



VERSION 8.0

Road Management Plan 2025/29





Guideline 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 co-ordinating 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 Baw Baw 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 co-ordinating road authority. The <i>Road Management Act 2004</i> 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, mail boxes, 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 <i>Road Management Act 2004</i> 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.
Road	Has the same meaning as in the <i>Road Management Act 2004</i> , 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 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.



Introduction

What is the purpose of this Plan.

Council has developed this Road Management Plan (RMP) in response to the *Road Management Act 2004* (RMA). The RMP was originally adopted by Council in 2004, this is the seventh revision of that plan.

This plan is made under Division 5 of the RMA with regard to the principle object of road management and to establish a management system based on policy and operational objectives, available resources, and to set relevant standards related to public safety in the performance of those road management functions.

This RMP sets out the responsibilities of Council and also the responsibilities of other stakeholders including road users.

Section 50 of the *Road Management Act 2004* outlines the purposes of a Road Management Plan:

1. To establish a management system for the road management functions of a road authority, which is based on policy, operational objectives and available resources and;
2. To set the relevant standard in relation to the discharge of duties in the performance of the road management functions.

This RMP is functionally an operational protocol document, describing the systems and rules we use to make decisions and meet obligations within our available resources.

For the avoidance of doubt, this road management plan is a policy for the purpose of s39(4) of the Act (having defined *Road Management Act 2004* as "Act")

The primary objective of this plan is to balance community expectations for service and risk management with the ability of Council to fund the capital and operational costs. The road, carparks and path assets should provide an appropriate level of service that is fit for purpose, accessible, responsive and sustainable to the community in accordance with the Council Plan, Asset Management Policy and Asset Management Strategy.

The long-term assessment of the asset management requirements will be detailed in individual Asset Management Plans for Road, Carparks, Bridges and Major Culverts and Paths.



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
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015
- Road Safety Act 1986
- Road Safety (Traffic Management) Regulations 2019
- Wrongs Act 1958
- Code of Practice – Operational Responsibilities for Public Roads
- Code of Practice for Road Management Plans
- Code of Practice for Management of Infrastructure in Road Reserves
- Code of Practice for Worksite Safety – Traffic Management





Council Plan

The Council Plan is a four-year roadmap that sets out and guides Council’s strategic direction, objectives, and projects, all of which represent the work that Council does for our community.

The foundation of this Council Plan is built upon the pillars of the Community Vision. These pillars drive everything Council does: **a sustainable shire, a healthy community, and a thriving community.**

Council mission:

Leaders in delivering quality, innovative and community focused services today that make a difference for tomorrow.

Strategic direction:

Readying the Shire for the future, and support community quality of life as we continue to grow.

Strategic objectives:

A Sustainable Shire.

A Healthy Community.

A Thriving Community.

Community vision and goals:

Sustainable towns and villages that continue to benefit from our beautiful rural and natural environment.

- Sustainable built environments that protect nature and meet the needs of a growing community.
- Protected, sustainable and productive natural environments.

Healthy and well people, living in safe, connected communities and healthy environments.

- Healthy and well people and communities.
- Connected and inclusive communities, creating a strong sense of safety and belonging
- Healthy environments, resilient communities

Thriving, diverse and resilient communities.

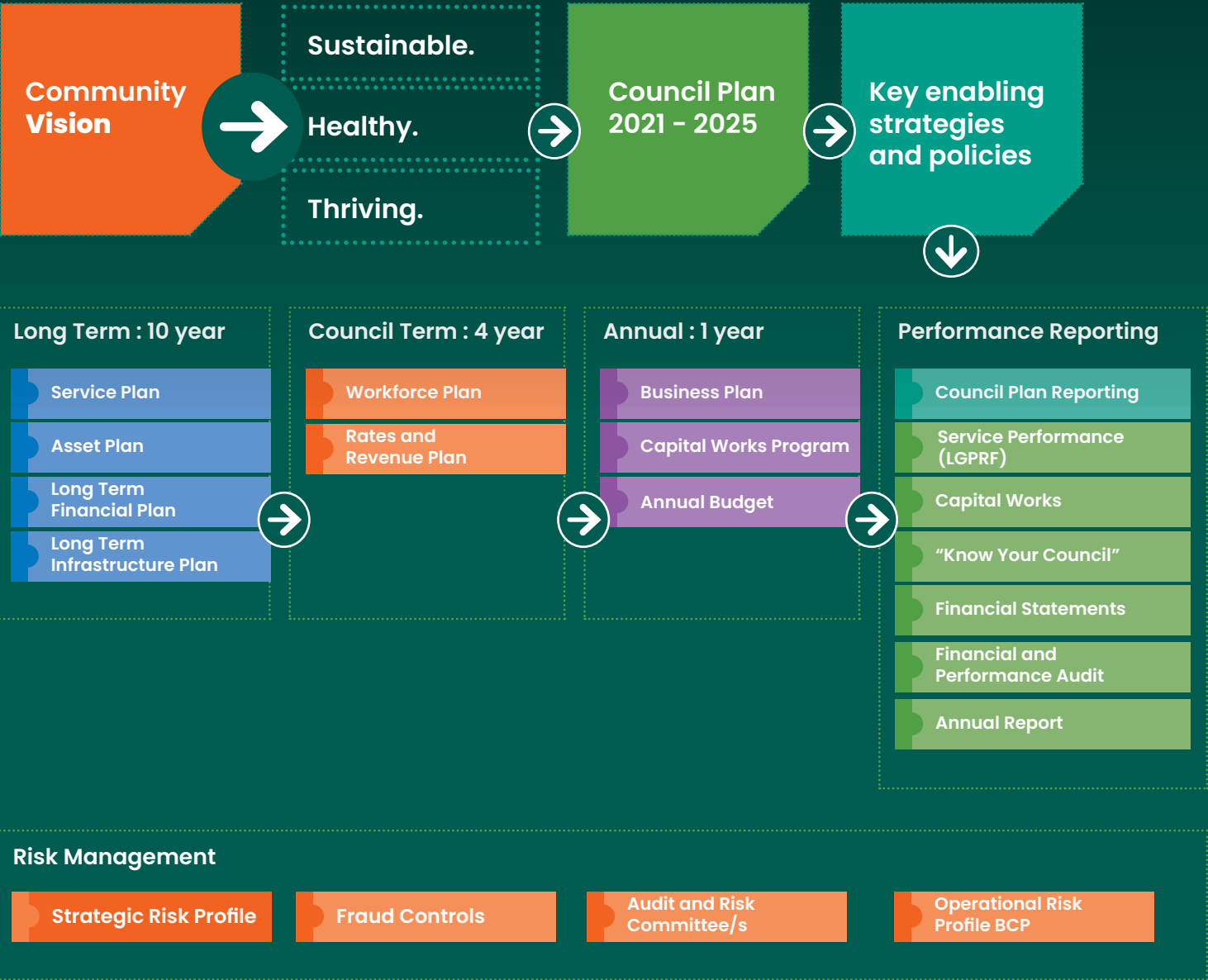
- A strong economy, creating and sustaining local jobs.
- Education, tourism, and cultural offerings that help our region to flourish.
- Future ready infrastructure and transport options that help our community better access services, work, and education throughout Baw Baw Shire.

Council focus areas for the next four years:

Planning for growth.	Protecting natural environment and agricultural land.	Environments for health.	Community arts and events.
Community infrastructure, services	Community health, safety, and wellbeing.	Climate change, disruption, and transition.	Connectivity and local transport networks.
Advocacy.	Diversity, inclusion, and reconciliation.	A strong local economy.	

Source: Baw Baw Shire Council Plan 2021–2025 (to be replaced with 2026–2031 version)

PLANNING AND REPORTING FRAMEWORK



Source: Baw Baw Shire Council Plan 2021–2025 (to be replaced with 2026–2031 version)

What is covered in this Plan?

The Plan is divided into five sections:

1. Rights and Responsibilities – covers legislation and local laws relevant to road management.
2. Road and Pathway Networks
3. Road and Pathway Assets
4. Road – 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.
5. Register of Public Roads – what's in it, how to access it and the process for making changes.

Attachments:

Attachment 1: Road Hierarchy

Attachment 2: Pathway Hierarchy

Attachment 3: Inspection Requirements

Attachment 4: Inspection Frequencies

Attachment 5: Defect Intervention Levels and Repair Timeframes

The plan is supported by the budget set each year by Council. Funds are provided for both operating and capital components and budget levels are determined after consideration of Council's Long Term Strategic Resources Plan.



Responsibility for the Plan

The Director Community Infrastructure is Council's Officer in charge of the Plan. The Coordinator Civil Asset Planning assists the Director in developing, administering and implementing the Plan.

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:

1. If changes are made to standards including inspection frequencies or intervention levels (material changes) 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.
2. Changes that are not material changes will be approved by the Director Community Infrastructure (the Director).

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 1.01 to 2.01.

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.

Suspension of the Plan

Should the Chief Executive Officer (CEO) of Council, having 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 advise Council and Council's Officer in charge of the Plan that some, or all, of the timeframes and responses in Council's Road Management Plan are to be suspended.

Reinstatement of the Plan

Having determined the scope of the event/s, and identified the resources committed to the event response have been identified Council's CEO, in consultation with Council's Officer responsible for the Plan, will determine which parts of Council's Plan are to be reactivated and when.

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.

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:

Rights and Responsibilities



1.1 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.

1.2 Key stakeholders

The key stakeholders impacted by this Plan include:

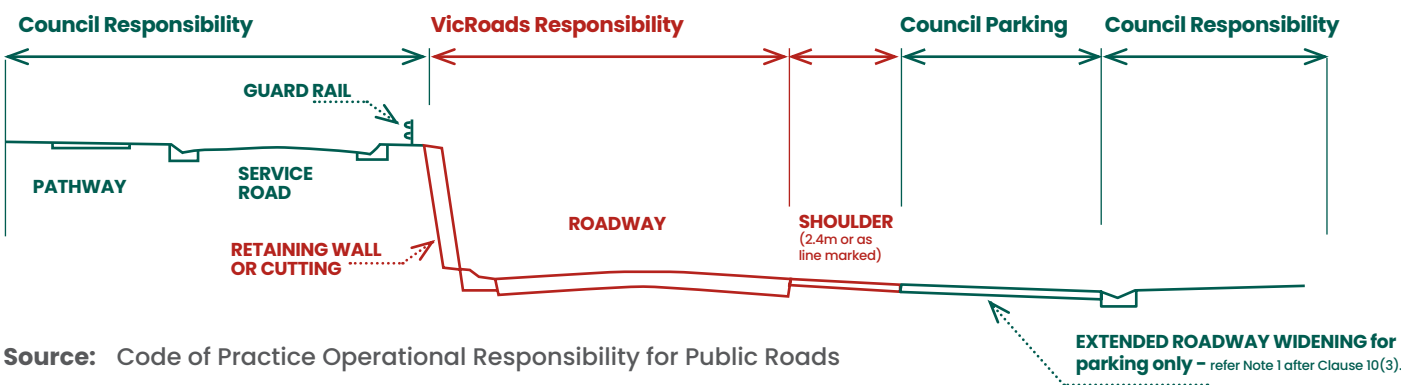
- the general community (for recreation, sport, leisure and business)
- pedestrians
- vehicle users with motorised vehicles, such as trucks, buses, commercial vehicles, cars and motorcycles
- cyclists and micromobility users
- construction and maintenance personnel, who build and maintain asset components
- utility agencies using the road reserve for infrastructure (water, sewerage, gas, electricity, telecommunications)
- state and federal governments, who periodically provide funding for roads.

1.3 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(c) of the *Road Management Act 2004* outlines which road authority is the coordinating road authority. 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.

Road Type 3A – Urban Area



Source: Code of Practice Operational Responsibility for Public Roads

Figure 3: Typical Road Type Cross Section

1.4 General Functions of a Road Authority

A road authority has the following general functions:

- a) to provide and maintain, as part of a network of roads, roads for use by the community served by the road authority.
- b) to manage the use of roads having regard to the principle that the primary purpose of a road is to be used by members of the public and that other users are to be managed in a manner which minimises any adverse effect on the safe and efficient operation of the road and on the environment.
- c) to manage traffic on roads in a manner that enhances the safe and efficient operation of roads.
 - ca) to design, construct, inspect, repair, and maintain roads and roads infrastructure.
- d) to coordinate the installation of infrastructure on roads and the conduct of other works in such a way as to minimise, as far as reasonably practicable, adverse impacts on the provision of utility or public transport services.
- e) to undertake works and activities which promote the functions referred to in paragraphs (a), (b), (c) and (ca) and to undertake activities which promote the function in paragraph (d).

1.5 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*.

1.6 Obligations of Road User

1.6.1 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:

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

1.6.2 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 within 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.

1.6.3 Permits for work within a road reserve

In cases where an individual or organisation proposes to carry out works¹ within the road reserve that may impede public access, or interfere with road infrastructure, they must apply for a 'works within road reserve' permit and provide a traffic management plan. There are some exemptions, as noted in the Road Management (Works and Infrastructure) Regulations 2015.

Council's local laws also nominate where individuals or organisations are required to apply for additional types of permits when proposing to undertake works in road reserves in accordance with the *Road Management Act*. Permits for the above activities will generally require the consent and requires the submission of a traffic management plan that incorporates traffic guidance schemes and risk assessments specific to the works being undertaken to manage the safety of workers and road users in the vicinity of the works or event (some exemptions are provided for in the *Road Safety (Traffic Management) Regulations 2019*).

In all cases, fees applies to cover the costs of the administration and inspection of the works and approval of the traffic management plan.

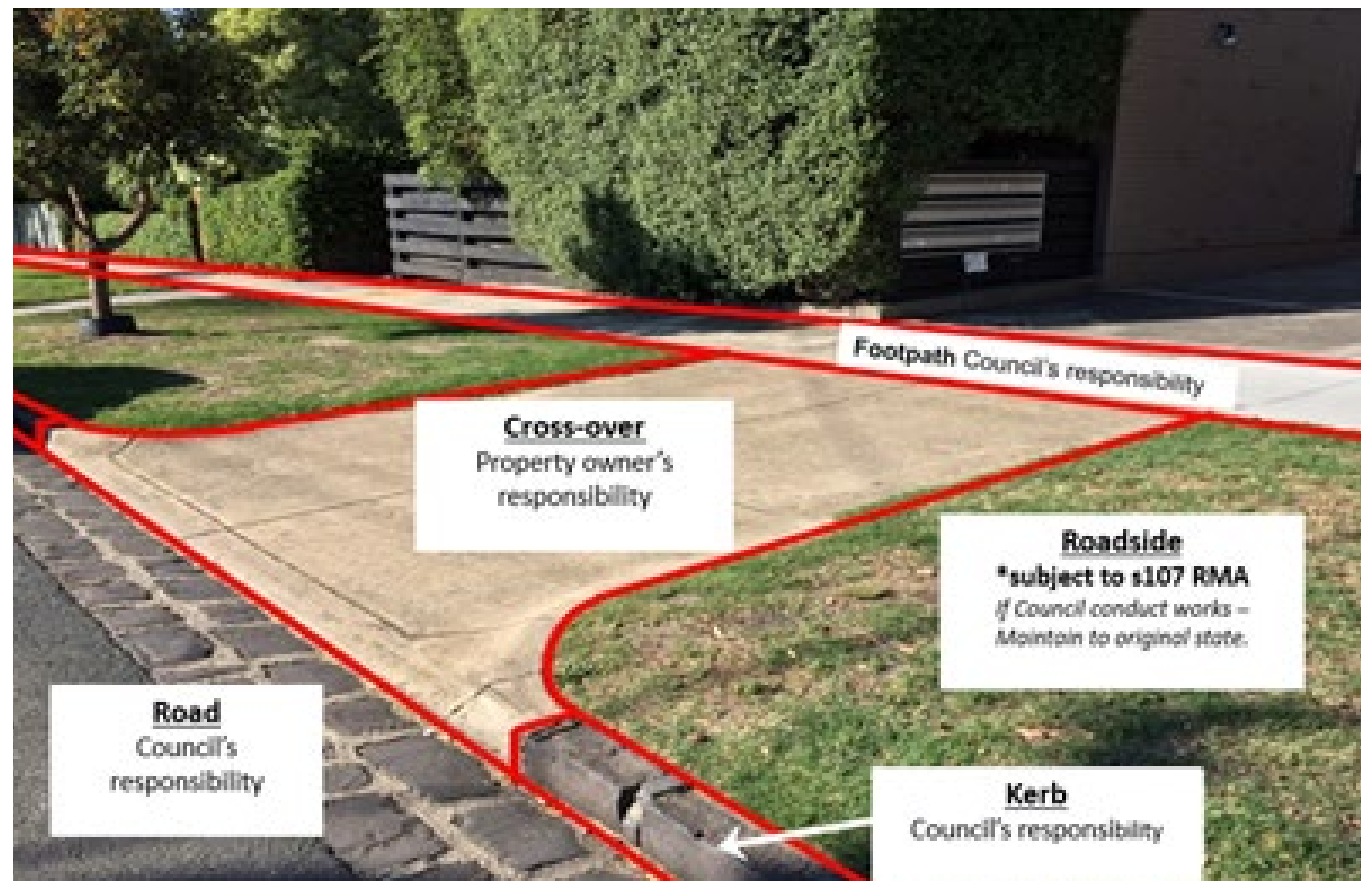
¹ "works" includes any kind of activity conducted on or in the vicinity of a road or proposed road in connection with the construction, maintenance or repair of the road or the installation, maintenance or repair of any infrastructure in, on, under or over a road



1.6.3.1 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, mail boxes, 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 (where there is one) 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),
- Advise the presence of the hazard to the responsible party via their preferred method of communication and request that repairs be implemented within a reasonable timeframe.

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*.



2:

Road and Pathway Networks



Road and Pathway Networks

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 inspection frequency, intervention levels, and defect intervention timeframes. This data informs various maintenance works programs.

2.1 Urban road network

Definition: those roads and streets that are generally located within the current residential/industrial planning zone boundaries. Maintenance responsibilities for these roads are shared, with piped drainage, signage and tree management undertaken by Council's internal maintenance teams. All other maintenance activities for urban classified roads are undertaken as part of the outsourced Routine Maintenance Contract. Roads are substantially sealed.

Roads within this area are classified as follows:

Category 5: Sub-Arterial

Category 4: Collector

Category 3: Access Major

Category 2: Access Minor

Category 1: Limited Access

See **Attachment 1** for more information.

2.2 Rural road network

Definition: those roads that are generally located outside the current residential/industrial planning zone boundaries. Abutting development is substantially rural in nature such as farming, larger lifestyle properties with properties in excess of 4,000sqm. Maintenance responsibilities for roads classified as rural are undertaken as part of outsourced Routine Maintenance Contract. Roads can be either sealed or unsealed.

Roads within this area are classified as follows:

Category 5: Sub-Arterial

Category 4: Collector

Category 3: Rural Access Major

Category 2: Rural Access/Access Minor

Category 1: Major Track

See **Attachment 1** for more information.

2.3 Pathway network

Councils sealed pathway network is classified as follows

Category 3: High use Areas

Category 2: Moderate use

Category 1: Low Use

See **Attachment 2** for more information.



3:

Road and Pathway Assets



3.1 Our Roads

More information about the Council’s road network is shown in the tables below.

Table 3.1 Road length by hierarchy – as at7/05/2025

Hierarchy	Length (km)	% of Networks
Category 5: Urban Sub Arterials	23.6	1.3%
Category 5: Rural Sub Arterials	220.2	12.2%
Category 4: Urban Collector	58.5	3.2%
Category 4: Rural Collector	220.0	12.1%
Category 3: Urban Access Major	119.9	6.6%
Category 3: Rural Access Major	559.9	30.9%
Category 2: Urban Access Minor	179.0	9.9%
Category 2: Rural Access/Access Minor	330.4	18.2%
Category 1: Urban Limited Access	5.8	0.3%
Category 1: Rural Major Track	93.5	5.2%
Total ** Less Walhalla Rd	1,810.8	100%

Table 3.2 Road Length by Surface Type

Surfaec Type	Length (km)	% of Networks
Sealed – Urban	373.2	20.6%
Sealed – Rural	794.9	43.9%
Unsealed – Urban	13.6	0.8%
Unsealed – Rural	629.1	34.7%
Total ** Less Walhalla Rd	1,810.8	100%

3.2 Our Pathways

More information about the Council’s path network is shown in the tables below.

Table 3.3 Path Length by Hierarchy

Service Type	Length (km)	% of Networks
Category 3: High Use	12.6	2.2%
Category 2: Medium Use	90.7	15.9%
Category 1: Low Use	468.9	81.9%
Total	572.2	100%

Table 3.4 Path Length by Surface Type

Service Type	Length (km)	% of Networks
Asphalt	5.0	0.9%
Concrete	505.5	88.3%
Gravel	58.1	10.2%
Pavers	3.3	0.6%
Steps	0.4	0.1%
Total	572.2	100%

4:

Road and Pathway Management



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. Current long term maintenance programs include:

- Grading of unsealed roads
- Grading of unsealed road shoulders
- Pruning of rural roadside trees (5 in 1 sight distance clearance)
- Roadside mowing

4.1.1 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 determined with reference to established practice such as DTP Standard Specification Section 750 and adapting it to local conditions.

The standards will be reviewed periodically to make sure they are adequate (see Introduction, Updating the Plan).

4.1.2 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 Introduction, Updating the Plan).

4.1.3 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.

4.1.4 Emergency works

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

This might include responses to; floods, storms and spillages, assistance requested by VicPol relating to traffic incident management and any assistance required under the Victorian State Emergency Response Plan and Municipal Emergency Management Plan in regards to response to fires and floods, storms etc.

4.2 Asset Management

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

4.2.1 Maintenance surveys and inspections

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

4.2.1.1 Reactive inspections (Customer Request)

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

4.2.1.2 Proactive inspections

Regular timetabled inspections that are scheduled depending on road hierarchy, traffic volumes and the likely occurrence of new defects. The inspection frequencies are contained within Attachment 5.

4.2.1.3 Condition inspections

These inspections identify various road condition issues and provide an overall condition rating of the road network as a whole. These asset condition inspections assist Council in prioritising long term maintenance and renewal works.

These inspections are carried out in accordance with the Council's asset management plans. They are undertaken by independent, suitably qualified 3rd parties on a four yearly schedule.

4.2.2 Response and performance targets

All customer requests are entered into our electronic request management system. Various information is recorded in this system and is referred to the appropriate maintenance teams for response..

The following information is recorded when we receive a Customer Request:

- 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 when the request was actioned and/or completed (this typically involves someone carrying out a Inspection, as described in section 4.2.1, followed by any necessary repair works conducted).

Council has nominated a level of service for each road included on Council's Register of Public Roads. The inspection frequencies and intervention levels vary accordingly.

An electronic maintenance management system is used to manage all maintenance tasks included under its Routine Road Maintenance Contract.

Monitoring of compliance targets under the contract is undertaken regularly.

Customer requests will be inspected and assessed in accordance with timeframes specified in Attachment 5. 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.



5:

Register of Public Roads



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 have declared as reasonably required for public use.

The Register is reviewed annually and includes “Gifted Roads” ie new roads from subdivisions or other developments, other roads which have been assessed following the Register of Public Roads Procedure, any changes to the Boundary Road Agreements. This may also require roads to be removed from the Register

The Register of Public Roads is available on Council’s website.

A hard copy can be made available on request at:

- West Gippsland Arts Centre, Corner of Smith and Albert Streets Warragul
- Drouin Customer Service Centre 33 Young Street Drouin

5.1 Maintenance Demarcation (Boundary) Agreements

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

We have agreements with the following road authorities:

- Cardinia Shire Council
- Latrobe City Council
- South Gippsland Shire Council
- Yarra Ranges Shire Council
- Mansfield Shire Council
- Department of Energy, Environment and Climate Action (DEECA)

5.2 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 (Arterial Roads, Highways etc) or a private enterprise;
- Unused roads ie Paper Roads;
- Roads drawn out on a plan of subdivision, until such time that we accept responsibility for these roads;
- Roads which we have determined are not reasonably required for general public use.

More information on Non maintained roads can be found in the Register of Public Roads Policy and Procedure.



Attachment 1: Road Hierarchy

Category	Description	Key Features
Category 5 – Sub Arterial	A road that connects, or is part of a connection, between higher class roads, or provides an alternative to higher class roads	• Supplementary to arterial road system • Connect between arterial roads and lower order streets Cater for, but may restrain, service and heavy vehicles • Provide access to significant public services • Minimum two clear traffic lanes (excluding parking)
Category 4 – Collector	A road that distributes traffic to and aggregates traffic from lower class roads, connecting to other collector and higher class roads	• Non-continuous connection (do not cross arterial roads) • Limited through traffic (not promoted, or encouraged) • Cater for, but may restrain, service and heavy vehicles • Minimum two clear traffic lanes (excluding parking)
Category 3 – Access Major	A road that provides access to and from multiple abutting properties and same or lower class roads. Generally a through road, but can be a no-through road	• Short distance travel to higher level roads • Minimum one clear traffic lane (excluding parking)
Category 2 – Access Minor/Access Rural	A road that provides access to and from a limited number of abutting properties and same or lower class roads Generally a no-through road, but can be a through road of limited length or with limited properties	• A side or rear entry lane, generally providing secondary access to properties • Low traffic counts
Category 1 – Limited Access/ Major Track	A formed but substantially unsealed road that provides access to areas of public land and/or limited permanently occupied properties and is generally trafficable by most vehicles	Low traffic counts, and: • Urban: A side or rear entry lane, generally providing secondary access to properties • Rural: A formed unsealed road that is regularly used
Non Maintained / Minor Track	A substantially unformed road that primarily provides access to areas of public land and has no permanently occupied properties. Trafficable by a limited range of vehicles and may be non-trafficable at times	Very low traffic counts, and • Urban: A side or rear entry lane, generally providing secondary access to properties • Rural: An unformed or poorly formed track

Attachment 2: Path Hierarchy

Category	Area	Description
Category 3	High use	The category of ‘highest use’ that includes all footpaths in Central Business Centres in Drouin, Neerim South, Trafalgar, Warragul, Yarragon. This category also includes highest use shared paths and trails.
Category 2	Medium use	Specified locations which can present a moderate volume of pedestrians. This category includes: • Schools • Senior citizens centres, • Railway stations
Category 1	Low Use	This category includes all other pathways within road reserves, including: • Residential areas • Commercial areas • Industrial areas

Attachment 3: Inspection Requirements

Inspection Type	Purpose	Inspection and Reporting Requirements
Ad-Hoc/ reactive	Inspection undertaken in response to a customer or other ad hoc request and recording of all related defects that are considered to be: - hazards, or - outside of the compulsory intervention levels specified in Attachment 5. Details of the inspection, electronically recorded against the asset and will include the name of the inspector, the inspection date, and a description of any defects found that exceed the intervention levels specified in Attachment 5.	Performed by a Council/Contractor 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. All Reactive inspections are conducted either by vehicle or on foot, with any defects identified measured (where appropriate) and photographed. A report is electronically generated to record any specific safety defect, date reported, date inspected and by whom, subsequent action and time of completion.
Proactive Inspection	Inspection undertaken in accordance with a formal programmed inspection schedule to determine and record any road related defects that are considered to be: - Hazards, or - Outside of the compulsory intervention levels specified in Attachment 5. Details of the inspection, electronically recorded against the asset and will include the name of the inspector, the inspection date, and a description of any defects found that exceed the intervention levels specified in Attachment 5.	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 and photographed. Performed by a Council/Contractor 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.
Night Inspections	Inspection undertaken in accordance with a formal programmed inspection schedule to assess the reflectivity of road signage, RRPM's and roadside guideposts, and the visibility of line marking at night.	Conducted via a slow moving vehicle with standard driving lights (low beam), with visibility/legibility/reflectivity assessed by eye using safe intersection sight distances based on posted speed limit. Performed by a Council/Contractor 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.
Level 1 Bridge Inspections	Inspection undertaken in accordance with a formal programmed inspection schedule and VicRoads Bridge Inspection Manual to determine whether any related defects are considered to be: - Hazards, or - Outside of the compulsory intervention levels specified in Attachment 5. Details of the inspection, electronically recorded against the asset and will include the name of the inspector, the inspection date, and a description of any defects found that exceed the intervention levels specified in Attachment 5.	Performed by a Council/Contractor representative with VicRoads Level 1 accreditation and road maintenance techniques who may then call in a higher level of expertise if necessary.
Carpark and Off Road Areas	Inspection undertaken in accordance with a formal programmed inspection schedule to determine if the whether any related defects are considered to be: - Hazards, or - Outside of the compulsory intervention levels specified in Attachment 5. Details of the inspection, electronically recorded against the asset and will include the name of the inspector, the inspection date, and a description of any defects found that exceed the intervention levels specified in Attachment 5.	Performed by a Council/Contractor 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. All Reactive inspections are conducted either by vehicle or on foot, with any defects identified measured (where appropriate) and photographed as specified in Council's Road Asset Inspectors Manual. A report is electronically generated to record any specific safety defect, time first reported and lodged in Request Management System , time inspected and by whom, subsequent action and time of completion.

Attachment 4: Inspection Frequencies

Asset Group	Hierarchy Category	Reactive Inspection Timeframe WD = Working Days H = Hours	Proactive Inspection Frequency M = Months, Y = Years		Night Inspections Y = Years
			Urban	Rural	
Sealed Roads	Sub Arterials	5 WD	1 M	3 M	n/a
	Collectors	5 WD	3 M	3 M	
	Access Major	5 WD	1 Y	6 M	
	Access Minor/Access Rural	5 WD	2 Y	1 Y	
	Access Minor/Access Rural	5 WD	2 Y	1 Y	
	Limited Access/Major Track	5 WD	2 Y	1 Y	
Unsealed Roads	Sub Arterials	5 WD	3 M	3 M	
	Collectors	5 WD	3 M	3 M	
	Access Major	5 WD	6 M	3 M	
	Access Minor/Access Rural	5 WD	1 Y	6 M	
	Limited Access/Major Tracks	5 WD	1 Y	1 Y	
Delineation: Regulatory, Warning and Hazard Signs (parking signs and street name plates excepted) Guideposts, marker posts and delineators	Sub Arterials	As per above Reactive & Proactive Inspection Frequency			1 Y
	Collectors				1 Y
	Access Major				2 Y
	Access Minor/Rural Access				n/a
	Limited Access/Major Tracks				n/a
Footpaths	High Usage (PPN)	5 WD	6 M		n/a
	Medium Usage (SPN)	5 WD	1 Y		
	Low Usage	5 WD	18 M		
Bridges/Major Culverts Level 1 as per RMIS	All	5 WD	1 Y		n/a
Carparks - sealed	High Usage (CBD)	5 WD	6 M		n/a
	On road – indented areas	5 WD	6 M		n/a
	Off Road Areas	5 WD	1 Y		n/a
Carparks – unsealed	Off Road Areas	5 WD	1 Y		n/a
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.		4 H	n/a		n/a

NOTES

- If a Proactive Inspection Frequency elapses on a Weekend or Public Holiday, the actual due date will be the next Working Day.
- If the reported incident occurs after normal business hours, the Reactive Inspection Time would increase to 4 hours.

Attachment 5: Defect Intervention Levels and Repair Timeframes

5.1 Sealed Roads

Defect type	Description / Intervention Level	Repair timeframes by hierarchy WD = Working Days /W = Weeks /M = Months				
		Cat 5	Cat 4	Cat 3	Cat 2	Cat 1
Potholes	Potholes in sealed pavement >50 mm in depth and >250 mm in diameter, or there are numerous smaller potholes greater than 200mm diameter over 20% of the road surface	1 W	2 W	1 M	6 W	2 M
Large Pavement Failures	Pavement area >10m2, when the sealed surface no longer holds together and/ or extensive shoving has occurred and/ or road surface drainage is no longer effective	Programmed subject to available budget				
Edge break	Edge breaks encroaches into the sealed road pavement from the nominal edge of the sealed pavement line >100 mm laterally over 5m or >200mm over any length	1 M	1 M	6 W	3 M	3 M
Edge / shoulder drop	Edge drops from a narrow sealed road onto an unsealed shoulder >60 mm in depth over any 20m length where the seal is <5m on straights or <6m on curves	2 W	2 W	1 M	2 M	3 M
Edge / shoulder drop	Edge drops from a wider sealed road pavement onto an unsealed shoulder >60 mm in depth over any 20m length where the seal is >5m on straights or >6m on curves	1 M	1 M	6 W	3 M	3 M
Depressions / deformations	Depression / deformations in the traffic lane of a sealed pavement >75 mm in depth under a 3m long straight edge	Programmed subject to available budget				

NOTES

- If a Repair Timeframe elapses on a Weekend or Public Holiday, the actual due date will be the next Working Day.
- Unless otherwise stated, in cases where a defect is not due to be repaired in less than 2 weeks on a path or 4 weeks on a road, 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.

5.2 Unsealed Roads

Defect type	Description / Intervention Level	Repair timeframes by hierarchy WD = Working Days /W = Weeks /M = Months				
		Cat 5	Cat 4	Cat 3	Cat 2	Cat 1
Potholes	Potholes in unsealed pavement >75 mm in depth and >300 mm in diameter	1 M	1 M	2 M	2 M	3 M
Wheel ruts / scouring	Wheel ruts or scouring on an unsealed road >75 mm in depth	1 M	1 M	2 M	2 M	3 M
Corrugations/ rough surface	Corrugations on an unsealed road >75 mm in depth and >150 m in length	1 M	1 M	2 M	2 M	3 M

5.3 Car Parks

5.3.1 On Road Sealed Car Parking Areas

Defect type	Description / Intervention Level	Repair timeframes by hierarchy WD = Working Days /W = Weeks /M = Months				
		Cat 5	Cat 4	Cat 3	Cat 2	Cat 1
Potholes	Potholes in sealed pavement >50 mm in depth and >250 mm in diameter	2 W	2 W	1 M	1 M	2 M

5.3.2 Off Road Sealed Car Parking Areas

Defect type	Description / Intervention Level	Repair timeframes by hierarchy WD = Working Days /W = Weeks /M = Months		
		High Activity		Other
Potholes	Potholes in sealed pavement >50 mm in depth and >250 mm in diameter	Sealed	2 W	1 M
		Unsealed	1 M	6 W

5.4 Traffic Management/Delineation

Defect type	Description / Intervention Level	Repair timeframes by hierarchy WD = Working Days /W = Weeks /M = Months				
		Cat 5	Cat 4	Cat 3	Cat 2	Cat 1
Missing / Damaged Signage - Regulatory	Missing, illegible or damaged signs 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	1 W	3 M	1 W	2 W	2 W
Missing / Damaged Signage – Warning and Hazard	Missing, illegible or damaged signs 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	2 W	2 W	2 W	1 M	1 M
Missing / Damaged Guard Rail or fencing	Make safe guard ail if posts and/or rail is severely damaged	Programmed subject to available budget				
Missing / Damaged Pavement Markings	Pavement markings which are missing or faded making them substantially ineffective	1 Y	1 Y	Programmed subject to available budget		

5.5 Footpaths

Defect type	Description / Intervention Level	Repair timeframes by hierarchy WD = Working Days /W = Weeks /M = Months		
		Cat 3	Cat 2	Cat 1
Vertical Displacement	Vertical Displacement >25 mm in height	6 M	1 Y	2 Y
Loose Brick paving/pavers	Loose and unstable brick paving/pavers that move and displace underfoot	6 M	1 Y	2 Y
Cracking	Cracking in footpaths >40 mm wide and has a displacement >25mm	6 M	1 Y	2 Y
Undulations	Undulations (depressions / bumps) >75 mm in depth/height under a 1.5m straight edge	Programmed subject to available budget		
Dislodged / missing pieces	Dislodged or missing pieces >150 mm in length/width and >25 mm in depth	2 W	4 W	2 M
Pedestrian Footbridge or boardwalk	Visible damage likely to pose an immediate and significant risk to members of the public. Make safe timber planks are broken or have significant movement or are missing	1 WD	2 WD	3 WD
Displaced major culvert crossing	Visible signs of culvert displacement including significant depressions, holes etc that present an immediate and significant risk to members of the public. Make safe	1 WD	2 WD	3 WD
Vegetation overhead clearance	Refer to Tree Management Policy and Plan	n/a	n/a	n/a
Missing/ Damaged pit lids	Damaged Council drainage pit lids (such that they are potentially structurally unsound) – make safe	1 WD	2 WD	3 WD

NOTE: Pram crossings / ramps and TGSi's which provide transition between road and footpath levels are treated as part of the footpath for the purposes of the application of description / intervention levels.

5.6 Road Reserve Drainage

Defect type	Description / Intervention Level	Repair timeframes by hierarchy WD = Working Days /W = Weeks /M = Months				
		Cat 5	Cat 4	Cat 3	Cat 2	Cat 1
URBAN						
Missing/ Damaged pit lids	Damaged Council drainage pit lids (such that they are potentially structurally unsound) – make safe	1 WD	1 WD	1 WD	1 WD	1 WD
RURAL						
Missing/ Damaged pit lids	Missing Council drainage pit lids – make safe	2 WD	2 WD	2 WD	2 WD	2 WD

5.7 Kerb and Channel

Defect type	Description / Intervention Level	Repair timeframes by hierarchy WD = Working Days /W = Weeks /M = Months				
		Cat 5	Cat 4	Cat 3	Cat 2	Cat 1
URBAN						
Kerb and Channel	Vertical displacement is >75mm	Programmed subject to available budget				

5.8 Bridges and Major Culverts

Defect type	Description / Intervention Level	Repair timeframes by hierarchy WD = Working Days /W = Weeks /M = Months				
		Cat 5	Cat 4	Cat 3	Cat 2	Cat 1
Bridge Surface	Visible damage likely to pose an immediate and significant risk to members of the public. Make safe timber planks are broken or have significant movement or are missing – make safe	1 WD	1 WD	1 WD	1 WD	1 WD
Culvert Displacement	Visible signs of culvert displacement including significant depressions, holes etc that present an immediate and significant risk to members of the public – make safe	1 WD	1 WD	1 WD	1 WD	1 WD

5.9 Roadside Vegetation

Defect type	Description / Intervention Level	Repair timeframes by hierarchy WD = Working Days /W = Weeks /M = Months				
		Cat 5	Cat 4	Cat 3	Cat 2	Cat 1
Roadside Vegetation – Overhead clearance	Managed through Council’s Tree Management Policy and Plan					
Roadside Vegetation – Obstructing sightlines	Managed through Council’s Tree Management Policy and Plan					
Long Grass	Grass/small shrubs that are 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	2 W	2 W	1 M	5 W	6 W