



DRAFT ROAD MANAGEMENT PLAN

Version 6.0.1

July 2025

www.brimbank.vic.gov.au

Acknowledgement of Country

Brimbank City Council respectfully acknowledges and recognise the Wurundjeri and Bunurong people as the Traditional Custodians of the land and waterways on which the municipality sits and pays respect to their Elders past, present and future. For the Traditional Custodians the lands and waterways in the City of Brimbank have always been a significant trading and meeting place. Brimbank City Council acknowledges that Aboriginal and Torres Strait Islander self-determination is a human right enshrined in the United Nations Declaration on the Rights of Indigenous People, and we are committed to working towards social, economic, and cultural equity for Brimbank Aboriginal and Torres Strait Islander people.



Inclusivity Statement

Brimbank community comprises many diverse cultures, beliefs, abilities, bodies, sexualities, ages, and genders. The Council is committed to Social Justice through access, equity, participation, and rights for everyone, as well as principles that empower, foster harmony, and increase the well-being of an inclusive community.

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The document has been prepared in response to the requirements of the Road Management Act 2004 and sets out Council's approach to the management of Brimbank City Council's roads network.

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The Plan is also available on Council's website at www.brimbank.vic.gov.au

Guideline Governance

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

Plan	Refers to this Road Management Plan.
Road	Has the same meaning as in the Road Management Act 2004, being inclusive of any public highway, any ancillary area and any land declared to be a road under section 11 of that Act or forming part of a public highway or ancillary area.
Road infrastructure	Refers to infrastructure which forms part of a roadway, pathway or shoulder, which includes structures and materials.
Road-related infrastructure	Refers to infrastructure installed or constructed by the relevant road authority to either facilitate the operation or use of the roadway or pathway, or support or protect the roadway or pathway.
Road Reserve	Refers to the area of land that is within the boundaries of a road.
Roadside	Refers to any land that is within the boundaries of the road (other than shoulders) which is not a roadway or pathway. This includes land on which any vehicle crossing or pathway, which connects from a roadway or pathway on a road to other land, has been constructed. Example: any nature strip, forest, bushland, grassland or landscaped area within the road reserve would be considered roadside.
Roadway	Refers to the area of a public road that is open to, or used by, the public, and has been developed by a road authority for the driving or riding of motor vehicles. This does not include a driveway providing access to a public road, or other road, from adjoining land.
Shoulder	Refers to the cleared area, whether constructed or not, that adjoins a roadway to provide clearance between the roadway and roadside. This does not refer to any area that is not in the road reserve.

Executive Summary

This Road Management Plan (Plan) is a document which describes management arrangements for road assets within road reserves for which Council is responsible.

The document sets inspection intervals and response times which Brimbank City Council will implement to comply with its responsibilities under the *Road Management Act 2004* (the Act).

For Council to show that it has satisfied its duty of care to road users, it is required to demonstrate that it has in place a reasonable regime for inspecting the road network to discover Hazards and a reasonable regime for planning and implementing repairs to reduce those Hazards. These aspects of inspection and response are dealt with in Section 4 and are the key components of this Plan.

The purpose of this Plan is to:

- Provide a safe and efficient road network for use by all members of the public.
- Establish road asset management practices focused on delivering optimal outcomes while having regard to affordability, available resources, and the policies, priorities, and strategies.
- Set out the policies and procedures adopted by the City of Brimbank to achieve its road maintenance standards; and
- Describe the inspection frequencies and condition standards for various assets.

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:

The purposes of a road management plan are having regard to the principal object of road management and the works and infrastructure management principles:

- a. to establish a management system for the road management functions of a road authority which is based on policy and operational objectives and available resources; and
- b. to set the relevant standard in relation to the discharge of duties in the performance of those road management functions.

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

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

1.2 Legislation guiding this Plan.

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

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

1.3 What is covered in this Plan.

The Plan is divided into six sections:

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

1.4 Updating the Plan

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

The following process will be used to manage these changes:

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

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

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

1.5 Exceptional Circumstances

Council will make every effort to meet its commitments under this Plan.

However, there may be situations or circumstances that affect Council's business activities to the extent that it cannot deliver on the service levels of the RMP. These include but are not limited to: natural disasters, such as fires, floods, or storms, or a prolonged labour or resource shortage, due to a need to commit or redeploy Council staff and/or equipment elsewhere or due to the effects of pandemic and or government intervention.

1.5.1 Suspension of the Plan

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

1.5.2 Reinstatement of the Plan

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

1.5.3 Communication and documentation around Plan suspension

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

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

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

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

1.5.4 Inspections and repairs during suspension of Plan

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

1.6 Responsibility for the Plan

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

Rights and Responsibilities

2.1 Public Roads

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

- a freeway
- an arterial road
- a road declared under section 204(1) of the Local Government Act 1989
- 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(1) of the Road Management Act 2004 provides that *a road authority has power to do all things necessary or convenient to be done for or in connection with the performance of its functions under the Act.*

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

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

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

2.4 General Functions of a Road Authority

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

2.5 Rights of the Road User

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

2.6 Obligations of Road Users

2.6.1 General Usage

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

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

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

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

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

2.6.2 Incident Claims

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

In accordance with Section 110(3) 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 set out in Section 110(1).

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, or any works they must apply for a 'works within road reserve' permit. There are some exemptions, as noted in the Road Management (Works and Infrastructure) Regulations 2015.

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

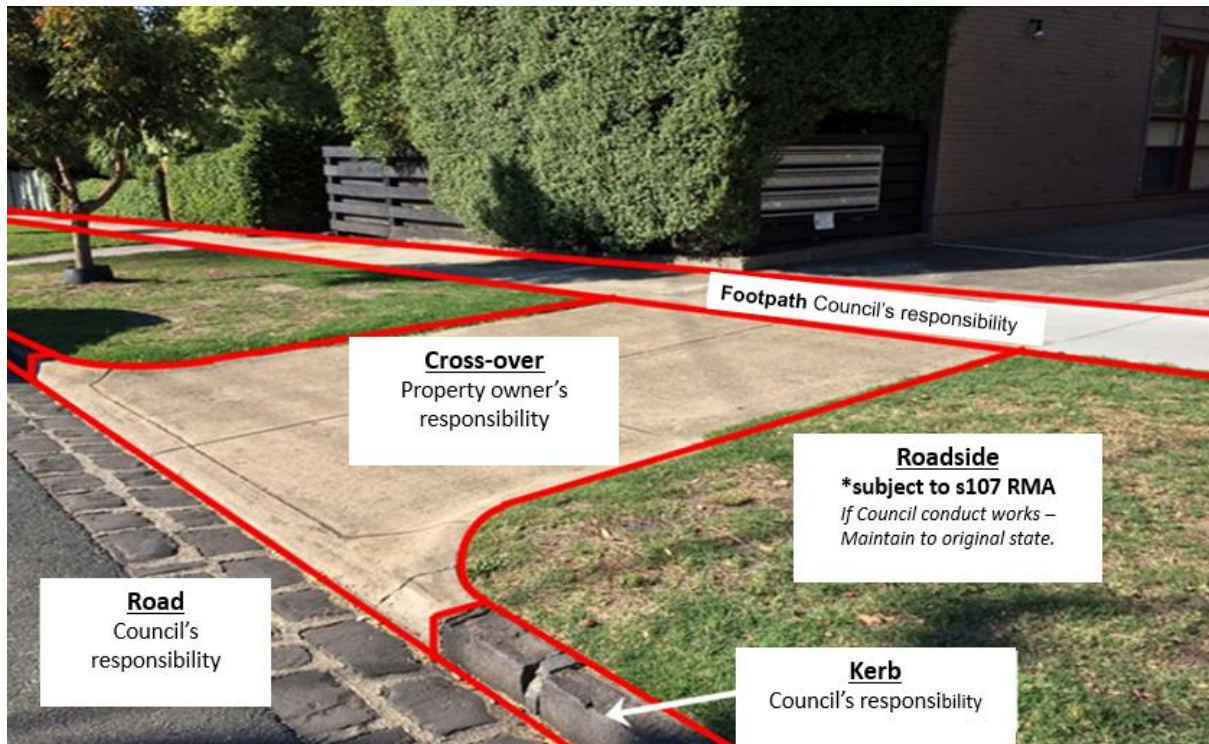
In both cases, a fee applies to cover the costs of the administration and inspection of the work.

2.6.4 Obligation of others

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

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

where the constructed pathway is reasonably required by the public in accordance with the following diagram:



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

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

- If located within assets / infrastructure for which Council is responsible (e.g. footpaths, road surfaces, etc.), or otherwise presents an immediate and significant risk to members of the public, undertake temporary measures to reduce the risk to members of the public until such time as the respective owner can implement permanent repairs (subject to Council’s available resources).
- Report in writing (e.g. email or letter) the presence of the hazard to the responsible party and request that repairs be implemented within a reasonable timeframe.

- Where repairs are not completed by the responsible party within the respective timeframe, Council may complete necessary repairs and invoice the responsible party for the costs.

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

Road Management Systems

3.1 Background and Process

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

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

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

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 considers how they are used, who uses them and how often.

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

The three levels in the hierarchy are:

Road Hierarchy	Road Hierarchy Code	Description of Hierarchy
Sub-arterial Roads	R01	Roads of this classification primarily provide a linkage between declared arterial roads and collector roads and are generally considered to have greater functional characteristic(s) than regular collector roads.
Collector Roads	R02	Roads of this category primarily provide a route between and through residential, industrial, and commercial areas and convey traffic to and from the sub-arterial and local access roads or the declared arterial road network system.
Local Access Roads	R03	A road, street, court, or laneway that primarily provides direct access for abutting residential, industrial, and commercial properties to their associated nodes, provide access to the collector road and/or sub-arterial road network and/or declared arterial road network and have minimal to no through traffic.

Footpath and Shared Path Hierarchy

The footpath and shared path hierarchy considers the pedestrian traffic in road reserves that may be generated in an area. The three classifications are:

Footpath Hierarchy	Footpath Hierarchy Code	Description of Hierarchy
High Activity (H)	F01	Footpaths and shared paths deemed reasonable to be classified as generally having a high level of pedestrian traffic. These are usually around Activity Centres (AC's), public health precincts, parks, reserves, schools, shopping precincts, train stations, and sporting facilities.
Medium Activity (M)	F02	Footpaths and shared paths deemed reasonable to be classified as generally having a moderate level of pedestrian traffic. These are usually around arterial roads and collector roads.
Low Activity (L)	F03	Footpaths and shared paths deemed reasonable to be classified as generally having a low level of pedestrian traffic. These are usually around local access road reserves where the majority of pedestrians are expected to be residents of the immediate area.

A map showing this hierarchy of footpaths and shared paths is maintained by Council and can be viewed at Council's Municipal Offices.

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 – 21/05/2025:

Hierarchy	Length (km)	% of Network
R01: Sub-arterial roads	40.21	4.43
R02: Local Roads	764.36	84.17
R03: Collector Roads	103.52	11.40
Total	908.10	100

Table 3.2 – Road Length by Surface Type – 21/05/2025

Surface Type	Length (km)	% of Network
Sealed	902.66	99.67
Unsealed	5.44	0.32
Total	908.10	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.

Repair and maintenance works

Works must be completed within a specified time, depending on the severity and location of the defect as outlined in Attachment 5.

Response times are monitored and will be periodically reviewed.

Temporary mitigation measures

These are temporary works designed to reduce the risk presented by the hazard, 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, traffic volume and if the defect cannot be repaired in less than 4 weeks.

Emergency works

Works that result from emergency incidents and must be undertaken as soon as possible, 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 three-tier regime is used to inspect our road network assets. It covers safety issues, incidents, defects and condition inspections.

1. Reactive inspections (Request for Service or RFS)

These inspections are conducted in response to requests from the community. The inspection is carried out by a Council employee and assessed according to the Hazard intervention levels, contained within Attachment 5.

2. Proactive Inspections

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

3. Condition Inspections

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

These inspections are required to comply with the accounting regulations requirement to report the condition, valuation and depreciation of our road assets and also to enable Council to manage the road network to address condition and hazards, as efficiently as possible.

These inspections are also carried out in accordance with the Council's asset management plans. They are undertaken by Council's appointed contractors on a three 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 (the request can also be lodged anonymously), copies of any photographs provided (if any)

- The personnel / department to which the request has been assigned for action.
- Date by which the request must be actioned (based on the target response times specified in Attachment 6)
- Date when the request was actioned and/or completed (this typically involves someone carrying out an RFS inspection, as described in section 3.4.3, followed by any necessary repair works conducted).

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

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

- If a defect identified exceeds a *Description / Intervention level* specified in Attachment 5, a work order would be created with a date for completion of works in line with respective specified repair timeframes.
- If repairs are significant – for example, rehabilitation works are required – temporary mitigation measures may be undertaken to reduce the risk posed by the hazard/defect until the proper works can be undertaken (and subject to available resources).
- If the defect is assessed as below the *Description / Intervention Level* specified in Attachment 6, it would be noted (including why), but no remedial action will be conducted.

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

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

3.5 Asset Levels of Service

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

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

3.6 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, Brimbank Community and Civic Centre, 301 Hampshire Road, Sunshine VIC 3020, 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 Register of Public Roads

We have agreements with the following road authorities:

- Melton City Council
- Hume City Council
- Maribyrnong City Council

These arrangements are documented in memoranda of understanding and are noted on the Register of Public Roads.

4.2 Demarcation of Operational Responsibilities

4.2.1 Declared Arterial Roads

VicRoads is the coordinating road authority for declared arterial roads and is the responsible road authority for all components and facilities on the through carriageway between the backs of kerb, including intersections. Further details are contained in the 'Code of Practice - Operational Responsibility for Public Roads'.

As specified in section 37 of the *Road Management Act* and as further described in the 'Code of Practice - Operational Responsibility for Public Roads', Council is the responsible road authority for any parts of the roadway not used by through traffic, any service road, any outer separator between the service road and the arterial road, any pathway and roadside, subject to any exclusions under *the Act*.

4.2.2 Private Roads

For clarification purposes, Brimbank City Council has compiled a list of some private roads within Brimbank (which Council acknowledges may not be comprehensive). These roads are not public roads but are constructed on private property and appear on the ground as being of a standard similar to a public road. These roads are not the responsibility of Council to inspect, repair or maintain. The list is compiled in Council's Register of Public Roads.

4.2.3 Public Transport

4.2.4 Bus Bays

Any paved area (including pavement markings), or unsealed area, where buses pull over shall be maintained by the road authority with operational responsibility for the through carriageway in accordance with the service levels for the abutting roadway.

4.2.5 Rail Tracks

Primary control of road/rail crossings rests with the appropriate rail authority.

4.2.6 Bridges & Major Culverts

Council is responsible for inspecting, maintaining, and repairing all road bridges, including pathways on bridges, as listed on the Register of Public Roads, with the exception of the superstructures of the two Hampshire Road (over rail) bridges.

For the purposes of this Plan, culverts classified with bridges under this grouping are major box culverts that function as bridges over a waterway or depression and are open at both ends.

Level 1 inspections are carried out biannually by suitably qualified and experienced Officer to verify compliance with the Intervention Levels set out in the Road Maintenance Service Agreement.

Level 2 inspections of all bridges and culverts in accordance with VicRoads Bridge Inspection Manual.

Level 3 inspections will be undertaken if the Level 2 inspections indicate that a Level 3 inspection is required.

4.2.7 Utility Assets

Non-road infrastructure located within a road reserve is the responsibility of the person or body that is responsible for the provision, installation, maintenance or operation of the non-road infrastructure.

4.2.8 Vehicle Crossovers

A vehicle crossover provides vehicular access to private property from the traffic lane to the property boundary. The crossover may consist of a concrete driveway and layback in the kerb and channel.

4.2.9 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 Council have not accepted responsibility.
- Roads drawn out on a plan of subdivision, until such time that Council accept responsibility for these roads.

- Roads which Council have not determined are reasonably required for general public use.

Technical References

1. AS ISO 31000:2018 – Risk Management – Guidelines
2. Integrated Asset Management Guidelines for Road Networks (AP-R202) 2002, Austroads Inc.
3. International Infrastructure Management Manual (IIMM) 2015, IPWEA
4. VicRoads Risk Management Guidelines
5. VicRoads Standard Specification Section 750 – Routine Maintenance

Council Documents

- Brimbank City Council – Customer Service Charter
- Brimbank City Council – State of the Assets Report 2020
- Brimbank City Council – Asset Plan 2022 - 2032
- Brimbank City Council – Annual Budget
- Instrument of Delegation to Members of Council Staff – Road Management Act 2004 and Regulations

Attachment 1: Road Hierarchy

The *Road Management Act 2004* specifies that all roads in Victoria must be either municipal roads or State roads.

Municipal Roads

The *Road Management Act 2004* defines a municipal road as meaning any road which is not a State road, including any road which:

- (a) Is a road referred to in section 205 of *the Local Government Act 1989*; or
- (b) Is a road declared by VicRoads to be a municipal road under section 14(1)(b); or
- (c) Is part of a Crown land reserve under the Crown Land (Reserves) Act 1978 and has the relevant municipal council as the committee of management.

State Roads

A State road is defined in the *Road Management Act 2004* as a road which:

- (a) Is a freeway or arterial road; or
- (b) Is declared to be a non-arterial State road under *this Act*; or
- (c) Is the responsibility of a State road authority under another Act; A State road may be a freeway, a declared arterial road or a declared non-arterial State road.

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 Council's Integrated Asset Management Plans but does not form part of this RMP.
- Nature strip trees and landscaped garden beds within the road reserve that are generally maintained by Council, except in so far as they impact upon clearance envelope and line of sight for traffic.

Based on factors such as functionality, traffic volume, traffic type, accessibility and design parameters, Council has adopted a three-level road hierarchy for its municipal road network. The level of service provided to a particular road will depend on its road hierarchy code:

Road Hierarchy	Road Hierarchy Code	Description of Hierarchy
Sub-arterial Roads	R01	Roads of this classification primarily provide a linkage between declared arterial roads and collector roads and are generally considered to have greater functional characteristic(s) than regular collector roads.
Collector Roads	R02	Roads of this category primarily provide a route between and through residential, industrial and commercial areas and convey traffic to and from the sub-arterial and local access roads or the declared arterial road network system.
Local Access Roads	R03	A road, street, court or laneway that primarily provides direct access for abutting residential, industrial and commercial properties to their associated nodes, provide access to the collector road and/or sub-arterial road network and/or declared arterial road network and have minimal to no through traffic.

Functional Characteristics of Roads

In assessing the functional characteristics for the various levels of hierarchy for municipal roads, the following attributes have been generally adopted. Modifications to these attributes as required by specific issues such as the requirements for bicycles, disabled access, shopping centres etc. may be incorporated as required.

	Sub-arterial	Collector	Local Access
Vehicles per Day	7,000 – 20,000 +	1,500 – 8,000	less than 2,500
Speed	60 - 80 kmph	50 - 60 kmph	< 50 kmph
Lane Width	3.1 - 3.7 m	3.1 - 3.7 m	3.1 m or less
Carriageway Configuration	2 to 4 lanes plus parking	2 lanes plus parking	1 lane plus parking Residential Code
% Commercial Vehicles	Greater than 4%	Up to 4%	n/a
Wearing Surface	Asphalt/Sprayed Seal	Asphalt/Sprayed Seal	Asphalt/Sprayed Seal

Attachment 2: Footpath and Shared Path Hierarchy

The footpath and shared path hierarchy considers the pedestrian traffic in road reserves that may be generated in an area. The three classifications are:

Footpath Hierarchy	Footpath Hierarchy Code	Description of Hierarchy
High Activity (H)	F01	Footpaths and shared paths deemed reasonable to be classified as generally having a high level of pedestrian traffic. These are usually around Activity Centres (AC's), public health precincts, parks, reserves, schools, shopping precincts, train stations, and sporting facilities.
Medium Activity (M)	F02	Footpaths and shared paths deemed reasonable to be classified as generally having a moderate level of pedestrian traffic. These are usually around arterial roads and collector roads.
Low Activity (L)	F03	Footpaths and shared paths deemed reasonable to be classified as generally having a low level of pedestrian traffic. These are usually around local access road reserves where the majority of pedestrians are expected to be residents of the immediate area.

A map showing this hierarchy of footpaths is maintained by Council and can be viewed at Council's Municipal Offices.

Attachment 3: Inspection Requirements

Inspections are performed in three modes as follows:

- Proactive Inspection.
- Reactive Inspection. Based on customer requests; and
- Condition Inspection (network condition).

Inspection Type	Purpose	Inspection and Reporting Requirements
Reactive – Request for Service (RFS)	Reactive inspections are designed to confirm the nature of defects/hazards reported by members of the public or Council employees and identify any that exceed the intervention levels specified in Attachment 6.	Performed by a representative with knowledge of Description / Intervention Levels (Attachment 6) and road maintenance techniques who may then call in a higher level of expertise if necessary. All Reactive inspections are

		conducted on foot, with defects measured and photographed as specified in Council's Road Asset Inspectors Manual and recorded in the asset management system. The report is required to identify specific safety defect, time first reported, time inspected and by whom, subsequent action and time of completion.
Proactive Inspection	Inspection undertaken in accordance with a formal programmed inspection schedule to determine if the road asset complies with the levels of service as specified. A record of each asset is to be completed detailing the name of the inspector, the inspection date, and a description of any defects found that exceed the intervention levels specified in Attachment 6. In addition, details of the inspection will be electronically recorded in the asset management system against the particular asset inspected.	Proactive Inspections of roads are conducted via a slow moving vehicle, while Proactive Inspections of all other asset types are conducted on foot, with defects measured and photographed as specified in Council's Road Asset Inspectors Manual. Performed by a dedicated asset inspector.

Attachment 4: Inspection Frequencies

Asset Group	Description	Hierarchy Category	Reactive Inspection Timeframe	Proactive Inspection Frequency
WD=Working Days H=Hours M=Months				
Roads	debris, dead animals, slippery substances, hazardous spills, and dirt buildup	R01	1 WD	6 M
		R02	1 WD	6 M
		R03	5 WD	12 M
	Ponding of water >300mm deep, fallen trees, oil spills, stray livestock	R01	1 WD	6 M
		R02	1 WD	6 M
		R03	5 WD	12 M
	Potholes in traffic lane of sealed roads >300mm in diameter and >100mm deep	R01	5 WD	6 M
		R02	5 WD	6 M
		R03	10 WD	12 M
	Deformations >100mm under a 3m straight edge on the traffic lane of sealed roads	R01	5 WD	6 M
		R02	5 WD	6 M
		R03	10 WD	12 M
	Edge drops onto unsealed shoulder >100mm and over 5 m in length	R01	10 WD	6 M
		R02	10 WD	6 M
		R03	10 WD	12 M
Footpaths & Shared Bicycle Pathways	Defective pedestrian areas with vertical displacement	High Activity (F01)	5 WD	6 M
		Medium Activity (F02)	20 WD	24 M
		Low Activity (F03)	40 WD	36 M
Bridges & Culverts	Bridge structure damaged affecting structural performance	Level 1	1 WD	6 M
		Level 2	1 WD	36 M
		Level 3	1 WD	As identified by Level 2 inspections
Drainage Assets	Structurally damaged or missing drainage pit lids, surrounds, grates, in pedestrian areas or traffic lanes	R01	1 WD	6 M
		R02	2 WD	6 M
		R03	2 WD	12 M
Kerb & Channel	Level differential > 50mm Crack width > 50mm	R01	20 WD	36 M
		R02	20 WD	36 M
		R03	20 WD	36 M

Emergency Response – All Asset / Categories	* Reported Incidents / Hazards that present an immediate and significant risk to members of the public. Temporary measures (e.g. installing barriers, signage, closing the road/footpath, etc.) will be implemented to reduce the risk to users of the road network until such time as appropriate repairs can be completed.
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* If a Proactive Inspection Frequency elapses on a Weekend or Public Holiday, the actual due date will be the next Working Day.

Attachment 5: Defect Intervention Levels and Repair Timeframes

NOTES:

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

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

Roads

Defect type	Description / Intervention Level	RO1	RO2	RO3
Pothole	Potholes in traffic lane of sealed roads >300mm in diameter and >100mm deep	5 WD	5 WD	10 WD
Edge / shoulder drop	Edge drops onto an unsealed shoulder >100 mm in depth over a 5m or greater length	10 WD	10 WD	10 WD
Depressions / deformations	Depression / deformations in the traffic lane of a sealed pavement >100 mm in depth under a 3m long straight edge	5 WD	5 WD	10 WD
Missing pit lids	Missing Council drainage pit lids	1 WD	2 WD	2 WD
Damaged pit lids	Damaged Council drainage pit lids (such that they are potentially structurally unsound).	1 WD	2 WD	2 WD
Regulatory, Warning and Hazard Signs	Safety signs missing, illegible or damaged making them substantially ineffective	5 WD	5 WD	5 WD

Traffic Control Devices

An appropriate Hazard response includes an initial inspection to determine if the Defect exceeds Council's intervention. If the Defect exceeds Council's Intervention Levels, then the appropriate action may include, but are not limited to, provision of warning signs, traffic control action and/or remedial repair(s). The Hazard response times, for the various road hierarchies, are given in the following table.

Defect type	Description / Intervention Level	Inspection timeframes by hierarchy		
		RO1	RO2	RO3
Missing / Damaged Safety Signage	Safety signs missing, illegible or damaged making them substantially ineffective	5 WD	5 WD	5 WD
Missing / Damaged Guard Rail, Guidepost, Safety Barriers, or Fencing	Guardrail/fence/safety barriers/guidepost damaged or missing making them substantially ineffective	1 M	1 M	1 M
Missing / Damaged Pavement Markings	Pavement markings which are missing or faded/illegible or confusing making them substantially ineffective	10 WD	10 WD	15 WD
Inoperative Electric Traffic Signals	Traffic signal inoperative or confusing	1 WD	1 WD	1 WD

Footpaths and Shared Paths

An appropriate hazard response includes an initial inspection to determine if the Defect exceeds Council's intervention. If the Defect exceeds Council's Intervention Levels, then the appropriate action may include, but are not limited to, Defect markings, non-slip tape, provision of warning signs, traffic control action and/or remedial repair(s). The Hazard response times, for the various footpath hierarchies, are given in the following table.

Defect type	Description / Intervention Level	Inspection timeframes by hierarchy		
		WD = Working Days		
		FO1	FO2	FO3
Vertical Displacement	Vertical Displacement $\geq$ 25 mm and $\leq$ 35mm in height	5 WD	20 WD	N/A
Vertical Displacement	Vertical Displacement $>$ 35 mm in height	5 WD	20 WD	40 WD

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

Vegetation Clearance

An appropriate Hazard response includes an initial inspection to determine if the Defect exceeds Council's intervention. If the Defect exceeds Council's Intervention Levels, then the appropriate action may include, but are not limited to, provision of warning signs, traffic control action and/or remedial repair(s). The Hazard response times, for the various road hierarchies, are given in the following table.

Defect type	Description / Intervention Level	Inspection timeframes by hierarchy		
		WD = Working Days M = Months		
		RO1	RO2	RO3
Tree limbs	Tree limbs or trees that are in immediate danger of falling and causing a danger to the public	1 WD	5 WD	10 WD
Overgrown trees, shrubs, grasses or weeds	Trees, shrubs, grasses or weeds that have grown to restrict design sight distance to intersections or restrict viewing of safety signs	1 M	1 M	6 M
Intruding Vegetation	Vegetation intruding within an envelope over roadways from the back of shoulder, and/or kerb, and a minimum of 4.5 m height clearance over pavement and the trafficable portion of shoulders	3 M	3 M	6 M

Vegetation over pedestrian/bicycle paths (where maintained by VicRoads),	Vegetation which presents physical Hazard to the public over pedestrian/bicycle paths (where maintained by VicRoads), intruding into a clearance envelope between the edges of path and a minimum of 2.5 m height clearance over path	3 M	3 M	3 M
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Kerb and Channel

An appropriate Hazard response includes an initial inspection to determine if the Defect exceeds Council's intervention level. If the Defect exceeds Council's intervention levels, then the appropriate action may include, but are not limited to, provision of warning signs, traffic control action and/or remedial repair(s). The Hazard response times for kerb and channel, for the various road hierarchies, are given in the following table.

Defect type	Description / Intervention Level	Inspection timeframes by hierarchy		
		WD = Working Days		
		RO1	RO2	RO3
Level differential > 50mm	Level differential >50 mm	20 WD	20WD	20 WD
Crack width > 50mm	Crack width >50 mm	20 WD	20 WD	20 WD

Bridges and Culverts

An appropriate Hazard response includes an initial inspection to determine if the Defect exceeds Council's intervention level. If the Defect exceeds Council's Intervention Level, then the appropriate action may include, but are not limited to, provision of warning signs, traffic control action and/or remedial repair(s). The Hazard response times, for Council's bridges and culverts for the various road hierarchies, are given in the following table.

Defect type	Description	Inspection timeframes by hierarchy		
		WD = Working Day		
		RO1	RO2	RO3
Bridge & Culvert defects	Bridge structure damaged affecting structural performance	1WD	1WD	1WD

Drainage Pit Lids

An appropriate Hazard response includes an initial inspection to determine if the Defect exceeds Council's intervention level. If the Defect exceeds Council's Intervention Level, then the appropriate action may include, but are not limited to, provision of warning signs, traffic control action and/or remedial repair(s). The Hazard response times for Council's drainage pits for the various road hierarchies, are given in the following table.

Defect type	Description	Inspection timeframes by hierarchy		
		WD = Working Day		
		RO1	RO2	RO3
Damaged or missing drainage pit lids	Structurally damaged or missing drainage pit lids, surrounds, grates, in pedestrian areas or traffic lanes	1 WD	2 WD	2 WD

Review

Audit

An annual internal audit, to commence no later than 12 months after its adoption, will review compliance with the Road Management Plan and service level agreements in relation to the specified duties and actions in this Plan. Where major discrepancies are found, these will be referred to the appropriate officer in Council for rectification or improvement.

A report on Council's asset management performance, including the Road Management Plan, will be presented to Council annually.

In addition, independent audits may be undertaken by Council's internal auditors and/or by external auditors such as Council's insurers.

Plan Review

This Road Management Plan will be reviewed in accordance with section 54 (5) of *the Road Management Act* and the relevant regulations of the Road Management (General) Regulations 2005.

In conducting any review of its Road Management Plan, Council will ensure that the standards in relation to, and the priorities to be given to the inspection, maintenance and repair of the roads and classes of road to which the plan applies, are appropriate.

Consultation

In any review associated with this Road Management Plan consultation will be undertaken as follows:

- Internally by the Asset Management Steering Committee
- Internally by Project Working Group and Project Control Group
- Externally by placing this document on exhibition and calling for submissions, in accordance with the requirements of the Regulations.



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