



Road Management Plan

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Approved by Latrobe City Council

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1.0 Introduction

Latrobe City Council has developed this Road Management Plan (RMP) in response to the Road Management Act 2004 (RMA). The RMP was originally adopted by Council in 2005, this is the fifth revision of that plan.

This plan is made under Division 5 of the RMA with regard to the principle object of road management and to establish a management system based on policy and operational objectives, available resources, and to set relevant standards related to public safety in the performance of those road management functions.

This RMP sets out the responsibilities of Council and also the responsibilities of other stakeholders including road users.

The primary objective of this plan is to balance community expectations for service and risk management with the ability of Council to fund the capital and operational costs. The road, carparks and path assets should provide an appropriate level of service that is fit for purpose, accessible, responsive and sustainable to the community in accordance with the Council Plan, Asset Management Policy and Asset Management Strategy.

The long-term assessment of the asset management requirements will be detailed in individual Asset Management Plans for Road, Carparks, Bridges and Major Culverts and Paths.

2.0 Legislation

The following Victorian legislation applies to the Road Management Plan:

- Road Management Act 2004
- Road Management (General) Regulations 2016
- Road Safety Act 1986
- Road Management (Works and Infrastructure) Regulations, 2015
- Local Government Act, 1989
- Local Government Act 1989 s.208B (Best Value Principles)
- Local Government Act 2020
- Equal Opportunity Act 2010
- Wrongs Act 1958

3.0 Scope of this Plan

This plan addresses the maintenance standards and systems for road management functions and the levels of service for Latrobe City's bridges, road pavement, carparks, bridges, paths and associated infrastructure on 1455 km of sealed and unsealed municipal road network for which the Council is the coordinating or responsible road authority.

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The full list of roads for which Council is responsible can be viewed on Council's website via the following link:
http://www.latrobe.vic.gov.au/Our_Services/Roads_Drains_Lights_and_Trees/Roads_and_Drains/Road_Register

Freeways and Arterial roads in rural areas, including their associated road related infrastructure are the sole responsibility of the Department of Transport through its agency Regional Roads Victoria, formerly known as VicRoads. In urban areas the road pavement on Arterial roads is also maintained by VicRoads with Council maintaining the area outside the road pavement and kerbs. Each party's exact areas of responsibility for different road situations is set out in the Code of Practice – Operational Responsibility for Public Roads which is accessible on the VicRoads website via the following link :[Code of Practice - Operational Responsibility for Public Roads](https://www.vicroads.vic.gov.au/about-vicroads/acts-and-regulations/road-management-act-regulations-and-codes/codes-of-practice-under-the-road-management-act) or <https://www.vicroads.vic.gov.au/about-vicroads/acts-and-regulations/road-management-act-regulations-and-codes/codes-of-practice-under-the-road-management-act>.

Figure 1 below shows a typical cross section showing Council's area of responsibility outside the kerbs of the VicRoads declared main road. Any service lanes and paths outside of this area whether on a single or dual carriageway are Council's responsibility. Although not shown, defined parking lanes on an arterial road and the kerbing supporting this is a council responsibility.

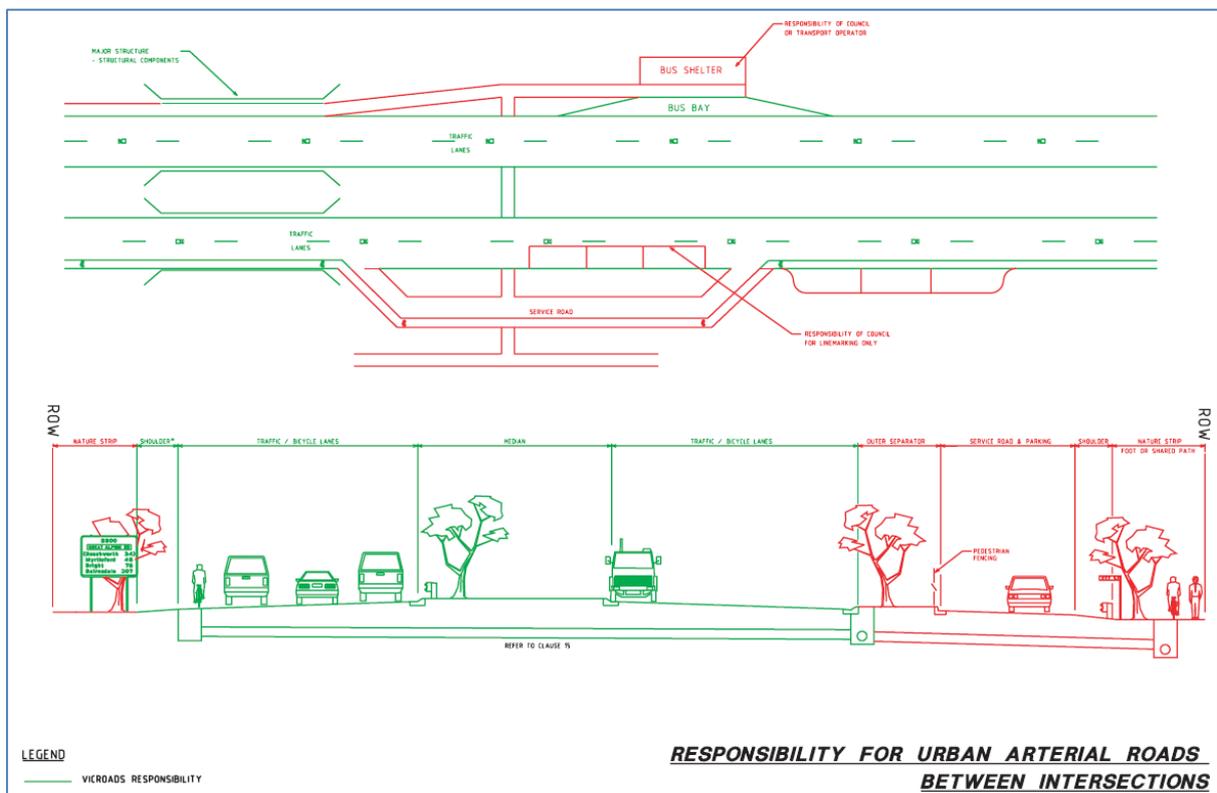


Figure 1 - Typical VicRoads / Council responsibilities

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4.0 Demarcation of Responsibility

A list of Regional Roads Victoria controlled roads is listed in the table below. Full details of extent of responsibility see the VicRoads Road Register on the VicRoads website at the following link: [Register of Declared Roads](https://www.vicroads.vic.gov.au/~/-/media/files/documents/utilities/registerofpublicroadsparanovember2013.pdf) or: (<https://www.vicroads.vic.gov.au/~/-/media/files/documents/utilities/registerofpublicroadsparanovember2013.pdf>)

List of VicRoads Declared Main Roads	
Boolarra Churchill Road	Morwell Yallourn North Road
Boolarra Road	Morwell Yallourn Road
Brodribb Road	Princes Drive
Grand Ridge Road	Princes Freeway
Hyland Highway	Princes Highway
Loy Yang Morwell Road	Strzelecki Highway
Maryvale Road	Tramway Road
Moe Glengarry Road	Traralgon Balook Road
Moe North Road	Traralgon Creek Road
Moe Rawson Road	Traralgon Maffra Road
Moe Walhalla Road	Traralgon West Road
Monash Way	Tyers Road
Morwell Thorpdale Road	Tyers Thomson Valley Road
Morwell Traralgon Road	

4.1 Boundary roads

In the instance of boundary roads with neighbouring municipal councils/authorities, Council has arrangements for the management functions in the form of Memoranda of Understanding between the relevant municipalities and government agencies listed as follows:

- Wellington Shire;
- South Gippsland Shire;
- Baw Baw Shire Council.
- Department of Environment, Water, Land and Planning (DEWLP)
- VicTrack

4.2 Assets Not Encompassed By This Plan

The following road and access related assets are not encompassed by the RMP:

- Any road or road segment not listed in Latrobe City’s Register of Public Roads.
- Assets on arterial roads, tourist roads, forest roads and private roads.
- Private roads, unformed roads, tracks, laneways and private streets not constructed under the provisions of the Local Government Act, (this includes roads and paths Not Maintained or Not on Register).
- Private driveways located on public road reserves that serve a single property or a group of properties which are aligned along a reserve to link with the Latrobe City road network.
- Rail and tramway structures.
- Vehicle crossings (driveways), the portion of a vehicle crossing located between the carriageway and the property boundary or footpath is the responsibility of the adjoining property owner to maintain. (Refer Latrobe City Vehicle Crossing Policy)
- Pedestrian crossings (path links), the portion of a pedestrian crossing located between the carriageway and the property boundary or the property boundary and the Council footpath is the responsibility of the adjoining property owner to maintain. (Refer Latrobe City Vehicle Crossing Policy)
- Roads under the control of other Road Authorities, inclusive of Vic Roads, the Department of Environment Lands Water and Planning (DELWP).
- Roads being boundary roads that are maintained by another Council or another Road Authority by the way of a formal agreement.
- Nature Strips & infill areas as per s.107 of the *Road Management Act* a road authority is not required to inspect maintain or repair “roadside” such as those residual areas between the road formation and the property boundary not occupied by footpath and private road crossings. These are normally sown to grass with the responsibility for maintenance of the grass being left to the property owner.
- Property stormwater drains, a property stormwater 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.
- Paths that are not within the boundaries of the road reserve and not defined in Latrobe City’s Path and Shared Path hierarchy.

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- Cattle underpass structures, box culvert type structures built for the purpose of providing safe crossing under a road for cattle. 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.
- Street furniture that is non-road infrastructure including bollards, seats and bins.
- Street Lights, are generally an asset owned by Council but maintained by AusNet Services through an agreement. AusNet Services retains maintenance responsibility as part of that agreement.
- Minor Culverts, are culverts which have not been classified as Major Culverts. These generally have a cross sectional area less than 3.4 square metres, or a diameter less than 1800mm.

5.0 Relationship of RMP with other Key Council Documents

The Road Management Act offers Council the opportunity to produce a Road Management Plan to gain protection in certain circumstances. Although derived from and gains authority from the Road Management Act 2004, it is a companion document to the Road Asset Management Plan developed under the following hierarchy. See Figure 2.

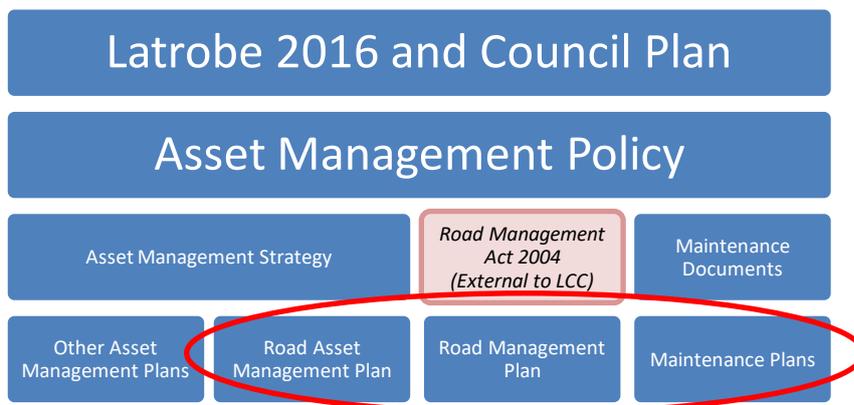


Figure 2 – Relationship between the RMP and other key Council documents

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6.0 Responsibility of Road Users

All road users have a duty of care under Section 105 of the RMA, with particular obligations prescribed in Section 17A of the Road Safety Act 1986 that requires the following:

6.1 Obligations of Road Users

A person who drives a motor vehicle on a public road must drive in a safe manner having regard to all the relevant factors including (without limiting the generality) the:

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

A road user other than a person driving a motor vehicle must use a public 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 take reasonable care to avoid any conduct that may endanger the safety or welfare of other road users;
- Have regard to the rights of the community and infrastructure managers in relation to the road infrastructure and non-road infrastructure on the road reserve and take reasonable care to avoid any conduct that may damage road infrastructure on the road reserve;
- Have regard to the rights of the community in relation to the road reserve and take reasonable care to avoid conduct that may harm the environment of the road reserve.

7.0 Road and Path Hierarchy/Classification

All of Council's roadways and pathways have been classified by a hierarchical system which looks at the function and importance of particular roads or pathways, thus determining the level of service provided.

7.1 Road Assets Hierarchy

Council road assets are classified the following basis:

- RDMC1, Link Road;
- RDMC1, Collector Road;

- RDMC2, Sealed Access Road speed limit greater than 60 km/hr;
- RDMC2, Unsealed Access Road;
- RDMC3, Sealed Access Road speed limit less than or equal to 60 km/hr;
- RDMC3, Minor Access Road;
- RDMC4, Limited Access Road.
- RDMC0, Not Maintained by Council

The hierarchal classifications reflect the relative community importance of roads and enables Council to efficiently define an appropriate level of service to all roads in the network.

A brief description of each hierarchy class and associated design and maintenance levels of service are detailed in Appendix A.

7.2 Carparks Hierarchy

Carparks within a road reserve:

- RDMC is as per the road which the carpark is associated with

Off Road Carparks:

- CPMC1, High Use;
- CPMC2, Medium Use;
- CPMC3, Low Use;
- CPMC0, Not Maintained by Council

7.3 Footpaths and Shared Paths Hierarchy

A separate hierarchy system has been established for the management of Council's pathways which include both footpaths and shared paths. Pathways are classified into:

- PMC1, High Usage Zone footpaths & shared pathways;
- PMC2, Medium Usage Zone footpaths & shared pathways;
- PMC3, Low Usage Zone footpaths & shared pathways;
- PMC4, Tracks & Trails;
- PMC5, Bicycle Lanes (excluding urban on road marked lanes);
- PMC0, Not Maintained by Council

A brief description of each hierarchal class is detailed in Appendix A.

8.0 Inspection Schedules

Council schedules a recurring program of inspections of the road and path network aimed at identifying instances where the stated target intervention levels are exceeded. The frequency of inspections varies depending on the usage and level of importance of the asset. These frequencies are detailed in Appendix B.

8.1 Defect Inspections - Roads and Footpaths

To satisfy the requirements of the Road Management Act proactive defect inspections are undertaken to identify and prioritise defects that exceed the stated intervention level as set out in Appendix C. This is achieved by measuring the level of defect against established intervention and response levels. A summary of intervention levels and response times for roads and paths are detailed in Appendices E.

Reactive site specific defect inspections also occur after a customer reports a perceived hazard or defect to council through the customer request process as identified in Appendix C. The reported defect will be assessed to determine if it exceeds the stated intervention level.

In addition to the proactive defect inspections for the Road Management Plan Council undertakes road, carpark, bridge & major culvert and path condition inspections to undertake asset management functions (i.e. asset life cycle review, development of rehabilitation and capital works programs etc.). The condition assessments are not related to the maintenance actions under the Road Management Plan.

8.2 Bridges & Major Culverts

Inspections of bridges and major culverts are programmed in accordance with the VicRoads Road Structures Inspection Manual for all structures with a single span or have been classified as Major Culverts. Additional structures may be added following a formal Risk Assessment process, and nominated in the Road Register.

- Level 1 - Inspections carried out two times per year and after major accidents, flood, earthquake, bushfires or other incidents that impact the particular structure.
- Level 2 - Inspections carried out within 12 months of the completion of major maintenance/ opening to traffic and then on a 2-5 year cycle in accordance with the VicRoads Road Structures Inspection Manual.
- Level 3 - Inspections carried out on the recommendation of a Level 1 or 2 inspections.

Road or path assets (i.e. sealed bridge approaches) adjacent or incorporated into bridge structures are (also) inspected as part of road and path defect asset inspections according to the RDMC/PMC for the road section. (Refer Appendix B).

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9.0 Maintenance Standards

Latrobe City Council has identified the critical maintenance defects for all paths and roads for which it is responsible. For each defect, the following criteria have been developed:

1. The level at which a defect reaches a point requiring intervention based on reasonable balance between potential risk and potential use of Council's limited resources considering all competing priorities.
2. The maximum time allowable within which defects that exceed those intervention levels must be repaired.

The defects identified as critical for roads, carparks and paths are grouped under the following Headings:

- 1.0 Obstructions in Traffic Lane (All Road Surfaces)
- 2.0 Pavement or Surface Defects (Sealed Roads)
- 3.0 Pavement or Surface Defects (Unsealed Roads)
- 4.0 Drainage (All Road Surfaces)
- 5.0 Vegetation (All Road Surfaces)
- 6.0 Roadside Signage & Furniture (All Road Surfaces)
- 7.0 Structures (including bridges)
- 8.0 Traffic Signals and Controls (All Road Surfaces)
- 9.0 Off Street Carparks
- 10.0 Paths

A broad description of maintenance service level standards for each of the roadway, carpark and pathway RDMC/CPMC/PMC are detailed in Appendix E.

10.0 Intervention Levels and Response Times

10.1 Intervention levels and Response Times

The Intervention Levels and Response Times are included in Appendix E. The service level tables include:

1. Defect Code.
2. Description of defect.
3. Response Time according to RDMC/CPMC/PMC.

The intervention levels are a maximum allowable figure. Major repairs will not be carried out on roads that are scheduled to be reconstructed or rehabilitated, where temporary repairs will be carried out to isolated effects that exceed stated intervention levels or alternately warning signs may be used to highlight defects if major works are imminent.

10.2 Force Majeure

Although Council will make every endeavour to meet its obligations under this plan, circumstances may arise where Council may not meet all or any of its obligations. If these circumstances are beyond the control of Council, then Council reserves its right to suspend this plan.

In the event of natural disasters and events such as fires, storms and floods, as well as human factors, but not limited to lack of Council staff or suitably qualified contractors, because of Section 83 of the Victorian Wrongs Act, 1958, as amended, Council reserves the right to suspend compliance with its Plan.

In the event that the Chief Executive Officer (CEO) of Latrobe City Council, has to, pursuant to Section 83 of the Victorian Wrongs Act, consider the limited financial resources of Council and its other conflicting priorities, meaning Council's RMP cannot be met, the CEO will inform the Manager Asset Presentation that some or all of the timeframes and responses in Council's Plan, are to be suspended. After the event the outstanding defects will be addressed as fast as practical given resources and the risk.

Once the events beyond the control of Council have abated, or if the events have partly abated, Council's Chief Executive Officer will write to inform the Manager Asset Presentation which parts of Council's RMP are to be reactivated and when.

11.0 Basis for Developing Service Levels

In line with the requirements of the Road Management Act, Latrobe City's initial process of developing service levels for the original RMP involved the following:

1. Assessment of what the community wanted through the Best Value Review Process and collating the available data available on service level responsiveness through Council's Customer Request and Tracking System.
2. Determined the areas and functions of priority, based on customer complaints data, insurance claims data and maintenance staff knowledge.

Determined informally the financial gaps between current strategic service levels and expected strategic service levels through a process of strategic financial modelling.

Since the review of the RMP in 2009, Council has had the opportunity to evaluate the adopted service levels and confirm that they are achievable with the existing budget. This amended RMP uses that information to provide a degree of confidence in the hierarchies and service levels.

Council acknowledges that the level of service provided to all roads will not necessarily please all stakeholders however these levels have been determined by the resources available to Council, both financial and physical.

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12.0 Management System

12.1 Customer Requests

Council operates a commercially supplied customer request system. The system utilises a computer database which records details of the person making the request, the location and the problem details.

If the customer service officer cannot respond to the request at the point of contact, the system then allocates the investigation of the problem to a specified staff member who must determine an action. The person making the request should be advised that the request has been entered into the database for follow up action. If required, they are also advised of the outcome of the investigation and the action proposed, i.e.:

1. No action.
2. Referred to forward programs.
3. To be corrected within a certain timeframe.

Response times to investigate are set out in Appendices C (Proactive Response Timeframes) and D (Response Times from Inspection to Remedial Action) which aligns the level of responsiveness to the type and hierarchical classification of the asset.

A person who intends to make an insurance claim or 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. Upon receiving such written notice, an inspection may be arranged and a report prepared.

12.2 Inspections

Council's management system records the defects identified by trained personnel while carrying out inspections in accordance with the timeframes listed in Section 8 – Inspection Schedules.

There are different regimes in place for inspections of sealed and unsealed roads, bridges and also for path inspections. The defects identified during the road and bridge inspections are directly entered onto a running sheet which is later entered into Council's Customer/Request Management System – Pathway. This system is then used to monitor the defects and to ensure that they are rectified within the timeframes set for that particular defect and hierarchy. This is an area where continuous improvement may see the introduction of a more integrated Maintenance Management System (MMS) including electronic data capture.

The defects identified during the path inspections are directly entered into an electronic device which automatically records location and saves any other inspection data. Upon returning to the office this data is downloaded into an

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electronic database and then loaded into Council's Geographical Information System. Repairs are then programmed according to the intervention levels and hierarchy.

Upon completion of the repair the date and time of the repair is recorded against the defect in the database.

13.0 Definitions

Term	Definitions
AMS	Asset Management System
MMS	Maintenance Management System
DEWLP	Department of Environment Water Land and Planning
RAMP	Road Asset Management Plan
RMA	Road Management Act 2004 (Vic)
RMP	Road Management Plan

14.0 Review

14.1 Review Process

The Road Management Plan will be reviewed every four years within 2 years of a local government election. The review shall reflect changes in Asset Management Policies, Standards, Processes and Practices, or changes in level of service standards identified for consideration or adopted since the last review.

Referenced documents such as Acts, Regulations or Design Standards listed in Section 15, which do not cause an alteration to the defined Level of Service or management system, will be the applied reference in terms of Council's operation at any point in time.

14.2 Adoption and Amendments

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;

- Give notice of intention to adopt the plan or amendment.

The notice must be published in the Government Gazette and a local daily newspaper. Upon review of the Plan, Council must also give notice of the review and the proposed Plan amendments and where copies may be inspected or obtained. The final phase of review involves Council publishing a notice of intention to adopt the plan amendments in the Government Gazette. During exhibition phases, copies of the draft version of the plan will be located at the following locations:

- Latrobe City Corporate Headquarters 141 Commercial Road Morwell
- Online on the Council's web site www.latrobe.vic.gov.au

A hard copy of both the draft Road Management Plan for consultation and Public Road Register will be available for inspection at the Latrobe City Corporate Headquarters during normal working hours. Both documents may also be viewed on the Council web site via:

http://www.latrobe.vic.gov.au/Our_Services/Roads_Drains_Lights_and_Trees/Roads_and_Drains

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15.0 References

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

REFERENCED DOCUMENTS
Ministerial Acts & Regulations
Road Management Act 2004
Road Management (General) Regulations 2016
Road Safety Act 1986
Road Management (Works and Infrastructure) Regulations, 2015
Local Government Act, 1989 Rev 11 (01/12/2020)
Local Government Act 2020
Local Government Act 1989 s.208B (Best Value Principles)
Equal Opportunity Act 2010
Wrongs Act 1958
Ministerial Codes of Practice
Operational Responsibility for Public Roads 2004
Code of Practice for Road Management Plans
External Sourced Documents
VicRoads -Register of Declared Roads
Council Documents
Council Plan 2017-2021
Asset Management Policy
Asset Management Strategy
Asset Management Plans for Bridges, Paths and Roads.
Public Road Register
Latrobe 2026- the community vision for Latrobe Valley

Appendices

- Appendix A - Road Hierarchy**
- Appendix B - Proactive Inspection Schedules**
- Appendix C - Reactive Inspection Response Timeframes**
- Appendix D - Response Times from Inspection to Remedial Action**
- Appendix E - Intervention Levels**
- Appendix F - Register of Public Road**

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Appendix A - Hierarchy

The following tables provide an overview on how Latrobe City's roads and paths have been classified. Roads may be segmented along their length with the result being that a road may be classified under more than one hierarchy.

Maintenance Category	Hierarchy Type	Primary Function
Roads		
RDMC1	Link	<ul style="list-style-type: none"> -High usage strategic Freight linkage routes. -Heavy vehicle linkage from the State Arterial Road network to local commercial or industrial focal points. -Also includes heavy vehicle bypass routes of major urban centres.
RDMC1	Collector	<ul style="list-style-type: none"> -High usage strategic Collector routes. -Rural/Urban collector routes from local access roads to community centres or popular focal points. -High usage connector routes to the Arterial road network.
RDMC2	Sealed Access >60km/h	<ul style="list-style-type: none"> -Medium usage property access routes. -STD road providing property access to rural developed areas incorporating at least 3 rateable properties with occupied houses. -Medium usage access to rural properties generating regular and consistent vehicle usage. -Bus Route minimum standard.
RDMC2	Unsealed Access	<ul style="list-style-type: none"> - Medium usage property access routes. - STD road providing property access to rural developed areas incorporating at least 3 rateable properties with occupied houses. - Medium usage access to rural properties generating regular and consistent vehicle usage. - Bus Route minimum standard.
RDMC3	Sealed Access <=60km/h	<ul style="list-style-type: none"> - Medium usage property access routes. - STD road providing property access to rural developed areas incorporating at least 3 rateable properties with occupied houses. - Medium usage access to rural properties generating regular and consistent vehicle usage. - Bus Route minimum standard.
RDMC3	Minor Access	<ul style="list-style-type: none"> - Low usage property access routes. - Occasional usage property access routes. - STD road that provides access to rural developed areas incorporating 1 or 2 rateable properties with occupied houses. - STD road with 2 or more farmland or planation rateable properties. - Non-STD road that provides access to rural developed areas incorporating at least 3 rateable properties with occupied houses.

Appendix A - Hierarchy (Continued)

Maintenance Category	Hierarchy Type	Primary Function
RDMC4	Limited Access	<ul style="list-style-type: none"> - Low usage property access route streets/lanes - Occasional usage access to rural properties generating spasmodic vehicle usage. - STD road that provides alternate/secondary side or rear property access to urban residential or commercial allotments. - STD road servicing a rateable property with a single unoccupied house on Farmland/Private plantation. - Non-STD road that provides property access to rural developed areas incorporating up to 1 or 2 rateable properties with occupied houses. - Non-STD road with 2 or more Farmland/Private rateable properties.
RDMC0	Not Maintained by Council	<ul style="list-style-type: none"> - Any road which has not been assessed for inclusion in any other Road Maintenance Category - Any road for which a decision has been made not to maintain - Any road which does not conform to LCC Standards - Private driveways on road reserves for which Latrobe City Council is the Coordinating Road Authority.

Note 1 - A Standard Constructed road (STD) is one that was built to a level that was acceptable to Council at the time of construction. It would have a reasonable formation width, depth and quality of pavement material, table drains, culverts and if required and guideposts and signage installed. Standard Constructed roads generally do not present conditions that practically restrict/constrain maintenance response actions and timeframes. A Non-Standard Road (Non-STD) may have some of these features of a Standard Constructed road, for example some minor earthworks and even some road pavement material however Council will not automatically categorise these roads as "Standard Constructed". Non-Standard Constructed roads may present conditions that practically restrict/constrain maintenance response actions and timeframes during extended periods of extreme dryness and / or wetness; such conditions may limit Council's ability to undertake maintenance to provide all weather access.

Note 2 - The maintenance levels in this plan are not intended to increase the level of service of a road, but are designed to only maintain what already exists.

Note 3 - All of Council's roads have been classified by a hierarchal system which considers the function and importance of each road, thus determining the level of service provided in terms of inspection interval, intervention levels and response time. This hierarchy is separate to the road hierarchy used to determine the appropriate level of service with respect to design / configuration for roads that are provided through new development. The standard of the existing road network is as a result of historical standards and circumstances that gave rise to roads that may differ markedly from that which would be expected from that of a new development.

Note 5- Changes to the design / configuration of a road may occur where there is a nexus to new development such that road use is expected to change; or may result from requests from property owners where they contribute entirely to the cost of a design / configuration upgrade of a road as required by Council prior to a road being included onto the Public Road Register; or for a road on the Public Road Register where property owners contribute to the cost of a design / configuration upgrade through a declared Special Charge Scheme. Where a request is received for a road segment / road reserve segment to be included on the Public Road Register the property owner will need to arrange at their cost for the road segment / road reserve segment to be constructed to a standard which can be effectively maintained by Council. The minimum standard of road that Council will accept is the standard required by the CFA that ensures access by fire appliances. In considering the extent of road included on the Public Road Register Council implements the principle of the closest point of access to the rateable property.

Note.6 - When a road reaches the end of its useful life and is scheduled for full reconstruction the appropriate design / configuration will be determined based on the level of use, the type of use, and what the road environment can practically accommodate in terms of design / configuration and available Council funds.

Appendix A - Hierarchy (Continued)

The following table is a guide to the classification to Council's Carparks:

A Carpark classification has been developed, based principally on the volume of usage.

The carpark classifications are defined in the table below:

Maintenance Category	Hierarchy Type	Primary Function
Carparks		
RDMC0-4	On Road Carpark	All on-road carparks
RDMC0-4	Reserve Access & Carparks	Off Road Carparks within a road reserve
CPMC1	High Use Carparks	High Use Off Road Carparks and access roads NOT within a road reserve
CPMC2	Medium Use Carparks	Medium Use Off Road Carparks and access roads NOT within a road reserve
CPMC3	Low Use Carparks	Low Use Off Road Carparks and access roads NOT within a road reserve
CPMC0	Not Maintained by Council	<ul style="list-style-type: none"> - Any carpark which has not been assessed for inclusion in any other carpark maintenance category. - Any carpark for which a decision has been made not to maintain. - Any carpark which does not conform to LCC Standards. - Private hard stands on road reserves for which City Council is the Coordinating Road Authority.

Appendix A - Hierarchy (Continued)

The following table is a guide to the classification to Council's Paths:

A path classification has been developed, based principally on the volume of usage (both pedestrian and cyclists if applicable).

Maintenance Category	Hierarchy Type	Primary Function
Paths		
PMC1	High Use Zone Footpath	Central Business Districts of the following major townships ¹
PMC1	High Use Shared-Path	High use shared bicycle / pedestrian paths in close proximity to Central Business Districts of the following major townships ² .
PMC2	Medium Use Zone Footpaths	Heavily pedestrianised areas: - minor-shopping areas, schools, collector paths and medium use shared bicycle / pedestrian paths.
PMC2	Medium Shared-Paths	High use shared bicycle / pedestrian paths that form the strategic linking network within of between the following major townships. ³ .
PMC3	Low Use Zone Footpath	Constructed paths in residential and commercial areas, and rural residential areas; including concrete, asphalt, and gravel paths.
PMC3	Low Use Shared-Path	Low use shared bicycle / pedestrian paths.
PMC4	Tracks & Trails	Unsealed walking track/trail typically located through bushland reserves and serving a passive recreational function, designed to fit in with natural environment, not necessarily suitable for mobility impaired users.
PMC5	Bicycle Lanes	Marked bicycle lanes on or adjacent to Public Roads in rural areas
PMC 0	Not Maintained by Council	<ul style="list-style-type: none"> - Any path which has not been assessed for inclusion in any other Path Maintenance Category - Any path for which a decision has been made not to maintain - Any path which does not conform to LCC Standards - Private pathways on road reserves for which Latrobe City Council is the Coordinating Road Authority.

¹ Moe, Newborough, Morwell, Churchill and Traralgon. Main streets of the townships of Boolarra, Glengarry, Toongabbie, Tyers, Yallourn North and Yinnar. Areas identified as potential high risk due to the volume of pedestrian traffic associated with particular properties adjacent to Council footpaths.

Appendix B - Proactive Inspection Schedules

Proactive defect inspections shall be conducted in accordance with the following schedule. The frequency of inspections varies with the Road Maintenance Category (RDMC), Carpark Maintenance Category (CPMC) & Path Maintenance Category (PMC).

Maintenance Category	Hierarchy Type	Proactive Hazard Inspection Timeframe
Roads		
RDMC1	Link, Collector	one (1) inspection every 9 weeks.
RDMC2	Sealed Access >60km/h, Unsealed Access	one (1) inspection every 16 weeks.
RDMC3	Sealed Access <=60km/h, Minor Access	one (1) inspection every 31 weeks.
RDMC4	Limited Access	one (1) inspection each 13 months.
RMC0	Not Maintained by Council	Not Inspected
Carparks		
RDMC0 to RDMC4	All on-road carparks	Inspection at the same schedule as the road on which it is located
RDMC0 to RDMC4	Off Road Carparks within a Road Reserve	Inspection at the same schedule as the road on which it is located
CPMC1	High Use Off Road Carpark	one (1) inspection every 16 weeks.
CPMC2	Medium Use Off Road Carpark	one (1) inspection every 31 weeks.
CPMC3	Low Use Off Road Carpark	one (1) inspection each 13 months.
CPMC0	Not Maintained by Council	Not Inspected

Appendix B - Proactive Inspection Schedules (Continued)

Road / Carpark / Path Maintenance Category (RDMC/CPMC/PMC)	Hierarchy Type	Proactive Hazard Inspection Timeframe
Footpaths		
PMC1	High Usage Zone Footpaths, High Use Shared Paths	one (1) inspection every 13 months.
PMC2	Medium Usage Zone Footpaths, Medium Use Shared Paths	one (1) inspection every 25 months
PMC3	Low Usage Zone Footpaths, Low use Shared Paths	one (1) inspection every 37 months
PMC4	Tracks & Trails	Not inspected by Council
PMC5	Bicycle Lane	Inspected as per the road hierarchy for the road on which the lane is associated with
PMC0	Not Maintained by Council	Not Inspected

Maintenance Category (Asset Type)	Hierarchy Type	Proactive Hazard Inspection Timeframe
Bridges and Major Culverts⁴		
Bridge	Surface of Trafficable Area	Inspections to be conducted at the same frequency as the road to which the bridge is connected
Bridge or Culvert	Level 1 Inspection	Inspections carried out two times per year and after major accidents, flood, earthquake, bushfires or other incidents impacting the structure.
Bridge or Culvert	Level 2 Inspection	Inspections carried out within 13 months of the completion of major maintenance/ opening to traffic and then on a 2 to 5 year cycle in accordance with the VicRoads Road Structures Inspection Manual
Bridge or Culvert	Level 3 Inspection	Inspections carried out on the recommendation resulting from a Level 1 or 2 Inspection

⁴ Bridge and Culvert Inspections as per VicRoads Bridge Inspection Manual

Appendix C - Reactive Inspection Response Timeframes

Response times to investigate customer requests (Reactive inspection Response Timeframes) are set out in the below table for the road, carpark and maintenance categories. See Appendix E for the actual time definition.

Maintenance Category	Hierarchy Type	Emergency Inspection Times ⁵	Reactive Inspection Time ⁶⁷⁸
Roads			
RDMC1	Link, Collector	ER (2 Hr)	A (1 Day)
RDMC2a	Sealed Access >60km/h, Unsealed Access	ER (2 Hr)	B (2 Day)
RDMC3	Sealed Access <=60km/h, Minor Access	A (1 Day)	C (5 Day)
RDMC4	Limited Access	A (1 Day)	C (5 Day)
RMC0	Not Maintained by Council	N/A	N/A
Carparks			
RDMC1 to RDMC4	All on-road carparks	Refer Road Maintenance Category	Refer Road Maintenance Category
RDMC1 to RDMC4	Off Road Carparks within a road reserve	Refer Road Maintenance Category	Refer Road Maintenance Category
CPMC1	High Use Off Road Carpark	ER (2 Hr)	A (1 Day)
CPMC2	Medium Use Off Road Carpark	ER (2 Hr)	B (2 Day)
CPMC3	Low Use Off Road Carpark	A (1 Day)	C (5 Day)
CPMC0	Not Maintained by Council	N/A	N/A

⁵ Emergency Inspection times refer to a request for assistance (with relation to an Emergency situation) from an Emergency Service or other Government Department (i.e. SES, CFA, Fire Police, DELWP etc.)

⁶ Emergency Inspection Time/Inspection Time Response Codes as per Appendix D Table

Appendix C - Reactive Inspection Response Timeframes (Continued)

Response times to investigate customer requests (Reactive inspection Response Timeframes) are set out in the below table for the road, carpark and maintenance categories. See Appendix D for the actual time definition.

Maintenance Category	Hierarchy Type	Emergency Inspection Times ⁹	Reactive Inspection Time ¹⁰¹¹¹²
Paths			
PMC1	High Usage Zone Footpaths, High Use Shared Paths	A (1 Day)	D (2 Wk)
PMC2	Medium Usage Zone Footpaths, Medium Use Shared Paths	A (1 Day)	D (2 Wk)
PMC3	Low Usage Zone Footpaths, Low use Shared Paths	A (1 Day)	E (4 Wk)
PMC4	Tracks & Trails	N/A	N/A
PMC5	Bicycle Lane	A (1 Day)	Refer Road Maintenance Category
PMC0	Not Maintained by Council	N/A	N/A

⁹ Emergency Inspection times refer to a request for assistance (with relation to an Emergency situation) from an Emergency Service or other Government Department (i.e. SES, CFA, Fire Police, DELWP etc.)

¹⁰ Emergency Inspection Time/Inspection Time Response Codes as per Appendix D Table

Appendix D- Response Times from Inspection to Remedial Action

Target Response Times and Control Mechanisms are set out in the below table which aligns the level of responsiveness (Response Time) to an appropriate Response Codes (A through to J).

Response Code	Control Mechanism ¹³	Response Time to Remedial Action ¹⁴
ER (2 Hr)	Inspect and rectify if possible, or provide appropriate warning	Within 2 hours of inspection notification
A (1 Day)	Inspect and rectify if possible, or provide appropriate warning	Within 1 day of inspection notification
B (2 Day)	Inspect and rectify if possible, or provide appropriate warning	Within 2 days of inspection notification
C (5 Day)	Inspect and rectify if possible, or provide appropriate warning	Within 5 days of inspection notification
D (2 Wk)	Inspect and rectify if possible, or provide appropriate warning	Within 2 weeks of inspection notification
E (4 Wk)	Inspect and rectify if possible, or provide appropriate warning	Within 4 weeks of inspection notification
F (8 Wk)	Inspect and rectify if possible, or provide appropriate warning	Within 8 weeks of inspection notification
G (12 Wk)	Inspect and rectify if possible, or provide appropriate warning	Within 12 weeks of inspection notification
H (routine)	Inspect and rectify if possible, or provide appropriate warning	During routine annual maintenance
I (12 Mnth)	Inspect and rectify if possible, or provide appropriate warning	Within 12 months of inspection notification
J (18 Mnth)	Inspect and rectify if possible, or provide appropriate warning	Within 18 months of inspection notification

¹³ 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 Appendix E, appropriate warning of the hazard is to be provided until the repair can be completed. Appropriate warning could include, for example Provision of warning signs, Traffic control action, Diversion of traffic around the site, Installation of a temporary speed limit, Lane closure, Closure of the road to certain vehicles (eg. Load limit), Road Closure.

¹⁴ Response Times are from the time the defect exceeding intervention is recorded.

Appendix E - Intervention Levels

Maintenance standards, as defined in the ministerial code of practice, are considered to be the levels of service or targets set by council consistent with its management of risks and available resources. These intervention levels are not intended to increase the level of service of a road, but are designed to maintain what already exists safely.

An acceptable remedy maybe a longer-term Traffic Management (see footnote 13 Appendix D) until the defect is remedied under a capital works program.

Defect Code	Description of Defect and Intervention Level	Response Times (Refer Appendix D)				
		RDMC1	RDMC2	RDMC3	RDMC4	RDMC0
1.0 Obstructions in Traffic Lane (All Road Surfaces)						
OBS	Materials fallen from vehicles, dead animals, wet clay and other slippery substances, hazardous materials, accumulation of dirt or granular materials on the traffic lane of (sealed roads only) that pose a safety risk to vehicles. (ie run off road, movement into oncoming lanes, loss of traction or braking capability)	A (1 Day)	A (1 Day)	B (2 Day))	B (2 Day)	N/A
OCC	Traffic hazards requiring urgent response to ensure traffic safety - ponding of water >300mm deep, fallen trees, oil spills, stray livestock.	A (1 Day)	A (1 Day)	B (2 Day)	B (2 Day)	N/A
EM	Emergency Event (e.g. road accidents resulting in debris on road surface)	A (1 Day)	A (1 Day)	B (2 Day)	B (2 Day)	N/A
2.0 Pavement or Surface Defects (Sealed Roads)						
S-POT	Potholes in traffic lane of a sealed pavement greater than 300 mm in diameter and greater than 75 mm deep.	C (5 Day)	D (2 Wk)	D (2 Wk)	D (2 Wk)	N/A
S-DRO	Edge drops/breaks onto unsealed shoulder greater than 100 mm over a 1.0 m length.	D (2 Wk)	E (4 Wk)	E (4 Wk)	E (4 Wk)	N/A
S-SHG	Unsealed shoulder grading (to correct pavement drop off, build-up or rutting) where potholes or scouring exceed 75 mm in depth and 300 mm in diameter; or drop off from seal exceeds 75 mm.	E (4 Wk)	E (4 Wk)	E (4 Wk)	E (4 Wk)	N/A
S-RUT	Wheel Rutting /Depressions/Corrugations in the traffic lane of a sealed pavement. Maximum depth under a 1.2 m straightedge exceeds 75 mm (requiring the application of a levelling course of asphalt(<25 m2)	E (4 Wk)	E (4 Wk)	F (8 Wk)	F (8 Wk)	N/A
S-SHO	Pavement Failure /Shoving of the surface in the traffic lane. Maximum depth under a 1.2 m straightedge exceeds 75 mm. (For Areas 1sq.m-50sq.m)	D (2 Wk)	E (4 Wk)	E (4 Wk)	E (4 Wk)	N/A
S-BLE	Bleeding seals (resulting in pickup of binder due to traffic action)	A (1 Day)	A (1 Day)	A (1 Day)	B (2 Day)	N/A

Appendix E - Intervention Levels (Continued)

Defect Code	Description of Hazard Defect and Intervention Level	Response Times (Refer Appendix D)				
		RDMC1	RDMC2	RDMC3	RDMC4	RDMC0
3.0 Pavement or Surface Defects (Unsealed Roads)						
U-POT ₁	Potholes in traffic lane of an unsealed pavement greater than 500 mm diameter and 100 mm deep.	E (4 wk)	E (4 wk)	E (4 wk)	N/A	N/A
U-POT ₂	Potholes in traffic lane of an unsealed pavement greater than 1000 mm diameter and 150 mm deep.	N/A	N/A	N/A	E (4 wk)	N/A
U-CSR ₁	Corrugations/Scour/Ruts in the traffic lane of an unsealed pavement 100 mm in depth and over 10% of the area of the total road surface.	D (2 wk)	E (4 wk)	F (8 wk)	N/A	N/A
U-CSR ₂	Corrugations/Scour/Ruts in the traffic lane of an unsealed pavement 150 mm in depth and over 20% of the area of the total road surface.	N/A	N/A	N/A	F (8 wk)	N/A
U-IPM	Slippery unsealed Road - Insufficient pavement Material that pose a safety risk to vehicles.(i.e run off road, movement into oncoming lanes, loss of traction or braking capability)	B (2 Day)	B (2 Day)	B (2 Day)	N/A	N/A
4.0 Drainage (All Road Surfaces)						
PIT	Damaged or missing drainage pit lids, surrounds, grates, in pedestrian areas or traffic lanes.	D (2 wk)	E (4 wk)	E (4 wk)	E (4 wk)	N/A
CLE	Drain, culverts and pits cleaning (if impacting Roads) Remove dirt/debris to maintain drainage. Report scour damage, corroded or braided inverts, or structural distortion.	D (2 wk)	E (4 wk)	E (4 wk)	E (4 wk)	N/A
5.0 Vegetation (All Road Surfaces)						
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.	C (5 Day)	D (2 wk)	E (4 wk)	E (4 wk)	N/A
INT	Vegetation intruding within an envelope over roadways from the back of shoulder and/or kerb and a minimum of 5 m height clearance over pavement and the trafficable portion of shoulders.	C (5 Day)	D (2 wk)	E (4 wk)	E (4 wk)	N/A

Defect Code	Description of Defect and Intervention Level	Target Response Times (Refer Appendix D)				
		RDMC1	RDMC2	RDMC3	RDMC4	RDMC0
6.0 Roadside Signage & Furniture (All Road Surfaces)						
SSI	Safety signs missing, illegible or damaged making them substantially ineffective.	E (4 wk)	F (8 wk)	F (8 wk)	F (8 wk)	N/A
GUI	Guideposts -Missing or damaged at a critical location 2 making them substantially ineffective.	E (4 wk)	E (4 wk)	F (8 wk)	F (8 wk)	N/A
BAR	Safety Barrier and Fencing -Missing or damaged at a critical locations making them substantially ineffective.	E (4 wk)	E (4 wk)	F (8 wk)	F (8 wk)	N/A
MAR	Line marking, missing, illegible or confusing at a critical location	E (4 wk)	E (4 wk)	F (8 wk)	E (4 wk)	N/A
7.0 Structures (including bridges)						
BRI	Damage affecting structural performance eg Bridges and Major Culverts	E (4 wk)	E (4 wk)	E (4 wk)	E (4 wk)	N/A
8.0 Traffic Signals and Controls (All Road Surfaces)						
SIG	Traffic Signal inoperable or confusing	C (5 Day)	C (5 Day)	C (5 Day)	C (5 Day)	N/A
9.0 Off Street Carparks						
TS3	Defective pedestrian areas with a step greater than 30 mm	C (5 Day)	D (2 wk)	D (2 wk)	N/A	
COV	Vegetation over pedestrian areas of carparks, intruding into a minimum of 2.1 m height clearance over pedestrian areas.	C (5 Day)	D (2 wk)	E (4 wk)	N/A	
CPS	Sealed Pavement defects (i.e Potholes >300 mm in diameter and greater than 75 mm deep.)	B (2 Day)	D (2 wk)	D (2 wk)	N/A	
CPU	Unsealed Pavement defects (i.e Potholes >500 mm diameter and 100 mm deep)	E (4 wk)	E (4 wk)	E (4 wk)	N/A	

Appendix E - Intervention Levels (Continued)

Defect Code	Description of Defect and Intervention Level	Target Response Times (Refer Appendix D)					
		PMC1	PMC2	PMC3	PMC4	PMC5	PMC0
10.0 Paths							
TS1	Defective pedestrian areas with a step greater than 10 mm and less than 20 mm. (Proactive Inspection Response)	I (12 Mnth)	N/A	N/A	N/A	N/A	N/A
TS2	Defective pedestrian areas with a step greater than 20 mm and less Than 30 mm. (Proactive Inspection Response)	B (2 Day)	I (12 Mnth)	J (18 Mnth)	N/A	N/A	N/A
TS3	Defective pedestrian areas with a step greater than 30 mm. (Proactive Inspection Response & Reactive Response)	B (2 Day)	C (5 Day)	D (2 Wk)	N/A	N/A	N/A
COV	Vegetation over paths, intruding into a minimum of 2.1 m height clearance over pedestrian areas. ¹⁵ (Proactive Inspection Response & Reactive Response)	E (4 Wk)	E (4 Wk)	E (4 Wk)	N/A	N/A	N/A

Note 1: Council will not maintain nature strips and sweep paths of leaves, nuts and fruits from street trees or loose gravel. Inappropriate street trees that drop nuts and fruits on paths will be replaced under the appropriate tree management plan as funds become available.

Note 2: An appropriate interim repair is made when Customer Request highlights a defect above intervention. Interim repairs may include temporary measures to reduce the defect such as applying asphalt, or may be to highlight the defect such as painting or signage.

¹⁵ Overhanging trees/vegetation : The safety inspections that are undertaken also include looking at overhanging trees and vegetation from both street trees and from private property. Overhanging street trees will be pruned to provide 2.1 m vertical clearance over paths on a programmed basis in accordance with these inspection frequencies. Council's Local Laws staff will follow up the property owners of overhanging private trees in accordance with the Local Law.

Appendix F – Register of Public Roads

End of Document