



WELLINGTON  
SHIRE COUNCIL

*The Heart of Gippsland*

# Road Management Plan

2021

## SCHEDULE OF CHANGES AND AMENDMENTS

Version No.	Description	Date	Comment	Authorised
No. 1	Road Management Plan 2004	5 October 2004	Original	Council
No. 2	Road Management Plan 2009	19 May 2009	Whole Document Review	Council
No. 3	Road Management Plan 2012	18 September 2012	Whole Document Review	Council
No. 4	Road Management Plan 2013	2 July 2013	Alterations to Intervention Levels, Hierarchy Description alterations, General formatting	Council
No. 5	Road Management Plan 2017	20 June 2017	Alterations to <i>Appendix A: Reasonably Required for General Public Use Criteria</i> , alteration to inspection frequencies, alteration to intervention levels for Vegetation Clearance Zone, additional defects listed in Appendix C, lowering of road defect response times, changes to footpath and shared path defects and lowering of response times, inclusion of audit and review time frames, general formatting and editing of document structure.	Council
No. 6	Road Management Plan 2021		Whole Document Review including additional information under section 2. Key Consideration and section 10. Audit and Review; alteration to Appendix C for roadside vegetation intervention levels; changes to Appendix D for shared path and footpath defect intervention levels; general formatting and editing.	Council

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## 1. Introduction

Wellington Shire Council manages the public roads for which it is the Coordinating Road Authority or Responsible Road Authority under the Road Management Act 2004 in accordance with this Road Management Plan (RMP).

The primary objective of this RMP is to establish a management system for the road management functions of Wellington Shire Council, based on policy and operational objectives and to set the relevant standard in relation to these objectives.

Wellington Shire Council manages a public road network in excess of 3000km. The RMP is based on establishing objectives that allow the safe and efficient management of this road network.

Wellington Shire Council will make all reasonable endeavors to meet the requirements set out in this RMP. However, in events beyond Wellington Shire Council's control, such as natural disasters, including but not limited to fires, floods and droughts, or other factors including limited financial, human, or other resources, Wellington Shire Council reserves the right to suspend compliance with its RMP.

If the Chief Executive Officer of Wellington Shire Council considers it appropriate to suspend this RMP, they will write to the Council Officer with responsibility of enacting this RMP advising that some or all of the timeframes and other commitments documented are to be suspended.

**See Appendix G – Request to suspend Road Management Plan.**

Once the events beyond the control of Wellington Shire Council have abated, or partially abated, Wellington Shire Council's Chief Executive Officer will write to the Council Officer with responsibility of enacting this RMP which parts of the RMP are reactivated and when.

## 2. Key Considerations

The road network in Wellington is significant and varies throughout the municipality in standard of construction, maintenance requirements, and topographic constraints. Wellington's road asset network comprises of 3,083 kilometres of formed roads (of which 1,522 kilometres are sealed), 173 bridges, 283 kilometres of footpaths, 387 kilometres of kerb and channel and 273 major culverts. In addition, there are numerous other existing road features which are maintained by Wellington Shire Council including minor culverts, drainage infrastructure, traffic signs and road pavement markings.

### 2.1 Stakeholders

Key stakeholder groups who use the road network and/or are affected by this RMP include:

- Residents and businesses who reside within the municipality of Wellington Shire Council.
- Users of vehicles such as trucks, buses, commercial vehicles, cars and motor cycles.
- Pedestrians, including those with disabilities and the elderly with restricted mobility.
- Users of a range of miscellaneous smaller, lightweight vehicles such as cyclists, mobility scooters, wheel chairs, prams, etc.
- Tourists and visitors to the municipality of Wellington Shire Council.
- Emergency service authorities (e.g. Victoria Police, CFA, Ambulance, SES).
- Utility agencies that use the road reserve for their infrastructure (e.g. water, sewerage, gas, electricity, telecommunications).
- State and Federal Government that periodically provide support funding to assist with management of the road network.

### 2.2 Relationships with other documents

#### **Council Plan 2017 – 2021:**

Council's relevant areas of focus and goals in its Council Plan are:

**Communities** - "We know and support each other and have a strong sense of community belonging. Diversity is respected and there are many social and community activities providing opportunities for all people to interact. We strive for good health, feel safe in our communities and are prepared for natural disasters."

Strategic Objective 1.4 - Enhance resilience in our towns and our communities.

**Services and Infrastructure** - "Wellington has a built environment that is sustainable, appropriate, accessible and responsive to the community. Transport connects people to communities and places. Events and services support our strong communities."

Strategic Objective 2.1 - Council services and infrastructure are responsive to identified current and future community needs within budgeted parameters.

Strategic Objective 2.2 - Council assets are responsibly, socially, economically and sustainably managed.

Strategic Objective 2.3 - Continued improvement to Wellington Shire's connectivity with further developed, accessible transport networks.

Other key documents:

- Annual Budget

## **2.3 Policy and Budgetary Framework**

The Road Management Plan is developed and reviewed in consideration of the financial resources available in line with Council's Policy and Budgetary Framework, which forms the basis for providing assets and resources to support service delivery.

Routine road maintenance activities and defect rectification works, with defects being defined in Appendix C and D of this Road Management Plan, are undertaken by Wellington Shire Council utilising its operational maintenance budgets. These form the basis of Council's level of service for road users.

Routine and proactive maintenance activities are planned on a case-by-case basis for each road asset and considers the number and frequency of customer requests, rate of asset deterioration and the level of public use. The Road Management Plan influences the operational budget required to ensure Wellington Shire Council's road network remains within the intervention levels set by this Road Management Plan.

Road renewal and rehabilitation works are generally funded through Council's annual capital program via either rates or external funding sources. Current sources of funding for road maintenance include:

- General rate revenue
- Funding from external bodies (e.g. Roads to Recovery, Black Spot funding)
- Bridges Renewal Program
- Heavy Vehicle Safety and Productivity Program
- Special charge schemes under Council's Residential Road and Street Construction Plan

## **2.4 Analysis of traffic information**

Wellington Shire Council considers traffic accidents and traffic data when determining road maintenance and the capital works program, to promote a safe and efficient road network for all road users. Key locations are generally highlighted through routine inspections and road condition audits, as well as from members of the public through Council's customer enquiry system.

Traffic accident history and traffic counts assist to inform Council's future capital works program and identify projects for external funding opportunities.

## **2.5 Internal Reporting Requirements**

Wellington Shire Council officers are required to undertake monthly, quarterly, and annual reports through Council's internal reporting system. This documents Council's level of compliance with its Road Management Plan through Key Performance Indicators. This information is compiled and provided to Council management for review and assists to inform any required changes to maintenance practices or operational budgets to improve compliance.

### 3. Register of Public Roads

The Road Management Act 2004 determines that a road authority must keep a Register of Public Roads specifying the public roads for which it is the Coordinating Road Authority.

The Wellington Shire Council Register of Public Roads includes the roads that are managed in accordance with this RMP. Public roads in which Wellington Shire Council is the Coordinating Road Authority are determined in conjunction with Section 17 of the Road Management Act 2004.

The Wellington Shire Council Register of Public Roads is available to access via download from:

[www.wellington.vic.gov.au](http://www.wellington.vic.gov.au)

The Wellington Shire Council Register of Public Roads is available to access in hard copy from:

- Wellington Shire Council Sale Service Centre – 18 Desailly Street, Sale, Victoria
- Wellington Shire Council Yarram Service Centre – 156 Grant Street, Yarram

#### 3.1 Other Road Authorities

Wellington Shire Council is not the sole Coordinating Road Authority or Responsible Road Authority within the municipality. Other roads authorities include Regional Roads Victoria, the Department of Environment, Land, Water and Planning and private and corporate bodies.

Regional Roads Victoria is the coordinating road authority for all declared arterial roads within the municipality.

The Road Management Act 2004 Code of Practice – Operational Responsibility for Public Roads, details the operational responsibilities between Road Authorities.

Wellington Shire Council shares road and bridge assets with four surrounding road authorities of East Gippsland Shire Council, South Gippsland Shire Council, Latrobe City Council, and the Department of Environment, Land, Water and Planning (DELWP). Boundary Road Agreements have been previously developed between Wellington Shire Council and the appropriate road authority to ensure the effective and efficient management of the road network. Boundary Road Agreements identify shared road assets between two road authorities and outline the maintenance responsibilities of each road authority.

#### 3.2 Roads Reasonably Required for General Public Use

Section 17(3) of the Road Management Act requires that the relevant Coordinating Road Authority must register on its Register of Public Roads a road in respect of which the road authority has made a decision that the road is *reasonably required for general public use*.



Upon receipt of a written request to include a road on Wellington Shire Council's Register of Public Roads, the Public Use Assessment Criteria (**see Appendix A**) is used to assist in the determination by a council officer, with appropriate delegation applicable to this decision, whether the road is *reasonably required for general public use*. Should the road be determined *reasonably required for general public use*, it shall be applied to the Register of Public Roads and managed in conjunction with this RMP.

### **3.3 Public Highways**

A road may be a Public Highway without necessarily being included on the Register of Public Roads. The non-inclusion of a Public Highway on the Register of Public Roads does not affect the rights of the public to use that road, however indicates that Wellington Shire Council has not determined the road *reasonably required for general public use* and it is not managed in conjunction with this RMP.

### **3.4 Infrastructure for which this Road Management Plan does not apply**

- Any road, driveway or pedestrian pathway on private property and/or providing access from private property to a public road.
- Any named unconstructed road which Council does not maintain but which provides access from private property to a public road.
- Roads or tracks, regardless of whether the road or track is located within a road reserve, that are not constructed to Council's minimum standards and are not listed on Council's Register of Public Roads.
- Any access track or driveway location within a road reserve, that was not constructed by or on behalf of Council that only provides access to adjoining private property and are not already listed on Council's Register of Public Roads.
- Any Arterial Road, National Highway or Freeway.
- Roads or tracks maintained by the Department of Environment Land Water and Planning.
- Railway Structures and associated assets set out in a Rail Safety Interface Agreement as being the responsibility of others.
- Any utility infrastructure or assets located within the road reserve.
- Any non-road infrastructure as defined by the Road Management Act 2004.

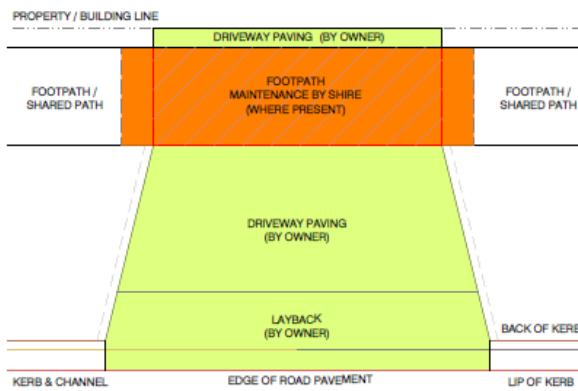
#### **3.4.1 Responsibility for private driveways**

As mentioned above in section 3.4, driveways are not covered under Council's Road Management Plan. It is the responsibility of the property owner to install and maintain their driveway infrastructure. Wellington Shire does not undertake work to private driveways as part of its regular road maintenance program.

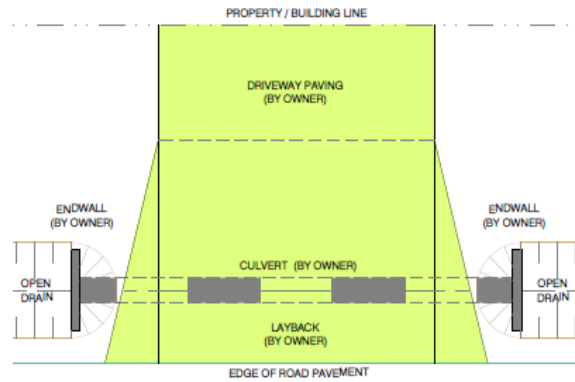
Driveway infrastructure includes:

- Kerb layback
- Crossover between kerb and footpath
- Culvert when crossing an open drain

Below is a diagram which identifies the areas of a driveway which are the responsibility of the property owner.



TYPICAL RESIDENTIAL SINGLE  
VEHICLE CROSSING



TYPICAL DRIVEWAY CROSSING  
WHERE OPEN DRAIN IS PRESENT

## **4. Responsibilities of Road Users**

Road users have obligations and duties when travelling on Wellington Shire Council's public roads, in accordance with the provisions documented in the Road Safety Act 1986 and summarised below.

A person who drives a motor vehicle must drive in a safe manner having regard to all relevant factors including (but not limited to) 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

A road user other than a person driving a motor vehicle must use a road in a safe manner having regard to all the relevant factors.

A road user must have regard to the rights of other road users and the community, taking reasonable care to avoid conduct that may:

- Endanger the safety and welfare of other road users
- Damage any infrastructure on the road reserve
- Harm the environment of the road reserve

## **5. Type of Infrastructure**

The type of infrastructure covered in this plan includes road infrastructure (e.g. physical roadways, footpaths, road shoulders) and road related infrastructure (e.g. road drainage assets and formations, traffic control devices, warning and regulatory signage).

Infrastructure not covered under this plan includes any area of public road that has not been developed by a road authority for use by the public as a roadway or pathway and any other non-road related infrastructure (e.g. roadside bushland, utility assets, private driveways).

Wellington Shire Council may undertake works on Public Roads and non-Public Roads for other purposes, including fire mitigation and management and noxious weed control. These activities are not performed in line with this RMP and determined by other Council strategies, plans and procedures.

## 6. Asset Hierarchies

Road and footpath assets are classified into hierarchies. The role which each asset plays within the road or footpath network determines its hierarchy. The more central the asset is within the network, the higher its utilisation. This position is supported by average daily vehicle and pedestrian counts.

Asset hierarchies allow a risk-based approach to resource allocation and prioritisation that sees those assets receiving the most utilisation receiving a higher priority for inspection, maintenance, and repair. This is driven by the presumption that defects on assets with greater utilisation have a higher likelihood of consequence.

### 6.1 Road Hierarchy Description

Hierarchy Classification	Description	Indicative Daily Traffic
<b>Link</b>	Link between Arterial Roads, major community nodes or activity centres.	> 1500
<b>Collector</b>	Collects traffic from the local road network and directs traffic to Link or declared arterial roads. Through or major destination roads.	> 1000
<b>Local Access A</b>	A major access road for local residential or commercial traffic or public facility. Must be a through road or road to significant destination.	150 – 1500
<b>Local Access B</b>	A minor access road for local residential or commercial traffic.	30 - 500
<b>Local Access C</b>	Generally a no through road servicing limited stakeholders, however may continue as an unmaintained road into bushland etc. Limited public use.	< 40

## 6.2 Footpath Hierarchy Description

Classification	Description
<b>Shared Paths</b>	Paths that provide for shared use between both pedestrians and cyclists. Can include recreational routes or links between key community destinations. Shared Paths are likely to have a diverse range of users. Shared paths have specific maintenance and management requirements.
<b>High Activity Footpaths</b>	High Activity footpaths provide connections within CBD and Town Centres. These paths also link major public transportation hubs including bus stops and railway stations to town centres. High Activity paths are likely to have a diverse range of users and are most likely to have the highest traffic volumes.
<b>Medium Activity Footpaths</b>	Medium Activity paths provide connections to major destinations including schools, recreation facilities, hospitals, aged care facilities, libraries, community centres and residential nodes. These can also include major recreational paths. These paths are likely to have a diverse range of users. These routes are likely to have high traffic volumes at certain times.
<b>Low Activity Footpaths</b>	Low Activity paths provide connections to and within residential and industrial areas. These paths are likely to be used less frequently.

## 7. Road and Path Management

### 7.1 Management Process

An illustrated management process for roads and path assets is included as **Appendix B**. The management process includes proactive and reactive inspections, repairs of defects found to exceed stated intervention levels a program of capital renewal and upgrade works.

### 7.2 Inspection

Wellington Shire Council has a statutory duty to inspect public roads for which it is the responsible authority. These roads are included within the Wellington Shire Council Register of Public Roads. These inspections relate to the types of infrastructure detailed in Section 5 of this RMP.

There are two primary types of inspections employed as part of this Road Management Plan:

- Defect Inspections
- Condition Inspections

Proactive Road and Footpath inspection frequencies are documented in **Appendix E**.

#### 7.2.1 Defect Inspections

The primary purpose of a Defect Inspection is to inspect the asset for defects exceeding nominated intervention levels as documented in **Appendix C - Roads** and **Appendix D - Footpaths**. The inspection can be generated from:

- 1) A proactive inspection program which includes kerb and channel, footpaths and shared footpaths, and signage
- 2) A Customer Request, as detailed in Section 8 of this RMP
- 3) Notification of an incident or accident on the road or footpath network

Council's proactive road inspections consider:

- Road surface
- Kerb and channel
- Associated regulatory and warning signage
- Line marking
- Roadside vegetation
- Intersection sight lines
- Minor culverts
- Guardrail

Council's proactive footpath inspections consider:

- Footpath surface
- Associated shared path signage
- Pram crossings
- Associated drainage infrastructure

Council's proactive bridge and major culvert inspections consider:

- Bridges
- Major culverts

### **7.2.2 Condition Inspections**

Condition inspections are undertaken to ascertain information relating to remaining useful life of an asset or asset component. This information is used for renewal programming and Asset Management purposes. Condition Inspections intended to provide a high-level assessment of the overall network, as opposed to identifying individual or specific defects.

## **7.3 Road Maintenance Standards and Process**

A schedule of intervention levels for defects and corresponding response times for repair has been established for roads managed in conjunction with this RMP (**Appendix C**).

**The Road Management Act 2004 does not require roads or paths to be upgraded to a higher standard to which they were originally constructed, and it is not the intention of this plan to upgrade any road.** The upgrade of assets is limited to Council's capital works program, special charge schemes or private development.

### **Proactive Maintenance**

Proactive maintenance activities are cyclic and are performed in conjunction with predetermined proactive maintenance programs. These works are in addition to works specifically generated from proactive and reactive defect inspections (see Section 7.2).

Proactive maintenance activities may include but are not limited to:

- Gravel Road Grading
- Sealed Road Patrol
- Shoulder and Drainage Maintenance
- Roadside Grass Slashing
- Street Sweeping
- Line Marking

The allocation of resources directed to individual assets as part of proactive maintenance programs may consider:

- Asset Hierarchy
- Vehicles Per Day (estimated where unknown)
- School Bus Use
- Industry Use
- Topography
- Knowledge of other localised deterioration factors

Roads with a hierarchy classification of Local Access C will receive limited proactive maintenance.



### **7.3.1 Reactive Repairs**

Intervention levels are used in Defect Inspections (see Section 7.2). All defects identified exceeding the nominated intervention levels are to be repaired or treated with temporary measures within the corresponding response time. Temporary measures are only utilised and intended as a means of reducing the risk of injury and/or property damage until such time as permanent repairs can be completed. These may include, but are not limited to:

- Erecting warning signage
- Performing a temporary repair
- Closing the road to traffic

## **7.4 Footpath Maintenance Standards and Process**

A schedule of defect intervention levels and corresponding response times is listed in **Appendix E**.

These are recorded as a part of footpath programmed Defect Inspections (see Section 7.2) or as a result of a Customer Request.

## 8. Customer Requests and Notification

Customer requests and/or notification relating to a defect listed in **Appendix C** of this RMP will result in a reactive defect inspection taking place within a period of no later than 10 working days. However, if on being informed of a particular defect arising from a customer request or complaint, it is the opinion of the responsible and authorised delegated officer of Council that the particular defect requires a more urgent response from Council, then an inspection will ordinarily be conducted in a lesser timeframe in order for Council to ensure that, in the public interest and safety, a proper response to any hazard, deterioration or risk is made and appropriate action taken, being whether or not to remove the hazard or to repair the defect or deterioration in the road or pathway or to give warning of the hazard, defect or deterioration in the road or pathway.

If, at first contact with a customer, there is notification of a defect listed in **Appendix F**, communication with the relevant depot supervisor or works coordinator, or if unavailable another Built Environment Operations team member, must be made by telephone in addition to recording the customer request.

## **9. Management System**

Wellington Shire Council uses a centralised asset system for:

- All asset data
- Inspections, defects and corresponding actions
- Works completed

Customer requests and notifications are recorded in Wellington Shire Council's document management system, with a record of works available linked in the central asset system.

The systems that assist in delivering the objectives of this Road Management Plan are under continuous development and improvement.

## 10. Audit and Review

Wellington Shire Council undertakes the review of its Road Management Plan in accordance with section 54 of the Road Management Act 2004 and part 3 of the Road Management (General) Regulations 2016.

The Road Management Plan will be reviewed every four years within the period of 6 months after each general election or by the next 30 June, whichever is later. The review shall reflect changes in processes and practices, or changes in level of service standards identified for consideration or adopted since the last review.

Before adopting or amending this plan Council must undertake a process of:

- Giving notice of the Plan or amendment
- Allow 28 days for submissions
- Consider any submissions from the public
- Council adopts the final Road Management Plan via a Council report

The notice must be published in the Government Gazette and a local daily newspaper, which provides further information on the location of the proposed Plan amendments and where copies may be inspected or obtained. During the public submission phase, copies of the draft version of the plan will be located at the following locations:

- Sale and Yarram customer service centres
- Online on the Council's Your Wellington Your Say website at:  
[www.your.wellington.vic.gov.au](http://www.your.wellington.vic.gov.au)

Aspects of the Road Management Plan will be reviewed on a regular basis, to monitor compliance with established standards and to create a history of relevant information to inform decision making.

Road Management Plan Component	Audit / Review Frequency
Monitoring of compliance with inspection frequency, as specified in Appendix E	Monthly
Monitoring of compliance with response times, as specified in Appendices C and D	Monthly
Review of customer requests received, considering responsible Maintenance Team and Request Type	Each Month and Annual Total (Financial Year and Calendar Year)
Review of defects collected, considering asset type, responsible maintenance team, defect type and response time compliance	Annual Total (Financial Year and Calendar Year)

## **11. Index of Appendices**

Appendix A - Reasonably Required for General Public Use Assessment Criteria  
Appendix B - Road Management Process  
Appendix C - Road Defect Intervention Levels and Response Times  
Appendix D - Footpath and Shared Path Defect Intervention Levels and Response Times  
Appendix E - Inspection Frequencies  
Appendix F - Priority Response Defects  
Appendix G - Request to Suspend the Road Management Plan Form

## APPENDIX A - REASONABLY REQUIRED FOR GENERAL PUBLIC USE ASSESSMENT CRITERIA

### 1 Background

- 1.1 Wellington Shire Council (WSC) currently has Public Road network of approximately 3100km. These roads are inspected, maintained and repaired in conjunction with the Road Management Act 2004 (*the Act*) and WSC Road Management Plan.
- 1.2 All Public Roads maintained by WSC are listed in the WSC Register of Public Roads.
- 1.3 All Public Roads are allocated an asset hierarchy in line with the WSC Road Management Plan.
- 1.4 WSC roads that have not been determined Public Roads since the Introduction of *the Act* have been allocated a road hierarchy of Non Council Maintained (NCM). These roads are not inspected, maintained or repaired by WSC.
- 1.5 Section 17(3) of *the Act* specifies that where a road authority has made a decision that a road is *reasonably required for general public use*, the road must be registered on its Register of Public Roads.
- 1.6 When assessing whether an existing NCM road is *reasonably required for general public use* (e.g. in response to a request from a member of the public), it is important to validate against standard criteria for an equitable and consistent outcome for the whole of community.

### 2 Reasonably Required for General Public Use Evaluation Criteria

- 2.1 The following criteria is used to determine if a road is reasonably required for general public use and therefore subsequently deemed a Public Road:
  - a) **The road is essential for at least two discrete land owners. Crown land is considered a discrete land owner in instances where the road is utilised on a daily basis for public access.**
  - b) **Of the two discrete land owners who require the road for access noted in point (a), a minimum of one of the land owners must require the road for:**
    - i. **Essential access to a principal place of residence, or;**
    - ii. **Essential access to a commercial operation, which is in operation for a minimum of 5 days per week.**
  - c) **There is no reasonable alternative access to the road.**
  - d) **The road must have been previously developed for use as a road, free from any physical obstruction and capable of being maintained.**
  - e) **The physical road must be located in a designated road reserve or other land where Council has appropriate authority to undertake its relevant duties.**
  - f) **The road reserve must be fenced with clear boundaries between adjoining private land.**
  - g) **The road will require a registered name.**

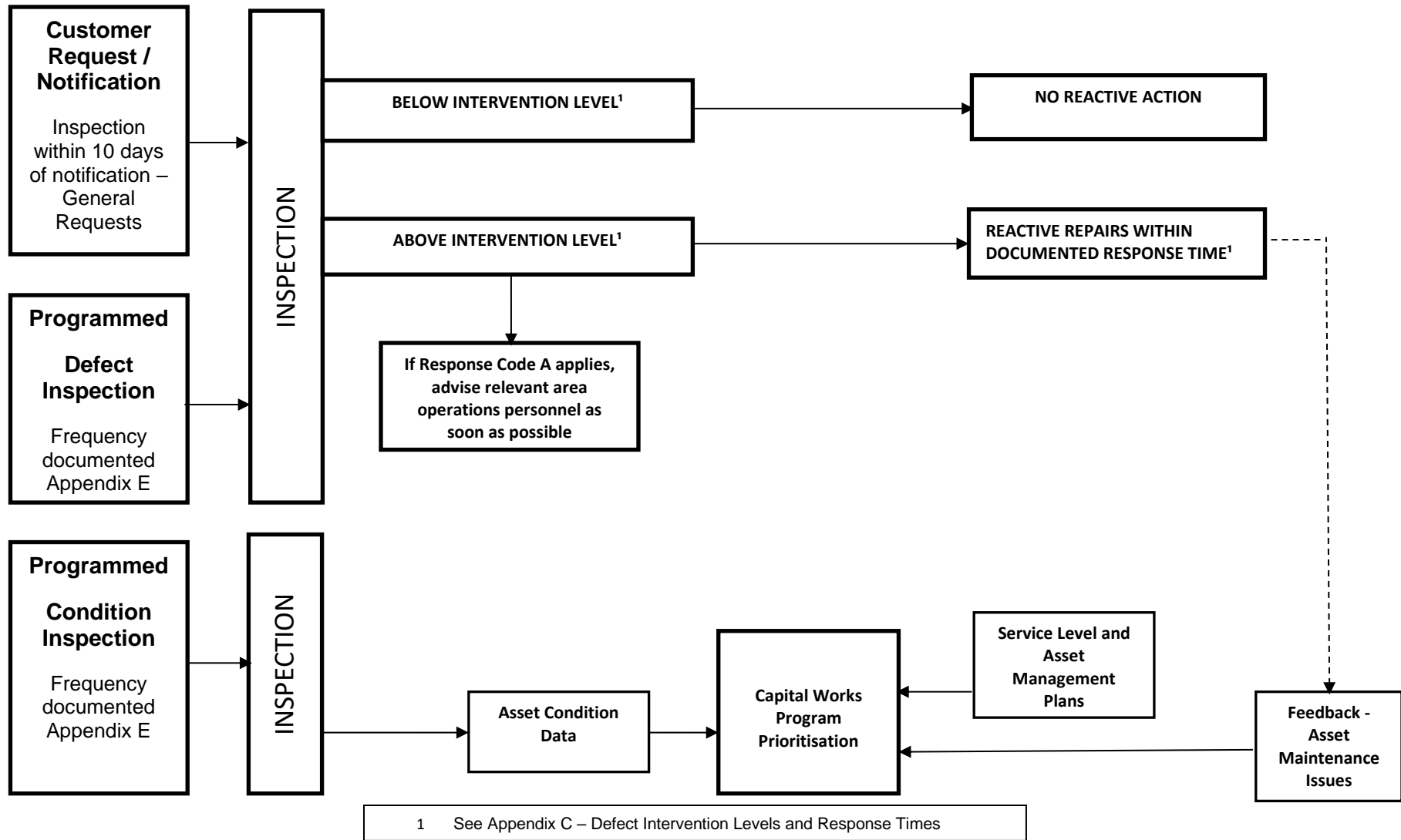
### **3 Determination and Review**

- 3.1 A delegated Council officer with authority to alter the Register of Public Roads will make a determination taking into account the evaluation criteria listed in Section 2.
- 3.2 If a road is deemed to be reasonably required for general public use for part of its length only, the point where it ceases to meet the above criteria will generally be the point where it ceases to be designated as a Public Road. If there is a principal place of residence within 500m of this location, the area of Public Road may be extended to its access point.
- 3.3 A member of the public may request a further review by Council in instances where a road is not determined to meet the evaluation criteria listed in Section 2. In this instance Council officers will table a report at an ordinary meeting of Council for determination.

### **4 Road Management**

- 4.1 If as a result of using the criteria, a determination is recommended that a road be designated as a Public Road, a road hierarchy shall be applied in conjunction with the road hierarchy descriptions within the Road Management Plan.
- 4.2 Maintenance and repair of assets is limited to the standard in which roads have been originally constructed. The upgrade of assets is limited to the WSC capital works program, special charge schemes and approved private upgrades works or private development projects (e.g. subdivisions).

## APPENDIX B - ROAD MANAGEMENT PROCESS





## APPENDIX C – ROAD DEFECT INTERVENTION LEVELS AND RESPONSE TIMES

Defect	Severity	Extent	Response Code
<b>Obstructions or Immediate Hazards on Roadway</b>			
Materials that present an imminent and significant threat to the safety of reasonable road users	Area greater than 5m <sup>2</sup>	Any location in traffic lane	A
Fallen Trees and Fallen Limbs	Height of obstacle greater than 100mm	Across traffic lane, reducing clear width to less than 6m	A
Water	Depth greater than 100mm	Any location in traffic lane, reducing clear width to less than 6m	A
Obstacle on roadway or shoulder	Height of obstacle greater than 100mm	Any location in traffic lane	A
Damaged or Missing Pit Lid	Crevice greater than 50mm in width or likely to fail further	Any location	A
Damaged or Missing Bridge Deck section	Crevice greater than 50mm in width	Any location	A
Pavement deformation in sealed road	Depth greater than 150mm	In trafficked area, diameter greater than 400mm	A
<b>Sealed Roads</b>			
Pothole	Depth greater than 50mm	Diameter greater than 200mm	B
Edge drop off onto Shoulder	Drop off greater than 75mm	Distance greater than 10m	C
Edge Break	Encroaching seal by distance greater than 100mm	Distance greater than 500mm	C
Gravel Shoulders	Potholes or scoring with a depth greater than 75mm	Diameter greater than 300mm for potholes or distance greater than 10m for scouring	D
Pavement Failure	Sealed surface has broken up and extensive shoving / displacement has occurred creating a defect greater than 75mm in height or drop	In trafficked area	B
Wheel Ruts and Depressions	Deformation of depths greater than 75mm under a straight edge	In trafficked area	C
Shoulder Build-Up	Shoulder material height above seal preventing water run-off	Distance greater than 30m	D
Vegetation Growth on Seal	Encroaching sealed surface by distance greater than 100mm	Distance greater than 50m	D
Kerb and Channel Raised or Rolled	Channel raised greater than 50mm in comparison to road surface	Distance greater the 300mm	D

Defect	Severity	Extent	Response Code
<b>Gravel Road Pavement</b>			
Pothole	Depth greater than 100mm	Diameter greater than 300mm	B
Rutting	Ruts with depth greater than 100mm	In trafficked area	C
Corrugations	Depth greater than 50mm	Distance greater than 20m	C
Scouring	Depth greater than 100mm	In trafficked area	C
Rock or object protruding through pavement surface	Greater than 50mm above pavement surface	In trafficked area	B
Vegetation Growth on Pavement	Encroaching pavement by distance greater than 300mm	Length greater than 20m	D
<b>Roadside Vegetation</b>			
Vegetation cover intruding over a Carriageway	Minimum height clearance of 4.5 m	- Over traffic lanes - 2.5m each side of centre of road (5.0m total) – Local Access urban roads	D
Vegetation growth on verge of sealed road	Grass length greater than 300mm	1.5m from edge of seal, where no physical obstruction exists	D
Trees, shrubs and grasses restricting design sight distance for intersections, or restricting viewing of regulatory or warning signs and guideposts on roads	Minimum sight distance for intersections based on the prevailing operating speed of the road <sup>1</sup> Restricted viewing of regulatory signs or warning signs and guideposts on roads	Any location	C
<b>Traffic Control Devices</b>			
Intersection Control	Missing, illegible or damaged Intersection Control Sign (e.g. Stop or Give Way) that makes it substantially ineffective	Any location	B
Missing, illegible or damaged Warning Sign	Missing, illegible or damaged sign to an extent that makes it substantially ineffective	Any location	C
Ineffective Delineation	Missing or defective guide-post or reflector making it substantially ineffective	Culvert crossing or at site of roadside hazard	C
Ineffective Safety Barrier	Missing barrier or damaged to significantly reduce effectiveness	Culvert crossing or at site of roadside hazard	D
Missing or illegible Pavement Marking	Missing or illegible pavement markings	At Intersections, Rail Crossings and Pedestrian Crossings	C
Missing or illegible Pavement Marking - other	Missing or illegible pavement markings	At all locations apart from Intersections, Rail Crossings or Pedestrian Crossings	D

<sup>1</sup> Due to the construction history, resourcing and location of some Wellington Shire Council managed roads, a significant proportion of these roads cannot comply with all the recommended characteristics of the assigned classification for every part of any road. For example, in undulating or mountainous country it may not be physically possible to achieve the desired stopping sight distance on some sections of roads.

Defect	Severity	Extent	Response Code
<b>Drainage</b>			
Blocked Pipe or Culvert	Preventing adequate drainage		C
Damaged Pipe or Culvert	Preventing adequate drainage		C
Blocked Drainage Pit	Preventing adequate drainage		B
Blocked Open Drain	Preventing adequate drainage		C

## RESPONSE TIME MATRIX

		RESPONSE CODE			
		A	B	C	D
ROAD HIERARCHY	LINK	24 hours	7 days	14 days	30 days
	COLLECTOR	24 hours	14 days	30 days	60 days
	LOCAL ACCESS A	24 hours	30 days	60 days	90 days
	LOCAL ACCESS B	48 hours	60 days	90 days	120 days
	LOCAL ACCESS C	48 hours	90 days	120 days	180 days

## APPENDIX D - FOOTPATH AND SHARED PATH DEFECT INTERVENTION LEVELS AND RESPONSE TIMES

### 1. DEFECTS

Sealed and Concrete Shared Path Hazards				
	Tripping	Cracking and Height Differences	Obstructed Clearance Zone	Defective Signage
Intervention Level	20mm	<ul style="list-style-type: none"> <li>Cracks 10mm wide or greater, or;</li> <li>On paved or asphalt surfaces, undulation of 40mm or greater measured with a 1.2m straight edge, or;</li> <li>Vertical uplifts of 20mm or greater.</li> </ul>	<ul style="list-style-type: none"> <li>Clearance 2.5m above path</li> <li>Vegetation restricting line of sight for signage, intersections, or around tight corners</li> </ul>	Missing or eligible shared path signage

Sealed and Concrete Footpath Hazards			
	Tripping	Cracking and Height Differences	Obstructed Clearance Zone
Intervention Level	20mm	<ul style="list-style-type: none"> <li>Cracks 10mm wide or greater, or;</li> <li>On paved or asphalt surfaces, undulation of 40mm or greater measured with a 1.2m straight edge, or;</li> <li>Vertical uplifts of 20mm or greater.</li> </ul>	<ul style="list-style-type: none"> <li>Clearance 2.0m above path.</li> <li>Vegetation restricting line of sight for signage, intersections, or around tight corners.</li> </ul>

Gravel Path Hazards					
	Pothole	Undulation/ Uneven Surface	Scouring/ Erosion	Obstructed Clearance Zone	Grass/Weeds/ Vegetation Encroaching on the Surface
Intervention Level	Diameter greater than 200mm Depth greater than 50mm	Depth of 50mm or greater measured with a 1.2m straight edge	Depth greater than 50mm for 2m	<ul style="list-style-type: none"> <li>Footpaths - Clearance 2.0m above path.</li> <li>Shared paths - Clearance 2.5m above path.</li> <li>Vegetation restricting line of sight for signage, intersections, or around tight corners.</li> </ul>	Encroachment of 300mm for 5m, measured from edge of path

## 2. DEFECT RESPONSE TIMES

Path Hierarchy	Response Time
High Activity	30 days
Shared Paths	60 days
Medium Activity	90 days
Low Activity	120 days

## APPENDIX E – INSPECTION FREQUENCIES

### Road Inspections Frequencies

Proactive Road Inspections, as a minimum, will be undertaken at frequencies in the timeframes as indicated in the following table:

ROAD HIERARCHY	DEFECT INSPECTION FREQUENCY	CONDITION INSPECTION FREQUENCY
Link	Once in a 4-month period	3 Years
Collector	Once in a 7-month period	3 Years
Local Access A	Once in a 14-month period	3 Years
Local Access B	Once in a 14-month period	3 Years
Local Access C	Once in a 24-month period	3 Years

### Footpath Inspections Frequencies

Proactive Footpath Inspections, as a minimum, will be undertaken at frequencies in the timeframes as indicated in the following table:

FOOTPATH HIERARCHY	HAZARD INSPECTION FREQUENCY	CONDITION INSPECTION FREQUENCY
HIGH ACTIVITY	Once in a 7-month period	3 Years
SHARED PATHS	Once in a 7-month period	3 Years
MEDIUM ACTIVITY	Once in a 14-month period	3 Years
LOW ACTIVITY	Once in a 24-month period	3 Years

### Bridge Inspections Frequencies

Bridge Inspections, as a minimum, will be undertaken at frequencies in the timeframes as indicated in the following table:

INSPECTION DESCRIPTION	TIMBER BRIDGE FREQUENCY – ALL ROADS	CONCRETE BRIDGE, MAJOR CULVERTS AND FLOODWAY FREQUENCY – ALL ROADS
VicRoads Standard – Level One Inspection	Once in a 12-month period	Once in a 2-year period
Load test or structural assessment	As required by findings of level one inspection	As required by findings of level one inspection

## **APPENDIX F – PRIORITY RESPONSE DEFECTS**

The list below provides examples of defects that warrant a priority response. If there is notification of a defect listed below, communication with the relevant depot supervisor or works coordinator, or if unavailable another Built Environment Operations team member, must be made by telephone in addition to recording the customer request.

### **Roads**

- Spill, creating slippery or other hazardous situation
- Road work site unsafe (i.e. missing signing, hazardous plant or materials)
- Severe subsidence or surface damage
- Obstacles on roadway or shoulder
- Flooding.

### **Bridges**

- Guard rail broken or missing
- Deck plank missing or broken
- Deck spike protruding hazard
- Structural damage reducing capacity

### **Drainage**

- Pit lid missing or unserviceable
- Blocked water causing flooding

### **Footpaths and Shared Paths**

- Surface collapse or significant obstacle

### **Traffic control devices**

- Missing or illegible regulatory signage
- Malfunctioning Traffic Signals

If the works required cannot be undertaken within resources currently available, temporary measures must be implemented to decrease the likelihood of an incident until such time as repair works can be implemented.

## APPENDIX G – REQUEST TO SUSPEND ROAD MANAGEMENT PLAN FORM

### ***TO: MANAGER BUILT ENVIRONMENT***

I, the Chief Executive Officer of Wellington Shire Council, consider, due to the following reasons beyond the control of Wellington Shire Council:

1)

2)

3)

...limiting the resources available to Wellington Shire Council and its other conflicting priorities, meaning the following requirements of the Wellington Shire Council Road Management Plan cannot be met and will be suspended:

<b>WELLINGTON SHIRE COUNCIL ROAD MANAGEMENT PLAN REQUIREMENT</b>	<b>ITEM SUSPENDED (Yes or No)</b>
Inspection Frequencies per Appendix E of Road Management Plan	
Road Defect Intervention Levels and Response Times per Appendix C Road Management Plan	
Footpath Defect Intervention Levels and Response Times per Appendix D Road Management Plan	
Reactive inspections within 7 days of Customer Request or Notification per Section 8 of Road Management Plan	

Once the events beyond the control of Wellington Shire Council have abated, or partially abated, I will advise the Manager of Built Environment which parts of the Road Management Plan are to be reactivated and when.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_