

## Road Management Plan 2017-2021

Prepared by  
Moonee Valley City Council



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## 1 Executive Summary

Moonee Valley City Council (“Council”) places a high priority on ensuring that the community is provided with a safe and efficient road network for use by all members of the public. Council is committed to improving its asset management practices and demonstrating to all stakeholders that it is delivering optimal outcomes for the available resources in a structured, coordinated, cost effective and sustainable manner.

The Road Management Plan (“RMP”) was prepared by the Moonee Valley City Council in response to the legislative requirements of the Road Management Act 2004 (“Act”). It details the management system and processes that Council will implement in the discharge of its duty to inspect, maintain and repair municipal public roads.

## 2 Terms and Definitions

All terms used in the RMP and Related Documents have the same meaning given in the Act, unless stated otherwise.

**‘Act’** means the Road Management Act 2004;

**‘Council’** means Moonee Valley City Council;

**‘Municipality’** means Council’s municipal district;

**‘RMP’** means this Road Management Plan; and

**‘Road assets’** means all assets associated with public roads, car parks and pathways to which the RMP applies.

**‘Intervention action’** includes any action to conduct repairs, erect warning signs or reduce or remove a risk.

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### 3 Introduction

#### 3.1 Background

Council was formed on 15 December 1994 through the amalgamation of the City of Essendon and parts of the former City of Keilor. The suburbs of Kensington and North Melbourne were transferred from Council to Melbourne City Council after a municipal boundary review on 1 July 2008.

Under the Act, a road authority may voluntarily prepare a road management plan. Council adopted an RMP in November 2004 to meet the requirements of the Act and has since reviewed the RMP in accordance with the Road Management (General) Regulations 2005. The Road Management Plan 2017-2021 is the fourth revision.

#### 3.2 Purpose

The RMP details the management system that Council will implement in the discharge of its duty to inspect, maintain and repair public roads in respect of which Council is the co-ordinating and responsible road authority.

Council's statutory duty to inspect, maintain and repair public roads applies to any part of a public road which is –

- (a) a roadway;
- (b) a pathway;
- (c) a shoulder; or
- (d) road infrastructure.

In accordance with section 50 of the Act, the purpose of the RMP is to:

- (a) establish a management system for the road management functions of Council which is based on policy and operational objectives and available resources; and
- (b) set the relevant standard in relation to the discharge of duties in the performance of those road management functions.

#### 3.3 Key Stakeholders

Key stakeholders are users of the road network who are affected by its existence or contribute to its management.

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## 4 Legislation

The RMP has been prepared with reference to the following Acts, Regulations, Codes of Practice and Guidelines.

- [Road Management Act, 2004 \(Vic\)](#)
- [Local Government Act, 1989 \(Vic\)](#)
- [Wrongs Act 1958 \(Vic\)](#)
- [Road Safety Act 1986 \(Vic\)](#)
- [Road Management \(General\) Regulations 2016 \(Vic\)](#)
- [Road Management \(Works and Infrastructure\) Regulations 2015 \(Vic\)](#)
- [Austroads Guidelines](#)
- [Code of Practice for Operational Responsibility for Public Roads, 17 December 2004](#)
- [Code of Practice for Road Management Plans, 16 September 2004](#)
- [Code of Practice for Management of Infrastructure in Road Reserves, 28 April 2016](#)

## 5 Responsibility

### 5.1 Council

Council has a statutory duty under Division 3 of Part 4 of the Act to inspect, maintain and repair certain public roads. In accordance with section 36 of the Act, Council is the coordinating road authority for municipal roads within the municipality. (See Related Document 8.1 - Council's Register of Public Roads.) Council is also the responsible road authority for certain roads in the municipality in accordance with section 37 of the Act, further illustrated in 5.3.1.

#### **5.1.1 Exceptional Circumstances**

Council will make every effort to meet its commitments under the RMP. However, there may be exceptional situations or circumstances that affect Council's business continuity to the extent that it cannot deliver on the service levels of the RMP due to a need to commit or redeploy Council staff and/or equipment elsewhere. Pursuant to section 83 of the Wrongs Act 1958, under these exceptional circumstances, functions of the RMP may be suspended by Council.

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## 5.2 Obligation of road users

The Road Safety Act 1986 provides that road users have the following obligations:

1. A person who drives a motor vehicle on a highway must drive in a safe manner having regard to all the relevant factors, including (without limiting the generality) the—
  - (a) physical characteristics of the road;
  - (b) prevailing weather conditions;
  - (c) level of visibility;
  - (d) condition of the motor vehicle;
  - (e) prevailing traffic conditions;
  - (f) relevant road laws and advisory signs;
  - (g) physical and mental condition of the driver.
2. A road user other than a person driving a motor vehicle must use a highway in a safe manner having regard to all the relevant factors.

(See section 17A of the Road Safety Act 1986 for further details.)

Council reasonably assumes the same obligation for users of municipal pathways outside the road reserve. (Refer to 6.1.4.)

## 5.3 Other Road Infrastructure

Certain infrastructure located within the road reserve is not Council's responsibility.

Many developers and utilities undertake works in the municipality connecting to, installing or upgrading assets which often requires them to excavate or damage Council assets. In completing the works, the supervising infrastructure manager or works manager must reinstate at its own cost the roadway, pathway or infrastructure to the same standard as before the works were commenced.

(Refer to Schedule 7 of the Act for further details.)

### 5.3.1 Arterial Roads and freeways

VicRoads is the coordinating road authority for all arterial roads within the municipality. A list of these arterial roads can be found on the VicRoads website (see <https://www.vicroads.vic.gov.au/about-vicroads/acts-and%20regulations/register-of-public-roads>). The coordinating road authority for freeways within the municipality is either VicRoads or Melbourne Citylink-Transurban. Section 37 of the Act outlines the responsible road authority for roads and road related infrastructure within the boundaries of arterial roads and freeways.

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The diagram in Figure 1 distinguishes areas of responsibility on arterial roads. The areas shown in this diagram may not apply to all instances and should only be used as a guide.

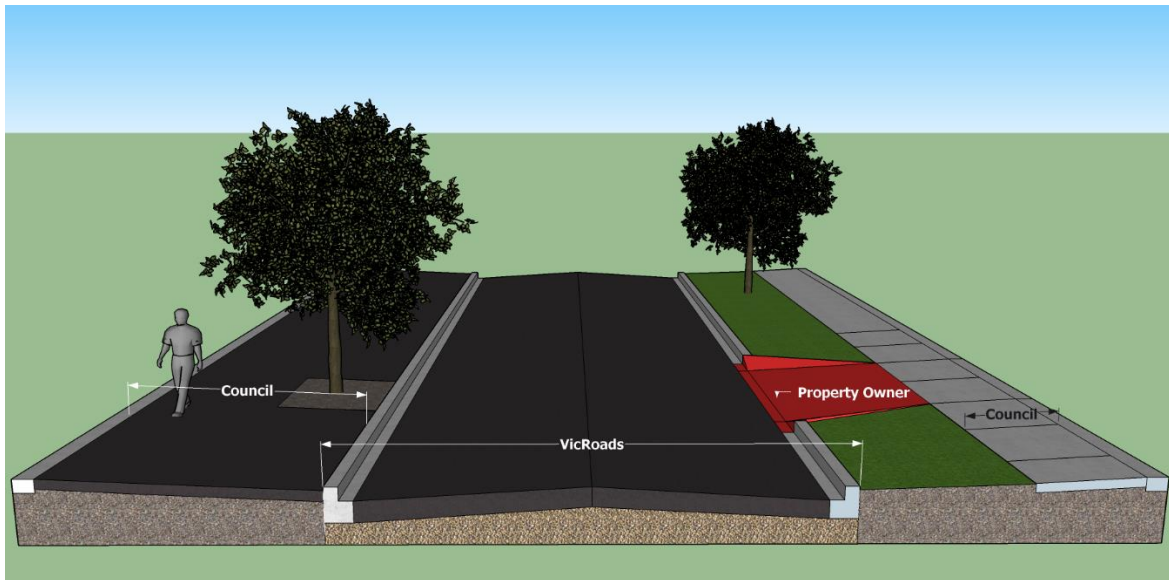


Figure 1 - Arterial Road demarcation

### 5.3.2 Private

#### a) Vehicle Crossings

Vehicle crossings are the access ways used by owners/occupiers to gain access to a property. The area highlighted in red in Figure 1 and Figure 2 is the property owner’s responsibility to maintain as specified in the [Moonee Valley City Council Vehicle Crossing Policy](#). Where a driveway intersects with Council’s pathway assets, Council has the responsibility to maintain the pathway to the required standard.

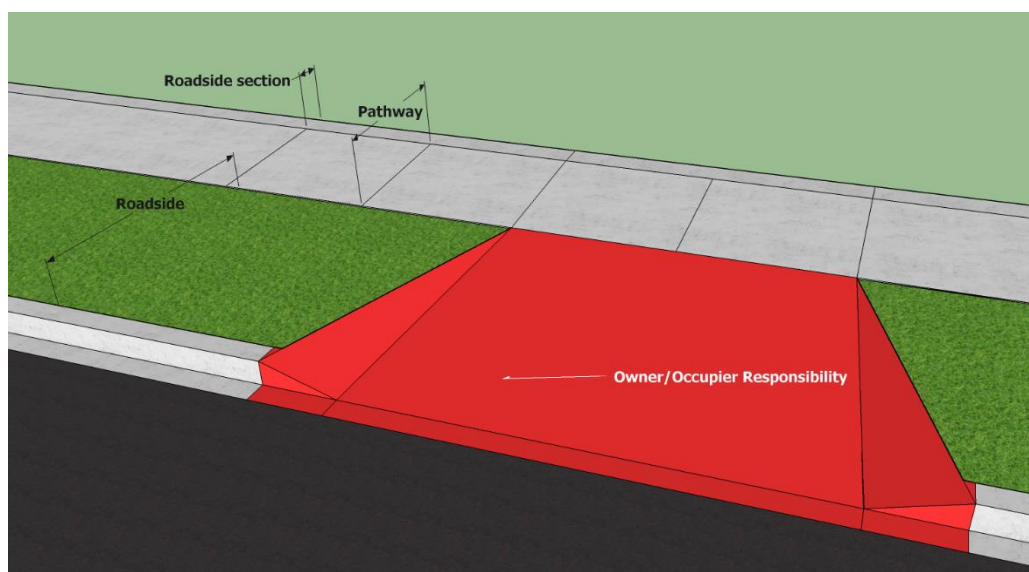


Figure 2 - Vehicle crossing responsibility

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The areas shown in this diagram may not apply to all instances; the diagram should be used as a guide.

b) Stormwater pipes

All property stormwater drains, including their maintenance, are the responsibility of the property owner. This means the section of drainage from the point of pick up to legal point of discharge, including connections. E.g. Kerb outlet, barrel drain.

c) Unconstructed Right of Ways

Council maintains constructed Right of Ways (“ROW’s”) within the municipality. Council is not responsible for the maintenance of unconstructed ROW’s and other private roads, with any maintenance of such areas generally being undertaken by abutting property owners who gain access from the ROW.

For more information regarding roads responsibility, refer to the [Code of Practice for Operational Responsibility for Public Roads](#)

## 6 Road Management Plan

The RMP documents the management system for road assets and relevant standards to which Council will inspect and maintain its road assets under the Act. This ensures the provision of a safe and efficient road network for use by road users and the community within the extent of Council’s resources.

### 6.1 Asset Hierarchy

A classification system has been developed to ensure that appropriate management and engineering standards and planning practices are applied to a road asset based on its function. Asset hierarchy for specific road sections can be seen in Related Documents 8.1 - Council’s Register of Public Roads and 8.3 - Hierarchy Maps.

#### 6.1.1 Road Hierarchy

Each road asset is given a specific classification according to a number of factors including function, ownership, structure, importance, risk and the proper allocation of public resources. Refer to Related Document 8.1 – Council’s Register of Public Roads – Part A:

Hierarchy	Description of Characteristics
Arterial roads & Freeways (VicRoads+ Citylink).	Predominantly carry through traffic from one region to another, forming principal avenues of travel for traffic movements
Major roads	Distribute traffic between primary and secondary state arterials and provide access to the local road system.
Collector road	Distribute traffic between arterial/major roads and provides access to abutting properties.
Local road	Primarily used for access to abutting properties.

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Right of Way (ROW)	Generally provided for access to abutting properties. <i>Council only maintains Council constructed ROW.</i>
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Figure 3 - Road Hierarchy

### 6.1.2 Pathway Hierarchy

Similar to roads, pathways are classified according to a hierarchy dependent upon usage, potential risk and community importance. Refer to 8.1 Register of Public Roads – Part B:

Hierarchy	Description of Characteristics
Shopping Precinct Paths	Pathways within shopping precincts that have high pedestrian volumes.
High Use Paths	a) Pathways within areas identified as potential high risk due to the nature and volume of pedestrian traffic. b) Constructed pathways inside municipal open spaces/reserves
Other Paths	Pathways in residential areas not classified as Shopping precinct or High Use.

Figure 4 - Pathway Hierarchy

### 6.1.3 Car Parks

Council may from time to time perform works on defects within car parks. Car parks fall outside Council's responsibility under the Act and are only inspected by customer request. Refer to Related Document 8.4 for Register of Car Parks.

### 6.1.4 Pathways outside the Road Reserve

Pathways outside the road reserve fall outside Council's responsibility under the Act. For the benefit of the community, Council inspects these pathways at frequencies detailed in the [Inspection and Response table](#). Council reasonably assumes that the same obligations set out in 5.2 will be observed by users of municipal pathways outside the road reserve. Refer to Related Document 8.2 for Register of pathways outside the road reserve.

### 6.1.5 Right of Ways

Council may from time to time perform works on defects within right of ways. Right of Ways fall outside Council's responsibility under the Act as they are not classified as 'Public Roads' within Council's Register of Public roads and are only inspected by customer request. Refer to Related Document 8.5 for Register of Right of Ways.

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## 6.2 Asset Registers

Council maintains a register of road assets within the municipality for which Council is responsible. These registers are amended from time to time as required if new assets are constructed, identified/discovered, transferred or disposed of. These registers can be found under 'Road Management Plan 2017-21' on Council's [website](#) and are available for inspection at Council offices.

### 6.2.1 Council's Register of Public Roads

Under section 19 of the Act, Council:

*"...must keep a register of public roads specifying the roads in respect of which it is the coordinating authority".*

Council's register of public roads contains:

- a) Part A – Roads
- b) Part B - Pathways

(See also Related Document 8.1 – Council's Register of Public Roads.)

### 6.2.2 Council's Register of Car Parks

Council keeps a Register of Car Parks which are used by the public and maintained by Council

(See Related Document 8.4 – Council's Register of Car Parks.)

### 6.2.3 Council's Register of Pathways outside the Road Reserve

Council keeps a Register of Pathways outside Road Reserves, which lists all pathways that are not otherwise included in the Register of Public Roads which are used by the public and maintained by Council

(See Related Document 8.2 – Council's Register of Paths outside the Road Reserve.)

### 6.2.4 Council's Register of Right of Ways

Council's keeps a Register of Right of Ways which falls outside the 6.2.1 Register of Public Roads. As specified in 6.5.3 Inspection and Response tables, Council inspects constructed Right of Ways by customer request only

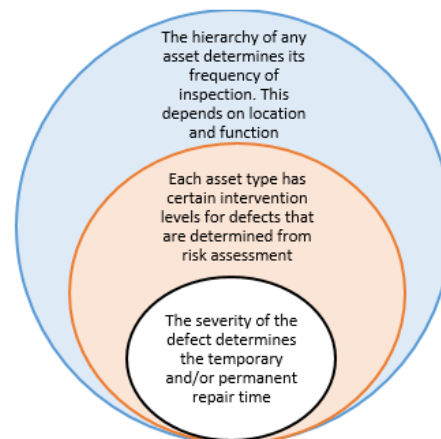
(See Related Document 8.5 – Council's Register of Right of Ways.)

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### 6.3 Asset Repair Principles

The asset repair principles adopted by Council dictate the manner in, and frequency with, which Council maintains its road assets. Council has set standards on the basis of the following:

- the hierarchy of the road asset;
- an intervention level based on the minimum size, shape or nature of a defect; and
- a maximum response time for permanent repair, calculated in calendar days from the time of inspection



### 6.4 Asset Inspection

Council inspects its assets to ensure defects are identified and scheduled for maintenance. A council officer inspects the road asset and assesses it in terms of the potential risk that the defect poses to the public and the allocation of public resources. Inspection frequencies, response times and intervention levels are shown in the [Inspection and Response table](#).

Council will undertake an *intervention action* on a defect that exceeds intervention levels no later than 10 days after inspection.

There are two key types of inspections undertaken by Council:

#### 6.4.1 Proactive Asset Inspection

In accordance with the [Inspection and Response table](#), Council proactively inspects road assets, for which it is responsible, on a cyclic basis to identify potential safety hazards and defects that exceed intervention level.

Asset type	Hierarchy	Proactive inspection frequency
Road	Major	6 months
	Collector	6 months
	Local	1 year
Pathway	Shopping Precinct	6 months
	High Use	1 year
	Other Path	3 years

Table A-Proactive inspection frequencies

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### **6.4.2 Reactive Asset Inspection**

The community can report defects on Council road assets at any time. These reports are recorded in Council's customer request system and, upon notification, an officer from Council will examine the defect and instigate remediation works if the defect(s) exceeds intervention levels. All reactive inspections will be undertaken no later than 10 working days after notification.

## **6.5 Inspection and Response Standards**

The inspection and response standards for the public roads that are the responsibility of Council are detailed in the [Inspection and Response table](#). These inspection and response standards 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 remedy those defects above intervention level.

### **6.5.1 Classifying Defects**

Defects on road assets are classified according to their hierarchy, type and possible risk. Council categorises defects into two categories; **Priority 1** or **Priority 2**.

Corresponding intervention levels and response times can be found in the [Inspection and Response table](#).

### **6.5.2 Improvement works**

Council, at its absolute discretion, may from time to time undertake rehabilitation and/or asset improvement works outside the scope of the [Inspection and Response table](#).

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**6.5.3 Inspection and Response Table**

Asset Type	Defect Type	Hierarchy	Reactive Inspection Time (working days)	Proactive Inspection Frequency based on Hierarchy	Priority 1		Priority 2	
					Intervention Levels	Repair Response Time (days after inspection)	Intervention Levels	Repair Response Time (days after inspection)
Road	Pot Hole	Major	10	6 months	• >75mm deep and >500mm diameter	30	•50-75mm deep and >300mm diameter	60
		Collector	10	6 months		30		90
		Local	10	1 year		60		180
Road	Pavement Failure	Major	10	6 months	• >100mm deep over 1m straight edge • Exposed aggregate >500mm diameter	30	•50-100mm deep over 1m straight edge • Exposed aggregate 300-500mm diameter	120
		Collector	10	6 months		30		120
		Local	10	1 year		60		180
Road	Road Edge Failure	Major	10	6 months	• >100mm deep/fall over 2metre straight edge	30	•50-100mm deep/fall over 2m straight edge	120
		Collector	10	6 months		60		180
		Local	10	1 year		90		240
Pathway	Concrete Pathway hazard	Shopping Precinct	10	6 months	•Step >25mm •Crack > 20mm wide •Spalling concrete >150mm dia with depth > 25mm	30	•15-25mm step •Cracks 10-20mm wide •Spalling concrete 100-150mm dia with depth 15-25mm	60
		High Use	10	1 year		90		180
		Other Paths	10	3 years		120		240
Pathway	Asphalt Pathway hazard	Shopping Precinct	10	6 months	•Undulation > 50mm rise over 100mm straight edge •Crack > 20mm width; •Pothole > 25mm deep & > 200mm diameter •Step > 25mm.	30	• Undulation 30-50mm rise over 100mm straight edge •Crack 10-20mm wide •Pothole 15-25mm deep & >150-200mm diameter •Step 15-25mm.	60
		High Use	10	1 year		90		180
		Other Paths	10	3 years		120		240
Pathway	Road Side Section	Shopping Precinct	10	Request only	•Step > 100mm •Crack/Gap > 75mm	30	•Step 75-100mm •Crack/Gap 50-75mm wide	60
		High Use	10	Request only		90		180
		Other Paths	10	Request only		120		240

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Asset Type	Defect Type	Hierarchy	Reactive Inspection Time (working days)	Proactive Inspection Frequency based on Hierarchy	Priority 1		Priority 2	
					Intervention Levels	Repair Response Time (days after inspection)	Intervention Levels	Repair Response Time (days after inspection)
Kerb and Channel	Bluestone Pavement and K&C	Major	10	Request only	<ul style="list-style-type: none"> <li>step/drop off &gt; 100mm and/or missing blue stones</li> <li>gaps &gt; 100mm wide</li> </ul>	60	<ul style="list-style-type: none"> <li>step/drop &gt; 75-100mm and/or missing blue stones</li> <li>gaps 50-100mm with 75mm depth</li> </ul>	120
		Collector Local	10	Request only		60		180
	Concrete Kerb Defect	Major Collector Local	10	Request only	Request only	<ul style="list-style-type: none"> <li>lip &gt; 100mm And/ Or protruding reinforcement, close to pedestrian path of travel.</li> </ul>	60	75-100mm lip
			10			60		180
Car parks	Car park hazard	Car parks	10	Request only	<ul style="list-style-type: none"> <li>&gt;100mm deep over 1m length in each location for asphalt</li> <li>&gt;100mm step/drop off and/or missing blue stones</li> <li>gaps &gt;100mm;</li> </ul>	180	<ul style="list-style-type: none"> <li>50-100mm deep over 1m length in each location</li> <li>75-100mm step/drop or missing blue stones</li> <li>gaps 50-100mm with 75mm depth</li> </ul>	240
Right of Way (constructed)	ROW hazard	ROW	10	Request only	<ul style="list-style-type: none"> <li>&gt;100mm deep over 1m length in each location for asphalt</li> <li>&gt;100mm step/drop off and/or missing blue stones</li> <li>gaps &gt;100mm;</li> </ul>	180	<ul style="list-style-type: none"> <li>50-100mm deep over 1m length in each location</li> <li>75-100mm step/drop or missing blue stones</li> <li>gaps 50-100mm with 75mm depth</li> </ul>	240
Drainage Pits	Pit hazard	Shopping Precinct	10	Request only	<ul style="list-style-type: none"> <li>pit lid removed</li> <li>blocked road pit (water over road)</li> </ul>	30	<ul style="list-style-type: none"> <li>pit lid damaged</li> </ul>	60
		High Use	10	Request only		90		180
		Other Paths	10	Request only		120		240
Signage	Signage hazard	All	N/A	Request only	All signage hazards	42	All signage hazards	42
Line marking	Line marking hazard	All	N/A	Request only	All line marking hazards	84	All line marking hazards	84

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### 6.6 Compliance with timeframes

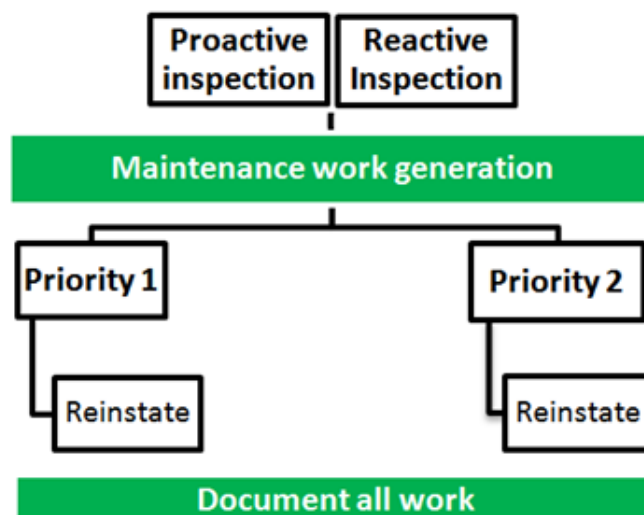
While Council will endeavour to comply with the timeframes identified in the [Inspection and Response table](#) and 6.4.1, it recognises that, from time to time, matters beyond its control will affect those timeframes. The timeframes may, therefore, vary by a margin not exceeding 10% on occasion. Council has assessed this margin as being reasonable and not posing a risk to the safety of the public or its road asset

### 6.7 Decision process

Council discharges its responsibility to inspect, maintain or repair its road assets by taking each of the following steps:

1. Inspection- Either by proactive inspection or reactive customer request inspections.
2. Assessment of defect - if above intervention levels as per [Inspection and Response table](#), Council will undertake an intervention action.
3. Intervention action - instigates repair or remedy of the defect.
4. Repair completion - all repairs will be completed within allocated repair response time.

This diagram shows how Council processes information relating to inspections and defects. Council incorporates a total traceability policy to document all its actions.



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## 7 Audit and Review of the Road Management Plan

### 7.1 Alteration of Road Management Plan

Council will analyse its RMP in relation to contractor performance, resource supply and compliance with road maintenance schedules in accordance with Council's reporting requirements.

The RMP will not be amended during its four-year life unless there is a significant change in the budget, legislation or other circumstances such that amendment is required to properly reflect Council's obligations. Any changes to this version of the RMP would need to go through the same statutory process (i.e. publication of the draft document, inviting public submissions etc.) as were applied for the preparation and adoption of this version.

### 7.2 Review of Road Management Plan

A formal review of the RMP will be conducted in the 6 months following a Council election or by 30th June the following year, whichever is later, in accordance with regulation 8(3) of the Road Management (General) Regulations 2016.

## 8 Related Documents – All related documents are available under 'Road Management Plan 2017-21' on Council's Website - [Link](#)

### 8.1 Moonee Valley City Council Register of Public Roads

- a) *Part A – Roads*
- b) *Part B - Pathways*

### 8.2 Moonee Valley City Council Register of Paths outside the Road Reserve

### 8.3 Road and Pathway Hierarchy Maps

### 8.4 Moonee Valley Council Register of Car Parks

### 8.5 Moonee Valley Council Register of Right of Ways

### 8.6 Moonee Valley City Council Road and Pathway Inspection Manual

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