

Attachment 4

Knox Road Maintenance Management Plan

Part 1

Introduction

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Part 1: Introduction

This Road Maintenance Management Plan (RMMP) sets out Council's policy for inspection and maintenance of road and road related assets and supports Council's commitment to sound asset management. It includes two sections as follows:

❖ Routine Hazard Inspections

Council has identified the need to undertake regular hazard inspections. These inspections will identify areas where works are required to appropriately manage risk. This section outlines a frequency for conducting hazard inspections within each asset category, based on an assessment of risk. It also identifies hazards within each category and defines the severity that will trigger reactive maintenance activities.

This section will be used to guide Council and contract staff conducting hazard inspections in the field, instructing them to accurately identify and record each hazard. Hazard inspections and public safety risk assessment processes have been developed to assist staff in the identification and assessment of hazards. Hazard data collected on site is processed through Council's Works Order System (refer **Attachment 9**).

❖ Maintenance Service Levels

Part 3 of the RMMP outlines maintenance service levels administered by Knox staff when managing maintenance activities for road and road related assets listed on Council's Public Road Register. It is used to inform Councillors, Council Officers and the general public of currently funded maintenance activities carried out on the road network.

The document sets out Council's routine and reactive maintenance service levels for all road assets under its administration, where routine and reactive maintenance are defined as follows:

- Routine Maintenance: Maintenance works undertaken to *preserve* the life of the asset and ensure that it *retains* its intended functionality.
- Reactive Maintenance: Maintenance works undertaken to provide temporary or permanent repair to provide protection against potential risks and /or to rectify a failure to restore the asset's intended functionality.

It is expected that this RMMP will continue to be a living document, which is reviewed periodically to ensure that it is reflective of industry requirements, risk management and community expectations.

Where Council is deemed to be a coordinating road authority, the road reserve shall be taken to encompass all road and road related assets located from property line to property line as defined by the Road Management Act 2004. Attachment 1 - Glossary of Terms & Listing of Road Assets and Figure 1 below identifies assets for which Council provide services within the road reserve.

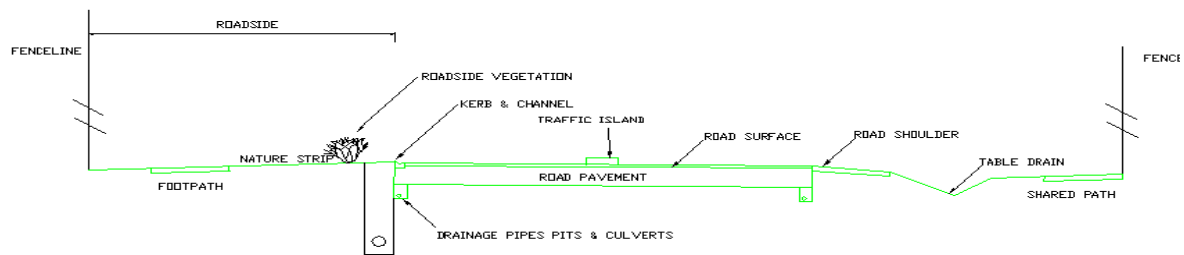


Figure 1 - Assets within the Road Reserve

Hazard Inspections

The Road Management Act requires that Council proactively manage its network of road and road related assets. To achieve this, three types of inspections have been identified:

- Hazard Inspections
- Condition Audits
- Serviceability Audits

The purpose of each inspection type is defined below; however the scope of this RMMP is limited to hazard inspections. The scope and frequency of condition and serviceability audits will be detailed as part of the development of future Asset Management Plans.

❖ Hazard Inspections

These inspections are intended to identify, as far as practicable, all asset defects likely to create a danger to the public, and therefore require maintenance intervention. These routine hazard inspections are undertaken between scheduled condition audits and are specifically directed at identifying potential public safety risks. Routine hazard inspections are designed to complement any informal hazard/ defect identification by staff, contractors or the general public.

❖ Conditions Audits

These audits are used to determine the structural condition of the asset and enable non-urgent maintenance needs to be assessed and prioritised. They enable Council to determine the remaining life of existing assets and provide the data necessary for lifecycle analysis and implementation of cost-efficient asset management practices. Details of the condition audit regime for each road asset category will be defined in Council's Asset Management Plans as they are developed.

❖ Serviceability Audits

These audits assess the appropriateness of the design, construction, capacity and other operational aspects of each asset in terms of its ability to fulfil its intended function. For example, they may consider the appropriateness of intersection treatments and Disability Discrimination Act compliance. Serviceability audit regimes for each road asset category will be defined within Council's Asset Management Plans as developed.

Part 2 of this document sets out hazard inspection frequencies across all asset categories managed under the Road Management Plan. For each asset category, this section also identifies:

- A hazard list - defects that will be inspected for routinely;
- intervention levels - defect severity that will trigger service and risk analysis assessment (including a sample photograph where possible); and
- the relevant reactive maintenance activity.

Below is a sample of the information presented in Part 2 of this RMMP.

BRIDGES /STRUCTURES

HAZARD LIST

B&C-072	Deteriorated Road Bridge Components
B&C-073	Deteriorated Pedestrian Bridge Components
B&C-074	Deteriorated Retaining Walls, Stairs & Minor Structure Components

INSPECTION FREQUENCY

Road Bridges & Major Culverts -	6 month cycle
Pedestrian Bridges & Boardwalks -	6 month cycle
Retaining Walls, Stairs & Minor Structures	
Link	6 month cycle
Collector	1 year cycle
Industrial	1 year cycle
Access	2 year cycle

Hazard:

**B&C-072 -
Deteriorated
Road Bridge
Components**

Maintenance Activity:

**B&C-REA-072
Road Bridge
Maintenance**



Development of Council's Hazard Inspection Regime

Routine hazard inspection frequencies have been developed for each asset category by identifying the highest residual risk associated with each asset using the desktop risk assessment process described in **Attachment 5**. A base hazard inspection frequency has been established for identified risk levels and is set out in Table 1. These frequencies have then been assessed and modified where required for each asset category using Council Officers' local knowledge of the current condition of the asset and its expected rate of deterioration.

RESIDUAL RISK LEVEL	HAZARD INSPECTION FREQUENCY
EXTREME	6 month cycle
HIGH	1 year cycle
MEDIUM	2 year cycle
LOW	Nil – Reactive only

Table 1 – Base inspection frequencies for identified residual risk levels

The residual risk level takes into account Council's routine maintenance activities and renewal programs. For example, if the risk of personal injury due to vertical displacements on Council footpaths is considered high, then the introduction of a routine program to remove tripping hazards or replace deteriorated footpath segments would reduce the likelihood of tripping and therefore reduce the risk of personal injury due to tripping on a Council footpath. The residual risk may become medium.

The process of assigning risk to various asset categories takes into account the hierarchy of roads and footpaths, recognising that certain roads and footpaths have different functions, resulting in defects representing different risks to the community. This knowledge has been utilised in developing appropriate inspection frequencies for identified hierarchies.

The hazard inspection regime for all asset categories and hierarchies is presented in Part 2 - Hazard Inspections. This applies to all roads as defined in the Knox Public Road Register (Tables 1 to 4). The inspection regime defined for "Vicroads Arterial Roads" refers to the road assets listed in the Knox Public Road Register Table 5 only. The regime defined for footpaths and shared paths apply to all paths within the Municipality as shown on the Path Hierarchy and maps as provided in **Attachment 3**.

Operational documents outlining the detailed program of hazard inspections for each asset class to meet the frequencies presented in Part 2 - Hazard Inspections are maintained by Council officers. This practice schedules inspections into two month blocks, hence inspections which are undertaken in either of the months nominated are deemed to have complied with the frequencies as presented in Part 2 - Hazard Inspections.

Maintenance Service Levels

Part 3 of the RMMP identifies specific maintenance activities that Council will undertake for each asset category managed under the Road Management Plan. For each maintenance activity, this section provides:

- a brief description of the activity;
- a list of risks that the activity is intended to address;
- current reactive maintenance activities;
- current routine maintenance activities; and
- current maintenance service levels.

The identified service levels for each asset category incorporate intervention levels, i.e. trigger points at which repair works are deemed necessary. Target response times are appended to reactive activities for Council's initial response to customer requests and for rectification works. The times for initial response (site inspection/public safety risk assessment) is consistent with the risk level associated with the defect and are outlined in Table 2 below. For routine activities, a nominated frequency is specified in lieu of response times.

RESIDUAL RISK LEVEL	TARGET TIME FOR INITIAL RESPONSE
EXTREME	2 days
HIGH	3 days
MEDIUM	5 days
LOW	10 days

Table 2 – Risk-based target time for initial response to customer request

The service levels described for each asset category apply to all road assets as defined in the Knox Public Road Register (Tables 1 to 5).

The following page provides definitions to assist the reader interpreting the information contained within Part 3 - Maintenance Service Levels.

Recognising that complying to the target timeframes as set out in this attachment is an ambitious and difficult goal, a 10% margin has therefore been allowed. That is, Council will aim to address 90% of issues within the target timeframe specified for the relevant activity. In addition, Council will aim to address all issues raised against a particular activity within 10% of the target time frame. That is, for an activity with a target timeframe of 100 days, Council will aim to address all issues within 110 days.

ACTIVITY TITLE:	Defines the activity eg Concrete Footpath Maintenance
DESCRIPTION:	Brief description of the activity as it appears in the Knox Works Order System. (Eg. Wedge or grind interfaces of concrete footpath bays to address unevenness.)
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	A summary of the risks that Council may be exposed to in the event that the maintenance activity is not undertaken. (Eg. Personal injury due to slipping/ tripping/ falling on uneven surface; loss of aesthetics, reduced functionality due to sunken surface.)

REACTIVE MAINTENANCE	Maintenance works undertaken to provide temporary or permanent repair to provide protection against potential risks and /or to rectify a failure to restore the asset's intended functionality.
ACTIVITY CODE:	Alpha-numeric code used to define an activity in Council's Works Order System eg FP-REA-027 In the above example, FP – defines the Asset Category as Footpath REA- – defines the maintenance activity as reactive 027 – defines the activity eg Concrete Footpath Maintenance
CURRENT SERVICE LEVEL:	Describes the activity to be undertaken and the intervention level that will serve as a trigger point to determine whether repair works are to be carried out. (Eg. Provide temporary wedge when vertical displacement between bays exceeds 20mm and/ or existing wedge has been dislodged. Treatment may be with asphalt or other appropriate material.)
TARGET TIME FOR INITIAL RESPONSE <i>(Site Inspection/ Public Safety Risk Assessment)</i>	Identified target period for a Council Officer to inspect the site if required, identify the defect and assess the associated public safety risk level in accordance with the process set out in Attachment 5 . This target time is only applicable when Council is notified of a defect by an external customer. The public safety risk level will define the need and timeframe for temporary protection works which may include warning signage, asset closure, or other appropriate measures to minimise localised risk. NOTE 1 day = 24 hour period across a business day
TARGET TIME FOR RECTIFICATION WORKS:	Identified target period for completion of maintenance works necessary to rectify the failure or restore the assets intended functionality Where inadequate funding is available rectification works may be limited to temporary protection works including closure of the asset. NOTE 1 day = 24 hour period across a business day

ROUTINE MAINTENANCE	Maintenance works undertaken to <i>preserve</i> the life of the asset and ensure that it <i>retains</i> its intended functionality.
ACTIVITY CODE:	Alpha-numeric code used to define an activity in Council's Works Order System eg. FP-ROU-027 In the above example, FP – defines the Asset Category as Footpath ROU – defines the maintenance activity as routine 027 – defines the activity eg Concrete Footpath Maintenance.
CURRENT SERVICE LEVEL:	Describes the activity to be undertaken and the intervention level that will serve as a trigger point to determine whether repair works are to be carried out. (Eg. Grind when vertical displacement between bay is between 10 and 15mm). Reference to a KNOX MAINTENANCE SCHEDULE indicates that Council develops and maintains a list of locations for the routine component of this activity. These schedules are stored in Council's Maintenance Management System.
CURRENT FREQUENCY:	Identification of periodic phasing for routine works Eg. 20 year cycle

Development of Council's Maintenance Service Levels

The development and adoption of service levels relied on information sourced from a variety of departments within Council, using knowledge of groups who either coordinate or undertake maintenance activities. The assessment incorporated a review of current practices, local knowledge and industry standards (including information from other municipalities and former Council practices under the Compulsory Competitive Tendering environment).

Risk Management Approach

The selection of maintenance activities was driven by the desktop risk assessment described in **Attachment 5**.

Council identified road management activities not funded by Council and evaluated these activities and their likely impact on the identified risk level. This process allowed funded activities to be compared with non-funded activities which may have had a lower residual risk if undertaken. Where possible, Council has aimed to provide funding for activities designed to reduce extreme and high risks in preference to activities which reduce lower risks.

Implementation of Service Levels

The Service Levels presented in Part 3 define the level to which Council will administer its activities on the road network. Where maintenance activities are unfunded, Council will assess the hazard and if it is deemed that the condition of an asset represents an extreme or high risk, Council will undertake works to mitigate the risk and provide temporary protection to the community. Such *temporary protection works* may take the form of providing protection from the hazard through use of warning signage, safety fencing or the provision of low cost, temporary works depending on the asset and location in question.

Where it is not possible to rectify the defect within the target rectification timeframe because of the nature of the repair, the level of resources required, or the work load currently being experienced by the Operations Centre, appropriate temporary protection works will be provided until the permanent repair can be completed.

Emergency Situations

During emergency situations (eg. random events including storms, large accidents, interruptions to emergency services or a diminished workforce). Council may only be able to provide temporary protection works within the designated timeframe and may be prevented from meeting rectification timeframes as designated in the RMMP. It is also possible that Council will be prevented from achieving its identified Service Levels and timeframes for works associated with other low and medium risk activities whilst attending to higher priority risks during emergency situations. In such cases, a return to the delivery of Service Levels as defined in the RMMP will occur as soon as practicable following an emergency event. Council's approach to dealing with emergency situations is detailed in Part 4 of this RMMP.

Part 2

Hazard Inspections

ASSET CATEGORY	HAZARD INSPECTION FREQUENCIES			
	ROAD HIERARCHY			
	LINK	COLLECTOR	INDUSTRIAL	ACCESS
BRIDGES / STRUCTURES	Road Bridges & Major Culverts - 6 month cycle Pedestrian Bridges & Boardwalks - 6 month cycle			
RETAINING WALLS, STAIRS, MINOR STRUCTURES (within Road Reserve)	6 month cycle	1 year cycle	1 year cycle	2 year cycle
BUS SHELTERS	All Council owned bus shelters - 1 year cycle			
DRAINAGE – External Inspection(Pit Lintel, Lid and Surrounds) within Road Reserves and along constructed shared paths	6 month cycle	1 year cycle	1 year cycle	2 year cycle
DRAINAGE – Internal Inspection (Side Entry Pits) within Road Reserves	All side entry pits in road reserves – 1 year cycle			
KERB AND CHANNEL	6 month cycle	1 year cycle	1 year cycle	2 year cycle
LOCAL AREA TRAFFIC MANAGEMENT DEVICES (LATMs)	6 month cycle	1 year cycle	1 year cycle	2 year cycle
ROAD FURNITURE				
BIKE RACKS	Nil - Reactive Service Only			
BINS	Nil - Reactive Service Only			
FENCING	6 month cycle	1 year cycle	1 year cycle	2 year cycle
FIRE PLUG MARKERS	Nil - Reactive Service Only			
GUARD RAIL	6 month cycle	1 year cycle	1 year cycle	2 year cycle
GUIDE POSTS	6 month cycle	1 year cycle	1 year cycle	2 year cycle
MISCELLANEOUS ROADSIDE FURNITURE	Nil - Reactive Service Only			
STREET LIGHT INFRASTRUCTURE	Nil - Reactive Service Only			
ROAD PAVEMENT	6 month cycle	1 year cycle	1 year cycle	2 year cycle
ROAD SURFACE	6 month cycle	1 year cycle	1 year cycle	2 year cycle
ROADSIDE VEGETATION	1 year cycle	1 year cycle	1 year cycle	2 year cycle
ROADSIDE VEGETATION IN VICINITY OF OVERHEAD CABLES	1 year cycle	1 year cycle	1 year cycle	2 year cycle
SCHOOL CROSSINGS (Linemarking and furniture)	All school crossings - 1 year cycle			
SHARED PATHS (including regulatory signage along shared paths)	All shared paths - 1 year cycle			
SIGNS - REGULATORY & WARNING	6 month cycle	1 year cycle	1 year cycle	2 year cycle
SIGNS - OTHER	Nil - Reactive Service Only			
TABLE DRAINS (excluding drainage pipes)	6 Roads – (Basin-Olinda Road, Cathies Lane, Quarry Road, Doongalla Road, Old Coach Road, Sheffield Road) - 1 year cycle Other unsealed Roads – 3 month cycle or in accordance with Grading Program (KNOX MAINTENANCE SCHEDULE III - Routine Grading Program)			
UNSEALED ROADS (excluding drainage pipes)	6 Roads – (Basin-Olinda Road, Cathies Lane, Quarry Road, Doongalla Road, Old Coach Road, Sheffield Road) - 1 week cycle Other unsealed Roads – 3 month cycle or in accordance with Grading Program (KNOX MAINTENANCE SCHEDULE III - Routine Grading Program)			
VICROADS ARTERIAL ROADS	Roadside Vegetation for arterials listed in Table 5 of Knox Public Road Register – 1 year cycle VicRoads Arterial Parking Bays listed in Table 3 of Knox Public Road Register – 2 year cycle Other Assets – in accordance with nominated asset class and responsibilities outlined in Code of Practice for Operational Responsibility on Public Roads			
	COMMERCIAL ACCESS ROUTES	KEY ACCESS ROUTES	LOCAL ACCESS ROUTES, INDUSTRIAL ROUTES, RESERVE ROUTES	
FOOTPATHS	6 month cycle	1 year cycle	2 year cycle	

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BRIDGES /STRUCTURES

INSPECTION FREQUENCY

Road Bridges & Major Culverts - 6 month cycle
Pedestrian Bridges & Boardwalks - 6 month cycle
Retaining Walls, Stairs & Minor Structures within road reserves
Link Roads - 6 month cycle
Collector Roads – 1 year cycle
Industrial Roads – 1 year cycle
Access Roads – 2 year cycle

HAZARD LIST

BC072-A Debris in the travel path of vehicles/ pedestrians
BC072-B Debris in kerb/ gutter/ scuppers obstructing stormwater flows
BC072-C Spalled concrete
BC072-D Deteriorated posts/ parapets that may fail
BC072-E Loose railings
BC072-F Settlement of approaches, including water seepage and slippage at toe of batter
BC072-G Stream bed or bank erosion/ scour
BC072-H Spalling/ cracks/ rot/ termites on deck likely to cause instability
BC072-I Uneven/ broken footway slabs (vertical displacement >20mm)
BC072-J Moisture staining supports between pre-cast units
BC072-K Accident damage/ debris
BC072-L Vegetation in and around bridge (within 2m) obstructing travel path or sight
BC072-M Gaps between railings >400mm due to missing railings
BC072-Other
BC073-A Debris within the travel path of pedestrians
BC073-B Vegetation in and around bridge (within 2m) obstructing travel path or sight.
BC073-C Deteriorated posts/ parapets that may fail prior to next routine hazard inspection
BC073-D Loose railings that may fail prior to next routine hazard inspection
BC073-F Timber deck defects (including holes >150mm) where >10% of plank is defective
BC073-G Gaps between running planks >20mm width
BC073-H Loose/ missing /rattling running planks.
BC073-I Gaps between railings >400mm due to missing railings
BC073-Other
BC074-A Unsafe/ damaged structural components that may fail
BC074-B Debris likely to cause slipping on stairs
BC074-C Loose railings
BC074-E Settled/ scoured/ eroded batters and/or embankments, including seepage at toe of wall/ stairs.
BC074-Other

Hazard:

**B&C-072 -
Deteriorated
Road Bridge
Components**

**Maintenance
Activity:**

**B&C-REA-
072**
*Road Bridge
Maintenance*



Hazard:

**B&C-073 -
Deteriorated
Pedestrian
Bridge
Components**

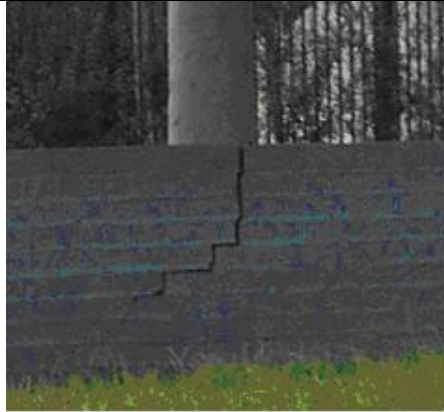
**Maintenance
Activity:**

**B&C-REA-
073**
*Pedestrian
Bridge &
Boardwalk
Maintenance*



Hazard:

**B&C-074 -
Deteriorated
Retaining
Walls, Stairs &
Minor
Structure
Components**



**Maintenance
Activity:**

**B&C-REA-
074**
*Retaining Walls,
Stairs & Minor
Structure
Maintenance*

BUS SHELTERS

INSPECTION FREQUENCY

Council owned bus shelters - 1 year cycle

HAZARD LIST

BS-053-A Broken/ damaged panels
BS-053-B Broken/ damaged framework
BS-053-C Broken/ damaged roofing
BS-053-D Broken/ damaged seating
BS-053-E Broken/ damaged spouting
BS-053-F Damaged/ deteriorated floor slab with vertical displacements >15mm
BS-053-Other
BS-054-A Offensive Graffiti
BS-054-B Other Graffiti
BS-054-Other

Hazard:

**BS-053 -
Deteriorated
Bus Shelters
& Surrounds**

**Maintenance
Activity:**

BS-REA-053
*Bus Shelter &
Surrounds
Repair*



Hazard:

**BS-054 -
Offensive /
Hazardous
Graffiti**

**Maintenance
Activity:**

BS-REA-054
*Bus Shelter
Cleaning*



DRAINAGE

INSPECTION FREQUENCY

External Inspection

(Pit lintel, lid and surrounds within road reserve and along constructed shared paths)

LINK ROAD: 6 monthly cycle

COLLECTOR ROAD: 1 year cycle

INDUSTRIAL ROAD: 1 year cycle

ACCESS ROAD: 2 year cycle

Internal Inspection:

All side entry pits in road reserve – 1 year cycle

HAZARD LIST

D064-A Debris obstructing pit inlets

D064-B Debris/dirt/grass impeding pipe flow to the invert level of the pit's outlet pipe

D064-Other

D063-A Pipe Obstructions that prevent stormwater flow

D063-Other

D065-A Pit throat (inlet) is reduced to the extent that it obstructs stormwater flow into the pit

D065-B Lintel is heaved to the extent that it is hazardous to pedestrians and/or other road users

D065-C Lintel with reinforcement exposed

D065-Other

D066-A Pit Lids damaged to the extent that they are hazardous to road users/ pedestrians

D066-B Grates damaged to the extent that they are hazardous to road users/ pedestrians

D066-C Pit surrounds damaged to the extent that they are hazardous to road users/ pedestrians

D066-D Vertical displacement >15mm only if the pit is within a designated pedestrian walkway

D066-E Cracks >5mm likely to cause the pit lid and/ or surround to collapse

D066-F Broken or missing pit covers

D066-G Broken frames that no longer support the pit lid

D066-H Missing/ damaged / deteriorated step irons and/or mesh panels.

D066-Other

D016-A Household drainage connections that are non-functional.

Hazard:

**D-064 -
Obstructed
Drainage Pit**

**Maintenance
Activity:**

D-REA-064
*Clear Blocked
Drainage Pits*



Hazard:

**D-063 -
Obstructed
Culvert/ Pipe**

**Maintenance
Activity:**

D-REA-063
*Clear Blocked
Drainage Pipes &
Culverts*



Hazard:

**D-065 -
Damaged Pit
Lintel**

**Maintenance
Activity:**

D-REA-065
*Drainage Pit
Lintel Repair*



Hazard:

**D-066 -
Damaged Pit
Lid/ Structure**

**Maintenance
Activity:**

D-REA-066
*Drainage Pit Lid/
Structure Repair
(excluding lintels)*



Hazard:

**D-016 - Non-
functional
Household
Connections**

**Maintenance
Activity:**

D-REA-016
*Household
Drainage
Connection
Repair*



FOOTPATHS

INSPECTION FREQUENCY

COMMERCIAL ACCESS ROUTES: 6 month cycle
KEY ACCESS ROUTES: 1 year cycle
LOCAL, RESERVE AND
INDUSTRIAL ACCESS ROUTES: 2 year cycle

HAZARD LIST

FP-027-A Vertical displacement between bays >20mm
FP-027-B Dislodged Wedge
FP-027-Other
FP-023-A Corrugations and/or potholes >50mm deep.
FP-023-Other
FP-008-A Loose, missing or dislodged pavers
FP-008-B Vertical displacement >20mm
FP-008-C Paver Gaps >10mm
FP-008-Other
FP-029-A Holes/ subsided areas >30mm deep
FP-029-B Pavement edge failures >50mm deep over a length of 150mm.
FP-029-Other
FP-046-A Depressions >50mm at the interface of the naturestrip and adjacent constructed path
FP-046-A Depressions >75mm at the interface of the naturestrip and adjacent constructed path
FP-046-Other
FP-005-A Offensive Graffiti
FP-005-B Other Graffiti
FP-005-Other
FP-013-A Litter (excluding cigarettes and gum) hazardous to pedestrians
FP-013-B Litter (excluding cigarettes and gum) that obstructs drainage
FP-013-C Litter (excluding cigarettes and gum) that obstructs traffic
FP-013-Other

Hazard:

**FP-027 -
Vertical
Displacement
- Concrete**

**Maintenance
Activity:**

FP-REA-027
*Concrete
Footpath
Maintenance*



Hazard:

**FP-023 -
Deteriorated
Surface -
Unsealed**

**Maintenance
Activity:**

FP-REA-023
*Unsealed
Footpath
Maintenance*



Hazard:

**FP-008 - Brick
Paver
Deterioration**

**Maintenance
Activity:**

FP-REA-008

*Brick Paved
Footpath
Maintenance*



Hazard:

**FP-029 -
Deteriorated
Surface -
Asphalt**

**Maintenance
Activity:**

FP-REA-029

*Asphalt Footpath
Maintenance*



Hazard:

**FP-046 - Edge
deterioration**

**Maintenance
Activity:**

***FP-REA-046
Edge/ Shoulder
Repair***



Hazard:

**FP-005 -
Offensive /
Hazardous
Graffiti**

**Maintenance
Activity:**

***FP-REA-005
Graffiti Removal***



Hazard:

FP-013 - Litter

**Maintenance
Activity:**

FP-REA-013
Litter Clearing



KERB AND CHANNEL

INSPECTION FREQUENCY

LINK ROAD: 6 month cycle
COLLECTOR ROAD: 1 year cycle
INDUSTRIAL ROAD: 1 year cycle
ACCESS ROAD: 2 year cycle

HAZARD LIST

KC-014-Other

KC014-A Damaged Kerb & channel that may result in ponding of stormwater on trafficable areas

KC014-B Damaged Kerb & channel that restricts vehicle access.

Hazard:

**K&C-014 -
Damaged /
Dislodged
Kerb**

**Maintenance
Activity:**

**K&C-REA-
014**
*Kerb & Channel
Repair*



LOCAL AREA TRAFFIC MANAGEMENT DEVICES (LATMs)

INSPECTION FREQUENCY

LINK ROAD:	6 month cycle
COLLECTOR ROAD:	1 year cycle
INDUSTRIAL ROAD:	1 year cycle
ACCESS ROAD:	2 year cycle

HAZARD LIST

LATM-014-A Kerb & channel that is damaged or dislodged resulting in ponding of stormwater on trafficable areas
LATM-014-B Tripping hazards >15mm within designated pedestrian walkways
LATM-014-C Damaged or dislodged infill areas <2 m2.
LATM-014-Other
LATM-019-A Weeds >200mm high.
LATM-019-Other

Hazard:

**LATM-014A -
Deteriorated
Kerb and
Constructed
Infill**

**Maintenance
Activity:**

**LATM-REA-
014A**
*Kerb &
Constructed Infill
Maintenance*



Hazard:

LATM-019 -

**Maintenance
Activity:**

**LATM-REA-
019**
*Weed Control
and Surrounds
Cleaning*



ROAD FURNITURE

INSPECTION FREQUENCY

Fencing, Guard Rail and Guide Posts

LINK ROADS: 6 month cycle

COLLECTOR ROADS: 1 year cycle

INDUSTRIAL ROADS: 1 year cycle

ACCESS ROADS: 2 year cycle

Fire Plug Markers, Non-Standard Street Light Infrastructure, Bicycle Racks, Bins,
Miscellaneous Furniture – Nil - Reactive activity only

HAZARD LIST

RF-032-A Fencing poses hazard to public and/or non-functional

RF-032-B Fence - Rotten/ corroded/ broken/ missing

RF-032-Other

RF-049-A Guide post more than 50% noticeably degraded.

RF-049-B >10% of guide posts missing on straights

RF-049-C >5% of guide posts missing on curves with an advisory speed

RF-049-D >2 guide posts in a row are missing.

RF-049-Other

RF-050-A Guardrail non-effective/ misaligned/ broken.

RF-050-Other

RF-056-A Metal bin enclosures - Missing/ damaged.

RF-056-B Plastic Wheelie Bins - Missing/ damaged.

RF-056-Other

RF-057-Damaged Fire Hydrant

RF-057-Other

RF-058-A Fire Plug Markers - damaged/ missing

RF-058-Other

RF-060-A Non-standard Street Light standards/ poles - hazardous to road users/
pedestrians/ property

RF-060-B Non-standard Street Light Arms/ masts - hazardous to road users/
pedestrians/ property

RF-060-C Non-standard Street Light Base supports - hazardous to road users/
pedestrians /property.

RF-060-Other

RF-055-A Damaged/non-functional bike racks

RF-055-A Missing bike racks

RF-055-Other

RF-061-A Non-functional street furniture

RF-061-B Vandalised street furniture posing a hazard to road users, pedestrians or
property

RF-061-C Broken, deteriorated, corroded street furniture

RF-061-Other

Hazard:

**RF-032 -
Hazardous
Fencing**

**Maintenance
Activity:**

RF-REA-032
*Maintain Fencing
within Road
Reserve*



Hazard:

**RF-049 -
Deteriorated
Guide Posts**

**Maintenance
Activity:**

RF-REA-049
*Maintain Guide
Posts*



Hazard:

**RF-050 -
Deteriorated
Guard Rail**

**Maintenance
Activity:**

RF-REA-050
Maintain Guard
Rail



Hazard:

**RF-056 –
Maintain Bins**

**Maintenance
Activity:**

RF-REA-056
Maintain Bins



Hazard:

**RF-057 –
Damaged Fire
Hydrant**

**Maintenance
Activity:**

RF-REA-057
*Fire Hydrant
Maintenance*



Hazard:

**RF-058 -
Deteriorated
Fire Plug
Markers**

**Maintenance
Activity:**

RF-REA-058
*Fire Plug Marker
Repair*



Hazard:

**RF-060 -
Deteriorated
Street Light
Infrastructure**

**Maintenance
Activity:**

RF-REA-060
*Maintain Street
Light
Infrastructure*



Hazard:

**RF-055 –
Damaged/
Non-
Functional
Bike Racks**

**Maintenance
Activity:**

RF-REA-055
Bike Rack Repair



Hazard:

**RF-061 –
Miscellaneous
Roadside
Furniture
Maintenance**

**Maintenance
Activity:**

RF-REA-061
*Miscellaneous
Roadside
Furniture
Maintenance*



ROAD PAVEMENT

INSPECTION FREQUENCY

LINK ROAD:	6 month cycle
COLLECTOR ROAD:	1 year cycle
INDUSTRIAL ROAD:	1 year cycle
ACCESS ROAD:	2 year cycle
VICROADS ARTERIAL PARKING BAYS:	2 year cycle

HAZARD LIST

RP-001-A Failed area >500mm dia. and >50mm depth with potential for pavement collapse

RP-001-B Other treatments have failed to remediate the pavement.

RP-001-Other

Hazard:

**RP-001 -
Evidence of
Potential
Pavement
Collapse**

**Maintenance
Activity:**

RP-REA-001
*Repair Pavement
Collapse
(Digouts/ Major
Patching)*



ROAD SURFACE

INSPECTION FREQUENCY

LINK ROAD:	6 month cycle
COLLECTOR ROAD:	1 year cycle
INDUSTRIAL ROAD:	1 year cycle
ACCESS ROAD:	2 year cycle
VICROADS ARTERIAL PARKING BAYS:	2 year cycle

HAZARD LIST

RS-002-A Potholes between 25 and 50mm in depth and/or >300mm in diameter
RS-002-Other
RS-004-A Edge break > 1m long & >50mm deep &/or extends 75mm laterally into trafficable area.
RS-004-Other
RS-007-A Ruts/ depression >50mm deep over 1m wide, &/or up to 7m long (for all Access Road Surfaces)
RS-007-B Ruts/ depression >35 mm deep over 1m wide, &/or up to 7m long (for all other Road Surfaces)
RS-007-C Surface uplift >50mm over 1m wide, &/or up to 7m long
RS-007-Other
RS-006-A Road surface bleeding likely to result in loss of skid resistance
RS-006-B Road surface stripping/ bleeding/ crazing likely to result in loss of skid resistance
RS-006-Other
RS-008-A Distressed areas up to 2m² where pavers are sunk, cracked, heaved and/or loose (programmed for renewal)
RS-008-B Mounding or depressions >40mm within an area of 2m²
RS-008-C Vertical displacements >25mm
RS-008-D Missing Pavers
RS-008-Other
RS-005-A Offensive Graffiti
RS-005-B Other Graffiti
RS-005-Other
RS-009-A Damaged/ dislodged or missing pavement markers (RRPMs & RPMs);
RS-009-B Faded statcom marking (<50% effective reflectivity)
RS-009-C Faded other linemarking (<50% effective reflectivity)
RS-009-Other
RS-010-A Fuel spill on road surface where there is a danger to traffic
RS-010-B Fuel spill on road surface where there is potential for stormwater pollution.
RS-010-Other
RS-011-A Liquid spill on road surface where there is a danger to traffic
RS-011-B Liquid spill on road surface where there is potential for stormwater pollution.
RS-011-Other
RS-012-A Debris on Road Surface which may become a danger to traffic
RS-012-B Debris on Road Surface which may prevent free drainage of pavement
RS-012-C Debris in kerb & channel which may become a danger to traffic
RS-012-D Debris in kerb & channel which may prevent free drainage of pavement.
RS-012-Other
RS-013-A Litter considered unsightly
RS-013-B Litter likely to cause a traffic hazard or prevent free drainage of the road surface
RS-013-C Litter likely to prevent free drainage of the road surface
RS-013-D Dead Animals/ Birds
RS-013-Other

Hazard:

**RS-002 -
Potholes**

**Maintenance
Activity:**

RS-REA-002
*Pothole Repair/
Minor Patching*



Hazard:

**RS-004 - Edge
Deterioration**

**Maintenance
Activity:**

RS-REA-004
Edge Repair



Hazard:

**RS-007 -
Rutting
/Depressions/
Surface
Uplifts**

**Maintenance
Activity:**

RS-REA-007
Regulation



Hazard:

**RS-006 -
Sealed
Surface
Deterioration**

**Maintenance
Activity:**

RS-REA-006
*Minor Surface
Treatment*



Hazard:

**RS-008 - Brick
Paved Surface
Deterioration**

**Maintenance
Activity:**

RS-REA-008

*Brick Paved
Road Surface
Repair*



Hazard:

**RS-005 -
Offensive /
Hazardous
Road Surface
Graffiti**

**Maintenance
Activity:**

RS-REA-005

Graffiti Removal



Hazard:

**RS-009 -
Pavement
Markings -
Deterioration
(incl. School
Crossings &
LATMs)**

**Maintenance
Activity:**

RS-REA-009
*Pavement
Markings
Maintenance*



Hazard:

**RS-010 - Fuel
spills**

**Maintenance
Activity:**

RS-REA-010
*Clear Fuel
Spillage*



Hazard:

**RS-011 -
Liquid spills**

**Maintenance
Activity:**

RS-REA-011
Clear Liquid
Spillage



Hazard:

**RS-012 - Dirt/
Debris**

**Maintenance
Activity:**

RS-REA-012
Street Sweeping



Hazard:

RS-013 - Litter

**Maintenance
Activity:**

RS-REA-013
Litter Clearing



ROADSIDE VEGETATION

INSPECTION FREQUENCY

Link Roads – 1 year cycle
Collector Roads - 1 year cycle
Industrial Roads - 1 year cycle
Access Roads - 2 year cycle

HAZARD LIST

RV-038-A Not in accordance with Electricity Safety (Electric Line Clearance) Regulations 2005
RV-038-Other
RV-039-A Height Clearance Footpaths / Shared paths < 2.5 m
RV-039-B Foliage Height Clearance over roadway < 5m for Link Roads < 3.5m for all other Roads
RV-039-C Lateral Clearance Footpaths/Shared paths < 500mm
RV-039-D Lateral Clearance Roadways < 1m from back edge of shoulder and/or kerb.
RV-039-E Vegetation within sight clearance triangles as per Austroads Guidelines Part 5 - Intersections at Grade (Table 5.3)
RV-039-Other
RV-034-A Limbs/ trees hazardous to road users/ pedestrians or property.
RV-034-Other
RV-034A-A Stumps hazardous to road users/ pedestrians or property.
RV-035-A Broken and/or fallen limb and/or tree obstructing pedestrian/ cyclist or vehicular traffic movements.
RV-035-Other
RV-043-A Pests and/or vegetation diseases (i.e. beetles, spitfires, bees, wasps and white ants only) likely to cause personal injury
RV-043-Other
RV-048-A Presence of blackberry shrub.
RV-048-Other
RV-013C-A Objects/substances and/or items likely to cause a traffic/ pedestrian hazard.
RV-013C-Other
RV-041-A Grass > 500mm high posing fire hazard
RV-041-B Grass > 500mm high resulting in the accumulation of pests
RV-041-C Grass encroaching > 200mm from back of kerb onto roadway or onto shared path/ footpath.
RV-041-Other

Hazard:

**RV-038 -
Overhead
Cable
Interference**

**Maintenance
Activity:**

RV-REA-038
Line Clearance



Hazard:

**RV-039 -
Hazardous
Foliage**

**Maintenance
Activity:**

RV-REA-039
*Pruning - Street
Trees & Shrubs*



Hazard:

**RV-034 -
Hazardous
Trees**

**Maintenance
Activity:**

**RV-REA-034
Tree Removal**



Hazard:

**RV-034A -
Hazardous
Stumps**

**Maintenance
Activity:**

**RV-REA-
034A
Stump Removal**



Hazard:

**RV-035 -
Fallen Limbs /
Trees**

**Maintenance
Activity:**

RV-REA-035
*Fallen Limb or
Fallen Tree
Removal*



Hazard:

**RV-043 - Pest /
Disease**

**Maintenance
Activity:**

RV-REA-043
*Pest and/or
Vegetation
Disease Control*



Hazard:

**RV-048 -
Blackberries**

**Maintenance
Activity:**

RV-REA-048
*Blackberry
Removal*



Hazard:

**RV-013C -
Litter**

**Maintenance
Activity:**

**RV-REA-
013C**
*Litter Clearing -
Dumped*



Hazard:

**RV-041 -
Hazardous
Grass Growth**

**Maintenance
Activity:**

RV-REA-041
*Mowing/ Edge
Trimming -
Nature Strip*



SHARED PATHS

INSPECTION FREQUENCY

All Shared Paths – 1 year cycle

HAZARD LIST

SP-027-A Vertical displacement between bays >20mm
SP-027-B Dislodged Wedge
SP-027-Other
SP-023-A Corrugations/ potholes >50mm deep and/or 300mm dia.
SP-023-Other
SP-008-A Missing pavers
SP-008-B Vertical displacement > 20mm
SP-008-C Gaps between pavers> 25mm
SP-008-Other
SP-029-A Holes/ subsided areas greater than 50mm deep
SP-029-B Pavement edge failures >50mm deep over a length of 150mm.
SP-029-C Mounding > 100mm resulting from tree root uplift
SP-029-Other
SP-046-A Depressions >75mm at the interface of the naturestrip and adjacent constructed paths.
SP-046-Other
SP-012-A Dirt/ silt/ debris likely to cause slipping
SP-012-B Dirt/ silt/ debris likely to obstruct stormwater flow into spoon drains
SP-012-Other
SP-030-A Damaged/ missing regulatory & warning signs
SP-030-B Sign posts noticeably not vertical, or damaged rendering regulatory & warning sign ineffective
SP-030-Other
SP-020-A Foliage obstructing regulatory and warning signs
SP-020-Other
SP-005-A Offensive graffiti
SP-005-B Graffiti hazardous to pedestrians/ path users
SP-005-C Unauthorised material attached to signs. (eg. posters, balloons, garage sale signs, etc)
SP-005-Other

Hazard:

**SP-027 -
Vertical
Displacement
- Concrete**

**Maintenance
Activity:**

SP-REA-027
*Concrete Shared
Path
Maintenance*



Hazard:

**SP-023 -
Deteriorated
Surface -
Unsealed**

**Maintenance
Activity:**

SP-REA-023
*Unsealed Shared
Path
Maintenance*



Hazard:

**SP-008 - Brick
Paver
Deterioration**

**Maintenance
Activity:**

SP-REA-008
*Brick Paved
Shared Path
Maintenance*



Hazard:

**SP-029 -
Deteriorated
Surface -
Asphalt**

**Maintenance
Activity:**

SP-REA-029
*Asphalt Shared
Path
Maintenance*



Hazard:

**SP-046 - Edge
deterioration**

**Maintenance
Activity:**

SP-REA-046
*Edge/ Shoulder
Repair*



Hazard:

**SP-012 –
Shared Path
Sweeping/
Cleaning**

**Maintenance
Activity:**

SP-REA-012
*Shared Path
Sweeping/
Cleaning*



Hazard:

**SP-030 -
Deteriorated
signage -
Regulatory /
Warning**

**Maintenance
Activity:**

SP-REA-030
*Sign
Maintenance -
Regulatory/
Warning*



Hazard:

**SP-020A -
Foliage
obstructing
signs**

**Maintenance
Activity:**

**SP-REA-
020A**
*Pruning - Sign
Obstruction*



Hazard:

**SP-005 -
Offensive /
Hazardous
Graffiti**

**Maintenance
Activity:**

**SP-REA-005
Graffiti Removal**



REGULATORY & WARNING SIGNS

INSPECTION FREQUENCY

Regulatory and Warning Signs

Link Roads – 6 month cycle

Collector Roads – 1 year cycle

Industrial Roads – 1 year cycle

Access Roads – 2 year cycle

HAZARD LIST

SI-030-A Missing signs

SI-030-B Sign posts that are noticeably not vertical or damaged rendering sign ineffective

SI-030-C Damaged/ missing/ deteriorated school crossing posts.

SI-030-D Damaged signs that are unreadable or ineffective

SI-030-E Faded signs to an extent that makes them unreadable

SI-030-Other

SI-032-A Missing signs

SI-032-E Faded signs to an extent that makes them unreadable

SI-032-Other

SI-020-A Foliage obstructing signs

SI-020-Other

SI-005-A Offensive graffiti

SI-005-B Other graffiti

SI-005-Other

Hazard:

**SI-030 -
Deteriorated
Signage -
Regulatory /
Warning**

**Maintenance
Activity:**

SI-REA-030

*Sign
Maintenance -
Regulatory/
Warning*



Hazard:

**SI-032 – Sign
Maintenance –
Special
Purpose/
Directional/
Street Name/
Parking**

**Maintenance
Activity:**

SI-REA-032

*Sign
Maintenance -
Special Purpose/
Directional/
Street Name/
Parking*



Hazard:

**SI-020A -
Foliage
obstructing
signs**

**Maintenance
Activity:**

SI-REA-020A
*Sign Obstruction
- Pruning*



Hazard:

**SI-005 -
Offensive /
Hazardous
Graffiti**

**Maintenance
Activity:**

SI-REA-005
Graffiti Removal



UNSEALED ROADS

INSPECTION FREQUENCY

6 unsealed roads (Basin Olinda Road, Cathies Lane, Doongalla Road, Old Coach Road, Quarry Road, Sheffield Road) – 1 week cycle

Other Unsealed Roads – 3 month cycle or in accordance with grading Program (Knox Maintenance Schedule III – Routine Grading Program)

HAZARD LIST

US-023-A Rutting and corrugations exceeding 50mm over 20% of the unsealed road surface

US-023-B Potholes >450mm dia. and 50mm deep over 20% of the unsealed road surface

US-023-C Edge drops from traffic lane to shoulder > 50mm over 20m length under a 1.5m straight edge

US-023-D Road shoulder rough/ scoured

US-023-E Lower edge of shoulder holding water.

US-023-Other

US-015-A Non-trafficable vehicle crossover

US-015-B Blocked culvert causing ponding of stormwater on roadway

US-015-Other

Hazard:

**US-023 -
Surface &
Edge
Deterioration**

**Maintenance
Activity:**

US-REA-023
*Unsealed
Surface Repair
(Grading)*



Hazard:

**US-015 -
Damaged
Vehicle
Crossover**

**Maintenance
Activity:**

US-REA-015
*Vehicle
Crossover
Maintenance*



VICROADS ARTERIAL ROADS

(As defined in the Knox Public Road Register Table 5: Roadside Areas along Urban Arterial Roads)

INSPECTION FREQUENCY

Roadside vegetation only for all Arterial Roads listed in Table 5 of the Knox Public Road Register – 1 year cycle

HAZARD LIST

VR-013C-A Removal of objects, items likely to cause a pedestrian/cyclist hazard

VR-013C-B Removal of objects, items likely to cause a vehicular hazard

VR-034-A VR-034-A Limbs/ trees hazardous to road users/ pedestrians or property.

VR-034-B Stumps hazardous to road users/ pedestrians or property.

VR-034-Other

VR-035-A Broken/ fallen limb/ tree obstructing pedestrian/ cyclists

VR-035-B Broken/ fallen limb/ tree obstructing traffic

VR-035-Other

VR-039-A Height Clearance Footpaths / Shared paths < 2.5 m

VR-039-B Foliage Height Clearance over roadway < 5m for Link Roads < 3.5m for all other Roads

VR-039-C Lateral Clearance Footpaths/Shared paths < 500mm

VR-039-D Lateral Clearance Roadways < 1m from back edge of shoulder and/or kerb.

VR-039-E Vegetation within sight clearance triangles as per Austroads Guidelines Part 5 - Intersections at Grade (Table 5.3)

VR-039-Other

VR-043-A Pests (bees & wasps only)

VR-043-B Vegetation diseases likely to pose hazard to public

VR-043- Other

Hazard:

**VR-039 –
Pruning –
Street Trees
and Shrubs**

**Maintenance
Activity:**

VR-REA-039
*Pruning - Street
Trees & Shrubs*



Hazard:

**VR-034 – Tree
and Stump
Removal**

**Maintenance
Activity:**

VR-REA-034
*Tree & Stump
Removal*



Hazard:

**VR-035 –
Fallen Limb or
Fallen Tree
Removal**

**Maintenance
Activity:**

VR-REA-035
*Fallen Limb or
Fallen Tree
Removal*



Hazard:

**VR-043 – Pest
and/ or
Vegetation
Disease
Control**

**Maintenance
Activity:**

VR-REA-043
*Pest and/or
Vegetation
Disease Control*



Hazard:

**VR-013C –
Litter Clearing
- Dumped**

**Maintenance
Activity:**

**VR-REA-
013C**
*Litter Clearing -
Dumped*



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BRIDGES /STRUCTURES

ACTIVITY TITLE:	Road Bridge Maintenance
DESCRIPTION:	Treatment to repair/ replace unsafe components associated with road bridges and major culverts, including cleaning, clearing and vegetation control.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury/ vehicle damage due to structural failure Ponding of stormwater on bridge deck. Personal injury/ vehicle damage due to deck or surface failure Loss of functionality/connectivity if asset is closed

REACTIVE MAINTENANCE	B&C-REA-072 - Road Bridge Maintenance
<i>CURRENT SERVICE LEVEL:</i>	a.) Temporary and/or permanent repair/ replacement of unsafe/ damaged bridge and major culvert components NOTE: Temporary repair may include bridge closure to allow for extensive repair to major components
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	2 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	64 days

ACTIVITY TITLE:	Pedestrian Bridge & Boardwalk Maintenance
DESCRIPTION:	Treatment to repair/ replace unsafe components associated with pedestrian bridges and boardwalks, including cleaning, clearing and vegetation control.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury due to structural failure Personal injury due to deck or surface failure Loss of functionality if asset is closed

REACTIVE MAINTENANCE	B&C-REA-073 - Pedestrian Bridge & Boardwalk Maintenance
<i>CURRENT SERVICE LEVEL:</i>	a.) Temporary and/or permanent repair/ replacement of unsafe/ damaged bridge and boardwalk components NOTE: Temporary repair may include bridge closure to allow for extensive repairs to major components
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	2 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	64 days

ACTIVITY TITLE:	Retaining Walls, Stairs & Minor Structure Maintenance
DESCRIPTION:	Assessment and treatment of structural stability issues for retaining walls, stairs and estate feature entrance walls.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury/ vehicle damage due to structural failure Loss of functionality if structure is closed Personal injury due to slipping /tripping on stairs Loss of functionality/connectivity if asset is closed

REACTIVE MAINTENANCE	B&C-REA-074 - Retaining Walls, Stairs & Minor Structure Maintenance
<i>CURRENT SERVICE LEVEL:</i>	a.) Temporary and/or permanent repair/ replacement of unsafe/ damaged structural components NOTE: Temporary repair may include asset closure to allow for extensive repairs to major components
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	32 days

BUS SHELTERS

ACTIVITY TITLE:	Bus Shelter & Surrounds Repair
DESCRIPTION:	Minor repairs/ replacement of broken slabs, shelter panels, roofing and seating.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Loss of aesthetics Personal injury/ property damage due to collapse of infrastructure Personal injury due to tripping Reduced functionality and usage

REACTIVE MAINTENANCE	BS-REA-053 - Bus Shelter & Surrounds Repair
<i>CURRENT SERVICE LEVEL:</i>	Temporary repair/ protective works to broken/ damaged panels, seating and spouting of Council owned bus shelters.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	64 days

ACTIVITY TITLE:	Bus Shelter Cleaning
DESCRIPTION:	Remove graffiti, repaint, clear rubbish and clean spouting.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Loss of aesthetics Public offended by graffiti Minor personal injury (cuts/ scrapes) due to accumulation of litter/debris Reduced bus shelter infrastructure life due to lack of painting/ cleaning of spouting

REACTIVE MAINTENANCE	BS-REA-054 - Bus Shelter Cleaning
<i>CURRENT SERVICE LEVEL:</i>	Remove offensive graffiti in line with Graffiti and Vandalism Management Plan and other graffiti within rectification timeframes
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	5 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	64 days

DRAINAGE

ACTIVITY TITLE:	Clear Blocked Drainage Pits
DESCRIPTION:	Removal of dirt and debris from drainage pits to maintain adequate stormwater flow. (This activity includes all pits within the Road Reserve and Shared path underpasses).
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Flood damage to property & council assets Personal injury/ vehicle damage due to loss of vehicle control resulting from ponding of stormwater in trafficable lanes

REACTIVE MAINTENANCE	D-REA-064 - Clear Blocked Drainage Pits
<i>CURRENT SERVICE LEVEL:</i>	Clean any debris from pit inlet and pit if obstruction impedes pipe flow to the invert level of the outlet pipe - for all drainage pits within road reserves and shared path underpasses.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	100 days

ROUTINE MAINTENANCE	D-ROU-064 - Clear Blocked Drainage Pits
<i>CURRENT SERVICE LEVEL:</i>	Remove accumulated debris from drainage pits including pipe and pit inlets if accumulation obstructs the outlet pipe opening for: a) Side Entry Pits (SEP) only.
<i>CURRENT FREQUENCY:</i>	2 year cycle

ACTIVITY TITLE:	Clear Blocked Drainage Pipes & Culverts
DESCRIPTION:	Removal of dirt and debris from drainage pipe/ culvert to maintain adequate stormwater flow. (All pipes/culverts within road reserve including footpaths within road reserves and shared paths).
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	<p>Flood damage to property & council assets</p> <p>Broken dislodged pipe/ culvert leading to subsidence and water ingress to pavement</p> <p>Reduced functionality of pipe/ culvert to discharge stormwater flow</p> <p>Personal injury/ vehicle damage due to loss of vehicle control resulting from ponding of stormwater in trafficable lanes</p>

REACTIVE MAINTENANCE	D-REA-063 - Clear Blocked Drainage Pipes & Culverts
<i>CURRENT SERVICE LEVEL:</i>	Temporary and/or permanent treatment to remove obstruction that impedes outlet pipe flow. This activity may include replacement of single lengths of pipe of up to 300mm diameter.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	120 days

ACTIVITY TITLE:	Drainage Pit Lintel Repair
DESCRIPTION:	Repair/ replacement of drainage pit lintels damaged to the extent that are dangerous to road users or render the pit non-functional.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury/ vehicle damage due to loss of vehicle control resulting from ponding of stormwater in trafficable lanes Personal injury/ vehicle damage on damaged lintel Diminished pit inlet capacity leading to flooding of property & council assets

REACTIVE MAINTENANCE	D-REA-065 - Drainage Pit Lintel Repair
<i>CURRENT SERVICE LEVEL:</i>	Provide temporary and/or permanent pit lintel repair when: a) the pit throat (inlet) is reduced to the extent that it obstructs stormwater flow into the pit b) reinforcement is exposed c) the lintel is heaved to the extent that could be hazardous to pedestrians or other road users
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	120 days

ACTIVITY TITLE:	Drainage Pit Lid/ Structure Repair (excluding lintels)
DESCRIPTION:	Repair or replacement of pit lids & structural components {i.e. pit lids, grates, frames, step irons, surrounds, & mesh panels (installed to divert litter)}. (This activity includes drainage pits within the Road Reserve and along the footpaths/ shared path network).
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury from falling into pits with missing lids/ grates/ unstable frames Personal injury/ vehicle damage resulting from pit surface components not flush with road/ path surface Personal injury to workers due to broken/ missing step irons

REACTIVE MAINTENANCE	D-REA-066 - Drainage Pit Lid/ Structure Repair (excluding lintels)
<i>CURRENT SERVICE LEVEL:</i>	Provide temporary and/or permanent repair when: a) Pit covers are broken or missing b) Cracking present and likely to result in pit instability or structural collapse c) Vertical displacements >15mm within designated pedestrian walkways only d) Pit lids, grates, and/or pit surrounds that are damaged or deteriorated posing a potential hazard to road users/ pedestrians.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	120 days

ACTIVITY TITLE:	Litter Basket Maintenance
DESCRIPTION:	Empty all debris/ litter accumulated in Council owned litter baskets.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	<p>Flood damage to property & council assets</p> <p>Reduced functionality of pipe/ culvert to discharge stormwater flow</p> <p>Negative impact on public health due to accumulated litter attracting pests (particularly rodents)</p> <p>Pollution of surrounding environment</p>

ROUTINE MAINTENANCE	D-ROU-067 - Litter Basket Maintenance
<i>CURRENT SERVICE LEVEL:</i>	Clear all contents of Council owned litter baskets.
<i>CURRENT FREQUENCY:</i>	3 month cycle

ACTIVITY TITLE:	Gross Pollutant Trap Maintenance
DESCRIPTION:	Clean out all debris/ litter accumulated in Council owned Gross Pollutant Traps (GPTs).
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	<p>Reduced functionality of pipe/ culvert to discharge stormwater flow</p> <p>Negative impact on public health due to accumulated litter attracting pests (particularly rodents)</p> <p>Pollution of surrounding environment</p>

ROUTINE MAINTENANCE	D-ROU-068 - Gross Pollutant Trap Maintenance
<i>CURRENT SERVICE LEVEL:</i>	Clear all litter/debris from Council owned Gross Pollutant Traps (GPT's).
<i>CURRENT FREQUENCY:</i>	6 month cycle

ACTIVITY TITLE:	Household Drainage Connection Repair
DESCRIPTION:	Treatment to repair and/or replace non-functional or missing household drainage connections (i.e. drainage pipe from the property boundary to the kerbline) within Council road reserves or easements.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Property damage caused by flooding

REACTIVE MAINTENANCE	D-REA-016 - Household Drainage Connection Repair
<i>CURRENT SERVICE LEVEL:</i>	Treatment to repair and/or replace non-functional household drainage connections (i.e. drainage pipe from the property boundary to the kerbline) within Council road reserves or easements where it is proven that a Council asset is the primary cause.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	90 days

ACTIVITY TITLE:	Table/ Open/ Outfall Drain Maintenance
DESCRIPTION:	Cleaning and minor shaping of existing table/ open/ outfall drains in road reserves to maintain adequate stormwater flow.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury/ vehicle damage due to falling into obscured open drain Reduced functionality of drain to discharge stormwater flow Pollution of waterways due to erosion Fire hazard during the dry season

ROUTINE MAINTENANCE	TD-ROU-070 - Table/ Open/ Outfall Drain Maintenance
<i>CURRENT SERVICE LEVEL:</i>	Reset rock beaching, reshape and clear major obstructions impeding stormwater flow path of drain.
<i>CURRENT FREQUENCY:</i>	1 year cycle

FOOTPATHS

ACTIVITY TITLE:	Concrete Footpath Maintenance
DESCRIPTION:	Wedge or grind interfaces of concrete footpath bays to address unevenness.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury due to slipping/ tripping/ falling on uneven surface Loss of aesthetics Reduced functionality due to sunken surface causing ponding of stormwater

REACTIVE MAINTENANCE	FP-REA-027 - Concrete Footpath Maintenance
<i>CURRENT SERVICE LEVEL:</i>	Provide temporary wedge when vertical displacement between bays exceeds 20mm and/or existing wedge has been dislodged. Treatment may be with asphalt or other appropriate material.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	50 days

ROUTINE MAINTENANCE	FP-ROU-027 - Concrete Footpath Maintenance
<i>CURRENT SERVICE LEVEL:</i>	Grind when vertical displacement between bays is between 10 and 20mm.
<i>CURRENT FREQUENCY:</i>	1 year cycle - Commercial Routes only

ACTIVITY TITLE:	Unsealed Footpath Maintenance
DESCRIPTION:	Grading to reduce corrugations and restore surface condition of unsealed footpaths.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury due to slipping/ tripping/ falling on uneven surface Loss of aesthetics Reduced functionality due to sunken surface causing ponding of stormwater

REACTIVE MAINTENANCE	FP-REA-023 - Unsealed Footpath Maintenance
<i>CURRENT SERVICE LEVEL:</i>	Provide temporary and/or permanent repair of surface if corrugations and/or potholes >50mm deep. May include spot gravelling with crushed rock.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	64 days

ACTIVITY TITLE:	Brick Paved Footpath Maintenance
DESCRIPTION:	Treatment to replace/ repair and/or regulate damaged/ dislodged/ settled or missing paved areas.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury due to slipping/ tripping/ falling on uneven surface Loss of aesthetics Reduced functionality due to sunken surface causing ponding of stormwater

REACTIVE MAINTENANCE	FP-REA-008 - Brick Paved Footpath Maintenance
<i>CURRENT SERVICE LEVEL:</i>	Provide temporary and/or permanent repair of loose, missing or dislodged pavers; repair vertical displacement >20mm; fill gaps between pavers>10mm. May include temporary or permanent reinstatement with an alternative material. Distressed areas >1m ² are managed to mitigate risk and programmed for renewal.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	50 days

ACTIVITY TITLE:	Asphalt Footpath Maintenance
DESCRIPTION:	Treatment to repair potholes, distressed/ lifted sections and/or edge breaks on asphalt footpaths to restore surface condition.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury due to slipping/ tripping/ falling on uneven surface Loss of aesthetics Reduced functionality due to sunken surface causing ponding of stormwater Pavement damage due to water ingress Increased cost of delayed maintenance

REACTIVE MAINTENANCE	FP-REA-029 - Asphalt Footpath Maintenance
<i>CURRENT SERVICE LEVEL:</i>	Provide temporary and/or permanent repair of: a) holes/ subsided areas greater than 30mm deep and/or distressed areas <2m ² . b) pavement edge failures >50mm deep over a length of 150mm. Distressed areas >2m ² are managed to mitigate risk and programmed for renewal.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	50 days

ACTIVITY TITLE:	Edge/ Shoulder Repair
DESCRIPTION:	Treatment to reduce depressions/ holes at the interface (edge/shoulder) of constructed asphalt, concrete or brick paved footpaths.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury due to slipping/ tripping/ falling on uneven path edges Loss of aesthetics Pavement damage due to water ingress

REACTIVE MAINTENANCE	FP-REA-046 - Edge/ Shoulder Repair
<i>CURRENT SERVICE LEVEL:</i>	Provide temporary and/or permanent repair of depressions (with topsoil, gravel or sand) at the interface of the nature strip and surrounding constructed paths for: a) depressions >50mm for Commercial routes b) depressions >75mm for other routes
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	5 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	64 days

ACTIVITY TITLE:	Graffiti Removal
DESCRIPTION:	Removal of graffiti from footpath surface.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Loss of aesthetics Public offended by graffiti Personal injury due to slipping Property damage

REACTIVE MAINTENANCE	FP-REA-005 - Graffiti Removal
<i>CURRENT SERVICE LEVEL:</i>	Remove offensive graffiti in line with Graffiti and Vandalism Management Plan and other graffiti within rectification timeframes
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	1 day for offensive graffiti, 5 days for other
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	32 days

ACTIVITY TITLE:	Litter Clearing/Dumped Rubbish
DESCRIPTION:	Removal of Litter/ debris from footpaths (KNOX MAINTENANCE SCHEDULE X – Shopping Centre Locations for Routine Footpath Sweeping and Litter Clearing).
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Negative impact on public health due to dangerous items (eg. Syringes) and/or pest infestation (eg. Rodents) Pollution of surrounding environment Drainage obstruction due to litter resulting in ponding of stormwater Personal injury due to slipping/ tripping on debris/ litter

REACTIVE MAINTENANCE	FP-REA-013 - Litter Clearing/ Dumped Rubbish
<i>CURRENT SERVICE LEVEL:</i>	Removal of litter/ dumped rubbish that poses a hazard to pedestrians and/or obstructs stormwater flows and traffic movements (excluding cigarette butts & gum). Temporary works may include placement of litter/ dumped rubbish on nature strips until litter can be removed.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	7 days

ROUTINE MAINTENANCE**FP-ROU-013 - Litter Clearing/ Dumped Rubbish*****CURRENT SERVICE LEVEL:***

Removal of litter/ dumped rubbish (excluding cigarette butts & gum) - for selected Shopping Centres only.

(KNOX MAINTENANCE SCHEDULE X – Shopping Centre Locations for Routine Footpath Sweeping and Litter Clearing).

CURRENT FREQUENCY:

1 week cycle

KERB AND CHANNEL

ACTIVITY TITLE:	Kerb & Channel Repair
DESCRIPTION:	Treatment to repair broken and/or spalled concrete, sunken kerb and channel and/or kerb and channel that has been uplifted. (Indented parking bays, dished concrete inverts & plinths are included in this activity).
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Loss of functionality impeding stormwater flow Damage to vehicles/ personal injury due to loss of vehicle control if ponding of stormwater extends into trafficable area Pavement damage due to water infiltration Personal injury due to tripping Flood damage to property & council assets Loss of aesthetics due to kerb displacement/ cracking

REACTIVE MAINTENANCE	K&C-REA-014 - Kerb & Channel Repair
<i>CURRENT SERVICE LEVEL:</i>	Provide temporary repair measures only for damaged kerb & channel < 4.8m in length which is likely to result in ponding of stormwater on trafficable areas along link, collector and industrial roads. For other roads, assess works based on an assessment of risk (to personal injury or property or functionality of drainage system). NOTE: Where identified, a significant vegetation assessment may be undertaken to determine most appropriate action. Damaged kerb & channel >4.8m in length is managed to mitigate risk and programmed for renewal.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	150 days

LOCAL AREA TRAFFIC MANAGEMENT DEVICES (LATMs)

ACTIVITY TITLE:	Kerb & Constructed Infill Maintenance
DESCRIPTION:	Treatment to repair and/or regulate damaged, dislodged or settled traffic island and roundabout kerbs and/or constructed (brick paved/ concrete/ asphalt) infills. (This activity includes repairing associated existing Disability Discrimination Act (DDA) infrastructure).
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Loss of functionality impeding stormwater flow Damage to vehicles/ personal injury due to loss of vehicle control if ponding of stormwater extends into trafficable area Pavement damage due to water infiltration Personal injury due to tripping on dislodged/ uneven surfaces/ pram crossings Loss of aesthetics due to kerb displacement/ cracking

REACTIVE MAINTENANCE	LATM-REA-014A - Kerb & Constructed Infill Maintenance
<i>CURRENT SERVICE LEVEL:</i>	Provide temporary repair measures only for damaged kerb & channel < 4.8m in length which is likely to result in ponding of stormwater on trafficable areas along link, collector and industrial roads. Provide other service to mitigate extreme and high risks representing a physical hazard to vehicle or pedestrian travel paths.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	150 days

ACTIVITY TITLE:	Weed Control and Surrounds Cleaning
DESCRIPTION:	Treatment to clean debris & remove weeds from constructed (brick paved/ concrete or asphalt) infill areas of traffic islands and Local Area Traffic Management Treatments (LATMs). (This activity includes cleaning existing Disability Discrimination Act (DDA) infrastructure). (KNOX MAINTENANCE SCHEDULE II - Locations for Routine LATM Weed Control & Surrounds Cleaning)
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury due to tripping/ slipping Loss of aesthetics due to weed growth/ debris accumulation Spread of noxious weeds

REACTIVE MAINTENANCE	LATM-REA-019 - Weed Control and Surrounds Cleaning
<i>CURRENT SERVICE LEVEL:</i>	Remove weeds >200mm high.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	5 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	96 days

ROUTINE MAINTENANCE	LATM-ROU-019 - Weed Control and Surrounds Cleaning
<i>CURRENT SERVICE LEVEL:</i>	Remove all weeds and clean kerb & channel at selected sites.
<i>CURRENT FREQUENCY:</i>	1 year cycle

ACTIVITY TITLE:	Pruning - Shrubs
DESCRIPTION:	Prune shrubs within Local Area Traffic Management Treatments (LATMs).
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	<p>Reduced effectiveness of LATM treatment</p> <p>Personal injury/ vehicle damage due to obstruction of signs and/or sight lines</p> <p>Loss of aesthetics</p> <p>Personal injury/ vehicle damage due to overhanging branches</p>

ROUTINE MAINTENANCE	LATM-ROU-020 - Pruning - Shrubs
<i>CURRENT SERVICE LEVEL:</i>	<p>a) Prune vegetation within the following clearance limits:</p> <p>Height Clearance:</p> <p>Footpaths / Shared paths: 2.5 m</p> <p>Roadway: 5m for Link and Industrial Roads, 3.5m for all other Roads</p> <p>Lateral Clearance:</p> <p>Footpaths/ shared paths: 500mm (excluding groundcover vegetation not exceeding 500mm in height which does not encroach on path)</p> <p>Roadways: 1m from back edge of shoulder and/or kerb (excluding groundcover vegetation not exceeding 500mm in height which does not encroach on roadway)</p> <p>b) Prune/ remove vegetation within sight clearance triangles as per Austroads Guidelines - Part 5 Intersections at Grade (Table 5.3).</p>
<i>CURRENT FREQUENCY:</i>	5 week cycle

ACTIVITY TITLE:	Replanting - Shrubs
DESCRIPTION:	Replanting and mulching within Local Area Traffic Management Treatments (LATMs) with existing garden beds.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Reduced effectiveness of LATM treatment Loss of aesthetics

ROUTINE MAINTENANCE	LATM-ROU-021 - Replanting - Shrubs
<i>CURRENT SERVICE LEVEL:</i>	Replace dead, damaged or diseased plants. Mulch to retain soil moisture, as required depending on plant type and weather.
<i>CURRENT FREQUENCY:</i>	1 year cycle

ROAD FURNITURE

ACTIVITY TITLE:	Maintain Fencing within Road Reserve
DESCRIPTION:	<p>Treatment to repair or replace damaged fencing within the road reserve and along the footpath/ shared path network (excluding fences along the property line) and within outer separators along arterial roads in accordance with the Road Management Act.</p> <p>Includes timber, pine log, ARC, single bollard, wire mesh, rail barrier, pedestrian fencing & fencing at Road Closures.</p>
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	<p>Unauthorised access due to broken/ missing fence</p> <p>Personal injury/property damage from broken/ deteriorated fencing</p> <p>Loss of aesthetics</p> <p>Fencing not meeting current Australian Standards</p> <p>Reduced functionality due to asset deterioration</p>

REACTIVE MAINTENANCE	RF-REA-032 - Maintain Fencing within Road Reserve
<i>CURRENT SERVICE LEVEL:</i>	<p>Provide temporary and/or permanent repair to maintain functionality (i.e. rotten, corroded, broken, missing, vandalised) and/or if fencing poses a hazard to the public.</p> <p>Distressed fencing >15m is managed to mitigate risk and programmed for renewal</p>
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	64 days

ACTIVITY TITLE:	Maintain Guide Posts
DESCRIPTION:	Repair/ replacement of damaged and/or missing guideposts and marker posts including reflectors and sleeves.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury/ vehicle damage due to loss of delineation Reduced functionality due to asset deterioration

REACTIVE MAINTENANCE	RF-REA-049 - Maintain Guide Posts
<i>CURRENT SERVICE LEVEL:</i>	a) Provide temporary and/or permanent repair when more than 50% of guidepost is noticeably degraded; b) Replace posts when more than 10% of posts are missing on straights, more than 5% are missing on curves with an advisory speed, or where more than two posts in a row are missing.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	32 days

ACTIVITY TITLE:	Maintain Guard Rail
DESCRIPTION:	Re-alignment/ repair and/or replacement of guardrail (safety rail), including posts, hardware and accessories that are defective. (This activity includes guard rail at bridge abutments).
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury/ vehicle damage due to loss of delineation Reduced functionality due to asset deterioration Personal injury/ vehicle damage due to inadequate protection of assets and roadside hazards

REACTIVE MAINTENANCE	RF-REA-050 - Maintain Guard Rail
<i>CURRENT SERVICE LEVEL:</i>	Provide temporary and/or permanent repair if guardrail is non-effective, misaligned or broken.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	2 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	96 days

ACTIVITY TITLE:	Maintain Bins
DESCRIPTION:	Repair/ replacement of plastic wheelie bins and metal enclosures to maintain functionality.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Loss of aesthetics Increased cost of delayed maintenance (ie. Additional litter collection required) Pollution of surrounding environment Negative impact on public health due to the accumulation of dangerous items (eg. syringes, glass etc) Negative impact on public health due to accumulated litter attracting pests (particularly rodents) Obstruction to drainage resulting in ponding of stormwater

REACTIVE MAINTENANCE	RF-REA-056 - Maintain Bins
<i>CURRENT SERVICE LEVEL:</i>	Replace missing and/or damaged plastic wheelie bins and metal enclosures to maintain functionality.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	5 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	96 days

ACTIVITY TITLE: Fire Hydrant Maintenance

DESCRIPTION: Maintenance of Fire Hydrants (works undertaken by South East Water).

POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN: Emergency services unable to use hydrants

REACTIVE MAINTENANCE	RF-REA-057 - Fire Hydrant Maintenance
<i>CURRENT SERVICE LEVEL:</i>	Maintenance of fire hydrants as per South East Water protocols.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	Works undertaken by South East Water.
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	Works undertaken by South East Water

ACTIVITY TITLE: Fire Plug Marker Repair

DESCRIPTION: Repair/ replacement of damaged or missing fire plug markers to maintain delineation.

POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN: Emergency services unable to find hydrants

REACTIVE MAINTENANCE	RF-REA-058 - Fire Plug Marker Repair
<i>CURRENT SERVICE LEVEL:</i>	Straighten, repaint posts and/or replace markers.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	32 days

ACTIVITY TITLE:	Maintain Street Light Infrastructure
DESCRIPTION:	Repair/ replace non-functional non-standard street light infrastructure (i.e. standards/ poles/ arms & masts). (Note: Globes maintained by relevant Energy company).
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Reduced perception of public safety Loss of aesthetics Personal injury/ vehicle damage from pole failure Reduced illumination of intersections, road alignment, traffic treatment

REACTIVE MAINTENANCE	RF-REA-060 - Maintain Street Light Infrastructure
<i>CURRENT SERVICE LEVEL:</i>	Provide temporary and/or permanent repair to damaged standards/ poles/ arms & masts for street lights that are non-functional or a hazard to road users/ pedestrians or property
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	5 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	150 days

ACTIVITY TITLE:	Bike Rack Repair
DESCRIPTION:	Repair/ replace bike racks in selected Shopping Centres. (KNOX MAINTENANCE SCHEDULE XII– Shopping Centres with Bike Racks).
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury from broken bike rack components Reduced functionality and usage

REACTIVE MAINTENANCE	RF-REA-055 - Bike Rack Repair
<i>CURRENT SERVICE LEVEL:</i>	Replace non-functional or missing bike racks with standard bike racks only.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	10 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	150 days

ACTIVITY TITLE:	Miscellaneous Roadside Furniture Maintenance
DESCRIPTION:	Repair/ replacement of miscellaneous roadside furniture such as seats, flagpoles, planter boxes etc.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Loss of aesthetics Reduced functionality due to asset deterioration Personal injury due to defective/ unsafe components

REACTIVE MAINTENANCE	RF-REA-061 - Miscellaneous Roadside Furniture Maintenance
<i>CURRENT SERVICE LEVEL:</i>	Provide temporary and/or permanent repair if furniture is non-functional, broken, vandalised, rotten, corroded or a hazard to road users/ pedestrians and/or property.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	10 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	150 days

ROAD PAVEMENT

ACTIVITY TITLE:	Repair Pavement Collapse (Digouts/ Major Patching)
DESCRIPTION:	Treatment of failed areas of sealed road pavements by replacement /reinstatement with new material or improvement of existing material to retain pavement functionality.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Pavement failure leading to pavement collapse Loss of functionality of the road network/ disruption to users Negative impact on adjacent assets eg.kerb & channel, vehicle crossovers Damage to vehicles/ personal injury due to loss of vehicle control

REACTIVE MAINTENANCE	RP-REA-001 - Repair Pavement Collapse (Digouts/ Major Patching)
<i>CURRENT SERVICE LEVEL:</i>	Provide temporary repair when failed area is >500mm in diameter and >50mm in depth with potential for pavement collapse and/or where other treatments have failed to remediate the pavement. Distressed areas > 5m ² are managed to mitigate risk and programmed for renewal.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	2 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	32 days

ROAD SURFACE

ACTIVITY TITLE:	Pothole Repair/ Minor Patching
DESCRIPTION:	Treatment to repair potholes in sealed road surface using bituminous and other appropriate materials to restore surface condition.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Damage to vehicles/ personal injury due to loss of vehicle control resulting from potholes Personal injury due to tripping/ slipping Damage to underlying road pavement Increased cost of delayed maintenance Noise due to surface condition

REACTIVE MAINTENANCE	RS-REA-002 - Pothole Repair/ Minor Patching
<i>CURRENT SERVICE LEVEL:</i>	Provide temporary and/or permanent repair when potholes between 25 and 50mm in depth and/or >300mm in diameter, or considered likely to deteriorate to this extent prior to next routine hazard inspection. Potholes > 500mm diameter or distressed area >1m ² are maintained in accordance with reactive maintenance activity RP-REA-001 Pavement Collapse (Digouts/ Major Patching).
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	32 days

ACTIVITY TITLE:	Edge Repair
DESCRIPTION:	Treatment to repair road seal edge (interface of sealed road with unsealed road shoulder) to retain trafficable sealed width.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Damage to vehicles/ personal injury due to loss of vehicle control resulting from edge drops Personal injury due to tripping/ slipping Increased cost of delayed maintenance Loss of functionality due to loss of available road surface

REACTIVE MAINTENANCE	RS-REA-004 - Edge Repair
<i>CURRENT SERVICE LEVEL:</i>	Provide temporary and/or permanent repair when edge break is >50mm deep and/or extends >75mm laterally over at least 1m length from the nominal seal line into the traffic lane or is considered likely to deteriorate to this extent prior to next routine hazard inspection.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	32 days

ACTIVITY TITLE:	Regulation
DESCRIPTION:	Treatment to repair distorted/ uplifted and/or rutted sealed pavements.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Damage to vehicles/ personal injury due to loss of vehicle control in depressions which hold water Increased cost of delayed maintenance

REACTIVE MAINTENANCE	RS-REA-007 - Regulation
<i>CURRENT SERVICE LEVEL:</i>	Provide temporary and/or permanent repair if rutting/ depression >35 mm in depth for Link, Collector and Industrial Roads (>50mm in depth for Access Roads) over 1m transverse length, and/ or up to 7m in longitudinal length. May include the application of a bituminous levelling course, or other appropriate material. Distressed areas >10m ² are managed to mitigate risk and programmed for renewal.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	32 days

ACTIVITY TITLE:	Minor Surface Treatment
DESCRIPTION:	Treatment to repair defects such as bleeding, stripping and/or crazing of sealed road surfaces.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Damage to vehicles/ personal injury due to loss of vehicle control due to stripping/ bleeding/ loss of surface resistance Personal injury due to tripping/ slipping Damage to underlying road pavement Increased cost of delayed maintenance Reduced surface friction/ vehicle stopping distance

REACTIVE MAINTENANCE	RS-REA-006 - Minor Surface Treatment
<i>CURRENT SERVICE LEVEL:</i>	Provide temporary and/or permanent repair when bleeding covers <10m ² and is likely to result in localised loss of skid resistance/ vehicle stopping distance and the surface has not failed to the extent where it requires replacing. Treatment may include the application of bitumen and cover aggregates, or other suitable products. Distressed areas of road surface >10m ² are managed to mitigate risk and programmed for renewal.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	2 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	32 days

ACTIVITY TITLE:	Brick Paved Road Surface Repair
DESCRIPTION:	Treatment to repair/ replace and/or regulate damaged/ dislodged/ settled paved areas of the road surface.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Damage to vehicles/ personal injury due to loss of vehicle control resulting from dislodged/ sunken/ missing pavers Personal injury due to tripping/ slipping Noise due to surface condition

REACTIVE MAINTENANCE	RS-REA-008 - Brick Paved Road Surface Repair
<i>CURRENT SERVICE LEVEL:</i>	Provide temporary and/or permanent repair of paved road surface areas up to 2m ² where pavers are sunk, cracked, heaved and/or loose. Mounding or depressions are >40mm within an area of 2m ² and/or when vertical displacements are >25mm. Treatment may include temporary or permanent reinstatement of the distressed area with an alternative material. Distressed areas >2m ² are managed to mitigate risk and programmed for renewal.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	32 days

ACTIVITY TITLE:	Graffiti Removal
DESCRIPTION:	Removal of graffiti from sealed road surface.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Loss of aesthetics Damage to vehicles/ personal injury due to loss of vehicle control in wet conditions Public offended by graffiti Personal injury due to slipping Property damage

REACTIVE MAINTENANCE	RS-REA-005 - Graffiti Removal
<i>CURRENT SERVICE LEVEL:</i>	Remove offensive graffiti in line with Graffiti and Vandalism Management Plan and other graffiti within rectification timeframes
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	1 day for offensive graffiti, 5 days for other
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	32 days

ACTIVITY TITLE:	Pavement Markings Maintenance
DESCRIPTION:	Reinstatement of line marking and/or replacement of damaged/dislodged or missing reflective & non-reflective pavement markers on road surface. (School crossings included in this activity).
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury/ vehicle damage due to loss of delineation

REACTIVE MAINTENANCE	RS-REA-009 - Pavement Markings Maintenance
<i>CURRENT SERVICE LEVEL:</i>	a) Replace damaged/ dislodged or missing pavement markers (RRPMs & RPMs) on link, collector and industrial roads. b) Reinstate faded linemarking on link roads and statcom markings associated with link roads, collector roads and designated school crossings.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	150 days

ACTIVITY TITLE:	Clear Fuel Spillage
DESCRIPTION:	Treatment to clear fuel spill from road surface and removal of debris associated with the spill.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Damage to vehicles/ personal injury due to loss of vehicle control due to spillage or accumulation of debris Personal injury due to slipping Fire Hazard Pollution of surrounding environment

REACTIVE MAINTENANCE	RS-REA-010 - Clear Fuel Spillage
<i>CURRENT SERVICE LEVEL:</i>	Temporary measures to limit access and clear fuel spill from road surface where there is a potential danger to traffic and/or potential for stormwater pollution.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	1 day
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	1 day

ACTIVITY TITLE:	Clear Liquid Spillage
DESCRIPTION:	Treatment to clear spill (eg. paint, detergent) from road surface and removal of debris associated with the spill.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Damage to vehicles/ personal injury due to loss of vehicle control due to spillage or accumulation of debris Personal injury due to slipping Pollution of surrounding environment

REACTIVE MAINTENANCE	RS-REA-011 - Clear Liquid Spillage
<i>CURRENT SERVICE LEVEL:</i>	Temporary measures to limit access and clear spill from road surface where there is a potential danger to traffic and/or potential for stormwater pollution.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	5 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	32 days

ACTIVITY TITLE:	Street Sweeping
DESCRIPTION:	Removal of dirt and debris from road surface and kerb & channel. (KNOX MAINTENANCE SCHEDULE I — Street Sweeping Locations - (Community & Shopping Centres)
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Damage to vehicles/ personal injury due to loss of vehicle control due to accumulation of debris & litter Personal injury due to tripping/ slipping Loss of aesthetics Pollution of surrounding environment Obstruction to drainage resulting in ponding of stormwater in trafficable area

REACTIVE MAINTENANCE	RS-REA-012 - Street Sweeping
<i>CURRENT SERVICE LEVEL:</i>	Clean road surface pavement (including kerb and channel) where the accumulation of debris creates a potential danger to traffic or prevents free drainage of the pavement.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	7 days

ACTIVITY TITLE:	Street Sweeping
DESCRIPTION:	Removal of dirt and debris from road surface and kerb & channel. (KNOX MAINTENANCE SCHEDULE I -- Street Sweeping Locations - (Community & Shopping Centres)
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Damage to vehicles/ personal injury due to loss of vehicle control due to accumulation of debris & litter Personal injury due to tripping/ slipping Loss of aesthetics Pollution of surrounding environment Obstruction to drainage resulting in ponding of stormwater in trafficable area

ROUTINE MAINTENANCE	RS-ROU-012 - Street Sweeping
<i>CURRENT SERVICE LEVEL:</i>	Sweep kerb and channel only to remove accumulation of dirt and debris on all sealed roads and selected community and shopping centres.
<i>CURRENT FREQUENCY:</i>	7 week cycle

ACTIVITY TITLE:	Pavement Markings Maintenance
DESCRIPTION:	Reinstatement of line marking and/or replacement of damaged/dislodged or missing reflective & non-reflective pavement markers on road surface. School crossings included in this activity.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury/ vehicle damage due to loss of delineation

ROUTINE MAINTENANCE	RS-ROU-009 – Pavement Markings Maintenance
<i>CURRENT SERVICE LEVEL:</i>	Reinstate faded line marking (<50% effective reflectivity) on All Roads to meet Australian Standard AS1743. Reinstate regulatory school crossings line marking to meet AS1742.10-1990 Pedestrian Control & Protection. Replace damaged/ dislodged or missing pavement markers (RRPMs & RPMs) for All Roads.
<i>CURRENT FREQUENCY:</i>	3 year cycle

ACTIVITY TITLE:	Litter Clearing/ Dumped Rubbish
DESCRIPTION:	Removal of objects from the road surface (including dead animals/ birds) that are unsightly or causing obstruction to traffic and/or stormwater drainage flow.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Damage to vehicles/ personal injury due to loss of vehicle control due to accumulation of debris & litter Personal injury due to tripping/ slipping Loss of aesthetics Pollution of surrounding environment Obstruction to drainage resulting in ponding of stormwater in trafficable area

REACTIVE MAINTENANCE	RS-REA-013 - Litter Clearing/ Dumped Rubbish
<i>CURRENT SERVICE LEVEL:</i>	Remove litter/ dumped rubbish (including dead animals/ birds) considered unsightly and/or likely to cause a traffic hazard or prevent free drainage of the road surface.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	7 days

ROADSIDE VEGETATION

ACTIVITY TITLE:	Line Clearance
DESCRIPTION:	Prune street trees to provide adequate clearance around overhead cables. (This activity includes pruning within Arterial and Municipal Road Reserves, Nature Strips, Tree Reserves and Bushland Areas).
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Electrocution/ fire due to electrical wire damage Interference with overhead service wires causing temporary loss of electricity/ telecommunications service Increased cost of delayed maintenance

REACTIVE MAINTENANCE	RV-REA-038 - Line Clearance
<i>CURRENT SERVICE LEVEL:</i>	Line Clearance in accordance with Electricity Safety (Electric Line Clearance) Regulations 2005.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	2 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	45 days

ACTIVITY TITLE:	Line Clearance
DESCRIPTION:	Prune street trees to provide adequate clearance around overhead cables. (This activity includes pruning within Arterial and Municipal Road Reserves, Nature Strips, Tree Reserves and Bushland Areas).
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Electrocution/ fire due to electrical wire damage Interference with overhead service wires causing temporary loss of electricity/ telecommunications service Increased cost of delayed maintenance

ROUTINE MAINTENANCE	RV-ROU-038 - Line Clearance
<i>CURRENT SERVICE LEVEL:</i>	Line Clearance in accordance with Electricity Safety (Electric Line Clearance) Regulations 2005.
<i>CURRENT FREQUENCY:</i>	2 year cycle

ACTIVITY TITLE:	Pruning - Street Trees & Shrubs
DESCRIPTION:	Street tree and/or shrub shaping to control future growth, provide for long-term stability/health and maintain desired height, lateral and sight clearances. Pruning to address dead/diseased and/or damaged limbs.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury/ vehicle damage due to overhanging branches Personal injury/ vehicle damage due to sight distance obstructions Increased cost of delayed maintenance Reduced functionality of road/ path Reduced functionality of signage Reduced health/ life of street trees & shrubs

REACTIVE MAINTENANCE	RV-REA-039 - Pruning - Street Trees & Shrubs
<i>CURRENT SERVICE LEVEL:</i>	a) Prune Street Trees and Shrubs (where no overhead powerlines exist) to comply with the following clearance limits: Height Clearance: Footpaths and Shared paths: 2.5 m Roadway: 5m for Link and Industrial Roads, 3.5m for all other Roads Lateral Clearance (excluding groundcover vegetation not exceeding 500mm in height which does not encroach on path or road): Footpaths and Shared paths: 500mm Roadways: 1m from back of kerb, edge of shoulder or table drain. b) Prune/ remove vegetation (where no overhead powerlines exist) within clearance sight triangles as per Austroads Guidelines Part 5 - Intersections at Grade (Table 5.3). Trees/shrubs within identified significant vegetation areas are referred for impact assessment by Sustainability department prior to works.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	64 days

ROUTINE MAINTENANCE

RV-ROU-039 - Pruning - Street Trees & Shrubs

CURRENT SERVICE LEVEL:

a) Prune Street Trees and Shrubs (where no overhead powerlines exist) to comply with the following clearance limits:

Height Clearance:

Footpaths and Shared paths: 2.5 m

Roadway: 5m for Link and Industrial Roads,
3.5m for all other Roads

Lateral Clearance (excluding groundcover vegetation not exceeding 500mm in height which does not encroach on path or road):

Footpaths and Shared paths: 500mm

Roadways: 1m from back of kerb, edge of shoulder or table drain.

b) Prune/ remove vegetation (where no overhead powerlines exist) within clearance sight triangles as per Austroads Guidelines Part 5 - Intersections at Grade (Table 5.3).

Trees/shrubs within identified significant vegetation areas are referred for impact assessment by Sustainability department prior to works.

CURRENT FREQUENCY:

3 year cycle within road reserves, 6 month cycle along shared paths.

ACTIVITY TITLE:	Tree Removal
DESCRIPTION:	Removal of dangerous street trees, and/or limbs within Road and Tree Reserves.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Reduced functionality of road/ path Personal injury due to tripping Spread of pests and vegetation diseases

REACTIVE MAINTENANCE	RV-REA-034 - Tree Removal
<i>CURRENT SERVICE LEVEL:</i>	Provide temporary protection works and/or remove dangerous street trees and/or limbs posing a potential hazard to road users/ pedestrians or property. Trees/shrubs within identified significant vegetation areas are referred for impact assessment by Sustainability department prior to works.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	92 days

ACTIVITY TITLE:	Stump Removal
DESCRIPTION:	Removal of dangerous stumps within Road and Tree Reserves.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Reduced functionality of road/ path Personal injury due to tripping Spread of pests and vegetation diseases

REACTIVE MAINTENANCE	RV-REA-034A - Stump Removal
<i>CURRENT SERVICE LEVEL:</i>	Provide temporary protection works and/or remove dangerous street tree stumps posing a potential hazard to road users/ pedestrians or property. Trees/shrubs within identified significant vegetation areas are referred for impact assessment by Sustainability department prior to works.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	92 days

ACTIVITY TITLE:	Fallen Limb or Fallen Tree Removal
DESCRIPTION:	Removal of broken and/or fallen limbs and/or trees.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Obstruction of road/ path Personal injury/ vehicle/ property damage from falling limbs /trees Personal injury due to tripping Spread of pests and vegetation diseases

REACTIVE MAINTENANCE	RV-REA-035 - Fallen Limb or Fallen Tree Removal
<i>CURRENT SERVICE LEVEL:</i>	Remove broken and/or fallen limb and/or tree obstructing pedestrian/ cyclist or vehicular traffic movements.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	2 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	32 days

ACTIVITY TITLE:	Tree Watering
DESCRIPTION:	Seasonal watering of selected trees & shrubs in centre medians, shopping centres, Local Area Traffic Management Treatments (LATMs) and selected deciduous trees in Road Reserves. (KNOX MAINTENANCE SCHEDULE V– Routine Tree Watering Locations).
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Loss of established vegetation due to lack of water Loss of amenity over an extended period as required to re-establish vegetation

ROUTINE MAINTENANCE	RV-ROU-040 - Tree Watering
<i>CURRENT SERVICE LEVEL:</i>	Water trees & shrubs in centre medians, selected shopping centres, LATMs and deciduous trees in Road Reserves as required based on weather conditions.
<i>CURRENT FREQUENCY:</i>	Seasonal (max. 3 week cycle during summer months)

ACTIVITY TITLE:	Garden Bed Maintenance
DESCRIPTION:	Maintenance of plants in selected garden beds (including road closures and gateways to subdivisions). (KNOX MAINTENANCE SCHEDULE VI – Locations for Routine Garden Bed Maintenance)
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury/ vehicle damage due to sight distance obstructions Reduced health/ life of shrubs Loss of amenity over an extended period as required to re-establish vegetation Loss of aesthetics

ROUTINE MAINTENANCE	RV-ROU-047 - Garden Bed Maintenance
<i>CURRENT SERVICE LEVEL:</i>	<p>a) Replace/remove/assess dead, damaged or diseased plants. Mulch to retain soil moisture as required depending on plant type and weather</p> <p>b) Repair/ replacement of damaged or missing irrigation systems.</p> <p>c) Prune Street Trees and Shrubs (where no overhead powerlines exist) to comply with the following clearance limits: Height Clearance: Footpaths and Shared paths: 2.5 m Roadway: 5m for Link and Industrial Roads, 3.5m for all other Roads Lateral Clearance (excluding groundcover vegetation not exceeding 500mm in height which does not encroach on path or road): Footpaths and Shared paths: 500mm Roadways: 1m from back of kerb, edge of shoulder or table drain.</p> <p>d) Prune/ remove vegetation (where no overhead powerlines exist) within clearance sight triangles as per Austroads Guidelines Part 5 - Intersections at Grade (Table 5.3).</p>
<i>CURRENT FREQUENCY:</i>	5 week cycle

ACTIVITY TITLE:	Pest and/or Vegetation Disease Control
DESCRIPTION:	Treatment to control spread of pests affecting the health of roadside vegetation and/or creating a public health risk.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	<p>Reduced health/ life of street trees & shrubs</p> <p>Loss of established vegetation due to pests or disease</p> <p>Loss of amenity over an extended period as required to re-establish vegetation</p> <p>Spread of pests and vegetation diseases</p> <p>Personal injury due to pests (eg. Bee stings/ bites)</p>

REACTIVE MAINTENANCE	RV-REA-043 - Pest and/or Vegetation Disease Control
<i>CURRENT SERVICE LEVEL:</i>	Temporary and/or permanent treatment to control pests and/or vegetation diseases based on Council Officer assessment of risk to both public and vegetative species (Beetles, spitfires, bees, wasps and white ants only).
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	96 days

ROUTINE MAINTENANCE

**RV-ROU-043 - Pest and/or Vegetation
Disease Control**

CURRENT SERVICE LEVEL:

Ground injection of all Municipal Elm trees to
remove Beetles.

CURRENT FREQUENCY:

2 year cycle

ACTIVITY TITLE:	Blackberry Removal
DESCRIPTION:	Remove or control blackberry infestations.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Loss of aesthetics Development of habitat for pests Minor personal injury (cuts/ scrapes) Public health risk due to poison sprayed berries

REACTIVE MAINTENANCE	RV-REA-048 - Blackberry Removal
<i>CURRENT SERVICE LEVEL:</i>	Remove or control blackberry infestations
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	5 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	120 days

ROUTINE MAINTENANCE	RV-ROU-048 - Blackberry Removal
<i>CURRENT SERVICE LEVEL:</i>	Remove or control known blackberry infestations.
<i>CURRENT FREQUENCY:</i>	1 year cycle

ACTIVITY TITLE:	Litter Clearing - Dumped
DESCRIPTION:	Removal of litter dumped on Nature strip, Roadside, Tree Reserve or Road Closure areas.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury/ vehicle damage due to sight distance obstructions Loss of aesthetics Development of habitat for pests Fire hazard if flammable litter accumulates Negative impact on public health due to the accumulation of dangerous items (eg. syringes, glass etc) Uncollected litter attracting further accumulation of litter

REACTIVE MAINTENANCE	RV-REA-013C - Litter Clearing - Dumped
<i>CURRENT SERVICE LEVEL:</i>	Removal of dangerous objects/ substances and/or items likely to cause a traffic/ pedestrian hazard, excluding rubbish from building/ development sites.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	32 days (7 days for arterial roads)

ACTIVITY TITLE:	Mowing/ Edge Trimming - Nature Strip
DESCRIPTION:	Mow and/ or edge trim grass on naturestrip. (KNOX MAINTENANCE SCHEDULE VII – Locations for Routine Footpath Edge Trimming/ Weed Control and Mowing - Nature Strip)
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury/ vehicle damage due to sight distance obstructions Loss of aesthetics Fire hazard if overgrowth is extreme Development of habitat for pests

REACTIVE MAINTENANCE	RV-REA-041 - Mowing/ Edge Trimming - Nature Strip
CURRENT SERVICE LEVEL:	a.) Mow grass>500mm high posing fire hazard and/or resulting in the accumulation of pests
TARGET TIME FOR INITIAL RESPONSE: (Site Inspection/Public Safety Risk Assessment)	3 days
TARGET TIME FOR RECTIFICATION WORKS:	32 days

ROUTINE MAINTENANCE	RV-ROU-041 - Mowing/ Edge Trimming - Nature Strip
CURRENT SERVICE LEVEL:	Mow naturestrips outside selected council owned/operated facilities to maintain grass height between 25 and 75mm.
CURRENT FREQUENCY:	13 times per year - Preschools & Maternal Child Health Centres 17 times per year - Senior Citizen Centres 13 times per year - Shopping Centres 13 times per year - Community Centres 52 times per year - Knox Civic Centre

ACTIVITY TITLE:	Mowing - Tree Reserves
DESCRIPTION:	Mow and/ or edge trim/spray grass in Tree Reserves.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury/ vehicle damage due to sight distance obstructions Loss of aesthetics Fire hazard if overgrowth is extreme Development of habitat for pests

ROUTINE MAINTENANCE	RV-ROU-041A - Mowing - Tree Reserves
<i>CURRENT SERVICE LEVEL:</i>	a) Maintain grass height between 50 and 150mm. b) Edge trim/ spray grass encroaching >200mm onto kerb & channel, roadway, shared path or footpath. c) Minor collection of litter that might damage mowing equipment or diminish aesthetic character of the Tree Reserve.
<i>CURRENT FREQUENCY:</i>	5 week cycle - Winter (April to Oct) 3 week cycle - Summer (Nov to March)

ACTIVITY TITLE:	Mowing - Road Reserves & Road Closures
DESCRIPTION:	Mow and/ or edge trim/ spray grass in selected Road Reserves (i.e. unsealed / unformed municipal roads and sealed roads without kerb), selected Road Closures and Road Reserves, outer separators and batters (VicRoads arterial roads). (KNOX MAINTENANCE SCHEDULE VIII– Locations for Routine Mowing - Road Reserve (Group A and B) & Road Closures).
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury/ vehicle damage due to sight distance obstructions Loss of aesthetics Fire hazard if overgrowth is extreme Development of habitat for pests

ROUTINE MAINTENANCE	RV-ROU-041B - Mowing - Road Reserves & Road Closures
<i>CURRENT SERVICE LEVEL:</i>	a) Road Closures: Maintain grass height between 40 and 100mm. b) Road Reserves (Group A): Maintain grass length to maximum 200mm length Trim grass encroaching >200mm onto roadway, shared path or footpath c) Road Reserves (Group B): Slash grass to address fire hazards only d) Minor collection of litter that might damage mowing equipment or diminish aesthetic character of Road Reserves & Road Closures e) Mow grass posing fire hazard and/or encroaching onto kerb & channel or roadway (VicRoads arterial roads)
<i>CURRENT FREQUENCY:</i>	4 week cycle (April to Oct) & 3 week cycle (Nov to March) -Road Closures 5 week cycle (April to Oct) & 3 week cycle (Nov to March) - Road Reserves (Group A) 6 month cycle - Road Reserves (Group B) 1 month cycle – Outer Separators (arterial roads) 3 month cycle – Road Reserves (arterial roads) 1 year cycle – Batters (arterial roads)

ACTIVITY TITLE:	Weed Control - Significant Vegetation Areas
DESCRIPTION:	Treatment to remove weeds or control weed growth within significant vegetation areas. (KNOX MAINTENANCE SCHEDULE IX– Locations for Routine Bushland Management)
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Loss of species of local/ regional/ statewide significance Spread of noxious and environmental weeds Loss of biodiversity & habitat Loss of landscape/ neighbourhood character

ROUTINE MAINTENANCE	RV-ROU-045 - Weed Control - Significant Vegetation Areas
<i>CURRENT SERVICE LEVEL:</i>	Removal or control of weeds within significant vegetation areas as per Knox's Survey and Management Strategy for Significant Vegetation of Roadsides in Knox and other road reserves containing remnant vegetation. May include minor re-vegetation to prevent weed re-invasion.
<i>CURRENT FREQUENCY:</i>	1 year cycle

ACTIVITY TITLE:	Bushland Management
DESCRIPTION:	Maintenance activities designed to retain, and where possible improve significant vegetation environments at selected sites. (KNOX MAINTENANCE SCHEDULE IX– Locations for Routine Bushland Management)
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury/ vehicle damage due to overhanging branches Degradation of remnant vegetation due to inappropriate maintenance Loss of species of local/ regional/ statewide significance Personal injury/ vehicle damage due to sight distance obstructions

ROUTINE MAINTENANCE

RV-ROU-044 - Bushland Management

CURRENT SERVICE LEVEL:

- a) Practice sensitive management of significant vegetation habitats within Road and Tree Reserves.
- b) Maintain habitats using appropriate management techniques such as weed control, exotic grass species removal, roadside burning, pruning, limb removal, pest/rodent control, signage maintenance and litter control.
- c) Annual inspection of reserves prior to Declared Fire Danger Period to ensure appropriate treatments are in place to reduce the risk of fire ignitions occurring in these reserves impacting on adjoining assets
- d) Maintain remnant native grass to 300mm height.
- e) Prune Street Trees and Shrubs (where no overhead powerlines exist) to comply with the following clearance limits:
Height Clearance:
Footpaths and Shared paths: 2.5 m
Roadway: 5m for Link and Industrial Roads, 3.5m for all other Roads
Lateral Clearance (excluding groundcover vegetation not exceeding 500mm in height which does not encroach on path or road):
Footpaths and Shared paths: 500mm
Roadways: 1m from back of kerb, edge of shoulder or table drain.
- f) Prune/ remove vegetation (where no overhead powerlines exist) within clearance sight triangles as per Austroads Guidelines Part 5 - Intersections at Grade (Table 5.3).

CURRENT FREQUENCY:

2 month cycle

SHARED PATHS

ACTIVITY TITLE:	Concrete Shared Path Maintenance
DESCRIPTION:	Wedge or grind interfaces of concrete shared path bays to address unevenness.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury due to slipping/ tripping/ falling on uneven surface Loss of aesthetics Reduced functionality due sunken surface causing ponding of stormwater

REACTIVE MAINTENANCE	SP-REA-027 - Concrete Shared Path Maintenance
<i>CURRENT SERVICE LEVEL:</i>	Provide temporary wedge when vertical displacement between bays exceeds 20mm and/or existing wedge has been dislodged. Treatment may be with asphalt or other appropriate material.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	45 days

ACTIVITY TITLE:	Unsealed Shared Path Maintenance
DESCRIPTION:	Grading to reduce corrugations and restore surface condition of unsealed shared paths.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury due to slipping/ tripping/ falling on uneven surface Loss of aesthetics Reduced functionality due sunken surface causing ponding of stormwater

REACTIVE MAINTENANCE	SP-REA-023 - Unsealed Shared Path Maintenance
<i>CURRENT SERVICE LEVEL:</i>	Provide temporary and/or permanent repair of surface if corrugations and/or potholes >50mm deep. May include spot gravelling with crushed rock.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	45 days

ACTIVITY TITLE:	Brick Paved Shared Path Maintenance
DESCRIPTION:	Treatment to replace/ repair and/or regulate damaged/ dislodged/ settled or missing paved areas.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury due to slipping/ tripping/ falling on uneven surface Loss of aesthetics Reduced functionality due sunken surface causing ponding of stormwater

REACTIVE MAINTENANCE	SP-REA-008 - Brick Paved Shared Path Maintenance
<i>CURRENT SERVICE LEVEL:</i>	Provide temporary and/or permanent repair of loose, missing or dislodged pavers; repair vertical displacement >20mm; fill gaps between pavers>10mm. May include temporary or permanent reinstatement with an alternative material. Distressed areas >2m ² are managed to mitigate risk and programmed for renewal.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	50 days

ACTIVITY TITLE:	Asphalt Shared Path Maintenance
DESCRIPTION:	Treatment to repair potholes, distressed/ lifted sections and/or edge breaks on asphalt shared paths to restore surface condition.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury due to slipping/ tripping/ falling on uneven surface Loss of aesthetics Reduced functionality due sunken surface causing ponding of stormwater Pavement damage due to water ingress Increased cost of delayed maintenance

REACTIVE MAINTENANCE	SP-REA-029 - Asphalt Shared Path Maintenance
<i>CURRENT SERVICE LEVEL:</i>	Provide temporary repair of : a) holes/ subsided areas greater than 50mm deep; b) mounding > than 100mm Distressed areas >2m ² are managed to mitigate risk and programmed for renewal.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	45 days

ACTIVITY TITLE:	Edge/ Shoulder Repair
DESCRIPTION:	Treatment to reduce depressions/ holes at the interface (edge/nature strips) of constructed shared paths.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury due to slipping/ tripping/ falling on uneven path edges Loss of aesthetics Pavement damage due to water ingress

REACTIVE MAINTENANCE	SP-REA-046 - Edge/ Shoulder Repair
<i>CURRENT SERVICE LEVEL:</i>	Provide temporary repairs only if depressions/gaps >75mm are present at the interface of the naturestrip and adjacent constructed paths
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	64 days

ROUTINE MAINTENANCE**SP-ROU-012 - Shared Path Sweeping/
Cleaning*****CURRENT SERVICE LEVEL:***

Inspection for siltation and removal of all obstructions and glass for Council underpasses.

CURRENT FREQUENCY:

1 week cycle

ACTIVITY TITLE:	Shared Path Sweeping/ Cleaning
DESCRIPTION:	Sweeping of DDA infrastructure and spoon drains along shared paths and all Council underpasses (KNOX MAINTENANCE SCHEDULE XI – Shared Path Underpasses for Routine Shared Path Sweeping).
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury/ property damage due to tripping/ slipping/ falling where dirt/ silt/ debris has accumulated Obstruction to drainage resulting in ponding of stormwater Pollution of surrounding environment

REACTIVE MAINTENANCE	SP-REA-012 - Shared Path Sweeping/ Cleaning
<i>CURRENT SERVICE LEVEL:</i>	Clear dirt, silt & debris that is likely to cause slipping or obstruction of stormwater flow into spoon drains.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	32 days

ACTIVITY TITLE:	Weed Control /Edge Trimming
DESCRIPTION:	Treatment to remove grass and/or weeds encroaching onto shared paths and remove weeds growing within constructed (asphalt/ brick paved or unsealed) shared paths.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Loss of aesthetics Personal injury due to slipping/ tripping Reduced functionality due to reduction in clear area available for pedestrian/ cyclist movement Reduced functionality of shared path drains due to erosion and weed/ grass overgrowth

ROUTINE MAINTENANCE	SP-ROU-019 - Weed Control /Edge Trimming
<i>CURRENT SERVICE LEVEL:</i>	a) Edge trim grass/ weeds extending >200mm onto shared path - for All Shared paths; b) Remove weeds within constructed shared path area - for All Shared paths.
<i>CURRENT FREQUENCY:</i>	3 month cycle

ACTIVITY TITLE:	Sign Maintenance - Regulatory/ Warning
DESCRIPTION:	Cleaning/ repair/ replacement of damaged/ missing and/or deteriorated regulatory and warning signs & posts and overhead rubber protective strips.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury/ property damage due to deteriorated/ damaged/ missing signs Obstruction to path user if sign post has fallen across the trafficable shared path area

REACTIVE MAINTENANCE	SP-REA-030 - Sign Maintenance - Regulatory/ Warning
<i>CURRENT SERVICE LEVEL:</i>	a) Provide temporary and/or permanent repair if sign is damaged to the extent that the message is unreadable; b) Straighten sign posts when it becomes noticeable that it is not vertical, or replace when damage renders sign ineffective.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	5 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	96 days

ACTIVITY TITLE:	Pruning - Sign Obstruction
DESCRIPTION:	Prune foliage obstructing regulatory, warning and directional/special purpose signage.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury/ property damage due to obstructed signs Reduced functionality of signage

REACTIVE MAINTENANCE	SP-REA-020A - Pruning - Sign Obstruction
<i>CURRENT SERVICE LEVEL:</i>	Prune foliage obstructing regulatory/ warning and directional/ special purpose signage for sight obstructions as per Austroads Guidelines Part 5 - Intersections at Grade (Table 5.1).
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	5 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	45 days

ACTIVITY TITLE:	Graffiti Removal
DESCRIPTION:	a) Removal of all graffiti and unauthorised material (eg. posters, balloons, garage sale signs, etc) attached to signs along shared paths. b) Removal of graffiti from shared path surface.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Loss of aesthetics Public offended by graffiti Personal injury due to slipping Personal injury/ vehicle damage due to obstruction of signs

REACTIVE MAINTENANCE	SP-REA-005 - Graffiti Removal
<i>CURRENT SERVICE LEVEL:</i>	Remove offensive graffiti in line with Graffiti and Vandalism Management Plan and other graffiti within rectification timeframes
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	1 day for offensive graffiti, 5 days for other
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	32 days

SIGNS

ACTIVITY TITLE:	Sign Maintenance - Regulatory/ Warning
DESCRIPTION:	Cleaning/ repair/ replacement of damaged/ missing and/or deteriorated regulatory/ warning signs and posts. (This activity includes repair/ replacement of school crossing posts).
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury/ vehicle damage due to missing/ damaged or deteriorated regulatory and/or warning signs Personal injury due to missing/ damaged or deteriorated crossing posts Obstruction to road/ path user movements if post fallen across trafficable area

REACTIVE MAINTENANCE	SI-REA-030 - Sign Maintenance - Regulatory/ Warning
<i>CURRENT SERVICE LEVEL:</i>	a) Provide temporary and/or permanent repair of damaged/missing/faded sign. b) Straighten sign posts when it becomes noticeable that it is not vertical, or replace when damage renders sign ineffective. c) Repair school crossing signage and posts to meet AS1742.10-1990 Pedestrian Control & Protection.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	2 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	32 days

ACTIVITY TITLE:	Sign Maintenance - Special Purpose/ Directional/ Street Name/ Parking
DESCRIPTION:	Cleaning/ repair/ replacement of damaged/ missing and/or deteriorated signs and posts. (Special Purpose signs include: Suburb & City limit & heritage style street signs, CFA fire hazard season, neighbourhood signs, burn off restrictions signs and other community group signage).
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Reduced information/ directional assistance for road users Ineffective parking control Negative impact on emergency service response times

REACTIVE MAINTENANCE	SI-REA-032 - Sign Maintenance - Special Purpose/ Directional/ Street Name/ Parking
<i>CURRENT SERVICE LEVEL:</i>	<ul style="list-style-type: none"> a) Replace missing street name signs or signs faded to an extent that makes them unreadable. b) Provide temporary and/or permanent repair to damaged/ missing special purpose, directional or parking signs. c) Straighten sign posts when it becomes noticeable that it is not vertical, or replace when damage renders sign ineffective.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	10 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	150 days

ACTIVITY TITLE:	Sign Obstruction - Pruning
DESCRIPTION:	Prune foliage obstructing regulatory/ warning signs and special purpose/ directional/ street name/ parking signs.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Reduced functionality of signage & traffic devices Personal injury/ vehicle damage due to obstructed signs

REACTIVE MAINTENANCE	SI-REA-020A - Sign Obstruction - Pruning
<i>CURRENT SERVICE LEVEL:</i>	Prune foliage obstructing regulatory/ warning and special purpose/ directional/ street name/ parking signs.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	32 days

ACTIVITY TITLE:	Graffiti Removal
DESCRIPTION:	Removal of graffiti and unauthorised material attached to road signs (eg. posters, balloons, garage sale signs, etc).
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury/ vehicle damage due to visual distraction of road users Loss of aesthetics Public offended by graffiti

REACTIVE MAINTENANCE	SI-REA-005 - Graffiti Removal
<i>CURRENT SERVICE LEVEL:</i>	Remove offensive graffiti in line with Graffiti and Vandalism Management Plan and other graffiti within rectification timeframes
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	1 day for offensive graffiti, 5 days for other
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	32 days

UNSEALED ROADS

ACTIVITY TITLE:	Unsealed Surface Repair (Grading)
DESCRIPTION:	Treatment to reduce corrugations, potholes, and rutting to maintain shape and crossfall of unsealed roadways and road shoulders and restore trafficable surface condition. (KNOX MAINTENANCE SCHEDULE III - Routine Grading Program)
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury/ vehicle damage due to loss of vehicle control resulting from poor surface condition (ie. corrugations/ potholes etc.) Reduced visibility due to dust Washouts leading to blocked culverts and/or table drains.

REACTIVE MAINTENANCE	US-REA-023 - Unsealed Surface Repair (Grading)
<i>CURRENT SERVICE LEVEL:</i>	<p>a) Install temporary measures and/ or grade unsealed roads when rutting and corrugations exceed 50mm over 20% of the unsealed road surface and/or potholes exceed 450mm in diameter and 50mm deep over 20% of the unsealed road surface. Treatment may include spot gravelling with crushed rock.</p> <p>b) Grade shoulder when edge drop from traffic lane to shoulder exceeds 50mm over 20m length under a 1.5m straight edge or when shoulder becomes rough or scoured. Trim lower edge of shoulder when build up holds water.</p>
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	3 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	32 days

ROUTINE MAINTENANCE**US-ROU-023 - Unsealed surface repair –
Grading (Grading)*****CURRENT SERVICE LEVEL:***

- a) Grade and top dress unsealed roads and shoulders to maintain shape and crossfall and restore trafficable surface condition when rutting and corrugations exceed 50mm over 20% of the unsealed surface and/or potholes exceed 450mm in diameter and 50mm deep over 20% of the unsealed surface. May include spot gravelling with crushed rock.
- b) Grade shoulder when edge drop from traffic lane to shoulder exceeds 50mm over 20m length under a 1.5m straight edge or when shoulder becomes rough or scoured. Trim lower edge of shoulder when build up holds water.

CURRENT FREQUENCY:

5 nominated roads (Refer to Schedule III - Grading Program) - 1 week cycle
Other roads on program - 3 month cycle

ACTIVITY TITLE:	Dust Suppression
DESCRIPTION:	Treatment to reduce dust on unsealed roads. (KNOX MAINTENANCE SCHEDULE IV – Locations for Routine Dust Suppression).
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Personal injury/ vehicle damage due to loss of vehicle control as a result of reduced visibility Negative impact on public health due to excessive dust Loss of aesthetics

ROUTINE MAINTENANCE	US-ROU-022 - Dust Suppression
<i>CURRENT SERVICE LEVEL:</i>	Control dust that is potentially hazardous to traffic and surrounding environment - for selected Roads. Treatment may include the application of water or other appropriate material.
<i>CURRENT FREQUENCY:</i>	1 year cycle

ACTIVITY TITLE:	Vehicle Crossover Maintenance
DESCRIPTION:	Treatment to clean out existing culverts to maintain stormwater flow or repair to maintain property access.
POTENTIAL RISKS IF ACTIVITY IS NOT UNDERTAKEN:	Obstruction to drainage resulting in ponding of stormwater Loss of access to property Damage to adjoining unsealed road pavement (ie. scouring/erosion)

REACTIVE MAINTENANCE	US-REA-015 - Vehicle Crossover Maintenance
<i>CURRENT SERVICE LEVEL:</i>	Repair/ replace culvert if access to property access is restricted and/or clean culvert if stormwater flow is impeded.
<i>TARGET TIME FOR INITIAL RESPONSE:</i> (Site Inspection/Public Safety Risk Assessment)	5 days
<i>TARGET TIME FOR RECTIFICATION WORKS:</i>	96 days

Part 4

Emergency Management

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Introduction

Council will endeavor to meet all aspects of the Road Management Plan. In the event of natural disasters and other emergency events (not limited to fires and floods) as well as human factors (not limited to lack of funds, lack of suitably qualified contractors and staff) Council may suspend or adjust some (or all) of the specified services, activities and intervention levels set out in this Plan until Council has recovered sufficiently from the intervening event to return (in part or in whole) to normal operations. Compliance with the Plan may be reactivated as a whole or in stages.

Emergency Management Process

The flowchart below summarises Council's approach to management of the road network during an emergency situation.

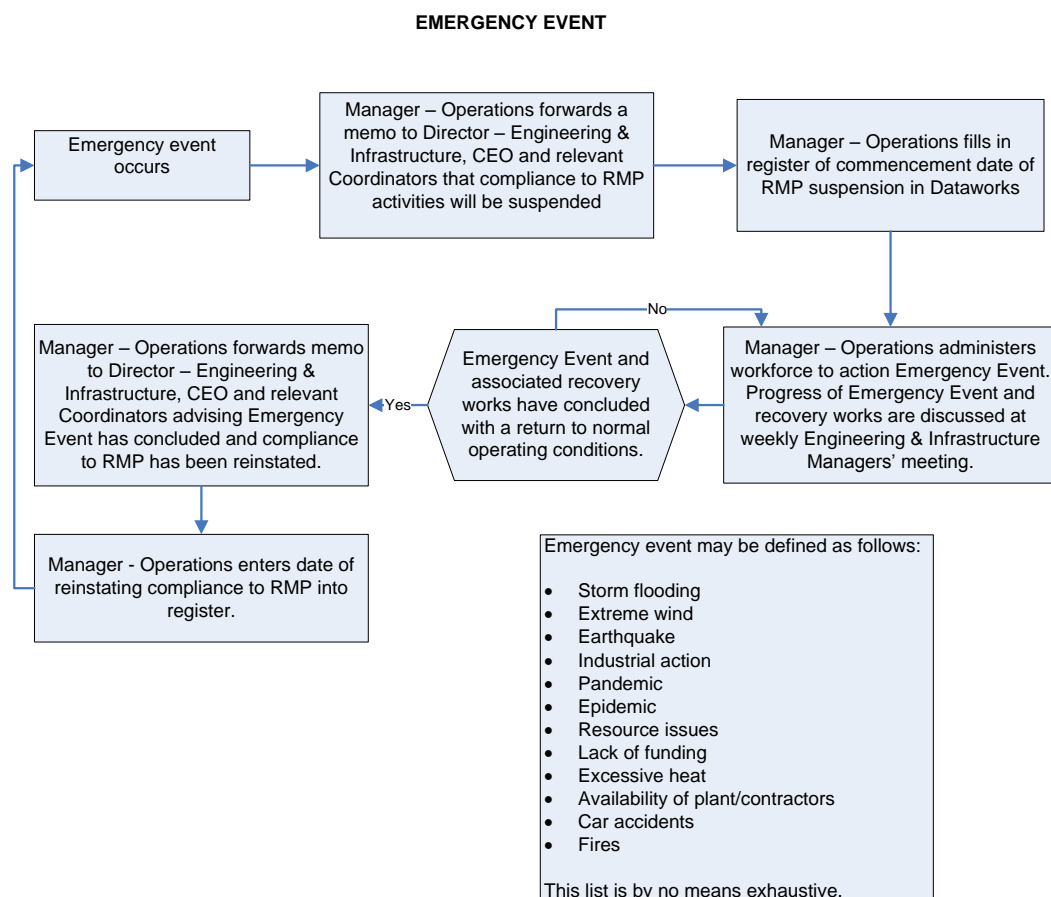


Figure 1 – Emergency Management Process

Whenever compliance with the Road Management Plan is suspended, adjusted or reactivated, the Council's Operations Manager (or anyone acting in this role) will issue written directions to Council staff to detail the scope, timing and reason for the change in compliance levels. In issuing such directions, the Manager will take into account the considerations contained in Section 83 of the Wrongs Act 1958.

A sample of the format of the memo to be issued by the Operations Manager is shown below. These memos will be stored in Council's document management system (Dataworks). Council will monitor the progress of all emergency recovery works at the weekly Engineering & Infrastructure Managers' meeting.

A register of all directions issued by the Operations Manager will also be maintained in Council's document management system (Dataworks), refer to Figure 2.

Sample Memo – Suspension of Compliance



MEMORANDUM

To: Director – Engineering & Infrastructure

Cc: Chief Executive Officer
Coordinator – Works Services
Coordinator – Parks Services

From: Manager - Operations

Date:

D/W Ref: 2387048

Subject: Notification of **Suspension** of Compliance to the Road Management Plan

Pursuant to my delegated authority as specified in *Attachment 10 of the Knox Road Management Plan 2009*, I hereby declare an Emergency Event and suspend compliance to the maintenance activities and inspection programs nominated on the following pages. Suspension of Compliance will commence from ____/____/____:____AM/PM

This emergency event shall be logged in the **Road Management Plan Compliance Register** (DataWorks No. ____). At the conclusion of the emergency event and the subsequent recovery works, required to address the incident, notification shall be provided in writing to resume compliance to the Road Management Plan.

Description of the Emergency Event

(Please provide a description of the emergency event and the reasons for the change in compliance levels)

Signed

Manager Operations

Reactive Maintenance Service Levels

*(Please indicate maintenance activities that have been suspended (S) or adjusted (A) by marking them with an **S** or an **A** in the table below. All Adjustments must be described in the table. Blanks represent no change in the service standard described in the adopted Road Management Plan)*

Reactive Maintenance Activity	Service Suspended / Adjusted	Description of Adjustment
BRIDGES /STRUCTURES		
B&C-REA-072 - Road Bridge Maintenance		
B&C-REA-073 - Pedestrian Bridge & Boardwalk Maintenance		
BUS SHELTERS		
BS-REA-053 - Bus Shelter & Surrounds Repair		
BS-REA-054 - Bus Shelter Cleaning		
DRAINAGE		
D-REA-064 - Clear Blocked Drainage Pits		
D-REA-063 - Clear Blocked Drainage Pipes & Culverts		
D-REA-065 - Drainage Pit Lintel Repair		
D-REA-066 - Drainage Pit Lid/ Structure Repair (excluding lintels)		
FOOTPATHS		
FP-REA-027 - Concrete Footpath Maintenance		
FP-REA-023 - Unsealed Footpath Maintenance		
FP-REA-029 - Asphalt Footpath Maintenance		
FP-REA-046 - Edge/ Shoulder Repair (Nature Strip Top Up)		
FP-REA-013 - Litter Clearing		
KERB AND CHANNEL		
K&C-REA-014 - Kerb & Channel Repair		
K&C-REA-016 - Household Drainage Connection Repair		
LOCAL AREA TRAFFIC MANAGEMENT TREATMENTS (LATMS)		
LATM-REA-019 - Weed Control and Surrounds Cleaning		
ROAD FURNITURE		
RF-REA-055 - Bike Rack Repair		
RF-REA-056 - Maintain Bins		
RF-REA-032 - Maintain Fencing within Road Reserve		
RF-REA-057 - Fire Hydrant Maintenance		
RF-REA-058 - Fire Plug Marker Repair		
RF-REA-050 - Maintain Guard Rail		
RF-REA-049 - Maintain Guide Posts		
RF-REA-060 - Maintain Street Light Infrastructure		
ROAD PAVEMENT		
RP-REA-001 - Repair Pavement Collapse (Digouts/ Major Patching)		
ROAD SURFACE		

Reactive Maintenance Activity	Service Suspended / Adjusted	Description of Adjustment
RS-REA-002 - Pothole Repair/ Minor Patching		
RS-REA-004 - Edge Repair		
RS-REA-006 - Minor Surface Treatment		
RS-REA-009 - Pavement Markings Maintenance		
RS-REA-010 - Clear Fuel Spillage		
RS-REA-011 - Clear Liquid Spillage		
RS-REA-012 - Street Sweeping		
RS-REA-013 - Litter Clearing		
ROADSIDE VEGETATION		
RV-REA-038 - Line Clearance		
RV-REA-039 - Pruning - Street Trees & Shrubs		
RV-REA-034 - Tree Removal		
RV-REA-034A - Stump Removal		
RV-REA-035 - Fallen Limb or Fallen Tree Removal		
RV-REA-043 - Pest and/or Vegetation Disease Control		
RV-REA-013C - Litter Clearing - Dumped		
RV-REA-041 - Mowing/ Edge Trimming - Nature Strip		
SHARED PATHS		
SP-REA-027 - Concrete Shared Path Maintenance		
SP-REA-023 - Unsealed Shared Path Maintenance		
SP-REA-029 - Asphalt Shared Path Maintenance		
SP-REA-046 - Edge/ Shoulder Repair (Soil Top Up)		
SP-REA-012 - Shared Path Sweeping/ Cleaning		
SP-REA-030 - Sign Maintenance - Regulatory/ Warning		
SP-REA-020A - Pruning - Sign Obstruction		
SP-REA-005 - Graffiti Removal		
SIGNS		
SI-REA-030 - Sign Maintenance - Regulatory/ Warning		
SI-REA-032 - Sign Maintenance - Special Purpose/ Directional/ Street Name/ Parking		
SI-REA-020A - Sign Obstruction - Pruning		
SI-REA-005 - Graffiti Removal		
UNSEALED ROADS		
US-REA-023 - Unsealed Surface Repair (Grading)		
US-REA-015 - Vehicle Crossover Maintenance		

Routine Maintenance Service Levels

*(Please indicate maintenance activities that have been suspended (S) or adjusted (A) by marking them with an **S** or an **A** in the table below. All Adjustments must be described in the table. Blanks represent no change in the service standard described in the adopted Road Management Plan)*

Routine Maintenance Activity	Service Suspended / Adjusted	Description of Adjustment
DRAINAGE		
D-ROU-064 - Clear Blocked Drainage Pits		
D-ROU-067 - Litter Basket Maintenance		
D-ROU-068 - Gross Pollutant Trap Maintenance		
TD-ROU-070 - Table/ Spoon Drain Maintenance		
FOOTPATHS		
FP-ROU-027 - Concrete Footpath Maintenance		
FP-ROU-013 - Litter Clearing		
LOCAL AREA TRAFFIC MANAGEMENT TREATMENTS (LATMS)		
LATM-ROU-019 - Weed Control and Surrounds Cleaning		
LATM-ROU-020 - Pruning - Shrubs		
LATM-ROU-021 - LATM Garden Bed Maintenance		
ROAD SURFACE		
RS-ROU-076 - Crack sealing		
RS-ROU-012 - Street Sweeping		
RS-ROU-009 – Pavement Markings Maintenance		
ROADSIDE VEGETATION		
RV-ROU-038 - Line Clearance		
RV-ROU-039 - Pruning - Street Trees & Shrubs		
RV-ROU-040 - Tree Watering		
RV-ROU-047 - Garden Bed Maintenance		
RV-ROU-043 - Pest and/or Vegetation Disease Control		
RV-ROU-048 - Blackberry Removal		
RV-ROU-041 - Mowing/ Edge Trimming - Nature Strip		
RV-ROU-041A - Mowing - Tree Reserves		
RV-ROU-041B - Mowing - Road Reserves & Road Closures		
RV-ROU-045 - Weed Control - Significant Vegetation Areas		
RV-ROU-044 - Bushland Management		
SHARED PATHS		
SP-ROU-012 - Shared Path Sweeping/ Cleaning		
SP-ROU-019 - Weed Control /Edge Trimming		
UNSEALED ROADS		
US-ROU--023 - Unsealed Surface Repair (Grading)		
US-ROU-022 - Dust Suppression		

Hazard Inspection Program – Suspended or Adjusted

*(Please indicate inspection programs that have been suspended (S) or adjusted (A) by marking them with an **S** or an **A** in the table below. All Adjustments must be described in the table. Blanks represent no change in the service standard described in the adopted Road Management Plan)*

ASSET CATEGORY	LINK	COLLECTOR	INDUSTRIAL	ACCESS
ROAD PAVEMENT				
ROAD SURFACE				
KERB AND CHANNEL				
LOCAL AREA TRAFFIC MANAGEMENT DEVICES				
DRAINAGE (Internal – Side Entry Pits in the Road Reserve)				
DRAINAGE (External - All pits in the road reserves & along shared paths are inspected for lintel, pit lid and structural hazards)				
ROADSIDE VEGETATION				
BRIDGES /STRUCTURES	ROAD BRIDGES & MAJOR CULVERTS	PEDESTRIAN BRIDGES & BOARDWALKS	RETAINING WALLS	STAIRS & MINOR STRUCTURES
FOOTPATHS	COMMERCIAL ACCESS ROUTES	KEY ACCESS ROUTES	LOCAL, INDUSTRIAL, & RESERVE ACCESS ROUTES	
ROAD FURNITURE				
BUS SHELTERS				
FENCING				
GUIDE POSTS				
GUARD RAIL				
BIKE RACKS				
BINS				
FIRE PLUG MARKERS				
STREET LIGHT INFRASTRUCTURE				
MISCELLANEOUS ROADSIDE FURNITURE				
VICROADS ARTERIAL ROADS (Roadside Vegetation Only)				
SHARED PATHS				
REGULATORY & WARNING SIGNS				
TREES IN VICINITY OF OVERHEAD CABLES				
UNSEALED ROADS				
TABLE DRAINS (excluding drainage pipes)				

Sample Memo – Resumption of Compliance



MEMORANDUM

To: Director – Engineering & Infrastructure

Cc: Chief Executive Officer
Coordinator – Works Services
Coordinator – Parks Services

From: Manager - Operations

Date:

D/W Ref: 2387070

Subject: Notification of **Resumption** of Compliance to the Road Management Plan

Pursuant to my delegated authority as specified in *Attachment 10 of the Knox Road Management Plan 2009*, I hereby declare the Emergency Event which commenced on ____/____/____ has now concluded and resumption of compliance to the maintenance activities and inspection programs as described on the following pages will recommence from ____/____/____:____AM/PM.

This resumption of service following the emergency event shall be logged in the **Road Management Plan Compliance Register** (DataWorks No. _____).

Signed

Manager Operations

Reactive Maintenance Service Levels

*(Please indicate maintenance activities that have Resumed (R) by marking them with an **R** in the table below. Blanks represent activities that had not been adjusted or suspended. An **S** or an **A** indicates that compliance with the service level described in the adopted Road Management Plan continues to be suspended or adjusted.)*

Reactive Maintenance Activity	Service Suspended / Adjusted	Description of Adjustment
BRIDGES /STRUCTURES		
B&C-REA-072 - Road Bridge Maintenance		
B&C-REA-073 - Pedestrian Bridge & Boardwalk Maintenance		
BUS SHELTERS		
BS-REA-053 - Bus Shelter & Surrounds Repair		
BS-REA-054 - Bus Shelter Cleaning		
DRAINAGE		
D-REA-064 - Clear Blocked Drainage Pits		
D-REA-063 - Clear Blocked Drainage Pipes & Culverts		
D-REA-065 - Drainage Pit Lintel Repair		
D-REA-066 - Drainage Pit Lid/ Structure Repair (excluding lintels)		
FOOTPATHS		
FP-REA-027 - Concrete Footpath Maintenance		
FP-REA-023 - Unsealed Footpath Maintenance		
FP-REA-029 - Asphalt Footpath Maintenance		
FP-REA-046 - Edge/ Shoulder Repair (Nature Strip Top Up)		
FP-REA-013 - Litter Clearing		
KERB AND CHANNEL		
K&C-REA-014 - Kerb & Channel Repair		
K&C-REA-016 - Household Drainage Connection Repair		
LOCAL AREA TRAFFIC MANAGEMENT TREATMENTS (LATMS)		
LATM-REA-019 - Weed Control and Surrounds Cleaning		
ROAD FURNITURE		
RF-REA-055 - Bike Rack Repair		
RF-REA-056 - Maintain Bins		
RF-REA-032 - Maintain Fencing within Road Reserve		
RF-REA-057 - Fire Hydrant Maintenance		
RF-REA-058 - Fire Plug Marker Repair		
RF-REA-050 - Maintain Guard Rail		
RF-REA-049 - Maintain Guide Posts		
RF-REA-060 - Maintain Street Light Infrastructure		

Reactive Maintenance Activity	Service Suspended / Adjusted	Description of Adjustment
ROAD PAVEMENT		
RP-REA-001 - Repair Pavement Collapse (Digouts/ Major Patching)		
ROAD SURFACE		
RS-REA-002 - Pothole Repair/ Minor Patching		
RS-REA-004 - Edge Repair		
RS-REA-006 - Minor Surface Treatment		
RS-REA-009 - Pavement Markings Maintenance		
RS-REA-010 - Clear Fuel Spillage		
RS-REA-011 - Clear Liquid Spillage		
RS-REA-012 - Street Sweeping		
RS-REA-013 - Litter Clearing		
ROADSIDE VEGETATION		
RV-REA-038 - Line Clearance		
RV-REA-039 - Pruning - Street Trees & Shrubs		
RV-REA-034 - Tree Removal		
RV-REA-034A - Stump Removal		
RV-REA-035 - Fallen Limb or Fallen Tree Removal		
RV-REA-043 - Pest and/or Vegetation Disease Control		
RV-REA-013C - Litter Clearing - Dumped		
RV-REA-041 - Mowing/ Edge Trimming - Nature Strip		
SHARED PATHS		
SP-REA-027 - Concrete Shared Path Maintenance		
SP-REA-023 - Unsealed Shared Path Maintenance		
SP-REA-029 - Asphalt Shared Path Maintenance		
SP-REA-046 - Edge/ Shoulder Repair (Soil Top Up)		
SP-REA-012 - Shared Path Sweeping/ Cleaning		
SP-REA-030 - Sign Maintenance - Regulatory/ Warning		
SP-REA-020A - Pruning - Sign Obstruction		
SP-REA-005 - Graffiti Removal		
SIGNS		
SI-REA-030 - Sign Maintenance - Regulatory/ Warning		
SI-REA-032 - Sign Maintenance - Special Purpose/ Directional/ Street Name/ Parking		
SI-REA-020A - Sign Obstruction - Pruning		
SI-REA-005 - Graffiti Removal		
UNSEALED ROADS		
US-REA-023 - Unsealed Surface Repair (Grading)		
US-REA-015 - Vehicle Crossover Maintenance		

Routine Maintenance Service Levels

*(Please indicate maintenance activities that have Resumed (R) by marking them with an **R** in the table below. Blanks represent activities that had not been adjusted or suspended. An **S** or an **A** indicates that compliance with the service level described in the adopted Road Management Plan continues to be suspended or adjusted.)*

Routine Maintenance Activity	Service Suspended / Adjusted/ Resumed	Description of Adjustment
DRAINAGE		
D-ROU-064 - Clear Blocked Drainage Pits		
D-ROU-067 - Litter Basket Maintenance		
D-ROU-068 - Gross Pollutant Trap Maintenance		
TD-ROU-070 - Table/ Spoon Drain Maintenance		
FOOTPATHS		
FP-ROU-027 - Concrete Footpath Maintenance		
FP-ROU-013 - Litter Clearing		
LOCAL AREA TRAFFIC MANAGEMENT TREATMENTS (LATMS)		
LATM-ROU-019 - Weed Control and Surrounds Cleaning		
LATM-ROU-020 - Pruning - Shrubs		
LATM-ROU-021 - LATM Garden Bed Maintenance		
ROAD SURFACE		
RS-ROU-076 - Crack sealing		
RS-ROU-012 - Street Sweeping		
RS-ROU-009 – Pavement Markings Maintenance		
ROADSIDE VEGETATION		
RV-ROU-038 - Line Clearance		
RV-ROU-039 - Pruning - Street Trees & Shrubs		
RV-ROU-040 - Tree Watering		
RV-ROU-047 - Garden Bed Maintenance		
RV-ROU-043 - Pest and/or Vegetation Disease Control		
RV-ROU-048 - Blackberry Removal		
RV-ROU-041 - Mowing/ Edge Trimming - Nature Strip		
RV-ROU-041A - Mowing - Tree Reserves		
RV-ROU-041B - Mowing - Road Reserves & Road Closures		
RV-ROU-045 - Weed Control - Significant Vegetation Areas		
RV-ROU-044 - Bushland Management		
SHARED PATHS		
SP-ROU-012 - Shared Path Sweeping/ Cleaning		

Routine Maintenance Activity	Service Suspended / Adjusted/ Resumed	Description of Adjustment
SP-ROU-019 - Weed Control /Edge Trimming		
UNSEALED ROADS		
US-ROU--023 - Unsealed Surface Repair (Grading)		
US-ROU-022 - Dust Suppression		

Hazard Inspection Program – Suspended or Adjusted

(Please indicate inspection programs that have Resumed (R) by marking them with an **R** in the table below. Blanks represent inspection programs that had not been adjusted or suspended. An **S** or an **A** indicates that compliance with the inspection program continues to be suspended or adjusted.)

ASSET CATEGORY	LINK	COLLECTOR	INDUSTRIAL	ACCESS
ROAD PAVEMENT				
ROAD SURFACE				
KERB AND CHANNEL				
LOCAL AREA TRAFFIC MANAGEMENT DEVICES				
DRAINAGE (Internal – Side Entry Pits in the Road Reserve)				
DRAINAGE (External - All pits in the road reserves & along shared paths are inspected for lintel, pit lid and structural hazards)				
ROADSIDE VEGETATION				
BRIDGES /STRUCTURES	ROAD BRIDGES & MAJOR CULVERTS	PEDESTRIAN BRIDGES & BOARDWALKS	RETAINING WALLS	STAIRS & MINOR STRUCTURES
FOOTPATHS	COMMERCIAL ACCESS ROUTES	KEY ACCESS ROUTES	LOCAL, INDUSTRIAL & RESERVE ACCESS ROUTES	
ROAD FURNITURE				
BUS SHELTERS				
FENCING				
GUIDE POSTS				
GUARD RAIL				
BIKE RACKS				
BINS				
FIRE PLUG MARKERS				
STREET LIGHT INFRASTRUCTURE				
MISCELLANEOUS ROADSIDE FURNITURE				
VICROADS ARTERIAL ROADS (Roadside Vegetation Only)				
SHARED PATHS				
REGULATORY & WARNING SIGNS				
TREES IN VICINITY OF OVERHEAD CABLES				
UNSEALED ROADS				
TABLE DRAINS (excluding drainage pipes)				

Sample Register of Compliance Directives



ROAD MANAGEMENT PLAN COMPLIANCE REGISTER

ID	Suspension Date	Suspension Memo (Dataworks Reference No.)	Event Description	Authorising Officer	Date of Resumption	Have all Suspended Maintenance Activities & Inspection Programs resumed? (Yes/ No)	Recommendation Memo (Dataworks Reference No.)	Authorising Officer
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Figure 2 – Sample Road Management Plan Compliance Register - Suspension & Recommendation Directions

RMP Emergency Management Memos in Dataworks

To find the memo templates, click the Template tab and type 'opera' in the first field and click Search.

1 - Customer 2 - Subject 3 - Property 4 - Street 5 - Meetings **6 - Templates** 7 - Action 8 - Project and Contract 9 - Tasks

Template Directorate/Department opera ☒ And

Doc Details
Key Words (Precis) ☒ And

Double click on Manuals and Forms

Class Abbrev	Precis	Version	<Status>	Document Date	Rendered	Pages
<input type="checkbox"/> TplateW	RMP MEMO - Suspension of Compliance	3		05/05/2010	1	
<input type="checkbox"/> TplateW	RMP MEMO - Resumption of Compliance	2		05/05/2010	1	
<input checked="" type="checkbox"/> STFEXC	Part III - Attachment 5 - Skills Matrix	1		12/05/2008	1	

Open and copy the memo, complete the details and save in Dataworks under the subject ROAD NETWORK with Key Words/Précis starting with RMP MEMO: followed by a description. (The compliance register is already saved in this area.)

To **search** for all **memos** and the **compliance register**, select the subject tab and just type 'rmp memo' in the Key Words/Précis area under Doc Details.

Note: 'RMP MEMO' must be added when registering the memo for this to work.

1 - Customer **2 - Subject** 3 - Property 4 - Street 5 - Meetings 6 - Templates 7 - Action 8 - Project and Contract 9 - Tasks

Subject / Keyword

Subject Title ☒ And

Function/Keywords ☒ And

Business Area

Doc Details
Key Words (Precis) rmp memo ☒ And

Classification ☒ Current Versions Only