Road Management Plan
2025 - 2029



Banyule
City Council

Document Control

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V1.00	9/12/2004	Notification of adoption in Government Gazette.
V1.01	25/11/2005	Revision 1 of Version 1 amendments adopted by Council.
V1.01	8/12/2005	Notification of adoption of amended plan in Government Gazette.
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V2.00	28/02/2008	Notification of adoption in Government Gazette.
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V7.00		Notification of adoption in Victorian Government Gazette.

NB:

1. Primary number changes to Versions (e.g. V1.00 to V2.00) will be made when the document undergoes its regular review and when significant changes are made to standards and guidelines for inspections, intervention levels or work
2. Secondary number changes (e.g. V1.00 to V1.01) will apply to minor amendments that do not materially impact the document and are intended only to clarify or update issues.

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Definitions

Arterial Road	Refers to freeways, highways and declared main roads, which are managed by the Victorian Government, through Head of Transport for Victoria (as the co-ordinating road authority).
Co-ordinating road authority	The organisation which has the responsibility to co-ordinate works. Generally, if the road is a freeway or arterial road, this will be Head of Transport for Victoria. Generally, if the road is a municipal road, this will be Council.
Council	Refers to the Banyule City Council
Demarcation agreement	A formal agreement between Council and another organisation that defines areas of responsibility.
Motor vehicle	Refers to a vehicle that is propelled by an in-built motor and is intended to be used on a roadway. This does not include a motorised wheelchair or mobility scooter which is incapable of travelling at a speed greater than 10 km/h and is solely used for the conveyance of an injured or disabled person.
Municipal road(s)	Road for which the municipal council is the co-ordinating road authority. The Road Management Act 2004 imposes specific duties on the municipal council with respect to the inspection, repair and maintenance of these roads and associated road-related infrastructure.
Non-road infrastructure	Refers to infrastructure in, on, under or over a road, which is not road infrastructure. This includes (but is not limited to) such items as gas pipes, water and sewerage pipes, cables, electricity poles and cables, tram wires, rail infrastructure, bus shelters, public telephones, mailboxes, roadside furniture and fences erected by utilities, or providers of public transport.
Other roads	Include roads in state forests and reserves, and roads on private property. Municipal councils are not responsible for the inspection, repair or maintenance of these roads.
Pathway	Refers to a footpath, bicycle path, shared path or other area within road reserve that is constructed or developed for public use (not motor vehicles). Pathways may be further categorised as: • Footpaths – pathways designated solely for use by foot traffic (and limited mobility devices such as wheelchair users) • Bicycle pathways – pathways designated solely for use by cyclists, scooters and the like but excluding foot traffic, and • Shared pathways – pathways designated for use by riders of bicycles, the riders of electric scooters and pedestrians.
Public Road	As defined by the Road Management Act 2004 and includes a freeway, an arterial road, a municipal road declared under section 14(1) of the Act and a road in respect of which Council has made a decision that it is reasonably

	required for general public use and is included on the Register of Public Roads.
Plan	Refers to this Road Management Plan.
Regulatory Signs	A sign used to indicate or reinforce traffic laws, regulations or requirements which apply either at all times or at specified times or places upon a street or highway.
Repair	Action to rectify the defects through temporary or permanent reinstatement after failure or damage.
Road	Has the same meaning as in the Road Management Act 2004, being inclusive of any public highway, any ancillary area (such as indented carpark, rest areas) and any land declared to be a road under section 11 of that Act or forming part of a public highway or ancillary area.
Road infrastructure	Refers to infrastructure which forms part of a roadway, pathway or shoulder, which includes structures and materials. For instance, subgrade, base, subbase, surface.
Road-related infrastructure	Refers to infrastructure installed or constructed by the relevant road authority to either facilitate the operation or use of the roadway or pathway, or support or protect the roadway or pathway. For instance, speed hump, traffic island, guard rail.
Road Reserve	Refers to the area of land that is within the boundaries (property line to property line) of a road.
Roadside	Refers to any land that is within the boundaries of the road (other than shoulders) which is not a roadway or pathway. This includes land on which any vehicle crossing or pathway, which connects from a roadway or pathway on a road to other land, has been constructed. Example: any nature strip, forest, bushland, grassland or landscaped area within the road reserve would be considered roadside.
Roadway	Refers to the area of a public road that is open to, or used by, the public, and vested in road authority for the driving or riding of motor vehicles. This does not include a driveway providing access to a public road, or other road, from adjoining land.
Shoulder	Refers to the cleared area, whether constructed or not, that adjoins a roadway to provide clearance between the roadway and roadside. This does not refer to any area that is not in the road reserve.

1. Introduction

1.1 What is the purpose of this Plan

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

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

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

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

1.2 Legislation guiding this Plan

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

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

1.3 What is covered in this Plan?

The Plan is divided into six sections:

1. Introduction.
2. Rights and Responsibilities – covers legislation and local laws relevant to road management.
3. Road Management Systems - how we classify roads, streets and footpaths – known as our asset hierarchy – and the plans and processes we use to maintain roads and road-related infrastructure.
4. Register of Public Roads – what's in it, how to access it and the process for making changes.
5. Technical References.
6. Attachments:
    a. Attachment 1, Road Hierarchy
    b. Attachment 2, Pathway Hierarchy
    c. Attachment 3, Inspection Requirements
    d. Attachment 4, Inspection Frequencies
    e. Attachment 5, Defect Intervention Levels and Repair Timeframes – Roads
    f. Attachment 6, Defect Intervention Levels and Repair Timeframes – Pathway

g. Attachment 7, Boundary Roads & Structures Maintenance Agreements with Adjoining Councils

1.4 Updating the Plan

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

The following process will be used to manage these changes:

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

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

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

1.5 Exceptional Circumstances

Council will make every effort to meet its commitments under this Plan.
However, there may be situations or circumstances that affect Council's business activities to the extent that it cannot deliver on the service levels of the RMP. These include but are not limited to:

- Natural disasters, such as fires, floods, or storms
- A prolonged labour or resource shortage, due to a need to commit or redeploy Council staff and/or equipment elsewhere or due to the effects of pandemic and or government intervention.

1.5.1 Suspension of the Plan

In the event that the Chief Executive Officer (CEO) of Council has considered the impact of such an event on the limited financial resources of Council and its other conflicting priorities, and determined that the Plan cannot be met, then pursuant to Section 83 of the Wrongs Act 1958, the CEO will write to Council's Officer in charge of the Plan and inform them that some, or all, of the timeframes and responses in Council's Plan are to be suspended.

1.5.2 Reinstatement of the Plan

Once the scope of the event/s have been determined, and the resources committed to the event response have been identified, then there will be an ongoing consultation between Council's CEO and Council's Officer responsible for the Plan, to determine which parts of Council's Plan are to be reactivated and when.

1.5.3 Communication and documentation around Plan suspension

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

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

This information will be provided by the Council on its website where its Plan is located and other channels as appropriate such as press releases or social media.
Where Council has suspended, in part or whole, it's Plan, associated documents (e.g. communications, meeting minutes, schedules, etc.) will be recorded and stored.

1.5.4 Inspections and repairs during suspension of Plan

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

1.6 Responsibility for the Plan

Overall responsibility for administering and implementing the Plan rests with Assets and City Services in conjunction with other stakeholders (e.g. Asset Protection, Transport).

2. Rights and Responsibilities

2.1 Public Roads

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

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

2.2 Key stakeholders

The key stakeholders impacted by this Plan include:

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

2.3 Coordinating & Responsible Road Authority

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

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

> *If the road is a municipal road, the municipal council of the municipal district in which the road or part of the road is situated.*

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

2.4 General Functions of a Road Authority

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

2.5 Rights of the Road User

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

2.6 Obligations of Road Users

2.6.1 General Usage

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

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

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

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

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

2.6.2 Incident Claims

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

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

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

2.6.3 Permits for work within a road reserve

In cases where an individual or organisation proposes to carry out works within the road reserve that may impede public access, or interfere with road infrastructure, they must apply for a

'Works Within Road Reserve' permit to Council's Asset Protection team. There are some exemptions, as noted in the Road Management (Works and Infrastructure) Regulations 2015.

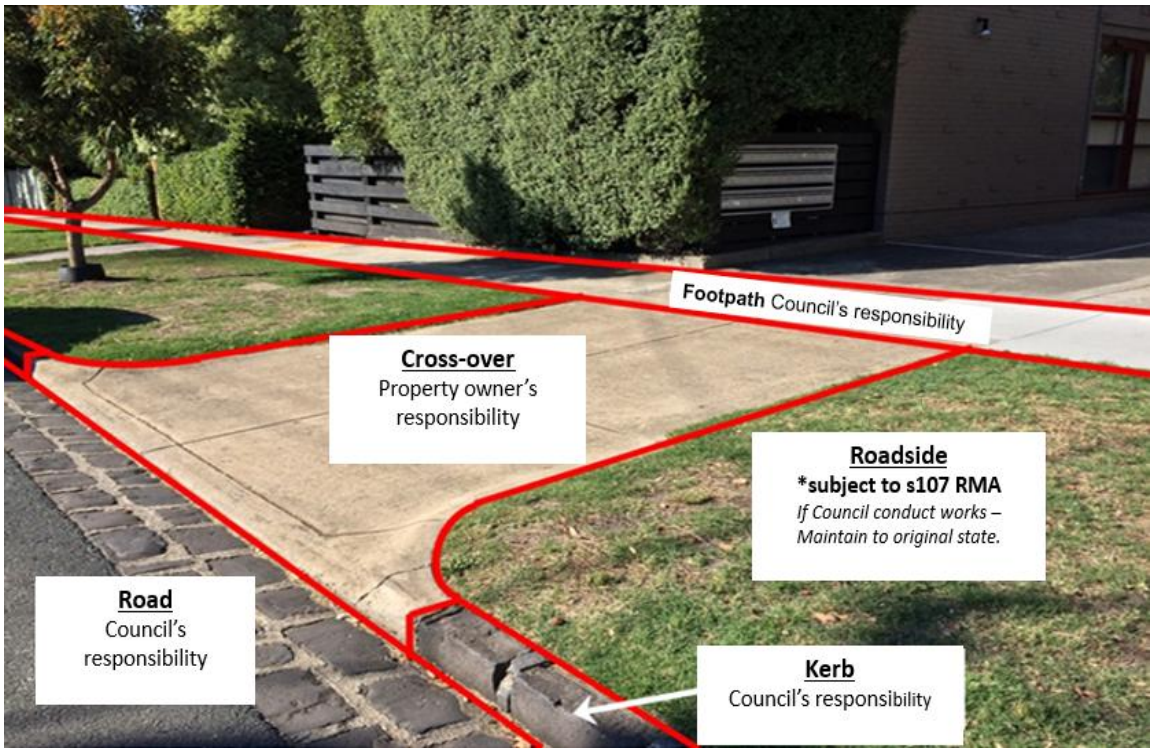
Local laws also require property owners to apply for a vehicle crossing permit if they plan to build a driveway.

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

2.6.4 Obligation of others

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

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



In scenarios where the concrete driveway is connected to the concrete kerb and channel (as shown in the diagram below), the crossover, connected kerb and channel and drainage pipes under the crossover connected with table drain must be maintained by the property owner.



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

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

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

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

3. Road Management Systems

3.1 Background and Process

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

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

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

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

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

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

3.2 Asset Hierarchies – Municipal Road Network

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

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

3.2.1 Road Hierarchy

All roads within the municipal road network are classified according to a hierarchy that takes into account their specific function and vehicular traffic volumes.

The hierarchy classification is used to assist in prioritising works programs and also intervention responses to remedy defects. This is further divided into the following categories:

- Level 1 – Sub-Arterial Roads, Industrial Roads, Collector and Distributor Roads
- Level 2 – Residential Streets, Courts and Fully Constructed Right Of Way (ROW)
- Level 3 – Unsealed Roads, Partially Constructed/Unsealed ROW

See Attachment 1 for more information.

3.2.2 Pathway Hierarchy

Pathways within the municipal are classified according to a hierarchy that takes into account their specific function, types of users, pedestrian movement and potential risk.

The hierarchy classification is used to assist in prioritising works programs and also intervention responses to remedy defects.

- Level 1 – High Pedestrian Traffic
- Level 2 – Low Pedestrian Traffic

See Attachment 2 for further information.

3.3 Our Road Network

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

Table 3.1 – Road length by hierarchy – date last updated: 8/11/2024

Hierarchy	Length (km)	% of Network
Level 1	102	18
Sub-Arterial Roads		
Industrial Roads		
Collector Roads		
Distributor Roads		
Level 2	454	79
Residential Streets		
Courts		
Fully constructed Right Of Way (ROW)		
Level 3	17	3
Unsealed Roads		
Partially Constructed/Unsealed ROW		
Total	**573**	**100**

Table 3.2 – Road Length by Surface Type – date last updated: 8/11/2024

Surface Type	Length (km)	% of Network
Sealed	556	97
Unsealed	17	3
Total	**573**	**100**

3.4 Maintenance Management System

3.4.1 Maintenance Management

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

The following maintenance requirements shape our annual program and budget:

Routine maintenance standards

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

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

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

Repair and maintenance works

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

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

Temporary mitigation measures

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

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

Emergency works

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

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

3.4.2 Asset Management Plans

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

3.4.3 Maintenance Surveys and inspections

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

Reactive inspections (Request for Service or RFS)
These inspections are conducted in response to requests from the community. The inspection is carried out and assessed according to the Hazard intervention levels, contained within Attachments 5 and 6.

Incident Inspections

These inspections are carried out as part of claim procedures and risk management practices. IT enables an incident condition report to be prepared for use in legal proceedings and to gather information to analyse the cause of accidents or incidents.

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

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

These inspections are carried out in accordance with the Council's asset management strategy and road asset management plan on a four yearly schedule.

3.4.4 Maintenance responsiveness and performance targets

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

- Date the request was received
- Details of the request, including the location and nature of the reported hazard/defect (including any specific measurements if provided), name of the person making the request, copies of any photographs provided, etc.
- The personnel / department to which the request has been assigned for action
- Date by which the request must be actioned (based on the target response times specified in Attachments 5 and 6)
- Date when the request was actioned and/or completed (this typically involves someone carrying out an RFS inspection, as described in section 3.4.3, followed by any necessary repair works conducted).

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

Customer requests will be inspected and assessed in accordance with timeframes specified in Attachments 5 and 6. Following are some possible outcomes from a reactive inspection:

- If a defect identified exceeds a *Description / Intervention level* specified in Attachments 5 and 6, repair works would be scheduled in line with respective specified repair timeframes.
- If repairs are significant – for example, rehabilitation works are required – temporary mitigation measures may be undertaken to reduce the risk posed by the hazard/defect until the proper works can be undertaken (and subject to available resources).

- If the defect is assessed as below the *Description / Intervention Level* specified in Attachments 5 and 6, it would be noted (including why), but no remedial action will be conducted.

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

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

3.5 Asset Levels of Service

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

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

4. Register of Public Roads

Council maintains a register of public roads – called the Register of Public Roads – with the details of all public roads and ancillary areas for which we are responsible. The Register of Public Roads is available on Council's website. A hard copy is made available at our Customer Service Centre, 1 Flintoff Street, Greensborough, upon request.

4.1 Maintenance Demarcation (Boundary) Agreements

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

We have agreements with neighbouring councils, Nillumbik and Darebin, which defines maintenance responsibilities of each council. Responsibility of shared roads and structures is listed in Attachment 7.

Road Management Act 2004 Code of Practice - Operational Responsibilities for Public Roads is applied to define maintenance responsibilities with The Department of Transport and Planning and Victrack.

4.2 Roads not listed on the Register

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

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

5. Technical References

I. AS ISO 31000:2018 – Risk Management – Guidelines
II. Integrated Asset Management Guidelines for Road Networks (AP-R202) 2002, Austroads Inc.
III. International Infrastructure Management Manual (IIMM) 2015, IPWEA
IV. VicRoads Risk Management Guidelines
V. VicRoads Standard Specification Section 750 – Routine Maintenance

Attachment 1: Road Hierarchy

Category	Description*
Level 1 Sub-Arterial Roads and Industrial Roads	These carry heavy volumes of traffic including commercial vehicles and also provide the principal routes for traffic flows in and around the municipality. Key features typically include: • Supplement the arterial road system within a Local Traffic Area. • Connector between arterial roads & lower order streets. • Caters for, but may restrain, Service & Heavy Vehicles. • Provides access to significant Public Services • Minimum two clear traffic lanes (excluding parking)
Collector and Distributor Roads	These roads carry significant volumes of traffic and provide access, by linking residential areas to arterial roads. They also provide links between the various collector roads. Key features typically include: • Non-continuous connector (do not cross arterial roads) • Limited through traffic (not promoted, or encouraged) • Cater for, but may restrain, service and heavy vehicles • Minimum two clear traffic lanes (excluding parking)
Level 2 Residential Streets, Courts and Fully Constructed Right Of Ways (ROW)	Local roads only carry local traffic. The primary function of these roads is to provide access to private property. Key features typically include: • Short distance travel to higher level roads • Minimum one clear traffic lane (excluding parking) ROW perform a very minimal function as local access roads. Key features typically include: • A side or rear entry lane, generally providing secondary access to properties • Low traffic counts

Level 3 Unsealed Roads, Partially Constructed and Unsealed ROW	• Limited or No Through Traffic

Note: Private Access Roads & Common Property are in private ownership. Therefore, they are not a Council responsibility.

Attachment 2: Pathway Hierarchy

Category	Area	Description*
Level 1	High Pedestrian Traffic	• Shopping centres, hospitals, schools, elderly citizens, activity centres, transport interchanges and any other high pedestrian traffic areas
Level 2	Low Pedestrian Traffic	• Main roads, residential streets, industrial areas, and around recreation reserves (within the road reserve).

Attachment 3: Inspection Requirements

Inspection Type	Purpose	Inspection Requirements	Reporting Requirements
Reactive – Request for Service (RFS)	• Inspections performed in response to customer enquiries/complaints or internal enquiries from council employees. The intent is to assess whether the road infrastructure contains a defect that has reached relevant intervention levels specified in the RMP.	• Council representative with an appropriate level of knowledge of road maintenance and experience will inspect all reported defects.	• Record date first reported: date inspected, inspector, location, required action and date of completion.
Incident Inspection	• An inspection carried out to comply with the requirements of the *Road Management Act* [Part 6, Division 5 – Claims Procedure, section 116] and Civic Mutual plus (CMP) risk management practices. • This inspection enables an incident condition report to be prepared for use in legal proceedings and to gather information to analyse the cause of accidents or incidents and the planning of road management and safety measures.	• Council representative with an appropriate level of knowledge of road maintenance and experience will inspect all reported defects.	• Record date first reported: date inspected, inspector, Location required action and date of completion. • Specific Incident Report (SIR) required.

Programmed Defect Inspection (Proactive Inspection)	• The intent of this inspection is to identify road infrastructure defect above intervention (new or existing). • Inspections undertaken in accordance with a formal programmed schedule to determine if the road infrastructure complies with the levels of service specified within the Road Management Plan	• Council representative with an appropriate level of knowledge of road maintenance and experience will inspect all reported defects. • Inspection intervals depend on Hierarchy.	• A record of each street/road is to be completed detailing the name of the inspector, the inspection date and a description of any defects that have been identified and require intervention as per the Road Management Plan. • A record of the inspection is to be recorded on Council's Information Systems (for example, an Asset Management System or GIS) to enable the defect to be programmed for action with Council's routine maintenance work.
Condition Inspection	• An inspection specifically to identify deficiencies in the structural integrity of the various components of the road infrastructure assets which if untreated, are likely to adversely affect the condition of the road network. • Regular or periodic assessment, measurement and interpretation of the resulting condition data is required to determine the need for any preventive or remedial action to be programmed for the relevant treatment works.	• Inspection undertaken by external/ internal officer under the direction of a qualified engineer or experienced technical officer with knowledge in road construction and maintenance practices. • Inspected every 4 years are the Roads, Footpaths, Kerb & Channel (pit lids, frames and lintels only), and On-Road and Off-Road Bicycle Lanes within the road reserve.	• A record of the inspection is to be recorded on Council's Information Systems (for example, an Asset Management System or GIS) to enable the defect to be programmed for action with Council's routine maintenance work.

In addition to the road inspection requirements there is a specific inspection requirement for off-road bicycle paths within road reserves.

Management of shared bicycle and pedestrian paths is detailed in the Services Asset Management Plans – Roads and Pathways

Inspection Type	Purpose	Inspection Requirements	Reporting Requirements
Defect Inspection for Off-Road Bicycle Shared Pathway within Road Reserve	• Defect Inspections will identify defects as specified in the RMP.	• Council representative with an appropriate level of knowledge and experience of safety requirements for cyclists will inspect all reported defects.	• Record date first reported: date inspected, inspector, location required action and date of completion.

Attachment 4: Inspection Frequencies

Asset Group Category		Programmed Defect Inspection Interval
Hierarchy	**Sub- Category**	
Roads, Kerb & Channel (pit lids, frames and lintels only) and On-Road Bicycle Lanes		
Level 1	Sub-Arterial Roads, Industrial Roads, Collector and Distributor.	Once in 6 months
Level 2	Residential Streets, Courts and Fully Constructed ROW's.	Once in 2 years
Level 3	Unsealed Roads, Partially Constructed and Unsealed ROW's.	Once a year
Pedestrian Pathways and Off-Road Bicycle Shared Pathways within the Road Reserve		
Level 1	High Pedestrian Traffic. Shopping centres, hospitals, schools, elderly citizens, activity centres, transport interchanges and any other high pedestrian traffic areas as per the "Footpath Register - Highest Usage Category".	Once in 6 months
Level 2	Low Pedestrian Traffic. Residential streets, industrial areas and around recreation reserves (within the road reserve).	Once in 2 years
Line marking - In conjunction with Roads		
Level 1	Sub-Arterial Roads and Industrial Roads, Collector, and Distributor.	Once in 6 months
Level 2	Residential Streets & Courts.	Once in 2 years

Regulatory Signs - In conjunction with Roads		
Level 1.	Sub-Arterial Roads and Industrial Roads, Collector and Distributor.	Once in 6 months
Level 2.	Residential Streets & Courts.	Once in 2 years
Level 3.	Unsealed Roads only.	Once a year
Bridges/Major Culverts (within road reserves)		
All	All	Level 1 visual inspections – Once a year Level 2 structural inspection – Every 2 years
Vegetation – Road reserve trees obstructing road, shared bicycle paths and pathway users		
Road	Level 1, 2 & 3	Every 2 years
Pathway	Level 1 & 2	Every 2 years

Note: In complying with the inspection intervals referred above, the inspection will be deemed to be compliant when it occurs within the calendar month that it is due.

Attachment 5: Defect Intervention Levels and Repair Timeframes - Roads

Activity	Defect Type	Road Cat.	Intervention Levels	Description of Work	Programmed Defect Inspection	Target Rectification Response Time
Customer Requests	All	Level 1	Intervention requirement is an inspection to assess the extent of the request and determine 'appropriate' action. Necessary remedial action is referred to the relevant works program.	Responding to requests for action.	Not Applicable	Inspect within 2 working days.
		Level 2				Inspect within 5 working days.
		Level 3				Inspect within 15 working days.
Emergency Repairs	All	All	Traffic incident management, responses to fires, floods, storms and spillages, sink holes, missing drainage pit lids and any assistance required under the Victorian State Emergency Response Plan and Municipal Emergency Management Plan. Instigated by Customer Request (CRM). Repairs programmed by Inspecting Officer.	Urgent measures (e.g. installing barriers, signage, closing the road/footpath, etc.) to be implemented to reduce the risk to users until such time as appropriate repairs can be completed.	Not Applicable	Inspect within 24 hours Emergency response within 2 working days
Pavement Defects	Potholes	Levels 1 & 2	Repair when they exceed 50 mm in depth and 300mm in diameter.	Patch surface in roadway using bituminous material for sealed surfaces or suitable gravel for unsealed roads to restore the surface.	Yes	Repair within 10 working days.

Activity	Defect Type	Road Cat.	Intervention Levels	Description of Work	Programmed Defect Inspection	Target Rectification Response Time
Pavement Defects	Edge Breaks, Edge Drop Offs and Sealed Shoulder repairs.	Levels 1 & 2	▪ Undertake edge break repairs when edges have broken back in excess of 150mm laterally and greater than 5.0m in length. ▪ Undertake edge drop-off repairs – typically involving adding crushed rock to the unsealed shoulder when drop off is 50mm over a 10m length.	Patch or repair road pavement surface and edge using bituminous material for sealed surfaces or suitable gravel for unsealed roads to restore the surface.	Not Applicable	Repair within 60 working days.
Surface Defects	Cracking – Hazard for Bicyle	Levels 1 & 2	Greater than 25mm in width	Crack sealing or patching	Not Applicable	Repair within 90 working days.
Line Marking	Poor line marking visibility.	Levels 1 & 2	If line has less than 50% of original visibility.	Repair/restore effectiveness of line marking and raised pavement reflectors.	Yes	Repair within 90 working days
Deformation	Wheel Ruts, Depressions, Corrugations and Shoving.	Levels 1 & 2	When defect is greater than 35mm in depth, 750mm wide and 6m long.	Repair surface defects. • Routine Patching up to 5 sqm in area. • Major Patching 5 to 40 sqm in area. Greater than 40 sqm in area referred to Capital Works.	Not Applicable	Repair within 90 working days.

Activity	Defect Type	Road Cat.	Intervention Levels	Description of Work	Programmed Defect Inspection	Target Rectification Response Time
Unsealed Pavements (Level 3 Roads)	Pothole	Level 3	Potholes in unsealed pavement >75 mm in depth and >300 mm in diameter	Pothole patching and compaction. Grading if required.	Yes	Repair within 90 working days
Pavement Surface Drainage	Kerb and Channel blockage.	All	Where water flow along kerb and channel is impeded.	Remove debris to enable free flow of water.	Not Applicable	Routine street sweeping.
	Kerb and Channel ponding.		Defect Causes ponding greater than or equal to 10 metres and channel cannot perform drainage operation.	Restore channel to enable free flow of water.		Repair within 90 working days
	Table drains		Inspect upon receiving a Customer Request (CRM); schedule remedial works as necessary. Pipes under private driveways are the responsibility of the property owner.	Unblock drains to enable free flow of water.		Repair within 90 working days
	Pit blockages.		When water flow to the pit is impeded.	Clean pit to enable free flow of water.		Cleaned within 15 working days unless identified for major repairs.
	Pit lids		When missing, collapsed or broken.	Replace if missing, collapsed or broken.	Yes	Repair within 2 working days.

Activity	Defect Type	Road Cat.	Intervention Levels	Description of Work	Programmed Defect Inspection	Target Rectification Response Time
	Damaged frames and lintels.		Collapsed frames and reinforcement in lintel is exposed	Reconstruct collapsed frame. Replace lintel when >50% of reinforcement is exposed. Patch lintel if <50% of reinforcement is exposed.	Yes	Repair within 90 working days
Vegetation Management Includes traffic treatments, medians, islands and roundabouts where vegetation occurs.	Roadside Vegetation – Overhead clearance	All	4.5m over the trafficable portion	Tree Management (Pruning)	Yes	3 Months
	Private trees obstructing road	All	4.5m over the trafficable portion	Private Trees and vegetation	Not applicable	Notify as required
Utility Assets	Damaged utility assets	All	Damaged utility assets in trafficable portion	Notification to Utility Service Authority.	Yes	Notify Service Authority following inspection

Activity	Defect Type	Road Cat.	Intervention Levels	Description of Work	Programmed Defect Inspection	Target Rectification Response Time
Signage and Traffic Management Devices	Poor signage visibility, damaged, graffitied or missing signs.	All	Regulatory Signage identified by Programmed Defect Inspection or by Customer Request (CRM). Other signs within road reserve by Customer Request (CRM).	Cleaning and/or replacement of signs.	Yes – only for Regulatory Signage defects only.	Repair within 5 working days
	Guard Rail; Safety Fencing.		Inspect and rectify as necessary when identified by Customer Request (CRM).	Replacement of damaged guard rails and safety fencing.	Not Applicable	Repair within 60 working days
Road Bridges and Major Culverts	Bridge and culvert defects	All	Visible damage likely to pose an immediate and significant risk to members of the public	Repair defects	Yes	Repair within 5 working days

Attachment 6: Defect Intervention Levels and Repair Timeframes – Pathway

Activity	Defect Type	Path Cat.	Intervention Levels	Description of Work	Programmed Defect Inspection	Target Rectification Response Time
Customer Requests	All	Level 1	Intervention requirement is an inspection to assess the extent of the request and determine 'appropriate' action. Necessary remedial action is referred to the relevant works program.	Responding to requests for action	Not Applicable	Inspect within 2 working days
		Level 2			Not Applicable	Inspect within 5 working days
Concrete/ Paved/ Asphalt Pathway Repairs	Horizontal or vertical displacements	All	Horizontal and Vertical Displacements greater than 20mm	Patch/wedge with asphalt to repair.	Yes	Repair within 10 working days.* (Pathways on a Department of Transport Road are subject to Department of Transport approval)
			Vertical displacement between 10mm to 20mm	Grinding	Yes	Program under operational maintenance activities.

Activity	Defect Type	Path Cat.	Intervention Levels	Description of Work	Programmed Defect Inspection	Target Rectification Response Time
Vegetation Management	Vegetation overhead clearance into the pathway envelope	All	2.5m over the pathway	Tree Management (Pruning)	Yes	3 Months
	Private trees obstructing pathway users.	All	2.5m over the pathway or protruding beyond property alignment	Private Trees and vegetation	Not applicable	Notify as required
Utility Assets	Damaged utility assets	All	Damaged utility assets within pathways	Notification to Utility Service Authority.	Yes	Notify Service Authority following inspection
Unsealed Pathway Maintenance	Defective unsealed pathway Gravel pathway.	N/A	50mm depression	Remedial work to address the defect. Wherever practicable, use materials that match existing.	Not Applicable	Repair within 90 working days
	Unformed 'track'.	N/A	Not Applicable	No maintenance required.	Not Applicable	Not Applicable.

*Temporary mitigation measures will be implemented in accordance with 3.4.1 in circumstances where the described rectification can not be undertaken within 10 working days (e.g. defects caused by tree roots)

Attachment 7: Boundary Roads & Structures Maintenance Agreements with Adjoining Councils

Boundary Road Agreements have been developed for the administrative arrangements between the councils involved. It contains the details of maintenance arrangements for which there has been a mutual agreement.

Local Roads	Structure	Adjoining Council	Banyule Hierarchy Classification	Length (m)	Pavement Width (m)	Pavement Type	Maintenance Authority	Agreement Type
Weidlich Road (Karingal Drive to Progress Road)	Local Road	Nillumbik	Distributor	299	10.9	Sealed from kerb to kerb	Banyule	Type 'A'
Progress Road (Weidlich Road to Ryans Road)	Local Road	Nillumbik	Distributor	1159	12.3	Sealed from kerb to kerb	Banyule	Type 'A'
Ryans Road (Progress Road to Wattletree Road)	Local Road	Nillumbik	Distributor	1350	Nom 7.6	Sealed from kerb to kerb or kerb to shoulder and/or table drain.	Nillumbik	Type 'A'
Cherry Street (Waiora Road to Wungan Street)	Local Road	Darebin	Distributor	530	7.0	Sealed from kerb to kerb	Darebin	Type 'A'
Waiora Road (Ruthven Street to Cherry Street)	Local Road	Darebin	Distributor	618	9.5	Sealed from kerb to kerb	Banyule	Type 'A'
Plenty River Drive (Under Greensborough Bypass)	Local Road	Nillumbik	Sub-Arterial			Sealed from kerb to kerb	Nillumbik	Type 'A'

Beales Lane (Across Proposed Department of Transport Road)	Local Road	Nillumbik	Distributor			Sealed from kerb to kerb	Banyule/ Nillumbik	Type ‘B’
Aqueduct Road (Across Proposed Department of Transport Road)	Local Road	Nillumbik	Distributor			Sealed from kerb to kerb or kerb to shoulder and/or table drain	Banyule/Nillumbik	Type ‘B’

‘A’	Maintenance Authority: Routine maintenance activities of pavement between both kerb backs or shoulder and/or table drains (not all lengths have kerb both sides)
	Road Authority: Maintenance activities to road reserve/property boundary from back of kerb or shoulder and/or table drains is the responsibility of that Council on whose side it adjoins.
	Road Authority: Maintenance activities to road reserve/property boundary from back of kerb or shoulder and/or table drains (Adjoining Council – Darebin)
	Both Councils: Equal share of costs for significant maintenance costs as well as any capital works after consultation and mutual agreement to the proposed works (Adjoining Council – Nillumbik)
‘B’	Maintenance Authority: Routine maintenance activities from road reserve/property boundary to road reserve/property boundary up to the centre of the Department of Transport Freeway Reserves for the adjoining Council.
	Both Councils: Equal share of costs for significant maintenance costs as well as any capital works after consultation and mutual agreement to the proposed works.