

Planning and Consultation Committee Meeting

to be held at the Council Chamber, 32 Civic Drive, Greensborough
on Tuesday 8 July 2025 commencing at 7:00 PM.

Attachments

Carl Cowie
Chief Executive Officer

Thursday 3 July 2025

Distribution: Public

Civic Drive, Greensborough
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Nillumbik Shire Council

Attachments

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- Attachment 1. Minutes of the Planning and Consultation Committee Meeting held on Tuesday 10 June 2025

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Attachment 1. Minutes of the Planning and Consultation Committee Meeting held on Tuesday 10 June 2025

Planning and Consultation Committee Meeting Minutes

10 June 2025

Nillumbik Shire Council

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Nillumbik Shire Council

**Minutes of the Planning and Consultation Committee Meeting held
Tuesday 10 June 2025. The meeting commenced at 7:00 PM.**

Councillors present:

Cr John Dumaresq	Wingrove Ward (Mayor)
Cr Naomi Joiner	Bunjil Ward (Deputy Mayor)
Cr Grant Brooker	Blue Lake Ward (Chairperson Consultation Matters)
Cr Kelly Joy	Edendale Ward
Cr Peter Perkins	Ellis Ward (Chairperson Planning Matters)
Cr Kate McKay	Swipers Gully Ward
Cr Kim Cope	Sugarloaf Ward

Officers in attendance:

Carl Cowie	Chief Executive Officer
Claire Quinlan	Chief Operating Officer
Blaga Naumoski	Director Governance, Communications and Community Safety
Frank Vassilacos	Director Planning, Environment and Strategy
Jeremy Livingston	Director Culture and Performance
Katia Croce	Manager Governance and Property

1. Welcome by the Chair

2. Acknowledgement of Country

Acknowledgement of Country was read by the Chairperson Consultation Matters
Cr Grant Brooker.

3. Apologies/Leave of Absence

Nil

4. Declarations of conflict of interest

Nil

Planning and Consultation Committee Meeting Minutes 10 June 2025

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Planning and Consultation Committee Minutes

10 June 2025

5. Confirmation of Minutes

COM.001/25 Confirmation of Minutes Planning and Consultation Committee Meeting held Tuesday 13 May 2025

Summary

Confirmation of the Minutes of the Planning and Consultation Committee Meeting held on Tuesday 13 May 2025.

Committee Resolution

MOVED: **Cr Naomi Joiner**

SECONDED: **Cr Kim Cope**

That the Committee (acting under delegation from Council) confirms the Minutes of the Planning and Consultation Committee Meeting held on Tuesday 13 May 2025 (**Attachment 1**).

CARRIED UNANIMOUSLY

COM.001/25 Confirmation of Minutes Planning and Consultation Committee Meeting held Tuesday 10 June 2025

Attachment 1. Minutes of the Planning and Consultation Committee Meeting held on Tuesday 10 June 2025

Planning and Consultation Committee Minutes

10 June 2025

5. Confirmation of Minutes

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Planning and Consultation Committee Minutes

10 June 2025

6. Officers' reports

PCC.006/25 Diamond Creek Dog Park Upgrade

Item: Consultation Matter

Distribution: Public

Manager: Claire Quinlan, Chief Operating Officer

Author: Mike Dean, Acting Manager Recreation and Leisure

Summary

This report considers submissions received from the public in relation to the Diamond Creek Dog Park Upgrade draft concept plans.

Committee Resolution

MOVED: Cr Peter Perkins

SECONDED: Cr Kelly Joy

That the Committee (acting under delegation from Council)

1. Notes the submissions received in relation to the Diamond Creek Dog Park Upgrade project draft concept plan.
2. Considers the comments contained in the submissions.
3. Authorises officers to finalise concept plan and seek endorsement from Council at a future Council Meeting.

CARRIED UNANIMOUSLY

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Planning and Consultation Committee Minutes

10 June 2025

6. Officers' reports

PCC.007/25 Revenue and Rating Plan 2025 - 2029 Submissions

Item: Consultation Matter

Distribution: Public

Manager: Jeremy Livingston, Director Culture and Performance

Author: Melika Sukunda, Chief Financial Officer

Summary

This report considers submissions received from the public regarding the Draft Revenue and Rating Plan 2025-2029 (**Attachment 1**).

Council adopted the Draft Revenue and Rating Plan 2025-2029 at the Council Meeting on 29 April 2025 for the purpose of community consultation. The Draft Revenue and Rating Plan was exhibited for 30 days with one submission received during this time.

It is proposed that the Committee considers submissions on the Draft Revenue and Rating Plan 2025-2029 and that the matter then be considered by Council at the Council Meeting on 17 June 2025.

The following people addressed the Committee with respect to this item:

1. Don Vincent on behalf of Friends of Nillumbik

Committee Resolution

MOVED: Cr John Dumaesq

SECONDED: Cr Kim Cope

That the Committee (acting under delegation from Council):

1. Acknowledges and notes any submission received from community members who provided any feedback on the Draft Revenue and Rating Plan 2025-2029 (**Attachment 1**).
2. Receives and notes the submission received in respect of the Draft Revenue and Rating Plan 2025-2029 (**Attachment 2** and **Attachment 3**).
3. Considers the matters contained in the submission and the Committee's report during finalisation of the Revenue and Rating Plan 2025-2029.
4. Recommends the adoption of the Revenue and Rating Plan 2025-2029 (**Attachment 1**) at the 17 June 2025 Council Meeting.
5. Resolves the confidential un-redacted copy of the written submission to the Revenue and Rating Plan 2025 - 2029 (**Attachment 3**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(f) of the *Local Government Act 2020*.

CARRIED UNANIMOUSLY

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Planning and Consultation Committee Meeting Minutes

10 June 2025

7. Supplementary and urgent business

Nil

8. Confidential reports

Nil

9. Close of Meeting

The meeting closed at 7.18pm.

Confirmed: _____

Cr _____, Chairperson Consultation Matters

COM.001/25 **Confirmation of Minutes Planning and Consultation Committee Meeting held Tuesday 10 June 2025**
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Road Management Plan 2021



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Acknowledgement of Country

Nillumbik Shire Council acknowledges the Wurundjeri Woi Wurrung people who are the Traditional Custodians of this Land. We would also like to pay respect to the Elders both past and present and extend that respect to other First Nations people present.

If you require this document in another format, email nillumbik@nillumbik.vic.gov.au or phone 9433 3111.

1 Executive Summary

The Shire of Nillumbik is located less than 25 kilometres north-east of Melbourne, covers an area of 432 square kilometres and has a population of approximately 65,094 people.

Within the Shire, Nillumbik Shire Council (Council) is responsible for an extensive network of physical assets including approximately 460 kilometres of sealed roads, 310 kilometres of unsealed roads and 343 kilometres of sealed pathways.

Council has a statutory duty under the Road Management Act 2004 to act 'reasonably' by inspecting and maintaining assets to protect the travelling public.

This Road Management Plan (Plan) has been developed to establish a management system for Council to inspect, maintain and repair public roads and related assets for which it is responsible.

The main purpose of this Plan is to:

- a) comply with relevant legislative requirements
- b) consider the needs and expectations of the road and footpath user
- c) balance the economic, social, safety and environmental expectations of the community
- d) consider the affordability, available resources and management of risks when determining levels of service
- e) outline and list the documents that support the Plan

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

The key elements of this Plan are:

- the Register of Public Roads for which Council is responsible
- the systems that Council uses to manage hazards and defects on its public road network
- schedules of maintenance standards used by Council for inspection, intervention and response.

The maintenance systems and processes established by this Plan form the basis of Council's legal defence against claims in negligence arising from defective components of the road and footpath network.

2 About this Road Management Plan

2.1 Legislative basis for the Road Management Plan

This Road Management Plan (Plan) has been prepared in accordance with the following Acts:

- Local Government Act 1989 and Local Government Act 2020
- Road Management Act 2004
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015
- Operational Responsibility for Public Roads Code of Practice (published in the Victoria Government Gazette No S 174 on Tuesday, 30 May 2017);
- Road Management Plan Code of Practice (published in the Victoria Government Gazette No S 201 on Thursday, 16 September 2004);
- Management of Infrastructure in Road Reserves Code of Practice (published in the Victoria Government Gazette No S 117 on Thursday, 28 April 2016); and
- Worksite Safety Traffic Management Code of Practice (published in the Victoria Government Gazette No S 351 on Tuesday, 31 August 2010)

Nillumbik Shire Council (Council) is the 'Co-ordinating Road Authority' for municipal roads within its boundaries and is responsible for their care and management.

The Plan has been reviewed with regard to the following Council plans, policies, strategies and adoptions:

- The Council Plan
- Road Asset Management Plan
- Tree Management Policy and Tree Management Guidelines
- Nillumbik Trail Strategy
- Adopted Operational and CAPEX (Capital Expenditure) Budget
- Risk Management Policy and Framework
- Local Laws
- Minor maintenance agreements between Department of Transport and Council

The abovementioned plans, policies, strategies and adoptions are subject to review and renaming and for the purposes of this Plan, any succeeding version supersedes the referenced version.

To the extent any plan, budget, strategy, agreement or study of Council (as may be amended by Council from time to time) is necessary or required for Council to meet or fulfil the requirements of the Plan or to properly discharge its duties and responsibilities under the Road Management Act 2004, the relevant document is deemed to be incorporated by reference into, and to form a part of, the Plan.

2.2 Purpose of the Road Management Plan

The purpose of this Plan is to establish a management system for Council to inspect, maintain and repair its public roads. It achieves this by:

- a) complying with relevant legislative requirements
- b) considering the needs and expectations of the road and footpath user

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- c) balances the economic, social, safety and environmental expectations of the community
- d) considers the affordability, available resources and management of risks when determining levels of service
- e) outlines and lists the documents that support this Plan.

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

The key elements of this Plan are:

- the Register of Public Roads for which Council is responsible
- the asset management systems and processes that Council uses to manage hazards and defects on its public road network
- the levels of service that detail maintenance practises in managing Councils public road network.

To complement the Plan, a Road Asset Management Plan has been developed to outline the key elements involved in managing roads, footpaths and relevant associated infrastructure. It combines management, financial, engineering and technical practices to ensure that the level of service required by user groups is provided at the lowest long-term cost to the community within the limits of any economic constraints that may be imposed by Council.

To clarify the relationship between this Plan and the Road Asset Management Plan the following description and **Image 1**.

All of the repair activities performed as part of this Plan are classified as preventative maintenance. These activities are undertaken to prevent an asset's condition from an accelerated deterioration, including the rectification of hazards, allowing the asset user to enjoy safe operation and allowing the asset to deteriorate at a slower rate and therefore, ultimately increasing its useful life.

Some preventative maintenance and all essential maintenance require a more significant capital investment to restore the asset's performance (to as near as new) prior to the asset condition dropping below the target condition. These activities are defined within Council's Road Asset Management Plan, taking a more strategic approach to managing the network of assets to a defined target condition.

Therefore, the interventions specified in this Plan support hazard management and prolonging the life of the asset whereas the interventions within the Road Asset Management Plan not only prolong the life of the asset but also restore it to near new condition, and are timed strategically to achieve the defined target condition.

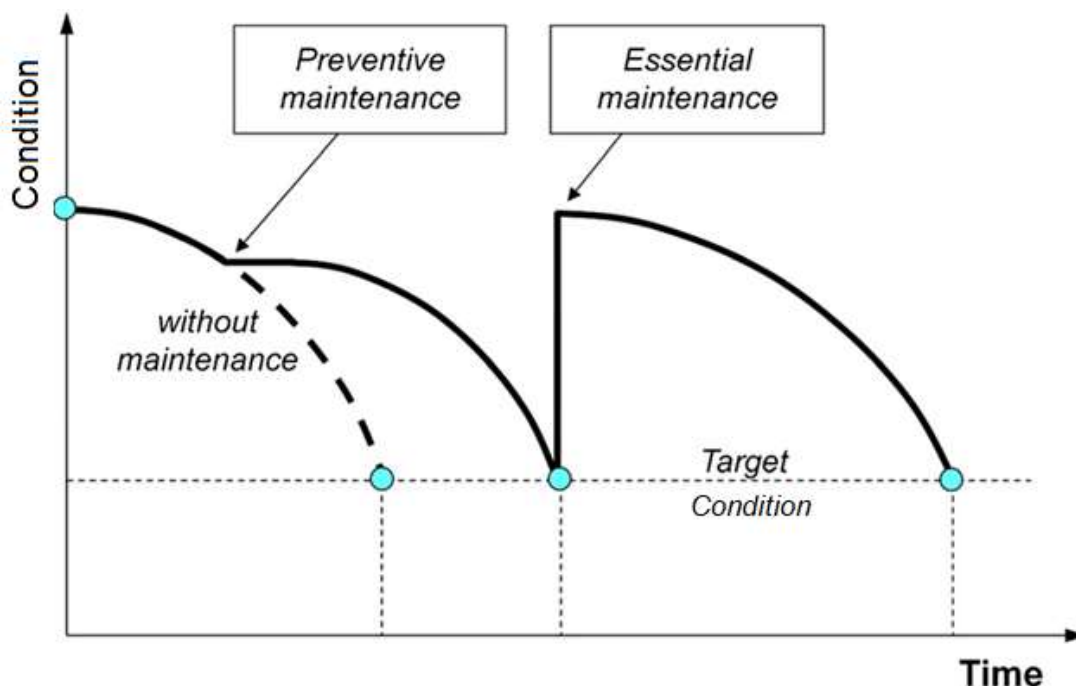


Image 1: Relationship between RMP and Road Asset Management Plan

2.3 Key stakeholder

The key stakeholders who are users of the road network and/or are affected by it include:

- residents, businesses, tourists and visitors to the area
- pedestrians, including those with disabilities and the elderly with restricted mobility
- users of mobility scooters, wheel chairs, prams and other mobility devices
- vehicles (as defined by the Road Safety Act 1986) such as trucks, buses, commercial vehicles, cars, motor cycles, bicycles and an animal that is being ridden or is drawing a vehicle
- emergency authorities (Police, Fire, Ambulance, SES)
- utility agencies that use the road reserve for their infrastructure (water, sewerage, gas, electricity, telecommunications)
- Council as the responsible road authority
- state and federal government that periodically provides support funding to assist with management of the public road network.

2.4 What is a "Road"?

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

"Public Road" is a freeway, arterial road, a road declared under the Local Government Act, Melbourne City Link or a road set aside on a plan of subdivision.

"Arterial Roads" are Highways & Declared Main Roads which are managed by the State Government through Department of Transport.

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

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

2.5 Meaning of terms

Unless inconsistent with the context or subject matter, terms used in this Plan have the same meaning as the specific definitions included in the Road Management Act 2004. For the purposes of the Plan the following additional terms shall be defined as:

Compulsory means the defect will be rectified in accordance with the response times recorded within the Road Management Plan.

Defect means an identified group of like features, together with their location, the condition of which is outside the Intervention Level.

Hazard means an issue which has a high likelihood to create danger or serious inconvenience to users of the road or footpath network.

Highway means a road or road-related area as defined by the Road Safety Act 1986.

Intervention Level means the level at which works on an asset is required to be undertaken. May be expressed in terms of a threshold condition of the asset, frequency for performing work or response time.

Response Times in days refer to business days (unless stated otherwise) and excludes weekends and public holidays. The days comprising any period of days computed in accordance with this clause must be deemed to be consecutive if interrupted only by days which are not taken into account under this clause.

Roadside are those residual areas between the edge of the road or back of the kerb and the adjacent property boundary not occupied by footpath.

Road Reserve is the area vested in the relevant coordinating road authority for the purpose of housing community assets, such as roads and footpaths. This area is typically the reserve between two opposing property boundaries.

Service Level Agreement refers to the maintenance performance criteria used to achieve the adopted levels of service in accordance with this Plan.

2.6 Duty of road user

All road users have a duty of care under the Road Management Act 2004, with particular obligations prescribed in the Road Safety Act 1986, which states:

"(1) A person who drives a motor vehicle on a highway must drive in a safe manner having regard to all the relevant factors.

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

(2A) For the purposes of subsections (1) and (2) and without limiting their generality, the relevant factors include the following—

- (a) the physical characteristics of the road;*
- (b) the prevailing weather conditions;*
- (c) the level of visibility;*
- (d) the condition of any vehicle the person is driving or riding on the highway;*
- (e) the prevailing traffic conditions;*
- (f) the relevant road laws and advisory signs;*
- (g) the physical and mental condition of the driver or road user.*

(3) A road user must—

(a) take reasonable care to avoid any conduct that may endanger the safety or welfare of other road users;

(b) take reasonable care to avoid any conduct that may damage the road

(c) take reasonable care to avoid conduct that may harm the environment of the road reserve.

2.7 Availability of the Road Management Plan and Nillumbik's Register of Public Roads

The Plan and Nillumbik's Register of Public Roads are available for inspection, in hard copy format, at the Nillumbik Civic Centre, Civic Drive, Greensborough, during office hours: 8.30am to 5pm Monday-Friday inclusive.

An electronic version of this Plan is available on Council's website:

www.nillumbik.vic.gov.au.

Nillumbik's Register of Public Roads will also be made available on the Council website.

2.8 Policy Context and Budgetary Consideration

Notwithstanding anything else provided for in this Plan and for the avoidance of any doubt, this Plan is, and remains, a stand-alone and all-encompassing policy document of the Council (for the inspection, repair and maintenance of public roads, pathways and road infrastructure (and road-related infrastructure) within the municipality of the Nillumbik Shire) without recourse to any other policy, practice or procedure of the Council in relation to the performance of the Council's road management functions.

To the extent any other policy, practice or procedure of the Council requires (or purports to require) any act, matter or thing to be done by or on behalf of the Council in relation to the performance of the Council's public road, pathway and road infrastructure management functions by reference to a requirement or a standard which is in conflict, or inconsistent, with the requirements or standards specified by or in this Plan (other requirements or standards), the requirements and standards specified by or in this Plan prevail over the other requirements or standards, and the other requirements or standards are of no force or effect.

This Plan is otherwise (in relation to the construction, inspection, maintenance and repair of those public roads within the municipal district of the Nillumbik Shire for which the Council is the road authority (including in relation to suitable prioritisations for the maintenance and repair of road infrastructure on public roads)) a policy document of the Council and is based substantially on financial, economic, political, social or environmental considerations.

The Council formally records that the funding which it has provided to implement this Plan and its road management responsibilities under the Act has been substantially influenced by decisions of the Council which relate to (and Council has expressly taken into account) budgetary allocations and the constraints which those decisions have entailed in terms of the allocation of scarce and competing Council resources.

2.9 Flexibility in Relation to the Performance of the Road Management Functions

In order to give greater and improved operational and administrative flexibility to the timing of inspections for and the repair and maintenance of those public roads, pathways and road infrastructure (including road-related infrastructure) covered by this Plan, and notwithstanding best endeavours on the part of the Council's operational and administrative staff, it is expressly provided that, in the event of any failure by or on behalf of the Council to do any act, matter or thing associated with the inspection, repair or maintenance of any road, pathway or road infrastructure (or to perform any other road management function covered by this Plan) in accordance with the time-limits, standards and requirements specified by and in this Plan (the 'intervention failure'), the intervention failure is capable of, and is hereby deemed to have been, cured by a relevant subsequent act of the Council in connection with the proper inspection, repair or maintenance of the particular road, pathway or road infrastructure which is subject to the intervention failure, so long as and on the condition that -

- a report in writing has been provided to the relevant delegated or authorised officer of the Council informing that person of the intervention failure and confirming that the relevant inspection, repair or maintenance requirement has been satisfactorily performed; and
- the relevant delegated or authorised officer is satisfied that, notwithstanding the intervention failure, no further action on the part of or by the Council is reasonably required to remove a particular hazard or to repair a particular defect or deterioration in the road or to give any warning of a hazard, defect or deterioration in the road.

3 Roads and ancillary areas subject to the Road Management Plan

3.1 Coordinating Road Authority

Council, under the Road Management Act 2004, is the 'Coordinating Road Authority' for municipal roads within the Shire of Nillumbik as set out in the Register of Public Roads.

Department of Transport is the Coordinating Road Authority for Arterial Roads within the municipality. A copy of Department of Transport's Road Management Plan can be found on the Department of Transport website.

Section 205 of the Local Government Act 1989 requires Council to have responsibility for the care and management of local roads within its boundaries subject to the Road Management Act 2004.

3.2 Register of Public Roads

Section 19 of the Road Management Act 2004 requires Council to establish and maintain a Register of Public Roads.

This Register of Public Roads is part of the Nillumbik Asset Register. The Asset Register records information such as the type, configuration and quantity of road assets for which Council is responsible, together with a history of assets.

The following assets within the public road network identified in Council's Asset Register are subject to this Plan:

- road surface and supporting pavement
- road shoulders
- footpaths
- shared use paths within the road reserve and open spaces
- traffic calming devices such as roundabouts and traffic islands
- line marking
- traffic control signage
- bridges and major culverts
- kerb and channel
- 'ancillary areas' such as car parks and service roads.

The Register of Public Roads establishes a road hierarchy and the relevant road categories are used to differentiate service levels and maintenance standards.

The details of the agreements between Council and other road authorities, made pursuant to Section 15 of the Road Management Act 2004, are included in the Register of Public Roads (referred to in section 3.10 of the Road Management Plan).

The Register of Public Roads and information on road infrastructure are generated from Council's asset records. This information will be updated as assets are created, amended, discontinued or disposed of.

3.3 Road Hierarchy

The Register of Public Roads establishes a road hierarchy and the relevant road categories are used to differentiate service levels and maintenance standards. The hierarchy adopted for the Shire of Nillumbik is summarised below in Table 1:

Road Type	Description
Link Roads - Sealed	Urban and Rural
Collector Roads - Sealed	Urban and Rural
Collector Roads - Unsealed	Urban and Rural
Access Roads - Sealed	Urban and Rural
Access Roads - Unsealed	Urban and Rural

Table 1 - Nillumbik's Road Hierarchy

Further detail about the road hierarchy is outlined in Appendix A.

3.4 Footpath Hierarchy

Council has developed a footpath hierarchy as set out in Table 2 below:

Category	Function
High	Defined as areas of very high pedestrian use for example around major shopping precincts, maternal and child health centres, schools, hospitals, secondary shopping precincts, public transport interchanges. It also includes all shared pathways. A shared path is a footpath designated by signs jointly used by pedestrians and cyclists and may include a separate footpath. As defined in the Road Safety Road Rules 2009.
Medium	Defined as areas of moderate pedestrian usage for example in local streets that form part of a key pedestrian route and provide access to areas of high pedestrian activity.
Low	Defined as areas of low pedestrian usage e.g. local residential streets, courts, dead end streets, and isolated areas where the majority of pedestrians are residents of the immediate area.

Table 2 - Nillumbik's Footpath Hierarchy

3.5 Codes of Practice

The Road Management Act 2004 includes provision for the making of Codes of Practice to provide practical guidance for road authorities, service providers and infrastructure managers in the performance of their functions and duties under the Road Management Act 2004. The following Ministerial Codes of Practice may be viewed on the Department of Transport website:

- Operational Responsibility for Public Roads: This Code provides guidance in determining the physical limits of operational responsibility between road authorities for the different parts or elements within the road reserve of public roads.
- Clearways on Declared Arterial Roads: This Code provides guidance to Department of Transport in the establishment of proper management and consultation processes, particularly with Council, with regard to the implementation of clearways on Declared Arterial Roads.
- Managing Utility and Road Infrastructure in Road Reserves: This Code provides guidance for road authorities and utilities in planning and managing their infrastructure in road reserves.

3.6 Car parks

Car parks included in this Plan are those that are identified in Nillumbik's Public Road Register.

All other Council maintained car parks are managed in accordance with Nillumbik's Road Asset Management Plan.

3.7 Bridges and major culverts

Bridges and major culverts, which form part of a public road within the meaning of the Road Management Act 2004, are included within this Plan. All other bridges and major culverts are managed under Nillumbik's Road Asset Management Plan.

3.8 Trees and vegetation in road reserve

Section 107 of the Road Management Act clarifies that trees and vegetation within the road reserve are not a consideration of the Road Management Act with respect to Council's duty to maintaining, inspecting or repairing trees and vegetation.

Council does however manage trees and vegetation within the road reserve in accordance with the levels of service for inspection, intervention and response, including trees overhanging the road, found in Nillumbik's Tree Management Policy and Tree Management Guidelines.

3.9 Boundary roads

The boundary roads within Nillumbik are listed below:

City of Banyule:

- Fitzsimons Lane, from Main Road to Yarra River
- Main Road, from Fitzsimons Lane to Bolton Street
- Bolton Street, from Main Road to Bridge Street
- Sherbourne Road, from Bolton Street to Karingal Drive
- Karingal Drive, from Sherbourne Road to Weidlich Road
- Weidlich Road, from Karingal Drive to Progress Road
- Progress Road, from Weidlich Road to Ryans Road
- Ryans Road, from Progress Road to Wind Mill Rise.

City of Whittlesea:

- Yan Yean Road, from Doctors Gully Road to Arthurs Creek Road
- Ridge Road, from Arthurs Creek Road to Deep Creek Road

Shire of Yarra Ranges:

- Skyline Road

Detailed information on the maintenance agreements between Council and other road authorities regarding the above boundary roads are included in Nillumbik's Road Asset Management Plan.

3.10 Assets not covered by this Plan

Not all areas or all assets within the road reserve are the responsibility of Council and therefore do not require intervention by Council for the purposes of this Plan.

Section 107 of the Road Management Act 2004 states that a road authority does not have a statutory duty or a common law duty to perform road management functions in respect of a public highway which is not a public road or to maintain, inspect or repair the roadside of any public highway (whether or not a public road).

Road related assets that are not included for inspection and repair under this Plan are:

- Declared Arterial Roads. These are the responsibility of Department of Transport (excluding some ancillary areas and assets where Council is the Coordinating Road Authority).
- Shared boundary roads that are agreed to be the responsibility of the adjoining municipality.
- Bridges/major culverts/overpasses that are the responsibility of other road authorities including Melbourne Water, Department of Transport and VicTrack.

- Service Authority infrastructure including:
 - water supply pipes and fittings;
 - drainage pipes, sewerage pipes and manholes;
 - telecommunications cables, pits and structures;
 - electricity distribution wires, poles and structures; and
 - gas supply pipes and fittings.
- Assets and land owned, managed and maintained by other authorities including temporary reinstatements to the road and pathways and other road reserve assets, and/or permanent reinstatements prior to Council certification; and Crown and Service Authority land/easements.
- Non-Council street infrastructure including:
 - Department of Transport signage and signal hardware (except for those identified as Council's responsibility and shown on the Public Roads Register);
 - Bus shelters owned and managed by other authorities;
 - Privately owned and managed signs including direction and advertising signs; and
 - Public street lighting (with the exception of some decorative street lighting)
- Car parks (constructed or unconstructed) generally used for car parking purpose that are not in the list of car parks on the Register of Public Roads.
- Nillumbik's stormwater drainage system is considered under Nillumbik's Drainage Asset Management Plan
- Roads constructed by others or without Council approval, unformed access tracks for the purposes of local access or un-constructed right of ways that are not listed on the Register of Public Roads
- Road reserves which are unconstructed and do not have any road of the type referred to in Section 107 of the Road Management Act 2004
- All paths (formed and unformed) outside the road reserve which are not defined as recreational trails within the Nillumbik Trail Strategy
- Nature strips and infill areas within urban areas (the residual areas between the edge of the road or back of the kerb and the property boundary) not occupied by the pathway. It is acceptable practice that residents maintain these areas (generally grassed nature strips) as an extension of their garden.
- Street trees and landscaped garden beds located on the road reserve that are maintained by Council.

The following are privately owned and managed assets:

- Vehicle crossovers and driveways. Council is responsible for the component of footpath which runs continuously through the crossover.
- Culvert pipes which form part of the vehicle crossover. This includes keeping the culvert opening free of debris.
- A pathway providing access from private property to a public road.
- Single property stormwater drains constructed within the road reserve from the property boundary to a discharge outlet in the kerb, open drain or an underground drain.

4 Exceptional circumstances

Council will make every effort to meet its commitments under this Plan. However, there may be situations or circumstances that affect Council's business activities to the extent that it cannot deliver on the levels of the service. These include but are not limited to: natural disasters such as fires, floods or storms, or a prolonged labour or resource shortage due to a need to commit or redeploy Council staff and/or equipment elsewhere.

In the event that the Chief Executive Officer (CEO) of Council has considered the impact of such an event on the limited financial and other resources of Council and the Council's other competing priorities and budgetary constraints (whether or not in conjunction with the Council) and has determined that any standards or requirements in the Plan cannot be adequately met, then pursuant to and reliant on the principals set out in Section 83 of the Wrongs Act 1958, the CEO will write to the Council officer in charge of this Plan and inform them which levels of service are to be varied or suspended.

Continual assessment of the event(s) will be undertaken to determine when the levels of service in this Plan will be reinstated. All decisions are to be made in consultation with the CEO.

Council will communicate to residents the variation or suspension of the levels of service in this Plan with reference to how the work will be prioritised, the anticipated period for which it will apply and when normal duties resume.

5 Levels of service

The levels of service specified within this Plan indicate how Council will inspect, maintain and repair the road network from the time of its publication.

Refer to Appendices B, C and D which detail the levels of service subject to this Plan.

These levels of service have been determined by balancing the economic, social, safety and environmental expectations of the community with consideration of the funding and resource allocation available to Council and the management of risks associated with roads and footpaths.

5.1 Inspections

Inspection processes are required for competent management of the road network assets. Council has implemented five categories of inspection, titled; hazard, defect, condition, night and incident for the purposes of managing risks associated with the road and footpath network. The purpose and reporting requirements for each inspection type is detailed in Appendix E.

Hazard inspections are undertaken following the report of a hazard from a customer. These inspections are to be undertaken within 4 to 48 hours of receipt of the request, dependant on the nature of the hazard. Refer to Appendix D.

Defect, Condition and Night inspections are proactive in nature and are undertaken on a scheduled basis. The inspection schedule for Defect, Condition and Night inspections can be viewed in Appendices B and C.

Where bulk inspections have been undertaken in place of the normal scheduled inspection program and typical defect response times cannot be achieved, a detailed rectification program will be developed to address the defects identified. The program will reflect available resources, funding, associated hierarchy and risk and be developed immediately following the bulk inspections. Approval to implement the program will be sought through Council's Executive Management Team.

5.2 Intervention levels and response timeframes

The levels of service relating to defects and hazards subject to this Plan are summarised in Appendix D. These levels of service comprise the following:

- a) the task or work expected to be undertaken
- b) the intervention limits applied for defects and hazards
- c) the response time applied to rectify the defect or hazard.

This Plan acknowledges the importance of understanding and monitoring the linkage between workload indicator and intervention action. A substantial increase in area of pavement to be maintained can materially impact upon intervention action (and citizen satisfaction and duty of care requirements) if not accompanied by a comparable increase in budget allocation or productivity improvement.

The standards of maintenance detailed in this Plan are considered reasonable in the context of the provisions of the Road Management Act 2004.

5.3 Community consultation

As part of the implementation and review process of the Plan, Council undertakes community consultation in accordance with Section 54(5) of the Road Management Act 2004.

Further to this, research into the needs of the community includes consideration of:

- community and/or user satisfaction survey
- state and federal policy / data
- community and industry trends.

5.4 Risk assessment

The levels of service, as outlined in this Plan, have been determined in accordance with the principles of Australian Standard AS/NZS 31000 – Risk Management.

5.5 Standards for construction, expansion, upgrading, renewal and refurbishment

The standards for construction of new road assets and for the expansion, upgrading, renewal and refurbishment of existing road assets will be in accordance with Council's Road Asset Management Plan, with consideration of industry and local standards, Council's specifications and standard drawings.

6 Financial resources

6.1 Budget provisions

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

The financial resources allocated for works on local roads and pathways are considered reasonable having regard to the overall service delivery priorities of Council.

6.2 Other sources

Roadworks can be funded from sources other than those provided directly by Council. These can include Special Rate Schemes and Special Charge Schemes, Developer Contribution Schemes and direct funding by developers for provision of the original asset and upgrading of road infrastructure affected by development.

The following grants and funding programs also provide opportunity for Council to undertake road-related projects:

- Victorian Grants Commission
- Black Spots program
- Roads to Recovery program
- Local Roads and Community Infrastructure Fund
- Urban Congestion Fund

7 Management systems

7.1 Establishing works priorities

Council will establish works priorities in accordance with its programmed and reactive maintenance schedules taking into account its duty to inspect, maintain and repair public roads and footpaths.

7.2 Responsibilities for Road Management Plan Implementation

The Chief Executive Officer has responsibility for assigning the roles and responsibilities of the appropriate Council officers for the purposes of implementing the requirements of the Road Management Act 2004 and this Plan.

Duties to be undertaken by Council officers shall include but are not limited to those set out in Schedule 7 of the Road Management Act 2004. The CEO shall ensure that key personnel responsible for implementing the provisions of this Plan have the appropriate training and experience and are provided with adequate resources to undertake their roles and responsibilities in an effective manner. The roles and responsibilities shall be in line with Council's organisational structure.

7.3 Reactive and programmed works

Council operates a Service Request System to log and track requests from any member of the public that is reporting a defect, hazard or other matters requiring repair or maintenance. Service requests have predetermined response times and community service delivery targets.

The processes and systems provide for the recording of:

- the defect, hazard or issue requiring attention
- the location of the reported issue
- name and address of person reporting the defect, hazard or issue
- the anticipated completion date of the works
- the date the service request was completed.

Programmed inspections are recorded electronically using mobile devices. Work orders are issued for any works received either through the Service Request System or the Asset Management System for repair and tracking. A flowchart of each system is included in Appendix F.

These systems and procedures are subject to regular review and updated as part of Council's commitment to the continuous improvement process.

7.4 Safety at worksites

All construction and maintenance work on Council assets will be undertaken in accordance with the relevant occupational, health and safety legislation, codes of practice and Council's procedures.

7.5 Duty to inform service provider or infrastructure manager

If, in the course of meeting its obligations under this Plan, Council becomes aware of an issue with non-road infrastructure for which a service provider or infrastructure manager is responsible, Council will convey that information to the relevant service provider or infrastructure manager within three business days of Council becoming aware of the aforementioned situation. Issues may include non-road infrastructure that:

- is not in the location shown in the relevant records
- appears to be in an unsafe condition
- appears to be in need of repair or maintenance.

7.6 Notice of incidents

As soon as practicable, but in no case longer than 14 calendar days of receiving notice of an incident under Section 115 of the Road Management Act 2004, Council will cause an incident inspection to be carried out by a suitably qualified person and a condition report to be prepared. Any condition report prepared should include:

- a statement of the condition of the road or infrastructure
- photographs, where appropriate, showing the condition of the incident site
- reference to the relevant sections of this Plan
- reference to any relevant Council policy or policy decision
- reference to the latest inspections, (hazard, defect, sight or condition) or other reports relating to the incident site
- a summary of inspections, maintenance and repairs to that part of the road or infrastructure conducted within the previous annual.

8 Asset Management Strategy

This Plan forms an integral part of Council's Asset Management Strategy and recognises the complex linkage between the effective management of road assets and the standard of maintenance specified in this Plan. Council is progressively updating its Asset Management System through a continuous improvement program.

8.1 Transport and infrastructure management

Council develops a four-year Council Plan, which includes the strategic direction and objectives and strategies for achieving these objectives over the life of the document. The Annual Plan also includes the vision and goals to be met by the organisation and is reviewed annually. The Plan aims to meet the objectives set within the Council Plan. The Council Plan objectives are also incorporated into Council's strategic asset management documents.

8.2 Road Asset Management Plan

A Road Asset Management Plan has been developed by Council in accordance with the requirements of the International Infrastructure Management Manual (IIMM) 2011 and with regard to Austroads Integrated Asset Management Guidelines for Road Networks (AP-R202) 2002. The Road Asset Management Plan supports and complements this Plan.

8.3 Management of road asset

If the effective management of a road asset is not achievable, the level of maintenance effort and/or standard of maintenance may need to be varied, for example:

- the maintenance levels may need to increase if the intervention levels or standard of maintenance, as specified in this Plan, are to be retained as the underlying condition of the road regresses
- due to budgetary constraints, the intervention levels and/or standards of maintenance may need to be varied to match the deteriorating condition of the road, in which case this Plan will need to be amended accordingly.

Similarly, changes in level of service may impact upon the maintenance levels required and/or standard of maintenance.

Where changes are proposed to this Plan it must be undertaken in accordance with the Road Management Act 2004 and its Regulations.

9 Performance management and review

9.1 Performance monitoring

Performance monitoring is undertaken on a regular basis generally as follows:

- Monthly meetings of the relevant departments to review day-to-day operations. Managers oversee implementation of the various maintenance programs
- Fortnightly meetings of the Capex (capital expenditure) Working Group which manages implementation of the Capital Works Program
- Weekly meetings between responsible staff to review the various maintenance programs, including handling of correspondence, programming of works, occupational health and safety (OHS) and other matters
- Daily meetings with works crews to track the progress of the works program and to discuss resourcing, OHS and other matters.
- Council's Annual Report to report on performance against the stated levels of service within this Plan.

Performance monitoring is based on key performance indicators which align to the levels of service outlined in this Plan.

9.2 Audits

Council supervisors undertake auditing of completed works, both maintenance and capital, to ensure that the works are being delivered to the specified standards. Council also undertakes condition audits for the purposes of reviewing asset condition and meeting statutory obligations.

Noncompliance reports are available within Council's Asset Management System and are used to monitor the delivery of service levels adopted by Council for its road and footpath network assets.

9.3 Road Management Plan review

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

It is proposed that following each Condition inspection cycle, the Plan will be reviewed and amended (if required) to reflect any significant changes in the condition of the road and footpath network. Any revised Plan would be subject to the consultation and approval processes as detailed in the Road Management Act 2004.

Any review of the Plan will, in addition to that set out above, have regard to:

- asset performance following delivery of the maintenance program
- the level of achievement of asset management strategies against the expected benefits to road users, stakeholders and the community
- the consideration of any external factors that is likely to influence the contents of this Plan.

10 Supporting documents

The documents in Section 10.1, whilst they do complement, do not form part of the Plan. All supporting documents may change from time to time to reflect changes in Council policy, legislative changes, and operational changes or as a result of audit findings.

10.1 Technical references

- Risk Management Standard, AS/NZS ISO 31000
- International Infrastructure Management Manual (IIMM)
- CMP Road Reserve Risk Management Statement of Principles
- Ministerial Code of Practice – Road Management Plans, September
- Code of Practice for Management of Infrastructure in Road Reserves

10.2 Appended documents

Appendix A: Road Hierarchy

Appendix B and C: Nillumbik Programmed Inspection Frequencies

Appendix D: Defect and Hazard Intervention Levels

Appendix E: Asset Inspection Details

Appendix F: Service Request and Asset Management System

Appendix A: Road Hierarchy

Road Category	Road Function
Urban Link	<ul style="list-style-type: none"> Supplements the Arterial Road network in providing for through traffic movement Cater for through traffic and heavy vehicles Target minimum speed limit of 60 km/h.
Rural Link	<ul style="list-style-type: none"> Supplement the Arterial Road network in providing for through traffic movement. Linkage between areas of significance that may not be served by the Arterial Road network. Cater for through traffic and heavy vehicles. Target speed limit 80 km/h
Urban Collector	<ul style="list-style-type: none"> Important local roads whose function is to distribute traffic between Arterial Roads and / or Link Roads. May carry limited through traffic generally from the surrounding area (less than 4,000 vehicle per day desirable) Speed limit generally 50 km/h Potential bus route.
Rural Collector	<ul style="list-style-type: none"> Important local roads whose function is to distribute traffic between Arterial Roads and / or Link Roads May serve as links between lightly populated localities that are not serviced by arterial roads. May carry limited through traffic, generally from the surrounding area. Target speed limit 70 to 80 km/h.
Urban Access Street	<ul style="list-style-type: none"> Provides direct access for abutting land owners or occupiers Dissuade high speed Dissuade through traffic Dissuade heavy vehicles (but must be able to access in the case of deliveries or emergency). Target speed limit 50 km/h.
Rural Access Road	<ul style="list-style-type: none"> Provides direct access for abutting land owners or occupiers. Intended for predominantly local traffic. Target speed limit 50 to 70 km/h
Laneway/Right of Way - treated as an Access Road for the purposes of this Road Management Plan	<ul style="list-style-type: none"> Provides direct access for abutting land owners or occupiers. Intended solely for access to abutting properties. Low speed environment.
Private Road	<ul style="list-style-type: none"> Provides access for abutting land owners or occupiers. May be on private land or road reserve. Not constructed or maintained by Council.
Unconstructed	<ul style="list-style-type: none"> Unused road reserve.
Car park - treated as an Access Road for the purposes of this Road Management Plan	<ul style="list-style-type: none"> carparks that are listed in the list of carparks on the Register of Public Roads Carpark constructed within road reserve. May be associated with local area shops, etc.

Appendix B Road Programmed Inspection Frequency

Sealed Roads

	Condition Audit Link Road, Collector Road and Access Road	Defect Inspection Link Road	Defect Inspection Collector Road and Access Road
Pavement	5 years	6 Monthly	Annual
Shoulder	5 years	6 months	Annual
School Crossings	N/A	School Days	School Days
Linemarking and Delineators	N/A	6 months	Annual
Guard fence	N/A	6 months	Annual
Road Signage	N/A	6 months	Annual
Traffic Treatments	N/A	6 months	Annual
Night Inspections	N/A	2 years	2 years

Unsealed Roads

	Condition Audit Collector Road and Access Road	Defect Inspection Collector Road and Access Road
Pavement	N/A	Annual
Shoulder	N/A	Annual
Delineators	N/A	Annual
Guard fence	N/A	Annual
Road Related Signage	N/A	Annual
Night Inspections	N/A	2 years

Appendix C Footpath Programmed Inspection Frequency

	Condition Audit Sealed footpaths	Defect Inspection Sealed footpaths	Defect Inspection unsealed footpaths and trails*
High	5 years	6 months	Reactive
Medium	5 years	2 years	Reactive
Low	5 years	2 years	Reactive

*Note: Where unsealed paths located in the road reserve form part of a recognised trail as defined in the Nillumbik Trail Strategy (NTS), these will be inspected and maintained in accordance with the level of service defined in the NTS.

Appendix D Defect Intervention Levels, Hazards and Response Times

Road pothole

This activity covers the reinstatement of bituminous or granular sealed surface for roads and footpaths.

Road Category	Defect Intervention Level	Response Time
Link roads	Depth greater than 50mm and/or diameter 300mm or equivalent lateral dimension.	Rectify within 5 days
Collector roads	Depth greater than 50mm and/or diameter 300mm or equivalent lateral dimension.	Rectify within 7 days
Access roads	Depth greater than 50mm and/or diameter 300mm or equivalent lateral dimension.	Rectify within 14 days

Grading unsealed roads

This activity includes the grading and reshaping of unsealed road formations, whether the surfacing comprises imported granular material or the natural subgrade. The activity also includes filling pot holes.

Road Category	Defect Intervention Level	Response Time
All	<p>Programmed grading works undertaken following an inspection where it is identified that defects exceed the intervention as identified below.</p> <p>Corrugations, roughness or multiple potholes exceeding 75mm deep measured with a 1.2 metre straight edge AND over</p> <ul style="list-style-type: none"> · 20% of any length of road greater than 100m OR · 50% of any length of road up to 100m. <p>Road crossfall is less than or equal to 1 percent over</p> <ul style="list-style-type: none"> · 20% of any length of road greater than 100m OR · 50% of any length of road up to 100m. 	annual
Collector	<p>Corrugations, roughness or multiple potholes exceeding 75mm deep measured with a 1.2 metre straight edge AND over</p> <p>20% of any length of road greater than 100m OR</p> <p>50% of any length of road up to 100m.</p> <p>Road crossfall is less than or equal to 1 percent over</p> <p>20% of any length of road greater than 100m OR</p> <p>50% of any length of road up to 100m.</p>	Affected areas to be rectified within two weeks.
Access	<p>Corrugations, roughness or multiple potholes exceeding 75mm deep measured with a 1.2 metre straight edge AND over</p> <p>20% of any length of road greater than 100m OR</p> <p>50% of any length of road up to 100m.</p> <p>Road cross fall is less than or equal to 1 percent over</p> <p>20% of any length of road greater than 100m OR</p> <p>50% of any length of road up to 100m.</p>	Affected areas to be rectified within six weeks.

Shoulder edge break repair

This activity covers the repair of broken edges of seal or asphalt surfaced pavements. The repair aims to restore the line and level of the original surfacing. Edge repair may involve restoration utilising gravel and asphalt or cold mix, or bituminous seal with fine aggregate. Edge break distress is not encountered in roads where the surfacing extends to a kerb and channel. Edge break repair refers to activities on both sealed roads with unsealed shoulders and sealed roads with sealed shoulders.

Road Category	Defect Intervention Level	Response Time
Link roads	When edge break exceeds 75mm laterally over at least a 1m length from the nominal seal line.	2 weeks
Collector roads	When edge break exceeds 75mm laterally over at least a 1m length from the nominal seal line.	4 weeks
Access roads	When edge break exceeds 75mm laterally over at least a 1m length from the nominal seal line.	8 weeks

Grading unsealed shoulders

This activity covers the grading of unsealed shoulders. The activity includes rolling after grading and the inclusion of water if this is deemed necessary. This activity also includes spot filling, grading and reshaping to correct drop off from edge of seal, roughness, scouring or potholing and holding of water.

Road Category	Defect Intervention Level	Response Time
Link roads	Edge of seal drop off greater than 50mm for more than 10 per cent per kilometre length.	Affected areas to be rectified within 4 weeks
Collector and Access roads	Edge of seal drop off greater than 50mm for more than 10 per cent per kilometre length.	Affected areas to be rectified within 6 weeks

Footpath

This activity covers the intervention levels and response all concrete, sealed and paved footpaths and shared pathways.

Footpath Category	Vertical Displacement Defect Intervention	Deformation Defect Intervention	Pot Hole Defect intervention	Response Time
High	Between 10 and 20 millimetres	Between 40 and 75mm over 1 metre	Greater than 300mm diameter and greater than 40mm deep	6 months
High	Between 20 and 40 millimetres	Between 75 and 100mm over 1 metre	Greater than 300mm diameter and greater than 75mm deep	1 month

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High	Greater than 40 millimetres.	Greater than 100mm over 1 metre	Greater than 300mm diameter and greater than 100mm deep	3 weeks
Medium	Between 20 and 40 millimetres.	Between 75 and 100mm over 1 metre	Greater than 300mm diameter and greater than 75mm deep	annual
Medium	Greater than 40 millimetres.	Greater than 100mm over 1 metre	Greater than 300mm diameter and greater than 100mm deep	3 months
Low	Between 20 and 40 millimetres.	Between 75 and 100mm over 1 metre	Greater than 300mm diameter and greater than 75mm deep	annual
Low	Greater than 40 millimetres.	Greater than 100mm over 1 metre	Greater than 300mm diameter and greater than 100mm deep	6 months

Unsealed Paths and Recreational Trails

This activity covers the intervention levels and response of unsealed pathways and recreational trails located within the road reserve. All intervention levels and response times are detailed within the Nillumbik Trails Strategy.

Kerb and Channel

This activity covers the inspection and maintenance of all concrete kerb and channel located adjacent to the carriageway.

Road Category	Defect Intervention Level	Response Time
Link	Kerb and channel Vertical or Horizontal displacement greater than 50mm	1 month
Collector	Kerb and channel Vertical or Horizontal displacement greater than 50mm	3 months
Access	Kerb and channel Vertical or Horizontal displacement greater than 50mm	6 months

Traffic island maintenance

This activity covers the inspection and maintenance of all concrete kerbed islands located on the carriageway and including those with hard or paved infill areas.

Road Category	Defect Intervention Level	Response Time
Link roads	Vertical or Horizontal displacement greater than 30mm over 1200mm length misalignment in island kerbing or paving.	2 weeks
Collector roads	Vertical or Horizontal displacement greater than 30mm over 1200mm length misalignment in island kerbing or paving.	1 month
Access roads	Vertical or Horizontal displacement greater than 50mm in island kerbing or paving.	2 months

Signage and linemarking – general

Where a sign or line mark is identified as missing but there is insufficient existing information to determine the location, type or whether it is still required, the defect will be referred to Infrastructure Development for investigation and advice.

Road Category	Response Time
All	1 month, after which the associated standard defect response times apply.

Linemarking maintenance

This activity includes the maintenance of all types of linemarking. At intersections or junctions with roads not maintained by Council, linemarking on these other roads shall not be maintained.

Road Category	Defect Intervention Level	Response Time
Link roads	Greater than 30 per cent of line marking per segment missing or defective relative to original installation and design standards.	Annual Program
Collector roads	Greater than 40 per cent of line marking per segment missing or defective relative to original installation and design standards.	Annual Program
Access roads	Greater than 50 per cent of line marking per segment missing or defective relative to original installation and design standards.	Annual Program

Delineator maintenance

This activity includes the maintenance of all types of delineators. These include guideposts, rumble bars, raised pavement markers (reflective and non-reflective), flaps and guard fence delineators and width markers on bridges and culvert. At intersections or junctions with roads not maintained by Council, guideposts on these other roads shall not be maintained. This also includes the replacement of damaged and missing delineators, their cleaning and painting where necessary.

This activity does not include the replacement of raised pavement markers (RRPMs) after resurfacing.

Road Category	Defect Intervention Level	Response Time
Link roads	Greater than 30 per cent of delineator installations per segment missing or defective relative to original installation and design standards.	1 month
Collector roads	Greater than 40 per cent of delineator installations per segment missing or defective relative to original installation and design standards.	2 months
Access roads	Greater than 50 per cent of delineator installations per segment missing or defective relative to original installation and design standards.	3 months

Regulatory signs

This activity covers the inspection and maintenance regulatory signage including but not limited to; stop; give way and speed.

Road Category	Defect Intervention Level	Response Time
Intersection Control	Greater than 50 per cent sign illegible at 150m under low beam or in daylight or sight distance criteria not met	2 weeks
Link roads	Greater than 50 per cent sign legend illegible at 150m under low beam or in daylight or sight distance criteria not met	1 months
Collector roads	Greater than 50 per cent sign legend illegible at 150m under low beam or in daylight or sight distance criteria not met	2 months
Access roads	Greater than 50 per cent sign legend illegible at 150m under low beam or in daylight or sight distance criteria not met	3 months

Warning signs

This activity covers the inspection and maintenance of warning signs including but not limited to; bends; speed hump, advisory speed and concealed driveways.

Road Category	Defect Intervention Level	Response Time
Link roads	Greater than 50 per cent sign legend illegible at 150m under low beam or in daylight or sight distance criteria not met	1 months
Collector roads	Greater than 50 per cent sign legend illegible at 150m under low beam or in daylight or sight distance criteria not met	2 months
Access roads	Greater than 50 per cent sign legend illegible at 150m under low beam or in daylight or sight distance criteria not met	3 months

Guide signs

This activity covers the inspection and maintenance of direction and information signs including street name, town signs, advanced direction and directional signs as well as reassurance signs and other specialised and tourist signs.

Road Category	Defect Intervention Level	Response Time
Link and collector roads	Greater than 50 per cent sign legend illegible at 150m under low beam or in daylight or sight distance criteria not met	2 months
Access roads	Greater than 50 per cent sign legend illegible at 150m under low beam or in daylight or sight distance criteria not met	3 months

Guard fence maintenance

This activity includes the inspection and maintenance of W-beam guard fence. The work will include the inspection, reporting, scheduling and supervising all guard fence repairs. Periodic inspection is required to check alignment and anchorage and stability of posts and that all bolts, nuts, shackles and cables are in place and functional. Work shall include the removal and replacement of sections.

Road Category	Defect Intervention Level	Response Time
Link and Collector roads	Guard fence with a panel or component affected so as to jeopardise performance	2 months
Access roads	Guard fence with a panel or component affected so as to jeopardise performance	3 months

Hazards

This activity includes the inspection and response to hazards reported from members of the public or Council employees. It includes works to make the area safe and then arrange follow up works (where required) to complete the job.

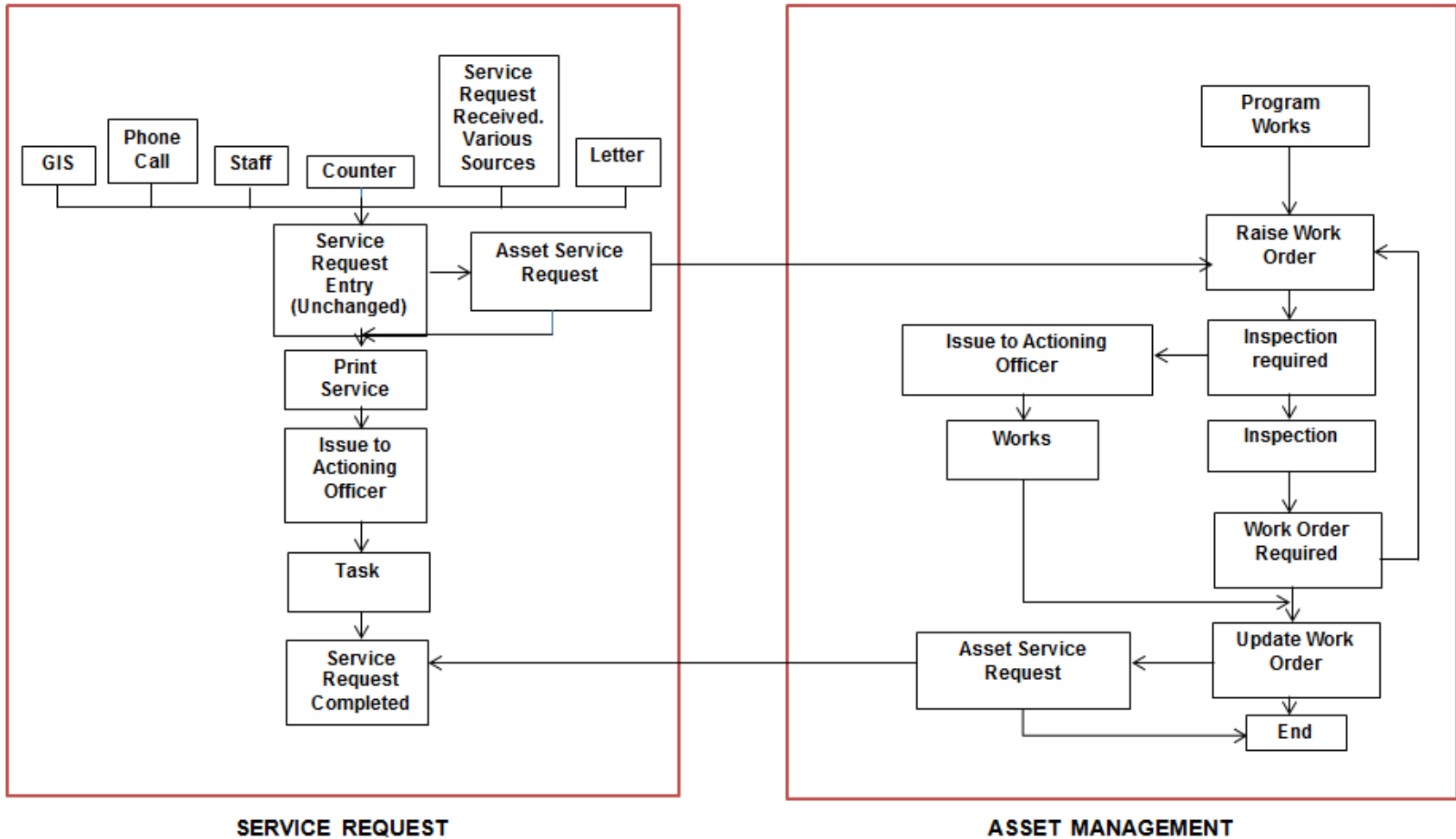
Hazard Description	Hazard Intervention Level	Response Time
Missing stormwater pit lids in the road reserve	Pit lid is dislodged or missing. Pit lid is damaged, having no pedestrian bearing capacity.	4 hours
Road Obstruction	A tree or part of a tree or any other obstruction resulting in a complete or partial lane or road blockage.	4 hours
Footpath Obstruction	A tree or part of a tree or any other obstruction resulting in a complete or partial blockage of the footpath forcing the pedestrian onto the road or an area unsafe for pedestrian movements.	24 hours
Oil Spills	Oil spills on the road pavement	4 hours
Other	An issue which is likely to create danger or serious inconvenience to users of the road or footpath network.	48 hours

Appendix E Inspection Types

Inspection Type	Purpose	Who must perform inspection	Reporting Requirements
Hazard	<p>Hazard inspections are undertaken following a notification from a customer. Customers include community members as well as Council employees while undertaking their normal duties.</p> <p>Hazard inspections are designed to inspect the reported issue for its likelihood to create danger or serious inconvenience to users of the network or the wider community</p>	Officer of the Council with some knowledge of road maintenance techniques who may then call in a higher level of expertise if necessary.	<p>Recording to identify specific hazard, time first reported, time inspected and by whom, subsequent action and time of completion.</p> <p>Recorded in Councils customer relationship management tool.</p>
Defect	<p>Inspection undertaken in accordance with a formal inspection schedule to determine if the road asset complies with the levels of service as specified in this document;</p> <p>A record of each street/road is to be completed detailing the name of the inspector, the inspection date, time and street/road name and a description of any defects found that are at the specified intervention levels defined in the Maintenance Service Agreement;</p> <p>In addition, a notation must to be recorded of any street/road inspected where no defect was apparent under the specific rigour of the inspection.</p>	Appropriately qualified personnel with knowledge of road maintenance techniques.	A record of the inspection and who undertook the inspection is placed on council's asset database for reference purposes (this may include insurance or litigation requirements).

Inspection Type	Purpose	Who must perform inspection	Reporting Requirements
Condition	<p>An inspection 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 network values. The deficiencies may well impact short-term serviceability as well as the ability of the component to continue perform for the duration of its intended life span;</p> <p>The condition inspection process must also meet the requirements for accounting regulations and asset management;</p> <p>Regular or periodic assessment, measurement and interpretation of the resulting condition data is required so as to determine the need for any preventive or remedial action then development of relevant programs of rehabilitation or renewal works.</p>	Qualified engineer or Experienced Technical Officer with extensive knowledge and experience in road construction and maintenance practices.	Specific data to be recorded is determined by requirements of the Asset Management System used to assess asset component needs.
Night	An inspection undertaken outside of daylight hours to identify whether the reflectivity of signs and delineation including line marking meets Australian Standards. The inspection includes all urban and rural roads.	Appropriately qualified personnel with knowledge of maintenance techniques.	Specific data to be recorded is determined by requirements of the Asset Management System.
Incident	An inspection carried out to comply with the requirements the Road Management Act 2004 [Division 5 – Claims Procedure, Clause 116]; 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 road safety measures.	Qualified engineer or Experienced Technical Officer with extensive knowledge and experience in road construction and maintenance practices.	Formal Incident Report required, as described.

Appendix F Service Requests Management System





Attachment 2

Summary of changes - Road Management Plan 2025

Overview

Reactive Inspections

Reactive inspections were not included in the Road Management Plan 2021 (RMP 2021). Therefore, this has been assessed as an increase to service levels across all asset categories.

Service levels: 5 increased, 0 decreased

Proactive Inspections

Proactive inspections have been kept the same across all asset categories and one new category has been added (bridges and culverts).

Service levels: 1 increased, 0 decreased

Defect Intervention Levels and Timeframes

The table of defect intervention levels and timeframes contains 36 defect types across 7 asset categories.

For the purposes of this summary each defect has been assessed as either an 'increase' in service level, or a decrease'. Some defects have also been assessed as 'increased & decreased', in cases where the change is either ambiguous, or the intervention level has been increased, but the timeframe reduced, or vice-versa)

Where a new defect has been proposed, this has been assessed as an 'increased' service level.

Asset Category	Service Level Change			TOTAL
	Increase	Reduced	Increase/Decrease	
Sealed Roads	4	2	1	7
Unsealed Roads	3	0	2	5
Traffic Control Devices	1	1	1	3
Footpaths	5	2	2	9
Shared and Bicycle Paths	5	2	2	9
Kerb and Channel	2	0	0	2
Bridges and Culverts	1	0	0	1
TOTAL	21	7	8	36

Based on the above assessment, the proposed road management plan commits Council to a higher over level of service than RMP 2021.

Note: The assessment does not take into account the quantity of each increase/decrease, or the anticipated number of defects that will need to be managed in each category.

Attachment 2

Inspection Frequencies – Reactive Inspections

Hierarchy Category	Current RMP	Proposed RMP	Reason for change & Overall impact to service
Sealed Roads, Unsealed Roads, Regulatory, Warning and Hazard Signs			
Category 4	N/A	Inspect within 5 working days	Added to align with MAV advice Service level increased
Category 3	N/A	Inspect within 8 working days	
Category 2	N/A	Inspect within 10 working days	
Category 1 – Urban Only	N/A	Inspect within 4 weeks	
Footpaths, Kerb & Channel			
Category 3	N/A	Inspect within 5 working days	Added to align with MAV advice Service level increased
Category 2	N/A	Inspect within 7 working days	
Category 1	N/A	Inspect within 10 working days	
Shared & Bicycle Pathways			
Category 3	N/A	Inspect within 5 working days	Added to align with MAV advice Service level increased
Category 2	N/A	Inspect within 7 working days	
Category 1	N/A	Inspect within 10 working days	
Bridges & Culverts			
All	N/A		Added to align with MAV advice Service level increased
Emergency Response – All Asset / Categories			
All	Pit lid – 4 hours Road / Tree – 4 hours Footpath / Tree – 24 hours Oil Spill – 4 hours Other – 48 hours	Make safe within 12 hours	Added to align with MAV advice Service level increased

Attachment 2

Inspection Frequencies – Proactive Inspections

Hierarchy Category	Current RMP	Proposed RMP	Reason for change
Sealed Roads, Unsealed Roads, Regulatory, Warning and Hazard Signs			
Category 4	Inspect every 6 months	Inspect every 6 months	No change
Category 3	Inspect every 1 year	Inspect every 1 year	
Category 2	Inspect every 1 year	Inspect every 1 year	
Category 1 – Urban Only	N/A	N/A	
Footpaths, Kerb & Channel			
Category 3	Inspect every 6 months	Inspect every 6 months	No change
Category 2	Inspect every 2 years	Inspect every 2 years	
Category 1	Inspect every 2 years	Inspect every 2 years	
Shared & Bicycle Pathways			
Category 3	Inspect every 6 months	Inspect every 6 months	No change
Category 2	Inspect every 6 months	Inspect every 6 months	
Category 1	N/A	N/A	
Bridges & Culverts			
All	N/A	Matched with timeframe of corresponding asset	Added to align with MAV advice Service level increased

Attachment 2

Defect Intervention Levels and Timeframes

Sealed Roads

Hierarchy Category	Change to description intervention level	Current RMP	Proposed RMP	Reason for change & Overall impact to service
Potholes				
Category 4	No change	5 working days	1 week	Timeframe increased to align with MAV advice Service level reduced
Category 3		7 working days	2 weeks	
Category 2		14 working days	3 weeks	
Category 1 – Urban Only		N/A	8 weeks	
Edge Break				
Category 4	Current RMP	2 weeks	1 week	Intervention level increased and timeframe reduced to closer align with MAV advice. Service level reduced & increased
Category 3	75mm over 1m	4 weeks	2 weeks	
Category 2	Proposed RMP	8 weeks	3 weeks	
Category 1	50mm over 5m	N/A	8 weeks	
Edge / shoulder drop				
Category 4	Current RMP	4 weeks	4 weeks	Intervention level reduced to closer align with MAV advice. Service level increased
Category 3	50mm for over 10%	6 weeks	6 weeks	
Category 2	Proposed RMP	6 weeks	6 weeks	
Category 1	50mm over 20m	N/A	8 weeks	
Depressions / deformation				
Category 4	Proposed RMP (New) 100mm over 3m	N/A	1 week	Added to align with MAV advice Service level increased
Category 3		N/A	2 weeks	
Category 2		N/A	3 weeks	
Category 1		N/A	8 weeks	
Missing / damaged pit lid				
Category 4	No change	4 hours	1 working day	Timeframe increased to align with MAV advice Service level reduced
Category 3		4 hours	2 working days	
Category 2		4 hours	3 working days	
Category 1		4 hours	4 working days	

Attachment 2

Vegetation – overhead clearance				
Category 4	Proposed RMP (New) Intruding into road envelope	N/A	8 weeks	Added to align with MAV advice Service level increased
Category 3		N/A	8 weeks	
Category 2		N/A	8 weeks	
Category 1		N/A	8 weeks	
Vegetation – obstructing sightlines				
Category 4	Proposed RMP (New) Obstructing view of intersection or signage	N/A	8 weeks	Added to align with MAV advice Service level increased
Category 3		N/A	8 weeks	
Category 2		N/A	4 months	
Category 1		N/A	6 months	

Unsealed Roads

Hierarchy Category	Change to description intervention level	Current RMP	Proposed RMP	Reason for change & Overall impact to service
Pothole				
Category 4	Current RMP >75mm in depth and 300mm in diameter over 20% of road	n/a	n/a	Int. level reduced to closer align with MAV advice. Timeframe increased to accommodate likely increase in defects found. Service level increased & reduced
Category 3		2 Weeks	4 Weeks	
Category 2		6 Weeks	8 Weeks	
Category 1 – Urban Only	Proposed RMP >75mm in depth and 300mm in diameter for > 10m length of road	n/a	12 Months	
Wheel ruts/scouring				
Category 4	Proposed RMP (New) >75mm in depth, >10m length of road	n/a	n/a	Added to align with MAV advice
Category 3		n/a	4 Weeks	Service level increased
Category 2		n/a	8 Weeks	
Category 1		n/a	12 Months	
Corrugations				
Category 4	Current RMP	n/a	n/a	Int. level reduced to closer align with MAV advice.
Category 3	>75mm in depth and 20% of road	2 Weeks	4 Weeks	

Attachment 2

Category 2	Proposed RMP	6 Weeks	8 Weeks	Timeframe increased to accommodate likely increase in defects found. Service level increased & reduced
Category 1	>75mm in depth and 150mm in length for >10m	n/a	12 Months	
Roadside Vegetation – Overhead Clearance				
Category 4	Proposed RMP (New) Intruding into road envelope	n/a	n/a	Added to align with MAV advice
Category 3		n/a	8 Weeks	Service level increased
Category 2		n/a	8 Weeks	
Category 1		n/a	8 Weeks	
Roadside Vegetation – Obstructing sightlines				
Category 4	Proposed RMP (New)	n/a	4 Weeks	Added to align with MAV advice
Category 3	Obstructing view of intersection or signage	n/a	8 Weeks	Service level increased
Category 2		n/a	4 Months	
Category 1		n/a	6 Months	

Traffic Control Devices

Hierarchy Category	Change to description intervention level	Current RMP	Proposed RMP	Reason for change & Overall impact to service
Missing/Damaged Signage				
Category 4	Current RMP Greater than 50 per cent sign illegible at 150m Proposed RMP Ineffective when viewed from the following distances between 30-95m, based on speed limit	1 Month	2 Weeks	Int. level increased to align with MAV advice. Timeframes reduced to align with MAV advice Service level reduced & increased
Category 3		2 Months	4 Weeks	
Category 2		3 Months	8 Weeks	
Category 1 – Urban Only		n/a	12 Weeks	
Missing/Damaged Guard Rail or Fencing				
Category 4	No change	2 Months	8 Weeks	Minor increase to timeframes to align with MAV advice
Category 3		2 Months	8 Weeks	
Category 2		3 Months	4 Months	
Category 1		n/a	6 Months	Service level reduced
Missing/Damaged Pavement Markings				
Category 4	Current RMP	Annual program	12 Weeks	

Attachment 2

Category 3	> 30 per cent of line marking per segment missing or defective. Proposed RMP Pavement markings which are missing or faded making them substantially ineffective*	Annual program	12 Weeks	Int. level changed to align with MAV advice. Timeframe reduced to align with MAV advice. Service level increased
Category 2		Annual program	6 Months	
Category 1		Annual program	12 Months	

Footpaths

Hierarchy Category	Change to description intervention level	Current RMP	Proposed RMP	Reason for change & Overall impact to service
Vertical Displacement				
Category 3	Current RMP Vertical Displacement >10,20, or 40 mm in height, based on category Proposed RMP Vertical Displacement >20 mm in height	3 weeks - 6 months	4 Weeks	Int. level changed to simplify and align with MAV advice. Timeframe reduced to align with MAV advice. Service level reduced & increased
Category 2		3 months – 1 year	6 Weeks	
Category 1		6 month – 1 year	12 Weeks	
Loose segmented pavers				
Category 3	Proposed RMP (New) Loose and unstable segmented pavers	n/a	4 Weeks	Added to align with MAV advice Service level increased
Category 2		n/a	6 Weeks	
Category 1		n/a	12 Weeks	
Cracking				
Category 3	Proposed RMP (New) >40 mm wide	n/a	4 Weeks	Added to align with MAV advice Service level increased
Category 2		n/a	6 Weeks	
Category 1		n/a	12 Weeks	
Undulations				
Category 3	Current RMP > 40, 75, or 100mm in height over 1m, based on category Proposed RMP >75 mm in depth/height under a 1.5m straight edge	3 weeks - 6 months	4 Weeks	Int. level changed to simplify and to align with MAV advice. Timeframe reduced to align with MAV advice. Service level reduced & increased
Category 2		3 months – 1 year	6 Weeks	
Category 1		6 month – 1 year	12 Weeks	
Dislodged/Missing pieces/potholes				

Attachment 2

Category 3	Current RMP >300mm and >40, 75, or 100mm based on category Proposed RMP >150 mm in length/width and >20 mm in depth	3 weeks - 6 months	4 Weeks	Int. level reduced to simplify and to align with MAV advice. Timeframe reduced to align with MAV advice. Service level increased
Category 2		3 months – 1 year	6 Weeks	
Category 1		6 month – 1 year	12 Weeks	
Missing pit lids				
Category 3	No change	4 Hours	1 Working Day	Timeframe increased to align with MAV advice Service level reduced
Category 2		4 Hours	2 Working Days	
Category 1		4 Hours	3 Working Days	
Damaged pit lids				
Category 3	No change	4 Hours	2 Weeks	Timeframe increased to align with MAV advice Service level reduced
Category 2		4 Hours	2 Weeks	
Category 1		4 Hours	2 Weeks	
Roadside Vegetation – Overhead Clearance				
Category 3	Proposed RMP (New) Intruding into footpath envelope	n/a	8 Weeks	Added to align with MAV advice Service level increased
Category 2		n/a	8 Weeks	
Category 1		n/a	8 Weeks	
Dislodged/missing tactile indicator				
Category 3	Proposed RMP (New) Damaged or missing	n/a	4 Weeks	Added to align with MAV advice Service level increased
Category 2		n/a	6 Weeks	
Category 1		n/a	12 Weeks	

Attachment 2

Shared & Bicycle Pathways

Hierarchy Category	Change to description intervention level	Current RMP	Proposed RMP	Reason for change & Overall impact to service
Vertical Displacement				
Category 3	Current RMP Vertical Displacement >10,20, or 40 mm in height, based on category Proposed RMP	3 weeks – 12 months	4 Weeks	Int. level changed to simplify and to align with MAV advice. Timeframe reduced to align with MAV advice.
Category 2		3 months – 12 months	6 Weeks	
Category 1	Vertical Displacement >20 mm in height	n/a	12 Weeks	Service level reduced & increased
Cracking				
Category 3	Proposed RMP (New) >30 mm wide or 20mm long	n/a	4 Weeks	Added to align with MAV advice
Category 2		n/a	6 Weeks	
Category 1		n/a	12 Weeks	Service level increased
Undulations				
Category 3	Current RMP > 40, 75, or 100mm in height over 1m, based on category Proposed RMP	3 weeks – 12 months	4 Weeks	Int. level changed to simplify and to align with MAV advice. Timeframe reduced to align with MAV advice.
Category 2		3 months – 12 months year	6 Weeks	
Category 1		>75 mm in depth/height under a 1.5m straight edge	n/a	12 Weeks
Dislodged/Missing pieces/potholes				
Category 3	Current RMP >300mm and >40, 75, or 100mm based on category Proposed RMP	3 weeks – 12 months	4 Weeks	Int. level reduced to simplify and to align with MAV advice. Timeframe reduced to align with MAV advice.
Category 2		3 months – 12 months year	6 Weeks	
Category 1		>150 mm in length/width and >20 mm in depth	n/a	12 Weeks
Missing pit lids				
Category 3	No change	4 Hours	1 Working Day	Timeframe increased to align with MAV advice
Category 2		4 Hours	2 Working Days	
Category 1		4 Hours	3 Working Days	Service level reduced

Attachment 2

Damaged pit lids				
Category 3	No change	4 Hours	2 Weeks	Timeframe increased to align with MAV advice Service level reduced
Category 2		4 Hours	2 Weeks	
Category 1		4 Hours	2 Weeks	
Roadside Vegetation – Overhead Clearance				
Category 3	Proposed RMP (New) Intruding into trail envelope	n/a	8 Weeks	Added to align with MAV advice Service level increased
Category 2		n/a	8 Weeks	
Category 1		n/a	8 Weeks	
Roadside Vegetation – Obstructing sightlines				
Category 3	Proposed RMP (New) Obstructing view of intersection or signage	n/a	8 Weeks	Added to align with MAV advice Service level increased
Category 2		n/a	8 Weeks	
Category 1		n/a	8 Weeks	
Dislodged/missing tactile indicator				
Category 3	Proposed RMP (New) Damaged or missing	n/a	4 Weeks	Added to align with MAV advice Service level increased
Category 2		n/a	6 Weeks	
Category 1		n/a	3 Months	

Attachment 2

Kerb and Channel

Hierarchy Category	Change to description intervention level	Current RMP	Proposed RMP	Reason for change & Overall impact to service
Vertical Displacement& Overall impact to service				
Category 4	No change	1 Month	4 Weeks	Timeframe reduced to align with MAV advice
Category 3		3 Months	6 Weeks	
Category 2		6 Months	8 Weeks	
Category 1 – Urban Only		N/A	12 Weeks	Service level increased
Horizontal Displacement				
Category 4	No change	1 Month	4 Weeks	Timeframe reduced to align with MAV advice
Category 3		3 Months	6 Weeks	
Category 2		6 Months	8 Weeks	
Category 1		N/A	12 Weeks	Service level increased

Bridges and Culverts

Hierarchy Category	Change to description intervention level	Current RMP	Proposed RMP	Reason for change & Overall impact to service
Bridge & Culvert Defects				
Category 4	Proposed RMP (New)	N/A	4 Weeks	Added to align with MAV advice
Category 3	Visible damage likely to pose an immediate and significant risk to members of the public	N/A	6 Weeks	
Category 2		N/A	2 Months	
Category 1 – Urban Only		N/A	3 Months	

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Road Management Plan 2025

Guideline Governance

Responsible Service / Department:	Operations Centre / Roads, Drains Cleansing
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Review history 2013 to 2025

Name	Content Manager File Reference	Date	Description of Edits
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Acknowledgement of Country

Nillumbik Shire Council acknowledges the Wurundjeri people who are the Traditional Custodians of this Land. We would also like to pay respect to the Elders both past and present and extend that respect to other Indigenous Australians present.

If you require this document in another format, email nillumbik@nillumbik.vic.gov.au or phone 9433 3111.

Definitions

Arterial Road	Refers to freeways, highways and declared main roads, which are managed by the Victorian Government, through Head of Transport for Victoria (as the co-ordinating road authority).
Co-ordinating road authority	The organisation which has the responsibility to co-ordinate works. Generally, if the road is a freeway or arterial road, this will be Head of Transport for Victoria. Generally, if the road is a municipal road, this will be Council.
Council	Refers to the Nillumbik Shire Council
Demarcation agreement	A formal agreement between Council and another organisation that defines areas of responsibility.
Motor vehicle	Refers to a vehicle that is propelled by an in-built motor and is intended to be used on a roadway. This does not include a motorised wheelchair or mobility scooter which is incapable of travelling at a speed greater than 10 km/h and is solely used for the conveyance of an injured or disabled person.
Municipal road(s)	Road for which the municipal council is the co-ordinating road authority. The Road Management Act 2004 imposes specific duties on the municipal council with respect to the inspection, repair and maintenance of these roads and associated road-related infrastructure.
Non-road infrastructure	Refers to infrastructure in, on, under or over a road, which is not road infrastructure. This includes (but is not limited to) such items as gas pipes, water and sewerage pipes, cables, electricity poles and cables, tram wires, rail infrastructure, bus shelters, public telephones, mailboxes, roadside furniture and fences erected by utilities, or providers of public transport.
Other roads	Include roads in state forests and reserves, and roads on private property. Municipal councils are not responsible for the inspection, repair or maintenance of these roads.
Pathway	Refers to a footpath, bicycle path, shared path or other area that is constructed or developed by Council for members of the public (not motor vehicles) to use. Pathways may be further categorised as: <ul style="list-style-type: none"> • Footpaths – pathways designated solely for use by foot traffic (and limited mobility devices such as wheelchair users) • Bicycle pathways – pathways designated solely for use by cyclists, scooters and the like but excluding foot traffic, and • Shared pathways – pathways designated for use by riders of bicycles, the riders of electric scooters and pedestrians.
Public Road	As defined by the Road Management Act 2004 and includes a freeway, an arterial road, a municipal road declared under section 14(1) of the Act and a road in respect of which Council has made a decision that it is reasonably required for general public use and is included on the Register of Public Roads.
Plan	Refers to this Road Management Plan.
Road	Has the same meaning as in the Road Management Act 2004, being inclusive of any public highway, any ancillary area and any land declared to be a road under section 11 of that Act or forming part of a public highway or ancillary area.
Road infrastructure	Refers to infrastructure which forms part of a roadway, pathway or shoulder, which includes structures and materials.

Road-related infrastructure	Refers to infrastructure installed or constructed by the relevant road authority to either facilitate the operation or use of the roadway or pathway, or support or protect the roadway or pathway.
Road Reserve	Refers to the area of land that is within the boundaries of a road.
Roadside	Refers to any land that is within the boundaries of the road (other than shoulders) which is not a roadway or pathway. This includes land on which any vehicle crossing or pathway, which connects from a roadway or pathway on a road to other land, has been constructed. Example: any nature strip, forest, bushland, grassland or landscaped area within the road reserve would be considered roadside.
Roadway	Refers to the area of a public road that is open to, or used by, the public, and has been developed by a road authority for the driving or riding of motor vehicles. This does not include a driveway providing access to a public road, or other road, from adjoining land.
Shoulder	Refers to the cleared area, whether constructed or not, that adjoins a roadway to provide clearance between the roadway and roadside. This does not refer to any area that is not in the road reserve.

Introduction

The Shire of Nillumbik is located less than 25 kilometres north-east of Melbourne, covers an area of 432 square kilometres and has a population of approximately 65,094 people. Within the Shire, Nillumbik Shire Council (Council) is responsible for an extensive network of physical assets including approximately 476 kilometres of sealed roads, 302 kilometres of unsealed roads and 343 kilometres of sealed pathways.

1.1 What is the purpose of this Plan

Section 50 of the Road Management Act 2004 sets the following objectives for a municipal road management plan:

- 1) To establish a system for our road management functions, which is based on policy, operational objectives and available resources.
- 2) To set a performance standard for our road management functions.

Although it is termed a 'plan' in the legislation, it is functionally an operational protocol document – describing the systems and rules we use to make decisions and meet obligations within our available resources. The plan forms part of a larger Asset Management Framework related to maintenance and operations.

For the avoidance of doubt, this Plan is a road management plan for the purposes of s.39 of the Road Management Act 2004.

1.2 Legislation guiding this Plan

In addition to the Road Management Act 2004, the plan also considers the following Acts, regulations and codes of practice:

- Local Government Act 2020
- Ministerial Codes of Practice
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015
- Road Safety Act 1986
- Wrongs Act 1958.

1.3 What is covered in this Plan?

The Plan is divided into six sections:

1. Introduction.
2. Rights and Responsibilities – covers legislation and local laws relevant to road management.
3. Road Management Systems - how we classify roads, streets and footpaths – known as our asset hierarchy – and the plans and processes we use to maintain roads and road-related infrastructure.

4. Register of Public Roads – what's in it, how to access it and the process for making changes.
5. Technical References.
6. Attachments:
 - a. Attachment 1, Road Hierarchy – Urban Roads
 - b. Attachment 2, Road Hierarchy – Rural Roads
 - c. Attachment 3, Pathway Hierarchy
 - d. Attachment 4, Inspection Requirements
 - e. Attachment 5, Inspection Frequencies
 - f. Attachment 6, Defect Intervention Levels and Repair Timeframes

1.4 Updating the Plan

This Plan must be updated within a set period following a Council election. Outside of this cycle, changes may be required from time to time.

The following process will be used to manage these changes:

- If material changes are made to standards and specifications, a report will be presented to Council, along with a brief explanation as to why such changes are necessary. The review process must follow the steps as set out in the Road Management (General) Regulations 2016 Part 3 – Road Management Plans.
- When changes do not alter these technical aspects of road management, changes will be approved by the Chief Operating Officer.

These changes will be made in accordance with the processes prescribed by the Road Management Act 2004. To assist with version control, these changes will be numbered as follows:

- Versions presented to Council will be renumbered by whole numbers – for example, from Version 1.00 to 2.00.
- Those approved by the Director will be renumbered by decimals – for example, from Version 1.00 to 1.01.

1.5 Exceptional Circumstances

Council will make every effort to meet its commitments under this 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 of the RMP. These include but are not limited to: natural disasters, such as fires, floods, or storms, or a prolonged labour or resource shortage, due to a need to commit or redeploy Council staff and/or equipment elsewhere or due to the effects of pandemic and or government intervention.

1.5.1 Suspension of the Plan

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 Plan cannot be met, then pursuant to Section 83 of the Wrongs Act 1958, the CEO will write to Council's Officer in charge of the Plan and inform them that some, or all, of the timeframes and responses in Council's Plan are to be suspended.

1.5.2 Reinstatement of the Plan

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 an ongoing consultation between Council's CEO and Council's Officer responsible for the Plan, to determine which parts of Council's Plan are to be reactivated and when.

1.5.3 Communication and documentation around Plan suspension

Council will provide information/statements to residents about the suspension or reduction of the services under its Plan, including:

- How the work that will be done has been prioritised; and
- The period for which it is likely to be affected.

This information will be provided by the Council on its website where its Plan is located and other channels as appropriate such as press releases or social media.

Where Council has suspended, in part or whole, its Plan, associated documents (e.g. communications, meeting minutes, schedules, etc.) will be recorded and stored.

1.5.4 Inspections and repairs during suspension of Plan

The suspension of the Plan will not necessarily mean that all inspections and repairs halt. However, it may mean that only certain categories of inspections and repairs are undertaken. These will be based on a risk assessment and resources available to the Council, taking into account the resources needed to address the impact of the trigger event. For example, some reactive inspections may take place and repair (temporary or permanent) of roads/footpaths which pose a high risk may be undertaken, depending on the resources available to the council and the accessibility of each asset.

1.6 Responsibility for the Plan

Overall responsibility for administering and implementing the Plan rests with the Manager Operations Centre.

Rights and Responsibilities

2.1 Public Roads

Public roads are defined in the Road Management Act 2004 as including:

- a freeway
- an arterial road
- a road declared under section 204(1) of the Local Government Act 1989
- a municipal road declared under section 14(1) of the Road Management Act 2004
- a road in respect of which Council has made a decision that it is reasonably required for general public use and is included on the Register of Public Roads.

2.2 Key stakeholders

The key stakeholders impacted by this Plan include:

- the general community (for recreation, sport, leisure and business)
- residents and businesses adjoining the road network
- pedestrians
- vehicle users with motorised vehicles, such as trucks, buses, commercial vehicles, cars and motorcycles
- users of smaller, lightweight vehicles, such as pedal-powered bicycles, motorised buggies, wheelchairs, prams and so on
- tourists and visitors to the area
- emergency agencies (Victoria Police, Country Fire Authority, Ambulance Victoria, State Emergency Services)
- the military (in times of conflict and emergency)
- traffic and transportation managers
- managers of the road network asset
- construction and maintenance personnel, who build and maintain asset components
- utility agencies using the road reserve for infrastructure (water, sewerage, gas, electricity, telecommunications)
- state and federal governments, who periodically provide funding for roads.

2.3 Coordinating & Responsible Road Authority

Section 35 of the Road Management Act 2004 provides that a road authority has power to do all things necessary or convenient to be done for or in connection with the performance of its functions under the Act.

Section 36 of the Road Management Act 2004 outlines which road authority is the coordinating road authority. According to subsection (c), the coordinating road authority:

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.

However, there are instances where several authorities are responsible for components of the road within the road reserve. Section 37 of the Road Management Act 2004 identifies who is the responsible road authority in particular circumstances.

2.4 General Functions of a Road Authority

The general functions of a road authority are described within Section 34 of the Road Management Act 2004.

2.5 Rights of the Road User

The rights of public road users, which are legally enforceable, are set out in Sections 8 to 10 of the Road Management Act 2004.

2.6 Obligations of Road Users

2.6.1 General Usage

The common law requires that a road user must take reasonable care for their own safety (see *Ghantous v Hawkesbury City Council*)

The *Road Safety Act 1986* sets out obligations on road users, including section 17A which requires that a person who drives a motor vehicle on, or uses, a highway must drive in a safe manner have regard for all relevant factors, including without limiting their generality, the following:

- (a) physical characteristics of the road
- (b) prevailing weather conditions
- (c) level of visibility
- (d) the condition of any vehicle the person is driving or riding on the highway
- (e) prevailing traffic conditions
- (f) the relevant road laws and advisory signs
- (g) the physical and mental condition of the driver or road user.

Section 17A of the *Road Safety Act 1986* also requires that a road user must take reasonable care:

- (a) to avoid any conduct that may endanger the safety or welfare of other road users
- (b) to avoid any conduct that may damage road infrastructure and non-road infrastructure on the road reserve
- (c) to avoid conduct that may harm the environment of the road reserve

2.6.2 Incident Claims

If a person proposes to make a claim in relation to a public road or infrastructure for which Council is the responsible road authority, that person should contact Council and Council will initiate respective investigation and insurance reporting processes.

In accordance with Section 110 of the Road Management Act 2004, Council is not legally liable for property damages where the value of the damage is equal to or less than the threshold amount.

In cases where the claim relates to assets Council does not own or is not responsible for on the road reserve, the person who proposes to make a claim must refer the claim to the other authority or person responsible for those assets.

2.6.3 Permits for work within a road reserve

In cases where an individual or organisation proposes to carry out works within the road reserve that may impede public access, or interfere with road infrastructure, they must apply for a 'works within road reserve' permit. There are some exemptions, as noted in the Road Management (Works and Infrastructure) Regulations 2015.

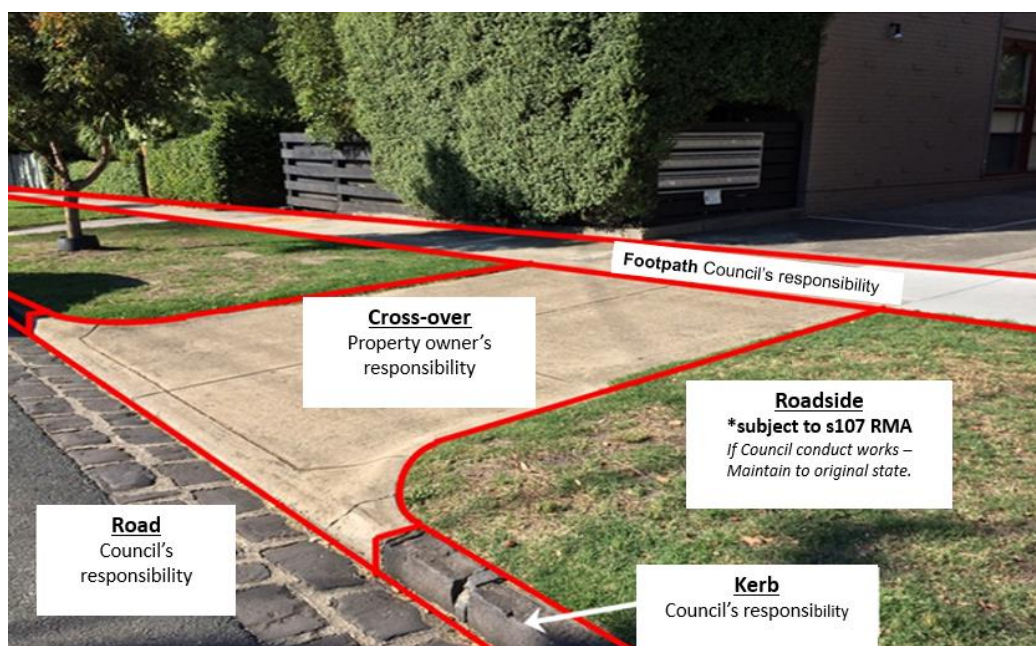
Local laws also require property owners to apply for a vehicle crossing permit if they plan to build a driveway.

In both cases, a fee applies to cover the costs of the administration and inspection of the work.

2.6.4 Obligation of others

There are several assets within the road reserve that Council does not have an obligation to inspect and/or maintain. These include:

- **Non-road infrastructure** – This includes (but is not limited to) such items as gas pipes, water and sewerage pipes, cables, electricity poles and cables, tram wires, rail infrastructure, bus shelters, public telephones, mailboxes, roadside furniture and fences erected by utilities, or providers of public transport.
- **Vehicle driveways** – the vehicle crossing (including Cross-over), located between the carriageway and the property boundary, must be maintained by the adjoining property owner. However, Council is responsible for the portion of the driveway where the constructed pathway is reasonably required by the public in accordance with the following diagram:



- **Single property stormwater drains** – for drains constructed within the reserve that carry water from a single property to an outlet in the kerb, or other drain.
- **Utilities** – including, but not limited to; telecommunication, power, water, gas and rail authority assets.
- **Roadside** – as per Section 107 of the Road Management Act, Council has no “*statutory duty or a common law duty to perform road management functions in respect of a public highway which is not a public road or to maintain, inspect or repair the roadside*”, described as “*any land that is within the boundaries of the road (other than shoulders) which is not a roadway or pathway*”. This includes landscaped tree plots within the footpath/pathway where the surface of the tree plot is not constructed with the intention of providing a trafficable pedestrian surface.

Where Council becomes aware of a hazard created by the defective condition of assets / infrastructure owned by another party, Council may at its absolute discretion:

- If located within assets / infrastructure for which Council is responsible (e.g. footpaths, road surfaces, etc.), or otherwise presents an immediate and significant risk to members of the public, undertake temporary measures to reduce the risk to members of the public until such time as the respective owner can implement permanent repairs (subject to Council’s available resources).
- Report in writing (e.g. email or letter) the presence of the hazard to the responsible party and request that repairs be implemented within a reasonable timeframe.
- Where repairs are not completed by the responsible party within the respective timeframe, Council may complete necessary repairs and invoice the responsible party for the costs.

However, where another party has a duty in relation to the asset / infrastructure, and Council has a discretionary power to take remedial action in relation to that matter, only that other party with the duty is liable in a subsequent proceeding, in accordance with s.104 of the Road Management Act 2004.

Road Management Systems

3.1 Background and Process

Road asset management involves managing both physical assets, and uses and operation that have the potential to impact their condition. It applies to all road assets, including:

- the road – pavement and surface, as well as footpaths, kerb and channel
- structures – bridges, culverts and traffic management devices
- road infrastructure – traffic signals and on-road electrical assets.

The aim of our road management system is to deliver a safe and efficient road network and meet community needs to the best of our ability, within available resources.

To create a road asset management system that would best meet our needs when inspecting, maintaining and repairing public roads, we used the following nationally-recognised asset management frameworks:

- International Infrastructure Management Manual (IIMM) 2015, IPWEA
- IPWEA National Asset Management Systems (NAMS+)
- Other references, as listed in Technical References.

The system is designed to set the direction for our asset management activities. It is also linked to the annual business planning cycle.

3.2 Asset Hierarchies – Municipal Road Network

All roads and footpaths within the municipal road network are classified according to a hierarchy that takes into account how they are used, who uses them and how often.

The hierarchy classification is used to determine the levels of service required, prioritise works programs and determine defect intervention responses.

The three levels in the hierarchy are:

1. Urban road & street network

Urban roads are roads that exist predominantly within an urban or residential setting. This is further divided into the following categories:

- Category 4: Link Road
- Category 3: Collector Road
- Category 2: Access Road
- Category 1: Right of Way

See Attachment 1 for more information.

2. Rural road network

Rural roads are roads that exist predominantly within a rural setting.

This is further divided into the following categories:

- Category 4: Link Road
- Category 3: Collector Road – sealed and gravel

- Category 2: Access Road– sealed and gravel
 - Category 1: Fire Track and Right of Way
- See Attachment 2 for more information.

3. Pathway network

This is further divided into 2 categories, each of which is divided into 3 categories, as follows:

Footpaths

- Category 3: High use
- Category 2: Medium use
- Category 1: Low use

Shared and Bicycle Pathways

- Category 3: High use
- Category 2: Medium use
- Category 1: Low use

See Attachment 3 for further information.

3.3 Our Road Network

More information about Council's road network is shown in the tables below.

Table 3.1 – Road length by hierarchy – date last updated: 22/04/2025

Hierarchy	Length (km)	% of Network
Category 4: Link Road - Urban	1.186	0.15
Category 4: Link Road – Rural	3.893	0.50
Category 3: Collector Road – Urban	56.713	7.29
Category 3: Collector Road – Rural	112.728	14.49
Category 2: Access Road – Urban	264.643	34.01
Category 2: Access Road – Rural	334.823	43.03
Category 1: Right of Way – Urban	1.562	0.20
Category 1: Fire Access Track / Right of Way – Rural	2.523	0.32
Total	778.071	100.00

Table 3.2 – Road Length by Surface Type – date last updated: 22/04/2025

Surface Type	Length (km)	% of Network
Sealed	476.46	61.24
Unsealed	301.611	38.76
Total	778.071	100

3.4 Maintenance Management System

3.4.1 Maintenance Management

Council has responsibilities to all road users and the community to maintain public roads to a reasonably safe and suitable standard, within our available funds and resources. By developing long-term maintenance programs for our assets, we are better able to plan how we do this.

The following maintenance requirements shape our annual program and budget:

Routine maintenance standards

Standards vary across the network depending on the asset type and relevant risk factors, such as traffic volumes and composition, operating speeds, the susceptibility of assets to deterioration and the cost effectiveness of repairs. Competing priorities for funding are also relevant.

Defect intervention levels have been established using the *VicRoads Standard Specification Section 750* and adapting it to local conditions.

The standards will be reviewed periodically to make sure they are adequate (see section 1.4).

Repair and maintenance works

Works must be completed within a specified time, depending on the severity and location of the defect. Response times are determined using local knowledge and experience and past performance as a guide.

Response times are monitored and will be periodically reviewed (see section 1.4).

Temporary mitigation measures

These are temporary works designed to reduce the risk of an incident, until such time as repair or maintenance works can be completed.

Response times and safety measures – for example warning signs, flashing lights, and safety barriers – are determined by reference to the risk to safety, road type and traffic volume.

Emergency works

Works that result from emergency incidents and must be undertaken immediately, for the safety of road users and the public.

Emergency works might include traffic incident management, responses to fires, floods, storms and spillages, and any assistance required under the Victorian State Emergency Response Plan and Municipal Emergency Management Plan.

3.4.2 Asset Management Plans

Our asset management plans guide the development of long-term asset renewal programs, helping us to plan and finance asset renewal and replacement.

3.4.3 Maintenance Surveys and inspections

A four-tier regime is used to inspect our road network assets. It covers safety issues, incidents, defects and condition inspections.

1. Reactive inspections (Request for Service or RFS)

These inspections are conducted in response to requests from the community. The inspection is carried out by a Council employee and assessed according to the Hazard intervention levels, contained within Attachment 6.

2. Proactive Inspections

Regular timetabled inspections that are scheduled depending on traffic flow, the types of defects likely to impact the asset and the perceived risks of these defects.

3. Condition Inspections

These inspections identify structural integrity issues which, if untreated, are likely to adversely affect the network overall. These issues may impact short-term serviceability, as well as the ability of the asset to perform for the duration of its intended life span.

These inspections are carried out in accordance with the Council's asset management plans. They are undertaken by a Council contractor on a five yearly schedule.

3.4.4 Maintenance responsiveness and performance targets

The following information is recorded when we receive a Request for Service (RFS) from the community:

- Date the request was received
- Details of the request, including the location and nature of the reported hazard/defect (including any specific measurements if provided), name of the person making the request, copies of any photographs provided, etc.
- The personnel / department to which the request has been assigned for action
- Date by which the request must be actioned (based on the target response times specified in Attachment 6)
- Date when the request was actioned and/or completed (this typically involves someone carrying out an RFS inspection, as described in section 3.4.3, followed by any necessary repair works conducted).

By recording this information, we can monitor compliance against target response times – that is, the time it takes from receiving a request to carrying out an inspection and ultimately completing necessary works.

Customer requests will be inspected and assessed in accordance with timeframes specified in Attachment 5. Following are some possible outcomes from a reactive inspection:

- If a defect identified exceeds a *Description / Intervention level* specified in Attachment 6, a work order would be created with a date for completion of works in line with respective specified repair timeframes.
- If repairs are significant – for example, rehabilitation works are required – temporary mitigation measures may be undertaken to reduce the risk posed by the hazard/defect until the proper works can be undertaken (and subject to available resources).
- If the defect is assessed as below the *Description / Intervention Level* specified in Attachment 6, it would be noted (including why), but no remedial action will be conducted.

In all cases, the action taken would be noted against the original request.

Target response times and intervention times are based on 'normal' conditions. The same level of service would not apply in cases where the Plan has been suspended, under Section 1.5.

3.5 Asset Levels of Service

Five elements are taken into account when determining appropriate levels of service for the road network. These are:

- Community expectations;
- Technical standards;
- Organisational capacity;
- Performance measures and targets;
- Safety of road and footpath users.

Register of Public Roads

Council maintains a register of public roads – called the Register of Public Roads – with the details of all public roads and ancillary areas for which we are responsible.

The Register of Public Roads is available on Council's website: www.nillumbik.vic.gov.au

A hard copy of this plan and Nillumbik's Register of Public Roads are available for inspection, in hard copy format, at the Nillumbik Civic Centre, Civic Drive, Greensborough, during office hours: 9am to 5pm Monday-Friday, upon request.

4.1 Maintenance Demarcation (Boundary) Agreements

Where there are boundary agreements between us and other road authorities or private organisations, the schedule of roads affected, and agreements are listed in the Municipal Road Register.

We have agreements with the following road authorities:

City of Banyule:

- Fitzsimons Lane, from Main Road to Yarra River
- Main Road, from Fitzsimons Lane to Bolton Street

- Bolton Street, from Main Road to Bridge Street
- Sherbourne Road, from Bolton Street to Karingal Drive
- Karingal Drive, from Sherbourne Road to Weidlich Road
- Weidlich Road, from Karingal Drive to Progress Road
- Progress Road, from Weidlich Road to Ryans Road
- Ryans Road, from Progress Road to Wind Mill Rise.

City of Whittlesea:

- Yan Yean Road, from Doctors Gully Road to Arthurs Creek Road
- Ridge Road, from Arthurs Creek Road to Deep Creek Road

Shire of Yarra Ranges:

- Skyline Road

Detailed information on the maintenance agreements between Council and other road authorities regarding the above boundary roads are included in Nillumbik's Road Asset Management Plan.

4.2 Roads not listed on the Register

The following roads are not listed on our Register of Public Roads:

- Roads which are the full responsibility of the state government, or a private enterprise;
- Unused roads for which we have not accepted responsibility;
- Roads drawn out on a plan of subdivision, until such time that we accept responsibility for these roads;
- Roads which we have not determined are reasonably required for general public use.

4.3 Arterial Roads

Arterial roads are major roads which carry a high volume of traffic. The department of Transport (formerly VicRoads) is responsible for both the maintenance of the road and the management of traffic on these arterial routes (Attachment 7).

Technical References

- i. AS ISO 31000:2018 – Risk Management – Guidelines
- ii. Integrated Asset Management Guidelines for Road Networks (AP-R202) 2002, Austroads Inc.
- iii. International Infrastructure Management Manual (IIMM) 2015, IPWEA
- iv. VicRoads Risk Management Guidelines
- v. VicRoads Standard Specification Section 750 – Routine Maintenance

Attachment 1: Road Hierarchy – Urban Roads

Category	Description*
Category 4 • Link Road	These carry heavy volumes of traffic, including commercial vehicles, and act as main routes for traffic flows in and around the municipality. Key features typically include: <ul style="list-style-type: none"> • Supplementary to arterial road system • Connector between arterial roads and lower order streets • Cater for, but may restrain, service and heavy vehicles • Provide access to significant public services • Minimum two clear traffic lanes (excluding parking)
Category 3 • Collector Road	These carry significant volumes of traffic and provide access, by linking residential areas to arterial roads. They also provide links between the various collector roads. Key features typically include: <ul style="list-style-type: none"> • Non-continuous connector (do not cross arterial roads) • Limited through traffic (not promoted, or encouraged) • Cater for, but may restrain, service and heavy vehicles • Minimum two clear traffic lanes (excluding parking)
Category 2 • Access Road	These carry only local traffic. The primary function is to provide access to private properties. Key features typically include: <ul style="list-style-type: none"> • Short distance travel to higher level roads • Minimum one clear traffic lane (excluding parking)
Category 1 • Right of Way	These perform a very minimal function as local access roads. Key features typically include: <ul style="list-style-type: none"> • A side or rear entry lane, generally providing secondary access to properties • Low traffic counts

* Categories have been adapted from the Infrastructure Design Manual for residential streets

Attachment 2: Road Hierarchy – Rural Roads

Category	Description*
Category 4 <ul style="list-style-type: none"> • Link Road 	<p>These roads act as links between population centres and are supplementary to the arterial road network. Key features typically include:</p> <ul style="list-style-type: none"> • High truck (commercial vehicle) traffic volume • Access to major industries • Minimum 2 clear traffic lanes (excluding parking)
Category 3 <ul style="list-style-type: none"> • Collector Road 	<p>These carry moderate volumes of traffic and provide access, by linking local areas to link and arterial roads. They also provide links between the various collector roads. Key features typically include:</p> <ul style="list-style-type: none"> • Non-continuous connector (do not cross arterial roads) • Limited through traffic (not promoted, or encouraged) • Cater for, but may restrain, service and heavy vehicles • Minimum two clear traffic lanes (excluding parking)
Category 2 <ul style="list-style-type: none"> • Local Access Road 	<p>These carry only local traffic. The primary function is to provide access to private properties. Key features typically include:</p> <ul style="list-style-type: none"> • Short distance travel to higher level roads <p>In the case of an unsealed local access road providing access to a single property, the road will only be maintained to the closest boundary of that property. The balance will be maintained as a limited access track (see below)</p>
Category 1 <ul style="list-style-type: none"> • Fire Access Track • Right of Way 	<p>These perform a very minimal function. They typically act as fire access, or as a secondary or seasonal access road to large rural / farming properties. Key features typically include:</p> <ul style="list-style-type: none"> • Provides secondary access to properties • Unsealed roads, often unformed or with minimal material <p>Due to the limited function and use of these roads, they are not subject to a proactive inspection regime or the same hazard intervention levels of other roads.</p>

* Categories have been adapted from the Infrastructure Design Manual for residential streets

Attachment 3: Pathway Hierarchy

Footpaths

Category	Area	Description*
Category 3	High use	The category of 'highest use' that includes all footpaths in areas of very high pedestrian use, for example around: major shopping precincts, maternal and child health centres, schools, hospitals, secondary shopping precincts and public transport interchanges.
Category 2	Medium use	This category includes areas of moderate pedestrian usage, for example in local streets that form part of a key pedestrian route and provide access to areas of high pedestrian activity.
Category 1	Low use	This category includes areas of low pedestrian usage e.g. local residential streets, courts, dead end streets, and isolated areas where the majority of pedestrians are residents of the immediate area.

Shared & Bicycle Pathways

Category	Area	Description*
Category 3	High use Pathways	The category of 'highest use' that includes pathways used by high volumes of commuter cyclists and select tourist pathways.
Category 2	Medium use Pathways	This category includes pathways of moderate usage including, but not limited to: <ul style="list-style-type: none"> • Pathways within roads reserves; and • To/from and through popular parks/reserves.
Category 1	Low use Pathways	This category includes all other shared and bicycle pathways.

Attachment 4: Inspection Requirements

Inspection Type	Purpose	Inspection and Reporting Requirements
Reactive – Request for Service (RFS)	Reactive inspections are designed to confirm the nature of defects/hazards reported by members of the public or Council employees and identify any that exceed the intervention levels specified in Attachment 6.	Performed by a Council representative with knowledge of Description / Intervention Levels (Attachment 6) and road maintenance techniques who may then call in a higher level of expertise if necessary. All Reactive inspections are conducted on foot, or by desktop review, where the information supplied is sufficient to determine the action required. The report is required to identify specific safety defect, time first reported, time inspected and by whom, subsequent action and time of completion.
Proactive Inspection	Inspection undertaken in accordance with a formal programmed inspection schedule to determine if the road asset complies with the levels of service as specified. A record of each asset is to be completed detailing the name of the inspector, the inspection date, and a description of any defects found that exceed the intervention levels specified in Attachment 6. In addition, details of the inspection will be electronically recorded against the particular asset inspected.	Proactive Inspections of roads are conducted via a slow-moving vehicle, while Proactive Inspections of all other asset types are conducted on foot. Performed by a dedicated Plan inspector.
Night Inspections	Inspection undertaken in accordance with a formal programmed inspection schedule to assess the reflectivity of road signage, cat's eyes and roadside guideposts, and the visibility of line marking at night.	Conducted via a slow-moving vehicle with standard driving lights (low beam), with visibility/legibility/reflectivity assessed by eye from distances specified respective of each asset defect type. Performed by a dedicated Plan inspector.

Attachment 5: Inspection Frequencies

Asset Group	Hierarchy Category	Reactive Inspection Timeframe WD = Working Days H = Hours	Proactive Inspection Frequency M = Months	Night Inspections Y = Years
Sealed Roads, Unsealed Roads, Regulatory, Warning and Hazard Signs	Category 4	5 WD	6 M	2 Y
	Category 3	8 WD	12 M	2 Y
	Category 2	10 WD	12 M	2 Y
	Category 1 – Urban Only	4W	n/a	n/a
Footpaths, Kerb & Channel	Category 3	5 WD	6 M	n/a
	Category 2	7 WD	2 Y	
	Category 1	10 WD	2 Y	
Shared & Bicycle Pathways	Category 3	5 WD	6 M	n/a
	Category 2	7 WD	6 M	
	Category 1	10 WD	n/a	
Bridges & Culverts	All	2 WD	matched to associated asset group frequency	n/a
Emergency Response – All Asset / Categories * Reported Incidents / Hazards that present an immediate and significant risk to members of the public. Temporary measures (e.g. installing barriers, signage, closing the road/footpath, etc.) will be implemented to reduce the risk to users of the road network until such time as appropriate repairs can be completed.		12 H	n/a	n/a

* If a Proactive Inspection Frequency elapses on a Weekend or Public Holiday, the actual due date will be the next Working Day.

Attachment 6: Defect Intervention Levels and Repair Timeframes

NOTES:

* If a Repair Timeframe elapses on a Weekend or Public Holiday, the actual due date will be the next Working Day.

** In cases where a defect is not due to be repaired in less than 4 weeks, temporary measures, such as installing warning signage, erecting barriers, or painting the defect with a bright contrasting colour, may be implemented at the time of identification to reduce the risk as much as is reasonably practicable until permanent repairs can be completed in line with the specified Repair Timeframes.

Sealed Roads

Defect type	Description / Intervention Level	Repair timeframes by hierarchy WD = Working Days W = Weeks M = Months			
		Cat 4	Cat 3	Cat 2	Cat 1 Urban Only
Pothole	Potholes in sealed pavement >50 mm in depth and >300 mm in diameter Click or tap to enter a date. Click or tap to enter a date.	1 W	2 W	3 W	8 W
Edge break	Edge breaks >50 mm laterally over a 5m or greater length from the nominal seal line	1 W	2 W	3 W	8 W
Edge shoulder drop	Edge drops onto an unsealed shoulder >50 mm in depth over a 20m or greater length	4W	6 W	6 W	8 W
Depressions / deformations	Depression / deformations in the traffic lane of a sealed pavement >100 mm in depth under a 3m long straight edge	1 W	2 W	3 W	8 W
Missing pit lids	Missing Council drainage pit lids	1 WD	2 WD	3 WD	4 WD
Damaged pit lids	Damaged Council drainage pit lids (such that they are potentially structurally unsound).	1 WD	2 WD	3 WD	4 WD
Roadside Vegetation – Overhead clearance	Vegetation intruding into the road envelope: <ul style="list-style-type: none"> <4.9 m clearance over the trafficable portion of Arterial roads <4.5 m over the trafficable portion of Cat 3 & 4 roads 	8 W	8 W	n/a	n/a

	<ul style="list-style-type: none"> <4.0 m over the trafficable portion of Cat 1 & 2 roads 	n/a	n/a	8 W	8 W
Roadside Vegetation – Obstructing sightlines	<p>Vegetation that is obstructing sightlines to intersections or regulatory, warning and hazard signs when viewed from the following distances:</p> <ul style="list-style-type: none"> Speed Limit – <=50km/h = 30m Speed Limit – 60km/h = 40m Speed Limit – 70km/h = 55m Speed Limit – 80km/h = 65m Speed Limit – 90km/h = 80m Speed Limit – 100km/h = 95m 	8 W	8 W	4 M	6 M

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Unsealed Roads

Defect type	Description / Intervention Level	Repair timeframes by hierarchy WD = Working Days W = Weeks M = Months			
		Cat 4	Cat 3	Cat 2	Cat 1 Urban Only
Pothole	Potholes in unsealed pavement >75 mm in depth and >300 mm in diameter	n/a	4 W	8 W	12 M
Wheel ruts / scouring	Wheel ruts or scouring on an unsealed road >75 mm in depth, for a distance of > 10m	n/a	4 W	8 W	12 M
Corrugations	Corrugations on an unsealed road >75 mm in depth and >150 mm in length for a distance of >10m	n/a	4 W	8 W	12 M
Roadside Vegetation – Overhead clearance	Vegetation intruding into the road envelope: • <4.5 m over the trafficable portion of Cat 3 & 4 roads	8 W	8 W	n/a	n/a
	• <4.0 m over the trafficable portion of Cat 1 & 2 roads	n/a	n/a	8 W	8 W
Roadside Vegetation – Obstructing sightlines	Vegetation that is obstructing sightlines to intersections or regulatory, warning and hazard signs when viewed from the following distances: • Speed Limit – <=50km/h = 30m • Speed Limit – 60km/h = 40m • Speed Limit – 70km/h = 55m • Speed Limit – 80km/h = 65m	4 W	8 W	4 M	6 M

Traffic Control Devices

Defect type	Description / Intervention Level	Repair timeframes by hierarchy WD = Working Days W = Weeks M = Months			
		Cat 4	Cat 3	Cat 2	Cat 1
Missing Damaged Signage	/ Regulatory, warning and hazard signs missing, illegible or damaged making them substantially ineffective when viewed from the following distances: <ul style="list-style-type: none"> Speed Limit – <=50km/h = 30m Speed Limit – 60km/h = 40m Speed Limit – 70km/h = 55m Speed Limit – 80km/h = 65m Speed Limit – 90km/h = 80m Speed Limit – 100km/h = 95m 	2 W	4 W	8 W	12 W
Missing Damaged Guard Rail or fencing	/ Guard rail/fence damaged or missing making them substantially ineffective	8 W	8 W	4 M	6 M
Missing Damaged Pavement Markings	/ Pavement markings which are missing or faded making them substantially ineffective*	12 W	12 W	6 M	12 M

*Annual program – Timeframes are for reactive requests only

Footpaths

Defect type	Description / Intervention Level	Repair timeframes by hierarchy WD = Working Days W = Weeks M = Months		
		Cat 3	Cat 2	Cat 1
Vertical Displacement	Vertical Displacement >20 mm in height	4 W	6 W	12 W
Loose segmented pavers	Loose and unstable segmented pavers (i.e. bluestone, bricks, etc.) that move underfoot	4 W	6 W	12 W
Cracking	Cracking in footpaths >40 mm wide	4 W	6 W	12 W
Undulations	Undulations (depressions / bumps) >75 mm in depth/height under a 1.5m straight edge	4 W	6 W	12 W
Dislodged / missing pieces / potholes	Dislodged or missing pieces or potholes >150 mm in length/width and >20 mm in depth	4 W	6 W	12 W
Missing pit lids	Missing Council drainage pit lids	1 WD	2 WD	3 WD
Damaged pit lids	Damaged Council drainage pit lids (such that they are potentially structurally unsound)	2 W	2 W	2 W
Vegetation overhead clearance	Vegetation intruding into the footpath envelope: • <2.5 m over footpath surface	8 W	8 W	8 W
Dislodged / missing tactile indicator	Damaged or missing	4 W	6 W	12 W

* Pram crossings / ramps providing transition between road and footpath levels are treated as part of the footpath for the purposes of the application of description / intervention levels.

Shared & Bicycle Pathways

Defect type	Description / Intervention Level	Repair timeframes by hierarchy		
		WD = Working Days W = Weeks M = Months		
		Cat 3	Cat 2	Cat 1
Vertical Displacement	Vertical Displacement >20 mm in height	4 W	6 W	12 W
Cracking	Cracking perpendicular to path of travel >30 mm wide Longitudinal cracking >20 mm wide	4 W	6 W	12 W
Undulations	Undulations (depressions / bumps) >75 mm in depth/height under a 1.5m straight edge	4 W	6 W	12 W
Dislodged / missing pieces / potholes	Dislodged or missing pieces or potholes >150 mm in length/width and >20 mm in depth	4 W	6 W	12 W
Missing pit lids	Missing Council drainage pit lids	1 WD	2 WD	3 WD
Damaged pit lids	Damaged Council drainage pit lids (such that they are potentially structurally unsound)	2 W	2 W	2 W
Vegetation overhead clearance	Vegetation intruding into the pathway envelope: • <3.5 m over shared pathway surface and >50 cm beyond each edge	8 W	8 W	8 W
Vegetation – Obstructing sightlines	Vegetation that is obstructing sightlines to intersections or regulatory, warning and hazard signs when viewed from <20 m	8 W	8 W	8 W
Dislodged / missing tactile indicator	Damaged or missing	4 W	6 W	3 M

* Pram crossings / ramps providing transition between road and pathway levels are treated as part of the pathways for the purposes of the application of description / intervention levels.

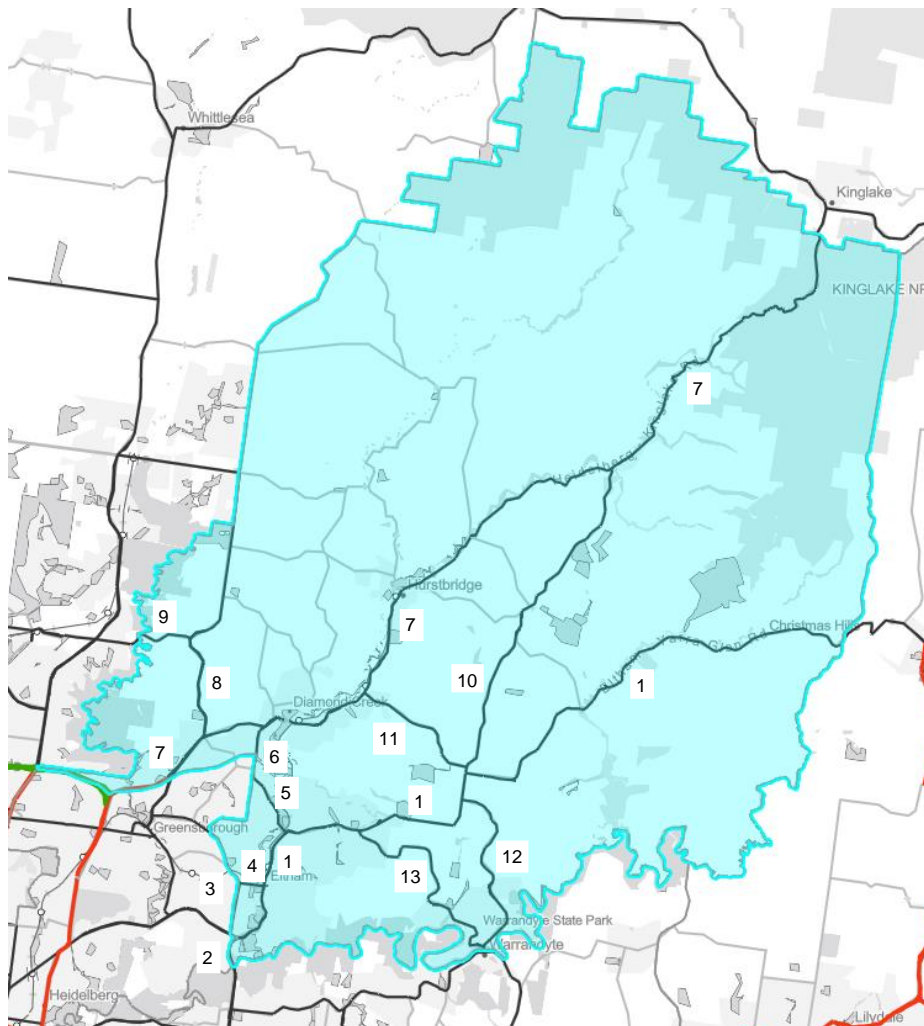
Kerb and Channel

Defect type	Description / Intervention Level	Repair timeframes by hierarchy W = Weeks M = Months			
		Cat 4	Cat 3	Cat 2	Cat 1 Urban Only
Vertical Displacement	Vertical displacement – uplift section >50 mm	4 W	6 W	8 W	12 W
Horizontal Displacement	Horizontal displacement section >50 mm	4 W	6 W	8 W	12 W

Bridges and Culverts

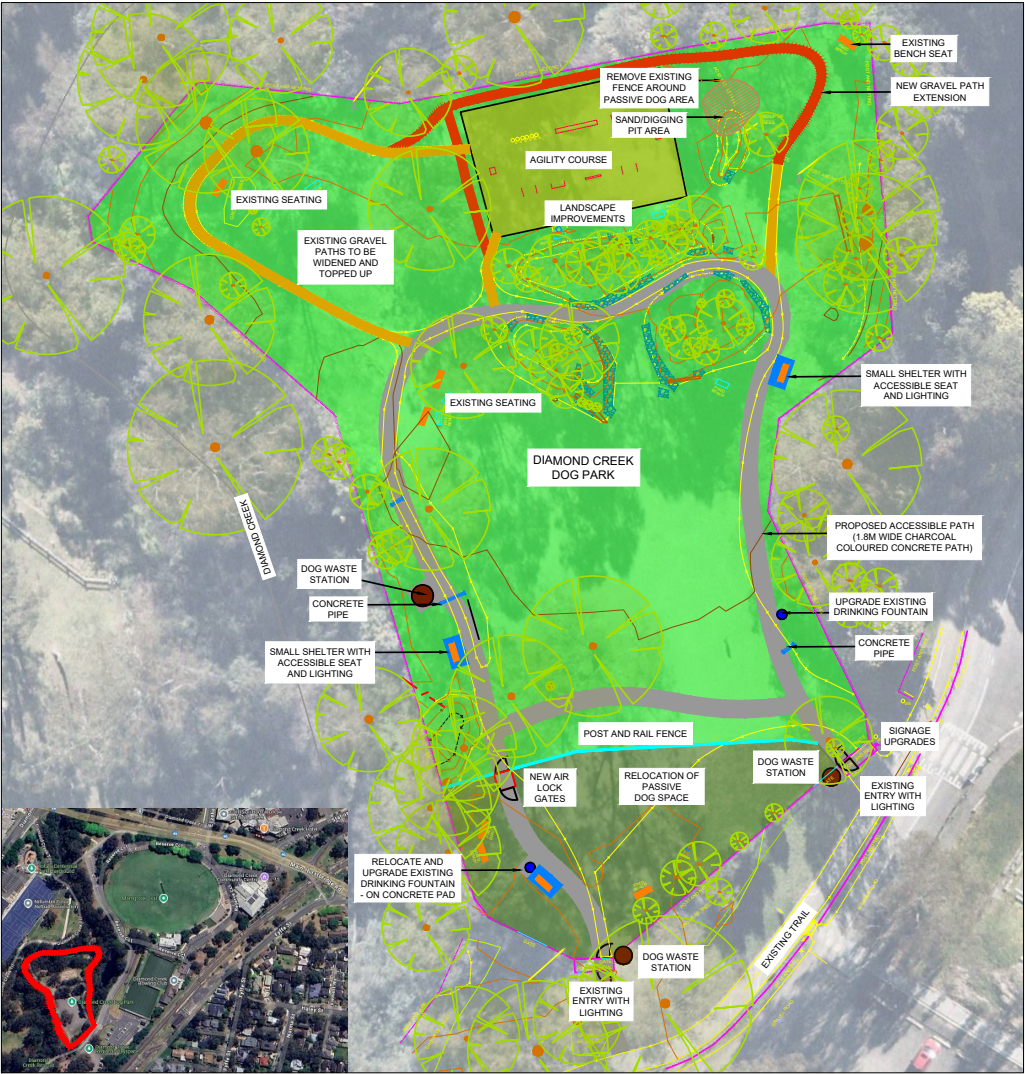
Defect type	Description / Intervention Level	Repair timeframes by hierarchy W = Weeks M = Months			
		Cat 4	Cat 3	Cat 2	Cat 1
Bridge & Culvert defects	Visible damage likely to pose an immediate and significant risk to members of the public	4 W	6 W	2 M	3 M

Attachment 7: Arterial Roads



Roads that VicRoads maintains include:

1. Eltham-Yarra Glen Road: Eltham (Main Road) to Christmas Hills
2. Fitzsimons Lane
3. Bolton Street/Sherbourne Road/Karingal Drive, Eltham
4. Bridge Street: Main Road to Bolton Street, Eltham
5. Wattletree Road, Eltham
6. Ryans Road, Diamond Creek
7. Heidelberg-Kinglake Road (includes Diamond Creek Road, Main Street, Chute Street, Main Hurstbridge Road, Scott Street, Caledonia Street)
8. Yan Yean Road: Diamond Creek Road to Doctors Gully Road, Yarrambat
9. Kurrak Road, Plenty
10. Kangaroo Ground-St Andrews Road
11. Kangaroo Ground-Wattle Glen Road
12. Kangaroo Ground-Warrandyte Road
13. Research-Warrandyte Road



DIAMOND CREEK DOG PARK - UPGRADE
CONCEPT PLAN



SHELTER



FENCING STYLE FOR PASSIVE DOG SPACE



WATER FOUNTAIN WITH DOG BOWL



ACCESSIBLE SEATING



SAND/DIGGING PIT AREA

NOTES

- WORKS WILL INCLUDE:
- SURFACE DRAINAGE IMPROVEMENTS
 - LANDSCAPING AND VEGETATION PROTECTION, AS NECESSARY
 - SOLAR LIGHTING AT PARK ENTRIES AND AT THE SHELTERS
 - DEDICATED WASTE BINS FOR BOTH AREAS
 - CHARCOAL COLOURED CONCRETE PATH LOOPING THROUGH THE PARK
 - ADDITIONAL ACCESSIBLE SEATING
 - ACCESSIBILITY IMPROVEMENTS
 - WIDENING AND TOP UP OF EXISTING GRAVEL PATHS
 - RELOCATION OF PASSIVE DOG AREA TO FRONT OF PARK
 - IMPROVED WAY FINDING SIGNAGE

LEGEND

- ACCESSIBLE 1.8M WIDE PATH (FROM ENTRY TO NORTH EAST CORNER)
CHARCOAL COLOURED CONCRETE
- NEW BIN FOR DOG WASTE AND WASTE BAG STATIONS
- DRINKING FOUNTAIN
- LATCHED SWING GATE - TWO WAY
- ACCESSIBLE SEAT WITH SHELTER, LIGHTING AND USB CHARGERS
- EXISTING SEATING
- PASSIVE DOG SPACE FENCE LINE (POST AND RAIL WITH MESH INFILL)
- NEW 1.2M WIDE GRAVEL PATH
- SAND/DIGGING PIT AREA