



2017

Road Management Plan

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Road Management Plan 2017
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Schedule of Amendments | to the Road Management Plan 2013

No.	Changes / Amendments
1	References to Acts, Regulations, and Government agencies updated
2	Minor format and wording updates and clarifications
3	Reference to Council Website updated
4	References to Conquest removed from document.
5	List of definitions updated
6	References to Council systems updated
7	List of Key Stakeholders updated
8	Agreements with other Authorities updated
9	Bridge & Major Culvert Inspection regime added
10	Zone maintenance system under Clause 6.2 now referred to an "Incorporated document" to this Plan.



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Please refer to Council's Website:

www.southgippsland.vic.gov.au → *Roads and Infrastructure* → *Road Management Plan 2017*



1 | Introduction

1.1. Background

The South Gippsland Shire Council has developed this Road Management Plan (RMP) in accordance with the requirements of the Victorian Road Management Act 2004 (RMA). The purpose of the RMA is to establish a coordinated management system for public roads that will promote safe and efficient state and local public road networks and the responsible use of road reserves for other legitimate purposes, such as the provision of utility services. A review of the RMP is required to be undertaken in accordance with the RMA, the Road Management (General) Regulations 2016, and the Local Government Act 1989, clause 125.

1.2. Purpose of the Road Management Plan

In accordance with the RMA the purposes of this plan are:

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

1.3. Relationship to Council's Strategies and Planning Process

This RMP has been developed in line with the following documents:

- Asset Management Policy.
- Asset Management Strategy.
- Council Plan.
- Long Term Financial Plan.
- Road Infrastructure Asset Management Plan.

The outcomes resulting from levels of service adopted in the Road Infrastructure Asset Management Plan have been incorporated into this



RMP, considering the financial constraints in the Long Term Financial Plan (LTFP).

1.4. Legislative and Statutory Requirements

The RMP has been prepared in accordance with following Acts, Regulations and Code of Practices:

- Local Government Act 1989.
- Road Management Act 2004.
- Road Management (General) Regulations 2016.
- Road Management (Works and infrastructure) Regulations 2015.
- Wrongs Act 1958.
- Code of Practice for Road Management Plans 2004.
- Code of Practice for Operational Responsibility for Public Roads 2004.
- Code of Practice for Management of Infrastructure in Public Road Reserves 2016.
- Code of Practice for Worksite Safety – Traffic Management 2010.

South Gippsland Shire Council is the designated Coordinating Road Authority for Council Roads as indicated in Council's Register of Public Roads and is responsible for care and management of these roads.

1.5. Availability of the Road Management Plan

The RMP is available for viewing by the public at the South Gippsland Shire Council office at 9 Smith Street, Leongatha between the hours of 8.30am and 5.00pm Monday to Friday. Copies are also held by Council's Engineering & Assets Department and Operations Department.

The plan may also be viewed by visiting Council's website at http://www.southgippsland.vic.gov.au/info/20027/roads_and_infrastructure/188/plans_strategies_and_studies/2.



2 | Public Roads - Rights and Responsibilities

2.1. Definitions of terms

Terms used in this RMP have the same meaning as the specific definitions included in the RMA. For the purposes of this RMP the following additional terms have been defined as:

Public Road any road within the meaning of section 17 of the RMA, includes freeways, arterial roads, declared roads under the Local Government Act 1989 or under section 14 of the RMA.

Council Road: any road which is not a State road where Council is the Responsible Road Authority and the road is included in Council's Register of Public Roads as per section 19 of the RMA.

Arterial Roads: roads managed by VicRoads.

Other Roads: roads in State forests and reserves (e.g. Areas managed by Parks Victoria), road reserves currently not open to public traffic (e.g. Open Government Roads, being Crown Land road reserves, managed by the Department of Environment, Land, Water and Planning – DELWP) and roads on private properties (Private Roads).

Pathway: includes a footpath, bicycle path or other area constructed or developed by Council, being the responsible road authority, for use by the members of the public other than a motor vehicle and included in Council's Register of Public Roads as per section 19 of the RMA.

Ancillary Area: an area designated as an ancillary area by Council - includes lookouts and other areas adjacent to a Council road available for use by public traffic and included in Council's Register of Public Roads.



Roadside:	any land within the boundaries of a road reserve excluding the road pavement and associated road infrastructure.
Level of Service:	is a qualitative measure against which performance may be measured and usually relates to quality, quantity, reliability, responsiveness and cost.
Defect:	a localised failure in an asset, for example potholes in a road surface or a joint displacement in a concrete footpath.
Intervention Level:	the extent of a defect above which the defect may pose an unacceptable risk to users of that asset.
Responsible Officer:	a Council Officer authorised to carry out the functions defined in this document, for example Road Inspector.
Response Times:	the time in which to repair or make defects safe carry out temporary or permanent repairs on defects that exceed the stated intervention level, identified by inspections undertaken by Council officers, or defects notified by the public. Response Time is measured in working days and from the time the defect is identified as exceeding the relevant intervention level by Council.
Private Roads	private roads are the responsibility of the owner of that road. Known private roads are recorded in Council's Asset Management System to assist the public and the Council in disputes over road classifications.
Public Highway	a road may be a public highway without necessarily being included on the Register of Public Roads. The non-inclusion of a public highway on the register does not affect the rights of the public to use that road, it merely indicates that Council does not accept responsibility for the maintenance of the road.

2.2. Register of Public Roads

Section 19 of the RMA requires Council to keep a Register of Public Roads. The purpose of the Register is to identify public roads in the Shire, as defined in section 17 of the RMA, for which Council is the Coordinating Road Authority. The Register of Public Roads includes all the matters specified in Schedule 1 of the RMA. The Register of Public Roads is contained within



Council's computer based Asset Management System and does not form part of this RMP.

The roads included in the Register of Public Roads are all the roads within the Shire that are currently used by public traffic and maintained by Council. The Register excludes roads that are under the control of other state authorities, such as VicRoads, the Department of Environment, Land, Water and Planning (DELWP), Parks Victoria, and private property owners. There are many unmade and unnamed road reserves currently not used by public traffic within the Shire. The land under these road reserves is not included in the Register of Public Roads. Council is not responsible for maintenance of these roads or the land under these road reserves as per the RMA. If any of these roads are required for use by public traffic, Council will consider opening the road to public traffic and may include the road on the Register of Public Roads, provided the applicant requesting the opening of the road agrees to fund the associated work to upgrade the road to the required standard.

The Register of Public Roads has been developed using the revised Road Hierarchy and existing maintenance records of the South Gippsland Shire Council. The Register of Public Roads is amended each time an existing road or a gifted road is opened to public traffic, is closed to public traffic, or is discontinued. The Register of Public Roads is an electronic register maintained through Council's Asset Management System. Individual roads can be viewed through Council's Geographical Information System (GIS).

The Footpath Register includes all the footpaths on roads where Council is the responsible road authority. The standard of footpath maintenance is detailed under the infrastructure maintenance system, section 4 of this RMP. The Footpath Register is updated as new footpaths are constructed, or gifted through subdivision handovers to Council. The Footpath Register is an electronic register also maintained through Council's Asset Management System. Individual footpath locations can be viewed through Council's Geographical Information System (GIS).

The Register of Public Roads and the Footpath Register are electronic registers and do not form part of this RMP; they are contained in Council's Asset Management System. Hard copies of these registers can be produced, if required.

2.3. Key Stakeholders

The following key stakeholders are recognised as having an interest in the service provided by the local road network:



External

- Road users.
- Pedestrians.
- Private and Commercial Vehicle Operator Organisations.
- The South Gippsland community.
- Services and Utility authorities – Melbourne Water, South Gippsland Water, Gippsland Water, Telstra, AusNet Services, MultiNet Gas, etc.
- Emergency Services - Victoria Police, Vic State Emergency Services, and the Country Fire Authority.
- Neighbouring Councils.
- Government Agencies - VicRoads, DELWP, West Gippsland Catchment Management Authority (WGCMA), Gippsland Water, Melbourne Water, Gippsland Ports.

Internal

- Councillors.
- Engineering & Assets Department.
- Operations Department.
- Sustainable Communities Department.
- Risk and Procurement Department.
- Finance Department.
- Community Services Department.
- Innovation & Council Business Department.
- Planning Department.
- Municipal Building Surveyor and Regulatory Services Department.
- Economic Development, Tourism and Customer Services Department
- Contractors.

2.4. Community Obligations

2.4.1 Duties of road user

Under Section 17A of the Road Safety Act 1986:

- (1) *A person who drives a motor vehicle on a highway must drive in a safe manner having regard to all the relevant factors, including (without limiting their generality) the –*
- *physical characteristics of the road;*
 - *prevailing weather conditions;*



- *level of visibility;*
 - *condition of any vehicle the person is driving or riding on the highway;*
 - *prevailing traffic conditions;*
 - *relevant road laws and advisory signs;*
 - *physical and mental condition of the driver or road user.*
- (2) *A road user other than a person driving a motor vehicle must use a highway in a safe manner having regard to all relevant factors as listed above.*
- (3) *A road user must –*
- *have regard to the rights of other road users and take reasonable care to avoid any conduct that may endanger the safety or welfare of other road users;*
 - *have regard to the rights of the community and infrastructure managers in relation to road infrastructure and non-road infrastructure on the road reserve and take reasonable care to avoid any conduct that may damage road infrastructure and non-road infrastructure on the road reserve;*

2.4.2 Livestock on Roads

Under the provisions of General Local Law 2014, Clause 51:

- (1) *Without a permit a person who owns or is in charge of livestock must not cause or allow the droving or grazing of the livestock on a road for which Council is the relevant road authority.*
- (2) *In subclause (1) above–*
- (a) *“droving” means an individual driving of livestock, from one location to another, for the purpose of changing their grazing area or moving livestock from their grazing areas to a location for the purposes of sale or from a sale location to a grazing area but does not include movement of livestock. It also includes mere driving of livestock in or through the municipal district for the purpose of or including supplementing their feeding or taking them from or to a market; and*
 - (b) *“grazing” means causing livestock to enter and remain on a road for the purpose of grazing.*
- (3) *Subclause (1) does not apply to the movement of livestock from one property to another within the municipal district both of which are occupied by the owner of the livestock.*



2.4.3 Obstruction to Pedestrians and Vehicles

Clause 22 of the General Local Law 2014 states that:

A person who owns or occupies land must not allow –

- (a) any vegetation; or*
- (b) a sign, post or other similar object –*

on that land to obstruct or interfere with a person or vehicles passing by the land.

2.4.4 Vehicle Crossings

Clause 24 of the General Local Law 2014 states that:

The owner of land must ensure that:

- (a) each point of vehicular access from a carriageway on a road to the land has a vehicle crossing that is constructed and maintained in accordance with Council's current guidelines; and*
- (b) any redundant vehicle crossing is removed where directed by an authorised officer.*

It should be noted that the area of a vehicle crossing which forms part of a Council footpath is considered to be part of the footpath and the responsibility of Council to maintain.

More details can be obtained by referring to the Council's General Local Law 2014 available on [Council's website](#).

2.4.5 Restriction on the Use of a Road

The Local Government Act 1989, Schedule 11, Clause 12 states that:

- (1) A Council may prohibit or restrict the use of a road by any motor vehicle of, or over, a certain size or weight.*
- (2) Despite anything to the contrary in section 223, if in the opinion of the Council the use of a road by motor vehicles of, or over, a certain weight poses an immediate risk of danger to people or damage to property (including damage to the road itself), the Council may exercise a power under this clause before it makes a final decision on the exercise of the power."*



2.5. Delegations

As per current “S6 Delegation” document adopted by the Council on 22 March 2017, the Director Sustainable Communities and Infrastructure, Manager Engineering and Assets, and Asset Management Coordinator, have the delegated authority to make certain amendments to the RMP and the Register of Public Roads provided the necessary funds for maintenance are available in the appropriate road maintenance budget approved by Council.



3 | Road Management

3.1. Road Management Responsibilities

3.1.1 Agreements with adjoining municipalities

South Gippsland Shire Council shares municipal boundaries with five other Victorian councils. For the majority of roads crossing these boundaries the limits of demarcation for road management responsibilities are clearly defined.

There are, however, a number of boundary roads for which the limits of responsibility need to be defined. To address this, Council has entered into formal agreements with Bass Coast Shire Council, Baw Baw Shire Council, Cardinia Shire Council, Latrobe City Council and Wellington Shire Council, with whom it shares boundary roads and associated infrastructure, to define management responsibilities. These agreements are referral documents to this RMP and do not form part of this RMP. (refer to Referral Document No 2 - *Agreements with Adjoining Municipalities – need to check document number when review completed*)

TRIM references to Boundary Road Agreements.

① Bass Coast Shire Council	D582714
① Baw Baw Shire Council	D3280715
① Cardinia Shire Council	D3972614
① Latrobe Shire Council	D1861914
① Wellington Shire Council	D1517314

3.1.2 Service Agreement with VicRoads

Under Section 37 of the Road Management Act, Council is responsible for the following components of an arterial road:

- Any part of the roadway not used by the through traffic.
- Roadsides in urban areas.
- Service roads.
- Median strip between the roadway and the service road.
- Any pathways, other than those on freeway reserves.

With respect to VicRoads roads, road management responsibilities are detailed in the:



① “Operational Responsibility for Public Roads – Code of Practice” [D4179316](#)

Beyond these limits there are a number of areas that have historically been maintained by Council but are the responsibility of VicRoads. To ensure that the current levels of service continue, Council has entered into a service agreement with VicRoads to transfer and/or delegate road management functions:

① **Service Agreement with VicRoads**..... [D8959116](#)

Note: *This service agreement is a referral document only and does not form part of this RMP.*

3.1.3 Agreement with the Department of Environment, Land, Water and Planning (DELWP)

There are a number of public roads that continue into or through land managed by the DELWP (and Parks Victoria). Council has negotiated with DELWP and Parks Victoria to establish:

① **Demarcation boundaries for maintenance management of these roads** [D1997214](#)

Note: This agreement is a referral document only and does not form part of this RMP

3.1.4 Agreement with Tourist Railway

The Rail Safety National Law (RSNL) replaced the State legislation in Victoria on 19 May 2014. The RSNL requires the establishment of Interface Agreements to manage the risks at interfaces between a local road and a railway. The transition from State to national legislation requires a review and update to the wording in the state-wide Railway Crossing Safety Interface Agreements (SIA's). The SIA for South Gippsland Shire was between Council and the South Gippsland Tourist Railway operator.

The South Gippsland Tourist Railway ceased operations in January 2016 and as such an Interface Agreement is no longer required. Responsibility for the railway and associated land now falls to VicTrack. Discussions have commenced between Council and VicTrack on the future use of the VicTrack rail reserve and associated infrastructure and buildings.



3.1.5 Non-Road Infrastructure (Utility Assets)

Schedule 7 of RMA has specified duties of the Operations Manager or Works Manager with regard to utility assets. The provision and maintenance of these assets are the responsibility of individual utility infrastructure managers.

As the coordinating authority for road infrastructure, Council is required to coordinate the use of road reserves for installation and maintenance of non-road infrastructure assets. To this effect, Council will coordinate with non-road infrastructure managers to:

- Minimise disruption and inconvenience to road users,
- Protect the environment, and
- Protect the physical integrity of the road and road reserve including existing infrastructure located within the road reserve.



4 | Infrastructure Maintenance System

4.1. Maintenance Program

Council's road infrastructure maintenance plan and service delivery is outlined in Section 5.5 of the Road Infrastructure Asset Management Plan (TRIM ref. [D3993616](#)). The maintenance system for road infrastructure relating to this RMP is outlined in Section 6 of this Plan.

4.2. Road Hierarchy

A road hierarchy classifies roads according to their functions and capacities. The Shire's Road Hierarchy is used in the RMP to categorise the levels of road maintenance applied to each class of road defined in the hierarchy. The Shire's Road Hierarchy has been formalised and defined in Council's Road Infrastructure Asset Management Plan reference document "Road & Footpath Hierarchy June 2016", TRIM ref. [D297511](#).

Establishment of a road hierarchy (classification of public roads) enables definition of the level of commitment by Council with respect to maintenance intervention levels, inspection frequencies and above intervention level defect response.

4.3. Road Inspection Frequency

Regular inspections of Council's road assets are undertaken in accordance with the following intervals (refer Table 1), to ascertain that the assets provide a safe level of passage to the general public and meet Council's adopted service standards.

Table 1 | Inspection Frequencies

Class	Road Hierarchy Classification	Inspection Frequency
1	Connector Streets & Roads	8 weeks
2	Access Streets & Roads	8 weeks
3	Access Places (Urban and Rural)	8 weeks
4	Access Tracks (Urban and Rural)	12 monthly



4.4. Footpath / Shared Path Inspection Frequency

An important aspect of footpath assessment is the hierarchy of footpaths. As footpaths are subjected to different functions and volumes of pedestrians they must be assessed relative to the classification in the footpath hierarchy. The inspection frequencies for the four different classes of footpaths are shown in Table 2.

Table 2 | Footpath Inspection Frequencies

SGSC Footpath Hierarchy Classification	Inspection Frequency
Business / Commercial	1-year
Local Crossing / Collector	1-year
General Access	3-years
Shared Path	3-years

4.5. Bridge / Major Culvert Inspection Frequencies

All bridge and major culvert inspections are carried out in accordance with the VicRoads – Road Structures Inspection Manual June 2014:

- ① Parts 1, 2 & 3 [D6974816](#)
- ① Part 4 [D6975216](#)
- ① Part 5 [D6976116](#)

Current inspection frequencies are shown in Table 3 below.

Table 3 | Bridge and Major Culvert Inspection Frequencies

Bridge Inspection Level	Level Description	Inspection Frequency
Level 1	A routine maintenance inspection to check the general serviceability of the structure for obvious signs of defects which might affect the immediate safety of road users; and, to identify maintenance items that require immediate action or scheduled routine maintenance.	6 monthly
Level 2	A visual inspection of components to assess their condition; reporting condition and extent for each component; establishing an overall	3 yearly



Bridge Inspection Level	Level Description	Inspection Frequency
	condition rating for the structure; identifying need for a detailed engineering investigation (Level 3) and/or other supplementary testing; a photographic record of the structure.	
Level 3	A detailed engineering investigation generally including a field investigation and a theoretical / structural analysis, such as load carrying capacity.	Generally undertaken on recommendations from Level 2 inspections.

4.6. Minimum Service Levels

The minimum levels of service that will be adhered to are described in detail in – Section 6.5 – Minimum Service Level Targets. The minimum service level targets define the intervention regime for each function of the road maintenance operation.

4.7. Routine Maintenance (Unplanned / Reactive)

This type of maintenance results from defects that exceed Council's stated relevant intervention level that are brought to our attention by the community, the responsible officer or other Council officers.

Requests from the community are dealt with by the Area Maintenance Supervisor (or other relevant officer) and the defect assessed against the relevant intervention level. These issues are handled via the "Customer Request System" and/or the Asset Management System.

4.7.1 Prioritisation of reactive maintenance works

The responsible officer will prioritise any necessary works. To efficiently manage these maintenance tasks the works are prioritised based on the maintenance program priority matrix (Refer to Section 6 - Maintenance System).

4.7.2 Temporary measures

In the event that permanent repairs are unable to be undertaken within the prescribed response times, temporary measures will be implemented until such time as permanent maintenance or repair works can be completed.



Examples of such measures may include erection of appropriate warning signs, temporary repairs or temporary road closures.

4.7.3 Emergency Works

Emergency Works require an immediate response to undertake actions to ensure the safety of road users and the public as a result of emergency situations and events such as traffic incidents, fires, floods, storms, spillages, and the like, and may also result in provision of assistance under the Victorian State Emergency Response Plan.

Designated Council Staff form a Response Team when and as required. This Emergency Response Team responds as soon as possible to emergency situations and events. The Response Team will either repair, or make temporary repairs until rectification works can be completed.

Council provides Emergency Works response 24 hours a day, 7 days per week by contacting the Council office anytime on p. 5662 9200. Depending upon the nature and severity of the situation, emergencies will be dealt with as soon as practicable to ensure the risk to life and property is minimised.

4.8. Routine Maintenance (Planned/Proactive)

4.8.1 Planned Routine Maintenance

Planned routine maintenance looks to proactively capture those defects that exceed Council's stated intervention levels. These are usually the defects identified by the Responsible Officer and are prioritised using the Maintenance System described in Section 6 of this Plan. Examples of these activities include, but are not limited to:

- Pothole patching.
- Grading.
- Sealed pavement repairs.
- Roadside vegetation clearing / slashing.
- Clearing / cleaning of open drains.
- Removal of rubbish within road reserves.
- Minor bridge maintenance such as tightening of fixtures and cleaning of deck drainage scuppers.
- Removal of hazards.



4.8.2 Proactive Routine Maintenance

Proactive maintenance is the works undertaken to remedy defects before they reach the intervention level determined through the risk assessment process described in Section 6 – Maintenance System.

4.9. Periodic Maintenance

Periodic maintenance comprises cyclic activities, usually a more extensive kind than those of routine maintenance. The need for these activities is usually assessed through condition data and the required planned work.

Activities that come under the heading of “periodic maintenance” include sealed road pavement rehabilitation and resurfacing and gravel road re-sheeting.

4.9.1 Annual Road Resealing Program

The Road Resealing Program is an annual program that involves placing a new seal over the existing sealed road surface. The primary focus is for the renewal / replenishment of the sealed road surface. In addition, preparation works (“known as “prep for reseal”), prior to the resealing, are undertaken which may include maintenance activities to road and roadside assets within the road reserve. These additional “prep for reseal” maintenance activities include, but are not limited to:

- Guidepost replacement.
- Sign cleaning / replacement or removal.
- Drain reshaping and clearing.
- Vegetation trimming.
- Culvert and drain outfall works.
- Minor pavement repairs.
- Line marking.

4.9.2 Annual Gravel Road Re-sheeting Program

The re-sheeting of unsealed roads is a necessary regular activity due to loss of pavement material resulting from:

- Degradation of stone.
- Climatic condition, i.e. wind and rain.
- Scouring and erosion.
- Traffic abrasion.
- Maintenance practices.



- Pavement material selection.

The associated maintenance activities are similar to those identified in the reseal program above.

4.9.3 Bridge Repair Program

Bridge inspections are carried out in accordance with Section 4.5 of this Plan. Maintenance actions arising from Level 1 inspections are prioritised and completed in accordance with Section 6 – Maintenance System of this Plan. Actions arising from Level 2 and Level 3 inspections are generally dealt with through the Capital Works Program, either generally through the Bridge Repair Program or a specific project relating to the identified structure.

4.9.4 Footpath Rehabilitation Program

The program utilises the annual footpath inspections and 3 yearly footpath condition survey to prioritise works based on a combination of defect severity, accessibility and footpath classification. Utilising this method ensures that those areas of greatest risk to path users are given priority.

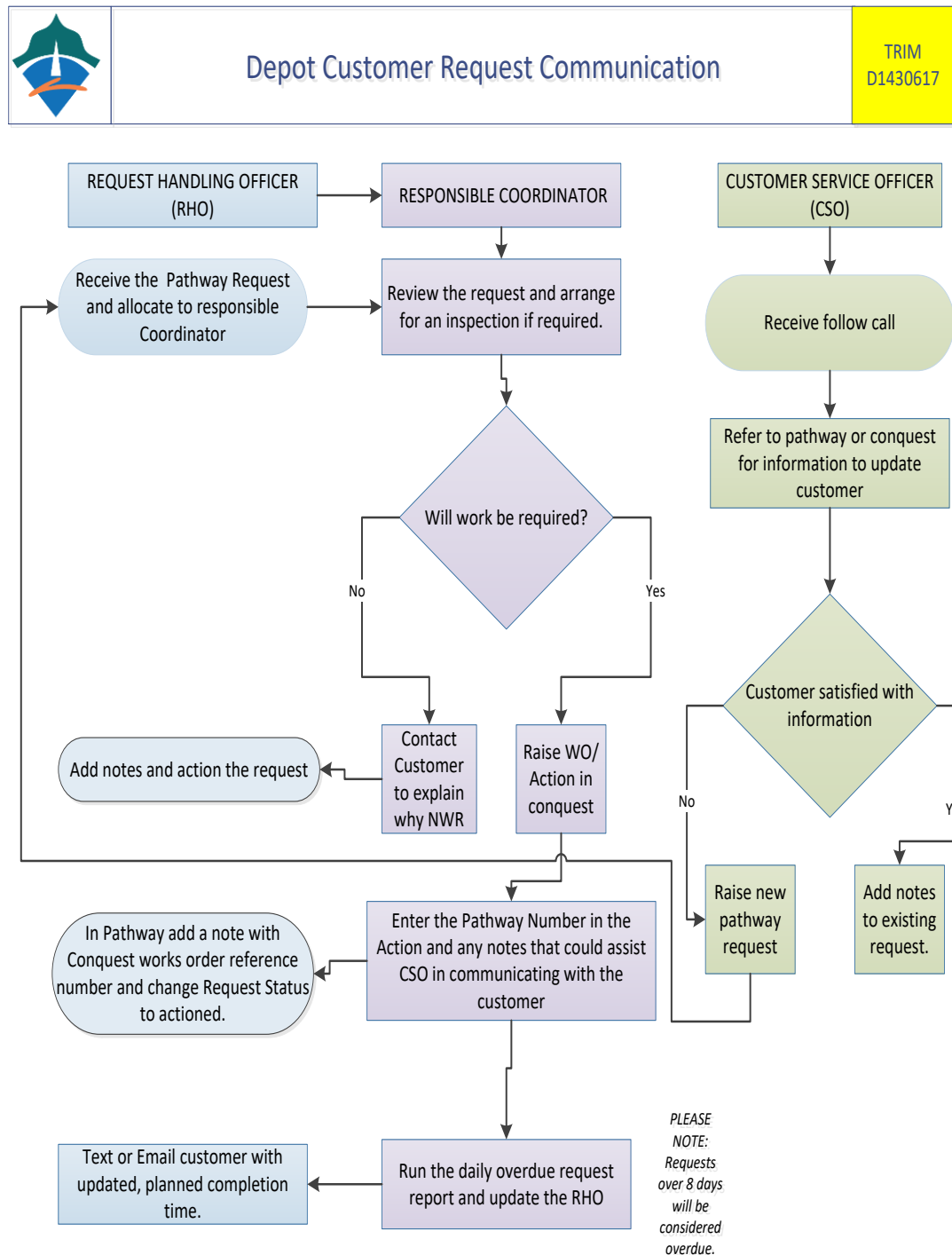
The key objective of this program is to repair and/or replace footpaths as their effectiveness and or ability to remain safe becomes unacceptable.

4.10. Request Handling

Council receives customer service requests through a variety of means. Usually they will be in the form of a direct telephone call to Council's Request Handling Officer, to the main office switchboard, or through direct contact with customer service staff at the main office and depot. Figure 1 indicates the customer request handling process.



Figure 1 | Customer Request Handling Process



To minimise response times in line with:

① Council’s Customer Service Charter [D4234314](#)

and to ensure that a permanent record is kept, customer requests are recorded and transmitted to the relevant department / contractor using a computerised Customer Request Management System (currently, Infor Pathway). The request management process involves the initial request



recording / customer acknowledgement, its referral for action / attention, notation of action taken / proposed to be taken and, finally, the customer request “action taken” reply / closing off and filing of the request. The actions arising from customer requests as well as from the regular inspections are raised against individual assets in the Asset Management System.

Council’s Asset Management System and Customer Request Management System are key elements of Council’s overall record management system that will enable it to comply with the evidentiary provisions of the RMA and maintain records of defects or other matters requiring repair or maintenance that are found through inspections or reported to Council, together with the details of proposed and completed repair and maintenance works.

4.11. Exceptional Circumstances

Notwithstanding Council making every endeavour to meet all its obligations under this plan there are circumstances under which Council may not be able to meet all or any of these obligations. If these circumstances are beyond the control of Council, then Council reserves the right to suspend the plan.

In the event of natural disasters and events such as fires, floods, storms droughts and the like, as well as with human factors, through a lack of Council staff or suitably qualified Contractors, Council reserves the right to suspend compliance with its Road Management Plan, as provided in the Section 83 of the Victorian Wrongs Act, 1958.

In the event that the Chief Executive Officer (CEO) of South Gippsland Shire Council is required, pursuant to Section 83 of the Victorian Wrongs Act, 1958, to consider the limited financial resources of Council and its other conflicting priorities, meaning the required functions of the Council’s RMP cannot be met, the CEO will formally -notify, in writing, the Council Officer in Charge of its RMP that some or all of the timeframes and response times in Council’s RMP are to be suspended.

Once the events beyond the control of Council have abated, or if the events have partly abated, Council’s CEO will formally notify, in writing, Council’s Officer responsible for Council’s RMP which parts of Council’s RMP are to be reactivated and when this shall occur.

4.12. Resources

The resources needed to carry out all the functions specified in the Road Management Plan are provided for in Council’s Long Term Financial Plan.



5 | Performance Management and Review

5.1. Performance Monitoring

Fortnightly reports are generated through Council's Asset Management System indicating a list of defects, actions created and the number of actions completed within the stipulated intervention time as per this Plan. This information is used to monitor the work progress as well as compliance with the RMA. Monthly reports are submitted to the Director Sustainable Communities and Infrastructure Services. Quarterly reports are forwarded to Executive Leadership Team and Council as part of the Council's quarterly reporting process.

5.2. Audits

The Engineering and Assets department will complete an audit on the RMP based on a random selection of a few roads and footpaths to check RMP compliance.

The Engineering and Assets department will run the reports named 'RMA Compliance' and 'RMA Outstanding Actions' fortnightly in Council's Asset Management System as a monitoring mechanism for non-compliance and send a monthly report to Director Sustainable Communities and Infrastructure. Council's Asset Management System Administrator will extract the information relating to RMP actions from Council's Asset Management System and include a report in Council's quarterly report. This report will include number of defects found exceeding Council's intervention levels, actions created, action completed after the intervention time and action not completed within the quarter.

The Road Management Plan is to be reviewed in accordance with the Road Management Act 2004 and Road Management (General) Regulations 2016.



5.3. Road Management Plan Amendments

The Road Management Plan shall be amended, if necessary, after the review date, in accordance with Division 2 (Clause 10 to Clause 13 inclusive) of the Road Management (General) Regulations 2016. When the Road Management Plan is amended in accordance with Road Management (General) Regulations 2016, any amended incorporated document (“document” as defined in the Evidence Act 2008 and stated below), may be inspected at Council’s nominated office, or on the Council’s Website.

Definition of “document” extracted from the Evidence Act 2008.

“document means any record of information, and includes –

- (a) anything on which there is writing; or
- (b) anything on which there are marks, figures, symbols or perforations having a meaning for persons qualified to interpret them; or
- (c) anything from which sounds, images or writings can be reproduced with or without the aid of anything else; or
- (d) a map, plan, drawing or photograph;

Note: See also clause 8 of Part 2 of this Dictionary on the meaning of document.”

Part 2 Clause 8 - References to documents

A reference in this Act to a document includes a reference to –

- (a) any part of the document; or
- (b) any copy, reproduction or duplicate of the document or of any part of the document; or
- (c) any part of such a copy, reproduction or duplicate.”

For the purposes of this Road Management Plan the following definitions of “incorporated document” and “referral document” shall be applied.

“Incorporated document”

means documents that are essential to the proper functioning and delivery of the Road Management Plan requirements. For example – the management system (Maintenance System including the Minimum Levels of Service) for the road management functions described in this Road Management Plan is either included



specifically in this Plan or is an “incorporated document” attached to this Plan “

“Referral document”

means a document that provides background information and is not directly relevant to the achievement of the requirements of this Road Management Plan. In accordance with the Code of Practice for Road Management Plans 2004 the “Register of Public Roads” is a referral document. Similarly any agreement with other authorities to transfer road management responsibilities, which would be included in the Register of Public Roads, is considered to be a Referral Document.



6 | Maintenance System

6.1. Scope of System

This Council has developed a system for maintaining the road infrastructure based on:

- Hierarchy - Roads and Footpaths.
- Hazard Inspection Frequency.
- Minimum Service Levels.
- Condition Surveys.
- Routine Maintenance – Reactive.
- Routine Maintenance – Planned.
- Periodic Maintenance.

The objective of this process (system) is to ensure as safe a trafficable local road network as is reasonably practicable for road users exercising proper care and attention and for Council to be aware, as far as practicable, of the state of the road infrastructure for which it is responsible.

6.2. The Methodology – Zone Maintenance Program

The methodology detailing the procedure for Council's zone based reactive maintenance system is an incorporated document to this Plan.

① [Road Maintenance Methodology..... D1445217](#)

6.3. Road Hierarchy

The road hierarchy forms part of the Register of Public Roads referred to in the Road Infrastructure Asset Management Plan; a copy for reference is shown below.



Urban Roads				Rural Roads					
CLASS	HIERARCHY	Acceptable Minimum Widths (m) (based on CFA requirements for Emergency Vehicle access refer to CFA website: http://www.cfa.vic.gov.au/plan-prepare/subdivisions/)		FUNCTION DESCRIPTION	CLASS	HIERARCHY	Acceptable Minimum Widths (m) (based on CFA requirements for Emergency Vehicle access refer to CFA website: http://www.cfa.vic.gov.au/plan-prepare/subdivisions/)		
		Carriageway	Parking				Carriageway	Shoulders	Desirable Minimum Widths (m) (based on Infrastructure Design Manual Minimum Widths)
0	ARTERIAL ROAD			A Vic Roads controlled road (M, A, B or C Class). Council is not the coordinating or engineering authority for these areas of responsibility specified in the provisions of the gazetted "Operational Responsibility for Public Roads - Code of Practice".	0	ARTERIAL ROAD			A Vic Roads controlled road (M, A, B or C Class). Council is not the coordinating or engineering authority for these areas of responsibility specified in the provisions of the gazetted "Operational Responsibility for Public Roads - Code of Practice".
1	CONNECTOR STREET	7.3	Both sides	A regionally strategic road connecting major urban areas, links to the arterial network, or collects traffic from the access roads and places and corridors to an Arterial through and between connector road 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 $\geq 2,000$ AADT (Average Annual Daily Traffic count)	1	CONNECTOR ROAD	5.8	0.75	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 $\geq 2,000$ vehicles per day (typical average annual daily traffic count (AADT)).
2	ACCESS STREET	5.5	One side	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.	2	ACCESS ROAD	5.8	0.75	A medium length no-through or a through / destination road linking to the connector road to serve seasonal traffic generally between 50 and 200 AADT.
3	ACCESS PLACE	3.0	No Parking	A minor street or side / rear lane which provides access to 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.	3	ACCESS PLACE	3.0	1.25	A 'formed & gravelled' or 'formed only' no through road with a minimum width generally below 60 vpd AADT. (The gravel road formation includes the shoulders)
4	ACCESS TRACK	5.5	No Parking	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 occasional emergency access. No on-road parking to be allowed.	4	ACCESS TRACK	3.5	0.5 clear of obstructions	An unformed track that provides access only by four wheel drive vehicles. Can be grassed. 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 widths.



6.4. Footpath and Shared Path Hierarchy

The footpath hierarchy forms part of the Register of Public Roads referred to in the Road Infrastructure Asset Management Plan; a copy for reference is shown below.

Table 4 | Footpath and Shared Path Hierarchy

Category	Description
Business / Commercial	A footpath that caters for large volumes of pedestrians, and is located only in the business or commercial zones within townships
Local Crossing / Collector	A footpath that primarily provides a link to business, commercial, public recreation, medical or school facility areas.
General Access	A footpath that primarily provides access to residential property.
Shared Path	A path that is open to the public and designated for use by bicycle riders and pedestrians in accordance with the Rule 242 of the Road Safety Road Rules 2009.



6.5. Minimum Service Level Targets

The development of service levels forms part of the RIAMP referral document – the minimum service level targets in Table 5 below, have been derived from this manual:

① Road Maintenance Service Level Manual.....D7570716

Table 5 – RMA Inspections – Minimum Service Level Targets

No.	Road / Feature	Road / Feature Detail	Description of Work Activities	Minimum Service Level Targets – Intervention Levels			
				Connector Streets & Roads	Access Streets & Roads	Access Place	Access Track
1	Unsealed Road Grading	Grading of unsealed roads	Grading of unsealed roads to return the pavement shape to the standards set out in grading work practice.	<85% of Average speed (refer ARRB Unsealed Roads Manual table 6.5). Except where moisture condition precludes activity	<80% of Average speed. Except where moisture condition precludes activity	<70% of Average speed. Except where moisture condition precludes activity	Dry weather access
2	Table Drains and/or Kerb & Channel		Cleaning, re-grading and minor reshaping of surface drains to maintain adequate	Minimal Ponding in drains, Free flowing, no	Minimal Ponding in drains, Free flowing, no obvious pavement failure due to excess moisture, invert of drain min 300mm below		Sufficient to allow pavement to dry out in dry



No.	Road / Feature	Road / Feature Detail	Description of Work Activities	Minimum Service Level Targets – Intervention Levels			
				Connector Streets & Roads	Access Streets & Roads	Access Place	Access Track
			drainage. Includes table drains, verge drains, storm water drains and out-fall drains.	obvious pavement failure due to excess moisture, invert of drain min 400mm below crown	crown		weather
3	Shoulder / Verge	Shoulder Drop Off	Reinstate shoulder to return the shape to design criteria.	50mm over 50metres continuous			NA
		High Shoulders	Reinstate shoulder to return the shape to design criteria.	Is likely to cause ponding or preventing runoff. Is likely to impede safe access to shoulder			NA
		High Grass	Control grass to service levels.	300mm, 200mm during declared fire period (sealed roads) Grass cutting to maintain sight distance according to traffic type (unsealed roads)			N/A
4	Unsealed Road Potholing	Potholes	Pothole patching in road surface using crushed rock or other appropriate material to restore the riding surface to an acceptable ride	<80% of Average speed		<70% of Average speed	NA



No.	Road / Feature	Road / Feature Detail	Description of Work Activities	Minimum Service Level Targets – Intervention Levels			
				Connector Streets & Roads	Access Streets & Roads	Access Place	Access Track
			condition.				
5	Unsealed Road Sheeting	Wearing Course	Re-sheeting of unsealed roads with Fine Crushed Rock, or other appropriate materials.	Exposed sub-grade that is likely to cause a loss of adhesion to the surface - <80% of average speed		Exposed sub-grade that is likely to cause a loss of adhesion to the surface - <70% of average speed	NA
6	Sealed Road Patching	Edge Breaks	Repair broken edges of seal, to line and level, to maintain correct overall sealed width.	Likely to impede safe access to the shoulder. Loss of pavement width			NA
		Potholes	Surface patching of potholes in travel way using bituminous material to restore the riding surface to a smooth condition.	>50mm deep or >300mm diameter			NA
		Pavement Failures	The treatment of small isolated failed pavement areas >1m ² by replacement with new approved material	<80% of Average speed			NA



No.	Road / Feature	Road / Feature Detail	Description of Work Activities	Minimum Service Level Targets – Intervention Levels			
				Connector Streets & Roads	Access Streets & Roads	Access Place	Access Track
			or by improvement of existing material. Includes reinstatement with new bituminous surface.				
7	Signs Maintenance	Regulatory	Repair or replace damaged signs.	50% reduction in reflectivity, illegible, misaligned			NA
		Warning	Repair or replace damaged signs.	50% reduction in reflectivity, illegible, misaligned			
		Parking	Repair or replace damaged signs.	50% reduction in reflectivity, illegible, misaligned			NA
		Advisory	Repair or replace damaged signs.	50% reduction in reflectivity, illegible, misaligned			
8	Road Markings	Line marking	Reinstatement of existing painted separation road markings	Markings to be maintained when markings are less than 50% visible			NA
		Statcon	Reinstatement of existing Statcon road markings.	Markings to be maintained when markings are less than 50% visible			NA
		Parking	Reinstatement of existing painted road markings.	Markings to be maintained when markings are less than 50% visible			NA
		Reflective	The replacement of	RRPM's shall be replaced when more than 30% of			NA



No.	Road / Feature	Road / Feature Detail	Description of Work Activities	Minimum Service Level Targets – Intervention Levels			
				Connector Streets & Roads	Access Streets & Roads	Access Place	Access Track
		Road Pavement Markers (RRPM's)	missing or damaged RRPM's and worn out markings in critical areas including spotting out, on curves and barrier lines.	the RRPM's are missing or not reflecting on curves or barrier lines only. Markings shall be maintained when more than 30% of the marking is worn through on curves or barrier lines.			
9	Guard fence		Remedial works to meet current standard.	Adequately meets current standard			NA
10	Underground Drainage	Culverts		60% of full bore capacity			Sufficient to allow pavement to dry out in dry weather
		Pits		Entry Clear	Entry Clear	Entry Clear	
		Outfalls		Adequate functions - water not backing up into culvert			
11	Guideposts		Remedial works to meet current standards.	Adequately meets current standard			
12	Roadside Vegetation	Rural	See Explanatory Notes attached.	Objective of vegetation control is to ensure a clear path for commercial traffic utilising the road pavement. To minimise site distance problems around corners and obstruction of signs.			
		Urban		Objective of vegetation control is to ensure a clear			



No.	Road / Feature	Road / Feature Detail	Description of Work Activities	Minimum Service Level Targets – Intervention Levels			
				Connector Streets & Roads	Access Streets & Roads	Access Place	Access Track
				path for commercial vehicles in the traffic lane only. To minimise site distance problems around corners and obstruction of signs.			
13	Dumped Rubbish/ Animals		See Explanatory Notes attached.				
14	Bridges and major Culverts		The repair, cleaning and maintenance of decks, joints, footings, abutments and wingwalls.	Clearing and Cleaning <ul style="list-style-type: none"> • When any accumulation of material causes inconvenience or danger for the bridge user. • When any accumulation of material prevents expansion joints from functioning. • When any accumulation of material causes interruption to the escape of drainage water. • When vegetation occurs on the structure or in cracks, grooves and/or excesses in the structure or beaching. • When vegetation occurs within 2 metres of the bridge, judgment to be used where root systems are assisting the stability of approached or stream banks. • Any dead wood within 5 metres of a structure with timber components. • Any scupper or down-pipe which has any of its effective waterways area blocked. 			
				Running Surface (Decks) Repairs (Timber)			



No.	Road / Feature	Road / Feature Detail	Description of Work Activities	Minimum Service Level Targets – Intervention Levels			
				Connector Streets & Roads	Access Streets & Roads	Access Place	Access Track
				<ul style="list-style-type: none"> • When 10% of the area of a timber running plank is defective or holes of greater than 150 mm occur in the planks. • When gaps between running planks are greater than 50mm between planks. • When running planks are loose or rattling. Maintenance Repair and/or Painting <ul style="list-style-type: none"> • Where there is minor damage to concrete or timber elements than can be repaired without special scaffolds or material. • When the bridge rails/parapets, scuppers or other non-structural elements are faulty or loose. • Where painted rails/parapet surfaces have lost more than 40% of their effective protection. 			
16	Emergency Works		As required.	Attendance or action required as soon as practical of call or detection to make safe only any damage that is a hazard to traffic.			
17	Footpath, Bike path's Kerb and channel and Paved Island Repairs		Replacement, repair and regulation of damaged/settled paved areas.	Repair/replace hard paved areas where sunken, cracked, heaved etc. when lips are > 15mm in pedestrian areas and > 30mm in non-pedestrian areas.			



6.6. Minimum Service Level Targets - Explanatory Notes

6.6.1 Inspection Frequency

Inspection frequencies, including Bridges & Major Culverts, are conducted in accordance with the Road Infrastructure Asset Management Plan.

6.6.2 Function

6.6.2.1 Unsealed Roads Grading

This function refers to the area of the unsealed pavement from edge of drain to edge of drain.

The objective for maintaining unsealed pavement is to ensure that the unsealed road network is maintained in a safe as is reasonably practicable trafficable condition at all times.

The area of pavement to be maintained includes:

- Formed road pavement from drain to drain on all unsealed roads listed on Council's Register of Public Roads contained within Council's Asset Management System.
- Parking areas and passing bays formed by localised widening of the pavement side track, e.g. ancillary areas such as lookouts.
- Formed turnaround areas.
- Council controlled carparks.
- Formed bus areas.

The area to be maintained does not include localised areas prepared by residents to improve access to their property e.g. Mailbox access, loading areas, truck manoeuvring areas, etc.

The works include, but are not necessarily limited to:

- Eliminating corrugations and potholes.
- Creating a smooth running surface.
- Compacting the surface after grading (freeroll is generally acceptable).
- Maintain a centre crown and target crossfalls at 6%.
- Maintain existing shoulder openings to discharge water away from the pavement.

Where the intervention level (refer Table 3 above) is defined as a percentage of the "average speed", this safe running speed shall be determined as the



speed at which a current model utility driven by the responsible officer can safely travel without:

- Excessive swerving or manoeuvring to avoid road defects.
- Jolted off the intended driving line.
- Loosing traction/grip.
- Causing an uncomfortable ride for the passenger.

“Average speed” – is the lesser of the following:

- The posted speed restriction.
- 50 km/h in urban areas.
- 80 km/h on rural roads of width greater than 5.5 metres, with a clear sight distance of at least 200 metres.
- 60 km/h on rural roads of width 5.5 metres or less, with a clear sight distance of at least 200 metres.
- 50 km/h on rural roads in heavily treed and or frequent cornered areas.
- 40 km/h in tourist/coastal hamlets subject to pedestrian traffic.

6.6.2.2 Table Drains and Kerb & Channel

The objective for cleaning table drains and kerb & channel is to ensure that surface drains on both the sealed and unsealed road network are maintained in a condition that will permit acceptable storm water flows.

Generally, acceptable stormwater flows are those required for Minor and Major drainage system defined in Council’s [Infrastructure Design Manual](#) to be contained within the confines of the defined drain, thus minimising damage to the road network and adjoining private property.

The works include, but are not necessarily limited to:

- Clear obstructions from table drains and dispose of material appropriately.
- Clean cut off drains from the table drain to the outfall (including works within private property to ensure the water drains away from the road reserve) to ensure the water clears the road reserve.
- Keep table drains clear of vegetation growth by spraying or other suitable methods. In areas where the drain is located at the base of a batter, vegetation control may extend a maximum of 500mm up the batter.
- Reshape table drains to maintain or establish adequate longitudinal grade.



- Clear all obstructions from drainage culverts (within the pipes and at the ends) related to the table drain system.
- Clear all obstructions from vehicle crossings / entrance culverts (within the pipes and at the ends) related to the table drain system.

6.6.2.3 Shoulder & Verge

The objective for sealed road shoulder maintenance is to have the shoulders at the level which matches the adjoining sealed pavement. The shoulders and verges have levels and grades which allow water to shed evenly from the sealed pavement to the table drains. In the case of roads with narrow seals the shoulder is part of the carriageway and should be managed in the same manner as unsealed road pavements.

The works to be carried out include, but are not necessarily limited to:

- Maintaining the gravel shoulders at a height as defined in the intervention levels relating to the adjacent sealed pavement.
- Maintain the grade of the gravel shoulder between 6% and 8% falling away from the seal to allow water to shed evenly to the table drains.
- Maintain the grass (or vegetation growth) in the shoulder and verge areas to the intervention levels to reduce fire hazard.
- Reduce the vegetation growth to allow an even flow of water into the table drain.
- Maintain existing shoulder openings to discharge water away from the pavement.

6.6.2.4 Unsealed Road Potholing

The works include, but are not necessarily limited to:

- Eliminating scours and or potholes.
- Creating a smooth non slippery running surface.

See clause 6.8.2.1 for explanation of the intervention level.

6.6.2.5 Unsealed Road Sheeting

The works include, but are not necessarily limited to:

- Creating a smooth even non slippery surface.
- Maintaining a centre crown with appropriate crossfalls.
- Having sufficient depth of crushed rock/local gravel to enable grading to occur.



6.6.2.6 Sealed Road Patching

The objective is to ensure that the sealed network is maintained in a safe trafficable condition at all times by:

- Having patches which are consistent with shape and levels to the surrounding road pavement.
- Having a smooth riding surface.
- Eliminating ponding on the road surface.

The works include, but are not necessarily limited to:

- Repair potholes.
- Repair pavement failures including lime and / or cement stabilisation.
- Repair edge breaks.
- Create an even riding surface.
- Crack sealing.
- Patching low areas (or depressions) by regulation with cold / warm mix asphalt.

This function is also applicable to sealed Council carparks.

6.6.2.7 Sign Maintenance

The objective is to ensure that existing signs are maintained in a good, legible condition at all times and are replaced as necessary.

The extent of works includes, but is not necessarily limited to:

- Signs are maintained in a good legible condition.
- Posts are plumb, signs level and bolts tight.
- Signs angled correctly towards oncoming traffic.
- All reflectorised signs and delineators shall be kept clean and fit for purpose.
- Repairing vandalism.

6.6.2.8 Road Marking

The objective of road marking is to ensure that all road marking is highly visible both day and night. The Responsible Officer is only required to inspect during daylight hours and determine whether the markings are legible at that time.

Following guidelines apply to reinstating all pavement markings on the local road network within the Municipality:



- School crossings
 - Re-painted annually during December / January school holidays.
 - Reinstate existing markings.
- Disabled Bays
 - Repainted annually.
 - Reinstate existing markings using blue pavement marking paint.
- On Street Parking Bays
 - Repaint every 18 months – full marking.
 - Reinstate existing markings.
- Off Street Parking Bays
 - Repaint every 2 years.
 - Reinstate existing markings.
- Statcon
 - Repaint every 2 years.
 - Reinstate existing markings.
- Urban Traffic Management
 - Repaint every 3 years.
 - Reinstate existing markings.
- Rural Traffic Management
 - Repaint complying markings every 2 years.

For sealed roads of 6.2m minimum width:

- Connector Streets / Roads – separation lines.
- Access Streets / Roads – separation lines.
- Access Place / Access Track – no pavement markings.
- Historic crash sites – as appropriate.

Note: Existing line marking will only be reinstated if it meets the criteria stipulated above.

6.6.2.9 Guard Fence / Rail Maintenance

The objective is to ensure that the guard fence / rail is maintained in a safe condition and offers protection to the motorist in the event of an accident.

The extent of works to be inspected by the Responsible Officer includes, but is not necessarily limited to:

- Inspection of guard fence for security and serviceability.



- Inspection of timber posts to ensure soundness and serviceability, and replacement as necessary.
- Ensure that all bolts, nuts, shackles and cables are in place, tight and functional.

The inspection shall be carried out by the Responsible Officer in accordance with the Operations Department Infrastructure Management System procedure for Bridge and Guardrails Maintenance.

6.6.2.10 Underground Drainage Maintenance

The objective of drainage maintenance is to ensure that acceptable stormwater flows (Generally, acceptable stormwater flows are those required for Minor and Major drainage systems defined in Council's [Infrastructure Design Manual](#) are contained within the drainage system thus minimising damage to the road network and private property.

The Responsible Officer will inspect the pit lids and lintels.

The extent of works includes, but is not necessarily limited to:

- Removing obstructions / blockages from the underground drainage system.
- Replace damaged or unserviceable pit lids, surrounds and lintels.

6.6.2.11 Guideposts

The objective is to ensure that the rural local road network has reliable road safety and guidance facilities for road users.

The extent of works includes, but is not necessarily limited to the following:

- Replace / reinstate guideposts on roads as part of the Annual Resheet or Reseal Programs.
- Replace / reinstate guideposts (with identifying yellow stripe) at all culverts crossing under Council roads.
- Replace other guideposts at the discretion of the Road Inspector where it is considered dangerous e.g. on corners in hilly terrain.

The desired standards are detailed below.

- All municipal rural roads – located at cross culverts, 100-200m spacing, depending on terrain with minimum 2 guideposts visible on corners.



6.6.2.12 Roadside Vegetation

The objective of vegetation control is to ensure a clear path for commercial traffic utilising the road pavement, and to minimise sight distance problems around corners. The conservation, cultural sensitivity, and heritage zones shall be observed as detailed in the Municipal Council Roadside Weed and Pest Animal Control Plan 2016:

① **Roadside Weed and Pest Animal Control Plan 2016** [D4383516](#)

The responsible officer will assess hazards to the travelling public and only report previously cleared corners which, due to any regrowth, now have compromised minimum sight distances and / or low limbs showing signs of high vehicle damage.

Other works will be as a result of:

- Requests from the public.
- Requests from Council's Supervisor Biodiversity.
- Annual reseal and resheet programs.
- The discretion of the Road Maintenance Coordinators, with priority given to school bus routes.

6.6.2.13 Dumped Rubbish/Animals

The objective is to ensure that the rural road reserves within the Municipality are free of unsightly and illegally dumped rubbish.

The removal of dumped rubbish will be carried out to the following timeframes:

- Dead animals which are a safety hazard are to be removed within 2 hours of request.
- Other dead animals and rubbish is to be removed as per the intervention levels stipulated.

The removed native dead animals, dogs and cats may be disposed of by placing the carcass on the roadside providing that:

- There is suitable understorey vegetation to hide the carcass from view.
- That the nearest bus shelter is not less than 200 metres away.
- That the nearest residence is more than 100 metres away, in order that the carcass will not be offensive to any members of the public.



6.6.2.14 Bridges

The objective of bridge maintenance is to ensure that bridges are in a safe as is reasonably practicable trafficable condition.

The inspection shall be carried out by the Responsible Officer in accordance with the Operations Department Infrastructure Management System procedure for Bridge and Guardrails Maintenance.

Level 1 Routine Maintenance Inspections shall be carried out at six monthly intervals and after flooding events.

Asset Management Coordinator will arrange Level 2 – Bridge Condition Inspections to be carried out on the network in accordance with asset condition inspection regimes in Council's RIAMP:

① **Road Infrastructure Asset Management Plan 2017** [D3993616](#).

The Asset Engineer will arrange Level 3 Bridge Assessments for structural integrity and load capacity as required, based on the recommendations given in the Level 2 Bridge Inspection Report.

6.6.2.15 Major Culverts

The objective of culvert maintenance is to ensure that culverts are in a safe and trafficable condition, and provide the free flow of water.

The inspection shall be carried out by the Responsible Officer as part of and in accordance with the Operations Department Infrastructure Management System procedure for Bridge and Guardrails Maintenance.

The responsible officer shall inspect all culverts at a minimum of yearly intervals, and after flooding, and submit the report to the Manager Operations.

The extent of works includes, but is not limited to:

- Inspect all major culverts for serviceability and condition.
- Repair damaged culverts (pipes, box culverts) and endwalls.
- Clear the entry and exit to each culvert.
- Remove debris build up around endwalls, as required.
- Clear the outfall to ensure water does not pond in the culvert and clears the road reserve, including works within private property if necessary.



6.6.2.16 Emergency Works

These are to be identified and the appropriate action taken.



7 | Referral & Incorporated Documents

Referral documents are not located in this document.

Please refer to Council's website [Roads & infrastructure > Road Management Plan 2017](#).

Referral Documents

No. 1a	Register of Public Roads – The Register of Public Roads is an electronic register contained within Council's Asset Management System. Hard copy can be produced on request.
No. 1b	Footpath Register – The Footpath Register is an electronic register contained within Council's Asset Management System. Hard copy can be produced on request.
No. 2	Boundary Road Agreements with Adjoining Municipalities
	Bass Coast Shire Council D1517314
	Baw Baw Shire Council D3280715
	Cardinia Shire Council D3972614
	Latrobe Shire Council D1861914
	Wellington Shire Council D1517314
No. 3	Service Agreement with VicRoads D8959116
No. 4	Service Agreement with DELWP D1997214
No. 5	Road Infrastructure Asset Management Plan D3993616
No. 6	Road and Footpath Hierarchy D297511



No. 7	VicRoads Road Structures Inspection Manual 2014	
	Parts 1, 2, and 3	<u>D6974816</u>
	Part 4	<u>D6975216</u>
	Part 5 Photographs.....	<u>D6976116</u>
No. 8	Council's Customer Service Charter	<u>D4234314</u>
No. 9	Road Maintenance Service Level Manual 2016	<u>D7570716</u>
No. 10	Infrastructure Design Manual	<u>web link</u>
No. 11	Roadside Weed and Pest Animal Control Plan 2016	<u>D4383516</u>
No. 12	Incorporated Document – Reactive Road Maintenance Procedure	<u>D1445217</u>
No. 13	Attachment 1 – CEO Certification under Section 11 Clauses (2) and (3) of the Road Management (General) Regulation 2016	
	Signed document	<u>D3354417</u>



Attachment 1

Chief Executive Officer Certification under the Road Management (General) Regulations 2016

I,, Chief Executive Officer, South Gippsland Shire Council certify that the proposed amendments to the Council’s Road Management Plan are in accordance with Clause 11 (2) and Clause 11 (3) of the Road Management (General) Regulations 2016.

Signed..... Date.....

Road Management Regulations 2016 Clause 11 (2) states:

“A road authority is not required to give notice under regulation 10 if the Chief Executive Officer (however described) of the road authority certifies in writing that the proposed amendment to the road management plan results in the determination under section 41 of the Act of a standard and the determination of the standard only relates to—

- (i) a road or part of a road for which the road authority has become the coordinating road authority; or
- (ii) a road or part of a road for which the road authority is the coordinating road authority that has become a public road—

since the relevant road management plan was made or since that plan was last reviewed in accordance with section 54(5) of the Act and these Regulations.”

Road Management Regulations 2016 Clause 11 (3) states:

“A road authority is not required to give notice under regulation 10 if the Chief Executive Officer (however described) of the road authority certifies in writing that the proposed amendment to the road management plan relates to the determination under section 41 of the Act of a standard and the proposed amendment only deals with changes to administrative procedures or responsibilities of a road authority or is of a fundamentally declaratory or machinery nature.”



South Gippsland Shire Council



Road Management Plan 2013

Attachment 1 - Chief Executive Officer Certification under the Road Management (General) Regulations 2016

X, I, Tim Tambling....., Chief Executive Officer, South Gippsland Shire Council certify that the proposed amendments to the Council's Road Management Plan are in accordance with Clause 11 (2) and Clause 11 (3) of the Road Management (General) Regulations 2016.

Signed..... *[Signature]*..... Date..... *9/5/17*.....

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2017

Road Management Plan

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