

## **Road Management Plan Review Report (2017)**

### **1. Background**

The Road Management Act (2004) provides the opportunity for councils to develop a Road Management Plan to establish a management system to prioritise road functions. The Road Management Plan is based on Council's policy and operational objectives and sets relevant standards in relation to Council's road management function.

The Road Management General Regulations (2016) requires Councils to conduct a review of its road Management Plan during the same period as its preparing its Council Plan under the Local Government Act (1989).

### **2. Road Management Plan Review**

A review of Warrnambool City Council's Road Management Plan (June 2013 version) was undertaken by the Assets and Development team in accordance with the Road Management Act (2004) and the Road Management (General) Regulations (2016) and under delegated authority provided by the Instrument of Delegation S6 dated June 2016.

The review of the document included the following:

- Workshops to review the Council's current Road Management Plan intervention levels, response times, inspection frequencies, policies and any minor (administrative) updates. Workshops were conducted with the following groups:
  - o Management personnel from relevant branches.
  - o Risk Management
  - o Roads & Drainage
  - o Parks & Gardens
  - o Road Safety Group
  - o Assets & Development
- Analysis and consideration of guidance material from the Municipal Association of Victoria.
- Benchmarking Council's Road Management Plan with other similar municipal Councils.
- Recommendations of an Internal Audit on Road Management Plan Compliance conducted by Council's Audit and Risk Committee in 2016.

The findings of the review outline numerous opportunities to improve the Road Management Plan to reduce hazards/risk exposure for road and pathway users and/or to reduce risk exposure to Council. The detailed recommendations are attached.

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### **3. Recommendations**

Following the review of the Road Management Plan (June 2013 version), it is recommended that:

- The Road Management Plan be amended as detailed in appendix 1, 2 and 3.
- The process of amendment be pursuant to the Road Management (General) Regulations (2016) and the Road Management Act (2004). This process requires a consultation phase and must be finalised and adopted by Council prior to 30 June 2017.

### **4. Appendices**

**1 – Road Management Plan Minor Amendments (Administrative)**

**2 – Road Management Plan Intervention Level Amendments**

**3 – Road Management Plan Inspection Frequency Amendments**

**4 – Road Management Plan (June 2013)**

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## Appendix 1: Road Management Plan Proposed Minor Amendments (Administrative)

Section	Description	Proposed Change/s	Impact on RMP
1.0	<p><i>“The Warrnambool City Council is custodian of an extensive range of community assets that is provides to facilitate delivery of its services to the community.</i></p> <p><i>Typical Council infrastructure assets for use in providing services to the community are found in:</i></p> <ul style="list-style-type: none"> <li>• <i>the road &amp; street network, including footpaths, kerb and channel, culverts, bridges, traffic facilities, guard rails, street furniture, bus shelters, street lighting, street name &amp; regulatory signs, and car parks both on and off-street;</i></li> <li>• <i>flood protection and stormwater drainage systems;</i></li> <li>• <i>waste management facilities, including landfills and waste transfer stations;</i></li> <li>• <i>building and facilities of various types that provide a focus for services, such as administrative services, child care centres, health centres, youth centre, kindergartens, community halls, etc;</i></li> <li>• <i>parks and recreation facilities, including active and passive recreation areas, sport centres, lighting, etc.</i></li> <li>• <i>plant and equipment, including Workshop and Depot facilities to undertake specific services;</i></li> <li>• <i>information technology networks, including computer and telecommunication systems.”</i></li> </ul>	Remove this section from the executive summary (this information has little to no relevance for a Road Management Plan).	Minor
1.0	<i>“This is of especial importance in the event of litigation as council’s defence is to demonstrate that it has adhered to the requirements of the plan”</i>	<i>“In the event of litigation, Council’s defence shall rely on its ability to demonstrate that it has adhered to the requirements of the Plan”</i>	Minor
2.1	<i>“Council will ensure that if a road is required for public traffic, it is kept open for public use, and may carry out work on the road. The Council is not obliged to do any specific work on the road and in particular is not obliged to carry out any surface or drainage work on an unmade road.”</i>	<i>“As the Co-ordinating Road Authority, Council must ensure that if a road is reasonably required for public use that it is kept open for public use and may, at its discretion, carry out work on the road. Council is under no obligation to do any specific work on any road and, in particular, is not obliged to carry out any surface or drainage work on any road, other than specified in the Road Management Plan.”</i>	Minor
3.1	The Plan should identify that not every road is a “public road” in accordance with the Road Management Act (2004).	<i>“Note that not all roads or pathways are “public roads” under the act and are thus exempt from the standards prescribed in the Plan.”</i>	Minor

Section	Description	Proposed Change/s	Impact on RMP
3.2	The plan does not provide a definition for "Appropriate Warning"	""Appropriate Warning" means to adequately alert the user to a hazard, or to temporarily mitigate a hazard.	Minor
3.2	""Pathway" is a formed area located on the road reserve intended to be used by pedestrians. It may also be intended for use by bicycles. It can be formed of concrete, pavers, asphalt, stone or similar material."	""Pathway" refers to formed footpaths or shared paths which may be located within the road reserve or within off-street premises. These areas may be formed by concrete, pavers, asphalt, stone or a similar material."	Minor
3.2	The Plan does not provide a definition for "Register of Public Roads".	""Register of Public Roads" refers to the register specifying the public roads in respect of which Council is the Co-ordinating Road Authority under the Road Management Act (2004)."	Minor
3.2	""Response Time" is the time to respond to a hazard or defect measured from when the hazard or defect is identified by or notified to Council. The nominated time is not precise and a 10% margin is allowable."	""Response Time" is the timeframe afforded to Council to respond to a hazard or defect measured from when the hazard or defect is identified by or notified to Council."	Minor
3.2	The Plan does not provide a definition for "Respond"	""Respond" means to mitigate a defect by returning the asset to, or as close as reasonably possible, its original standard."	Minor
3.2	The Plan does not provide a definition for "the Council"	""the Council" refers to the Warrnambool City Council"	Minor
3.2	The Plan does not provide a definition for "Intervention Level".	""Intervention Level" is the extent of a road or pathway defect above which poses an unacceptable risk to users"	Minor
3.2	The Plan does not provide a definition for "Level of Service".	""Level of Service" is the defined service quality for the road or pathway against which performance may be measured. Generally this relates to quality, quantity, reliability, responsiveness and cost."	Minor
3.2	The Plan does not provide a definition for "Traffic Lane".	""Traffic Lane" is the part of a roadway which is designated for use by a single line of vehicles."	Minor
3.3	MAV recommends removing Insurers as stakeholders in the Plan.	Remove "Insurers – integral to risk management strategies that require sound AM practices"	Minor
3.4.1	This section is referenced from the Road Safety Act (1986), as such; a reference should be placed within the Plan.	"The Road Safety Act (1986) – Section 17A stipulates the obligations of road users as follows:"	Minor
3.4.4	"If there is no footpath present..."	"If there is no pathway present..."	Minor
3.4.4	"...by the footpath and private crossings."	"...by the pathway and private crossings."	Minor

Section	Description	Proposed Change/s	Impact on RMP
3.4.4	<i>“Regardless of its maintenance obligations, Council has a duty of care to ensure that these assets are in a safe condition for the public in general. They are often a point of conflict with residents who have an expectation that Council will maintain them as they are within the road reserve.”</i>	Remove paragraph – this section is too ambiguous and requires more detail (provided elsewhere).	Minor
3.4.4	Include private roads	“Subdivisional roads are not the responsibility of Council to maintain until statement of compliance has been achieved and the subsequent titles are issued. At this point, the roads vest in Council as public roads. In addition, Council has no obligations regarding roads which are not available for access by the public and are thus privately owned and managed.”	Minor
3.4.4	Include non-road infrastructure	“Non-road infrastructure which is owned by Utilities and Public Transport Authorities are the responsibility of the relevant owner to maintain. Council has no obligations in regards to the maintenance of these assets pursuant to clause 6 of schedule 7 of the Road Management Act.”	Minor
3.4.4	Remove nature strips and infill areas from 3.4.4 and include in a new section 3.4.5.	<p>“3.4.5 Nature Strips and Infill Areas</p> <p>The residual areas between the edge of the road or back of the kerb and the property boundary (which are not occupied by a formed pathway) are the responsibility of the property owner to maintain. Street trees within this area, however, are controlled and maintained by Council.”</p>	Minor
3.6	The title of this section (“Force Majeure”) should be changed for the purpose of keeping the Plan in plain English.	“3.6 Exceptional Circumstances”	Minor

Section	Description	Proposed Change/s	Impact on RMP
4.1	<p>“All roads &amp; footpaths within the municipal road network are classified according to a hierarchy that takes into account their specific function, types of users and user numbers.</p> <p>The hierarchy classification is used to assist in prioritising works programs and also intervention responses to remedy defects.</p> <p>The Council has developed two separate hierarchies for its road network to recognise the variances in usage between the three. These are:</p> <ul style="list-style-type: none"> <li>- Road &amp; Street network</li> <li>- Footpath network”</li> </ul>	<p>“All roads and pathways within the municipal road network are classified according to a hierarchy that takes into account their specific function, types of users and user numbers.</p> <p>The hierarchy classification is used to assist in prioritising works programs and also intervention responses to remedy defects.</p> <p>The Council has developed two separate hierarchies for its transport network to recognise the variances in usage within them. These are:</p> <ul style="list-style-type: none"> <li>- Road network</li> <li>- Pathway network”</li> </ul>	Minor
4.1	“Road & Street Hierarchy”	“Road Hierarchy”	Minor
4.1	“ <i>Note: Bridges, culverts, traffic facilities and kerb &amp; channel have their hierarchies based on the road hierarchy with vehicular traffic. For the footpath hierarchy pedestrian traffic is the basis of usage volume.</i> ”	“ <i>Note: Bridges, culverts, traffic facilities and kerb &amp; channel their hierarchies based on the road hierarchy with vehicular traffic. For the pathway hierarchy, pedestrian traffic is the basis of usage volume.</i> ”	Minor
4.2.1	“ <i>The functional levels of service covering function, and target design &amp; construction parameters are outlined in Attachments 2 &amp; 3 outlining the Road Hierarchy for roads and streets within the Warrnambool City Council.</i> ”	“The functional levels of service outline the maintenance standards which the Council shall provide for the road and pathway network, including defect intervention standards, defect response times and inspection timeframes. The levels of service are provided in Attachments 2 and 3.”	Minor
4.2.2	This section describes the development of Maintenance Service Agreements.	Remove this section – this comes as a recommendation of the internal audit. Council has no formal maintenance service agreements.	Minor

Section	Description	Proposed Change/s	Impact on RMP
4.2.3	<p>“The Level of Service (LOS) set out in each of the Maintenance Service Agreements reflects the requirements for management of the road asset. The LOS takes into account:</p> <ul style="list-style-type: none"> <li>• Community views and values</li> <li>• Industry standards</li> <li>• The need to provide a road network that is safe for all users</li> <li>• Ability of Council to fund maintenance activities”</li> </ul>	Remove this section - this comes as a recommendation of the internal audit. Council has no formal maintenance service agreements.	Minor
4.2.4	<p><i>“To enable competent management of the road network Council conducts a regular inspection processes covering; identifying defects, responding to incidents and assessing overall condition. Attachment 3 lists the inspection requirements and also their frequencies”</i></p>	<p>“To enable competent management of the road network, Council conducts regular inspections which cover incident response, defect identification and condition assessment. Attachment 3 lists the inspection details and frequencies.</p>	Minor
4.2.4	<p><i>“identify deficiencies in the structural integrity of the road infrastructure assets which if untreated, are likely to adversely affect network values.”</i></p>	<p>“identify deficiencies in the structural integrity of road and pathway infrastructure which if left untreated are likely to adversely affect network condition.”</p>	Minor
4.3	Add a new section on Asset Management Principles and Financial Sustainability	<p>“4.3 Asset Management Principles and Financial Sustainability</p> <p>Council may intervene with its road and pathway assets for a multitude of reasons. To achieve a financially sustainable management solution for Council’s assets, preventative maintenance or renewal programs may be utilised.”</p>	Minor
4.4	Move Community Expectations and Consultation to 4.4	<p>“4.4 Community Expectations and Consultation</p> <p>4.4.1 Future Consultation”</p>	Minor

Section	Description	Proposed Change/s	Impact on RMP
5.1.2	<i>"The Customer Request System records &amp; dates any requests that have been received, what the request is about, and then the dates when those requests have been actioned."</i>	"The Customer Request System records when a request is made, what the request is concerning and the date the request is actioned."	Minor
5.2	<i>"Warrnambool City Council utilises the Conquest Asset Management System as the knowledge database to manage its assets.  This is the database that stores relevant asset information, including the Register of Public roads and other information that is important in managing the road assets.  Data recorded for roads may include location by name, asset valuation information and condition and defect histories for roads and pathways."</i>	"Warrnambool City Council utilises the Conquest Asset Management System to manage its roads and pathways data. This database stores relevant asset information including the Register of Public Roads and other information which is important in managing Council's road and pathway assets. Data recorded for an asset may include location by name, asset valuation, asset condition, defect histories, dimensions and more.	Minor
6.1	<i>"To achieve and sustain acceptable standards of service for the road asset requires Council to commit annual funding adequate to provide for regular and responsive maintenance and timely renewal or replacement of the asset."</i>	"To efficiently achieve and sustain the standards of service described within the Plan Council is required to commit annual funding which is adequate in delivering appropriate and responsive maintenance, renewal and replacement programs for road and pathway infrastructure."	Minor
6.1	<i>"The financial resources allocated for road and footpath renewal works are considered reasonable having regard to the overall service delivery priorities and objectives of Council."</i>	Remove Paragraph – renewal funding has little relevance to the standards and works required for the Plan.	Minor
7.3	<i>"...are to be maintained by the body responsible for that infrastructure."</i>	"...are to be maintained by the body responsible for that infrastructure (refer to attachment 1)."	Minor
7.4	<i>"Updating the Register of Public Roads"</i>	Remove section – This does not accurately describe Council's policy.	Minor
8	<i>"Any revised plan will be subject to the consultation and approval processes as detailed in section 54 of the Act."</i>	"Any revised plan will be subject to the consultation and approval processes as detailed in Part 3 of the Road Management (General) Regulations 2016."	Minor
Attachment 1	"Summary of Non-Road Infrastructure on the Road Reserve"	"Summary of Non-Road Infrastructure in the Road Reserve."	Minor
Attachment 1	Include NBN within the summary of non-road infrastructure on the road reserve.	"Telecommunications infrastructure assets – Telstra, Optus and NBN"	Minor

## Appendix 2: Road Management Plan Proposed Intervention Level (Attachment 2) Amendments

Section	Description	Proposed Change/s	Impact on RMP
Road Network	<i>"Edge of seal drop off &gt; 100mm"</i>	"Edge of seal drop which is > 100mm and is over 10m length."	Minor
Road Network	<i>"Pothole in the traffic lane of sealed road depth &gt; 100mm and diameter &gt; 300mm"</i>	"Pothole in the traffic lane, shoulder or designated bike path of a sealed road depth > 100mm and diameter > 300mm at the worst location"	Minor
Road Network	<i>"Pothole in the traffic lane of unsealed road depth &gt; 150mm and diameter &gt; 500mm"</i>	"Pothole in the traffic lane of an unsealed road depth > 150mm and diameter > 500mm at the worst location"	Minor
Road Network	<i>"Deformation &gt; 100mm under a 3m straight edge in the traffic lane of sealed road."</i>	"Deformation > 100mm under a 3m straight edge in the traffic lane, shoulder or designated bike path of a sealed road."	Minor
Road Network	<i>"Obstruction in the traffic lane - Materials fallen from vehicles, dead animals, wet clay and other slippery substances, hazardous materials, an accumulation of dirt or granular materials in a sealed road."</i>	Change defect: "Obstruction in the traffic lane, shoulder or designated bike path of a sealed road, or the traffic lane of an unsealed road – Materials fallen from vehicles, dead animals, wet clay and other slippery substances, hazardous materials, an accumulation of dirt or granular materials in a sealed road." Add a response time for laneways – 10 Working days	Moderate
Road Network	<i>"Obstruction in the traffic lane - Ponding of water &gt;300mm deep, fallen trees, oil spills, stray livestock."</i>	Change Defect: "Obstruction in the traffic lane, shoulder or designated bike path of a sealed road, or the traffic lane of an unsealed road – Ponding of water > 300mm deep, fallen trees, oil spills and stray livestock." Add a response time for laneways – 10 Working days	Moderate
Road Network	<i>"Pavement marking missing, illegible or confusing at a critical location. Link: 5 Working days Collector: 10 Working days Access: 15 Working days Lane: - "</i>	Change response times: Link: 20 Working days Collector: 20 Working days Access: 20 Working days Lane: 40 Working days	Major

Section	Description	Proposed Change/s	Impact on RMP
Road Network	<i>“Regulatory Sign missing, illegible or damaged. Link: 5 Working days Collector: 10 Working days Access: 15 Working days Lane: -”</i>	Change response times: Link: 10 Working days Collector: 15 Working days Access: 20 Working days Lane: 40 Working days	Major
Road Network	<i>“Guidepost missing or damaged at a critical location*. Link: 5 Working days Collector: 10 Working days Access: 15 Working days Lane: -”</i>	Change response times: Link: 10 Working days Collector: 15 Working days Access: 20 Working days Lane: 40 Working days	Major
Road Network	<i>“Safety Barrier missing or damaged at a critical location*. Link: 5 Working days Collector: 10 Working days Access: 15 Working days Lane: -”</i>	Change response times: Link: 10 Working days Collector: 15 Working days Access: 20 Working days Lane: 40 Working days	Major
Road Network	Add a defect for traffic signal failure/malfunction.	Defect: “Traffic signal failure or malfunction.” Response Times: Link: 36 Hours Collector: 36 Hours Access: 36 Hours Lane: 36 Hours	Major
Road Network	<i>“Trees, shrubs, or grasses that restrict design sight distance to intersections or to safety signs.”</i>	Change response times: Link: 60 Working days Collector: 60 Working days Access: 60 Working days Lane: 60 Working days	Major
Road Network	Add a defect for bridges and major culverts	Defect: “Bridges or major culverts with visible damage which is likely to impact public safety” Response times: Link: 20 Working days Collector: 20 Working days Access: 20 Working days Lane: 20 Working days	Major
Pathway Network	<i>“Defective with a step &gt; 30mm Category 1: 20 Working days Category 2: 25 Working days Category 3: 30 Working days”</i>	Change response times: Category 1: 30 Working days Category 2: 30 Working days Category 3: 30 Working days	Moderate

Section	Description	Proposed Change/s	Impact on RMP
Pathway Network	<i>"Hole or gap &gt; 40mm Category 1: 20 Working days Category 2: 60 Working days Category 3: 90 Working days"</i>	Change defect: "Hole or gap > 40mm in length and width"  Change response times: Category 1: 30 Working days Category 2: 60 Working days Category 3: 90 working days	Moderate
Pathway Network	<i>"Defective with a step &gt;20mm and &lt;30mm"</i>	Remove standard – Comes from a recommendation of the MAV. Having two definitions of what constitutes a "hazard" depending on location may not be defensible. Councils resources could not absorb a global standard of 20mm.	Major
Pathway Network	<i>"Vegetation which presents a physical hazard to the public over pathways, intruding into a clearance envelope 0.5m from the edge of path and a minimum of 2.1m height clearance over path."</i>	<ul style="list-style-type: none"> <li>Change Intervention level: "Vegetation which presents a physical hazard to the public over pathways, intruding into a minimum of 2.1m height clearance above path."</li> <li>Change response times from 20 days, 40 days and 90 days on Category 1, 2 and 3 pathways respectively to 60 days in all Categories.</li> </ul>	Major
Pathway Network	Add a footnote for vegetation intrusion within pathways to describe the process which Council shall take when responding to the defect is a property owner's responsibility.	"Where a vegetation intrusion or hazard is resulting from a private property, Council shall send a request for contact to the property owner within 5 working days of the inspection. The request for contact shall allow the property owner 10 working days to reach contact with Council. Following contact, Council shall provide the property owner 20 working days to respond to the vegetation intrusion. If the intrusion has not been responded to within this time frame, or the property owner does not contact Council within the prescribed period of time, Council shall respond to the intrusion within 60 working days of the initial inspection at the cost of the property owner."	Moderate

Section	Description	Proposed Change/s	Impact on RMP
Intervention Levels and Response Times	Provide a description of the meaning of “-“	“” _ ” means that this asset condition is not considered a hazard within this hierarchy classification.”	Minor
Appropriate Warning	<i>“Where because of the nature of repair required level of resources required or workload it is not possible to rectify within the response times shown in this attachment, appropriate warning of the hazard is to be provided until the repair can be completed.”</i>	“If for any reason it is not feasible to rectify a hazard within the response times detailed in this attachment, appropriate warning of the hazard is to be provided until a suitable repair or treatment may be completed.”	Moderate
Appropriate Warning	<i>“Appropriate Warning could include”</i>	“Appropriate warning may include, though is not limited to the following”	Minor
Intensive Defect Inspections	<i>“If the corresponding “Routine Defect” response time is less 10 working days that response time will apply calculated from the date Council is notified of the defect.”</i>	“If the corresponding “Routine Defect” response time is less than 10 working days, the response time will apply calculated from the date Council is notified of the defect.”	Minor
Non-Road Infrastructure	Add a section following the Intervention Levels and Response Times table describing the process Council shall take in response to defects on non-road infrastructure which is owned by a third party.	<p>“Council does not owe a duty of care to perform any maintenance works on non-road infrastructure which is owned and managed by a third party (pursuant to clause 6 of schedule 7 of the Act). Furthermore, Council may not be held liable in any civil proceedings arising from a third party failing to discharge its duty of care in relation to its asset (section 104 of the Act).</p> <p>Council does, however, have a duty of care to cooperate in good faith with other infrastructure managers in coordinating the management and maintenance of infrastructure and related works on a road (Clause 4 of Schedule 7). In the discharge of this duty, Council shall follow the process described in the table below when third party asset defects are identified by Council.”</p>	Moderate

**Proposed third party defect response table (for inclusion in Appendix 2)****Third party asset defects in pathways**

<b>Risk Rating</b>	<b>Defect Description</b>	<b>Council Response</b>
High Risk	Missing pit lid	<ul style="list-style-type: none"> <li>• Notify asset owner before the end of the following working day (5.00 PM) from the time the defect is identified by Council staff.</li> <li>• Make the defect safe within 5 working days of the defect being identified by Council staff.</li> <li>• If the defect has not been permanently rectified within 20 working days, notify the asset owner a second time.</li> <li>• The defect is closed provided Council has a recorded response from the asset owner regarding the defect.</li> </ul>
	Pit displaced, damaged or settled to create a trip hazard > 50mm	
	Pit lid which is severely cracked, brittle or otherwise damaged to create a high risk of collapse.	
Moderate Risk	Pit displaced, damaged or settled to create a trip hazard > 30mm.	<ul style="list-style-type: none"> <li>• Notify asset owner before the end of the following working day (5.00 PM) from the time the defect is identified by Council staff.</li> <li>• If the defect has not been permanently rectified within 20 working days, notify the asset owner a second time.</li> <li>• The defect is closed provided Council has a recorded response from the asset owner regarding the defect.</li> </ul>
	Pit lid displaced or cracked creating a hole or gap > 40mm in width and length	

*Note: During the process of notification, Council shall record the relevant reference numbers, case notes, defect details and inspection details.*

### Appendix 3: Road Management Plan Proposed Inspection Frequencies (Attachment 3) Amendments

Section	Description	Proposed Change/s	Impact on RMP
Bridges (Level 1 Inspections)	1: <i>"Bridges"</i> 2: <i>"Level 1 Inspections"</i>	1: <i>"Bridges and Major Culverts"</i> 2: Replace with <i>"Routine Maintenance Inspections"</i>	Moderate
Bridges	<i>Level 2 Inspections</i>	Remove Level 2 Inspection row (bridge condition assessments are outside of the scope of the Plan).	Minor



**WARRNAMBOOL**  
CITY COUNCIL

# **Municipal Road Management Plan**

**Version 4.00 - June 2013**



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# Municipal Road Management Plan

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## **1. Executive Summary**

The Warrnambool City Council is custodian of an extensive range of community assets that it provides to facilitate delivery of its services to the community.

Typical Council infrastructure assets for use in providing services to the community are found in:

- the road & street network, including footpaths, kerb and channel, culverts, bridges, traffic facilities, guard rails, street furniture, bus shelters, street lighting, street name & regulatory signs, and car parks both on and off-street;
- flood protection and stormwater drainage systems;
- waste management facilities, including landfills and waste transfer stations;
- buildings and facilities of various types that provide a focus for services, such as administrative facilities, child care centres, health centres, youth centre, kindergartens, community halls, etc;
- parks and recreation facilities, including active and passive recreation areas, sport centres, lighting, etc.
- plant and equipment, including Workshop and Depot facilities to undertake specific services;
- Information technology networks, including computer and telecommunication systems.

Version 1.00 of the Road Management Plan was developed during 2004 to establish a management system for the public road functions that are the responsibility of the Council to meet the needs of the community. The management system is based on policy and operational objectives and at the same time recognises resource limitations in undertaking the necessary levels of service and performance standards outlined in the Plan.

This Plan encompasses road user needs and expectations within an economic framework based on meeting "reasonable" maintenance operation targets and asset management programs relative to the road network function.

To be effective, the Road Management Plan requires implementation of systemised records management so that details of inspections and remedial works can be readily recorded and retrieved. This is of especial importance in the event of litigation as council's defence is to be able to demonstrate that it has adhered to the requirements of the Plan.

This Plan clearly establishes the management system for Council for the discharge of its duty to inspect, maintain and repair its public roads based on policy and operational objectives as well as available resources.

It also sets the relevant standards in relation to discharge of duties in the performance of those road management functions.

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## 2. Introduction

### 2.1 Legislative Basis for the Plan

This Municipal Road Management Plan (referred to hereafter as the ‘Plan’) has been prepared in accordance with the Road Management Act, 2004, one of the key purposes of which is to reform the law relating to road management in Victoria. The Plan reflects the purposes and objectives of the Council as required by the Local Government Act, 1989.

The Warrnambool City Council is the designated ‘Co-ordinating Road Authority’ for municipal roads within the City and is responsible for their care and management.

Council will ensure that if a road is required for public traffic, it is kept open for public use, and may carry out work on the road. The Council is not obliged to do any specific work on the road and in particular is not obliged to carry out any surface or drainage work on an unmade road.

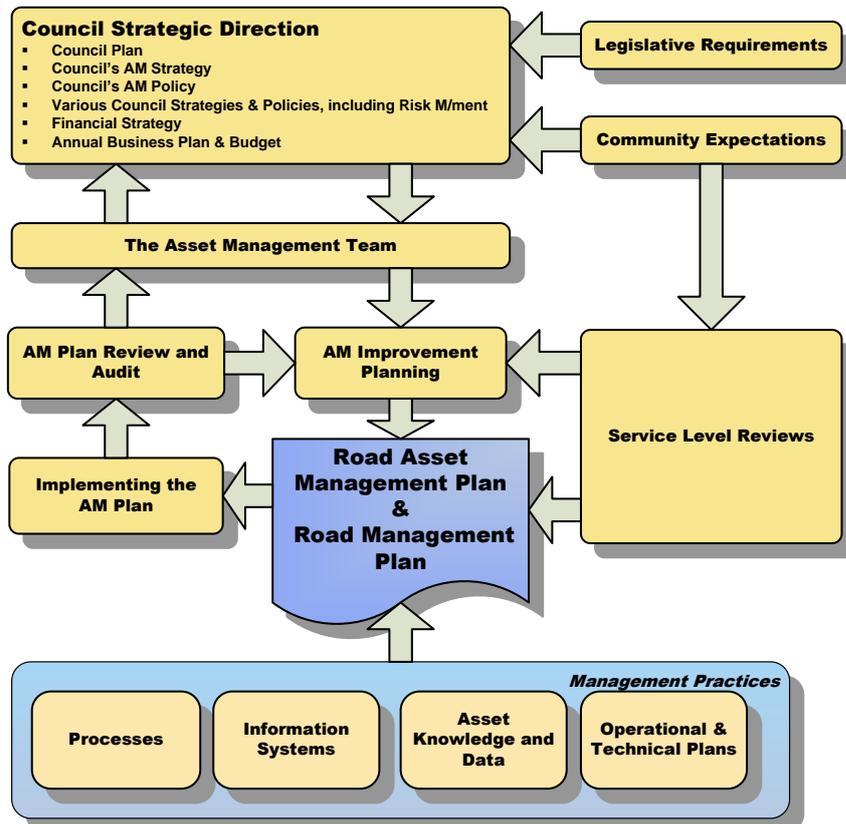
### 2.2 Purpose of the Plan

The purpose of the Plan is to establish a management system for Council for the discharge of its duty to inspect, maintain and repair its public roads based on policy and operational objectives as well as available resources.

It also sets the relevant standard in relation to discharge of duties in the performance of those road management functions.

### 2.3 Strategic Planning Process

The Road Management Plan has been developed to accord with other Council plans and strategies and is a component of Council’s overall strategic planning process as shown in the following diagram.



### **3. Public Roads, User Rights and Responsibilities**

#### **3.1 Public Roads**

“Public roads” are freeways, arterial roads and other roads that Council has decided are reasonably required for general public use.

The Road Management Act imposes specific duties on Council with respect to the inspection, repair and maintenance of its public roads.

#### **3.2 Definitions**

“**Act**” is the Road Management Act 2004.

“**Ancillary Area**” is any area designated by Council used by motor vehicles connecting to a roadway. E.g. car park, rest stop or scenic lookout.

“**Arterial Roads**” are Freeways, Highways & Declared Main Roads, which are managed by the State Government through VicRoads.

“**Bridge and Major Culverts**” means a structure having a clear span greater than 1.80 metres or a pipe culvert having a waterway area greater than 3 sq m.

“**Pathway**” is a formed area located on the road reserve intended to be used by pedestrians. It may also be intended for use by bicycles. It can be formed of concrete, pavers, asphalt, stone or similar material.

“**Municipal Roads**” are roads for which the municipal council is the responsible Road Authority. The Road Management Act imposes specific duties on a Council with respect to the inspection, repair and maintenance of its Municipal public roads, which are those that are reasonably required for general public use.

“**Non-Road Infrastructure**” means infrastructure in, on, under or over a road which is not road infrastructure and includes gas pipes, water and sewerage pipes, cables, electricity poles and street lights, rail crossings, bus shelters, vegetation and the like.

“**Other Roads**” include roads in State forests & reserves, and roads on private property. The municipal council is not responsible for the care and maintenance of these roads.

“**Response Time**” is the time to respond to a hazard or defect measured from when the hazard or defect is identified by or notified to Council. The nominated time is not precise and a 10% margin is allowable.

“**Road**” by definition in the Local Government Act 1989 includes a street; right of way; cul de sac; by-pass; bridge or ford; footpath, bicycle path or nature strip; any culvert or kerbing or other land or works forming part of the road.

“**Road Infrastructure**” means that infrastructure which forms part of a roadway, pathway or shoulder including-

- (i) Structures forming part of the roadway, pathway or shoulder;
- (ii) Materials from which a roadway, pathway or shoulder is made.

and includes bridges, culverts and fords plus materials such as asphalt, bitumen, gravel, line marking, guideposts, signs, traffic lights etc.

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“**Working Day**” means any day of the week excluding Saturdays, Sundays and public holidays (within the meaning of the Public Holidays Act 1993) applying in the municipal district.

### 3.3 Key Stakeholders

The key stakeholder groups of the community who are both users of the road network and/or are affected by it include:

- ☞ The community in general (for recreation, sport, leisure & business);
- ☞ Residents & businesses adjoining the road network;
- ☞ Pedestrians (including the very young, those with disabilities, and the elderly with somewhat limited mobility);
- ☞ Users of a range of miscellaneous smaller, lightweight vehicles such as pedal cyclists, motorised buggies, wheel chairs, prams, etc;
- ☞ Vehicle users using motorised vehicles such as trucks, buses, commercial vehicles, cars and motor cyclists;
- ☞ Tourists & visitors to the area;
- ☞ Emergency agencies (Police, Fire, Ambulance, VICSES);
- ☞ Military (special use in times of conflict & emergency);
- ☞ Traffic & Transportation managers;
- ☞ Managers of the asset that is the road network;
- ☞ Construction & maintenance personnel who build and maintain asset components;
- ☞ Contractors & suppliers for the road network;
- ☞ Land Developers;
- ☞ Utility agencies that utilise the road reserve for their infrastructure (Water, sewerage, gas, electricity, telecommunications);
- ☞ Insurers – integral to risk management strategies that require sound AM practices
- ☞ Council as custodian of the asset;
- ☞ State & Federal Government that periodically provide support funding to assist with management of the network.

### 3.4 Obligations of road users

#### 3.4.1 Duty of the Road User

- (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 the generality) the —
    - physical characteristics of the road;
    - prevailing weather conditions;
    - level of visibility;
    - condition of the motor vehicle;
    - relevant road laws and advisory signs;
    - physical and mental condition of the driver.
  - (2) A road user other than a person driving a motor vehicle must use a highway in a safe manner having regard to all the relevant factors.
  - (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;

- 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.

### 3.4.2 Incident Claims

If a person proposes to commence a proceeding in a court based on a claim in relation to an incident arising out of the condition of a public road or infrastructure, the person must give written notice of the incident to the responsible road authority within the prescribed period of the incident occurring [clause 115(1) of the Road Management Act].

### 3.4.3 Council Local Laws

Council has local laws that require permits to be sought from Council where a member of the public or organisation proposes to undertake activities within the road reserve that may in any way impede access by the public or interfere with road infrastructure.

### 3.4.4 Obligation to Maintain & Keep Safe

In relation to provision of access to the road reserve from adjoining properties, there are several assets within the road reserve that council does not have an obligation to maintain. These include:

- (1) **Vehicle crossings** (driveways) where the portion of a vehicle crossing located between the carriageway and the footpath is the responsibility of the adjoining property owner to maintain. If there is no footpath present, the crossing runs from the carriageway to the property boundary and is the responsibility of the adjoining property owner to maintain.
- (2) **Nature strips & infill areas** which are those residual areas between the edge of the road or back of the kerb and the property boundary not occupied by the footpath and private road crossings. These are normally sown to grass with responsibility for maintenance of the grass generally being left to the property owner. Street trees however are controlled and maintained by Council.
- (3) **Single property stormwater drains** that are constructed within the reserve from the property boundary to a discharge outlet in the kerb or into the drain. They are there to benefit the property and as such are the responsibility of the owner of the property being served to maintain.

Regardless of its maintenance obligations, Council has a duty of care to ensure that these assets are in a safe condition for the public in general. They are often a point of conflict with residents who have an expectation that Council will maintain them as they are within the road reserve.

## 3.5 Delegations

The Chief Executive Officer through an "Instrument of Sub-Delegation" has delegated the various functions under the Road Management Act to the respective officers of Council detailed in the Instrument of Sub-Delegation.

### 3.6 Force Majeure

Council will make every endeavour to meet all aspects of its Road Management Plan, (RMP).

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, because of Section 83 of the Victorian Wrongs Act, 1958, as amended, Council reserves the right to suspend compliance with its Road Management Plan.

In the event that the Chief Executive Officer (CEO) of Council, has to, pursuant to Section 83 of the above Act, consider the limited financial resources of Council and its other conflicting priorities, meaning Council's Plan cannot be met, they 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, Council's CEO will write to Council's Officer responsible for Council's Plan and inform them which parts of Council's Plan are to be reactivated, stating the time this is to occur and other relevant particulars.

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## 4. Municipal Asset Management

### 4.1 Asset Hierarchies – Road Network

All roads & footpaths within the municipal road network are classified according to a hierarchy that takes into account their specific function, types of users and user numbers.

The hierarchy classification is used to assist in prioritising works programs and also intervention responses to remedy defects.

The Council has developed two separate hierarchies for its road network to recognise the variances in usage between the three. These are:

- Road & Street network
- Footpath network

#### Road & Street Hierarchy

Category	Function
<b>Link</b>	Carry the heaviest volumes of traffic including commercial vehicles and provide the principal routes for traffic flows in and around the municipality.
<b>Collector</b>	Carry significant volumes of traffic and provide access by connecting residential areas to the link roads. They also provide links between the various arterial roads.
<b>Access</b>	Carrying moderate volumes of traffic and primarily serve as property access roads for the local community.
<b>Lane</b>	Roads carrying local traffic, typically providing secondary access to properties with more than one road frontage.

Note: Bridges, culverts, traffic facilities and kerb & channel have their hierarchies based on the road hierarchy with vehicular traffic. For the footpath hierarchy pedestrian traffic is the basis of usage volume

#### ▪ Pathway Hierarchy:

Category	Function
<b>Category 1</b>	CBD, and those pathways within the vicinity of schools, hospitals and aged care facilities.
<b>Category 2</b>	Selected medium use pathways in prominent areas other than described above
<b>Category 3</b>	Pathways in residential, commercial & industrial areas other than as described above.

### 4.2 Maintenance Management System

The Maintenance Management System for the municipal road network infrastructure within the Warrnambool City Council is a combination of standards, codes, guidelines and data management systems.

Key components are outlined as follows:

#### 4.2.1 Functional Levels of Service

The functional levels of service covering function, and target design & construction parameters are outlined in Attachments 2 & 3 outlining the Road Hierarchy for roads and streets within the Warrnambool City Council.

#### 4.2.2 Maintenance Service Agreements, MSA

Council is developing several Maintenance Service Agreements (MSA). These documents, based on the national Aus-Spec #4 Road Maintenance Specification Framework, provide the technical specifications for this work across the whole municipality.

The Work generally comprises the activities which are described as routine maintenance of road and street pavements, road furniture and roadsides.

#### 4.2.3 Asset Maintenance – Levels of Service

The Level of Service (LOS) set out in each of the Maintenance Service Agreements reflects the requirements for management of the road asset. The LOS takes into account:

- Community views and values
- Industry standards
- The need to provide a road network that is safe for all users
- Ability of Council to fund maintenance activities.

The following matters are taken into account when developing maintenance standards:

- (a) **Road condition surveys** – periodic surveys to monitor road pavement, road surfacing, structure, and roadside condition at specified intervals depending on the asset, its condition at the previous survey, the volume and nature of road usage (hierarchy classification), and any risk to safety.
- (b) **Routine maintenance inspections** – regular inspections, as part of the day-to-day maintenance of the road network, to monitor asset condition against defect intervention levels (ie that point which takes the defect beyond the ‘tolerable’ level) and asset safety. Inspection intervals have been determined having regard to the particular road asset element, the type, volume and nature of road usage, and the resources available.
- (c) **Routine maintenance standards** – routine maintenance and repair functions and standards that are based on agreed asset performance targets and defect intervention levels and response actions (based on risk assessment) for a particular asset element (eg. road, footpath, bridge) and road type. Standards vary across the road network in line with relevant risk factors such as traffic volumes, composition of traffic, operating speed, the susceptibility of assets to deterioration, the cost effectiveness of repairs, and competing priorities for funding.
- (d) **Repair and maintenance works** – routine maintenance and repair works are undertaken within a specified reasonable period of time having regard to intervention action priorities, and to specified standards.

Response times have been determined by appropriate Council Staff from local knowledge and experience based upon past performance. Attachment 2 details defect intervention levels and response times.

- (e) **Temporary measures** – temporary works to be undertaken to reduce the risk of an incident until such time as maintenance or repair works can be completed.
- (f) **Emergency works** – works required to be undertaken immediately outside routine works programs to ensure the safety of road users and the public as a result of emergency incidents. Emergency works include traffic incident management, responses to fires, floods, storms and spillages, and assistance under the Victorian State Emergency Response Plan & Municipal Emergency Management Plan.

The outcome of the assessment of the various maintenance factors results in the preparation of the annual program for road maintenance, setting out the level of activities and resources to be considered with the Annual Budget.

By developing long term maintenance programs, Council is better able to strategically plan its finances.

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#### 4.2.4 Asset Inspection Process

To enable competent management of the road network Council conducts a regular inspection processes covering; identifying defects, responding to incidents and assessing overall condition. Attachment 3 lists the inspection requirements and also their frequencies.

##### Defect Inspections

**Routine Defect Inspections** – determine if the road asset complies with the levels of service in terms of having defects above intervention levels. Programmed defect inspections are undertaken by way of a formal timetable regime by suitably trained officers.

**Intensive Defect Inspections** – as for routine defect inspections however a large number of assets are inspected in a short period of time by way of additional short term resources. i.e experienced contractors or suitably trained temporary staff.

**Incident Inspections** – conducted following an incident or other report that indicates a defect outside the tolerable level or otherwise likely to create danger to the community. As a result an incident condition report may be prepared for use in legal proceedings and the gathering of information for the analysis of the causes of accidents and the planning and implementation of road management and safety measures;

**Condition Inspections** - identify deficiencies in the structural integrity of the road infrastructure assets which if untreated, are likely to adversely affect network values.

### 4.3 Community Expectations & Consultation

#### 4.3.1 Future Consultation

Wherever practicable, input will be sought on appropriate aspects of the Plan by way of community consultation. However consultation will be governed by the ability to accommodate changes for reasons that include existing physical constraints as well as the affordability of resources to effect possible changes. By seeking community input into its service delivery, it is vital that Council does not create a false sense of expectation by the community that suggested changes will be implemented that simply cannot be achieved for reasons such as the affordability factor.

## 5. Council Support Systems

### 5.1 Customer Service Systems & Procedures

#### 5.1.1 Customer Request System

Customer requests and complaints are managed and tracked by way of Council's *Open Office – Customer Service Manager* computerised system. It enables Council staff to be able to input their own requests, be aware of requests pending and search completed requests.

#### 5.1.2 Maintenance Responsiveness & Performance Targets

The Customer Request System records & dates any requests that have been received, what the request is about, and then the dates when those requests have been actioned.

It should be noted that 'actioning' a request doesn't necessarily mean that the request has been fulfilled but simply that appropriate action has taken place.

Appropriate action may well mean that an asset defect, such as a damaged footpath has been inspected and:

- repairs are straight-forward and have been implemented as soon as a work crew is available - the appropriate action in this case is when the repair work has been completed; or
- repairs are significant and need to be undertaken on a special works program along with a number of similar works and the site has been made safe until such time as repairs are undertaken - the appropriate action is when the repair work has been listed on the future works program not when it has been completed; or
- the defect was found not to warrant any remedial action at that stage as it was below specified intervention levels - the appropriate action in this case is to record the inspection and take no action.

Whatever the response, it is noted against the original request.

The Customer Request System enables the response times to be monitored to assess performance. This covers response times both for inspections and then the interval until appropriate action is undertaken.

### 5.2 Asset Information System

Warrnambool City Council utilises the *Conquest Asset Management System* as the knowledge database to manage its assets.

This is the database that stores relevant asset information, including the Register of Public Roads and other information that is important in managing the road assets.

Data recorded for roads may include location by name, asset valuation information and condition and defect histories for roads and pathways .

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## **6. Financial Management**

### **6.1 Budget Provisions**

The commitments and obligations specified within this Plan are matched to the financial resources available to deliver those commitments as set out in the Council Plan and Council Budget. To achieve and sustain acceptable standards of service for the road asset requires Council to commit annual funding adequate to provide for regular and responsive maintenance and timely renewal or replacement of the asset.

The financial resources allocated for road and footpath renewal works are considered reasonable having regard to the overall service delivery priorities and objectives of the Council.

### **6.2 Budget Process**

The budget process is conducted in a manner that ensures matters requiring consideration are taken into account prior to final adoption by Council. Community input is sought during the preparation of the Council Plan and annual budget. Submissions are invited via public notice advertisements. Any submissions by the community are considered prior to Council adopting its annual budget. This process ensures the community has every opportunity to participate in the budgetary process.

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## 7. Register of Public Roads

### 7.1 Council's Road Infrastructure

The Municipal Register of Public Roads is stored on Council's Road Asset Information System, the Conquest Asset Management System.

A hard-copy is available for inspection at the Warrnambool City Council's Customer Service Centre. The hard copy will be updated at least annually and update sheets will be inserted at other times when significant changes are made. (eg new subdivisions added)

### 7.2 Maintenance Demarcation Agreements

Where there are maintenance demarcation agreements defining limits of responsibility on municipal roads between Warrnambool City Council and VicRoads, Moyne Shire, Department of Sustainability & Environment or any other public body or private organisation, the schedule of roads affected by these agreements are listed in the Register of Public Roads.

Issues relating to VicRoads will be outlined in the Instrument of Delegation between VicRoads and Council. Typical demarcation issues where council is often thought to have sole responsibility are listed in the following table:

Issue	Agreement with	Responsibilities
Boundary Roads	Moyne Shire Council	Detailed in the Register of Public Roads.
Street Lighting	Electricity Supply Authority	Asset owned by the Authority; Council pays annual charge.
Rail Crossings	VicTrack	As set out in the Safety Interface Agreement

### 7.3 Non- Road Infrastructure

Non-road infrastructure within the road reserve (eg rail crossings, telecommunications structures, water & sewerage, street lighting, etc) are to be maintained by the body responsible for that infrastructure.

### 7.4 Updating the Register of Public Roads

Changes to the Register of Public Roads will be effected within 90 days of advice of such changes pursuant to the Councils Asset Handover Procedure.

## 8. Reviewing the Road Management Plan

The Road Management Plan is intended to be a dynamic document, and as such, there is a need for regular review, refinement and improvement. This will ensure that the Plan is in accord with responsible asset management, changing technology, and in particular, Council and community requirements and expectations.

It is proposed to undertake a review of this Plan at least every 4 years, or more frequently if circumstances require it. Any revised plan will be subject to the consultation and approval processes as detailed in section 54 of the Act.

## 9. **Attachments**

1. Summary of Non-Road Infrastructure in the Road Reserve.
2. Typical Defect Intervention Levels
3. Road Asset Inspection Frequencies

**Attachment 1 – Summary of Non-Road Infrastructure on the Road Reserve**

<b>Asset Type</b>	<b>Infrastructure Manager</b>
Street Lights	Powercor
Traffic Signal Installations – VicRoads assets	VicRoads
Telecommunications infrastructure Assets	Telstra and Optus
Water & Sewerage infrastructure assets	Wannon Water
Electricity infrastructure assets	Powercor
Gas infrastructure assets	Tenix
Rail Crossings	VicTrack
Bus Stops/Shelters (Public Transport)	Department of Transport

## Attachment 2 – Intervention Levels and Response Times

### Defects from Routine Defect Inspections

#### Road Network

Defect Description	Response Times by Hierarchy (working days)			
	Link	Collector	Access	Lane
Obstruction in the traffic lane - Materials fallen from vehicles, dead animals, wet clay and other slippery substances, hazardous materials, an accumulation of dirt or granular materials in a sealed road.	5	5	5	-
Obstruction in the traffic lane - Ponding of water >300mm deep, fallen trees, oil spills, stray livestock.	5	5	5	-
Edge of seal drop off >100mm	10	15	20	30
Reduction in original sealed width ≥250mm	10	15	20	30
Pothole in the traffic lane of sealed road depth >100mm and diameter >300mm	10	15	20	30
Pothole in the traffic lane of unsealed road depth >150mm and diameter >500mm	10	15	20	30
Deformation >100mm under a 3m straight edge in the traffic lane of sealed road.	20	40	60	90
Deformation >150mm under a 3m straight edge in the traffic lane of unsealed road.	20	40	60	90
Missing or substantially damaged drainage pit lids, surrounds, grates, in pedestrian areas or traffic lanes.	5	5	5	5
Tree limbs or trees that are in immediate danger of falling and causing danger to the public.	5	5	5	5
Trees, shrubs or grasses that restrict design sight distance to intersections or to safety signs.	20	40	60	-
Vegetation intruding within an envelope over roadways with a speed limit >70kmph from the back of shoulder and or kerb and a minimum of 4.3m height clearance for traffic lane and trafficable portion of shoulder.	20	40	60	-
Regulatory Sign missing, illegible or damaged.	5	10	15	-
Guidepost missing or damaged at a critical location*.	5	10	15	-
Safety Barrier missing or damaged at a critical location*.	5	10	15	-
Pavement marking missing, illegible or confusing at a critical location*.	5	10	15	-

#### Pathway Network

Defect Description	Response Times by Hierarchy (working days)		
	1	2	3
Defective with a step >20mm and <30mm	20	25	-
Defective with a step >30mm	20	25	30
Hole or gap >40mm	20	60	90
Vegetation which presents a physical hazard to the public over pathways, intruding into a clearance envelope 0.5m from the edge of path and a minimum of 2.1m	20	40	90

\*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.

Emergency callout - when any call is received which reports public safety in jeopardy the relevant service team will inspect and assess the issue within 1 hour.

Where because of the nature of the repair required level of resources required or workload it is not possible to rectify within the response times shown in this attachment, appropriate warning of the hazard is to be provided until the repair can be completed.

Appropriate Warning could include

- Provision of warning signs,
- Traffic control action,
- Diverting traffic around the site,
- Installation of a temporary speed limit,
- Lane closure,
- Restrict use (eg. load limit), or
- Full closure.

### **Defects from Intensive Defect Inspections**

Intensive defect inspections involve undertaking a large number of assets inspections in a short period of time, generally covering an entire group of assets within a period of less than 2 months. This method of inspection is undertaken in place of 'Routine Defect Inspections' in situations where it is assessed to be a more efficient use of Council resources.

As the Intensive Defect Inspection process would result in a large volume of defects being recorded during a short period of time the response times that apply to the individual defects are calculated using a different method than 'Routine Defect Inspections'.

The issues below are important to the application of response times for defects resulting from Intensive Defect Inspections;

- Date the defect information is provided to Council.
- The number and type of defects found.
- The operational capacity to respond.
- Available budget

The response times that will apply will meet the following conditions;

- If the corresponding 'Routine Defect' response time is less 10 working days that response time will apply calculated from the date Council is notified of the defect.
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- All other defect response times will be calculated commencing from the due date of the next routine inspection.

### Attachment 3 - Road Asset Inspection Frequencies

Asset Group	Hierarchy Category	Inspection Type, Inspections Per Calendar Year	
		Defect Inspection	Night Defect Inspection
<b>Sealed Roads &amp; Off Street Car Parks</b>	Link	One	One
	Collector	One	One
	Access	One	As required
	Lane	As required	As required
<b>Unsealed Roads</b>	Link	N/A	N/A
	Collector	Two	One
	Access	Two	As required
	Lane	As required	N/A
<b>Footpaths</b>	Category 1	Two	N/A
	Category 2	One	N/A
	Category 3	One per three years	N/A
<b>Bridges</b>	Level 1 Inspections	One	N/A
	Level 2 Inspections	One per two years	N/A

**As required:** When applied to Inspection frequency, 'As Required' indicates that an inspection will only be undertaken upon a request being submitted and an assessment made as to whether an inspection is warranted on the grounds of a risk to public safety.

**N/A:** This denotes that the issue is not applicable as that asset component does not exist in that category or an inspection is not warranted.