APPENDIX 1

ROAD MANAGEMENT PLAN 2025

Schedule of Changes & Amendments

Document	Date	Description	Authorised By	Approved
Original	23/11/04	Version 1.0	Council Report	Council
Revision 1	02/06/09	Updated links, adding walking tracks, Force Majeure clause, updated bridge and resheet program information, updating footpath service criteria	Council Report	Council
Revision 2	26/10/2015	Updated references to Council Plan, Policies/Strategies, Contracts & Current Legislation and Updated quantity and extent of Council Maintained road assets.	Council Report	Council
Revision 3	5/9/2017	Updated references to Council Plan, Policies/Strategies & Current Legislation and Updated quantity and extent of Council Maintained road assets. Review of Intervention Levels and Response Times.	Council Report	Council
Revision 4	22/06/2021	Updated references to Council Plan, Policies/Strategies & Current Legislation and Updated quantity and extent of Council Maintained road assets. Review of Intervention Levels and Response Times.	Council Report	Council
Revision 5	16/9/2025	Updates to Road Classifications to align with new Victorian Government Grants framework for Disaster Event Review of Intervention Levels and Response Times.	Council Report	Council

Contents

1. Executive Summary

The Road Management Plan sets out Council's policies, service delivery and actions relating to the local road network.
The objective of the plan is to:

- identify those roads and related infrastructure for which Council is responsible;
- adopt road management standards which include the nature and frequency of road inspections, the tolerable level of defects, and the time taken to repair defects;
- identify the road management systems used by Council to discharge its duty to inspect, maintain and repair public roads for which it is responsible;
- demonstrate to stakeholders that the road network is managed effectively; and to
- comply with the legislative requirements of the *Road Management Act 2004*.

This is a dynamic document and is reviewed at regular intervals as outlined in Chapter 6.
Copies of this Road Management Plan may be inspected or obtained at Council's Bairnsdale Corporate Centre and Paynesville, Omeo, Lakes Entrance, Orbost or Mallacoota Service Centres or via Council's website at http://www.eastgippsland.vic.gov.au.

2.1 Purpose of this Plan

The road network in East Gippsland is significant and varies throughout the municipality in dimensions and construction. The network comprises of 3046 kilometres of formed roads (of which 1363 kms are sealed), 191 road bridges & 27 footbridges, 360 kms of footpaths and 9363 culverts (including 129 major culverts). There also exist numerous other features including signs, street furniture and kerb and channel.

The significant value and importance of the above road assets requires that they be managed in a safe and efficient way, while providing the necessary levels of service.

2.2 Relationships with other documents

Asset Management Policy and Asset Plan

Council's Asset Management Policy adopted 24 August 2021 and Asset Plan adopted on 23 June 2025

The purpose of the policy was to broadly outline why asset management is relevant to Council and provide guidance in developing Asset Management Plans. The objective of the strategy was to develop a structured set of actions aimed at enabling improved asset management.

Other key documents

Other key documents that are linked to this asset management plan include:

- Council Plan 2025-29
- East Gippsland Shire Council Asset Plan 2026-2035
- Annual Business Plan and Budget
- Road Maintenance Service Contracts

2.3 Assets included in the Plan

A road network, like any major asset, has a number of individual and distinct components. From an asset management point of view, the components of most interest are:

- components that are key contributors to performance (to satisfy stakeholder needs and safety);
- components that are the most expensive (in terms of life cycle costs) ; and
- components that are the most prone to deterioration or need for ongoing management interest.

Therefore, for the management of the road network, the components of most interest include road formations, pavements (the road surfacing and structural layers that support the traffic loading), drainage, bridges, traffic control equipment, road related street furniture and footpaths.

Subject to **section 2.4** the assets covered by this plan include all road infrastructure and road-related infrastructure within those roads and ancillary areas identified in Council's Public Road Register.

Figure 2.3 below identifies the key asset types and quantities that are covered by this plan. This information has been extracted from the best information sources available at the time. There is a Council commitment to ensure the assets register and quantities listed below are maintained as identified in **Section 6 – Plan**

Improvement and Monitoring.

Figure 2.3 Key assets covered by this plan

Road Surface		Drainage	
Sealed	1363 kms	**Kerb & Channel**	587kms
Unsealed	1683 kms	**Culverts**	8558m
Total	3046 kms	**Table Drains**	25,933m
Footpaths and Constructed Walking Tracks			
Footpaths and Constructed Walking Tracks *		360kms	
Road Bridges		**Other Road Infrastructure**	
Timber	3	**Safety Barrier**	31.58 kms
		Signs & Delineators	n/a
		Street Furniture	n/a
Concrete & Steel	188	**Roadside Structures**	n/a
		Roadsides	n/a
Major Culverts	132	**Raymond Island Ferry**	See note **
Floodway's	29		

n/a – information not yet available

** Walking tracks/ trails that are not within the road reserve of those roads identified in Council's Public Road Register are not included in this Plan. Also Walking tracks/trails on foreshore and/or river frontage land (irrespective of construction type,) for which Council is Committee of Management, are not included in this Plan*

*** The Raymond Island Ferry forms an important part of East Gippsland's road network, its management and operation, however, comes under separate legislation and is therefore currently beyond the scope of this document.*

2.4 Assets not included in the Plan

2.4.1 General

Subject to those agreements outlined in **Section 2.5** or any relevant Codes of Practice this Road Management Plan does not cover any of the following:

- roads and/or road related infrastructure on roads not identified in Council's Public Road Register (eg. un-constructed roads, laneways or tracks that have historically not been maintained by Council);
- utility related assets (either publicly or privately owned) that provide, or intend to provide, water, sewerage, gas, electricity, telephone, telecommunications or other like services;
- other non-road related infrastructure such as rail infrastructure (including boom gates and level crossings), mailboxes or roadside furniture and fences erected by utilities;
- driveways/ crossovers;
- private roads or carparks; and
- other non-municipal roads and related infrastructure (eg State, Department of Environment, Land, Water & Planning and Parks Victoria roads).

2.5 Road management and maintenance agreements

2.5.1 Arterial roads

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

- roadsides in "urban areas" as defined under the Act but limited by Section 107;
- any pathways, other than those on freeway reserves;
- service roads; and
- the median strip between an arterial roadway and a service road.

Beyond these limits there are several areas that have historically been maintained by Council but are the responsibility of Department of Transport and Planning . To ensure that the current levels of service continue, Council has entered into several arrangements with Department of Transport and Planning to transfer and/or delegate road management functions refer to Code of Practice – Operational Responsibility for Public Roads published in the Victorian Government Gazette s267.

2.5.2 Agreements with adjoining municipalities

East Gippsland shares municipal boundaries with three other Victorian councils. For most of those roads that cross these boundaries the limits of demarcation for road management responsibilities are clearly defined. There are, however, several boundary roads for which the limits of responsibility are unclear. To address this Council has entered into an agreement with Wellington Shire Council, with whom it shares all but one boundary road, Beverley's Road, Glenaladale, to clearly define management responsibilities.

2.6 Key stakeholders

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

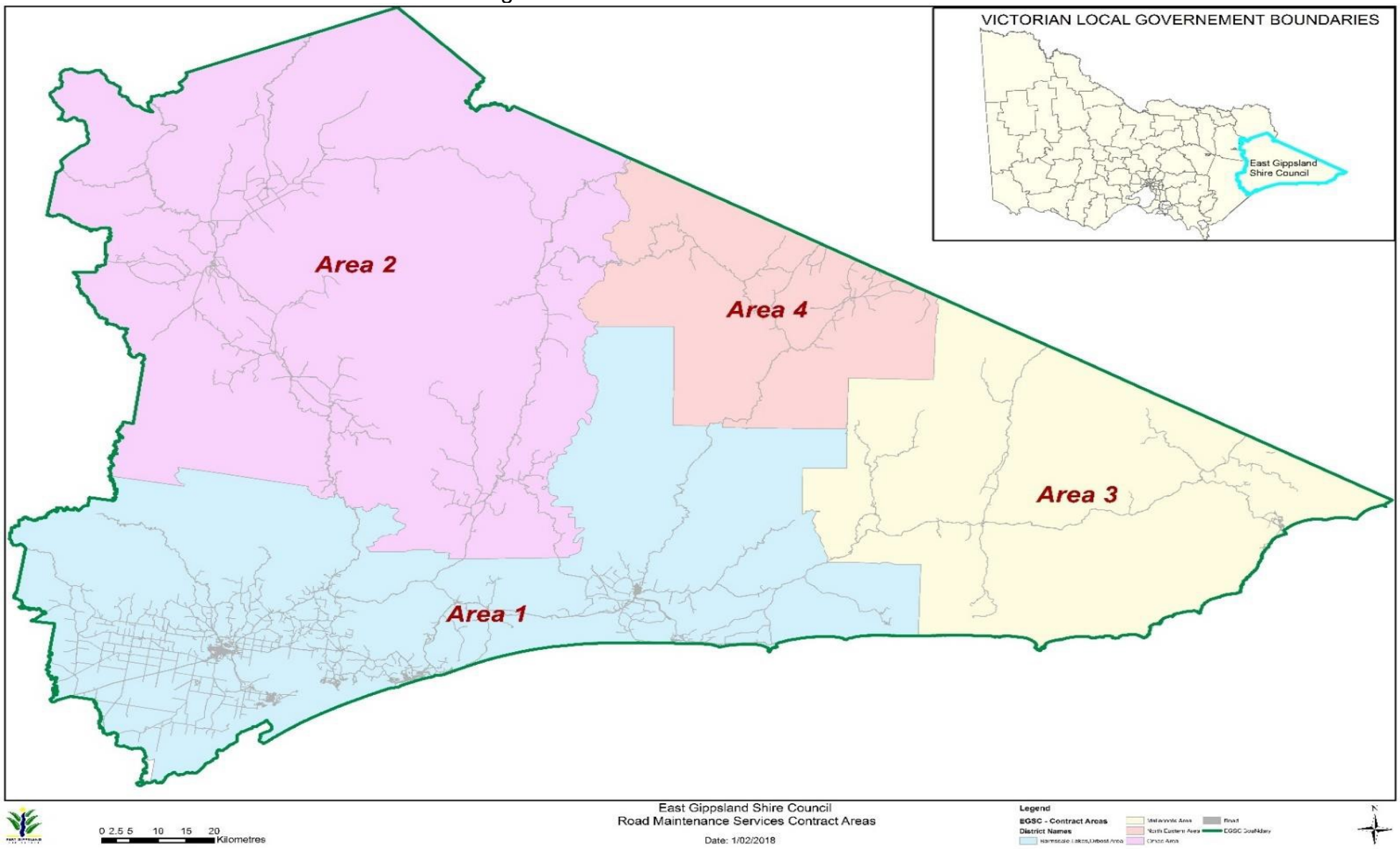
- Residents and businesses who reside and operate within the East Gippsland Shire Council municipality.
- All road users, vehicular, pedestrian, cyclists, those with disabilities or restricted mobility, tourists and visitors.
- Adjoining Municipalities;
- Other road authorities including VicRoads, Regional Roads Victoria, Department of Transport and Planning, Department of Energy, Environment and Climate Action(DEECA) and Parks Victoria emergency services authorities such as Victoria Police, Country Fire Authority (CFA), Ambulance Victoria, Sate Emergency Services (SES)
- Utility providers such as water, sewerage, gas, electricity and telecommunication as prescribed in Section 3 of the *Road Management Act 2004;*
- Councillor's, East Gippsland Shire staff through management of assets, contractors, customer experience and financial management of the road network

2.7 Road management structure

With the amalgamation of the five former councils in 1995 all external works, including the maintenance of East Gippsland Shire's road network and related infrastructure, were outsourced. Due to its geographic size the Shire was broken down into four distinct regions – Area 1 Bairnsdale/Lakes Entrance/Orbost, Area 2 Omeo/Buchan/ Swifts Creek/Ensay/Benambra Area 3 Cann River/Mallacoota, Area 4 Bonang/Bendoc (see **Figure 2.7a**).

Road maintenance contracts exists for these areas they closely monitored and managed by Council's Assets & Environment Directorate.

Figure 2.7a External service contract areas



2.8 Road Management Act 2004

The *Road Management Act 2004* seeks to ensure efficient and safe management of the road network for all road users.

2.9 Duties of road users

Under Section 17A of the *Road Safety Act 1986*: -
A person who drives a motor vehicle on a highway must drive in a safe manner having regard to all the relevant factors, including the: -

- Physical characteristics of the road;
- Prevailing weather conditions;
- Level of visibility;
- Condition of the motor vehicle;
- Prevailing traffic conditions;
- Relevant road laws and advisory signs;
- Physical and mental condition of the driver.

Road users other than a person driving a motor vehicle must use a highway in a safe manner having regard to all relevant factors.
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;
- have regard to the rights of the community in relation to the road reserve and take reasonable care to avoid conduct that may harm the environment of the road reserve.

2.10 Responsibilities of adjoining landowners

2.10.1 Property access (driveways)

In accordance with the *Road Management Act* 2004 Council is not responsible for driveways and pathways on road reserves that provide access to land adjoining a road. Property owners are responsible for maintaining driveways and the immediate surrounds impacted on by a driveway in a safe condition. The extent of responsibility of landowners for driveway access is depicted in **Figure 2.10.1.**

The maintenance responsibility of landowners includes the removal of non-approved modifications to kerb & channel driveway crossings and the ongoing clearing and cleaning of driveway culverts / structures.

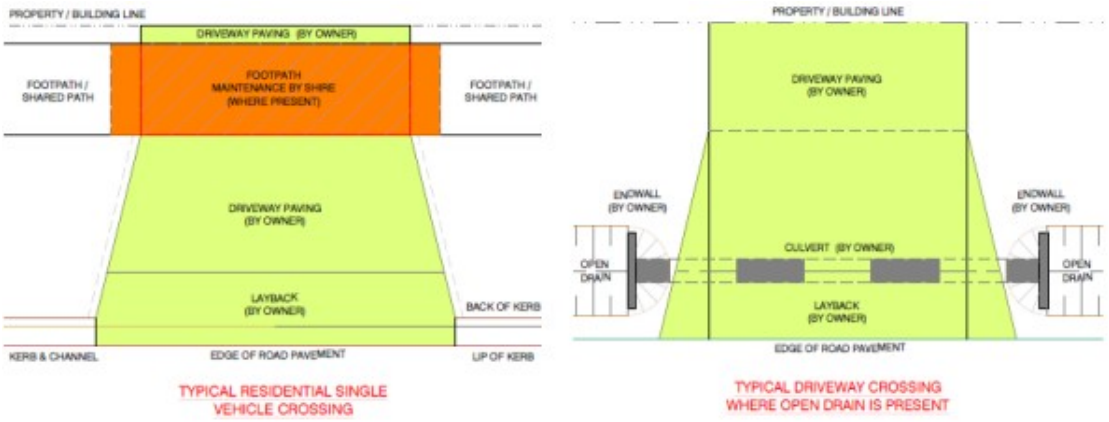


Figure 2.10.1 Limits of Maintenance Responsibility for Driveway Access Pursuant to **Section 2.10.3** landowners are responsible for ensuring that the installation of driveways and new crossings over footpaths and channels are within the design standards specified by Council.

2.10.2 Footpaths and overhanging vegetation

In accordance with the *Road Management Act 2004 and Road Management (General) Regulations 2016* landowners must not allow any tree or plant in or growing on land owned or occupied by him or her to obstruct or interfere with the passage of traffic by: -

- overhanging any footpath or other part of the road used by pedestrians so that it gets in the way of pedestrians or is likely to cause injury or damage;
- extending over any part of the road in such a way that it -
  - obstructs the view between vehicles;
  - obstructs the view between vehicles and pedestrians where they come close to each other;
  - obscures a traffic control item from an approaching vehicle or pedestrian;
  - obscures street lighting; or
- otherwise constitutes a danger to vehicles or pedestrians or compromises the safe and convenient use of the road;
- Council has responsibility to ensure that the landowner does not allow private assets to become a hazard.

2.10.3 Roadworks/openings – Works Within Road Reserve

In accordance with Section 63 of the *Road Management Act 2004* a person must not conduct any works in, on, under or over a municipal road without the written consent of Council and subject to the requirements of A Guide to Working in the Road Reserve by VicRoads July 2015. This does not apply if the person is required to conduct the works by specified requirements specified in or under any other Act and the works are conducted in accordance with these requirements refer to VicRoads A Guide to Working in the Road Reserve July 2015.

2.11 Force Majeure

Council will make every endeavour to meet all aspects of its Road Management Plan. However, in the event of natural disasters and other events including, but not limited to fires, floods, droughts and the like, together with human factors, such as a lack of Council staff or suitably qualified Contractors, Council reserves the right to suspend compliance with its Road Management Plan under Section 83 of the Victorian Wrongs Act 1958 as amended.

In the event that the Chief Executive Officer has to consider the limited financial resources of Council and its other conflicting priorities pursuant to Section 83 of the above Act, meaning Council's Plan cannot be met, the Chief Executive Officer will write to Council's Officer in charge of its Road Management Plan and inform them that some, or all, of the timeframes and response times are to be suspended.

Once the events beyond the control of Council have abated, or if the events have partly abated, the Chief Executive Officer will write to Council's Officer responsible for the Council's Plan and inform them which parts of the Plan are to reactivated and when.

3. Maintenance Management

3.1 Background data

3.1.1 Public road register

Under Section 19 of the *Road Management Act 2004* all road authorities are required to keep a register of public roads specifying the roads in respect of which it is the coordinating authority. The Register of Public Roads includes The Register of Public Roads includes roads that are managed in accordance with the East Gippsland Shire Council Road Management Plan, where the East Gippsland Shire Council is the coordinating road authority as determined in conjunction with Section 17 of the Road Management Act 2004.

Full Listing of the East Gippsland Shire Council Public Road Register can be found on council's website: www.eastgippsland.vic.gov.au

3.1.2 Road hierarchy

To improve the effectiveness of asset management East Gippsland Shire Council has allocated its roads and footpaths to categories or sub-networks. In this way, roads and footpaths with similar purposes are treated consistently with respect to decisions on standards and levels of service, regardless of legal or administrative classification. Roads have been allocated to a category on the basis of indicators such as function, traffic volume, percentage of heavy vehicles, travel speed, and strategic significance. Footpaths have been allocated to a category on the basis of traffic volume.

Figures 3.1.2a and 3.1.2b list the classifications and their definitions for both the road and footpath network.

Figure 3.1.2a Road Hierarchy

ROAD HIERARCHY	
Classification	**Description**
State/VicRoads Arterial	Roads under the responsibility of an authority other than Council.
Urban Sub Arterial	Roads of this classification primarily provide a linkage between significant residential, industrial and commercial nodes and or the arterial road network. These roads have an identifiable origin and destination (eg suburbs, industrial areas or places of significance).
Urban Collector	Roads of this category primarily provide a route between and through residential, industrial and commercial areas and convey traffic to the Urban Link or Arterial Road network system.
Urban Access Major	A road, street, court or laneway that primarily provides direct access for abutting residential, industrial and commercial properties to their associated nodes with minimal to no through traffic.
Urban Access Minor	An un-constructed road that provides direct access or a laneway that provides secondary access for abutting residential, industrial and commercial properties.
Rural Sub Arterial	Roads of this classification primarily provide a direct linkage between significant population centres and major traffic generators such as residential, industrial, commercial, agricultural and tourist areas and declared roads. These roads have an identifiable origin and destination (eg townships and places of significance).
Rural Collector	Roads of this classification primarily provide a route between, and through, residential, industrial, agricultural, tourist and forest traffic nodes and the Rural Link and/or Arterial Road network.
Rural Access Major	A road or laneway in this category primarily provides direct access for abutting Residential, Industrial, Commercial, and in other locations, Forestry, Tourist and Agricultural properties and connect into either the Link, Collector or Arterial Road network. There is minimal to no through traffic.
Rural Access Minor	Roads that are un-constructed but provide direct access for abutting property or roads that provide direct access for ~~vacant~~ abutting property.

Figure 3.1.2b Footpath Hierarchy

FOOTPATH HIERARCHY	
Classification	**Description**
High Traffic	Major retail areas, schools, hospitals, elderly homes.
Medium Traffic	Tourist and significant volume pedestrian areas.
Low Traffic	Low volume pedestrian areas, residential areas, constructed walking tracks and shared use paths.

3.1.3 Asset condition and inspection regimes

Documenting the condition of road assets is crucial to determining the standards of maintenance, rehabilitation and renewal required to deliver the target level of service.

Quantitative (workload) and qualitative (intervention levels) indicators of maintenance standards are sensitive to the condition of the asset at any point in time.

Inspections of the road network form the cornerstone of the maintenance program. In order that the need for maintenance is properly assessed, and that safe passage for road and path users is maintained, it is necessary to carry out regular surveys and inspections. These fall into two categories: -

Condition surveys

Overall condition of the asset is determined from a lifespan and renewal expenditure planning perspective as such these inspections are not intended to identify or record individual specific defects.

Hazard inspections

These are designed to identify those defects that exceed the stated intervention levels considered likely to create a danger or serious inconvenience to the public. These inspections follow the principles established within the road and footpath hierarchy and the routine maintenance levels of service outlined in **Appendix A**.

The monitoring of the road and footpath network between condition assessments is a combination of the proactive formal hazard inspections carried out at pre-determined intervals and reactive inspections in response to reports of potential hazards by members of the public or staff.

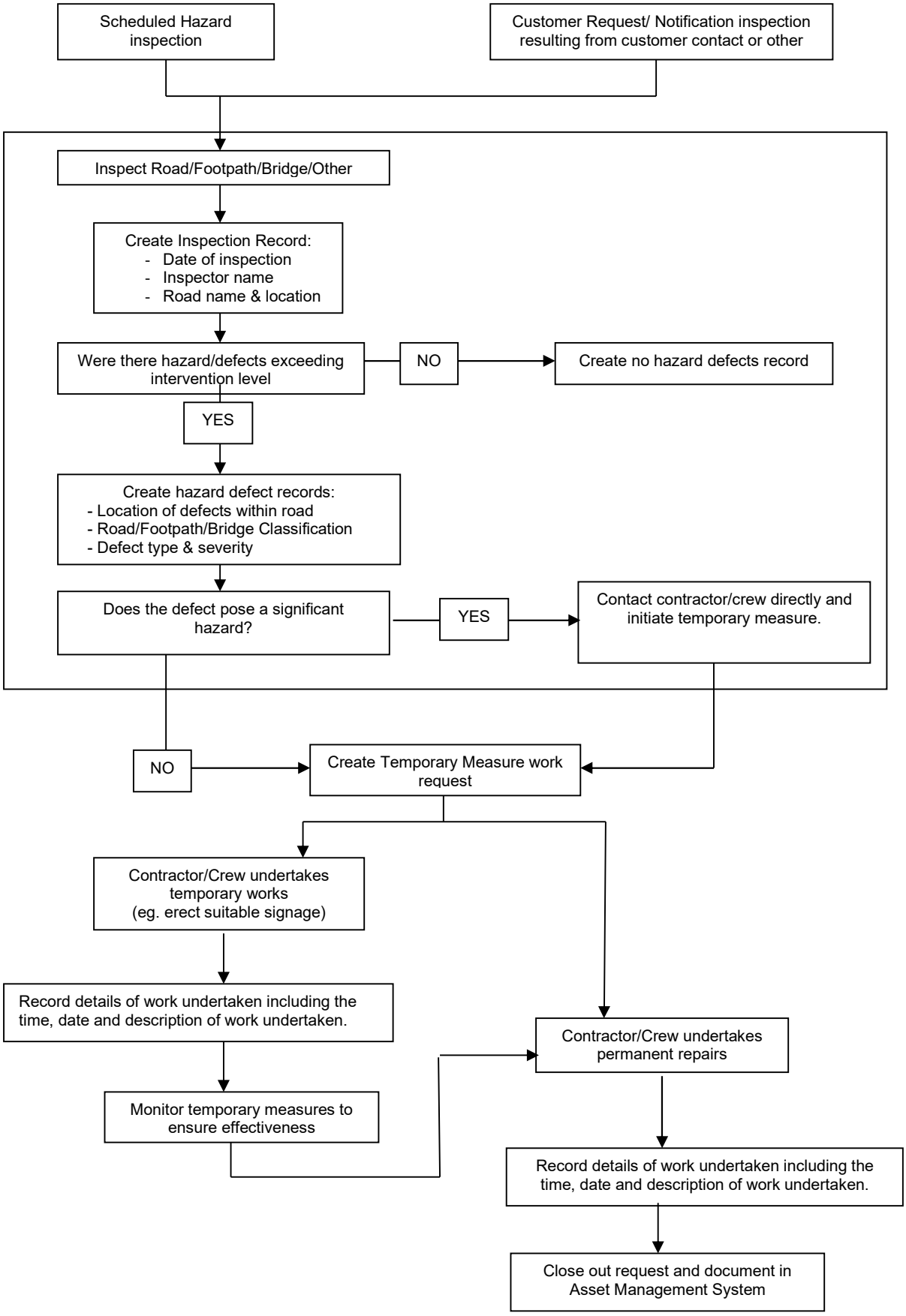
Figure 3.1.3a Inspection Frequencies

	INSPECTION INTERVAL	
CLASSIFICATION	**DEFECT**	**CONDITION**
Roads		
Arterial (Department of Transport)	n/a	n/a
Sub Arterial	Once in a 4-month period	5 Years
Collector	Once in a 7-month period	5 Years
Access Major	Once in a 14-month period	5 Years
Access Minor	Once in a 14-month period	n/a

Footpaths and constructed walking tracks	
High Traffic Footpaths	Once in a 7-month period
Medium Traffic Footpaths	Once in a 14-month period
Low Traffic Footpaths	Once in a 18-month period

Bridges and related structures		
	(Level 2)	**(Level 1)**
Bridges - concrete and concrete and steel	60 months	24 months
Bridges – load limited timber and timber and steel	As determined following Hazard (Level 1) Inspections but not greater than 24 months	12 months
Bridges – timber and timber and steel	24 months	12 months

Figure 3.1.3b Hazard Inspection Process



3.2 Maintenance plan

Sealed and unsealed roads deteriorate as a result of repeated traffic loading and environmental influences such as climate and soils. Maintenance is carried out to ensure the safety of traffic and to sustain the serviceability and appearance of the road and its associated facilities.

Road maintenance involves remedying the defects that occur from time to time and providing treatments such as resurfacing which slow down the rate of deterioration. For management and administrative purposes maintenance is divided into two categories: routine and periodic. Generally, routine maintenance is funded through Council's operational budget while periodic maintenance is funded through the capital works budget.

3.2.1 Routine maintenance

Routine maintenance is carried out to ensure the safety of traffic and to sustain the serviceability of the road and its associated facilities within the stated acceptable intervention levels. General road maintenance activities are delivered under Contract by external service providers (refer s 2.5 and s 2.7 for details) and that maintenance of footpaths and minor road related structures (eg signs) is undertaken by in-house works crews to ensure a timely and cost effective response to repair defects exceeding intervention levels identified in routine hazard inspections.

3.2.1.a Proactive maintenance

Proactive maintenance covers those activities that occur on a regular consistent schedule and are designed to proactively maintain an asset within the predefined level of service. Examples of these activities include: - but not limited to

- Grading
- Pothole patching
- Crack sealing
- Roadside vegetation regrowth clearing / slashing / weed spraying
- Shoulder maintenance / Edge breaks
- Culvert cleaning
- Clearing/cleaning of open drains
- Picking up of rubbish within road reserves
- Minor bridge maintenance such as tightening of fixtures and cleaning scuppers
- Grinding of footpaths

General routine maintenance is undertaken on a cyclic schedule based on geographic regions. Such maintenance works at below intervention levels are undertaken at Council's absolute discretion and are not for the purpose of hazard or risk reduction but more for the purpose of benefitting the long-term condition and lifespan of the respective assets.

3.2.1.b Reactive maintenance

Reactive maintenance is that group of activities that address isolated and random defects exceeding stated intervention levels that occur within the road network. Examples include surface defects, damaged signage and obstructions in traffic lanes. These activities are usually undertaken as a result of notification or inspection.

Appendix A lists the intervention levels (tolerable levels of defect) and response times used by Council for routine – reactive type maintenance.

Temporary measures

In the event that repairs are unable to be undertaken within the prescribed response times, because of the nature of the repair required, level of resources required or workload, temporary measures may be implemented to redu0ce the risk of an incident until such time as maintenance or repair works can be completed. Examples of such measures include: -

- erection of appropriate warning signs;
- temporary repairs

Where warning signs are erected, or temporary repairs undertaken these treatments are to be inspected and maintained as required on a weekly basis.

Emergency works

Emergency works are works required to be undertaken to ensure the safety of road users and the public as a result of an emergency incident. Emergency works could include traffic incident management, response to fires, floods, storms and spillages, and assistance under the Victorian State Emergency Response Plan. Emergency works are provided by way of a 24-hour callout service.

In the event of widespread or extreme events the response times documented within **Appendix A** may not be achievable due to resource limitations at the time. In such instances works will be prioritised based on the classification of the asset (i.e. traffic type and volume), the defect type and its severity. Refer to s 2.11 Force Majeure

3.2.2 Periodic maintenance

Activities that come under the heading of “periodic maintenance” include sealed road resurfacing, gravel road resheeting and bridge rehabilitation.

Sealed road resurfacing program

The Road Resurfacing Program is an annual program that involves both the road surface and road pavement. The primary focus is for the renewal/replenishment of the surface however, small repairs to the road pavement need to occur prior to the application of the new treatment.

The annual Road Resurfacing Program (Reseal Program) is currently developed by ranking the overall condition of road segments (as identified by the sealed road surface inspection). This information is then used by the relevant officer/contractor through a series of site visits to refine the list and make decisions on for example, the worst roads, traffic type and volume, the most appropriate treatment and estimated costs.

Council reviews its capital works program annually and considers road funding.

Gravel road resurfacing program

The development of the annual gravel road resurfacing program is undertaken in a similar manner to that used for the Sealed Road Resurfacing Program. Unsealed roads requiring resheeting are identified primarily through the unsealed road surface inspection process or by notification. The roads are then prioritised based on traffic type and volume and estimated cost.

Bridge rehabilitation and renewal program

The bridge renewal program is generally a 'reactive' program because the demands greatly outstrip Council's financial capacity. Subject to this capacity works are ranked in priority order using the following principles:

- A load-limit severely restricting functionality.
- Availability and convenience of any alternative access.
- Traffic type and volume.
- Ability to stage any necessary upgrade to better fit budget constraints.

Footpath rehabilitation program

Council has implemented an annual program to rehabilitate the network. The program utilises the ongoing footpath condition/hazard inspections to prioritise works based on a combination of defect severity and footpath classification (ie traffic type and volume). Utilising this method ensures that those areas of greatest risk to path users are addressed first Council's in-house concrete crew is responsible for delivering the majority of the footpath rehabilitation program, ensuring timely and cost-effective program delivery.

3.2.3 Maintenance procedures and standards of work

The standards and procedures used for maintenance works are documented in Council's service agreement contracts.
These service agreement contracts consider various industry standards, geographic and climatic conditions as well as Council's capacity to deliver.
Intervention levels are used in conjunction with minimum maintenance frequencies to determine maintenance actions for each asset (this is important because many maintenance activities are driven by customer requests and the intervention levels provide guidance in assessing risks and prioritising reactive maintenance works).
The Service Agreement Contracts provide clear identification of the scheduled activities, workload indicators and performance criteria, as well as documenting the minimum quality/standard of materials and workmanship for each scheduled activity. These items are reviewed when contract tenders are being prepared – typically every 5-7 years.

4. Management Systems

A management system is a combination of processes, data and software applied to provide the essential outputs for effective asset management such as reduced risk and optimum infrastructure investment.

The management systems utilised by East Gippsland include: -
All Asset Data
Inspections, Defects and associated actions
History of all works completed

4.1 Notice of incidents and road condition reports

Pursuant to Sections 115 and 116 of the *Road Management Act 2004* Council will, within 14 days of receiving notice of an incident arising out of the condition of a public road or infrastructure, carry out an inspection of the condition of the part of the public road or infrastructure specified in the notice and prepare a report which will include:

- a statement of the condition of the relevant part of the road or infrastructure
- photographs, where appropriate, showing the condition of the site of the incident
- reference to any relevant plan, policy or policy decision relating to the construction, maintenance or repair of the road or infrastructure
- a summary of any inspections, reports, maintenance and repairs conducted on the road or infrastructure in the period of 12 months before the incident

4.2 Customer request management

Council receives customer service requests through a variety of means. Usually these will be in the form of a telephone call to Council's switchboard or through direct contact with customer service staff at any one of Council's business centres.

To minimise response times (in line with Council's customer service charters) and to ensure that a permanent record is kept, requests are recorded and transmitted to the relevant department/contractor using a computerised Customer Request Management System. The process involved in managing requests involves the initial recording, its referral for action/attention, recording action taken/proposed to be taken and, finally, the closing off and filing of the request.

5. Plan Improvement and Monitoring

To ensure the effective development and implementation of this plan, a review will be undertaken in accordance with the statutory requirements and timeframes specified by the *Road Management (General) Regulations 2005* and will reflect any changes or alterations.

The review will include, but not limited to: -

- audit and review of maintenance response times (to confirm whether maintenance works were delivered on time);
- review of inspection frequencies (to ensure appropriateness);
- review of levels of service (to ensure appropriateness);
- review of road classifications (to ensure appropriateness);
- review of customer feedback/contact;
- random audit of maintenance works (to confirm whether maintenance works were delivered to the specified quality).

Subject to the results of the review any amendments required to be made to the Plan will be undertaken pursuant to Section 54 of the *Road Management Act 2004*.

The Plan may also be updated if or when the Road Asset Management Plan changes significantly through internal continuous improvement processes.

Appendix A – Routine Maintenance Levels of Service

			RESPONSE TIME[1]								
			Urban					Rural			
Service Criteria	**Defect Type**	**Description of Hazard (Defect requiring intervention)**	**SUB ARTERIAL**	**COLLECTOR**	**ACCESS MAJOR**	**ACCESS MINOR**		**SUB ARTERIAL**	**COLLECTOR**	**ACCESS MAJOR**	**ACCESS MINOR**
Road Surface (General)	Obstructions & substances in traffic lane	Any fallen trees, rubbish, waste material, foreign matter, oil spills, snow and other slippery substances, animal carcasses or accumulation. Granular materials on the traffic lane of sealed roads which may constitute a hazard. > 5m2 in area	24 Hours			48 Hours		24 Hours			7 Days
Sealed Road Surface	Pot Holes	Where the pothole exceeds 50mm in depth and 300mm in diameter.	7 Days	14 Days	30 Days	60 Days		7 Days	14 Days	30 Days	Not Applicable
	Rutting & Depressions	If the rutting/depression exceeds 50mm in depth under a 1.2 metre straight edge.	14 Days	30 Days	60 Days	90 Days		14 Days	30 Days	60 Days	
	Shoulders	When a 50 mm drop from the sealed pavement edge occurs for more than 100 metres	14 Days	30 Days	60 Days	90 Days		14 Days	30 Days	60 Days	
	Kerb & Channel – Raised or sunken	Channel raised or sunken greater than 50mm in comparison to the road surface for more than 300mm length	30 Days	60 Days	90 Days	90 Days		30 Days	60 Days	90 Days	
Unsealed Road Surface	Pot Holes	When pothole measuring 100mm or more in depth and 300mm diameter	Not Applicable		30 Days	12 months[3]		7 Days	14 Days	30 Days	12 months[3]
	Rutting	When frequency of rutting of 100mm depth or more in a trafficked area			60 Days			7 Days	14 Days	30 Days	

	Corrugations	When frequency of corrugations measuring 30mm or more in depth is equal to or more than a concentration of corrugations of a 30-metre length			60 Days			7 Days	14 Days	30 Days		
	Surface Scour	Transverse and longitudinal scouring to depth of 50mm or more having a length of 30 metres or more			60 Days			7 Days	14 Days	30 Days		
	Loose Material	Build-up of loose material exceeding 100mm. depth			60 Days			7 Days	14 Days	30 Days		
	Coarse Surface	material more than 40mm in size penetrating the surface by more than 30mm.			60 Days			7 Days	14 Days	30 Days		
Drainage	Side entry pits, culverts, table drains (cut off/run off) and open drains (constructed)	Culvert, pit or waterway obstructed causing 100mm or greater ponding to occur on the trafficable area	7 Days			30 Days		7 Days			30 Days	
	Drainage Pit (Lids/Surrounds)	Drainage pit lid and/or surround suffering significant structural damage or movement and/or missing in pedestrian areas or traffic lanes	48 hours					n/a				
Signs & Delineation	Signage (Regulatory, Safety & fire plug markings)	Sign is missing, poorly located or damaged to an extent that makes it substantially ineffective.	14 Days	30 Days	60 Days	12 months		14 Days	30 Days	60 Days	12 months	
	Guide Posts	Missing or damaged guideposts at a critical location[2] making them substantially ineffective.	14 Days	30 Days	60 Days			14 Days	30 Days	60 Days		
	Line-marking	Linemarking illegible or confusing at a critical location[2].	30 Days	60 Days	90 Days			30 Days	60 Days	90 Days		
Vegetation	Tree Clearance over roadways	Clearances for overhanging branches or limbs within an envelope from the back of shoulder and/or kerb and a minimum of 4.5m height clearance over pavement and the trafficable portion of shoulders.	30 Days	60 Days	90 Days			30 Days	60 Days	90 Days		

	Roadside and Shared Path Vegetation	Vegetation that restricts design sight distance to intersections or restricts viewing of regulatory or safety signs[3]on roads or sight distance and signage along shared paths	30 Days	60 Days	90 Days			30 Days	60 Days	90 Days		
Roadside Structures	Guardrail	Guardrail damaged at a critical location[2].	30 Days			n/a		30 Days			n/a	
	Utility access pits (lids & surrounds)	Pit lid and/or surround having significant structural damage and/or missing	Notify Appropriate Service Provider within 48 hours								n/a	
Bridges	Structural damage	Significant damage affecting structural performance	24 Hours			n/a		24 Hours				

			RESPONSE TIME		
			Footpath Classification		
Service Criteria	**Defect Type**	**Description of Hazard**	**HIGH TRAFFIC**	**MEDIUM TRAFFIC**	**LOW TRAFFIC**
Footpaths and shared paths	Trip hazards	Vertical level differential of lips, rutting and scouring greater than 30 mm in height and depressions and heaves greater than 30mm over a 1.2m flat edge. Crack width greater than 30 mm. Loose material & debris greater than 30mm in depth.	30 Days	60 Days	90 Days
	Tree Clearance over, and vegetation growth alongside or across, pedestrian paths	Vegetation intruding into a clearance envelope between the edges of path and a minimum of 2.5m height clearance over path. Weeds and tree roots along edges and with encroachment of 300mm over a 5 mtr distance.			

Service Criteria	**Defect Type**	**Description of Hazard**	**HIGH TRAFFIC**	**MEDIUM TRAFFIC**	**LOW TRAFFIC**
Gravel Constructed Paths	Pothole	Hole diameter greater than 200mm and 50mm in depth	30 Days	60 Days	90 Days
	Uneven Surface/Scouring/Erosion	Depth of greater than 50mm over an 2 mtr section			
	Tree Clearance over, and vegetation growth alongside or across, pedestrian paths	Vegetation intruding into a clearance envelope between the edges of path and a minimum of 2.5m height clearance over path. Weeds and tree roots along edges and with encroachment of 300mm over a 5 mtr distance.			

A "Safety Sign" is a road sign that provides the driver with advice on the safe use of the road.

[1] The response time is measured in calendar days from the time the hazard is recorded *by, or notified to, Council.*

[2] A critical location is a location where the road alignment and/or pavement width and/or geometry are identified by additional markings or furniture to guide the travelling public.

[3] Defect types and response times do not apply to roads that are unformed and lack suitable pavement material (e.g. earth road/track)

Appendix B – Public Road Register

(Not provided due to its size – can be downloaded from Council's website)