



# **Road Management Plan 2025-2029**

**Draft Version 6.00**

## Governance

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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 coordinating road authority).
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	Refers to the Colac Otway Shire Council
Demarcation agreement	A formal agreement between Council and another organisation that defines areas of responsibility.
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 coordinating 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.
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.
Pathway	Refers to a footpath, bicycle path, shared path or other area that is constructed or developed by Council for members of the public (not motor vehicles) to use.
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 decided that it is reasonably required for general public use and is included on the Register of Public Roads.
Road	Has the same meaning as in the Road Management Act 2004, being inclusive of any public highway, any ancillary area and any land declared to be a road under section 11 of that Act or forming part of a public highway or ancillary area.
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.
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

	<p>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</p>
Roadway	<p>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.</p>
Shoulder	<p>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.</p>

# Introduction

## 1.1 What is the purpose of this Plan

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.

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 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 six 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. Attachments and Appendices:
  - a. Attachment 1, Road Hierarchy – Urban and Rural Roads
  - b. Attachment 2, Pathway Hierarchy
  - c. Attachment 3, Inspection Requirements

- d. Attachment 4, Inspection Frequencies
- e. Attachment 5, Defect Intervention Levels and Repair Timeframes
- f. Appendix A, Examples of Hazards and Defects
- g. Appendix B, Limit of Responsibilities of Coordinating Road Authorities

## 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 General Manager Infrastructure and Environment.

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:

- Updated versions presented to Council will be renumbered by whole numbers – for example, from Version 1.00 to 2.00.
- Those approved by the General Manager 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 because 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 Council's Officer in charge of the Plan 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 Council's Officer responsible for the Plan, 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 considering 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 Infrastructure and Environment General Manager.

## 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 decided that it is reasonably required for 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 funding for roads.

## 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.

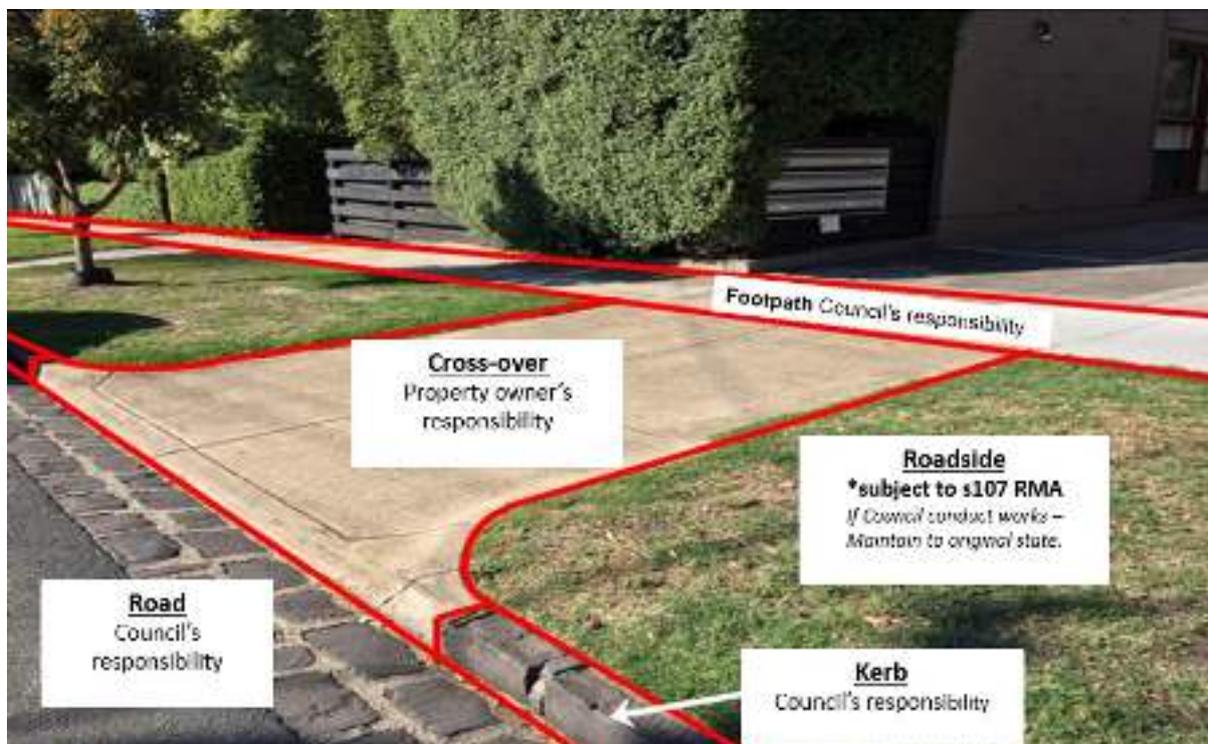
### 2.6.3 Permits for work within a road reserve

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. Local laws also require property owners to apply for a vehicle crossing permit if they plan to build a driveway. In both cases, a fee applies 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 we 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, tram wires, rail infrastructure, bus shelters, 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.



- **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.

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 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*.

## 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 considers 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.

The two levels in the hierarchy are:

#### 1. Rural and Urban Road & street network

This is further divided into four categories, as follows:

- Category 4: Primary - main urban distributor and rural link roads
- Category 3: Secondary – secondary distributor and collector roads, sealed and gravel
- Category 2: Minor - local access roads, sealed and gravel
- Category 1: Other Roads/ Fire Tracks – not intended for general use or property access.

See Attachment 1 for more information

#### 2. Pathway network

This is further divided into 2 categories, as follows:

Footpaths, Shared and Bicycle pathways

- Category 2: Primary - high-use areas
- Category 1: Local – moderate and low use areas.

See Attachment 2 for further information.

### 3.3 Our Road Network

More information about the Council's Road network is shown in the tables below.

Table 3.1 – Road length by hierarchy – date last updated: 1/08/2024

Hierarchy	Length (km)	% of Network
Category 4: Primary roads	120	7%
Category 3: Secondary roads	350	22%
Category 2: Minor roads	1100	68%
Category 1: Other roads/ Fire Tracks	55	3%
<b>Total</b>	<b>1,625</b>	<b>100%</b>

\*\*\*\* Table 3.1 & 3.2 To Be Confirmed After Road Register Update 2025

Table 3.2 – Road Length by Surface Type – date last updated: 1/08/2024

Surface Type	Length (km)	% of Network
Sealed	566	35%
Unsealed	1,059	65%
<b>Total</b>	<b>1,625</b>	<b>100%</b>

### 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, Council is better able to plan how it does this.

The following maintenance requirements shape Council’s 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 work**

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.

Response times and safety measures – for example warning signs, flashing lights, and safety barriers – 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

Council's asset management plans guide the development of long-term asset renewal programs, helping it to plan and finance asset renewal and replacement.

### 3.4.3 Maintenance Surveys and inspections

A four-tier regime is used to inspect the road network assets. It covers safety issues, incidents, defects and condition inspections.

#### 1. Reactive inspections (Request for Service or RFS)

These inspections are conducted in response to requests from the community. The inspection is carried out by a Council employee and assessed according to the Hazard intervention levels, contained within Attachment 5.

#### 2. Proactive Inspections

Regular timetabled inspections are scheduled depending on traffic flow, the types of defects likely to impact the asset and the perceived risks of these defects.

#### 3. Condition Inspections

These inspections identify structural integrity issues which, if untreated, are likely to adversely affect the network overall. These issues may impact short-term serviceability, as well as the ability of the asset to perform for the duration of its intended life span.

These inspections are carried out in accordance with the Council's asset management plans and valuation reviews. They are managed by the Asset Management Coordinator on a three or four yearly schedule.

### 3.4.4 Maintenance responsiveness and performance targets

The following information is recorded when we receive a Request for Service (RFS) from the community:

- Date the request was received
- Details of the request, including the location and nature of the reported hazard/defect (including any specific measurements if provided), name of the person making the request, copies of any photographs provided, etc.
- The personnel / department to which the request has been assigned for action
- Date by which the request must be actioned (based on the target response times specified in Attachment 5)
- Date when the request was actioned and/or completed (this typically involves someone carrying out an RFS inspection, as described in section 3.4.3, followed by any necessary repair works conducted).

By recording this information, Council can monitor compliance against target response times – that is, the time it takes from receiving a request to carrying out an inspection and ultimately completing necessary works.

Customer requests will be inspected and assessed in accordance with timeframes specified in Attachment 5. The following are some possible outcomes from a reactive inspection:

- If a defect identified exceeds a *Description / Intervention Levels* specified in Attachment 5, a work order 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 Attachment 5, 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.

### 3.6 Sealing of Unsealed Roads

Council does not have a strategy or policy to guide decisions to invest in upgrades to the road network such as the sealing of unsealed roads. In the absence of an adopted strategy or policy, these opportunities are considered on an ad hoc basis. Consideration of such opportunities may consider the following criteria:

#### **Traffic volume criteria:**

- Unsealed roads that carry in excess of 250 vehicles per day will be automatically referred to the long-term Capital Improvement Program for prioritisation for sealing in accordance with capital works evaluation guidelines.
- Unsealed roads that carry less than 100 vehicles per day will generally not be considered for sealing unless there is a contribution from adjacent landowners in accordance with Special Rates and Charges Scheme provisions.
- Unsealed roads that carry between 100 and 250 vehicles per day must meet at least 5 of the following criteria before being considered for sealing unless there is a

contribution from adjacent landowners in accordance with the Special Rates and Charges Scheme provisions:

- Casualty crash 5-year history
- Longitudinal gradient in excess of 5%
- Heavy vehicles percentage in excess of 15%
- School bus route
- Development density greater than 50 houses per kilometer
- Average house setback less than 20m from road reserve (dust problems)
- Reactive maintenance more than 3 times per annum.

**Other criteria:**

- Links to existing sealed roads.
- Road hierarchy classification
- Planning Scheme and future development potential Infrastructure Services
- Traffic generators
- Customer request history
- Road condition and maintenance costs
- Road geometry and road safety
- Roadside vegetation and biodiversity.
- Available funding.

## 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, 2-6 Rae Street Colac upon request.

### 4.1 Maintenance Demarcation (Boundary) Agreements

Where there are boundary agreements between Council and other road authorities or private organisations, the schedule of roads affected, and agreements are listed in the Municipal Road Register.

## 4.2 Roads not listed on the Register

The following roads are not listed on our Register of Public Roads:

- Roads which are the full responsibility of the state government, or a private enterprise.
- Unused roads for which Council has not accepted responsibility.
- Roads drawn out on a plan of subdivision, until such time that Council accepts responsibility for these roads.
- Roads which Council has not determined are reasonably required for public use.

## Technical References

- i. Road Management Act 2004 - Code of Practice
- ii. Road Management Act 2004
- iii. AS ISO 31000:2018 – Risk Management – Guidelines
- iv. Integrated Asset Management Guidelines for Road Networks (AP-R202) 2002, Austroads Inc.
- v. International Infrastructure Management Manual (IIMM) 2015, IPWEA
- vi. VicRoads Risk Management Guidelines
- vii. VicRoads Standard Specification Section 750 – Routine Maintenance

## Attachment 1: Road Hierarchy – Rural and Urban Roads

Category	Description
<b>Category 4</b> <ul style="list-style-type: none"> <li>• <b>Primary Roads</b></li> </ul>	<p>These roads act as links between population centres and are supplementary to the arterial road network. Key features typically include:</p> <ul style="list-style-type: none"> <li>• High truck (commercial vehicle) traffic volume</li> <li>• Connector between arterial roads and lower order streets</li> <li>• Access to major industries</li> <li>• Minimum 2 clear traffic lanes (excluding parking)</li> </ul>
<b>Category 3</b> <ul style="list-style-type: none"> <li>• <b>Secondary Roads</b></li> </ul>	<p>These carry moderate volumes of traffic and provide access, by linking local areas to link and arterial roads. They also provide links between the various collector roads. Key features typically include:</p> <ul style="list-style-type: none"> <li>• Non-continuous connector (do not cross arterial roads)</li> <li>• Limited through traffic (not promoted, or encouraged)</li> <li>• Cater for, but may restrain, service and heavy vehicles</li> <li>• Minimum two clear traffic lanes (excluding parking)</li> </ul>
<b>Category 2</b> <ul style="list-style-type: none"> <li>• <b>Minor Roads</b></li> </ul>	<p>These carry only local traffic. The primary function is to provide access to private properties. Key features typically include:</p> <ul style="list-style-type: none"> <li>• Short distance travel to higher level roads</li> </ul> <p>In the case of an unsealed local access road providing access to a single property, the road will only be maintained to the closest boundary of that property. The balance will be maintained as a limited access track (see below)</p>
<b>Category 1</b> <ul style="list-style-type: none"> <li>• <b>Other Roads/ Fire Access Tracks</b></li> </ul>	<p>These perform a very minimal function. They typically act as fire access, or as a secondary or seasonal access road to large rural / farming properties. Key features typically include:</p> <ul style="list-style-type: none"> <li>• Provides secondary access to properties</li> <li>• Unsealed roads, often unformed or with minimal material</li> </ul> <p>Due to the limited function and use of these roads, they are not subject to a proactive inspection regime or the same hazard intervention levels of other roads.</p>

## Attachment 2: Pathway Hierarchy

### Pathways

Category	Type	Description
<b>Category 3</b> <ul style="list-style-type: none"><li>• <b>Primary Pathways</b></li></ul>	High-use Pathways on road reserve	The category of 'highest use' that includes all footpaths in Central Business District(s), tourist/shopping precincts, and pedestrian generators.
<b>Category 2</b> <ul style="list-style-type: none"><li>• <b>Local Pathways</b></li></ul>	Moderate-use Pathways on road reserve	This category includes all other pathways within road reserves, including: <ul style="list-style-type: none"><li>• Residential areas</li><li>• Commercial/ industrial areas.</li></ul>

## Attachment 3: Inspection Requirements

Inspection Type	Purpose	Inspection and Reporting Requirements
<b>Reactive – Request for Service (RFS)</b>	Reactive inspections are designed to confirm the nature of defects/hazards reported by members of the public or Council employees and identify any that exceed the intervention levels specified in Attachment 5.	<p>Performed by a Council representative with knowledge of Description / Intervention Levels (Attachment 5) and road maintenance techniques who may then call in a higher level of expertise if necessary.</p> <p>All Reactive inspections are conducted on foot, with defects measured, photographed, recorded, and reported.</p> <p>The report is required to identify specific safety defect(s), time first reported, time inspected and by whom, subsequent action and time of completion.</p>
<b>Proactive Inspection</b>	<p>Inspection undertaken in accordance with a formal programmed inspection schedule to determine if the road asset complies with the levels of service as specified.</p> <p>A record of each asset is to be completed detailing the name of the inspector, the inspection date, and a description of any defects found that exceed the intervention levels specified in Attachment 5. In addition, details of the inspection will be electronically recorded against the particular asset inspected.</p>	<p>Proactive Inspections of roads are conducted via a slow-moving vehicle, while Proactive Inspections of all other asset types are conducted on foot, with defects measured, photographed, recorded, and reported.</p> <p>Performed by a dedicated Plan inspector.</p>
<b>Night Inspections</b>	Inspection undertaken in accordance with a formal programmed inspection schedule to assess the reflectivity of road signage, cat's eyes and roadside guideposts, and the visibility of line marking at night.	<p>Conducted via a slow-moving vehicle with standard driving lights (low beam), with visibility /legibility /reflectivity assessed by eye from distances specified respective of each asset defect type.</p> <p>Performed by a dedicated Plan inspector.</p>

## Attachment 4: Inspection Frequencies

<b>Asset Group</b>	<b>Hierarchy Category</b>	<b>Reactive Inspection Timeframe</b> WD = Working Days H = Hours	<b>Proactive Inspection Frequency</b> M = Months	<b>Night Inspections</b> Y = Years
<b>Sealed Roads</b> <b>Unsealed Roads</b> <b>Regulatory, Warning and Hazard Signs</b>	Category 4	5 WD	4 M	1 Y
	Category 3	7 WD	6 M	2 Y
	Category 2	10 WD	12 M	3 Y
	Category 1	n/a	n/a	n/a
<b>Pathways, Kerb &amp;</b>	Category 3	5 WD	6 M	n/a
	Category 2	7 WD	12 M	
<b>Channel</b>	Category 1	10 WD	12 M	
<b>Bridges</b>	Level 1 Bridge Inspections	5 WD	12 M	n/a
<b>Emergency Response – All Asset / Categories</b>		1 WD	n/a	n/a

\* 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.

\* If a Proactive Inspection Frequency elapses on a Weekend or Public Holiday, the actual due date will be the next Working Day.

## Attachment 5: Defect Intervention Levels and Repair Timeframes

### NOTES:

\* If a Repair Timeframe elapses on a Weekend or Public Holiday, the actual due date will be the next Working Day.

\*\* In cases where a defect is a significant hazard or is not due to be repaired in less than 8 weeks, temporary measures, such as installing warning signage, erecting barriers, or painting the defect with a bright contrasting colour, may be implemented at the time of identification to reduce the risk as much as is reasonably practicable until permanent repairs can be completed in line with the specified Repair Timeframes.

### Road Obstruction

Defect type	Description / Intervention Level	Repair timeframes by hierarchy			
		Cat 4	Cat 3	Cat 2	Cat 1
<b>Water Across Road</b>	Obstruction to more than 50% of traffic lane with water greater than 300mm deep	1 WD	1 WD	1 WD	n/a
<b>Obstruction/spillage</b>	Debris, including fallen limbs, on carriageway causing an obstruction to more than 50% of the traffic lane	1 WD	1 WD	1 WD	n/a

### Sealed Roads

Defect type	Description / Intervention Level	Repair timeframes by hierarchy			
		Cat 4	Cat 3	Cat 2	Cat 1
<b>Pothole</b>	Potholes in sealed pavement >70 mm in depth and >350 mm in diameter Potholes located in dedicated/marked bicycle lanes >40 mm depth and >150 mm diameter.	2 W	4 W	8 W	n/a
<b>Edge break</b>	Edge breaks >100 mm laterally over a 5m or greater length from the nominal seal line	2 W	4 W	8 W	n/a

<b>Edge / shoulder drop</b>	Edge drops onto an unsealed shoulder >50 mm in depth over a 10m or greater length	2 W	4 W	8 W	n/a
<b>Depressions / deformations</b>	Depression / deformations in the traffic lane of a sealed pavement >75 mm in depth under a 3m long straight edge	2 W	4 W	8 W	n/a
<b>Missing pit lids</b>	Missing Council drainage pit lids	1 W	1 W	1 W	1 W
<b>Damaged pit lids</b>	Damaged Council drainage pit lids (such that they are potentially structurally unsound)	4 W	6 W	8 W	6 M
<b>Roadside Vegetation – Overhead clearance</b>	<p>Vegetation intruding into the road envelope:</p> <ul style="list-style-type: none"> <li>• &lt;4.5 m clearance over the trafficable portion of Arterial roads</li> <li>• &lt;4.5 m clearance over the trafficable portion of Cat 3 &amp; 4 roads</li> <li>• &lt;4.0 m over the trafficable portion of Cat 1 &amp; 2 roads</li> </ul>	n/a	n/a	6 M	n/a
<b>Roadside Vegetation – Obstructing sightlines</b>	<p>Vegetation that is obstructing sightlines to intersections or regulatory, warning and hazard signs when viewed from the following distances:</p> <ul style="list-style-type: none"> <li>• Speed Limit – &lt;=50km/h = 30m</li> <li>• Speed Limit – 60km/h = 40m</li> <li>• Speed Limit – 70km/h = 55m</li> <li>• Speed Limit – 80km/h = 65m</li> <li>• Speed Limit – 90km/h = 80m</li> <li>• Speed Limit – 100km/h = 95m</li> </ul>	3 W	6 W	8 W	n/a

## Unsealed Roads

Defect type	Description / Intervention Level	Repair timeframes by hierarchy			
		Cat 4	Cat 3	Cat 2	Cat 1
		<b>WD = Working Days</b> <b>W = Weeks</b> <b>M = Months</b>			
<b>Pothole</b>	Potholes in unsealed pavement >100 mm in depth and >500 mm in diameter	n/a	2 M	3 M	n/a
<b>Wheel ruts / scouring</b>	Wheel ruts or scouring on an unsealed road > 80mm in depth	n/a	3 M	4 M	n/a
<b>Corrugations</b>	Corrugations on an unsealed road > 80mm in depth and >300m in length	n/a	3 M	4 M	n/a
<b>Roadside Vegetation – Overhead clearance</b>	Vegetation intruding into the road envelope:	n/a	4 M	n/a	n/a
	<ul style="list-style-type: none"> <li>• &lt;4.5 m height over the trafficable portion</li> <li>• &lt;4.0 m height over the trafficable portion of Cat 1 &amp; 2 roads</li> </ul>	n/a	n/a	6 M	n/a
<b>Roadside Vegetation – Obstructing sightlines</b>	Vegetation that is obstructing sightlines to intersections or regulatory, warning and hazard signs when viewed from the following distances: <ul style="list-style-type: none"> <li>• Speed Limit – &lt;=50km/h = 30m</li> <li>• Speed Limit – 60km/h = 40m</li> <li>• Speed Limit – 70km/h = 55m</li> <li>• Speed Limit – 80km/h = 65m</li> </ul>	n/a	2 M	3 M	n/a

## Traffic Control Devices

Defect type	Description / Intervention Level	Repair timeframes by hierarchy			
		Cat 4	Cat 3	Cat 2	Cat 1
		<b>WD = Working Days</b> <b>W = Weeks</b> <b>M = Months</b>			
<b>Missing / Damaged 'Stop' and 'Give Way' Signage</b>	Regulatory 'Stop' and 'Give Way' signs missing, illegible or damaged making them substantially ineffective when viewed from the following distances: <ul style="list-style-type: none"> <li>• 'Speed Limit – &lt;=50km/h' = 30m</li> <li>• Speed Limit – 60km/h = 40m</li> <li>• Speed Limit – 70km/h = 55m</li> <li>• Speed Limit – 80km/h = 65m</li> <li>• Speed Limit – 90km/h = 80m</li> <li>• Speed Limit – 100km/h = 95m</li> </ul>	1 WD	1 WD	1 WD	1 WD
<b>Missing / Damaged Signage</b>	Other regulatory, warning and hazard signs missing, illegible or damaged making them substantially ineffective when viewed from the following distances: <ul style="list-style-type: none"> <li>• Speed Limit – &lt;=50km/h = 30m</li> <li>• Speed Limit – 60km/h = 40m</li> <li>• Speed Limit – 70km/h = 55m</li> <li>• Speed Limit – 80km/h = 65m</li> <li>• Speed Limit – 90km/h = 80m</li> <li>• Speed Limit – 100km/h = 95m</li> </ul>	1 M	2 M	3 M	4 M
<b>Missing / Damaged Guard Rail or fencing</b>	Guard rail/fence damaged or missing making them substantially ineffective	6 W	10 W	4 M	4 M
<b>Missing / Damaged Pavement Markings</b>	Pavement markings which are missing or faded making them substantially ineffective	6 W	10 W	4 M	12 M

## Pathways

Defect type	Description / Intervention Level	Intervention Level	
		Cat 2	Cat 1
<b>Vertical Displacement</b>	Vertical Displacement >25 mm in height	3 W	5 W
<b>Loose segmented pavers</b>	Loose and unstable segmented pavers (i.e. bluestone, bricks, etc.) that move underfoot	3 W	5 W
<b>Cracking</b>	Cracking in footpaths >40 mm wide	3 W	5 W
<b>Undulations</b>	Undulations (depressions / bumps) >75 mm in depth/height under a 1.5m straight edge	3 W	5 W
<b>Dislodged / missing pieces / potholes</b>	Dislodged or missing pieces or potholes >150 mm in length/width and >30 mm in depth	3 W	5 W
<b>Missing pit lids</b>	Missing Council drainage pit lids	1 W	1 W
<b>Damaged pit lids</b>	Damaged Council drainage pit lids (such that they are potentially structurally unsound)	4 W	6 W
<b>Vegetation overhead /Lateral clearance</b>	Vegetation intruding more than 10 cm beyond the boundary line into a pathway, road or laneway: <ul style="list-style-type: none"> <li>&lt;2.5 m height over footpath surface</li> </ul>	4 W	6 W
<b>Dislodged / missing tactile indicator</b>	Damaged or missing	4 W	6 W

\* Pram crossings / ramps providing transition between road and footpath levels are treated as part of the footpath for the purposes of the application of description / intervention levels.

### Kerb and Channel

Defect type	Description / Intervention Level	Repair timeframes by hierarchy			
		Cat 4	Cat 3	Cat 2	Cat 1
		<b>WD = Working Days</b> <b>W = Weeks</b> <b>M = Months</b>			
<b>Vertical Displacement</b>	Vertical displacement – uplift section >100 mm	4 W	6 W	2 M	n/a
<b>Horizontal Displacement</b>	Horizontal displacement section >100 mm	4 W	6 W	2 M	n/a

### Bridges and Culverts

Defect type	Description / Intervention Level	Repair timeframes by hierarchy			
		Cat 4	Cat 3	Cat 2	Cat 1
		<b>WD = Working Days</b> <b>W = Weeks</b> <b>M = Months</b>			
<b>Bridge &amp; Culvert Major defects</b>	Implement temporary measures to make safe damage to superstructure or missing planks and railings	1 WD	1 WD	1 WD	1 WD
<b>Bridge &amp; Culvert Minor defects</b>	Implement temporary measures to make safe damaged planks and railings	2 W	2 W	2 M	3 M

## APPENDIX A: Examples of hazards and defects

Photo Reference	1 and 2
Inspect for	<b>Deformations/ Depressions</b>
Classification	Sealed road
Photo 1 – <b>Requires</b> intervention action	Photo 2 - <b>Below</b> intervention action
	
Greater than 75mm depth under 3m straight edge.	Less than 75mm depth under 3m straight edge.
Photo Reference	3 and 4
Inspect for	<b>Potholes</b>
Classification	Sealed road
Photo 3 – <b>Requires</b> intervention action	Photo 4 - <b>Below</b> intervention action
	
Potholes greater than 70mm depth and greater than 350mm diameter.	Potholes less than 70mm depth and up to and greater than 350mm diameter.

Photo Reference	5 and 6
Inspect for	<b>Edge breaks</b>
Classification	Sealed road
Photo 5 – <b>Requires</b> intervention action	Photo 6 - <b>Below</b> intervention action
	
Reduction in original seal width greater than 100mm for 5m or more in length.	Reduction in original seal width lesser than 100mm for 5m or more in length.
Photo Reference	7 and 8
Inspect for	<b>Edge/ Shoulder Drop</b>
Classification	Sealed road
Photo 7 – <b>Requires</b> intervention action	Photo 8 - <b>Below</b> intervention action
	
Edge of seal drop onto an unsealed shoulder greater than 50mm in depth over 10m or greater length.	Edge of seal drop onto an unsealed shoulder less than 50mm in depth over 10m or greater length.

Photo Reference	9 and 10
Inspect for	<b>Wheel Ruts/ Scouring</b>
Classification	Unsealed road
Photo 9 – <b>Requires</b> intervention action	Photo 10 - <b>Below</b> intervention action
	
Wheel ruts or scouring on an unsealed road greater than 80mm in depth	Wheel ruts or scouring on an unsealed road less than 80mm in depth
Photo Reference	11 and 12
Inspect for	<b>Potholes</b>
Classification	Unsealed road
Photo 11 – <b>Requires</b> intervention action	Photo 12 - <b>Below</b> intervention action
	
Potholes in unsealed pavement greater than 100mm depth and greater than 500mm in diameter.	Potholes in unsealed pavement less than 100mm depth and up to and greater than 500mm diameter.

Photo Reference	13 and 14
Inspect for	<b>Corrugation</b>
Classification	Unsealed road
Photo 13 – <b>Requires</b> intervention action	Photo 14 - <b>Below</b> intervention action
	
Corrugations on an unsealed road greater than 35mm in depth and greater than 300m in length.	Corrugations on an unsealed road less than 35mm in depth over 300m or greater length.
Photo Reference	15 and 16
Inspect for	<b>Lid or pit damage</b>
Classification	Drainage
Photo 15 – <b>Requires</b> intervention action	Photo 16 - <b>Below</b> intervention action
	
Damaged Council drainage pit lids (such that they are potentially structurally unsound).	Damaged Council drainage pit lids (such that they are potentially structurally unsound).

Photo Reference	17 and 18
Inspect for	<b>Bridge &amp; Culvert Major Defects - Make safe damage to superstructure or missing planks and railings</b>
Classification	Bridges & Culverts
Photo 17 – <b>Requires</b> intervention action	Photo 18 - <b>Below</b> intervention action
	
Make safe damage to missing railings.	
Photo Reference	19 and 20
Inspect for	Vertical Displacement
Classification	Pathways
Photo 19 – <b>Requires</b> intervention action	Photo 20 - <b>Below</b> intervention action
	
Vertical displacement greater than 25mm in height.	Vertical displacement less than 25mm in height.

Photo Reference	20 and 21
Inspect for	Road Obstruction: (a) Water across road, and (b) Obstruction/ Spillage
Classification	Sealed and unsealed roads
Photo 20 – Requires intervention action	Photo 21 - Requires intervention action
	
Obstruction to more than 50% of traffic lane with water greater than 300mm deep.	Debris, including fallen limbs, on carriageway causing an obstruction to more than 50% of the traffic lane.

## APPENDIX B: Limit of Responsibilities of Coordinating Road Authorities

