

# Road Management Plan 2021 - 2025

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City of Kingston

Adopted 28 June 2021



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Item	Details
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POLICY OWNER	Manager Infrastructure

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## Executive Overview

The City of Kingston (Council) is a Coordinating Road Authority under the Road Management Act 2004 (the Act) and is responsible for the management, maintenance and development of the Municipal Road network within the municipal district.

The Act allows a road authority to develop and publish a Road Management Plan. This Road Management Plan is inclusive of all Public Roads in the municipal district managed and maintained by Council.

The purpose of this Road Management Plan is:

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

As at 1 November 2019, the road network in the municipal district consists of:

- Municipal Roads – 617 km – (602 km sealed) and (15 km unsealed); and  
Footpaths – 1,049 km.

Council's "Register of Public Roads" provides the details of each of the roads and pathways for which Council is responsible and includes for completeness private roads and road reserves not yet constructed.

This Road Management Plan:

- supports Council's principal road management role of providing a safe and efficient road network for use by all members of the public;
- documents Council's road asset management practices that focus on delivering optimal outcomes having regard to affordability, available resources and the policies, priorities and strategies of governments and road authorities;
- outlines the processes for managing defects in and failure of assets; and
- details the inspection frequencies and condition standards adopted by Council.

This Road Management Plan seeks to balance the expectations of road users and the community against the limited resources available to Council in establishing a reasonable system for managing roads, including the setting of reasonable inspection and maintenance schedules and target times for repairing defects or deteriorations that are found or reported.

The Road Management Plan is supported by the following Asset Management Plans (AMPs):

- AMP – Transport;
- AMP – Pavements;
- AMP – Footpaths; and

- 
- AMP – Drainage.

The AMPs provide the details for the full life-cycle management of Council's transport, drainage, footpath and pavement assets and sets out its goals and objectives, policies and strategies, Levels of Service, standards, works programs, lifecycle programs and information systems relevant to managing these assets.

Any queries or comments in relation to this Road Management Plan should be addressed to:

**Manager Infrastructure  
City of Kingston  
PO Box 1000  
MENTONE VIC 3194**

## 1. GENERAL

### 1.1. LEGISLATIVE BASIS OF THE ROAD MANAGEMENT PLAN

This Road Management Plan is prepared in accordance with Division 5 of Part 4 of the Road Management Act and the Code of Practice for Road Management Plans (published by the Minister for Transport in September 2004).

This Road Management Plan reflects the objectives, role and functions of Council as specified under Sections 3C, 3D and 2E of the Local Government Act 1989 and sections 90 and 328(3) of The Local Government Act 2020. In developing the policy decisions and relevant standards detailed in this Road Management Plan, Council has had regard to the fundamental Best Value principles specified under Section 208B of the Local Government Act 1989 and Council's approach to Best Value is to:

- offer the best quality and value for money;
- be responsive to community needs;
- be accessible;
- show continuous improvement; and
- regularly report to the community.

This Road Management Plan is fully integrated with other Council plans and documents listed in Part 7 - Supporting Documents.

### 1.2. PURPOSE OF ROAD MANAGEMENT PLAN

In accordance with Section 50 of the Road Management Act, the purposes of the Road Management Plan are:

- to establish a management system for the road management functions of Council which is based on policy and operational objectives and its available resources; and
- to specify the relevant standards in relation to the discharge of duties in the performance of those road management functions.

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This Road Management Plan includes Council's Register of Public Roads, which lists the roads for which Council is responsible, the maintenance standards and practices adopted by Council in respect of those roads and provides details of the management systems that Council has implemented to inspect, maintain and repair public roads for which Council is responsible.

This Road Management Plan is supported by AMPs that detail the practices developed to ensure the Levels of Service adopted by Council are provided in the most cost effective manner and within Council's financial constraints.

### 1.3. REVIEW OF ROAD MANAGEMENT PLAN

Council is required to conduct a review of its Road Management Plan in accordance with Section 54 of the Road Management Act and the Road Management (General) Regulations 2016 (the Regulations).

### 1.4. MEANING OF TERMS

**Ancillary Area** means an area designated as ancillary by Council and includes car parks and other like areas detailed in the Register of Public Roads;

**defect** means a localised failure in an asset, (for example, potholes in a road surface or a joint displacement in a concrete pathway);

**incident** means an occurrence or event that is likely to give rise to injury, loss or damage on the part of a road user or any other person;

**intervention** level means the extent of a defect above which the defect may pose an unacceptable risk to users of the asset and at which point Council will intervene;

**Level of Service** means the defined service quality for the road against which performance may be measured and relates to quality, quantity, reliability, responsiveness and cost;

**Municipal Road** has the same meaning as in the Act;

**Pathway** has the same meaning as in the Act;

**response** time is the time to repair or make safe defects identified by inspections undertaken by Council officers or defects notified by the public. Response time is measured from the time the defect is identified by, or notified to, Council;

Road Reserve has the same meaning as in the Act; and

Roadside has the same meaning as in the Act.

### 1.5. KEY STAKEHOLDERS

A stakeholder is any person or group having an interest in the service provided by the asset. The following stakeholders have been identified:

- Kingston residents and rate payers;
- Kingston Councillors;
- Council staff;
- Council's road maintenance service providers;

- 
- Department of Transport (DoT) (formerly VicRoads);
  - Adjoining Councils;
  - Utility providers;
  - Road users;
  - Public transport operators;
  - Emergency services;
  - Businesses;
  - Chambers of Commerce;
  - Local schools;
  - Community environment groups;
  - Road construction industry;
  - Land development industry.
  - Tourists;
  - LXRA – Level Crossing Removal Authority;
  - SLRA – Suburban Rail Loop Authority;
  - Council's Insurance Provider

## 1.6. OBLIGATION OF USERS

Section 17A of the Road Safety Act 1986 requires a person who drives a motor vehicle on a road to drive in a safe manner having regard to all relevant factors including 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.

All other road users must use a road in a safe manner having regard to all the relevant factors.

A road user must:

- 
- Have regard to the rights of others road users and take reasonable care to avoid any conduct that may endanger the safety of 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 of 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.

## 1.7. AVAILABILITY OF ROAD MANAGEMENT PLAN

This Road Management Plan, including the Register of Public Roads, is available to be viewed, free of charge, at the following Customer Service Centres:

### **Cheltenham (Main Office)**

1230 Nepean Highway  
Cheltenham  
Melways Ref: 86 J2  
Hours: Mon-Fri, 8.30am-5.00pm

### **Chelsea Library Customer Service (Co-located with the Library)**

1 Chelsea Road  
Chelsea  
Melways Ref: 97 B1  
Hours: Mon-Fri, 10am-4.30pm

The ROAD MANAGEMENT PLAN may also be viewed on Councils website:  
[www.kingston.vic.gov.au/Services/Roads-amp-Traffic/Roads](http://www.kingston.vic.gov.au/Services/Roads-amp-Traffic/Roads)

## 1.8. DELEGATIONS

The Chief Executive Officer has delegated authority to amend any of the Appendices attached to this Road Management Plan and to update the Register of Public Roads as required.

## 1.9. RESPONSIBILITY FOR ROAD MANAGEMENT PLAN IMPLEMENTATION

The Chief Executive Officer is responsible for implementing this Road Management Plan and will, as necessary, assign certain roles and responsibilities to appropriate Council officers. Duties to be undertaken by Council officers shall include but are not limited to those set out in Schedule 7 to the Act.

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## 2. ROADS

### 2.1 REGISTER OF PUBLIC ROADS

Council is the 'Co-ordinating Road Authority' for the roads included in the Register of Public Roads (refer Section 19 of the Act).

Details of the Municipal Roads, Pathways and Ancillary Areas, for which Council is responsible and to which the provisions of this Road Management Plan apply are listed in that Register.

The Register of Public Roads is available for inspection at Council's customer service centre's located in Cheltenham and Chelsea (refer Part 1.7 - Availability of Road Management Plan) or can be viewed on Council's website: [www.kingston.vic.gov.au/Services/Roads-amp-Traffic/Roads](http://www.kingston.vic.gov.au/Services/Roads-amp-Traffic/Roads).

### 2.2 ROAD ASSET REGISTER

For the purpose of ensuring that Council fulfils its statutory duty to maintain the roads for which it is responsible, Council has established a Road Asset Register.

Details of road assets are included in Council's Asset Management System.

The assets within the Road Reserve of Municipal Roads for which Council is responsible are set out in the AMP – Transport.

### 2.3 UPDATE OF THE ROAD REGISTER

The Road Register is maintained by Council's Infrastructure Department. A process is in place for updating the Register of Public Roads.

### 2.4 ROAD HIERARCHY

Council has developed a road hierarchy for the Municipal Road network. Each Municipal Road is allocated to a class under the road hierarchy and the level of service for a particular road is determined according to that allocation. The allocation of each Municipal Road is set out in Council's Register of Public Roads.

- The road hierarchy adopted by Council is detailed in AMP – Transport and is summarised below:

#### **Declared Arterial**

Roads whose main function is to form the principal avenue of transport for metropolitan traffic movements not catered for by freeways. These include:

- State Highways; and
- Declared Main Roads.

DoT is the road authority for all Declared Arterials.

#### **Trunk Collector**

The trunk collector's principal function is to facilitate the convenient and safe movement of traffic to and from the major arterial road system, usually at a signalised intersection.

#### **Collector Road**

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The collector road collects traffic from the access places and access streets and carries higher volumes of traffic.

#### **Access Street**

A street providing local access where speed and volume are low.

#### **Access Place**

A minor street providing local access.

#### **Access Lane**

A side or rear lane principally providing access to properties with another street frontage. Includes pathways where motor vehicles are prohibited.

#### **Ancillary Area – Car Park**

An area used to provide space for the parking of cars and light vehicles. Generally near shopping centres, recreation areas or railway stations. Includes the access road to or from the car park.

## 2.5 PATHWAY HIERARCHY

The Pathway hierarchy takes into account the pedestrian traffic and risk that may be generated in an area. The three classifications adopted by Council are:

- Primary Shopping Areas;
- Local Shopping Areas / High Usage Areas;
- All other Pathways.

Details of the information recorded about these Pathways are included in the AMPs and are recorded within Council's GIS as well as in more detail within a road database managed by Council's Infrastructure Department.

## 2.6 CODES OF PRACTICE

The Act includes provision for the making of Codes of Practice that provide practical guidance for road authorities, service providers and works and infrastructure managers in the performance of their functions and duties under the Act (refer Section 24).

Details of the Codes of Practice can be viewed on the DoT's website: [www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au) and include:

- Code of Practice for Operational Responsibility for Public Roads;
- Code of Practice for Clearways on Declared Arterial Roads;
- Code of Practice for Road Management Plans;
- Code of Practice for Management of Infrastructure in Road Reserves; and
- Code of Practice for Worksite Safety – Traffic Management.

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## 2.7 BOUNDARY ROADS

Council's municipal district is bounded by 5 municipalities:

- City of Bayside;
- City of Glen Eira;
- City of Monash;
- City of Greater Dandenong; and
- City of Frankston.

Municipal Roads located along the municipal boundary are detailed in **Appendix 4**.

Where a road defines the municipal boundary, the demarcation line for the respective responsibilities of the councils is taken as the centre of the road.

Where a Municipal Road defines the boundary between two councils, each council shall be the coordinating road authority for that part of the road that lies within its municipal district.

Council has entered into agreements with the adjoining councils that detail their respective responsibilities. The details of those agreements are documented in Council's Register of Public Roads.

## 2.8 CAR PARKS

Council is responsible for car parks within the municipal district to which the public has access, other than those that are located on privately owned land. Council is responsible for the management of, and enforcement of restrictions in, those car parks. Council may also assume responsibility for car parks located on privately owned land with the agreement of the owner.

The car parks for which Council is responsible are identified as Ancillary Areas in Council's Register of Public Roads.

Details of the information recorded about these car parks are included in AMP – Transport and are recorded in Council's GIS as well as in more detail in a road database managed by Council's Infrastructure Department.

## 2.9 TRAFFIC SIGNALS

Council is responsible for traffic control devices (such as local traffic only signs, parking signs and the like) on Municipal Roads within the municipal district.

DoT is responsible for traffic control devices on Municipal Roads that intersect with Arterial Roads.

The locations of traffic control devices for which Council is responsible are mapped in Council's GIS.

## 2.10 BRIDGES

Council is responsible for inspecting, maintaining and repairing all bridges on Municipal Roads within the municipal district, except those over railways.

Metropolitan rail franchisee, Metro Trains, is responsible for maintaining road-over-rail bridges (including bridge superstructures, substructures, and associated structures retaining the road formation but excluding the road surface on the bridge).

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The locations of bridges for which Council is responsible are listed in a Bridge Asset Register maintained by Council's Infrastructure Department.

## 2.11 STREET LIGHTING

The ongoing maintenance and management of standard street lighting on Municipal Roads in the municipal district is generally the responsibility of the relevant electricity distribution business (e.g. United Energy Distribution Pty Ltd. Council pays the electricity distribution business to undertake this work.

The relevant electricity distribution business maintains a register of these assets.

Where Council is responsible for street lighting facilities for specific schemes (such as decorative schemes), the details of such schemes and poles are documented in the arrangement entered into between Council and the relevant electricity distribution business.

## 2.12 SIGNS

Council is responsible for inspecting, maintaining and repairing regulatory, warning, standard and guide signs on Municipal Roads within the municipal district, except those relating to Declared Arterial roads.

VicRoads is responsible for any signs that control the movement of traffic to and from a Declared Arterial road, being located on either the Declared Arterial road or the intersecting Municipal Road.

The locations of signs for which Council is responsible are mapped in Council's GIS.

## 2.13 RAILWAYS

Metro Trains, which holds the license to operate the rail network, is responsible for the ongoing maintenance of rail crossings – pedestrian and vehicular.

## 2.14 HOUSE DRAINS

Stormwater drains constructed within the Road Reserve for the benefit of adjoining private property are the responsibility of the property owner, from the property boundary to the discharge point (road channel or underground drain).

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## 3. LEVELS OF SERVICE

The Levels of Service to be applied under this Road Management Plan are set out in **Appendix 1**.

The Level of Service identifies the following activities:

- Inspection of assets;
- Intervention standards; and
- Rectification works and response times.

**Appendix 2** to this Road Management Plan details the inspection type and frequency associated with each asset type and class allocated in the road hierarchy.

The Levels of Service are based on:

- Council's goals and objectives (i.e. Council Plan);
- Legislative requirements (i.e. the Act and other relevant legislation);
- Customer expectations (identified through community consultation / surveys);
- Council's delivery mechanisms (i.e. in-house / external contract resources);
- Industry standards / renewal requirements (i.e. pavement / financial modelling); and
- Council budget.

The Levels of Service adopted in this Road Management Plan are considered reasonable having regard to community expectations, available resources, Council's budget and the competing demands on Council.

### 3.1 POLICIES / STRATEGIES

Council is the 'Co-ordinating Road Authority' for the roads included in the Register of Public Roads (refer Section 19 of the Act).

The **Council Plan 2017 - 2021 & Living Kingston 2035** is the key strategic document for setting the future directions of Council. Goal 1 relates to the management, maintenance and utilisation of Council assets to meet the needs of and provide for current and future generations.

Goal 1 is "Our well-planned, liveable city supported by infrastructure to meet future needs".

Objective 1.3.1 is to "Design, build and maintain the public realm through civil infrastructure (roads, footpaths, drains, bridges and carparks) to support the current and future needs of a growing community".

#### 3.1.1 ASSET MANAGEMENT PLANS

The Asset Management Plans have been developed in response to Councils Asset Management Strategy which "aims to achieve a systematic improvement to Asset Management practices within Kingston" and forms a key component in strategic and financial planning and in annual budgeting.

The Asset Management Plans detail Council's transport, drainage, footpath and pavement assets and set out its goals and objectives, policies and strategies, levels of service, standards, works programs, lifecycle programs and information systems relevant to managing the asset.

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### 3.1.2 SERVICE LEVEL MANAGEMENT PLANS

Council is, at the time of adopting this Road Management Plan, developing a Service Management Assessment Framework (SMAF), which is an integrated framework with a major focus on Services and Service Planning driving decisions on asset management and capturing the total cost of services. The SMAF will inform the Levels of Service applied by Council under this Road Management Plan.

### 3.2 COMMUNITY CONSULTATION

Consultation with the community is carried out to ensure that the needs and expectations of the community – within the limits of affordability and Council priorities - are taken account of in determining the Levels of Service.

#### 3.2.1 ROAD MANAGEMENT PLAN REVIEW

Council is required to review this Road Management Plan at regular intervals. Depending on the nature of changes that are proposed as a result of any review, Council will give public notice of the review and invite submissions if required. (refer to the Regulations).

### 3.3 RISK ASSESSMENT

The standards of construction and maintenance outlined in this Road Management Plan have been determined by reference to risk assessments undertaken generally in accordance with the principles of AS/NZ ISO 31000:2009, Risk Management – Principles and Guidelines.

For nominated road defects Council has determined the likelihood the defect will contribute to an incident and the subsequent consequences of that incident. This analysis, evaluation and risk treatment is reflected in the AMPs and the response times adopted in **Appendix 1** to this Road Management Plan.

### 3.4 INSPECTION TYPES

Inspections are undertaken on a regular basis to ensure that road assets are being maintained in a safe manner and that adopted intervention levels are being met.

The types of inspections carried out on the road assets are set out in **Appendix 3**, being:

- Programmed Inspections;
- Reactive (Safety) Inspections;
- Incident Inspections; and
- Condition Inspections.

### 3.5 STANDARDS OF MAINTENANCE

Maintenance is the day-to-day operational activity necessary to keep an asset in operational condition. Maintenance includes both preventative as well as corrective activities.

The objective of routine maintenance is to ensure network management practices, levels of service and programs meet road users' expectations, minimise disruption to the community and provide value for money.

The following maintenance activities are carried out to ensure the applicable Levels of Service are maintained:

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### 3.5.1 MAKE SAFE

Temporary works to be undertaken to reduce the risk of an incident until such time as maintenance or repair works can be completed. Response times and measures (e.g. warning signs, flashing lights, and safety barriers) are determined based on the risk assessment conducted by the Works Supervisor.

### 3.5.2 EMERGENCY WORKS

Works required to be undertaken immediately to ensure the safety of road users and the public following an emergency incident (refer Part 3.8 – Emergency response).

### 3.5.3 EXCEPTIONAL CIRCUMSTANCES

Council will endeavour to meet all aspects of this Road Management Plan. However, in the event of any natural disaster (such as flood or fire, but not limited to only these disasters) or any other unexpected event, including any unexpected limitation with respect to human and other resources, Council reserves its right to suspend compliance with this Road Management Plan in accordance with the principles set out in section 83 of the Wrongs Act 1958.

### 3.5.4 ROUTINE MAINTENANCE / REPAIRS

These are generally operational activities undertaken to maintain the primary function of the asset. Routine maintenance deals with minor activities to make safe or to slow down or prevent deterioration of the road asset and includes activities such as crack sealing, pothole repair, sign replacement, repairs and line marking.

The inspection frequency for programmed inspections is set out in **Appendix 2** to this Road Management Plan.

The intervention levels and the response times in which repairs will be carried out are set out in **Appendix 1** to this Road Management Plan.

## 3.6 RENEWAL WORKS

### 3.6.1 PAVEMENT MODELLING

Formal analysis and modelling is not currently utilised by the Infrastructure Department in the development of annual pavement renewal programs. Instead a five-year planning and prioritisation procedure is used. Council's Infrastructure Department is, at the time of adopting this Road Management Plan, assessing the inspection and predictive modelling systems that are currently available for road pavements.

### 3.6.2 PAVEMENT CONDITION

A condition inspection of all roads is carried out on a triennial cycle by an independent consultant. This inspection is in the form of video recording from different camera angles supported by desk top assessment by consultant in order to provide a condition rating of each individual road segment. The assessment by the independent consultant is supported by a visual assessment of those road pavements highlighted as being in a fair to poor condition to help prioritise the 5 year Capital Works Program and Resurfacing Program. The supporting visual inspections are undertaken by experienced engineers from Council's Infrastructure Department in accordance with the inspection frequencies set out in **Appendix 2** to this Road Management Plan.

The ratings to describe the various condition states of the pavement surface used when carrying out a condition survey are detailed in the AMP – Pavements.

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### 3.7 RENEWAL PROGRAM

Asset rehabilitation or renewal activities are carried out to restore the condition of the asset so as to ensure that the required Levels of Service can be delivered over the long term.

### 3.8 EMERGENCY RESPONSE

Council is committed to providing a response to emergency situations in accordance with the specified response times.

Emergency works include works in response to traffic accidents and road spillages, fires, flooding, storms and responses under Council's Municipal Emergency Management Plan.

However, in extreme events response times and actions set out in this Road Management Plan may not be achievable due to the need to redirect resources to respond to and recover from the extreme event (refer Part 3.5.3 Exceptional circumstances).

### 3.9 AFTER HOURS EMERGENCY CALL-OUTS

Council maintains a 24-hour emergency phone number (1300 653 356) for reporting road defects.

During office hours, reports of road defects are directed to the Council Department or officer with responsibility for this Road Management Plan. After hours (3.30 pm – 8.30 am Monday to Friday and on weekends and public holidays) calls are directed via an automated options service to the rostered Infrastructure Emergency Response Officer.

Depending on the nature of the reported defect, the rostered Infrastructure Emergency Response Officer will make it safe or take such other action as is considered necessary. The response may include referral to a specialist contractor or to another service authority or agency.

## 4. FINANCIAL RESOURCES

### 4.1 COUNCIL'S STRATEGIC RESOURCE PLAN

Council's Long Term Financial Plan (LTFP) details the financial and human resources required to achieve the Council Plan's goals. A key component of the LTFP is the 10-year financial plan 2021/22 to 2030/31 prepared as part of Council's ongoing financial planning to assist Council in adopting a budget within a longer-term sustainable framework.

Council's adopted Asset Management Strategy sets out the capital expenditure requirements of the Council for the medium term and remains a key input to the LTFP. It predicts infrastructure renewal needs and considers other asset needs to meet current and future community service expectations.

The level of funding directed to maintenance activities is reviewed on an annual basis as part of Council's four-year financial plan process.

Allowance is made within Council's annual budget to meet Council's obligations as set out in this Road Management Plan.

Effective long-term planning will ensure Council's facilities and assets are functional, accessible and safe.

### 4.2 OTHER SOURCES

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In addition to Council funding for road construction and maintenance, funding is available from the State Government Black Spot Program and the Federal Government through its Roads to Recovery (R2R) program.

## 5. MANAGEMENT SYSTEM

### 5.1 SERVICE REQUESTS SYSTEM

Council utilises a customer relationship management system, which is used to receive requests for service and maintenance, along with complaints and reports pertaining to Council assets. These can be received from residents, visitors, ratepayers, property owners, government authorities, Councillors, private utility companies and any emergency services.

All requests and complaints, including emergency requests that require urgent action, are attended to within specified times, and the request must be finalised to meet Council's closure performance standards.

### 5.2 MAINTENANCE MANAGEMENT SYSTEM

With respect to roads, Council has developed an integrated approach to inspection, maintenance and repair of road infrastructure based on the following:

- Identification of defects;
- Intervention level reached;
- Type of intervention action; and
- Target time for intervention action.

Defects from programmed inspections and reports made to Council are recorded and uploaded into a Maintenance Database maintained by Council's Infrastructure Department.

### 5.3 DUTY TO INFORM SERVICE PROVIDER OR WORKS AND INFRASTRUCTURE MANAGER

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

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

it will convey that information to the relevant service provider or works or infrastructure manager (as the case may be) within the timeframe detailed in **Appendix 1** to this Road Management Plan.

### 5.4 INCIDENT INSPECTIONS

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Upon receipt of a notice of incident under Section 115 of the Road Management Act, Council, pursuant to Section 116 of the Act, may undertake an inspection and prepare a condition report of the part of the public road or infrastructure, specified in the notice of incident.

For the purposes of risk management, in any case where Council becomes aware of circumstances that may lead to an incident, it may cause an inspection to be carried out as soon as practicable to record the conditions existing at the site and to note any extraordinary matters that may be relevant. All inspections and details are to be recorded in the Maintenance Database maintained by Council's Infrastructure Department.

## 5.5 RECORDS OF INSPECTIONS AND WORKS

Records of all inspections and maintenance works undertaken on the road network are kept in the Maintenance Database maintained by Council's Infrastructure Department to meet the requirements of the Road Management Act, this Road Management Plan and Council's Records and Information Management Policy.

# 6. PERFORMANCE MANAGEMENT AND REVIEW

## 6.1 PERFORMANCE MONITORING

Performance monitoring is undertaken as follows:

- As part of monthly monitoring/reporting all Council activities;
- Monitoring and review of customer request system reporting;
- Regular meeting of the Contract Maintenance Unit, which monitors inspection programs, requests, correspondence, works programs, response times, etc. and review processes, systems set out in Council's Operational Manual;

## 6.2 ROAD MANAGEMENT PLAN REVIEW

A formal review shall be carried out at the intervals required by, and in accordance with, the Regulations.

## 6.3 CONTINUOUS IMPROVEMENT FRAMEWORK

Council is, at the time of adopting this Road Management Plan, developing a continuous improvement framework that will allow for innovative improvement strategies for asset management within the organisation. The purpose of the framework is to provide for continual improved systems and processes to meet changing community demands on services and assets.

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## 7. Supporting Documents

The following documents are provided in support of the Plan.

### 7.1 LEGISLATION AND REGULATIONS

PARLIAMENT OF VICTORIA. *Road Management Act 2004*.

PARLIAMENT OF VICTORIA. *Local Government Act 1989*.

PARLIAMENT OF VICTORIA. *Local Government Act 2000*.

PARLIAMENT OF VICTORIA. Road Management (General) Regulations 2016.

PARLIAMENT OF VICTORIA. Road Management (Works & Infrastructure) Regulations 2015.

PARLIAMENT OF VICTORIA. Road Management Act 2004. Code of Practice – Road Management Plans. (Sept 2004).

PARLIAMENT OF VICTORIA. Road Management Act 2004. Code of Practice – Management of Road Infrastructure in Road Reserves.

PARLIAMENT OF VICTORIA. Road Management Act 2004. Code of Practice – Operational Responsibilities for Public Roads.

PARLIAMENT OF VICTORIA. Road Management Act 2004. Code of Practice – Clearways on Declared Arterial Roads.

PARLIAMENT OF VICTORIA. Road Management Act 2004. Code of Practice for Worksite Safety Traffic Management. PARLIAMENT OF VICTORIA. Road Safety Act 1986.

PARLIAMENT OF VICTORIA. Wrongs Act 1958.

## LIST OF APPENDICES

**Appendix 1 Level of Service**

**Appendix 2 Inspection Frequency**

**Appendix 3 Asset Inspection Details**

**Appendix 4 Boundary Roads**

**Appendix 5 Road Management Agreements**

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## APPENDIX 1 – ROAD MAINTENANCE – LEVEL OF SERVICE

### (Risk Assessment, Intervention Levels, Rectification Works and Response Times)

#### Defect Intervention Level

The defect intervention levels detailed in these Levels of Service should be considered as indicative and as a guide to the intervention level that will activate rectification works by Council.

#### Rectification Works

Rectification works for all defects can be:

- temporary repairs to make safe (e.g. cold mix);
- permanent repair to replace with like (i.e. pit covers, dig out and replace pavement section);
- installation of barricading and/or warning signs until a temporary or permanent repair are carried out.

#### Response Time

Unless otherwise indicated, response times are in working days and generally reflect the time to be taken to repair defects identified by regular inspections undertaken by Council staff – including programmed inspections - and for defects notified from the public.

Where it is not possible to carry out the rectification works within the specified time – type of repair required, resources, equipment required, work load - the necessary warning signs and protection will be provided until the required repairs are carried out.

It should be noted that asset defects identified by Council staff during programmed inspections of the municipality may not be rectified within the response times specified as the demand on Council maintenance resources is too high taking into account the other maintenance & reinstatement works. Extension of response times by a multiple factor of 3 may occur and still be considered as acceptable within the intent of Kingston's ROAD MANAGEMENT PLAN.

#### LEGEND

LIKELIHOOD			CONSEQUENCES		LEVEL OF RISK	
A	Almost	Certain	1	Insignificant	E	Extreme
B	Likely		2	Minor	H	High
C	Moderate		3	Moderate	M	Moderate
D	Unlikely		4	Major	L	Low
E	Rare		5	Catastrophic		

The response times adopted to repair identified defects taking into account the consequences and likelihood of an event are shown below:

RESPONSE (days)	Consequences					TIMES
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5	
A (Almost Certain)	5-45	5-45	1-5	1-5	4 hours	
B (Likely)	45-90	5-45	5-45	1-5	1-5	
C (Moderate)	90-360	45-90	5-45	1-5	1-5	
D (Unlikely)	90-360	90-360	45-90	5-45	1-5	
E (Rare)	90-360	90-360	45-90	5-45	5-45	

## ROAD INFRASTRUCTURE SERVICE LEVELS

Defect	Intervention Level	Road Type	Response Times	
			Trunks & Collectors	Access Street/Place/Lane & Ancillary Area
<b>Sealed Road</b>				
Pothole	Pothole depth > 50mm Pothole diameter > 300mm	Asphalt Pavement	14 days	45 days
Pavement cracking and slab subsidence	Fault - step > 50 mm	Concrete Pavement	90 days	180 days
Damaged or settled areas	Level Difference > 150 mm	Blue Stone Pitcher	90 days	180 days
Kerb and Channel Repairs	Vertical Displacement > 50 mm	Kerb and Channel	90 days	180 days
<b>Formed Roadway      Unsealed Roadway</b>				
Unsealed road pavement	Corrugations or other distress > 75 % with potholes > 100 mm in depth	Unsealed Pavement	N/A	360 days
<b>Drainage</b>				
Damaged pipes, pits, grates, culverts	Pit, Pipe or culvert non functional		90 days	90 days
Damaged pit, grate, culvert cover	Missing pit lid or grate cover		5 days	5 days
<b>Street Signs</b>				
Repair to regulatory signs stop and give way	Missing or otherwise damaged beyond legibility		14 days	14 days
<b>Line marking</b>				
Worn line markings including longitudinal lines, intersection markings, arrows, Statcon markings, school and pedestrian crossings	> 50% of line marking worn through		90 days	180 days
<b>Operation Servicing</b>				

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Emergency incidents including flooding and storms where the safety of the public or the protection of the asset is in immediate jeopardy, major traffic accidents, fires and other incidents where assistance is requested

Event is detected or made known (reported)

4 hours

4 hours

# PATHWAY INFRASTRUCTURE SERVICE LEVELS

Defect	Intervention Level	Footpath	Response	Local Shopping Area & High Usage Area	Other Pathway
<b>Pathway</b>			<b>Primary Shopping Area</b>		
Defective paved areas	Vertical displacement >15 mm	Paved area	15 days	45 days	
Defective paved areas	Vertical displacement > 20 mm	Paved area			90 days

## APPENDIX 2 – INSPECTION FREQUENCY

Inspection frequencies for Council managed road assets are listed below:

Asset Type	Programmed Inspection	Condition Rating Inspection
Road Pavement - Trunk collector	6 months	4 years
Road Pavement - Collector	6 months	4 years
Road Pavement - Access Street	13 Months	4 years
Road Pavement - Access Place	13 Months	4 years
Road Pavement - Access Lane	13 Months	4 years
Kerb and Channel	13 Months	4 years
Bridges - Level 1	13 Months	
Bridges - Level 2		4 Years
Footpaths - Primary shopping centres	6 monthly	4 years
Footpaths - Local shopping centres & High Usage Areas	13 months	4 years
Footpaths - Other Pathways	3 years and 3 months	4 years

## APPENDIX 3 – ASSET INSPECTION DETAILS

Inspection Type	Purpose	Reporting Requirements
Programmed Inspection	Inspection undertaken in accordance with a formal inspection schedule to identify defects and to determine if the road asset complies with the Levels of Service specified in Appendix 1.	<p>A record of each street/road is to be completed detailing the name of the inspector, the inspection date and street/road name and a description of the defects found that have reached the specified intervention levels defined in Appendix 1.</p> <p>Record any street/road inspected where no defect was found following the inspection.</p>
Reactive (Safety) Inspection	Inspection undertaken in response to a customer request or field staff to determine (a) whether the asset is the responsibility of Council (b) whether the defect exists and (c) whether it has reached the levels of service specified in Appendix 1.	Record specific defect, time first reported, date inspected, inspector name, subsequent action, and completion time.
Emergency	Request indicates that the defect presents an immediate threat of personal injury or property damage to members of the public.	
Incident Inspection	Carried out to comply with the requirements of the Act (refer Division 5 of Part 6 – Claims Procedure, Section 116).	Formal Incident Condition Report required, as described.
	Incident condition report for potential use in future legal proceedings.	
Condition Inspection	Inspection undertaken to determine the condition of the road and footpath network.	For condition inspections the inspection sheet details include a general condition rating for the asset based on a 0 (New) - 10 (Unusable) rating.
	Condition Inspection considers structural integrity and remaining life of the asset and used to prioritise / program longer term maintenance, renewal and reconstruction works.	Required for asset management recording and reporting.

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## APPENDIX 4 – BOUNDARY ROADS

Boundary Road	Section	Adjoining Municipality
Charman Rd	Beach Rd to Melbourne-Frankston railway	City of Bayside
Learmonth Rd	Thompson Rd to Wadsley Rd	City of Frankston
Wadsley Rd	Learmonth Rd to Mornington Peninsula Freeway	City of Frankston
Eel Race Rd	Valetta St to Nepean Hwy	City of Frankston
Tootal Rd	Heatherton Rd to Dingley Arterial	City of Greater Dandenong

## APPENDIX 5 – ROAD MANAGEMENT AGREEMENTS

### **Frankston City**

Letter confirming arrangements, dated 30 June 2004.  
(TRIM 04/40318)

### **City of Bayside**

Letter confirming arrangements, dated 30 June 2004.  
(TRIM 04/40362)

### **City of Greater Dandenong**

No formal arrangement

### **VicRoads**

Draft Agreement, dated 1 July 2004.  
(TRIM 04/41121)

## ANNEXURE 1 – Draft Amendments to 2017 Road Management Plan

This summary provides a list of substantive changes within the proposed Road Management Plan which is being presented to Council at its Future Kingston City Council Ordinary Meeting of Council on 28 June 2021. The table of amendments shows changes to the main body of the 2017 Plan and appendices, the reason for the change and the outcome in terms of service level change.

Section	2017 Plan Amendment - Original	Changes made	Reason	Page
Full document	Terminology reviewed and updated where necessary	Various alterations	This has been reviewed throughout the entire document to ensure consistent references and terminology, e.g. changed VicRoads to Department of Transport (DoT).  Included reference the Local Government Act 2020.	NA
Full document	Formatting and grammatical updates	Various changes and updates	To ensure consistent and correct language.	NA
Executive Overview	Update road network details and date of last updated:	Municipal Roads - 617km  Footpaths – 1049km	To align with current details.	5
3.6.2	Pavement Condition	Updated	Method of condition inspection changed from previous in-house visual inspection to video inspection carried out by external consultant.	15
4	Financial Resources	Updated	To align with current 4 year financial plan.	17
7	Supporting Documentation	Updated	Titles and all references to these documents have been updated throughout the Plan and some reference material removed.	20

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Annexure 1	Draft Amendments to 2017 Road Management Plan	Added Table	To provide transparency relating to changes as part of this Plan review
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