



# Draft Road Management Plan 2021-25



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# 1 Introduction

## 1.1 Background

The Surf Coast Shire municipality covers an area of 1,556 square an ABS estimated resident population of 33,456 in 2019. In 2019 Tourism Research Australia *estimates* the Surf Coast received an estimated 3,040,000 visitors.

As at the commencement of 2021, Council's road network comprises approximately 1,082 kilometres of roads. The road network includes sealed roads (604kms), unsealed roads (478kms) and tracks.

Approximately 29% of Council's roads are in urban areas and usually include pathways, and road furniture, and kerb and channel that discharges into a drainage network. The remaining roads are classified as rural with stormwater usually controlled by open drains and culverts. Road infrastructure also includes major assets such as bridges and major culverts, roadside drainage, kerb and channel, shared paths and pathway networks.

The condition of these assets and the road environment has a significant impact on the safety of the people who use the network each day for recreation, sport, leisure, education and business.

Council's management of the road network needs to consider both the physical infrastructure and the operation of that infrastructure. To achieve this, Council has a range of policies, procedures and programs that involve day-to-day operations, regular maintenance as well as longer-term investment (*refer to Figure 1*).

An important element of Council's management of the road network relates to how Council defines, identifies and addresses hazards or defects in roads, pathways and road related infrastructure. Defects in these assets are inevitable and so Council establishes its approach to road management by balancing the reasonable needs and views of the road users and the cost of the service delivery to the ratepayers and residents. Accordingly Council sets out in this plan what it believes are reasonable intervention levels, below which a defect does not warrant action but defects identified that exceed those levels will be actioned within a reasonable timeframe.

## 1.2 Legislative Basis

Council, as a Road Authority, has a range of functions, powers and duties conferred or imposed on it through a range of legislation that includes:

- (i) The Road Management Act 2004;
- (ii) The *Road Safety Act 1986*;
- (iii) The *Local Government Act 1989* (referred to in section 5(2)); and
- (iv) The *Transport (Compliance and Miscellaneous) Act 1983*.

The following sections from the above legislation are particularly relevant to this Road Management Plan:

- Section 40 of the *Road Management Act 2004* places a statutory duty on Council to inspect, maintain and repair public roads for which it is responsible.
- Section 205 of the *Local Government Act 1989*, requires that Council has the care and management of municipal roads within its responsibility.

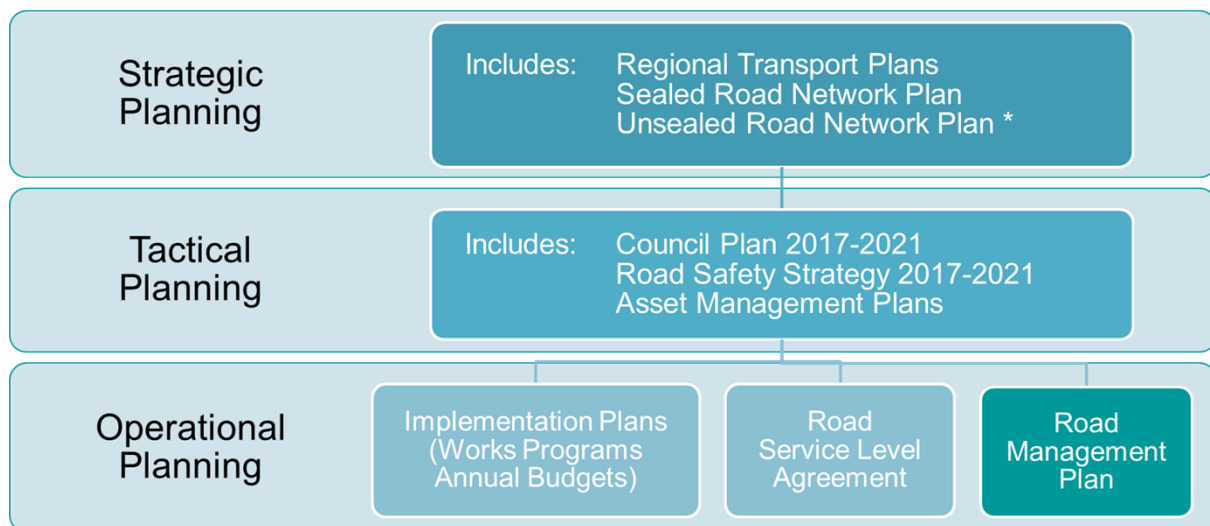
This Road Management Plan is prepared in accordance with Division 5, Sections 49 to 55 of the *Road Management Act 2004*.

### 1.3 Purpose of the Road Management Plan

The purpose of the Road Management Plan is to set out the management system that Council proposes to implement in the discharge of its duty to inspect, maintain and repair the public roads for which the Council is responsible.

The Road Management Plan is an operational plan within Council’s hierarchy of road-related plans, as shown in Figure 1 below.

Figure 1 – Hierarchy of Road-Related Plans



\*The Unsealed Road Network Plan was under development at the time of preparing this Road Management Plan.

The Road Management Plan establishes:

- The timeframes for inspection of the road reserve to identify or assess a nominated hazard or defect (refer to Tables 4 and 5);
- Only defects found to exceed the stated intervention levels in this plan will require repair or a warning;
- The circumstances in which intervention action is to be taken with respect to removal of defects that exceed intervention (refer to Tables 6, 7, 8 and 9); and
- The period of time within which the intervention action is to be taken (refer to Tables 6, 7, 8 and 9).

Council is not responsible for all roads in the municipality and the Road Management Plan only applies to those roads listed on Council’s [Roads Register](#) for which Council is the Responsible Road Authority.

In accordance with Section 115 of the *Road Management Act 2004*, a person who intends to take court proceedings in relation to a claim for damages arising out of the condition of a public road or infrastructure must first lodge a written notice with the Council. This notice must be lodged with the Council within 30 days of the incident occurring.

Compliance with the Road Management Plan will contribute to Council’s evidence of duty of care for road users.

### 1.4 An Achievable Plan

It is important to both road users and ratepayers that the Road Management Plan is achievable. The development of the Road Management Plan has considered information available to Council regarding its financial and non-financial resources, historical performance and has been developed through discussion with the people that deliver the day-to-day services for Council to ensure that targets and timeframes are achievable.

### 1.5 A Readable Plan

The Road Management Plan helps the community to understand how Council will meet its obligations under the *Road Management Act 2004*. It is structured and written using simple language where possible. The Road Management Plan presents information in tables where practical and incorporates a number of photos and diagrams to explain some of the more technical terms.



## 2 Roles of the Road Authority

### 2.1 Coordinating Road Authority and Responsible Road Authority

Council is the Coordinating Road Authority as defined by the *Road Management Act 2004* for municipal roads within its boundaries. These are roads that Council considers are reasonably required for general public use.

Council is the Responsible Road Authority for all roads on the road register for which the Council is identified as having care and management responsibility. The Road Management Act 2004 sets out the powers and duties of the road authority to manage the roads for which it is the responsible authority, and to install and maintain infrastructure on those roads.

There are a number of other authorities responsible for parts of the road network and/or infrastructure within the road reserves within the municipality.

### 2.2 Department of Transport (DoT)

Department of Transport is the Coordinating Road Authority for all State Roads.

Council is responsible for Council owned assets within road reserves where Department of Transport is the Coordinating Road Authority, for example Council pathways on a Department of Transport arterial road. Likewise, Department of Transport' responsibility can extend into adjoining roads where Council is the Coordinating Road Authority. The demarcation between Council and Department of Transport' responsibilities is detailed in the *Road Management Act 2004 Code of Practice – Operational Responsibility for Public Roads*(Code of Practice).

Figures 2, 3a, 3b and 4 provide typical examples of demarcation between Department of Transport and Council on roads within the Surf Coast Shire. Other demarcation arrangements can be found by referring to the Code of Practice.

Figure 2 – Demarcation Arrangements Urban Arterial Roads with service roads

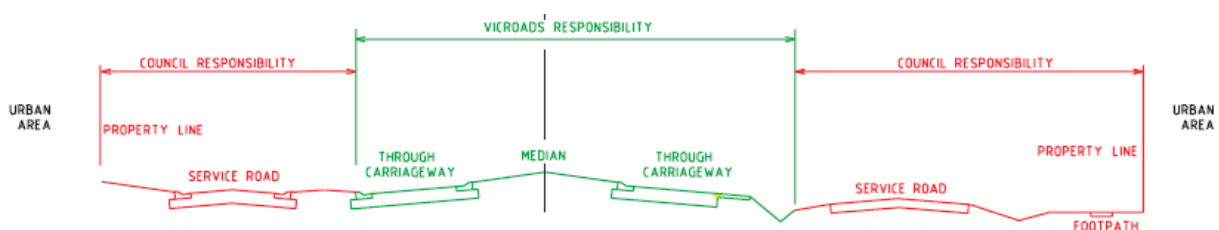


Figure 3a – Demarcation Arrangements Urban Arterial Roads

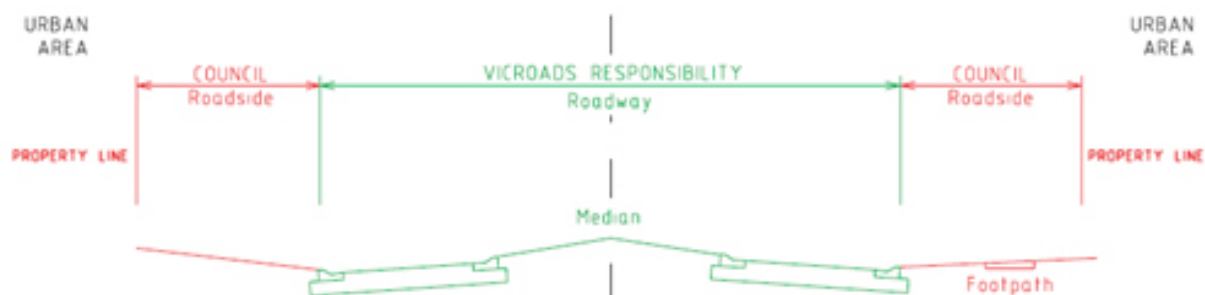


Figure 3b – Demarcation Arrangements Urban Arterial Roads

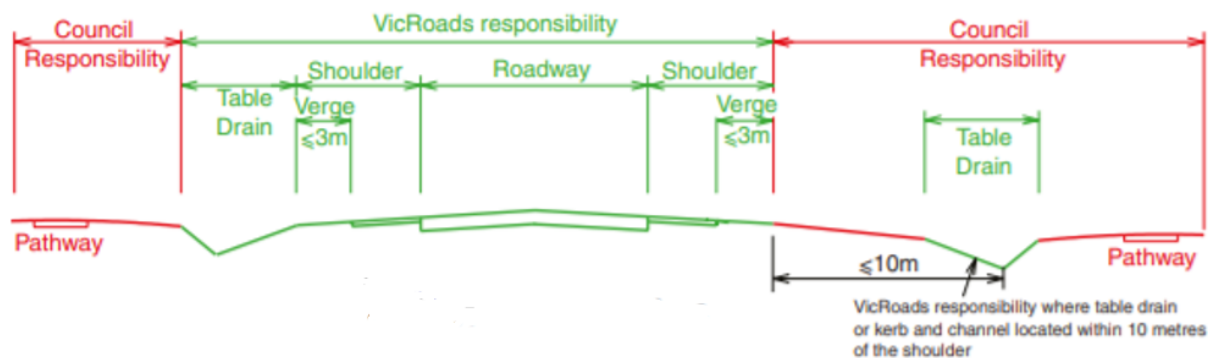


Figure 4 – Demarcation Arrangements for Typical Rural Arterial Roads



### 2.3 Department of Environment, Land, Water and Planning (DELWP)

A number of roads and tracks exist on Crown Land (other than road reserves), or Great Ocean Road Coast Committee (GORCC) eg. national and regional parks. In the absence of any other specific arrangements or agreements, DELWP, Parks Victoria or GORCC have management responsibility of these roads.



## 3 Other stakeholders

The Road Management Plan is intended to demonstrate to stakeholders that Council is managing its roads and road-related assets responsibly.

### 3.1 Key Stakeholders

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

- the community in general;
- Emergency Services and Enforcement Agencies;
- residents and businesses adjoining the road network;
- pedestrians;
- users of a range of miscellaneous smaller, lightweight vehicles such as bicycles, motorised buggies, wheelchairs and prams;
- vehicle users using motorised vehicles such as trucks, buses, commercial vehicles, cars and motor cycles;
- tourists and visitors to the area;
- utilities as described in Section 3 of the *Road Management Act 2004*;
- school, bus and public transport operators;
- Emergency agencies (Police, CFA, Ambulance, VIC SES); and
- Victorian and Australian Governments.

### 3.2 Duty of the Road User

Road users have a duty in respect of the use of a road or road related area as defined by the *Road Safety Act 1986*. This duty is set out in Clause 17A of the *Road Safety Act 1986* and imposes an obligation on all road users to operate in a safe manner having regard to the road conditions. A road user must also:

- 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 themselves or 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; and
- 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.

The Road Management Plan does not diminish any obligations of the Road User.

### 3.3 Duty of Persons working on Municipal Roads

Unless an exemption applies under the *Road Management Act 2004*, an organisation or person must

not conduct any works in, on, under or over a road without the written consent of the Coordinating Road Authority.

If required permits are not obtained prior to commencement of eligible works in the road reserve, penalties may apply in accordance with the Road Management Act 2004. Fees and penalties are indexed annually by the State Government.

Works requiring written consent of the Coordinating Road Authority include works on pathways and nature strips, including the installation or modifications of driveways outside of private property.

In the case of Municipal Roads, Council is the Coordinating Road Authority. Organisations and people seeking consent for works within road reserves are required to apply for a [Works Within Road Reserve Permit](#). Application forms can be obtained from Council offices or the Council website [www.surfcoast.vic.gov.au](http://www.surfcoast.vic.gov.au).



## 4 Scope of the Road Management Plan

### 4.1 What does the Road Management Plan address?

The Road Management Plan outlines how Council will satisfy its obligations under the *Road Management Act 2004* to inspect, repair and maintain those roads management by Council.

The *Road Management Act 2004* imposes a statutory duty to inspect the following parts of a public road:

- a) a roadway;
- b) a pathway;
- c) a shoulder;
- d) road infrastructure.

When Council inspects the roads on the road register, it will look for hazards and defects that exceed the stated intervention levels in this plan across a number of asset types that include:

- (i) Road surface and supporting pavement;
- (ii) Constructed pathways (pedestrian, bicycle and shared));
- (iii) Constructed car parking (within the road reserve);
- (iv) Road shoulders;
- (v) Bridges and large culverts as part of roads infrastructure;
- (vi) Kerb and channel;
- (vii) Selected regulatory signs

The above applies to public roads listed on the Road Register and includes boundary roads which Council which has responsibility through agreement with the adjoining council.

### 4.2 What does the Road Management Plan not address?

The Road Management Plan is part of an integrated management approach to Council's road management responsibilities. Each year Council allocates financial and non-financial resources to the operation and maintenance of the road network to support its intended purpose and function.

Although Council also carries out inspection and maintenance of roadside, stormwater and drainage assets, fire hydrants, street trees and information signs, the maintenance and inspection of these assets is outside the scope of this Road Management Plan as they are deemed non-road infrastructure under the Road Management Act. The operation and maintenance of these assets are covered by separate operational plans (refer to Figure 1).

The Road Management Plan does not address recurrent works that may be programmed from time to time. regardless of hazards and defects.

The *Road Management Act 2004* does not impose a statutory duty that creates a duty to upgrade a road or to maintain a road to a higher standard than the standard to which the road is constructed.

The Road Management Plan does not address capital investment or upgrade decisions of Council to upgrade the standard of a road or change its classification in the road hierarchy.

Other matters that are outside the scope of the Road Management Plan are:

- Roads that are managed by Department of Transport, other state departments and government authorities (refer to Section 2.2 and 2.3); and
- Private roads and private assets (refer to Sections 4.2.1 and 4.2.2)

#### 4.2.1 Service Utilities

Council is not responsible for service authority assets contained within road reserves where Council is the designated Coordinating Road Authority. These assets include infrastructure for water supply, sewer, telecommunications, gas, electricity, tramways and railway functions, which are the responsibility of the relevant authority.

Table 1 Service Authority Responsibilities

Asset Type	Infrastructure Manager
Powerlines, poles and streetlights	Powercor
Traffic signal installations	Department of Transport (DoT)
Telecommunications Infrastructure	Telstra (NBN Co)
Water Infrastructure	Barwon Water
Sewerage Infrastructure	Barwon Water
Gas Infrastructure	SP AusNet
Railway lines and crossings	Victrack (refer to Section 4.2.2)
National Broadband Network	NBN

The provision and maintenance of these assets is to conform to the Management of Infrastructure in Road Reserves Code of Practice – October 2008.

In general, Council does not have the authority to undertake works on service authority assets. Often this is due to the safety-related aspects of certain infrastructure, eg. risks with working around electricity or confined spaces present with sewerage infrastructure. In these instances Council will if aware refer the hazard or defects to the relevant service authority or infrastructure manager to take action.

Due to the above, management and intervention of hazards relating to non-road infrastructure that is the responsibility of service authorities, are excluded from Council’s responsibilities under the Road Management Plan.

#### 4.2.2 Rail-related assets

VicTrack is responsible for maintaining railway level crossings which include the area in the immediate vicinity within three (3) metres of the railway line. Council is responsible for maintaining the approaches to the rail line and approach signage on the municipal road network. VicTrack is also responsible for

road and pedestrian bridges over rail and rail over road bridges within the municipality, unless there is an individual agreement stating otherwise

#### 4.2.3 Private roads

Council has a role in supervising the construction of private subdivisional works that occur within the municipality. This ensures that assets are constructed to an appropriate standard. Roads which are constructed as part of a subdivision are generally private roads until such time as the Statement of Compliance is finalised at which point they become public roads. There are some roads which remain privately owned and maintained. Council is not responsible for these roads.

#### 4.2.4 Vehicle Crossovers

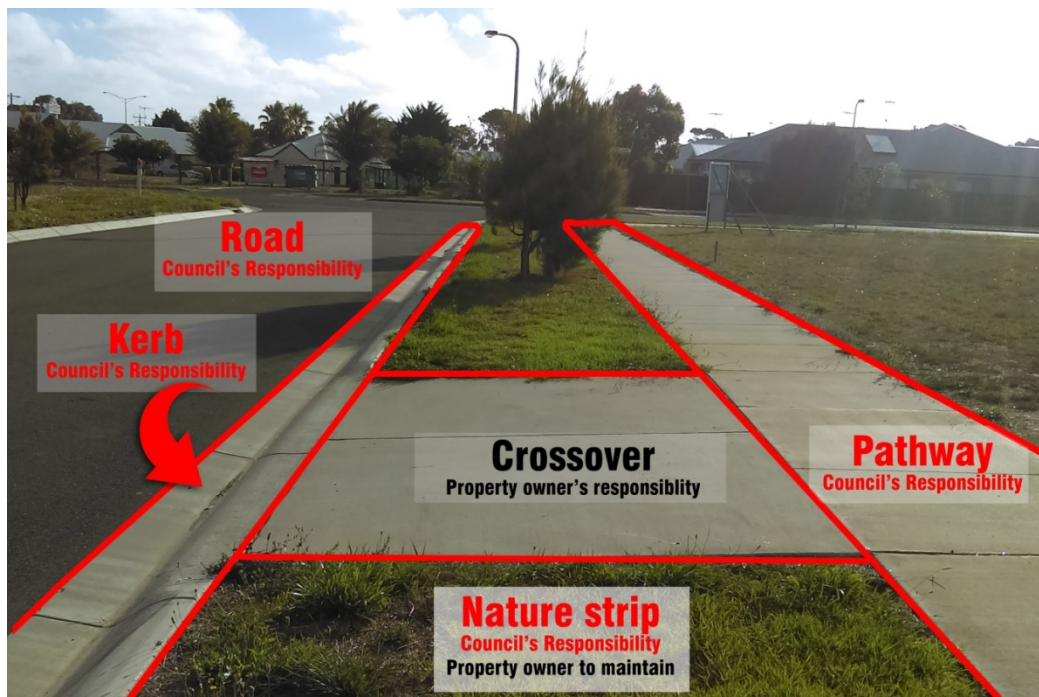
A vehicle crossover (alternatively referred to as a driveway) provides vehicular access to private property from the traffic lane of the public road.

Vehicle crossovers are the responsibility of the abutting landowner and are constructed to Council standards at the landowner's expense. Landowners are responsible for ensuring the crossovers are maintained in a safe condition.

If a pathway is constructed in front of the property, Council is responsible for the section of pathway through the crossover.

The following diagram illustrates the layout of a typical vehicle crossover in urban areas, showing Council's responsibility and that of the property owner.

Figure 5 – Typical Urban Crossover



In the rural area, the typical crossover may consist of a crushed rock pavement, or sealed pavement, often including a reinforced concrete pipe or culvert and should include endwalls. All elements are the responsibility of the landowner, including general maintenance and cleaning of the pipe.

Roadside maintenance in rural areas where the speed zone is 100 kilometres per hour is the responsibility of the road authority. If landowners wish to do works in the road reserve, they should contact Council to arrange appropriate approvals.

Figure 6 – Typical Rural Crossover (A)

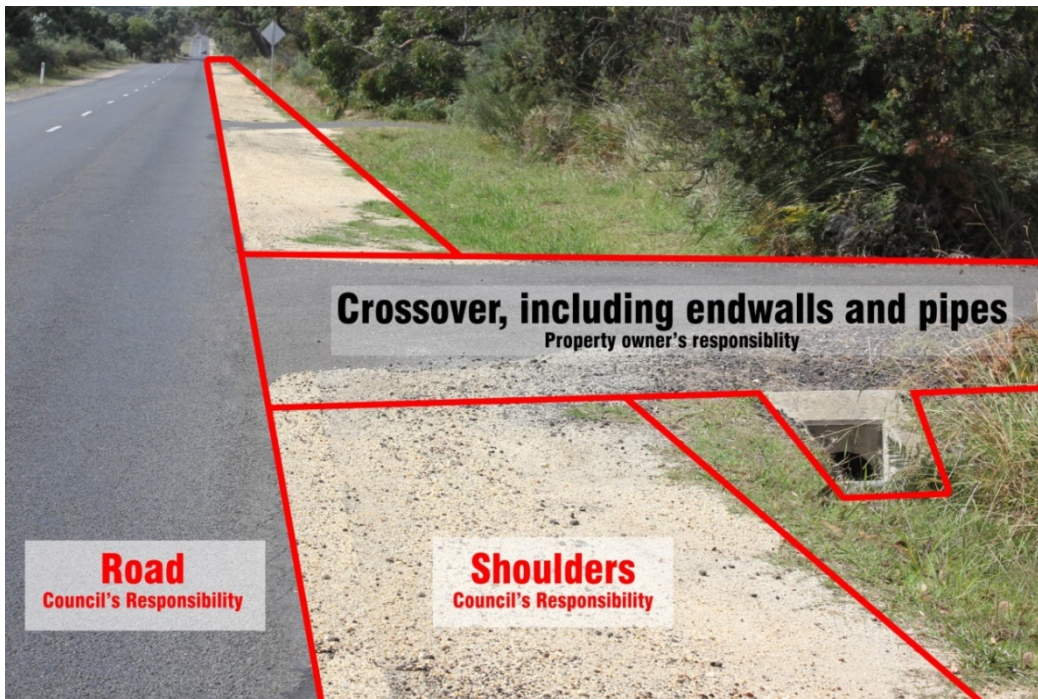
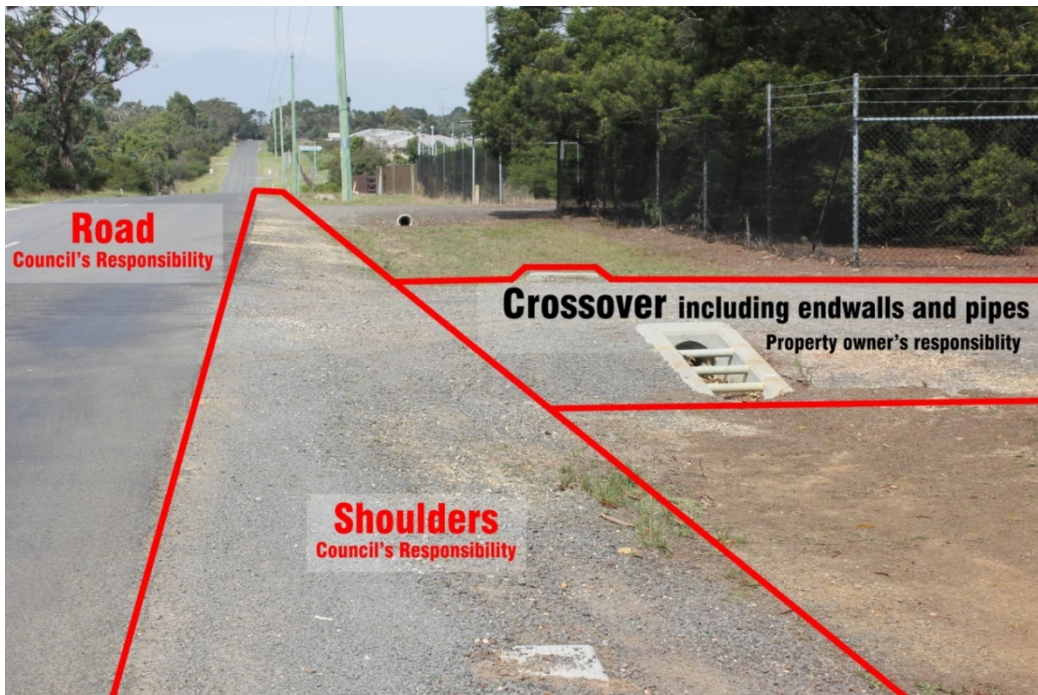


Figure 7 – Typical Rural Crossover (B)



Section 107 of the *Road Management Act 2004* provides that Council is under no statutory duty to inspect, maintain or repair roadside such as nature strips. This also extends to private vehicle crossings (driveways) and pathways on road reserves that provide access to land adjoining a road. This responsibility rests with the adjoining landowner.

Vehicle crossings must comply with Council's specifications and standards. Landowners must obtain a Works Within Road Reserves permit (WWRR) and comply with Council specifications and WWRR permit conditions when constructing vehicle crossovers.

#### **4.2.5 Street Lighting**

Streetlights in road reserves provide a service to the community and by agreement are funded by the Council. However, they are owned and maintained by the respective network provider. They are therefore not covered by this Road Management Plan. The levels of service relating to these assets are considered through the Asset Management Plan and arrangements made directly with the appropriate utility.

#### **4.2.6 Works within Road Reserves by Others**

Periodically Council will issue permits and approvals for other parties to undertaken works in the road reserve (refer to Section 3.3). The Works Manager responsible for delivery of these works will be responsible for the condition of the road reserve from the commencement of construction until such time that a post-construction inspection has been conducted by Council confirming that reinstatement is satisfactory and that no hazards are present due to the works.

Until a post-construction certification or record is provided by Council, the Works Manager will be deemed to be responsible for the area of works. In situations where hazards or damaged assets are identified through inspection, and have been caused by others undertaking works in the road reserve, Council will make a record of the inspection finding and provide notice to the Works Manager to rectify the issues at their cost as per Schedule 7 of the *Road Management Act 2004*.

Management and intervention relating to hazards or damaged assets that are under the responsibility of a Works Manager or others, as outlined above, are considered to be outside of Council's responsibilities under the Road Management Plan.

## 5 Implementation of the Road Management Plan

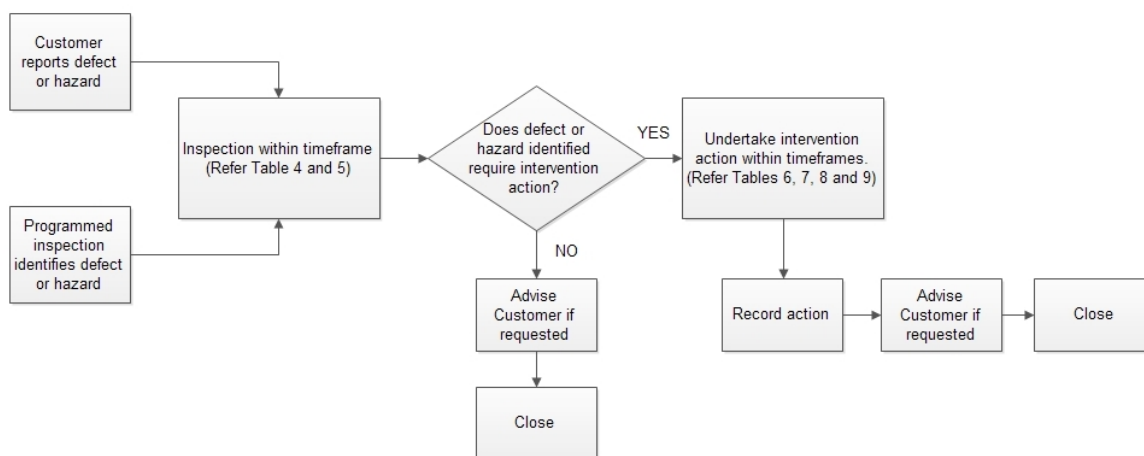
### 5.1 Systems, processes and skills required to implement the Road Management Plan

Council recognises that establishing targets in the Road Management Plan does not ensure their achievement. As part of the development of this Road Management Plan, Council’s road management processes have been reviewed. The systems that support these processes have been aligned to the targets set in the plan and Council staff have been engaged to assure that there is both an understanding and appreciation of the role and importance of the Road Management Plan in Council’s day-to-day operations.

Council’s commitment to implementation of the Road Management Plan includes:

- Development of systems and processes that align to the timeframes established in this Road Management Plan;
- Training of relevant officers to ensure understanding of the existence, intent and delivery of the Road Management Plan and that annual refresher training will be delivered to staff;
- Presentation of regular reporting of the organisation’s performance against compliance with this Road Management Plan to the Executive Management Team, the Audit and Risk Committee and to Council as per agreed reporting schedules; and
- Opportunities to improve the standards, understanding and implementation of the Road Management Plan, particularly noting opportunities emerging through new technology and Digital Transformation.

Figure 8 – Process for actioning identified hazards and defects



### 5.2 Reviews of the Road Management Plan

The Road Management Plan will be reviewed within the timeframes required under the *Road Management Act 2004*.

Council may also choose to review its Road Management Plan if:

- (a) there are changes to legislation;



- (b) there is an issue identified with the Road Management Plan;
- (c) there is an issue identified with Council's performance against the plan; or
- (d) Council's capacity to meet its obligations under the plan change substantively.

### 5.3 Suspension of the Road Management Plan

Although Council will make every endeavor to meet all aspects of the Road Management Plan, Council reserves the right to suspend compliance during extreme events. Pursuant to Section 83 of the *Victorian Wrongs Act (1958)*, Council's obligations may be suspended in the event of:

- Natural disasters - including, floods, fires, droughts, etc.
- Human factors - such as unavailability of Council staff or qualified Contractors.
- Any other major event beyond the control of Council.

In such circumstances, the General Manager Governance and Infrastructure may deem that the requirements of Council's Road Management Plan cannot be satisfied and will seek the Chief Executive Officer's approval to suspend all, or part of this Road Management Plan. The General Manager Governance and Infrastructure will advise the Chief Executive Officer which activities and response times in the Road Management Plan cannot be achieved.

If the Road Management Plan is suspended, the Chief Executive Officer will:

- (i) Ensure that there is a record of when the Road Management Plan is suspended and the circumstances that led to the suspension;
- (ii) Determine whether interim timeframes and responses will apply;
- (iii) Determine which parts of the Road Management Plan are to be reactivated and when; and
- (iv) Ensure that there is a record of when the Road Management Plan is reactivated.

In the event that the Chief Executive Officer suspends all or part of the Road Management Plan, Council will issue a public notice on its website and local papers to advise residents about the suspension or reduction of services under the Road Management Plan.

#### 5.3.1 Extreme or Code Red Days

Council's priority on any day declared as Extreme or Code Red by the Country Fire Authority is for the safety of its employees, councilors', contractors and volunteers. On these days, Council's Code Red and Extreme Fire Danger Policy will apply and have precedence over any aspect of the Road Management Plan.

- Council Services in all areas, except the Civic Offices, will not be provided on days declared as Code Red.
- Council Services in Highest Risk Areas during Highest Risk Times will not be provided on days declared as Extreme in the Surf Coast Shire.
- Council Services based in all other areas on days declared as an Extreme will be provided unless:
  - Staff required to provide these services have to travel through Highest Risk Areas at Highest Risk Times; or
  - Emergency Services advise it is unsafe to provide Council services.

## 6 Road Register

Section 19 of the *Road Management Act 2004* requires that a road authority must keep a Register of Public Roads specifying the public roads in respect of which it is the Coordinating Road Authority.

Council's Register of Public Roads is available for inspection on Council's website via [www.surfcoast.vic.gov.au](http://www.surfcoast.vic.gov.au).

The Register of Public Roads includes the following details:

- Road name and locality
- Road section description
- Responsible Road Authority
- Road classification
- Asset hierarchy
- The date on which the road became a public road, if it became a road after 1 July 2004
- Other relevant details

The Road Register will be updated at intervals of no greater than 12 months and the current register will be accessible on Council's website.

### 6.1 Hierarchy Classifications

Based on factors such as functionality, traffic volumes, traffic type and accessibility, Council has developed a road hierarchy for the Municipal Road Network.

The Levels of Service provided by a particular road will depend in part on its road hierarchy classification. The road hierarchy classifications for each Municipal road and path are detailed in the Road Register.

Table 2 Road and Pathway Hierarchy Classification

Asset type	Road Hierarchy Classification	Road Hierarchy Description
Roads	Primary Collector	Provides a strategic link between arterial roads, suburbs, commercial areas, major housing areas or a defined destination. Access to tourist facilities or industrial centres and may include regional links. These roads carry the heaviest volumes of traffic.
	Secondary Collector	Provides connection into residential areas. These roads carry heavy volumes of traffic.
	Primary Access	Provides access to local residents or secondary access to commercial areas.
	Secondary Access	Provides secondary access to residential properties, or provides access to property (non-residential) only.

Asset type	Road Hierarchy Classification	Road Hierarchy Description
	Tracks	<p>These tracks have little or no imported pavement material but are not closed to the public. They are infrequently used or dry weather or fire access only.</p> <p>These tracks are not maintained to a standard suitable for general public access and are excluded from the inspection and response requirements of the Road Management Plan. Council may undertake maintenance on nominated fire access tracks to allow access for fire fighting vehicles.</p>
Pathways	Primary Pathway	Pathways, including shared pathways, providing direct access or adjoining to significant facilities such as Shopping Precincts / Aged Care Units / Schools / Kindergartens / Hospitals. (Does not include paths in Parks and recreation reserves).
	Secondary Pathway	Remainder of constructed pathway network

## 6.2 Boundary Roads

It is more efficient and economical for certain councils to maintain particular roads. This may be due to their isolation from the rest of a neighbouring Council's road network or other efficiency-related reasons. Refer to Appendix A. Surf Coast Shire Council has roads in the following categories:

- Shared roads
- Surf Coast roads maintained by others under written agreement; and
- Another council's roads maintained by Surf Coast Shire Council.

## 7 Setting Service Levels

### 7.1 Principles and Risk Management Philosophy

Section 20 of the *Road Management Act 2004* states that “the principal object of road management is to ensure that a network of roads is provided primarily for the movement of persons and goods as part of an integrated transport system and that road reserves are available for other appropriate uses.”

A key principle of the *Road Management Act 2004* that applies to the management of works and infrastructure is the minimisation of road safety hazards. In the application of this principle, Council has taken a risk management approach to the development of timeframes and intervention levels that apply to inspections, and any necessary repairs of defects that are found to exceed stated intervention levels. .

The hazards and defects, intervention levels and timeframes documented in this Road Management Plan have considered:

- The anticipated traffic volumes of different classification of roads;
- The likelihood that a particular type or extent of defect or hazard may contribute to an incident resulting in harm to persons or damage to property; and
- The potential harm that might be experienced in the event of an incident.

The above considerations are balanced with the cost to the community of infrastructure and services.

The above principles and considerations are reflected in the nominated timeframes and intervention levels outlined in Tables 4 to 9.

### 7.2 Community considerations

Council sets levels of service for its roads in accordance with the needs of the community. To do this Council uses various techniques to identify those needs, then considers those needs within the overall context of its road management resources.

Techniques to identify the community needs include:

- Community Satisfaction Measurement Survey;
- Council’s Customer Service Request system data.

### 7.3 Financial and non-financial considerations

To evaluate its resources, Council’s considerations include:

- Asset Management requirements as outlined in “Strategic Overview of Asset Management” and “Roads Asset Management Plan” documents.
- Level of service (Road Maintenance Service Level Agreement and Infrastructure Design Manual).
- Annual budget for both recurrent and capital works expenditure.

### 7.4 Inspection, maintenance and repair commitments

For the purpose of the tables in Section 7, Council defines “days” as usual business days, excluding weekends, public holidays, and common rostered days off.

### 7.4.1 Inspection types

Council undertakes regular inspections of municipal roads as part of the Road Management Plan. The table below outlines the definition and purpose of each inspection type.

Table 3 Inspection Types

Inspection Type	Definition and Purpose
<p><b>Reactive inspection</b></p>	<ul style="list-style-type: none"> <li>• Inspections undertaken in response to notification to council by members of the community.</li> <li>• These inspections allow Council to program required works where an intervention action is warranted.</li> </ul>
<p><b>Proactive Inspection</b></p>	<ul style="list-style-type: none"> <li>• Inspection undertaken in accordance with a programmed inspection schedule.</li> <li>• These inspections determine if the road asset complies with the levels of service as specified.</li> </ul>
<p><b>Condition Inspection</b></p>	<ul style="list-style-type: none"> <li>• Inspection undertaken specifically to identify deficiencies in the structural integrity of the various components of the road infrastructure assets which if untreated, are likely to adversely affect the lifespan of the asset.</li> <li>• Condition data will inform Council's long term asset management planning.</li> <li>• Such inspections are not intended to measure individual defects against the relevant intervention levels, this is done via the proactive and reactive inspections.</li> </ul>
<p><b>Incident Inspection</b></p>	<ul style="list-style-type: none"> <li>• An inspection carried out to comply with the requirements the Road Management Act [Division 5 – Claims Procedure, Clause 116];</li> <li>• This inspection enables an incident condition report to 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.</li> </ul>

### 7.4.2 Inspection frequency

An inspection regime has been established for all roads and road related infrastructure identified as part of the Road Management Plan. This regime has been established having considered issues outlined in Section 6.1. The frequency of the inspections is greater for roads and road related infrastructure of higher classification and usage.

Table 4 Inspection Program and/or Response Times for Roads

Inspection type	Hazard or defect	Collector Roads		Access Roads		Tracks
		Primary Collector	Secondary Collector	Primary Access	Secondary Access	
Reactive Inspection	Water over road Spillage / obstruction Stop and Give Way signage	Respond by inspecting within four (4) hours and implement temporary measures such as signage as required.	Respond by inspecting within four (4) hours and implement temporary measures such as signage as required.	Respond by inspecting within four (4) hours and implement temporary measures such as signage as required.	Respond by inspecting within four (4) hours and implement temporary measures such as signage as required.	
Reactive Inspection	Other defects as listed on Tables 6, 7, 8 and 9.	Respond by inspecting within five (5) days	Respond by inspecting within five (5) days	Respond by inspecting within five (5) days	Respond by inspecting within five (5) days	Fire Access Tracks to be inspected annually
Proactive Inspection	Refer to Council's Service Level Agreement	Daytime: All roads will be inspected as per maintenance programs, but at least once within each second Calendar months Night time reflective signage: Once within each Calendar year during winter season	Daytime: Based on the maintenance program, but at least once within each second Calendar months Night time reflective signage: Once within each Calendar year during winter season	Daytime: Based on the maintenance program, but at least once within each third Calendar months . Night time reflective signage: Once within each third Calendar year during winter season	Based on the maintenance program, but at least once within each sixth Calendar months Night time reflective signage: Once within each third Calendar year during winter season	No inspections carried out by Council on other tracks.

Inspection type	Hazard or defect	Collector Roads		Access Roads		Tracks
		Primary Collector	Secondary Collector	Primary Access	Secondary Access	
Condition Inspection	As per Council's Condition Inspection methodology	Once within every 36 months period	Once within every 36 months period	Once within every 36 months period	Once within every 36 months period	

Table 5 Inspection Program and/or Response Times for Pathways

Inspection type	Hazard or defect	Primary Pathway	Secondary Pathway
Reactive Inspection	Other defects as listed on Table 6, 7, 8 and 9.	Respond by inspecting within three (3) days	Respond by inspecting within three (3) days
Proactive Inspection	Refer to Council's Service Level Agreement	Based on the maintenance program, but at least once within each 6 Calendar months.	Based on the maintenance program, but at least once within each Calendar year.
Condition Inspection	As per Council's Condition Inspection methodology	Once within every 36 month period	Once within every 36 month period

### 7.4.3 Intervention action

It is inevitable that assets deteriorate over time and through use. Road-related assets may deteriorate and defects might be detected but do not exceed stated intervention levels requiring action at that point. .

When a defect is identified by Council that does exceed its stated intervention levels then these will be addressed through an intervention action. Council has defined the criteria for which it will take an intervention action in this Road Management Plan. From time to time Council may at its discretion chose to address a defect that is below intervention levels through routine and programmed maintenance activities. It is important to note that this would be purely as part of a long term asset preservation strategy and not because it believes such a defect represents a hazard.

Criteria for interventions actions are presented in Tables 6, 7 and 9 of the Road Management Plan.

Further definitions and clarifications follow to assist the understanding of defects and intervention actions.

#### Signage

Regulatory signs are enforceable by law and must be obeyed by road users. The types of regulatory signs are limited to the following:

- Stop
- Give Way
- Roundabout
- One Way
- Keep Left/Right
- No Entry
- No U Turn
- Speed restriction

Warning signs (black symbol on a yellow background) indicate road conditions and are limited to the follow:

- Alignment signs (W1 type) type
- Intersection and junction signs (W2)

Standard signs are all other signs not listed above.

#### Pipes and Culverts

Council defines a culvert as a transverse and totally enclosed drain under a road, railway or culvert.

A major culvert is a drain greater than six square metres in open flow area.



Table 6 Intervention Actions and Timeframes for Sealed Roads

Hazard or defect	Criteria for Intervention Action	Collector Roads		Access Roads	
		Primary Collector	Secondary Collector	Primary Access	Secondary Access
Water Across Roads	Obstruction to more than 50% of traffic lane with water greater than 300mm deep.	1 day	1 day	1 day	1 day
Spillage / obstruction	Debris, including fallen limbs, on carriageway causing an obstruction to more than 50% of the traffic lane.	1 day	1 day	1 day	1 day
Rutting	Greater than 150mm depth and greater than 25m long, as measured by a three (3) metre straight edge from centreline towards edge of seal.	50 days	50 days	50 days	60 days
Potholes	Greater than 50mm depth and with a diameter greater than 300mm.	10 days	10 days	15 days	15 days
Edge Breaks	Reduction in sealed width of greater than 150mm, for greater than 20 metres in length.	25 days	25 days	60 days	60 Days
Shoulders	Edge of seal drop greater than 75mm, for greater than 20 metre length of seal.	50 days	50 days	60 days	60 days
Sight distances - grass/shrubs	Intersections where grass/shrub height is greater than 900 mm above the general road surface level and within the sight triangle. <i>(Refer to Appendix D).</i>	5 days	10 days	15 days	20 days

Table 6 Intervention Actions and Timeframes for Sealed Roads

Hazard or defect	Criteria for Intervention Action	Collector Roads		Access Roads	
		Primary Collector	Secondary Collector	Primary Access	Secondary Access
Sight distances - overhanging vegetation	Intersections where overhanging vegetation sit below 2 metres above the general road surface and within the sight triangle. <i>(Refer to Appendix C).</i>	5 days	10 days	15 days	20 days
Signage – Stop and Give Way	Signs missing or more than 70% of sign illegible at 100m distance.	4 hours	4 hours	4 hours	4 hours
Signage – Other regulatory signage	Sign missing or more than 70% of sign illegible at 100m distance.	10 days	10 days	10 days	10 days
Vegetation Clearance (Appendix C)	Overhanging vegetation above traffic lanes less than 4.9m from the road surface.	60 days	60 days	100 days	100 days

Table 7 Intervention Actions and Timeframes for Unsealed Roads

Hazard or defect	Criteria for Intervention Action	Collector Roads		Access Roads	
		Primary Collector	Secondary Collector	Primary Access	Secondary Access
Water Across Roads	Obstruction to more than 50% of traffic lane with water greater than 300mm deep.	1 day	1 day	1 day	1 day
Spillage / obstruction	Debris on carriageway causing an obstruction to more than 50% of the traffic lane	1 day	1 day	1 day	1 day
Rutting	Greater than 150mm depth and greater than 25m long as measured by a three (3) metre straight edge from centreline towards edge of road.	50 days	50 days	50 days	60 days
Potholes	Greater than 100mm depth and with a diameter greater than 500mm.	NA	30 days	30 days	30 days
Corrugations	Corrugations greater than 35mm in depth for a length greater than 300 metres road length.	NA	60 days	60 days	60 days
Sight distances - grass/shrubs	Intersections where grass/shrub height is greater than 900 mm above the general road surface level and within the sight triangle. <i>(Refer to Appendix D)</i>	5 days	10 days	15 days	20 days
Sight distances - overhanging vegetation	Intersections where overhanging vegetation sit below 2 metres above the general road surface and within the sight triangle. <i>(Refer to Appendix C)</i>	5 days	10 days	15 days	20 days

Table 7 Intervention Actions and Timeframes for Unsealed Roads

Hazard or defect	Criteria for Intervention Action	Collector Roads		Access Roads	
		Primary Collector	Secondary Collector	Primary Access	Secondary Access
Signage – Stop and Give Way	Signs missing or more than 70% of sign illegible at 100m distance	4 hours	4 hours	4 hours	4 hours
Signage – other	Sign missing or more than 70% of sign illegible at 100m distance.	10 days	10 days	10 days	10 days
Vegetation Clearance (Appendix C)	Overhanging vegetation above traffic lanes less than 4.9m from the road surface.	60 days	60 days	100 days	100 days

Table 8 Intervention Actions and Timeframes for Bridges, Major Culverts and Drainage

Hazard or defect	Criteria for Intervention Action	Timeframe
Lid/ pit damage/ open	Lid or pit damaged leaving pit open and exposed	1 day
Bridge damage	Implement temporary measures to make safe damage to superstructure of bridge from Level 1 inspection	1 day
	Implement temporary measures to make safe missing planks or railings from Level 1 inspection.	1 day
	Implement temporary measures to make safe damaged planks, railings or signs from Level 1 inspection.	10 days

Table 9 Intervention Actions and Timeframes for Pathways (concrete, gravel and other)

Hazard or defect	Criteria for Intervention Action	Primary Pathway	Secondary Pathway
Steps/ Breaks (concrete)	Greater than 20mm step or misalignment in path surface levels	30 days	60 days
Pothole	Greater than 300mm diameter and greater than 50mm depth.	30 days	60 days
Signage	Guideposts or reflectors significantly damaged. Signs missing or less than 70% of sign illegible at 100m distance	30 days	30 days
Vegetation Clearance	Overhanging vegetation above pathway less than 2.5m above path surface	30 days	60 days

## 8 DEFINITIONS

### 8.1 Definitions from the Road Management Act

**arterial road** means a road which is declared to be an arterial road under section 14 of the *Road Management Act 2004*.

**municipal road** means any road which is not a State road, including any road which:

- (a) is a road referred to in section 205 of the Local Government Act 1989; or
- (b) is a road declared by Department of Transport to be a municipal road under section 14(1)(b) of the RMA
- (c) is part of a Crown land reserve under the Crown Land (Reserves) Act 1978 and has the relevant municipal council as the committee of management;

**public highway** means any area of land that is a highway for the purposes of the common law;

**public road** means a road opened or dedicated for the free right of passage of the public on foot, in a vehicle, or otherwise, (together with the right to drive stock or other animals along its length) and declared to be a public road for the purposes

**repair** means the taking of any action to remove or reduce a risk arising from a defect in a roadway, pathway or road-related infrastructure, including:

- (a) reinstating a road to its former standard following works to install any infrastructure;
- (b) reinstating a road to its former standard following deterioration or damage;
- (c) providing a warning to road users of a defect in a roadway, pathway or road related infrastructure - but does not include the upgrading of a roadway, pathway or road-related infrastructure

*Examples:* Filling in a pothole in a roadway, resurfacing the roadway and erecting a warning sign would be actions to repair the road.

**road** includes:

- (a) any public highway;
- (b) any ancillary area;
- (c) any land declared to be a or forming part of a public highway or ancillary area.

**road infrastructure** means:

- (a) the 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;
- (b) the road-related infrastructure - does not include:
- (c) if the irrigation channel, sewer or drain is **works** within the meaning of the **Water Act 1989**, any bridge or culvert over an irrigation channel, sewer or drain, other than a bridge or culvert constructed by a road authority; or

**road-related infrastructure** means infrastructure which is installed or constructed by the relevant road authority for road-related purposes to:

- (a) facilitate the operation or use of the roadway or pathway; or

(b) support or protect the roadway or pathway;

*Examples:* A traffic control sign, traffic light, street light, road drain or embankment would be road-related infrastructure. A noise wall, gate, post or board installed on the road reserve by the relevant road authority for road-related purposes would be road-related infrastructure.

***road reserve*** means all of the area of land that is within the boundaries of a road.

## 9 REFERENCES

Legislation, Standards Codes of Practice, Guidelines, Council Strategies, Policies, Quality Plans and Procedures that are relevant to this Road Management Plan include:

Legislation:

- Local Government Act 1989
- Road Management Act 2004
- Transport Act 1983
- Road Safety Act 1986 (Amended 2004)

Regulations:

- Road Management (General) Regulations 2005
- Road Management (Works and Infrastructure) Regulations 2005
- Codes of Practice:
- Road Management Plans
- Clearways on Declared Arterial Roads
- Operation Responsibility for Public Roads
- Worksite Safety – Traffic Management
- Management of Road and Utility Infrastructure in Road Reserves

Council documents:

- Council Plan 2017-2021
- Council Strategic Infrastructure Asset Management Policy 2016
- Council Road Asset Management Plan
- Council Service Agreement for Road Reserve Maintenance
- Council Road Safety Strategy 2017-2021
- Council AusSpec Design & Construction Manual 2003.
- Roadside Vegetation Management Plan
- Construction of Vehicular Property Entrances



## APPENDIX A - ROADS THAT ARE THE RESPONSIBILITY OF OTHERS

### Department of Transport – Arterial Roads (Highways, Main Roads and Tourist Roads)

- M1 - Princes Highway
- B100 - Great Ocean Road
- B100 - Surf Coast Highway
- C111 - Barrabool Road (Merrawarp Road to Devon Road)
- C111 - Devon Road
- C122 - Lower Duneed Road
- C122 - Mt Duneed Road (Surf Coast Hwy to Anglesea Road)
- C132 - Bells Beach Road (Bones Road to Jarosite Road)
- C132 - Bells Boulevarde (Great Ocean Road to Bones Road)
- C132 - Bones Road (Bells Boulevarde to Bells Beach Road)
- C134 - Anglesea Road
- C135 – Cape Otway Road (Princes Highway to Hendy Main Road)
- C135 - Hendy Main Road (Cape Otway Road to Anglesea Road)
- C145 - Inverleigh Winchelsea Road
- C151 - Deans Marsh Lorne Road
- C151 - Winchelsea Deans Marsh Road
- C152 - Birregurra Deans Marsh Road

### Shared Road Responsibilities

Roads where the centreline forms the shire boundary, have historically been maintained with a formal or informal agreement between the two Councils.

The *Road Management Act* requires clarification of the responsibilities for these roads and allows Surf Coast Shire Council to transfer responsibility for maintenance to another entity.

The following is a breakdown of the shared boundary roads, roads which the Surf Coast Shire will accept full responsibility (inspect, maintain and repair in accordance with our standards), and roads which we have transferred responsibility to another Road Authority.

### Colac Otway Shire

#### Maintained By Surf Coast Shire Council

- Benwerrin Mt. Sabine Road (1km south of Erskine Falls Road to Shire Boundary)
- Ingleby Road
- Pennyroyal Wymbooliel Road
- Prices Lane (Cressy Road to Ondit Road West)
- Wingeel Road (Cressy Road to McIntyres Road)

#### Maintained by Colac Otway Shire

- Bushs Lane
- Lidgerwoods Lane
- Prices Lane (Ondit Road West to Princes Highway)
- Salt Creek Lane (Cape Otway Road to Birregurra Deans Marsh Road)

#### **Golden Plains Shire**

##### Maintained by Surf Coast Shire Council

- McIntyres Road
- Pollocksford Road Bridge

##### Maintained by Golden Plains Shire

- Gallaghers Road
- Barwon Park Road Bridge
- Flemmings Road Bridge

#### **City of Greater Geelong**

##### Maintained by Surf Coast Shire Council

- Honeys Road
- Mt Duneed Road (Anglesea Road to Pettavel Road)
- Pettavel Road (Princes Hwy to Mt Duneed Road)

##### Maintained by City of Greater Geelong

- Blackgate Road (Breamlea Road to Bridge)
- Breamlea Road (Barwon Heads Road to Blackgate Road)
- McCartney's Bridge (Blackgate Road)

Arrangements are in place to clarify maintenance responsibility for these roads. The Road Register identifies which Councils have maintenance responsibilities for various sections of the boundary roads.

Councils generally share road or bridge renewal and rehabilitation costs on an equal basis when these works are require

**APPENDIX B - EXAMPLES OF HAZARDS AND DEFECTS**

Photo Reference	1 and 2
Inspect for	Rutting
Classification	Sealed road
<b>Photo 1 – Requires intervention action</b>	<b>Photo 2 - Below intervention action</b>
	
Greater than 150mm depth, greater than 25m long.	Less than 150mm depth, less than 25m long.



Photo Reference	3 and 4
Inspect for	Potholes
Classification	Sealed road
<b>Photo 3 – Requires intervention action</b>	<b>Photo 4 - Below intervention action</b>
	
Potholes greater than 300mm diameter and greater than 50mm depth.	Potholes less than 300mm diameter and less than 50mm depth

Photo Reference	5 and 6
Inspect for	Edge breaks
Classification	Sealed road
<b>Photo 5 – Requires intervention action</b>	<b>Photo 6 - Below intervention action</b>
	
Reduction in original seal width. 150mm for greater than 20 metres in length.	Reduction in original seal width. Less than 150mm for less than 20 metres in length.



Photo Reference	7 and 8
Inspect for	Shoulders
Classification	Sealed road
<b>Photo 7 – Requires intervention action</b>	<b>Photo 8 - Below intervention action</b>
	
Edge of seal drop greater than 100mm for greater than 20m in length.	Edge of seal drop less than 100mm for less than 20 metres in length.



Photo Reference	9 and 10
Inspect for	Rutting
Classification	Unsealed road
<b>Photo 9 – Requires intervention action</b>	<b>Photo 10 - Below intervention action</b>
	
Greater than 150mm depth, and greater than 25m long.	Less than 150mm depth, and less than 25m long.



Photo Reference	11 and 12
Inspect for	Potholes
Classification	Unsealed road
<b>Photo 11 – Requires intervention action</b>	<b>Photo 12 - Below intervention action</b>
	
Greater than 500mm diameter and greater than 100mm depth, or more than 10 potholes of this size or greater in 10 linear metres.	Less than 500mm diameter and less than 100mm depth, or less than 10 potholes of this size or smaller in 10 linear metres.



Photo Reference	13 and 14
Inspect for	Corrugation
Classification	Unsealed road
Photo 13 – Requires intervention action	Photo 14 - Below intervention action
	
Corrugations greater than 35mm in depth for a length greater than 300m road length.	Corrugations greater less than 35mm in depth for a length greater than 300m road length.

Photo Reference	15 and 16
Inspect for	Lid or pit damage
Classification	Drainage
Photo 15 – Requires intervention action	Photo 16 - Below intervention action
	
Lid or pit damaged leaving pit open and exposed.	

Photo Reference	17 and 18
Inspect for	Damaged planks, railings or signs
Classification	Bridges
<b>Photo 17 – Requires intervention action</b>	<b>Photo 18 - Below intervention action</b>
	
Make safe damage to hand railings.	





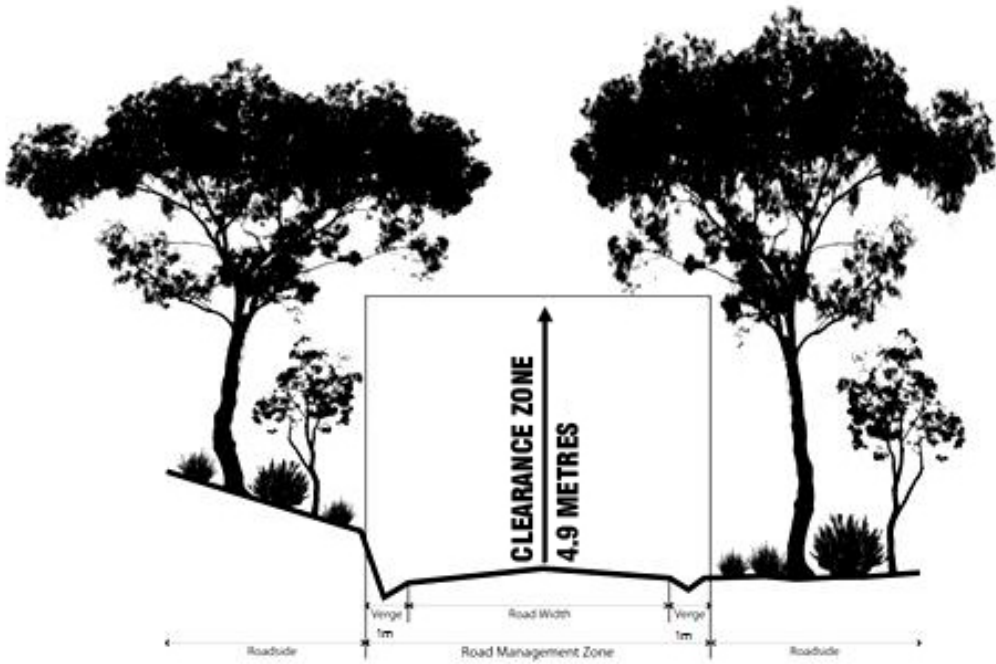
Photo Reference	19 and 20
Inspect for	Steps and breaks
Classification	Primary pathways
<b>Photo 19 – Requires intervention action</b>	<b>Photo 20 - Below intervention action</b>
	
Greater than 20mm step or misalignment in concrete path surface levels.	Less than 20mm step or misalignment in concrete path surface levels.

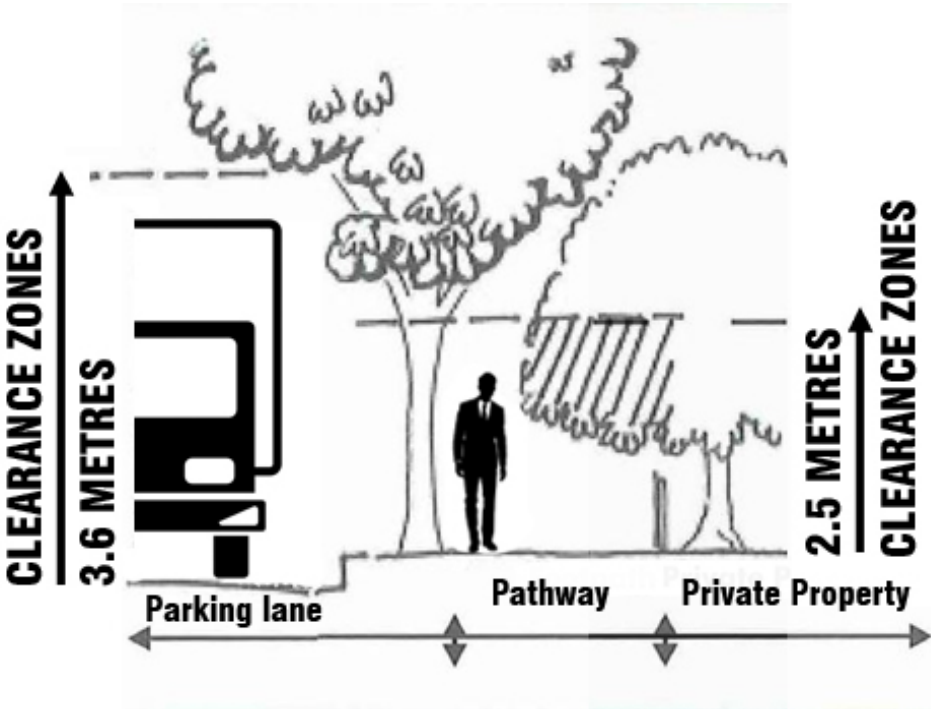
Photo Reference	20 and 21
Inspect for	Water across road, hazard to traffic
Classification	Sealed and unsealed roads
<b>Photo 20 – Requires intervention action</b>	<b>Photo 21 - Requires intervention action</b>
	
Water over the carriageway – hazard to traffic.	Debris on carriageway causing a serious obstacle.



APPENDIX C - VEGETATION CLEARANCE

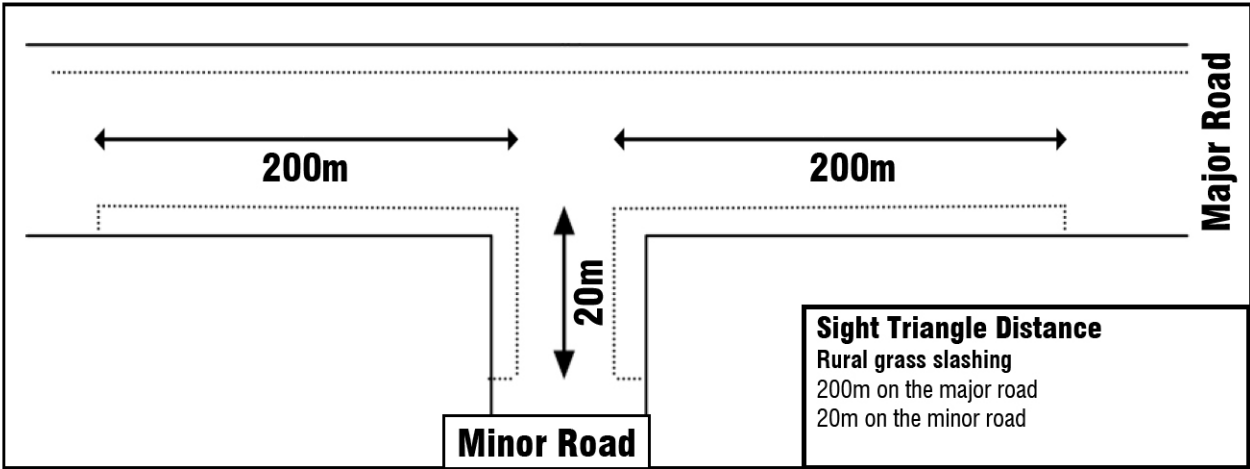


Above: Example of vegetation clearance zone over traffic lanes (urban and rural).

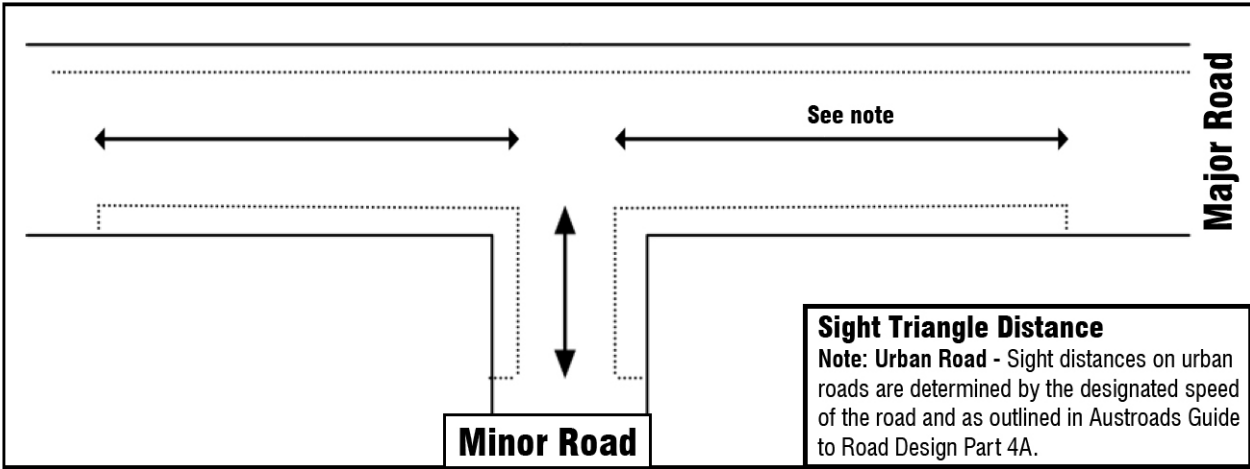


Above: Example of vegetation clearance zones required from private property in urban areas.

APPENDIX D - INTERSECTION SIGHT TRIANGLE



Above: Rural road sight triangle distance



Above: Urban road sight triangle distance