# **Attachments**

# **Council Meeting**

# **Monday 12 May 2025**

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## 10.2 Strategic Property Framework - Community Engagement

Attachment 1 Strategic Property Framework (2025)



# Strategic Property Framework 2025

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### **Executive Summary**

The Strategic Property Framework (SPF) provides Whitehorse City Council with a structured, long-term approach to managing its property portfolio. With over 400 council-owned properties valued at more than \$3.5 billion, this portfolio is integral to delivering essential services, supporting infrastructure, and enhancing the municipality's liveability. The SPF ensures that property decisions – whether acquisitions, disposals, or developments – are strategic, transparent, and aligned with community priorities and Council objectives.

Through the SPF, the Council aims to:

- Strengthen Community Wellbeing: Property actions are guided by the goal of creating vibrant, accessible, and equitable spaces that respond to community needs.
- Promote Sustainability and Resilience: Decisions prioritise environmental stewardship, adaptability, and proactive responses to demographic and urban changes.
- Enhance Governance and Accountability: Clear criteria, robust frameworks, and ongoing stakeholder engagement ensure transparent and effective decision-making.
- Optimise Portfolio Performance: The framework maximises value through efficient resource allocation, aligning with financial sustainability and Council goals.

The SPF is organised into four key parts:

- 1. **Introduction and Context:** Establishes the framework's purpose, scope, and alignment with Council's strategic objectives, setting the foundation for informed property management.
- Guiding Principles, Objectives and Approach: Defines the principles and objectives that underpin all property decisions, ensuring a consistent approach across acquisitions, disposals, and developments.
- Property Functions: Details the decision-making processes, criteria, and methodologies for each property function, supported by flowcharts and evaluation tables.
- 4. **Portfolio Management and Evaluation**: Outlines strategies for regular monitoring, adapting to changing needs, and maintaining alignment with Council priorities.

By implementing the SPF, Whitehorse City Council positions itself to proactively manage its property portfolio, ensuring every asset contributes to a resilient, vibrant, and thriving municipality. This framework reflects the Council's commitment to meeting the evolving needs of its community while safeguarding long-term sustainability and value.

### Section 1: Introduction and Context

#### 1.1 Introduction

#### 1.1.1 Purpose

The SPF is designed to provide Whitehorse City Council with a comprehensive and proactive approach to managing its property portfolio. This framework ensures that all property-related decisions – whether acquisitions, disposals, or developments – are aligned with the Council's strategic objectives, supporting the delivery of community services, infrastructure, open space, sustainable growth, and long-term financial stewardship.

By establishing clear principles, criteria, and processes, the SPF enables the Council to navigate complex challenges such as urbanisation, demographic changes, and shifting community needs. It ensures that property actions are not only transparent and accountable but also guided by a commitment to optimising public value. Through this structured approach, the SPF positions the Council to make informed decisions that balance immediate service delivery needs with the municipality's future aspirations.

#### 1.1.2 Scope and Application

The SPF applies to Council-owned and managed properties that contribute to community services, municipal operations, and long-term strategic planning. It guides decisions on acquisitions, disposals, and developments to optimise the property portfolio in alignment with Council's broader objectives.

While the SPF supports strategic decision-making, it does not set land use priorities. Decisions about the preferred use of land, such as open space, community infrastructure or redevelopment, are guided by other strategic planning documents, including the Open Space Strategy (draft) and the Community Infrastructure Plan (in development).

The framework does not apply to properties under external management, routine lease agreements, or statutory transfers or disposals mandated by legislation.

#### 1.1.3 Structure of the Framework

The SPF is structured to provide a clear, actionable guide for property decision-making across three core property functions:

- 1. **Acquisitions:** Evaluating and securing properties that align with Council's service delivery needs, community priorities, and long-term growth objectives.
- 2. **Disposals:** Identifying and releasing underutilised or surplus properties to optimise the portfolio and reinvest in higher-priority projects and services.
- 3. **Developments:** Planning, constructing, or repurposing properties to support infrastructure goals, stimulate economic growth, and meet evolving community needs.

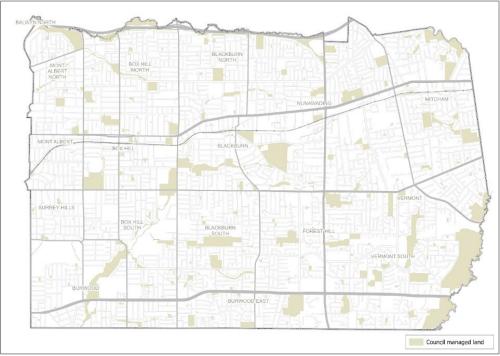
Each section includes detailed methods and decision-making criteria to ensure property actions are strategic, evidence-based, and aligned with community and financial objectives.

#### 1.2 Context

#### 1.2.1 Overview of the Whitehorse Property Portfolio

Whitehorse City Council oversees a diverse property portfolio of over 400 council-owned properties, collectively valued at more than \$3.5 billion. This portfolio encompasses civic buildings, community centres, libraries, parks, reserves, operational facilities, and public open spaces. These assets are integral to meeting community needs across health, education, recreation, and cultural activities, while also playing a crucial role in delivering essential services, supporting infrastructure, and enhancing the municipality's overall liveability.

A map of the Whitehorse municipality is shown below.



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#### 1.2.2 Strategic Alignment

The SPF aligns with Whitehorse City Council's key strategies to ensure property decisions are evidence-based, community-centred, and strategically driven. It ensures land use decisions are made with a clear understanding of how they support Council's broader objectives, whether related to infrastructure, service delivery, environmental and open space outcomes, financial stewardship or urban planning. The table below highlights how the SPF integrates with these strategic documents to support coordinated and impactful outcomes.

Strategic Document	Key Objectives	Alignment
Council Plan	Promote sustainable development, enhance community wellbeing, and ensure financial sustainability.	Ensures property decisions align with goals for infrastructure, sustainability, and community services.
Health and Wellbeing Plan	Create healthy, accessible public spaces and improve social equity.	Guides acquisitions and developments that enhance public health and accessibility, ensuring inclusive and equitable outcomes.
Community Infrastructure Plan (in development)	Plan and deliver community infrastructure that meets evolving service needs, supports equitable access, and promotes sustainability.	Informs prioritisation of investment in new and existing facilities, supports co-location and shared use, and guides adaptable, accessible, and sustainable infrastructure provisions.
Open Space Strategy (draft)	Expand, improve and diversify open space to meet the needs of a growing, changing population while protecting natural values.	Directs land use decisions to help address open space gaps, enhance quality and access, and deliver environmentally resilient outcomes.
Financial Plan	Maintain financial sustainability by optimising resource allocation and managing costs.	Promotes fiscally responsible property management, balancing investment with returns and lifecycle cost considerations.
Asset Plan	Preserve and optimise Council assets for long-term community use and benefit.	Establishes a structured approach to maintaining and enhancing the value and utility of Council-owned properties.
Community Engagement Policy	Engage with diverse community, key stakeholders and internal staff to inform key decisions, actions and strategies.	Ensures property decisions align with approach to community engagement, including legislative requirements.
Sustainability Strategy	Support climate action, biodiversity conservation, and sustainable land use.	Prioritises environmentally responsible property practices, including sustainable development and green space preservation.
Investment and Economic Development Strategy	Foster local economic growth, attract investment, and create employment opportunities.	Directs property decisions toward projects that stimulate economic activity, such as mixed-use developments and innovation hubs.
Local Government Act 2020	Uphold accountability, transparency, and legal compliance in Council operations.	Provides a governance framework that ensures property decisions adhere to regulatory requirements and best practices.
Planning and Environment Act 1987	Support integrated planning and development that aligns with broader urban planning goals.	Ensures property activities comply with planning regulations and contribute to cohesive urban development.

#### 1.2.3 **Governance and Oversight**

Effective governance is fundamental to all property-related activities, ensuring Council decisions are transparent, accountable, and aligned with strategic objectives. The SPF governance framework is embedded within the broader governance structure of Whitehorse City Council, providing a robust foundation that defines clear responsibilities, outlines decision-making processes, and ensures compliance with established standards.

#### **Key Governance Elements**

#### Transparency and Accountabiltiy

Property decisions are documented and communicated to stakeholders, including the Council, community and relevant authorities. Reporting mechanisms ensure regular updates on property actions, outcomes, and alignment with

objectives. Council meetings provide a platform for reviewing and endorsing significant property proposals.

strategic

# Compliance with Legislative and Policy Requirements

All property actions comply with applicable laws, including the Local Government Act 2020, Planning and Environment Act 1987, and other relevant legislation. Adherence to Council policies ensures consistency with long-term goals and governance

# Delegated Authority Framework

Property-related decisions are made within a clear framework of delegated authority. The Chief Executive Officer (CEO) is authorised to approve actions

within financial and operational thresholds, with significant decisions escalated to the Council for

approval. Delegated authority processes are regularly reviewed to reflect evolving governance needs and legislative updates.

## Risk Management

Comprehensive risk assessments are conducted for acquisitions, disposals, and developments, focusing on financial, legal, environmental, and reputational risks.

Mitigation plans are developed for identified risks, with periodic reviews to address emerging challenges.

A proactive approach ensures resilience in property management and safeguards community interests.

## Community Engagement

Governance processes include mechanisms for engaging community members, local businesses, government agencies, and other stakeholders. Feedback is incorporated into property decisions to enhance community trust and alignment with public priorities.

# Conflict of Interest Management

Decision-makers Decision-makers
are required to
declare and
manage conflicts
of interest to
maintain the
integrity of governance processes. Policies and procedures are in place to ensure impartiality and fairness in all property-related decisions.

#### 1.2.4 **Key Responsibilities by Function**

The SPF defines key responsibilities for managing acquisitions, disposals, and developments to ensure coordinated, effective, and accountable property management. The table below outlines responsibilities for each property function, ensuring all actions align with the Council's broader objectives.

Function	Key Responsibilities
Acquisitions	<ul> <li>Identify and assess potential properties for acquisition based on service delivery needs, strategic priorities, and community benefits.</li> <li>Conduct comprehensive due diligence, including legal, financial, and environmental assessments.</li> <li>Prepare and present property acquisition proposals for Council approval.</li> <li>Ensure acquisitions align with Council's long-term vision, land-use strategies, and budgetary frameworks.</li> <li>Incorporate stakeholder input and ensure decisions reflect community needs and equity considerations.</li> </ul>

Function	Key Responsibilities
Disposals	<ul> <li>Identify surplus or underutilised properties through portfolio reviews, community needs analysis, and strategic alignment checks.</li> <li>Evaluate disposal options, considering market trends, environmental impacts, and long-term financial implications.</li> <li>Conduct transparent disposal processes, including public auctions, expressions of interest, or direct negotiations, ensuring compliance with governance standards.</li> <li>Reinvest proceeds from disposals into priority community projects or infrastructure.</li> <li>Facilitate community engagement to ensure disposals address community priorities and maintain public trust.</li> </ul>
Developments	<ul> <li>Plan and manage development projects that align with Council's strategic goals, such as infrastructure expansion, urban renewal, or adaptive reuse.</li> <li>Collaborate with internal teams and external stakeholders to design and execute developments that deliver measurable community benefits.</li> <li>Conduct feasibility studies, financial analysis, and risk assessments to ensure developments are viable and sustainable.</li> <li>Oversee project timelines, budgets, and quality control measures to ensure successful project delivery.</li> <li>Integrate feedback from community engagement processes into the planning and design phases.</li> </ul>
Portfolio Management	<ul> <li>Conduct regular portfolio reviews to identify opportunities for acquisitions, disposals, or redevelopment.</li> <li>Monitor and evaluate the performance of Council-owned properties to ensure alignment with service delivery needs and strategic objectives.</li> <li>Develop and implement property management strategies that promote sustainability, resilience, and efficient use of resources.</li> <li>Ensure properties remain fit for purpose and adapt to evolving community needs.</li> </ul>
Governance and Compliance	<ul> <li>Ensure all property-related decisions comply with Council policies, governance standards, and legislative requirements.</li> <li>Maintain transparent records of decisions, approvals, and financial transactions.</li> <li>Manage delegated authority processes, escalating significant decisions to Council where required.</li> </ul>
Community Engagement	<ul> <li>Facilitate community engagement and incorporate feedback into property-related decisions.</li> <li>Ensure property projects and actions reflect community priorities, equity goals, and shared values.</li> <li>Provide clear and timely communication to stakeholders about project objectives, progress, and outcomes.</li> </ul>
Financial Oversight	<ul> <li>Analyse financial feasibility and lifecycle costs for acquisitions, disposals, and developments.</li> <li>Align property actions with Council's financial sustainability goals and budgetary frameworks.</li> <li>Oversee reinvestment strategies to maximise community value from property-related income.</li> </ul>

The table below defines the responsibilities of the Chief Executive Officer (CEO) and Council in providing oversight, strategic direction, and governance for property-related activities, ensuring high-level accountability and alignment with community priorities.

Role	Responsibilities
CEO	<ul> <li>Approve property actions within delegated financial and operational thresholds in accordance with Council's Instrument of Delegation and Procurement Policy.</li> <li>Provide leadership and operational oversight of property management activities.</li> <li>Escalate significant decisions to the Council for approval as needed.</li> </ul>
Council	<ul> <li>Approve major property actions, including acquisitions, disposals, and developments beyond delegated thresholds in accordance with Council's Instrument of Delegation and Procurement Policy.</li> <li>Ensure all property decisions align with the Council's strategic objectives and governance standards.</li> <li>Oversee transparency and accountability in property management.</li> </ul>

### 10.2 - ATTACHMENT 1. Strategic Property Framework (2025)

## Section 2: Guiding Principles, Objectives and Approach

#### 2.1 Guiding Principles, Objectives and Approach

The SPF is built on guiding principles that reflect the Council's core values and provide a consistent foundation for all property-related decisions. These principles shape the framework's objectives, ensuring property management aligns with the Council's long-term vision and delivers measurable outcomes.

The table below outlines how these guiding principles connect to key objectives and guide the approach for the three core property functions: acquisitions, disposals, and developments.

Reference	Principle	Objective	Approach		
			Acquisitions	Disposals	Developments
1.	Community Benefit Ensure property decisions enhance quality of life and meet evolving community needs.	Deliver infrastructure and services that address community needs.	Acquire properties that address service gaps, community priorities, or business needs, such as parks, community centres, or health facilities.	Dispose of underutilised assets and reinvest proceeds into projects that enhance community well-being, such as community facilities, services or open space, where aligned with strategic priorities.	Develop multi-functional community hubs, public open space, recreational spaces, and accessible facilities that improve quality of life for residents.
2.	Strategic Alignment Coordinate property actions with broader economic, social, and environmental priorities.	Align property decisions with the Council's strategic goals and objectives.	Target properties that align with Council plans for urban renewal, infrastructure expansion, open space provision, or economic growth initiatives.	Divest from properties that no longer align with strategic priorities, while also considering disposal opportunities that deliver a demonstrated benefit to the community.	Design and execute developments that reflect Council's strategic goals, including community infrastructure, economic activity and public open space where appropriate.

Reference	Principle	Objective	Approach			
Reference			Acquisitions	Disposals	Developments	
3.	Financial Stewardship and Sustainability Balance cost-effectiveness with long-term value for the community.	Promote financial sustainability by optimising property resources.	Conduct market valuations, negotiate cost-effective purchases, and prioritise acquisitions with strong long-term financial benefits.	Assess disposal opportunities that optimise financial returns and reinvest proceeds into high priority Council projects and services.	Ensure developments are financially viable and provide sustainable long-term returns, considering lifecycle costs and revenue opportunities.	
4.	Environmental Responsibility Prioritise sustainability, efficient land use, and adherence to the National Construction Code.	Support environmentally responsible property practices.	Acquire properties that promote biodiversity, green and open spaces, and sustainable land use.	Dispose of properties that conflict with environmental goals, or that may enable more sustainable land use elsewhere in the portfolio.	Design developments that support sustainability and minimise environmental impact.	
5.	Adaptability and Resilience Ensure the portfolio can respond to demographic, technological, and urban changes.	Build a resilient and adaptable property portfolio.	Focus on flexible acquisitions that can be repurposed to meet future demands or demographic shifts.	Release properties that no longer serve operational or strategic purpose, ensuring the portfolio remains responsive to changing community needs.	Develop multi-purpose spaces and infrastructure that can evolve with technological, social, or economic changes over time.	
6.	Equity and Inclusion  Address disparities to ensure fair access for all community members.	Foster equitable access to services and facilities.	Prioritise acquisitions in areas to address disparities and ensure access to essential services.	Dispose of properties where reinvestment can better support equitable and inclusive access to services and community infrastructure.	Develop accessible facilities with universal design principles to ensure equity and inclusivity for all.	

Reference	Principle	Objective	Approach		
Reference			Acquisitions	Disposals	Developments
7.	Economic Development and Innovation Support economic growth and innovation to strengthen the municipality's economy and foster community prosperity.	Maximise opportunities for local economic development, investment attraction and technological advancement.	Acquire properties that facilitate business growth, innovation hubs, or strategic investments that stimulate economic activity.	Divest properties that unlock economic opportunities, create investment potential, or support broader economic development goals.	Deliver modern, multi-use facilities and infrastructure that promote investment, job creation, and long-term economic resilience.
8.	Governance and Risk Management Ensure compliance, minimise risks, and uphold decision integrity.	Strengthen governance and decision-making processes.	Perform thorough due diligence on all acquisitions, including legal, financial, and environmental assessments.	Conduct disposals through a transparent and accountable process that aligns with legislative and governance requirements.	Implement governance frameworks to oversee development projects, ensuring legal compliance and effective risk management.
9.	Culture and Heritage Protect and celebrate the municipality's unique character and heritage.	Preserve and enhance properties of cultural, historical, or social significance.	Acquire culturally or historically significant properties only where there is a demonstrated community benefit, alignment with Council's strategic objectives, and a clear contribution to long-term planning and responsible asset management.	Consider disposal options that balance development opportunities with the protection of cultural and heritage values.	Restore or repurpose heritage properties only where there is a clear community benefit, alignment with Council's strategic objectives, and a sustainable contribution to long-term planning.
10.	Transparency and Engagement Foster trust through open communication, stakeholder input, and clear processes.	Increase community engagement in property-related decisions	Involve the community in acquisition decisions through engagement and clear communication about objectives and benefits.	Ensure disposals are undertaken with clear public communication, stakeholder engagement, and adherence to governance frameworks.	Actively involve the community in the design and planning of developments, fostering shared ownership and trust.

#### Section 3: Decision-Making Framework

#### 3.1 Property Functions

Effective property management is central to Whitehorse City Council's ability to deliver services, meet community needs, and adapt to future challenges. The SPF defines three key property functions – acquisitions, disposals, and developments – that ensure the Council's property portfolio remains responsive, sustainable, and strategically aligned.

Each function operates within a robust decision-making framework designed to promote consistency, transparency, and alignment with the Council's long-term objectives. Acquisitions focus on securing assets that address service gaps and future priorities. Disposals release underutilised properties, optimising resources for reinvestment in high-priority initiatives. Developments transform properties to support community needs and drive economic growth. Together, these processes enable proactive, accountable, and strategic property management that maximises long-term value for the municipality.

#### 3.1.1 Acquisitions

Acquisitions play a strategic role in expanding the Council's property portfolio to meet current and future needs. By securing properties that align with service delivery priorities and community goals, the Council addresses gaps in infrastructure, enhances access to open space, and supports long-term growth. A clear evaluation framework ensures acquisitions align with principles of financial sustainability, environmental responsibility, and measurable community benefits. This structured approach enables the Council to make informed decisions that contribute to the municipality's resilience and adaptability.

#### 3.1.2 Disposals

Disposals are a critical tool for optimising the Council's property portfolio, allowing underutilised or non-essential properties to be reallocated for greater community benefit. Proceeds from disposals are directed toward higher-priority projects that enhance service delivery and align with Council's strategic goals. The disposal process emphasises transparency, equity, and consistency with long-term objectives. While disposals are primarily guided by strategic priorities and service delivery needs, Council periodically reviews its property portfolio to ensure assets remain fit for purpose. Where a property is no longer required for operational or strategic purposes, it may be considered for disposal in accordance with the Local Government Act 2020 and Council's governance framework. Through rigorous evaluation and alignment with the Council's broader priorities, disposals ensure that resources are used efficiently to maximise value for the municipality.

#### 3.1.3 Developments

Developments transform properties to address evolving community needs and create spaces that are inclusive, accessible, and sustainable. Whether through new construction, adaptive reuse, or redevelopment, developments strengthen infrastructure, promote economic growth, enhance public space, and support environmental stewardship. Guided by a robust framework, development projects ensure alignment with Council's strategic objectives while remaining adaptable to future demands. This approach enables the Council to deliver outcomes that enhance liveability, resilience, and long-term community wellbeing.

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### 10.2 - ATTACHMENT 1. Strategic Property Framework (2025)

#### 3.2 Methods

The table below outlines, but is not limited to, the range of methods Council employs for acquisitions, disposals, and developments.

Acquisitions Disposals Developments

- Private Purchase: Direct negotiation with property owners to secure properties that fulfill specific strategic needs.
- Market Purchase: Buying property through listings available on the open market, allowing Council to negotiate directly without a competitive auction process.
- Development Agreements: Acquiring property as part of negotiated development outcomes, enabling Council to leverage development partnerships for community benefit.
- Compulsory Acquisition: Utilising statutory powers to acquire land necessary for public services or infrastructure, in line with legislative requirements.
- Land Exchanges: Swapping Council-owned land for other properties that better align with strategic goals, optimising land use and resource allocation.
- Public Auction: Acquiring properties through competitive bidding at public auctions, where Council can obtain properties listed for open sale to the highest bidder.
- Joint Ventures or Partnerships: Acquiring property through partnerships with private entities

- Open Market Sale: Selling property on the open market to maximise exposure and ensure a competitive sale price.
- Public Auction: Disposing of property through public auction, providing transparency and securing market-driven value.
- Expressions of Interest (EOI): Inviting expressions of interest from potential buyers to assess market interest and negotiate favourable terms.
- Tender Process: Conducting a competitive tender to identify buyers who align with Council objectives
   and support community benefit.
- Direct Sale to Adjoining Landowners: Selling property directly to adjoining landowners, typically for minor parcels that enhance usability or accessibility.
- Land Swaps: Exchanging land with other public or private entities to optimise strategic land use and enhance Council's property portfolio.
- Lease with Option to Buy: Offering leases with an option to purchase, allowing lessees to assess viability before committing to full ownership.

- Direct Council-Led Development: The Council manages the entire development process to ensure direct alignment with community objectives and strategic priorities.
- Public-Private Partnerships (PPPs): Partnering with private sector entities to co-develop properties, combining resources for projects that provide mutual community and economic benefits.
- Joint Ventures: Collaborating with public or private partners to jointly develop assets, sharing responsibilities, risks, and rewards.
- Community-Driven Initiatives: Working with local organisations or community groups on projects that address specific local needs, such as recreational spaces, cultural hubs, or youth facilities.
- Development Agreements with External Partners: Negotiating with developers or other entities to establish development goals that align with Council's strategic objectives.

Acquisitions	Disposals	Developments
or government bodies, allowing for shared ownership and collaborative outcomes.		
<ul> <li>Lease-to-Purchase Agreements: Engaging in lease agreements with an option to purchase, allowing Council to assess property viability before full acquisition.</li> </ul>		
<ul> <li>Government Grants or Transfers: Acquiring properties through transfers or grants from other government agencies to support Council services or infrastructure.</li> </ul>		
<ul> <li>Donations or Bequests: Accepting properties gifted or bequeathed to the Council, particularly those that align with Council's long-term objectives.</li> </ul>		

#### 3.3 Decision-Making Framework

This decision-making framework provides a clear, structured process to evaluate proposals for acquisitions, disposals, and developments. It is designed to ensure that every proposal aligns with Council objectives, strategic priorities, and community needs, while maintaining transparency and accountability.

Proposals are assessed in four stages, each with specific criteria outlined in the Evaluation Criteria Table below:

Stage 1: Identify Needs, Strategic Alignment, and Community Impact: Proposals begin with an initial assessment to establish their alignment with service requirements, strategic objectives, and community priorities.

Stage 2: Evaluate Alternatives and Determine the Optimal Solution: If the proposal meets the Stage 1 criteria, it moves to Stage 2, where alternative approaches are reviewed to confirm the most effective and sustainable solution.

Stage 3: Perform Comprehensive Assessments and Due Diligence: Proposals that satisfy the criteria in Stage 2 progress to Stage 3, where detailed assessments, including financial, legal, and environmental considerations, are conducted to validate feasibility and compliance.

**Council Approval:** Once the proposal successfully meets the criteria in Stages 1 through 3, it is presented to Council for approval.

Stage 4: Plan for Execution, Integration, and Long-Term Alignment (Post-Council Approval): Following Council approval, the proposal enters Stage 4. This stage focuses on detailed planning, operational readiness, and integration into Council's portfolio, ensuring ongoing alignment with community and organisational goals.

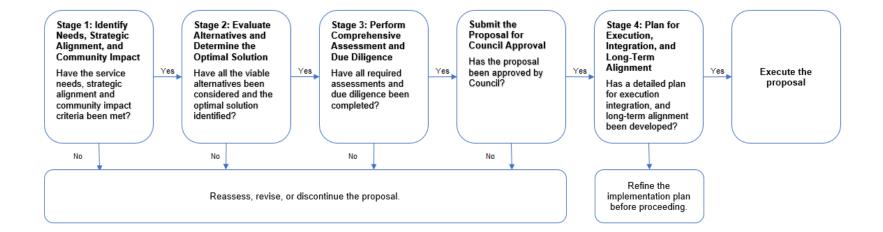
If a proposal fails to meet the criteria at any stage, decision-makers must explore further analysis, revisions, or alternative options before it can progress. Proposals that do not satisfy the criteria should not proceed to Council.

The Evaluation Criteria table provides a detailed reference for assessing proposals at each stage, ensuring consistency and alignment with the Council's strategic vision.

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The flowchart below illustrates the progression through these stages, helping decision-makers navigate the process effectively and systematically.



# 10.2 – ATTACHMENT 1. Strategic Property Framework (2025)

### 3.3.1 Evaluation Criteria Table (with link to Guiding Principles (see Section 2))

	Decision Criteria Guid					
Decision Area	Acquisitions	Disposals	Developments	Principles		
Stage 1: Identify Needs, Strategic Alignment and Community Impact  Establish the purpose and necessity of the proposal by evaluating its alignment with service requirements, strategic objectives, and community priorities. Confirm its contribution to Council's long-term goals and municipal vision, ensuring relevance and positive impact.						
Service Needs	<ul> <li>Proposal fulfills a documented need in Council strategies or plans.</li> <li>Directly addresses an identified service gap within the community, such as access to community infrastructure or open space.</li> <li>Delay in acquisition would undermine strategic value or accessibility.</li> </ul>	<ul> <li>The property is no longer necessary for current or future service delivery.</li> </ul>	<ul> <li>Proposal addresses a specific need identified in Council strategies or plans.</li> <li>Fills gaps in infrastructure, services or community amenities.</li> <li>Delaying the development would negatively impact accessibility or strategic opportunities.</li> </ul>	1, 2, 5, 6		
Strategic Alignment	<ul> <li>Proposal aligns with Council's long-term strategic goals and objectives.</li> <li>Provides additional benefits, such as land consolidation or unlocking development potential.</li> <li>Resolves strategic challenges, such as enhancing connectivity or eliminating constraints.</li> </ul>	<ul> <li>Resource reallocation supports higher-priority strategic objectives.</li> <li>Property no longer aligns with Council's broader strategic vision.</li> </ul>	<ul> <li>Proposal aligns with Council's long-term strategic goals and objectives.</li> <li>Leverages opportunities, such as partnerships or innovative design, to enhance value.</li> <li>Complements urban planning initiatives, such as improving connectivity or unlocking development potential.</li> </ul>	2, 3, 5, 7		
Community Impact	<ul> <li>Enhances access to services or amenities in underserved areas.</li> <li>Takes into account equity and inclusivity factors relevant to the community.</li> </ul>	<ul> <li>Creates new opportunities for community projects or services.</li> <li>Considers stakeholder input, including feedback from local residents and community groups.</li> </ul>	<ul> <li>Contributes to equity and inclusivity by improving access to services or amenities in underserved areas.</li> </ul>	1, 6, 10		

	Decision Criteria				
Decision Area	Acquisitions	Disposals	Developments	_ Guiding Principles	
	Incorporates feedback from stakeholders, including community groups and services users.		<ul> <li>Incorporates feedback from community stakeholders to ensure alignment with shared values.</li> </ul>		
Stage 2: Evaluate Al	ternatives and Determine the Optimal Solut	ion			
	pproaches, such as repurposing assets, levera for achieving desired objectives.	aging partnerships, or innovative solutions, to o	confirm the proposal offers the most effective a	and	
Alternative Solutions	Alternative solutions, such as leasing, partnerships, development, or reallocating existing Council-owned properties, have been thoroughly	<ul> <li>The property is unsuitable for repurposing, leasing, or partnership- based development to achieve similar benefits.</li> </ul>	<ul> <li>Feasible alternatives, such as partnerships, adaptive reuse, or repurposing assets, have been rigorously evaluated.</li> </ul>	2, 3, 5, 7, 8	
	<ul> <li>explored.</li> <li>Acquisition is confirmed as the most effective option, delivering a unique or superior benefit compared to alternatives.</li> </ul>	<ul> <li>Disposal is identified as the most appropriate means to support Council's strategic objectives and maximise value.</li> </ul>	<ul> <li>Development is determined to be the optimal solution, delivering the desired outcomes most effectively and sustainably.</li> </ul>		
Stage 3: Perform Co	mprehensive Assessments and Due Diliger	nce			
· ·	evaluations, including financial, legal, environm and establish strategies for compliance and su	•	ate the proposal's feasibility and adherence to	Council	
Feasibility Analysis	Property is in suitable condition and manageable within Council's operational resources.	Not applicable as disposals do not involve acquiring or maintaining property.  The feasibility of releasing property is assessed as part of financial analysis and community impact.	<ul> <li>Project scope and complexity are manageable within Council resources and expertise.</li> <li>Site suitability and availability are confirmed.</li> </ul>	3, 5, 8	
Fit for Purpose	Property is suitable for its intended purpose with minimal modification required.	Not applicable. Suitability is evaluated as part of the determination to declare the property surplus.	Proposal aligns with intended use and accommodates future community and operational needs.	5, 7, 8	

Decision Criteria			Guiding	
Decision Area	Acquisitions	Disposals	Developments	Principles
Legal and Regulatory Compliance	Property complies with existing zoning, environmental, or other legal and regulatory requirements, or adjustments (e.g. rezoning) are achievable if necessary.	<ul> <li>Compliance with all applicable laws and regulations is ensured.</li> <li>Legal obligations, including restrictions or encumbrances on the property, are addressed.</li> </ul>	<ul> <li>Proposal complies with all planning, zoning, legal and regulatory requirements, or adjustments are feasible.</li> </ul>	8, 9, 10
Cost and Market Analysis	Price is supported by an independent valuation and demonstrates fair financial value.	Estimated market value and expected return align with financial goals.	<ul> <li>Budget aligns with Council's financial strategies, including lifecycle costs and projected returns.</li> <li>Funding sources, such as grants or partnerships, are secured.</li> </ul>	3, 7
Financial Analysis	<ul> <li>Sufficient budget is available, and long-term financial sustainability is confirmed.</li> <li>Ongoing costs, including maintenance and operational expenses, are accounted for.</li> </ul>	Projected net proceeds are sufficient to support Council's reinvestment objectives, such as infrastructure, service delivery or open space enhancements.	Funding aligns with lifecycle costs and long-term sustainability goals.	2, 3, 7
Risk Management	<ul> <li>Key risks (e.g. environmental, legal, financial) are identified, with mitigation plans in place.</li> <li>Contingency strategies address market fluctuations or uncertainties.</li> </ul>	<ul> <li>Risks associated with disposal (e.g. financial, legal, environmental) are identified and mitigated.</li> </ul>	<ul> <li>Risks related to budget, community perception, or legal compliance are addressed with mitigation plans.</li> </ul>	3, 4, 5, 8
Environmental Impact	<ul> <li>Supports Council's environmental goals.</li> <li>Sustainability objectives are met through eco-friendly practices.</li> </ul>	<ul> <li>Environmental considerations or liabilities are assessed.</li> <li>Disposal aligns with Council's sustainability goals.</li> </ul>	<ul> <li>Incorporates sustainable practices, such as green materials or renewable energy.</li> </ul>	4, 5, 7

	Decision Criteria			Guiding
Decision Area	Acquisitions	Disposals	Developments	Principles
Economic Development Impact	Acquire properties that support economic growth by attracting businesses, creating jobs, or enhancing local infrastructure.	Dispose of properties to unlock opportunities for repurposing, partnerships, or projects that drive local investment and economic activity.	Develop infrastructure or facilities that stimulate job creation, attract investment, and strengthen the local economy.	2, 4, 5, 7
Impact on Other Priorities	Proposal does not adversely affect high-priority Council projects or resource allocations.	<ul> <li>Disposal does not hinder high-priority Council projects or services that rely on the property.</li> </ul>	<ul> <li>Development proposal does not compete with or detract from other high-priority Council initiatives.</li> </ul>	3, 5, 7
	<ul> <li>Opportunity cost of proceeding with the acquisition is justified when compared to alternative Council investments.</li> </ul>	<ul> <li>Timing of the disposal aligns with other strategic initiatives or resource plan.</li> </ul>	<ul> <li>Resources allocated for the development are justified in the context of broader strategic objectives.</li> </ul>	
Community Engagement	Engage community and stakeholders to confirm acquisitions address community needs and priorities.	Consult with community and stakeholders to ensure disposals reflect public interest and address potential impacts.	<ul> <li>Engage community and stakeholders to ensure developments align with community priorities and deliver shared benefits.</li> </ul>	1, 6, 10
Stage 4: Plan for Exc	ecution, Integration, and Long-Term Alignn	nent (POST-COUNCIL APPROVAL)		
	sive plan to implement the proposal, focusing ncil's strategic priorities, community needs, ar		r, stakeholder engagement, and ongoing evalua	tion. Ensure
Operational Readiness	<ul> <li>Develop detailed management and maintenance plans to ensure efficient use of the property.</li> <li>Prepare for operational integration to address staffing and service delivery requirements.</li> </ul>	<ul> <li>Prepare transition plans for services impacted by disposals, ensuring minimal disruption.</li> </ul>	<ul> <li>Verify readiness for operational integration, including staffing, maintenance, and service delivery.</li> </ul>	3, 5, 8

	Decision Criteria			Guiding
Decision Area	Acquisitions	Disposals	Developments	Principles
Execution and Timing	Schedule acquisitions strategically to align with market conditions and Council objectives.	Optimise the timing of disposals to maximise market value and achieve Council goals.	<ul> <li>Ensure development timelines consider funding availability, regulatory milestones, and market trends.</li> </ul>	2, 3, 7, 8
Adaptability and Resilience	Plan for flexibility in acquired properties to accommodate future community needs or service requirements.	Consider including future-use provisions in disposal agreements to safeguard community benefits.	Design developments with adaptability in mind, allowing for future modifications or expansions.	5, 6, 7
Stakeholder Engagement	Incorporate feedback from stakeholders to ensure the property's use aligns with community expectations and Council objectives.	<ul> <li>Address stakeholder feedback to enhance outcomes and ensure transparent and equitable disposal processes.</li> </ul>	Maintain ongoing dialogue with stakeholders to integrate feedback into design and execution.	1, 6, 10
Monitoring and Evaluation	Implement performance monitoring to track the property's contribution to Council objectives.	<ul> <li>Evaluate the impact of reinvested proceeds on strategic objectives and community outcomes.</li> </ul>	<ul> <li>Conduct post-completion reviews to assess project success and identify opportunities for improvement.</li> </ul>	3, 5, 10

### Section 4: Portfolio Management and Evaluation

#### 4.1 Overview of Portfolio Management

Whitehorse City Council is committed to the proactive and strategic management of its property portfolio to ensure it continues to meet community needs, align with long-term goals, and respond to evolving priorities. Portfolio management is a dynamic process that balances the immediate demands of service delivery with the long-term vision of sustainable growth and development. The Council will adopt an integrated decision-making approach, leveraging this framework to guide all property-related activities, including acquisitions, disposals, and developments. By regularly assessing its portfolio, the Council ensures that its property assets remain optimised, efficient, and strategically aligned with its objectives.

#### 4.2 Regular Monitoring and Review

To maintain a robust and responsive property portfolio, the Council will conduct regular reviews and evaluations. These reviews ensure that the portfolio evolves in line with the municipality's needs, market conditions, and strategic priorities.

The following activities are key components of the Council's approach to regular monitoring and review:

- Portfolio Reviews: Regular assessments will identify properties that are underutilised, no longer aligned with Council priorities, or have potential for repurposing or development.
- Community Needs Analysis: Periodic engagement with the community will inform the Council's understanding of service gaps, evolving demographics, and emerging needs.
- Market Monitoring: Keeping a close watch on property market trends will enable the Council
  to seize acquisition opportunities and identify optimal disposal timing.
- Alignment Checks: Reviews will ensure that the portfolio remains consistent with updates to the Council Plan and other key strategic documents.

### 10.2 - ATTACHMENT 1. Strategic Property Framework (2025)

#### 4.3 Determining Opportunities for Acquisitions, Disposals, and Developments

As part of regular portfolio evaluations (refer to Section 4.2), opportunities for acquisitions, disposals, and developments are identified and assessed against initial criteria (see table below). If an opportunity meets the initial assessment, it is included in the Strategic Property Register, and the relevant Decision-Making Framework is initiated (refer to Section 3.3). This process involves a detailed analysis to ensure that decisions are strategic, transparent, and aligned with Council objectives.

The table below outlines the definition of acquisition, disposal and development opportunities and provides high-level initial criteria for identifying opportunities across the portfolio.

	Acquisitions	Disposals	Developments
Definition	An acquisition opportunity refers to any property that meets current or foreseeable future service delivery needs or aligns with the Council's strategic objectives. These properties are typically:  Required to address identified service gaps or community needs.  Positioned to support strategic priorities, such as infrastructure growth or economic development.  Expected to deliver long-term value through adaptability, financial sustainability, or enhanced community outcomes.	A disposal opportunity refers to any property that no longer meets current or foreseeable future service delivery needs or strategic objectives. These properties are typically:	<ul> <li>A development opportunity refers to any property that can be created, enhanced, or repurposed to meet the Council's evolving service delivery needs and strategic objectives. These opportunities are typically:         <ul> <li>Identified as having potential for new infrastructure or improved functionality.</li> <li>Positioned to address community needs, promote economic growth, or enhance urban liveability.</li> </ul> </li> <li>Capable of supporting long-term strategic priorities through innovative or sustainable solutions.</li> </ul>

	Acquisitions	Disposals	Developments
Initial Criteria	<ul> <li>Service Delivery Alignment: The property addresses specific service gaps or supports existing and planned Council services.</li> <li>Strategic Relevance: The property aligns with objectives set out in the Council Plan, or other key strategies.</li> <li>Community Benefit: The acquisition will enhance access to services, amenities, or open space, particularly in underserved areas.</li> <li>Financial Viability: The property demonstrates long-term financial sustainability, with acquisition costs justified by potential returns or benefits.</li> <li>Adaptability: The property can be repurposed or developed to meet evolving community or operational needs.</li> </ul>	<ul> <li>Service Delivery Alignment: The property is no longer required to support existing or planned Council services.</li> <li>Strategic Relevance: The property does not align with the objectives set out in the Council Plan, or other key strategies.</li> <li>Utilisation: The property has low or negligible utilisation rates, indicating limited community or operational value.</li> <li>Financial Sustainability: The ongoing maintenance, operational costs, or opportunity costs of retaining the property outweigh its benefits.</li> <li>Market and Strategic Value: The property presents an opportunity for reinvestment into higher-priority projects or services due to favourable market conditions, strategic partnerships, or alternative land uses that better support Council objectives.</li> </ul>	<ul> <li>Service Delivery Alignment: The development addresses specific infrastructure gaps or enhances existing service delivery capabilities.</li> <li>Strategic Relevance: The project supports objectives outlined in the Council Plan, or other key strategies.</li> <li>Community Impact: The development will deliver significant social, cultural, or economic benefits, prioritising equity and inclusivity.</li> <li>Financial and Environmental Feasibility: The project demonstrates financial sustainability and integrates environmentally responsible practices.</li> <li>Future Flexibility: The proposed development can adapt to changing community or operational needs over time.</li> </ul>

10.3	Proposed Amendments to the Road Management Plan
Attachment 1	Draft Amended RMP 2025
Attachment 2	Current RMP 27 July 2015
Attachment 3	Part 1 RMP 2025 amendments - General
Attachment 4	Part 2 RMP 2025 amendments - Inspection Standards
Attachment 5	Part 3 RMP 2025 amendments - Intervention Levels and Timeframes
Attachment 6	Comparison to MAVI template



# Whitehorse City Council Road Management Plan

Draft Version 3.00 (For Community Consultation) February 2025

## Guideline Governance

Responsible Service / Department:	City Services
Adoption authorised:	Council
Date of adoption:	< <date>&gt;</date>
Date of effective from:	< <date>&gt;</date>
Enterprise Content Manager Ref:	19/241985
Endorsed CEO or ELT member or department manager to make and approve document editorial amendments:	When changes do not alter the technical aspects of road management, changes will be approved by the Chief Executive Officer  Update of Register of Public Roads delegated to Manager Project Delivery and Assets
Annual desktop review	< <date>&gt;</date>
date:	
Review date:	< <date>&gt;</date>
Completion date:	< <date>&gt;</date>
Revision number:	3.00
Supersedes:	Version 2 – 27 July 2015

## Review history

Name	Content Manager File Reference	Date	Description of Edits
Version 1	15/126383	2/10/2009	Replaces original version adopted 25/10/2004
Version 2	10/65816	27/7/2015	Adopted at Council meeting 17 August 2015
Draft Version 3.00	19/241985	Feb 2025	Updated to new RMP template – revision for community consultation – updated inspection frequencies and defect level intervention and timelines

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# **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 Whitehorse City Council.
Demarcation (Boundary) 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> <li>Footpaths – pathways designated solely for use by foot traffic (and limited mobility devices such as wheelchair users)</li> <li>Bicycle pathways – pathways designated solely for use by cyclists, scooters and the like but excluding foot traffic, and</li> <li>Shared pathways – pathways designated for use by riders of bicycles, the riders of electric scooters and pedestrians.</li> </ul>
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	Refers to infrastructure installed or constructed by the relevant road
infrastructure	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

#### 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:

- Codes of practice under the Road Management Act including Code of Practice Operational Responsibilities for Public Roads
- 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 (Not applicable for Whitehorse City Council)
- 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 Council's Chief Executive Officer (CEO).

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 Council's Chief Executive Officer (CEO) 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 Council's Chief Executive Officer (CEO) 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 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 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 and the accessibility of each asset.

#### 1.6 Responsibility for the Plan

Overall responsibility for administering and implementing the Plan rests with the Manager City Services.

## 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

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- 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, Fire Rescue Victoria, Ambulance Victoria, State Emergency Services)
- 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 initiative 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.

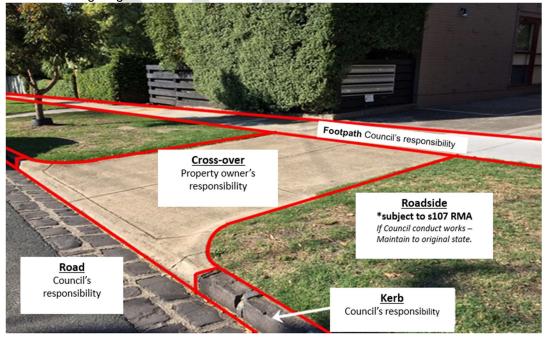
Council requires property owners to get a permit before doing any work on a vehicle crossing or footpath in the road reserve.

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, mail boxes, 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 roads

This is further divided into the following categories:

- Link (main distributor)
- Collector (secondary distributor)
- Access
- Laneway

See Attachment 1 for more information.

#### 2. Rural road network

Not applicable to the City of Whitehorse

#### 3. Pathway network

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

#### Footpaths

- Category 1: High-use Areas
- Category 2: Moderate-use Areas
- Category 3: Other Areas

#### Shared and Bicycle Pathways

- · Category 1: Major recreational and urban commuter path
- Category 2: Minor recreational and urban commute path
- Category 3: Local access path

See Attachment 3 for further information.

#### 3.3 Our Road Network

More information about Council's road network is provided in Council's asset management plans.

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#### 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.

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

Asset management plans are used to guide the development of long-term asset renewal programs, 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 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 Council's asset management plans to prioritise capital works funding and major works.

Details of inspections and frequencies are provided in Attachment 4 and 5.

#### 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 6. 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. A hard copy is available at a Council Customer Service Centre upon request.

#### 4.1 Maintenance Demarcation (Boundary) Agreements

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

We have agreements with neighbouring councils.

#### 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;

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- 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.

#### **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. Austroads Guide to Road Design



# Attachment 1: Road Hierarchy – Urban Roads

Category	Description*
Link (Main Distributor)	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:  • 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)
Collector (Secondary Distributor)	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:  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)
Access	These carry only local traffic. The primary function is to provide access to private properties. Key features typically include:  • Short distance travel to higher level roads  • Minimum one clear traffic lane (excluding parking)  Roads into Council parklands and recreational or sporting reserves and Council car parks are classified at Access roads
Laneway	These perform a very minimal function as local access roads. Key features typically include:  A side or rear entry lane, generally providing secondary access to properties  Low traffic counts

<sup>\*</sup> Categories follow the Infrastructure Design Manual for residential streets

# Attachment 2: Road Hierarchy – Rural Roads (Not Applicable)

Not applicable to the City of Whitehorse



# Attachment 3: Pathway Hierarchy

# Footpaths

Category	Area	Description
Category 1	High-use Areas	The category of 'highest use' that includes all footpaths in major commercial/shopping areas.
Category 2	Moderate-use Areas	<ul> <li>This category includes:</li> <li>Larger shopping areas</li> <li>Around hospitals and care facilities</li> <li>Large Council facilities</li> </ul>
Category 3	Other Areas	This category includes all other pathways within road reserves.

# Shared and Bicycle Pathways

Category	Area	Description			
Category 1	Major recreational and urban commuter path	Paths that accommodate a high volume of cyclists and pedestrians. Typically, more than 600 cyclists per hour or more than 40 pedestrians per hour.  Minimum widths for new paths – 3 metres or more			
Category 2	Minor recreational and urban commuter path	pedestrians. Typically, less than 600 cyclists per hour or less than 40 pedestrians per hour.  Minimum width for new paths - 2.5 metres to 3 metres.			
Category 3	Local access path	Paths of this width are adequate for pedestrians, but only cater for one cyclist or person in a wheelchair at a time. This width may be acceptable on paths that are less than 500m in length where cyclist volumes are less than 20 cyclists per hour.  Minimum width for new paths – 2.5 metres (can be 2.0 metres where cyclist volumes and operational speeds remain low)			

# 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/Contractor 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. The report of a defect is to include the 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, with defects measured and recorded.

# **Attachment 5: Inspection Frequencies**

Asset Group	Hierarchy Category	Reactive Inspection Timeframe WD = Working Days H = Hours	Proactive Inspection Frequency M = Months
Sealed Roads,	Category 1	10 WD	6 M
Regulatory, Warning	Category 2	10 WD	12 M
and Hazard Signs	Category 3	10 WD	36 M
	Category 4	10 WD	Reactive only
Footpaths,	Category 1	10 WD	6 M
Kerb & Channel	Category 2	10 WD	12 M
	Category 3	10 WD	36 M
Shared & Bicycle	Category 1	10 WD	12 M
Pathways	Category 2	10 WD	36 M
-	Category 3	10 WD	36 M
Bridges & Culverts	All	10 WD	60 M
Emergency Response Categories  * Reported Incidents / H present an immediate at risk to members of the p Temporary measures (e barriers, signage, closin road/footpath, etc.) will b implemented to reduce to users of the road networt time as appropriate repa	azards that and significant bublic. g.g. installing g the be the risk to rk until such	12 H	n/a

Asset Group	Hierarchy Category	Reactive Inspection Timeframe WD = Working Days H = Hours	Proactive Inspection Frequency M = Months
Drains in the road	Category 1	10 WD	12 M
reserve	Category 2	10 WD	12 M
	Category 3	10 WD	12 M
	Category 4	10 WD	Reactive only

 $<sup>^{\</sup>ast}$  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:

#### Sealed Roads

	Sealed Roads				
Defect type	Description / Intervention Level	Repair timeframes by hierarchy WD = Working Days W = Weeks M = Months			
		Cat 1	Cat 2	Cat 3	Cat 4
Pothole	Potholes in sealed pavement >70 mm in depth and >300 mm in diameter	2 W	2 W	3 W	3 W
Depressions / deformations	Depression / deformations in the traffic lane of a sealed pavement >70 mm in depth under a 3m long straight edge	3 M	3 M	6 M	6 M
Missing pit lids	Missing Council drainage pit lids	3 WD	3 WD	3 WD	3 WD
Damaged pit lids	Damaged Council drainage pit lids (such that they are potentially structurally unsound).	6 M	6 M	6 M	6 M

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

<sup>\*\*</sup> 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.

Unsealed Roads (Not applicable)



#### **Traffic Control Devices**

Defect type	Description / Intervention Level	Repair timeframes k hierarchy WD = Working Day W = Weeks M = Months			
		Cat 1	Cat 2	Cat 3	Cat 4
Missing / Damaged Signage	Regulatory, warning and hazard signs missing, illegible or damaged making them substantially ineffective when viewed from 40m.	4 M	4 M	4 M	4 M
Missing / Damaged Guard Rail	Guard rail damaged or missing making them substantially ineffective	12 M	12 M	12 M	12 M
Missing / Damaged Pavement Markings	Pavement markings which are missing or faded making them substantially ineffective	12 M	12 M	12 M	12 M

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Defect type	ct type Description / Intervention Level Repair timeframes be hierarchy WD = Working Day W = Weeks M = Months			Days
		Cat 1	Cat 2	Cat 3
Vertical Displacement	Vertical Displacement >25 mm in height (Note displacements for all categories of footpath >40 mm repaired within 5 WD)	6 M	9 M	12 M
Missing pit lids	Missing Council drainage pit lids	3 WD	3 WD	3 WD
Damaged pit lids	Damaged Council drainage pit lids (such that they are potentially structurally unsound)	6 M	6 M	6 M

<sup>\*</sup> 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

	Shared & Dicycle Falling					
Defect type	Description / Intervention Level		Repair timeframes by hierarchy WD = Working Days W = Weeks M = Months			
		Cat 1	Cat 2	Cat 3		
Vertical Displacement	Vertical Displacement >25 mm in height (Note displacements for all categories of shared and bicycle pathways >40mm repaired within 5 WD)	12 M	12 M	12 M		
Dislodged / missing pieces / potholes	Dislodged or missing pieces or potholes >150 mm in length/width and >35 mm in depth	4 W	4 W	4 W		
Missing pit lids	Missing Council drainage pit lids	3 WD	3 WD	3 WD		
Damaged pit lids	Damaged Council drainage pit lids (such that they are potentially structurally unsound)	6 M	6 M	6 M		
Vegetation overhead clearance	Vegetation intruding into the pathway envelope greater than 2.5 m over the pathway surface	1 M	1 M	1 M		

<sup>\*</sup> 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 1	Cat 2	Cat 3	Cat 4	
Vertical Displacement	Vertical displacement – uplift section >75 mm	12 M	12 M	12 M	12 M	

# Bridges and Culverts

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



# ROAD MANAGEMENT PLAN

Revision No: 2 Date: 27 July2015

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# **Revision & Adoption Schedule**

Revision	Prepared by	Checked by	Adopted	Comments
Final	AM	IG	Council,	Formal
			25 October	adoption
			2004	
Revision 1	MF	IG	Council, 2	Formal
			October 2009	adoption
Revision 2	MF	IG	Council, 17	Formal
			August 2015	adoption



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#### 1. Introduction

This Road Management Plan (the 'Plan') is prepared in accordance with section 52 of the Road Management Act 2004 (the 'Act'). The Act reformed the law relating to road management in Victoria, established the general principles which apply to road authorities and road management and set out certain rights and duties of road users.

In preparing the Plan under Division 5 of Part 4 of the Act, Council has made a policy decision under and for the purposes of section 39 of the Act.

The Plan reflects the purposes and objectives of Council as a road authority under the Act and is consistent also with the role of the Council as specified under Part 1A of the *Local Government Act* 1989. The objectives pursued in the Plan align with the Whitehorse Council Plan 2014 – 2018, which sets the strategic objectives of Council for the next four years.

The respective rights and responsibilities of the Council, its ratepayers, residents and the general public have been considered in the preparation of this Plan. There are also general obligations of road users under the Act, which require that they exercise personal responsibility for their own and others' safety and interests.

In developing the policy decisions and relevant standards detailed in this Plan, the Council has had regard to the six fundamental Best Value Principles specified under section 208B of the *Local Government Act* 1989.

Internal audit for compliance of Road Management Plan is undertaken once every two years as recommended by Council's insurers.

## 2. Purpose of Plan

In accordance with sections 50 and 52 of the Act, the purposes of this Plan are:

- to establish a management system for the road management functions of the Council which is based on policy and operational objectives and available resources;
- to specify the relevant standards or policies in relation to the discharge of duties in the performance of those road management functions; and
- to detail the management systems that the Council proposes to implement in the discharge of its duty to inspect, maintain and repair public roads for which the Council is responsible.

This Plan does not apply to arterial roads and freeways. VicRoads is responsible for these roads. Council may, however, be responsible for those sections of arterial roads outside of the through traffic lanes. The Roads Register identifies which roads, or parts of roads, for which the Council is responsible.

# 3. Meaning of Terms

Terms used in this Plan have the same meaning as the specific definitions included in the Act.

These include:

"arterial road" means a road which is declared to be an arterial road under section 14;

"Council" means the City of Whitehorse as both the coordinating road authority and as the responsible road authority (as applicable);



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"public highway" means any area of land that is a highway for the purposes of the common law: and

"public road" means a public road within the meaning of section 17;

#### 4. Roads For Which Plan Applies

The provisions of this Plan apply to those local roads and pathways listed in the Register of Public Roads as detailed in Schedule 1.

The Council has determined that those local roads and pathways on the Register of Public Roads are those roads that are considered to be reasonably required for general public use.

The Council has also designated certain areas adjacent to a public road as 'ancillary areas' and these areas are also recorded in the Register of Public Roads.

The details of agreements between the Council and other road authorities in relation to the transfer of road management functions, made pursuant to section 15 of the Act, are also included in the Register of Public Roads.

To the extent possible within budgetary and resource allocation constraints, the Register of Public Roads records the location, type, hierarchy, capacity, condition, configuration and quantity of road assets for which the Council is responsible, together with a history of the relevant infrastructure assets including any additions, deletions or changes. Details of the valuation of infrastructure assets (e.g. replacement value, depreciation) in accordance with the relevant accounting standards are also included where the information is readily available.

Council has a policy for the discontinuance and sale of unnecessary rights-of-way and roads. To facilitate the operation of this policy, un-constructed roads, lanes and rights-of-way have generally been excluded from the Register of Public Roads, but only in circumstances where the Council considers a particular right-of-way or road is not reasonably required for general public use.

This Plan does not apply to any driveway or pathway providing access from private property to a public road.

Details of other matters which the Council considers should be included in the Register of Public Roads will, as required, be added to the Register of Public Roads as they become available.

#### Road Hierarchy

The Road Hierarchy Schedule classifies each road in the Register of Public Roads to:

- enable the community to readily identify the category of any road; and
- have clear expectations of the design and construction parameters; and
- have clear expectations of the maintenance regime,

for any road listed in the Register of Public Roads.

The Road Hierarchy Schedule is attached as Schedule 2.

#### Footpath (On-road) Hierarchy

The Footpath Hierarchy Schedule classifies each section of footpath that is Council-managed infrastructure in a road reserve or ancillary area to enable the community to:

have clear expectations of the design and construction parameters; and



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have clear expectations of the maintenance regime.

The level of service for a section of footpath is not necessarily the same as the adjacent section of road.

The Footpath Hierarchy Schedule is attached as Schedule 3.

#### Bicycle and Shared Path (Off-road) Hierarchy

The Bicycle and Shared Path Hierarchy Schedule classifies each section of bicycle and shared pathway off-road (separate to the roadway) that is Council infrastructure in parks, reserves and ancillary areas to enable the community to:

- have clear expectations of the design and construction parameters; and
- have clear expectations of the maintenance regime.

The level of service for a section of bicycle and / or shared path off-road is not necessarily the same as the adjacent section of road and is subject to the type and make-up of the path.

The Bicycle and Shared Path Hierarchy Schedule is attached as Schedule 4.

#### Other Assets

Details of other road related assets, including regulatory and warning signs, street furniture and lighting to which this Plan applies will be listed in and added to the Register of Public Roads, subject to the availability of data collection, report systems and resources.

#### 5. Level of Service

The standards specified under this Plan maintain the service provided by the City's road network at the level applicable at the time of approval by Council of this Plan.

The level of service specified in this Plan is considered reasonable having regard to the resources available to Council and the provision of other Council services.

Council has completed its five – year program of Best Value Service Reviews in accordance with the requirements of Division 3 of Part 9 of the *Local Government Act* 1989 and intends continuing with an ongoing program of review based on a strategic approach. Information on the Council's approach to Best Value and the timetable for service reviews is attached in Schedule 4. This Schedule also provides information on the status and outcome of Best Value Service Reviews carried out in 2012-2013.

A Best Value Service Review of the provision of Council's Infrastructure Maintenance was carried out during 2003-2004 focussing on the management and maintenance of Council's road and drainage assets. These services were assessed against other local government providers in relation to cost and quality standards. Council adopted the revised standards for reporting performance against the Best Value Principles in April 2005.

#### 6. Risk Assessment

The consequences of asset failure to the Council and its community can include loss of revenue, inconvenience to the public and loss of service and trade. It is not possible for the Council to address all defects and eliminate all risks. However, risks may be identified and minimised by regular inspections and the setting of clear priorities in the context of the policy framework established in this Plan. Details of inspection frequency and response times are documented in Schedule 6.



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To enable risk to be effectively and efficiently managed requires the Council to have access to accurate and up-to-date information on all infrastructure assets. This information will also enable planning for the provision and the continual safe and efficient use of community infrastructure.

Council has developed a Risk Management Policy & Strategy. A copy of this Strategy is included as Schedule 10.

Relevant foreseeable risks have been identified and are recorded in the relevant register in circumstances where they are managed, monitored and reviewed in accordance with the scheduled timeframes.

An assessment of the relevant risks has been considered in setting the intervention levels for various services to which reference to Part 8 of this Plan should be made.

# 7. Standards for Construction, Expansion, Upgrade, Renewal and Refurbishment

The standards for construction of new local roads and pathways and the standards for the expansion, upgrade, renewal and refurbishment of existing local roads and pathways will be in accordance with the standards and specifications listed in Schedule 5.

#### 8. Standards of Maintenance

The standards of maintenance applicable to the local roads and pathways subject to this Plan are detailed in Schedule 6. Schedule 6 outlines:

- a) the task or work expected to be undertaken;
- b) the schedule of inspections to be undertaken of specified matters at specified intervals;
- the circumstances under which intervention action is to be taken with respect to repair or maintenance needs for defects reported to Council or found on inspection;
- the priority to be given to intervention action under the previous paragraph c);
- e) the kind of priority intervention action which is to be taken in the circumstances specified in paragraph c); and
- f) the provision, as far as reasonably practicable, for the unpredictable, i.e. emergencies, natural 'disasters' and the like which are not reasonably foreseeable by the Council.

Schedule 6 also details the standards and specifications which apply to the undertaking of maintenance works within the vehicular and pedestrian envelopes to which the maintenance standards are applicable.

Reactive requests are inspected and actioned in alignment with frequencies and intervention levels as stipulated in Schedule 6 – Inspection and Maintenance Standards.

This Plan acknowledges the importance of understanding and monitoring the linkage between workload indicator and intervention action, as 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.

#### 9. Financial Resources

The commitments and obligations specified in this Plan are matched to and otherwise dependent on the financial and other resources available to the Council to deliver those commitments and obligations. These financial resources are outlined in the Financial Plan section of the Strategic Resource Plan.



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In particular, the decisions which the Council makes about the circumstances and the manner and the standard to be achieved in performing road management functions under this Plan are based substantially on financial, budgetary allocation, economic, political, social and environmental factors or constraints.

Council's Annual Budget contains specific funding details of the financial resources allocated for the construction, upgrading, renewal, refurbishment and maintenance of local roads and pathways on an annual basis. Schedule 7 summarises the relevant sections of the Annual Budget where these financial resources are located.

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

#### 10. Safety at Worksites

All construction and maintenance work on local roads and pathways will be undertaken in accordance with the relevant occupational, health and safety legislation, codes of practice and guidelines.

Council has a number of occupational health and safety policies which are located in Council's Corporate Policy Manual. An index of the Council's occupation health and safety policies and the Occupational Health and Safety Risk Management Policy No RM01 are included at Schedule 8 of this Plan.

# 11. Quality Assurance

To ensure that the requirements of this Plan are met, Council has in place appropriate internal methods, procedures, processes and standards.

# 12. Service Requests and Data Recording

Schedule 9 summarises the processes and systems that have been established to receive and deal with service requests, complaints and other information from road users and the community, including information regarding emergency situations occurring outside normal working hours and those circumstances that might develop into claims against the Council or other parties (refer to sections 115 and 116 of the Act in relation to notices of incident and the preparation of condition reports).

Schedule 9 also outlines the procedures for collecting and storing information regarding road asset condition in order to assist in the development of maintenance programs and the allocation of maintenance tasks.

The processes and systems included in Schedule 9 provide for the recording of:

- defects or other matters requiring repair or maintenance found on inspection or reported to the Council;
- the nature, location and time of the proposed repair and maintenance works;
- when the necessary repair and maintenance works have been completed; and
- the name and address of the person reporting the defect(s).

This system includes a monthly report to each manager of requests received and closed and residual requests allowing for the regular monitoring and review of users' and community service requests, complaints and information regarding the nature and standard of responses. Additional reports are also prepared and reviewed by each relevant Council department.



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# 13. Duty to Inform Service Provider or Works and Infrastructure Manager

If in the course of Council meeting its obligations under this Plan, Council becomes aware that any non-road infrastructure for which a service provider or works and infrastructure manager is responsible:

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

then Council will convey that information in writing to the relevant service provider or works and infrastructure manager within 10 business days of the Council becoming aware of the aforementioned situation.

## 14. Asset Management Policy and Strategy

Council's infrastructure network represents a significant investment made over many generations and provides the foundation for the social, environmental and economic values of the community. This network provides necessary services and facilities that are expected from its users. Stewardship of infrastructure is a core Council function. Millions of dollars are spent annually managing and maintaining infrastructure and it is important that Council employs high-level management skills, practices and systems to ensure that services are delivered economically and sustainably.

Sound and sustainable asset management is necessary to enable Council to meet its responsibilities to:

- Provide services to current and future generations;
- · Provide and maintain necessary community infrastructure; and
- Encourage and support the economic and social development of the area.

This Plan forms an integral part of the Council's Asset Management Policy and Framework and recognises the inextricable linkage between the effective management of road assets and the standard of maintenance specified in this Plan.

Council's Asset Management Policy sets out a framework for the management of all Council assets. Key asset management goals set out in Council's Asset Management Policy are:

- to develop effective and affordable preventative maintenance programs aimed at minimising life cycle costs and maximising the service potential of assets;
- to develop and regularly review service targets and standards in consultation with relevant stakeholders:
- to ensure sustainable management via the development of cost effective asset management strategies for the long term;
- to maintain a whole of organisation approach using best appropriate asset management practices;
- to adopt a life-cycle asset management approach, incorporating life cycle costing into capital investment decisions;
- to ensure adjustments to operational budgets are considered at the time decisions are taken to acquire, renew, expand, upgrade or create an asset;
- to have a consistent practice for the assessment of capital investment proposals;
- to maintain and update Asset Management Plans for each asset group;
- · to provide defined levels of service to guide capital investment decision making;



ROAD MANAGEMENT PLAN Page 10 of 11

- to monitor and report asset management performance; and
- to apply a risk managed approach to asset management.

Further, the Council's goals for Asset Management are to be achieved through the continued implementation of the asset management framework. In addition to this Plan Council's Asset Management Framework includes an adopted Corporate Asset Management Strategy 2012 - 2016 which specifies asset management improvements across all asset classes and a suite of Asset Management Plans for each major asset class. The Roads Asset Management Plan details asset management strategies and funding demands specifically for roads and road related infrastructure in order to meet specified levels of service over a 20 year period.

Council continually records and monitors the effective management of its road infrastructure. Part of this monitoring is to determine whether the level of service is achievable. If this cannot be achieved, the level of maintenance effort and/or the standard of maintenance may need to be varied. For example, the following may be required:

- the maintenance effort may need to increase if the intervention level or standards of maintenance specified in this Plan are to be retained as the underlying condition of the road regresses; and/or
- 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 the level of service may impact upon the maintenance effort required and/or standard of maintenance.

Council operates a Pavement Management System provided by SMEC. This system is used to record and analyse the condition, traffic and construction of a road pavement and produces options for the allocation of funding to repair and refurbish roads in the road network. These options form the basis of recommendations to Council for works programs.

Council's Pavement Management System and this Road Management Plan will also be supported by an Integrated Asset Management System, which Council has implemented. This system links operational levels of service prescribed in this Plan back to individual assets in Council's Asset Register. The system records, monitors and reviews the levels of service performance as prescribed in this Plan.

# 15. Performance Management and Internal Auditing Process

In accordance with the Best Value Principles and good management practice, a performance measurement, monitoring and reporting regime will be developed as part of this Plan.

It is envisaged that Council's asset management performance, measured against planned targets and key performance indicators will be reported to the community through Council's Annual Report.

Internal audit for compliance of Road Management Plan is undertaken once every two years as recommended by Council's insurers to ensure that proactive and reactive inspection frequencies and maintenance response time-frames are as stipulated in Schedule 6.



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#### 16. Plan Review

Subject to Part 14 of this Plan, this Plan will be comprehensively reviewed every 4 years (as per Road Management Act 2004 and relevant regulations) having regard to all relevant considerations, including:

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

#### 17. References

The following references are referred to or affect the operation of this Plan:

- Road Management Act 2004;
- Code of Practice for Road Management Plans Published in Government Gazette, no. s201, Thursday, 16 September 2004;
- Code of Practice for Operational Responsibility for Public Roads Published in Government Gazette, no. s267, Friday 17 December 2004;
- Code of Practice for Worksite Safety Traffic Management Published in Government Gazette, no s276, Wednesday 22 December 2004;
- City of Whitehorse Council Plan 20014-2018; and
- Code of Practice for Management of Infrastructure in Road Reserves Published in Government Gazette, no s269, Monday 6 October 2008.



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# **ROAD MANAGEMENT PLAN**

# Schedule 1 Register of Public Roads

# **Revision & Adoption Schedule**

Revision	Prepared by	Checked by	Adopted	Comments	
Final	AM	IG	Council,	Formal	
			25 October 2004	adoption	
Revision 1	MF	IG	Council, 2	Formal	
			October 2009	adoption	
Revision 2	MF	IG	Council, 17 August 2015	Formal adoption	

# SCHEDULE 1 - REGISTER OF PUBLIC ROADS ("ROADS REGISTER")

Refer to separate document.



# **ROAD MANAGEMENT PLAN**

# Schedule 2 Road Hierarchy

# **Revision & Adoption Schedule**

Revision	Prepared by	Checked by	Adopted	Comments	
Final	AM	IG	Council,	Formal	
			25 October	adoption	
			2004		
Revision 1	MF	IG	Council, 2	Formal	
			October 2009	adoption	
Revision 2	MF	IG	Council, 17	Formal	
			August 2015	adoption	

#### SCHEDULE 2 - ROAD HIERARCHY

#### **Purpose**

The purpose of the Road Hierarchy Schedule is to classify each road in the municipal district for which the Council is responsible under the Act.

The Road Hierarchy Schedule is a road classification system that will:

- enable the community to readily identify the road system;
- have a clear understanding of the design and construction parameters, and
- · have clear expectations of the maintenance regime

for any road in the road system for which the Council is responsible.

This will enable the establishment of targets that are achievable, equitable and have regard for community needs and aspirations.

Those roads or parts of roads for which the Council is responsible are listed in the Roads Register.

#### **Exclusions**

This Road Hierarchy does not cover roads that are under the control of VicRoads. These are roads that were previously classified as state highways or declared main roads. These roads will appear in the VicRoads Roads Register as freeways or arterial roads.

#### **Principles**

In developing a classification system, the following principles have been adopted by the Council:

- classifications are functionally based, not based entirely on traffic volumes or current standard of construction;
- · classifications are generally consistent with a recognised classification system; and
- a number of planning parameters, such as traffic volumes and types, bus routes, access to abutting properties and linkages with other roads are taken into consideration.

#### **Road Classification**

The road classification adopted by the Council uses the model recommended by the Municipal Association of Victoria. The model uses the three classifications of "Link", "Collector" and "Access" as definitions of local urban roads. Definitions of these classifications are given below:

#### **Table 1 Road Classifications**

Link	Primarily provide a linkage between significant Residential, Industrial and Commercial nodes or the Arterial Road network. These roads have an identifiable Origin and Destination (eg suburbs, industrial areas or places of significance)
Collector	Important local roads whose function is to distribute traffic between the arterial roads and the local road system and to provide access to abutting properties
Access	Those roads or streets not having a significant through traffic function, whose function is to provide access to abutting properties.

#### **Notes**

Roads into parklands and recreational or sporting reserves and Council car parks will have the same maintenance regime as Access Roads and consequently will be classified as Access Roads.

Roads (or those portions of a road) that have scheduled bus routes have a minimum rating as a Collector Road due to the functional importance of providing public transport.

The classification of Link, Collector and Access has been adopted for the Roads Register.

#### **Schedule**

Those roads classified as Link or Collector are listed below. All other roads that are Council's responsibility a Access Roads. All roads, including Access Roads, are listed in the Roads Register.

#### **Link Roads**

Name	Between	Suburb
Deep Creek Road	Whitehorse & Mullum Mullum	Mitcham
	Creek	
Heatherdale Road	Whitehorse & Canterbury	Mitcham
Mont Albert Road	York & Elgar	Mont Albert
Rooks Road	Whitehorse & Canterbury	Mitcham - Vermont
Springfield Road	Middleborough & Mitcham	Blackburn North
		Nunawading, Mitcham

#### **Collector Roads**

Name	Between	Suburb
Albion Road	Station & Middleborough	Box Hill
Arnold Street	Elgar & Nelson	Box Hill
Barkly Street	Canterbury & Albion	Box Hill
Barcelona Street	Rutland & Albion	Box Hill
Beddoe Road	Cosgrove & Central	Vermont
Blanche Drive	Canterbury & Centre	Vermont
Brunswick Road	Mitcham & Reserve	Mitcham
Bundoran Parade	Kerry to Braemar	Box Hill
Burnett Street	Mitcham & Edgerton	Mitcham
Carrington	Elgar & Station	Box Hill
Cambridge	Station & Carrington	Box Hill
Centre Road	Boronia &Blanche	Vermont
Central Road	Blackburn & Springvale	Blackburn

Name	Between	Suburb
Churinga Avenue	Scott & Purches	Mitcham
Clarice Road	Full length	Box Hill South
Cosgrove Street	Beddoe & Graeme	Vermont
Creek Road	Garden & Simpson	Mitcham
Doncaster East Road	Mitcham & Whitehorse	Mitcham
Dorking Road	Whitehorse & Roselea	Box Hill - Box Hill North
Edgerton Road	Burnett & Highland	Mitcham
Ellingworth Parade	Station & William	Box Hill
Eley Road		Box Hill South - Burwood
Liey Road	Station & Blackburn	East
Evans Street	Burwood & Highbury	Burwood
Ferris Avenue	Ian & Glenbernie	Mitcham
Florence Street	Milton & Lake	Blackburn
Foch Street	Station & Haig	Box Hill South
Forest Road	Canterbury & Florence	Blackburn
Fulton Road	Middleborough & Holland	Blackburn South
Garden Avenue	Reserve & Creek	Mitcham
	Terrara & Morack	Vermont South
George Road Glenbernie Road	Ferris & Langford	Mitcham
Graeme Street	Centre & Cosgrove	Vermont South
Grange Road	Eley & Holland	Blackburn South
Haig Street	Canterbury & Foch	Box Hill South
Hampshire Road	Jolimont & Parkmore	Forest Hill
Hanover Road	Burwood & Terrara	Vermont South
Hartland Road	Burwood & Weeden	Vermont South
Hawthorn Road	Blackburn & Terrara	Forrest Hill - Vermont South
Heather Grove	Springvale & Mount Pleasant	Nunawading
Heathfield Rise	Roselea & Middleborough	Box Hill North
Highland Avenue	Edgerton & Wattle Valley	Mitcham
Highmont Drive	Highbury & Weedon	Vermont South
Holland Road	Fulton & Eley	Blackburn South
Ian Crescent	Ferris & Simpson	Mitcham
Ireland Street	Highbury – McIntyre	Burwood
Jolimont Road	Hampshire & Stevens	Forrest Hill
Joyce Street	Central & Milton	Blackburn
Junction Road	Blackburn & Springvale	Blackburn North -
		Nunawading
Katrina Road	Koonung & Middleborough	Blackburn North
Koonung Road	Springfield & Katrina	Blackburn North
Langford Avenue	Glenburnie & Scott	Mitcham
Leopold Crescent	Mont Albert & Windsor	Mont Albert
Lexton Road	Middleborough & #22	Box Hill North
Main Street	Canterbury & South	Blackburn
Marchiori Road	Junction & Springfield	Blackburn North
Mahoneys Road	Burwood & Canterbury	Forrest Hill
McIntyre Street	Ireland & Burwood	Burwood
Melrose Street	Elgar & Braemar	Box Hill
Milton Street	Florence & Joyce	Blackburn
Morack Road	George & Boronia	Vermont
Mount Pleasant Road	Station & Heather	Nunawading
Nelson Road	Prospect & Severn	Box Hill
Norcal Road	Station & Mount Pleasant	Nunawading
Parkmore Road	Hampshire & Springvale	Forest Hill
Prospect Street	Nelson & Elgar	Box Hill
Purches Street	Canterbury & Churinga	Vermont
Railway Road	Whitehorse & Station	Blackburn
Redland Drive	Mitcham to end	Mitcham

Name	Between	Suburb
Reserve Avenue	Brunswick & Garden	Mitcham
Roselea Street	Dorking & Heathfield	Box Hill North
Royton Street	Burwood & Eley	Burwood East
Rutland Road	Station & Barcelona	Box Hill
Severn Street	Elgar & Nelson	Box Hill
Shannon Street	Elgar Road & Station Street	Box Hill North
Simpson Street	Creel & Ian	Mitcham
Station Street	Railway & Whitehorse	Blackburn
Station Street	Springvale & Rooks	Nunawading
Stevens Road	Canterbury & Jolimont	Forest Hill
Strabane Avenue	Elgar & Evelina	Mont Albert North
Springfield Road	Dorking & Middleborough	Box Hill North
South Parade	Blackburn & Main	Blackburn
Terrara Road	Burwood & Canterbury	Vermont - Vermont South
Thames Street	Nelson & Dorking	Box Hill
Thurston Street	Cambridge & Carrington	Box Hill
The Avenue	Blackburn & Main	Blackburn
Wattle Valley Road	Deep Creek & Highland	Mitcham
Weeden Drive	Hartland & Highmont	Vermont South
William Street	Albion & Rutland	Box Hill
Williams Road	Springfield & Whitehorse	Blackburn
Wimmera Street	Dorking & Station	Box Hill North
Windsor Crescent	Alexandra & Leopold	Mont Albert
Woodhouse Grove	Station & Dorking	Box Hill North



## **ROAD MANAGEMENT PLAN**

## **Schedule 3**

## Footpath (On-Road) Hierarchy

## **Revision & Adoption Schedule**

Revision	Prepared by	Checked by	Adopted	Comments
Final	AM	IG	Council,	Formal
			25 October	adoption
			2004	
Revision 1	MF	IG	Council, 2	Formal
			October 2009	adoption
Revision 2	MF	IG	Council, 17	Formal
			August 2015	adoption

#### SCHEDULE 3 - FOOTPATH HIERARCHY

#### **Purpose**

The purpose of the Footpath Hierarchy Schedule is to classify each section of footpath in the municipal district for which the Council is responsible under the Act.

The Footpath Hierarchy Schedule is a footpath classification system that enables the community to:

- have clear expectations of the design and construction parameters; and
- have clear expectations of the inspection and maintenance regime.

for any section of footpath in the municipal district.

This establishes targets that are achievable, equitable and have regard for community needs and aspirations.

#### **Principles**

In developing this classification system, the overriding factor is the area serviced by the section of footpath. The footpath hierarchy and the associated inspection and repair criteria have been developed using risk management principles.

The classification schedule is as follows:

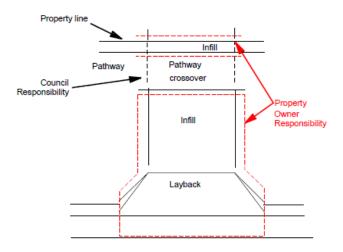
Category	Footpaths in:	
1	Major commercial/shopping areas	
2	Busy area (hospitals, aged facilities, large public venues, small strip shopping centres, etc)	
3	All other footpaths in the road reserve	

The land comprising any part of a road reserve on which a vehicle crossing which connects from a roadway or pathway on a road to any other land has been constructed (unless the land forms part of a pathway) –

- is not inspected, repaired or maintained by the Council and is otherwise excluded from the requirements of the road management plan;
- is considered by the Council to be the responsibility of the property owner which utilises the vehicle crossing for ingress to and egress from the property; and
- is required by the Council to be repaired, maintained and constructed by the benefiting property owner to the satisfaction of the Council.

Despite this, the Council may, on a discretionary basis, inspect, maintain or repair a vehicle crossing (which does not form part of a pathway) and recover the costs from a benefiting property owner.

This policy position and the requirements imposed by the Council in relation to vehicle crossings are supported by the Local Government Act 1989 and the vehicle crossing provisions of Council's Community Local Law 2014.



#### **Schedule**

Those footpaths classified as category 1 or categories 2 are listed below. Those footpaths classified as category 3 are not listed.

#### **Footpath Schedule**

#### Category 1 - Major Commercial Areas

Locations	Street name	From	То
	(unless stated otherwise, includes		
D 11111	both sides)	E. II In a sette	
Box Hill	Main Street	Full length	
Commercial	Market Street	Full length	
Area:	Bank St	Station St	Lindsey St
	Cambridge St	Station St	Thurston Rd
	Carrington Road	Station St	Thurston Rd
	Ellingworth Pde	Station Street	William Rd
	Nelson Rd	Prospect St	Whitehorse Rd
	Prospect St	Elgar Rd	End
	Rutland Rd	Station St	William Rd
	Station St	Cambridge St	Irving Ave
	Whitehorse Rd	Elgar Rd	Court St
	Young St	Full length	
Mitcham Commercial	Mitcham Mall		
Areas:	Mitcham Rd	Victoria Ave	Calcultta St
	Victoria Ave	Mitcham Rd	Albert St
Mega Mile shops:	Whitehorse Rd	Doncaster East Rd	Metropolitan Ave
Nunawading Shops:	Market St	Full length	
	Springvale Rd	Market St	Burnt St
	Station St	Springvale Rd	Wood St
	Wood St	Station St	West St
Brentford Square:	Mall area	Station St	VVCSt Ot
•	Stevens Rd	Canterbury Rd	Ashmore Rd
Blackburn Shops:	Blackburn Rd	Railway Pde	The Avenue
•	Chapel St	Whitehorse Rd	Railway Pde
	Railway Parade	Vine St	Chapel St
	South Parade	Blackburn Rd	End
Blackburn South	Canterbury Rd	Main St	Wreford Rd
Shops:	Main St	Canterbury Rd	Norwell St
Forest Hill Shopping:	Mahoneys Road	Canterbury Rd	Pacific Way
Centre:			

Category 2 – Minor Shopping Areas.

Locations	Street name	From	То
	(unless stated otherwise, includes		
	both sides)		
Access Rd Shops, Box Hill North	Access Road	Rostrevor Pde	Braemer St
Albert St/Railway Rd,	Railway Road	Chapel St	Mary St
Blackburn	Albert Street	Whitehorse Rd	Railway Pde
Arcade Rd, Box Hill North	Arcade Road	Access Rd	Dunloe Ave
Bennetswood Shops	Station Street	Delany Ave	Burwood Hwy
	Barry Road	Station St	Burwood Hwy
Canterbury Rd/Boronia Rd Shops	Canterbury Road	568 Canterbury Rd	Boronia Rd
Elgar Rd/Woodhouse Gve Shops	Elgar Road	Woodhouse Gr	Lorraine Ave
Houston Shops	Middleborough Road	Ailsa St	Mirabella Cres
Indra/Baratta Shops, Blackburn South	Indra Street	Barrata St	Canora St
Kerrimuir Shops	Middleborough Road	Packham St	Springfield Rd
Laburnum Shops	Laburnum Street	Salisbury Ave	Myrtle Gr
	Pakenham Street	Fuschia St	Laburnum St
Warrigal Rd/Burwood Hwy Shops	Burwood Highway	Warrigal Rd	42 Burwood Hwy
Middleborough Rd/Burwood Hwy Shops	Burwood Highway	Middleborough Rd	42 Burwood Hwy
Middleborough Rd/Eley Rd Shops	Middleborough Road	102 Middleborough Rd	112 Middleborough Rd
Mont Albert Shopping	Hamilton Street		
Centre	Churchill Street	Stanhope St	Hamilton St
Mt Pleasant/Lorikeet Shops, Nunawading	Mt Pleasant Rd	Lorikeet Rd	Mt Pleasant Rd
Parkmore Rd/Springvale Rd Shops, Forest Hills	Springvale Road	Parkmore Rd	421 Springvale Rd
Mitcham	McKeon Road	Quarry Rd	9 McKeon Rd
Rangeview Shops	Mitcham Road	Owen St	Vernal Ave
Riversdale Rd/Elgar Rd	Elgar Road	Hamel St	Fowler St
Shops	Riversdale Road	1103 Riversdale Rd	Elgar Rd
Second Ave Shops, Kerrimuir	Second Ave	Cherry Orchard Rise	Toogood Rise
Springfield Rd/Mountain View Rd Shops	Springfield Road	Mountain View Rd	Evandale Rd
Weeden Dr/Overland Dr Shops	Weeden Drive	Overland Drive	
Weeden Dr/Wildwood Ave Shops	Weeden Drive	Wildwood Avenue	
Woodhouse Gve/Station St Shops, Box Hill	Station Street	Woodhouse Gr	Ronald St

#### Category 2: Hospitals

Location	Street name (unless stated otherwise, includes both sides)	From	То
Box Hill Hospital	Nelson Road	Whitehorse Rd	Severn St
	Thames Street	Elgar Rd	Nelson Rd
	Arnold Street	Elgar Rd	Nelson Rd
	Spring Street	Arnold St	End
	Rogerson Road	Thames St	Arnold St
Mitcham Private Hospital	Doncaster East Road	Mitcham Rd	Glen Rd
	Glen Road	Doncaster East Rd	Rye St
Bellbird Hospital	Rosslyn Street	Blackburn Rd	Margaret St
	Blackburn Road	Rosslyn St	Canterbury Rd
	Canterbury Road	Blackburn Rd	Margaret St

#### **Category 2: Nursing Homes**

Location	Street name (unless stated otherwise, includes both sides)	From	То
40 Dorking Road Hostel	Dorking Road	Whitehorse Rd	Margaret St.
Nunawading Community Hostel	Within the compound		
Strathdon Community Centre - Jolimont Rd		Springvale Rd	Longbrae Ave
Nunawading Senior Citizen - Silver Grove, Nunawading	Silver Grove		
Strabane Rd Senior Citizen	Strabane Road	Bondara Rd	Box Hill Cres.
	Mahoneys Road/Burwood Highway		
Inala Village	Middleborough Road	Clarice Rd	Ailsa St
Salvation Army Retirement Village	Elgar Road/Canterbury Road		

#### **Category 2: Large Public Places**

Location	From/ To
Whitehorse Civic Centre, Nunawading Box Hill Town Hall	Within the compound Within the compound
Whitehorse Aquatic & Leisure Centre, Box Hill	Within the compound
Nunawading Aquatic Centre	Within the compound
Nunawading Library	Within the compound
Box Hill Library	Within the compound
Blackburn Library	Within the compound
Vermont South Library	Within the compound
Whitehorse Centre, Nunawading	Within the compound



## **ROAD MANAGEMENT PLAN**

## Schedule 4

## Bicycle and Shared Path (Off-Road) Hierarchy

## **Revision & Adoption Schedule**

Revision	Prepared by	Checked by	Adopted	Comments
Final	AM	IG	Council,	Formal
			25 October	adoption
			2004	
Revision 1	MF	IG	Council, 2	Formal
			October 2009	adoption
Revision 2	MF	IG	Council, 17	Formal
			August 2015	adoption

## SCHEDULE 4 - BICYCLE AND SHARED PATH (OFF – ROAD) HIERARCHY (SEPARATE TO THE ROADWAY)

#### **Purpose**

The purpose of the Bicycle and Shared Path (Off – Road) Hierarchy Schedule is to classify each section of bicycle and shared path (off-road) in the municipal district for which the Council is responsible.

The Bicycle and Shared Path Hierarchy Schedule is a classification system that enables the community to:

- have clear expectations of the design and construction parameters; and
- have clear expectations of the inspection and maintenance regime

for any section of bicycle and shared path (off-road) in the municipal district.

This establishes targets that are achievable, equitable and have regard for community needs and aspirations.

#### **Principles**

In developing this classification system, the overriding factor is the area serviced by the section of bicycle and shared (off-road) paths. The paths hierarchy and the associated inspection and repair criteria have been developed using risk management principles.

The construction should generally be in accordance with "Austroads Cycling Aspects of Austroads Guides" and "VicRoads Cycle Notes for Widths of Off-Road Shared Use Paths".

The table below specifies the hierarchy and Council standards for the widths and clear zones for new shared paths. The table has been prepared from "Austroads Cycling Aspects of Austroads Guides" and "VicRoads Cycle Notes for Widths of Off-Road Shared Use Paths" regarding minimum widths.

The minimum vertical clearance required by cyclists is 2.5 m, measured above the riding surface. This applies to tree branches, underpasses, doorways, sign structures and any other overhead structure.

Classification	Description	Minimum Widths for New Paths	Clear Zones for New Paths (Each Side)
Major recreational and urban commuter path	Paths that accommodate a high volume of cyclists and pedestrians. Typically more than 600 cyclists per hour or more than 40 pedestrians per hour.	3m or more	1m (0.5m absolute minimum)
Minor recreational and urban commuter path	Paths that accommodate a low volume of cyclists and pedestrians. Typically less than 600 cyclists per hour or less than 40 pedestrians per hour. (In most circumstances, new shared use paths should be 3m wide, especially for new paths on the Principal Bicycle Network or the Metropolitan Trail Network).	2.5m to 3m	0.5m desirable

Classification	Description	Minimum Widths for New Paths	Clear Zones for New Paths (Each Side)
Local access path	Paths of this width are adequate for pedestrians, but only cater for one cyclist or person in a wheelchair at a time. If a meeting or passing occurs between a cyclist and another user, one of the users may need to move off the path. This width may be acceptable on paths that are less than 500m in length where cyclist volumes are less than 20 cyclists per hour. They	2.5m (can be 2.0m where cyclist volumes and operational speeds remain low)	0.5m desirable
	are not suitable for new paths on the Principal Bicycle Network or the Metropolitan Trail Network.		

#### **Schedule**

The classification of off-road bicycle and shared paths is identified below.

Path	From	То	VicRoads PBN	Classifications	Approx. Length (Metres)	Sealed/ Gravel
Koonung Creek Trail	Sweyn Street	End of Eram Road (Between Station Street and Middleborou gh Road)	PBN	Major recreational and urban commuter path	2,850	SEALED
Gardiners Creek Trail	Highbury Road	Albion Road	PBN	Major recreational and urban commuter path	6,000	SEALED
Lookout Trail / Dandenong Creek Trail	Burwood Highway	Highbury Road	PBN	Major recreational and urban commuter path	1,100	GRAVEL
				SUBTOTAL MAJOR RECREATIONAL AND URBAN COMMUTER PATH	9,950	
Bushy Creek Trail	Elgar Park	Dorking Road	PBN	Minor recreational and urban commuter path	2,350	SEALED
Springfield Road Path	Dorking Road	Edith Lane	PBN	Minor recreational and urban commuter path	600	SEALED

Path	From	То	VicRoads PBN	Classifications	Approx. Length (Metres)	Sealed/ Gravel
Eley Road Reserve Path	Boardma n Close	Eley Road	PBN	Minor recreational and urban commuter path	490	GRAVEL (TO BE SEALED in 14/15)
Boardman Close Path	Station Street	Boardman Close	PBN	Minor recreational and urban commuter path	60	SEALED
Holland Gully Path	Eley Road	Blackburn Road	PBN	Minor recreational and urban commuter path	950	SEALED
Surrey Park / Surrey Drive Path	Standard Avenue	Brougham Street	PBN	Minor recreational and urban commuter path	600	SEALED
Eastern Freeway Path	End of Eram Road (Between Station Street and Middlebo rough Road)	Springvale Road	No	Minor recreational and urban commuter path	4,400	SEALED
				SUBTOTAL MINOR RECREATIONAL AND URBAN COMMUTER PATH	9,450	
Abbey Walk Path	Tulkara Grove / Abbey Walk	Dandenong Creek Trail	No	Local Access Path	100	SEALED
Forest Hill Reserve Path	Hylton Crescent	Aqualink Carpark	No	Local Access Path	200	SEALED
Gawler Chain	Strabane Avenue	Arnott Street	No	Local Access Path	1,000	SEALED
Heatherdale Reserve	Purches Street	Heatherdale Road	No		550	SEALED (small section of gravel from Purches St alongside retarding basin)
Lundgren Chain	Cumming Street	Malvina Street	No	Local Access Path	1,450	SEALED

Path	From	То	VicRoads PBN	Classifications	Approx. Length (Metres)	Sealed/ Gravel
Simpson Park	Ferris Avenue / Garden Avenue	Cochrane Street	No	Local Access Path	600	SEALED
Somers Trail	Cochrane Street	Purches Street	No	Local Access Path	750	SEALED (small section of gravel from Purches St alongside retarding basin)
Station Street Path	Riversdal e Road	Morton Street	No	Local Access Path	170	SEALED
Tie Street Path	Tie Street	Koonung Creek Trail	No	Local Access Path	190	GRAVEL (TO BE SEALED in 15/16)
Winfield Road Path	Winfield Road	Koonung Creek Trail	No	Local Access Path	500	GRAVEL (TO BE SEALED in 15/16)
				SUBTOTAL LOCAL ACCESS PATH	5,510	



## **ROAD MANAGEMENT PLAN**

# Schedule 5 Standards for Construction

## **Revision & Adoption Schedule**

Revision	Prepared by	Checked by	Adopted	Comments
Final	AM	IG	Council,	Formal
			25 October	adoption
			2004	
Revision 1	MF	IG	Council, 2	Formal
			October 2009	adoption
Revision 2	MF	IG	Council, 17	Formal
			August 2015	adoption

#### **SCHEDULE 5 - STANDARDS FOR CONSTRUCTION**



## ENGINEERING CONSULTING SERVICES

## STANDARD DRAWING INDEX

Drawing No.	Title	Approved Date
S100	Vehicle Crossing Type 1 – Residential Streets (for use with barrier kerb & channel)	June 97
S101	Vehicle Crossing Type 1 – Residential Streets (for use with mountable kerb & channel)	June 97
S102	Vehicle Crossing Type 1 – Major Roads	June 97
S103	Vehicle Crossing Type 2 – Residential Streets (only to be used when extending an existing type 2 crossing)	June 97
S104	Vehicle Crossing Type 2 – Major Roads (only to be used when extending an existing type 2 crossing)	June 97
S105	Specification for Construction – Vehicle Crossings	June 97
S106	Footpath Crossings	June 97
S107	Vehicle Crossing Type 1 – Residential Streets (for use with pitcher kerb & channel)	June 97
S108	Standard Notes	April 08
S110	Barrier Kerbs	June 97
S111	Semi Mountable Kerbs	September 95
S112	Mountable Kerbs	June 97
S113	Pitcher Barrier Kerbs	January 02
S114	Pitcher Mountable Kerbs	November 01
S115	Pitcher Barrier Kerb for Road Rehabilitations	January 02
S116	Pitcher Barrier Kerb for Car Park Construction	June 97
S117	Pitcher Barrier Kerb (three pitcher tray)	January 02
S118	Alternative Laneway Construction Details (Concrete and Brick Laneways)	January 02
S119	Alternative Laneway Construction Details (Asphalt and Bluestone Laneways)	January 02
S120	Connection to Council Drain Type 1	June 97
S121	Connection to Council Drain Type 2	June 97
S122	Easement Pit	June 97
S123	Side Entry Pit – Concrete Cover, Barrier Kerb	June 97
S124	Side Entry Pit – Gatic Cover, Barrier Kerb	June 97
S125	Side Entry Pit – Gatic Cover, Low Profile Kerb	June 97
S126	Grating and Junction Pit	June 97
S127	Corbelled Grating and Junction Pit	June 97

Drawing No.	Title	Approved Date
S128	Under Channel Grate Pit with Lintel side Entry	October 97
S128A	Side Entry Pit in Road – HD Gatic Cover, Barrier Kerb	May 97
S129	Under Channel Grate Pit with M.D. Gatic S.E. Cover M227E	October 97
S130	Pipe Grille Junction Pit	June 97
S131	(Reserved For) Pipe Laying and Compaction Details	
S135	Raised Pavement (Speed Hump)	October 06
S136	(Reserved For) Watts Profile (Speed Hump)	
S140	Off Road Shared Path Slow Point	June 14
S141	Off Road Shared Path Standard Cross Sections	June 14
S142	Unsealed Paths in Parks or Reserves	September 09
S150	Minimum Pavement Details – Main Roads	July 98
S151	Minimum Pavement Details – Local Roads (Reconstruction)	July 98
S151A	Minimum Pavement Details – Local Roads (Widening)	April 08
S152	Minimum Pavement Details – Subdivisions	July 98
S160	Domed Grill Details	November 98
U1	Standard Concrete Splitter Island	September 98
U2	Standard Bluestone Splitter Island	September 98
U3	Typical Roundabout Treatment – Local Roads	September 98
U4	Typical Threshold Treatment – Local Roads	September 98
	Recent Amendments	
S140	Amended June 14	
S141	Amended June 14	



## **ROAD MANAGEMENT PLAN**

## Schedule 6

## **Inspection & Maintenance Standards**

## **Revision & Adoption Schedule**

Revision	Prepared by	Checked by	Adopted	Comments
Final	AM	IG	Council, 25 October 2004	Formal adoption
Revision 1	MF	IG	Council, 2 October 2009	Formal adoption
Revision 2	MF	IG	Council, 17 August 2015	Formal adoption

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#### **SCHEDULE 6 - STANDARDS OF MAINTENANCE**

This Schedule sets out the standards of maintenance applicable to the local roads and pathways subject to this Plan.

Reactive requests are inspected and actioned in alignment with frequencies and intervention levels as stipulated in Schedule 6 – Inspection and Maintenance Standards

The following maintenance activities are included:

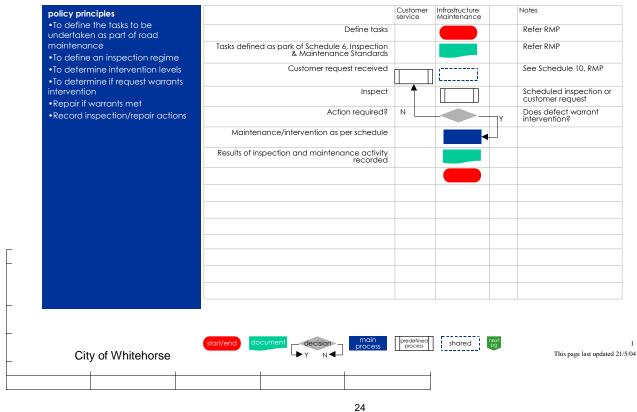
Activity Specification	Code
Accident Reports	MAD
Repairs to Bitumen Surfacing	PBS
Crack Sealing	PCS
Edge Break Repair	PEB
Pothole Repair	PPR
Pavement Sweeping	PSW
Maintenance of Delineators	RDE
Footpath Repairs	RFP
Bicycle and Shared Path Repairs	BSP
Repair Kerb & Channel	RKC
Road Line Marking	RLM
Traffic Island Maintenance	RTI
Regulatory, Warning & Standard Signs	RWS
Bicycle and Shared Path Repairs	BSP
Drainage Pipes and Pits	DPP

Any reference to 'days' in the schedule means 'working days'.

A flow chart depicting the procedure for the inspection and maintenance of road assets is included. Council Meeting Agenda 12 May 2025

#### 10.3 - ATTACHMENT 2. Current RMP 27 July 2015

## Inspection & Maintenance Procedure System for the inspection and maintenance of road assets



	Activity C	ode
ACTIVITY SPECIFICATION	ACCIDENT REPORTS (Recoverable)	MAD

#### **ACTIVITY DEFINITION** (What work is included?)

This activity covers the inspection and appraisal of damage, compilation of costs, reporting related information and recovery of costs relating to reported accidents where costs are recoverable. This includes work arising from traffic accidents to ensure the safety of the public and protection of Council's assets.

#### PERFORMANCE DISTRESS & DEFECTS (What do we look for?)

Damaged Council assets such as guideposts, signage, crash rail, pedestrian fencing, street furniture etc.

#### PERFORMANCE CRITERIA (Why do we do it?)

Where possible, Council will recoup costs incurred in repairing the community's Council assets.

#### PERFORMANCE STANDARDS (What is required?)

A prompt response time (usually within one day of receiving a report of an accident) is required to ensure accurate information is collected.

#### **WORK METHOD REQUIREMENTS** (Our undertaking to provide quality)

Document the incident clearly and concisely using diagrams where appropriate.

Liaise with Victoria Police or the public (where appropriate) to obtain details of vehicles and drivers.

Take photos of damaged assets

Note the position of vehicles, direction of travel, registration numbers, vehicle make and model, driver's name, address and licence number

Prepare report on the value and nature of road asset damage, including work arising from traffic accidents to ensure the safety of the public and protection of the asset.

COMMENTS		

	 Activity	С	ode
ACTIVITY SPECIFICATION	REPAIRS TO BITUMEN SURFACI	NG	PBS

#### **ACTIVITY DEFINITION** (What work is included?)

This activity covers the repair of pavement surfacing. Surfacing is defined as the wearing course only. Repairs may utilise coldmix, bitumen emulsion sealing with fine aggregate but shall more typically comprise hot asphalt. The activity is limited to treatment areas less than 7`5m².

Work may also include the spreading of grit on surfaces exhibiting soft and excessive amounts of bitumen.

Associated work shall include the replacement of line marking and RRPM's where necessary.

Areas covered include sealed roadways, sealed lanes, sealed paths including shared bike paths, carparks and other auxiliary areas.

#### **PERFORMANCE DISTRESS & DEFECTS** (What do we look for?)

Distressed surface cracking including delamination, flushing, ravelling, stripping, loss of aggregate, bleeding or excessive crocodile cracking.

#### PERFORMANCE CRITERIA (Why do we do it?)

The road surface should provide a water resistant and skid resistant surface. Irregularities in the surface of roads should not lead to ponding of water.

#### PERFORMANCE STANDARDS (What is required?)

Permeability: The resultant surfacing should provide a uniform water resistant layer

to protect the pavement layers from surface infiltration of moisture.

Ride Quality: The resultant surfacing should have a test result under a 3m straight

edge of less than 15 mm in any direction.

Matching: Surface texture of the repaired surface to match the adjoining area.

#### WORK METHOD REQUIREMENTS (Our undertaking to provide quality)

Establish traffic control and job safety.

Loose material shall be removed from the surface.

Apply selected surfacing with due care to comply with each step of the appropriate procedure.

Any regulatory delineation and/or pavement line marking shall be reinstated in accordance with the Performance Requirements attached.

Where bitumen spraying equipment requires flushing, this operation shall be contained and the waste returned in a container for appropriate disposal.

	Activity (	Code
ACTIVITY SPECIFICATION	REPAIRS TO BITUMEN SURFACING	PBS
		-
COMMENTS		
INSPECTION REQUIREMENTS		
Road	Inspection frequency	
Access and Carparks	Every 36 months	
Collector	Every 12 months	·
Link	Every 6 months	

PERFORM	MANCE REQUIREMENTS		
Road	Distress Level	Response Time	Compulsory Intervention Level
Access and Carparks	Any distressed surfacing area between 2 m <sup>2</sup> and 75 m <sup>2</sup>	Make safe 100% within 4 months	Any 20 m lane length with over 50% of area distressed
	Reinstatement of permanent line marking	20 days	When deemed a safety issue
Collector	Any distressed surfacing area between 2 m <sup>2</sup> and 75 m <sup>2</sup>	Make safe 100% within 3 months	Any 20 m lane length with over 50% of area distressed
	Reinstatement of permanent line marking	10 days	When deemed a safety issue
Link	Any distressed surfacing area between 2 m <sup>2</sup> and 75 m <sup>2</sup>	Make safe , 100% within 2 months	Any 20 m lane length with over 50% of area distressed
	Reinstatement of permanent line marking	10 days	When deemed a safety issue
All roads	Reinstatement of all regulatory line marking	Make safe 100% within 2 months	When deemed a safety issue

	Activity	Code
ACTIVITY SPECIFICATION	CRACK SEALIN	G PCS

#### **ACTIVITY DEFINITION** (What work is included?)

This activity covers the cleaning and filling of cracks or joints in pavements to make the surface water resistant. This type of work is generally carried out using liquid bituminous sealants on asphalt, bitumen or concrete sealed surfaces.

Crack sealing will be applied to sealed roadways, sealed lanes, sealed paths including shared bike paths, carparks and other auxiliary areas.

#### **PERFORMANCE DISTRESS & DEFECTS** (What do we look for?)

Cracking including the following types:

block, crescent shaped, crocodile, diagonal, longitudinal, meandering and transverse.

#### PERFORMANCE CRITERIA (Why do we do it?)

The ingress of water into pavement is detrimental to the structural performance of the pavement. Crack sealing is carried out to prevent the entry of water and debris that can lead to surface and pavement and/or sub grade failure.

#### PERFORMANCE STANDARDS (What is required?)

Appropriate sealant grade shall be used to allow infill of crack rather than surface "bridging" of cracks. Surface finish should be level with the road surface and shall be 'binded' to prevent pick up by vehicle tyres or tracking by pedestrians. The resultant surface should provide a water resistant layer to prevent the surface infiltration of water.

#### WORK METHOD REQUIREMENTS (Our undertaking to provide quality)

Establish traffic control & job safety

Clean cracks, removing debris

Apply the approved sealant in accordance with the manufacturer's instructions

Do not reopen road to traffic until it is demonstrated by trial that the sealant will not 'pick up' under vehicles or 'track' under pedestrian traffic. Where necessary, 'bind' the surface with fine sand or grit.

## COMMENTS

INSPECTION REQUIREMENTS	
Road	Inspection frequency
Access and Carparks	Every 36 months
Collector	Every 12 months
Link	Every 6 months

	Activity	Code
ACTIVITY SPECIFICATION	CRACK SEALING	PCS

PERFORM	MANCE REQUIREMENTS		
Road	Distress Level	Response Time	Compulsory Intervention Level
Access and Carparks	Any crack greater than 2 m in length with average crack width greater than 3 mm	Crack seal, 100% within 18 months	Average crack width 5 mm for crack length of 2 m
	Crocodile cracking greater than 1 m <sup>2</sup> with fines pumping	6 months	Crocodile or block cracking spacing less than 100 mm
Collector	Any crack greater than 2 m in length with average crack width greater than 3 mm	100% within 18 months	Average crack width 5 mm for crack length of 2 m
	Crocodile cracking greater than 1 m <sup>2</sup> with fines pumping	6 months	Crocodile or block cracking spacing less than 100 mm
Link	Any crack greater than 2 m in length with average crack width greater than 3 mm	, 100% within 9 months	Average crack width 5 mm for crack length of 2 m
	Crocodile cracking greater than 1 m <sup>2</sup> with fines pumping	3 months	Crocodile or block cracking spacing less than 100 mm

	Activity	Code
ACTIVITY SPECIFICATION	EDGE BREAK REPAIR	PEB

#### **ACTIVITY DEFINITION** (What work is included?)

This activity covers the repair of broken edges of seal or asphalt surfaced pavements. The aim of the repair is to restore the level of the original surfacing. Edge break repair refers to both sealed roads with unsealed shoulders and sealed roads with sealed shoulders and carparks including those with kerb and channel.

#### PERFORMANCE DISTRESS & DEFECTS (What do we look for?)

Cracking, edge break, edge drop off, shoving.

#### PERFORMANCE CRITERIA (Why do we do it?)

The edge of seal or asphalt should be free of excessive fretting of the surfaced width and erosion that will encourage water ingress into the pavement and result in unsafe ride quality for road users, cyclists and pedestrians using this portion of the carriageway.

#### PERFORMANCE STANDARDS (What is required?)

Permeability: The surfacing within 200 mm of the edge should exhibit equivalent water

resistance to the rest of the pavement surface.

Ride quality Longitudinal the edge should be within 50 mm when compared with a 3 m

straight edge.

Transverse the edge should be less than 50 mm misalignment when

checked with a 1.2 straight edge.

#### WORK METHOD REQUIREMENTS (Our undertaking to provide quality)

Establish traffic control and job safety.

Remove any weeds / grass from the seal or work area.

edge repair shall be undertaken such that the original seal width is reinstated.

Execute seal with 7 mm or 10 mm aggregate as appropriate to match existing sealed surface,

Prime broken edge of pavement and bottom of area to be patched. Compact coldmix/asphalt ensuring new surface is level with existing pavement surface.

Grade and compact shoulder material against new edge to matched sealed surface.

Ensure completed works are safe for traffic and lateral drainage across shoulder is not impeded.

COMMENTS			

	Activity	Code
ACTIVITY SPECIFICATION	EDGE BREAK REPAIR	PEB

INSPECTION REQUIREMENTS		
Road	Inspection frequency	
Access and Carparks	Every 36 months	
Collector	Every 12 months	
Link	Every 6 months	

Road	Distress Level	Response Time	Compulsory Intervention Level
Access and Carparks	Horizontal fretting greater than 75 mm deep	100% within 12 months	Reduction in original sealed width greater than 150 mm
Collector	Horizontal fretting greater than 75 mm deep	100% within 9 months	Reduction in original sealed width greater than 150 mm
Link	Horizontal fretting greater than 75 mm deep	100% within 6 months	Reduction in original sealed width greater than 150 mm

Activity	Code
POTHOLE REPAIR	PPR

#### **ACTIVITY DEFINITION** (What work is included?)

This activity covers the reinstatement of sealed surface faults using either base course granular material or bituminous materials.

Areas covered include sealed roadways, sealed lanes, sealed paths including shared bike paths, carparks and other auxiliary areas

#### PERFORMANCE DISTRESS & DEFECTS (What do we look for?)

Potholes, small delaminations, localised failures.

#### PERFORMANCE CRITERIA (Why do we do it?)

The sealed or asphalt surface should be restored to smooth, free draining, water tight, well compacted, stable and safe condition.

#### PERFORMANCE STANDARDS (What is required?)

Ride quality: The patch shall comply with a straight test result of \*- 10 mm in any

direction

Permeability: All repairs shall be provided with water tight surfaces.

Integrity: All repairs shall comprise materials that are compatible with or better

than the existing pavement.

#### WORK METHOD REQUIREMENTS (Our undertaking to provide quality)

Establish traffic control and job safety.

Loose material shall be removed from the surface.

Apply selected surfacing with due care to comply with each step of the appropriate procedure.

For potholes less than 300 mm diameter, trim sides to vertical and establish an even depth.

Where bitumen spraying equipment requires flushing, this operation shall be contained and the waste returned in a container for appropriate disposal.

#### COMMENTS

INSPECTION REQUIREMENTS		
Road	Inspection frequency	
Access and Carparks	Every 36 months	
Collector	Every 12 months	
Link	Every 6 months	

	Activity	Code
ACTIVITY SPECIFICATION	POTHOLE REPAIR	PPR

PERFORMANCE REQUIREMENTS			
Road	Distress Level	Response Time	Compulsory Intervention Level
Access and carparks	Any pothole with depth greater than 70 mm and /or diameter greater than 300 mm	Make safe 100% within 21 working days	Pothole depth deeper than 70 mm and/or diameter greater than 300 mm or hazardous to traffic, likely to deteriorate rapidly
		100% within 21 working days	dotoorato rapidi,
	(Where located on bicycle lane depth greater than 35 mm)	,	Pothole depth greater than 35mm located within a bicycle lane
Collector	Any pothole with depth greater than 70 mm and /or diameter greater than 200 mm	Make safe 100% within 14 working days	Pothole depth deeper than 70 mm and/or diameter greater than 300 mm or hazardous to traffic, likely to
		100% within 21 working	deteriorate rapidly
	(Where located on bicycle lane depth greater than 35 mm)	days	Pothole depth greater than 35mm located within a bicycle lane
Link	Any pothole with depth greater than 70 mm and /or diameter greater than 150 mm	Make safe 100% within 14 working days	Pothole depth deeper than 70 mm and/or diameter greater than 300 mm or hazardous to traffic, likely to deteriorate rapidly
	(Where located on bicycle lane depth greater than 35 mm)	Make safe 100% within 21 working days	Pothole depth greater than 35mm located within a bicycle lane

	Activity	Code
ACTIVITY SPECIFICATION	PAVEMENT SWEEPIN	IG PSW

#### **ACTIVITY DEFINITION** (What work is included?)

This activity covers the removal of loose material from the road surface. This includes sweeping kerb and channel along streets, at intersections, median kerbs, median openings, pedestrian malls, carpark entrances and bicycle lanes within the road pavement.

#### **PERFORMANCE DISTRESS & DEFECTS** (What do we look for?)

Accumulation of aggregate, sand, dirt, litter, leaves and other detritus occurring on pavement, medians, or malls.

#### PERFORMANCE CRITERIA (Why do we do it?)

This activity is to remove loose stones, leaves, dirt or other debris from the sealed pavement, medians, etc., to enhance safety for road users including pedestrians and cyclists.

#### PERFORMANCE STANDARDS What is required?)

Removal of loose stones, dirt and other debris enhances safety for road users including pedestrians and cyclists. Removal of leaves, particularly at leaf fall, enhances safety for road users and reduces the amount of litter entering stormwater drains.

#### **WORK METHOD REQUIREMENTS** (Our undertaking to provide quality)

Mechanical vacuum brooming is required in residential areas.

In the event that conditions result in dust becoming a safety hazard, operations shall stop. Works shall be reprogrammed once remedial action is taken.

Sweeping operations shall ensure that debris do not enter storm water drains.

#### COMMENTS

**Heavy leaf fall period:** All heavy leaf streets swept once every two weeks, other streets once every 5 weeks.

Other seasons: All streets swept every 3 weeks.

#### **INSPECTION REQUIREMENTS**

Sweeping is carried out in accordance with the street sweeping schedule; hence an inspection regime is not necessary for this activity. Occasional audit of street sweeping activities and effectiveness will be required.

	Activity	Code
ACTIVITY SPECIFICATION	PAVEMENT SV	VEEPING PSW

PERFORMANCE REQUIREMENTS			
Road	Distress Level	Response Time	Compulsory Intervention Level
Access and Carparks	Any area greater than 40 m <sup>2</sup> where debris are visible within the common travelled path and/or are potentially hazardous to vehicles or pedestrians	Make safe 100% within 4 weeks	For spillage or accident that creates a hazard due to skid resistance reduction or surface drainage deflection
Collector	Any area greater than 20 m <sup>2</sup> where debris are visible within the common travelled path and/or are potentially hazardous to vehicles or pedestrians	Make safe 100% within 4 weeks	For spillage or accident that creates a hazard due to skid resistance reduction or surface drainage deflection
Link	Any area greater than 10 m <sup>2</sup> where debris are visible within the common travelled path and/or are potentially hazardous to vehicles or pedestrians	Make safe 100% within 4 weeks	For spillage or accident that creates a hazard due to skid resistance reduction or surface drainage deflection

	Activity	Cod	e
ACTIVITY SPECIFICATION	MAINTENA	NCE OF DELINEATORS	RDE

#### **ACTIVITY DEFINITION** (What work is included?)

This activity covers the inspection and maintenance of all types of delineators. These include guideposts, guidepost delineators, safety/rumble bars, raised pavement markers (reflective and non reflective. This also includes the replacement of damaged and missing guideposts and delineators, their cleaning and painting where necessary.

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

This activity does not cover painted line marking.

At intersections with arterial roads, Council is not responsible for the items noted in Clause 7.2 of the Code of Practice for Operational Responsibility for Declared Freeways and Arterial Roads.

#### **PERFORMANCE DISTRESS & DEFECTS** (What do we look for?)

Guideposts that are not readily visible in daylight.

Guideposts that are not plumb.

Delineation that is missing or wrongly positioned including on guard rails.

Damaged delineators that are not reflective.

Weed growth covering delineators.

Delineation which is not effective at night.

#### PERFORMANCE CRITERIA (Why do we do it?)

To provide for the adequate delineation of carriageway for the safe passage of road users during day and night.

#### PERFORMANCE STANDARDS (What is required?)

Guideposts shall provide good daytime delineation. Good night time delineation provides 3 consecutive delineators on the outside of any curve or crest of hill visible under low beam vehicle lighting at typical vehicle speed (60 kph max).

Delineators on guideposts and guard rails shall be maintained so as to provide excellent night time delineation.

Raised pavement markers shall not exceed 30% loss for any non reflective surfaces or 20% for reflective surfaces.

Safety/rumble bars shall provide excellent day and night delineation.

	Activity	Code
ACTIVITY SPECIFICATION	MAINTENANCE OF DEL	LINEATORS RDE

#### WORK METHOD REQUIREMENTS (Our undertaking to provide quality)

Perform day inspections on all roads.

Provide traffic control to AS1742.3 Manual of Uniform Traffic Control Devices Part 3 – TrafficControl Devices for Works on Roads and, on the VicRoads Worksite Traffic Management Code of Practice, prior to commencing any work.

Replace missing sign posts with posts of the same type.

Ensure uniform white section of guideposts is presented to traffic by repainting painted posts, cleaning/washing prepainted posts, replacing or resleeving recycled rubber posts where appropriate.

All raised pavement markers shall be replaced if lost/ineffective and laid in accordance with the manufacturers' instructions.

COMMENTS	

INSPECTION REQUIREMENTS		
Road	Inspection frequency	
Access and Carparks	Every 36 months	
Collector	Every 12 months	
Link	Every 6 months	

PERFORMANCE REQUIREMENTS			
Road	Distress Level	Response Time	Compulsory Intervention Level
Access and Carparks	More than 20% of delineator installations per block missing or defective	100% within 6 months	More than 30% of delineator installations per block missing or defective and/or a risk to public safety
Collector	More than 10% of delineator installations per block missing or defective	100% within 4 months	More than 20% of delineator installations per block missing or defective and/or a risk to public safety
Link	More than 5% of delineator installations per block missing or defective	100% within 4 months	More than 10% of delineator installations per block missing or defective and/or a risk to public safety

	Activity	Code
ACTIVITY SPECIFICATION	FOOTPATH REPAIRS	RFP

#### **ACTIVITY DEFINITION** (What work is included?)

This activity covers the inspection and maintenance of all concrete, asphalt and segmental paving footpaths and associated crossings, located within the road reserve as listed in the roads register. This activity includes the initial make safe of trip hazards, temporary repair of any damaged footpath and the temporary removal of any defects that could constitute a possible safety hazard to footpath users and pedestrians.

This activity also includes sealed bicycle and shared paths.

#### PERFORMANCE DISTRESS & DEFECTS (What do we look for?)

Damaged footpath and trip hazards on footpaths and associated crossings.

#### PERFORMANCE CRITERIA (Why do we do it?)

To provide a safe passage for pedestrians and other users on footpaths and associated crossings.

#### PERFORMANCE STANDARDS (What is required?)

Paved areas to be uniform, free of irregularities, trip hazards, depressions or mounds greater than \*- 40 mm and shaped to shed water from the footpath.

#### WORK METHOD REQUIREMENTS (Our undertaking to provide quality)

Carry out programmed footpath inspections and record vertical trip hazard (rise or fall) in 3 categories – 0-15 mm, 15-40 mm, and > 40 mm.

Make safe all recorded footpath hazard with > 40 mm vertical displacement within 5 days.

Make safe 85% of recorded footpath hazards with 15-40 mm vertical displacement within 9 months, 99% within 12 months.

Program footpath replacement of the recorded make safe footpaths.

## COMMENTS

INSPECTION REQUIREMENTS		
Footpath	Inspection frequency	
Category 1 – Major commercial/shopping	Every 6 months	
areas		
Category 2 – Busy areas (hospitals, aged homes, large public venues, strip shopping centres, etc.), parks & reserves	Every 12 months	
Category 3 – Other residential streets	Every 36 months	

	Activity	Code
ACTIVITY SPECIFICATION	FOOTPATH REPAIRS	RFP

Footpath	Distress/Need Recording Level	Response Time	Compulsory Intervention Level
Category 1	Trip hazard greater than 40 mm	Make safe 100% within 5 working days	Trip hazard greater than 40 mm
	Trip hazards 15-40mm	100% within 12 months	Trip hazards between 15-40mm
Category 2	Trip hazard greater than 40 mm	Make safe 100% within 5 working days	Trip hazard greater than 40 mm
	Trip Hazards 15-40mm	100% within 12 months	Trip hazards between 15-40mm
Category 3	Trip hazard greater than 40 mm	Make 100% within 5 working days	Trip hazard greater than 40 mm
	Trip Hazards 15-40mm	100% within 12 months	Trip hazards between 15-40mm

	Activity	Code
ACTIVITY SPECIFICATION	REPAIR KERB & CHANNE	EL RKC

#### **ACTIVITY DEFINITION** (What work is included?)

This activity covers the inspection and maintenance of all kerb and channel for roads and carparks as listed in the roads register. This activity includes the temporary make safe and repair of any damaged section of kerb and channel.

#### **PERFORMANCE DISTRESS & DEFECTS** (What do we look for?)

Damaged kerb and channel and interrupted longitudinal drainage flow. Damaged or nonaligned kerb and channel that poses a potential risk for damage to vehicle wheels and/or tyres.

#### PERFORMANCE CRITERIA (Why do we do it?)

To ensure that storm water runoff can flow uninterrupted to drainage pits and reduce risk for damage to vehicle wheels and/or tyres.

#### PERFORMANCE STANDARDS (What is required?)

Kerb and channel is to be continuous with no safety hazards, loose or broken sections and formed such that longitudinal flow is not impeded by any irregularity greater than 50 mm.

#### **WORK METHOD REQUIREMENTS** (Our undertaking to provide quality)

Establish traffic and pedestrian control and job safety

Temporarily make safe and repair concrete kerb and channel in accordance with Council's standard drawings.

Where concrete kerb and channel is repaired by cast in place methods, sufficient space shall be allowed for adjacent to the existing kerb for expansion joints of at least 6 mm width. Existing kerb and channel shall be saw cut prior to removal.

Temporary make safes and repairs to bluestone pitcher kerb and channel shall be undertaken in accordance with Council's bluestone policy

## COMMENTS

INSPECTION REQUIREMENTS		
Road	Inspection frequency	
Access and Carparks	Every 36 months	
Collector	Every 12 months	
Link	Every 6 months	

ACTIVITY SPECIFICATION Activity Code

REPAIR KERB & CHANNEL RKC

PERFORM	MANCE REQUIREMENTS	·	·
Road	Distress/Need Recording Level	Response Time	Compulsory Intervention Level
Access and Carparks	Damaged kerb and channel, 50 mm step or misalignment in kerb and channel	Make safe 100% within 9 months	Defect constitutes a hazard to motorists or pedestrians. Misalignment greater than 50 mm
Collector	Damaged kerb and channel, 50 mm step or misalignment in kerb and channel	Make safe 100% within 6 months	Defect constitutes a hazard to motorists or pedestrians. Misalignment greater than 50 mm
Link	Damaged kerb and channel, 50 mm step or misalignment in kerb and channel	, Make safe 100% within 6 months	Defect constitutes a hazard to motorists or pedestrians. Misalignment greater than 50 mm

	Activity	Code
ACTIVITY SPECIFICATION	ROAD LINE MARKING	RLM

## **ACTIVITY DEFINITION** (What work is included?)

This activity includes the inspection and maintenance of pavement line marking. Pavement line marking includes centre lines, lane lines, directional turn arrows, Statcon line markings, chevron markings, parking bays, school and pedestrian crossings. This also includes the remarking of faded line marking that is no longer visible or could possibly be a safety hazard.

This activity does not cover line marking on Arterial Roads.

This activity does not cover road markings at intersections with arterial roads (refer Code of Practice for Operational Responsibility for Declared Freeways and Arterial Roads)

## PERFORMANCE DISTRESS & DEFECTS (What do we look for?)

Worn or faded line marking.

Line marking that is not effective during wet periods or at night

## PERFORMANCE CRITERIA (Why do we do it?)

To provide for adequate road markings for the safe direction and passage of road users during day and night.

## PERFORMANCE STANDARDS (What is required?)

Line marking shall be carried out in accordance with VicRoads standards and Statcon requirements.

## WORK METHOD REQUIREMENTS (Our undertaking to provide quality)

Provide traffic control to AS 1742.3 prior to commencing any work.

Road markings shall be either waterborne paint, solvent borne paint or thermoplastic road marking material to the relevant Australian Standard.

Pavement markings are to be repainted at least once every three years or as required.

# COMMENTS

INSPECTION REQUIREMENTS		
Road	Inspection frequency	
Access and Carparks	Every 36 months	
Collector	Every 12 months	
Link	Every 6 months	

	Activity	Code
ACTIVITY SPECIFICATION	ROAD LINE MARKING	RLM

PERFORM	PERFORMANCE REQUIREMENTS			
Road	Distress Level	Response Time	Compulsory Intervention Level	
Access and Carparks	More than 45% of line marking per block missing or defective	, Repaint 100% within 18 months	More than 50% of line marking per block missing or defective and/or a risk to public safety	
Collector	More than 35% of line marking per block missing or defective	, Repaint 100% within 12 months	More than 40% of line marking per block missing or defective and/or a risk to public safety	
Link	More than 25% of line marking per block missing or defective	Repaint 100% within 9 months	More than 30% of line marking per block missing or defective and/or a risk to public safety	

	Activity	Code
ACTIVITY SPECIFICATION	TRAFFIC ISLAND MAINTENANC	RTI

#### **ACTIVITY DEFINITION** (What work is included?)

This activity covers the inspection and maintenance of all concrete and bluestone kerbed islands located in road reserves and within carparks. This activity includes the repair of any damaged kerbing, and the removal of any defects which could potentially constitute a safety hazard to road users and pedestrians.

#### PERFORMANCE DISTRESS & DEFECTS (What do we look for?)

Damaged kerbing or median noses of traffic management treatments, interrupted longitudinal drainage flow, tripping hazards in hard paved areas.

#### PERFORMANCE CRITERIA (Why do we do it?)

To ensure that traffic management treatments continue to regulate and guide traffic movements without creating potential safety hazards to road users.

#### PERFORMANCE STANDARDS (What is required?)

Infilled or paved area to be compacted and free of depressions or mounds. Kerbing to be continuous with no loose or broken sections and formed such that longitudinal drainage flow is not impeded.

#### **WORK METHOD REQUIREMENTS** (Our undertaking to provide quality)

Establish traffic and pedestrian control and job safety

Repair concrete kerb and channel in accordance with Council's standard drawings.

Where concrete kerb and channel is repaired by cast in place methods, sufficient space shall be allowed adjacent to the existing kerb for expansion joints of at least 6 mm in width. Existing kerb and channel shall be saw cut prior to removal.

Repairs to bluestone pitcher kerb and channel shall be undertaken in accordance with Council's bluestone policy.

Traffic management island infills will be replaced with matching surface medium.

# COMMENTS

INSPECTION REQUIREMENTS	
Road	Inspection frequency
Access and Carparks	Every 36 months
Collector	Every 12 months
Link	Every 6 months

Road	Distress Level	Response Time	Compulsory Intervention Level
Access and Carparks	Damaged traffic island kerbing or infill.  50 mm step or misalignment in island kerbing or paving.	, Make safe 100% within 3 months	When a defect constitutes a potential hazard to road users or pedestrians.  Greater than a 50mm step or misalignment in the traffic management island kerbing or paving
Collector	Damaged traffic island kerbing or infill.  50 mm step or misalignment in island kerbing or paving.	Make safe 100% within 3 months	When a defect constitutes a potential hazard to road users or pedestrians.  Greater than a 50mm step or misalignment in the traffic management island kerbing or paving
Link	Damaged traffic island kerbing or infill.  50 mm step or misalignment in island kerbing or paving.	Make safe 100% within 3 months	When a defect constitutes a potential hazard to road users or pedestrians.  Greater than a 50mm step or misalignment in the traffic management island kerbing or paving

Activity Code

REGULATORY, WARNING & STANDARD SIGNS

RWS

#### **ACTIVITY DEFINITION (What work is included?)**

**ACTIVITY SPECIFICATION** 

This activity covers the inspection and maintenance including minor repair, re-erection and cleaning of signs and supports of regulatory, warning, parking restrictions and standard signs as defined in AS1742, such as speed regulatory signs, advisory speed limit signs, alignment and directional hazard indicators, etc. Maintenance of sign supports is included.

This activity does not include regulatory and warning signs, which refer to an intersection which is on a road for which another road authority is responsible, eg VicRoads.

This activity includes the replacement of worn, faded, damaged or missing signs and support structures when required to meet performance standards.

Very minor trimming of vegetation for enhanced visibility is expected to be performed. All other trimming and pruning will be carried out by Parkswide.

## PERFORMANCE DISTRESS & DEFECTS (What do we look for?)

Signs may be affected by loss of reflectivity, random damage, vandalism, accident damage or inadequate supports, obscured by vegetation, etc.

## PERFORMANCE CRITERIA (Why do we do it?)

To provide adequate information and advanced advice to all approaching road users of regulations, provision of warnings, traffic condition advice ahead, and to promote road user safety.

#### PERFORMANCE STANDARDS (What is required?)

Regulatory and Warning signs are to remain conspicuous to drivers and legible under normal day and night driving conditions.

	Activity	Code
ACTIVITY SPECIFICATION	REGULATO STANDARD	RY, WARNING & RWS

## WORK METHOD REQUIREMENTS (Our undertaking to provide quality)

Perform day inspections on all roads in accordance with the inspection schedule. Daylight inspections shall be included with scheduled road inspections. Records shall be maintained for all inspections.

Replace, clean or repair all signs not clearly legible at night.

Report vegetation that obstructs visibility of any signs within 75 metres of the sign to Parkswide for their immediate action.

Signs shall be washed with environmentally friendly detergents.

Missing signs or signs that are unable to be repaired to adequate function shall be replaced with new signs. Damaged signs are to be repaired as an interim measure until replacement signs are available.

No sign shall be removed until its replacement is available (unless unsafe to do so).

All signs shall be supplied and erected in accordance with the relevant standard AS1742 (all parts).

# COMMENTS

INSPECTION REQUIREMENTS	
Road	Inspection frequency
Access and Carparks	Every 36 months
Collector	Every 12 months
Link	Every 6 months

PERFORM	PERFORMANCE REQUIREMENTS			
Road	Distress Level	Response Time	Compulsory Intervention Level	
Access & carparks	Sign legend is illegible at 150 m under low beam or in daylight or sight distance criteria not met.	Replacement 100% within 6 months	Sign missing or sign legend is illegible	
Collector	Sign legend is illegible at 150 m under low beam or in daylight or sight distance criteria not met.	Replacement , 100% within 4 months	Sign missing or sign legend is illegible	
Link	Sign legend is illegible at 150 m under low beam or in daylight or sight distance criteria not met.	Replacement , 100% within 4 months	Sign missing or sign legend is illegible	

	Activity	Code
ACTIVITY SPECIFICATION	BICYCLE AND SHARED PATH REPAIRS	BSP

#### **ACTIVITY DEFINITION** (What work is included?)

This activity covers the inspection and maintenance of all off road constructed bicycle and shared paths in concrete, asphalt and brick and unconstructed bicycle and shared paths, located within parks and reserves as listed in the Road Register. This activity includes the initial make safe of trip hazards, removal of pot holes, temporary repair of any damaged path and the temporary removal of any defects and hazards, including adjacent trees along the pathways and adjacent lateral and vertical clear zones that could constitute a possible safety hazard to cyclists, users and pedestrians.

#### PERFORMANCE DISTRESS & DEFECTS (What do we look for?)

Damaged bicycle and shared path including pot holes, trip hazards and significant erosion on bicycle paths and shared pathways, including obstructions and hazards within and along the pathway lateral and vertical clear zones.

## PERFORMANCE CRITERIA (Why do we do it?)

To provide a safe passage for cyclists, pedestrians and other users on shared pathways and bicycle paths.

#### PERFORMANCE STANDARDS (What is required?)

Constructed paths to be uniform, free of irregularities, trip hazards, significant depressions or mounds greater than  $^{+}$ - 40 mm and shaped to shed water from the bicycle and shared paths. Bicycle paths to be free of pot holes greater than 35 mm deep and / or diameter greater than 150mm.

Constructed and unconstructed paths are to maintain a vertical clearance of 2.5m measured from the path riding surface to the overhead obstruction over the path, including overhanging tree branches for new and existing paths.

Constructed and unconstructed paths are to maintain a lateral clearance of 1.0m (0.5m absolute minimum) measured from both edges of the path for all new "major and minor" path constructions and 0.5m for all new "local" path constructions.

Unconstructed paths to be free of trip hazards, significant depressions or substantive erosion and shaped to shed water from the bicycle and shared paths.

Following significant storm (rain) events all un constructed paths to be inspected within 30 days and made safe within 45 working days.

## **WORK METHOD REQUIREMENTS** (Our undertaking to provide quality)

Carry out programmed bicycle and shared path inspections of all constructed paths and record vertical trip hazard (rise or fall) of 15-40 mm, and > 40 mm.

Make safe all recorded bicycle and shared path hazards with > 40 mm vertical displacement within 30 days.

Make safe all recorded bicycle pot holes greater than 35mm and / or diameter greater than 150mm within 30 days.

	Activity	Code
ACTIVITY SPECIFICATION	BICYCLE & SHARED PATH REPAIRS	BSP

Make safe 85% of recorded bicycle and shared path hazards with 15-40 mm vertical displacement within 12 months, 99% within 15 months.

Program bicycle and shared path replacement from the recorded make safes.

Carry out programmed bicycle and shared path inspections of all unconstructed paths every three years and carry out programmed bicycle and shared path inspections of all unconstructed paths and record trip hazards, significant depressions or substantive erosion and make safe all recorded bicycle and shared path hazards within 30 days.

Prune overhanging tree branches that encroach into the vertical clearance zone for constructed and unconstructed paths within 14 days.

Maintain a lateral clearance of 1.0m (0.5m absolute minimum) measured from both edges of the path for all new "major and minor" path constructions and 0.5m for all new "local" path constructions within 30 days.

	Activity	Code
ACTIVITY SPECIFICATION	BICYCLE AND SHARED PATH REPAIRS	BSP

COMMENTS	

INSPECTION REQUIREMENTS		
Path	Inspection frequency	
Bicycle and shared path – off-road (Major)	Every 12 months	
Bicycle and shared path off road (Minor &	Every 36 months	
Local)		
Un constructed shared & bicycles paths	Every 36 months	

PERFORMANCE REQUIREMENTS			
Path	Distress/Need Recording Level	Response Time	Compulsory Intervention Level
Sealed Shared Path	Trip hazard greater than 40 mm	100% within 30 working days	Trip hazard greater than 40 mm
	Trip hazards 15-40mm	100% within 15 months	Trip hazards between 15-40mm
	Pot holes greater than 35mm and / or diameter greater than 150mm.	Make safe within 30 days	Pot holes greater than 35mm and / or diameter greater than 150mm
	Overhanging tree branches	Prune within 14 days	Vertical clearance minimum of 2.5m from the riding surface
	Overgrown vegetation and adjacent trees at new paths	Clear lateral obstruction within 30 days	Lateral clearance of 1.0m (0.5m absolute minimum) for new Major and Minor paths and 0.5m for local paths
Unsealed Shared Paths	Significant trip hazards, significant depressions or substantive erosion	Make safe within 30 working days.	Significant trip hazards, significant depressions or substantive erosion
	Following storm events	Inspect within 30 working days. Make safe within 45 working days	Following storm events, make safe defects within 45 days
	Overhanging tree branches	within 14 days	Vertical clearance minimum of 2.5m from the riding surface
	Overgrown vegetation and adjacent trees at new paths	Clear lateral	Lateral clearance of 1.0m (0.5m absolute

	Activity	Code
ACTIVITY SPECIFICATION	BICYCLE & SHARED PATH REPAIRS	BSP

		obstruction within 30 days	minimum) for new Major and Minor paths and 0.5m for local paths
Constructed Bike Paths	Pot holes greater than 35mm and / or diameter greater than 150mm.	Make safe within 30 working days	Pot holes greater than 35mm and / or diameter greater than 150mm
	Vertical rise greater than 40 mm	100% within 30 working days	Vertical rise / fall greater than 40 mm
	Overhanging tree branches	Prune within 14 days	Vertical clearance minimum of 2.5m from the riding surface
	Overgrown vegetation and adjacent trees at new paths	Clear lateral obstruction within 30 days	Lateral clearance of 1.0m (0.5m absolute minimum) for new Major and Minor paths and 0.5m for local paths

ACTIVITY SPECIFICATION

ACTIVITY SPECIFICATION

ACTIVITY SPECIFICATION

BICYCLE & SHARED PATH REPAIRS

BSP

	<u> </u>		6
Unconstructed	Significant trip hazards, significant	Make safe	Significant trip
Bike Path	depressions or substantive erosion	within 30	hazards, significant
		working	depressions or
		days.	substantive erosion
		Inspect	
		within 15	
		working	
	Following storm events	days	Significant trip
			hazards, significant
		Inspect	depressions or
		within 15	substantive erosion
		working	
		days. Make	
	Overhanging tree branches	safe within	Vertical clearance
	5 5	45 working	minimum of 2.5m
		days	from the riding
			surface
		Prune	
	Overgrown vegetation and adjacent	within 14	Lateral clearance of
	trees at new paths	days	1.0m (0.5m absolute
	1		minimum) for new
			Major and Minor
		Clear lateral	paths and 0.5m for
		obstruction	local paths
		within 30	F
		days	
		,-	

	_	, , , , , , ,	•
ACTIVITY SPECIFICATION		DRAINA	•

Activity	C	ode	
DRAINAGE PIPES AND PITS	5	DPP	

#### **ACTIVITY DEFINITION** (What work is included?)

This activity covers the inspection and maintenance standards for drainage pipes and pits on roads that are on Council's Roads Register and where Council is the responsible road authority as defined in the Road Management Act 2004 Code of Practise Operational Responsibility For Public Roads, Division 4 – Drainage.

## PERFORMANCE DISTRESS & DEFECTS (What do we look for?)

Blockages in drainage pipes and pits.

Structural defects in drainage pipes and pits.

## PERFORMANCE CRITERIA (Why do we do it?)

To provide adequate drainage for roads.

## PERFORMANCE STANDARDS (What is required?)

The drainage pits and pipes should be fully functioning and operational.

## **WORK METHOD REQUIREMENTS** (Our undertaking to provide quality)

Council inspects all roadside entry pits at least annually. Small amounts of rubbish detected will be removed at the time of inspection. If there is a large amount of rubbish detected, the location will be recorded and forward to the Pit Cleaning Crew to remove using the Pit Suction truck. After removing the rubbish, the crew will inspect the sections of pipe that can be seen from the pit. If there are further blockages in the pipe, this will recorded and the Pipe Clearing truck will be used to clear the blockages.

#### **COMMENTS**

The response times outlined in the schedule below do not apply during periods of significant storm events, which have a tendency to extend maintenance activity time frames.

INSPECTION REQUIREMENTS	
Road Inspection frequency	
Access and Carparks	Every 12 months
Collector	Every 12 months
Link	Every 12 months

PERFORM	PERFORMANCE REQUIREMENTS		
Road	Distress Level	Response	Compulsory
		Time	Intervention Level
Access and Carparks	Blocked stormwater drainage pipe and pits on roads.	Clear, 100% within 6 months	Significant water ponding on the road or major failure of drainage pipes or pits
	Damaged stormwater drainage pits on	Repairs, 100% within 6 months	on the road.

	Activity	Code
ACTIVITY SPECIFICATION	DRAINAGE PIPES AND PIT	S DPP

	roads		
Collector	Blocked stormwater drainage pipe and pits on roads.	Clear,100% within 6 months Repair 100% within	Significant water ponding on the road or major failure of drainage pipes or pits on the road.
	Damaged stormwater drainage pits on roads	6 months	
Link	Blocked stormwater drainage pipe and pits on roads.	Clear,100% within 6 months Repair 100% within	Significant water ponding on the road or major failure of drainage pipes or pits on the road.
	Damaged stormwater drainage pits on roads	6 months	



# **ROAD MANAGEMENT PLAN**

# Schedule 7

# **Roads Budget**

# **Revision & Adoption Schedule**

Revision	Prepared by	Checked by	Adopted	Comments
Final	AM	IG	Council,	Formal
			25 October	adoption
			2004	
Revision 1	MF	IG	Council, 2	Formal
			October 2009	adoption
Revision 2	MF	IG	Council, 17	Formal
			August 2015	adoption

## **SCHEDULE 7 - ROADS BUDGET**

Council provides funding for preventative and reactive maintenance of the roads, footpath, kerb and channel and car park assets. This funding comes from Council's general revenue and grants that are received. Council allocates funds taking into account the income available to Council and the relative priorities of all expenditure requests. Funding is set aside in two sections of the Annual Budget as follows:

- Recurrent Budget provides funds for routine inspections, servicing and maintenance of roads, paths and other infrastructure defined in the Plan; and
- Capital Budget provides funds for the planned renewal and refurbishment of existing road and pathway infrastructure on a cyclic basis and new roads and pathways.

The 20014/2015 Operational and Capital Works Budget for road and footpath infrastructure is indicated below. The amounts allocated will vary for each year depending on annual budget considerations.

	Description	Amount
Local Roads	Survey and design for road reconstructions	\$60,000
Local Roads	Local roads rehabilitation	\$2,100,000
Local Roads	Local roads reconstruction	\$1,670,000
Local Roads	Upgrade data incl. roughness testing	\$100,000
Footpaths	Upgrade of damaged footpaths, Construction of new footpaths	\$2,090,000
Traffic Treatment	affic Treatment Various traffic treatment projects	
Public Lighting	Public lighting improvement projects	\$36,000
Car Parks	Improvement to existing car park projects	\$30,000
Local Roads Road and pathway maintenance		\$941,053
Local Roads	ocal Roads Street sweeping	
Local Roads Traffic signs, linemarking, roadside furniture		\$519,216
Local Roads	Emergency response	\$80,212
	Total	\$7,646,489



# **ROAD MANAGEMENT PLAN**

# **Schedule 8**

# **Occupational Health & Safety**

# **Revision & Adoption Schedule**

Revision	Prepared by	Checked by	Adopted	Comments
Final	AM	IG	Council,	Formal
			25 October	adoption
			2004	
Revision 1	MF	IG	Council, 2	Formal
			October 2009	adoption
Revision 2	MF	IG	Council, 17	Formal
			August 2015	adoption

# **SCHEDULE 8 - OCCUPATIONAL HEALTH & SAFETY**



# OCCUPATIONAL HEALTH & SAFETY POLICY & PROCEDURE MANUAL

**FEB 2009** 

INDEX OF OCCUPATIONAL HEALTH AND SAFETY POLICIES

OHS RISK MANAGEMENT
OHS MANAGEMENT RESPONSIBILITIES
ISSUE RESOLUTION PROCEDURE
OHS PERSONNEL SKILLS REGISTER
HEALTH & SAFETY CONSULTATIVE MECHANISMS
OHS INFORMATION SOURCES
OHS PROMOTION AND PUBLICITY
INCIDENT & ACCIDENT REPORTING AND INVESTIGATION
RETURN TO WORK / OCCUPATIONAL REHABILITATION PROCESS
INFECTIOUS DISEASES AND THE WORKPLACE
SMOKE FREE WORK ENVIRONMENT
THERMAL CONDITIONS & SUN PROTECTION
RISK CONTROL PLAN
VEHICLE LICENSING
DRUGS AND ALCOHOL IN THE WORKPLACE
OHS/RISK MANAGEMENT INDUCTION PROGRAM
MANUAL HANDLING
NOISE MANAGEMENT
PLANT (EQUIPMENT) SAFETY PROGRAM
CONTRACTOR MANAGEMENT
PURCHASING & OHS
PRE - PURCHASE CHECKLIST FOR NEW/MODIFIED PLANT & EQUIPMENT
WORKING AT HEIGHTS
RISK IDENTIFICATION, ASSESSMENT & CONTROL
WORKPLACE FIRST AID PROCEDURE
MANAGEMENT OF HAZARDOUS SUBSTANCES
FORMATION OF DESIGNATED WORK GROUPS AND ELECTION OF HEALTH & SAFETY REPRESENTATIVES
WRITING AND REVIEW OF OCCUPATIONAL HEALTH & SAFETY POLICIES AND PROCEDURES
PROVISION AND USE OF PERSONAL PROTECTIVE EQUIPMENT & CLOTHING
SAFE WORKING IN CONFINED SPACES
TAG OUT / LOCK OUT
RIGHT OF ENTRY BY AUTHORISED REPRESENTATIVES
WORKING ALONE
EQUIPMENT & CLOTHING

## **OHS RISK MANAGEMENT**





# **ROAD MANAGEMENT PLAN**

# Schedule 9

# Service Requests Management System

# **Revision & Adoption Schedule**

Revision	Prepared by	Checked by	Adopted	Comments
Final	AM	IG	Council,	Formal
			25 October	adoption
			2004	
Revision 1	MF	IG	Council, 2	Formal
			October 2009	adoption
Revision 2	MF	IG	Council, 17	Formal
			August 2015	adoption

# SCHEDULE 9 - SERVICE REQUESTS MANAGEMENT SYSTEM

The system for responding to customer requests is shown diagrammatically on the following page.

Council records all incoming customer requests on a computerised system known as PATHWAY.

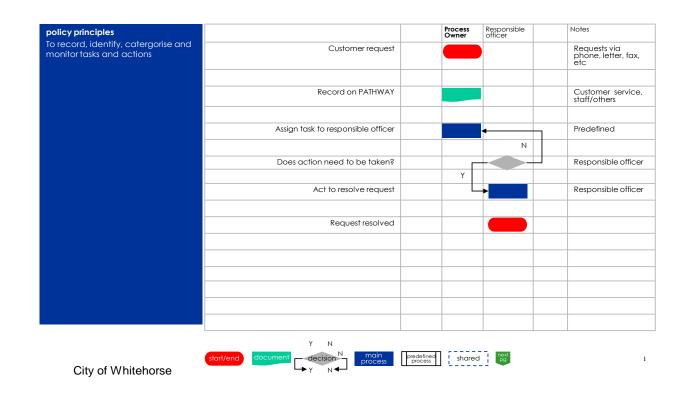
Information on the PATHWAY system is provided in the following pages.

A copy of Council's General Principles and Procedures for responding to Customer's Requests, Enquiries and Complaints is included in this Schedule.

Council Meeting Agenda 12 May 2025

# 10.3 - ATTACHMENT 2. Current RMP 27 July 2015

# Service Requests Management System Ensure customer requests are recorded and attended to



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# GENERAL PRINCIPLES AND PROCEDURES FOR RESPONDING TO CUSTOMER'S REQUESTS, ENQUIRIES AND COMPLAINTS

## INTRODUCTION

At Council, we are committed to meeting the needs of the community and providing excellence in customer service. Our Customer Service Charter sets out how we propose to meet these commitments to our customers.

#### Council's Values

We are committed to upholding and expressing the following values in our day-to-day actions and decisions, and in our interactions with others:

- <u>Community consultation</u>: ensuring that members of our community are sufficiently informed and able to contribute to Council's decision-making processes.
- <u>Democracy and leadership</u>: recognising and valuing community participation in Council's decision-making as well as Council's role in providing leadership to the community.
- <u>Equity and social justice</u>: sharing the benefits and burdens of living in Whitehorse, celebrating our cultural diversity and paying attention to the needs of our disadvantaged residents.
- <u>Integrity</u>: making decisions and acting in ways that reflect our values.
- Openness and accountability: being transparent in decision-making, Council welcomes public scrutiny and community feedback.
- <u>Sustainability</u>: making decisions about our social, economic, built and natural environments that will benefit both present and future generations.
- Wellbeing: developing a community that is aware of, and seeks to achieve, personal and community wellbeing.

## **CONTACTING COUNCIL**

There are several ways of contacting the Council to make a request or an enquiry or to lodge a complaint;

**Phone:** 9262 6333 (24 hours, 7 days a week)

Fax: 9262 6490

Email: customer.service@whitehorse.vic.gov.au

Website: www.whitehorse.vic.gov.au

Postal Address - Locked Bag 2, Nunawading Delivery Centre Vic 3110 Australia

Interpreter service phone: 131 450 (language other than English)

For deaf or hearing impaired people, call our TTY service on 9262 6325

#### In Person:

Whitehorse Service Centre (Civic Centre) 379-397 Whitehorse Road Nunawading VIC 3131 Hours: weekdays from 8.30am-5.30pm

The cashiers is open for payment weekdays from 8.40am-5pm

Forest Hill Service Centre Shop 130, Forest Hill Chase Shopping Centre Canterbury Road Forest Hill VIC 3131

Hours: weekdays from 9am-5pm. Saturday open from 9am-12pm

Box Hill Service Centre Box Hill Town Hall 1022 Whitehorse Road Box Hill VIC 3128

Hours: weekdays from 9am-5pm

## **Communicating with Council**

#### We are committed to:

- Responding promptly to your enquiries, including:
- Answering 85% of all calls within the first 20 seconds or placing you on hold within 30 seconds when all lines are busy;
- o Responding to your phone messages as soon as possible or within 48 hours;
- Acknowledging your presence at our customer service centres within three minutes;
- Answering your query at the first point of contact. If we are unable to do so, we will research your request and respond to you within 24 hours (subject to the complexity of your query);
- Acknowledging your correspondence (letter, email, fax or online request) within seven days; and
- Providing a resolution to your correspondence within seven to 30 days. If we are unable to provide a resolution to your correspondence within these timeframes, we will communicate this to you.
- Being courteous, cooperative and professional at all times;
- Providing you with current, accurate, accessible and easy to understand information;
- · Being punctual and meeting agreed appointment times;
- Providing access to translation and interpreting services when required for non-English speaking residents
- Providing a 24-hour service through after-hours general information and emergency contact with non-urgent messages processed the next business day; and
- Providing information in accessible formats to meet the needs of residents, ie.
   Large print, community languages, NRS (National Relay Service) and TIS (Translating & Interpreting Service).

#### **Monitoring Quality of Service and Performance**

#### We are committed to:

- Continuously monitoring and seeking to improve the quality of service to our customers;
- Reviewing customer service policies and practices annually to ensure that we deliver on our commitments to you;
- Implementing community satisfaction surveys and reporting results;
- Publishing details of how we performed against the service standards in this charter in Council's Annual Report;
- Recording all queries in our Customer Service Request/Records Management System (allocating each query a reference number);
- Ensuring that all communication with you is in line with our corporate standards policy; and
- Welcoming suggestions regarding improvements to services and taking on board any feedback regarding the standard of service you have experienced.

## **Privacy Board**

#### We are committed to:

- Respecting the privacy of individuals and complying with the Information Privacy Act 2000 (Vic) in the collection, use, storage, management, provision of access and disposal of information; and
- Providing you with access to documents about your personal affairs that we have on record in accordance with the *Freedom of Information Act 1982* (Vic).

## **COMPLAINT RESOLUTION**

Complaints will be resolved in accordance with Council's Complaint Resolution Policy.

# **NOTE**

Council's Customer Service Charter sets the service expectations across the organisation and progressively individual departments are incorporating service standards specifically for their services in line with the Charter.



# **ROAD MANAGEMENT PLAN**

# **Schedule 10**

# Risk Management Policy & Strategy

# **Revision & Adoption Schedule**

Revision	Prepared by	Checked by	Adopted	Comments
Final	AM	IG	Council,	Formal
			25 October	adoption
			2004	
Revision 1	MF	IG	Council, 2	Formal
			October 2009	adoption
Revision 2	MF	IG	Council, 17	Formal
			August 2015	adoption

# SCHEDULE 10 - RISK MANAGEMENT POLICY AND STRATEGY

## Risk Management Policy & Strategy 2013

#### **Policy Statement**

Whitehorse City Council acknowledges that it has an obligation to our Community to:

- Provide a safe environment for all staff, residents and visitors;
- Manage its financial resources in a responsible manner;
- Comply with all legislation relevant to Local Government activities; and
- Maintain and protect its physical assets.

Efficient and effective management of risk is critical to Whitehorse City Council meeting these obligations and achieving its objectives. This policy reflects Whitehorse City Council's commitment to sound Risk Management principles and practices.

Whitehorse City Council recognises that Risk Management is an essential business strategy for current and future operations of the organisation and is fundamental to Council's ability to deliver on its strategic objective of strong leadership and governance in partnership with the community and supported through regional collaboration.

#### **Definition**

Risk Management is a systematic method of identifying, evaluating and treating risks associated with Council's activities, functions and processes. Risk Management seeks to both minimise risk and maximise opportunities. The purpose of a Risk Management Policy and Strategy is to enable Council to fulfil its corporate objective of providing good governance.

The Risk Management process is a part of good management practice and is not an add-on.

Council's Risk Management Policy and Strategy, guided by the Risk Management Standard ISO 31000-2009 seeks to develop a systematic approach to:

- · Identify and prioritise risks
- · Develop and implement responses to minimise risks
- Link risk assessment issues both to operational and strategic plans; and
- Determine the level of resourcing required to respond to specific risk categories.

The implementation is supported at three levels by:

 A Risk Management Committee tasked with providing corporate and strategic leadership;

- Council's Compliance Department that provides an operational resource both to the Committee and to the organisation in the identification, assessment and responses to risk;
- Department managers who assess, monitor, review and apply a risk management strategy in their areas of operation; and
- A software database program that enables managers, team leaders and supervisors
  to document and assess individual risks and monitor their responses to these risks.
  This software database also provides the Risk Management Committee together with
  the organisation with the tools to identify and prioritise risks and to monitor and
  evaluate Council's response to these risks.

A critical role of Council's Compliance Department is to provide training to managers, team leaders, supervisors and other staff on Risk Management methodology, awareness and the management of risks within areas of responsibility. This training program is conducted using one-to-one, E Learning and group training techniques and is incorporated into Council's training calendar.

#### **Objectives**

Risk is defined as the chance of something happening that may have an impact on organisational objectives. It arises due to uncertainty about the future and can have financial, reputational and/or operational consequences. Large unmitigated risks can adversely impact Council's stakeholders and its ability to achieve its strategic, operational, financial and regulatory objectives. Council recognises that while risk is inherent in all its activities, the management of these risks is good business practice and integral to sound corporate governance.

Risk management is a systematic process that involves establishing the context of risk management, identifying, analysing, treating risks, periodic monitoring and communication.

The application of risk management considerations, principles and practices aims to assist Council to deliver quality services, improve decision making, set priorities for competing demands and resources, minimise the impact of adversity and loss, ensure regulatory compliance and support the achievement of Council's objectives for the benefit of the community.

Council is committed to formal, systematic and proactive management of risk.

## **Risk Management Framework**

The implementation of a risk management framework that is appropriate to Council's activities and operating environment, provides for an effective process for the identification, analysis and management of impacts, both negative and positive, on finances, people, business processes and systems, the environment and reputation and image, thereby supporting sustainability and safeguarding Councils assets including people, finances, property and reputation. The risk matrix attached details the intervention levels for identified risks.

This is achieved through:

- Programs that demonstrate the application of the Risk Management process as detailed in the Risk Management Standard, ISO 31000-2009, which aligns with industry best practice including:
  - Maintenance of Council's Risk Management Procedures;
  - Maintenance of Council's Risk Registers;
  - Conducting formal risk assessments:
  - Periodic review of the Risk Management framework; and
  - Periodic review of Council's risk appetite

- Consultation and communication with the organisation's executive, managers, staff, Internal Audit Committee and Internal Auditor; and
- Ensuring resources and operational capabilities are identified and deployed responsibly and effectively.

#### **Embedding Risk Management**

Council is committed to the full integration of Risk Management practices into Council's strategic and operational planning processes ensuring a strong risk management culture exists and will undertake a range of activities to help promote and embed risk management practices by:

- Maintenance and promotion of Council policies and procedures that complement risk
  management such as fraud and corruption prevention, business continuity planning,
  occupational health and safety management and code of conduct;
- Aligning and linking risk management to Council's management plan activities, operational processes and risk management objectives;
- · Allocation of sufficient funding to risk management at a department and team level;
- · Provision of information and training to staff;
- · Effective consultation and communication with all levels of the organisation;
- Ensuring all staff are aware of and effectively exercise their risk management responsibilities by including risk management requirements in position descriptions and staff performance evaluations; and
- Discussion of risk management issues at team meetings

#### Stakeholders

Council, in acknowledging its obligations to Risk Management, shall consult with and consider all Stakeholders including the community, Mayor and Councillors, management, staff and contractors along with its responsibilities to Federal & State Government expectations and spending of funding or grants.

#### Responsibilities

All employees and service providers are responsible for applying Risk Management practices in their area of work ensuring that the City of Whitehorse effectively manages risks associated with Council's operations and specifically:

- The Chief Executive Officer has the ultimate responsibility for ensuring that risk is managed across the Council;
- The Chief Executive Officer and General Manager Corporate Services are responsible for monitoring the corporate implementation of the Risk Management Policy and Strategy;
- The General Manager, Corporate Services is the Senior Executive responsible for overseeing the development of a Risk Management culture, framework and process throughout the Council;
- General Managers are responsible for their division's Risk Management performance, including implementation of the strategy and ensuring appropriate resources for Risk Management actions are made available and ensuring effective monitoring, reviews and reporting are undertaken;

- The Audit Committee reviews management's approach to risk, in particular risks associated with the core activities of Council and the review of Council's overall Risk Management Strategy, ensuring that periodic assessments are undertaken and control measures are established, and their effectiveness is monitored and reviewed;
- The Manager Compliance is responsible for championing, establishing and facilitating a
  working Risk Management framework, strategy and corporate program, facilitating its
  implementation and monitoring corporate Risk Management performance; and
- Each manager is accountable for implementing the Risk Management Policy through appropriate action plans in their area of responsibility.

## **Monitoring & Review**

Whitehorse City Council will actively manage its known risks and identify potential risks through the monitoring and reviewing of activities as they relate to risk.

Corporate, strategic and operational risks have been identified and are regularly considered through:

- Identifying the percentage of risk register entries/controls acted on by target date;
- Reporting of the number of risk register review sessions, training sessions and advisory service work done for departments by the Risk Management Coordinator/Compliance Department;
- · Acting on Audit Committee Risk Management item outcomes and recommendations; and
- The provision (for external audits) of agendas and minutes of the Audit Committee items discussing Risk Management.

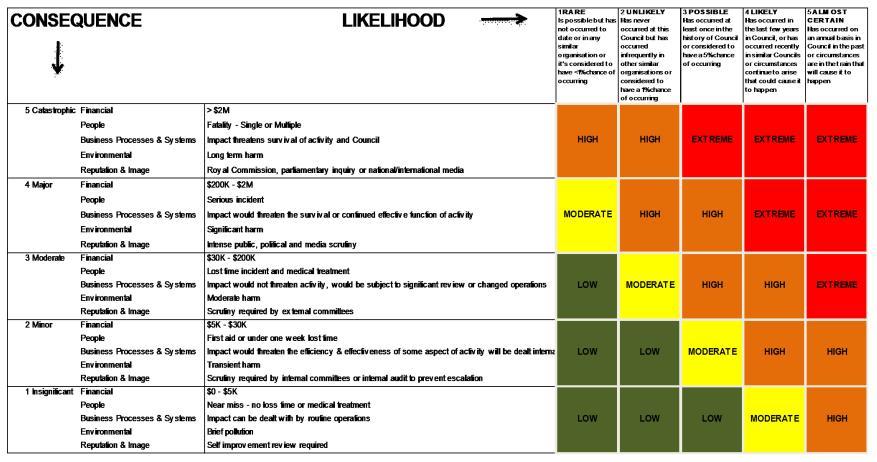
**Chair Risk Management Committee** 

November 2013

Council Meeting Agenda 12 May 2025

# 10.3 - ATTACHMENT 2. Current RMP 27 July 2015

# **RISK MATRIX**







Requires detailed research, planning and decision making at senior levels of managem Senior management attention and action needed.

Management responsibility must be specified

No major concern and can be managed by roufine procedures

# 10.3 - ATTACHMENT 3. Part 1 RMP 2025 amendments - General

Attachment 3 - Part 1 Summary of proposed amendments to Road Management Plan 2025 - General

The following list is a summary of proposed amendments to Council's Road Management Plan (RMP) from the current version that was adopted as amended by Council on 17 August 2015 (version dated 27 July 2015):

No.	Section	Amendments
1	Throughout	The RMP document has been changed to the new template prepared by MAV Insurance.
		MAV Insurance developed a template for all its members to ensure each council that has a plan that is reasonable, compliant and comparable to other councils.
		The new template:
		Contains all the crucial information and necessary wording to keep it in line with current best practices and legal advice.
		Includes clear, measurable standards, to monitor compliance – and demonstrate that compliance through records of relevant activities.
		Is realistic, thereby allowing resources to be reallocated to higher-risk areas, achieving increased efficiencies and cost savings.
		Is practical and usable for Council's asset managers.
4	Throughout	Included reference to Road Management (General) Regulations 2016 that were published after the RMP was adopted. The requirements of these Regulations have been included throughout the RMP. Updated reference to Local Government Act 2020.
8	Current Schedule 2 Road Hierarchy  Proposed – Register of Public Roads	Tables with lists of roads in each hierarchy have been removed, as this is included in the Register of Public Roads, published on Council's website.
9	Current Schedule 3 Footpath (On-road) Hierarchy  Proposed – Register of Public Roads	Tables with lists of footpaths in each hierarchy have been removed, as this is included in the Register of Public Roads, published on Council's website.
10	Current - Schedule 3 Footpath (On-road) Hierarchy	Updated definition and reference to responsibilities including 'roadside', 'vehicle crossings', and 'single property stormwater

# 10.3 - ATTACHMENT 3. Part 1 RMP 2025 amendments - General

Attachment 3 - Part 1 Summary of proposed amendments to Road Management Plan 2025 - General

		drains. This is not a shange to the surrent
	Dramand 2.6.4	
	•	practice and regulations.
11	Proposed – 2.6.4 Obligation of others Current - Schedule 3 Footpath (On-road) Hierarchy Proposed – Register of Public Roads	drains'. This is not a change to the current practice and regulations.  The following changes have been made to the footpath schedule (that is now included in the Register of Public Roads): Category 1:  Included Pippard Street as part of the Box Hill Central Area.  Included Whitehorse Road, Station Street and Colombo Street as part of Mitcham Shopping Centre.  Changed Mega Mile to Category 2 and retained sections of Whitehorse Road, like at Mitcham, as part of the Category 1 area.  Category 2 – Larger Shopping Areas  Removed sections of Blackburn Station Village and included them as part of Category 1.  Removed small shopping strips with less than 10 shops, that do not have a high pedestrian use. These will be inspected as Category 3. For example, Woodhouse and Elgar Road Shops (6 shops), Indra and Baratta Street Shops (8 shops), Mount Pleasant Road Shops (9 shops), McKeon Road and Quarry Road Shops (8 shops), Second Avenue Shops (9 shops), Weeden and Wildwood Shops (1 shop), Oakwood Shops (5 shops)  Added Box Hill South Shopping Centre and Vermont East Shopping Centre. These are larger shopping strips on busy arterial roads.  Category 2 – Around Hospitals and Care Facilities  Added Peter James Centre to hospitals.
		Facilities - Added Peter James Centre to hospitals Removed reference to the few hostels,
		retirement villages and centres. These centres are self-contained compounds, and the pedestrian use on the footpaths adjacent are very low and will be reviewed as part of Category 3.
		Category 3 – Council facilities  - Removed Council facilities where there is very low use of footpaths, or there are not defined footpaths, or the footpaths are to do with the building or facility.

## 10.3 - ATTACHMENT 3. Part 1 RMP 2025 amendments - General

Attachment 3 - Part 1 Summary of proposed amendments to Road Management Plan 2025 - General

12	Current - Schedule 4 Bicycle and Shared Pathways (Off-road) Hierarchy	Tables with lists of pathways in each hierarchy have been removed, as this is included in the Register of Public Roads, published on Council's website.
	Proposed – Register of Public Roads	
13	Current - Schedule 4 Bicycle and Shared Pathways (Off-road) Hierarchy	Removed Lookout Trail / Dandenong Creek Trail from Major Path and included the section along Burwood Highway south side as Minor Path.
	Proposed – Register of Public Roads	Added Pipetrack to Minor Path.
14	Current - Schedule 5 Standards for Construction  Proposed – not required	Schedule removed from document. It is not required to be included. The various standards and guidelines are referenced throughout the document.
15	Current - Schedule 6 Inspection and Maintenance Standards  Proposed – Attachment 4:	Now includes inspection requirements and frequencies for reactive requests for service, as well as proactive inspections.
	Inspection Requirements Attachment 5: Inspection Frequencies	
16	Current - Schedule 6 Inspection and Maintenance Standards Proposed – Attachment 5: Inspection Frequencies	Proactive Inspection Frequency – details of changes provided in <a href="Attachment 3">Attachment 3</a> (Part 2):  - Changed inspection frequency for kerb and channel to be based on footpath classification, not based on road classification. Kerb and channel is inspected at the same time as footpaths. The greater risk is for pedestrians, compared to vehicles. This change reflects current practice.  - Added proactive inspection frequency for bridges.
17	Current - Schedule 6 Inspection and Maintenance Standards Proposed – Attachment 6:	<ul> <li>Standards of Maintenance:</li> <li>Generally changed words from 'make safe' to 'repair'.</li> <li>Details of changes provided in <u>Attachment</u> <u>3 (Part 2)</u> attached. These are shown as</li> </ul>
	Defect Intervention Levels and Repair Timeframes	tracked changes
18	Current - Schedule 7 Roads Budget	Schedule removed from document. It is not required to be included. It is published as a

## 10.3 - ATTACHMENT 3. Part 1 RMP 2025 amendments - General

Attachment 3 - Part 1 Summary of proposed amendments to Road Management Plan 2025 - General

		separate document as part of the Annual
	Proposed – not required	Budget.
19	Current - Schedule 8	Schedule deleted and references included in
	Occupational Health and	main document.
	Safety	
	Proposed – throughout	
	document	
20	Current - Schedule 9	Schedule deleted and references included in
20	Service Requests	main document.
	Management	main doddmont.
	System	
	Oystem	
	Proposed throughout the	
	Proposed – throughout the document	
0.4		
21	Current - Schedule 10	Schedule deleted and references included in
	Risk Management Policy &	main document.
	Strategy	
	Proposed – throughout the	
	document	

Continued – refer to Attachment 4 (Part 2) and Attachment 5 (Part 3)

## 10.3 - ATTACHMENT 4. Part 2 RMP 2025 amendments - Inspection Standards

Attachment 4 - Part 2 Summary of proposed amendment to Road Management Plan 2025 – Inspection Frequencies

Was RMP 2015 - Schedule 6 - Inspection and Maintenance Standards.

Now RMP 2025 – Attachment 5: Inspection Frequencies. Reactive inspections now added.

Tracked changes indicate proposed amendments from current standards in RMP 2015.

ASSET	SCHEDULED DEFECT INSPECTION - PROACTIVE		
Road Pavement			
Link Roads- Category 1	Once within a 6-month period		
Collector Roads - Category 2	Once within a 12-month period		
Access Roads - Category 3	Once within a 36-month period		
Kerb and Channel			
Kerb and Channel adjacent to Footpaths - Category 1	Once within a 6month period		
Kerb and Channel adjacent to Footpaths - Category 2	Once within a 12month period		
Kerb and Channel adjacent to Footpaths - Category 3	Once within a 36month period		
Link Roads	Every 6 months		
Collector Roads	Every 12 months		
Access Roads	Every 3 years		
Drainage			
Link Roads	Once within a 12-month period		
Collector Roads	Once within a 12-month period		
Access Roads	Once within a 12-month period		
Pathways			
Footpaths - Category 1	Once within a 6-month period		
Footpaths - Category 2	Once within a 12-month period		
Footpaths - Category 3	Once within a 36-month period		
Bicycle and Shared Paths – Major Recreational and Urban Commuter Path	Once within a 12-month period		
Bicycle and Shared Paths – Minor Recreational and Urban Commuter Path & Local Access Path	Once within a 36-month period		
Bicycle and Shared Paths – Local Access Path	Once within a 36-month period		
Unconstructed Bicycle and Shared Paths	Once within a 36 month period		
Traffic Signs			
Link Roads - Category 1	Once within a 6-month period		
Collector Roads - Category 2	Once within a 12-month period		
Access Roads - Category 3	Once within a 36-month period		

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## 10.3 - ATTACHMENT 4. Part 2 RMP 2025 amendments - Inspection Standards

Attachment 4 - Part 2 Summary of proposed amendment to Road Management Plan 2025 – Inspection Frequencies

Line Marking	
Link Roads	Once within a 6-month period
Collector Roads	Once within a 12-month period
Access Roads	Once within a 36-month period
<u>Bridges</u>	
On all Link Roads / Collector Roads / Access Roads	Level 2 inspections once within a 5-year period in accordance with VicRoads Road Structures Inspection Manual.

Page **2** of **2** 

Attachment 5 - Part 3 Summary of proposed amendments to Road Management Plan 2025 Defect Intervention Levels and Repair Timeframes

Was RMP 2015 - Schedule 6 - Standards of Maintenance.

Now RMP 2025 – Attachment 6 Defect Intervention Levels and Repair Timeframes.

Tracked changes indicate proposed amendments from current standards in RMP 2015.

Asset	Defect type	Definition	Intervention Standard – Description / Intervention Level	Repair Timeframes
Road PavementSealed Roads	1. Potholes	Potholes, small delaminations, localised failures.	Greater than 300mm wide and 70mm deep	Link Roads — <u>Category 1</u> — <u>Make safe</u> 100% <u>Repair</u> within 14 working days — make safe 100% in a bicycle lane within 21 working days2 weeks
				Collector Roads — <u>Category 2</u> — <u>Make</u> <u>safe 100%Repair</u> within 14 working days — <u>make safe 100% in a bicycle lane within</u> <u>21 working days2 weeks</u>
				Access Roads — Category 3 — Make safe 100% Repair within 21 working days — make safe 100% in a bicycle lane within 21 working days 3 weeks
				<u>Laneways – Category 4 – Repair within 3</u> <u>weeks</u>
Sealed Roads	2. Repairs to bitumen surfacingDepression s / deformations	Distressed surface cracking including delamination, flushing, ravelling, stripping, loss of aggregate, bleeding or	Any 20 m lane length with over 50% of area distressed. Depression / deformations in the traffic lane of a sealed pavement greater than 70mm in depth under a 3m long straight	Link Roads – <u>Category 1 - make 100%</u> safe <u>Repair</u> within 3 months – 10 days when deemed a safety issue
		excessive crocodile cracking.	edge	Collector Roads <u>— Category 2</u> — make 100% safeRepair within 3 months —10 days when deemed a safety issue

Attachment 5 - Part 3 Summary of proposed amendments to Road Management Plan 2025 Defect Intervention Levels and Repair Timeframes

Asset	Defect type	Definition	Intervention Standard – Description / Intervention Level	Repair Timeframes
				Access Roads – <u>Category 3 - make 100%</u> safe <u>Repair</u> within 4-6 months — 20 days when deemed a safety issue
				Laneways – Category 4 – Repair within 6 months All Reads – Reinstatement of all regulatory line marking when deemed a safety issue make safe 100% within 2 months.
Sealed Roads	Missing pit lids		Missing Council drainage pit lids	All Roads – Repair within 3 working days
Sealed Roads	Damaged pit lids		Damaged Council drainage pit lids (such that they are potentially structurally unsound).	All Roads – Repair within 6 months
	3. Crack sealing	Cracking including block, erescent shaped, crocodile, diagonal, longitudinal, meandering and transverse.	Average crack width 5 mm for crack length of 2 m.  Crocodile or block cracking spacing less than 100mm.	Link Roads — 100% within 9 months— crocedile or block cracking within 3 months  Collector Roads — 100% within 18 months —crocedile or block cracking within 6 months  Access Roads — 100% within 18 months— crocedile or block cracking within 6 months
	4. Edge break repairs	Cracking, edge break, edge drop off, shoving	Reduction in original sealed width greater than 150mm	Link Roads — 100% within 6 months  Collector Roads — 100% within 9 months  Access Roads — 100% within 12 months

Attachment 5 - Part 3 Summary of proposed amendments to Road Management Plan 2025 Defect Intervention Levels and Repair Timeframes

Asset	Defect type	Definition	Intervention Standard – Description / Intervention Level	Repair Timeframes
	5. Pavement sweeping	Accumulation of aggregate, sand, dirt, litter, leaves and other detritus occurring on pavement, medians, or malls.	For spillage or accident that creates a hazard due to skid resistance reduction or surface drainage deflection	All Roads Make safe 100% within 4 weeks
Kerb and Channel	Defective kerb and channel-Vertical Displacement	Damaged kerb and channel and interrupted lengitudinal flow. Damaged or non aligned kerb and channel that poses a potential risk for damage to vehicle wheels and/or tyres.	Defect constitutes a hazard to motorists or pedestrians where the kerb and channel is.  Mmisaligned Vertical displacement – uplift section greater than 50-75 mm	Link Roads — Make safe 100% within 6 months  Collector Roads — Make safe 100% within 6 months  Access Roads — Make safe 100% within 9 months All Roads — Repair within 12 months
<del>Drainage</del>	1. Blocked stormwater drainage pipes and pits	Blockages in drainage pipes and pits	Significant water pending on the read	All Roads - Clear 100% within 6 months
	2 <u>3</u> . Damaged stormwater drainage pipes and pits	Structural defects in drainage pipes and pits	Major failure of drainage pipes and pits on the road	All Roads Repairs 100% within 6 months
Pathways - Footpaths	Defective feetpathsVertical Displacement	Damaged footpaths and trip hazards on footpaths and associated crossings	Trip hazards greater than 40mm.  Trip hazards between 15-40mmof 15mm. Vertical Displacements greater than 25mm in height (Note displacements for all categories of footpath greater then 40mm repaired within 5 working days)	Category 1, 2 and 3 -  Trip hazards greater than 40mm – mMake saferepair 100% within 5 working days  Category 1 - Trip hazards between 125-40mm — repair mMake safe 100% within 126 months

Attachment 5 - Part 3 Summary of proposed amendments to Road Management Plan 2025 Defect Intervention Levels and Repair Timeframes

Asset	Defect_type	Definition	Intervention Standard – Description / Intervention Level	Repair Timeframes
				Category 2 – Trip hazards between 25- 40mm – repair within 9 months  Category 3 – Trip hazards between 25- 40mm – repair within 12 months
Footpaths	Missing pit lids		Missing Council drainage pit lids	All Roads – Repair within 3 working days
Footpaths	Damaged pit lids		Damaged Council drainage pit lids (such that they are potentially structurally unsound).	All Roads – Repair within 6 months
Pathways - Bicycle and Shared PathsShared & Bicycle Pathways	1. Defective sealed shared pathways Vertical Displacement	Defective sealed shared paths.	Trip hazards greater than 40mm.  Trip hazards between 15-40mm.  Pet holes greater than 35mm and/or diameter greater than 150mm  Vertical clearance minimum of 2.5 m from the riding surface  Lateral clearance of 1.0 m (0.5 m absolute minimum) for new Major and Minor paths and 0.5 m for local paths Vertical Displacements greater than 25mm in height (Note displacements for all categories of footpath greater then 40mm repaired within 5 working days)	100% within 30 working days  100% within 15 menths  Make safe within 30 days  Prune within 14 days  Clear lateral obstruction within 30 days All category paths within 12 months
Shared & Bicycle Pathways	Dislodged / missing pieces / potholes		Dislodged or missing pieces or potholes greater than 150 mm in length/width and greater than 35 mm in depth	All category paths within 4 weeks

Attachment 5 - Part 3 Summary of proposed amendments to Road Management Plan 2025 Defect Intervention Levels and Repair Timeframes

Asset	Defect type	Definition	Intervention Standard – Description / Intervention Level	Repair Timeframes
Shared & Bicycle Pathways	Missing pit lids		Missing Council drainage pit lids	All category paths – Repair within 3 working days
Shared & Bicycle Pathways	Damaged pit lids		Damaged Council drainage pit lids (such that they are potentially structurally unsound).	All category paths – Repair within 6 months
Shared & Bicycle Pathways	2. Defective unsealed shared paths/vegetation	Defective unsealed shared paths.	Significant trip hazards, significant depressions or substantive erosion.	Make safe within 30 working days 1 month
	overhead clearance		Following storm events, make safe defects within 45 days.	Inspect within 30 working days. Make safe within 45 working days
			Vertical clearance minimum of 2.5 m from the riding surfaceVegetation intruding into the pathway envelope greater than 2.5 m over the pathway surface	Clear vertical obstruction Prune within 14 days 1 month  Clear lateral obstruction All category paths - Repair within 30 days 1 month
			absolute minimum) for new Major and Minor paths and 0.5 m for local paths	
	3. Defective constructed bike paths	Defective constructed bike paths	Pot holes greater than 35mm and/or diameter greater than 150mm	Make safe within 30 days 1 month
			Vertical rise / fall greater than 40 mm  Vertical clearance minimum of 2.5 m from the riding surface	100% within 30 working daysMake safe within 1 month
			Lateral clearance of 1.0 m (0.5 m absolute minimum) for new Major	Prune within 14 days <u>Clear vertical</u> obstruction within 1 month

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Attachment 5 - Part 3 Summary of proposed amendments to Road Management Plan 2025 Defect Intervention Levels and Repair Timeframes

Asset	Defect type	Definition	Intervention Standard – Description / Intervention Level	Repair Timeframes
			and Minor paths and 0.5 m for local paths	Clear lateral obstruction within 30 days1 month
	4. Defective unconstructed bike paths	Defective unconstructed bike paths	Significant trip hazards, significant depressions or substantive erosion.  Following storm events, make safe defects within 45 days.	Make safe within 30 working days  Inspect within 15 working days. Make safe within 45 working days
			Vertical clearance minimum of 2.5 m from the riding surface  Lateral clearance of 1.0 m (0.5 m absolute minimum) for new Major and Minor paths and 0.5 m for local paths	Prune within 14 days  Clear lateral obstruction within 30 days
Traffic Signs Control Devices	Defective traffic signsMissing / Damaged Signage	Includes regulatory, warning, parking, restrictions and standard signs. Signs may be affected by loss of reflectivity, random damage, vandalism, accident damage or inadequate supports, obscured by vegetation etc.	Sign Missing or sign legend is illegible Regulatory, warning and hazard signs missing, illegible or damaged making them substantially ineffective when viewed from 40 metres	Link Roads — Replacement 100% within 4 months  Collector Roads — Replacement 100% within 4 months  Access Roads — Replacement 100% within 6 months  All Roads repair within 4 months
Traffic Control Devices	Missing / Damaged Guard Rail		Guard rail damaged or missing making them substantially ineffective	All Roads – repair within 12 months

Attachment 5 - Part 3 Summary of proposed amendments to Road Management Plan 2025 Defect Intervention Levels and Repair Timeframes

Asset	Defect type	Definition	Intervention Standard – Description / Intervention Level	Repair Timeframes
<del>Delineators</del>	Defective delineators	Delineators include guideposts, guidepost delineators, safety/rumble bars, raised pavement markers (reflective and non reflective).	Link Roads — More than 10% of delineator installations per block missing or defective and/or a risk to public safety  Collector Roads — More than 20% of delineator installations per block missing or defective and/or a risk to public safety  Access Roads — More than 30% of delineator installations per block missing or defective and/or a risk to public safety	Link Roads 100% within 4 months  Collector Roads 100% within 4 months  Access Roads 100% within 6 months
Line Marking Traffic Control Devices	Defective line markingMissing / Damaged Pavement Markings	Worn or faded line marking. Line marking is not effective during wet periods or at night	Link Roads — More than 3050% of line marking per block missing or defective and/or a risk to public safety  Collector Roads — More than 40% of line marking per block missing or defective and/or a risk to public safety  Access Roads — More than 50% of line marking per block missing or defective and/or a risk to public safety  Pavement markings which are missing or faded making them substantially ineffective	Link Roads — Repaint 100% within 9 months  Collector Roads — Repaint 100% within 12 months  Access Roads — Repaint 100% within 18 months All Roads — Repair within 12 months
<u>Bridges</u>	Defective bridges	Loss of structural integrity	As per the VicRoads manual	Minor repairs - Within 6 months.

Page 7 of 8

Attachment 5 - Part 3 Summary of proposed amendments to Road Management Plan 2025 Defect Intervention Levels and Repair Timeframes

Asset	Defect type	Definition	Intervention Standard – Description / Intervention Level	Repair Timeframes
				Major repairs – Refer to Capital Works Program
Traffic Islands	Defective traffic islands	Traffic islands include concrete and bluestone kerbed islands.  Damaged kerbing or median noses of traffic management treatments, interrupted longitudinal drainage flow, tripping hazards in hard paved areas.	When a defect constitutes a potential hazard to road users or pedestrians. Greater than a 50mm step or misalignment on the traffic management island kerbing or paving.	All Roads — Make safe 100% within 3 months

The following clauses have been added:

#### 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.

#### **Attachment 5: Inspection Frequencies**

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.

Timeframe 12 hours

Attachment 6 - Road Management Plan 2025 - Comparison to MAVI template

MAV Insurance (MAVI) developed a template for all its members to ensure each council that has a plan that is reasonable, compliant, and comparable to other councils.

### The new template:

- Contains all the crucial information and necessary wording to keep it in line with current best practices and legal advice.
- Includes clear, measurable standards, to monitor compliance and demonstrate that compliance through records of relevant activities.
- Is realistic, thereby allowing resources to be reallocated to higher-risk areas, achieving increased efficiencies and cost savings.
- Is practical and usable for Council's asset managers.

Council's draft Road Management Plan (RMP) 2025 is based on the new template. The draft RMP 2025 includes standards that can be met within existing allocated resources.

The following is an explanation where the draft RMP 2025 has a notable difference to the MAVI template:

## 1. Proactive Inspection Frequencies

### 1.1 - Lowest category footpaths - Category 3

MAVI Template	Draft RMP 2025	Explanation
Suggested range 12-24 months	3 years (Same as RMP 2015)	An inspection frequency of 3 years is considered appropriate considering the typically good ground conditions under the footpaths.
		Typically, defects are due to damage not deterioration. 3 years or even 12 months is too long if there is damage. Damage can be due to tree roots, authority works, or heavy vehicles. Damage is typically picked up in a reactive request. The timeframes for reactive requests are within the MAVI range.
		In Whitehorse there is one employee who undertakes inspections of all footpaths, and this is a full-time role at the current inspection frequencies. There are over 1,200 kilometres of footpaths with the majority being Category 3. If the frequency was changed to be more often, a new

Attachment 6 - Road Management Plan 2025 - Comparison to MAVI template

	employee is needed or funding for a
	contracted service.

## 1.2 - Lowest category roads - Category 3

MAVI Template	Draft RMP 2025	Explanation
Suggested range 12-24 months	3 years	An inspection frequency of 3 years is considered appropriate considering the
	(Same as RMP 2015)	high quality of roads in Whitehorse based on typically good ground conditions under the roads.
		The roads are low speed roads (60 km/hr or less) so a lower risk than some councils.
		In some councils where the ground under the road is not stable, like in a sandy area, or where the ground conditions expand and contract, the roads may deteriorate quickly.
		A pothole in a road is typically reported by customers or Council staff, and attended to as a reactive request, within the recommended MAVI timeframes.

## 1.3 - Laneways - Category 4

MAVI Template	Draft RMP 2025	Explanation
Suggested range	Laneways are	Laneways are secondary access to
12-24 months	only inspected for condition following a reactive request and not proactive	properties. There are over 40 kilometres of constructed laneways, and many more unconstructed laneways. The priority for funding needs to be the roads and footpaths that are the primary access to
	(Same as RMP 2015)	Any concerns with laneways are attended to as a reactive request, within the recommended MAVI timeframes.

## 1.4 - Night Inspections

MAVI Template	Draft RMP 2025	Explanation
Inspection	No night	This is included predominately for rural
undertaken in	inspections	councils where there may be high speed
accordance with		roads, without street lights, and reflective
a formal	(Same as RMP	signs guideposts, and linemarking are an
programmed	2015)	important road safety measure.

Attachment 6 - Road Management Plan 2025 - Comparison to MAVI template

inspection schedule to assess the reflectivity of road signage, cat's eyes and roadside	In Whitehorse, the roads are low speed (60 km/hr or less) and typically all have street lighting. The reflectivity of signs and guide posts remains important but not as important as some rural roads.
guideposts, and the visibility of line marking at night.	Any concerns raised with be investigated as a reactive request, within the recommended MAVI timeframes.
riigiit.	If night inspections are included, this will require additional resources, either by an additional employee or funding for a contracted service.

## 2. Defect Intervention Levels and Repair Timeframes

## 2.1 - Lowest category footpaths - Category 3

MAVI Template	Draft RMP 2025	Explanation
Suggested range 2 weeks to 3 months	12 months (Same as RMP 2015)	It is not feasible for Whitehorse to comply with the suggested range without a significant investment in employees and funding.
		Proactive inspections are done in work areas that may have around 50 kilometres of footpaths. When an area is complete, the data from the inspections is processed, defects are grouped together, work packages are prepared for contractors. The contractor needs time to receive the work, allocate the resources, complete the work, invoice the work, provide evidence of completed work. Council needs to receive notice of completed works, close the defects, and make the payment before the request is closed. The defects must be grouped into sizable work packages so the works can be done at a reasonable cost.  12 months is considered a reasonable time to complete this process, given the steps involved, and maximising the allocated funding.

Attachment 6 - Road Management Plan 2025 - Comparison to MAVI template

Where Whitehorse differs from other councils is that the timeframe for all repairs may be longer, but we have a tiered response that is based on risk mitigation.
We have a standard that all vertical displacements greater than 40mm are repaired within 5 working days. This is significantly quicker than most other councils. This is a commitment to get to the high-risk hazards quickly and have a cost-effective method to attend to other smaller defects.

## 2.2 - Highest category footpaths - Category 1

MAVI Template	Draft RMP 2025	Explanation
Suggested range	6 months	It is not feasible for Whitehorse to comply
2 weeks to 1		with the suggested range without a
month	(12 months in	significant investment in employees and
	RMP 2015)	funding.
		See notes in table 2.1.
		A -l
		A change is proposed to reduce the
		current timeframes from 12 months to 6
		months.
		6 months is the minimum timeframe that
		can be committed to with current
		employees and funding.
		employees and funding.

## 3. Vegetation Clearance

## 3.1 - Vegetation clearance for roads

MAVI Template	Draft RMP 2025	Explanation
Suggested defect	Not included in	Trees are highly valued in Whitehorse and
intervention level	the RMP	managed in accordance with Council's
<ul><li>Vegetation</li></ul>		Urban Forest Strategy and Tree
intruding into the	(Same as RMP	Management Policy.
road envelope:	2015)	
- <4.9 m		Council trees are managed through
clearance		Council's Tree Management Policy and
over the		private trees are managed through
trafficable		Council's Community Local Law 2024 –
portion of		see extract:

Attachment 6 - Road Management Plan 2025 - Comparison to MAVI template

Arterial	3.6. Trees and Vegetation
roads	
- <4.5 m	The owner or occupier of land must not
over the	allow vegetation on that land to:
trafficable	(a) overhang onto the footpath, road or
portion of	Council land at a height of not less than
Cat 3 & 4	2.5 metres from the surface of the
roads	adjacent footpath or nature strip;
- <4.0 m	(b) obstruct or impair the vision or clear
over the	passage of a vehicle using the adjacent
trafficable	road;
portion of	(c) obstruct or interfere with the safe and
Cat 1 & 2	accessible use of the footpath or road
roads	adjacent to or near the land;
Suggested repair	(d) encroach upon any adjacent road or
timeframe:	Council land; or
- Cat 1 - 1	(e) obscure streetlights or traffic control
W	items.
- Cat 2 – 2	
W	Including this in Council's RMP is not
- Cat 3 – 4	required, considering this issue is
W	managed with Council processes for the
- Cat 4 – 8	best community outcome.
W	
	This is a low risk. There are few claims to
	Council about this. It is typically the waste
	collection vehicles or the street sweepers
	that report low overhanging vegetation.

## 3.2 - Vegetation clearance for footpaths

MAVI Template	Draft RMP 2025	Explanation
Suggested defect	Not included in	See notes table 3.1.
intervention level	the RMP	
<ul><li>Vegetation</li></ul>		When Council's inspector is inspecting
intruding into the	(Same as RMP	footpaths, overhanging vegetation is noted
footpath	2015)	and passed on to Council's Local Laws
envelope:		team to follow up with the property owner.
- <2.5 m		The action is to be taken by the property
over		owner, The timing is dependent on a
footpath		process involving a contact and response
surface		from a property owner. For example, it
Suggested repair		may be significant hedge that is
timeframe:		obstructing the footpath and issues like
- Cat 1 - 2		this need to resolve, involving
W		considerable engagement with all relevant
<ul> <li>Cat 2 – 4</li> </ul>		stakeholders.
W		
- Cat 3 – 8		Including this in Council's RMP is not
W		required, considering this issue is

Attachment 6 - Road Management Plan 2025 – Comparison to MAVI template				
	managed with Council processes for the			
	best community outcome.			

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## 10.4 Audit and Risk Committee Bi-Annual Report

Attachment 1 Biannual Audit and Risk Committee Report - October

2024 to March 2025



# Audit & Risk Committee Biannual Report to Council for the period October 2024 to March 2025



The Audit and Risk Committee Charter (Charter) and Section 54(5) of the Local Government Act (Act) requires the Audit and Risk Committee (Committee) to:

- prepare a biannual audit and risk report that describes the activities of the Committee and includes its findings and recommendations; and
- provide a copy of the biannual audit and risk report to the Chief Executive Officer (CEO) for tabling at the next Council meeting

This biannual report is for the period October 2024 to March 2025.

The last biannual report for the period April to September 2024 was made to Council on 2 December 2024.

In addition to previous reports from the Committee, this report should be read in conjunction with the Committee Charter which is available on the Council website.

## 2. Members, Meetings and Agenda

The Committee comprises five members: three independent members and two Councillors, appointed by Council. The schedule of meetings is developed annually and agreed by members. Meetings and attendance for the period October 2024 to March 2025 are shown in the table below:

Name	Member Type	Currently Approved Term	11 Dec 2024	5 Mar 2025
Ms Lisa Woolmer	Independent (Chair)	Sept 2017 to Aug 2026	✓	✓
Mr Jonathan Kyvelidis	Independent	Mar 2021 to Aug 2027	✓	✓
Ms Binda Gokhale	Independent	Oct 2022 to Sept 2025	✓	✓
Cr Daniel Griffiths	Councillor	Dec 2024 to Oct 25 *	✓	✓
Cr Peter Allan	Councillor	Dec 2024 to Oct 25 *	✓	✓

<sup>✓ :</sup> present in meeting

The CEO, Executive Leaders, Manager Governance and Integrity, Coordinator Audit and Assurance, and Coordinator Risk and Insurance as standing invitees, were represented at all meetings through their attendance or by their nominated delegate. Representatives from Council's internal auditor, HLB Mann Judd, attended the December 2024 and March 2025 meetings.

Council's external auditor (RSD Audit, as agent for the Victorian Auditor-General's Office (VAGO)) attended the March 2025 meeting.

apologies

<sup>\* :</sup> Councillors are appointed annually, with each term running from November to October. Following the 2024 Councillor elections, Councillors were appointed to the Committee on 2 December 2024. The newly appointed Councillor members were inducted into the Committee by management and independent Committee members on 9 December 2024.



# Audit & Risk Committee Biannual Report to Council for the period October 2024 to March 2025



The agendas for all meetings were in accordance with the Audit and Risk Committee work plan for 2024/25, which was developed with reference to the Charter, as discussed and approved by the Committee.

### 3. Responsibilities

A summary of the Committee's work during the period is set out below by area of responsibility in the Charter:

### 3.1 Compliance of Council Policies and Procedures

The Committee maintained focus on compliance with no breaches of legislative compliance reported by the CEO to the Committee for the period covered by this report. Areas of oversight included:

- Policies and framework reviews;
- Monitoring of management's comprehensive report on the results of data analytics covering accounts payable, procurement, payroll and rates.
   Management's work identified and explained exceptions against established financial policies and business rules;
- Noting of CEO Expense Report for the period 1 July to 31 December 2024 in accordance with CEO Employment and Remuneration Policy;
- Noting of Councillor Activities Report for the period 1 July to 31 December 2024 in accordance with Councillor Expense and Support Policy; and
- Noting management's self-assessment of Council's policies and frameworks against recommendations in the IBAC Report on Operation Turton.

The Committee also monitors announcements and guidelines that impact Council operations, such as: cyber security, Councillor mandatory training, Enterprise Agreement, Gender Equality Action Plan, financial sustainability and parliamentary inquiry into local government sustainability with a focus around cost shifting, infrastructure requirements, rate cap and revenue generation.

### 3.2 Financial and Performance Reporting

The Committee monitored Council's financial and performance reporting including:

- Quarterly Performance Report for the quarters ended September and December 2024 covering Council's activities, performance and future direction in alignment with the Council Plan 2021-2025; and
- External Audit Strategy Memorandum for the financial year ending 30 June 2025 – refer to item 3.6 below.

#### 3.3 Risk Management

The Committee monitored Council's risk management framework and received updates on:

- Risk Management Framework
- Strategic, enterprise and emerging risks



# Audit & Risk Committee Biannual Report to Council for the period October 2024 to March 2025



- Cyber security
- OHS Committee, WorkSafe Reports, WorkCover claims and premiums
- Business Continuity activities and events
- Insurances
- Major Projects, including Aqualink Nunawading, Box Hill City Oval, and Whitehorse Performing Arts Centre

At each meeting, the Committee discusses emerging risks and issues with internal audit and management. The Committee notes cyber security, waste management, rate cap, and financial sustainability as areas for continuous monitoring.

## 3.4 Integrity Framework

During the period, the Committee monitored fraud and corruption control, including:

- Activities of the Fraud and Corruption Control Committee this Committee
  met twice during this period. Discussions included specialised and compliance
  training, fraud and corruption risk management, anonymous fraud and
  corruption control survey, and emerging issues<sup>1</sup>; and
- Upgrade to the Fraud Prevention and Public Interest Disclosure compliance training.

#### 3.5 Internal Audit

The Committee monitors progress against the Strategic Internal Audit Plan (SIAP) by receiving an update from Council's internal auditor, HLB Mann Judd, at each meeting.

The following internal audits were conducted in accordance with the *Strategic Internal Audit Plan – July 2024 to June 2025* and reports presented at the December 2024 and March 2025 meetings:

- Review of Business Continuity Planning, Disaster Recovery and Emergency Management;
- Review of Data Governance / Cyber (Victorian Protective Data Security Standards) - Part 2;
- Review of Customer Service Complaints Management (customers-members of the community); and
- Review of Transformation Program (with specific focus on governance arrangements and benefits realisation).

The scope, findings, recommendations and management actions in each report were discussed with the internal auditor and management. A total of 23 findings were identified across the above reports, including one high risk rated finding, which was completed in February 2025. The Committee is comfortable with the reporting received and actions being taken by management to address findings in appropriate

<sup>&</sup>lt;sup>1</sup> The Fraud and Corruption Control Policy and Fraud and Corruption Control Plan and Public Interest Disclosure Procedures were reviewed by the Committee at the May 2023 meeting and latest versions of these documents are published on the Council's intranet.



# Audit & Risk Committee Biannual Report to Council for the period October 2024 to March 2025



timeframes. The implementation status of management actions continues to be monitored at quarterly Committee meetings to ensure they are appropriately actioned within agreed timelines.

Prior to the commencement of each internal audit, the Committee is provided with an Internal Audit Plan (IAP) which is developed by the internal auditor with input from management and discussed and endorsed by the Committee. The following IAPs for upcoming reviews were tabled at the December 2024 and March 2025 meeting:

- Review of Risk Management Framework (ISO 31000:2018) (incl. awareness survey); and
- Review of Procurement and Tendering.

### 3.6 External Audit

At the March 2025 meeting, RSD Audit presented the *Audit Strategy Memorandum* for the financial year ending 30 June 2025. The Committee reviewed and discussed the Memorandum including the following key areas of external audit focus for 2024/25:

- Fair value of non-financial assets;
- Changes to councillors following general elections;
- · Government grants; and
- Performance statement compliance with applicable legislative requirements.

The Committee also monitored actions in response to the business improvement opportunities raised by the external auditor. There were no new or unresolved prior period issues reported by the external auditors.

#### 3.7 Organisational Update

The Committee received organisational updates from the CEO on:

- Cyber security matters;
- Advanced waste processing project;
- Councillor mandatory training;
- Compliance with the Gender Equality Action Plan;
- Financial sustainability and parliamentary inquiry into local government sustainability, with a focus around cost shifting, infrastructure requirements, rate cap and revenue generation; and
- · Council's next Enterprise Agreement.

The Executive Manager Transformation updated the Committee on service reviews progress, approach to assessment of community benefit, and continuous improvement projects targeting various programs.

#### 6. Annual Self-Assessment of Committee Performance

In accordance with its Charter, the Committee completed and discussed an annual self-assessment of its performance, with the results provided to Council on 3 February 2025.



# Audit & Risk Committee Biannual Report to Council for the period October 2024 to March 2025



Recognising the value of engagement with Councillors, the Committee will reintroduce a presentation by the Committee Chair at a Councillor Briefing annually.

This report has been reviewed and approved by Committee members.

Lisa Woolmer Chair of Audit and Risk Committee Whitehorse City Council