2 Amendments to the RMP
Not Applicable	Amendments to the Road Management Plan (RMP) that impact construction, inspection, maintenance, or repair activities are documented in Appendix F.	Appendix F - Amendments to Road Management Plan

Not Applicable	The following addition has been made to ensure clarity around responsibilities during emergencies: Emergency and Defect Response Times Works arising from emergency incidents that require immediate action to ensure the safety of road users and the public. Emergency works may include: Traffic incident management. Responses to natural disasters such as fires, floods, and storms. Spillages or other hazardous conditions. Assistance required under the Victorian State Emergency Response Plan and the Municipal Emergency Management Plan (MEMP). This clarification ensures that all parties understand their roles and responsibilities in maintaining public safety and managing infrastructure during emergency situations.	5.12 Emergency Response Time
Not Applicable	The following note was added to clarify Open/Table drain inspections "Note: Open table drains are NOT routinely inspected, adding a defect tracking system in *AssetFinda* would help in monitoring and managing these assets. This could be useful, especially as defects in these drains typically exceed intervention levels and might only become noticeable during storms or heavy rainfall. Integrating this into *AssetFinda* will provide a structured way to track and manage any necessary actions for these drains when they're impacted by weather events, ensuring timely interventions only as needed, without dedicating unnecessary resources to regular inspections. This approach balances proactive monitoring with resource efficiency, especially since the drains are typically only affected under certain conditions."	Appendix A -Schedule 1