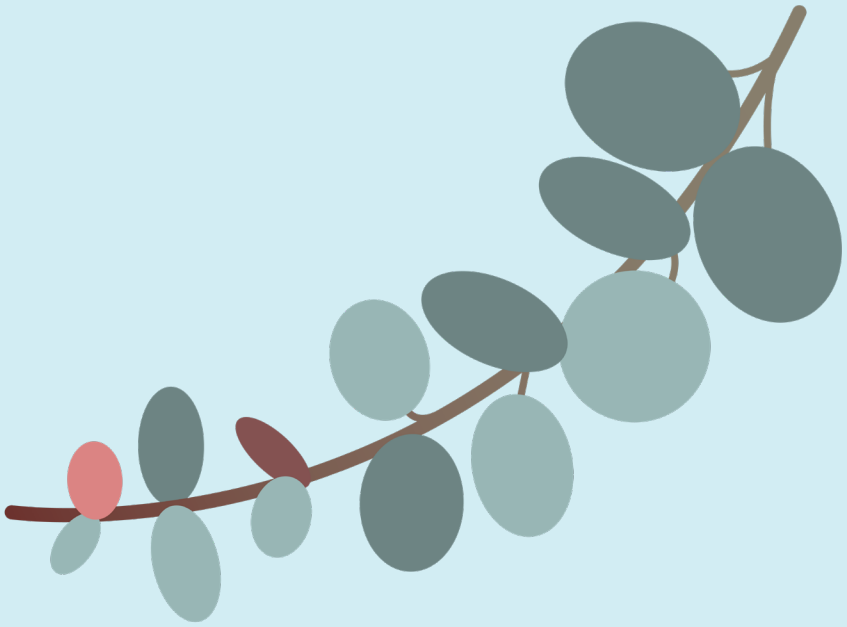
SOUTH GIPPSLAND SHIRE COUNCIL

Road Management Plan 2025

South Gippsland
Shire Council

Acknowledgment of Country

We acknowledge the Bunurong and Gunaikurnai people as the Traditional Custodians of South Gippsland and pay respect to their Elders, past, present, and future, for they hold the memories, traditions, culture, and hopes of Aboriginal and Torres Strait Islander people of Australia.



eucalyptus, ***(genus Eucalyptus)***

Contents

Definitions

South Gippsland is a place to love and protect—a varied and spectacular region with unique towns,

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

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:
    a. Attachment 1, Road Hierarchy – Urban Roads
    b. Attachment 2, Road Hierarchy – Rural Roads
    c. Attachment 3, Pathway Hierarchy
    d. Attachment 4, Inspection Requirements
    e. Attachment 5, Inspection Frequencies
    f. Attachment 6, Defect Intervention Levels and Repair Time Frames

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 Council's Director Sustainable Infrastructure (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 1.00 to 1.01.

1.5 Exceptional Circumstances

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

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

For example, in February 2024, Council temporarily suspended its Road Management Plan for the entire network, for a three-week period following a significant wind event that impacted road infrastructure. The suspension allowed Council to focus resources on essential inspections and repairs, prioritising the safety and functionality of the affected roads.

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 time frames 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 stakeholders including residents about the suspension or reduction of the services under its Plan, including:

- The reason for the suspension
- The geographic extent or asset type affected
- How the work that will be done has been priorisited
- 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, it's 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 Council, taking into account the resources needed to address the impact of the trigger event. For example, some reactive inspections may take place and repair (temporary or permanent) of roads/footpaths which pose a high risk may be undertaken, depending on the resources available to the council and the accessibility of each asset.

1.6 Responsibility for the Plan

Overall responsibility for administering and implementing the Plan rests with the Manager Infrastructure Maintenance.

Rights and Responsibilities

2.1 Public Roads

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

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

2.2 Key stakeholders

The key stakeholders impacted by this Plan include:

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

2.3 Coordinating and 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.

Under Section 36 of the *Road Management Act 2004*, the designation of the coordinating road authority depends on the classification of the road:

- **Freeways and Arterial Roads:** The coordinating road authority is the Head, Transport for Victoria
- **Non-Arterial State Roads:** The coordinating road authority is determined based on specific criteria outlined in the Act
- **Municipal Roads:** According to Section 36(c), if the road is a municipal road, the coordinating road authority is the municipal council of the district in which the road or part of the road is situated

This means that for roads classified as municipal roads, the local municipal council is responsible for coordinating activities related to road management within its jurisdiction.

In some cases, multiple authorities may have responsibilities within the same road reserve. Section 37 of the *Road Management Act 2004* provides guidance on determining the responsible road authority in such 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 initiative 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.

The threshold amount is subject to an annual adjustment based on inflation, as outlined in Section 111 of the Act. The updated amount is then published in the Victoria Government Gazette. For the current threshold amount and historical values, refer to the official notices published in the Victoria Government Gazette

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.

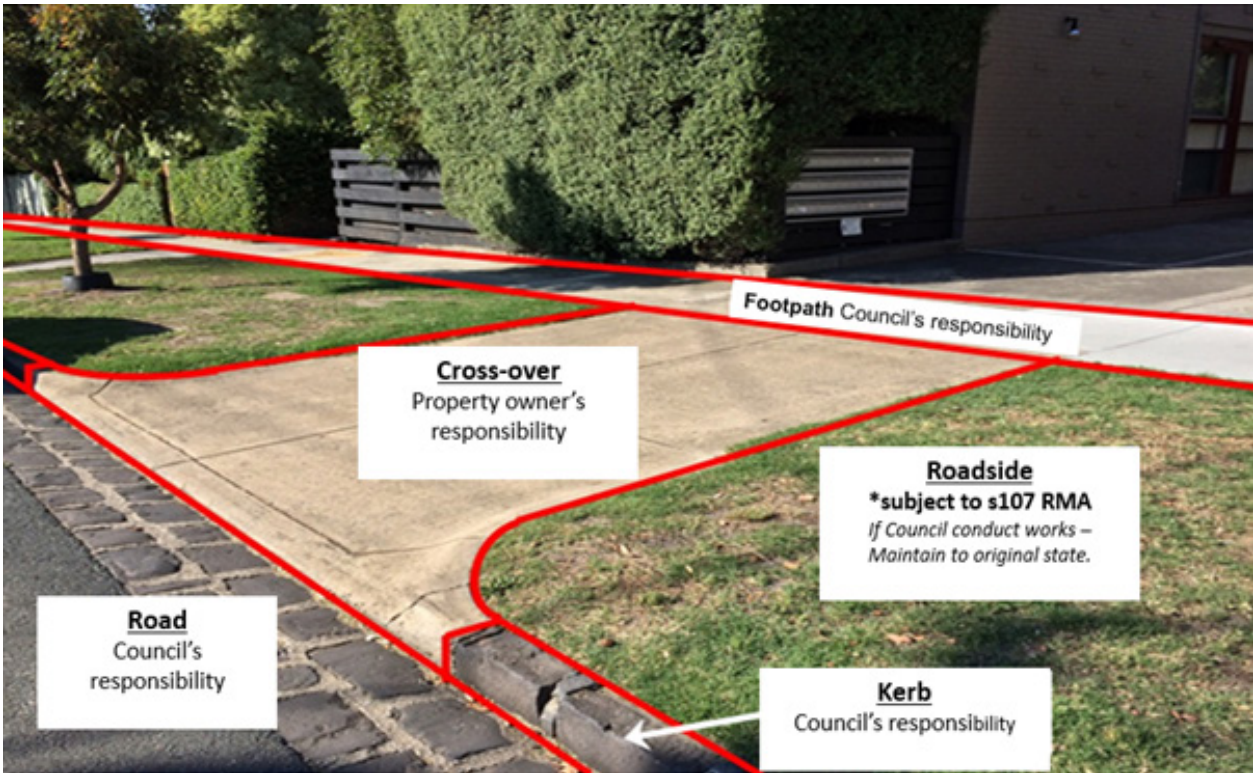
Local laws also require property owners to apply for a vehicle crossing permit if they plan to build a driveway.

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, telecommunication 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 is reasonably required by the public in accordance with the following diagram.



- **Single property storm water 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 2004*, 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 time frame.
- Where repairs are not completed by the responsible party within the respective time frame, Council may complete necessary repairs and invoice the responsible party for the costs.

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

Road Management Systems

3.1 Background and Process

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

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

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

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

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

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

3.2 Asset Hierarchies – Municipal Road Network

All roads and footpaths within the municipal road network are classified according to a hierarchy that takes into account how they are used, who uses them and how often. The hierarchy classification is used to determine the levels of service required, prioritise works programs and determine defect intervention responses.

All on-street and off-street car parks (excluding privately owned off-street car parks) maintained by Council are considered part of the municipal road network. These assets are assigned a service level based on the classification of the adjoining road; however, the maximum standard applied will not exceed that of an Access Place. Where a car park adjoins a lower-classified road, such as an Access Track, that lower standard will apply. Sealed car parks are maintained to the same standard as sealed roads, and unsealed car parks are maintained in line with unsealed road standards.

The three levels in the hierarchy are:

1. **Urban road & street network**

This is further divided into four categories, as follows:

- Category 4: Connector Street
- Category 3: Access Street
- Category 2: Access Place
- Category 1: Access Track

See Attachment 1 for more information

2. Rural road network

This is further divided into four categories, as follows:

- Category 4: Connector Road
- Category 3: Access Road – sealed and gravel
- Category 2: Access Place – sealed and gravel
- Category 1: Access Track

See Attachment 2 for more information

3. Pathway network

This is further divided into 2 categories, each of which is divided into 3 categories, as follows:

Footpaths -

- Category 3: Business/Commercial
- Category 2: Local Crossings/Collector
- Category 1: General Access

Shared and Bicycle Pathways -

- Category 3: Business Commercial
- Category 2: Local Crossings/Collector
- Category 1: General Access

See Attachment 3 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: 10/02/2025

Hierarchy	Length (km)	% of Network
Category 4: Connector Street - Urban	12.3	0.58
Category 4: Connector Road – Rural	354.0	16.86
Category 3: Access Street – Urban	145.4	6.93
Category 3: Access Road – Sealed & Gravel - Rural	644.8	30.71
Category 2: Access Place – Urban	118.0	5.62
Category 2: Access Place – Sealed & Gravel - Rural	811.8	38.66
Category 1: Access Track – Urban	2.7	0.13

	Category 1: Access Track – Rural	10.7	0.51
	Total	2099.7	100.00

Table 3.2 – Road Length by Surface Type – date last updated: 10/02/2025

Surface Type	Length (km)	% of Network
Sealed	825.5	39.31
Unsealed	1274.2	60.69
Total	2099.7	100.00

3.4 Maintenance Management System

3.4.1 Maintenance Management

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

The following maintenance requirements shape our annual program and budget:

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

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

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

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

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

Temporary mitigation measures
These are temporary works designed to reduce the risk of an incident, until such time as repair or maintenance works can be completed.

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

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

3.4.3 Maintenance Surveys and inspections

A three-tier regime is used to inspect our 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 6.
2. Proactive Inspections
   Regular timetabled inspections that 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. They are undertaken by the Council Asset Inspector or Specialised Contractors on a three 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 6)

- 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, we 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 time frames specified in Attachment 6. Following are some possible outcomes from a reactive inspection:

- If a defect identified exceeds a *Description / Intervention Levels* specified in Attachment 6, a work order would be created with a date for completion of works in line with respective specified repair time frames.
- 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 6, it would be noted (including why), but no remedial action will be conducted.

In all cases, the action taken would be noted against the original request.

Target response times and intervention times are based on 'normal' conditions. Where possible, these targets have been aligned with the standards outlined in our Customer Service Charter to ensure consistency in service delivery. We have also taken into consideration public feedback seeking greater transparency in our service levels.

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 taken into account when determining appropriate levels of service for the road network. These are:

- Safety of road and footpath users
- Community expectations
- Technical standards
- Organisational capacity
- Performance measures and targets

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 our Customer Service Centre, 9 Smith Street Leongatha, upon request.

4.1 Maintenance Demarcation (Boundary) Agreements

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

We have agreements with the following road authorities:

Road Authority	Council Reference	Agreement Date	Notes
VicRoads (Operational Responsibility)	D4179316	Dec 2024	Extract from Government Gazette – 17/12/2024
VicRoads (Service Agreement)	D8959116	Sep 2016	Acceptance letter from South Gippsland Shire Council
Bass Coast Shire Council	D582714	Feb 2014	Signed Agreement
Baw Baw Shire Council	D3280715	Apr 2015	Signed Agreement
Cardinia Shire Council	D3972614	Aug 2014	Signed Agreement
Latrobe Shire Council	D1861914	Apr 2014	Signed Agreement
Department of Environment, Land, Water and Planning (DELWP)	D1997214	Dec 2013	Signed Agreement
Wellington Shire Council	D1517314	Apr 2014	Signed Agreement

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 we have not accepted responsibility;
- Roads drawn out on a plan of subdivision, until such time that we accept responsibility for these roads;
- Roads which we have not determined are reasonably required for general public use.

Technical References

i. AS ISO 31000:2018 – Risk Management – Guidelines

ii. Integrated Asset Management Guidelines for Road Networks (AP-R202) 2002, Austroads Inc.

iii. International Infrastructure Management Manual (IIMM) 2015, IPWEA

iv. VicRoads Risk Management Guidelines

v. VicRoads Standard Specification Section 750 – Routine Maintenance

Attachment 1: Road Hierarchy – Urban Roads

Category	Description*
Category 4 • Connector Street	A regionally strategic road connecting major urban areas, links to the arterial network, or collects traffic from the access roads and places and connects to an Arterial road or another Connector road through and between neighbourhoods. Should not provide an attractive alternate route for through traffic on Arterial roads. Normal requirement to provide principal access to adjacent property and has consistent traffic volumes generally ≥ 2,000 AADT (Average Annual Daily Traffic count)
Category 3 • Access Street	A street or service lane providing local residential access where traffic is subservient to local amenity. Vehicle speeds and volumes are moderate, and pedestrian and bicycle movements are facilitated. Serves no external through traffic function and generally caters for between 200 and 2,000 AADT.
Category 2 • Access Place	A minor street or side / rear lane whose primary function is to provide local residential property access with shared traffic, pedestrian and recreation use of the road pavement with pedestrian priority. The length of an access place is generally no more than 100m. Access Places are constructed and maintained by Council. Does not provide for any through traffic and has traffic volumes generally below 200 vpd, AADT.
Category 1 • Access Track	Access Tracks are generally not formed nor maintained by Council. An unformed track that provides access only by four-wheel drive vehicles. Can be wheel ruts or grassed. Minimal road maintenance carried out and has only occasional emergency access. No on-road parking to be allowed.

* Categories follow the Infrastructure Design Manual for residential streets

Attachment 2: Road Hierarchy – Rural Roads

Category	Description*
Category 4 • Connector Road	A regionally strategic road connecting major urban areas, provides a secondary link between townships or communities or links to the arterial network and has consistent traffic volumes generally ≥ 200 vehicles per day (vpd), average annual daily traffic count (AADT).
Category 3 • Access Road	A medium length no-through or a through / destination road linking to the connector road network or catering for seasonal traffic generally between 50 and 200 AADT.
Category 2 • Access Place	A 'formed & gravelled' or "formed only" no through road with traffic volumes generally below 50 vpd, AADT. (The gravel road formation includes the shoulders)
Category 1 • Access Track	An unformed track that provides access only by four-wheel drive vehicles. Can be wheel ruts, grassed or wooded. Minimal road maintenance carried out and has only occasional emergency access. No parking allowed when width is less than 5.4 metres, one side only at 5.5 m width.

* Categories follow the Infrastructure Design Manual for residential streets

Attachment 3: Pathway Hierarchy

Footpaths

Category	Area	Description*
Category 3	Business/Commercial	The category of 'highest use' that includes all footpaths in Central Business District(s) and select tourist/shopping precincts.
Category 2	Local Crossings/ Collector	This category includes shopping strips, and other pedestrian generators including, but not limited to: • Small strip shopping centres • Schools • Senior citizens centres, • Railway stations • Community centres
Category 1	General Access	This category includes all other pathways within road reserves, including: • Residential areas • Commercial areas • Industrial areas

Shared and Bicycle Pathways

Category	Area	Description*
Category 3	Business/Commercial	The category of 'highest use' that includes pathways used by high volumes of commuter cyclists and select tourist pathways.
Category 2	Local Crossings/ Collector	This category includes pathways connecting to and within shopping strips, and other cyclist traffic generators including, but not limited to: • Schools • Railway stations • To/from and through popular parks/reserves.
Category 1	General Access	This category includes all other shared and bicycle pathways.

Attachment 4: Inspection Requirements

Inspection Type	Purpose	Inspection and Reporting Requirements
Reactive – Request for Service (RFS)	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 6.	Performed by a Council representative with knowledge of Description / Intervention Levels (Attachment 6) and road maintenance techniques who may then call in a higher level of expertise if necessary. All Reactive inspections are conducted on foot or via a slow moving vehicle, with defects measured and photographed as specified in Council's Road Asset Inspectors Manual. The report is required to identify specific safety defect, time first reported, time inspected and by whom, subsequent action and time of completion.
Proactive Inspection	Inspection undertaken in accordance with a formal programmed inspection schedule to determine if the road asset complies with the levels of service as specified. 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 6. In addition, details of the inspection will be electronically recorded against the particular asset inspected.	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 as specified in Council's Road Asset Inspectors Manual. Performed by a dedicated Plan inspector.
Night Inspections	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.	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. Performed by a dedicated Plan inspector.

Attachment 5: Inspection Frequencies

Asset Group	Hierarchy Category	Reactive Inspection Timeframe WD = Working Days H = Hours	Proactive Inspection Frequency M = Months	Night Inspections Y = Years (Sealed Roads only)
Sealed Roads	Category 4	10 WD	6 M	3 Y
Unsealed Roads	Category 3	10 WD	6 M	3 Y
Regulatory, Warning and Hazard Signs	Category 2	10 WD	12 M	4 Y
	Category 1 – Urban Only	10 WD	24 M	5 Y
Footpaths, Kerb & Channel	Category 3	7 WD	12 M	n/a
	Category 2	7 WD	12 M	
	Category 1	7 WD	36 M	
Shared & Bicycle Pathways	Category 3	7 WD	12 M	n/a
	Category 2	7 WD	12 M	
	Category 1	7 WD	36 M	
Bridges	Level 1 Bridge Inspections	10 WD	6 M	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.		24 H	n/a	n/a

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

Attachment 6: Defect Intervention Levels and Repair Time Frames

NOTES:
* If a Repair Time frame elapses on a Weekend or Public Holiday, the actual due date will be the next Working Day.
** In cases where a defect is not due to be repaired in less than 4 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 Time frames.

Sealed Roads

Defect type	Description / Intervention Level	Repair timeframes by hierarchy WD = Working Days W = Weeks M = Months			
		Cat 4	Cat 3	Cat 2	Cat 1
Pothole	Potholes in sealed pavement >75 mm in depth and >300 mm in diameter Potholes located in dedicated/marked bicycle lanes >75 mm depth and >200 mm diameter.	8 W	8 W	8 W	6 M
Edge break	Edge breaks >75 mm laterally over a 5m or greater length from the nominal seal line	8 W	8 W	8 W	6 M
Edge / shoulder drop	Edge drops onto an unsealed shoulder >75 mm in depth over a 10m or greater length	8 W	8 W	8 W	6 M
Depressions / deformations	Depression / deformations in the traffic lane of a sealed pavement >75 mm in depth under a 3m long straight edge	8 W	8 W	8 W	6 M
Missing pit lids	Missing Council drainage pit lids	2 WD	2 WD	4 WD	4 WD
Damaged pit lids	Damaged Council drainage pit lids (such that they are potentially structurally unsound)	4 W	6 W	8 W	6 M
Roadside Vegetation – Overhead clearance	Vegetation intruding into the road envelope: • <4.5 m over the trafficable portion of Cat 3 & 4 roads	8 W	8 W	n/a	n/a
	• <4.0 m over the trafficable portion of Cat 1 & 2 roads	n/a	n/a	8 W	6 M

Roadside Vegetation – Obstructing sightlines	Vegetation that is obstructing sightlines to intersections or regulatory, warning and hazard signs when viewed from the following distances: • Speed Limit – <=50km/h = 30m • Speed Limit – 60km/h = 40m • Speed Limit – 70km/h = 55m • Speed Limit – 80km/h = 65m • Speed Limit – 90km/h = 80m • Speed Limit – 100km/h = 95m	8 W	8 W	8 W	6 M	*Note:* *All timeframes apply to each specified speed limit.*

Unsealed Roads

Defect type	Description / Intervention Level	Repair timeframes by hierarchy WD = Working Days W = Weeks M = Months			
		Cat 4	Cat 3	Cat 2	Cat 1
Pothole	Potholes in unsealed pavement >75 mm in depth and >450 mm in diameter	2 M	3 M	4 M	8 M
Wheel ruts / scouring	Wheel ruts or scouring on an unsealed road >100 mm in depth	2 M	3 M	4 M	8 M
Corrugations	Corrugations on an unsealed road >100 mm in depth and >500 mm in length	6 M	6 M	6 M	8 M
Roadside Vegetation – Overhead clearance	Vegetation intruding into the road envelope: • <4.5 m over the trafficable portion of Cat 3 & 4 roads	2 M	3 M	n/a	n/a
	• <4.0 m over the trafficable portion of Cat 1 & 2 roads	n/a	n/a	4 M	8 M
Roadside Vegetation – Obstructing sightlines	Vegetation that is obstructing sightlines to intersections or regulatory, warning and hazard signs when viewed from the following distances: • Speed Limit – <=50km/h = 30m • Speed Limit – 60km/h = 40m • Speed Limit – 70km/h = 55m • Speed Limit – 80km/h = 65m	2 M *Note:* *All timeframes apply to each specified speed limit.*	3 M	4 M	8 M

Traffic Control Devices

Defect type	Description / Intervention Level	Repair timeframes by hierarchy WD = Working Days W = Weeks M = Months			
		Cat 4	Cat 3	Cat 2	Cat 1
Missing / Damaged Signage	Regulatory, warning and hazard signs missing, illegible or damaged making them substantially ineffective when viewed from the following distances: • Speed Limit – <=50km/h = 30m • Speed Limit – 60km/h = 40m • Speed Limit – 70km/h = 55m • Speed Limit – 80km/h = 65m • Speed Limit – 90km/h = 80m • Speed Limit – 100km/h = 95m	2 M	3 M	4 M	8 M *Note:* *All timeframes apply to each specified speed limit.*
Missing / Damaged Guard Rail or fencing (including Guideposts) *	Guard rail/fence damaged or missing making them substantially ineffective	12 W	12 W	6 M	12 M
Missing / Damaged Pavement Markings	Pavement markings which are missing or faded making them substantially ineffective	12 W	12 W	12 M	12 M

*Where guard rail fencing is damaged or missing to the extent that immediate repair or replacement is not feasible, due to the extent of damage, the need for engineering design, or funding limitations, the defect will be made safe through temporary measures where possible. Permanent rectification will then be referred for consideration in the Capital Works Program, based on risk, priority, and available funding.

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	4 W	6 W	2 M
Loose segmented pavers	Loose and unstable segmented pavers (i.e. bluestone, bricks, etc.) that move underfoot	4 W	6 W	2 M
Cracking	Cracking in footpaths >50 mm wide	4 W	6 W	2 M
Undulations	Undulations (depressions / bumps) >100 mm in depth/height under a 1.5m straight edge	4 W	6 W	2 M
Dislodged / missing pieces / potholes	Dislodged or missing pieces or potholes >300 mm in length/width and >25 mm in depth	4 W	6 W	2 M
Missing pit lids	Missing Council drainage pit lids	2 WD	2 WD	4 WD
Damaged pit lids	Damaged Council drainage pit lids (such that they are potentially structurally unsound)	4 W	6 W	2 M
Vegetation overhead clearance	Vegetation intruding into the footpath envelope: • <2.2 m over footpath surface	8 W	8 W	8 W
Dislodged / missing tactile indicator	Damaged or missing	8 W	8 W	3 M

* 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.

Shared and Bicycle Pathways

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	4 W	6 W	12 W
Cracking	Cracking perpendicular to path of travel >50 mm wide Longitudinal cracking >40 mm wide	4 W	6 W	12 W
Undulations	Undulations (depressions / bumps) >100 mm in depth/height under a 1.5m straight edge	4 W	6 W	12 W
Dislodged / missing pieces / potholes	Dislodged or missing pieces or potholes >300 mm in length/width and >25 mm in depth	4 W	6 W	12 W
Missing pit lids	Missing Council drainage pit lids	2 WD	2 WD	4 WD
Damaged pit lids	Damaged Council drainage pit lids (such that they are potentially structurally unsound)	4 W	6 W	12 W
Vegetation overhead clearance	Vegetation intruding into the pathway envelope: • <3.0 m over shared pathway surface and >100 cm beyond each edge	8 W	8 W	12 W
Vegetation – Obstructing sightlines	Vegetation that is obstructing sightlines to intersections or regulatory, warning and hazard signs when viewed from <20 m	4 W	6 W	12 W
Dislodged / missing tactile indicator	Damaged or missing	8 W	8 W	3 M

* 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 WD = Working Days W = Weeks M = Months			
		Cat 4	Cat 3	Cat 2	Cat 1
Vertical Displacement	Vertical displacement – uplift section >100 mm	4 W	6 W	2 M	3 M
Horizontal Displacement	Horizontal displacement section >100 mm	4 W	6 W	2 M	3 M

Bridges and Culverts

Defect type	Description / Intervention Level	Repair timeframes by hierarchy WD = Working Days W = Weeks M = Months			
		Cat 4	Cat 3	Cat 2	Cat 1
Bridge & Culvert defects	Visible damage likely to pose an immediate and significant risk to members of the public	4 W	6 W	2 M	3 M

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