



South Gippsland  
Shire Council

*Come for the beauty, Stay for the lifestyle*

## Road Management Plan 2013

# Revisions Report

May 2017

# Revisions Report

## 1. INTRODUCTION

A review of the South Gippsland Shire Council's Road Management Plan 2013 was undertaken by the Engineering and Assets department and the Operations department between July 2016 and March 2017, pursuant to section 54 (5) of the Road Management Act 2004 and Division 2 of the Road Management (General) Regulations 2016.

The review was conducted by the Manager Engineering and Assets, the Manager Operations, and the Asset Management Coordinator. The review concluded that in respect to the intent of the Plan, no changes were required at this time to the standard of construction, inspection, maintenance, or repair under section 41 of the Road Management Act 2004. Consequently, Council was not required to give notice under section 10 (1) of the Road Management (General) Regulations 2016. Points of clarification regarding risk management were sought from Council's Risk Coordinator and Risk Officer, and the Council's Insurer, MAV Insurance.

## 2. ROAD MANAGEMENT PLAN REVIEW

The changes made to the *Road Management Plan 2013* are considered to be under both section 11 (2) and (3) of the *Road Management (General) Regulations 2016*. Under section 11 (2), these changes relate to roads



which Council has become the Coordinating Road Authority or roads which have become public roads. For example sub-divisional roads, roads declared by VicRoads as municipal roads or roads Council has decided are required for general public use.

Under section 11 (3) these changes relate to administrative procedures or responsibilities of a road authority or are of a fundamentally declaratory or machinery nature. For example, the name of a road changing, cessation of road authority status for a road, a road being discontinued or a road ceasing to be a public road. Changes of clarification or definition of terms used in the Road Management Plan are considered to be minor administrative changes only and do not change the intent of the plan as it relates to section 10 (1) of the *Road Management (General) Regulations 2016*.

A summary of the changes to the Road Management Plan 2013 resulting in the creation of the **Road Management Plan 2017** are attached in **Attachment 1** – Table of Changes to the Road Management Plan 2013 and **Attachment 2** – Changes to the Register of Public Roads.

### 3. **ROAD MANAGEMENT PLAN REVIEW RECOMMENDATION**

That the CEO certify the draft *Road Management Plan 2017* in accordance with the *Road Management (General) Regulations 2016* sections 11 (2) and (3) prior to the Council briefing in April 2017 and adoption by Council at its Ordinary meeting to be held in May or June 2017.



## Attachment 1

# Table of Changes | Road Management Plan (RMP) 2013

RMP 2013 SECTION	REVIEW DESCRIPTION	IMPACT ON THE RMP
<b>Whole document</b>	References to “the Act” changed to RMA	No Impact
<b>Clause 1.1 Background</b>	References to the <i>Road Management (General) Regulations 2016</i> and <i>Local Government Act 1989</i> added.	No Impact
<b>Clause 1.3 Relationship to Council’s Strategies and Planning Process</b>	Wording and grammar clarifications	No Impact
<b>Clause 1.4 Legislative and Statutory Requirements</b>	References to Acts and Regulations updated. Clarification of wording re road register.	No Impact
<b>Clause 1.5 Availability of the Road Management Plan</b>	Wording clarification and update of Council’s website link.	No Impact
<b>Clause 2 Public Roads – Rights and Responsibilities</b>	Removal of the word User before Rights	No Impact
<b>Clause 2.1 Definition of terms</b>	Updated to reflect currency of definitions	No Impact
<b>Clause 2.2 Register of Public Roads</b>	Statement re the Register of Public Roads and Footpath Register being contained in Council’s computer based Asset Management System and that it does not form part of the RMP. References to government departments updated. Clarification of terms used. Reference to responsible authority revised to accord with the RMA viz responsible authority changed to Coordinating Road Authority.	No Impact
<b>Clause 2.3 Key Stakeholders</b>	Updated to reflect currency of key stakeholders	No Impact



RMP 2013 SECTION	REVIEW DESCRIPTION	IMPACT ON THE RMP
<b>Clause 2.4.1 Duties of road user</b>	Updated to reflect currency of Acts, Regulations and Council's General Local Law 2014.	No Impact
<b>Clause 2.5 Delegations</b>	Updated to reflect currency of Delegations.	No Impact
<b>Section 3 Road Management</b>	Deletion of Clause 3.1 and 3.2 being duplicated references to Road and Footpath Hierarchies respectively listed later in RMP.	No Impact
<b>Clause 3.3 Road Management Responsibilities</b>	Renumbered Clause 3.1.	No Impact
<b>Clause 3.3.1 Agreements with adjoining municipalities</b>	Renumbered clause 3.1.1. References to Referral Documents – Agreements with Adjoining Municipalities updated.	No Impact
<b>Clause 3.3.2 Demarcation Agreement with VicRoads</b>	Renumbered and renamed clause 3.1.2 – Service Agreement with VicRoads. Inclusion of reference to "Operational Responsibility for Public Roads - Code of Practice". Clarification of wording and referral document.	No Impact
<b>Clause 3.3.3 Agreements with DEPI/Parks Victoria</b>	Renumbered 3.1.3 and renamed Agreement with Department of Environment, Land, Water and Planning (DELWP). Updated to reflect current agreement with DELWP (formerly DEPI) – note that Parks Victoria is a department of DELWP. Reference that the Agreement is a referral document and not part of the RMP.	No Impact
<b>Clause 3.3.4 Agreement with Tourist Rail</b>	Renumbered Clause 3.1.4. Updated clause to reflect the cessation of the Tourist Rail Operation.	No Impact



RMP 2013 SECTION	REVIEW DESCRIPTION	IMPACT ON THE RMP
<b>Clause 3.3.5 Non-Road Infrastructure (Utility Assets)</b>	Renumbered 3.1.5. Clarification or wording. Removal of first dot point "Ensure the safety of road users and the community as this is not Council's responsibility with respect to Utility assets.	No Impact
<b>Clause 4.1 Infrastructure Maintenance System</b>	Reference to the Road Infrastructure Asset Management Plan updated.	No Impact
<b>Clause 4.2 Road Hierarchy</b>	Reworded to clarify definition of road hierarchy	No Impact
<b>Clause 4.3 Inspection Frequency</b>	Renamed Road Inspection Frequency. Table 1 updated to include (Urban and Rural) extensions to Access Places and Access Tracks to clarify that there are two classifications for these roads types. Table 1 – 2 monthly changed to 8 weeks.	Changing frequency from 2 months to 8 weeks is a slightly better inspection regime.
<b>Clause 4.4 Footpath Hierarchy and Inspection Frequency</b>	Removal of reference to footpath hierarchy which is referred to later in the Plan. Table 2 modified accordingly.	No Impact
<b>Clause 4.4 Footpath Hierarchy and Inspection Frequency</b>	Renamed Clause to include Shared Paths viz. Clause 4.4 Footpath / Shared Path	No Impact
<b>Clause 4.4 Footpath Hierarchy and Inspection Frequency</b>	Reference to 3 classes changed to four classes to account for the addition of Shared Paths. Table 2 modified to include Shared Paths with an inspection frequency of 3 years.	Additional inspection of Shared Paths not previously inspected.
<b>Clause 4.5 Bridge / Major Culvert Inspection Frequencies</b>	This clause has been added to reflect current practice with regard to these inspections.	No Impact
<b>Clause 4.5 Minimum Service Levels</b>	Renumbered clause 4.6; Removed reference to referral document No 5 as this was a duplication of the service levels detailed in Section 6.7.	No Impact



RMP 2013 SECTION	REVIEW DESCRIPTION	IMPACT ON THE RMP
<b>Clause 4.6 Routine Maintenance (Unplanned / Reactive)</b>	Renumbered Clause 4.7. Wording updated to more accurately reflect current administrative practice.	No Impact
<b>Clause 4.6.1 Prioritisation of reactive maintenance works</b>	Renumbered Clause 4.7.1. Clarification of wording - "the" necessary works changed to "any" necessary works. Reference to Maintenance System updated.	No Impact
<b>Clause 4.6.2 Temporary Measures</b>	Clarification of actions taken for temporary measures.	No Impact
<b>Clause 4.6.3 Emergency Works</b>	Clarification regarding assistance from Victorian State Emergency Response Plan and Response team actions re temporary repairs.	No Impact
<b>Clause 4.7 Routine Maintenance (Planned/Proactive)</b>	Renumbered Clause 4.8	No Impact
<b>Clause 4.8.1 Planned Routine Maintenance</b>	This clause is now numbered as a sub-clause under this section. Intent of clause reworded to clarified current practice. Reference to Maintenance System updated to refer to Section 6 and removal of duplicated document referred to as Referral Document 5. Example descriptions clarified.	No Impact
<b>Clause 4.7.1 Prioritisation of Proactive Maintenance works</b>	Renumbered Clause 4.8.2 and renamed Proactive Routine Maintenance. Description of works updated and clarified.	No Impact
<b>Clause 4.8 Periodic Maintenance</b>	Renumbered Clause 4.9. Clarification of description and removal of words "and bridge decking" which is done under Bridge Maintenance Program.	No Impact
<b>Clause 4.8.1 Annual Road Resealing Program</b>	Renumbered Clause 4.9.1. Clarification of works description and activities undertaken including reference to "Prep for Reseal". Removal of reference to	No Impact



RMP 2013 SECTION	REVIEW DESCRIPTION	IMPACT ON THE RMP
	Referral Document No 4 Operations Procedure #9 – to be replaced with revised Infrastructure Management System procedures mentioned later in RMP.	
<b>Clause 4.8.2 Annual Gravel Road Re-sheeting Program</b>	Renumbered Clause 4.9.2. Clarification of description of works including removal of reference to program development being similar to Reseal Program. Removal of reference to Referral Document No 4 Operations Procedure #8 – to be replaced with revised Infrastructure Management System procedures mentioned later in RMP.	No Impact
<b>Clause 4.8.3 Bridge Repair Program</b>	Renumbered Clause 4.9.3. Renamed Bridge Repair Program instead of Bridge Inspection Program. Clarification of program description and removal of reference to Referral Document No 4 Operations Procedure #17 – to be replaced with revised Infrastructure Management System procedures mentioned later in RMP	No Impact
<b>Clause 4.8.4 Footpath Rehabilitation Program</b>	Renumbered Clause 4.9.4. Clarification of wording and removal of reference to Referral Document No 4 Operations Procedure #3 – to be replaced with revised Infrastructure Management System procedures mentioned later in RMP	No Impact
<b>Clause 4.9 Request Handling</b>	Renumbered Clause 4.10. Updated administrative process and flow chart.	No Impact
<b>Clause 4.10 Emergency Conditions</b>	Renumbered Clause 4.11 and renamed “Exceptional Circumstances” to better reflect purpose of this clause. Clarification of wording and intent.	No Impact
<b>Clause 4.11 Resources</b>	Renumbered Clause 4.12. Removed reference to operations and capital works; this being superfluous to the resourcing required for the RMP.	No Impact





RMP 2013 SECTION	REVIEW DESCRIPTION	IMPACT ON THE RMP
<b>Clause 5.1 Performance Monitoring</b>	Updated and clarified.	No Impact
<b>Clause 5.2 Audits</b>	Updated internal administrative audit process; references to MAV Auditor removed as no longer applicable. Reference to Road Management (General) Regulations 2016 added.	No Impact
<b>Clause 5.3 Road Management Plan Amendments</b>	References to Acts and Regulations updated. Definitions of “document”, “Incorporated Document” and “Referral Document” added for clarification as to the status of these documents with respect to this Plan	No Impact
<b>Clause 6.1 Scope of System</b>	Rewording of the objective to provide clarification of grammar used.	No Impact
<b>Clause 6.2 The Methodology – Zone Maintenance Program</b>	The methodology for the zone maintenance program has now been included as an “Incorporated document” titled “SGSC IMS – RMP – Road Maintenance Methodology” to the Road Management Plan.	Minimal changes have been made with no impact to levels of service, except for changing inspection frequency for roads from 2 months to 8 weeks which is a slightly better inspection regime.
<b>Clause 6.2 The Methodology – Zone Maintenance Program</b>	Now part of “Incorporated document” titled “SGSC IMS – RMP – Road Maintenance Methodology” to the Road Management Plan. Minor grammatical amendments to improve clarity of text. Reference to Two months changed to 8 weeks in line with Table 1.	Changing frequency from 2 months to 8 weeks is a slightly better inspection regime.
<b>Clause 6.2.1 Priority 1 – Urgent</b>	Now part of “Incorporated document” titled “SGSC IMS – RMP – Road Maintenance	No Impact



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<b>Works</b>	Methodology” to the Road Management Plan. Title of sub-section amended from “Urgent” to “Top Priority” and the sub-text amended accordingly	
<b>Clause 6.2.3 Priority 3 – Medium Priority Works</b>	Now part of “Incorporated document” titled “SGSC IMS – RMP – Road Maintenance Methodology” to the Road Management Plan. Amended by changing “urgent” to “higher priority” in line with change to clause 6.2.1	No Impact
<b>Clause 6.2.4 Priority 4 – Low Priority Works.</b>	Now part of “Incorporated document” titled “SGSC IMS – RMP – Road Maintenance Methodology” to the Road Management Plan. During a single week period amended to read during the final week of each maintenance period to better reflect when works are undertaken.	No Impact
<b>Clause 6.3.1 Step 1 – Risk Assessment</b>	Now part of “Incorporated document” titled “SGSC IMS – RMP – Road Maintenance Methodology” to the Road Management Plan. Updated to current Risk matrix.	No Impact
<b>Clause 6.3.3 Step 3 - Response</b>	Now part of “Incorporated document” titled “SGSC IMS – RMP – Road Maintenance Methodology” to the Road Management Plan. Clarification of actions taken prior to “Repairs on Program” being temporary in nature until permanent repairs are programed – no change to activities undertaken. “Urgent” priority score name changed to “Top” priority score to better indicate its highest priority status. Table of definitions for Risk assessment likelihoods added for clarification of terms used.	No Impact



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<b>Clause 6.4 Sample Road Inspection and Maintenance Schedule 2013</b>	Now part of “Incorporated document” titled “SGSC IMS – RMP – Road Maintenance Methodology” to the Road Management Plan. Sample updated to 2017 dates	No Impact
<b>Clause 6.5 Road Hierarchy</b>	Changed to Clause 6.3	No Impact
<b>Clause 6.6 Footpath Hierarchy</b>	Clause 6.6 changed to Clause 6.4 and renamed Footpath and Shared Path Hierarchy. Updated reference and added category of Shared Paths.	Improved level of service in that Shared Paths are now included in this Plan.
<b>Clause 6.7 Minimum Service Levels Targets</b>	Clause 6.7 changed to Clause 6.5. Explanation as to how these targets were derived was added. Table 3 Row 1 – Minimum target for Connector Streets & Roads was added as there was no target provided for this intervention level. Therefore this is considered an increase in the level of service. Row 4 – Potholes added under Road / Feature detail – this was an omission only. Row 5 – Wearing Course added under Road / Feature detail – this was an omission only. Some grammatical corrections.	Improved service level target for unsealed Connector roads and streets as there was no target provided in the 2013 Plan.  No impact from minor grammatical changes to No.16 Emergency Works.
<b>Clause 6.8 Minimum Service Level Targets – Explanatory Notes</b>	Clause 6.8 changed to Clause 6.6 with subsequent changes to sub-clause numbering	No Impact
<b>Clause 6.8.1 Inspection frequency</b>	Changed to Clause 6.6.1. Updated reference to Road Infrastructure Asset Management Plan.	No Impact
<b>Clause 6.8.2.1 Unsealed Road Grading</b>	Changed to Clause 6.6.2.1. Reworded to clarify the intent of the current practice of grading unsealed roads. Removal of reference to vehicle makes,	No Impact



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	Commodore or Falcon, as this is no longer relevant or consistent with vehicle fleet management. Updated reference to Register of Public Roads, Asset Management System, and inclusion of reference to Table 3.	
<b>Clause 6.8.2.2 Table Drains and Kerb &amp; Channel</b>	Changed to clause 6.6.2.2. Clarification of term “normal” stormwater flows changing this term to acceptable and including a definition of acceptable flows - No change to the activity.  Grammatical corrections made.	No Impact
<b>Clause 6.8.2.3 Shoulder &amp; Verge</b>	Changed to clause 6.6.2.3. Grammatical corrections made.	No Impact
<b>Clause 6.8.2.4 Unsealed Road Potholing</b>	Changed to clause 6.6.2.3. Grammatical corrections made.	No Impact
<b>Clause 6.8.2.5 Unsealed Road Resheeting</b>	Changed to clause 6.6.2.5. Grammatical corrections made.	No Impact
<b>Clause 6.8.2.6 Sealed Road Patching</b>	Changed to clause 6.6.2.5. Grammatical corrections made.	No Impact
<b>Clause 6.8.2.7 Sign Maintenance</b>	Changed to clause 6.6.2.6. Grammatical corrections made.	No Impact
<b>Clause 6.8.2.8 Road Marking</b>	Changed to clause 6.6.2.8. Grammatical corrections made. Updated road hierarchy references, excluded Arterial Roads which are VicRoads responsibility.	No Impact
<b>Clause 6.8.2.9 Guard Fence Maintenance</b>	Changed to clause 6.6.2.9. Added Rail to description to clarify that Guardrail is also included in Guard Fence category. Updated reference to Operations Department procedures.	No Impact
<b>Clause 6.8.2.10</b>	Changed to clause 6.6.2.10.	No Impact



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<b>Underground Drainage Maintenance</b>	Clarification of term “normal” stormwater flows changing this term to acceptable and including a definition of acceptable flows - No change to the activity.  Grammatical corrections made.	
<b>Clause 6.8.2.11 Guideposts</b>	Changed to clause 6.6.2.11. Removed reference to Arterial Roads which are VicRoads responsibility. Grammatical corrections and clarifications.	No Impact
<b>Clause 6.8.2.12 Roadside Vegetation</b>	Changed to clause 6.6.2.12. Updated reference for Roadside Management Plan to “Municipal Council Roadside Weed and Pest Animal Control Plan 2016” and added TRIM link. Grammatical corrections and clarifications. Updated reference to Council’s Arborist to Supervisor Biodiversity; and, Routine Maintenance Coordinator to Road Maintenance Coordinators.	No Impact
<b>Clause 6.8.2.13 Dumped Rubbish/Animals</b>	Changed to clause 6.6.2.13. Grammatical corrections	No Impact
<b>Clause 6.8.2.14 Bridges</b>	Changed to clause 6.6.2.14. Clarification of “safe”; updated reference to Operations Department Infrastructure Management System procedure for “Bridge and Guardrails Maintenance inspections”. Reworded references to Level 2 and structural testing of bridges to clarify activities.	No Impact
<b>Clause 6.8.2.15 Major Culverts</b>	Changed to clause 6.6.2.15. Updated reference to Operations Department Infrastructure Management System procedure for “Bridge and Guardrails Maintenance inspections” which also applies to Major Culverts. Grammatical corrections.	No Impact



RMP 2013 SECTION	REVIEW DESCRIPTION	IMPACT ON THE RMP
<b>Clause 6.8.2.16 Emergency Works</b>	Changed to clause 6.6.2.16.	No Impact
<b>Clause 6.8.3 Minimum Service Level Targets</b>	Removed - only a referral to minimum Service Level Targets already documented in this Plan.	No Impact
<b>Clause 6.8.4 Response Times</b>	Removed statement that response times are quoted in “business hours” – this is already covered in this Plan and is not required. Removed reference to risk assessment and inspection methodology already covered in this Plan	No Impact
<b>Clause 7 Attachment 1</b>	Removed – not required in revised Road Management Plan.	No Impact
<b>Clause 8 Referral Documents</b>	Changed to Clause 7. Updated and TRIM links included	No Impact
<b>Attachment 1 CEO Certification</b>	New Certification added	No Impact