# Road Management Plan 2025



*REV 2.0 – JUN 2025*

# Contents


1 Introduction ..... 4
1.1 Purpose and Effect of the Plan: ..... 4
1.2 Glossary of Terms ..... 5
1.3 Key Stakeholders ..... 6
1.4 Obligations of Road Users ..... 7
1.5 Road Management Act ..... 7
1.6 Other Legislative Regulations ..... 8
2 Road Management Responsibilities ..... 9
2.1 Road Classification ..... 9
2.2 Public Road Register ..... 9
2.3 Updating the Road Register ..... 9
2.4 Municipal Road Map ..... 9
2.5 Items excluded from this Road Management Plan ..... 9
2.6 Demarcation of Operational Responsibility: ..... 10
2.7 Incident Claims ..... 12
2.8 Council Permits ..... 12
2.9 Force Majeure ..... 12
3 Road Management and Maintenance Processes ..... 14
3.1 Road Network Hierarchy ..... 14
3.2 Footpath Network Hierarchy ..... 15
3.3 Inspection Process ..... 15
3.4 Maintenance Process ..... 16
3.5 Financial Management Process ..... 16
3.6 Records Management Process ..... 17
4 Levels of Service – Operational and Maintenance ..... 18
4.1 Schedule of Typical Maintenance Activities ..... 18
4.2 Current Level of Service ..... 18
Appendix 1: Level of Service – Inspection and Maintenance ..... 19
LEVEL OF SERVICE FOR INSPECTIONS - ROADWAYS: ..... 19
LEVEL OF SERVICE FOR INSPECTIONS - PATHWAYS: ..... 20
LEVEL OF SERVICE FOR MAINTENANCE - ROADWAYS: ..... 21
LEVEL OF SERVICE FOR MAINTENANCE - PATHWAYS: ..... 22
Appendix 2: Road Network Map ..... 23
Appendix 3: Pathways (within road reserve) Network Map ..... 24

The information contained in this document is solely for the use of Maribyrnong City Council for the purpose for which it has been prepared. Unless required or imposed by law, Maribyrnong City Council undertakes no duty to or accepts any responsibility to any third party who may rely upon this document.

All rights in relation to the content of this documents are reserved by Maribyrnong City Council. No section, part or content of this documents should be removed, reproduced, electronically stored or transmitted in any form without the written permission of the Maribyrnong City Council.

Enquiries in relation to this Road Management Plan should be directed to:

Mail: Tarryn Gillies
Manager Assets and Capital
Maribyrnong City Council
Operations Centre
95 Sunshine Road
West Footscray, Victoria 3012
Email: Tarryn.Gillies@maribyronong.vic.gov.au

This plan is also available on Council's website at www.maribyrnong.vic.gov.au

# 1 Introduction

This road management plan is a document that sets out the management of road assets within road reserve that Council is responsible to maintain on the road network in the municipality.

This plan helps the Council in improving the operational efficiency in managing the assets within road reserve because of clarity, purpose and definitions. The plan contains realistic and achievable intervention levels that are reasonable and affordable within the current financial constraints of the Council. The risk mitigation strategy adopted in the new plan provide better coverage and protection.

The Road Management Plan is a document that will detail maintenance and management arrangement for road reserve assets for which the Council is responsible.

The document sets out the inspection and maintenance timeframes for its responses to the defects identified for road reserve assets on public roads.

## 1.1 Purpose and Effect of the Plan:

In accordance with section 50 of the Road Management Act 2004, the purpose of the Road Management Plan is:

- To provide safe and efficient road network for use by members of public
- To establish a management system for Council to inspect, maintain and repair the assets within the public road reserves for which it is responsible based on policy and operational objectives having regard to available resources
- To form the basis of Council's legal defence against litigation for damages and injury arising from 'defective' components of the road asset
- To set the relevant standard in relation to discharge of duties in the performance of Council's road management functions maintenance of the road network and assets within road reserves.

This plan details the discharge of duty to inspect, maintain and repair the public road assets for which the Maribyrnong City Council is the coordinating authority responsible to provide maintenance.

This plan is, and remains, a stand-alone and all-encompassing policy document of the Council (for the inspection, repair and maintenance of the public roads, pathways within road reserves and road infrastructure (and road related infrastructure) within the municipality of the Maribyrnong City Council) without recourse to any other policy, practice or procedure of the Council in relation to the performance of the Council's road management function.

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

This plan is otherwise (in relation to the construction, inspection and maintenance and repair of those public roads within the municipal district of the Maribyrnong City Council for which the Council is the road authority (including in relation to suitable prioritisations for the maintenance and repair of road infrastructure on public roads)) a policy document of the

Council and is based substantially on financial, economic, political, social or environmental considerations.

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

## 1.2 Glossary of Terms

Unless the context or subject matter otherwise requires, terms used in this Plan have the following meanings:

**Arterial roads:** Roads managed by VicRoads which have been declared to be arterial roads under the Road Management Act.

**Code of Practice:** Code of Practice for Road Management Plan is a supporting documentation to the legislation, which provides practical guidance to road authorities in the making of road management plans.

**Condition Inspections:** Condition Inspections assess the overall condition of the network, determine the remaining useful life of the asset and to prioritise future major works.

**Defect:** For the purpose of this document, defect is a shortcoming, fault, or imperfection on assets located within the road reserve.

**Exceptional Circumstances (Force Majeure):** A clause included in the Road Management Plan that describes the conditions under which a Council can suspend its maintenance and inspection responsibilities under the Road Management Plan due to the occurrence of events outside its control.

**Footpath Hierarchy:** For the purposes of the maintenance standards defined in this Plan, the footpath hierarchy is determined by the Maribyrnong City Council and considers surrounding land use and pedestrian traffic.

**Hazard:** Hazard is an unavoidable danger or risk, even though often foreseeable and/or something causing unavoidable danger, peril, risk, or difficulty

**Hazard Inspection Frequency:** Hazard Inspection Frequency is the frequency of inspections of the road (and associated assets) to identify Hazards.

**Intervention level:** The point at which the size or extent of a hazard will trigger rectification action.

**Make Safe:** Make safe is a task that minimises or eliminates the risks from a hazard. It may or may not completely remove the risk but will increase awareness of the presence of the hazard.

**Municipal road:** Any road which is not a State road and for which the Council is the co-ordinating road authority and the responsible road authority.

**Proactive (Programmed) Inspections:** These are programmed inspections that are undertaken by Council to assess the road for the presence of any defects that have exceeded the Council Intervention Standards as defined in the Road Management Plan.

**Public Road:** Roadway or right of way that is declared as a public road by a road authority under the Road Management Act 2004.

**Reactive Inspections:** These inspections are undertaken as a result of notification to Council via a Customer Service Request of defects and or safety issues. These inspections will involve an assessment of the reported defect and or safety issue to determine if it has exceeded Council Intervention Standards and whether maintenance response is required.

**Register of Public Roads:** List of roads within the municipality which Council has decided are reasonably required for public use.

**Regulation:** For the purpose of this road management plan, regulation is any regulatory document gazetted under the Road Management Act.

**Responsible Road Authority:** The road authority which has operational functions as determined in accordance with section 37 of the Road Management Act.

**Road Hierarchy:** For the purposes of the maintenance standards defined in this Plan, the road hierarchy is determined by the Maribyrnong City Council and considers several attributes such as road classification, road type, volume and type of traffic. Specific issues such as the requirement for bicycles, disabled access, shopping centres may be incorporated as required.

**Road Infrastructure:** The infrastructure which forms part of a roadway, pathway or shoulder including Structures forming part of the roadway, pathway or shoulder; and the road-related infrastructure and Materials from which a roadway, pathway or shoulder is made; such as asphalt, bitumen, gravel, lane markers and lines.

**Road Management Act (RMA):** Road Management Act 2004 (Vic). The Act provides a statutory framework for the management of the road network in Victoria.

**Road Management Plan:** A document which establishes a management system for the road management functions of Council, based on policy and operational objectives and available resources and which sets relevant standards in relation to the discharge of its duties in the performance of those road management functions.

**Road Related Infrastructure:** Infrastructure which is installed or constructed by the relevant road authority for road related purposes to facilitate the operation or use of the roadway or pathway or support or protect the roadway or pathway i.e. Traffic islands, traffic management signage, traffic control sign, traffic light, kerb and channel, a bridge, culvert or ford, road drain or embankment, a noise wall, gate, post or board installed on the road reserve.

**Safety (Night) Inspections:** These inspections are undertaken by Council to assess any hazards to the public due to reduced reflectivity of traffic or regulatory signs, pavement markings and street lighting, as well as to confirm the clear visibility of these assets.

## 1.3 Key Stakeholders

The key stakeholder groups of the community who are both users of the road network and/or are affected by it include:

- The community in general (for recreation, sport, leisure and business)
- Residents and businesses adjoining the road network
- Pedestrians (including the very young, those with disabilities, and the elderly with somewhat limited mobility)
- Users of a range of miscellaneous smaller, lightweight vehicles such as pedal cyclists, motorised buggies, wheel chairs, prams, etc.

- Vehicle users using motorised vehicles such as trucks, buses, commercial vehicles, cars and motor cyclists
- Tourists and visitors to the area
- Emergency agencies (Police, Fire, Ambulance, VICSES)
- Public Transport Victoria
- Tramways, railways and bus companies
- Managers of the asset that is the road network
- Construction and maintenance personnel who build and maintain asset components
- Utility agencies that utilise the road reserve for their infrastructure (Water, sewerage, gas, electricity, telecommunications)
- Council as custodian of the asset
- State and Federal Government that periodically provide support funding to assist with management of the network
- VicRoads and Other Federal and State Government Authorities.

## 1.4 Obligations of Road Users

The Road Management Act 2004 requires that:

(1) A person who drives a motor vehicle on a highway must drive in a safe manner having regard to all the relevant factors, including (without limiting the generality) the:
- physical characteristics of the road
- prevailing weather conditions
- level of visibility
- condition of the motor vehicle
- prevailing traffic conditions
- relevant road laws and advisory signs
- physical and mental condition of the driver.

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

(3) A road user must:
- have regard to the rights of other road users and take reasonable care to avoid any conduct that may endanger the safety or welfare of other road users
- have regard to the rights of the community and infrastructure managers in relation to road infrastructure and non-road infrastructure on the road reserve and take reasonable care to avoid any conduct that may damage road infrastructure and non-road infrastructure on the road reserve
- have regard to the rights of the community in relation to the road reserve and take reasonable care to avoid conduct that may harm the environment of the road reserve.

## 1.5 Road Management Act

The Road Management Act 2004 (the Act) has established a new statutory framework for the management of the road network in Victoria to facilitate the co-ordination of the various uses of road reserves for roadways, paths, infrastructure and similar purposes and establishes the general principles which apply to road management.

The Act describes its primary object as being to establish a coordinated management system that will promote a road network at State and local levels that operates as part of an integrated and sustainable transport system and the responsible use of road reserves for other legitimate purposes.

The Act provides that Council, as a road authority, has the general management functions of:

- Provision and maintenance of a network of roads for use by the community served by it
- Management of the use of roads having regard that the primary purpose of a road is for use by members of the public and that other uses are to be managed in a manner which minimises any adverse effect on the safe and efficient operation of the road and on the environment
- Management of traffic on roads in a manner that enhances the safe and efficient operation of roads
- Design, construction, inspection, repair and maintenance of roads and road infrastructure; and co-ordinating the installation of infrastructure on roads in such a way as to minimise, as far as is reasonably practicable, adverse impacts on the provision of utility or public transport services.

## 1.6 Other Legislative Regulations

The Maribyrnong City Council is the designated 'Co-ordinating Road Authority' for municipal roads within the municipality and is responsible for their care and management.

This Municipal Road Management Plan has been prepared in accordance with the following Acts, Regulations and Codes of Practice:

- Local Government Act, 2020 (Vic)
- Road Management Act, 2004 (Vic)
- Road Management (Works and infrastructure) Regulations 2015
- Road Management (General) Regulations 2016
- Code of Practice - Operational Responsibility for Public Roads (Victoria Government Gazette No. S267 (2004))
- Code of Practice for Clearways on Declared Arterial Roads, 16 September 2004
- Code of Practice for Road Management Plans, 16 September 2004
- Code of Practice - Management of Infrastructure in Road Reserves (Victoria Government Gazette No. S117 (2016))
- Code of Practice - Worksite Safety – Traffic Management (Victoria Government Gazette No. S351 (2010))
- Austroads Guidelines (www.austroads.com.au).

# 2 Road Management Responsibilities

## 2.1 Road Classification

A **"road"** in the Local Government Act 2020 includes a street; right of way; cul-de-sac; by-pass; bridge or ford; footpath, bicycle path or nature strip; any culvert or kerbing or other land or works forming part of the road.

The Road Management Act 2004 classifies roads into the following three categories.

**"Arterial Roads"** are Freeways, Highways and Declared Main Roads which are managed by the State Government through VicRoads.

**"Municipal Roads"** are roads for which the municipal council is the responsible Road Authority. The Road Management Act imposes specific duties on a Council with respect to the inspection, repair and maintenance of its Municipal public roads which are those that are reasonably required for general public use or declared to be public highway under section 204(1) if the Local Government Act 2020 or a municipal road under the section 14(1) of the RMA.

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

## 2.2 Public Road Register

Council has a register of public roads to record the details of the public roads, and ancillary areas, for which it is responsible. The register of public roads can be accessed through Council website or can be viewed at customer service counter at Council's main office.

## 2.3 Updating the Road Register

Updating the Municipal Public Road Register will be undertaken on a 12 monthly planned basis and all the necessary amendment will be made to the asset database from which the Register is derived. The updated register will be published on Council website.

## 2.4 Municipal Road Map

The Municipal Road Map is an integral component of the Road Register as it provides the visual location of where the road lies within the municipality. It is located in the Council's Geographic Information System and available for inspection by the public on Council website or at Council's reception at Customer Service team. Road and Footpath hierarchies are indicated by versions of the Municipal Road Map.

## 2.5 Items excluded from this Road Management Plan

Without limiting the legal obligations of Council, items and activities located in or adjacent the Road Reserve excluded from this Road Management Plan, include but are not limited to the following:

- Nature strips, which are the areas between the edge of the road or back of the kerb and the property boundary not occupied by the footpath and private road crossings
- Infrastructure that is not an integral part of the roadway, or its construction, and does not fall within the definition of road related infrastructure, such as some drainage pipes, culverts, etc.
- Car parks, which are generally defined as ancillary items, are included in the Asset Management Plan but not the Road Management Plan

- Landscaped garden beds and streetscapes within the road reserve that are generally maintained by Council; example WSUD assets and raingarden etc
- Infrastructure within the road reserves that is owned, managed and/or maintained by the authority other than Council.

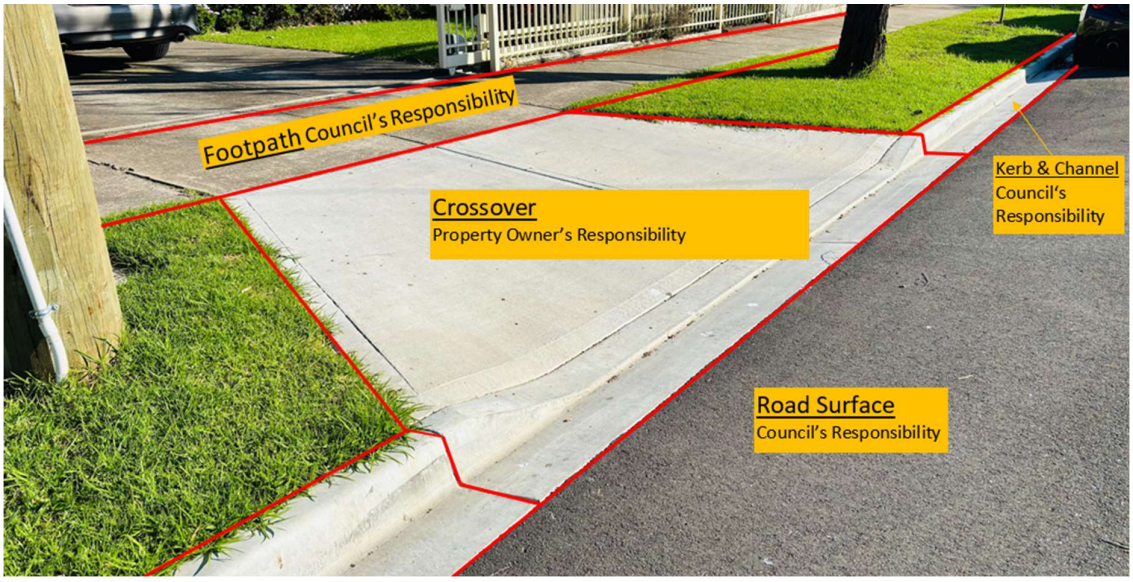
## 2.6 Demarcation of Operational Responsibility

**Municipal Roads**

These are roads for which the council is the responsible Road Authority. The Road Management Act imposes specific duties on a Council with respect to the inspection, repair and maintenance of its Municipal public roads which are those that are reasonably required for general public use in relation to provision of access to the road reserve from adjoining properties. The assets within road reserves are clearly demarcated for their operational responsibilities through Road Management Act, Road Management Plan and Council Policies as below (being policies which are discretionary and which are not included in, and do not form a part of, this Road Management Plan (because they do not relate to the inspection, repair and maintenance of public roads for which Council is the responsible road authority)).

**Vehicle Crossovers (driveways):**

This is the crossing which provides access from the road to the property boundary. Whilst vehicle crossovers are considered private property, and therefore any damage to them is the responsibility of the property owner, the footpath traversing the crossover is Council's responsibility to inspect and maintain.




**Nature strips and infill areas:**

These are the residual areas between the edge of the road or back of the kerb and the property boundary not occupied by the footpath and private road crossings. These are normally sown to grass and/or planted with street trees.

Owners of abutting lands are expected to maintain the nature strips including such things as mowing the grass as part of the presentation of their property. Street trees on nature strips are planted and / or maintained by Council. A property occupier may not obstruct the nature strip unless authorised to do so by Council in accordance with Council's terms and conditions.

**Property Stormwater Drain:**

Property stormwater drains may be permitted to be constructed within the road reserve from the property boundary to a discharge outlet in the kerb or into the drain. This discharge outlet provides a benefit to the property and as such are the responsibility of the owner of the property to maintain.

**Bike Paths / Shared Pathways/Footpaths:**

Footpaths, Shared Pathways and Bike paths are Council's responsibility to manage and maintain.

**Overhanging/under growing Vegetation on road or pathways:**

All property owners have a responsibility to keep the road and pathways adjacent to their property clear of any vegetation which is growing from within their property and hanging on to roadways and/or pathways or growing under the roadways and/or pathways. The property owners are obliged to keep safe clearance on roadways and pathways as per the local laws of the Council.

**Maribyrnong City Council Assets**

Maribyrnong City Council is responsible for public roads within the municipal boundary that are classified as "Municipal Roads" and declared as "Public Roads" in the Register of Public Roads published by Maribyrnong City Council. The responsibility includes the inspection, maintenance and renewal of following assets that are within the road reserve boundary of these municipal public roads.

- Road Pavements
- Footpaths
- Kerb and Channel
- Car Parks
- Traffic, Parking and Street Signs and their supports
- Line markings on Roads
- Guardrails and Safety Barriers
- Drainage Entry Pits, Grates and Pit Lids (Except Melbourne Water assets)
- Drainage Pipes (Except Melbourne Water assets)
- Street Trees.

**Other (Third Party) Authority Assets**

All infrastructure including selected roads, rail, manholes, valves or other fixtures required to deliver third party utility services is the responsibility of the relevant company, agency or authority to maintain.

| **Asset** | **Authority** |
|---|---|
| Arterial Roads | VicRoads |
| Rail | VicTrack |
| Tram lines | Yarra Trams |
| Bus Stops | Public Transport Victoria |
| Electricity | Jemena and Powercor |

| | |
|---|---|
| Street Lighting | Jemena and Powercor |
| Gas | Ausnet |
| Water, Sewerage and Main Drains | Greater Western Water and Melbourne Water |
| Telecommunications | Telstra, Optus, NBN |

**Municipal Boundary Roads**

These are where a road forms the municipal boundary with adjoining municipalities. Council has negotiated practical arrangements and have Memorandum of Understandings (MoU) with the Brimbank City Council and the Hobsons Bay City Council.

**Private Roads**

These are not public roads and are constructed on private property but for all appearances look the same as a public road. These roads are not the responsibility of Council to inspect, repair or maintain.

## 2.7 Incident Claims

If a person proposes to commence a proceeding in a court based on a claim in relation to an incident arising out of the condition of a public road or infrastructure, the person must give written notice of the incident to the responsible road authority within the prescribed period of the incident occurring [clause 115(1) of the Road Management Act].

## 2.8 Council Permits

When a member of the public or organisation proposes to undertake activities within the road reserve a permit is required from Council depending on the nature and type of activity to be performed (e.g. working in road reserve, street occupation, vehicle crossing, asset protection related to building permit, crane permit, hoarding permit) that may in any way impede access by the public or interfere with road infrastructure.

Council has a highly effective Permit Management System and associated monitoring systems to effectively manage these activities are undertaken in a manner that it is safe for the public.

## 2.9 Force Majeure

Council will make every endeavour to meet all aspects of its Road Management Plan.

However, in the event of natural disasters and other events including, but not limited to, fires, floods, droughts and the like together with human factors, such as the lack of Council staff or suitably qualified contractors, because of Section 83 of the Victorian Wrongs Act, 1958, as amended, Council reserves the right to suspend compliance with its Road Management Plan.

In the event that the Chief Executive Officer (CEO) of the Council has considered the impact of such an event on the limited financial and other resources of the Council and the Council's other competing priorities and budgetary constraints (whether or not in conjunction with the Council) and has determined that any standards of, or requirements in, the Road Management Plan cannot be adequately met, then pursuant to and reliant on the principles set out in Section 83 of the Wrongs Act 1958 and otherwise, they will inform the Council's officer in charge of the Road Management Plan that some, or all, of the timeframes and response times are to be suspended, pending further notice.

Once events beyond the control of Council have abated, or if the events have partly abated, Council's CEO will write to the Officer in Charge of the Road Management Plan and inform them when which parts of the Council's Plan are to be reactivated.

# 3 Road Management and Maintenance Processes

## 3.1 Road Network Hierarchy

All roads within the municipal road network are classified according to a hierarchy that considers their specific function, types of users and user numbers. Elements that affect driver safety, e.g. pavements, bridges, traffic islands, signs etc. have their hierarchies based on vehicular traffic. The hierarchy classification is to assist in prioritising works programs and intervention responses to remedy defects. The hierarchy classification is also used in assessment of timeframes for inspections, maintenance and renewals.

| Category | Type | Description |
|---|---|---|
| 5 | Arterial Roads | These roads carry heaviest traffic volumes including commercial vehicles and provide principal routes for traffic flows in and around the municipality as well as to and from another municipality. The thorough carriageways are the responsibility of VicRoads. All assets in Roads Reserve that are behind the kerb i.e. footpaths, trees are the responsibility of the Council. |
| 4 | Sub-Arterial Roads | These roads carry heavy volumes of traffic including commercial vehicles and provide the principal routes for traffic flows in and around the municipality. They also supplement the VicRoads road system within a local traffic area and are a connector road between VicRoads Arterial Roads and lower order streets. These roads cater for, but may restrain, service and heavy vehicles and provide access to significant public services. |
| | Collector Roads | These roads carry moderate volumes of traffic and provide a connection between local roads and the sub-arterial road network. These are residential streets and collect traffic from lower order roads and have limited through traffic. |
| 3 | Access Major Roads | These roads generally used as connections to higher level roads and provides access to one or more streets and/or carry only local traffic and their primary function is to provide access to private properties. |
| 2 | Access Minor Roads | These perform very minimal function as local access roads with limited access like dead-end road, side or rear entry sealed laneway principally to provide access to parking for lots with another street frontage. |
| 1 | Access Minor Roads (Unsealed Laneways) | These perform very minimal function as local access roads with side or rear entry unsealed laneway principally to provide access to parking for lots with another street frontage. |

The Maribyrnong City Council road network with the thematic mapping for hierarchy is as per Attachment 1.

## 3.2 Footpath Network Hierarchy

Footpaths, because of their differing user focus, are given a different hierarchy to roads. Again, the hierarchy has been determined based on function, types of users and user numbers.

| Category | Importance | Type | Function Description |
|---|---|---|---|
| **Category 5** | **High** | **Footscray Business District (FBD), Seddon and Yarraville Shopping Village Precincts, Barkly Village** | Very heavily pedestrianised shopping areas. These areas to be clearly identified by precinct maps in the Municipal Road Management Plan. |
| **Category 4** | | **Defined Shopping Strips and Arterial Roads** | Areas included are to be clearly identified by maps in the Municipal Road Management Plan. It includes multi-shop shopping strips such as shopping centres, etc. |
| **Category 3** | | **Specific sections with pedestrians needing extra care** | Pathways within a full street block length of schools and hospitals |
| **Category 2** | **Low** | **General Residential Areas with local pedestrian traffic** | Adjacent to residential areas, public open spaces such as parks, gardens recreational reserves conservation reserves and facilities like community centres, child care centres, aquatic centres, etc. |
| **Category 1** | | **Industrial and Commercial areas with low pedestrian volume** | Adjacent to industrial areas and low volume commercial areas. |

The Maribyrnong City Council pathways network with the thematic mapping for hierarchy is as per Attachment 2.

## 3.3 Inspection Process

Inspection processes are required for competent management of the road network assets. A 5-tier inspection regime covering safety, Compliance, incidents, defects and condition is to be implemented with the introduction of this Road Management Plan. At present Council carries out reactive, incident and condition inspections. The new Road Management Act now requires proactive inspections to be undertaken. The Council is taking the initiative to conduct the Safety Inspections.

Reactive Inspections – these inspections are undertaken following notification to Council by members of the community or council employees while undertaking their normal work duties. The inspection times vary depending on type of defects and associated risk and is as specified in Road Management Plan. These inspections are carried out as per the frequencies specified in Section 4.1 of this Road Management Plan.

Proactive Inspections or Compliance Inspection – These inspections are undertaken to determine if the road asset complies with the levels of service as specified in the Road Management Plan. Compliance inspections are undertaken as part of an inspection regime or in conjunction with routine patrol maintenance to determine compliance with the approved intervention levels and to determine risk. These inspections are carried out as per the frequencies specified in Section 4.1 of this Road Management Plan.

Safety Inspections – these inspections are undertaken to identify potential safety concerns while driving on road at night mainly from visibility perspective for assets like line marking, signs, safety barriers and guard rails, etc. These inspections are carried out as per the frequencies specified in Section 4.1 of this Road Management Plan.

Incident Inspections – these inspections enable a Site Investigation Report (SIRs) to be prepared for use in legal proceedings and insurances purpose and the gathering of information for the analysis of the causes of accidents and the planning and implementation of road management and safety measures. These inspections are carried out as per the frequencies specified in Section 4.1 of this Road Management Plan.

Condition Assessment – these assessments are carried out to identify deficiencies in the structural integrity of the road infrastructure assets which if untreated, are likely to adversely affect network values. The deficiencies may well impact short-term serviceability as well as the ability of the component to continue to perform for the duration of its intended life span. These inspections are carried out as per the frequencies specified in Section 4.1 of this Road Management Plan.

## 3.4 Maintenance Process

Maintenance of road assets is carried out following the inspection process. The inspection process determines the level of defects, and based on intervention standards and type of assets, maintenance is carried out in a timely manner to ensure the safety and level of service obligations. The priorities for maintenance is solely based on safety, intervention standards and available funding. There are mainly 2 types of maintenance activities conducted after the inspection process.

Reactive Maintenance – these maintenance activities are undertaken following notification to Council by members of the community or council employees while undertaking their normal work duties. Inspection are carried out to determine the type of defects, intervention standards and work specifications. The maintenance times vary depending on type of defects and associated risk and is as specified in section 4.2 of this Road Management Plan.

Proactive Maintenance – these maintenance activities are undertaken to comply with the levels of service and safety standards as specified in the Road Management Plan. These activities are carried out as per programmed schedule and works identified through the proactive inspections.

## 3.5 Financial Management Process

Consistent with section 1.1 of this Plan, this plan is supported by the budget set each year by Council. Funds are provided for both operating and capital components and budget levels are determined after consideration of various inputs including:

- Level of service requested by the community
- Condition reports
- Cost benefit analysis
- Long Term Financial Plan (LTFP)

- Council Budget.

Current levels of funding for road maintenance and road improvements have been built using past expenditure results, asset condition needs and the Levels of Service adopted by Council.

Continued monitoring and review of asset condition and customer requests will form the basis of future budget requirements as part of Council's asset and resource planning.

All funding for road construction maintenance is generally from Council sources although government funding may be available from time to time.

## 3.6 Records Management Process

The Council has several system for records management as below.

Civica Authority – Civica Authority system is used by Maribyrnong City Council to record asset information in Asset Register and Financial records.

GIS Information is maintained in corporate system Ringtail linking all information with the CIVICA authority system.

HP TRIM – HP TRIM is used by Maribyrnong City Council as a document management system to record all documents, correspondences and other information.

Salesforce – Salesforce system is used by Maribyrnong City Council to record all Customer Requests.

# 4 Levels of Service – Operational and Maintenance

## 4.1 Schedule of Typical Maintenance Activities

### 4.1.1 Emergency Maintenance within road reserves including pathways

Typical emergency maintenance activities within road reserve including pathways are:

- Repair or replacement of missing/collapsed or damaged drainage pit lids or service and utility covers on roads of pathways
- Surface cleaning of road or pathways for oil spilling or hazardous material or chemicals are on the surface
- Sink hole maintenance on roads or pathways
- Removal of hazardous material from road or pathways that can cause serious accidents, injury or harm to users
- Flood mitigation or flood protection activities
- Closure of roads or pathways that are either affected by the flood or can potentially be affected by floodmjnnn
- Removal of fallen trees or tree branches from road or pathway surfaces.

### 4.1.2 Routine or Non-Emergency Maintenance within road reserves including pathways

Typical routine or non-emergency road maintenance activities include:

- Pothole patching
- Edge repairs
- Unsealed roads maintenance
- Shoulder grading
- Kerb repairs
- Sign maintenance includes cleaning, restoration, repair and replacement
- Street Tree Maintenance
- Concrete grinding on concrete pathways
- Pothole patching on asphalt pathways
- Edge repairs on asphalt pathways

## 4.2 Current Level of Service

The current levels of service detailed in this RMP (Refer to Appendix 1) are aligned to the current funding constraints and competing priorities. The levels of service defined in this RMP will be primarily used to inform customers of the proposed type and standard of service to be applied.

Further, the municipal roadways and pathways network has been categorised into a hierarchy as in Sections 3.1 and 3.2 respectively, which is used as the basis for determining the various maintenance targets across the network in line with relevant risk factors. This has regard to the type, volume and nature of usage for the assets within the road reserve.

The Operational and Maintenance Levels of Service details intervention standards and response times for various tasks undertaken by the Council for Road Maintenance considering the appropriate road and pathway hierarchy classifications.

# Appendix 1: Level of Service – Inspection and Maintenance

## LEVEL OF SERVICE FOR INSPECTIONS - ROADWAYS:

| ASSET TYPE | INSPECTION TYPE | INSPECTION DETAILS | INSPECTION FREQUENCY/INSPECTION RESPONSE TIME | | | | |
|---|---|---|---|---|---|---|---|
| | | | Category 5 (Arterial incl. Service Roads) | Category 4 (Collector and Sub Arterial ) | Category 3 (Access Major Roads) | Category 2 Access Minor Roads | Category 1 Access Minor Roads (Unsealed Laneway) |
| Roadways | Reactive Inspections | Reactive Inspection as a result of any emergency work request for works defined in section 4.1.1 of this document mainly for<br>• missing/collapsed or damaged drainage pit lids or service and utility covers on roadways<br>• Surface cleaning of road or pathways for oil spilling or hazardous material or chemicals are on the surface<br>• Sink hole maintenance on roads<br>• Removal of hazardous material from roads that can cause serious accidents, injury or harm to users<br>• Request for fallen power lines or power poles or street lights<br>• Flood mitigation or flood protection activities<br>• Closure of roads that are either affected by the flood or can potentially be affected by flood<br>• Removal of fallen trees or tree branches from road or pathway surfaces. | 1 Working Day | 1 Working Day | 1 Working Day | 1 Working Day | 1 Working Day |
| | | Reactive inspection as a result of any asset maintenance request or asset defect notification other than that are defined as emergency works in section 4.1.1 of this document within the road reserve boundary by a community member or Council staff through customer request system. | 2 working days | 2 working days | 2 working days | 2 working days | 2 working days |
| | Proactive Inspection | Proactive inspection to identify defects within road reserve including Kerb and Channel other than street trees in order to minimise the reactive work requests. | Every 6 months | | Every 12 Months | | |
| | Proactive Inspection | Proactive inspection to identify following defects of street trees in order to minimise the reactive work requests related to street tree pruning on roadways.<br>• Overhanging trees on roadways above intervention standards<br>• Obstruction to the visibility of oncoming traffic, sign or line of sight. | Every 16 Months | | | | |
| | Night Safety Inspections | Night Safety Inspection to identify potential safety concerns on the road while driving at night. | Every 12 months | | Every 48 months | | N/A |
| | Condition Inspections | Condition inspections to plan and program for renewal works. | Every 4 years | | | | |
| Bridges | Level 1 Bridge Inspection | Level 1 bridge inspection is an overall visual inspection of the bridge to identify defects associated with the integrity of the bridge structure and safety. | Every 12 months | | | | |
| | Level 2 Bridge Inspection | Level 2 bridge inspection is a detailed visual inspection of the bridge to identify defects associated with the integrity of the bridge structure and safety. | Every 24 months | | | | |

**LEVEL OF SERVICE FOR INSPECTIONS - PATHWAYS:**

| ASSET TYPE | INSPECTION TYPE | INSPECTION DETAILS | INSPECTION FREQUENCY/INSPECTION RESPONSE TIME | | | | |
|---|---|---|---|---|---|---|---|
| | | | Category 5 | Category 4 | Category 3 | Category 2 | Category 1 |
| Pathways | Reactive Inspections | Reactive Inspection as a result of any emergency work request for works defined in section 4.1.1 of this document mainly for<br>• missing/collapsed or damaged drainage pit lids or service and utility covers on pathways<br>• Surface cleaning of pathways for oil spilling or hazardous material or chemicals are on the surface<br>• Sink hole maintenance on pathways<br>• Removal of hazardous material from pathways that can cause serious accidents, injury or harm to users<br>• Request for fallen power lines or power poles or street lights<br>• Flood mitigation or flood protection activities<br>• Closure of pathways that are either affected by the flood or can potentially be affected by flood<br>• Removal of fallen trees or tree branches from pathway surfaces. | 1 Working Day | 1 Working Day | 1 Working Day | 1 Working Day | 1 Working Day |
| | Reactive Inspections | Reactive inspection as a result of any asset maintenance request or asset defect notification other than that are defined as emergency works in section 4.1.1 of this document within the road reserve boundary by a community member or Council staff through customer request system. | 2 working days | 2 working days | 2 working days | 2 working days | 2 working days |
| | Proactive Inspection | Proactive inspection to identify defects within road reserve in order to minimise the reactive work requests. | Every 6 months | Every 6 months | Every 12 Months | Every 12 Months | Every 12 Months |
| | | Proactive inspection to identify hazards from overhanging trees adjacent to pathways for pedestrian safety in order to minimise the reactive work requests related to street tree pruning on pathways. | Every 16 Months | | | | |
| | Condition Inspections | Condition inspections to plan and program for renewal works. | Every 4 years | | | | |

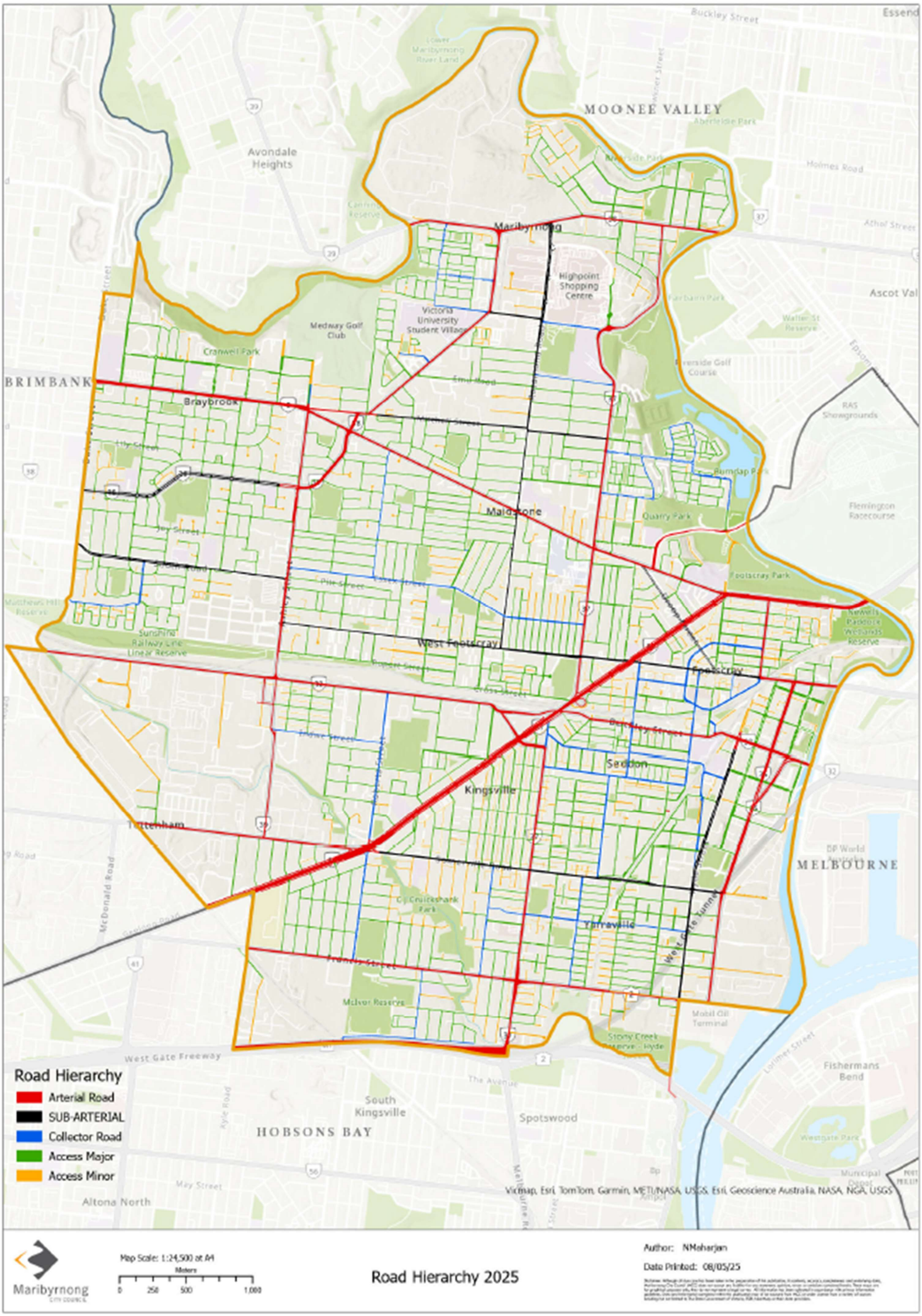
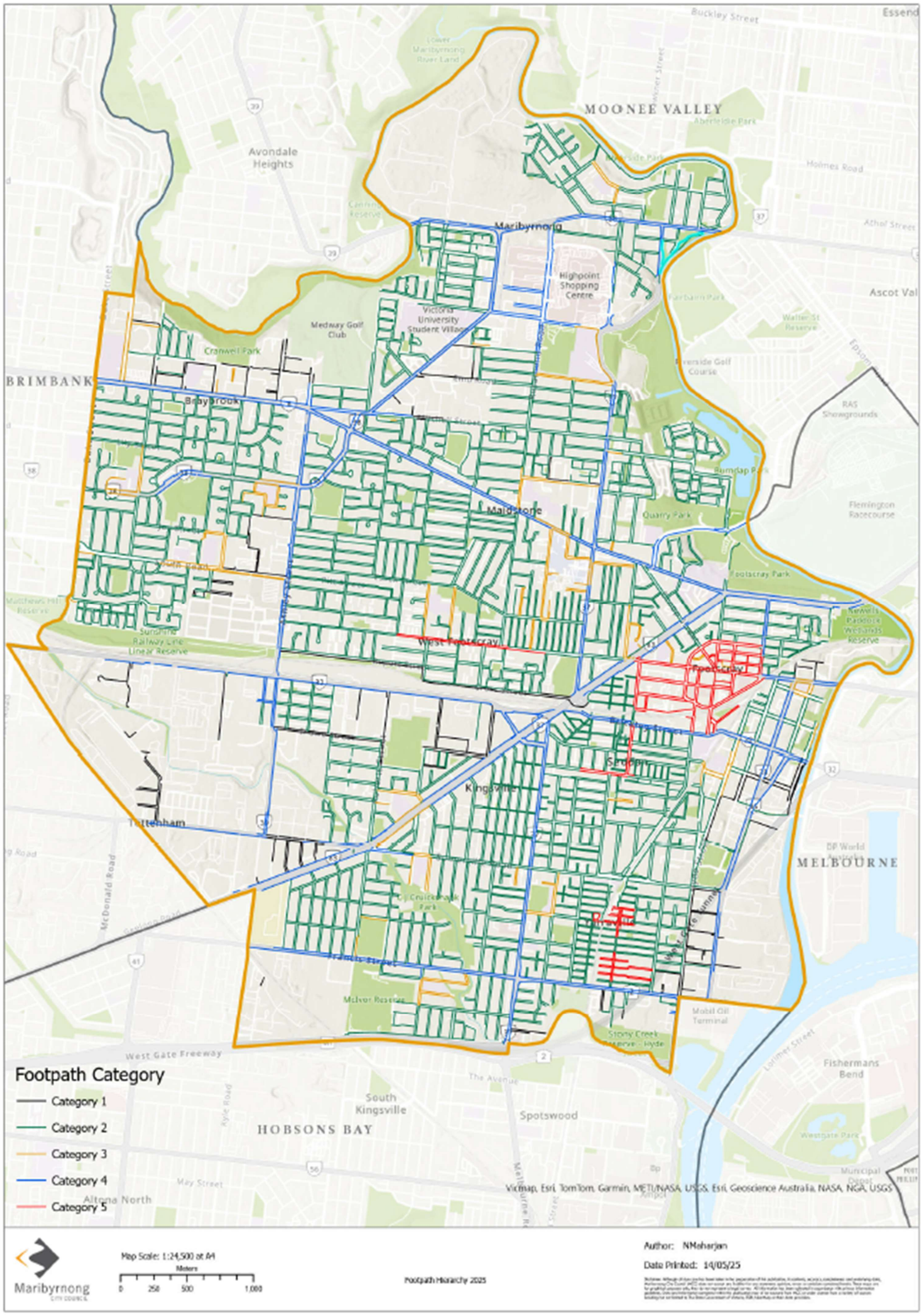
**LEVEL OF SERVICE FOR MAINTENANCE - ROADWAYS:**

| ASSET TYPE | DEFECT TYPE | INTERVENTION STANDARD | FREQUENCY/RESPONSE TIME | | | | |
|---|---|---|---|---|---|---|---|
| | | | **Category 5 (Arterial Roads incl. Service Roads)** | **Category 4 (Collector and Sub Arterial)** | **Category 3 (Access Major Roads)** | **Category 2** Access Minor Roads | **Category 1** Access Minor Roads **(Unsealed Laneway)** |
| Road Surface or Road Pavement | Repair driving surface defects like pot holes, dig outs, edge breaks, deformations, surface distress, cracking, depressions, damaged or deteriorated speed humps, etc. | • Pavement defects ≥ 50 mm in depth and ≥ 300 mm in diameter.<br>• Deformation ≥ 75 mm under 1.2m straight edge transverse or under 3 m straight edge longitudinal. | 2 working days | 3 working days | 5 working days | 28 working days | 28 Working days |
| Kerb and Channel | Damaged, Missing or Broken Kerb and Channel | • Level difference > 75mm<br>• Displacement > 75mm under a 1.2 m straight edge<br>• Tilt > 75 mm<br>• Missing Kerb and Channel section | 20 working days | 20 working days | 20 working days | 180 working days | 180 working days |
| Roads and Kerbs | Flooding on the roads | • >600 mm from the Kerb lip and/or >150 mm depth of water at kerb lip. | 4 hours | 4 hours | 4 hours | 4 hours | 4 hours |
| Signs | Damaged or missing regulatory and warning signs (STOP and GIVE WAY) including line markings | • Missing sign<br>• Graffiti, paint fading, corrosion, sign illegibility<br>• Structural weakness and alignment is bent more than 5 degrees<br>• Missing line marking associated with sign. | 2 working days | 2 working days | 2 working days | 2 working days | 2 Working days |
| Signs | Damaged or missing all other road related signage including missing guideposts, marker posts, delineators, pavement markings, line marking and damaged or missing street furniture. | • Missing sign<br>• Graffiti, paint fading, corrosion, sign illegibility<br>• Structural weakness and alignment is bent more than 5 degrees. | 5 working days | 10 working days | 15 working days | 20 working days | 20 Working days |
| Safety Barriers and Guard Rails | Damaged or missing guardrails and Safety Barriers. | • Missing, broken or structurally damaged guard rails and safety barrier | 2 working days | 3 working days | 5 working days | 10 working days | 10 working days |
| Street Trees | Branches or overhanging vegetation on the roadway | • Vehicular clearance (measured vertically from Kerb) - > 4.5 metres over Vic Roads managed roadways and > 3.5 metres over Council managed roadways<br>• Motorist/pedestrian visibility clearance - > 1.5 metres for road user sightlines<br>• Road signage - Maintain visibility of signs.<br>• Traffic control devices - Maintain visibility of control devices<br>• Streetlight clearance - 1 metre clearance above and either side to allow illumination of the road below the tree. | 60 working days | 30 working days | 30 working days | 30 working days | 30 Working days |
| Street Lights | Street light defects | • Street Light repair – refer to responsible power authority | 3 Working days | 3 Working days | 3 Working days | 3 Working days | 3 Working days |
| Bridge/ Culverts | Bridges and culvert defects | • Structurally damaged or broken culvert pipes<br>• Missing, broken, structurally damaged guard or safety barrier. | 1 working day | 1 working day | 1 working day | 1 working day | 1 working day |
| Power Lines / Power Poles | Fallen power lines or power poles hazardous to road users | • Make safe and refer to Service Authority | 1 working day | 1 working day | 1 working day | 1 working day | 1 working day |

**LEVEL OF SERVICE FOR MAINTENANCE - PATHWAYS:**

| ASSET TYPE | DEFECT TYPE | INTERVENTION STANDARD | FREQUENCY/RESPONSE TIME | | | | |
|---|---|---|---|---|---|---|---|
| | | | Category 5 | Category 4 | Category 3 | Category 2 | Category 1 |
| Pathways | Damaged, Missing, broken pathways sections | • Level discontinuity (edge slope > 1 to 1) > 25 mm level difference<br>• 2 or more structural cracking throughout the bay length or width or depth of the pathway<br>• Missing TGSIs. | 20 working days | 20 working days | 20 working days | 180 working days | 180 working days |
| | Overhanging or obstructing street tree or street vegetation on pathways that is the responsibility of the Council | • Pedestrian clearance > 2.5 meter clearance over the pathways. | 30 Working Days | | | | |
| Power Lines / Power Poles | Fallen power lines or power poles hazardous to road users | • Make safe and refer to Service Authority. | 1 working day | 1 working day | 1 working day | 1 working day | 1 working day |

# Appendix 2: Road Network Map



# Appendix 3: Pathways (within road reserve) Network Map