



ROAD MANAGEMENT PLAN 2021



ROAD MANAGEMENT PLAN

VERSION REGISTER

VERSION	NAME	DATE ADOPTED
1	Local Road Management Plan 2005	25 January 2005
2	Road Management Plan – June 2009	25 June 2009
3	Road Management Plan – September 2013	26 November 2013
4	Road Management Plan - 2017	23 January 2018
5	Road Management Plan - 2021	26 October 2021

Table of Contents

1	BACKGROUND	5
1.1	Purpose and Scope of the Road Management Plan	5
1.2	Assets Not Encompassed By This Plan	6
1.3	Force Majeure	8
1.4	Key Road Assets Statistics	8
1.5	Key Stakeholders	8
1.6	Obligations of Road Users	9
1.7	Other Road Management Agencies	9
1.8	Regional Roads Victoria (a division of VicRoads)	9
1.9	Adjoining Municipalities	10
1.9.2	Department of Environment, Land, Water and Planning (DELWP)	11
1.9.3	V/Line / Victrack / ARTC	11
1.9.4	Portland Cable Trams Inc	11
1.9.5	Coordination of Road Responsibilities	11
2	LOCAL ROAD ASSETS	12
2.1	Register of Public Roads	12
2.2	Footpath Hierarchy	12
2.2.1	Fig. 2 – Footpath Hierarchy	13
3	INSPECTION ROUTINES	13
3.1	Standards for Inspections	13
3.2	Inspection types & frequency	13
3.2.1	Condition Inspection of Sealed Road Network	14
3.2.2	Routine Proactive Road Safety Inspections	14
3.2.3	Fig. 3 – Routine Inspection Frequencies	14
3.2.4	Response Inspections	15
3.2.5	Night Inspections (Link and Collector Roads only)	15
4	MAINTENANCE TARGETS	15
4.1	Routine and Scheduled Maintenance	15
4.2	All Unsealed Roads - Programmed Grading	16
4.2.1	Fig. 4 – Programmed Grading	16
4.2.2	Fire Access Only Tracks	16
5	INFORMATION SYSTEMS & MANAGEMENT	16
5.1	Information Reveal and Recording	16
5.2	Resulting Works	16
5.3	Completion of Process	17
5.3.2	Fig. 5 Request, Asset Management & Defect System Integration	17
6	ROAD MANAGEMENT PLAN REVIEW	17
6.1	Changes Incorporated into Review – 2021	17

7 RECORDS MANAGEMENT 17

8 REFERENCES..... 18

9 APPENDICES..... 19

 9.1 Appendix 1 19

1 BACKGROUND

1.1 Purpose and Scope of the Road Management Plan

This Road Management Plan (hereinafter referred to as “This Plan”) for Local Roads has been prepared to meet the following objectives:

- To meet the requirements of the Road Management Act 2004.
- To provide a safe and functional local road network.
- To minimise Council’s exposure to risk related to the management and control of local road assets.

This Plan applies to all roads identified in Councils adopted Road Hierarchy document and listed in Council’s Register of Public Roads (**refer Section 2.1**)

It establishes a management framework for all works and services that are undertaken and provided on Councils road network. This plan demonstrates the steps to be taken by Glenelg Shire to inspect and maintain the condition of its road related assets within the resource capacity of the municipality.

This Plan has been prepared in accordance with Part 3 of the Road Management (General) Regulations 2016 and the Code of Practice for Road Management Plans 2004.

The following assets are encompassed by This Plan:

All Sealed and Unsealed Roads listed in Council’s Register of Public Roads including:

- Road infrastructure such as
 - road pavements;
 - sealed surfaces; and
 - road shoulders within the limits identified in figure 1.
- Road related infrastructure such as
 - kerb and channel;
 - traffic islands;
 - line marking; and
 - road furniture including regulatory and advisory signs, guideposts, guard rail and barrier fences

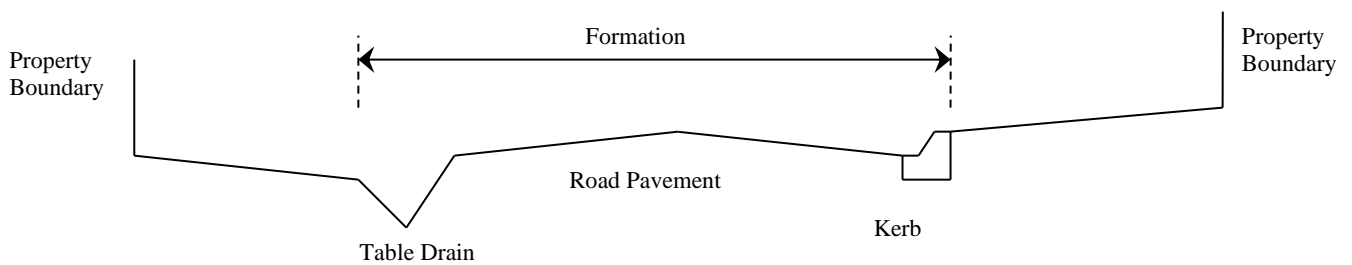


Fig. 1 – Road Formations

- **Ancillary Areas** to Roads (On road indented car parks, bus stops and rest areas) including:
 - Formation, pavement, sealed surfaces, kerb and channel and drainage.
- **Road Structures** including:
 - Road bridges, major culverts, roundabouts, median strips and guardrail.
- **Off Road Urban Carparks** that are owned or managed by Council and recorded on the Register of Public Roads. *Note: Carparks that are not described in the Register of Public Roads are excluded from the provisions of this Plan.*
- **Footpaths and within a road reserve including**
 - On-road and off-road footpaths;
 - Footbridges; and
 - Paved Surfaces (both sealed and unsealed)

Registered Assets that are adjacent to arterial roads, such as service roads, cemetery roads, ancillary areas, internal access roads and footpaths, for which Council is the responsible authority, are also encompassed by This Plan.

1.2 Assets Not Encompassed By This Plan

The following road and access related assets are not encompassed by this Plan:

- **Roads on freehold land (including common property) except where such land is owned and managed by Glenelg Shire Council.**
- **Unconstructed urban streets, unformed roads, urban laneways, grassy lanes, driveways and informal tracks where such road has been determined to be “not reasonably required for general public use”.** *Note: Any such road shall not be placed on Council’s Register of Public Roads or if identified to no*

longer be “reasonably required for general public use”, then such road shall be removed from the Register of Public Roads and the date that it was removed noted.

- **Rail and cable tram structures.**
- **Vehicle crossings** (driveways) - the portion of a vehicle crossing located between the carriageway and the property boundary is the responsibility of the adjoining property owner to maintain.
- **Roads under the control of other Road Authorities**, inclusive of VicRoads, the Department of Environment, Land, Water and Planning and Parks Victoria.
- **Nature strips & infill areas** - those residual areas between the road formation and the property boundary not occupied by the footpath and private road crossings. Nature Strips are normally sown to grass but may also receive alternative approved treatments as identified in Council’s Nature strip Landscaping Guidelines¹ with responsibility for maintenance of the nature strip generally being allocated to the property owner.
- **Street trees** are managed in accordance with Urban Tree Policy² and not under the provisions of This Plan.
- **Property stormwater drains** – these drains carry stormwater from a property to a discharge point in the kerb or drain or underground drainage pipe. They are there to benefit the property and as such are the responsibility of the owner of the property being served to maintain.
- **Cattle underpass structures** – these are box culvert type structures built for the purpose of providing safe crossing for cattle under a road. The culvert is installed and owned by the property owner and owner responsibility for the maintenance of these structures is established through a Section 173 (Local Government Act 1989) Agreement with the adjacent landowner. After the initial 12-month construction defect liability period, Council assumes responsibility for the road pavement, seal, markings, and guideposts only. Responsibility for the structure, including attachments such as guardrail, farm access approaches, fencing and underpass drainage remains with the owner for the duration of the agreement.
- **Minor street furniture** – assets which have no impact on the ability to maintain a road or road infrastructure including bollards, seats, bicycle racks and waste receptacles.
- **Streetlights** – are an asset owned by the Shire but maintained by Powercor through an agreement. Powercor retains maintenance responsibility.

¹ Nature Strip Landscaping Guidelines ECM 2346446

² Urban Tree Policy ECM 2575569

1.3 Force Majeure

Glenelg Shire Council will make every effort to meet its commitments under this Road Management Plan; however, there may be situations or circumstances that affect Council's business activities to the extent that it cannot deliver on the service levels described in this Plan.

Glenelg Shire Council shall not be liable for failure to observe or perform in accordance with any provision of this plan for any reason or cause which could not with reasonable diligence be controlled or prevented by it, including without limitation, war, insurrection, riot, civil commotion, strikes, lock-outs, labour or industrial disputes, natural disasters such as fires, floods or storms, power shortages or power failure, inability to obtain sufficient labour, raw materials, fuel or utilities.

In the event that the Chief Executive Officer (CEO) of Council has considered the impact of such an event on the limited financial resources of Council and its other conflicting priorities, and determined that the Road Management Plan cannot be met, then pursuant to Section 83 of the *Wrongs Act*, the CEO will send a "Request to Suspend"³ notification to Council's Officer in charge of adhering to this Plan and inform them that some, or all of the timeframes and responses in Council's Road Management Plan are to be suspended.

Once the scope of the event/s have been determined and the resources committed to the event response have been identified, then there will be ongoing consultation between Council's CEO and Council's Officer responsible for adhering to this Plan, to determine which parts of this Plan are to be reactivated and when and a "Request to Reactivate"⁴ will be sent when required.

1.4 Key Road Assets Statistics

Council is the responsible authority for approximately 976 km of sealed rural local roads, 1444 km of rural gravel or limestone surfaced roads, 165 km of sealed and 47 km of unsealed urban roads.

47 bridges and 150 major culverts on these local roads are also maintained by Council.

As well as the road assets, Council also maintains an extensive network of concrete, paved and asphalted footpaths in its townships. The length of registered paths (excluding paths surrounding buildings) totals 133 km.

Actual numbers, lengths and areas of assets vary annually due to ongoing subdivisional activity and Council works programs.

1.5 Key Stakeholders

Key stakeholders in the Road Management Plan are road users, the general public, adjoining owners/occupiers to the road, utilities, Council and other Road Authorities

³ Road Management Plan CEO Request to Suspend ECM 2801956

⁴ Road Management Plan CEO Request to Reactivate ECM 2801954

1.6 Obligations of Road Users

The *Road Safety Act 1986*, Section 17A now sets out the obligations of road users as follows:

- (1) *A person who drives a motor vehicle on a highway must drive in a safe manner, having regard to all relevant factors, including (without limiting the generality) the:*
 -
 - (a) *Physical characteristics of the road;*
 - (b) *Prevailing weather conditions;*
 - (c) *Level of visibility;*
 - (d) *Condition of the motor vehicle;*
 - (e) *Prevailing traffic conditions;*
 - (f) *Relevant road laws and advisory signs; and*
 - (g) *Physical and mental condition of the driver;*

The *Road Safety Act 1986* also requires other road users (other than those driving a motor vehicle) to use a road in a safe manner, having regard to all the relevant factors.

Other obligations of road users are also set out in the *Road Safety Act 1986* in regard to relationships with other road users, and damage to road infrastructure.

1.7 Other Road Management Agencies

There are several other road authorities responsible for parts of the overall road network in Glenelg Shire. These are fully described in the Local Road Hierarchy and are summarised briefly as follows:

1.8 Regional Roads Victoria (a division of VicRoads)

Regional Roads Victoria is the responsible authority for managing the Arterial road network in the Shire which includes all roads previously classified as Highways and Main Roads. These roads include:

Arterial Highways

- Princes Highway from Moyne SC Boundary to SA Border;
- Glenelg Highway from Southern Grampians SC Boundary to SA Border; and
- Henty Highway from Southern Grampians SC Boundary to Heywood and from Princes Highway to the Port of Portland.

Arterial Main Roads

- Portland Nelson Rd from 0.0 Km to 69.42 Km;
- Woolsthorpe Heywood Rd from 55.46 Km to 76.21 Km;
- Bridgewater Rd from 0.0 Km to 17.47 Km;
- Casterton Edenhope Rd from 00 to 24.49 Km;
- Casterton Apsley Rd from 0.0 Km to 27.04 Km;
- Casterton Penola Rd from 00 Km to 41.16 Km;
- Dartmoor Hamilton Rd from 0.0 Km to 46.96 Km;
- Condah Coleraine Road from 0.0 to 34.52 Km;
- Tyrendarra-Ettrick Rd from 0.0 Km to 7.47 Km;
- Madeira Packet Rd from 0.0 Km to 9.94 Km;
- Myamyn Macarthur Rd from 0.0 Km to 10.30 Km; and
- Portland Casterton Road from 0.0 Km to 63.91 Km

1.9 Adjoining Municipalities

Council shares responsibility for managing roads on the boundaries of Glenelg Shire with the following abutting municipalities:

- Moyne Shire⁵;
- Southern Grampians Shire⁶;
- West Wimmera Shire⁷;
- Wattle Ranges Shire⁸ (SA); and
- District Council of Grant⁹ (SA).

Joint Boundary Road Agreements are in place to clarify maintenance responsibility for these roads.

Where roads are listed in Glenelg Shire's Register of Public Roads and are being inspected and maintained by an adjoining municipality under a Joint Agreement, Glenelg Shire's responsibilities under the Road Management Act are the same as Glenelg Shire contracting out the inspection and maintenance works. The reverse is

⁵ Joint Boundary Road Agreement ECM 1354644

⁶ Joint Boundary Road Agreement ECM 1354646

⁷ Joint Boundary Road Agreement ECM 1395055

⁸ Joint Boundary Road Agreement ECM 748790

⁹ Joint Boundary Road Agreement ECM 1354624

for the cases where Glenelg Shire is inspecting and maintaining roads on behalf of the adjoining municipalities.

1.9.2 Department of Environment, Land, Water and Planning (DELWP)

Many roads exist on Crown Land other than road reserves, for which DELWP have management responsibility (e.g. declared unused roads, forest and national park roads).

These roads are not included in Councils Road Hierarchy or in this plan.

1.9.3 V/Line / Victrack / ARTC

ARTC is responsible for maintaining active railway level crossings in Glenelg Shire in the immediate vicinity (within 3.00m) of the railway line.

Council is responsible for maintaining the road approaches to the rail line (beyond 3.00m) and approach signage and markings on the local road network.

Respective responsibilities for railway level crossings and grade separated interchanges are described in the Safety Interface Agreement between Glenelg Shire Council, V/Line, VicTrack, VicRoads, Southern Grampians Shire Council and ARTC.

1.9.4 Portland Cable Trams Inc

Portland Cable Trams Inc is responsible for maintaining Cable Tram level crossings in Portland in the immediate vicinity (within 3.00m) of the tram line.

Council is responsible for maintaining the road approaches to the tram line (up to 3.00m from the rail) and approach signage and markings on the local road network.

Respective responsibilities for road and tramway level crossings are described in the Safety Interface Agreement between Glenelg Shire Council and Portland Cable Trams Inc.

1.9.5 Coordination of Road Responsibilities

Most road reserves will contain assets that are managed by a number of different authorities and utility companies (e.g. roads, electricity supplies, and telecommunications).

For any road or section of road, there is only one nominated Coordinating Road Authority, even if more than one road authority has assets on this section of road. The Coordinating Road Authority for any situation is described in Section 36 of the *Road Management Act 2004* as follows:

Subject to sections 15 and 16 of the Road Management Act 2004, the coordinating road authority is as follows: -

- a) if the road is a freeway or arterial road, VicRoads;

- b) if the road is a non-arterial State road, the relevant responsible authority under section 37(1)(c) or 37(1)(d); and
- c) if the road is a municipal road, the municipal council of the municipal district in which the road or part of the road is situated.

For example, in a situation where an arterial highway passes through a town that also has service roads and many other assets and utilities, VicRoads will be the coordinating road authority.

Management responsibility for the various assets and utilities still lies with the owner of the particular asset (e.g. service road – Council, water – water authority etc.), however the coordination of all works within the overall road reserve is the responsibility of the coordinating road authority.

2 LOCAL ROAD ASSETS

2.1 Register of Public Roads

All asset data is housed in Glenelg Shire’s electronic Asset Management System.

A comprehensive register of local roads and the core attributes that relate to these roads is contained within this system.

The asset management system also contains detailed data relating to the road elements (each are assets in their own right) such as formations, pavements and bitumen seals, culverts, signs etc.

The Register of Public Roads, as required under Section 19 of the Road Management Act 2004, is a live electronic register which can be printed to hardcopy at any time.

Information which forms Glenelg Shire Council’s Register of Public Roads, is housed in the data fields under each “Road Name” within the Asset Management System.

The roads within the register are grouped into categories that are fully described in the Local Road Hierarchy.

The Register of Public Roads identifies only the sections of roads that Glenelg Shire Council has maintenance responsibilities for, or those roads or bridges where Council has a shared responsibility for capital rehabilitation or renewal when these works are required.

The Register of Public Roads is reviewed on an ‘as required’ basis but not less than annually to ensure that it is accurate and up to date.

Internal procedures have been developed that will ensure that new subdivision roads and other roads are added to the Register at the time when responsibility for such roads is determined to be Council’s.

2.2 Footpath Hierarchy

All footpaths in the Glenelg Shire are sorted into a hierarchy that considers the pedestrian traffic that may be generated in an area. Categories are: -

Commercial Paths (High Use)	Footpaths that are in the vicinity of shopping precincts and higher use community centres and transport hubs.
Neighbourhood Paths (Medium Use)	Link Footpaths along arterial roads in urban areas, as well as urban link and urban collector roads. Typically linking one or more of the following: <ul style="list-style-type: none"> • Shopping Precincts • Community Facilities, Schools or Churches • Tourist Attractions • Transport Hubs; or • Commercial Parking Areas with >100 vehicle capacity.
Residential Paths (Low Use)	Footpaths in local road reservation that primarily service residential or industrial areas and connect to Neighbourhood Link footpaths.

2.2.1 Fig. 2 – Footpath Hierarchy

Footpath assets are described within Council’s Asset Management System and are also shown in a spatial format in Council’s live Geographic Information System (GIS).

For risk management purposes, commercial footpaths will be offered a higher service level than neighbourhood links, which in turn will be offered a higher level of service than residential paths.

Footpath inspection frequencies are detailed in Figure 3 is Section 3.2.2 of this document and service intervention levels are described in **Appendix 1**.

3 INSPECTION ROUTINES

3.1 Standards for Inspections

Glenelg Shire Council undertakes a variety of inspections in accordance with This Plan

Road and Footpath assets that are inspected to identify defects shall have individual defects rated as being:

Above Intervention – The defect is worse than the predetermined intervention level that is established in **Appendix 1**. These defects are entered in Council’s Defect Logging System.

Below Intervention – Condition is satisfactory or better than the predetermined intervention level that is established in **Appendix 1**. No work action is required at this time and will continue to be monitored.

3.2 Inspection types & frequency

For local roads, there are routine proactive levels of inspections that are used. These are as follows:

3.2.1 Condition Inspection of Sealed Road Network

This work is typically done by an external service provider who can provide consistency of evaluation and some ability to evaluate relativities across the state.

This inspection provides data from which pavement rehabilitation and resealing programs can be drawn. The intention of this type of inspection is to assist with long term asset management planning and is a general assessment of the network. As such individual defects are not measured against the intervention levels stated in Appendix 1 as part of these inspections.

3.2.2 Routine Proactive Road Safety Inspections

These inspections are conducted on a regular basis by road inspection staff and are aimed at identifying defects in the road infrastructure or road related infrastructure which may exceed the predetermined intervention level.

Routine road safety inspections shall be conducted in accordance with the following schedule. The frequency of inspections varies with road classification in the road hierarchy. Typical road inspection frequencies are shown in Fig. 3.

Asset Type	Patrol Inspection Frequency
Rural Link Roads	4 inspections per calendar year
Rural Collector Roads	4 inspections per calendar year
Rural General Access Roads	2 inspections per calendar year (approx. once every 6 months)
Urban Link Roads	4 inspections per calendar year
Urban Collector Roads	4 inspections per calendar year
Urban General Access Roads	2 inspections per calendar year (approx. once every 6 months)
Urban/Rural Minor Access Roads	1 inspection per calendar year
Bridges & Major Culverts	1 inspection per calendar year
Commercial Footpaths (high use)	1 inspection per calendar year
Neighbourhood Link paths (medium use)	1 inspection per calendar year
Residential paths (low use)	1 inspection per 2 calendar years
High Use Carpark	2 inspections per calendar year
Low Use Carpark	1 inspection per calendar year
Sealed Road Network	1 Condition inspection every 4 years (approx.)

3.2.3 Fig. 3 – Routine Inspection Frequencies

3.2.4 Response Inspections

These inspections shall be carried out in response to service requests, reports of defects and complaints which are received in Council's Asset Management System via Council's Customer Request System.

Inspections of an asset shall be conducted by a responsible officer and are conducted within the designated action response time as defined in the following sections.

The inspecting officer then arranges any required response action/s (work) in accordance with the severity of the situation and in compliance with the action responses specified in **Appendix 1**.

3.2.5 Night Inspections (Link and Collector Roads only)

Night time inspections of Link and Collector category roads shall be undertaken once every 2 years to review the effectiveness of lighting areas and to identify defective or missing signage, guideposts and pavement/guardrail delineators that offer road alignment and other guidance to drivers whilst driving at night.

4 MAINTENANCE TARGETS

Road maintenance is the regular day-to-day work necessary to keep road assets operating including instances where portions of the asset fail and need immediate repair to make the asset operational again.

There are three categories of road maintenance that are carried out:

- Routine maintenance: Routine maintenance and repair work.
- Scheduled maintenance: Work carried out to pre-determined schedules.
- Response maintenance: Work carried out in response to reported problems or defects.

4.1 Routine and Scheduled Maintenance

Routine and scheduled maintenance works have a more predetermined and structured approach to them as distinct from the response type maintenance that is sometimes unpredictable in nature.

Most routine and scheduled maintenance work programs result from the formal road and bridge condition inspections that are detailed in the previous sections.

Condition assessments that are conducted during the formal inspections are used to identify sections of road where routine or scheduled maintenance work is required.

Appendix 1 shows the condition intervention levels that are applied to determine whether maintenance work is required.

4.2 All Unsealed Roads - Programmed Grading

Grading of unsealed roads may be conducted on a regular programmed basis; however, roads that are in good trafficable condition will be excluded from the grading cycle. The frequency of programmed road grading is based upon the road classification within the hierarchy and is described in Fig. 4.

Road Category	Patrol Grading Frequency
Rural Link Roads	Not applicable
Rural Collector Roads	Twice per calendar year
Rural General Access Road	Once per calendar year
Rural Minor Access Road	Once per calendar year
Urban General Access Road	Once per calendar year
Urban Minor Access Road	Once per calendar year

4.2.1 Fig. 4 – Programmed Grading

Road Grading is generally not conducted in response to customer requests but may be initiated in response to emergency situations or situations presenting unacceptable safety risks.

4.2.2 Fire Access Only Tracks

Fire access tracks maintenance shall be carried out, upon request from CFA to meet the requirements stipulated by CFA under the Fire Access Road Subsidy Scheme (FARSS) agreements. This will generally allow dry weather access by firefighting trucks.

5 INFORMATION SYSTEMS & MANAGEMENT

This section details the systems and processes for handling information about roads that is received from either road asset inspections or from reporting by road users and the general public.

5.1 Information Receival and Recording

Customer requests relating to roads or footpaths are entered into Council's Customer Request System (CRS), which are then automatically sent through to Council's Asset Management System (AMS). These requests are assigned to the appropriate unit/officer and after an inspection (as with other routine inspections) any defects are logged in Council's Defect Logging System (DLS).

5.2 Resulting Works

Patrol maintenance teams, specific action teams or specialist contractors are issued with specific works instructions that contain the information from the defect action.

When the resulting work action has been completed, the works team shall advise the works officer that the work is completed and the work instruction shall be signed off as completed. These works can be closed off in the field using the DLS which updates the AMS through the nightly update process.

5.3 Completion of Process

The works officer then shall ensure that the original defect action is completed within the AMS if not already completed by work crews in the field. If the defect completed was created via a Customer Request then the completion notes in the AMS are automatically sent to the initial request in the CRS.

Council will monitor the response times and resulting actions from service requests to ensure that the required service delivery is maintained.



5.3.2 Fig. 5 Request, Asset Management & Defect System Integration

6 ROAD MANAGEMENT PLAN REVIEW

The Glenelg Shire Council Road Management Plan should be reviewed on a four-yearly basis in line with Council elections and changes adopted once approved by Council.

To ensure the relevance of service levels, future reviews should consider community expectations developed through technical evaluation, best value reviews, community forums and other customer feedback systems.

6.1 Changes Incorporated into Review – 2021

- *Nightly inspections changed from 1 per year to 1 per 2 years, section 3.2.4*
- *Removed obsolete defects from Appendix 1, section 9.1*
- *Adjusted all defects with 12-24hr response to 7 days to more accurately reflect reasonable timeframes similar to neighbouring councils, section 9.1*
- *Adjusted INT & VEG response times to 6 months to align with work practices, section 9.1*

7 RECORDS MANAGEMENT

All Council records created and managed as a result of implementing this policy will be managed in accordance with the Council's Records Management Policy.

The Records Management Policy assigns responsibilities for records management to employees, supervisors, volunteers and other specific positions.

No Council records are to be destroyed without consideration of the requirements of the Act(s) that govern the functions relevant to this policy. Prior to destruction, advice must be sought from the Records Management Unit, with consideration to the requirements of the appropriate Retention and Disposal Authority (RDA).

8 REFERENCES

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

- *Local Government Act 1989, 2020*
- *Road Management Act 2004*
- *Road Management (General) Regulations 2016*
- *Transport Act 1983*
- *Road Safety Act 1986*
- *Wrongs Act 1958*
- *Subdivisions Act 1988*
- International Infrastructure Management Manual 2020
- Code of Practice for Management of Infrastructure in Road Reserves
- Road Management (Works and Infrastructure) Regulations 2015
- Code of Practice for Operational Responsibility for Public Roads ECM 1908241
- Glenelg Shire Council Plan (2017 – 2021) ECM Doc Set ID 2300740
- Glenelg Shire Council Asset Management Policy ECM 1273164
- Glenelg Shire Council Register of Public Roads ECM 2784892
- Glenelg Shire Council Local Road Hierarchy Vol 1 ECM 936620
- Glenelg Shire Council Local Road Hierarchy Vol 2 ECM 936621
- Glenelg Shire Council Access to Rural Properties Policy ECM 940994
- Glenelg Shire Council Road Safety Strategy ECM 1025365
- Glenelg Shire Council Roadside Management Guidelines ECM 1014624
- Glenelg Shire Council Tracks & Trails Strategy ECM 2582227
- Glenelg Shire Council Transport Asset Management Plan (2015) ECM 1894900
- Glenelg Shire Council Urban Tree Policy ECM 2575569
- Glenelg Shire Council Works within Road Reserves (Minor Works) – Non Utilities ECM 2430568

- Glenelg Shire Council Stormwater Discharge Point and Drainage Information Application. ECM 550894
- Glenelg Shire Council Road Hazard Defect Inspection Manual (2006) ECM 1466403
- Infrastructure Design Manual (IDM)
- Rail Safety Interface Agreement - Glenelg Shire Council and Portland Cable Trams Inc. ECM 1137989
- Rail Safety Interface Agreement between Glenelg Shire Council, VicTrack, , and ARTC. ECM 1004308
- Vicroads demarcation document ECM 1044386

9 APPENDICES

9.1 Appendix 1

Note #

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

CARRIAGEWAY DEFECTS

Defect Code	Description of Defect (Intervention Level)	Response Code by Road Maintenance Category							
		RL	RC	RG	RM	UL	UC	UG	UM
Obstructions and Substances in Traffic Lane									
OCC	Occasional issue on road requiring response - ponding of water >300mm deep, fallen trees, oil spills, stray livestock, debris.	7 days	7 days	7 days	14 days	7 days	7 days	7 days	14 days
Pavement or surface defects									
POT	Potholes in traffic lane of a sealed pavement greater than 300mm in diameter and greater than 100mm deep or in the traffic lane of an unsealed pavement greater than 500mm diameter and 150mm deep.	7 days	7 days	14 days	1 month	7 days	7 days	14 days	14 days
COR	Corrugations in the traffic lane of a sealed pavement. Maximum depth under a 1.2m straightedge exceeds 50mm or on an unsealed pavement 100mm.	7 days	7 days	14 days	1 month	7 days	7 days	14 days	14 days

DEP	Depressions in the traffic lane of a sealed pavement. Maximum depth under a 1.2m straightedge exceeds 100mm or on an unsealed pavement 150mm.	7 days	7 days	14 days	1 month	7 days	7 days	14 days	14 days
RUT	Extended sections of longitudinal wheel rutting in a sealed pavement. Maximum depth under a 1.2m straightedge exceeds 100mm or on unsealed pavements 150mm.	1 month	3 months	N/a	N/a	1 month	3 months	N/a	N/a
SHO	Shoving of the surface in the traffic lane. Maximum depth under a 1.2m straightedge exceeds 100mm.	7 days	7 days	14 days	1 month	7 days	7 days	14 days	14 days
EDG	Edge breaks where width of seal is reduced by 150mm or more from general edge of seal.	1 month	1 month	3 months	N/a	1 month	1 month	3 months	N/a
SHG	Unsealed shoulder grading to correct pavement drop off 100mm, build-up or rutting.	7 days	14 days	1 month	N/a	7 days	14 days	1 month	N/a
DRO	Edge drops onto unsealed shoulder greater than 100mm.	1 month	1 month	3 months	N/a	1 month	1 month	3 months	N/a
DEL	Delamination of the upper bitumen surface layer where the affected area > .5m ² or more than 3 delaminated areas in close proximity (< 10m apart)	7 days	7 days	14 days	1 month	7 days	7 days	14 days	14 days
SOF	Any incidence of soft or un-trafficable shoulders on Link or Collector Roads.	7 days	7 days	N/a	N/a	7 days	7 days	N/a	N/a
Pavement markings									
MAR	Missing, illegible or confusing at a critical location ²	1 month	1 month	3 months	N/a	1 month	1 month	3 months	N/a
Drainage									

PIT	Damaged so as to obviously undermine its structural integrity or missing drainage pit lids, surrounds, grates, <u>in pedestrian areas or traffic lanes.</u>	7 days	7 days	7 days	14 days	7 days	7 days	7 days	14 days
BLO	Subsurface drains dirt/debris removal from outlets and pits, check rodent and flood flaps.	3 months	3 months	3 months	N/a	3 months	3 months	3 months	N/a
Vegetation (trees, shrubs and grassed areas)									
VEG	Trees, shrubs or grasses that have grown to restrict design sight distance to intersections or restrict viewing of safety signs or long dry grass on a road shoulder where a vehicle is required to leave the paved surface of the road to overtake another vehicle.	6 months	6 months	6 months	6 months	6 months	6 months	6 months	6 months
INT	Vegetation intruding within an envelope over roadways	6 months	6 months	6 months	6 months	6 months	6 months	6 months	6 months
Safety signs ¹									
SSI	Safety signs missing, illegible or damaged making them substantially ineffective.	14 days	14 days	14 days	1 month	14 days	14 days	14 days	1 month
Guideposts									
GUI	Missing or damaged at a critical location ² making them substantially ineffective.	14 days	1 month	1 month	3 months	14 days	1 month	1 month	3 months
Safety barriers and fencing									
BAR	Missing or damaged at a critical location ² making them substantially ineffective.	1 month	3 months	3 months	N/a	1 month	3 months	3 months	N/a
Structures (including bridges)									
STR	Damage affecting structural performance.	7 days	7 days	7 days	14 days	7 days	7 days	7 days	14 days

FOOTPATH DEFECTS

Defect Code	Description of Defect	Rectification Response Time by Footpath Category		
	(Intervention Level)	Commercial (High Use)	Neighbourhood Link (Medium Use)	Residential (Low Use)
FOA	Defective pedestrian areas with a step <u>greater</u> than 20mm.	3 Months	6 Months	6 Months
FOV	Vegetation over pedestrian, intruding into a clearance envelope between the edge of path and a minimum of 2.5m height clearance over path.	6 Months	6 Months	6 Months
FOP	Potholes in an unsealed path surface that are greater than 300mm diameter and 50mm deep	Not Applicable	12 Months	12 Months
FDA	Geometry or configuration of path does not comply with DDA requirements for accessibility	6 Months	6 Months	12 Months