



Road Management Plan

2025



TRANSPORT

Sealed Roads, Unsealed Roads, Kerb and Channel, Road Shoulders, Footpaths, Cycle Paths and Bridges.

Guideline Governance

Responsible Directorate:	INFRASTRUCTURE
Responsible Business Unit	ENTERPRISE ASSETS
Document Type:	PLAN
Document Reference:	0510
Approval body:	COUNCIL
Date 1 st Adopted:	19/10/2004
Current Version No:	8.0
Date Current Version Approved:	dd/mm/2025
Next Review Date:	mm/2029
Relevant Legislation:	Section 49 of the <i>Road Management Act 2004</i>
Objectives/Purpose:	- to establish a management system for the road management functions of a road authority which is based on policy and operational objectives and available resources - to set the relevant standard in relation to the discharge of duties in the performance of those road management functions.
Relevant Policy:	Asset Management Policy INFRA516
RECORD MANAGEMENT ID:	S32-24-03
COMPLIANCE STATEMENT: This document was subject to a Gender Impact Assessment in accordance with the <i>Gender Equality Act 2020</i>; and was assessed against the <i>Victorian Charter of Human Rights and Responsibilities Act 2006</i>. <i>Every effort will be made to review this document by its next review date. Documents may be subject to review at any time. To confirm the document is the current version, visit the council website – www.swanhill.vic.gov.au</i> Note: Changes that do not alter the technical aspects of road management will be approved by the Director Infrastructure and renumbered by decimal.	

Version Control

Version	Description of Edits	Date
1.0	Plan prepared following public consultation	19 October 2004
2.0	Plan amended to divide current document into RMP and RAMP; alter standards for inspection and maintenance; changes relating to Council's policies and practices; and drought restrictions	18 December 2007
3.0	Plan reviewed as per RMA General Regulations requirements. The RMP was amended to alter standards for inspection and maintenance; alter road hierarchy for inspections and maintenance; and changes relating to Council's policies and practices	20 October 2009
4.0	Plan reviewed as per: - RMA General Regulations 2005 requirements Liability Mutual insurance's Risk Assessment Amendments relating to Council's policies and practices highlighted in review of plan	28 May 2013
5.0	Each incoming municipal Council must review its Road Management Plan (RMP) during the same period as it is preparing its Council Plan under the Local Government Act 1989.	27 June 2017
6.0	Plan amended to update. Removed total road and footpath lengths Clarifications of section 1.5 1 VicRoads Public Road classes of section 3 Road and Footpath Classification/hierarchy Appendix A – municipality map	19 November 2019
7.0	Plan reviewed within 6 months of new Council as per LG Act 2020	15 June 2021
	Following the 2022 flood event a decision was made, in accordance with Section 35 of the <i>Road Management Act 2004</i> , to suspend the time frames and responses relating to the Plan.	December 2022
	The Road Management Plan was partially reinstated with relation to the inspections and completion of footpath works for all footpaths. the inspections and completion of works for Councils highest risk link (Class 1) roads.	3 July 2023
	Full reinstatement of Road Management Plan.	1 July 2024
draft.	Plan reviewed and amended against the MAV Template. Draft submitted for review / Consultation	Jun 2025

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Definitions

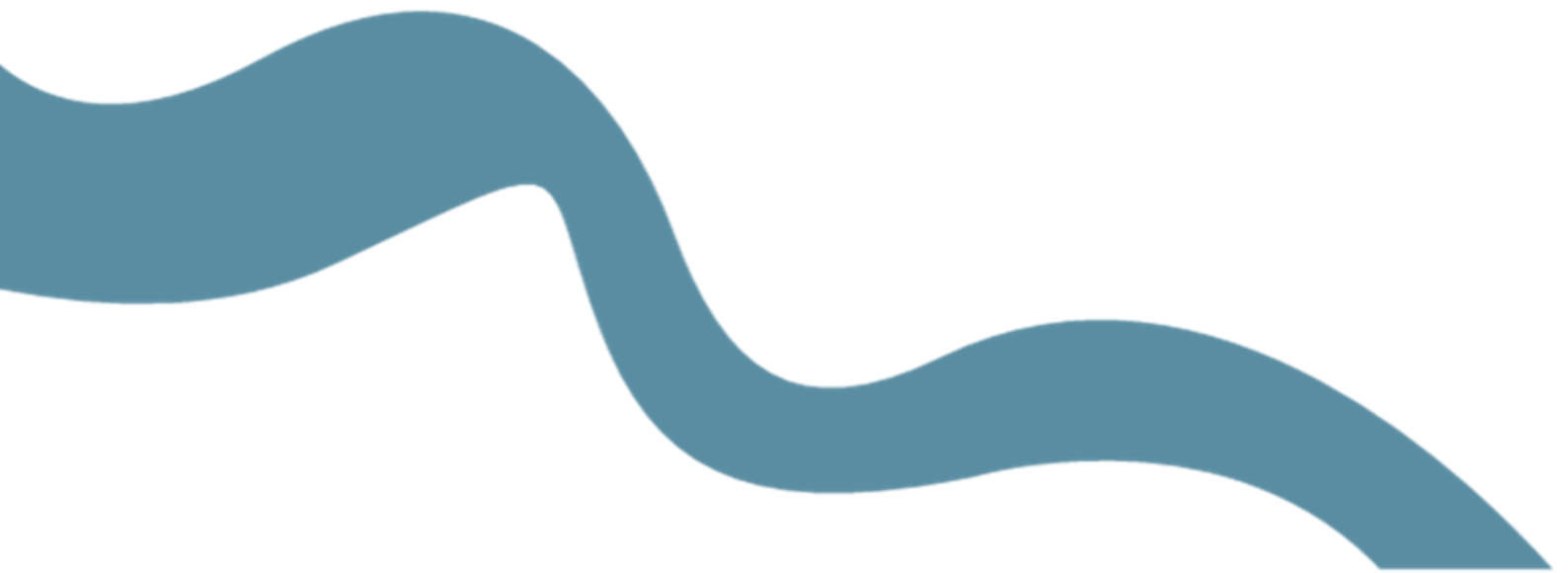
Arterial Road	Refers to freeways, highways and declared main roads, which are managed by the Victorian Government, through Head Transport for Victoria (as the co-ordinating road authority).
Bicycle Lane	The part of the carriageway designated for use by cyclists
Carriageway	The full trafficable area including the roadway and the shoulders
Code of Practice	Road Management Act 2004 Code of Practice: Operational Responsibility for Public Roads published in the Victoria Government Gazette S174 on 30 May 2017
Condition Inspection	Inspections conducted to assess the life of the road and pathway network for valuation, lifecycle management and long-term capital works planning.
Co-ordinating road authority	The organisation which has the responsibility to co-ordinate works. Generally, if the road is a freeway or arterial road, this will be Head Transport for Victoria. Generally, if the road is a municipal road, this will be Council.
Council	Swan Hill Rural City Council (SHRCC)
Day	A day on which SHRCC is open for business. Where a timeframe is expressed in days it means the current day plus the number of days stated in the timeframe up to midnight on the last day.
Defect	A localised failure in an asset, for example, potholes in a road surface or displacement in a concrete footpath
Demarcation agreement	A formal agreement between Council and another organisation that defines areas of responsibility.
Footpath / shared Pathway	Refers to a footpath, shared path or other area that is constructed or developed by Council for members of the public (not motor vehicles) to use.
Hazard	A change to the road or footpath surface that introduces a hazard to public safety.
Inspection Frequency	The frequency of inspections of the road to identify potential defects or hazards
Intersection	An intersection is a junction where two or more roads meet or cross
Intervention Level	The size of the defect at which the road authority has determined that the defect will be rectified
Levels of Service	A defined condition or performance standard associated with a particular asset and its classification within an asset hierarchy

Major Culvert	A major culvert is a culvert (or more commonly multiple culverts laid side by side) of large enough size to be treated more like a bridge over a water course than a pipe under a road. In a number of Australian states culverts with cross section area of 6sqm or greater are considered to be major culverts
Motor vehicle	Refers to a vehicle that is propelled by an in-built motor and is intended to be used on a roadway. This does not include a motorised wheelchair or mobility scooter which is incapable of travelling at a speed greater than 10 km/h and is solely used for the conveyance of an injured or disabled person.
Municipal road(s)	Road for which the municipal council is the co-ordinating road authority. The Road Management Act 2004 imposes specific duties on the municipal council with respect to the inspection, repair and maintenance of these roads and associated road-related infrastructure.
Nature Strip / Roadside	The land, generally vegetated, between the carriageway and a property boundary
Non-road infrastructure	Refers to infrastructure in, on, under or over a road, which is not road infrastructure. This includes (but is not limited to) such items as gas pipes, water and sewerage pipes, cables, electricity poles and cables, tram wires, rail infrastructure, bus shelters, public telephones, mailboxes, roadside furniture and fences erected by utilities, or providers of public transport.
Other roads	Include roads in state forests and reserves, and roads on private property. Municipal councils are not responsible for the inspection, repair or maintenance of these roads.
Proactive Inspections	Inspections performed as part of a scheduled program for the purpose of identifying defects or hazards at or above intervention level
Programmed	Works that are referred to a program of works and will be undertaken subject to availability of resources and subject to any policy directions from Council
Plan	Refers to this Road Management Plan.
Public Road	As defined by the Road Management Act 2004 and includes a freeway, an arterial road, a municipal road declared under section 14(1) of the Act and a road in respect of which Council has made a decision that it is reasonably required for general public use and is included on the Register of Public Roads.
Reactive Inspection	Inspections performed in response to a customer request or notification about the condition of a road/pathway in order to assess whether the roads contain an RMP defect that has reached the relevant intervention level.

Repair	the taking of any action to remove or reduce a risk arising from a defect in a roadway, pathway or road-related infrastructure, including but not limited to: a) reinstating a road/path to its former standard following works to install any infrastructure. b) reinstating a road/path to a safe standard following deterioration or damage. c) providing a warning to road users of a defect in a roadway, pathway or road (including road-related infrastructure) - but does not include the upgrading of a roadway, pathway or road-related infrastructure Examples: Filling in a pothole in a roadway, resurfacing the roadway and erecting a warning sign would be actions to repair the road.
Response Time	The time allowable to respond to a defect. Response time is measured from the time the defect is identified by, or notified to, Council.
Responsible Road Authority	The organisation responsible for the management of the road, as determined under s.37 of the RMA
Road	Has the same meaning as in the Road Management Act 2004, includes a street; right of way; Cul de sac; by-pass; bridge or ford; footpath; bicycle path or other land or works forming part of the road. Including: a) any public highway. b) any ancillary area. c) any land to be a road under section 11 of that Act or forming part of a public highway or ancillary area.
Road Management Act 2004 (RMA)	The Act provides a statutory framework for the management of the road network in Victoria.
Road infrastructure	Refers to infrastructure which forms part of a roadway, pathway or shoulder, which includes structures and materials.
Road-related infrastructure	Refers to infrastructure installed or constructed by the relevant road authority to either facilitate the operation or use of the roadway or pathway, or support or protect the roadway or pathway.
Roads other than a Municipal Road	Includes roads in State reserves, unused road licences and private property.
Road Reserve	Refers to the area of land that is within the boundaries of a road. Example: any nature strip, forest, bushland, grassland or landscaped area within the road reserve would be roadside.

Roadside	Refers to any land that is within the boundaries of the road (other than shoulders) which is not a roadway or pathway. This includes land on which any vehicle crossing or pathway, which connects from a roadway or pathway on a road to other land, has been constructed. Example: any nature strip, forest, bushland, grassland or landscaped area within the road reserve would be roadside
Roadway	Refers to the area of a public road that is open to, or used by, the public, and has been developed by a road authority for the driving or riding of motor vehicles. This does not include a driveway providing access to a public road, or other road, from adjoining land.
Shoulder	Refers to the cleared area, whether constructed or not, that adjoins a roadway to provide clearance between the roadway and roadside. This does not refer to any area that is not in the road reserve.

DRAFT



1. Introduction

Swan Hill Rural City Council is responsible for the management of all declared Council roads and road assets within the municipal boundary and is committed to the delivery of a safe and efficient road network for use by all members of the public. Council is also devoted to good asset management practices that deliver the best service available regarding financial resources, policies and priorities.

1.1. WHAT IS THE PURPOSE OF THIS PLAN

The Road Management Plan (RMP) is a statutory plan under the *Road Management Act 2004* (RMA), that sets out the responsibilities of Council and other stakeholders including road users. The plan also includes classification of roads, defect intervention levels, response times, inspection schedules and maintenance for management of the municipal road network.

This Plan has been developed in line with Council's corporate strategies and plans and reflects the outcomes resulting from budget considerations, various asset management plans and levels of service adopted by Council.

Section 50 of the *Road Management Act 2004* sets the following objectives for a municipal road management plan:

- 1) To establish a system for our road management functions, which is based on policy, operational objectives and available resources.
- 2) To set a performance standard for our road management functions.
- 3) The integration with a Register of Public Roads for which Council is responsible

Although it is termed a 'plan' in the legislation, it is functionally an operational protocol document, describing the systems and rules we use to make decisions and meet obligations within our available resources. The plan forms part of a larger Asset Management Framework related to maintenance and operations.

For the avoidance of doubt, this Plan is a road management plan for the purposes of s.39 of the *Road Management Act 2004*.

1.2. LEGISLATION GUIDING THIS PLAN

In addition to the Road Management Act 2004, the plan also considers the following Acts, regulations and codes of practice:

- *Local Government Act 1989*
- *Local Government Act 2020*
- Ministerial Codes of Practice
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015
- *Road Safety Act 1986*
- *Wrongs Act 1958*.

1.3. WHAT IS COVERED IN THIS PLAN?

The Plan is divided into the following sections:

1. Introduction.
2. Rights and Responsibilities – covers legislation and local laws relevant to road management.
3. Road Management Systems - how we classify roads, streets and footpaths – known as our asset hierarchy – and the plans and processes we use to maintain roads and road-related infrastructure.
4. Register of Public Roads – what's in it, how to access it and the process for making changes.
5. Technical References.

6. Appendices:

Appendix A - Inspection Requirements

Appendix B - Inspection Frequencies

Appendix C - Defect Intervention Levels and Repair Timeframes

1.4. UPDATING THE PLAN

This Plan must be updated within a set period following a Council election. Outside of this cycle, changes may be required from time to time.

The following process will be used to manage these changes:

- If material changes are made to standards and specifications, a report will be presented to Council, along with a brief explanation as to why such changes are necessary. The review process must follow the steps as set out in the Road Management (General) Regulations 2016 Part 3 – Road Management Plans.
- When changes do not alter these technical aspects of road management, changes will be approved by the Director Infrastructure.

These changes will be made in accordance with the processes prescribed by the Road Management Act 2004. To assist with version control, these changes will be numbered as follows:

- Versions presented to Council will be renumbered by whole numbers – for example, from Version 1.00 to 2.00.
- Those approved by the Director will be renumbered by decimals – for example, from Version 1.00 to 1.01.

1.5. EXCEPTIONAL CIRCUMSTANCES

Council will make every effort to meet its commitments under its Plan.

However, there may be situations or circumstances that affect Council's business activities to the extent that it cannot deliver on the service levels of the Plan. These include but are not limited to natural disasters, such as fires, floods, or storms, or a prolonged labour or resource shortage, due to a need to commit or redeploy Council staff and/or equipment elsewhere or due to the effects of pandemic and or government intervention.

1.5.1. Suspension of the Plan

In the event that the Chief Executive Officer (CEO) of Council has considered the impact of such an event on the limited financial resources of Council and its other conflicting priorities, and determined that the Plan cannot be met, then pursuant to Section 83 of the Wrongs Act 1958, the CEO will write to Director of Infrastructure and inform them that some, or all, of the timeframes and responses in Council's Plan are to be suspended.

1.5.2. Reinstatement of the Plan

Once the scope of the event/s have been determined, and the resources committed to the event response have been identified, then there will be an ongoing consultation between Council's CEO and Director of Infrastructure, to determine which parts of Council's Plan are to be reactivated and when.

1.5.3. Communication and documentation around Plan suspension

Council will provide information/statements to residents about the suspension or reduction of the services under its Plan, including:

- How the work that will be done has been prioritised; and
- The period for which it is likely to be affected.

This information will be provided by the Council on its website where its Plan is located and other channels as appropriate such as press releases or social media.

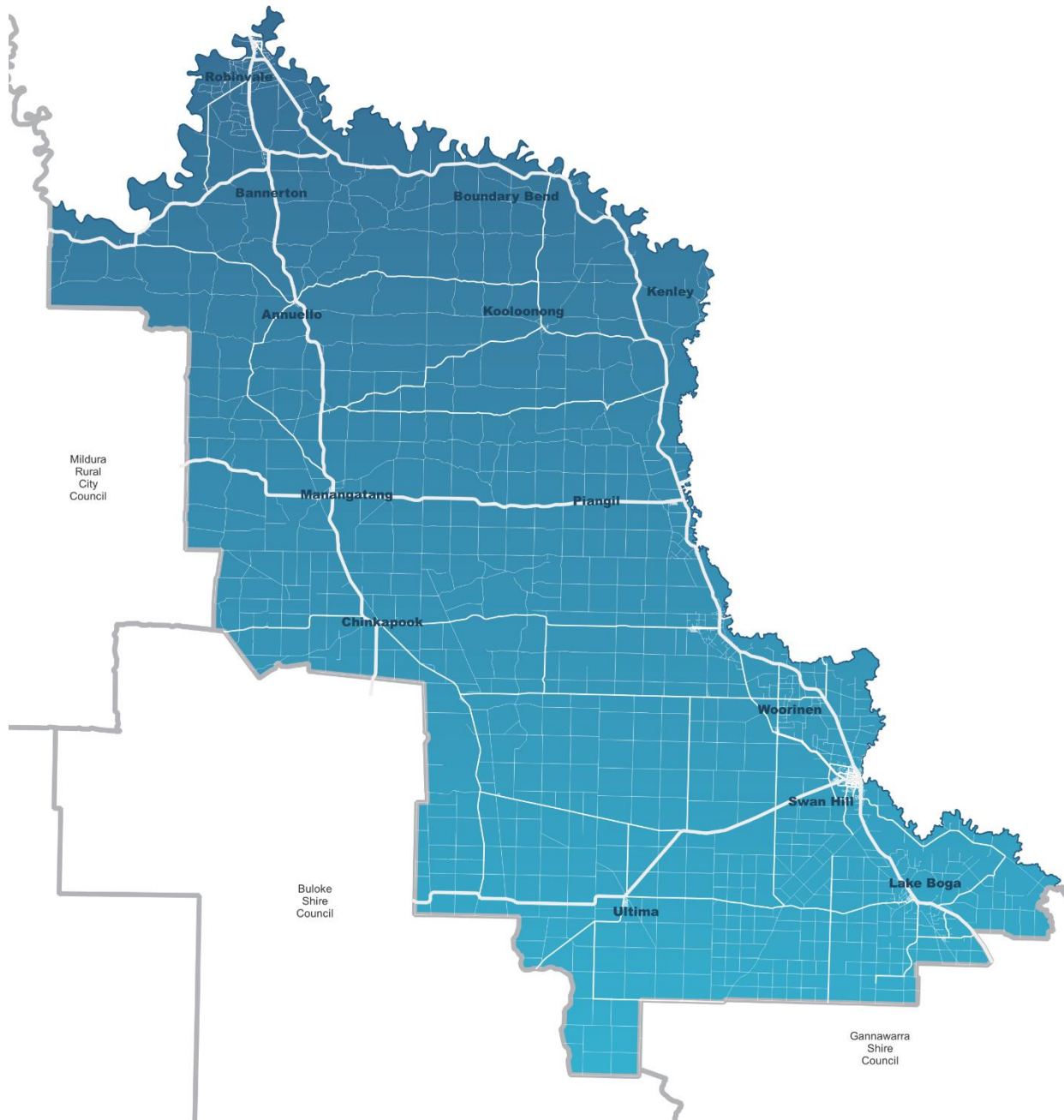
Where Council has suspended, in part or whole, its Plan, associated documents (e.g. communications, meeting minutes, schedules, etc.) will be recorded and stored.

1.5.4. Inspections and repairs during suspension of Plan

The suspension of the Plan will not necessarily mean that all inspections and repairs halt. However, it may mean that only certain categories of inspections and repairs are undertaken. These will be based on a risk assessment and resources available to the Council, taking into account the resources needed to address the impact of the trigger event. For example, some reactive inspections may take place and repair (temporary or permanent) of roads/footpaths which pose a high risk may be undertaken, depending on the resources available to the council and the accessibility of each asset.

1.6. RESPONSIBILITY FOR THE PLAN

Overall responsibility for administering and implementing the Plan rests with the Swan Hill Rural City Council's Chief Executive Officer (CEO)



2. Rights and Responsibilities

2.1. PUBLIC ROADS

Public roads are defined in the Road Management Act 2004 as including:

- a freeway
- an arterial road
- a road declared under section 204(1) of the Local Government Act 1989
- a municipal road declared under section 14(1) of the Road Management Act 2004
- a road in respect of which Council has made a decision that it is reasonably required for general public use and is included on the Register of Public Roads.

2.2. KEY STAKEHOLDERS

The key stakeholders impacted by this Plan include:

- the general community (for recreation, sport, leisure and business)
- residents and businesses adjoining the road network
- pedestrians
- vehicle users with motorised vehicles, such as trucks, buses, commercial vehicles, cars and motorcycles
- users of smaller, lightweight vehicles, such as pedal-powered bicycles, motorised buggies, wheelchairs, prams and so on
- tourists and visitors to the area
- emergency agencies (Victoria Police, Country Fire Authority, Ambulance Victoria, State Emergency Services)
- the military (in times of conflict and emergency)
- traffic and transportation managers
- managers of the road network asset
- construction and maintenance personnel, who build and maintain asset components
- utility agencies using the road reserve for infrastructure (water, sewerage, gas, electricity, telecommunications)
- state and federal governments, who periodically provide support funding to assist with management of the network.

2.3. COORDINATING & RESPONSIBLE ROAD AUTHORITY

Section 35 of the Road Management Act 2004 provides that a road authority has power to do all things necessary or convenient to be done for or in connection with the performance of its functions under the Act.

Section 36 of the Road Management Act 2004 outlines which road authority is the coordinating road authority. According to subsection (c), the coordinating road authority is:

If the road is a municipal road, the municipal council of the municipal district in which the road or part of the road is situated.

However, there are instances where several authorities are responsible for components of the road within the road reserve. Section 37 of the Road Management Act 2004 identifies who is the responsible road authority in particular circumstances.

2.4. GENERAL FUNCTIONS OF A ROAD AUTHORITY

The general functions of a road authority are described within Section 34 of the Road Management Act 2004.

2.5. RIGHTS OF THE ROAD USER

The rights of public road users, which are legally enforceable, are set out in Sections 8 to 10 of the Road Management Act 2004.

2.6. OBLIGATIONS OF ROAD USERS

2.6.1. General Usage

The common law requires that a road user must take reasonable care for their own safety (see *Ghantous v Hawkesbury City Council*)

The *Road Safety Act 1986* sets out obligations on road users, including section 17A which requires that a person who drives a motor vehicle on, or uses, a highway must drive in a safe manner have regard for all relevant factors, including without limiting their generality, the following:

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

Section 17A of the *Road Safety Act 1986* also requires that a road user must take reasonable care:

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

2.6.2. Incident Claims

If a person proposes to make a claim in relation to a public road or infrastructure for which Council is the responsible road authority, that person should contact Council and Council will initiate respective investigation and insurance reporting processes.

In accordance with Section 110 of the Road Management Act 2004, Council is not legally liable for property damages where the value of the damage is equal to or less than the threshold amount.

In cases where the claim relates to assets Council does not own or is not responsible for on the road reserve, the person who proposes to make a claim must refer the claim to the other authority or person responsible for those assets.

2.6.3. Permits for work within a road reserve

In cases where an individual or organisation proposes to carry out works within the road reserve that may impede public access, or interfere with road infrastructure, they must apply for a 'works within road reserve' permit. There are some exemptions, as noted in the Road Management (Works and Infrastructure) Regulations 2015. These exemptions include works undertaken by responsible road authority, public transport authority or utility authority performing emergency works or works that do not require permit.

Asset Protection Permits also apply to all building and development works carried out on private property within the municipality that may have an impact of Council's physical infrastructure and covers the protection of all Council assets within the road reserve or Council easement.

A fee may apply to cover the costs of the administration and inspection of the work.

2.6.4. Obligation of others

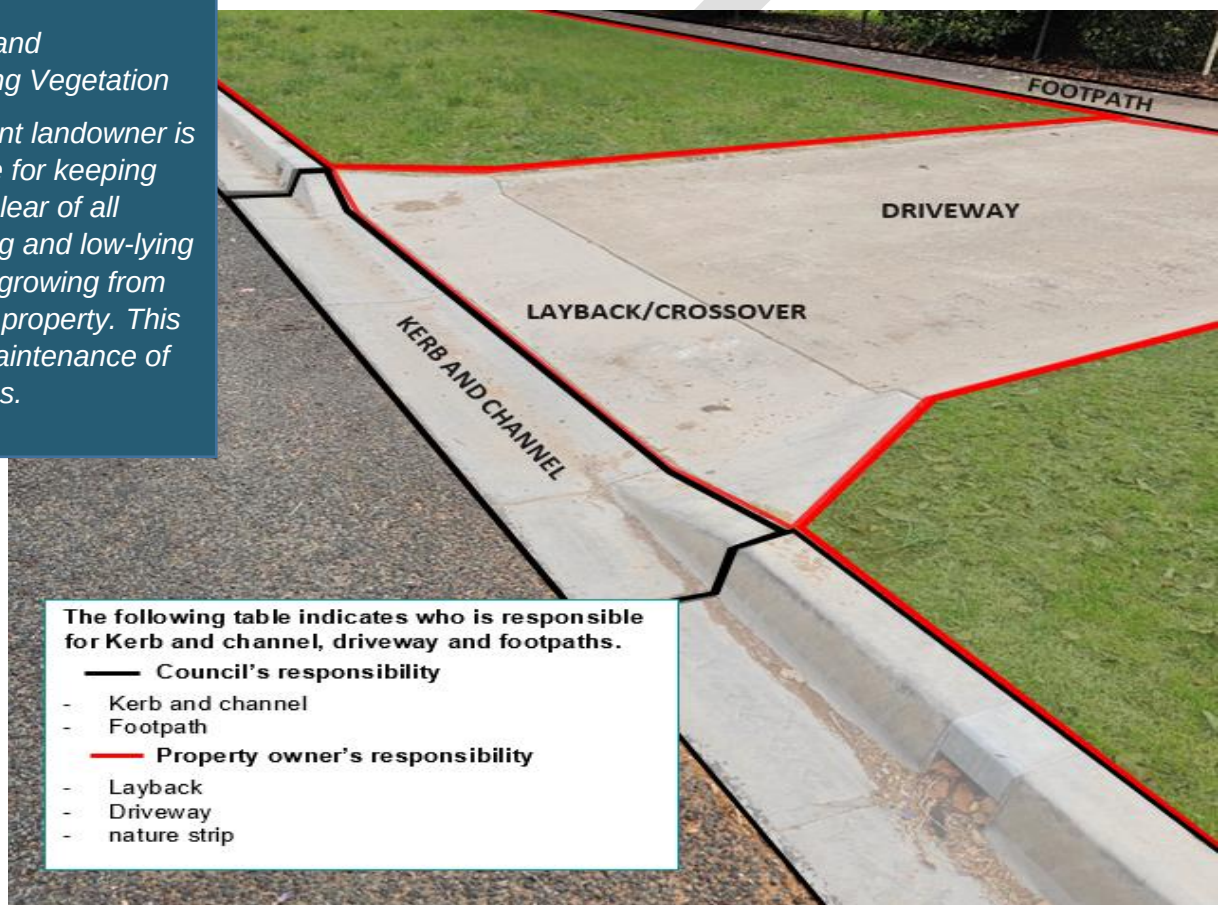
There are several assets within the road reserve that Council do not have an obligation to inspect and/or maintain. These include:

Non-road infrastructure – This includes (but is not limited to) such items as gas pipes, water and sewerage pipes, cables, electricity poles and cables, rail infrastructure, public telephones, mailboxes, roadside furniture and fences erected by utilities, or providers of public transport.

Vehicle driveways – the vehicle crossing (including Cross-over), located between the carriageway and the property boundary, must be maintained by the adjoining property owner. However, Council is responsible for the portion of the driveway where the constructed pathway is reasonably required by the public in accordance with the following diagram. If damage is caused to the footpath by vehicles using the driveway, Council may charge the landowner for the cost of the repairs.

Footpaths and Overhanging Vegetation

The adjacent landowner is responsible for keeping pathways clear of all overhanging and low-lying vegetation growing from within their property. This includes maintenance of nature strips.



Single property stormwater drains – for drains constructed within the reserve that carry water from a single property to an outlet in the kerb, or other drain.

Utilities – including, but not limited to, telecommunication, power, water, gas and rail authority assets.

Roadside – as per Section 107 of the Road Management Act, Council has no “statutory duty or a common law duty to perform road management functions in respect of a public highway which is not a public road or to maintain, inspect or repair the roadside”, described as “any land that is within the boundaries of the road (other than shoulders) which is not a roadway or pathway”. This includes landscaped tree plots within the footpath/pathway where the surface of the tree plot is not constructed with the intention of providing a trafficable pedestrian surface

Culvert crossings - Arrangements are similar for culvert crossings over an open table drain where the adjoining property owner's responsibilities are:

- Culvert and end walls.
- Driveway infill between the road edge and the property line excluding any footpath crossover.
- Maintenance of the road seal adjacent to the driveway to be free of loose material sourced from the property or the driveway.

Council retains the right to direct the standard of construction, materials and location of driveways within the road reserve. Landowners must obtain a Working Within Road Reserve Permit from Council prior to commencing any works or activities within the road reserve.



Where Council becomes aware of a hazard created by the defective condition of assets/infrastructure owned by another party, Council may at its absolute discretion:

- If located within assets / infrastructure for which Council is responsible (e.g. footpaths, road surfaces, etc.), or otherwise presents an immediate and significant risk to members of the public, undertake temporary measures to reduce the risk to members of the public until such time as the respective owner can implement permanent repairs (subject also to Council's available resources)
- Report in writing (e.g. email or letter) the presence of the hazard to the responsible party and request that repairs be implemented within a reasonable timeframe.
- Where repairs are not completed by the responsible party within the respective timeframe, Council may complete necessary repairs and invoice the responsible party for the costs.

However, where another party has a duty in relation to the asset / infrastructure, and Council has a discretionary power to take remedial action in relation to that matter, only that other party with the duty is liable in a subsequent proceeding, in accordance with s.104 of the Road Management Act 2004.

3. Road Management Systems

3.1. BACKGROUND AND PROCESS

Road asset management involves managing both physical assets and uses and operation that have the potential to impact their condition. It applies to all road assets, including:

- the road – pavement and surface, as well as footpaths, kerb and channel
- structures – bridges, culverts and traffic management devices
- road infrastructure – traffic signals and on-road electrical assets.

The aim of our road management system is to deliver a safe and efficient road network and meet community needs to the best of our ability, within available resources.

To create a road asset management system that would best meet our needs when inspecting, maintaining and repairing public roads, we used the following nationally recognised asset management frameworks:

- International Infrastructure Management Manual (IIMM) 2015, IPWEA
- IPWEA National Asset Management Systems (NAMS+)
- Other references, as listed in Technical References.

The system is designed to set the direction for our asset management activities. It is also linked to the annual business planning cycle.



3.2. ASSET HIERARCHIES – MUNICIPAL ROAD NETWORK

All roads and footpaths within the municipal road network are classified according to a hierarchy that takes into account how they are used, who uses them and how often.

The hierarchy classification is used to determine the levels of service required, prioritise works programs and determine defect intervention responses.

Classification		Description	Accessibility	Surface
1	Link	Link roads provide a road that supplement the main arterial road network. These roads provide through-traffic movement between significant population centres and major traffic generators such as residential, industrial, and sporting nodes These roads carry heavy volumes of traffic, including commercial vehicles, and act as main routes for traffic flows in and around the municipality.	All Weather Access	Generally Sealed
2	Collector	Collector Roads act as a catchment between Access and Access Minor Roads directing traffic towards Link and Arterial roads. These carry significant volumes of traffic and provide access, by linking residential areas to arterial roads. They also provide links between the various collector roads.	All Weather Access	Gravel or Seal
3	Access	Access roads provide all weather access to residences.	Generally, All Weather Access ¹	Gravel or sealed
4	Access Minor	Access Minor roads are low use/low volume roads. They are roads that provide seasonal access to properties or provide a link to access roads.	Dry Weather Only access	Gravel or Earth
	Sealed Laneway	A sealed laneway providing rear access to businesses	All Weather Access	Sealed
5	Unsealed Laneway	An unsealed laneway providing Access Minor to urban properties	Dry Weather Only access	Gravel or Earth
	Ancillary	A roadway or track generally contained with a Caravan Park, public park or public reserve. These are generally not on a public road reserve but on Council managed land	All Weather or Dry Weather Only access	Gravel or sealed
	Not Maintained	Primarily unformed roads, laneways or tracks and very rarely used. These roads are not considered “reasonably required for general public use and may be eligible for unused road licences to adjoining landowners.	Dry Weather only	Earth

Footpath and Shared Pathways

Footpaths and Shared Pathways are divided into 3 categories, as follows:

See Attachment 3 for further information.

Classification	Description
Cat 1	High-use Areas - Footpaths in CBD of all towns and satellite business areas of Swan Hill, around schools, hospitals and elderly accommodation
Cat 2	Residential areas, Industrial areas and all shared pathways.

3.3. OUR ROAD NETWORK

The Swan Hill municipality has more than 3000 kilometres of road, both sealed and unsealed. More information about the Council's Road network is shown in the tables below.

Table 3.1 – Road length by hierarchy – date last updated: 20/05/2025

Classification		Length (km)	% of Network
1	Link	19	1%
2	Collector	626	20%
3	Access	1107	36%
4	Access Minor	1303	43%
	Sealed Laneway	2	
Total		3057	

Table 3.2 – Road Length by Surface Type – date last updated: 20/05/2025

Surface Type	Length (km)	% of Network
Sealed	910	30%
Unsealed	2147	70%
Total	3057	

In addition to the above, there are a further 764km of unsealed laneways, ancillary roads and “not Maintained” tracks that are listed in the Register of Public Roads.

Table 3.3 – Footpath Length by Surface Type – date last updated: 20/05/2025

Surface Type	Length (m)
Asphalt/Seal	4505
Brick Pavers	1781
Concrete	153741
Gravel	6231
Timber	96
Total	166354

3.4. MAINTENANCE MANAGEMENT SYSTEM

3.4.1. Maintenance Management

Council has responsibilities to road users and the community to maintain public roads to a reasonably safe and suitable standard, within our available funds and resources. By developing long-term maintenance programs for our assets, we are better able to plan how we do this.

The following maintenance requirements shape our annual program and budget:

Routine maintenance standards

Standards vary across the network depending on the asset type and relevant risk factors, such as traffic volumes and composition, operating speeds, the susceptibility of assets to deterioration and the cost effectiveness of repairs. Competing priorities for funding are also relevant.

Defect intervention levels have been established using the *VicRoads Standard Specification Section 750* and adapting it to local conditions.

The standards will be reviewed periodically to make sure they are adequate (see section 1.4).

Repair and maintenance works

Works must be completed within a specified time, depending on the severity and location of the defect. Response times are determined using local knowledge and experience and past performance as a guide.

Response times are monitored and will be periodically reviewed (see section 1.4).

Temporary mitigation measures

These are temporary works designed to reduce the risk of an incident, until such time as repair or maintenance works can be completed. Appropriate safety measures may include, but is not limited to:

- Provision of warning signs
- Marking defects for higher visibility
- Traffic control action
- Divert traffic around defect
- Installation of temporary speed limits
- Road closures

Response times and safety measures are determined by reference to the risk to safety, road type and traffic volume.

Emergency works

Works that result from emergency incidents and must be undertaken immediately, for the safety of road users and the public.

Emergency works might include traffic incident management, responses to fires, floods, storms and spillages, and any assistance required under the Victorian State Emergency Response Plan and Municipal Emergency Management Plan.

3.4.2. Asset Management Plans

Our asset management plans guide the development of long-term asset renewal programs, helping us to plan and finance asset renewal and replacement.

3.4.3. Maintenance responsiveness and performance targets

Customer requests will be inspected and assessed in accordance with timeframes specified in Appendix 6. The following are some possible outcomes from a reactive inspection:

- If a defect identified exceeds a Description / Intervention Levels specified in Appendix 6, a work request would be created with a date for completion of works in line with respective specified repair timeframes.
- If repairs are significant – for example, rehabilitation works are required – temporary mitigation measures may be undertaken to reduce the risk posed by the hazard/defect until the proper works can be undertaken (and subject to available resources).
- If the defect is assessed as below the Description / Intervention Level specified in Appendix 6, it would be noted (including why), but no remedial action will be conducted.

In all cases, the action taken would be noted against the original request. Target response times and intervention times are based on 'normal' conditions. The same level of service would not apply in cases where the Plan has been suspended, under Section 1.5.

3.5. ASSET LEVELS OF SERVICE

Five elements are considered 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.



4. Register of Public Roads

Council maintains a register of public roads – called the Register of Public Roads – with the details of all public roads and ancillary areas for which we are responsible.

The Register of Public Roads is available on Council's website. A hard copy is made available at Council's Customer Service Centre upon request.

4.1. MAINTENANCE DEMARCATION (BOUNDARY) AGREEMENTS

Where there are boundary agreements between SHRCC and other road authorities or private organisations, the schedule of roads affected are listed in the Register of Public Roads.

We have agreements with the following road authorities:

- VicRoads
- VicTrack
- Department of Transport and Planning Victoria
- Buloke Shire council
- Gannawarra Shire Council
- Mildura Shire Council
- Murray River Shire Council (NSW)

4.2. ROADS NOT LISTED ON THE REGISTER

The Register of Public Roads lists most roads within the Council Boundary. Roads that have been listed with a classification of "Not Responsible" are not maintained or inspected by SHRCC and have been included in the Register to assist for clarity of responsibility.

Some roads may not be listed in the Register of Public Roads if they are:

- Roads which are the full responsibility of the state government, or a private enterprise.
- Unused roads for which we have not accepted responsibility.
- Roads drawn out on a plan of subdivision, until such time that we accept responsibility for these roads.

4.3. ARTERIAL ROADS

Declared main roads which are managed by the Victorian Government, through Department of Transport and Planning, include:

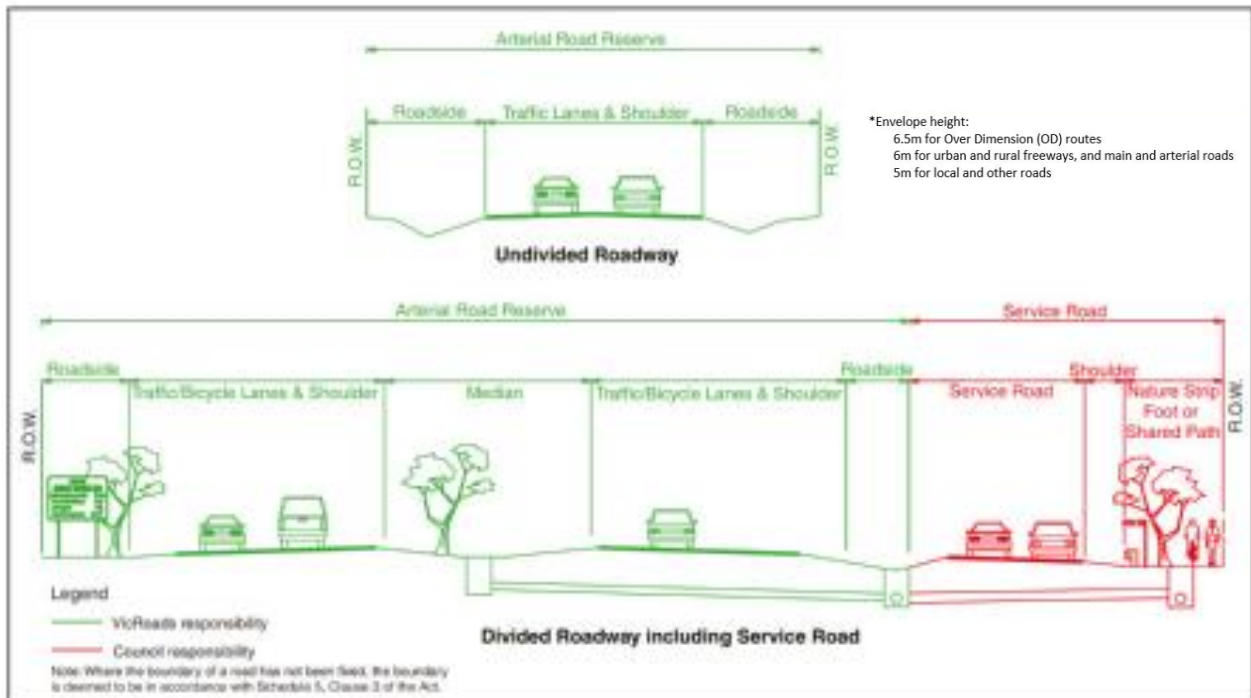
- Murray Valley Highway (southern entrance of Campbell Street to Curlewis Street Swan Hill, Curlewis Street Swan Hill, Stradbroke Avenue, Nyah and Bromley Road, Robinvale)
- Mallee Highway (Murray Street Piangil and Larundel Street Manangatang)
- Sea Lake - Swan Hill Road (McCallum Street, Swan Hill)
- Donald - Swan Hill Road
- Robinvale - Sea Lake Road (Wattle Street, Manangatang)
- Hattah Robinvale Road.
- Tooleybuc Road (Church Road, Nyah)

In urban areas, these roads may also be known by their local road name (see above in brackets). On these roads, Council is responsible for the verge and footpath from the back of kerb, or the back edge of the table drain, to the property boundary.

Where there are parking lanes on arterial roads that do not allow through traffic, Council is the responsible authority for the area of pavement associated with the parking lane with the demarcation being the interface of the carriage way and the parking area. Where Council is responsible for the parking area, it is also responsible for the kerb and channel.

Rural arterial roads are the responsibility Regional Roads Victoria (RRV) who are the responsible authority for the full width of the road reserve.

The diagrams below show the responsibility for Rural Arterial Roads between intersections showing the operational responsibility for the roads – (Code of practice S174, 30 May 2017 Operational Responsibility for Roads)



5. Technical References

- I. AS ISO 31000:2018 – Risk Management – Guidelines
- II. Integrated Asset Management Guidelines for Road Networks (AP-R202) 2002, Austroads Inc.
- III. International Infrastructure Management Manual (IIMM) 2015, IPWEA
- IV. VicRoads Risk Management Guidelines
- V. VicRoads Standard Specification Section 750 – Routine Maintenance

6. Appendices

APPENDIX A - INSPECTION TYPES

There are three types of inspections undertaken on Council's roads and footpaths. These are Reactive, Programmed and Asset Condition inspections.

Inspection type	
Programmed	Programmed inspections assess the road and footpath network to identify defects that have reached the intervention level, as defined in Council's RMP.
Reactive	Reactive inspections are undertaken following notification to Council of defects and safety issues by the community or stakeholders. The defects are inspected in line with criteria set out within the RMP.
Condition	Asset condition inspections are conducted to assess the condition and remaining useful life assets in order to prioritise renewal works and report financial depreciation figures. Condition inspections are conducted as specified in Council's Asset Capitalisation and Valuation Policy.

Table 1 - Inspection Types

The type of defects to be observed and recorded by the inspector will vary depending on the type of inspection and the nature of the asset being inspected, as detailed below:

Programmed Inspection Type	Sealed/ Unsealed	Items to be included in inspections
Daytime	Sealed	Potholes, edge breaks, major cracks, shoulder drop-off, stripping of seals, excessive loose stones, signage, line-marking, guideposts, RRPM's, kerb and channel and vegetation clearance
	Unsealed	Potholes, loose material, pavement failures, signage, guideposts, and vegetation clearance
Night	Sealed	Visibility of signage, line-marking, guideposts, and raised reflective pavement markers (RRPM's)
	Unsealed	Visibility of signage and guideposts
Footpaths	N/A	Trips defects, pit lids, mounds or depressions and vegetation clearance
Reactive	N/A	Defects as listed above but triggered via a notification of a defect

Table 2 - Observations

APPENDIX B - INSPECTION FREQUENCIES

<u>Roads</u>			
Classification	Daytime Proactive*	Night-time Proactive	Reactive
1. Link	3M	1 per calendar year	10 Working Days
2. Collector	6M	1 per calendar year	
3. Access	1Y	1 per 3 calendar years	
4. Access Minor/ Sealed Laneway	2Y	1 per 3 calendar years – Active Level crossings only	

Table 3 - Inspection frequency - Roads

<u>Footpaths</u>		
Classification	Daytime Proactive*	Reactive
Cat 1	6M	10 Working Days
Cat 2	1Y	

Table 4 - Inspection Frequency and Inspection Window - Footpaths

<u>Bridges</u>		
Classification	Level 1 Inspection*	Reactive
Bridges	12M	10 Working Days

Table 8 - Inspection Frequency and Inspection Window - Footpaths

Emergency Response – All Asset / Categories

Reported Incidents / Hazards that present an immediate and significant risk to members of the public.

Temporary measures (e.g. installing barriers, signage, closing the road/footpath, etc.) will be implemented to reduce the risk to users of the road network until such time as appropriate repairs can be completed.

APPENDIX C - DEFECT INTERVENTION LEVELS AND REPAIR TIMEFRAMES

1. If a Repair Timeframe elapses on a Weekend or Public Holiday, the actual due date will be the next Working Day.
2. External pit lids will be reported to the relevant authority at the time of inspection
3. Programmed works will be undertaken subject to availability of resources and subject to any policy directions from Council.

ROADS

Description of Defect	Link	Collector	Access	Access Minor/ Sealed Laneways
<u>Sealed roads</u>				
Potholes in sealed pavement >50 mm in depth and >300 mm in diameter Potholes located in dedicated/marked bicycle lanes >30 mm depth and >100 mm diameter.	2 Weeks	4 Weeks	2 Months	4 Months
Edge breaks >100 mm laterally over a 5m or greater length from the nominal seal line	2 Weeks	4 Weeks	2 Months	6 Months
Edge drops onto an unsealed shoulder >100 mm in depth over a 10m or greater length	4 Weeks	6 Weeks	2 Months	6 Months
Depression / deformations in the traffic lane of a sealed pavement >100 mm in depth under a 3m long straight edge	4 Weeks	2 Months	4 Months	6 Months
Pavement markings which are missing or faded making them substantially ineffective	3 Months	4 Months	6 Months	12 Months
<u>Unsealed roads</u>				
Potholes in unsealed pavement >150 mm in depth and >500 mm in diameter	N/A	3 Months	6 Months	12 Months
Wheel ruts or scouring on an unsealed road >150 mm in depth	N/A	3 Months	6 Months	12 Months
Corrugations on an unsealed road >50 mm in depth and >200m in length or more than 50% of road	N/A	3 Months	6 Months	12 Months

Description of Defect	Link	Collector	Access	Access Minor/ Sealed Laneways
<u>Traffic Defects</u>				
Vegetation intruding into the road envelope: • <5.0 m over the trafficable portion of Cat 1 & 2 • <5.0 m over the trafficable portion of Cat 3 & 4	4 Weeks	4 Months	Programmed	Programmed
Vegetation that is obstructing sightlines to intersections or regulatory, warning and hazard signs when viewed from the following distances: • Speed Limit – <=50km/h = 30m • Speed Limit – 60km/h = 40m • Speed Limit – 70km/h = 55m • Speed Limit – 80km/h = 65m • Speed Limit – 90km/h = 80m • Speed Limit – 100km/h = 95m	4 Weeks	4 Month	Programmed	Programmed
<u>Structures</u>				
Missing Council drainage pit lids	2 Days	3 Days	4 Days	4 Days
Damaged Council drainage pit lids (such that they are potentially structurally unsound)	3 Weeks	4 Weeks	5 Weeks	3 Months
<u>Bridges or Culverts</u>				
Visible damage likely to pose an immediate and significant risk to members of the public	3 Weeks	4 Weeks	5 Weeks	3 Months
<u>Road Furniture</u>				
Regulatory, warning and hazard signs missing, illegible or damaged making them substantially ineffective when viewed from the following distances: • Speed Limit – <=50km/h = 30m • Speed Limit – 60km/h = 40m • Speed Limit – 70km/h = 55m • Speed Limit – 80km/h = 65m • Speed Limit – 90km/h = 80m • Speed Limit – 100km/h = 95m	4 Weeks	2 Months	3 Months	6 Months
Guard rail/fence damaged or missing making them substantially ineffective	1 Month	3 Months	6 Months	12 Months
<u>Kerb</u>				
Where a kerb adjacent to a traffic lane has a horizontal deviation from alignment >100mm	4 Months	6 Months	12 Months	N/A
Vertical displacement – uplift section >100 mm	Adjacent marked carpark: 4M All other Kerb: Programmed			

FOOTPATHS

Description of Defect	Cat 1	Cat 2
Vertical Displacement >30 mm in height	4 Weeks	4 Months
Loose and unstable segmented pavers (i.e. bluestone, bricks, etc.) that move underfoot	4 Weeks	2 Months
Cracking in footpaths >30 mm wide	4 Weeks	4 Months
Undulations (depressions / bumps) >100 mm in depth/height under a 1.2m straight edge	1 Month	12 Months
Dislodged or missing pieces or potholes >300 mm in length/width and >30 mm in depth	4 Weeks	2 Months
Missing Council drainage pit lids	2 Days	4 Days
Damaged Council drainage pit lids (such that they are potentially structurally unsound)	3 Weeks	2 Months
Vegetation intruding into the footpath envelope: <2.5 m over footpath surface	4 Weeks	2 Months
Dislodged / missing tactile indicator	4 Weeks	2 Months

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