



**BOROONDARA**  
*City of Harmony*

# **Road Management Plan**

Version 4 - June 2017

Revision History		
Version	Date	Comment
1	2/7/2007	Adopted by Council
2	7/12/2009	Adopted by Council
3.0	13/5/2013	Draft Plan endorsed by Council for public comment Changes to the plan include: <ul style="list-style-type: none"> <li>• Inclusion of intervention levels and response times</li> <li>• Amending the description of service levels</li> <li>• Inclusion of service levels for signage and drains</li> <li>• Inclusion of service levels for lanes</li> <li>• Inclusion of exceptional circumstances clause</li> <li>• Revision of internal reporting requirements</li> </ul>
3.1	22/7/2013	Draft Plan adopted by Council
4	21/7/2017	Adopted - changes to the plan include: <ul style="list-style-type: none"> <li>• Walkway included in Lane Hierarchy</li> <li>• All lanes to be categorised as high risk zone and "other" category removed</li> <li>• Audit and Review section simplified</li> </ul>

This amended Road Management Plan is made on 21 June 2017 SIGNED BY AND ON BEHALF, AND WITH THE AUTHORITY, of the Boroondara City Council by Bruce Dobson, Director Environment and Infrastructure, in the exercise of a power conferred by the Instrument of Delegation from Council to Council staff dated 27 February 2017



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## 1 Executive Summary

Boroondara City Council is responsible for a wide range of community assets that provide services to the community. These assets include the majority of roads within Boroondara for which Council is the coordinating road authority under the Road Management Act 2004. These roads are listed in Council's Register of Public Roads.

The public road network and the road infrastructure assets that Council is responsible for includes:

- 566 kms of municipal roads
- 1160 kms of paths
- 82 kms of lanes
- 7 road bridges

There are various roads and road infrastructure assets within Boroondara that are not the responsibility of Council. These include freeways, arterial roads, utility infrastructure and some private assets.

The purpose of this Road Management Plan is to outline the management system that will be implemented by Council to inspect, maintain and repair its public roads based on its policy and operational objectives, and having regard to the available resources. It sets out the standards with which Council will discharge its duties in the performance of its road management functions. This is the fourth version of Council's Road Management Plan and it replaces the previous version that was adopted by Council in June 2013.

The levels of service contained in this plan (see Attachment 2) reflect the current levels of service provided by Council within the current funding constraints and taking into consideration the competing priorities of Council. Both scheduled proactive and unscheduled reactive inspections are undertaken on Council's road assets to identify defects or hazards. Where the hazards and defects are above the specified intervention level, remedial works are undertaken.

The systems and processes associated with the performance of the standards contained in this plan are audited to ensure compliance with the specified service levels.

## **2 Introduction**

### **2.1 Purpose**

The purpose of this Road Management Plan is to outline the management system that will be implemented by Council to inspect, maintain and repair its public roads based on its policy and operational objectives, and having regard to the available resources. It sets out the standards with which Council will discharge its duties in the performance of its road management functions.

This Road Management Plan (RMP) has been prepared in accordance with the Road Management Act 2004 and the Code of Practice for Road Management Plans September 2004 and covers all public roads for which Council accepts the management responsibility.

### **2.2 Key Stakeholders**

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

- Pedestrians, including the very young, those with disabilities, and the elderly with restricted mobility;
- Users of a range of miscellaneous smaller, lightweight vehicles such as cyclists, motorised buggies, wheel chairs, prams, etc;
- Vehicle users using motorised vehicles such as trucks, buses, commercial vehicles, cars and motor cycles;
- Emergency agencies (Police, Fire, Ambulance, VICSES);
- Business and commercial operators;
- Traffic & Transportation managers;
- Construction & maintenance personnel who build and maintain asset components;
- Construction & maintenance personnel who build and maintain asset components;
- Utility agencies that utilise the road reserve for their infrastructure (water, sewerage, gas, electricity, telecommunications);
- Council as the responsible Road Authority;
- State & Federal Government departments that periodically provide support funding to assist with management of the road network.

## 2.3 Definitions

**Arterial Roads** - roads that carry significant traffic volumes across the metropolitan area with the coordinating road authority being VicRoads

**Condition inspections** - an inspection to assess the life of an asset

**Coordinating Road Authority** - the road authority that has the overall control and management functions for the whole road reserve

**Council** - Boroondara City Council

**Defect** - a localised failure of an asset that may create a hazard for users, eg a pothole

**Intervention level** - the size at which a defect will be repaired or remediated.

**Lane** - a narrow road typically less than 6 metres in width, usually providing rear or side access to properties

**Level of Service** - the standard at which an asset will be maintained in equal or better condition

**Municipal road** - any road which is not a State road where Council accepts the ongoing management responsibility and that is listed in the Register of Public Roads

**Other roads** - Includes roads on State Reserves and roads on private property, Council is not responsible for these roads

**Path** - includes any footpath, shared path and bicycle path for which Council is the responsible road authority

**Proactive inspection** - an inspection performed as part of a scheduled program

**Public Road Register** - a list of roads within the municipality that Council accepts the responsibility for their ongoing management

**Reactive inspections** - unscheduled inspections performed in response to a customer request or complaint, and ad-hoc inspections undertaken by Council staff

**Remediate** - action to reduce a defect or hazard to below the intervention level

**Response time** - the time taken to repair or remediate a defect following its identification by Council officers or after the notification of the defect to Council by members of the public

**Responsible Road Authority** - a road authority that has the management and maintenance responsibility for all or part of the road or of the assets that are in the road reserve

**Roadside** - any part of the road reservation that is not the road surface or footpath

**Shared path** - a path that is intended for use by both pedestrians and cyclists

### **3 Rights and Responsibilities**

#### **3.1 Register of Public Roads**

A road authority must keep a Register of Public Roads specifying the public roads in respect of which it is the coordinating road authority. The register must contain the name of each public road or a description to identify each unnamed public road that Council accepts the ongoing responsibility to manage. A copy of the Register of Public Roads is available on Council's website. This Road Management Plan applies to the roads, paths and ancillary areas listed in Council's Register of Public Roads.

#### **3.2 Coordinating Road Authority**

Council is the coordinating road authority for municipal roads in Boroondara and VicRoads is the coordinating road authority for arterial roads. However the coordinating road authority may not be responsible for the management and maintenance of all assets in the road reserve. For example, Council is the responsible road authority to manage footpaths and parking signs on arterial roads and VicRoads are the responsible road authority to manage the traffic signs and traffic signals that are installed on the footpath of arterial roads as well as being responsible for the management of the road and kerb. On municipal boundary roads, Council is responsible for half the road. Further information can be found in the Code of Practice Operational Responsibility for Public Roads.

#### **3.3 Council's Assets on the Road Reserve**

Council is responsible for the management of various assets on municipal roads and for some of the assets on other public roads; these include some or all of the following:

- Road surface and base (municipal roads only)
- Kerb and channel (municipal roads only)
- Paths, including footpaths, shared paths and bicycle paths (municipal and arterial roads)
- Bridges and culverts (municipal roads, excluding railway bridges)
- Traffic management devices such as roundabouts, speed humps and pedestrian crossings (municipal roads only)
- Storm water drains (municipal roads and some arterial road drains)
- Street signs and furniture (municipal and arterial roads but not traffic control signs on arterial roads)
- Street trees (municipal and arterial roads)

#### **3.4 Non Council Assets**

Within the road reserve there are various assets that are not the responsibility of Council. These include telecommunications, water and sewerage, electricity, gas and transport infrastructure. The responsibility to manage these assets is outlined in the various Acts that govern the relevant service authorities and agencies that are responsible for these assets.

Street lighting is predominately owned and maintained by the relevant electricity distribution business although Council does pay regulated charges for the street lighting service. Guidance regarding the management and planning of non-Council assets is contained in the Code of Practice for the Management of Infrastructure in Road Reserves.

Other assets that Council does not have the obligation to maintain are:

- Vehicle crossings or driveways between the kerb and the property boundary are the responsibility of the benefitting property owner to construct and maintain, however once constructed Council accepts the responsibility to maintain the footpath section of the crossing within the service levels for paths that are specified in this plan.
- Nature strips between the kerb and the footpath are generally maintained by the abutting property owner.
- Property stormwater or house drains that discharge stormwater from a property into the kerb and channel or into a Council storm water drain, are the responsibility of the benefitting property owner to maintain and renew.

### **3.5 Road Users**

Under the Road Management Act 2004 all road users have a duty of care to use the road in a safe manner and to have regard to the rights of other road users and of the community. A member of the public has the right of passage along a public road, subject to any restrictions, limitations or conditions which may be specified by or under any Act or law.

## **4 Levels of Service**

### **4.1 Current Levels of Service**

The levels of service for the public roads that are the responsibility of Council are detailed in Attachment 2 of this Plan. The levels of service detail the types of defect associated with Council's road assets, the relevant intervention level for each defect type and the response time to repair or remediate those defects above intervention level.

The levels of service inform the community regarding the standards that Council will apply to the management of its road infrastructure. These standards have been developed taking into consideration the strategic objectives of the Council Plan, Best Value Reviews, annual community satisfaction surveys, current practices and the available resources. The levels of service are the minimum standard that will be maintained on Council's public road network.

### **4.2 Asset Hierarchies**

A road hierarchy has been developed for the municipal roads in Boroondara that reflects the relative importance and the level of risk associated with their use. This hierarchy is used to set the relevant service levels for the assets contained within each of the road categories. The road

hierarchy is shown on the map in Attachment 1 and descriptions of each category are detailed in the following table:

<b>Boroondara Road Hierarchy</b>	
<b>Road Categories</b>	<b>Description</b>
Secondary Road	Caters for significant traffic movements across suburbs, typical traffic volumes are greater than 5,000 vehicles per day
Collector Road	Distributes traffic between the local street network and the arterial roads, typical traffic volumes between 5,000 and 2,000 vehicles per day
Local Access Road	Provides the primary access route to individual properties or for traffic movement within a local area, typical traffic volumes are less than 2,000 vehicles per day
Lane Primary Access	Provides primary access to properties, typical traffic volumes are less than 300 vehicles per day
Lane Secondary Access	Provides additional access to the side and/or rear of properties, typical traffic volumes are less than 100 vehicles per day
Walkway	A narrow road reserve containing only a path for pedestrian traffic or pedestrian and bicycle traffic
Unmade Lane	Provides additional access to the side and/or rear of properties, typical traffic volumes are less than 100 vehicles per day, lane surface is unsealed

Generally, the assets located within each of the above road categories are assigned the same service levels. However, in recognition of the importance and varying risk associated with paths, a separate hierarchy was developed for paths. This hierarchy is used to set service levels for paths independently from the road categories and is detailed in the table below:

<b>Boroondara Path Hierarchy</b>	
<b>Path Categories</b>	<b>Description</b>
High Activity	Paths located in or near shopping strips, activity areas and commercial areas, or adjacent to community facilities such as aged care, schools, hospitals, libraries or similar facilities associated with higher risk users.
Low Activity	All other paths

### **4.3 Financial Resources**

The levels of service detailed in this Plan have been developed in consideration of the available financial and staff resources. These resources are considered to be reasonable taking into consideration the many varied and sometimes conflicting priorities of Council. There may be occasions due to unforeseen circumstances that there are insufficient resources to remediate all defects identified at that time. In such circumstances the defects will be prioritised according to their relative risk and the remediation of the defects with a lesser risk may be deferred.

### **4.4 Exceptional Circumstances**

Council will endeavour to meet the levels of service and the standards specified in this plan. However there may be significant events such as major floods, fires or man made disasters that require Council to suspend its compliance with its Road Management Plan.

In such an event the Chief Executive Officer can instruct in writing to the relevant Council staff suspending all or part of timeframes and responses contained in this Plan. When the event has passed, the Chief Executive Officer will write to the relevant Council staff and instruct them to resume all or part of the timeframes and responses.

## **5 Management Systems**

### **5.1 Customer Requests**

Council's Customer Request System manages and records the requests and complaints that are received from the residents and users of Boroondara's roads. The requests are logged into the system and depending on the issue category, the request is directed to the appropriate Council staff for a response. The response may require an inspection and remedial works to be undertaken, which are then recorded against the request. An after hours call out service is maintained to respond to emergency and urgent issues.

### **5.2 Asset Management System**

Council's Asset Management System contains information regarding all the road assets for which Council is responsible. This information includes the asset type, its attributes, location, condition and maintenance responsibility. The system also includes details of all defect and condition inspections undertaken on each asset and any work orders that have been issued. The Customer Requests System automatically creates an inspection request in the asset management system for any issue involving the concern the condition of the road infrastructure and the system provides an audit trail for any work that is subsequently undertaken.

### 5.3 Inspections

Council's management practices for its road assets includes four types of inspection, these are:

- **Reactive inspections** - unscheduled inspections undertaken in response to a customer request or complaint, but also including ad-hoc inspections undertaken by Council staff.
- **Incident inspections** - unscheduled reactive inspections for the investigation and detailed reporting associated with potential public liability claims.
- **Risk inspections** - scheduled proactive inspections that identify and prioritise defects for remediation.
- **Condition inspections** - scheduled proactive inspections that assess the condition of an asset which is then used to develop and prioritise future renewal programs.

See Attachment 3 for details of asset inspection frequencies.

## 6 Audit and Review

The following processes will be internally audited at least annually to ensure that they are being performed as required:

- The programmed inspections are being undertaken as scheduled.
- That the relevant inspection reporting and recording mechanisms are in place.
- Where required, the appropriate remediation works are specified.
- That the remediation works have been undertaken within the required response times.
- That appropriate records of the remediation works are made against the asset.
- That there are procedures in place for collecting and storing information regarding asset condition.

The following annual performance reviews will be undertaken:

- The percentage of risk inspections carried out within the required timeframes.
- The percentage of repairs carried out within the required timeframes.
- Where relevant industry benchmarking is available, compare Council's performance with industry best practice.
- Compare the current performance with any previous review.

## **7 References**

Road Management Act 2004

Road Management (General) Regulations 2005

Road Management Act 2004 Code of Practice Operational Responsibility for Public Roads

Road Management Act 2004 Code of Practice Management of Infrastructure in Road Reserves

Road Management Act 2004 Code of Practice for Road Management Plans

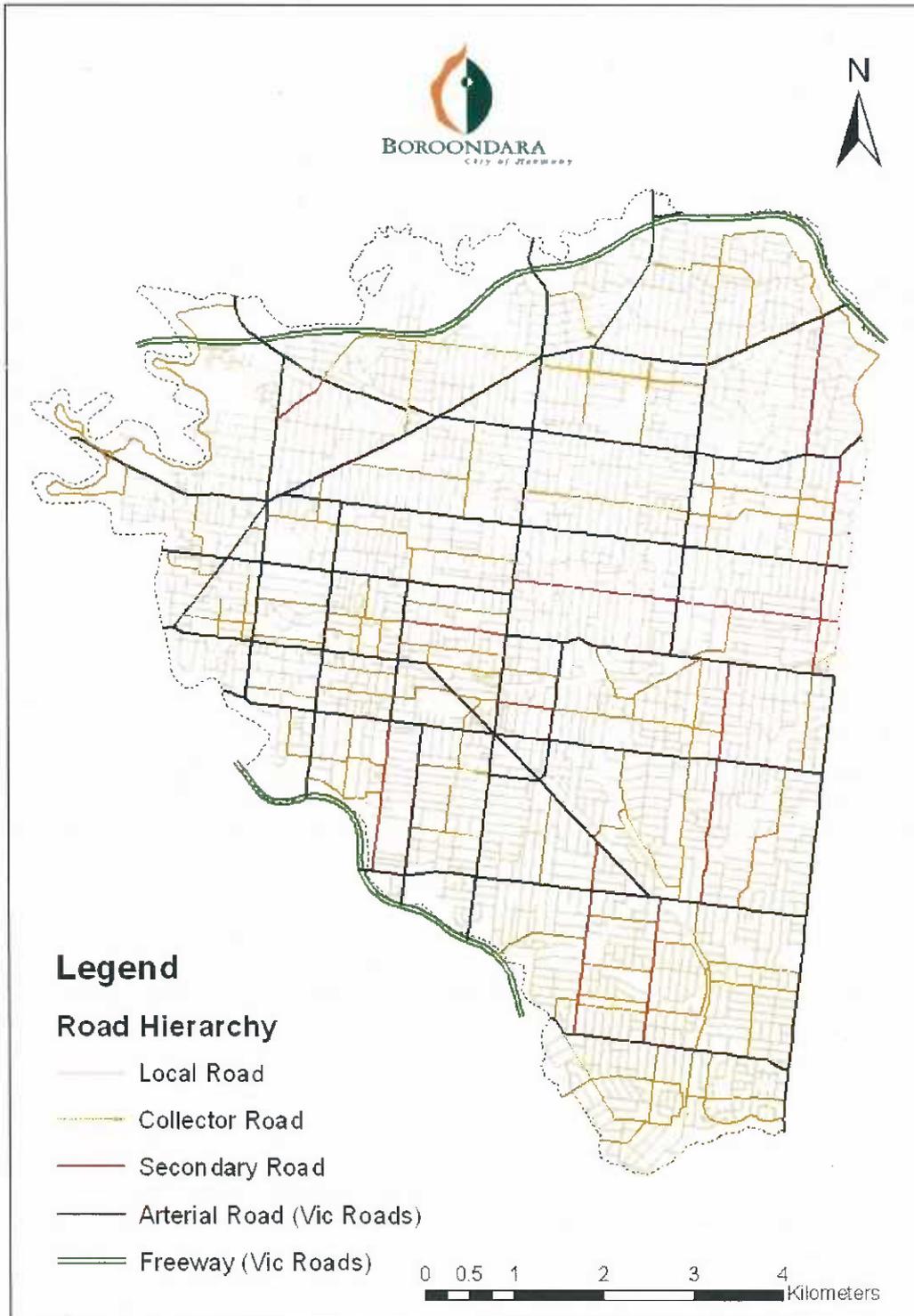
Road Management Act 2004 Code of Practice for Worksite Safety - Traffic Management

Local Government Act 1989

City of Boroondara Council Plan June 2012

City of Boroondara Asset Management Policy October 2011

## Attachment 1 - Road Hierarchy



## Attachment 2 - Levels of Service

Road Management Plan - Intervention Levels for Road Defects						
Defect Category	Description				Response Times	
	Pot Hole	Safety Signs	Stormwater Drainage	Stormwater Pit Cover	Secondary & Collector Roads	Local Access Roads
P1	≥300mm diameter & ≥100mm deep	Damaged or Illegible sign	Flooded road	Missing or broken pit lid	14 days	14 days
P2	≥300mm diameter & ≥75mm deep				14 days	28 days
P3	≥300mm diameter & ≥50mm deep				28 days	42 days
<b>Emergency</b> - such as road collapse, fallen tree, high risk of personal injury					24 hours	

Road Management Plan - Intervention Levels for Kerb & Channel Defects						
Defect Category	Description				Response Times	
	Concrete Kerb Vertical Displacement	Concrete Kerb Horizontal Displacement	Bluestone Kerb Vertical Displacement	Bluestone Kerb Horizontal Displacement	Secondary & Collector Roads	Local Access Roads
P1	≥100mm	≥100mm	≥150mm	≥150mm	14 days	28 days
P2	< 100mm and ≥75mm	< 100mm and ≥75mm	< 150mm and ≥75mm	< 150mm and ≥75mm	42 days	

<b>Road Management Plan - Intervention Levels for Lane Defects</b>					
	<b>Description</b>				<b>Response Times</b>
<b>Defect Category</b>	<b>Concrete/Asphalt Lane Pot Holes</b>	<b>Concrete/Asphalt Lane Vertical Displacement</b>	<b>Bluestone/Pavers Vertical Displacement</b>	<b>Bluestone/Pavers Deformation</b>	<b>All Primary Access and Secondary Access Lanes</b>
P1	≥300mm diameter & ≥150mm deep	≥150mm	≥150mm	≥300mm over 1m	14 days
P2	≥300mm diameter & ≥100mm deep	< 150mm and ≥100mm	< 150mm and ≥100mm	< 300mm and ≥200mm over 1m	28 days
P3	≥300mm diameter & ≥50mm deep	< 100mm and ≥50mm			42 days

<b>Road Management Plan - Intervention Levels for Unmade Lane Defects</b>			
	<b>Description</b>		<b>Response Times</b>
<b>Defect Category</b>	<b>Pot Holes</b>	<b>Vertical Deformation</b>	<b>All Unmade Lanes</b>
P1	≥750mm diameter & ≥200mm deep	≥300mm over 1m	28 days

<b>Road Management Plan - Intervention Levels for Path and Walkway Defects</b>					
	<b>Description</b>			<b>Response Times</b>	
<b>Defect Category</b>	<b>Vertical Displacement</b>	<b>Deformation</b>	<b>Pot Hole</b>	<b>High Activity</b>	<b>Other</b>
P1	≥50mm	≥100mm over 1m	≥300mm diameter & ≥100mm deep	14 days	14 days
P2	< 50mm and ≥30mm	< 100mm and ≥75mm over 1m	≥300mm diameter & ≥75mm deep	14 days	14 days
P3	< 30mm and ≥20mm	< 75mm and ≥50mm over 1m	≥300mm diameter & ≥50mm deep	28 days	42 days

### Attachment 3 - Inspection Frequencies

<b>Asset Category</b>	<b>Hierarchy</b>	<b>Risk Inspection Frequency</b>	<b>Condition Inspection Frequency</b>
Roads	Secondary	6 months	5 years
	Collector	6 months	5 years
	Local Access	12 months	5 years
Lanes	Primary Access	12 months	5 years
	Secondary Access	12 months	5 years
	Unmade	Reactive Inspections	Reactive Inspections
Paths and Walkways	High Activity	6 months	5 years
	Low Activity	12 months	5 years
Kerb and channel	All	12 months	5 years
Bridges	All	12 months Level 1 inspection	3 years Level 2 inspection